

## Microsoft PowerPoint 2007

PowerPoint is currently the most common software used for making visual aids for presentations. It has been redesigned for the 2007 release with a much more user-friendly and intuitive layout than its predecessors.

This tutorial will teach you the basic tools for making a PowerPoint presentation and familiarize you with the new PowerPoint 2007 workspace.

### Basic Tips

- It is best to **outline your entire presentation** before working too much on the style and layout of your presentation. When left to the end it is much less time consuming to work on the style and format of your slides. Keep in mind the content of your presentation is the most important part of it!
- **Keep your points short** and straightforward. Points should be complimentary to your oral presentation.
- PowerPoint allows you to add a lot of distracting sounds and excessive animations to your presentation. It is best to **keep all animation as simple as possible** and only use sounds if absolutely necessary.
- **Stay away from unusual fonts.** If you are presenting on an unfamiliar computer the font you have chosen may not work. Arial and Times New Roman are common fonts.
- **Think of contrast.** If you use a dark background use light-coloured text and vice versa. Refrain from using backgrounds that will obscure your text colour

### Microsoft Interactive Online Demos

Microsoft has developed a series of online demo programs to assist people with the transition to Office 2007.

- **Start the Guide** for a program by clicking on that phrase on the webpages listed below
- A new window will open in your web browser showing Office 2003
- Use the familiar Toolbar from Office 2003 to find a Tool
- A second window will appear to show you how to use the same Tool in Office 2007

The web address for the PowerPoint Guide is:

- <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>

# Microsoft Powerpoint 2007 User Guide

**Ellen Finkelstein**



## **Microsoft Powerpoint 2007 User Guide:**

*PowerPoint 2007 for Starters: The Missing Manual* E. A. Vander Veer, 2007-01-25 Fast paced and easy to read this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away This concise guide shows readers how to work with PowerPoint s most useful features and its completely redesigned interface With clear explanations step by step instructions lots of illustrations and plenty of timesaving advice PowerPoint 2007 for Starters The Missing Manual will quickly teach you to Create save set up run and print a basic bullets and background slideshow Learn how to add pictures sound video animated effects and controls buttons and links to your slides Discover how to incorporate text spreadsheets and animations created in other programs The new PowerPoint is radically different from previous versions Over the past decade PowerPoint has grown in complexity but its once simple toolbar has been packed with so many features that not even the pros could find them all For PowerPoint 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft s documentation is as scant as ever so even if you find the features you need you still may not know what to do with them But with this book you can breeze through the new user interface and its timesaving features in no time PowerPoint 2007 for Starters The Missing Manual is the perfect primer for anyone who needs to create effective presentations

**Microsoft Office PowerPoint 2007 for Windows** Tom Negrino, 2007-10-17 Microsoft PowerPoint is nearly ubiquitous in today s world from business to schools to clubs to organizations PowerPoint presentations are everywhere you turn To get up and running quickly and to learn to create the best looking presentations the ones that stand out in terms of content and visual appeal readers need Microsoft Office PowerPoint 2007 for Windows Visual QuickStart Guide PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they create their presentations Trusted teacher Tom Negrino gives step by step instruction on using all the new features in PowerPoint 2007 such as using the dynamic SmartArt Diagrams custom layouts applying attractive new themes change them in just one click and how to manipulate and work with your text tables charts and other presentation elements in much richer ways than ever before Readers learn about writing their presentation gathering images and sound files choosing a design working with text and adding graphics and slide effects and transitions In the end users will have a professional looking and visually appealing presentation they can use anywhere As with all Visual QuickSta rt Guide books clear concise instructions and lots of visual aids make learning easy and painless

**iPad Survival Guide: Step-by-Step User Guide for Apple iPad: Getting Started, Downloading FREE eBooks, Using eMail, Photos and Videos, and Surfing Web** Toly K, 2011-01-01 The iPad Survival Guide organizes the wealth of knowledge about the iPad into one place where it can be easily accessed and navigated for quick reference Unlike the official iPad manual the survival guide is not written like a book in paragraph form Instead every instruction is broken down into clear and concise steps The iPad Survival Guide provides useful information not

