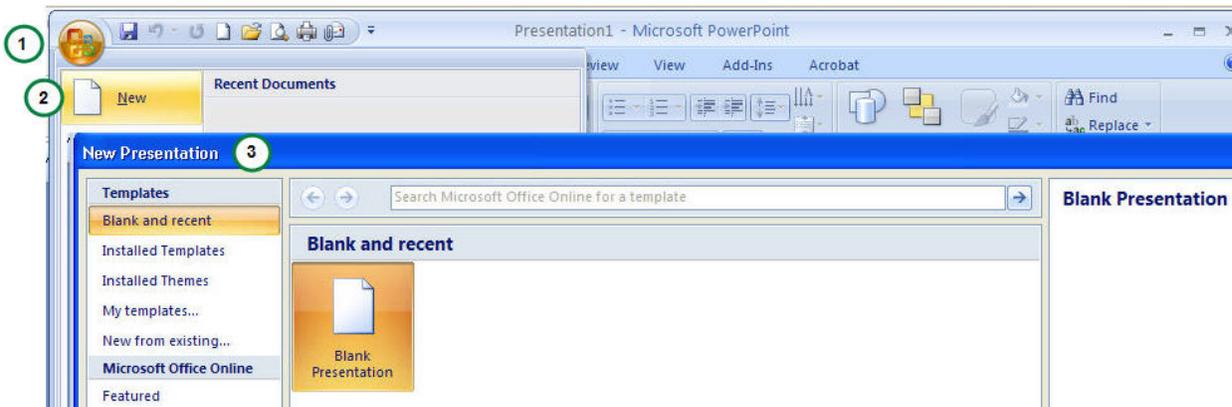# Getting Started with PowerPoint 2007

To start a new presentation:

1 Click the **Microsoft Office Button**.

2 Click **New** on the menu that opens.

3 Choose an option in the **New Presentation** window (only a fragment of which is shown here).

To start a new presentation, click the **Microsoft Office Button** and click **New**.

In the **New Presentation** window, start with a blank slide, or base the presentation on a template or an existing presentation.

New file format   PowerPoint 2007 saves new files in a new format. You can open old presentations just fine and save in the new format. But the file format change does affect presentation sharing between PowerPoint 2007 and older versions of PowerPoint.

To see how a theme will look:

1 Rest the pointer over a theme thumbnail (the one shown is called **Flow**)...

2 ... and the preview appears on the slide.

3 Click the **More** arrow for a full theme gallery and links to online themes.
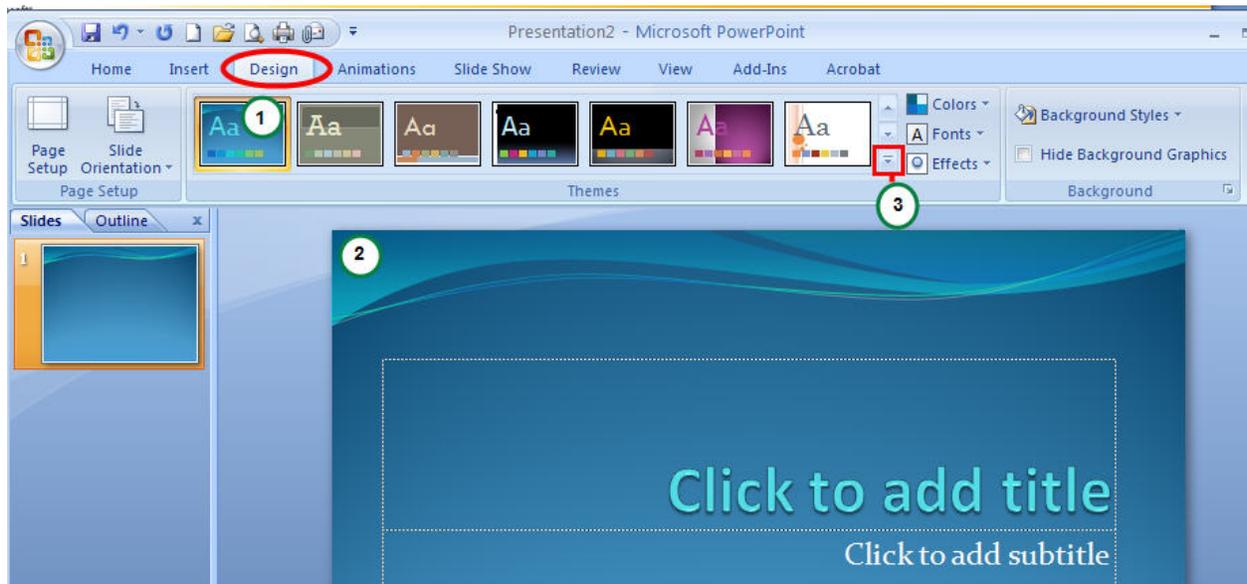
So that you can see how all your content is going to look, choose a **theme** for the presentation right at the start. That way you'll see how the theme colors look on certain things you add, such as charts or tables.

