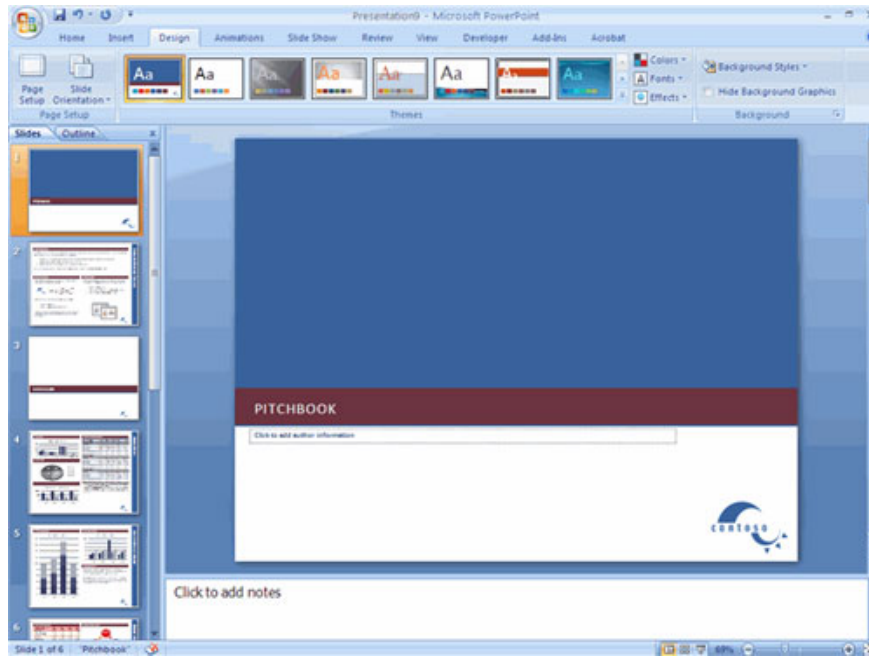


# MS PowerPoint 2007 - Lesson 1: Start with Microsoft PowerPoint

PowerPoint 2007 also has most of the features like previous versions and has some new features that you can use.

**TipsMake.com - PowerPoint 2007 also has most of the features like previous versions and has some new features that you can use .** There are 3 features you should remember when working with PowerPoint 2007: Microsoft Office Button, Quick Access Toolbar and Ribbon. The functions of these 3 features will be introduced in detail in the next sections.

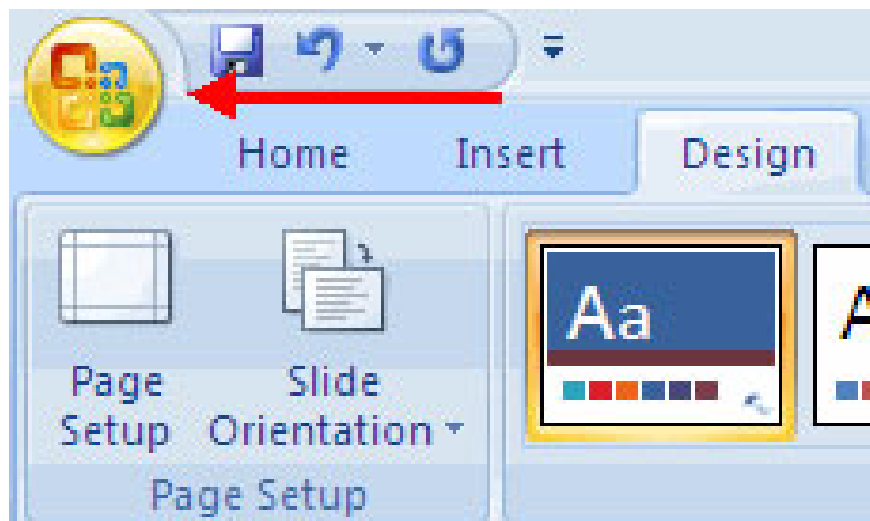


## Presentations (demonstration)

A demo is a collection of data and information that is presented to a specific group of people. A PowerPoint presentation is a collection of slides that can contain text, images, graphics, tables, audio and video. This set can be run automatically or controlled by the presenter.

