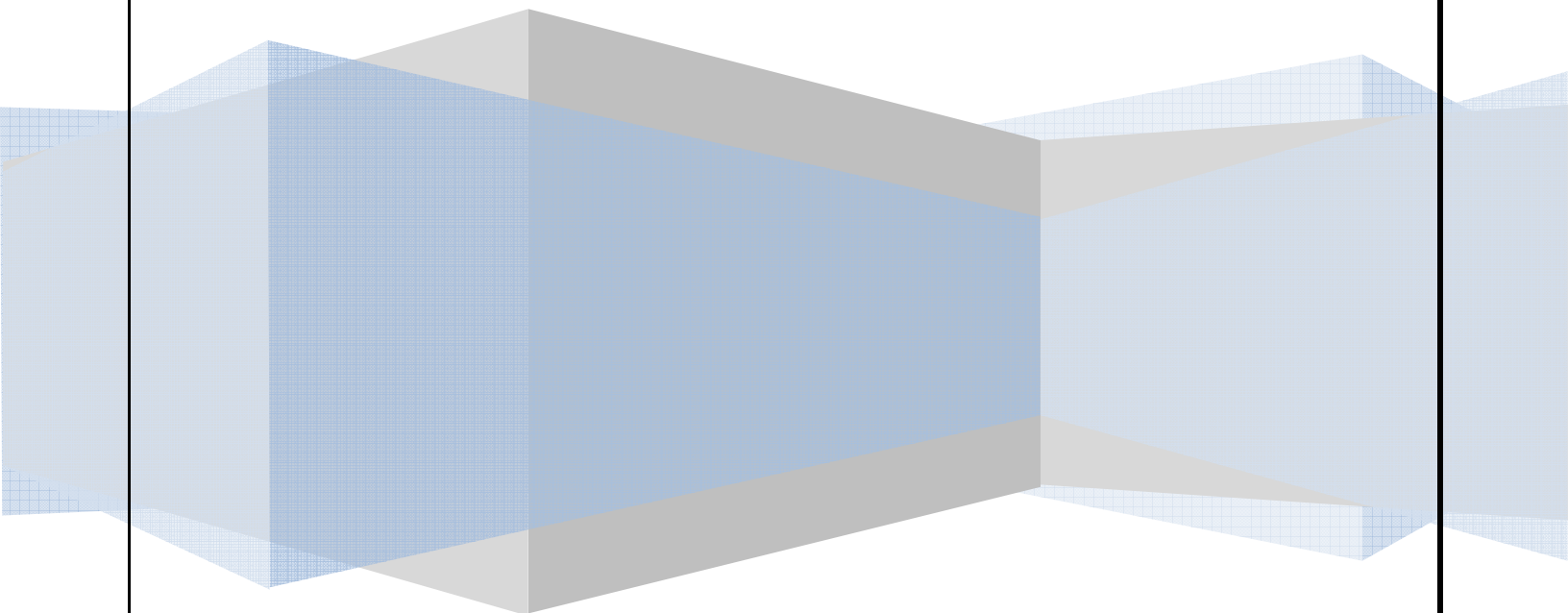




Morning Star Computer Training  
and Consulting

# PowerPoint 2007 Overview

for Illinois Mathematics and Science Academy



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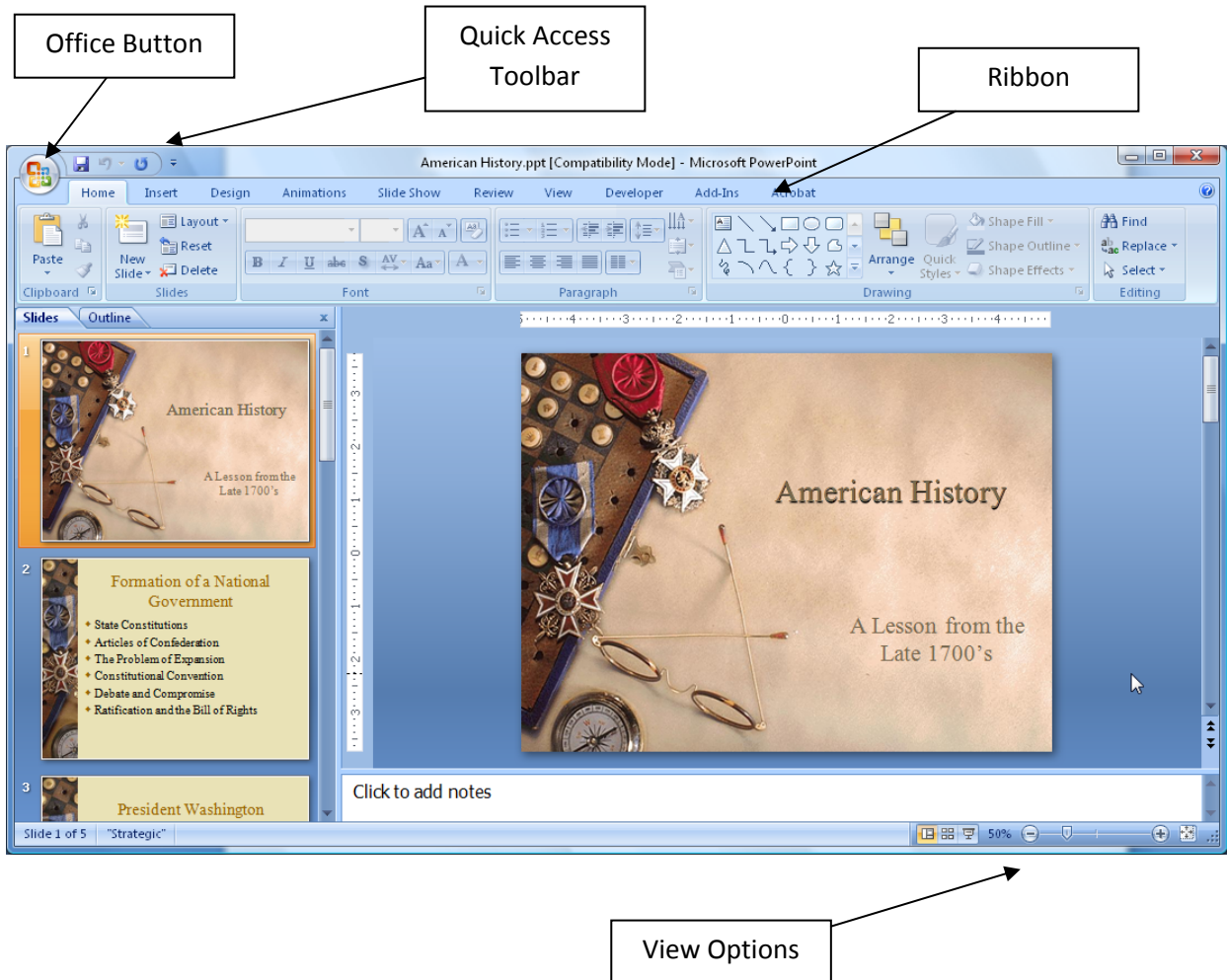
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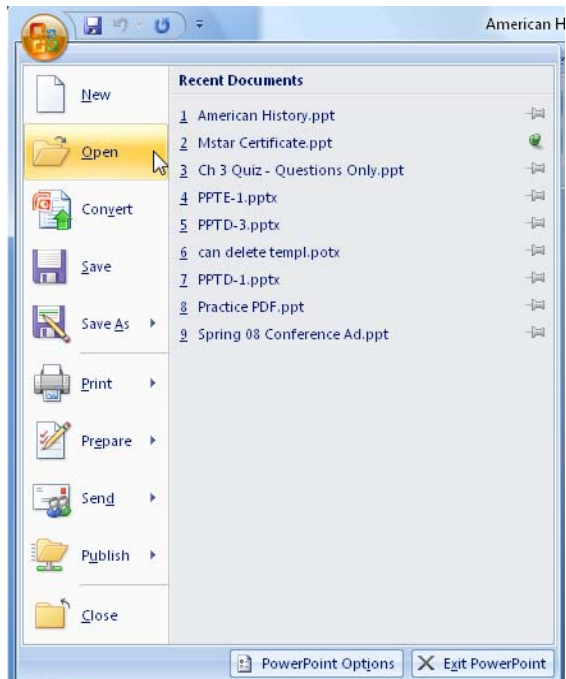
## Screen Layout

When you begin to explore PowerPoint 2007 you will notice a new look. There are four features that you should remember as you work within PowerPoint 2007: the Microsoft Office Button, the Quick Access Toolbar, the Ribbon and the View Choices.



## The Office Button

The Microsoft Office button performs many of the functions that were located in the File menu of previous versions of PowerPoint.

