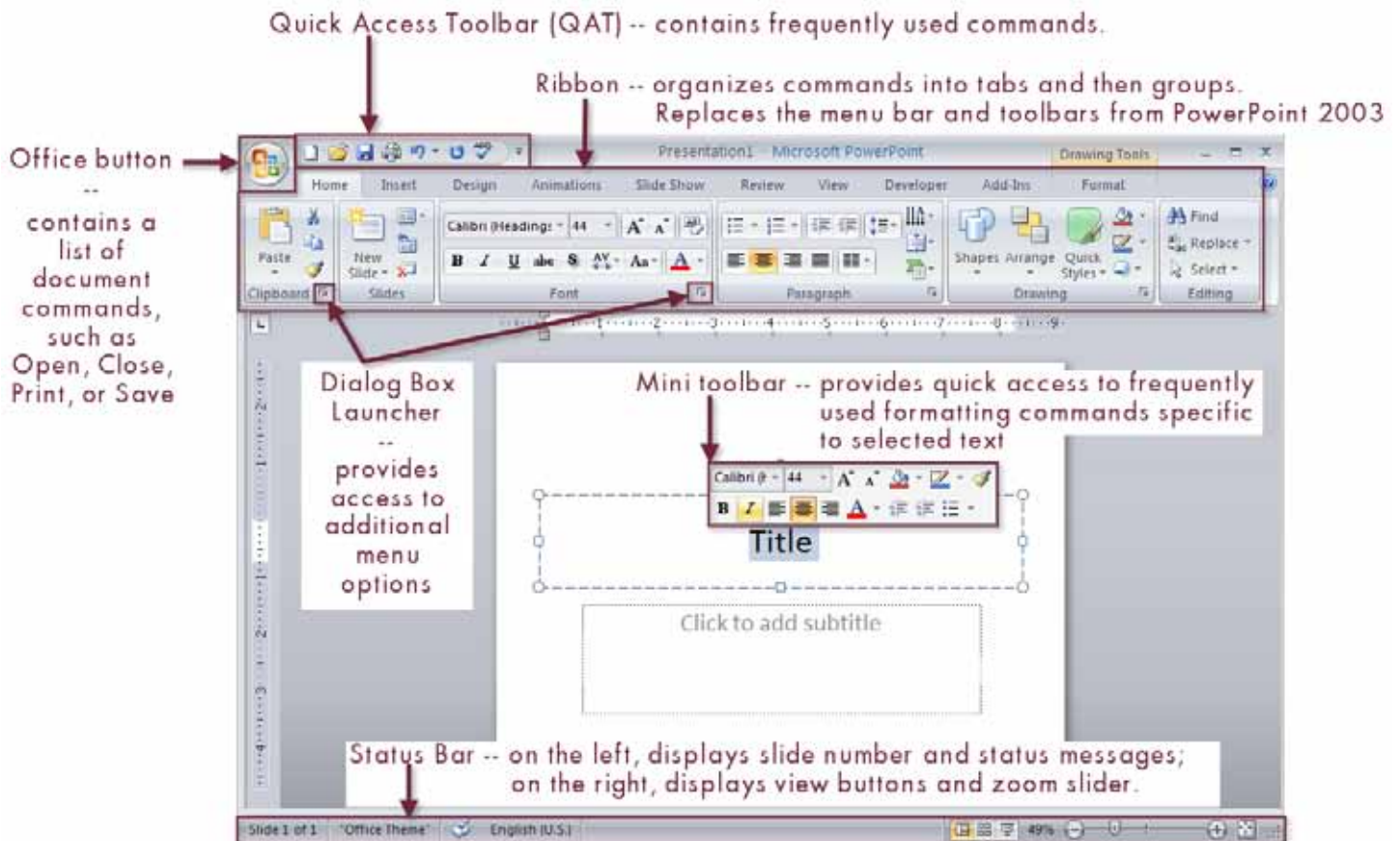


*Disclaimer — This document is not a comprehensive guide to PowerPoint 2007. Its purpose is to ease your transition to the new version of Office 2007 by highlighting select features and options in the new software.

New User Interface



Additional Resources

Pearson Prentice Hall. *Transition Guide to Microsoft® Office 2007*. New Jersey: Pearson Education, Inc. 2008.

Guides to the 2007 Office system user interface. This site links to both interactive guides and mapping workbooks that list all 2003 commands and toolbars with their locations in 2007.

<http://tinyurl.com/34uyc8>

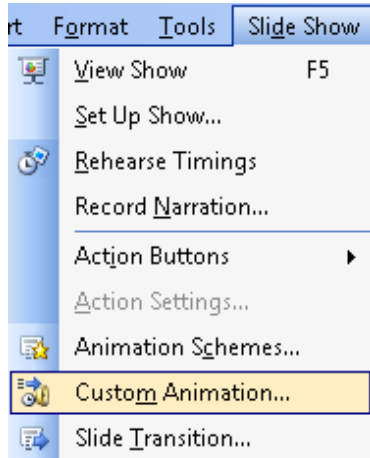
(for your convenience, this website has been shortened using tinyurl.com).

