

# Getting Started with PowerPoint

**T**he first step of any journey through PowerPoint is to start up the program and either create a new presentation or open an existing presentation. Obviously, you can't do anything in PowerPoint until you launch the program.

In this chapter, we talk about some methods you can use to launch PowerPoint and how you can immediately begin to create a new presentation. We also show you how to save a presentation after you've created it and safely exit the program.

Note that, at this point, we assume that you have installed either the entire Microsoft Office 2007 suite or just Microsoft Office PowerPoint 2007. If you need to perform an installation, refer to the user documentation accompanying your installer CD for installation instructions.

## Chapter 1

### Get ready to . . .

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## Start PowerPoint Using the Start Menu

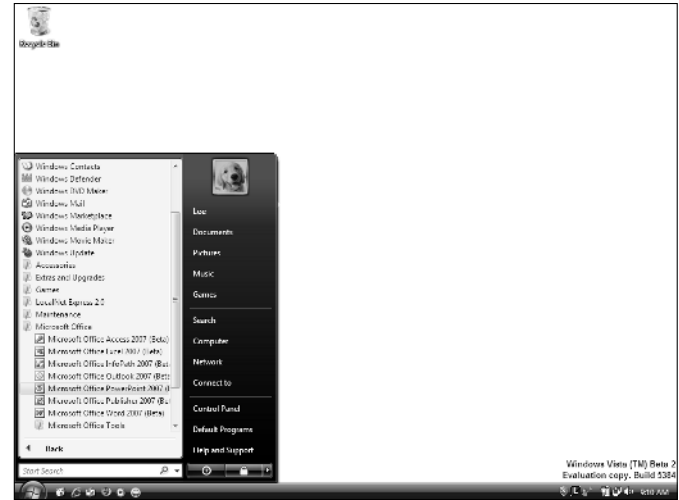
1. Start your computer and log on to Windows if your computer is not on.
2. Choose Start→All Programs→Microsoft Office →Microsoft PowerPoint 2007 (see Figure 1-1). Microsoft PowerPoint opens, and you're ready to create a new slide presentation or open an existing presentation.

## Start PowerPoint Using Keyboard Shortcuts

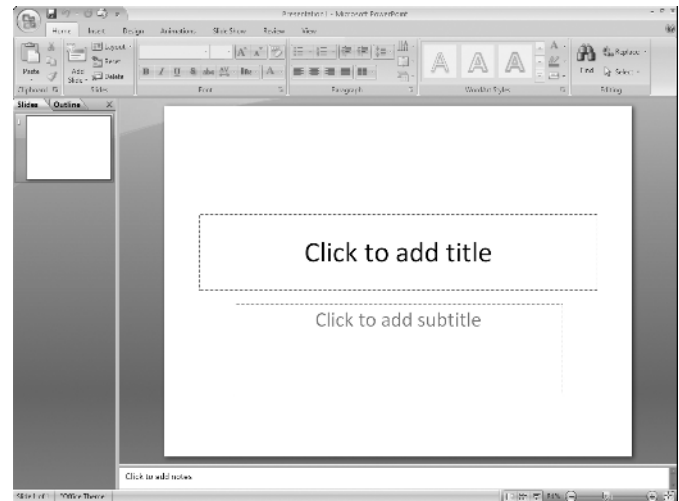
1. Hold the Ctrl key down and press Esc.
2. Press the P key on your keyboard to select All Programs.
3. Press right, left, up, and down arrows to navigate through the menu commands and folders until you arrive at Microsoft PowerPoint 2007.
4. Press Enter to launch PowerPoint, and the PowerPoint default window appears (see Figure 1-2).



You can also create a program shortcut on your desktop. Locate Microsoft PowerPoint 2007 on your Start menu and right-click the PowerPoint application icon to open a context menu. Choose Send To→Desktop (Create Shortcut). The program shortcut is created on your desktop. Just double-click the shortcut icon and PowerPoint launches.



**Figure 1-1:** Open the Start Menu and choose Programs→Microsoft Office→Microsoft PowerPoint 2007.



**Figure 1-2:** The PowerPoint window.

## Open a Saved Presentation

1. Launch PowerPoint.
2. Click the Microsoft Office button and choose Open (see Figure 1-3). Alternately, you can press Ctrl+O to open the Open dialog box.
3. Using the Look-in drop-down menu, navigate to your hard drive and locate the folder where you have a saved presentation.



If you previously worked on PowerPoint files, a list of Recent Documents appears in the Microsoft Office menu to the right of the menu commands. Select a file in the list and it opens in PowerPoint.

