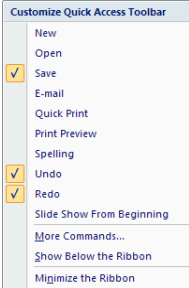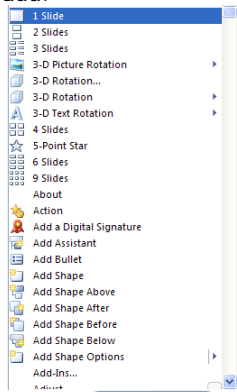# PowerPoint 2007
Advanced

Adding to the Quick Access Toolbar

1. Click the down arrow to the right of the Quick Access Toolbar.
2. Click on the item you wish to add.

Customize the Quick Access Toolbar

1. Hit the down arrow to the right of the Quick Access Toolbar.
2. Choose **More Commands…** .
3. Choose the command you wish to add.
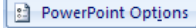4. Choose **Add >>** .
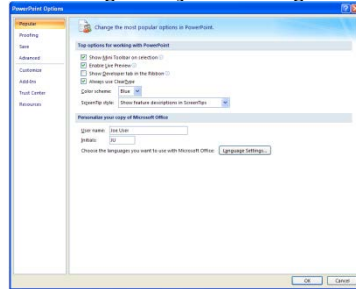5. Choose **OK** .

Minimize the Ribbon

1. Right-click on the Ribbon.
2. Choose **Minimize the Ribbon** .

Maximize the Ribbon

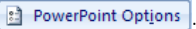1. Right-click on the Ribbon.
2. Choose **Minimize the Ribbon** .
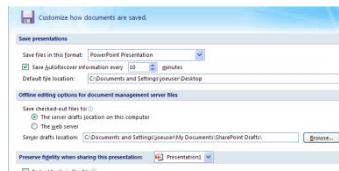
Personalize PowerPoint Interface

1. Choose **Office Button**.
2. Choose **PowerPoint Options** .
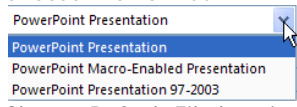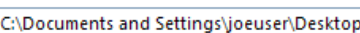3. Make changes to your settings.
4. Choose **OK** .

Customize Save Options

1. Choose **Office Button**.
2. Choose **PowerPoint Options** .
3. Choose **Save** .
4. Choose File Format.
5. Choose Default File location.

C:\Documents and Settings\joeuser\Desktop

NOTE: There is no Browse button for this entry. You must type it in. Choose **OK** .

Working with Masters

Editing a master will edit all slides of that type within the presentation.

Slide Master	Stores information about the template, such as font and background
Handout Master	Controls design of audience handouts
Notes Master	Controls design of Notes pages for presenter

1. Choose the **Home** Tab.
2. Choose desired Master.
3. Add or delete objects or make formatting or background changes.
4. Choose **Close Master View**.

NOTE: Each slide layout has a master associated with it. When making changes, you will need to choose the layout type from the left side thumbnail pane.

Custom Bullets on the Slide Master

1. Choose the **View** tab.
2. Choose **Slide Master**.
3. Choose the First Slide Master.
4. Click into the List Placeholder.
5. Choose the **Home** tab.
6. Choose **Bullet Icon**.
7. Choose **Bullets and Numbering…** .
8. Choose **Customize…** .
9. Choose the bullet you want to use.
10. Choose **OK** .

Add Footer on the Slide Master

1. Choose the **View** tab.
2. Choose **Slide Master**.
3. Choose the First Slide Master.
4. Click into the Footer Placeholder.
5. Add the information.
6. Click out of the Footer Placeholder.

Custom Slide Layout

1. Choose the **View** tab.
2. Choose **Slide Master**.
3. Navigate to the end of the layout pane.
4. Choose **Insert Slide Layout**.
5. Remove items not needed.
6. Choose **Insert Placeholder** to add items to the slide.

7. Choose **Office Button**.
8. Choose **Save As**.
9. Change type to PowerPoint Template.
10. Choose Save.

NOTE: Custom layout will appear under the **New Slide** Icon on the **Home** tab.

Create Custom Theme

1. Choose the **Design** Tab.
2. Choose the theme that you want to start with.
3. Make the changes.
4. Choose in the Theme section.
5. Choose **Save Current Theme…** .
6. Give the theme a name.
7. Choose **Save** .

Creating a Template

1. Check all Custom Layouts, Themes, Slide Masters and Common Elements to make sure they are the way you want them.
2. Choose **Office button**.
3. Choose **Save As**.
4. Type the name of the file.
5. Change the Save as type to **PowerPoint Template**.
6. Choose **Save** .

Using SmartArt

1. Choose the **Insert** tab.
2. Choose **SmartArt**.
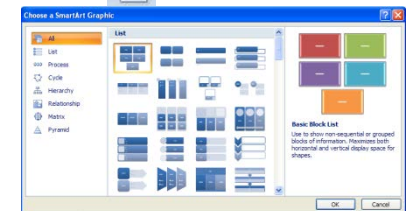
Adding SmartArt List

1. Choose the **Insert** tab.
2. Choose **SmartArt**.
3. Choose **List** .
4. Choose the List Layout.
5. Choose **OK** .

CompuWorks SYSTEMS, INC.