Microsoft 2007 Office System Training Courses. <http://tinyurl.com/2tvfhc>

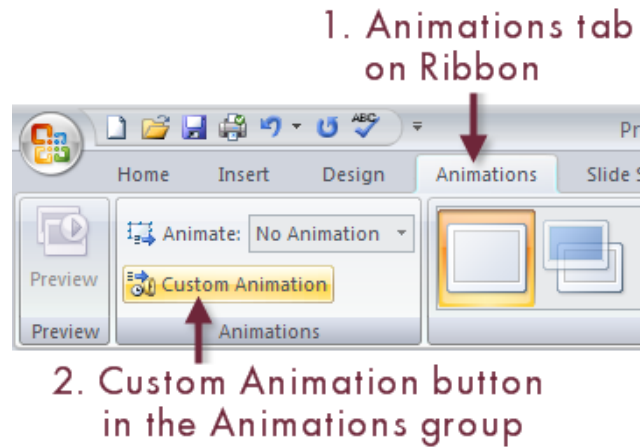
(for your convenience, this website has been shortened using tinyurl.com).

Animations

PowerPoint 2003



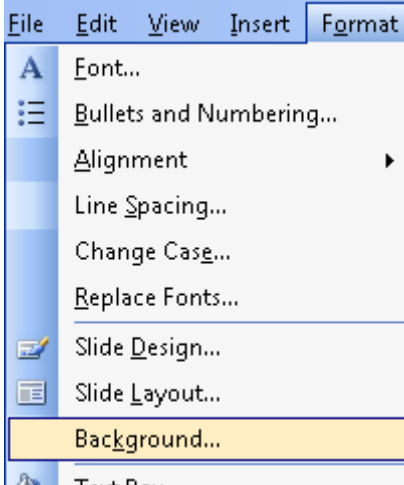
PowerPoint 2007



Animations

Background

PowerPoint 2003



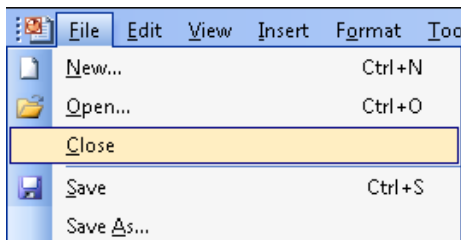
PowerPoint 2007



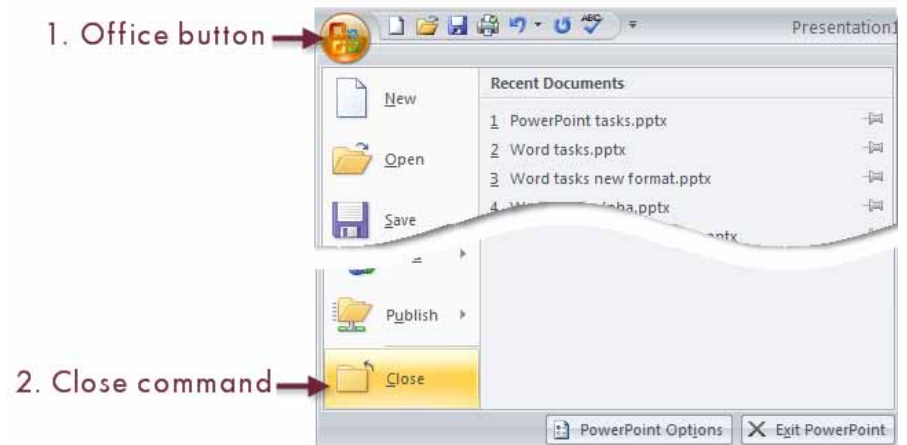
Background

Close

PowerPoint 2003



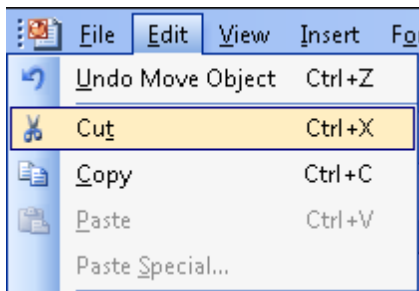
PowerPoint 2007



Close

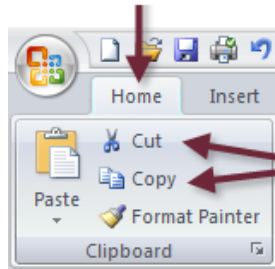
Cut & Copy

PowerPoint 2003



PowerPoint 2007

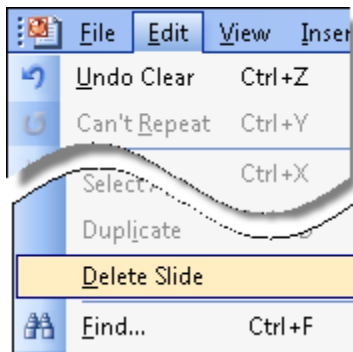
1. Home tab on the Ribbon



Cut & Copy

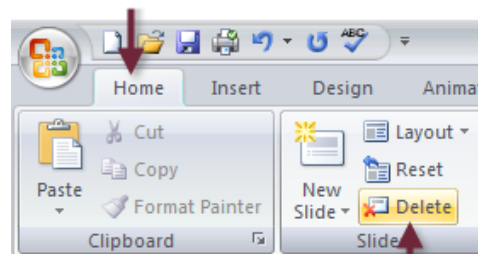
Delete Slide

PowerPoint 2003



PowerPoint 2007

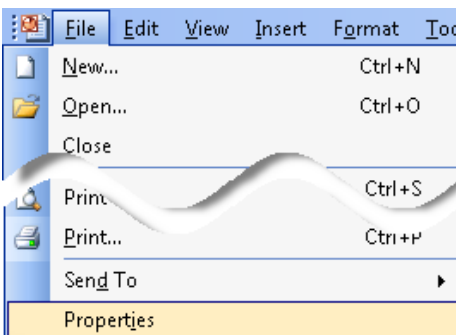
1. Home tab on Ribbon



Delete Slide

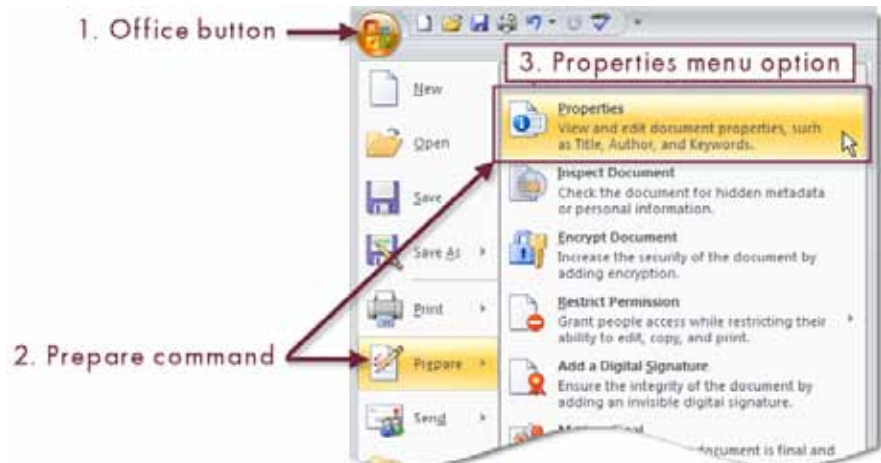
File Properties

PowerPoint 2003



PowerPoint 2007

1. Office button



File Properties

