

## MS PowerPoint 2007 New Interface

When you open Powerpoint 2007, you will notice that it looks quite different from PowerPoint 2000 and PowerPoint 2003. The same tools are all there, but they are arranged very differently and new features have been added.

If you are already familiar with PowerPoint 2000 or 2003, it may take you a while to adjust to this new arrangement of tools. This tutorial uses PowerPoint 2007 and you can use it as a quick reference guide for most of the common tools.

### Arrangement of Tools in PowerPoint 2007



The **MS Office Button** contains the main file functions

- New, Open, Save, Save as, Print, Print Preview, etc.

The **Quick Access Toolbar** contains shortcuts to **Save, Undo, and Repeat**

Each **Ribbon Tab** displays a **Ribbon** that provides a set of **Tool Groups**.

- The **Ribbon Tab** and the **Tool Groups** in the **Ribbon** correspond to the **Menu and Toolbar** in Word 2000 and 2003
- The **Name of each Tool Group** is listed at the bottom of the **Group**
  - **Example** - In the Home Tab, the third Tool Group is named **Font**
  - The name **"Font"** is under the **Font Tool Group**



To change the **Tool Groups** being displayed in the **Ribbon**

- Click on the appropriate **Ribbon Tab**
- **Example** - The Home Tab contains **Tool Groups** for the most commonly used Tools
  - Clipboard, Font, Paragraph, and Style tools in Word

Some **Tool Group** boxes have a **small arrow** in the bottom right-hand corner.

- If you click on this arrow, PowerPoint will open a **Dialog Box** which offers more options and settings related to that **Tool Group**



In PowerPoint 2007, you will find that tools with similar uses are organized so that they are usually found within the same Tool Group or at least within one Ribbon. If you do not find a tool in the Ribbon you think it should be in, try exploring the other Ribbon Tabs.

# Ms Access 2007 User Guide

**LM Reder**



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