4. Choose List from the View drop-down menu to display slide presentations in a list (see Figure 1-4).
5. Click a presentation to select it.



If you want to open multiple presentations, press the Ctrl key and click each presentation you want to open in the Open dialog box. Click Open, and PowerPoint opens all the selected presentations.

6. Click Open, and the presentation opens in PowerPoint.

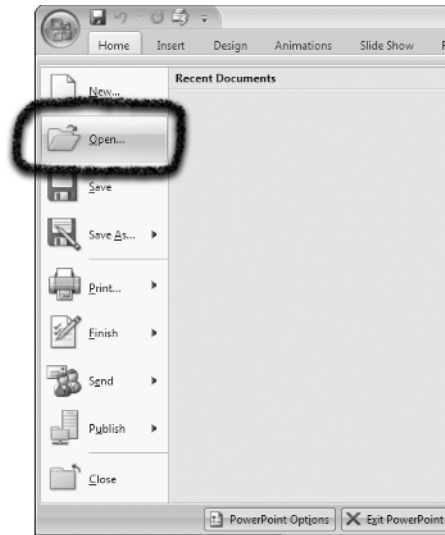


Figure 1-3: Click the File icon and choose Open

## Close a Presentation

1. Open a PowerPoint document in PowerPoint.
2. Open the Microsoft Office menu and choose Close. Be certain to not click the X appearing in the top-right corner of the Document window. If you click this X, the program quits.



Alternately, you can choose File→Close to close the document. After closing a file, PowerPoint remains open and ready for you to create a new presentation or open another presentation.

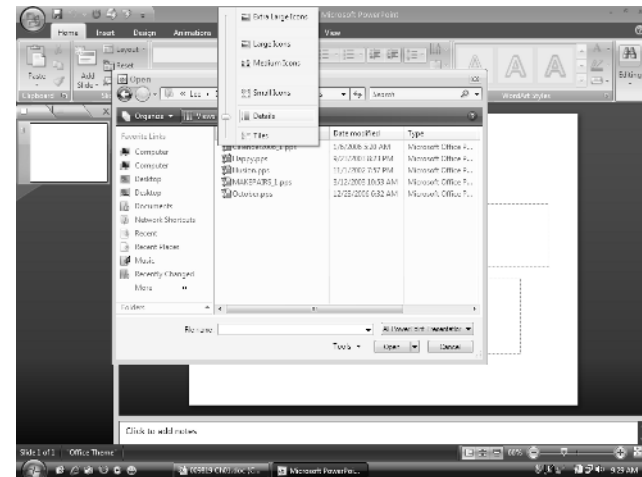


Figure 1-4: Click the View icon and choose List to show the files in a list

### Create a Presentation

1. Open PowerPoint.
2. Click File to open the drop-down menu.
3. Click New to open the New Presentation Wizard (see Figure 1-5).



Alternately, you can press Ctrl+N, and PowerPoint opens a blank new slide. If you want to begin working on a new presentation, start with the document that appears when you press Ctrl+N or double-click the Blank Presentation icon.

4. In the New Presentation task pane (see Figure 1-5), select one of the following options to create a presentation:
  - **Installed Templates:** Click Installed Templates to display all the templates installed with PowerPoint that reside locally on your computer (see Figure 1-6).
  - **Microsoft Office Online:** Click any one of the categories listed below Microsoft Office Online to display templates that you can download from Microsoft. For standard PowerPoint presentations, click the Presentations link and click a subcategory in the middle pane in the New Presentation Wizard.
5. To create a blank presentation, double-click the Blank Presentation icon in the New Presentation Wizard.

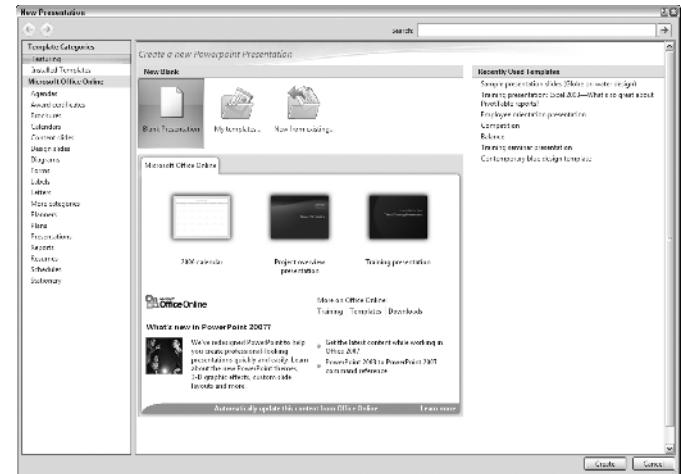


Figure 1-5: Click File and click New to open the New Presentation task pane

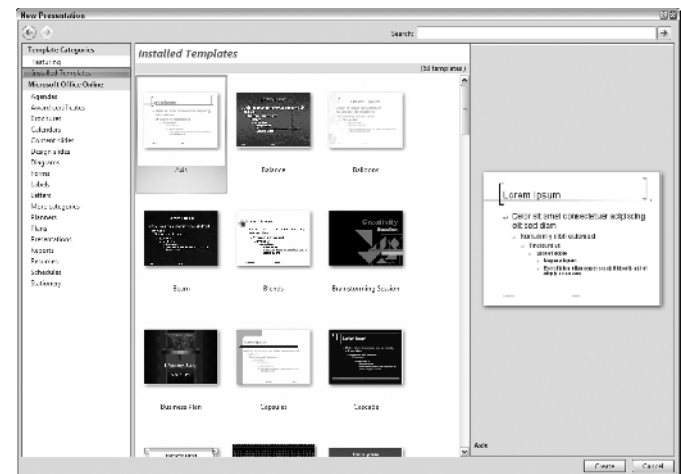


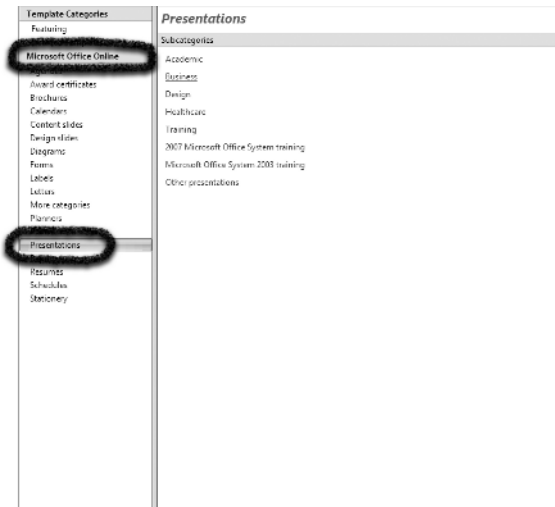
Figure 1-6: Click Installed Templates to browse the templates installed with PowerPoint

## Create a Presentation Based on a Template

1. Open PowerPoint.
2. Click File to open the drop-down menu.
3. Click New.
4. Click Presentations under the Microsoft Office Online category (see Figure 1-7).
5. Click Business in the right pane on the New Presentation Wizard.
6. Click a Business template (see Figure 1-8).
7. Click Download.



The template comes with a rating, tallied from user votes, displayed in the lower right corner. When you click Download, the template downloads from Microsoft's Web site and opens in PowerPoint.



**Figure 1-7:** Click Presentations in the left pane in the New Presentation Wizard to display a list of presentation categories in the right pane



**Figure 1-8:** Click a template thumbnail in the middle pane to activate the Download button.

## Change a Design Template

1. In PowerPoint, open a slide presentation (click File and choose Open).
2. Click the Design tab (see Figure 1-9).
3. Click the More down arrow to open the All Themes window.
4. Move the mouse cursor to a built-in template for your new design (see Figure 1-10).

PowerPoint provides templates from the following choices:

- **Search Office Online:** Provides additional templates you can choose from PowerPoint Templates hosted on Microsoft's Web site.
- **Browse For Themes:** Opens the Choose Theme or Themed Document dialog box, where you can browse your hard drive for themes not shown in the All Themes window.
- **Save Theme:** Provides an option to save the current selected theme as a new theme to the Document Themes folder. You can use the new Theme in a later design without disturbing the original Theme.



Clicking a thumbnail changes the current theme to the new theme. You can also examine a theme applied to the current slide by placing the mouse over a thumbnail in the Built-in themes window without clicking the mouse button. As you move the mouse cursor over theme thumbnails, the current slide in view changes background theme designs respective to the mouse position.

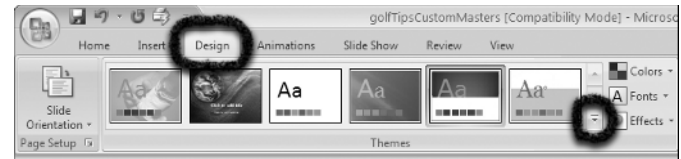


Figure 1-9: Click the Design tab to open the All Themes window



Figure 1-10: Click a built-in thumbnail to change the theme

- Click the template thumbnail for the design you want (see Figure 1-11).



After clicking a new theme, the slide in view changes the background to the selected theme, and the All Themes window closes. The new theme thumbnail appears in the Design tab.

