

Microsoft Office 2007

PowerPoint

New Features

Training Manual

College of Lake County

Staff Training

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MS Office 2007 PowerPoint

PowerPoint 2007 Introduction

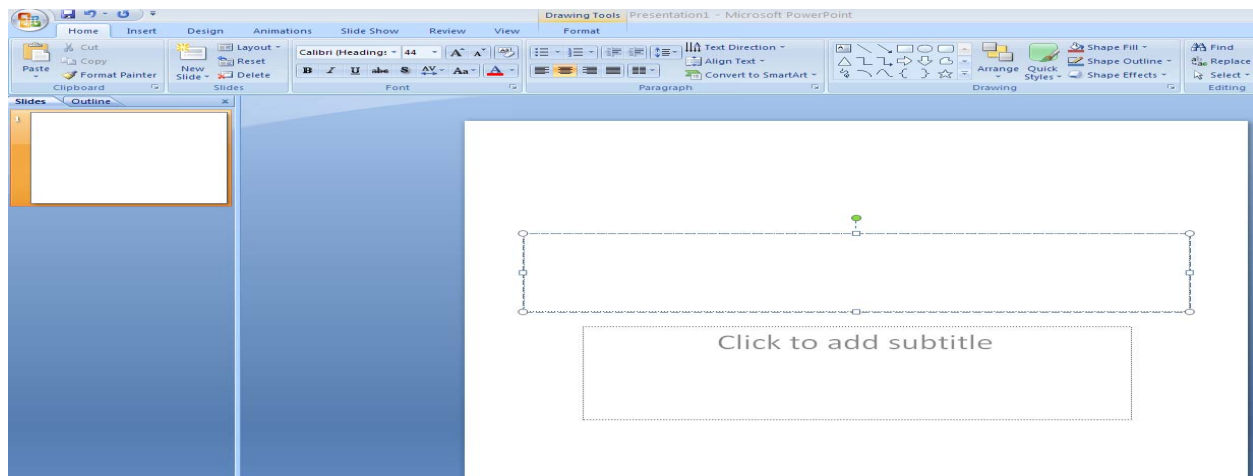
PowerPoint 2007 is the presentation component of Microsoft Office Suite 2007. It looks very different from the previous versions of PowerPoint and is designed to allow a greater ease in navigation. The biggest new feature of PowerPoint 2007 is the user interface. The Ribbon replaces the previously used menus. Tasks and options are now accessible via tabs and groupings. These are divided into the areas that are applicable to the area you are working in. It is designed to help you easily find the options you are looking for. The Ribbon is a commonality to all of the Office 2007 components; once you start working in one component of Office 2007 you should learn the others quickly.

New Features in PowerPoint

There are many new features in PowerPoint 2007. These features include the Ribbon, Office Button, Quick Access Toolbar, Live Preview, Mini-Toolbar, Zoom Bar, New Formatting Options, SmartArt Graphics, and more. We will go over these features in the lesson. As you go through the different screens please note how the ribbon tabs, groupings, and commands change to reflect functions used in the area you are currently working in.

Getting Started in PowerPoint 2007

1. Open PowerPoint by clicking on **Start, Programs, Microsoft Office 2007, Microsoft PowerPoint 2007**. Let's take a look at some of the new features.



PowerPoint 2007 Window

You will see the new look as soon as you open PowerPoint 2007.

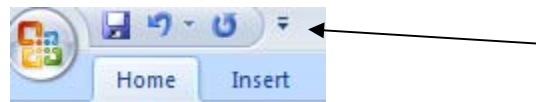
The Office Button

The Office Button is a new feature of Office 2007. It replaces the File menu area of Office 2003.



