

New User Interface

Office 2007, like Word and Excel does away with the traditional drop down menus of versions past. Instead, Microsoft decided to go with a completely new user interface dubbed “fluent”. Included within this new interface are three main pieces:

- a.) The Ribbon
- b.) Office Button
- c.) Quick Access Toolbar



Depending on what you are currently doing to your presentation, you will click on the various tabs: home, insert, design, animations, slide show, review, and view to edit your presentation. The idea here is to make you work efficiently and effectively by placing all editing options only one or two mouse clicks away.

The Office Button is present in all Office applications as well. This is as close to a drop down menu as you can get.



This button will allow you to save, open, print or close the current presentation you are working on.

Status Bar

The status bar has changed somewhat when compared to previous versions of Office:



The “Start Slideshow” option has now been moved to the right side of the status bar. You also have a handy zoom feature which allows you to either zoom in or out by grabbing the slider button.

Themes

With themes, you can change the entire look of your presentation with the click of a button:



Roll over any of the theme options and see how it will change your current slide. Simply click the one you like and it will change your entire slideshow. These themes carry through all the Office 2007 applications which makes it much easier to share content.

Slide Types

When you inserted a new slide into a PowerPoint 2003 presentation, you had a myriad of choices. In PowerPoint 2007, the different types of slides have been collapsed into one.



In the middle of the new slide, you are able to select the type of content you would like to add. Simply click on one of the various icons, and you can add pictures, tables, video, and graphs. Once you begin typing in the new slide, the other elements of the slide will disappear.

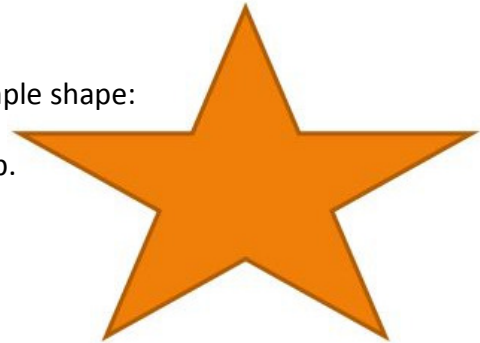
Graphic Effects

Specific graphic features include: New effects for graphics like 3-D, shadow, glow, warp, bevel, and more!

To give you an idea of how this works, we can create a simple shape:

Once you have created your shape, click on the Format tab.

You will then be presented with the following options:



Use the shape effects option to change the bevel and 3D rotation. You can also change the Fill and Outline options if you so desire. When you are finished, you should have a professional looking 3D shape:



Some of the information used to create this handout was collected from the following websites:

<http://blogs.msdn.com/powerpoint/>

<http://www.echosvoice.com/2007.htm>