

GRAB IT!

QUICK SOFTWARE SOLUTIONS

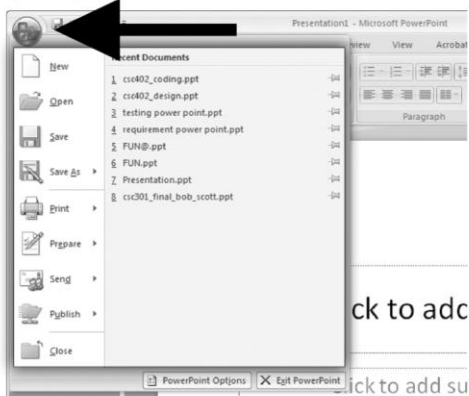
PowerPoint 2007

Ribbon Bar Review

The ribbon bar is Microsoft's new way of organizing the tool bar in PowerPoint 2007. The ribbon bar replaces the traditional File, Edit, View, Insert, etc. that would normally be at the top of the screen. Instead of drop down menus there are now tabs that change what appears on the ribbon. In PowerPoint 2007 there are seven different tabs by default.

Saving, Opening, Printing

In any Microsoft office 2007 program, if you want to save, open, or print a file you must now click on the circle with the Office 2007 logo in it at the upper left hand of the screen. That will open up a traditional drop down menu with those options in it.



Home Tab

The home tab is where you would find your basic text appearance editing. You can change boldness, underline, and alignment of text. You can also delete individual slides and change the layout of a slide from the Home tab.

NEED HELP? CALL THE HELP DESK: 610.436.3349

POWERPOINT 2007

Insert Tab

The insert tab is where you can insert most any type of media into your PowerPoint project. From the insert tab you can insert pictures, clip art, word art, graphs, charts, movies, sounds, shapes, headers, footers, slide number, and text boxes. Anything that can be imported into a PowerPoint project would be done so from the insert tab.

Design Tab

The design tab is where you change the setup of the page. You can change margins and switch from landscape to portrait. You can also add backgrounds to your slides and change the font color scheme of your slides.

Animations Tab

The animations tab is where you can add animated transitions between slides and where you can add custom animations for each element on your slide, such as having pictures move into the slide.

Slide Show Tab

The slide show tab is where you can view your presentation. You can view it from the beginning or choose to start it from a specific slide. You can also create custom slide shows that only show the slides you choose.

Review Tab

The review tab is where you can check spelling and use the built in thesaurus. You can also add comments into your slides that will not show up during the slide show presentation.

View Tab

The view tab is where you can change the view of the slides so that you can fit many onto one page. If you want to print more than one slide per page you have to change the "Print what" option in the print menu to handouts, and then choose how many slides per page you want.

NEED HELP? CALL THE HELP DESK: 610.436.3349