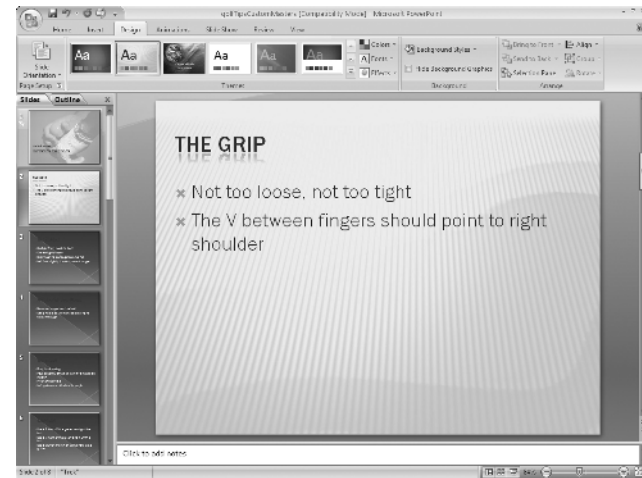
- Open a context menu. Right-click the mouse button on the new theme located in the Design tab.
- Choose Apply To All Slides from the drop-down menu (see Figure 1-12).



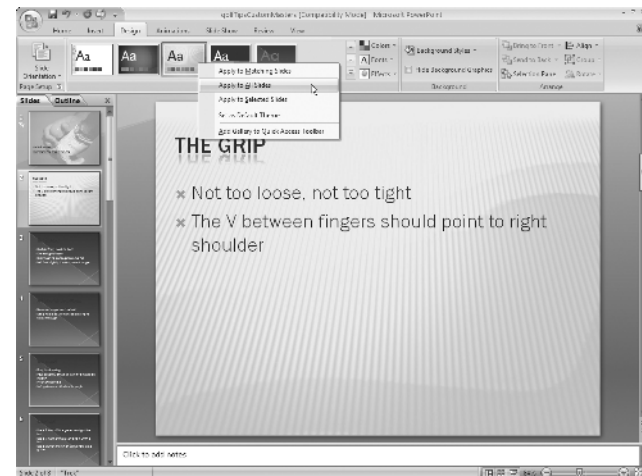
The new current theme is applied to all slides in your presentation having the same slide master. Note that if you have a different master for the opening slide, the changes won't apply to the opening slide master.

PowerPoint offers several menu commands in the context menu. You can choose from

- **Apply To Matching Slides:** Applies the selected theme to all slide masters matching the selected slide.
- **Apply To Selected Slides:** Applies the new theme to just the slides you selected in the Slides pane.
- **Set As Default Theme:** Choose this menu command, and each time you create a blank new presentation, the default theme will be the one you target as the new default.
- **Add Gallery To Quick Access Toolbar:** Adds a drop-down menu in the Quick Access Toolbar, where a pull-down menu displays all the theme thumbnails.



**Figure 1-11:** Click the template thumbnail for your new slide design, and the selected design is applied to the slide in view



**Figure 1-12:** Open a context menu (right-click the mouse button) and select Apply To All Slides; the new design is applied to all slides having the same master

## Change the Opening Default View

1. Open PowerPoint and click the Design tab.



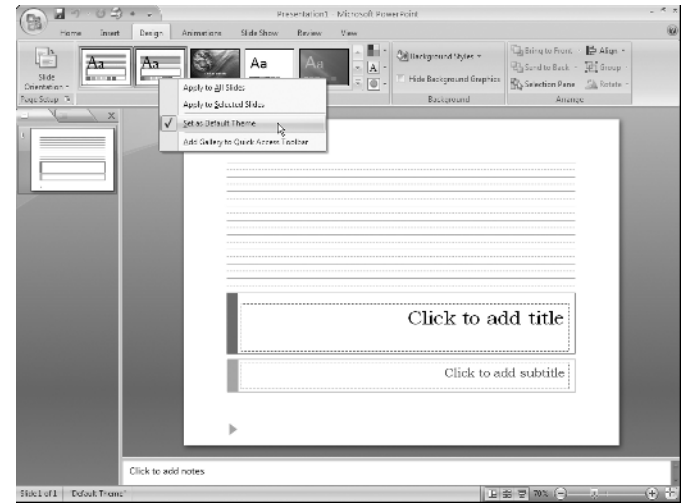
When you open PowerPoint, the current default theme is used on a blank new slide. If no slide appears in the PowerPoint window, open the Microsoft Office drop-down menu and choose New. Double-click the Blank Presentation icon to open a slide with the current default theme. (You can't change a theme to a new default without at least one slide appearing in the PowerPoint window.)

