



Information Sheet No. 2

Getting To Know the Microsoft PowerPoint 2007

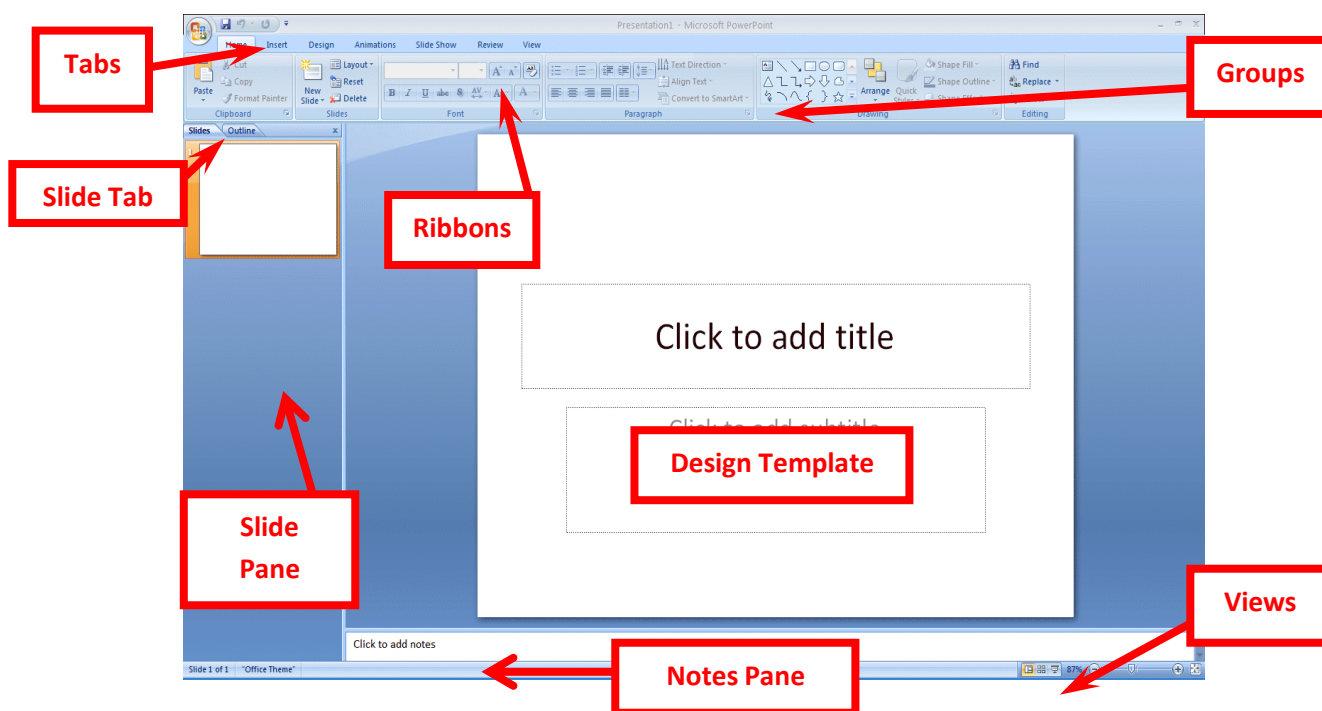


MICROSOFT POWERPOINT – is a complete desktop presentation software that is used to transmit ideas and information into attractive, interesting, and professional – looking presentations.

TO OPEN MICROSOFT POWERPOINT 2007

1. Double click quickly on the **PowerPoint 2007** icon on the **Windows** desktop.
2. Click the **Start** button in the **lower left corner** of the screen, and then click **All Programs**, next move your cursor over **Microsoft Office**, then click **Microsoft PowerPoint 2007**.
- 3.

Parts of Microsoft PowerPoint Screen



In this lesson, whenever we indicate that you need to **click a mouse button**, it will mean to **click the left mouse button** – unless we indicate that you should click the right mouse button. So, always move the cursor over the “place” we indicate and “click left” unless we tell you otherwise.

If you have been using PowerPoint 97, 2000, XP/2002 or 2007 this will be a wonderful journey. You will find many exciting new features and enhancements. Almost everything is “graphical.” When PowerPoint opens, the appearance of the screen will be very different. Once you get used to the new 2007 features, we think you’ll find it much easier to use as you create and edit your PowerPoint slides.

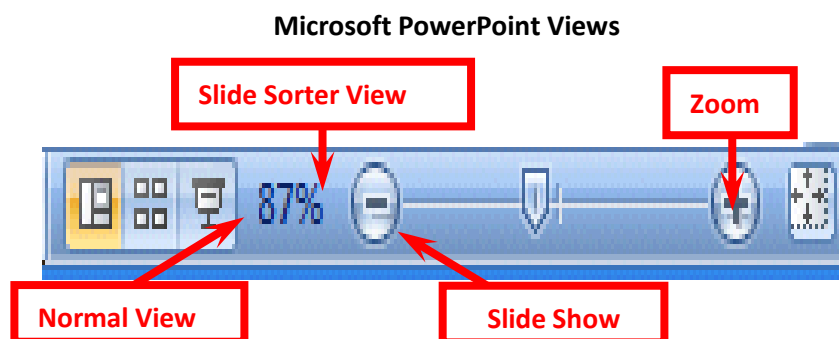
In the image above you’ll immediately see that the **Menu Bar** has been **replaced** by **Tabs** and **Ribbons**. The **Tabs** and **Ribbons** are then **divided** into **Groups**.

