

PowerPoint 2007 Quick Guide

The big difference in PowerPoint 2007 is the ribbon bars with the tabs, which are more visual than the older drop down menus. Here is the opening or Home tab. You can add new slides, pick the layout, and select your font.



The Insert tab allows use to add pictures, hyperlinks, movies, and sounds. If you have installed LiveWeb to embed webpages in slides, it shows up at the right end of this ribbon. The Action buttons can be found on the Shapes drop down menu at the bottom.



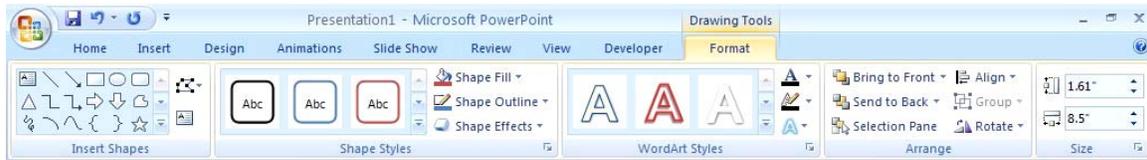
The Design tab allows you to select the canned background and font colors.



The Animations tab via the custom animations button will get you to the entrance and exit animations and the motion paths. The advance slide feature is used with the action buttons, where you deselect the one mouse click and let the button control forward and backward advance. Cartooning



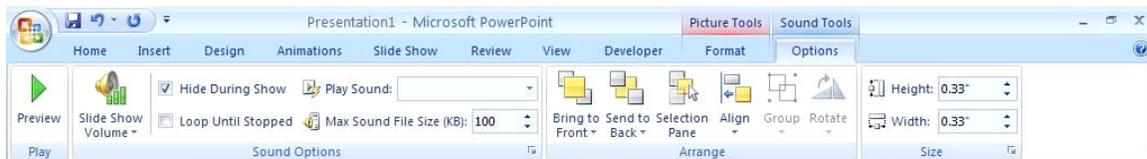
The Drawing Tools are an excellent way to draw in PowerPoint and for drawing in general. Slides can be saved in gif, jpeg formats to insert in other documents or webpages. You will notice arrange tools which are very handy.



The Picture Tools tab appears if you click on an added picture. Realize that you can label over pictures and draw on them as well. Resize pictures by dragging on the corners.



The Sound Tools tab appears if you click on an added sound.



Saving Files

Older versions of PowerPoint cannot read the new file format used by PowerPoint 2007. However, under the save option you can choose to save in PowerPoint 97-2003 format.

Saving as various formats by clicking on the Microsoft button (upper left on the screen shot) and click on Save as... to get the option.



Click keep to get the free pdf add-in and then this is where you would select it after installing.

Click here to get to gif, mpeg, or web page formats (at bottom of pop up menu drop down the save as type...).

September 2008