

PowerPoint 2007

THE MISSING MANUAL[®]



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that should
have been
in the box

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David Pogue is a *New York Times* technology columnist, bestselling author, and creator of the Missing Manual series.

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E. A. Vander Veer

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PowerPoint 2007: The Missing Manual

by E. A. Vander Veer

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The Missing Credits

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Missing Manuals are witty, superbly written guides to computer products that don't come with printed manuals (which is just about all of them). Each book features a handcrafted index and RepKover, a detached-spine binding that lets the book lie perfectly flat without the assistance of weights or cinder blocks.

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Word 2007: The Missing Manual by Chris Grover

Introduction

If you've never seen a PowerPoint presentation, you're in a pretty select group. With legions of folks all over the world pounding out an estimated *30 million PowerPoint slides every day*, PowerPoint's the runaway leader in the field of presentation programs, leaving competitors like Corel Presentations and Apple's Keynote in the dust. PowerPoint has become so ubiquitous that it's even managed to work its way into the English language: *powerpointless*, as many audience members can attest, describes a PowerPoint presentation that has bulleted text, graphics, animated slide transitions—everything except a good reason for existing.

So how do you improve a program that's wildly successful? If you're Microsoft, you completely redesign it. That's right: PowerPoint 2007 looks completely different from its previous incarnation, PowerPoint 2003. Gone are the menus, wizards, and most of the toolbars and panes that a generation of PowerPointilists grew up with. As you see in Figure I-1, Microsoft has replaced all of that with the ribbon. And that's just the tip of the redesign iceberg.

The good news is you can still do the same things in PowerPoint 2007 that you could do in earlier versions—and a few more, besides. You can still create slideshows that contain bulleted lists, sound and video clips, and cool animated effects. You can still add macros and interactive buttons to your slides, and you can still deliver your slideshows in person, over the Web, or on an unattended kiosk.

What's new in PowerPoint 2007 is *how* you do all of these things.

Fortunately, you're holding the book that Microsoft should have included in the PowerPoint 2007 box—but didn't. If you're familiar with PowerPoint 2003 or an earlier version of the program, this book will help you make the transition from

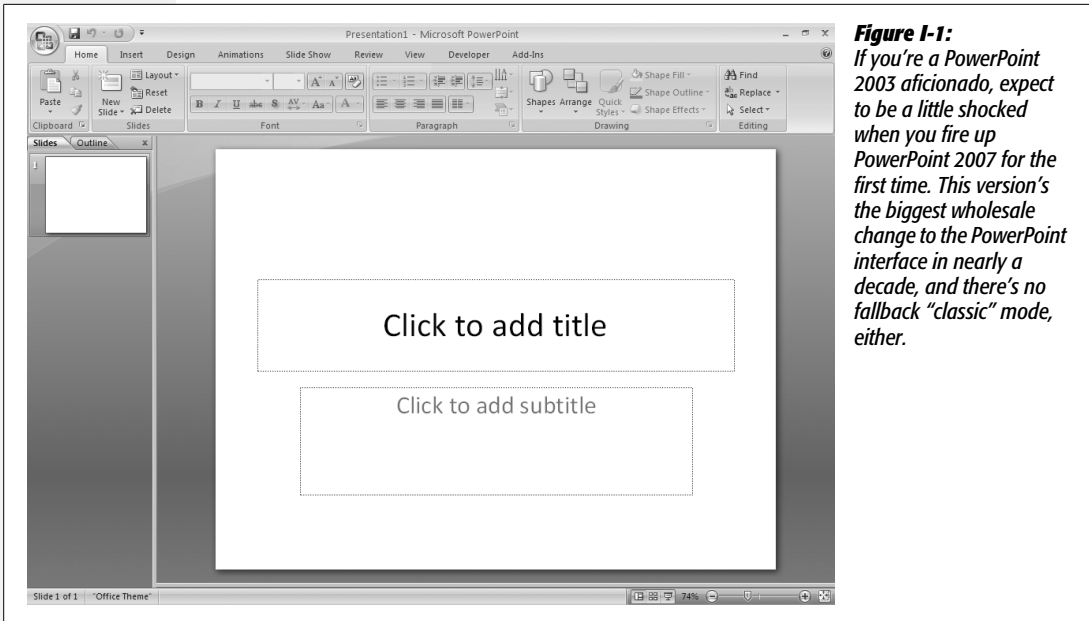


Figure I-1:
 If you're a PowerPoint 2003 aficionado, expect to be a little shocked when you fire up PowerPoint 2007 for the first time. This version's the biggest wholesale change to the PowerPoint interface in nearly a decade, and there's no fallback "classic" mode, either.

the old, familiar way of doing things to the new, improved way. (You even see tips and tricks that were buried so deep inside menus and toolbars in PowerPoint 2003 that you probably didn't know they were there.)

On the other hand, if you're brand new to PowerPoint—or even to presentation programs in general—then you're in luck, because this book shows you how to build basic to bowl-'em-over presentations for work, school, civic organizations, or anything else you're involved in.

FROM THE FIELD

Presentation vs. Slideshow

Microsoft's help files, as well as most PowerPoint books, use the terms *presentation* and *slideshow* interchangeably. But a very important distinction exists between the two.

A *slideshow* is a collection of slides but a *presentation* is everything that goes into delivering the slideshow to your audience. A presentation includes not just the slideshow, but speaker notes, printed handouts, and—most important of all—*you*, the presenter.

In other words, no matter how cool your slides are, they aren't your presentation. Your slides are nothing more than tools you use to deliver your message. If you keep this distinction in mind, you'll keep your focus on the message—where it belongs—and off the tricky stuff you can do with PowerPoint. For your audience's sake, avoid bringing yet another powerpointless presentation into the world!

What You Can Do with PowerPoint 2007

PowerPoint was originally designed to help business professionals create and deliver electronic slideshows (sales presentations, mostly). But over the years, as Microsoft piled on the options, folks began discovering new ways to use the program.

Here's a short list of what you can create using PowerPoint 2007:

- **Multimedia presentations.** Use PowerPoint to create slideshows that you—the presenter—can run in front of an audience on a computer screen (for small groups) or a digital projector (for a packed conference hall). The kinds of presentations that fit into this group include business and sales presentations, workshop and conference sessions, academic lectures, in-class reports, courtroom summations, and church choir programs. The sky's the limit. Anytime you need to stand in front of a group and present information, you can use a PowerPoint slideshow to get your point across.
- **Kiosk presentations.** Presentations that run unattended, with a voiceover soundtrack, are perfect for trade shows, department store product demonstrations, Web sites, doctor's offices—even (believe it or not) weddings and funerals.
- **Interactive and Web-based tutorials, quizzes, games, and more.** By adding buttons, links, and VBA macros, you can turn a static presentation into an interactive, audience-driven program much more quickly than you could by programming it from scratch. Examples of the kinds of interactive programs you can create with PowerPoint include CD/DVD and Web-based tutorials, training presentations, quizzes, games, and even software prototypes. (In fact, Microsoft's designers used PowerPoint to create their prototypes of the new Office 2007 interface.)
- **Printed documents.** It's not a full-fledged page-layout program like QuarkXPress, but PowerPoint 2007 comes with templates for popular printables (like certificates of achievement and calendars). It also gives you more control over layout than earlier versions of the program.
- **Web pages.** Although PowerPoint was never a serious contender in the Web site-creation market—and although support for creating Web pages has actually been downplayed in this version of the program—you can still optimize and save your slides as Web pages directly from PowerPoint.
- **Graphics and animations.** Compared to top-notch graphics and animation programs, the images and effects you can produce with PowerPoint 2007 may seem limited and clunky. Still, if PowerPoint's all you've got to work with—and if you want to create a basic picture or animation—PowerPoint 2007's got your back.

When Not to Use PowerPoint

It's easy to get caught up in all the trappings associated with giving a presentation: the slideshow, the handouts, the speaker notes, and so on. But you can give a fantastic, memorable presentation without any of these supporting tools. *You*—what you have to say and how you say it—are the reason people are filing into the room, not the groovy tent cards you figured out how to print in PowerPoint.

In fact, when supporting tools cause you to lose focus and spend more time tweaking fonts than sharpening your logical thrusts and persuasive parries, you're doing more than just wasting your time: You're actually detracting from the overall effectiveness of your message. PowerPoint's supposed to *support* your presentation, not *be* your presentation.

So before you even fire up the program, ask yourself these questions:

- **Do I really need slides?** PowerPoint slides are great for keeping key points (“Our company’s going down in flames”) in front of your audience during your presentation. They are also great for making direct appeals (“Please be happy with your 50 percent pay cut”). What they are *not* good for is delivering a bunch of dense information, such as the in-depth analysis of the last five years’ worth of sales activity that led to your conclusion. Also, when you need to make only a couple of points, you may be better off writing them on a whiteboard than using PowerPoint. Murphy’s Law applies double when you’re in front of a crowd: Anything that can go wrong (computer glitch, loose cable, burned-out projector bulb, keyboard lock-up) *will* go wrong. Less technology always translates to fewer headaches, even with a relatively mature and stable program like PowerPoint.
- **Do I really need speaker notes?** PowerPoint gives you a way to associate notes with your presentation that only you get to see. If you’re planning to deliver a lengthy presentation, having your speaker notes cued up to match your slides can save you lots of hair-pulling. But if you’re planning a short presentation, you know your material backwards and forwards, or you simply prefer to use 3 × 5 cards to jog your memory, then speaker notes may not be worth the time it takes to set them up.
- **Do I really need handouts?** In PowerPoint, *handouts* are nothing more than printouts of your slides (although Chapter 7 shows you how to beef up your handouts into something your audience will actually find useful). Use handouts when you want to leave lots of specific instructions or actionable items with your audience. If that’s not the case, skip the handouts (most of them end up in the circular file the minute the presentation’s over anyway).

