

Microsoft® Office PowerPoint 2007

Microsoft Office PowerPoint 2007 enables you to quickly create dynamic presentations, easily share your presentations, and offers you a number of new ways to present your slide show to an audience. From the redesigned user interface to the new graphics and formatting capabilities, Office PowerPoint 2007 puts the control in your hands to create great-looking presentations. Learn more about Microsoft Office PowerPoint 2007 at <http://office.microsoft.com>.

Tips & Tricks

Microsoft Office PowerPoint 2007

Create Dynamic Presentations

Command Tabs – The traditional menus and toolbars have been replaced by a set of command tabs located in what is called the Ribbon. Presented graphically, command tabs display the commands that are most relevant for each of the task areas in the application. The Office PowerPoint 2007 presentation graphics program has a unique set of command tabs useful for presentation tasks, including designing slides, working with animations, and customizing the slideshow experience. You can double-click a command tab to hide or reveal the Ribbon as needed. Of course, the traditional dialog box interfaces are still available for those who want a greater degree of control over the result of the operation.

Galleries and Live Preview – You can rest your pointing device over a gallery on the command tabs to see a live preview of an editing or formatting change *before* that change is actually applied.

Microsoft Office Button – The Microsoft Office button has replaced the File menu and contains many of the standard file-related commands.

Quick Access Toolbar – To the right of the Microsoft Office button is the customizable Quick Access Toolbar containing the Undo, Redo, and Save commands. To customize the Quick Access Toolbar, click the drop-down arrow to the right of the toolbar.

Custom Layouts – With Custom Slide Layouts, you can create the type of layout you need when you need it, so you are never confined to prepackaged layouts. Click Slide Master on the View tab. Click Insert Layout, and then use the Insert Placeholder button to add content holders to your slide. Be sure to rename the layout so you can easily find it among the standard layouts on the Home tab.

Office 2007 Shared Charting Engine – With accessible charting tools available from the newly redesigned interface of the Microsoft Office system, you can use the same tools to create and format charts in any of the core Office applications. Use the Chart Tools contextual command tab to format axes, titles, and other chart labels, or to add visual enhancements such as 3-D, shadows, and glow. To insert a chart, click the Charts group on the Insert command tab.

SmartArt™ Graphics – New graphical capabilities help you easily create diagrams from scratch or change an already determined set of bullet points into an appealing and effective diagram. These new diagramming capabilities are complemented by updated effects, presented in contextual menus as you work with the diagram. All the diagrams are dynamic and can be adapted to your needs, so you are not

confined to static and unmanageable graphics. Right-click the desired bulleted list and select Convert to SmartArt. Use the SmartArt contextual command tabs to customize the diagram.

Animations – You can animate your SmartArt graphics using the common animation choices on the Animations tab, or open the Custom Animation task pane to further refine the animation.

Presentation Themes – PowerPoint themes simplify the process of creating presentations. Simply select the theme you want, and Office PowerPoint 2007 does the rest. With one click, the background, text, graphics, charts, and tables all change to reflect the theme you have selected, helping to ensure that all elements in your presentation complement one another. To apply a theme, click the Themes group on the Design command tab.

Easily Share Your Presentations

SharePoint Slide Libraries – You can use new SharePoint Slide Libraries to provide a centralized, server-based storage area for all your personal or team presentations. With a Slide Library, if you or your teammates have created a presentation and you need to use one or two existing slides, it is easy to find and insert this content into your presentation without ever leaving Office PowerPoint 2007. You can also choose to link slides in your current presentation to the server version of that slide within the slide library. If the server version of that slide changes, you are automatically prompted to update your slides. When finished, you can publish your new presentation to a Slide Library directly from Office PowerPoint 2007. Now other people can repurpose your content for their own work. On the Slides tab, in the Slides group, in the Add Slide list, click Reuse Slides. In the Reuse Slides pane, click Open a Slide Library.

Digital Signatures – If you want to provide assurance as to the authenticity, integrity, and origin of your presentation, you can add an invisible digital signature. After a presentation has been digitally signed, it becomes read-only to prevent modifications. If someone disables the read-only permissions and makes changes to the presentation, the signature is broken, informing you and other recipients that this presentation was tampered with after it left your control. Click the Microsoft Office Button. Click Prepare. Click Add a Digital Signature.

Save as PDF – With the **Microsoft Save As PDF or XPS** add-in, which is available for download at no cost from <http://office.microsoft.com>, you can save your document as a Portable Document Format (PDF) or XML Paper Specification (XPS) file. Click the Microsoft Office Button, and then click the arrow next to Save As. Select PDF or XPS.

New Options for Presenting to an Audience

Presenter Options – With more setup options, you can create compelling presentations quickly and easily. Set up your slide show to be presented by a speaker, browsed by an individual, or browsed at a kiosk. Determine which slides to show and set looping, narration, and timing options. Presenter View uses multiple monitors to provide one view for the presenter and another for the audience. Click the Slide Show tab. In the Set Up group, click Set Up Slide Show.

Custom Slide Show – Create custom slide shows based on existing presentations. This feature helps you present exactly what you need—without having to skip slides or fast forward through the presentation. You can also save your custom slide show for later use. In the Start Slide Show group, click Custom Slide Show. Click Custom Shows. Click New.