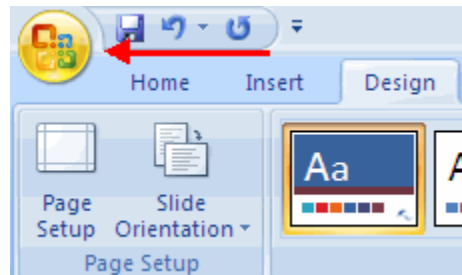


When you open PowerPoint 2007, you will notice that it looks quite different from earlier versions. The same tools are all there, but they are arranged very differently and new features have been added. If you are already familiar with PowerPoint XP or 2003, it may take you a while to adjust to this new arrangement of functions.

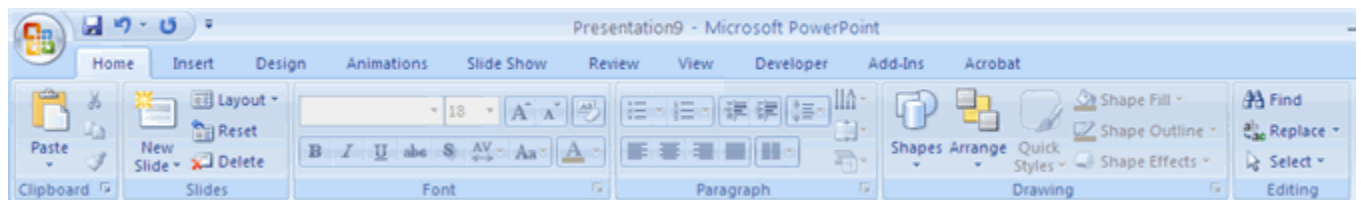
Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the **File** menu of older versions of PowerPoint. This button allows you to open a new presentation, open an existing presentation, contains the save and save as commands, print, send, or close.



Ribbon

The ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Design, Animations, Slide Show, Review and View. Each tab is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your PowerPoint slides.