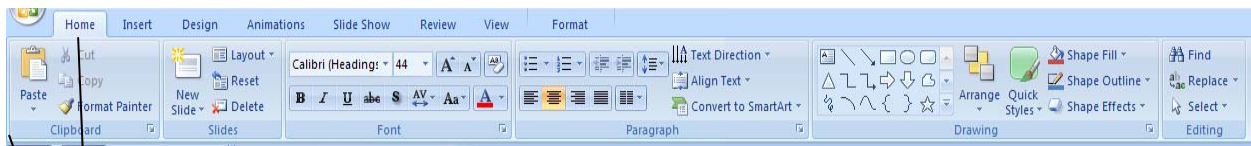
1. **Click** on the **Office Button**.
2. Notice it contains **New, Open, Save, Print**, and other commands.

Quick Access Toolbar



The Quick Access Toolbar is another new feature of PowerPoint 2007. This area contains frequently used commands and may be customized by clicking on the arrow on the right. The rounded arrows are Undo and Redo.

The Ribbon



The Ribbon replaces all menus of previous versions.

1. **Tabs** - Groups tasks into areas of functionality. Home has several of the most common options.
2. **Groupings** - Groups the Ribbon tab into related areas. Look at Font and you will see the commands for Bold, Italics, etc. Paragraph contains Bullets and Numbers, Centering, etc.
3. If at any time you need more work space you can double click on the **Home** tab in the Ribbon to make it disappear. Double click on Home again to bring it back.

Zoom In/Zoom Out Bar and Views



Views and the Zoom In/Zoom Out are now located on the bottom right of the screen. This is new to Office 2007.

Mini-Toolbar

The Mini-Bar is another new feature in Office 2007. The Mini-Toolbar is a small toolbar containing frequently used commands. It appears automatically when you highlight or right click on text. The Bar appears dim and only for a few seconds, unless you move the mouse over it to make it fully appear. This is another time saving feature of the program.

1. **Type** PowerPoint in the open screen.
2. **Highlight** PowerPoint.
3. Notice the Mini-Toolbar appears briefly. Move your mouse over it to look at the commands it contains.

Live Preview

Live Preview is a new feature which allows you to see what a screen will look like before you make a change. Selected text will be formatted to whatever option you choose, however nothing changes in the actual presentation unless you click on the chosen option. We'll look at this later.

Accessing the Help Function

Each component of Microsoft Office 2007 has a Help file. Although the location has changed the function remains basically the same. You may access Help by doing any of the steps listed below.

1. **Press the F1 key.**
2. **You may press F1 from any tab or command area you are in.**
3. **Click on the question mark at the top right of the Ribbon.**

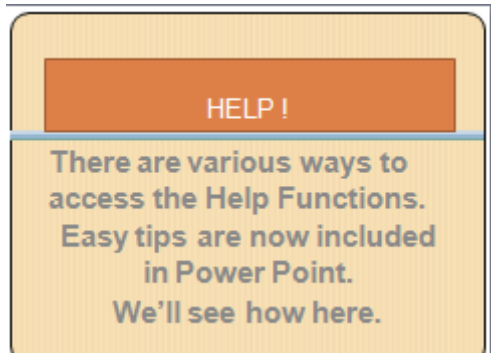


Browse through the various sections available in Help. Each topic has sub-menus. There is also a Training section which allows you to learn more, practice various applications, and take a self-test at the end of the session. You may also find the Keyboard Shortcuts in the Help section.

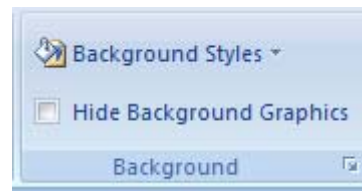


Expanded Screen Tips

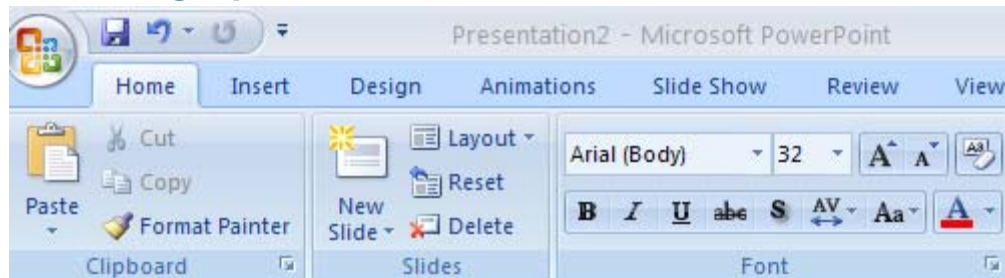
In addition to the Help Function, PowerPoint 2007 has expanded screen tips. By pointing your mouse on a command on the ribbon you will see not only the name of the function, but also a brief description of what it does. If you press the F1 key while in the description the Help screen comes up allowing you to get more information as needed. In the screen below, I clicked on Background Styles. An explanation of what it is was right under the title.