A theme supplies the look and feel, in terms of slide design, of the presentation. It applies the background design, placeholder layout, colors, and font styles to your slides and slide elements.

The **Design** tab is the place to go for themes. A gallery like the one for design templates that you may have used in earlier PowerPoint versions appears here under **Themes**. Each theme has a name, which shows in the ScreenTip.

When you rest the pointer over a theme thumbnail, the theme is shown in a temporary preview on the current slide. You see the theme's effect before you apply it, saving you the step of undoing it if you don't like it. When you move the pointer off the thumbnail, the preview ends.

Click the arrow on the right of the **Themes** group to get more choices and information, such as which themes (since you can use more than one) are used in the presentation, and for links to other themes — on Office Online, for example.

The same themes are supported in Microsoft Office Word 2007 and Microsoft Office Excel 2007.

How to tweak the theme

1 Use the **Colors**, **Fonts**, and **Effects** galleries, all on the **Design** tab.

2 Look at other **Background Styles**. The choices use theme colors.

3 Point to a thumbnail to get a preview of the alternative background.

4 To apply your own background, such as a photograph, click **Format Background**.
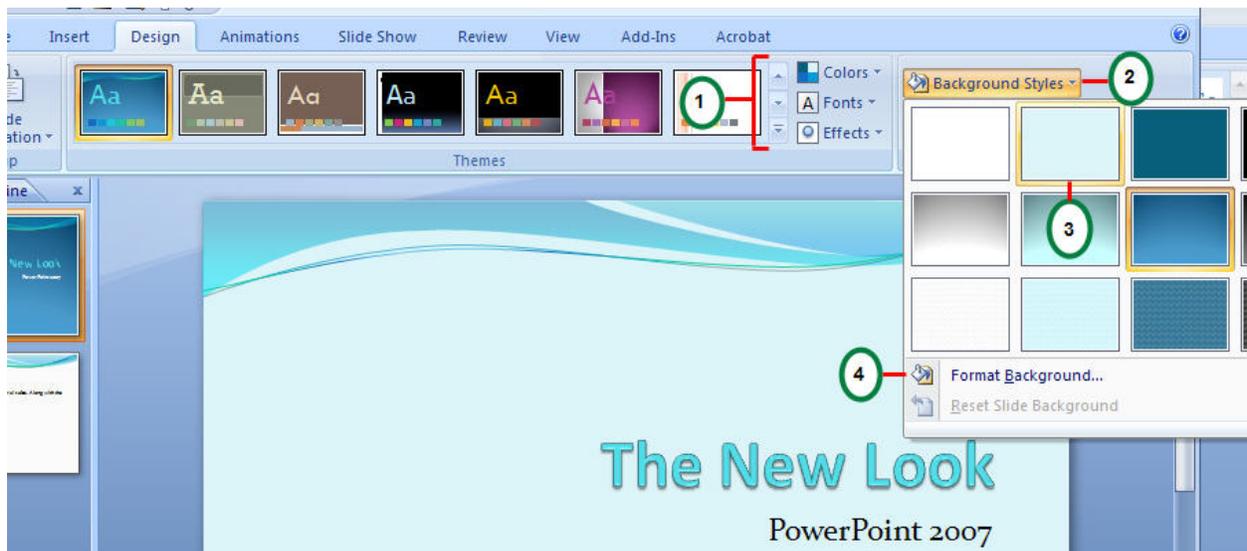
The theme you choose is a complete design. The **Design** tab has other galleries in case you want to modify the theme.

Each provides a preview on the slide as you rest the mouse pointer over gallery choices.

Colors   There's a set of colors for every available theme; you can select your theme's colors and modify any of them.