Home: Clipboard, Slides, Font, Paragraph, Drawing, and Editing

Insert: Tables, Illustrations, Links, Text, and Media Clips

Design: Page Setup, Themes, Background

Animations: Preview, Animations, Transition to this Slide

Slide Show: Start Slide Show, Set Up, Monitors

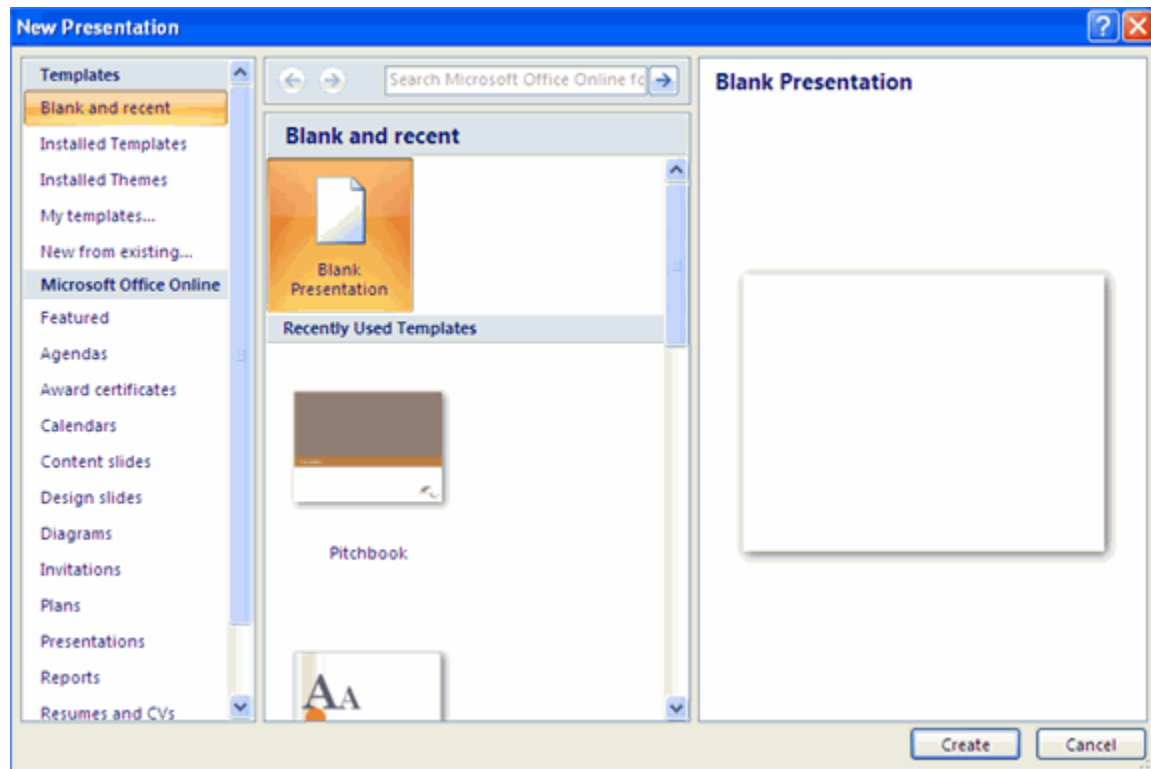
Review: Proofing, Comments, Protect

View: Presentation Views, Show/Hide, Zoom, Window, Macros

Start a New Presentation

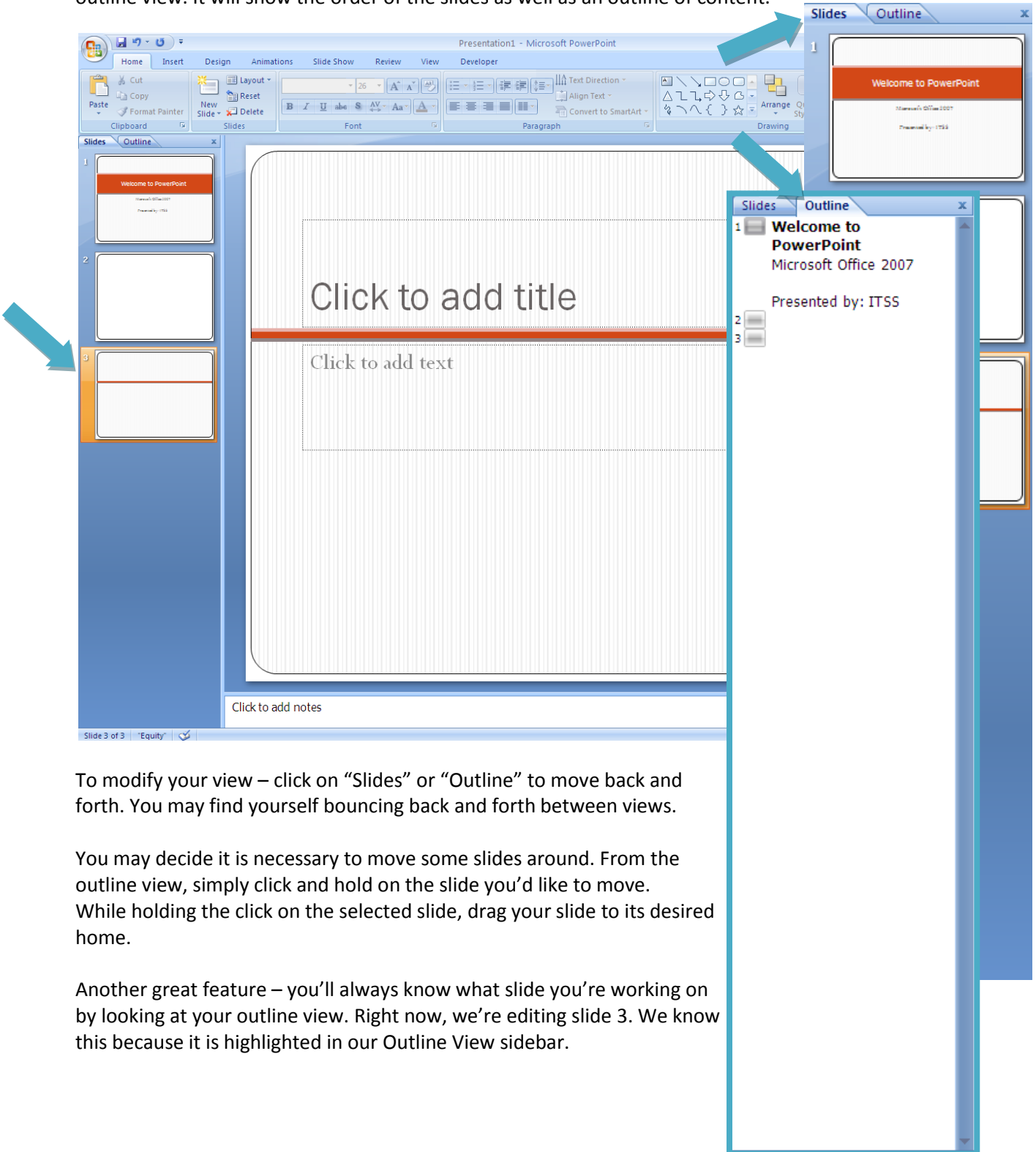
You can start a new presentation from a blank slide, a template, or an existing presentation. To create a new presentation from a blank slide:

1. Click on the Microsoft **Office** Button.
2. Click **New** on the menu that opens.
3. Choose an option in the **New Presentation** window.
4. Click on the **Create** button on the lower right hand side of the screen.



Outline View

As you begin working with PowerPoint, you'll notice a sidebar just left to your open slide. This is your outline view. It will show the order of the slides as well as an outline of content.



To modify your view – click on “Slides” or “Outline” to move back and forth. You may find yourself bouncing back and forth between views.

You may decide it is necessary to move some slides around. From the outline view, simply click and hold on the slide you'd like to move. While holding the click on the selected slide, drag your slide to its desired home.

Another great feature – you'll always know what slide you're working on by looking at your outline view. Right now, we're editing slide 3. We know this because it is highlighted in our Outline View sidebar.

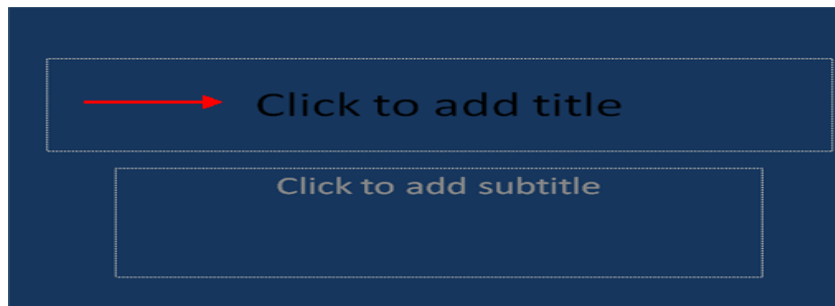
Slide Backgrounds

Design Tabs >> Background >> Background Styles

- Click on the **Format Background** button at the bottom.
- Format Background window appears.
- You can set the color, solid or gradient, transparency or choose picture/texture fill
- Click on **Close** button to apply changes only to the current slide
- Click on **Apply to All** to apply changes to all the slide

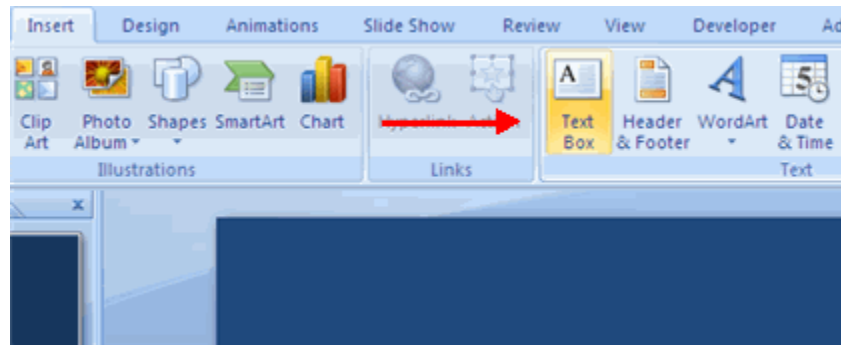
Inserting Text

- Click inside the pre-inserted text box.
- Type in the desired text.



