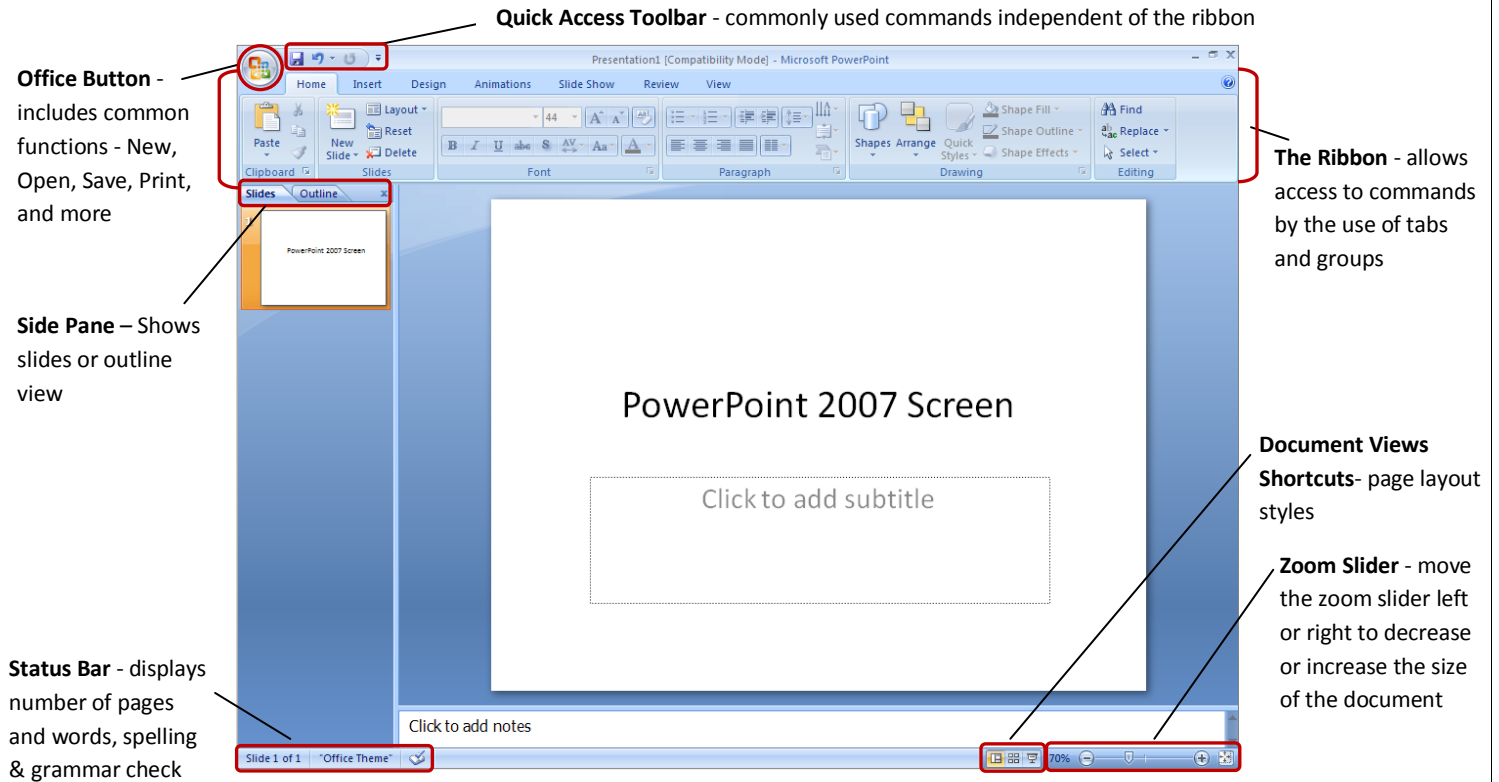
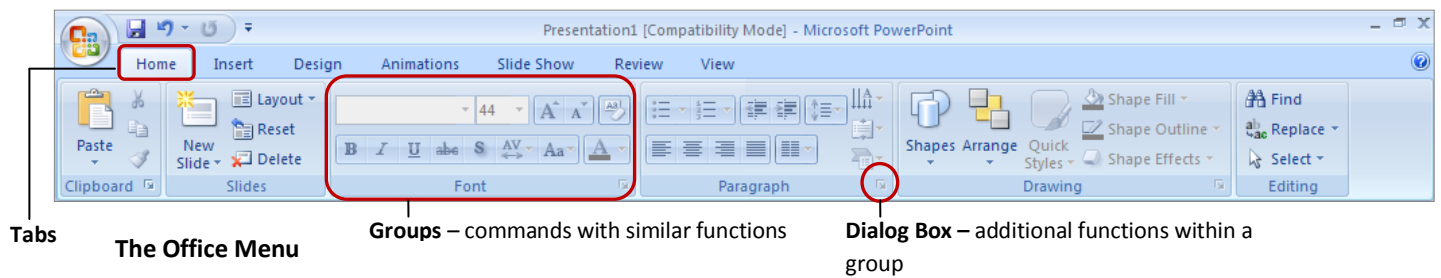