Fonts   Click any sample from the **Fonts** gallery to apply it to the slides. Each includes a font for title text and one for body text.

Effects   These are a range of visual effects for shapes, such as a glow, soft edges, or a three-dimensional (3-D) look.

Background Styles   Subtly change the theme's background while keeping within the set of theme colors.

Choose a layout when you add a new slide.

1 On the **Home** tab, click **New Slide**, below the slide icon.

2 Click a layout to insert a slide with that layout.
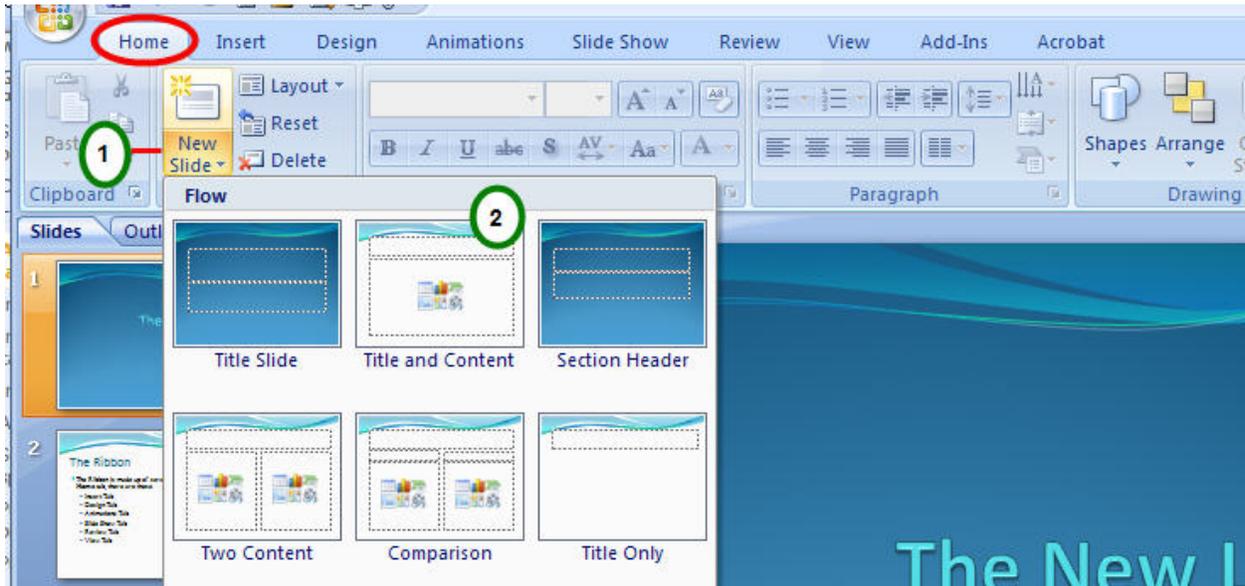
You can also choose a layout before you insert the slide. To do so, click **New Slide**, below the slide icon on the **Home** tab. That displays the layout choices.

The layouts in PowerPoint 2007 are more robust than before. Several of them include "content" placeholders, which you can use for either text or graphics. An example is the **Title and Content** layout. In the middle of its one placeholder, it includes this set of icons:


Click any of the icons to insert that type of content — a table, chart, SmartArt graphic, picture from a file, piece of clip art, or video file. Or, ignore the icons and type text, which this layout also supports.

Maybe you're including portrait photos of company executives, or you want a piece of clip art to accentuate slide content. As you saw in the preceding section, you can insert

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the picture right from the slide, from within a content placeholder. The illustration on the left shows you how.

1 To insert a picture of your own, click the **Insert Picture from File** icon.

2 To insert a piece of clip art, click the **Clip Art** icon.

3 The picture will be positioned within the placeholder border.
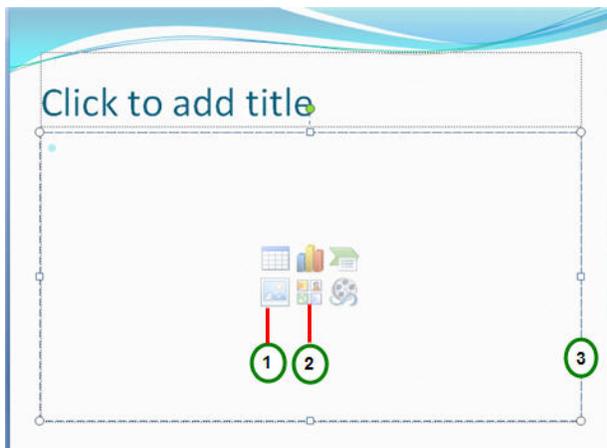
4 Once your picture is inserted, what if you want to resize it or give it special effects? First, select the picture on the slide.

