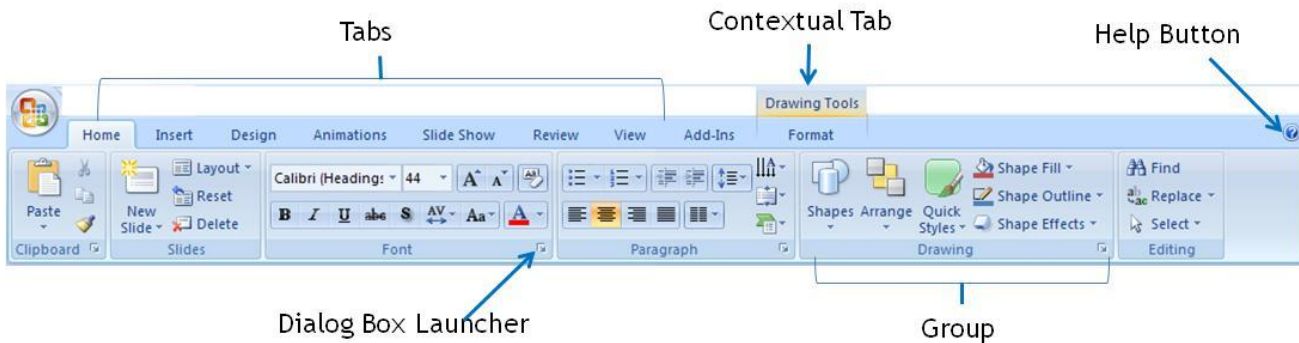


PowerPoint 2007 Quick Reference Card

Microsoft PowerPoint 2007 provides easy access to commands via the Ribbon, which replaces the menus and toolbars that were available in earlier versions. The purpose of the Ribbon is to keep commands visible while you work instead of them being hidden in menus and toolbars.

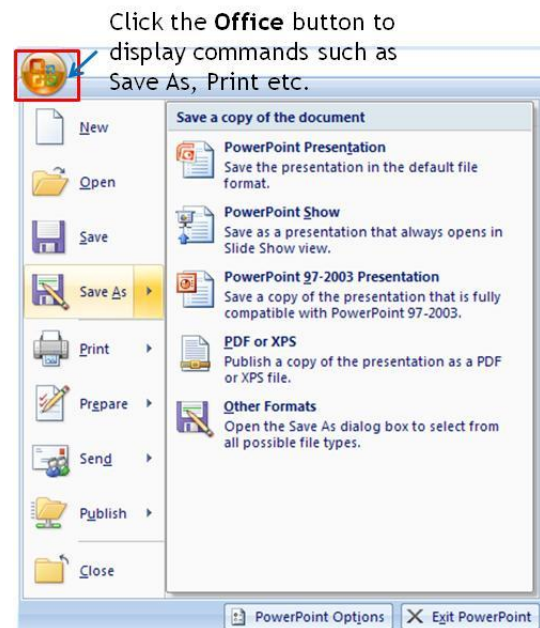


- **Tabs** - Tabs appear by default when you open PowerPoint and each one represents an activity area
- **Contextual Tabs** - Contextual tabs appear when you perform a specific task and offer commands relative to that particular task
- **Dialog Box Launcher** - Click this to display more detailed and advanced options
- **Group** - Each tab has several groups that display related items together making it easier to find things
- **Help Button** - Click to display the new Help window

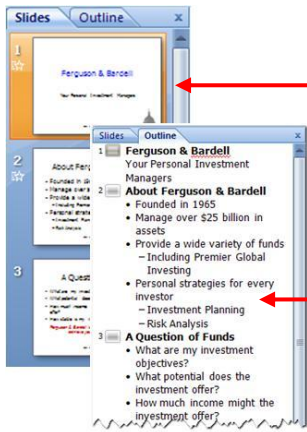
The Office Button

Provides commonly used functions similar to the File menu in Office 2002.

