



PowerPoint 2007



Disclaimer:

George Mason University's Division of Instructional Technologies has taken every effort to ensure the accuracy of the Crosswalk. If you should discover any discrepancies, please notify us immediately.

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About Crosswalks:

These handouts are designed for users who are planning to transition from MS Office 2003 to MS Office 2007. Crosswalks show users the location of most Office 2003 commands in Office 2007. A basic knowledge of Office 2003 is recommended when referring to the Crosswalks.

This Crosswalk is available to download and print from <http://transition.gmu.edu/cross.html>

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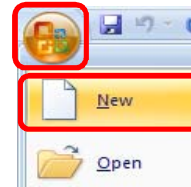
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File Menu

2003 Version

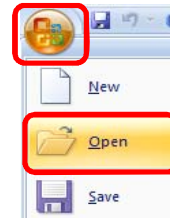
2007 Version

- 1 New
File -> New



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **New**.

-
- 2 Open
File -> Open

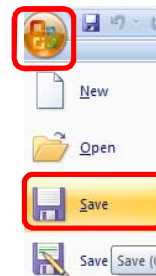


- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Open**.

-
- 3 Close
File -> Close

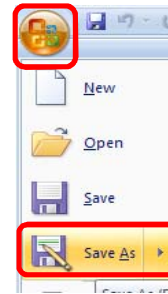
- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Close**.

-
- 4 Save
File -> Save



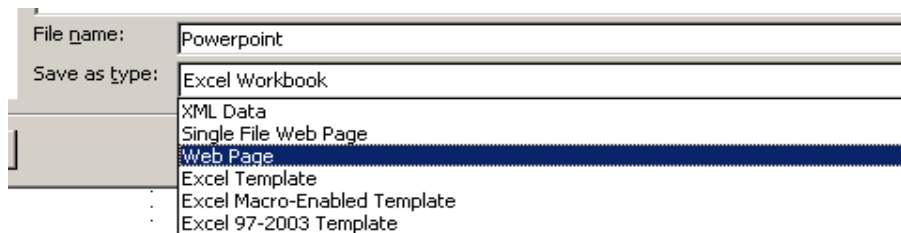
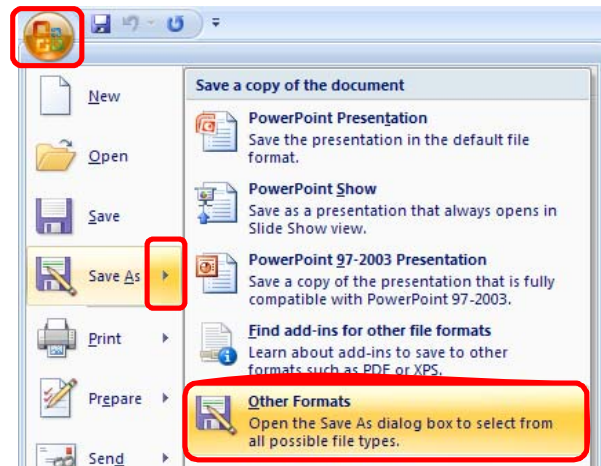
- ➔ Click on the **Microsoft Office Button**.
 - ➔ Click on **Save**.
- Or, Click on the **Save** icon in the **Quick Launch Toolbar**.

5 Save As...
File -> Save As...



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Save As**.

6 Save As a Web Page
File -> Save As Web Page

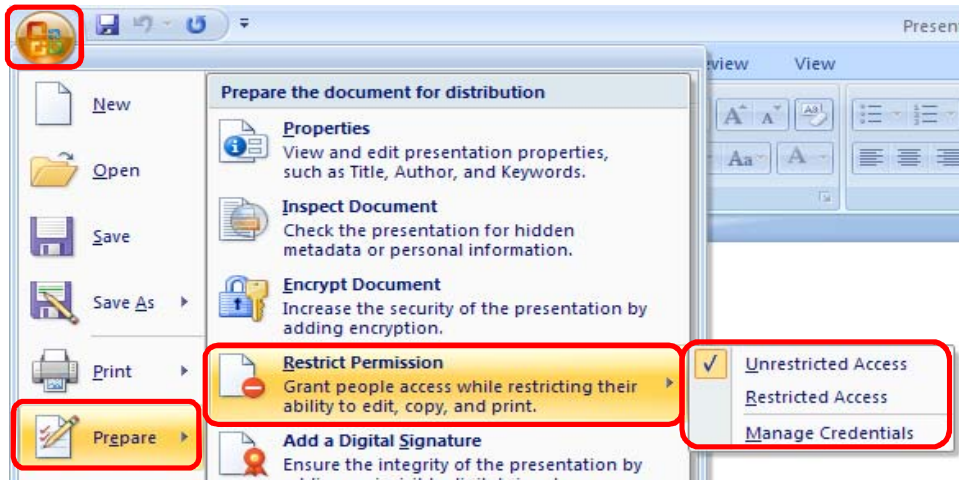


- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on the **Arrow** next to **Save As**.
- ➔ Click on **Other Formats**.
- ➔ In the **Save As** window, under **Save as type**:
- ➔ Select **Web Page**.
- ➔ Click on **Save**.

7 File Search
File -> File Search

This feature is not available in Powerpoint 2007.

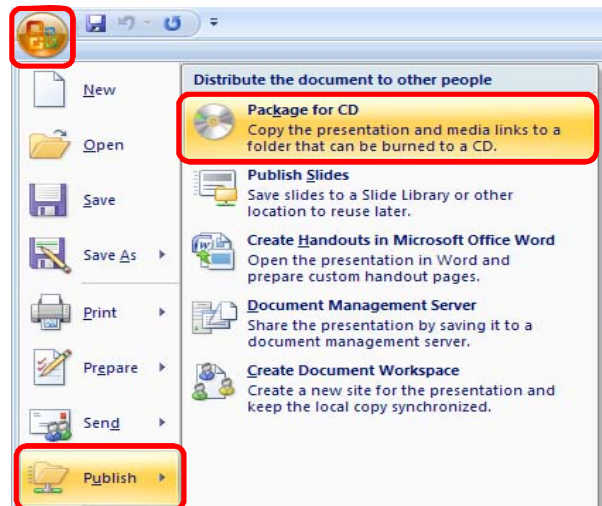
8 Permission
File -> Permission



Unrestricted Access
Do Not Distribute ...
Restrict Permission As ...

- ➔ Click on the **Microsoft Office** Button.
- ➔ Click on **Prepare**.
- ➔ Click on **Restrict Permission**
- ➔ Click on **Unrestricted Access**
- ➔ Click on **Restricted Access**
- ➔ Click on **Manage Credentials**

9 Package for a CD
File -> Package for CD



- ➔ Click on the **Microsoft Office** Button.
- ➔ Click on **Publish**.
- ➔ Click on **Package for CD**.

