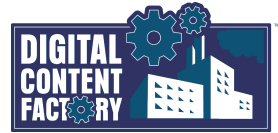




# Microsoft® Office PowerPoint® 2007

## Quick Reference

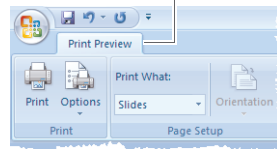


### Microsoft Office PowerPoint 2007 Interface

**Microsoft Office Button**  — Opens the menu as shown, which contains commands commonly used to manage presentations. The illustration below shows the Save As command highlighted with its submenu items displayed. It also shows the different file formats in which a presentation may be saved.







**Program tabs** — Appear in place of the standard Ribbon tabs when different views or modes are active, e.g., Print Preview.



**Contextual tabs** — Appear in addition to the standard tabs when certain elements are selected in a slide. They contain groups and buttons specific to the element selected (e.g., the Picture Tools contextual tab that appears when a picture is selected).



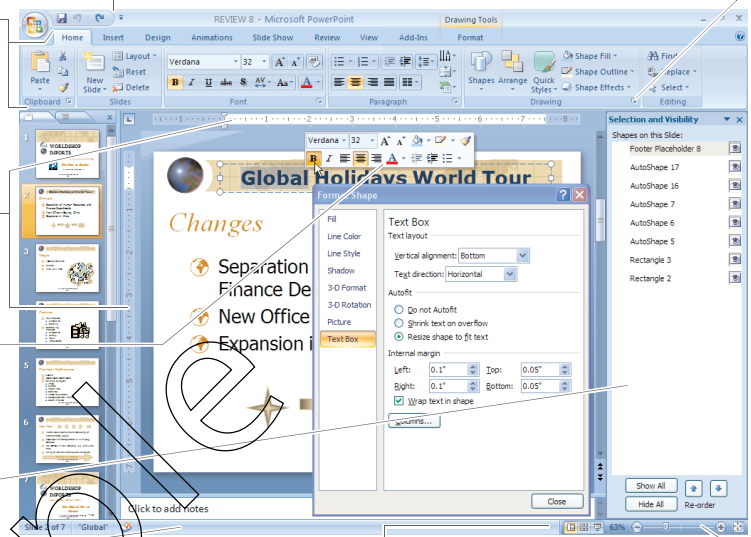
**Quick Access Toolbar** — Used to allow quick access to button commands you use often. Click the  button to change behavioral properties and customize the Quick Access Toolbar by adding and removing button commands.

**Ribbon** — Used as the primary means of navigation in PowerPoint 2007, the Ribbon is organized into three levels: tabs (e.g., ) which contain groups, and groups (e.g., ) which contain buttons or menu commands (e.g., ) used to perform tasks.


**Rulers** — The vertical and horizontal rulers show the size and position of presentation elements; and provide tools for changing margins, indents, alignments, tabs, and table dimensions.





**Mini toolbar** — A miniature, semi-transparent toolbar that appears automatically above selected text, and provides access to frequently used text formatting commands.

**Selection Pane** — A task pane that displays a list of the elements on the current slide. Used to easily select, show, hide, remove, identify, and rearrange all of the slide's text and graphics. The task pane can be accessed by clicking the Arrange button in the Home > Drawing group and selecting Selection Pane.



**Status bar** — Displays various status and mode indicators, e.g., the current slide number and Theme name, and the Spell Check, View, and Zoom buttons. Right-click the status bar to select the status indicators to be displayed.

**View buttons** — Used to select the desired view: Normal , Slide Sorter , or Slide Show .

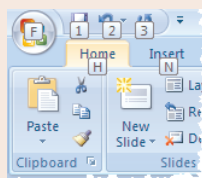
**Zoom** — Click the Zoom level  100% button to select a predefined zoom level, enter a Percent value, or fit the slide to the window. Click the  button or drag the slider to the left to decrease the zoom level. Click the  button or drag the slider to the right to increase the zoom level. Click the  button to fit the slide to the current window.

### Using the Ribbon


Using the mouse to work with the Ribbon is a straightforward point-and-click action. You may also use the keyboard to select Ribbon items.

#### ■ Selecting Ribbon Commands Using the Keyboard

1. Press the **ALT** key.
2. Press the letter or number key associated with the desired tab or command, e.g., press **H** to select the **Home** tab.
3. If required, press the indicated key(s) again to select a command.
  - Press **ESC** to back up or cancel the keyboard selection of commands.



#### ■ Minimizing and Restoring the Ribbon

1. Click the **Customize Quick Access Toolbar**  button (to the right of the Quick Access Toolbar).
  2. Select/deselect **Minimize the Ribbon** to minimize/restore the Ribbon.

**Note:** While the Ribbon is minimized, tab names are still visible, but groups are hidden.
- OR —

### Using the Ribbon... cont'd

Press **CTRL+F1** to minimize/restore the Ribbon.

— OR —

1. Double-click the active Ribbon tab to minimize the Ribbon, and double-click any tab to restore it.

**Note:** To temporarily restore the minimized Ribbon, click a tab and select a command. As soon as the action is performed, the Ribbon will return to being minimized.

### Useful Keyboard Shortcuts

- CTRL+A** Selects all slides in Slide Sorter view, or in the Slides tab when it has focus. Selects all text in a text box when text is being edited, or in the Outline tab when it has focus. Selects all objects in the slide pane when it has focus and no text is being edited.
- CTRL+B** Applies bold to, or removes bold from, selected text or text objects.
- CTRL+C** Copies the selected text or object(s) to the Clipboard.

### Useful Keyboard Shortcuts... cont'd

- CTRL+E** Applies center paragraph alignment.
- CTRL+I** Applies italics to, or removes italics from, selected text or text objects.
- CTRL+J** Applies justified paragraph alignment.
- CTRL+K** Opens the Insert Hyperlink dialog box.
- CTRL+L** Applies left paragraph alignment.
- CTRL+N** Opens a new blank presentation.
- CTRL+O** Displays the Open dialog box.
- CTRL+P** Opens the Print dialog box.
- CTRL+R** Applies right paragraph alignment.
- CTRL+S** Opens the Save As dialog box if the presentation has not been saved. Otherwise, the presentation is saved.
- CTRL+U** Applies underline to, or removes underline from, selected text or text objects.
- CTRL+V** Pastes the contents of the Clipboard.
- CTRL+X** Cuts selected text or object(s) to the Clipboard.
- CTRL+Y** Repeats the previous action.
- CTRL+Z** Undoes the previous action.