# POWERPOINT 2007 QUICK REFERENCE GUIDE

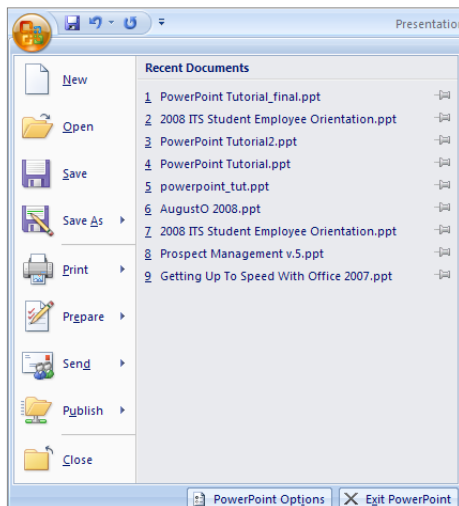


## The Ribbon



**Tabs**      **The Office Menu**      **Groups** - commands with similar functions

Provides users with commonly used functions similar to the File menu in Office 2003.



### Creating a New Presentation

Select the Office Button>New >Blank Presentation.

### Open an Existing Presentation

Select the Office Button>Open>Browse to the location of the file>Open.

### Save a file

Select the Office Button>Save or select the save button on the Quick Access Toolbar.

### Save As

Select the Office Button>Save As. You may change the file format, but it's best to save the file as Presentation 97-2003 Presentation.

### Print

Select the Office Button>Print. This will allow you to select the printer, how many copies and more functions.

### Quick Print

Select the Office Button>Print. Automatically prints to the default printer.

### Print Preview

Select the Office Button>Print Preview to preview your print job.

### Close the Document

Select the Office Button>Close.

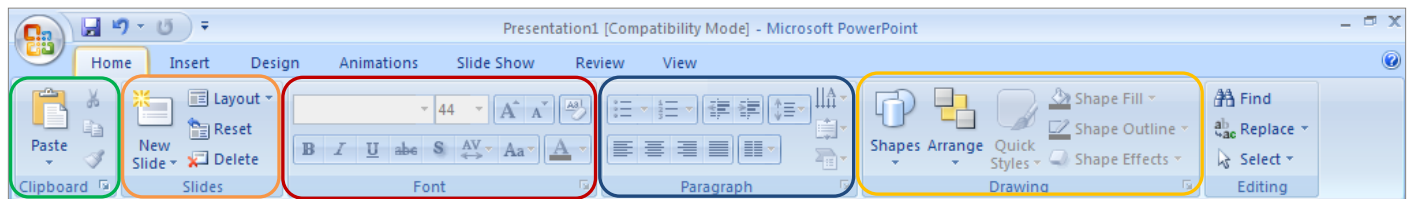
**Word Options** Select the Office Button>PowerPoint Options (at the bottom)>edit the options according to your preference.