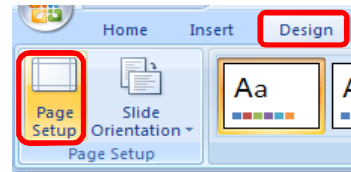
10 Web Page Preview

File -> Web Page Preview

- ➔ Click on the **Microsoft Office** Button.
- ➔ Click on **PowerPoint Options**.
- ➔ In the **PowerPoint Options** window, Click on **Customize**.
- ➔ Under **Choose Commands from:** list, Select **All Commands**.
- ➔ From the list below, select **Web Page Preview**.
- ➔ Click on **Add>>**
- ➔ Click on **OK**

11 Page Setup

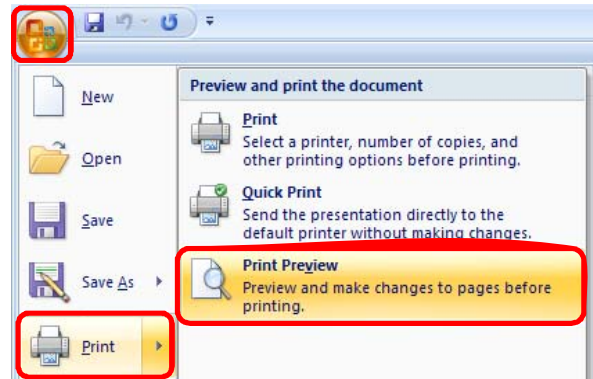
File -> Page Setup



- ➔ Click on **Design** tab.
- ➔ In the **Page Setup** group, click on **Page Setup**.

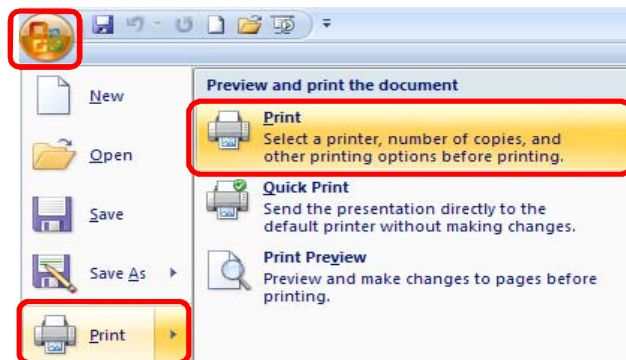
12 Print Preview

File -> Print Preview



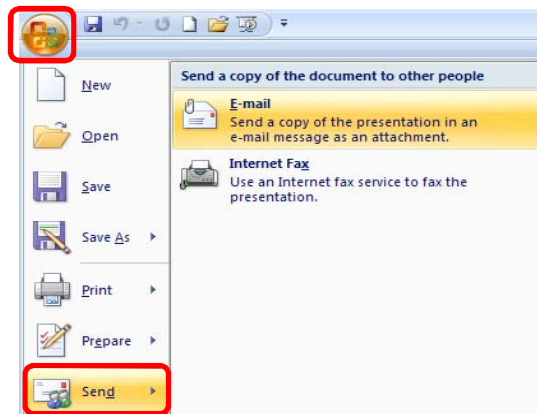
- ➔ Click on the **Microsoft Office** Button.
- ➔ Click on **Print**.
- ➔ Click on **Print Preview**.

13 Print
File -> Print



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Print**.
- ➔ Click on **Print**.

14 Send To
File -> Send To -> Mail Recipient(for Review)
File -> Send To -> Mail Recipient(as attachment)

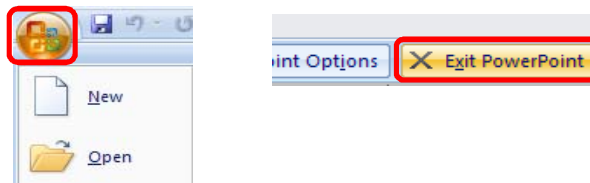


- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Send**.
- ➔ Click on **E-mail**.

File -> Send To -> Recipient using Internet Fax Service.

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Send**.
- ➔ Click on **Internet Fax**.

15 Exit
File -> Exit.



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on the **Exit PowerPoint** button.

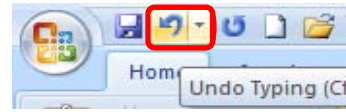
Edit Menu

2003 Version

2007 Version

1 Undo Slide Layout

Edit -> Undo Slide Layout



→ Click on **Undo** in the **Quick Access Toolbar**.

2 Redo

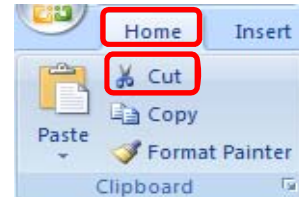
Edit -> Redo



→ Click on **Redo** in the **Quick Launch Toolbar**.

3 Cut

Edit -> Cut

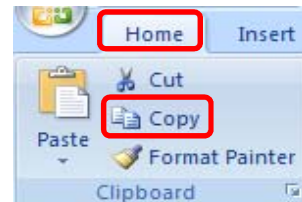


→ Click on the **Home** tab.

→ In the **Clipboard** group, Click on **Cut**.

4 Copy

Edit -> Copy



→ Click on the **Home** tab.

→ In the **Clipboard** group, Click on **Copy**.

5 Office Clipboard...

Edit -> Office Clipboard...

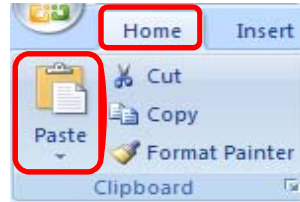


→ Click on the **Home** tab.

→ In the **Clipboard** group, Click on the **Clipboard Dialog Box Launcher**.

6 Paste

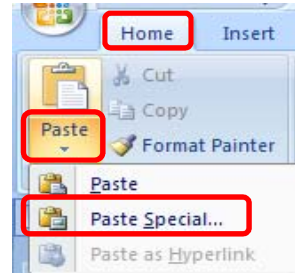
Edit -> Paste



- ➔ Click on the **Home** tab.
- ➔ In the **Clipboard** group, Click on **Paste**.

7 Paste Special...

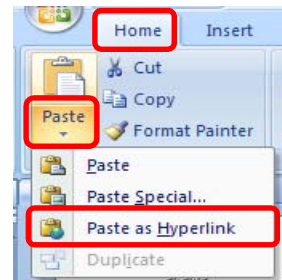
Edit -> Paste Special...