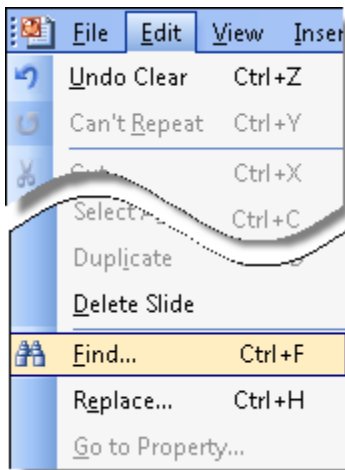
Find, Go To, & Replace

Find, Go To, & Replace

Font Formatting

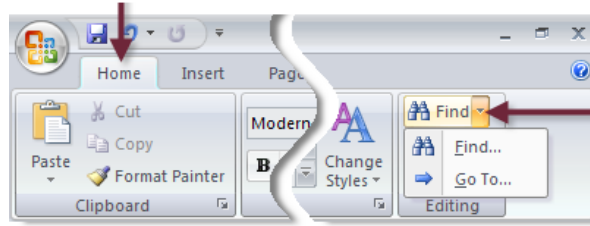
Format Painter

PowerPoint 2003



PowerPoint 2007

1. Home tab

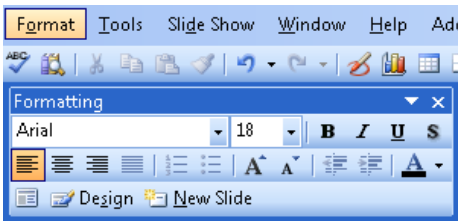


2. Find arrow in the Editing group displays the Find & Go To commands



Font Formatting

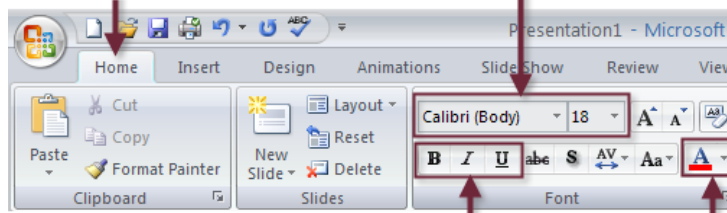
PowerPoint 2003



PowerPoint 2007

1. Home Tab on Ribbon

Font & Font Size lists in Font group

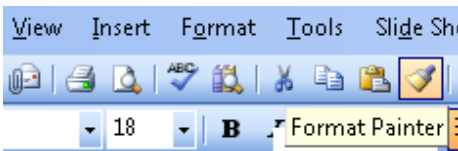


Bold, Italic, & Underline buttons in the Font group

Font Color button in the Font group

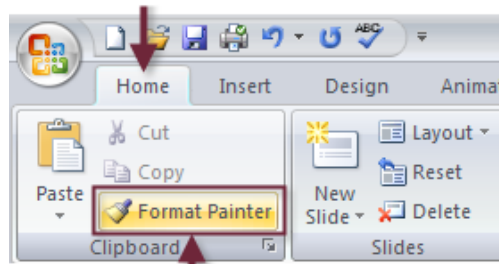
Format Painter

PowerPoint 2003



PowerPoint 2007

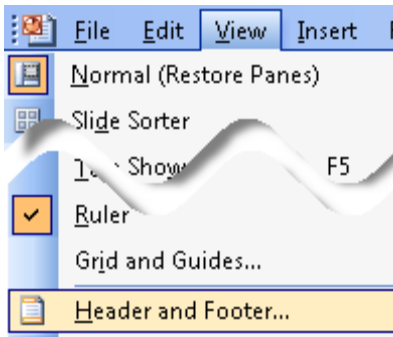
1. Home tab on Ribbon



2. Format Painter button in the Clipboard group

Header/Footer

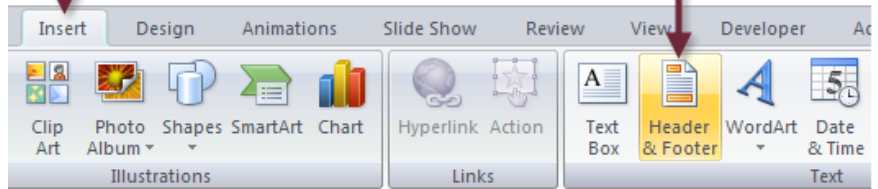
PowerPoint 2003



PowerPoint 2007

1. Insert tab on Ribbon

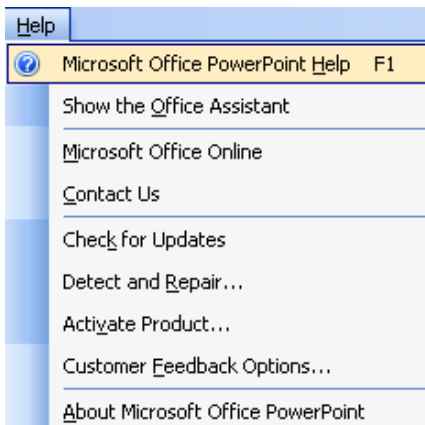
2. Header & Footer button in the Text group