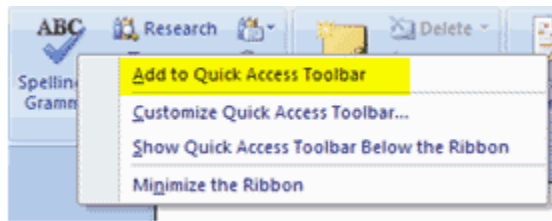


## Quick Access Toolbar

The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click on Show Below the Ribbon.

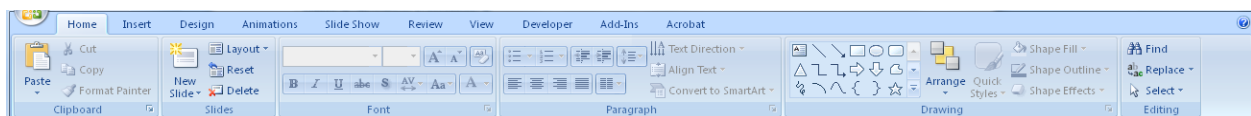


You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.



## The Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity. To reduce clutter, some tabs are shown only when needed. For example, the Picture Tools tab is shown only when a picture is selected.

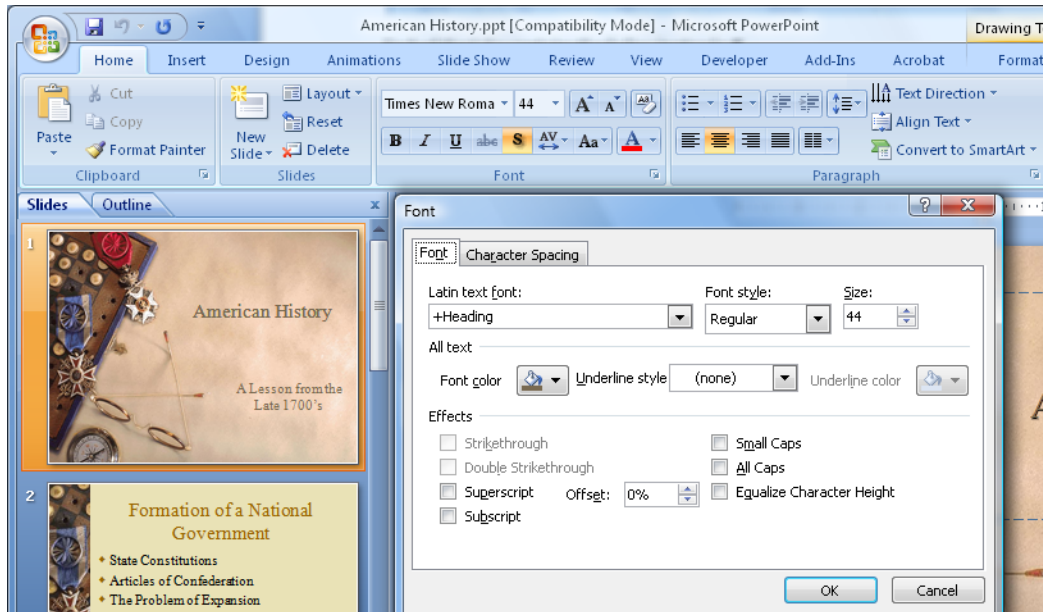


### Ribbon tabs in PowerPoint:

tab name	contains information relating to	contains these groups	Office 2003 menu
Home	Common tasks in PowerPoint	Clipboard, Slides, Font, Paragraph, Drawing, Editing	Edit, Insert, Format
Insert	Inserting graphics, text, and other media in a slide	Tables, Illustrations, Links, Text, Media Clips	Insert
Design	Page setup, theme designs, colors, fonts, and effects	Page Setup, Themes, Background	File, Format
Animations	Previewing and animating text, slides, graphics, and transitions	Preview, Animations, Transition to This Slide	Slide Show
Slide Show	Viewing slide show, adding narration and timings, monitors	Start Slide Show, Set Up, Monitors	Slide Show
Review	Proofing and collaboration	Proofing, Comments	Insert, Tools
View	Viewing a slideshow, working with masters, displaying workspace	Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window, Macros	View, Tools, Window
Developer	Macros, ActiveX controls	Code, Controls	Tools
Add-Ins	Varies depending on installed products (appears only if add-ins are installed)	Custom Toolbars	Tools

## Dialog Box Launchers

Some command sets on the Ribbon are also available in traditional style dialog boxes. The presence of a small arrow in the lower right corner of a command set indicates that you can click that "launcher" to display a dialog box containing those commands. For example, if you click the Dialog Box Launcher in the **Font** command set on the **Home** tab, the **Font** dialog box appears with the **Font** tab selected, as shown below.



## View Choices

To view a presentation in different ways, click the presentation views shortcuts at the bottom of the screen or drag the slider bar + or - .



## To Create a New Presentation

- Click the Office Button
- New



and




choose


You will notice that when you click on the Microsoft Office Button and Click **New**, you have many choices about the types of presentation you can create. If you wish to start from a blank presentation, click **Blank**. If you wish to start from a template you can browse through your categories on the left, see the selections within a




## Opening an Existing Presentation

- Click the **Microsoft Office Button**  and Click **Open**, or
- If you have recently used the presentation you can click the **Microsoft Office Button** and click the name of the presentation in the **Recent Presentations** section of the window

## Saving a Presentation

- Click the **Microsoft Office Button**  and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2007, you will need to click the **Office Button**, click **Save As**, and Click **PowerPoint 97-2003 Presentation**)

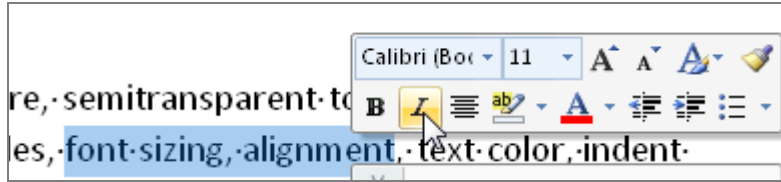
## Close a Presentation

- Click the **Office Button** 
- Click **Close**

## The Mini-toolbar

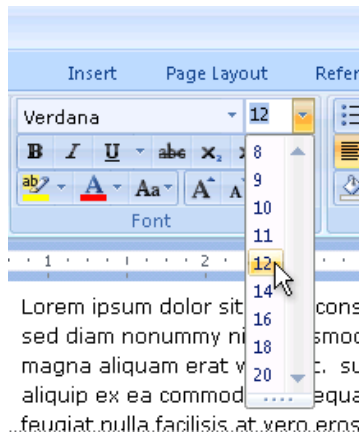
When you select text, you can show or hide a handy, miniature, semitransparent toolbar called the Mini toolbar. The Mini toolbar helps you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.

**Note:** You cannot customize the Mini toolbar.



## Live Preview

You can quickly see how formatting options like fonts and Quick Styles will look in place before you commit to them, by using the Live Preview feature.



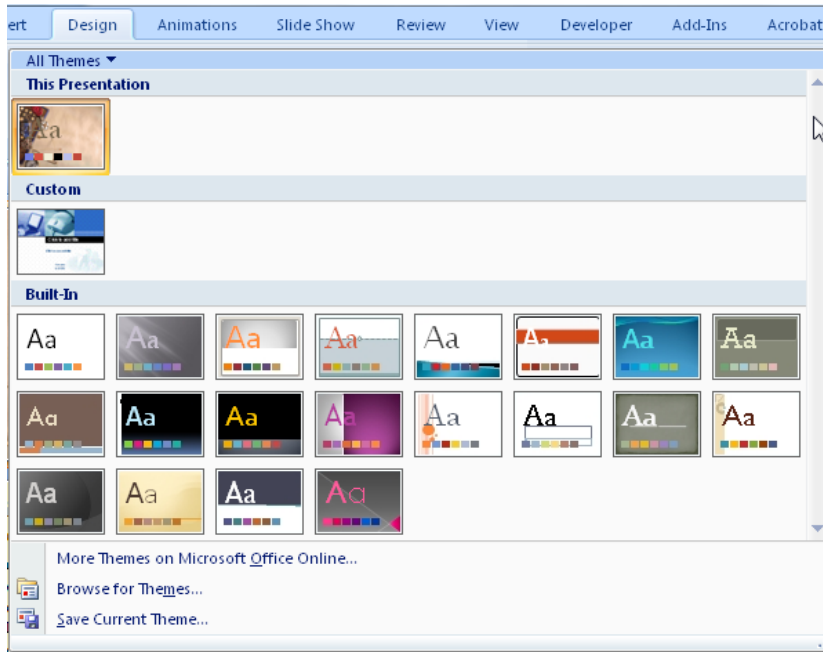
By pointing to various formatting choices, you can instantly see how those choices would appear on selected text and objects. For example, if you are trying to choose a font in Microsoft Office PowerPoint, just move the pointer down the font list to see the effect of each font on any text that you have selected. When you finish previewing formats and styles, move the pointer over the format or style that you like, and then click to apply it.


