# The New Look of PowerPoint 2007

You'll see when you first open PowerPoint 2007 that the user interface has changed. In the top portion of the window, a new structure is in place for PowerPoint commands. This design will help you find and use the features you need as well as create great-looking presentations.

The most noticeable area of change is at the top of the PowerPoint window. Instead of the menus and toolbars that you used to see, there's a tall band (Ribbon) across the screen that contains many, very visual commands arranged into groups.
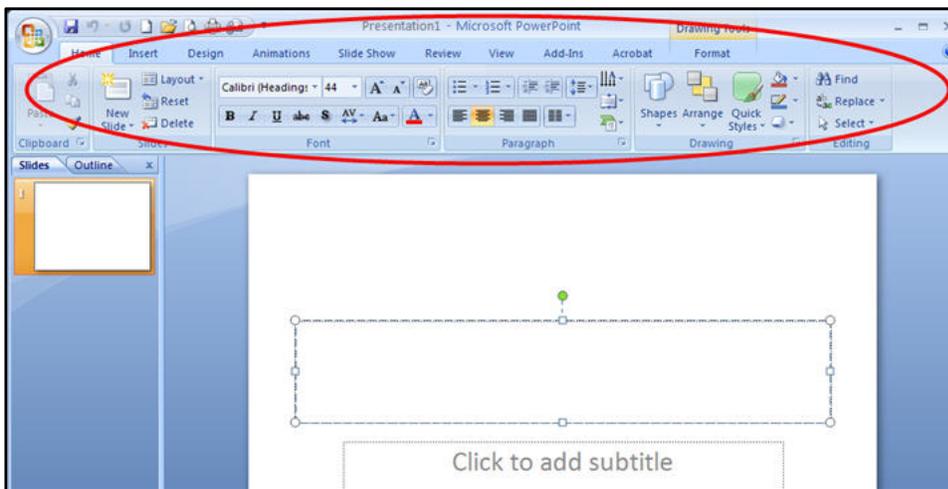

What's on the Ribbon?

This set of most-used commands extends across the first layer, or **tab**, of the Ribbon, called the **Home** tab. Displayed as buttons, these commands support frequent tasks, including copying and pasting, adding slides, changing slide layout, formatting and positioning text, and finding and replacing text.
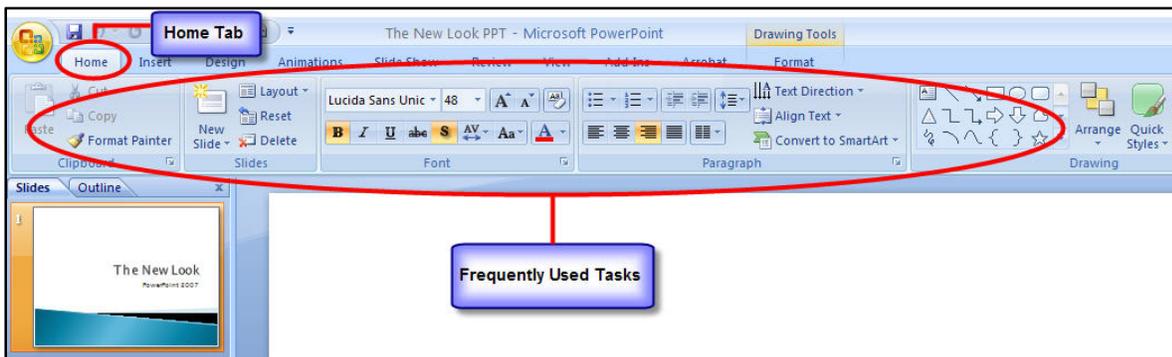
There are other tabs on the Ribbon. Each tab is devoted to a type of work you do when you create a presentation. Buttons on each tab are arranged in logical **groups**. The most popular buttons in each group are the largest.