2. Open a context menu on the new theme you want to appear as your new default.



If the theme you want to use doesn't appear in the Design tab, click the More down arrow to open the All Themes window. Select a new theme, and the theme thumbnail moves to the Design tab. At this point, you can open a context menu on the thumbnail.

3. Select Set As Default Theme (see Figure 1-13).
4. Quit PowerPoint. Press Alt+F4 or click the Microsoft Office icon and choose Exit PowerPoint at the bottom of the drop-down menu.
5. Relaunch PowerPoint. A new blank slide appears with your new default theme design.



**Figure 1-13:** Choose Set As Default Theme from a context menu to change the default theme



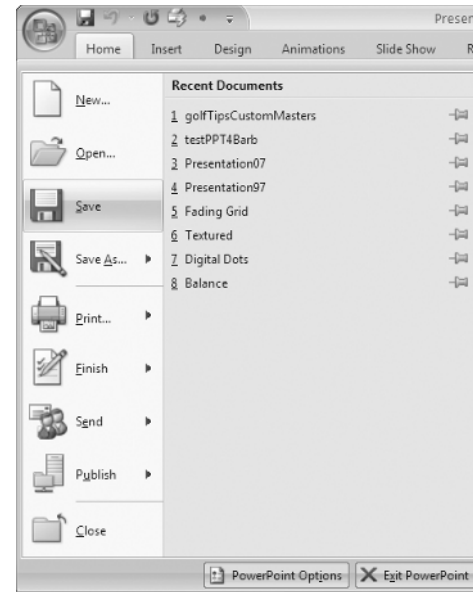
## Save a Presentation

1. Create a new blank presentation or a presentation from a design template.
2. Click Save in the Quick Access Toolbar or open the Microsoft Office menu and choose Save (see Figure 1-14). The Save As dialog box appears.



Note that you can also click the File icon to open the File drop-down menu and choose Save or press Ctrl+S. PowerPoint opens the Save As dialog box the first time you save a file and prompts you for a filename and a folder location.

3. Name your file by typing a name in the File Name text box and locate a folder where you want to save the file.
4. Click Save to save the file.



**Figure 1-14:** Click the Save tool or choose Save from the Microsoft Office menu

## Change Save Options

1. Open a presentation in PowerPoint.
2. Click File in the Quick Access Toolbar to open a drop-down menu.
3. Click the right-pointing arrow adjacent to the Save As command to open a submenu.
4. Click PowerPoint 97-2003 Format (see Figure 1-15).
5. Type a name, select a folder location, and click Save.



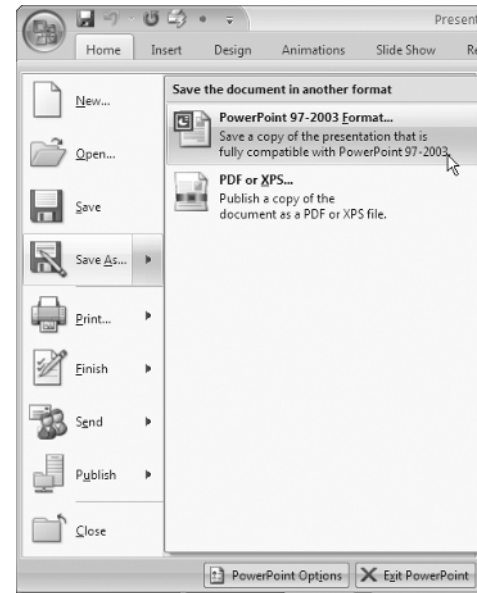
You can't open PowerPoint 2007 files in earlier versions of PowerPoint. To make the presentations compatible with earlier versions, choose the PowerPoint 97-2003 format.

## Exit PowerPoint

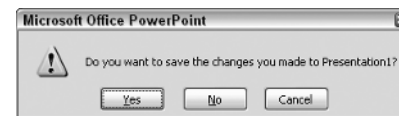
1. Click the Close box in an open presentation document.
2. If you haven't saved the file since your last edit, PowerPoint prompts you with a dialog box to save your changes before the file closes (see Figure 1-16).
3. Click Yes to save your last edits. Click No to exit PowerPoint if you want to quit without saving your changes.



Alternately, you can press Alt+F4 to exit PowerPoint.



**Figure 1-15:** Choose PowerPoint 97-2003 to save a presentation that can be opened in earlier versions of PowerPoint



**Figure 1-16:** Click Yes to save your last edits before exiting PowerPoint or No to ignore edits made since the last save