## Theme Gallery

### Themes and Quick Styles

Office PowerPoint 2007 comes with new themes, layouts, and Quick Styles that offer you a wide range of options when you are formatting your presentations. In the past, formatting a presentation took more time because you had to choose the color and style options individually for your tables, charts, and graphics and make sure that they matched one another. Themes simplify the process of creating professional presentations. Just select the theme that you want, and PowerPoint 2007 does the rest. With one click, the background, text, graphics, charts, and tables all change to reflect the theme that you select, ensuring that all elements in your presentation complement one another. And best of all, you can apply the same theme to a Microsoft Office Word 2007 document or Microsoft Office Excel 2007 worksheet that you apply to your presentation.

After you apply a theme to your presentation, the Quick Style galleries change to adapt to that particular theme. As a result, any new SmartArt graphics, tables, charts, WordArt, or text that you insert into the presentation automatically match your existing theme. With consistent theme colors, all of your materials can look consistent and professional.



1. On the Design tab, in the Themes group, click More .
2. Do one of the following:
  - To apply a built-in theme, under Built-In, click the theme that you want.
  - To apply a newly-created theme or an existing theme that you modified and saved, under Custom, click the theme that you want.

## SmartArt Graphics

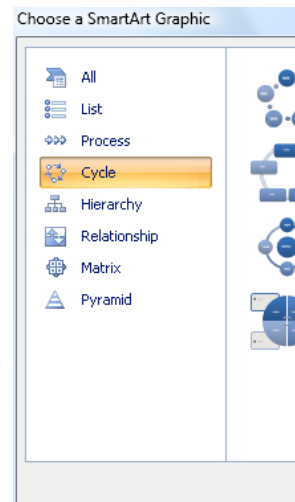
**SmartArt** is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow.



On the Insert tab select SmartArt in the Illustrations group.

*With SmartArt graphics, you can*

- *Show many types of relationships using diagrams*
- *Change between SmartArt graphic types so that you can determine which SmartArt graphic variant works best for you*
- *Change the colors and effects of your SmartArt graphic*
- *Customize the look of the SmartArt graphic further by editing individual shape elements contained within the SmartArt graphic*



Select from the Category on the left and then select

the SmartArt graphic you'd like to use.

Add the appropriate text in the SmartArt and format the object.

## New and improved effects

You can add effects like shadow, reflection, glow, soft edges, warp, bevel, and 3-D rotation to shapes, SmartArt graphics, tables, text, and WordArt in your Office PowerPoint 2007 presentations.

## New text options

You can create professional-looking presentations with a wide range of text formatting features, including text wrapping within a shape, text in columns or running vertically down a slide, and paragraph-level rulers. You can also now select discontinuous text.

New character styles provide you with more text choices. In addition to all of the standard styles of previous versions of PowerPoint, in Office PowerPoint 2007 you can choose all caps or small caps, strikethrough or double strikethrough, and double or color underline. You can add fills, lines, shadows, glow, kerning, and 3-D effects to your text.

By using themes, you can change how your presentation looks with a click of the mouse. You can modify theme fonts, theme colors, and theme effects by choosing a different option.

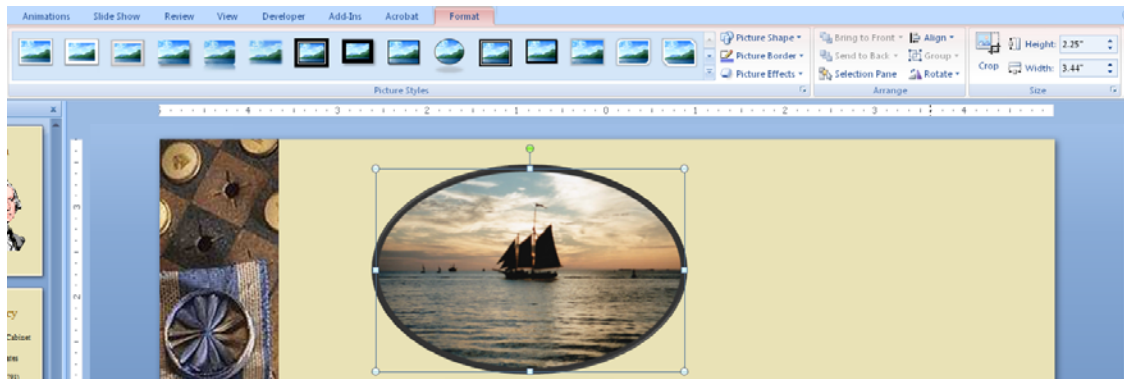
## Text and Shape Styles



With text selected on a slide choose the Format tab and select various options within the Shape Styles panel and the WordArt Styles panel.

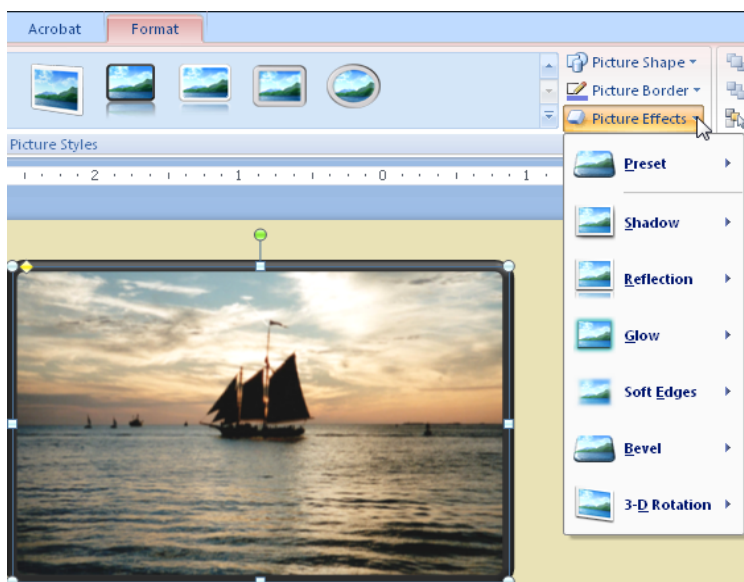
## Formatting Pictures

When a picture is inserted into a presentation there are many options available for formatting and changing the appearance of the image in the presentation.



The Picture Styles gallery allows many new changes and appearances available for your images border, shape and effect. You may also change the contrast, brightness, color and transparency of the picture from the Format tab when the picture is selected.

Other types of effects available are shadow, reflection, glow, soft edges, bevel and 3-D rotation.



## What happened to the From Scanner or Camera option for adding pictures to a presentation?

The **From Scanner or Camera** option for adding pictures to a presentation, photo album, or workbook is not available in Microsoft Office PowerPoint 2007 or Microsoft Office Excel 2007. Instead, you can add pictures from your camera or scanner by downloading the pictures to your computer first, and then copying them from your computer into PowerPoint or Excel.

After you download a picture to your computer, do the following:

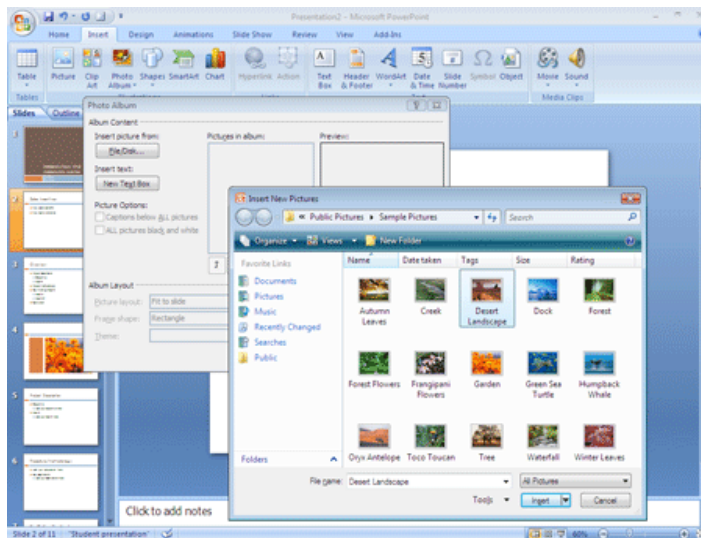
On the **Insert** tab, in the **Illustrations** group, click **Picture**, locate the picture that you want to add to your presentation, photo album, or workbook, and then click **Insert**.

