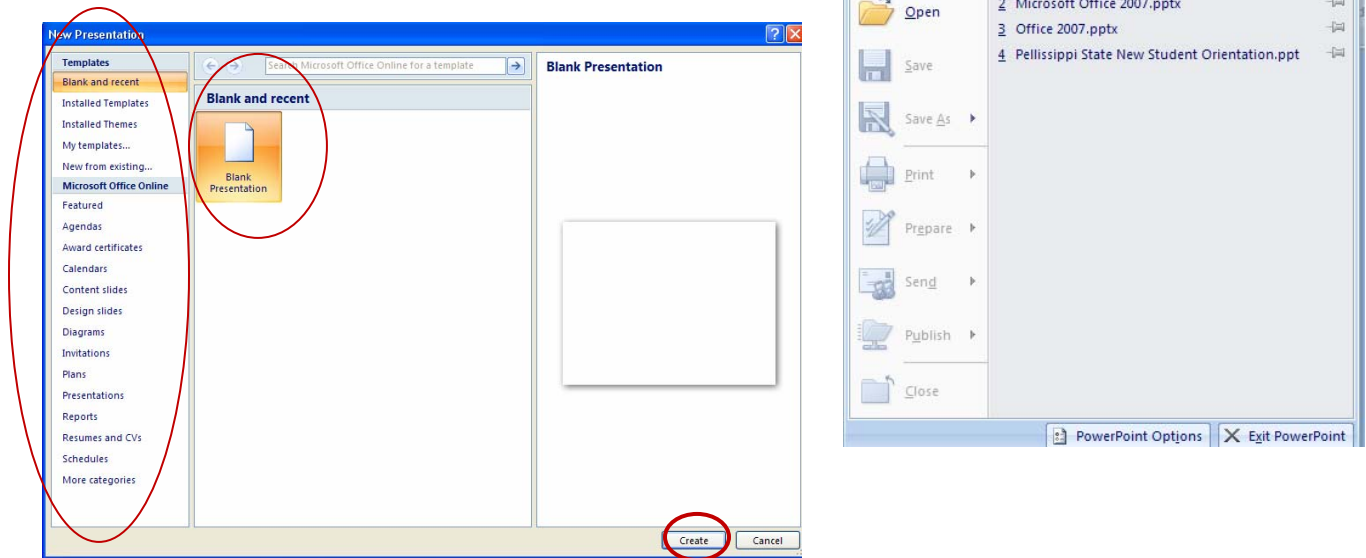


Microsoft Office 2007

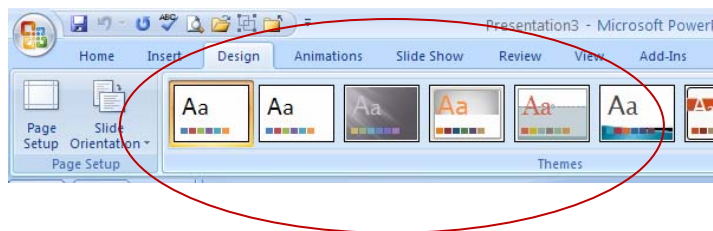
Power Point Basics

Creating a New Presentation

To create a new presentation, begin at the Office Button and choose **New**. Then you have the option of choosing from many available templates or a **Blank** template. Then click the **Create** button in the bottom left corner of your screen.



Next you can to choose a layout **Option** and a **Theme** for formatting purposes.




✚ Saving a Presentation

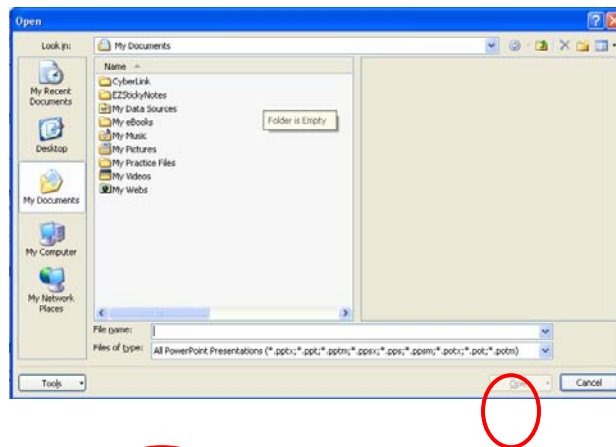
Presentations can be saved as any other Office document.


1. From the **Office Button**  > **Save or Save As.**
2. From the Quick Access Toolbar 

***Please note the file format you choose in the Save As Option. The default will be the Office 2007 format .pptx, however if you want to be able to access the file from Office 2003 you need to choose the 97-2003 office format.**

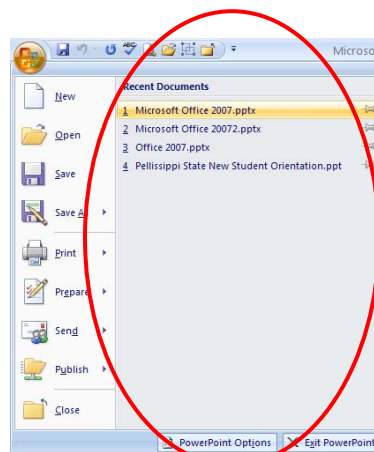
✚ Opening a Presentation

1. From the **Office Button**  > **Open** > then navigate in the dialog box to find your file and click **Open**.



2. From the **Office Button**  and choose from the most recently viewed files.

3. From the **Quick Access Toolbar**



Printing a Presentation



From the **Office Button** > **Print** > then navigate to Print, Quick Print, or Print Preview.

Or

Add a Command to your **Quick Access Toolbar**

Inserting New Slides into an Existing Presentation

1. Place your cursor by clicking in the place where you want the new slide to go.
2. From the Home Tab on the Ribbon click **New Slide** and choose a layout.

Or



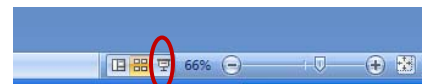
Right-click on your mouse and choose **New Slide** from the pop up menu.



Viewing Slide Show

Slide Shows can be started by several options.

1. From the View Bar which is now in the **lower right** hand of the window

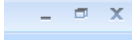


2. From the **Slide Show** tab on the Ribbon



3. By Pressing **F5** as before.

Closing a Presentation

Closing objects is too easy to do in Office 2007. You can easily close the entire application by mistake when only wanting to close the current file. Double boxes are  **Please follow one of the following options:**

1. From the **Office Button** > **Close>**



2. From the Quick Access Toolbar  **add this button to your toolbar.**



Training

Many training tutorials can be seen at Microsoft site: <http://office.microsoft.com/en-us/training>

Please reference the following tutorial for this topic:



[Up to speed with the Power Point 2007](#)

Length: 40 min

[Add sound effects to a presentation](#)

Length: 50 min

[Create your first presentation](#)

Length: 50 min