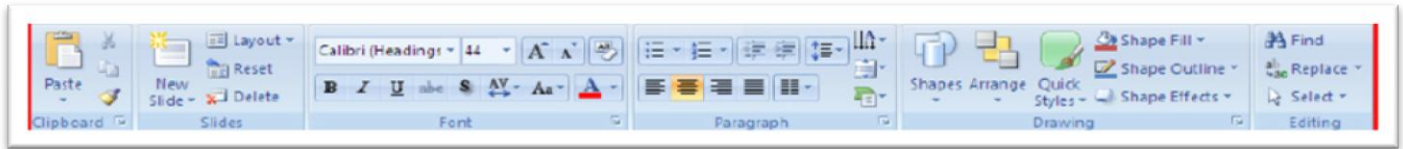


Microsoft PowerPoint 2007 – Quick Guide

PowerPoint Ribbon



All the features can be found on the ribbon. Information is arranged in groups on various tabs.

Home Tab – new slide, format font/paragraph, drawing and editing tools

Insert Tab – insert tables, illustrations of all sorts, links, text and media clips

Design Tab – page set up, themes and background

Animations Tab – animations and transitions

Slideshow Tab – run slideshow and change set up

Review Tab – proofing, comments and protection

View Tab – slide view, master views, zoom, color, windows

Format Tab -- appears only when an item is selected and varies depending on the item

Drawing Tools Tab – shapes, smartart, arranging and size

Format Tab – Picture Tools tab – adjust, picture styles

New features in Powerpoint 2007

Layouts

- The New Slide icon is on the Home Tab
- Several options of designs and templates to chose from

Slide Masters

- When you go to View, Slide Master, a new ribbon opens up. You can create masters for each different Layout or all Layout

Background options

- Select backgrounds from the Background Styles tab on the Design Tab or Slide Master tab.
- If you selectFormat Background and Gradient Fill, you can choose precise steps of colour, and the percentage of each color that you want.

Themes

- The Design tab contains different themes to add background colour, change fonts etc. As you run your mouse over the colors, you see a preview on screen.
- Theme effects are sets of lines and fill effects

SmartArt

- There are many more options with the SmartArt tool. Once you have inserted SmartArt, from the Insert tab, you are taken to the Format contextual tab and can choose different effects.