- ➔ Click on the **Home** tab.
- ➔ In the **Clipboard** group, click on the **Paste drop down menu**
- ➔ Click on **Paste Special...**

8 Paste as Hyperlink

Edit -> Paste as Hyperlink



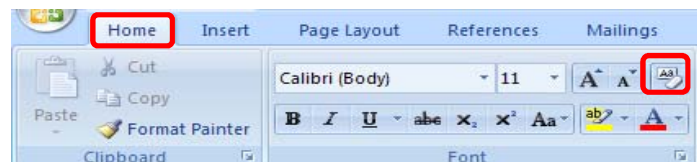
- ➔ Click on the **Home** tab.
- ➔ In the **Clipboard** group, click on the **Paste drop down menu**
- ➔ Click on **Paste as Hyperlink**

9 Clear Drop Down Menu

Edit -> Clear

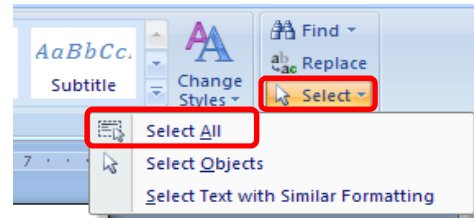
Formats

Contents



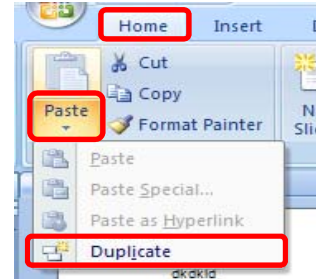
- ➔ Click on the **Home** tab.
- ➔ In the **Font** group, click on the **Clear Formatting** icon.
- ➔ Use the DELETE key to clear text or graphics.

10 Select All
Edit -> Select All



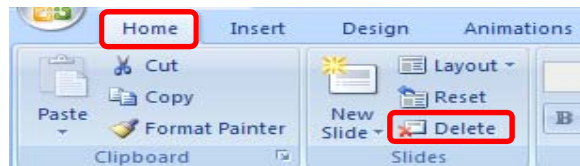
- ➔ Click on the **Home** tab.
- ➔ In the **Editing** group, click on **Select**.
- ➔ Then click on **Select All**.

11 Duplicate
Edit -> Duplicate



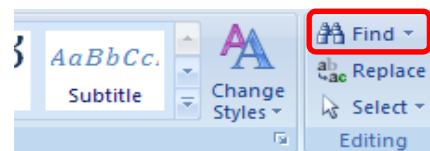
- ➔ Click on the **Home** tab.
- ➔ In the **Clipboard** group, click on the **Paste drop down menu**.
- ➔ Click on **Duplicate**.

12 Delete Slide
Edit -> Delete Slide



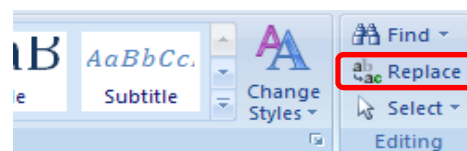
- ➔ Click on the **Home** tab.
- ➔ In the **Slides** group, click on **Delete**

13 Find...
Edit -> Find...



- ➔ Click on the **Home** tab.
- ➔ In the **Editing** group, click on **Find**.

14 Replace..
Edit -> Replace...



- ➔ Click on the **Home** tab.
- ➔ In the **Editing** group, click on **Replace**.

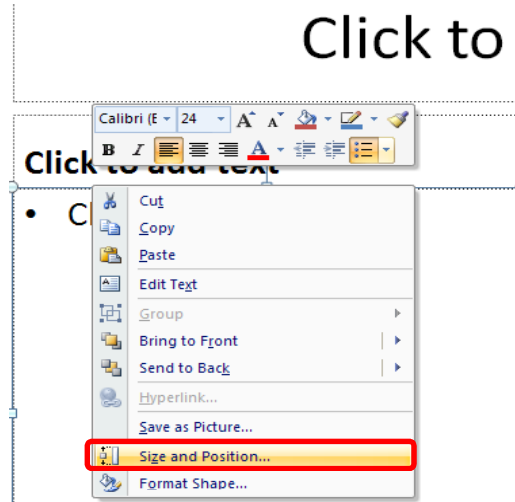
15 Go to Property

Edit -> Go to Property

- ➔ Click on the **Microsoft Office** Button.
- ➔ Click on **Powerpoint Options**.
- ➔ In the **PowerPoint Options** window, click on **Customize**.
- ➔ From the list below, click on **Go To...**
- ➔ Click on **Add >>**
- ➔ Click **Ok**.

17 Placeholder Object

Edit -> Placeholder Object



- ➔ **Right-click** on the embedded object to view options.
- ➔ click on **Size and Position...**

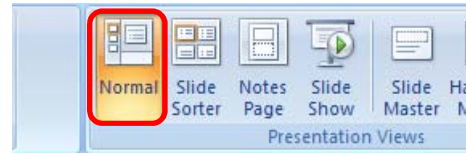
View Menu

2003 Version

2007 Version

1 Normal

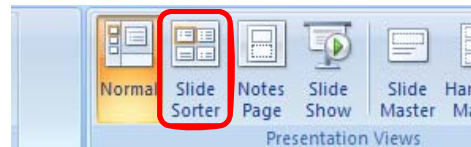
View -> Normal



- ➔ Click on the **View** tab
- ➔ In the **Presentation Views** group, click on **Normal**.

2 Slide Sorter

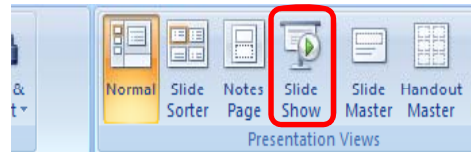
View -> Slide Sorter



- ➔ Click on the **View** tab.
- ➔ In the **Presentation Views** group, click on **Slide Sorter**.

3 Slide Show

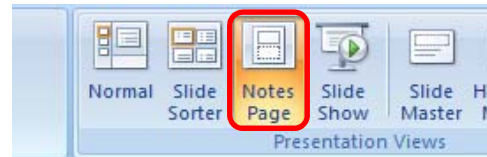
View -> Slide Show



- ➔ Click on the **View** tab
- ➔ In the **Presentation Views** group, click on **Slide Show**.

4 Notes Page

View -> Notes Page

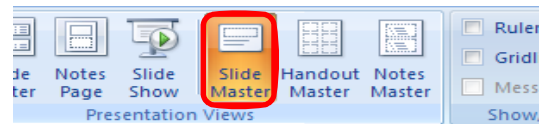


- ➔ Click on the **View** tab
- ➔ In the **Presentation Views** group, click on **Notes Page**.

5 Master

Slide Master

View -> Master -> Slide Master

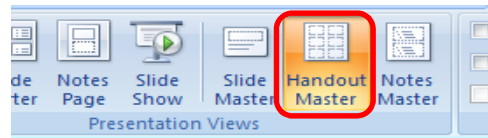


- ➔ Click on the **View** tab
- ➔ In the **Presentation Views** group, click on **Slide master**.