Header/Footer

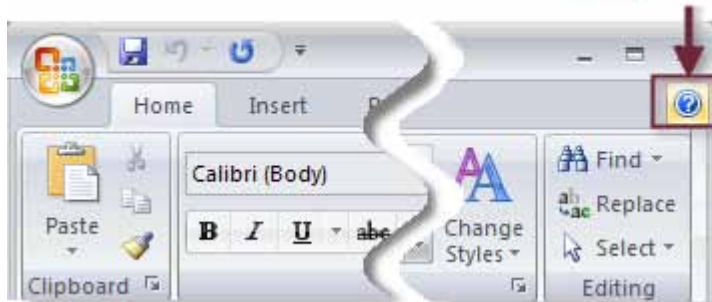
Help

PowerPoint 2003



PowerPoint 2007

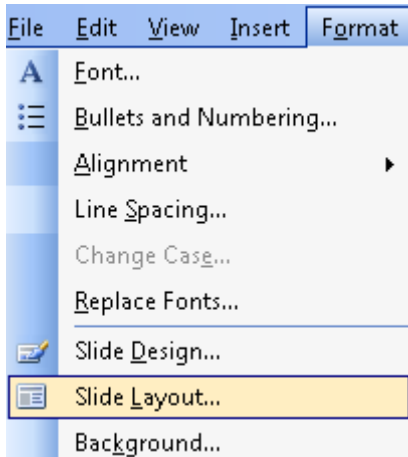
Help button



Help

Layout

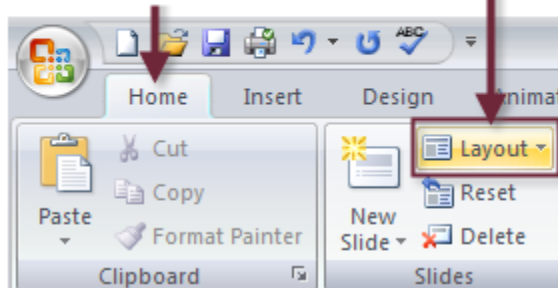
PowerPoint 2003



PowerPoint 2007

1. Home tab on Ribbon

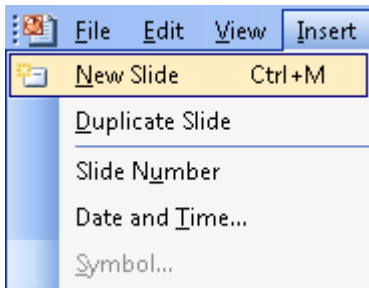
2. Layout button in the Slides group



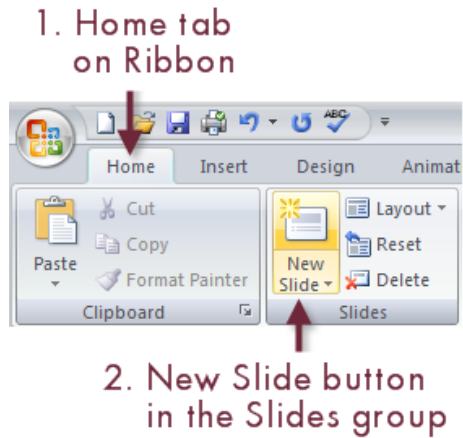
Layout

New Slide

PowerPoint 2003



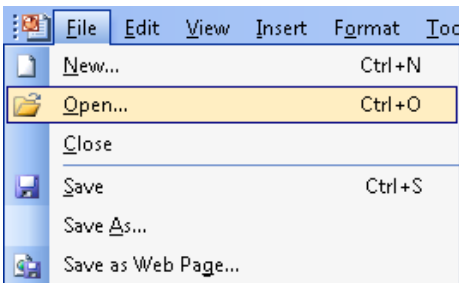
PowerPoint 2007



New Slide

Open

PowerPoint 2003



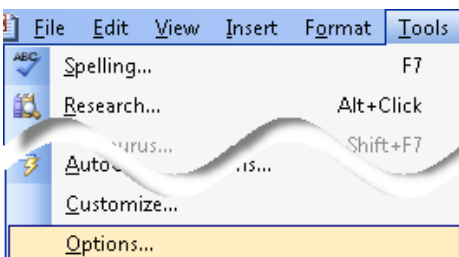
PowerPoint 2007



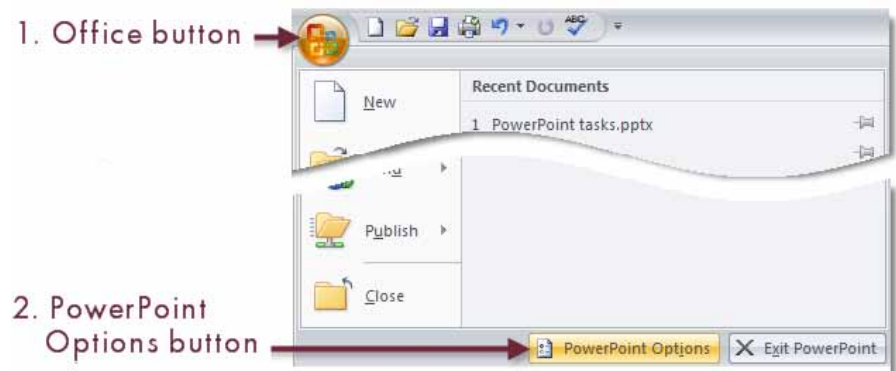
Open

Options

PowerPoint 2003



PowerPoint 2007



Options

Package Presentation for a CD

Package Presentation

PowerPoint 2003

File	Edit	View	Insert	Format	Tools
New...					Ctrl+N
Open...					Ctrl+O
Close					
Save					Ctrl+S
Save As...					
Save as Web Page...					
File Search...					
Permission					
Package for CD...					
Web Page Preview					

PowerPoint 2007

1. Office button

2. Publish command