This is under **Design - Background Styles**



New Formatting Options



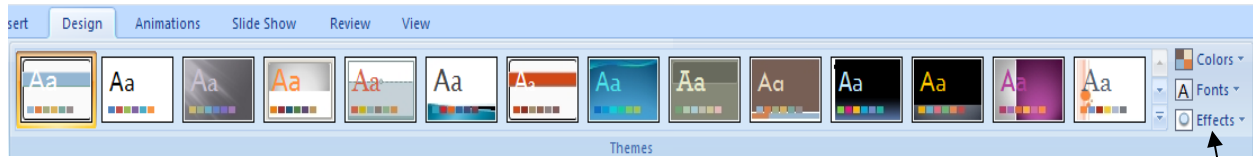
The Home tab contains the most frequently used commands. The small arrow on the right indicates there are more options.  This remains the same in all Office 2007 components. Slides command (in the Home tab) contains the area to insert a New Slide.

1. **Click on the arrow below New Slide.** Notice the choices you have.
2. **Click on the Layout button.** You have similar choices here too.

As you work through the various tabs and commands you will notice other changes.

New Themes and Styles

There are now themes and styles to coordinate all elements of your presentation giving it a more professional look. Each theme has unique Theme Fonts, Colors, Effects, and Background Styles.

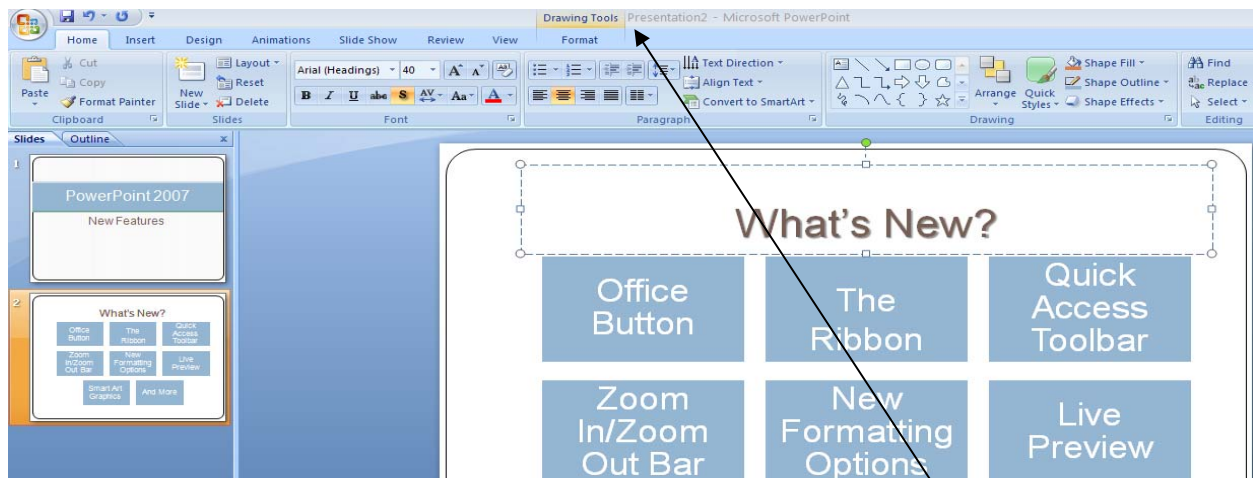



Let's take a look at this area now.