- **Create a new document:** Click the Office Button ⇒ New ⇒ Blank Presentation
 - **Open an existing document:** Click the Office Button ⇒ Open ⇒ Browse to where the file is saved ⇒ Open
 - **Save a document:** Click the Office Button ⇒ Save or click the **Save** button on the Quick Access Toolbar
 - **Save As:** Click the Office Button ⇒ Save As
 - **Print:** Click the Office Button ⇒ Print - use this option to select the printer and the number of copies you want to print
 - **Print Preview:** Click the Office Button ⇒ Print ⇒ Print Preview - allows you to preview your document before printing
 - **Quick Print:** Click the Office Button ⇒ Print ⇒ Quick Print Use this option to print the entire document to the default printer
 - **Prepare:** Use the options here to protect and manage your information e.g. use the **Mark As Final** option to prevent any changes being made to your file
 - **Publish:** Use this for options to package your presentation onto a CD or to post to a document management server or document workspace (e.g. SharePoint)
 - **Close a document:** Click the Office Button ⇒ Close
 - **PowerPoint Options:** Click the Office Button ⇒ PowerPoint Options - use to edit any options according to your preference
- Quick Keys:**
- | | |
|-----------------|---------------------|
| New - [Ctrl]+N | Print - [Ctrl]+P |
| Open - [Ctrl]+O | Close - [Ctrl]+W |
| Save - [Ctrl]+S | Check Spelling - F7 |



The Outline Pane



The **Slides** tab contains thumbnail images of each slide in your presentation. To go to a particular slide, simply click the thumbnail. You can also add and delete slides here.

The **Outline** tab concentrates on the content of the presentation rather than the appearance. You can use this view to both organise and edit your presentation.

Delivery, Transitions and Animation

- **To Add a Slide Transition:** Navigate to the slide you want to add the transition to and click the **Animations** tab on the Ribbon. Click the **More** button in the **Transition To This Slide** group and select the required transition.
- **To Add an Animation Effect to an Object:** Select the object you want to animate, click the **Animations** tab then click the **Custom Animation** button within the Animations group. Click the **Add Effect** button, select the category then the effect you want to use.
- **To Present a Slide Show:** Click the Slide Show button on the Status bar.
- **To Add Slide Timings:** Click the Slide Show tab on the Ribbon then click the Rehearse Timings button within the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during the show. Click Yes to save your timings.



Themes and Quick Styles

Design themes are a new addition to PowerPoint 2007. They work in a similar way as the design templates in earlier versions of PowerPoint. A really nice feature of the design themes, is that you can immediately see the effect reflected on your slides, before committing to a decision.

Some of the commands found in the Ribbon contain libraries that list the varying outcomes. These libraries are displayed as a gallery. The galleries are arranged in a grid or menu like layout.

For example, in the Design tab the Themes group displays a number of pre-defined themes and located next to the list are scroll buttons which indicates there are more styles to view.



Drawing and Graphics

- **To Insert a Clip Art:** Click the **Insert** tab on the Ribbon and click the **Clip Art** button within the **Illustrations** group. Enter the name of what you are looking for then click **Go**, or simply click **Go** to display all Clip Art images.
- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Picture** button within the **Illustrations** group. Find the picture you want to insert and click **Insert**.
- **To Draw a Shape:** Click the **Insert** tab on the Ribbon and click the **Shapes** button within the **Shapes** group. Select the shape you want to draw, position your pointer where you want to draw on the slide and click and drag until the shape is the required size. Hold down the [SHIFT] key to draw a perfectly proportioned shape or a straight line.
- **To Format an Object:** Double-click the object and use the options located on the **Format** tab.
- **To Move an Object:** Click the object and drag it to the new location. Release the mouse button when you have finished.
- **To Resize an Object:** Click the object to select it, click and drag one of the sizing handles then release the mouse button once the shape is the required size.
- **To Delete an Object:** Select the object, then press [DELETE].



View Buttons



Normal View: This is the default view in PowerPoint. Normal view includes the Slide, Outline and Notes pane.



Slide Sorter View: Displays all the slides as thumbnails. Use this view to rearrange the order of slides or add transition effects between slides.



Slide Show View: Displays the presentation as an electronic slide show.