6 Master

Handout Master

View -> Master -> Handout Master



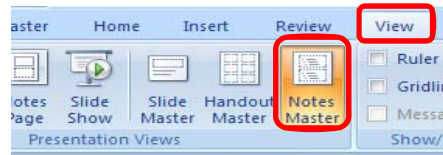
➔ Click on the **View** tab

➔ In the **Presentation Views** group, click on **Handout Master**

7 Master

Notes Master

View -> Master -> Notes Master



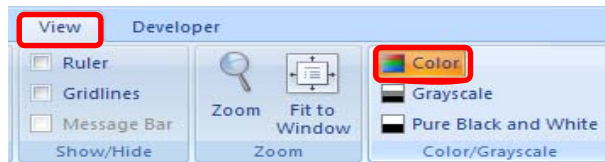
➔ Click on the **View** tab

➔ In the **Presentation Views** group, click on **Notes Master**.

8 Color/Grayscale

Color

View -> Color/Grayscale -> Color



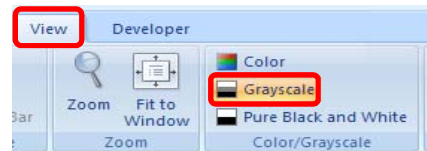
➔ click on the **View** tab

➔ In the **Color/Grayscale** group, click on **Color**.

9 Color/Grayscale

Grayscale

View -> Color/Grayscale -> Grayscale



➔ click on the **View** tab

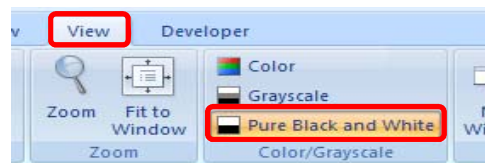
➔ In the **Color/Grayscale** group, Click on **Grayscale**.

10 Color/Grayscale

Grayscale

View -> Color/Grayscale

-> Pure Black and White



➔ Click on the **View** tab

➔ In the **Color/Grayscale** group, click on **Pure Black and White**.

11 Task Pane

View --> Task Pane

There is no Task Pane in Microsoft Word 2007

12 Toolbars

View --> Toolbars

There are no Toolbars in Microsoft Word 2007. All the features are in the Ribbon.

13 Ruler

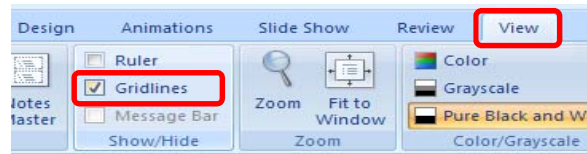
View -> Ruler



- ➔ Click on the **View** tab
- ➔ In the **Show/Hide** group, click on **Ruler**.

13 Grid and Guides

View -> Grid and Guides



- ➔ Click on the **View** tab
- ➔ In the **Show/Hide** group, click on **Gridlines**.

14 Header and Footer

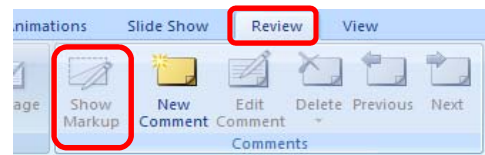
View -> Header and Footer



- ➔ Click on the **Insert** tab
- ➔ In the **Text** group, click on **Header and Footer**.

15 Markup

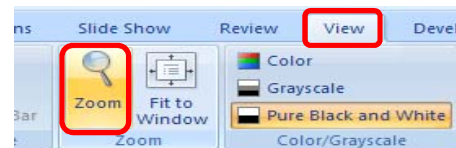
View -> Markup



- ➔ Click on the **Review** tab.
- ➔ In the **Comments** group, click on **Show Markup**.

16 Zoom

View -> Zoom



- ➔ Click on the **View** tab
- ➔ In the **Zoom** group, click on **Zoom**.

Insert Menu

2003 Version

2007 Version

1 New Slide

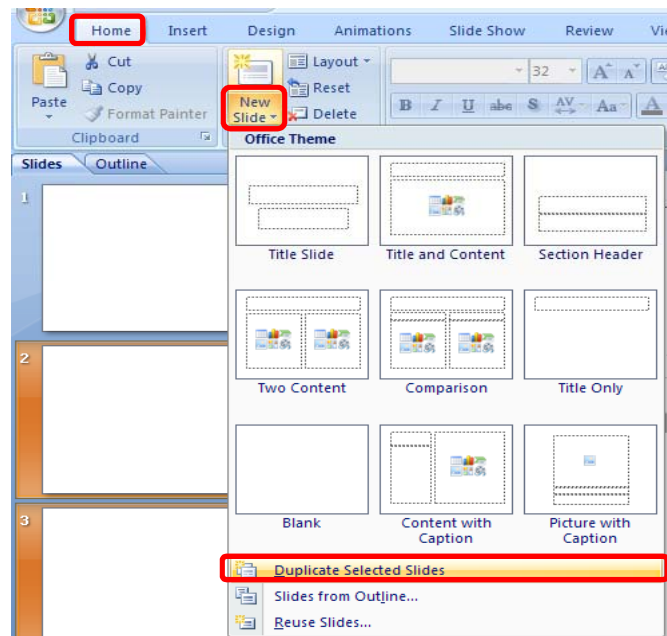
Insert -> New Slide



- ➔ Click on the **Home** tab
- ➔ In the **Slides** group, click the button above **New Slide**
- ➔ Or, click the arrow next to **New Slide** and then select a **Slide Layout**

2 Duplicate Slide

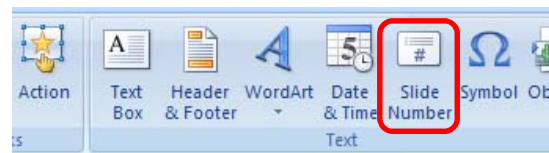
Insert -> Duplicate Slide



- ➔ In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- ➔ Select one or more slides that you want to duplicate.
- ➔ On the **Home** tab, in the **Slides** group, click **Add Slide**.
- ➔ In the layout gallery, click **Duplicate Selected Slides**.

3 Slide Number

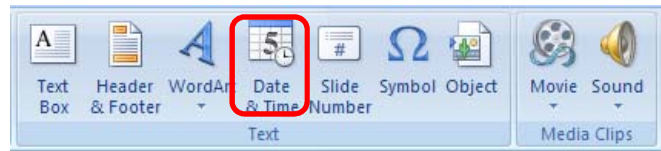
Insert -> Slide Number



- ➔ On the slide, click the placeholder or text box that you want to add the slide number to.
- ➔ On the **Insert** tab, in the **Text** group, click **Slide Number**.

4 Date and Time

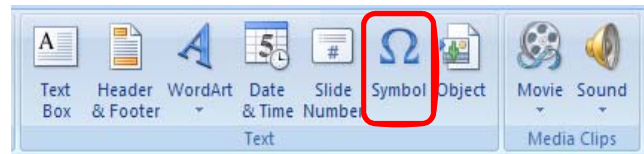
Insert -> Date and Time



- ➔ On the slide, click the placeholder or text box that you want to add the date and time to.
- ➔ On the **Insert** tab, in the **Text** group, click **Date & Time**.
- ➔ In the **Date and Time dialog box**, under **Available formats**, select the format that you want, and then click **OK**.