1. **Click on the Design Tab.** Notice the various Themes you may select from.
2. You may **change the Color, Fonts, or Effects by clicking on the corresponding arrow to the right.** Try some of the options available to you when you have time.

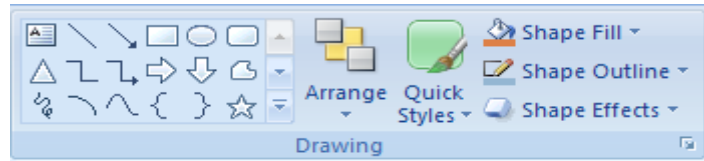
New Ways to Enhance Text and Shapes

PowerPoint 2007 has Calibri as the default text font. New fonts have also been added to the program; these new fonts make the readability aspect of your presentation clearer. You can also fill, outline, choose an outline style, shadow, 3-D format or 3-D rotate regular text and WordArt. Let's look at that now.

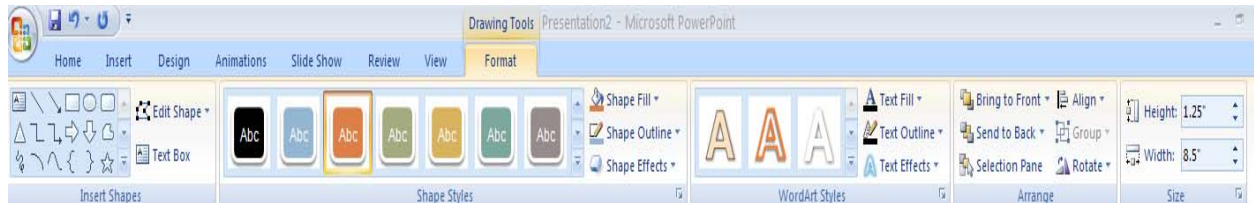


1. While in the **Home Tab** select the slide you wish to enhance.
2. Clicking on the area you wish to work in **brings up the Drawing Tools.**
3. **You may now enhance the selected area.** You may easily apply a shadow to text by clicking on the Shadow key in the Font area of the Ribbon. 
4. Other options available are in the Drawing area of the Ribbon. They include Shape Fill, Shape Outline and Shape Effects. Quick Styles permits additional color to be added to

the selected area. Notice the arrow to the right of each box. Click on this to bring up your options.



Clicking on the Format Tab also brings up the available options.



Using SmartArt Graphics

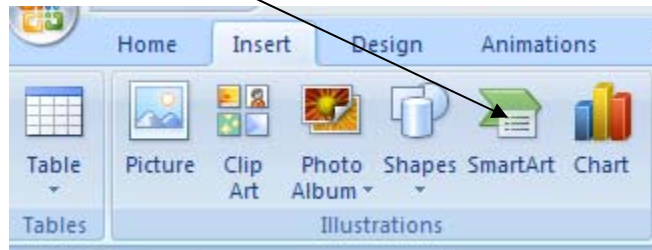
SmartArt enables you to demonstrate organizational hierarchies, processes, and relationships. Diagrams may be created from scratch or by formatting existing text. Below is a chart explaining the options.

Smart Art Categories

- List = Non-sequential information
- Process = Directional flow & connections between parts of a process
- Cycle = Repeating or circular processes
- Hierarchical = Chains of command, organizational charts
- Relationship = Connections between people, objects, or concepts
- Matrix = Complex relationships relating to a whole
- Pyramid = Hierarchical sets of relationships

SmartArt is accessed as follows.

1. **Click** on the Insert tab.
2. **Click** on SmartArt.

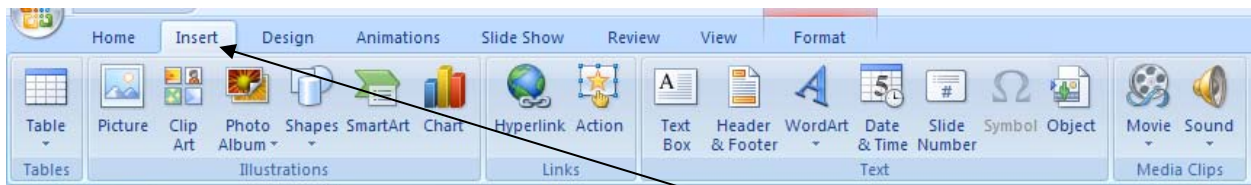


You can easily convert a bulleted list to a SmartArt graphic too.