3. Package for CD menu option

Page Setup

Page Setup

PowerPoint 2003

File	Edit	View	Insert	Format	Tools
New...					Ctrl+N
Open...					Ctrl+O
Close					
Save					Ctrl+S
Save As...					
Save as Web Page...					
File Search...					
Permission					
Package for CD...					
Web Page Preview					
Page Setup...					
Print Preview					

PowerPoint 2007

1. Design tab on Ribbon

2. Page Setup button in the Page Setup group

Paste

Paste

PowerPoint 2003

File	Edit	View	Insert	Format	Tools
Undo Insert AutoShape					Ctrl+Z
Repeat Copy					Ctrl+Y
Cut					Ctrl+X
Copy					Ctrl+C
Office Clipboard...					
Paste					Ctrl+V
Paste Special...					
Paste as Hyperlink					

PowerPoint 2007

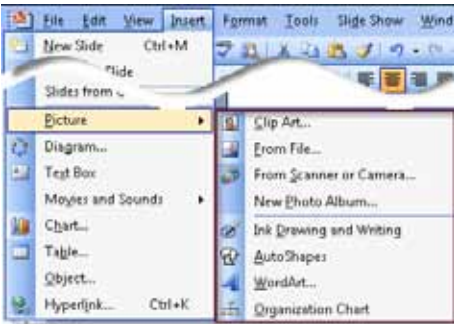
1. Home tab on Ribbon

2. Paste button or triangle below Paste button

Pictures, Clip Art, etc.

Pictures, Clip Art, etc.

PowerPoint 2003



PowerPoint 2007

1. Insert tab on Ribbon

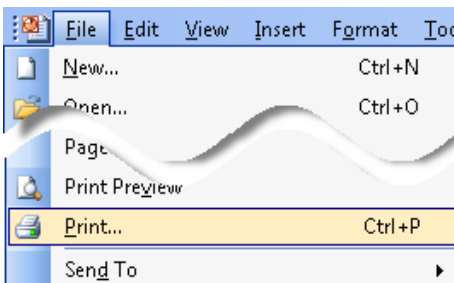


Picture, Clip Art, Photo Album, Shapes, SmartArt, & Chart buttons in the Illustrations group

