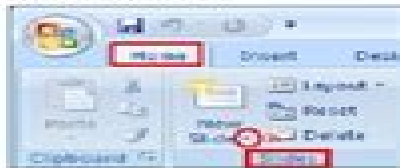


Add a new slide



Home Tab >> Slides >> New Slide

- Click on **New Slide** button. It adds a new slide in the default layout "Title and Content."
- Click on the **arrow** at the bottom corner of the **New Slide** button. You can select the slide layout from the Default Design pallet.
- Click **Layout** button. You can select and change the slide layout.
- Click **Delete** button to delete the current slides.

Viewing Slides in PowerPoint 2007 Workspace

View Tab



Layout of frames in "Normal View"

When you first open a new presentation in PowerPoint the main window has three frames:

- The right biggest frame shows the **Current Slide**.
- The left frame has two tabs:
 - **Slides tab** displays the slides as thumbnails
 - **Outline tab** displays a written outline of each slide of your presentation.
- The bottom frame is for **Notes** to remind you of points for each slide.

The View tab

- Different views allow you to manage different aspects of your presentation.

View Tab >> Presentation Views

Normal View - A window splits into Slide, Notes, and the left frame where you can choose either Slides Thumbnails or Slides Outline. Allows you to focus on a slide and see everything about the slide at once.

Slide Sorter - Gives thumbnails of all the slides in the presentation. Lets you see the big picture. Allows you to sort, move, add and delete slides easily. Useful near end of a project

Notes Page - Displays a page layout of the notes and the slide. Allows you to rearrange the notes and compare them to the content of your slide.

Slide Show - Plays the presentation from the beginning.

Turn on/off visual guides

View Tab>> Show/Hide >> Ruler

View Tab>> Show/Hide >> Gridlines

- Gridlines and rulers are used to measure and line up objects on a slide.

Powerpoint 2007 User Guide

**Seth Bates,Anthony Smith,Roderick
Smith**



Powerpoint 2007 User Guide:

Office and SharePoint 2007 User's Guide Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User's Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment [SharePoint 2007 User's Guide](#) Tony Smith, Seth Bates, 2007-04-30 Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0 is the next generation of Microsoft SharePoint technologies These products expand on SharePoint's information sharing and collaboration capabilities which allow you to create true enterprise information management information sharing and collaboration solutions SharePoint 2007 Users Guide Learning Microsoft's Collaboration and Productivity Platform is the follow up edition to the successful SharePoint 2003 Users Guide Apress 2005 This book provides guidance about the new workflows interface and other technologies within SharePoint 2007 Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments and have the expertise and ability to stand behind this useful guide catering to anyone who works with SharePoint technologies in any capacity **PowerPoint 2007 All-in-One Desk Reference For Dummies** Peter Weverka, 2011-02-09 7 books in 1 your key to PowerPoint success Your one stop guide to perfect presentations with PowerPoint 2007 Everybody uses PowerPoint right How can you make your presentations pop Check this handy reference with its easy to use minibooks Once you get going with all the cool new stuff in PowerPoint 2007 you find out how to jazz up your presentations with charts transitions photos animation and even some ultra cool power user tricks Discover how to Plan and create a presentation Use speed techniques Handle master slides and master styles Customize slides with themes and templates Make diagrams and charts Create video slides **PowerPoint 2007** Emily A. Vander Veer, 2007 A new handbook not only covers the basics and new features of PowerPoint 2007 but also teaches users how to combine multimedia animation and interactivity into a presentation how to take full advantage of advanced functions and how to create reusable design templates and automate tasks with macros *Windows Home Server Users Guide* Andrew Edney, 2008-03-03 If you're

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