PowerPoint 2007 - Getting Started

Office Button
The File menu has been replaced with the Office button. From here you can create a new document, open, save, and print documents, and access Options for PowerPoint.

The Ribbon
The menu bar and toolbars have been replaced in Office 2007 by the Ribbon. The Ribbon has been designed to give you quicker access to things that you do frequently. This cheat sheet contains a brief description of how to use the Ribbon, as well as information about the most frequently used tabs.

Home Tab
This is where you do some of the most common tasks in PowerPoint, like add a slide, change slide layouts, control font and text style, and insert shapes.

Insert Tab
To insert something into a slide, like a table, image, link, movie, or some kind of text, use the Insert tab.

Design Tab
Use the Design tab to change the theme of your slide show and access page setup. You can also control slide background styles from this tab.

Animations Tab
The Animations tab lets you add animated effects to your presentation, and also gives you access to slide transitions and control how slides are advanced.

Slide Show Tab
Use the Slide Show tab to set up how the show is going to be presented. You can set up monitor resolution, use multiple monitors, or set up a timed show.

View Tab
With the View tab, you can switch slide show views, show and hide the ruler/gridlines, and have access to macros.

Keyboard Shortcuts
Because there are no longer menus as in previous versions of Office, some of keyboard shortcuts have been changed. The most common keyboard shortcuts you remember are still intact, such as those for creating a new document, opening, saving and printing, and cut/copy and paste. To get to other functions with the keyboard, hit the ALT key. When you do this, the ribbon will be filled with letters that you can press on the keyboard to navigate around and get to the command you want. It takes a little bit of getting used to, but now you can learn the new keyboard shortcuts without touching your mouse, and your fingers no longer have to do acrobatic exercises because you press just one key at a time.

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