The Ribbon is made up of several **tabs**. Along with the **Home** tab, there are these:

Insert tab   Here are all the things you might want to put on a slide — from tables, pictures, diagrams, charts, and text boxes to sounds, hyperlinks, headers, and footers.
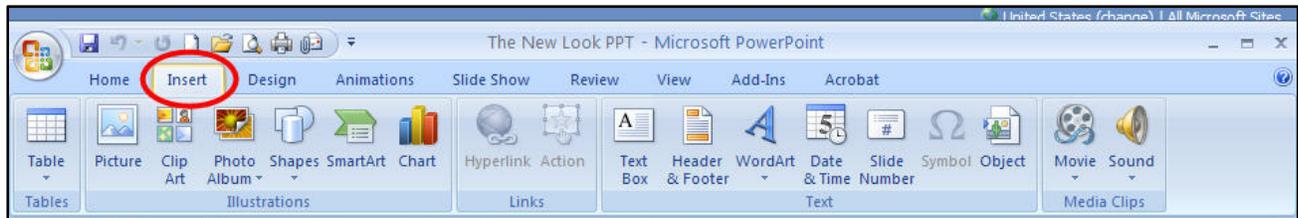

Design tab   Choose a complete look for the slides that encompasses background design, fonts, and color scheme. Then customize that look.
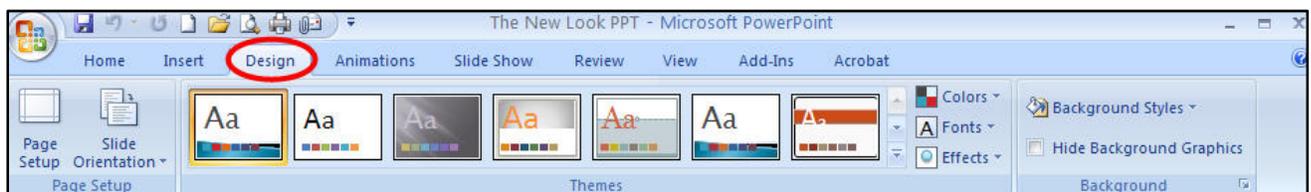

Animations tab   All the animating effects are here. Basic animations for lists or charts are the easiest to add.
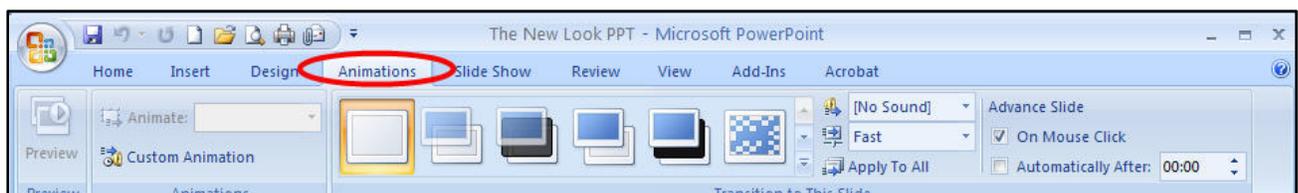
Slide Show tab   Select a pen color or a certain slide to start on. Record narration, run through the show, and do other preparatory things.
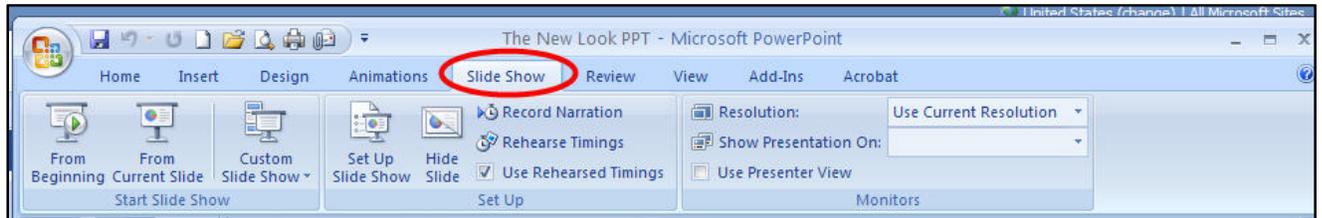
Review tab   Find the spelling checker and Research service here. Have your team use annotations to review the presentation, then review those comments.
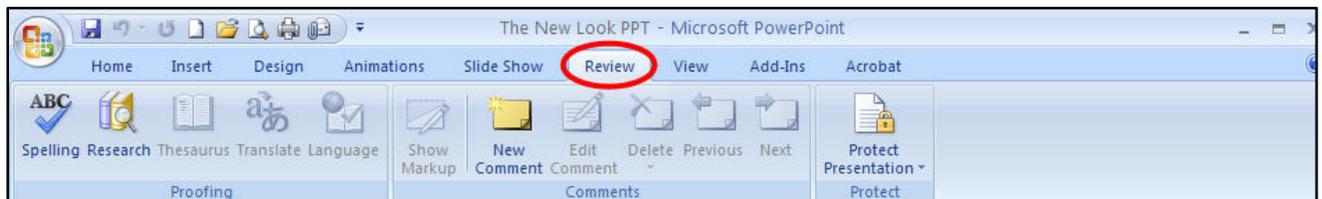
View tab   Make a quick switch to Notes Page view, turn on gridlines, or arrange all your open presentations in the window.
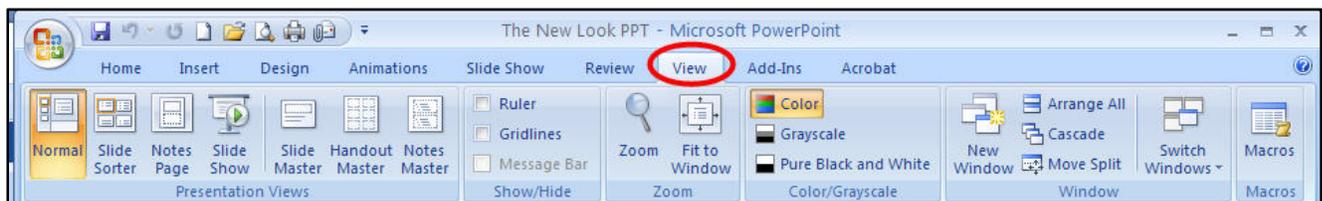