## Creating a Photo Album

If you want to create a slide show or a portion of a show that consists of a series of photos, you can use a new feature called Photo Album. A photo album is essentially a tool you use to set up a series of photos and text boxes, one each per slide in sequence. You can include captions for the photos if you wish, and you can also make use of some photo editing tools included in the Photo Album feature. These tools allow you to rotate the photos or change the brightness or contrast.

## Insert a New Photo Album

To create a photo album in PowerPoint 2007, begin by selecting the **Photo Album** button on the **Insert** tab. Next, click the **File/Disk** button, locate a picture to insert, and then click the **Insert** button. Repeat this for as many photos as you wish to include in the album. If you want to include a text slide in the photo album, click the **New Text Box** button. Use any of the tools to modify your photo album.



When you save the photo album, a new presentation is created. You can save the photo album as a standalone presentation or insert it into a larger PowerPoint 2007 presentation if you wish.

You can edit a photo album once you've created it. Click the arrow on the **Photo Album** button and choose **Edit Photo Album** on the **Insert** tab. In the **Edit Photo Album** dialog box, you can use the tools to remove photos, add photos, rearrange photos, or change any of the picture or layout options.

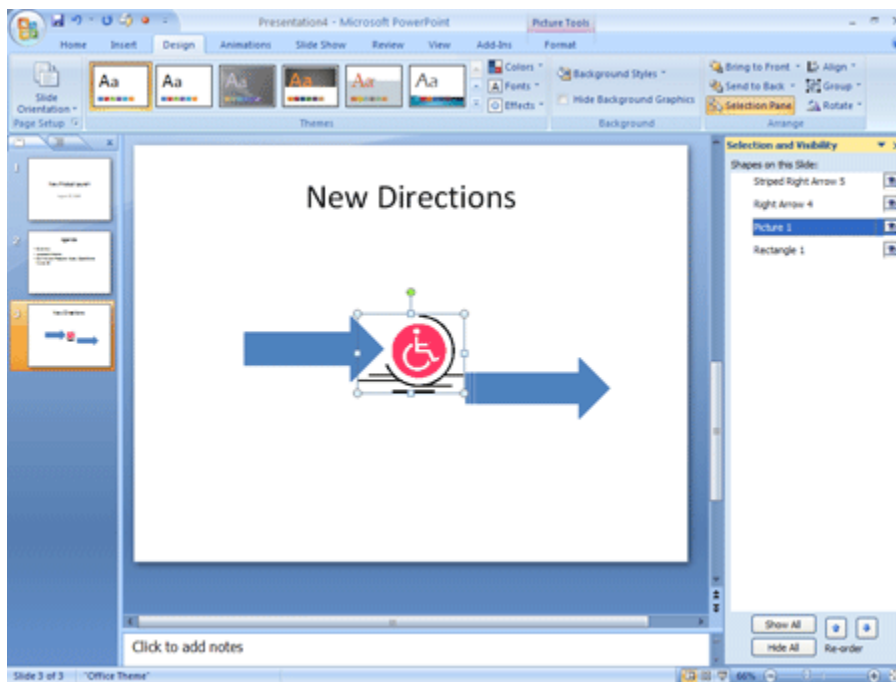
## Manipulating Placeholders

With the exception of text boxes, placeholders are where you create the elements of your presentation. They contain text, drawings, pictures, charts, and more. Placeholders provide an easy way to arrange the components of each slide, and because they come with certain predesigned formatting, they make adding everything from a bulleted list to a chart easy. By selecting a placeholder, you can align the contents of placeholders and format their backgrounds and borders.

## Selection and Visibility Pane

One other feature that is new to PowerPoint 2007 is the **Selection and Visibility** pane, which makes it easier to select and manipulate placeholders on slides. You can use the **Selection and Visibility** task pane to do any of the following:

- Click on an item in the list of **Shapes On This Slide** to select the object.
- Click the **Visibility** button to hide any item.
- Click the **Visibility** button again to display the item.



**Tip:** If you click on an object, the Format tab appears on the ribbon. This tab also contains the Arrange group of tools, including the **Selection Pane**, **Bring to Front**, and **Send to Back** buttons.

In addition to the **Selection and Visibility** task pane to help you select objects, you can click the **Arrange** button on the **Home** tab and use the **Bring to Front** and **Send to Back** buttons to push a selected item in a stack of items to be in front of or in back of others.

## What happened to the Drawing toolbar?

The Drawing toolbar is not available in most 2007 Microsoft Office system programs.

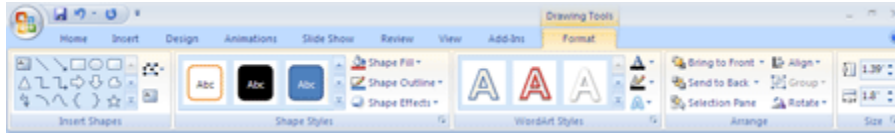


The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups under tabs, such as the Clipboard group on the Home tab.

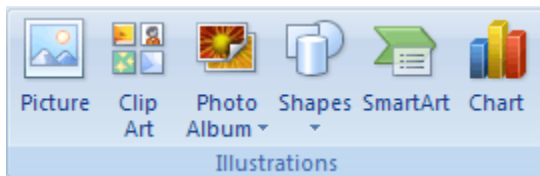


Each tab relates to a type of activity, such as writing or designing a page. To reduce clutter, some tabs appear only when needed. For example, the Drawing Tools tab appears only when you select a shape, line, or other drawing object. (Drawing objects include Shapes, curves, lines, and WordArt.)

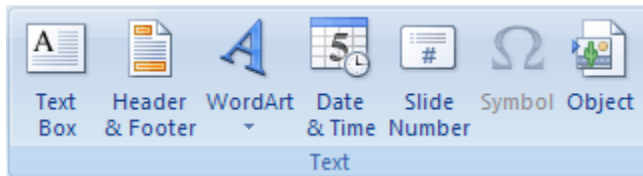
**Note:** If you do not see the Drawing Tools tab, make sure that you selected a shape, line, or drawing object.



In 2007 Office release programs, to perform tasks that you used to perform from the Drawing toolbar (such as inserting a shape, drawing a line, and adding a picture, clip art, SmartArt graphic, or WordArt), you click an option in the Illustrations group, or Text group, on the Insert tab.

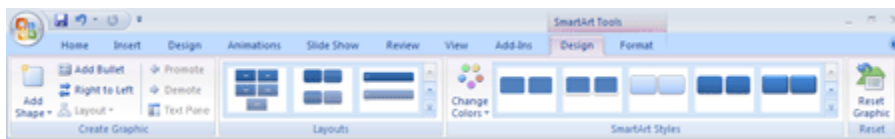


← The Illustrations group as it appears in Microsoft Office PowerPoint 2007 and Microsoft Office Word 2007



← The Text group as it appears in Office PowerPoint 2007

After you insert a shape, line, picture, clip art, SmartArt graphic, or WordArt, additional tabs appear that contain formatting and effects previously found on the Drawing toolbar, and additional new features like Quick Styles.



**Note:** If you do not see these tabs, make sure that you selected a shape, line, picture, clip art, SmartArt graphic, or WordArt.

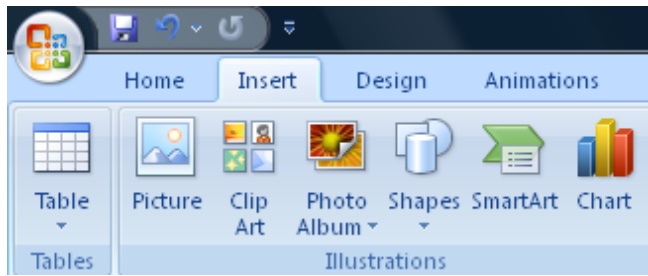
## Charts in PowerPoint

Charts are fully integrated with other 2007 Office release programs, such as Office PowerPoint 2007 and Office Word 2007. Both programs provide the same chart tools that are available in Excel. When you have Excel installed, you can create Excel charts in PowerPoint and Word by clicking the **Chart** button on the Ribbon (**Insert** tab, **Illustrations** group), and then by using the chart tools to modify or format the

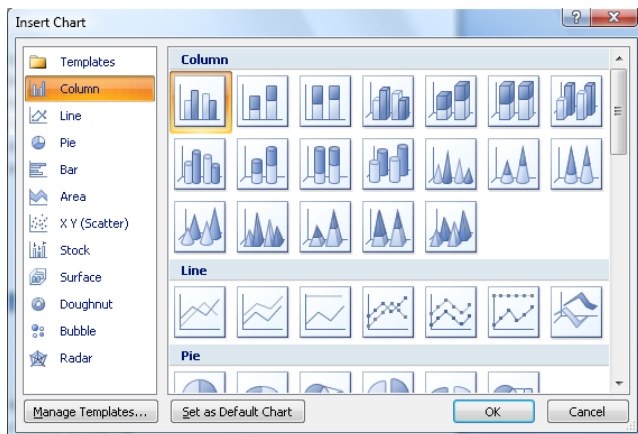
chart. Charts that you create will be embedded in Office PowerPoint 2007 and Office Word 2007, and the chart data is stored in an Excel worksheet that is incorporated in the PowerPoint or Word file.