Adding a Text Box

- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



Inserting Images

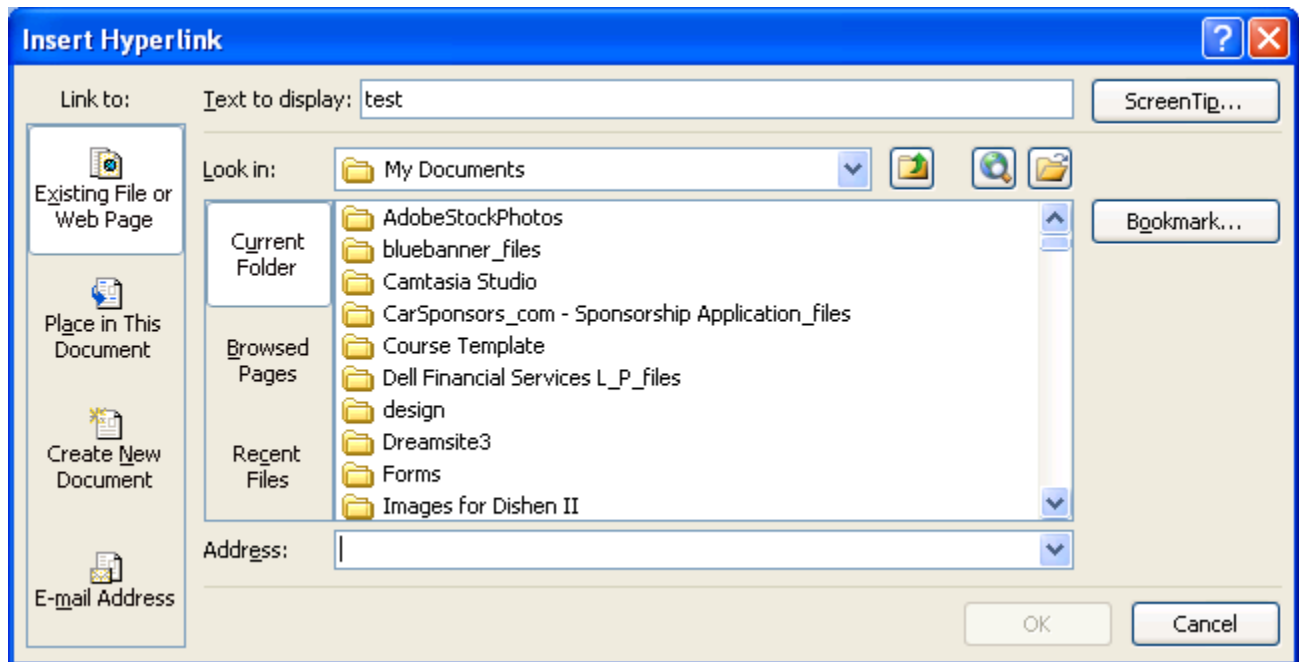
Images can be inserted into PowerPoint in many different ways. They can be inserted from the **Clip Art** gallery, from a storage device such as a **USB**, or by using the **Copy** and **Paste** method.

- Click the **Insert** Tab.
- Click the **Picture** Button.
- Browse to the picture from your files.
- Click the **Name** of the picture.
- Click **Insert**.
- To move the graphic, click it and drag it to where you want it.

Inserting a Hyperlink

Hyperlinks can be added to any slide. Hyperlinks can be added to your presentation to link to existing web pages, programs, files, or videos.

- Highlight the text in the slide that you would like to make into a **Hyperlink**.
- Click the **Hyperlink** button on the Insert tab
- Choose the file or web page to make a hyperlink in your presentation.



Spell Check

To check the spelling in a presentation:

1. Click the **Review** tab
2. Click the **Spelling** button