5 Symbol...

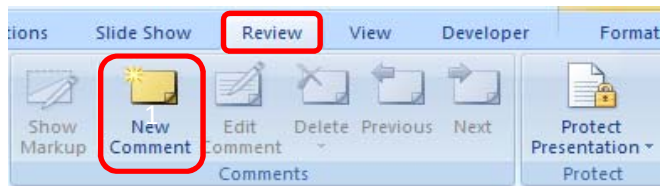
Insert -> Symbol...



- ➔ Click where you want to insert the symbol.
- ➔ On the **Insert** tab, in the **Text** group, click **Symbol**.
- ➔ In the **Symbol dialog box**, click the **Symbols** tab, and then do one of the following:
 - a. Click the symbol that you want to insert
 - b. If the symbol that you want to insert is not in the list, select a different font in the **Font** box, click the font that you want, and then click the symbol that you want to insert.

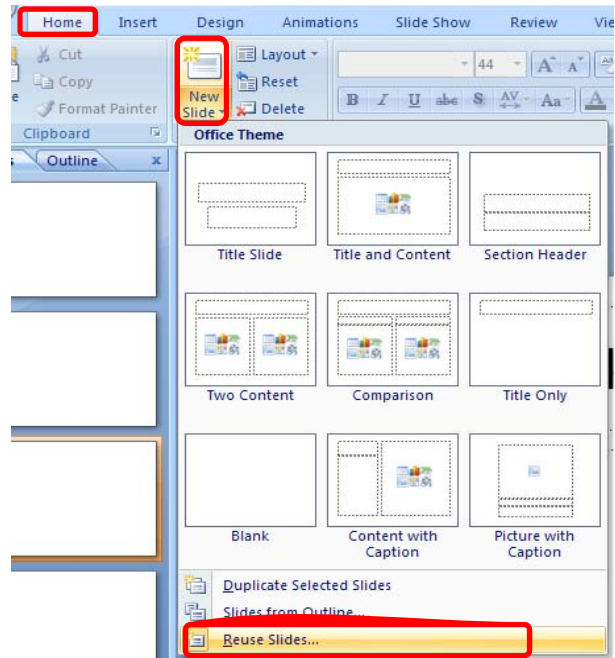
6 Comment

Insert -> Comment



- ➔ On the slide that you want to add a comment to, do one of the following:
 - a. To add a comment about text or an object on a slide, select the text or object.
 - b. To add a general comment about a slide, click anywhere on the slide.
- ➔ On the **Review** tab, in the **Comments** group, click **New Comment**.
- ➔ Type your comments, and then click outside the comment box.

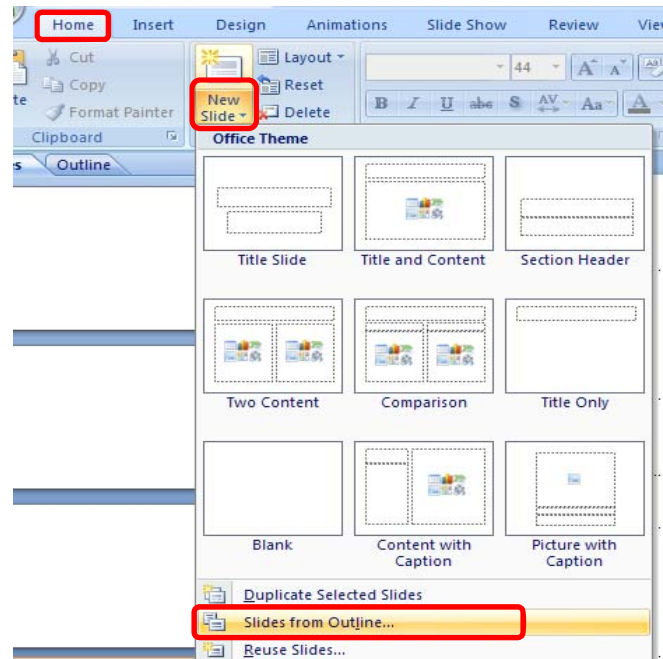
7 Slides from Files
Insert -> Slides from Files



- ➔ Open the presentation that you want to add a slide to.
 - ➔ In the pane that contains the Outline and Slides tabs, click **Slides**, and then click where you want to add a slide.
 - ➔ On the **Home** tab, in the **Slides** group, click **New Slide**, and then click **Reuse Slides**.
 - ➔ In the **Reuse Slides** pane, click **Open a PowerPoint File**. In the **Browse** dialog box, locate and click the presentation file that contains the slide that you want, and then click **Open**.
 - ➔ In the Reuse Slides pane, do one of the following:
 - a. To add a single slide, click the slide.
 - b. To add all of the slides, right-click any slide, and then click Insert All Slides on the shortcut menu.
-

8 Slides from Outlines

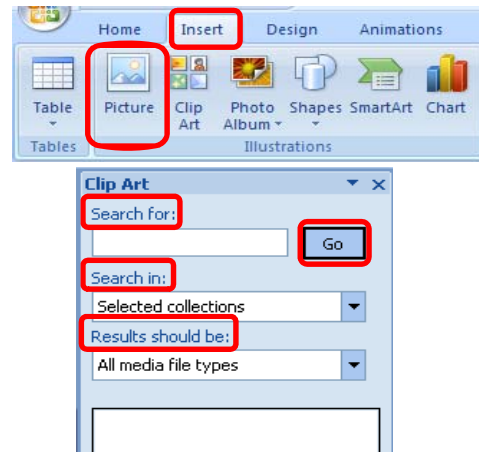
Insert -> Slides from Outline



- Open the presentation that you want to add a slide to.
 - In the pane that contains the Outline and Slides tabs, click **Slides**, then click where you want to add a slide.
 - Click **New Slide**, and then click **Slides from Outline...**
-

9 Clip Art

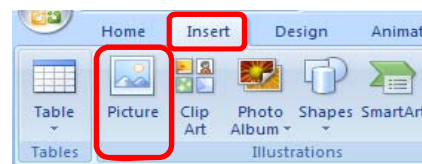
Insert -> Picture -> Clip Art



- ➔ On the **Insert** tab, in the **Illustrations** group, click **Clip Art**.
- ➔ In the **Clip Art** task pane, in the **Search for** text box, type a word or phrase that describes the clip art that you want, or type all or some of the file name of the clip art.
- ➔ To narrow your search, do one or both of the following:
 - a. To limit the search results to a specific collection of clip art, in the **Search in** list, select the check box next to each collection that you want to search.
 - b. To limit the search results to clip art, in the **Results should be** list, select the **Clip Art** check box. You can also select the check boxes next to **Photographs**, **Movies**, and **Sounds** to search those media types
- ➔ Click **Go**.