You can also copy a chart from Excel to PowerPoint 2007 and Word 2007. When you copy a chart, it can be embedded as static data or linked to the workbook. For a chart that is linked to a workbook that you have access to, you can specify that it automatically checks for changes in the linked workbook whenever the chart is opened.

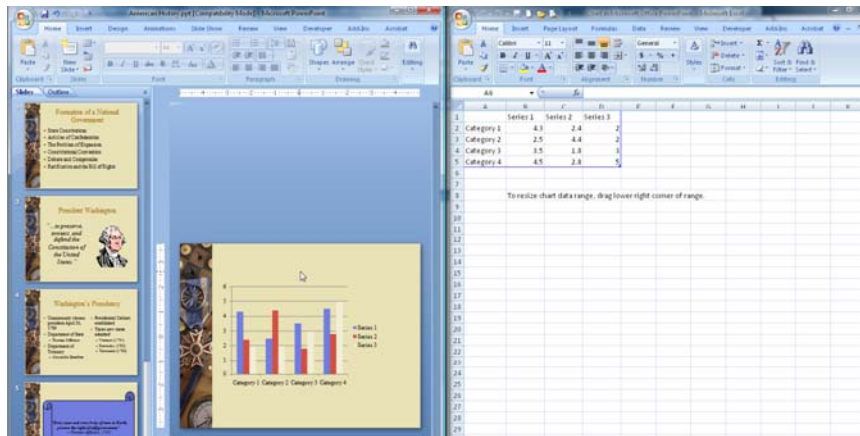
On the Insert tab Select Chart in the Illustrations Group.



Select the Chart type desired. Then click OK.



The Chart is inserted. In the Excel worksheet update the data accordingly and the Chart is updated.

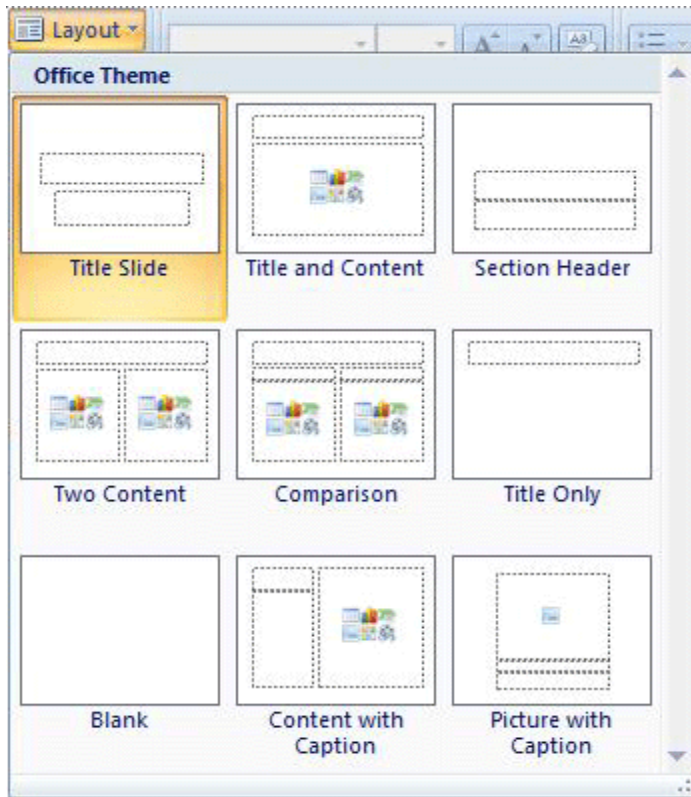


## Slide Layouts

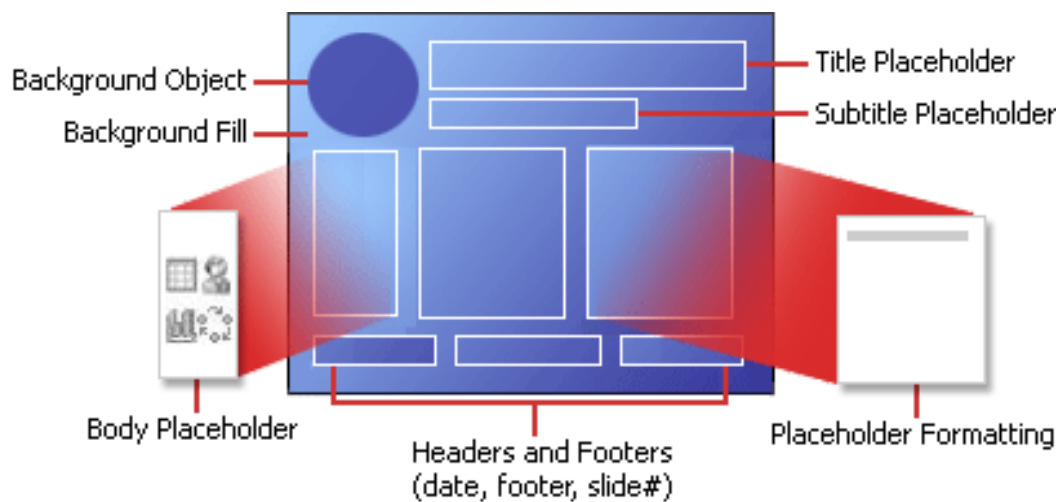
Slide layouts define containers, positioning, and formatting for all of the content that appears on a slide. Placeholders are the containers in layouts that hold such content as text (including body text, bulleted lists, and titles), tables, charts, SmartArt graphics, movies, sounds, pictures, and clip art.

**Note:** Although you can add text and object placeholders to a layout or slide master, you cannot add placeholders directly to a slide.

Microsoft Office PowerPoint 2007 includes nine built-in slide layouts, or you can create custom layouts that meet your specific needs and that you can share with other people who create presentations by using PowerPoint. The following graphic shows the slide layouts that are built-in to PowerPoint.



The following diagram shows all of the layout elements that you can include on an Office PowerPoint 2007 slide.



## New Slide Masters

There are several new slide masters in PowerPoint 2007. A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning.

Every presentation contains at least one slide master. The key benefit to modifying and using slide masters is that you can make universal style changes to every slide in your presentation, including ones added later to the presentation. . When you use a slide master, you save time because you don't have to type the same information on more than one slide. The slide master especially comes in handy when you have extremely long presentations with lots of slides.

Because slide masters affect the look of your entire presentation, when you create and edit a slide master or corresponding layouts, you work in Slide Master view.

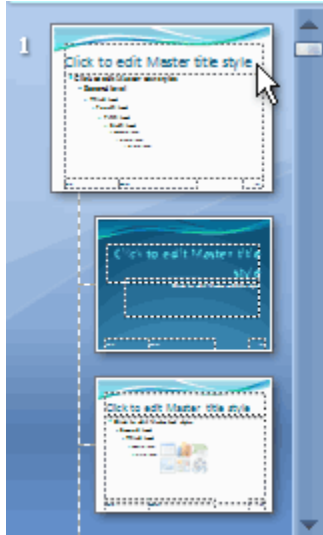


1 A slide master in Slide Master view

2 Slide layouts associated with the slide master

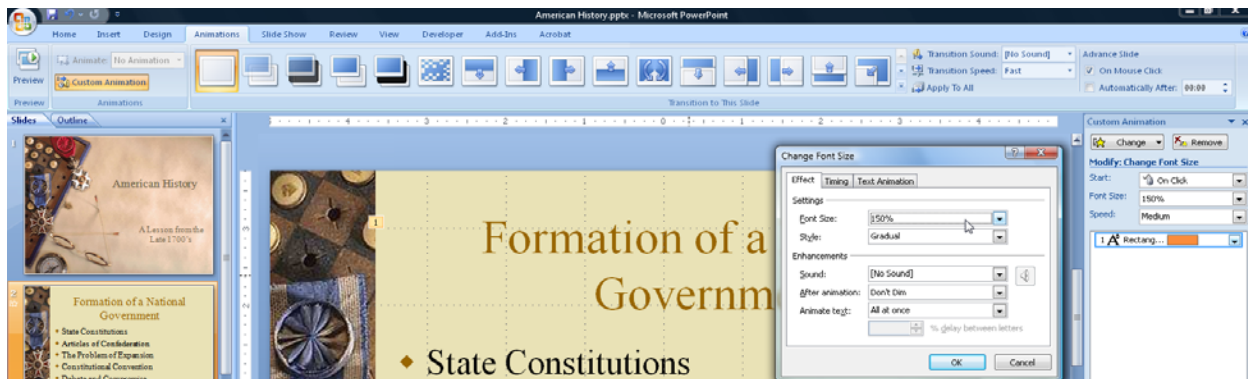
When you modify one or more of the layouts beneath a slide master, you are essentially modifying the slide master. Each slide layout, is set up differently, yet all layouts that are associated with a given slide master contain the same theme (color scheme, fonts, and effects).

