

This guide will provide an overview of PowerPoint 2007 by covering the following:

- Tabs Summary
- Design Themes
- Smart Art
- Presentations as PDF's

Detailed Information

TABS SUMMARY

Home - Everything to do with formatting, editing and layout of slides.

Insert - Commands you want to use to insert shapes, more slides, tables, text, media clips or anything else.

Design - Here is where you set page orientation, add themes, change background colors or arrangement of objects.

Animations - Add movement to slides or slide objects here. Hover the mouse over the transition icon and see the effect on your slide.

Slide Show - Look here for anything to do with a slide show - rehearsals, custom shows, record narrations, hide slides.

New slide show features:-

- Change the resolution of your slide show for best viewing
- Choose which monitor to show presentation on if you are connected to more than one
- With two monitors connected - show the slide show on one and read speaker notes and timings from the second monitor

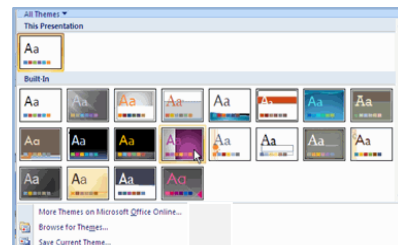
Review - More editing options- spell check, translate text, and quickly research on the web or within PowerPoint; editor's comments and markups can be added.

View - All the different views of your slides- show notes, slide sorter as well as the slide masters , show what your slide show will look like in color, grayscale or pure black and white without having to preview in printing view, open more than one view of the same document - for example, view in slide sorter at the same time as normal view.

Add – Ins - any [add-ins](#) you have installed on your computer, such as Microsoft Producer, are located here for quick access

DESIGN THEMES

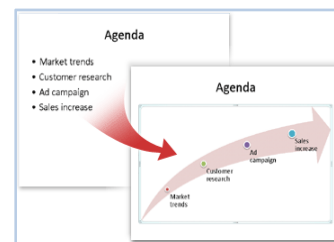
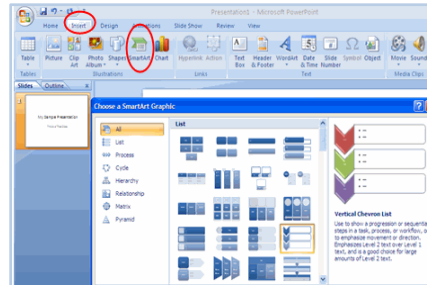
Design templates have been replaced by **design themes** which contain families of colors, fonts and formatting. Edit a theme by choosing a new color family.



SMART ART

SmartArt graphics add color, shape, and emphasis to your text and data. With SmartArt graphics, you can experiment as much as you want with different formats and styles. You can preview styles before choosing one.

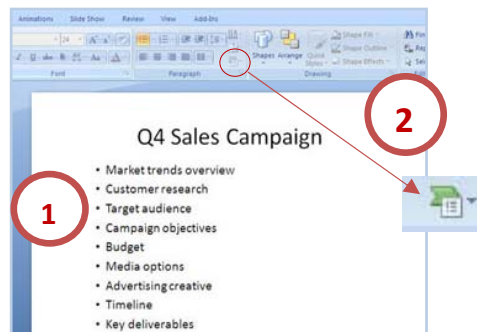
From the Insert tab, select Smart Art



CONVERTING TEXT TO SMART ART

The new tools in Microsoft Office PowerPoint 2007 allow you to convert text into visually appealing graphics.

1. Enter your text on the slide – click to select the text box
2. On the Home tab- Paragraph group, click on Convert to Smart Art command



3. Click on graphic to select



4. Use the Design and Format from the Smart Art tab to customize



CONVERTING TEXT TO SMART ART – CONT...

5. Text converted to Smart Art



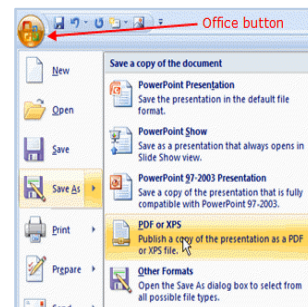
PRESENTATION AS PDF

Your PowerPoint 2007 document as a PDF file is a quick way to produce a PowerPoint 2007 presentation ready for printing or emailing. This will retain all the formatting you have applied, whether the viewing computer has those particular fonts, styles or themes installed on their computer or not.

Ability to save your presentation in PDF format is not part of the initial install of the PowerPoint 2007 program. **You must download this Microsoft Office 2007 add-in separately.** The nice part is that this will activate this feature in all Microsoft Office 2007 products on your computer.

Important Note:

Creating a PDF file of your PowerPoint presentation is strictly for the purpose of printing or emailing for review. No animations, transitions or sounds will be activated in a PDF formatted document, and PDF files are not editable (without special additional software).



Where to get Microsoft Office 2007 help:

IT Help Desk

Phone: (817) 531-4428 ext. 2
Email: helpdesk@txwes.edu

CETL

Phone: (817) 531-6530
Email: cetl@txwes.edu

Microsoft

Online: <http://office.microsoft.com>