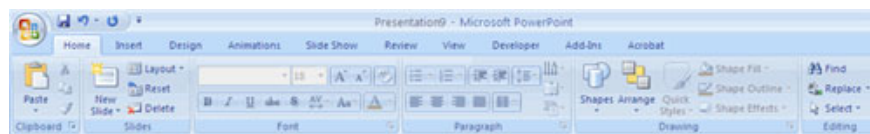
## Microsoft Office Button feature

Microsoft Office Button performs many functions that are located in the File menu in previous versions. This feature allows you to create a new presentation, open an existing presentation, Save (Save), Save with file name (Save As), Print (Print), Send and Close.

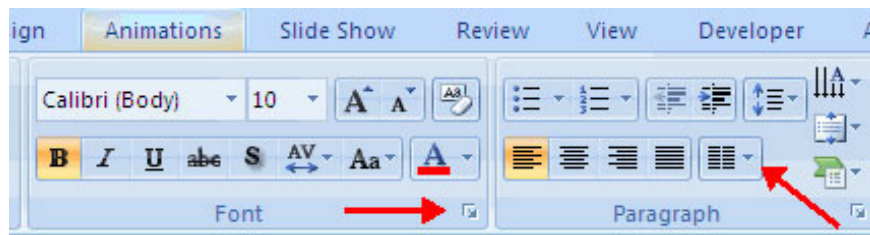


## Ribbon feature

Ribbon is the upper area of the document. It has 7 tabs: Home, Insert, Design, Animations, Slide Show, Review and View. Each tab is divided into groups. Groups are a set of features designed to perform the functions you will use in developing or editing slides.



Commonly used features are displayed on the Ribbon. To see more features in each group, click the arrow to the right corner of each group.



**Home** : Clipboard, Slides, Font, Paragraph, Drawing, and Editing

**Insert**: Tables, Illustrations, Links, Text, and Media Clips

**Design**: Page Setup, Themes, Background

**Animations**: Preview, Animations, Transition to this Slide

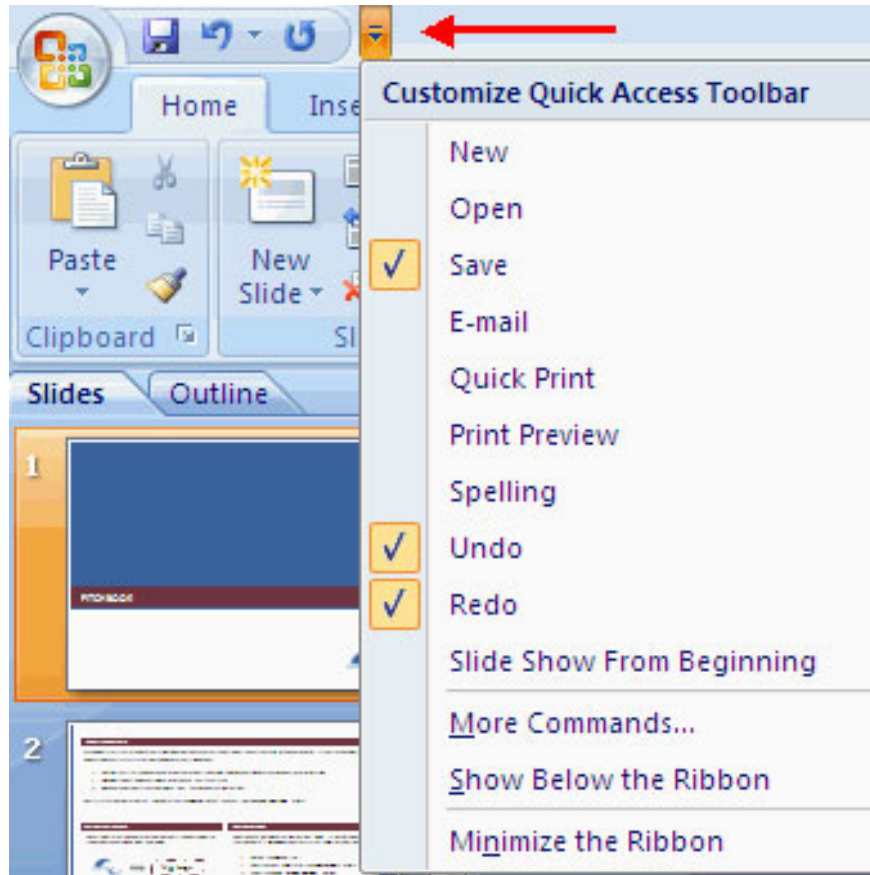
**Slide Show** : Start Slide Show, Set Up, Monitors

