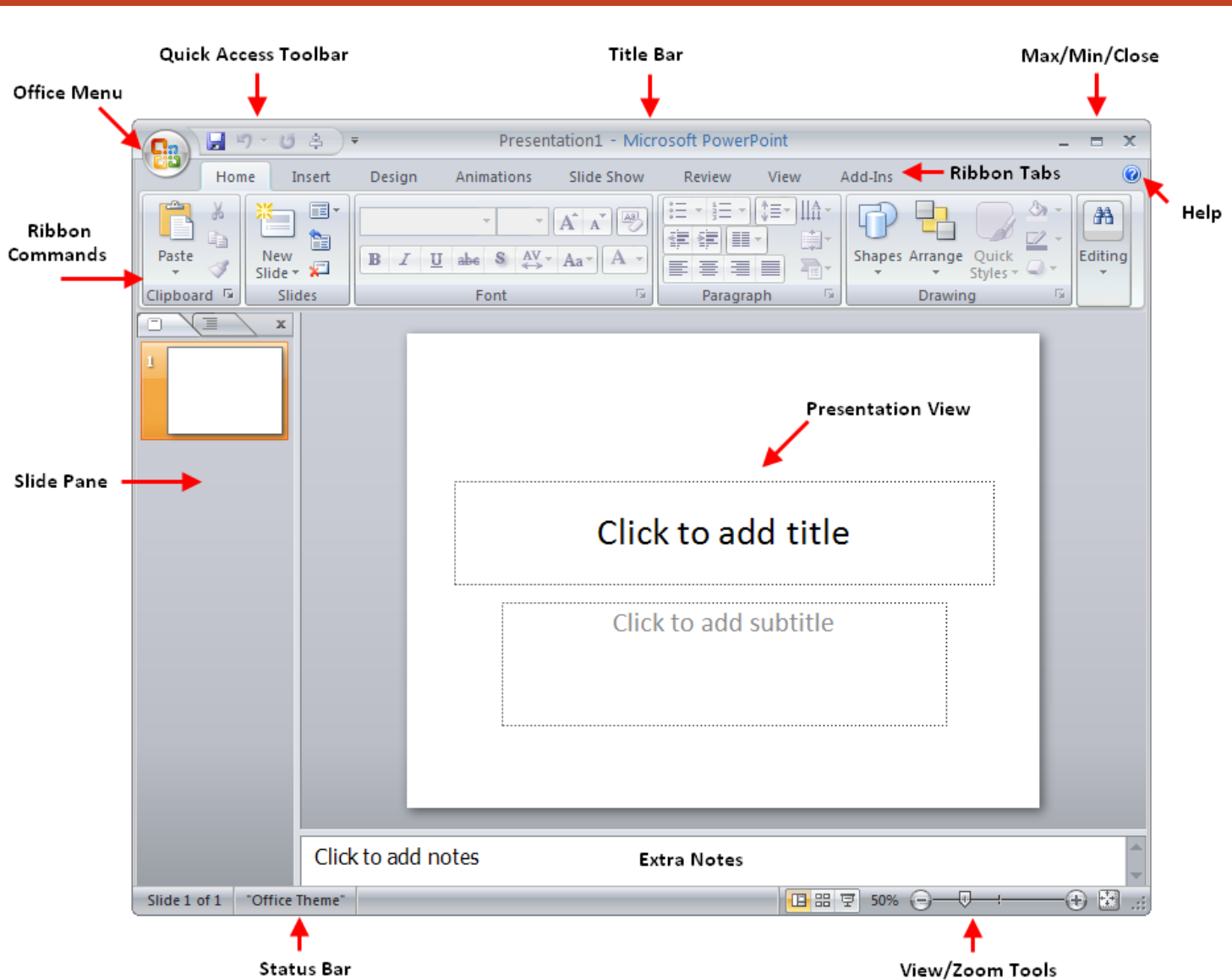


The PowerPoint Interface



Exporting to PDF

PDF files are a relatively small and easy way to send information back and forth between different people. PowerPoint 2007 supports the use of PDF files, but you first have to download an add-in from the Microsoft Office Website.

1. Visit <http://office.microsoft.com>.
2. Use the Search function search for 'save as PDF.'
3. Download and install the program. This step will require validation of your copy of Office 2007.
4. Open a file to save as a PDF and click Save As → PDF or XPS. Set the options for the output and click Save.

Quick Text Formatting

A handy feature in PowerPoint 2007 (as well as other Office 2007 products) is the ability to format selected text quickly. After highlighting text, just move your mouse cursor up to the top of the text and use the commands that appear:



The Quick Access Toolbar

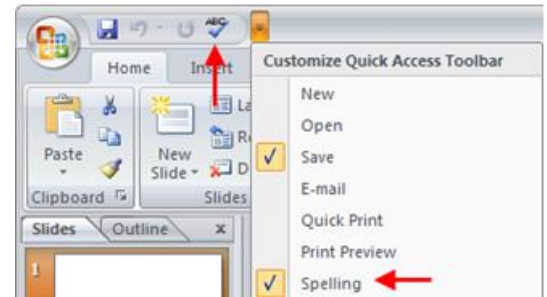
Office 2007 has dispensed with all toolbars used in previous versions. Instead, there is a Quick Access Toolbar which is always located at the top of your screen which can be used to add any command you like.