Print

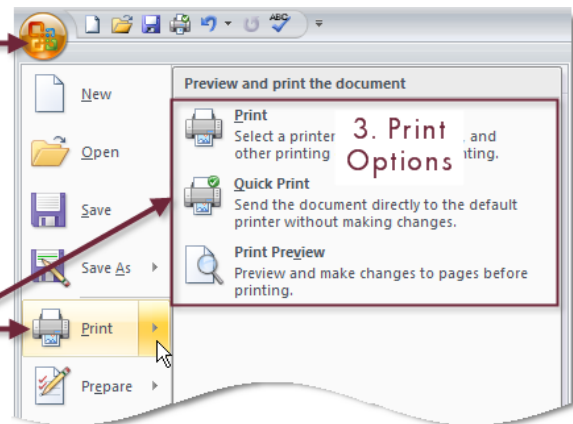
Print

PowerPoint 2003



PowerPoint 2007

1. Office button

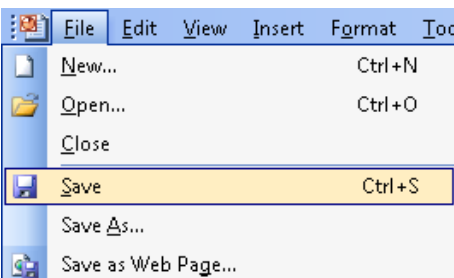


2. Print command

Save

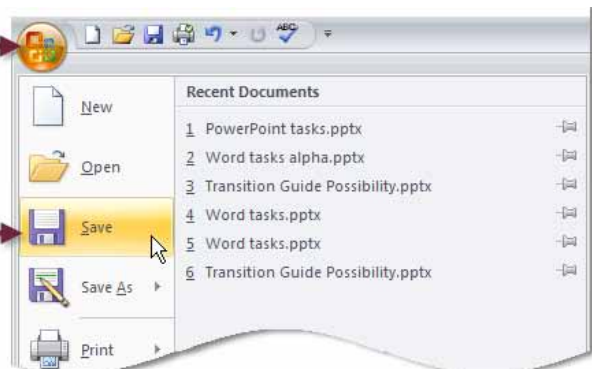
Save

PowerPoint 2003



PowerPoint 2007

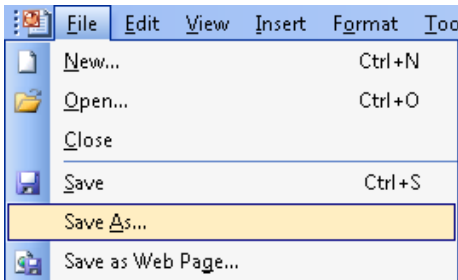
1. Office button



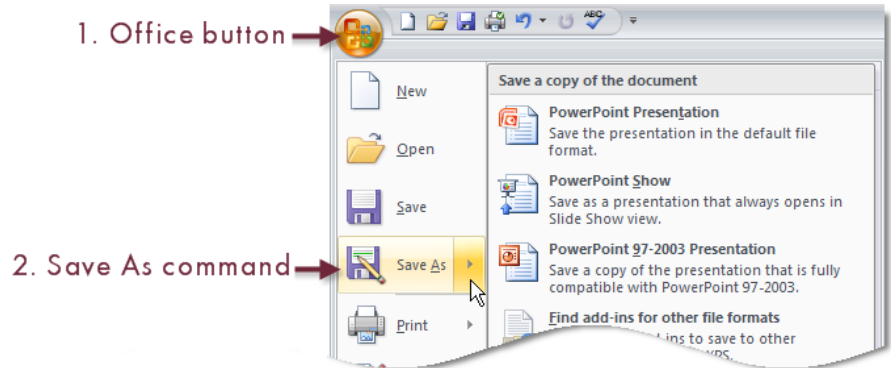
2. Save command

Save As

PowerPoint 2003



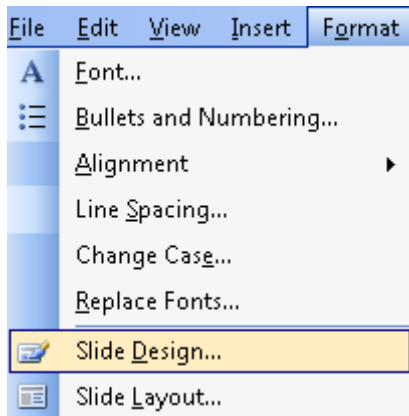
PowerPoint 2007



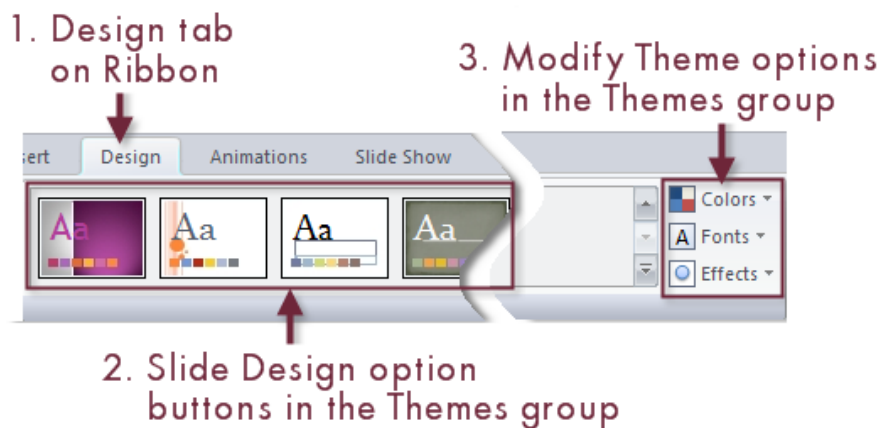
Save As

Slide Design

PowerPoint 2003



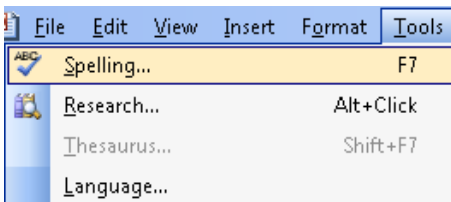
PowerPoint 2007



Slide Design

Spelling

PowerPoint 2003



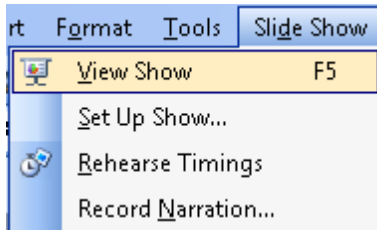
PowerPoint 2007



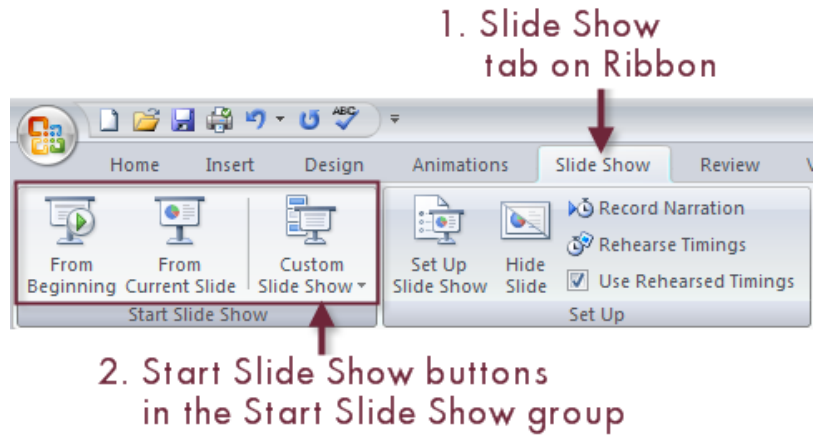
Spelling

Start Side Show

PowerPoint 2003