**Review**: Proofing, Comments, Protect

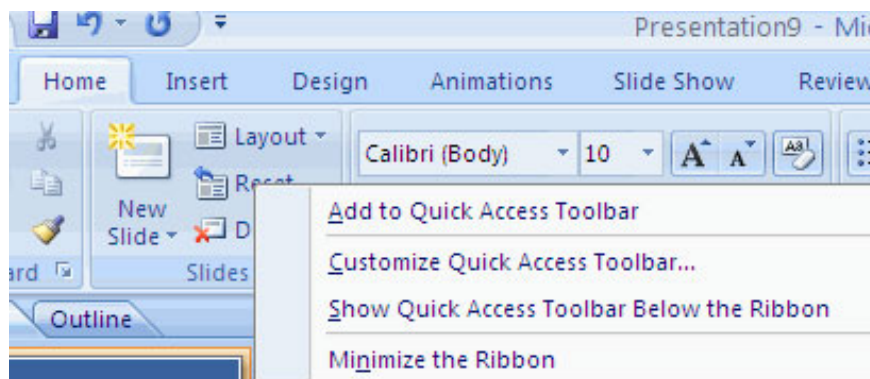
**View**: Presentation Views, Show / Hide, Zoom, Window, Macros

## Quick Access Toolbar feature

The **Quick Access Toolbar** is a customizable toolbar that contains the commands you use. You can put this feature at the top or bottom of the Ribbon. To change the location of the Quick Access Toolbar, click the arrow at the end of the toolbar and click **Show Below the Ribbon**.



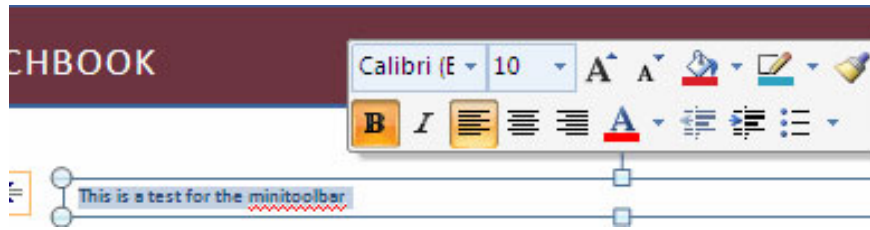
You can also add functions to the Quick Access Toolbar. Just right-click any function in the **Office Button** or **Ribbon** and select **Add to Quick Access Toolbar**, then a shortcut will be added.