discussed in the iPad manual such as tips and tricks hidden features troubleshooting advice as well as advice on how to solve various Wi Fi issues You will also learn how to download FREE games and FREE eBooks how to PRINT right from your iPad and how to make VOICE CALLS with the use of a simple application Whereas the official iPad manual is stagnant this guide goes above and beyond by discussing recent known issues and solutions that may be currently available This information is constantly revised for a complete up to date manual This iPad guide includes Getting Started Button Layout Before First Use Navigating the Screens Setting Up Wi Fi Setting Up an Email Account Using Email Setting Up Your Email Application Logging In to the Application Store Photos and Videos Using iTunes to Import Videos Sending Pictures via Email Setting a Picture as Wallpaper Viewing a Slideshow Importing Pictures Using iPhoto Importing Pictures Using a PC Viewing a Video Using Skype for Voice Calls and Text Messages Advanced topics Downloading Free Applications Downloading Free Books Adding Previously Purchased and Free eBooks to iBooks app Using the Kindle Reader for iPad Using the iBooks Application Turning On VoiceOver Printing Directly from the iPad Printing Web Pages Moving a Message to Another Mailbox or Folder Changing the Default Signature Setting the Default Account Changing How You Receive Email Saving a Picture or Attachment Managing Contacts Using Safari Web Browser Blocking Pop Up Windows Managing Applications Setting a Passcode Lock Changing Keyboard Settings Tips and Tricks Maximizing Battery Life Solving WiFi issues Troubleshooting

*Microsoft PowerPoint 2007 Quick Source Guide* Quick Source (Firm),2006-12-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses PowerPoint 2007 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software It includes how to customize the Quick Access toolbar and how to open and save a presentation It covers working with slides including creating a new slide changing the layout of a slide and changing slide properties It also includes working with themes creating text and formatting text on a slide It includes inserting illustrations working with animation features and inserting multimedia files It covers how to work with slide shows and the many ways to output your presentation It also includes a guide to keyboard shortcuts and getting help in PowerPoint An excellent instructional tool for a user new to PowerPoint 2007 it also serves as a handy reference tool for the more experienced PowerPoint user **PowerPoint 2007** E. A. Vander Veer,2006-12-22 Like every other application in Microsoft Office suite PowerPoint is loaded with features So many in fact that even veterans don t know where to find them all Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use PowerPoint 2007 also boasts improved graphics additional templates the ability to save custom layouts and improved collaboration through SharePoint One thing Microsoft hasn t improved is its poor documentation To learn the ins and outs of all the features in PowerPoint 2007 Microsoft merely offers online help If you re familiar with previous versions of the program you may be lost the first time you fire up the new PowerPoint or you would be if it weren t for PowerPoint 2007 The Missing Manual This book written specifically for this version of the software not only

offers the basics of how to create save set up run and print a basic bullets and background slideshow but takes you into the world of multimedia animation and interactivity You ll learn how to add pictures sound video animated effects and controls buttons and links to their slides along with ways to pull text spreadsheets and animations created in other programs You can also create your own reusable design templates and learn to automate repetitive tasks with macros Learn how to take advantage of advanced functions such as adding custom background images that existed in previous PowerPoint versions but were so cleverly hidden that few people ever found them

**Advanced Microsoft Office PowerPoint 2007** Wayne Kao,Jeff Huang,2007-12-27 This is the only book that will help an intermediate PowerPoint user improve their skills to an advanced level In doing so they can benefit both professionally and personally This is not a comprehensive book that will bore you with every detail of PowerPoint but a guide to specific actions you can take to create the ultimate presentation The book covers the powerful formatting engine new to PowerPoint 2007 and how it can be used for applying soft shadows reflection and glows to make a presentation look attractive It also covers PowerPoint s new 3D engine The book goes into deep technical detail about the Office 2007 theme engine and how color schemes effect schemes and font schemes work as well as the new PowerPoint XML file format showing you how to edit PowerPoint files without using PowerPoint at all The authors walk through programming a macro and explain how to format shapes diagrams charts text tables with gradient and picture fills and different kinds of lines e g a beveled compound line with a diamond arrowhead Also covered are those all important slide show shortcuts that few people know about like seeing your private notes while presenting on a projector starting the slide show from the current slide without fumbling through the user interface and how to black out the slide show screen with one key press

**Absolute Beginner's Guide to Computer Basics** Michael Miller,2010 Everything casual users need to know to get the most out of their new Windows 7 PCs software and the Internet including Facebook craigslist Twitter and Wikipedia

*Microsoft PowerPoint 2007 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2007 The following topics are covered Reusing Slides from Other Presentations Adding Placeholders to a Slide Master Adding a Customized Layout Switching from Color to Black White Making Changes to a Template Using a Theme from Another Office Document Inserting Tables WordArt The Selection and Visibility Pane Ungrouping Clip Art Recoloring Pictures Placing an Excel Object on the Slide Editing an Excel Object Hiding Showing Slides Creating a Button to Jump to Another Slide or File During a Slide Show Adding Custom Animations Modifying Previewing the Effect Annotations during a Slide Show Self Running Presentations Setting Timings Recording Narration Creating a Photo Slide Show Saving Different Slide Orders Packaging Presentations on a CD Packaging Multiple Presentations on a CD This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two titles available for PowerPoint 2007 PowerPoint 2007 Introduction PowerPoint 2007