10 From File

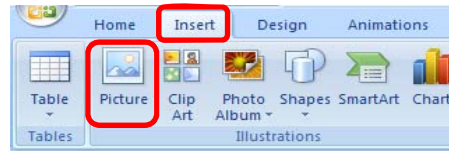
Insert -> Picture -> From File



- ➔ Click where you want to insert the picture
 - ➔ On the **Insert** tab, in the **Illustrations** group, click **Picture**. Locate the picture that you want to insert, and then double-click it. (To add multiple pictures, press and hold CTRL while you click the pictures that you want to insert, and then click **Insert**.)
-

11 From Scanner or Camera

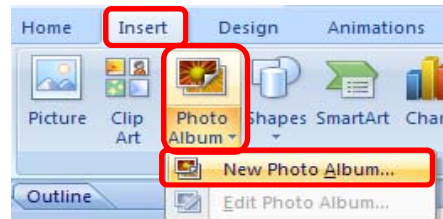
Insert -> Picture -> From Scanner or Camera



- The **From Scanner or Camera** option is not available in Office PowerPoint 2007. You can add pictures from your
- ➔ camera/scanner by downloading the pictures to your computer, and then copying them from your computer into PowerPoint.
 - ➔ Click on the **Insert** tab.
 - ➔ Click **Picture**

12 New Photo Album

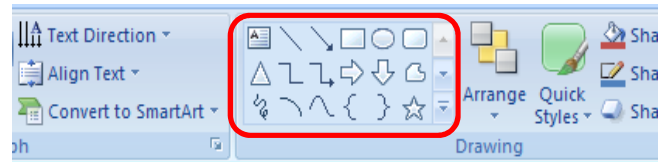
Insert -> Picture -> New Photo Album



- ➔ On the **Insert** tab, in the **Illustrations** group, click the **Photo Album** button.
- ➔ Click **New Photo Album**

13 Add Autoshapes

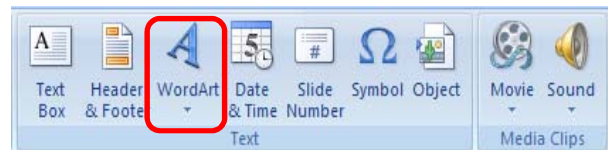
Insert -> Picture -> Autoshapes



- ➔ Click on the **Home** tab.
- ➔ In the **Drawing** group, click on the shape you want to add.

14 WordArt

Insert -> Picture -> WordArt

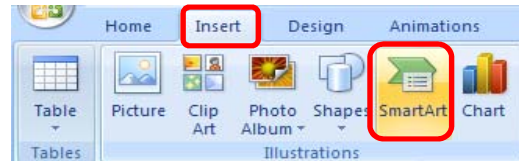


- ➔ Click on the **Insert** tab.
- ➔ In the **Text** group, click on **WordArt**, and then click the WordArt style that you want.

15 Organization Chart / Diagram...

Insert -> Picture -> Organization Chart

Insert -> Diagram...

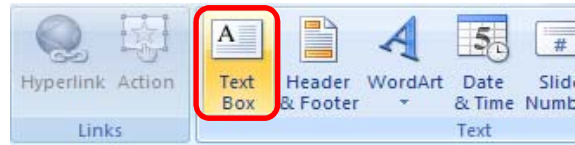


➔ Click on the **Insert** tab.

➔ In the **Illustrations** group, click on **SmartArt**.

16 Text Box

Insert -> Text Box



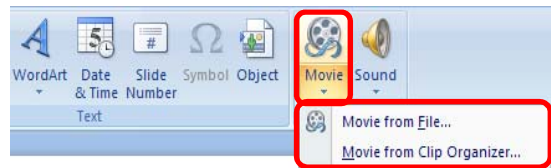
➔ Click on the **Insert** tab.

➔ In the **Text** group, click on **Text Box**.

17 Movies and Sounds

Insert -> Movies and Sounds -> Movie from Clip Organizer...

Insert -> Movies and Sounds -> Movie from File



➔ Click on the **Insert** tab.

➔ In the **Media Clips** group, click on **Movie**.

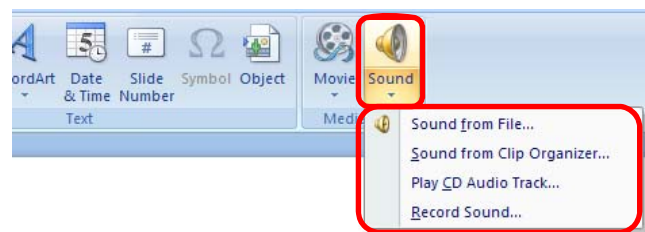
➔ Click on either **Movie from File...** or **Movie from Clip Organizer**

Insert -> Movies and Sounds -> Sound from Clip Organizer...

Insert -> Movies and Sounds -> Sound from File

Insert -> Movies and Sounds -> Play CD Audio Track

Insert -> Movies and Sounds -> Record Sound...



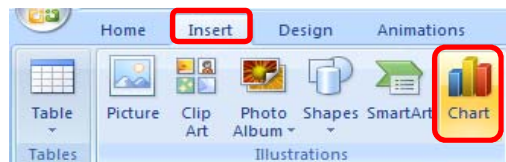
➔ Click on the **Insert** tab.

➔ In the **Media Clips** group, click on **Sound**.

➔ Click on either **Sound from File...**, **Sound from Clip Organizer...**, **Play CD Audio Track...**, or **Record Sound...**

18 Chart

Insert -> Chart



- ➔ Click on **Insert**.
- ➔ In the **Illustrations** group, click on **Chart**.

19 Table

Insert -> Table



- ➔ Click on **Insert**.
- ➔ In the **Tables** group, click on **Table**.

20 Object...

Insert -> Object...



- ➔ Click on **Insert**.
- ➔ In the **Text** group, click on **Object**.

21 Hyperlink...

Insert -> Hyperlink...



- ➔ Click on **Insert**.
- ➔ Click on **Hyperlink**.

22 Ink Annotations

Insert -> Ink Annotations

- ➔ Click on the **Review** tab.
- ➔ In the **Ink** group, click on **Start Inking**.

In the slide show view, click on the pen tool at the bottom of the screen to start Inking. If Ink marks are saved in the slide show view, go back to the Normal view and select the Ink marks. It will activate the Ink Tools option. Select the Pens tab to edit Ink marks.

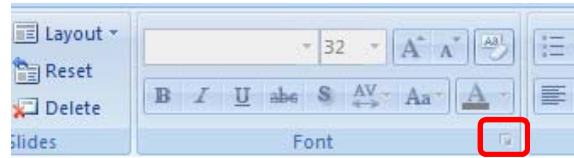
Format Menu

2003 Version

2007 Version

1 Font...

Format -> Font...