Adding SmartArt text through Text Pane

1. Select the **SmartArt Tools/Design** tab.
2. Choose Text Pane.
3. Add the text.
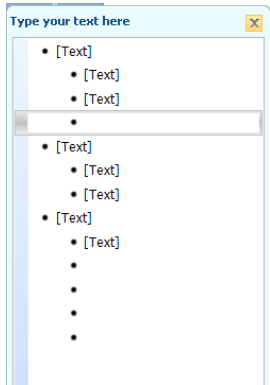
Creating a Hierarchy

1. Choose the **Insert** tab.
2. Choose SmartArt.
3. Choose Hierarchy.
4. Choose the Hierarchy Layout.
5. Choose OK.

Adding a Shape

1. Select a shape.
2. Choose Add Shape.
3. Choose where you would like the shape to be added.

- Add Shape After
- Add Shape Before
- Add Shape Above
- Add Shape Below
- Add Assistant
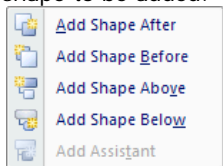
Modifying Layout and Style

1. Select the **SmartArt Tools/Design** tab.
2. In the **Layout** Section, choose a layout.
3. In the **Style** section, choose a style.

Resetting the SmartArt Graphics

1. Select the **SmartArt Tools/Design** tab.
2. Choose Reset Graphic.

NOTE: The SmartArt will default to the initial predefined format.

Adding Multimedia

1. Select the **Home** tab.
2. Choose New Slide.
3. Choose **Title and Content** or **Content** slide.
4. Choose Insert Media Clip.
5. Locate the media clip.
6. Choose OK.
7. Choose how you want the media to start in the slide show

Automatically Or

When Clicked

Customize Slide Show Animation

1. Select the Slide placeholder.
2. Choose the **Animation** tab.
3. Choose Custom Animation.
4. Choose Add Effect.
5. Choose the type of Effect.

- Entrance
- Emphasis
- Exit
- Motion Paths

6. Choose desired options:

Start: On Click
Direction: In
Speed: Medium

Setup a Custom Show

1. Choose the **Slide Show** tab.
2. Choose Custom Slide Show.
3. Choose New...
4. Name the Custom Slide Show.
5. Select the slides to add.
6. Choose Add >>.
7. Choose OK.

Annotate a Slide Show

1. Run the Slide Show.
2. Right-click your mouse.
3. Choose Pointer Options.
4. Choose Option.

- Arrow
- Ballpoint Pen
- Felt Tip Pen
- Highlighter
- Ink Color
- Eraser
- Erase All Ink on Slide
- Arrow Options

5. Begin your annotations.
6. When leaving the slideshow, choose whether to **keep** or **discard** annotations.

Microsoft Office PowerPoint
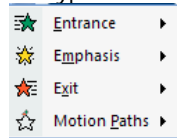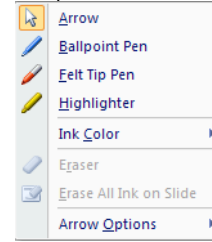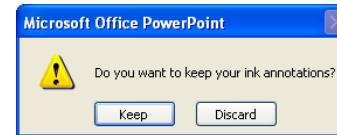Do you want to keep your ink annotations?
Keep   Discard

Adding Action buttons for Presenter Independent Slide Show

1. Choose the **View** tab.
2. Choose Slide Master.
3. Choose the **Insert** tab.
4. Choose Shapes.
5. Choose the action buttons.

Action Buttons

6. Choose Previous Slide.
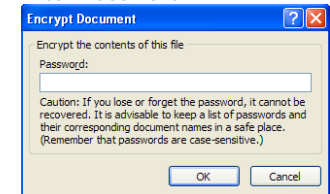7. Click and drag to size on Master Slide.
8. Repeat with Next Slide.

NOTE: Make sure you do this to each Master Slide corresponding with the layouts used in the presentation.

Repeat Slide Show Automatically

1. Choose the **Slide Show** tab.
2. Choose Slide Show Setup.
3. Choose Loop continuously until 'Esc'.
4. Choose OK.

Password Protect

1. Choose Microsoft Office Button.
2. Choose **Prepare.**
3. Choose Encrypt Document.
4. Enter Password.

Encrypt Document
Encrypt the contents of this file
Password:
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)
OK   Cancel

5. Choose OK.

NOTE: If you forget the password, you will not be able to open the presentation

Publish Presentation to a website

1. Choose Microsoft Office Button.
2. Choose **Save As.**
3. In the **Save in** list, select a path or location for the Web page on a Web server.
4. Change file type to **Web Page.**
5. Choose Publish.
6. Choose Publish.

Slideshow Keyboard Shortcuts

Control	Result
Number + ENTER	Go to slide *number*.
E	Erase on-screen annotations.
W or COMMA	Display a blank white slide, or return to presentation from white slide.
B or PERIOD	Display a blank black slide, or return to presentation from black slide.
TAB	Go to the first or next hyperlink on a slide.
ENTER while a hyperlink is selected	Perform the "mouse click" behavior of the selected hyperlink.