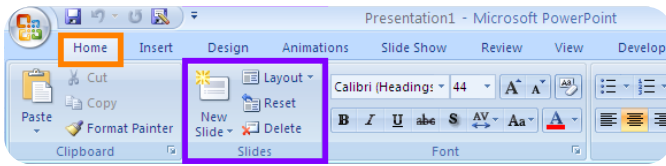


Malaspina University-College Quick Reference Guide for Microsoft® PowerPoint 2007

Ribbons, Tabs and Groups



The **Ribbon** is the new user interface of Microsoft® Office 2007. Each **Tab** on the Ribbon provides a group of tools. These groups of tools are further divided into sections called **Groups**. Once you are accustomed to the new layout, these groupings make it easier to locate commonly used tools, and with fewer clicks.

The Office Button



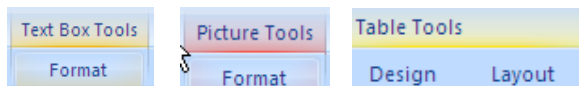
The Office Button is the source of all of the tools that would normally be found in the Office 2003 **File** menu. Click it for all of your **Save**, **Print** and **Sending** needs as well as a **very important button: Options**.

The Quick Access Toolbar



The Quick Access Toolbar allows you to customize your tools. You can add the tools that you use the most for one-click use by clicking on the drop-down arrow (circled) and selecting the tools you need. Seen above, from left to right, are the **Save**, **Undo**, **Redo**, **Symbol**, **Print**, **New**, **Print Preview** and **Save As** buttons.

The Disappearing Tabs



In Office 2007, there are toolbars that are used only when certain features are used such as Tables, Pictures, and Text Boxes. While we need these, we don't need them all of the time. Microsoft created magic tabs that appear only when you are working with these features.

Finding your Commands

Listed alphabetically below are the commands that you may need to find. These are listed by location first (e.g. Tab, or Office Button), and then by section.

Command	Tab Location	Group Heading
Action	Insert	Links
Advance On	Animations	Trans. to This Slide
Align Text	Home	Paragraph
Animate	Animations	Animations
Arrange	Home	Drawing
Background Styles	Design	Background
Bring to Front	*Extra Tab - Format	Arrange
Bullets	Home	Paragraph
Chart	Insert	Illustrations
Colour	View	Color/Grayscale
Columns	Home	Paragraph
Comment	Review	Comments
Copy	Home	Clipboard
Custom Animation	Animations	Animations
Cut	Home	Clipboard
Delete Slide	Home	Slides
Font Sets	Design	Themes
Format Font	Home	Font
Format Shapes	Home	Drawing
Gridlines	View	Show/Hide
Hyperlink	Insert	Links
Layout	Home	Slides
Movie	Insert	Media Clips
Narration	Slide Show	Set UP
New Slide	Home	Slides
Normal View	View	Presentation views
Notes Page	View	Presentation views
Page Setup	Design	Page Setup
Paste	Home	Clipboard
Picture	Insert	Illustrations
Presenter View	Slide Show	Monitors
Protect	Review	Protect
Rehearse Timing	Slide Show	Set Up
Resolution	Slide Show	Monitors
Ruler	View	Show/Hide
Shapes	Home	Drawing
Slide Design	Design	Themes
Slide Master	View	Presentation views
Slide Orientation	Design	Page Setup
Slide Show Setup	Slide Show	Set Up
Slide Sorter	View	Presentation views
Slide Transitions	Animations	Trans. to This Slide
Sound	Insert	Media Clips
Spelling	Review	Proofing
Symbol	Insert	Text
Table	Insert	Tables
Text Box	Insert	Text
Themes	Design	Themes
Zoom	View	Zoom / +Slider

* Tab only appears when drawing, text box or other item is selected.
+ Slider appears at bottom right of window.

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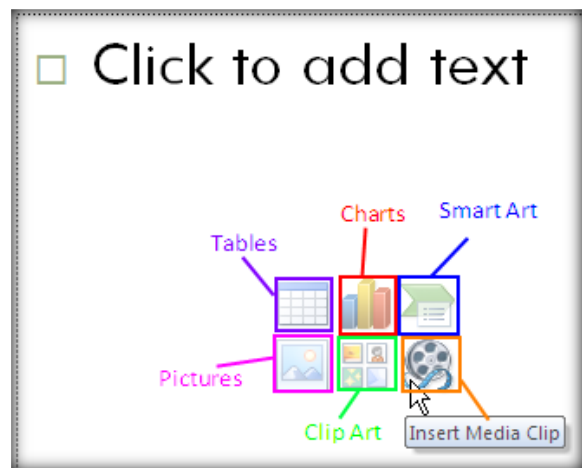
The New Designs

PowerPoint 2007 offers a different way of looking at slide design. Rather than templates, we use **Themes**. This matches better with the idea of a cascading style sheet than a template. The theme contains **slide designs, font groupings, thematic colours and formatting**. The main benefit of using one of these themes is that **changing the colour scheme applies to all items in the presentation**, from charts and diagrams to fonts and backgrounds. Below is the main page unformatted, followed by several thematic options.



Adding Illustrations

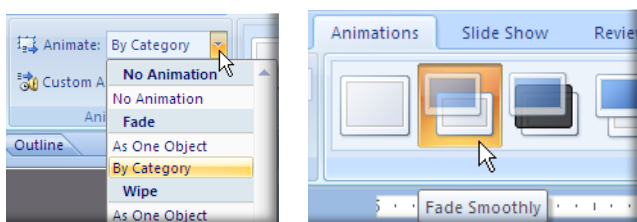
In PowerPoint 2007 all slide layouts provide either text or illustrations. You no longer need to choose beforehand. If you wish to add text, just click inside the placeholder and start typing. If you want to add images, drawings, movie clips or any other illustration, just **Click on the Icon** in the centre of the placeholder and PowerPoint will add the illustration for you. The diagram below explains the PowerPoint icons.



Animating Slide Shows

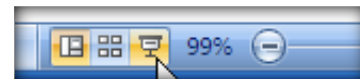
Animating Objects is easier than ever. Select the item to be animated, and then select the **Animate Dropdown** from the **Animate Tab** to choose a type of preset animation. Choosing to animate by category is a nice touch for items like pie charts.

Animating Slides is just as easy. Simply select the slides that will have the animation, and then select one of the transitions from the **Animate Tab**.



Starting the Show

There are many ways to start a slide show. Firstly, you can use the **Keyboard Function F5**. Next, you can use the **Slide Show Icon** at the bottom right of the window.



You can also use the **Start Slide Show** features from the **Slide Show Tab**.



Finally, you may use the **Slide Show** option from **Presentation Views** on the **View Tab**.