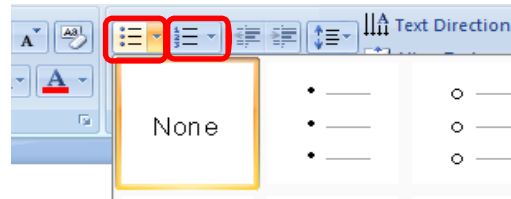


→ Click on the **Home** tab.

→ In the **Font** group, click on the **Font** dialog box launcher.

2 Bullets and Numbering...

Format -> Bullets and Numbering...



→ Click on the **Home** tab.

→ In the **Paragraph** group, click on the **Bullets** or **Numbering** drop down arrow.

→ Click on **Bullets and Numbering...**

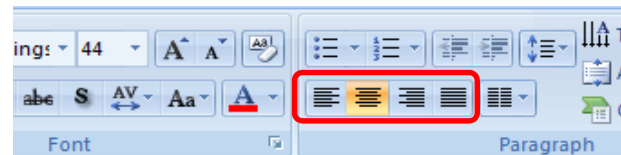
3 Alignment drop down menu

Align Left

Center

Align Right

Justify

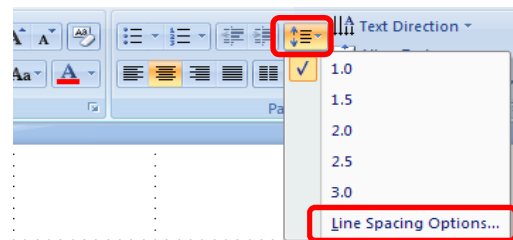


→ Click on the **Home** tab.

→ In the **Paragraph** group, click on the corresponding justification icon.

4 Line Spacing...

Format -> Line Spacing...



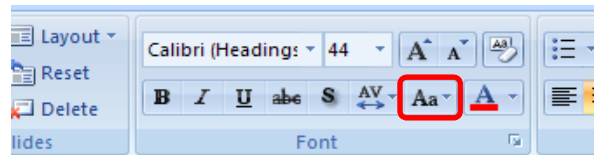
→ Click on the **Home** tab.

→ In the **Paragraph** group, click on the **Line Spacing** drop down arrow.

→ Click on **Line Spacing Options...**

5 Change Case...

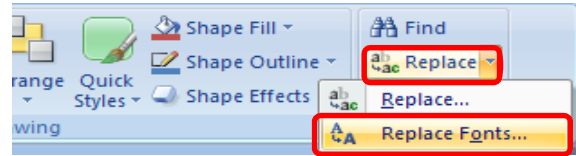
Format -> Change Case...



- ➔ Click on the **Home** tab.
- ➔ In the **Font** group, click on the **Change Case** icon.

6 Replace Fonts...

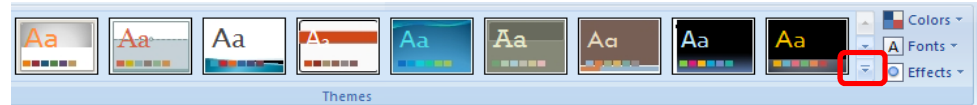
Format -> Replace Fonts...



- ➔ Click on the **Home** tab.
- ➔ In the **Editing** group, click on the **Replace** drop down arrow, and click on **Replace Fonts...**

7 Slide Design...

Format -> Slide Design...



- ➔ Click on the **Design** tab.
- ➔ In the **Themes** group, select the desired Theme.
- ➔ For more options, click on the **More Arrow**

8 Slide Layout...

Format -> Slide Layout...



- ➔ Click on the **Home** tab.
- ➔ In the **Slides** group, click on **Layout**.

9 Object...

Format -> Object...

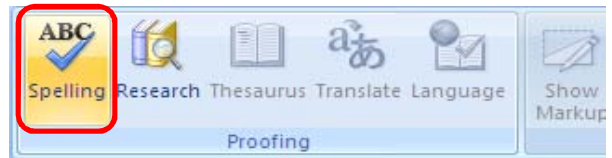
- ➔ *Double click an object and for object specific tabs.*

Tools Menu

2003 Version

2007 Version

- 1 Spelling...
Tools -> Spelling...



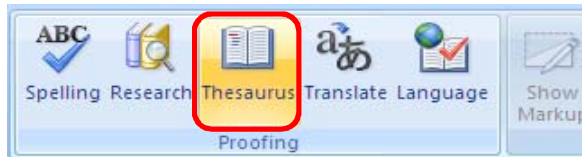
- ➔ Click on the **Review** tab.
- ➔ In the **Proofing** group, click on **Spelling**.

- 2 Research...
Tools -> Research...



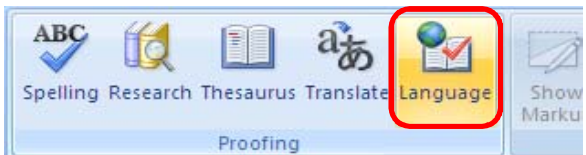
- ➔ Click on the **Review** tab.
- ➔ In the **Proofing** group, click on **Research**.

- 3 Thesaurus...
Tools -> Thesaurus...



- ➔ Click on the **Review** tab.
- ➔ In the **Proofing** group, click on **Thesaurus**.

- 4 Language...
Tools -> Language...



- ➔ Click on the **Review** tab.
- ➔ In the **Proofing** group, click on **Language**.

- 5 Shared Workspace...
Tools -> Shared Workspace...

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Publish**.
- ➔ Click on **Create Document Workspace**.

- 6 Compare and Merge Presentations...
Tools -> Compare and Merge Presentations...

- ➔ *This feature has been removed from PowerPoint 2007*

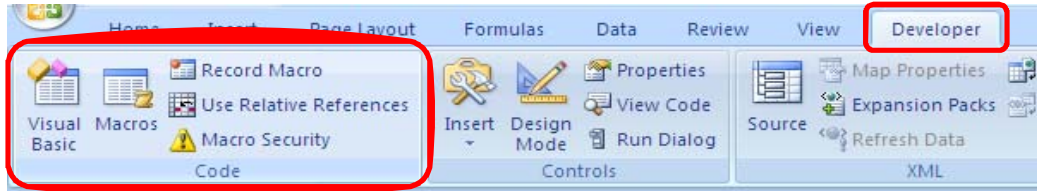
7 Online Collaboration

- Tools -> Online Collaboration
- Meet Now
- Schedule Meeting...
- Web Discussions

➔ *All these options have been removed from PowerPoint 2007*

8 Macro

- Tools -> Macro



- Macros...
- Record New Macros...
- Security...
- Visual Basic Editor
- Microsoft Script Editor

- ➔ Click on the **Developer** tab.
- ➔ In the **Code** group,
- ➔ Click on **Macros**.
- ➔ Click on **Record Macro**.
- ➔ Click on **Macro Security**.
- ➔ Click on **Visual Basic**.
- ➔ *This feature has been removed from PowerPoint 2007*

9 Add-Ins...

- Tools -> Add-Ins...