What’s New in PowerPoint 2007

Nearly all the changes Microsoft made to PowerPoint 2007 affect the way the program looks and behaves; in other words, the changes affect how you do things in PowerPoint 2007. The most sweeping of these include:

- **A completely redesigned interface.** The difference you notice right away is the tabbed *ribbon* (Figure I-2), which replaces all of the old, pre-PowerPoint 2007 menus and toolbars. Instead of wasting time trying to remember if the option you want is hiding on a toolbar or a menu or a pane or a dialog box or somewhere else entirely, in PowerPoint 2007, you reach *all* options from the ribbon.

Note: The Nostalgia Corner sidebars scattered throughout this book alert you to specific changes between PowerPoint 2003 and PowerPoint 2007.

- **New file formats.** The files you'll create in PowerPoint 2007 bear a different file extension than the ones you created in earlier versions of the program. The good news is that the new XML-based file formats tend to be smaller and more recoverable than the old ones. The bad news is that you can't edit PowerPoint 2007 files in an earlier version of the program unless you download and install a special converter program (page 12 has details).
- **Tighter integration among Office programs.** Microsoft gave all of the Office programs a face lift, not just PowerPoint. The result is that all Office programs share similar elements. The Office button (the old File menu) appears in the same spot in all Office programs; the steps you take to customize an Office program are the same; and certain options—like the ones you use to create charts and diagrams—look and behave pretty much the same way in PowerPoint as they do in Word and Excel.
- **Improved graphics.** All Office programs share a single, new-and-improved graphics engine that not only makes the charts, diagrams, and other visuals you create in PowerPoint look better (*much* better), but makes them easier to create, too (page 282).
- **More look-and-feel options.** PowerPoint 2007 comes with more and better-looking templates than earlier versions of the program. In addition, PowerPoint 2007 lets you create your own reusable custom slide layouts.
- **A new way to track revisions.** Unfortunately, unlike earlier versions of the program, PowerPoint 2007 doesn't let you track the changes your reviewers make to your presentation files. For that, you need to buy yet another Microsoft product called SharePoint (page 439).

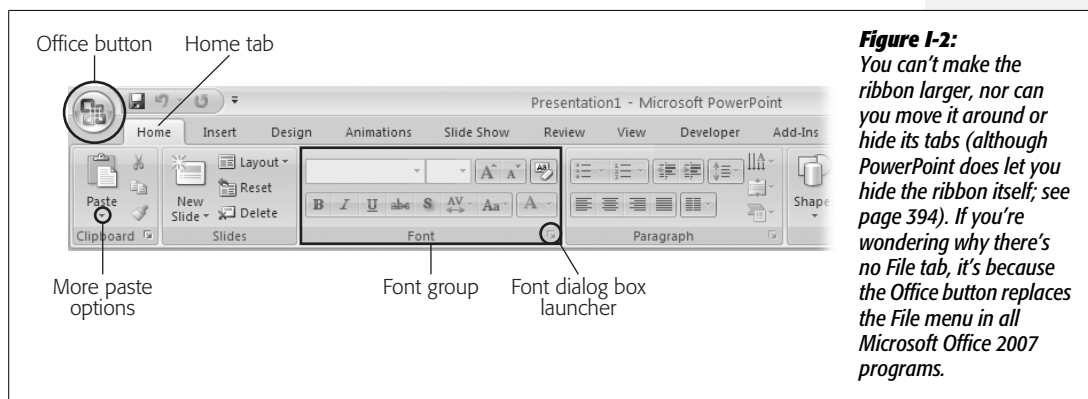


Figure I-2: You can't make the ribbon larger, nor can you move it around or hide its tabs (although PowerPoint does let you hide the ribbon itself; see page 394). If you're wondering why there's no File tab, it's because the Office button replaces the File menu in all Microsoft Office 2007 programs.

A Quick Tour of the New Interface

If you're familiar with PowerPoint 2003, the first sight of PowerPoint 2007 might make you want to run away screaming. Where are the menus? Where are the toolbars? Where's the Getting Started pane?

PowerPoint still has everything you need to create killer presentations. Stuff's just organized differently. After you finish this section, you may even find you like the redesigned interface better than the original—especially if you take a few minutes to monkey around with PowerPoint while you're reading. Remember, the new interface incorporates all the elements you know—buttons, menus, dialog boxes—they're just in different places where, more often than not, you can get to them faster than before.

Ribbon

You can think of the *ribbon* as a big, fat, nonmovable toolbar. It may look as though it's taking up an enormous amount of room on your screen (see Figure I-2), but it doesn't take up any more space than the old menu bar plus a couple of toolbars. According to Microsoft's side-by-side comparisons, a PowerPoint 97 document with all the toolbars visible actually appears more cramped (1008×575 pixels) than a PowerPoint 2007 document with just the ribbon showing (1024×573 pixels). And yet, the ribbon gives you access to *every* option available in PowerPoint.

Furthermore, the ribbon always appears in the same place, it never gets any bigger, and because you can't customize the ribbon or reposition it the way you could toolbars in PowerPoint 2003, you can't accidentally lose the ribbon.

Groups

When you launch PowerPoint, the Home *tab* automatically appears selected (Figure I-2), which displays text formatting options organized in sections, or *groups*. For example, options in the Font group of the Home tab let you bold and underline your text; options in the Paragraph group let you align your text and format it as a bulleted or numbered list.

Note: It may seem that Microsoft's designers dropped the ball when they named the Home tab because the options it offers all relate to text. Naming it Slide Text would have made more sense. On the other hand, the ribbon's first tab is called Home in all the Office 2007 programs, so there's great consistency. The tools you use most often are in the same place in every Office 2007 program.

Command buttons

As you'd expect, to select one of the options on a ribbon, just click the button. To underline a heading, select the heading text you want to underline, zip to the Font group, and click the Underline button. To change the color of your text, first select it, and then head to the Font group of the Home tab and click the Font Color button.

A tiny down-arrow icon means you can click the arrow to see additional options. For example, clicking the down-arrow that appears beneath Paste (Figure I-2) displays a menu of paste-related options. Clicking the button (instead of the down-arrow next to it) lets you bypass the menu and go straight to the most popular menu command. Clicking the Paste button triggers the same result as choosing Paste → Paste: Both immediately paste the contents of the Clipboard onto your slide.

Dialog box launchers. To give you complete control over every element of your slideshow while sticking to their design philosophy of offering all options on the ribbon, the PowerPoint 2007 designers placed a tiny *dialog box launcher* button in the bottom-right corner of many ribbon groups. When you click a dialog launcher, PowerPoint pops up a dialog box related to that group. Clicking the Font dialog box launcher (Figure I-2), for example, displays the Font dialog box in Figure I-3.

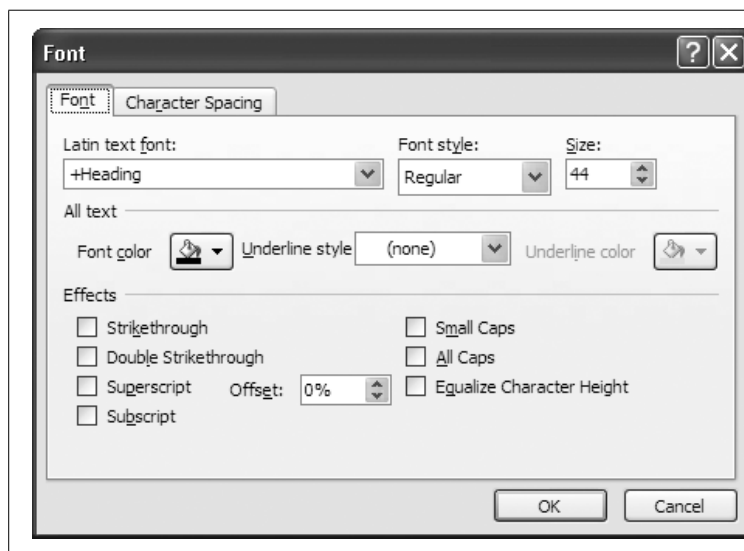


Figure I-3: If you're familiar with PowerPoint 2003, you'll recognize the dialog boxes that let you customize every aspect of your slideshow.

Tabs

Microsoft organized the ribbon's *tabs* in the order they figured most people would create slideshows. They believe most folks begin by adding text to their slides, so they displayed the Home tab first, followed by the Insert tab (which lets you insert charts, diagrams, pictures, and other stuff), followed by the Slide Show tab (which lets you rehearse your timing and record voiceover narration), followed by the Review tab (which lets you spell-check your slideshow before sending it out for feedback).

Note: You don't have to select tabs in order. Most people hop back and forth from tab to tab as they add additional text, pictures, and sounds to their slides and reformat existing material.

Contextual tabs are tabs that let you work with specialized kinds of objects, such as pictures or charts. They appear above the ribbon, and in this book you'll see them written with a vertical bar after the contextual part of the name: Chart Tools | Format. Because showing a contextual tab such as, say, the Chart Tools | Format tab, would do nothing but clutter up the interface if you aren't actually trying to format a chart, contextual tabs appear only when you need them to and automatically disappear when you're finished with them.

For example, when you select a chart on your slide, the Chart Tools | Design, Chart Tools | Layout, and Chart Tools | Format tabs appear (see page 183, Figure 6-10). Then, when you select a hunk of text, PowerPoint recognizes that you're finished formatting your chart and hides the Chart Tools tabs.

Less customization

Customization is a double-edged sword. On one hand, some folks liked being able to make PowerPoint 2003's interface look the way they wanted it to by adding menu items, creating their own custom toolbars, and dragging the standard toolbars all over the place.

On the other hand, others hated the fact that stuff didn't stay put. Their elbows would accidentally graze the keyboard, or a co-worker would sit down "just to check something," and they'd never again be able to figure out how to draw a dotted-line border around a text box.

PowerPoint 2007's designers came down on the side of the "stay put" crowd. You can customize certain things about the program, such as what appears in the status bar and how PowerPoint saves your files (Chapter 13), but the only *big* thing you can customize about the interface itself is the Quick Access toolbar shown in Figure I-4.



Figure I-4:

PowerPoint starts your Quick Access toolbar with just four options (shown from left to right): Save, Undo, Redo, and Customize Quick Access toolbar. But you can delete these options, reorder them, or add your own. You can make the Quick Access toolbar appear the same every time you work with PowerPoint, or create a customized Quick Access toolbar for each presentation file you work with.

Note: Microsoft hasn't taken away the ability for developer-types to extend (add custom options to) PowerPoint. But in PowerPoint 2007, those extensions appear in a special Add-Ins tab. What this means is that when you install a PowerPoint 2007 add-in, you *always* know where to look for the newly installed options. See Chapter 14 for more details.

Live previews

One of the coolest new things in PowerPoint 2007 is the *Live Preview* feature. Imagine you want to apply a design theme to your slideshow. You click the Design

tab to see a bunch of different design-theme thumbnails (Figure I-5, top). As you mouse over each thumbnail, PowerPoint previews the theme right there, on your slide, by temporarily applying it to your slide's content.

If none of those themes grabs you, you can click More to see an entire gallery of options—each of which you can preview, live on your slide, by mousing over each option (see Figure I-5, bottom). Live preview galleries save time and hassle by letting you instantly see how an effect looks on your slide before you commit to it. (In the old days, you had to select an option to see how it looked; then, if you didn't like it, you had to select Undo and start all over again.)

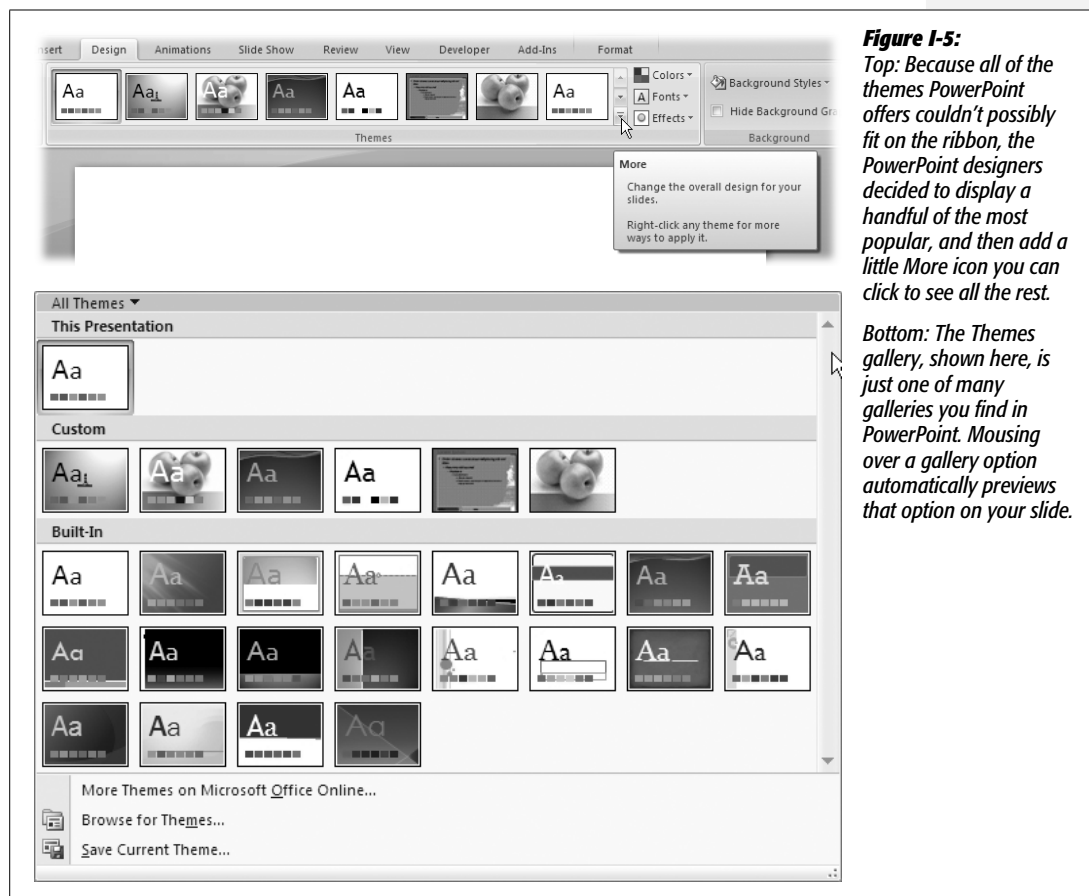


Figure I-5:
Top: Because all of the themes PowerPoint offers couldn't possibly fit on the ribbon, the PowerPoint designers decided to display a handful of the most popular, and then add a little More icon you can click to see all the rest.

Bottom: The Themes gallery, shown here, is just one of many galleries you find in PowerPoint. Mousing over a gallery option automatically previews that option on your slide.

Note: Live previews aren't for everybody. For one thing, galleries can appear on top of the slide element you're trying to modify, which means you can't see the preview. For another thing, some folks don't like the idea of PowerPoint changing their slide's appearance—even temporarily—unless they tell it to by clicking something. To turn off gallery previews, choose Office button → PowerPoint Options → Popular and then turn off the checkbox next to Enable Live Preview.

Mini Toolbar

PowerPoint 2007 did away with most of the toolbars that appeared in earlier versions of the program, but not all of them. One that remains is the pop-up Mini Toolbar shown in Figure I-6.

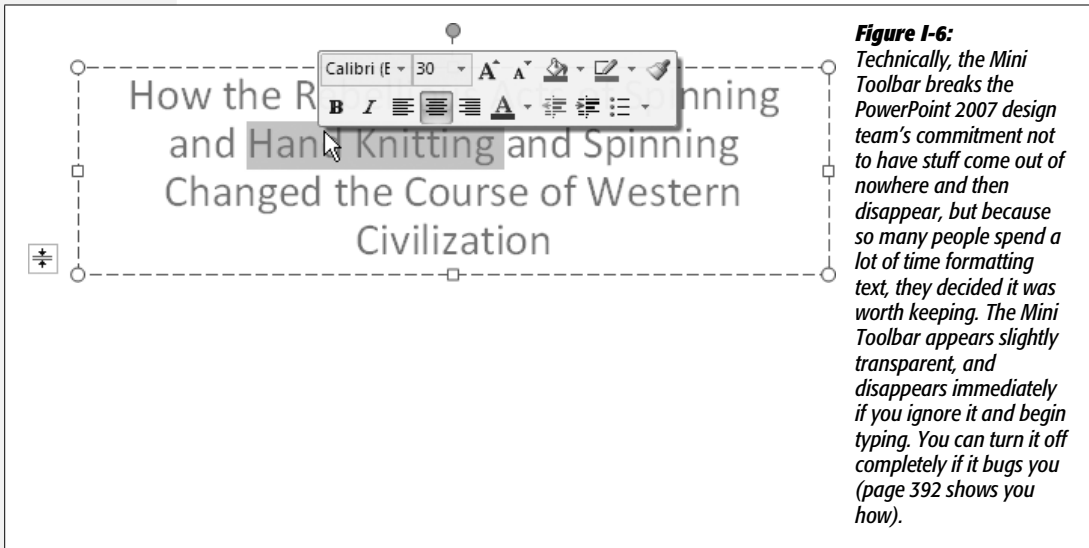


Figure I-6: Technically, the Mini Toolbar breaks the PowerPoint 2007 design team's commitment not to have stuff come out of nowhere and then disappear, but because so many people spend a lot of time formatting text, they decided it was worth keeping. The Mini Toolbar appears slightly transparent, and disappears immediately if you ignore it and begin typing. You can turn it off completely if it bugs you (page 392 shows you how).

Packed with popular formatting options such as bold, italics, and alignment, the Mini Toolbar springs into action automatically each time you select text on your slide. The Mini Toolbar duplicates formatting options you find on the Slide ribbon, so technically you don't need it to get your work done. (Still, some folks find it handy.)

Keytips

If you're familiar with an earlier version of PowerPoint, you may recall the Ctrl+<letter> keyboard shortcuts that appeared after most menu options. In PowerPoint 2003, selecting File displayed a drop-down menu listing the Save As option, followed by the Ctrl+S keyboard shortcut. What that meant was that to display the Save As dialog box, you could choose File → Save As, or press Ctrl+S. Well, menus disappeared in PowerPoint 2007, but the keyboard shortcuts associated with those menus didn't.

In addition to the old-style keyboard shortcuts, though, PowerPoint 2007 introduces a groovy new way to avoid using your mouse: keytips. *Keytips*, shown in Figure I-7, are tiny letters that appear next to ribbon options after you've pressed Alt. They're much like the underscores that appeared under menu options when you pressed Alt in PowerPoint 2003, but they're easier to spot. To see keytips, press Alt; to hide them, press Alt again.

Clicking a keytip displays additional keytips. Clicking a tab keytip displays group keytips, and clicking a group keytip displays option keytips. Here's how it works. If you want to show a ruler on your slide, you can click View → Ruler, or you can press Alt, then W, and then R (Figure I-7).

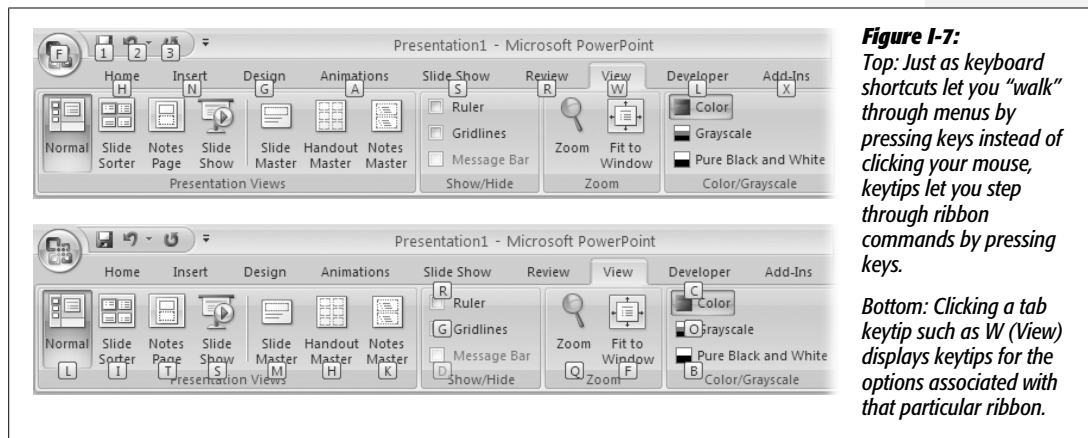


Figure I-7: Top: Just as keyboard shortcuts let you “walk” through menus by pressing keys instead of clicking your mouse, keytips let you step through ribbon commands by pressing keys.

Bottom: Clicking a tab keytip such as W (View) displays keytips for the options associated with that particular ribbon.

Improved screen tip help

In previous versions of PowerPoint, letting your mouse linger over a toolbar option automatically displayed a curt pop-up description of the option such as *Print Preview*, *Spelling*, or *Research*. But in PowerPoint 2007, mousing over a ribbon button displays a description that's actually useful. See Figure I-8 for details.

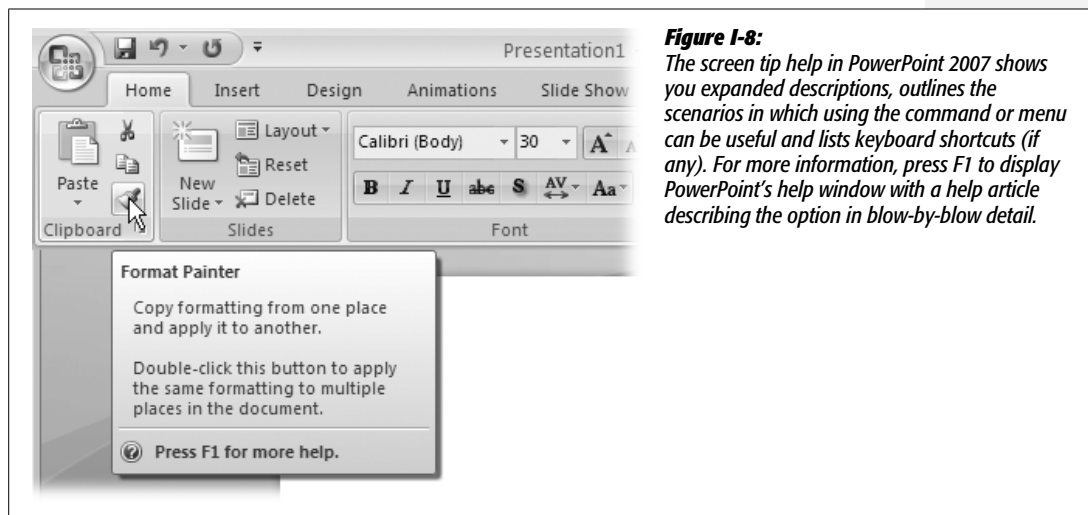


Figure I-8: The screen tip help in PowerPoint 2007 shows you expanded descriptions, outlines the scenarios in which using the command or menu can be useful and lists keyboard shortcuts (if any). For more information, press F1 to display PowerPoint's help window with a help article describing the option in blow-by-blow detail.

New File Formats

The files you create using PowerPoint 2007 bear different file extensions than the files you created using PowerPoint 2003 or an earlier version of the program. The “x” in the new PowerPoint 2007 file names reflects the new, XML-based file format. Table I-1 shows you the differences.

Table I-1. Old and New File Extensions for the Files You Create in PowerPoint

PowerPoint 2007 File Extension	Description	Old (pre-2007) File Extension
.pptx	Presentation	.ppt
.potx	Template	.pot
.ppsx	Show	.pps
.ppam	Add-in	.ppa
.pptm	Macro-enabled presentation	.ppt

The implications of the new file formats are twofold:

- Because the new file formats are based on XML, they tend to be more compact than PowerPoint 2003. A smaller file is good news if you intend to deliver your presentation over the Web. But in addition, the compartmentalized structure of the new file formats makes it possible for XML-fluent developers to access and change specific parts of a file (macros, for example) without touching the rest. Also, these new files are easier to recreate in the event of a computer crash.
- The files you create with PowerPoint 2007 *can't* automatically be edited in earlier versions of the program. Fortunately, Microsoft offers a compatibility pack that lets folks running Office 2003 open PowerPoint 2007 files; to download and install it, visit www.microsoft.com/office/preview/beta/converter.msp. PowerPoint 2007 also gives you the option to save files compatible with PowerPoint 2003 and earlier versions of the program (see page 46).

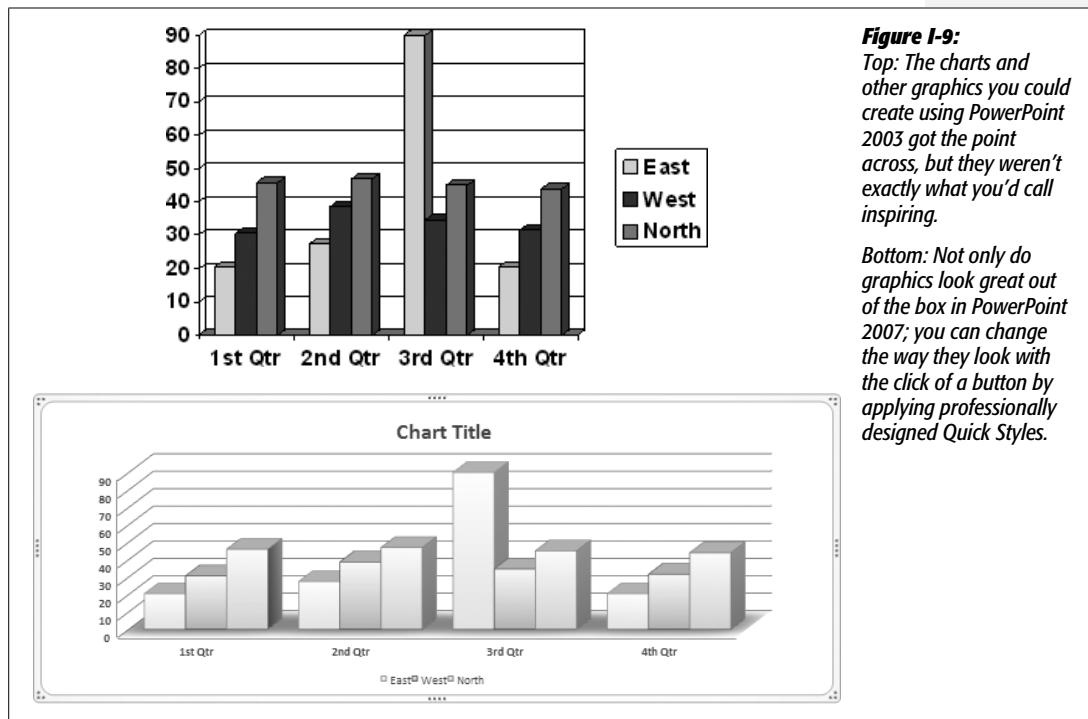
Also new in PowerPoint 2007 is the ability to save your slideshows in two additional file formats:

- **PDF.** Portable Document Format is a popular file format that gazillions of people use to exchange read-only versions of documents over the Web. If you save your slides as PDF files and put them up on the Web, your audience members don't have to hassle with downloading them and pulling them into PowerPoint. They can view your PDF slides using nothing more than Internet Explorer and the free Adobe reader browser plug-in.
- **XPS.** Microsoft's eXtensible Paper Specification is a brand-new Windows-only file format similar to PDF. You may want to save your slides as XPS files if controlling the way your slides print out is important to you.

To save files in either PDF or XPS, you first need to download and install a special PowerPoint add-in from Microsoft. You'll find details on page 440.

Improved Graphics

Microsoft overhauled the part of Microsoft Office that lets you create charts, diagrams, and pictures in PowerPoint, Word, and other Office programs. Not only is creating graphics easier in PowerPoint, the results, as you see in Figure I-9, are much more impressive.



In addition, PowerPoint 2007 lets you apply sophisticated graphic effects (like shadows, glows, and 3-D bevels) to the text and pictures on your slides with just a couple of clicks.

More Theme Options

Like harvest-gold stoves and avocado shag carpeting, the design templates that came with PowerPoint 2003 were beginning to show their age. So Microsoft created a bunch of new design templates (they're called *Office themes* now) that look a little more up-to-date. Unlike the old PowerPoint-only design templates, you can apply the Office themes to any file you create using an Office program, from a PowerPoint slideshow to a Word document or Excel spreadsheet. (That's good news for folks who want to create matching backup reports in Word and matching spreadsheets in Excel to hand out at the end of their PowerPoint presentations.) Also new in PowerPoint 2007 is the ability to create multiple slides with the same layout faster with reusable slide masters (Chapter 5).

A New Way to Track Revisions

Microsoft opted to drop revision tracking in PowerPoint 2007. That means when you need to collaborate with co-workers to create a presentation, you have two choices:

- **Do it yourself.** If you work with a small team, you can eyeball your reviewers' changes and integrate them into your PowerPoint presentation yourself.
- **Purchase the Microsoft Office SharePoint Server (MOSS).** If you work for a big organization, your computer may already be hooked up to a MOSS already. In that case, you can use it to define a workflow for your presentation (which folks need to review it next and how long you're giving them to get back to you), control access to your presentation, and track revisions. (If your organization hasn't already purchased a MOSS, of course, Microsoft is hoping that it will.)

The Very Basics

You'll find very little jargon or techno-geek terminology in this book. You will, however, encounter a few terms and concepts that you'll encounter frequently in your computing life:

- **Clicking.** This book gives you several kinds of instructions that require you to use your computer's mouse or trackpad. To click means to point the arrow cursor at something on the screen and then—without moving the cursor at all—to press and release the clicker button on the mouse (or laptop trackpad). To double-click, of course, means to click twice in rapid succession, again without moving the cursor at all. To drag means to move the cursor while pressing the button continuously. To *right-click*, click as described above, but press the mouse button on the right.

When you see an instruction like *Shift-click* or *Ctrl-click*, simply press the key as you click.

- **Keyboard shortcuts.** Every time you take your hand off the keyboard to move the mouse, you lose time and potentially disrupt your creative flow. That's why many experienced computer fans use keystroke combinations instead of menu commands wherever possible. Ctrl+B is a keyboard shortcut for boldface type in PowerPoint 2007 (and most other programs). When you see a shortcut like Ctrl+S, which saves changes to the current document, it's telling you to hold down the Ctrl key, and, while it's down, type the letter S, and then release both keys. When you see Alt+F, S (the newer Save keyboard shortcut), press Alt, then F, and then S.
- **All roads lead to Rome.** PowerPoint 2007 usually gives you several ways to choose the same option—by clicking a ribbon option, by right-clicking an object on a slide and then choosing from the shortcut menu that appears, or by pressing a series of keys. Some folks prefer the speed of keytips; others like the satisfaction of a visual command array available in menus or toolbars. This book lists the alternatives so that you experiment to see which you like best.

About This Book

PowerPoint was never exactly known for its wonderful documentation. And while the whole point of PowerPoint 2007's radical interface overhaul was to make the program easier to use, "easier" doesn't mean you're going to be able to sit down with the new program and bat out a presentation without some help. Fortunately, there *is* help—and you're holding it in your hands.

This is the book that *should* have come in the PowerPoint box. It explains all the ribbons and options and shows you step-by-step how to create slideshows from scratch. You'll learn tips and shortcuts for making PowerPoint easier to work with, as well as guidelines for making your slideshows support your presentation (as opposed to letting it take over your presentation).

PowerPoint 2007: The Missing Manual is designed for readers of every skill level except super-advanced VBA programmer. If PowerPoint 2007 is the first presentation program you've ever used, you'll be able to dive right in using the explanations and examples in this book. If, on the other hand, you're familiar with PowerPoint 2003 or an earlier version of the program, you'll find this book a useful reference for mapping how you created an element in your previous program to how you do it in PowerPoint 2007. "Design Time" boxes contain practical advice for preventing powerpointless presentations. And while the VBA programming language is far too broad a subject to cover in detail in this book, you do get tips on where to go for a more in-depth look at using VBA to create macros. (Microsoft pulled the plug on the macro recorder in PowerPoint 2007, so programming VBA is now the *only* way to create macros.)

About the Outline

PowerPoint 2007: The Missing Manual is divided into four parts, each containing several chapters:

- **Part 1: Slideshow Basics** guides you through the creation of your very first slideshow in PowerPoint 2007, from adding and editing text, basic charts, diagrams, and tables, to reordering slides and creating reusable slide masters.
- **Part 2: Presenting Your Slideshow** outlines your options for getting your slideshow in front of your audience. You'll see how to run presentations onscreen and on an overhead projector; package them up for display on a kiosk or the Web; and how to convert PowerPoint presentation files into other file formats. You'll also learn everything you could ever want to know about printing slides, speaker notes, and handouts.
- **Part 3: Beyond Bullet Points: Multimedia, Animation, and Interactivity** shows you how to add pictures, spreadsheets, sound and video clips, and macros to your slides to create compelling, audience-controlled presentations. You'll learn how to draw on your slides, record voice-over narration, add professional-looking slide transitions, and display clickable links from your slides to Web pages and other programs.

- **Part 4: Working Faster and More Effectively** focuses on customizing PowerPoint and collaborating with others. You see how to set hard-to-find PowerPoint options, how to install add-ins, and how to keep your PowerPoint files secure as you pass them around for review.

About → These → Arrows

Both throughout this book specifically and the Missing Manual series as a whole, you'll find sentences like, "Click Start → All Programs → Microsoft Office → Microsoft Office PowerPoint 2007." Consider this shorthand to save you lots of extra words to describe how to get there—to a specific file or program or feature—from where you are. Otherwise, you'd have to read through, "Click on this button, and then choose this menu, then scan through the options on this sub-menu to find this which helps you get to this place over there." You've got better things to do with your time than read all those extra words—like putting together the next Great American presentation.

PowerPoint Examples

As you read the book's chapters, you'll encounter a number of step-by-step tutorials. You can work through them using any PowerPoint document of your own, or just begin a new PowerPoint document and start fresh.

About MissingManuals.com

At the *missingmanuals.com* Web site, you'll find articles, tips, and updates to this book. In fact, you're invited and encouraged to submit such corrections and updates yourself. In an effort to keep the book as up-to-date and accurate as possible, each time we print more copies of this book, we'll make any confirmed corrections you've suggested. We'll also note such changes on the Web site, so that you can mark important corrections into your own copy of the book, if you like. (Click the book's name, and then click the Errata link, to see the changes.)

In the meantime, we'd love to hear your own suggestions for new books in the Missing Manual line. There's a place for that on the Web site, too, as well as a place to sign up for free email notification of new titles in the series.

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Part One: Slideshow Basics

Chapter 1: Creating a Basic Presentation

Chapter 2: Editing Slides

Chapter 3: Formatting and Aligning Your Text

Chapter 4: Formatting and Laying Out Your Slides

Chapter 5: Editing Your Slideshow

Chapter 6: Adding Charts, Diagrams, and Tables



Creating a Basic Presentation

PowerPoint 2007 is the great equalizer. Even if you're familiar with previous versions of PowerPoint, when it comes to PowerPoint 2007 you're pretty much in the same boat as someone who's never even heard of presentation software. That's because the entire PowerPoint interface has changed. As you saw in the Introduction, Microsoft has done away with toolbars, renamed and reorganized menu options, and even axed a couple of features.

Fortunately, the new interface makes quite a bit of sense once you get used to it. That's what this chapter is for: to familiarize you with PowerPoint 2007 by walking you through the creation of a basic bullets-and-background slideshow presentation. You'll learn how to create a new slideshow, choose a look and feel, add text and slides, print speaker notes and handouts, and finally, how to unveil your masterpiece.

Note: Part 3 shows you how to jazz up your basic slideshow with diagrams, charts, sounds, animations, and more.

Beginning a New Presentation

You've got two basic choices when it comes to creating a new presentation:

- **You can start from scratch, using a blank canvas.** If you're familiar with earlier incarnations of the PowerPoint program, or if you're interested in learning the ins and outs of PowerPoint quickly, then you'll probably want to choose this option. (As daunting as "from scratch" sounds, you don't have to do all the work yourself; page 33 shows you how to apply a canned look and feel—*theme*—to your new presentation.)

- **You can create a new presentation based on an existing template, theme, or presentation.** A *template* is a generic presentation file designed for you to reuse. Complete with themes (see the box on page 28), background images, and even generic content (such as page numbers and placeholder text), templates let you jump-start your presentation by giving you everything you need *except* your specific content. If you're creating a presentation for your local school board, for example, then you'll need to add the content that describes your findings, conclusions, and suggestions.

Templates are the better option when you need to crank out a presentation in a jiffy. PowerPoint comes with a handful of professionally designed templates and themes, but you can also create presentations based on a template, theme, or presentation that you've previously created, or one that you've found online and downloaded onto your computer.

PowerPoint divides these two basic choices into six specific options that are based on whether you want to piggyback your new presentation on an existing template, theme, or presentation. When you fire up PowerPoint and select Office button → New, you see the following six choices for creating a presentation, each of which is described in detail in the following sections:

- **Blank and recent.** Lets you create either a blank presentation or a presentation based on one of the themes or templates you recently applied to a PowerPoint presentation.
- **Installed Templates.** Lets you create a presentation based on one of the handful of generic templates that comes with PowerPoint, such as Classic Photo Album or Corporate Presentation.
- **Installed Themes.** Lets you create a presentation based on one of the canned look and feel options that comes with PowerPoint, such as Apex, Metro, or Opulent.
- **My templates.** Lets you create a presentation based on a template that you created, or that you downloaded from the Web.
- **New from existing.** Lets you load an old presentation into PowerPoint 2007, make changes, and save the newly changed presentation using a new filename.
- **Microsoft Office Online.** Lets you hunt for professionally designed templates and themes on Microsoft's Web site.

Creating a New Presentation from Scratch

When you launch PowerPoint, the program starts you off with a brand-new presentation cleverly named Presentation1 (Figure 1-1).

Typically, you dive right in, adding a look and feel (page 33), text, pictures, and so on to the blank presentation PowerPoint hands you. But if you've closed or saved your freebie, here's how you create an additional blank presentation:

NOSTALGIA CORNER

Good-Bye, AutoContent Wizard

Clear back in 1994, as part of PowerPoint 4—spurred by reports that thousands of folks were firing up PowerPoint and then just sitting there sipping coffee while they stared at the screen, unsure of how to proceed—Microsoft debuted a feature called the AutoContent wizard. The AutoContent wizard asked a series of questions, beginning with what type of presentation you wanted to create, such as “Communicating Bad News” or “Project Post-Mortem”. Then, based on your answer, it suggested possible titles, bullet points, and so on. The result: a quick-and-dirty presentation for next to no effort.

Some folks loved the AutoContent wizard. Others blamed it for the fall of Western civilization, insisting it was responsible for millions of boring, cookie-cutter presentations devoid of meaning. Whether or not those accusations affected Microsoft’s decision to pull the AutoContent wizard from PowerPoint 2007 is anyone’s guess. But pull it they did, leaving you just two options for creating a new presentation: from scratch, or from an existing template, theme, or presentation, as described in this chapter.

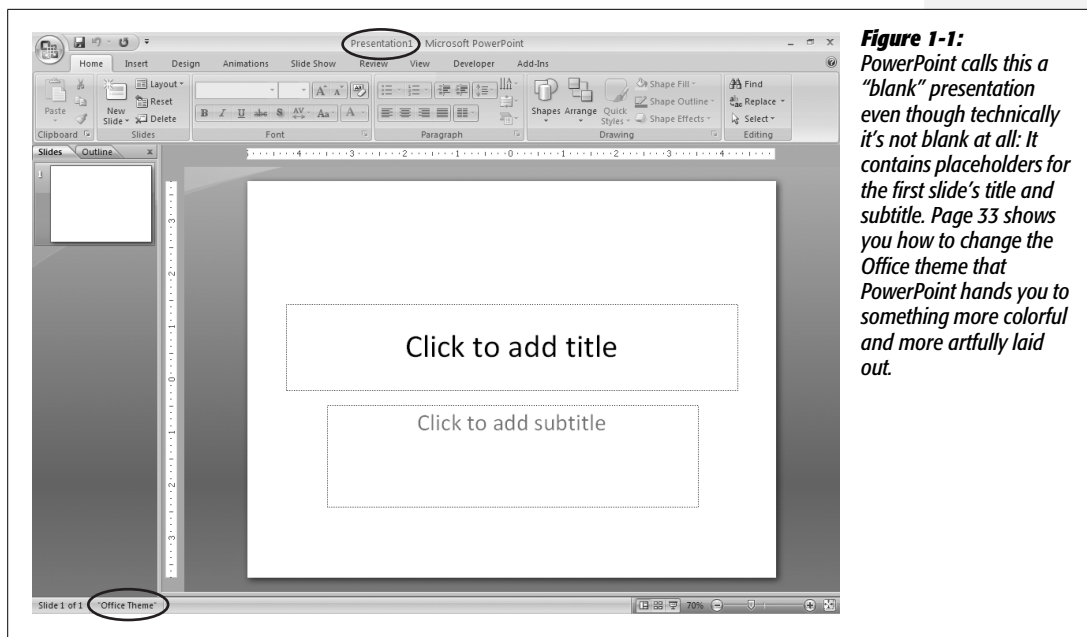


Figure 1-1: PowerPoint calls this a “blank” presentation even though technically it’s not blank at all: It contains placeholders for the first slide’s title and subtitle. Page 33 shows you how to change the Office theme that PowerPoint hands you to something more colorful and more artfully laid out.

1. Select Office button → New.

The New Presentation window (Figure 1-2) appears.

2. On the left side of the New Presentation window, make sure the “Blank and recent” option is selected.

If it’s not, click it to select it.

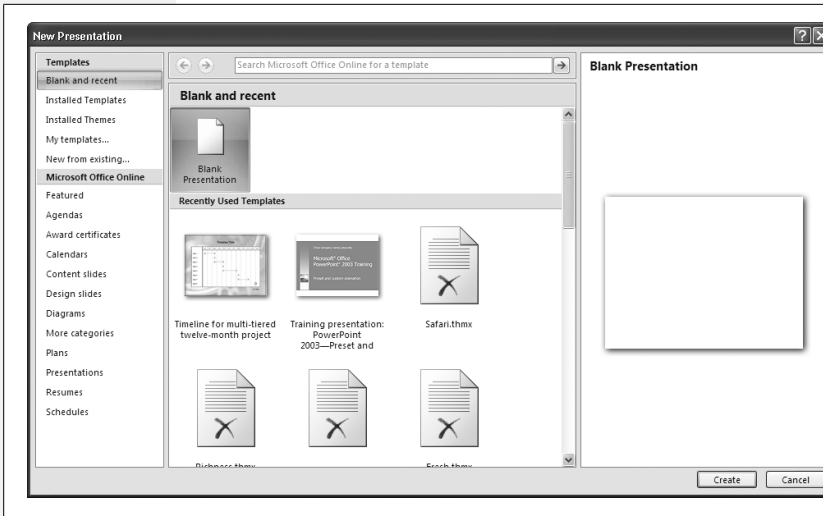


Figure 1-2: Because folks typically want to create a new presentation either from scratch or based on a favorite (and, therefore, recently used) template, the “Blank and recent” option is automatically selected. But you can choose instead to create a presentation based on an existing presentation, or on a theme or template you’ve created or downloaded from the Web.

3. In the New Presentation window, double-click Blank Presentation (see Figure 1-2). Or you can click Blank Presentation and then click Create.

Either way, a new blank presentation named Presentation2 (or Presentation3, or Presentation4 depending on how many new presentations you’ve created since you launched the program) appears in your PowerPoint workspace.

Tip: To create a new blank presentation without going through the New Presentation window, press Ctrl+N.

To find out how to add content and design elements to your newly created presentation, zip down to page 34. Page 46 shows you how to save your new presentation.

Creating a Presentation from an Existing Template, Theme, or Presentation

PowerPoint lets you get a jump on your new presentation by starting with an existing template, theme, or presentation and then filling in your content. You can choose from the many templates and themes that come with PowerPoint, or you can go online and search for a specific template or theme that matches your needs. You can also reuse any of the templates, themes, or presentations that you (or your co-workers) have previously created. The following sections describe each of your options.

From an existing template

A *template* is a generic presentation designed (by Microsoft, by a third-party vendor, by you, or by whoever created the template) to be used again and again. Templates help you crank out presentations quickly, because all the design work has

been done for you. All you have to do is add your content: the text, charts, graphics, and other elements that convey your particular message.

Templates vary widely, but all contain predefined *themes* (color schemes, background images, title and bullet point layouts, and text fonts). Some templates contain additional format and design elements and even some generic or placeholder content. Some templates are businesslike, with sober colors and artwork; some are whimsical, with wacky fonts and brightly colored balloons all over the place. The template motifs you can find are nearly endless, which makes it relatively easy to choose a template that fits the mood and structure you want to create for your presentation.

WORD TO THE WISE

The Trouble with Templates

The downside to using PowerPoint's pre-built templates is that you can end up with a presentation that looks exactly like the one Bob in Accounting presented last week. If that happens, then not only do you look bad, but your audience may tune out, assuming they've heard the same message before.

Another potential downside to using templates is that you may be tempted to shoehorn your presentation into the template—which is almost never a good idea.

On the other hand, tons of graphic designers sell PowerPoint templates on the Web, so if you look hard enough—or spend the time to create your own template—you should

be able to come up with something both original and appropriate.

Just keep in mind that to create an effective presentation, you need to focus first and foremost on your message, and *then* choose a template (or a theme, which are described on page 28) that supports your message. You may also want to consider tweaking the template—adjusting the font or replacing the background image with a tasteful gradient, for example—both to fit your message and to help ensure your presentation is as original and memorable as you are.

PowerPoint gives you four different options for creating a new presentation using an existing template: Recently used templates, Installed Templates, “My templates” (templates you’ve created yourself), and Microsoft Office Online. The option you choose depends on where you want PowerPoint to hunt for the template, as described in the following sections.

Recently used templates. PowerPoint keeps track of the templates you apply to your presentations and displays the last few in a list. So if you tend to use the same two or three templates to create all your presentations, chances are you’ll find this option the easiest.

Here’s how to create a new presentation using a template you recently applied to another presentation:

1. **Select Office button** → **New**.

The New Presentation window appears.

2. In the left side of the New Presentation window, make sure the “Blank and recent” option is selected. (If it’s not, click to select it.)
3. In the middle of the New Presentation window, scroll through the template thumbnails.

Tip: Mousing over a template briefly displays the location of the template (for example, *C:\Program Files\Microsoft Office\Templates\QuizShow.potx* for a built-in template stored on your computer, or “Office Website” for a template located on Microsoft’s Web server). You might find this information useful if, for example, you’re hunting for a template you remember finding online.

4. Click to select the template you want to base your new presentation on.

In the right side of the New Presentation window, a preview appears (see Figure 1-3). Depending on whether the selected template is stored on your computer or on Microsoft’s Web server, PowerPoint displays a Create or Download button, respectively, at the bottom of the New Presentation window.

5. Click Create (or Download).

The New Presentation window disappears. (If you clicked Download, then a Downloading Template message flashes briefly on the screen.) PowerPoint then loads the selected template into a new presentation it names Presentation1 (or Presentation2, or Presentation3, depending on how many presentations you’ve created since you launched PowerPoint).

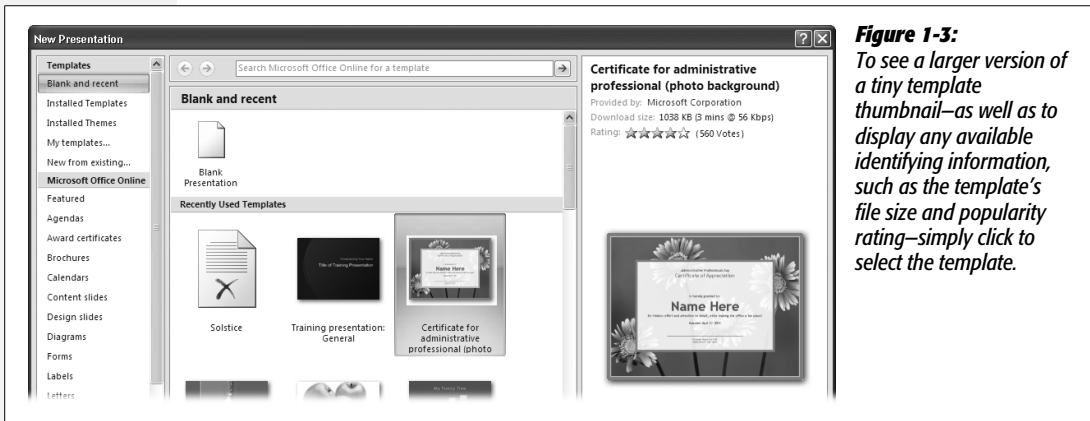


Figure 1-3: To see a larger version of a tiny template thumbnail—as well as to display any available identifying information, such as the template’s file size and popularity rating—simply click to select the template.

Installed templates. When you installed PowerPoint, you automatically installed a handful of professionally designed templates, including templates that let you set up photo albums (Classic Photo Album and Contemporary Photo Album), corporate-style slideshows (Corporate Presentation), layouts for print publications (Pitchbook), animated question-and-answer tutorials (Quiz Show), and big-screen slideshows (Wide Screen Presentation 16×9).

To use one of these built-in templates to create a new presentation, follow these steps:

1. Select **Office button** → **New**.

The New Presentation window appears.

2. In the left side of the New Presentation window, click **Installed Templates**.

Several template thumbnails appear in the middle of the New Presentation window.

3. Click a template to select it.

A larger version of the template appears in the preview area (the right side) of the New Presentation window.

4. Click **Create**.

The New Presentation window disappears, and you see a new presentation file based on the template you selected. Figure 1-4 shows you an example.

Tip: Instead of clicking a template and then clicking Create, you can save a step by simply double-clicking the template.

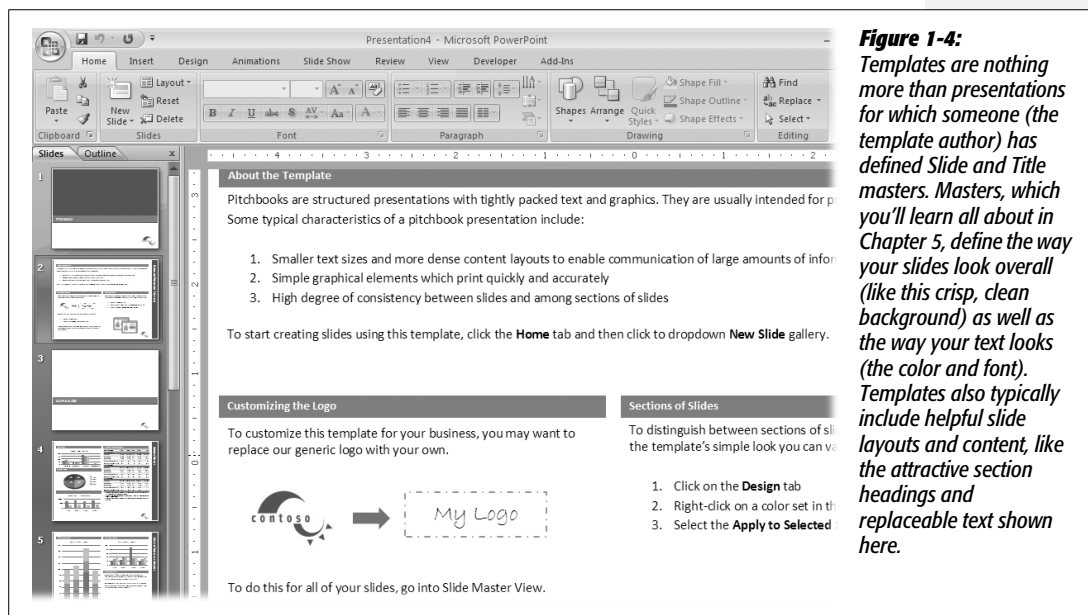


Figure 1-4: Templates are nothing more than presentations for which someone (the template author) has defined Slide and Title masters. Masters, which you'll learn all about in Chapter 5, define the way your slides look overall (like this crisp, clean background) as well as the way your text looks (the color and font). Templates also typically include helpful slide layouts and content, like the attractive section headings and replaceable text shown here.

My templates. Each time you create your own template (page 48) or download a template from Microsoft's Web site (page 27), PowerPoint automatically stores the template in a special directory on your computer similar to this one: *C:\Documents and Settings\[Your Name]\Application Date\Microsoft\Templates*.

Note: PowerPoint controls where you store the templates you download from Microsoft’s Office Online Web site, and it suggests where to store the templates you create from scratch. But if you bypass Microsoft’s Office Online Web site and download a template from another Web site—or if you override PowerPoint’s suggestion of where to store a template you create from scratch—then you won’t be able to reuse these rogue templates using the steps described in this section. Instead, you want to follow the steps you find on page 29 for creating a new presentation from an existing presentation file.

To use one of these templates to create a new presentation, follow these steps:

1. Select **Office button** → **New**.

The New Presentation window appears.

2. On the left side of the New Presentation window, click “My templates.”

The New Presentation window vanishes, and the New Presentation dialog box shown in Figure 1-5 appears.

3. In the New Presentation dialog box, select the template you want to use and click OK.

The New Presentation dialog box disappears, and PowerPoint displays a new presentation file based on the template you selected.

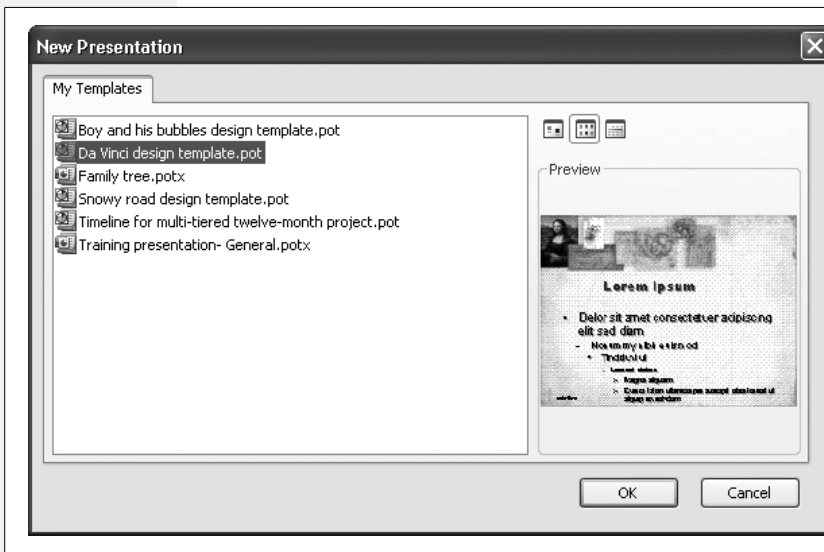


Figure 1-5: PowerPoint stores the templates you create—or that you download from Microsoft’s Office Online Web site—in a special folder so that you won’t confuse them with PowerPoint’s built-in templates. To change how the template icons appear, choose from *Large Icons* (which makes the template names easier to read), *List* (shown here), and *Details* (which displays the date the template was created).

Online. Although lots of Web sites offer PowerPoint templates for download, you should check Microsoft’s Office Online Web site first for a couple of reasons. One, Microsoft’s templates are free; and two, checking Microsoft’s site is one-click easy, as described next.

Tip: Because Microsoft lets its customers upload templates willy-nilly, the quantity and quality of the templates you find on its site can vary widely. Figure 1-6 shows how to weed out customer-submitted templates, leaving only those designed by official Microsofties.

1. **Select Office button → New.**

The New Presentation window appears.

2. **On the left side of the New Presentation window, under Microsoft Office Online, choose the type of template you're looking for, such as Brochures or Content Slides.**

Template thumbnails appear in the center of the New Presentation window (Figure 1-6).

3. **Click a template thumbnail to select it; then click Download.**

A validation message box appears, letting you know that Microsoft is gearing up to check your copy of PowerPoint to make sure it's not bootlegged. (If Microsoft doesn't find a legitimately purchased copy of PowerPoint on your computer, then you won't be able to download templates.)

4. **In the validation message box, click Continue.**

Microsoft checks out your copy of PowerPoint. If it passes muster, a Downloading Template message appears briefly, after which PowerPoint displays a new presentation file based on the template you selected.

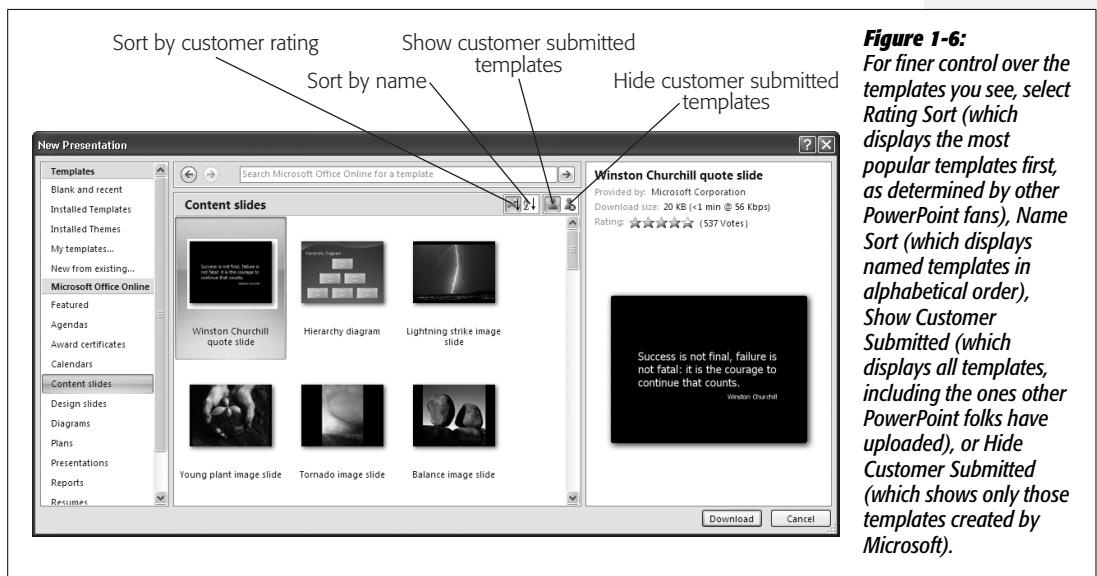


Figure 1-6: For finer control over the templates you see, select **Rating Sort** (which displays the most popular templates first, as determined by other PowerPoint fans), **Name Sort** (which displays named templates in alphabetical order), **Show Customer Submitted** (which displays all templates, including the ones other PowerPoint folks have uploaded), or **Hide Customer Submitted** (which shows only those templates created by Microsoft).

The rest of this chapter shows you how to add text and change the look of your newly created presentation.

NOSTALGIA CORNER

Out with Color Schemes, In with Themes

Earlier versions of PowerPoint let you customize your presentations using *design templates* and *color schemes*.

But in PowerPoint 2007, your customization choices have changed: now you're working with *templates* and *themes*.