5 **Picture Tools** appear on the Ribbon. Click the **Format** tab, and use buttons and options there to work with the picture. You can give it square or curved edges; apply a shadow or glow; add a colored border; crop it or size it, and so on.
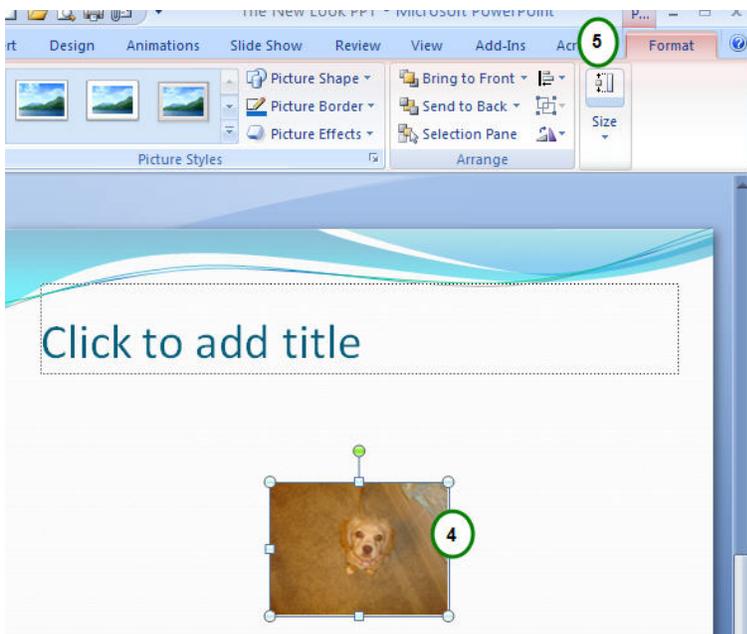
Don't forget the Insert tab   You can use the **Insert** tab to insert a picture, too — as well as many other slide elements. The only difference in using this method is that sometimes PowerPoint has to guess which placeholder you want the picture to go in.

Styles for your text box

1 The **Format** tab in Drawing Tools has styles for text boxes and other shapes.

2 Display the shapes gallery, and point to any style.

**3** You see a preview of the style on the slide, applied to the text box.

For the picture caption, insert a text box. You'll find this on the **Insert** tab.

When you insert the text box, the **Drawing Tools** are displayed. Click the **Format** tab, and use the commands on it to:

Choose a shape style for the text box or other shapes, and a shape fill, such as a gradient color; a shape outline color; and an effect, such as beveling or a shadow or glow.
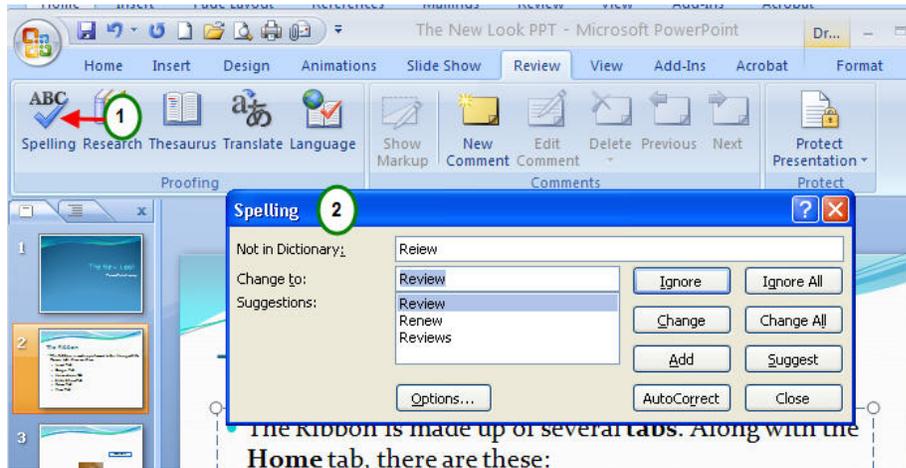
Insert, change, and edit shapes.