### Quick Shortcuts

New (Ctrl + N)    Open (Ctrl + O)  
 Save (Ctrl + S)    Print (Ctrl + P)  
 Close (Ctrl + W)    Help (F1)

# POWERPOINT 2007 QUICK REFERENCE GUIDE

## Formatting a Presentation



**Cut, Copy and Paste** Select the Home Tab->Clipboard ->Cut, Copy or Paste.

**Slides** Select the Home Tab->New Slide (insert a new slide), Layout, Reset, or Delete.

**Font Formatting** Select the Home Tab->Fonts->Make your selection style, size, bold, italics, etc.

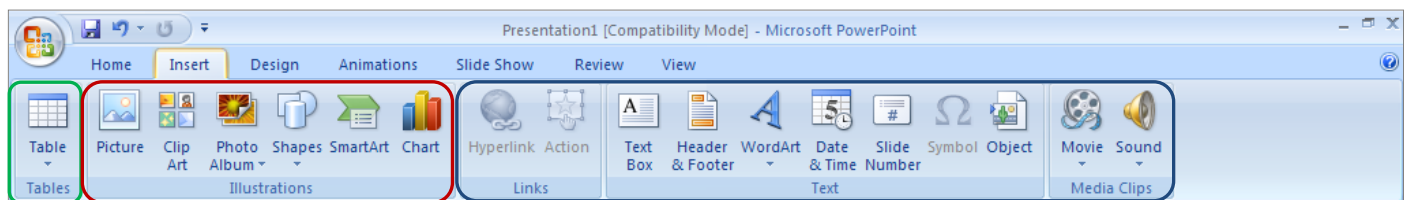
**Paragraphs** Select the Home Tab->Paragraph->Choose between align tools, bullets, numbering, bordering, etc. Choose the dialog box to work with line spacing and more.

**Drawing** Select the Home Tab->Styles->Select predesigned styles for your document.

## Quick Short Cuts

Cut (Ctrl + x) Copy (Ctrl + C)  
Paste (Ctrl + V) Bold (Ctrl + B)  
Italic (Ctrl + I) Underline (Ctrl + U)  
Align Left (Ctrl + L) Center (Ctrl + E)  
Align Right (Ctrl + R) Justified (Ctrl + J)  
Undo (Ctrl + Z) Redo (Ctrl + Y)

## Inserting Objects



**Tables** Select the Insert Tab->Tables ->Choose between pre-formatted tables, inserting Excel Spreadsheets, and drawing tables.

**Tables and Illustrations** Select the Insert Tab->Table/Illustrations->Select between pre-designed tables, draw your own table, insert an Excel spreadsheet, and more. Illustrations will insert pictures, clip art, shape, smart art (flow charts) and charts.

**Links/Headers & Footers/Text/Media** Select the Insert Tab-> Links/Headers & Footers/Text/Symbols->Choose between Links to create links to documents, or existing websites. Choose between **Header & Footers** to create pre-designed or create your own header/footer, numbering, bordering, etc., **Text** to insert word art, text boxes, date and time, etc., **Media** to insert movies, and sounds into your presentation.

## Commonly Used Features

**Design** - Select the Design Tab-> Groups includes **Themes** (colors, fonts, and effects), **Page Setup** (orientation), and **Background** (background styles).

**Animations** – Select the Animations Tab->Groups include **Preview, Animations** to create pre-designed and custom animations, **Transitions To This Slide** to create a transitions from one slide to another, add sound to the transition and adjust the speed on the transition.

**Slide Show** - Select the Slide Show Tab-> Start Slide Show->Setups includes **Setup Slide Show** to advanced setup options, **Hide Slide, Record Narrations** and **Monitor** allows adjustments to monitor resolution and to use dual monitors.

**Review** - Select the Review Tab->Proofing. Groups include **Proofing** which allows the user to use the spelling & grammar, **Comments** to add comments to your document and **Protect** which allows you to protect the presentation.

**View** - Select the View Tab-> Groups include **Presentation Views** which allows the user to select different types of views of the presentation, **Show/Hide** to show or hide rulers, gridlines and more, **Color/Gray Scale** to view in color, grayscale or pure black and white, **Window** to adjust windows, **Zoom** to zoom into one or more pages, and **Macros** which allows you to record or access other macro options.



**Help Button** – Located in the upper right hand corner of the Ribbon.



**Undo/Redo** – Corrects previous actions.