Tabs as you need them

You'll notice uniquely colored tabs that appear and disappear on the Ribbon as you work. These are **contextual tabs**, which contain special formatting tools for items like pictures and graphics.

1 A few types of transition effects show on the Ribbon.

2 For more effects, click the **More** button.

3 The full gallery of transition effects is displayed. Point to any effect to see it previewed on the slide; click it to apply it.

When PowerPoint has many choices for something, such as styles for a shape or types of WordArt or animation effects, a few choices show on the Ribbon. To see the full **gallery** of choices, click the **More** arrow, as shown in the picture.
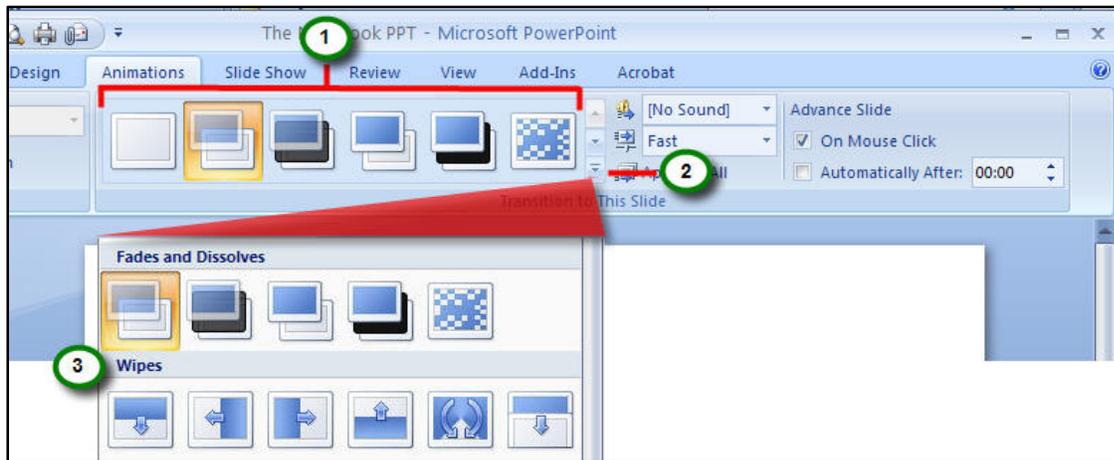
Point for a preview   When you rest the mouse pointer on a gallery thumbnail (hover), you see how the shape or animation effect would look when applied. If you don't like it, there's nothing to undo. Just hover over other thumbnails and click the one that you want to apply.

1 When you don't see an option that you want in a group, such as the **Font** group shown here, click the arrow in the corner.