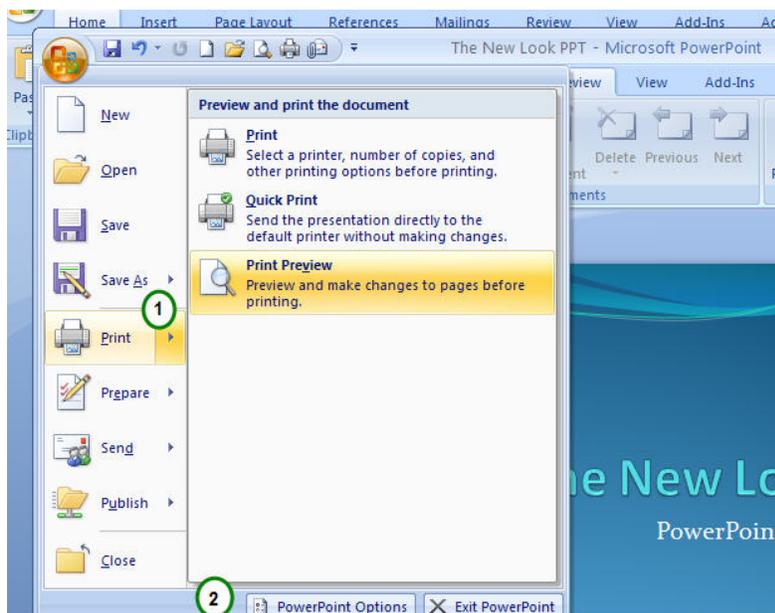Position and arrange shapes.
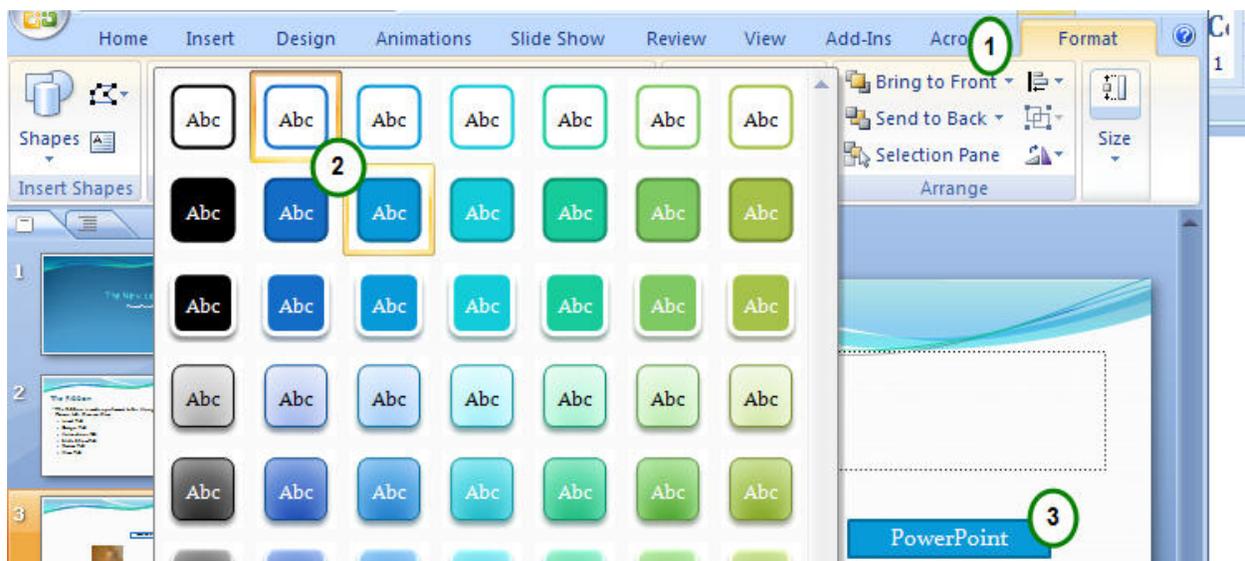
How do you check your spelling?

1 On the **Review** tab, click **Spelling**.

2 Select from the options you're used to.

Printing

1 Point to **Print** to open **Print Preview**.

2 To change program-wide settings, click **PowerPoint Options**.

To get printing and print previewing options, click the **Microsoft Office Button**.

You can make your printing color selection and set header and footer options in Print Preview, as before.