The following image shows a single slide master with the Flow theme applied, and two (different) supporting layouts. Notice how each of the two layouts shown portray a different version of the Flow theme — using the same color scheme, but in a different arrangement. Also, each layout provides text boxes and footers in different locations on the slide, and different font sizes in the various text boxes.



## Animations and Transitions

Animations and transitions are set from the Animations tab on the Ribbon.



Animate the text or objects in your presentation to give them sound effects or visual effects, including movement. You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.


You can use the built-in animation effects in Microsoft Office PowerPoint 2007, or you can create your own custom effects. You can apply animation effects to individual slides, to the slide master, or to custom slide layouts.

### Choose from a gallery of slide transitions

Microsoft Office PowerPoint 2007 includes many different types of slide transitions, including (but not limited to) the following:



- 1 No transition
- 2 Blinds Horizontal
- 3 Blinds Vertical
- 4 Box In
- 5 Box Out
- 6 Checkerboard Across
- 7 Checkerboard Down
- 8 Comb Horizontal
- 9 Comb Vertical

To see more transition effects, in the Quick Styles list, click the **More** button , as shown in the diagram above.

## Deliver a presentation on two monitors by using Presenter view

You can run your Microsoft Office PowerPoint 2007 presentation from one monitor (your laptop, for example) while your audience views it on a second monitor (projected on a larger screen, for example).

By using two monitors, you can view your notes, or run other programs that your audience will not see, and you can do this by using Presenter view. Presenter view offers the following tools to make it easier for you to present information:

**Note:** Although your computer may be able to support more than two monitors, PowerPoint supports the use of up to two monitors for a presentation.

You can use thumbnails to select slides out of sequence and create a customized presentation for your audience.

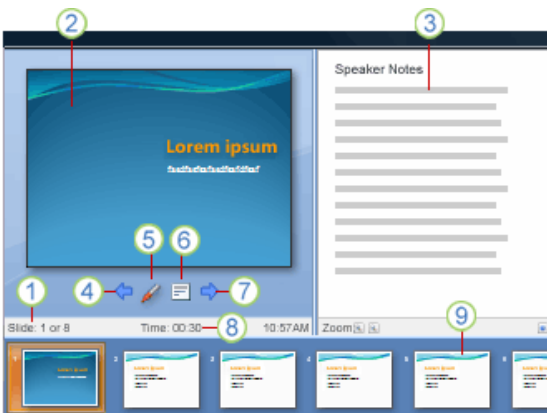
Preview text shows you what your next click will add to the screen, such as a new slide or the next bullet in a list.

Speaker's notes are shown in large, clear type so that you can use them as a script for your presentation.

You can darken or lighten the screen during your presentation and then resume where you left off. For example, you might not want to display the slide content during a break or a question and answer (Q and A) period.



In Presenter view, icons and buttons are large enough to navigate easily, even when you are using an unfamiliar keyboard or mouse. The following illustration shows the various tools that are available to you from Presenter view.



- 1 The slide number (for example, slide 1 of an 8-slide presentation)
- 2 The slide you are currently showing to the audience
- 3 The speaker's notes, which you can use as a script for your presentation
- 4 Click to go to the previous slide
- 5 The pen or highlighter
- 6 Click to display a menu that enables you to end the show, darken or lighten the audience screen, or go to a specific slide number
- 7 Click to go to the next slide
- 8 The elapsed time of your presentation, in hours and minutes
- 9 Slide thumbnails that you can click to skip a slide or to return to a slide that you already presented

### Requirements for using Presenter view

To use Presenter view, do the following:

1. Make sure that the computer that you are using for the presentation has multiple monitor capability. Most desktop computers require two video cards for multiple monitor capability, and many laptop computers have multiple monitor capability built in.
2. Turn on multiple monitor support.



3. Turn on Presenter view.

#### **Turn on multiple monitor support**

1. On the **Slide Show** tab, in the **Monitors** group, click **Use Presenter View**.

**Note** The **Display Properties** dialog box from Windows **Control Panel** appears.

2. In the **Display Properties** dialog box, on the **Settings** tab, click the monitor icon for the presenter's monitor, and then select the **Use this device as the primary monitor** check box.

If the **Use this device as the primary monitor** check box is selected and unavailable, the monitor is already designated as the primary monitor. You can select only one primary monitor at a time. If you click a different monitor icon, the **Use this device as the primary monitor** check box is cleared and made available again.

**Tip** You can show Presenter view on and run the presentation from only one monitor — typically, monitor 1.

3. Click the monitor icon for the audience's monitor, and then select the **Extend my Windows Desktop onto this monitor** check box.

#### **Deliver a presentation on two monitors by using Presenter view**

After you set up your monitors, open the presentation that you want to deliver, and then do the following:

1. On the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.
2. In the **Set Up Show** dialog box, choose the options that you want, and then click **OK**.
3. To begin delivering your presentation, on the **View** tab, in the **Presentation Views** group, click **Slide Show**.

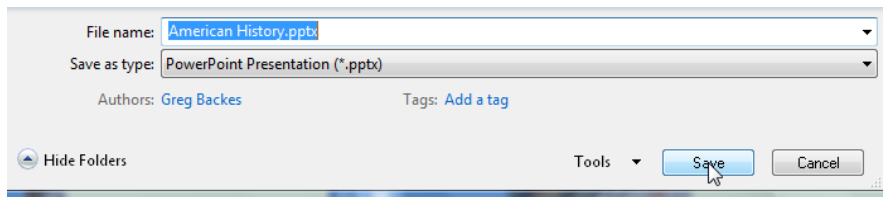
## What happened to the Summary Slide and table of contents options?

The ability to create a summary slide and a table of contents slide in your presentation is not available in Microsoft Office PowerPoint 2007. Instead, to create your own summary or table of contents slide by copying slide titles onto a new slide, do the following:

1. On the **Home** tab, in the **Slides** group, click the arrow under **New Slide**, and then click a slide layout that contains a large body text placeholder (such as **Title and Content**, **Two Content**, **Comparison**, or **Content with Caption**).
2. In the pane that contains the Outline and Slides tabs, click **Slides**.
3. For each slide that you want to add to the summary or table of contents, copy the title in the title placeholder, and then paste it onto the new slide in the order in which the slide appears in your presentation.

## New File Name Extensions

By default, documents, worksheets, and presentations that you create in the 2007 Office release are saved in XML format with new file name extensions that add an "x" or an "m" to the file name extensions that you are already familiar with. The "x" signifies an XML file that has no macros, and the "m" signifies an XML file that does contain macros. For example, when you save a document in PowerPoint, the file now uses the .pptx file name extension by default, rather than the .ppt file name extension.



When you save a file as a template, you see the same sort of change. The template extension used in earlier versions is there, but it now has an "x" or an "m" on the end. If your file contains code or macros, you must save it by using the new macro-enabled XML file format, which adds an "m" for macro to the file extension.

The following tables list all of the default file extensions in Office PowerPoint 2007.

