

# Exploring Microsoft Office Powerpoint 2007 Volume 1 V 1

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### **Introduction to Microsoft PowerPoint 2007**

7 EXPLORING POWERPOINT 2007 STARTING UP POWERPOINT 2007 1 Click on the Start button, located in the lower left corner of the Windows task bar 2 Point to All programs, click Microsoft Office 3 Select Microsoft Office PowerPoint 2007 4 PowerPoint 2007 will open displaying a blank slide THE NEW POWERPOINT ENVIRONMENT

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Microsoft Office PowerPoint 2007: Exploring the Basics The Microsoft PowerPoint 2007: Exploring the Basics course covers the basic features of the Microsoft PowerPoint 2007 This course describes the new interface and features of PowerPoint it also covers how to work with drawing and graphic tools while making a presentation, how to modify an

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Microsoft® Office PowerPoint® 2007 Step by Step Joyce Cox and Joan Preppernau ISBN: 978-0-7356-2301-9 First printing: January, 2007 To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below If you find a new error, we hope you'll report it to us on our

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Beginning PowerPoint: Hands-On Exercise (Windows 2007) 2 1 Open PowerPoint (In the bottom left of the screen, click on the Start

menu/Programs/Microsoft Office/Microsoft Office PowerPoint 2007) A new slide with two text boxes will appear 2 After exploring all the viewing options, go back to Normal View FINISHING TOUCHES

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Microsoft PowerPoint 2007 - New Features Microsoft Office PowerPoint 2007 enables users to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information This course will enable users of earlier versions of Exploring the PowerPoint Environment

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Microsoft PowerPoint 2007 2 MS PowerPoint 2007 New Interface Arrangement of Tools in PowerPoint 2007 MS OFFICE BUTTON contains the main File Functions: New, Open, Save, Save as, Print, Print Preview, etc in, try exploring the other Ribbon Tabs Dialog Box Launch Arrow 3 Getting Started

### **Sample Content from 2007 Microsoft Office System Step by Step**

2007 Microsoft® Office System Step by Step Joyce Cox, Joan Preppernau, Steve Lambert, and 1 Exploring Word 2007 3 With Microsoft Office PowerPoint 2007, you can easily de-liver a presentation from your computer as an electronic slide show In Slide Show view,

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iii Contents at a Glance Part I Introducing the 2007 Microsoft Office System 1 Time for Something New

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Keep the background consistent and subtle Use only enough text when using charts or graphs to explain clearly label the graphic Keep the design clean and uncluttered

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a reality—many people today work (and play) on computers both in the office and at home For people who spend much of the day at a computer and are dependent on electronic messages as a means of communicating with colleagues, clients, friends, and family members, Microsoft Office Outlook

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2007 offers an ideal solution Outlook 2007

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