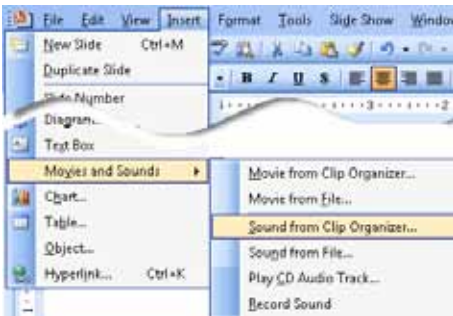
PowerPoint 2007



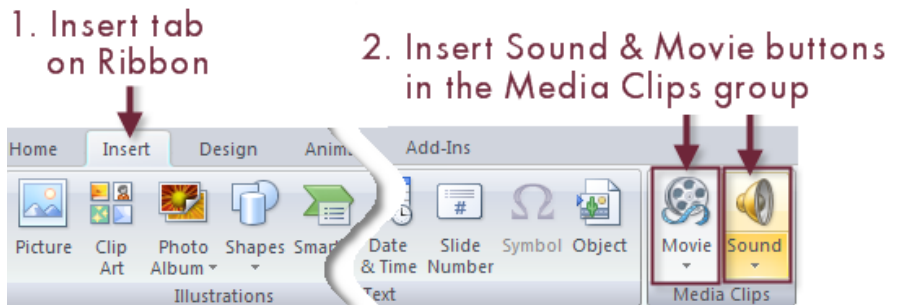
Start Slide Show

Sounds & Movies

PowerPoint 2003



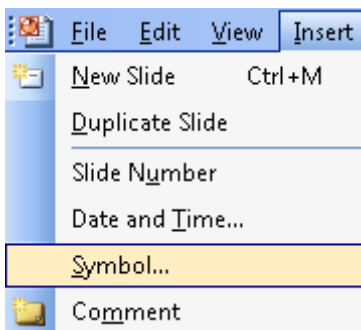
PowerPoint 2007



Sounds & Movies

Symbols

PowerPoint 2003



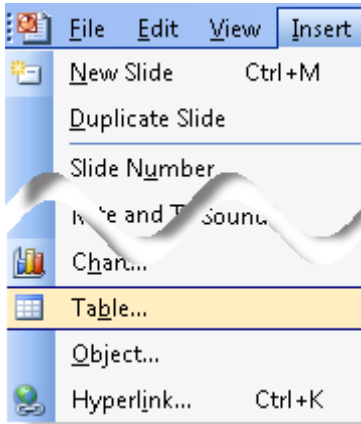
PowerPoint 2007



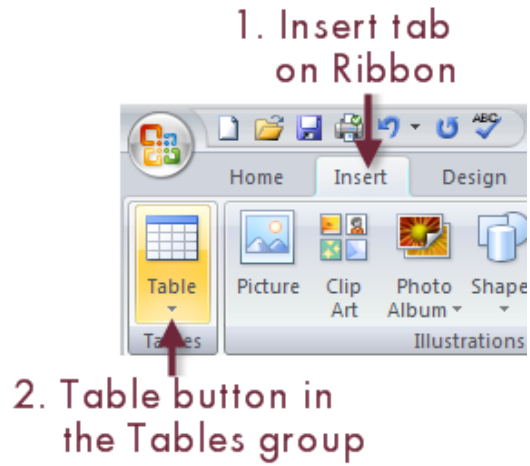
Symbols

Tables

PowerPoint 2003



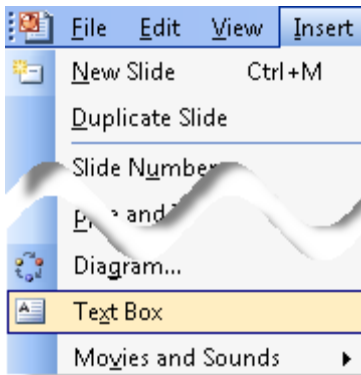
PowerPoint 2007



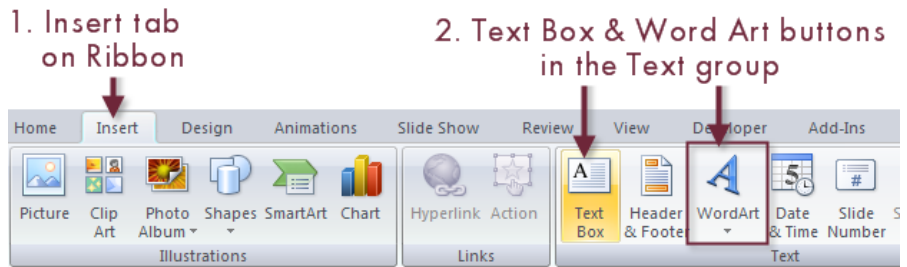
Tables

Text Box & Word Art

PowerPoint 2003



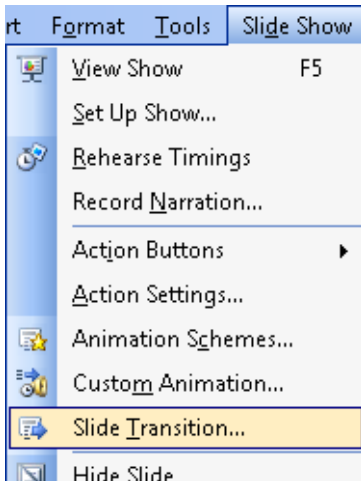
PowerPoint 2007



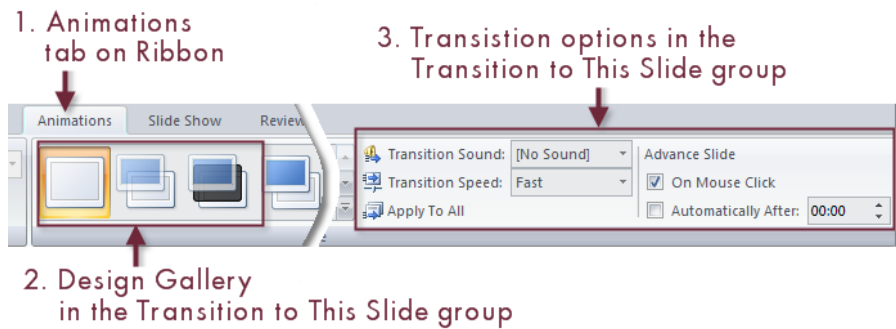
Text Box & Word Art

Transitions

PowerPoint 2003



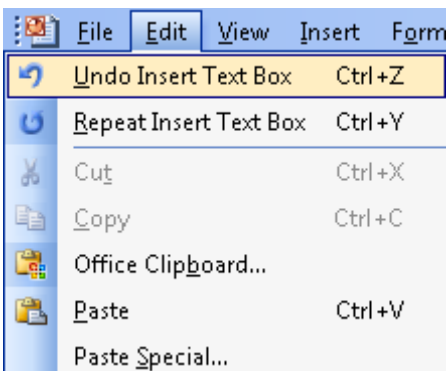
PowerPoint 2007



Transitions

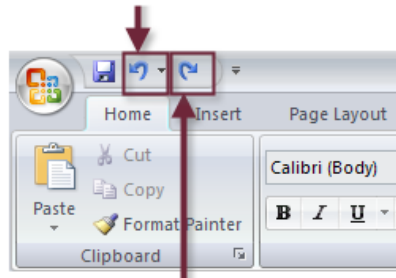