Advanced **iPad 2 Survival Guide** Toly K, 2011-09-27 There is much to learn about the new generation of iPad and the iPad 2 Survival Guide is the flagship guide for Apple's newest creation The iPad 2 Survival Guide organizes the wealth of knowledge about the iPad 2 into one place where it can be easily accessed and navigated for quick reference This guide comes with countless screenshots which complement the step by step instructions and help you to realize the iPad's full potential The iPad 2 Survival Guide provides useful information not discussed in the iPad manual such as tips and tricks hidden features and troubleshooting advice You will also learn how to download FREE games and FREE eBooks how to PRINT right from your iPad and how to make VIDEO CALLS using FaceTime Whereas the official iPad 2 manual is stagnant this guide goes above and beyond by discussing recent known issues and solutions that may be currently available This information is constantly revised for a complete up to date manual This iPad 2 guide includes Getting Started Button Layout Before First Use Navigating the Screens Setting Up Wi-Fi Setting Up an Email Account Using Email Logging In to the Application Store Using FaceTime Placing a FaceTime Call Moving the Picture in Picture Display Taking Pictures Capturing Videos Browsing and Trimming Captured Videos Using iTunes to Import Videos Viewing a Video Using the iPod Application Using the iTunes Application Sending Pictures and Videos via Email Setting a Picture as Wallpaper Viewing a Slideshow Importing Pictures Using iPhoto Creating Albums Using iPhoto Advanced topics 161 Tips and Tricks for the iPad Setting the iPad Switch to Mute or Lock Rotation Downloading Free Applications Downloading Free eBooks Adding Previously Purchased and Free eBooks to the iBooks app Updating eBooks in the iBooks app Using the Kindle Reader for iPad Using the iBooks Application Using the iBooks Internal Dictionary Highlighting and Taking Notes in iBooks Turning On VoiceOver Printing Directly from the iPad Printing Web Pages Moving a Message to Another Mailbox or Folder Changing the Default Signature Setting the Default Email Account Changing How You Receive Email Saving a Picture Attachment Managing Contacts Setting Up a 3G Account Turning Data Roaming On and Off AT T Data Plans Explained Using the Safari Web Browser Blocking Pop Up Windows Managing Applications Deleting Applications Setting a Passcode Lock Changing Keyboard Settings Tips and Tricks Maximizing Battery Life Printing Pictures Without a Wireless Printer Viewing Applications on an HD TV Troubleshooting Resetting Your iPad [Outlook on the Web Training Manual Classroom in a Book](#) TeachUcomp , 2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add-ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a

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*PowerPoint 2007 All-in-One Desk Reference For Dummies* Peter Weverka, 2011-02-09 7 books in 1 your key to PowerPoint success Your one stop guide to perfect presentations with PowerPoint 2007 Everybody uses PowerPoint right How can you make your presentations pop Check this handy reference with its easy to use minibooks Once you get going with all the cool new stuff in PowerPoint 2007 you find out how to jazz up your presentations with charts transitions photos animation and even some ultra cool power user tricks Discover how to Plan and create a presentation Use speed techniques Handle master slides and master styles Customize slides with themes and templates Make diagrams and charts Create video slides

**Microsoft Office PowerPoint 2007 QuickSteps** Carole Boggs Matthews, 2007-01-12 Color screenshots and clear instructions show you how to use the new and improved capabilities featured in this powerful presentation program *How to Do Everything with Microsoft Office PowerPoint 2007* Ellen Finkelstein, 2006-12-22 Design winning presentations with the new version of PowerPoint Create dynamic and professional quality presentations using sage advice handy tips and clear descriptions from PowerPoint expert Ellen Finkelstein This book gives you that extra edge with best practice design layout and organizational techniques that will make your presentations leap off the screen In addition to in depth coverage of new features including the redesigned user interface SmartArt diagrams new special effects and custom layouts this must have resource delivers everything you need to get started organize your content and add those finishing touches for a top notch presentation Make your point with well crafted clear content Design and save custom themes and layouts Create perfectly formatted tables and charts Include special effects like animation 3 D reflections and soft edges Add music video clips and narration Convert bulleted text to diagrams using SmartArt graphics Protect presentation files with new security tools

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