XML file type	Extension
Presentation	.pptx
Macro-enabled presentation	.pptm
Template	.potx
Macro-enabled template	.potm
Macro-enabled add-in	.ppam
Show	.ppsx
Macro-enabled show	.ppsm
Slide	.sldx
Macro-enabled slide	.sldm
Office theme	.thmx

## Find your favorite PowerPoint 2003 commands in the new PowerPoint 2007 interface

### File Menu

PowerPoint 2003 Location	PowerPoint 2007 Location	Keyboard Shortcut
<b>File &gt; New</b>	Office button > New	Ctrl-N
<b>File &gt; Open</b>	Office button > Open	Ctrl-O
<b>File &gt; Close</b>	Office button > Close	Ctrl-W
<b>File &gt; Save</b>	Office button > Save <i>or</i> Quick Access toolbar > Save icon	Ctrl-S
<b>File &gt; Save As</b>	Office button > Save As	F12
<b>File &gt; Save As Web Page</b>	Office button > Save As (in Save As dialog, choose Web Page from Save As Type drop-down)	<i>In PP 2003:</i> Alt-F, G <i>In PP 2007:</i> F12 (in Save As dialog, choose Web Page from Save As Type drop-down)
<b>File &gt; File Search</b>	Windows Start button > Search	<i>In PP 2003:</i> Alt-F, H <i>In PP 2007:</i> Window key, C
<b>File &gt; Permission</b>	Office button > Prepare > Restrict Permission	<i>In PP 2003:</i> Alt-F, M <i>In PP 2007:</i> Alt-F, E, R
<b>File &gt; Package for CD</b>	Office button > Publish > Package for CD	<i>In PP 2003:</i> Alt-F, K <i>In PP 2007:</i> Alt-F, U, K
<b>File &gt; Web Page Preview</b>	Add to Quick Access toolbar: Office button > PowerPoint Options > Customize > All Commands > Web Page Preview > OK	<i>In PP 2003:</i> Alt-F, B <i>In PP 2007:</i> Alt-[number of position in QA toolbar]
<b>File &gt; Page Setup</b>	Design > Page Setup > Page Setup	<i>In PP 2003:</i> Alt-F, U <i>In PP 2007:</i> Alt-G, S
<b>File &gt; Print Preview</b>	Office button > Print > Print Preview	<i>In PP 2003:</i> Alt-F, V <i>In PP 2007:</i> Alt-F, W, V
<b>File &gt; Print</b>	Office button > Print	Ctrl-P
<b>File &gt; Send To</b>	Office button > Send (for more Send options, see Office button > PowerPoint Options > Customize > All Commands)	Alt-F, D
<b>File &gt; Properties</b>	Office button > Prepare > Properties	<i>In PP 2003:</i> Alt-F, I <i>In PP 2007:</i> Alt-F, E, P
<b>File &gt; Most Recently Used Documents</b>	Office button > Recent Documents	Alt-F
<b>File &gt; Exit</b>	Office button > Exit PowerPoint	Alt-F, X

## Edit Menu

PowerPoint 2003 Location	PowerPoint 2007 Location	Keyboard Shortcut
<b>Edit &gt; Undo</b>	Quick Access toolbar > Undo icon	Ctrl-Z
<b>Edit &gt; Redo</b>	Quick Access toolbar > Redo icon	Ctrl-Y
<b>Edit &gt; Cut</b>	Home > Clipboard > Cut	Ctrl-X
<b>Edit &gt; Copy</b>	Home > Clipboard > Copy	Ctrl-C
<b>Edit &gt; Office Clipboard</b>	Home > Clipboard dialog box launcher	Alt-E, B
<b>Edit &gt; Paste</b>	Home > Clipboard > Paste	Ctrl-V
<b>Edit &gt; Paste Special</b>	Home > Clipboard > Paste > Paste Special	<i>In PP 2003: Alt-E, S In PP 2007: Alt-E, S or Alt-Ctrl-V</i>
<b>Edit &gt; Paste as Hyperlink</b>	Home > Clipboard > Paste > Paste as Hyperlink	Alt-E, H
<b>Edit &gt; Clear</b>	Add to Quick Access toolbar: Office button > PowerPoint Options > Customize > All Commands > Clear	Alt-E, A
<b>Edit &gt; Select All</b>	Home > Editing > Select > Select All	Ctrl-A
<b>Edit &gt; Duplicate</b>	Home > Clipboard > Paste > Duplicate	Ctrl-D
<b>Edit &gt; Delete Slide</b>	Home > Slides > Delete	<i>In PP 2003: Alt-E, D In PP 2007: Alt-E, D or Alt-H, D</i>
<b>Edit &gt; Find</b>	Home > Editing > Find	Ctrl-F
<b>Edit &gt; Replace</b>	Home > Editing > Replace	Ctrl-H
<b>Edit &gt; Links</b>	Office button > Prepare > Edit Links to Files	<i>In PP 2003: Alt-E, K In PP 2007: Alt-F, E, L</i>
<b>Edit &gt; Object</b>	Double-click the object and look for object-specific tabs in Ribbon	<i>In PP 2003: Alt-E, O In PP 2007: n/a</i>

## View Menu

PowerPoint 2003 Location	PowerPoint 2007 Location	Keyboard Shortcut
<b>View &gt; Normal</b>	View > Presentation Views > Normal	<i>In PP 2003:</i> Alt-V, N <i>In PP 2007:</i> Alt-V, N or Alt-W, L
<b>View &gt; Slide Sorter</b>	View > Presentation Views > Slide Sorter	<i>In PP 2003:</i> Alt-V, D <i>In PP 2007:</i> Alt-V, D or Alt-W, I
<b>View &gt; Slide Show</b>	View > Presentation Views > Slide Show or Slide Show > Start Slide Show	<i>In PP 2003:</i> F5 or Alt-V, W <i>In PP 2007:</i> F5 or Alt-V, W or Alt-W, S
<b>View &gt; Notes Page</b>	View > Presentation Views > Notes Page	<i>In PP 2003:</i> Alt-V, P <i>In PP 2007:</i> Alt-V, P or Alt-W, T
<b>View &gt; Master &gt; Slide Master</b>	View > Presentation Views > Slide Master	<i>In PP 2003:</i> Alt-V, M, S <i>In PP 2007:</i> Alt-W, M
<b>View &gt; Master &gt; Handout Master</b>	View > Presentation Views > Handout Master	<i>In PP 2003:</i> Alt-V, M, D <i>In PP 2007:</i> Alt-W, H
<b>View &gt; Master &gt; Notes Master</b>	View > Presentation Views > Notes Master	<i>In PP 2003:</i> Alt-V, M, N <i>In PP 2007:</i> Alt-W, K
<b>View &gt; Color/Grayscale &gt; Color</b>	View > Color/Grayscale > Color	<i>In PP 2003:</i> Alt-V, C, C <i>In PP 2007:</i> Alt-W, C
<b>View &gt; Color/Grayscale &gt; Grayscale</b>	View > Color/Grayscale > Grayscale	<i>In PP 2003:</i> Alt-V, C, G <i>In PP 2007:</i> Alt-W, O
<b>View &gt; Color/Grayscale &gt; Pure Black and White</b>	View > Color/Grayscale > Pure Black and White	<i>In PP 2003:</i> Alt-V, C, W <i>In PP 2007:</i> Alt-W, B
<b>View &gt; Task Pane</b>	The overall task pane is gone in PowerPoint 2007, but some dialog box launchers display task panes.	<i>In PP 2003:</i> Ctrl-F1 <i>In PP 2007:</i> not available
<b>View &gt; toolbars</b>	PowerPoint 2007 no longer has toolbars.	<i>In PP 2003:</i> Alt-V, T <i>In PP 2007:</i> not available
<b>View &gt; Ruler</b>	View > Show/Hide > Ruler	Alt-V, R
<b>View &gt; Grids and Guides</b>	Home > Drawing > Arrange > Align > Grid Settings	Alt-V, I
<b>View &gt; Header and Footer</b>	Insert > Text > Header & Footer	Alt-V, H
<b>View &gt; Markup</b>	Review > Comments > Show Markup	Alt-V, A
<b>View &gt; Zoom</b>	View > Zoom > Zoom	Alt-V, Z