Undo & Redo

PowerPoint 2003



PowerPoint 2007

Undo button on the Quick Access Toolbar



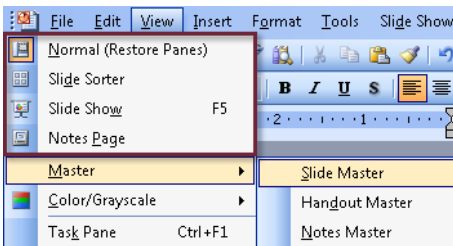
Redo button on the Quick Access Toolbar

* Note – the redo button switches with the repeat button when there are no changes to redo.



View & Master View

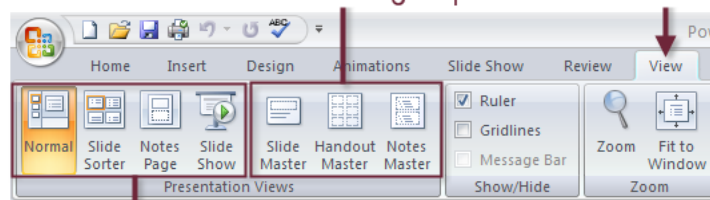
PowerPoint 2003



PowerPoint 2007

Master View buttons on the Presentation Views group

1. View tab on Ribbon



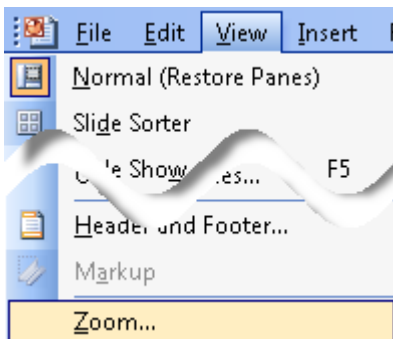
View buttons on the Presentation Views group

* Note – shortcut buttons located on bottom right of the screen



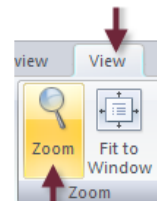
Zoom

PowerPoint 2003



PowerPoint 2007

1. View tab on Ribbon



2. Zoom button in the Zoom group

* Note – shortcut located on bottom right of screen