**2** A dialog box opens with more options to choose from.
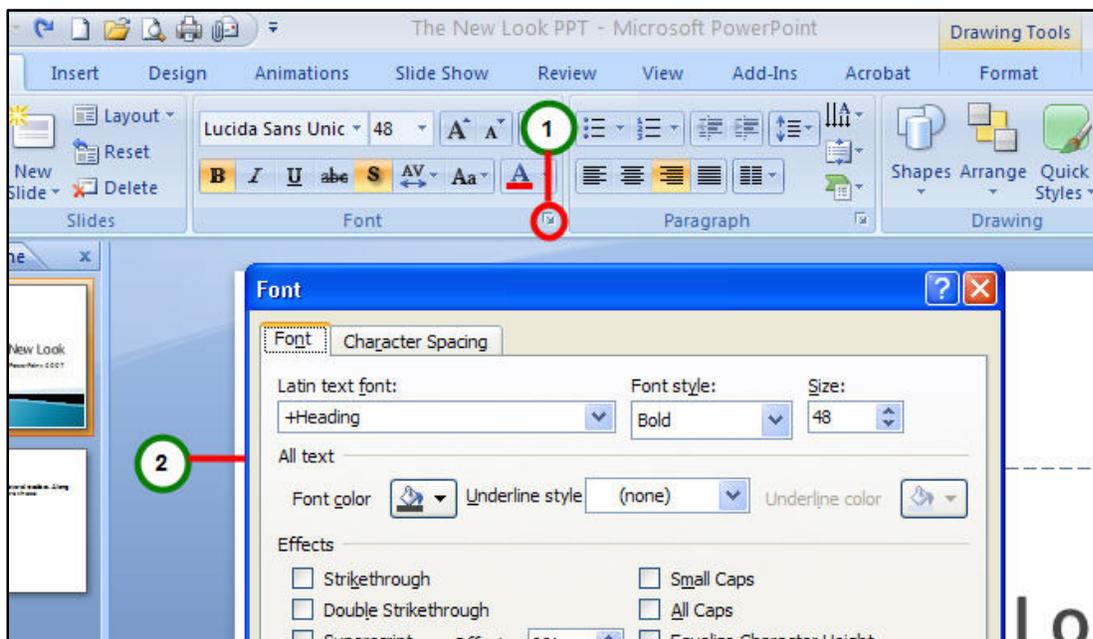
Clearly, there are more commands and options than will fit into a group. Only the most commonly used commands are showing. If you want one that's less frequently needed, click the diagonal arrow that appears in the lower corner of a group. It displays more options.

For example, in the **Font** group of the **Home** tab, you have the typical formatting buttons for font type and size, bold, italic, color, and so on.

If you want another type of formatting, such as superscript, click the arrow in this group to get the **Font** dialog box.

You need to change your view often in PowerPoint, and you've always done it easily by using buttons. That hasn't changed. The buttons for Normal, Slide Sorter, and Slide Show views are still there — they've just moved from the lower left of the window to the lower right.

They're part of a new toolbar that includes a zoom slider and a button that refits the slide to the window after you've zoomed in or out.
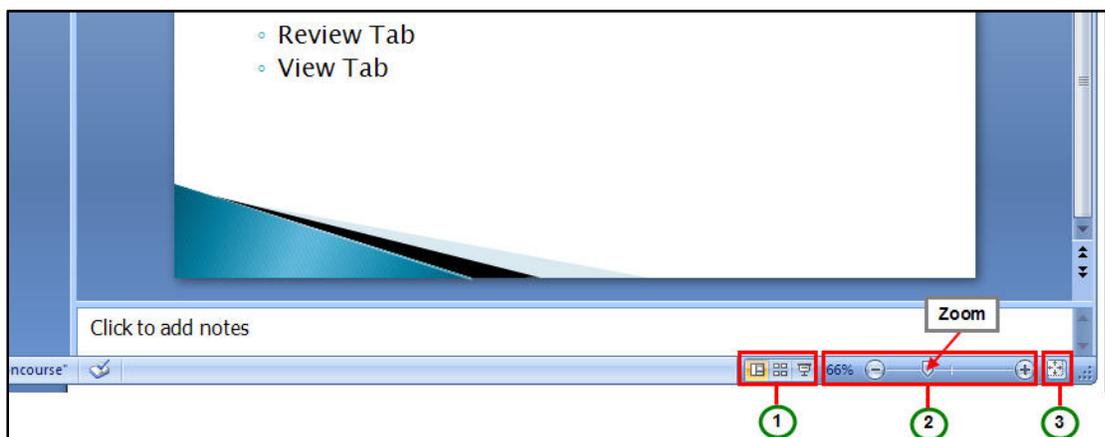
Remember   There's a **View** tab, too that includes Notes Page view, Master view, a list of other open presentations, and so on.