Adding commands is easy. You can click the pull-down icon to the right of the toolbar and add a common command, as shown on the right.

You can also right-click any command in the ribbon and click Add to Quick Access toolbar.

In PowerPoint options, you can further customize such that when you open a certain presentation, a custom toolbar will appear just for that presentation.

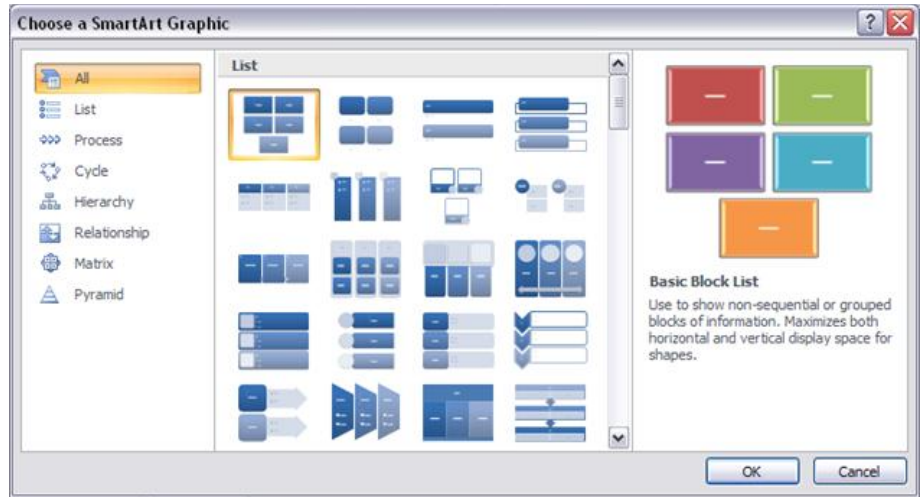


Using SmartArt

PowerPoint 2007 features a new style of organizational/hierarchical diagram called SmartArt.

There are a large number of Art styles to choose from. Click Insert → SmartArt. The window shown at right will appear. Select a category of diagram that would best fit your situation. Next, click a style of SmartArt and then click OK to insert the diagram.

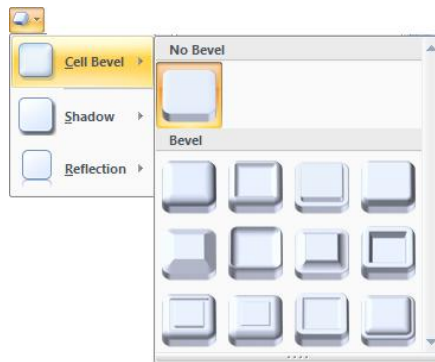
Once a diagram is inserted, you can click and drag to resize or move the diagram. On the left-hand side of the diagram is a tab; click this to expand and show each shape in the diagram. Double-click any shape to add text, bullets, or images to help enhance your diagram.



Adding Effects

PowerPoint 2007 lets you apply a number of different effects to nearly every object.

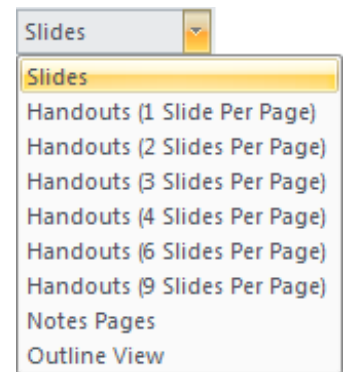
You can use the commands in Home → Drawing or on a contextual tab to modify the style, line color, fill color, and 3D effects (bevel effects shown at right.)



Using Print Preview

Click Office Menu → Print → Print Preview to enter Print Preview mode. There are commands to set up the printer, zoom in or out, and browse through the slides.

An important command is the Print What combo box. Here you can print the slides 1:1, print handout slides, a note page, or the outline of the presentation:

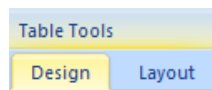


Contextual Tabs

PowerPoint 2007 (and other Office 2007 products with the new interface) make use of contextual tabs to make working with objects easier. In older PowerPoint versions, you had to use a special toolbar or search through menus to find the command you wanted when, for example, you were wanting to change the background color of a table.

PowerPoint 2007 replaces the 'free floating' toolbars and hidden menu commands with contextual tabs. If you select a table in your presentation, you will see two tabs appear under a new heading:

These two ribbons contain command specific to the design and layout of a table. When you finished working on the table, click outside the table and the contextual tabs will disappear.



Publishing your Slides

The term 'publish' your slides means publishing the slides of a presentation to a company server. This way, if two or more sections of a company want to reuse each other's slides, they can browse through the slide library and use an existing slide. Click Office Menu → Publish → Publish slides. Select the slides to publish and click publish:

