

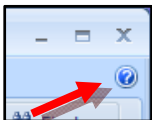
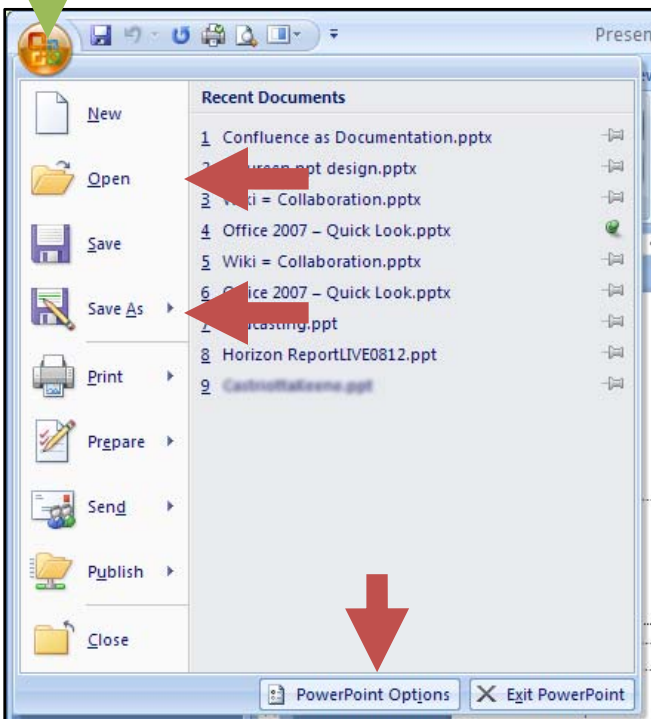
PowerPoint 2007 Quick Reference for Instructor Stations



File Actions are located under the Office button.

Includes:

- **Open** (Use the PushPin icon to lock a file onto Recent Documents listing).
- **Save** (or use the **diskette** icon to the right of the Office button) or **Save AS**
- **Close**
- **Print**
- **Options** (Preferences)



HELP icon resembles a “?” and is located in the upper right corner.



Mini-Toolbar - right click on highlighted text or object.

IEWS and the **ZOOM slider** are located in the bottom right corner. **View Slide Show** is last view icon.



Looking for?	Look here (Ribbon name, Group Name)
SLIDE SHOW	
Start Slide Show from 1 st Slide	Slide Show, Start Slide Show (or press F5)
Start Slide Show from Current Slide	Slide Show, Start Slide Show, From Current Slide
ANIMATIONS AND TRANSITIONS	
Custom Animation / Animation Side Panel	Animations, Animations, Custom Animation
Transitions	Animations, Transitions
GENERAL	
New Slide and Slide Layout	Home, Slides
Cut, Copy, or Paste	Home, Clipboard
Date, Time, Slide Number	Insert, Text
Math	Insert, Object, new, Microsoft Equation 3.0
Special Characters	Insert, Text, Symbol
HEADERS AND FOOTERS	
Headers/Footers	Insert, Header & Footer
Header Edit (Footer is similar)	Double click inside that area to activate it and then edit as appropriate.
Header Close (Footer is similar.)	Double click inside slide.
VISUALS AND MEDIA	
SmartArt (make points show as shapes)	Insert, Illustrations
Movies, Sounds	Insert, Media Clips
Link to Web Site	Insert, Links, Hyperlink
Drawing Shapes (arrows, boxes, etc.)	Home, Drawing, Shapes
SPECIAL TOOLS	
Spelling /Thesaurus	Review, Proofing (spell checker F7 still works)
Slide Masters	View, Presentation Views, Slide Masters