## Insert Menu

PowerPoint 2003 Location	PowerPoint 2007 Location	Keyboard Shortcut
<b>Insert &gt; New Slide</b>	Home > Slides > New Slide	Ctrl-M
<b>Insert &gt; Duplicate Slide</b>	Home > Slides > New Slide > Duplicate Selected Slides	<i>In PP 2003:</i> Alt-I, D <i>In PP 2007:</i> Alt-H, I, D
<b>Insert &gt; Slide Number</b>	Insert > Text > Slide Number	<i>In PP 2003:</i> Alt-I, U <i>In PP 2007:</i> Alt-I, U or Alt-N, SN
<b>Insert &gt; Date and Time</b>	Insert > Text > Date and Time	<i>In PP 2003:</i> Alt-I, T <i>In PP 2007:</i> Alt-I, T or Alt-N, D
<b>Insert &gt; Symbol</b>	Insert > Text > Symbol	<i>In PP 2003:</i> Alt-I, S <i>In PP 2007:</i> Alt-I, S or Alt-N, U
<b>Insert &gt; Comment</b>	Review > Comments > New Comment	<i>In PP 2003:</i> Alt-I, M <i>In PP 2007:</i> Alt-I, M or Alt-R, C
<b>Insert &gt; Slide from Files</b>	Home > Slides > New Slide > Reuse Slides	<i>In PP 2003:</i> Alt-I, F <i>In PP 2007:</i> Alt-H, I, R
<b>Insert &gt; Slide from Outline</b>	Home > Slides > New Slide > Slides from Outline	<i>In PP 2003:</i> Alt-I, L <i>In PP 2007:</i> Alt-I, L or Alt-H, I, L
<b>Insert &gt; Picture</b>	Insert > Illustrations	<i>In PP 2003:</i> Alt-I, P <i>In PP 2007:</i> Alt-N, P
<b>Insert &gt; Diagram</b>	Insert > Illustrations > SmartArt	<i>In PP 2003:</i> Alt-I, G <i>In PP 2007:</i> Alt-N, M
<b>Insert &gt; Text Box</b>	Insert > Text > Text Box	<i>In PP 2003:</i> Alt-I, X <i>In PP 2007:</i> Alt-N, X
<b>Insert &gt; Movies and Sounds</b>	Insert > Media Clips > Movie <i>or</i> Insert > Media Clips > Sound	<i>In PP 2003:</i> Alt-I, V <i>In PP 2007:</i> Alt-N, V (movie); Alt-N, O (sound)
<b>Insert &gt; Chart</b>	Insert > Illustrations > Chart	<i>In PP 2003:</i> Alt-I, H <i>In PP 2007:</i> Alt-I, H or Alt-N, C
<b>Insert &gt; Table</b>	Insert > Tables > Table	<i>In PP 2003:</i> Alt-I, B <i>In PP 2007:</i> Alt-N, T
<b>Insert &gt; Object</b>	Insert > Text > Object	<i>In PP 2003:</i> Alt-I, O <i>In PP 2007:</i> Alt-I, O or Alt-N, J
<b>Insert &gt; Hyperlink</b>	Insert > Links > Hyperlink	Ctrl-K

## Format Menu

PowerPoint 2003 Location	PowerPoint 2007 Location	Keyboard Shortcut
<b>Format &gt; Font</b>	Home > Font	Alt-O, F
<b>Format &gt; Bullets and Numbering</b>	Home > Paragraph > Bullets	Alt-O, B
<b>Format &gt; Alignment &gt; Align Left</b>	Home > Paragraph > Align Text Left	Ctrl-L
<b>Format &gt; Alignment &gt; Center</b>	Home > Paragraph > Center	Ctrl-E
<b>Format &gt; Alignment &gt; Align Right</b>	Home > Paragraph > Align Text Right	Ctrl-R
<b>Format &gt; Alignment &gt; Justify</b>	Home > Paragraph > Justify	<i>In PP 2003: Alt-O, AJ In PP 2007: Alt-O, AJ or Alt-H, AJ</i>
<b>Format &gt; Line Spacing</b>	Home > Paragraph > Line Spacing	<i>In PP 2003: Alt-O, S In PP 2007: Alt-O, S or Alt-H, K</i>
<b>Format &gt; Change Case</b>	Home > Font > Change Case	<i>In PP 2003: Alt-O, E In PP 2007: Alt-H, 7</i>
<b>Format &gt; Replace Fonts</b>	Home > Editing > Replace > Replace Fonts	Alt-O, R
<b>Format &gt; Slide Design</b>	Design > Themes	<i>In PP 2003: Alt-O, D In PP 2007: Alt-G, H</i>
<b>Format &gt; Slide Layout</b>	Home > Slides > Layout	<i>In PP 2003: Alt-O, L In PP 2007: Alt-H, L</i>
<b>Format &gt; Background</b>	Design > Background > Background Styles > Format Background	<i>In PP 2003: Alt-O, K In PP 2007: Alt-O, K or Alt-G, BB</i>
<b>Format &gt; Object</b>	Double-click the object and look for object-specific tabs in Ribbon	<i>In PP 2003: Alt-O, K In PP 2007: n/a</i>



## Tools Menu

PowerPoint 2003 Location	PowerPoint 2007 Location	Keyboard Shortcut
<b>Tools &gt; Spelling</b>	Review > Proofing > Spelling	F7
<b>Tools &gt; Research</b>	Review > Proofing > Research	Alt-Click
<b>Tools &gt; Thesaurus</b>	Review > Proofing > Thesaurus	Shift-F7
<b>Tools &gt; Language</b>	Review > Proofing > Language	<i>In PP 2003: Alt-T, L In PP 2007: Alt-T, L or Alt-R, U</i>
<b>Tools &gt; Shared Workspace</b>	Office button > Publish > Create Document Workspace	<i>In PP 2003: Alt-T, K In PP 2007: Alt-F, UC</i>
<b>Tools &gt; Compare and Merge Presentations</b>	Not in PowerPoint 2007	Alt-T, W
<b>Tools &gt; Online Collaboration</b>	Not in PowerPoint 2007	<i>In PP 2003: Alt-T, N In PP 2007: not available</i>
<b>Tools &gt; Macro</b>	View > Macros > Macros	<i>In PP 2003: Alt-T, M In PP 2007: Alt-W, PM</i>
<b>Tools &gt; Add-Ins</b>	Office button > PowerPoint Options > Add-Ins	Alt-T, I
<b>Tools &gt; AutoCorrect Options</b>	Office button > PowerPoint Options > Proofing > AutoCorrect Options	Alt-T, A
<b>Tools &gt; Customize</b>	Office button > PowerPoint Options > Customize	<i>In PP 2003: Alt-T, C In PP 2007: Alt-F, IC</i>
<b>Tools &gt; Options</b>	Office button > PowerPoint Options	<i>In PP 2003: Alt-T, O In PP 2007: Alt-T, O or Alt-F, I</i>

## Slide Show Menu

PowerPoint 2003 Location	PowerPoint 2007 Location	Keyboard Shortcut
<b>Slide Show &gt; View Show</b>	Slide Show > Start Slide Show <i>or</i> View > Presentation Views > Slide Show	F5
<b>Slide Show &gt; Set Up Show</b>	Slide Show > Set Up > Set Up Slide Show	<i>In PP 2003:</i> Alt-D, S <i>In PP 2007:</i> Alt-D, S <i>or</i> Alt-S, S
<b>Slide Show &gt; Rehearse Timings</b>	Slide Show > Set Up > Rehearse Timings	<i>In PP 2003:</i> Alt-D, R <i>In PP 2007:</i> Alt-D, R <i>or</i> Alt-S, T
<b>Slide Show &gt; Record Narration</b>	Slide Show > Set Up > Record Narration	<i>In PP 2003:</i> Alt-D, N <i>In PP 2007:</i> Alt-D, N <i>or</i> Alt-S, N
<b>Slide Show &gt; Action Buttons</b>	Home > Drawing > Shapes	<i>In PP 2003:</i> Alt-D, I <i>In PP 2007:</i> Alt-S, SH
<b>Slide Show &gt; Action Settings</b>	Insert > Links > Action	<i>In PP 2003:</i> Alt-D, A <i>In PP 2007:</i> Alt-D, A <i>or</i> Alt-N, K
<b>Slide Show &gt; Animation Schemes</b>	Animations > Animations > Animate	<i>In PP 2003:</i> Alt-D, C <i>In PP 2007:</i> Alt-A, A
<b>Slide Show &gt; Custom Animation</b>	Animations > Animations > Custom Animation	<i>In PP 2003:</i> Alt-D, M <i>In PP 2007:</i> Alt-D, M <i>or</i> Alt-A, C
<b>Slide Show &gt; Slide Transitions</b>	Animations > Transition to This Slide	<i>In PP 2003:</i> Alt-D, T <i>In PP 2007:</i> Alt-A, T
<b>Slide Show &gt; Hide Slide</b>	Slide Show > Set Up > Hide Slide	<i>In PP 2003:</i> Alt-D, H <i>In PP 2007:</i> Alt-D, H <i>or</i> Alt-S, H
<b>Slide Show &gt; Custom Shows</b>	Slide Show > Start Slide Show > Custom Slide Show	<i>In PP 2003:</i> Alt-D, W <i>In PP 2007:</i> Alt-D, W <i>or</i> Alt-S, MW

## Window Menu

PowerPoint 2003 Location	PowerPoint 2007 Location	Keyboard Shortcut
<b>Window &gt; New Window</b>	View > Window > New Window	Alt-W, N
<b>Window &gt; Arrange All</b>	View > Window > Arrange All	Alt-W, A
<b>Window &gt; Cascade</b>	View > Window > View Side by Side	<i>In PP 2003: Alt-W, C In PP 2007: Alt-W, E</i>
<b>Window &gt; Next Pane</b>	Add to Quick Access toolbar: Office button > PowerPoint Options > Customize > All Commands > Next Pane > OK	<i>In PP 2003: F6 In PP 2007: Alt-[number of position in QA toolbar]</i>
<b>Window &gt; List of Windows</b>	View > Window > Switch Windows	<i>In PP 2003: Alt-W, [window number] In PP 2007: Alt-W, W, [window number]</i>