1. **Select** the bulleted text. **Right click** on it and,
2. Select **Convert to SmartArt**.

New Ways to Enhance Pictures

PowerPoint 2007 has also included new ways to adjust photos, clip art, and other pictures. It also contains many picture frames, shapes, borders, and effects such as removing or enhancing color. The Reset Picture button will discard the styles and formatting you may have tried. You must click on the desired option to set it in the presentation. Let's briefly look at this feature.

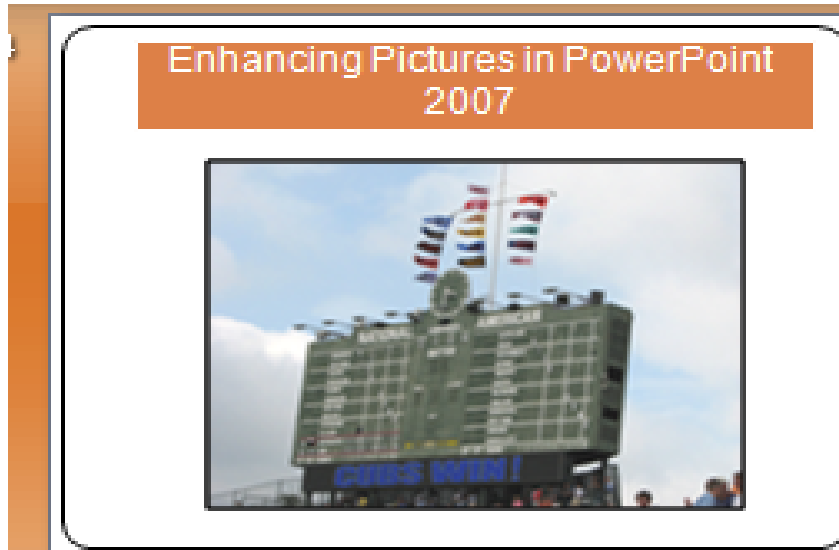


1. **Insert** a photo into a slide by clicking on the Insert Tab.
2. Notice **Picture Tools** is indicated on top of the Format Tab.



1. Click on the **Format Tab**. Here you will find the various options available to you. Try the various options out.

In the photo below I increased the brightness and added a frame.



New Ways to Enhance Tables and Charts

PowerPoint 2007 allows you to paste in a table originally created in another Office application. The table automatically configures to the slide width and takes on whatever theme colors you have chosen. Charts open in an Excel spreadsheet. Various styles and color options may be chosen. To insert a chart:

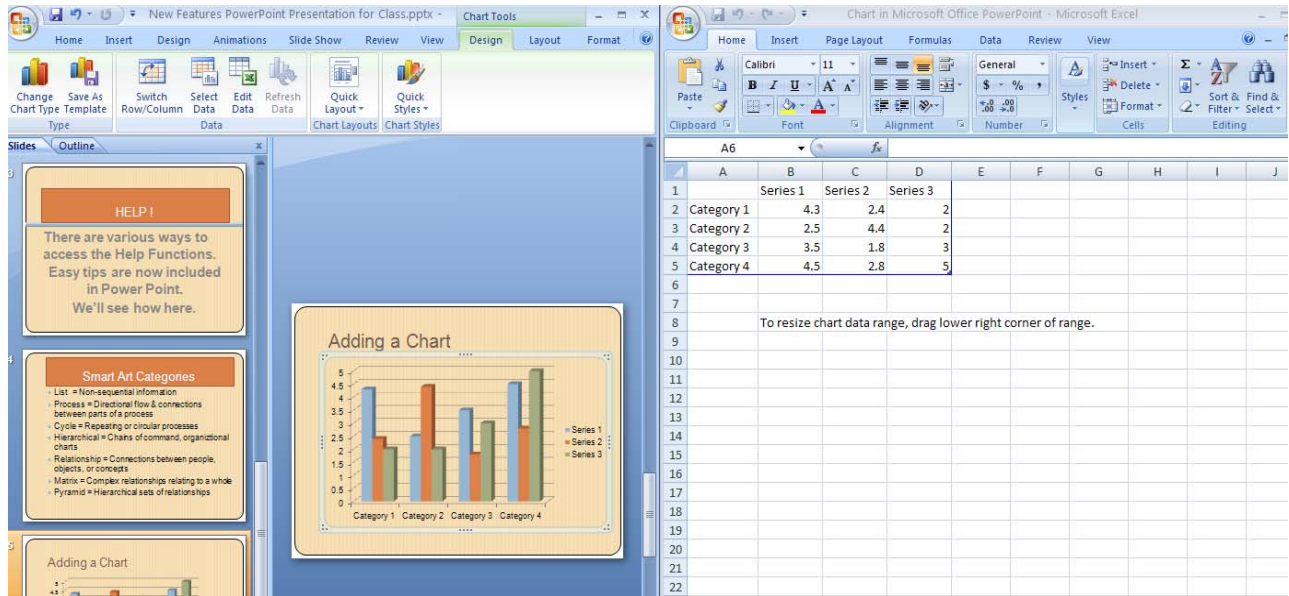
1. Click on the Insert tab.
2. Click on Chart.



3. Choose the type of chart to add.
4. Once you have opened the data to add the window shows as a split screen with Excel and the type of chart you've chosen in the same pane. Should you need to change the Excel data the chart will automatically change to reflect that.

See example of split screen when adding a chart on following page.

Example of split screen when adding a chart.



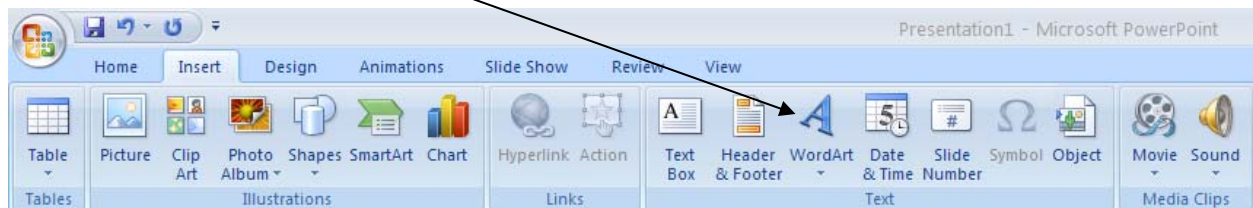
Status Bar



The Status Bar is located at the bottom of the screen. This area displays the number of slides, theme used. **Note:** Views area is also located here.

WordArt

Word Art has been expanded and now includes many more styles to choose from.



Reference Table - Ribbon Tabs Word 2007

This table displays the tabs in Word 2007 and shows where the item was located in PowerPoint 2003. You can use this table as a reference.

2007	2003
Office Button	New, Open, Save, Save As, Close, Print Preview, Print, Exit File
Home	Cut, Copy, Clipboard, Paste, Select All, Delete Slide, Duplicate, Edit Find, Replace, New Slide, Duplicate Slide,
Home	Font, Bullets & Numbering, Alignment, Line Spacing, Change Format Case, Replace Fonts, Slide Layout
View	Normal, Slide Sorter, Slide Show, Notes Page, Master, Color/ View Grayscale, Ruler, Grids & Guides, Zoom
View Window	New Window, Arrange All, cascade, List of Windows Window
Insert	Slide Number, Date & Time, Symbol, Picture, Diagram, Insert Text Box, Movies & Sounds, Chart, Table, Object, Hyperlink
Review	Spelling, Research, Thesaurus, Language Tools
Slide Show	View Show, Set Up Show, Rehearse Timings, Hide Slide, Slide Custom Shows