Environment of Microsoft PowerPoint Screen

1. **Tabs-** contain all tabs where you can find the related command groups and buttons. It is located under the Quick Access Toolbar.
2. **Groups-** it is located inside the ribbons where the buttons are divided or separated based on their categories.
3. **Ribbons-** it is located near the top of the screen, below the Quick Access Toolbar, where several tabs are displayed with related command groups.
4. **Views-** it is located on the status bar and Presentation views under View Tab. (Normal view, Slide Sorter View, Slide Show view)
5. **Design Templates** – where you create a new presentation based on one of the PowerPoint design.
6. **Slide Tab** – contains the outline tab and the slide tab where you can rearrange your slide and switch between slide and outline of the presentation.
6. **Slide Pane** – shows a large view of the current slide that you are working on.
7. **Notes Pane** – is used to type notes about your slide in normal view.

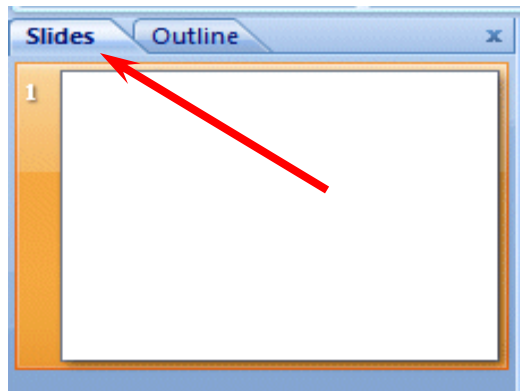
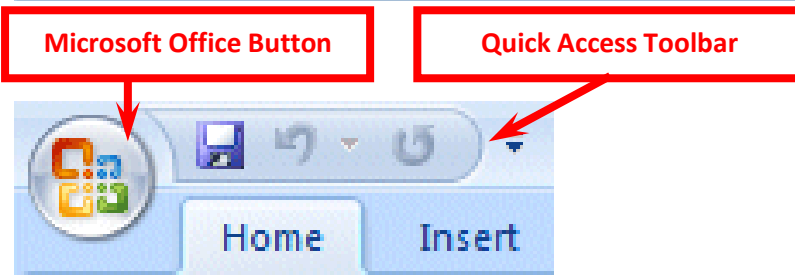
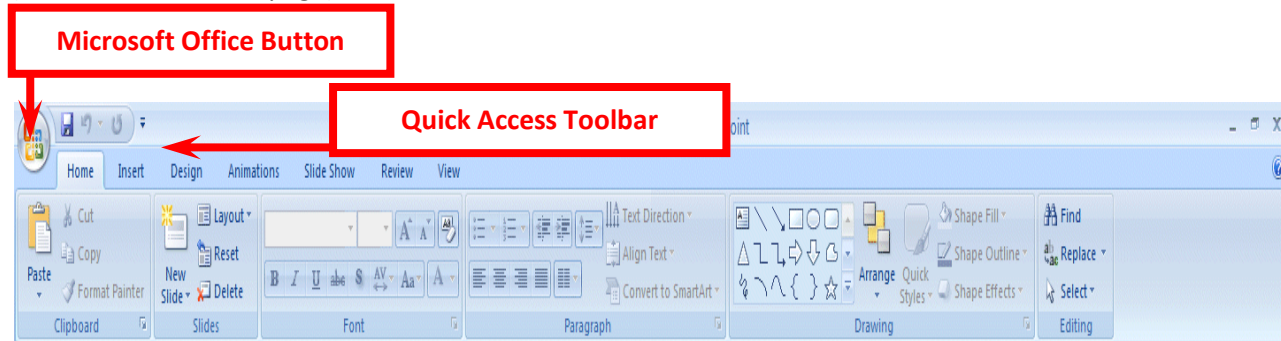
Microsoft PowerPoint Views

1. **Normal View-** gives you a view of the **entire slide** as well as the “mini-previews” of each slide in the area on the left.
2. **Slide Sorter View-** you can see small images of each slide. **In this view you can left click-on a slide and, while holding down the left mouse button, drag your slide to any position in your show that you desire.** This view assists you in arranging your slides in the order that you desire for your presentation. This view is sort of like the old, round 35mm slide show trays where you pulled-out and stuck-in slides, in the order you desired.
3. **Slide Show View** – Anytime you want to view your presentation, click-on this button. If you click on it now, you will see how the slide, on which you are working, will look. Give it a try if you desire. When you are finished looking at your slide, tap the **Esc button/key** in the **top-left** part of your **Keyboard**. This will take you back to the View in which you were working
4. **Zoom area** -that will allow you to **zoom** in or out to enlarge or decrease the size of your slides.



Notice, in the image on the last page, that the screen is “sort of” divided into three sections.

Across the top are the **Microsoft Office Button**, the **Quick Access Toolbar** and the **Tabs, Ribbons and Groups** (indicated on the last page).



On the **left side** of the PowerPoint screen you'll see an **area** that indicates **Outline** and **Slides** at the **top**.

When you first open PowerPoint 2007 you'll **notice** that the **Slides Tab** is “**white**.”

This means that you'll be able to **see a small version of each slide** as we create it.

To the **lower right-center** of the screen, you'll see a **PowerPoint Design Template**. We'll be using these templates to create our slide show.