## Mini toolbar

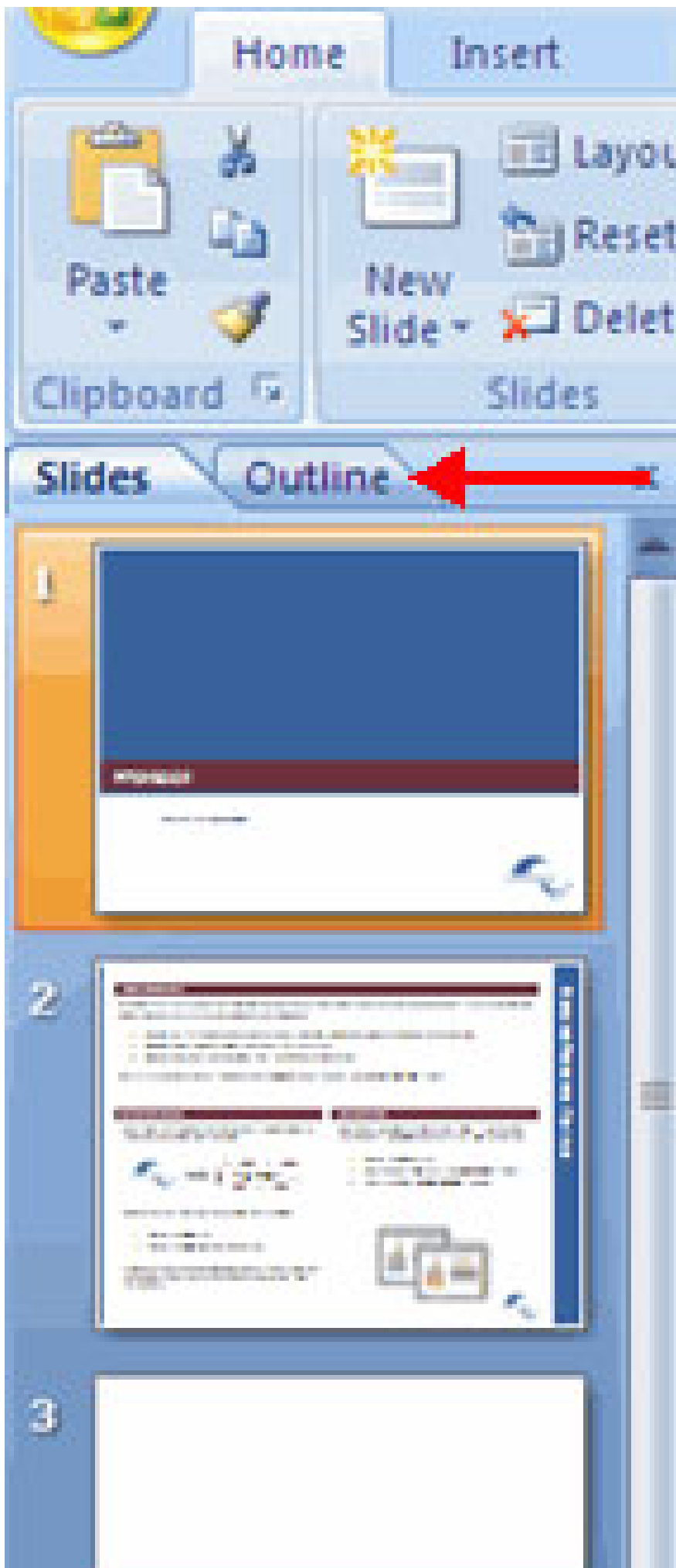
A new feature in Office 2007 is the mini toolbar. This is the floating toolbar that is displayed when you highlight or right-click the text. It displays popular formatting tools like Bold typeface (bold), Italics (italic), Font, font

size and font color.



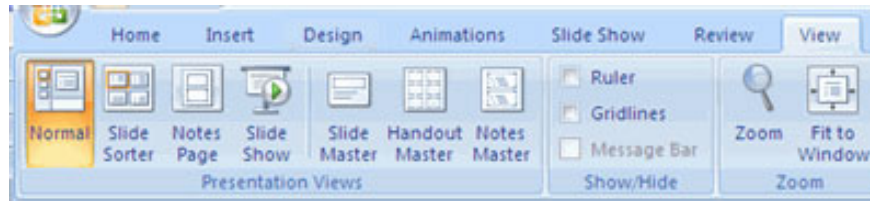
## Navigation

Navigation through slides can be completed using the **Slide Navigation** menu on the left side of the screen. And an outline also appears from the documents entered in the demo. To access the outline, click the **outline** tab



## See Slide

Demos can be viewed in a number of different ways. On the **View** tab, the **Presentation Views** group allows you to view slides according to modes such as Normal, Slide sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master.



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