- **Templates** in PowerPoint 2007 are similar to the design templates found in pre-2007 versions. A template is any presentation you plan to reuse. You tell PowerPoint—and remind yourself and your coworkers—that you plan to reuse it by saving it in the special template file format, .potx. Templates typically define custom slide layouts and, in some cases, generic content. Every template has a theme.
- **Themes** in PowerPoint 2007 are more accurately referred to as Office Themes, since you can use the same .thmx theme files in Microsoft Word and Microsoft Excel as you can in PowerPoint. A theme tells PowerPoint what color to use for your slides' titles, subtitles, body text, background, and so forth. It also describes which fonts and graphic effects to use; for example, some themes automatically add shadows to title text and blurring to the shapes you add to your slides.

From an existing (built-in) theme

If you know which theme you want to apply to the new presentation you're creating, then you can save a click or two by applying it when you create the presentation file. (The alternative is to create the presentation file and *then* apply the theme, as described on page 33.)

Note: PowerPoint only lets you apply PowerPoint-supplied themes when you create a presentation. If you've created your own theme or downloaded one from the Web, then you need to create your presentation first and *then* apply the theme (see page 33).

To create a new presentation based on one of the themes that comes with PowerPoint:

1. **Select Office button → New.**

The New Presentation window appears.

2. **On the left side of the New Presentation window, click Installed Themes.**

Several theme thumbnails appear in the middle of the New Presentation window.

3. **Click a theme to select it.**

A larger version of the theme appears in the preview area (the right side) of the New Presentation window.

4. Click Create.

The New Presentation window disappears and you see a new presentation based on the theme you selected. Figure 1-7 shows you an example.

Tip: Instead of clicking a theme and then clicking Create, you can save a step by simply double-clicking the theme.

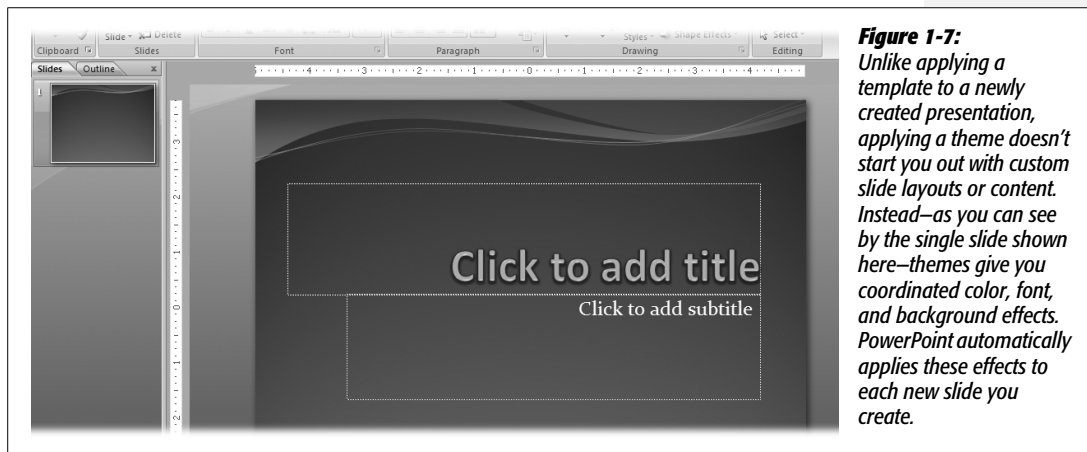


Figure 1-7: Unlike applying a template to a newly created presentation, applying a theme doesn't start you out with custom slide layouts or content. Instead—as you can see by the single slide shown here—themes give you coordinated color, font, and background effects. PowerPoint automatically applies these effects to each new slide you create.

From an existing presentation

If you've already got a presentation on your computer—created in any version of PowerPoint—then you can load that presentation into PowerPoint 2007 and use it as the basis of a new presentation.

You've got two options for loading an existing presentation: the Existing Presentation window, which is a good choice if you've never used PowerPoint before; and the Open window, which is handy if you're familiar with PowerPoint.

Note: A third, quickie alternative exists for creating a new presentation from an existing one—but this alternative works only if you've recently edited the existing presentation. To try it out, click the Office button and then, from the list of Recent Documents that appears, choose an existing document. After PowerPoint opens the document, immediately save it (Office button → Save As) with a different name.

The New from Existing Presentation window

If you're new to PowerPoint, then you'll appreciate the New from Existing Presentation window, which simplifies the process of opening an existing presentation. And unlike using the Open window, using the New from Existing Presentation window automatically generates a new file name, so you don't have to worry about accidentally overwriting your original presentation.

To create a presentation using the New from Existing Presentation window:

1. Select Office button → New.

The New Presentation window appears.

2. Click “New from existing.”

The New from Existing Presentation window appears.

3. Select the file you want to open, as described in Figure 1-8, and then click Create New.

The New from Existing Presentation window disappears, and the presentation you selected appears in your PowerPoint workspace. PowerPoint gives the presentation a new, generic name (PowerPoint2, PowerPoint3, and so on) to remind you to rename the file before you save it. (Page 46 shows you how to rename files.)

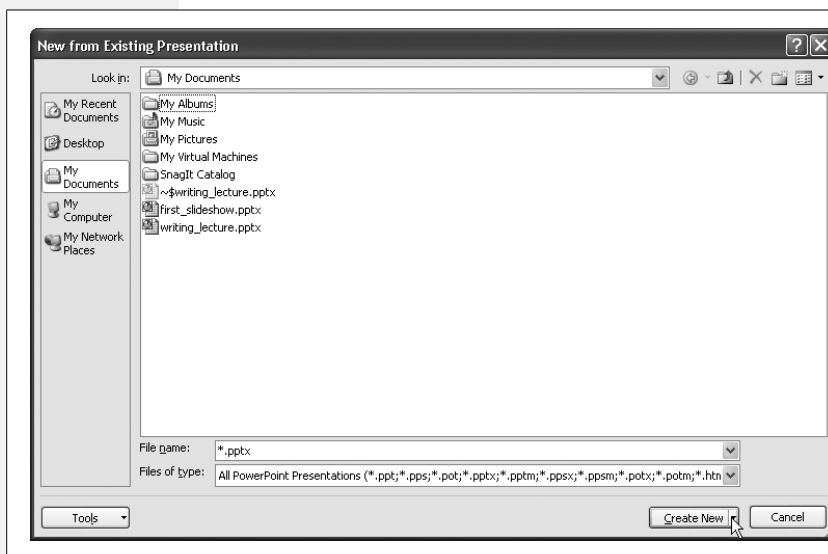


Figure 1-8: To browse your computer for an existing PowerPoint file, either click the folder icons you see on the left side of the window, or click the “Look in” drop-down menu. When you see the PowerPoint file you’re looking for, click it to select it. Then click Create New to load it into PowerPoint under a new name.

Note: Creating a new presentation from an old one is very similar to creating a new presentation from a template, as you saw on page 22.

The Open window

The Open window gives you more options for opening an existing presentation than the New from Existing window does. You’ll find these options useful in certain situations, such as when you want to protect an existing presentation by opening it in read-only mode, read through all the slides to make sure it’s the one you want, and *then* save a copy.

To open an existing presentation using the Open window:

1. Choose Office button → Open (or press Ctrl+O).

The Open window shown in Figure 1-9 appears.

2. Select the file you want to open, either by clicking the folder icons you see on the left side of the window, or by clicking the “Look in” drop-down menu. When the PowerPoint file you’re looking for appears in the list, click it to select it.

Tip: To see a preview of each file on the right side of the Open window as you select it, click the Open window’s Views icon (Figure 1-9) and select Preview.

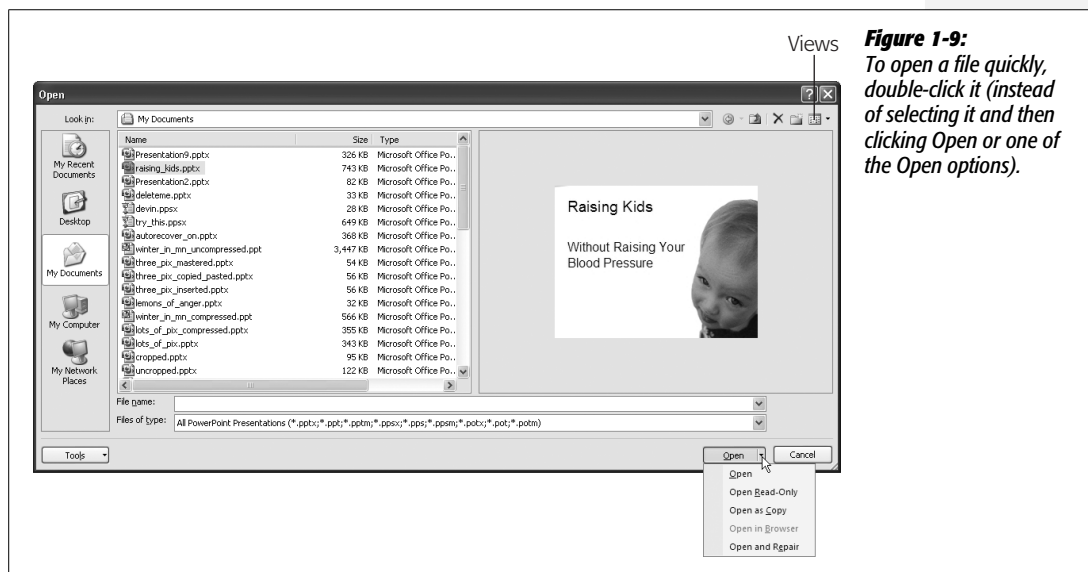


Figure 1-9: To open a file quickly, double-click it (instead of selecting it and then clicking Open or one of the Open options).

3. Choose one of the following options:

- **Open.** Opens the selected file.
- **Open → Open Read-Only.** Opens a protected version of the file that lets you make changes to the presentation, but doesn’t let you save them unless you specify a new filename.
- **Open → Open as Copy.** Opens the presentation file, but renames it *Copy(1)filename.pptx*.
- **Open → Open in Browser.** Opens the selected HTML file in Internet Explorer (or your default browser).
- **Open → Open and Repair.** Tells PowerPoint to fix a corrupted file before it tries to open it.

The file you selected appears in your PowerPoint workspace.