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **PowerPoint Options**.
- ➔ In the **PowerPoint Options window**, click on **Add-Ins**.

10 AutoCorrect Options...

- Tools -> AutoCorrect Options...

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **PowerPoint Options**.
- ➔ In the **PowerPoint Options window**, click on **Proofing**.
- ➔ Click on **AutoCorrect Options...**

11 Customize...

- Tools -> Customize...

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **PowerPoint Options**.
- ➔ In the **PowerPoint Options window**, click on **Customize**.
- ➔ Under **Choose Commands from:** drop down menu,
- ➔ select **All Commands**.
- ➔ From the list below, click on the required command.
- ➔ Click **Add >>** .
- ➔ Click **OK**.

12 Options...

- Tools -> Options...

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **PowerPoint Options**.

Slide Show Menu

2003 Version

2007 Version

1 View Show

Slide Show -> View Show

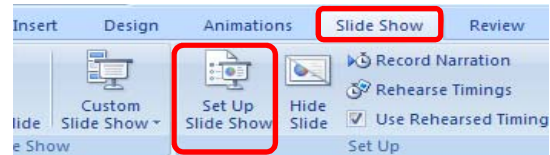


→ Click on the **Slide Show** tab.

→ In the **Start Slide Show** group, click on **From Beginning**

2 Set Up Show...

Slide Show -> Set Up Show...



→ Click on the **Slide Show** tab.

→ In the **Set Up** group, click on **Set Up Slide Show**.

3 Rehearse Timings

Slide Show -> Rehearse Timings



→ Click on the **Slide Show** tab.

→ In the **Set Up** group, click on **Rehearse Timings**.

4 Record Narration...

Slide Show -> Record Narration...

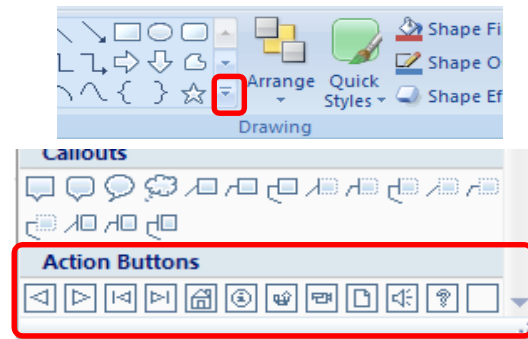


→ Click on the **Slide Show** tab.

→ In the **Set Up** group, click on **Record Narration...**

5 Action Buttons

Slide Show -> Action Buttons



- ➔ Click on the **Home** tab.
- ➔ In the **Drawing** group, click on the shapes drop arrow.
- ➔ The **Action Buttons** are located in the bottom.

6 Action Settings...

Slide Show -> Action Settings...



- ➔ Click on the **Insert** tab.
- ➔ In the **Links** group, click on **Action**.

7 Animation Schemes...

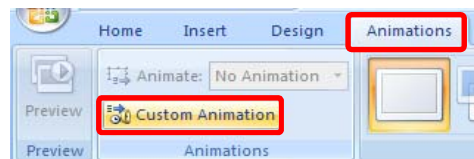
Slide Show -> Animation Schemes...



- ➔ Click on the **Animations** tab.
- ➔ In the **Animations** group, click on the **Animate** drop down menu.

8 Custom Animation...

Slideshow -> Custom Animation...



- ➔ Click on the **Animations** tab.
- ➔ In the **Animations** group, click on **Custom Animation**.

9 Slide Transitions...

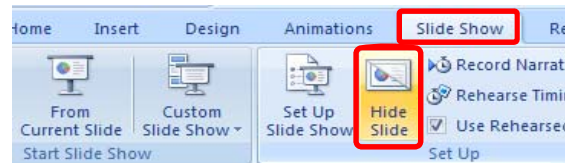
Slideshow -> Slide Transitions...



- ➔ Click on the **Animations** Tab.
- ➔ In the **Transition to This Slide** group, select the desired feature.

10 Hide Slide

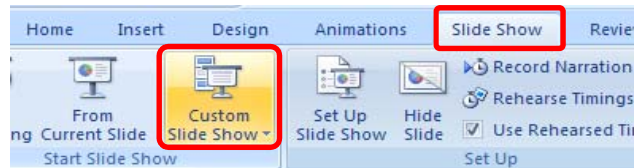
Slideshow -> Hide Slide



- ➔ Click on the **Slide Show** tab.
- ➔ In the **Set Up** group, click on **Hide Slide**.

11 Custom Shows...

Slideshow -> Custom Shows...



- ➔ Click on the **Slideshow** tab.
- ➔ In the **Start Slide Show** group, click on **Custom Slide Show**

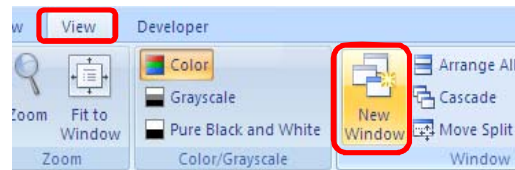
Window Menu

2003 Version

2007 Version

1 New Window

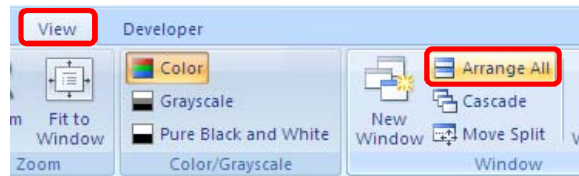
Window -> New Window



- ➔ Click on the **View** Tab.
- ➔ In the **Window** group, click on **New Window**.

2 Arrange All

Window -> Arrange All



- ➔ Click on the **View** Tab
- ➔ In the **Window** group, click on **Arrange All**.

3 Cascade

Window -> Cascade



- ➔ Click on the **View** Tab.
- ➔ In the **Window** group, click on **Cascade**.

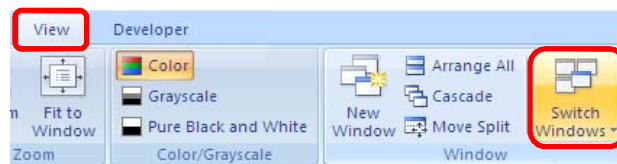
4 Next Pane

Window -> Next Pane

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **PowerPoint Options**.
- ➔ In the **PowerPoint Options** window, click on **Customize**.
- ➔ From the **Choose Commands from:** list, click on **All Commands**.
- ➔ Select **Next Pane** from the list below.
- ➔ Click on **Add>>**
- ➔ Click on **Ok**.

5 List of Windows

Window -> List of Windows



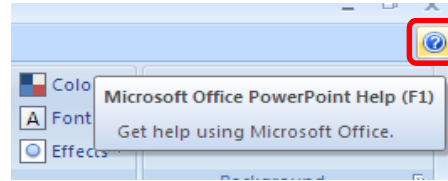
- ➔ Click on the **View** Tab.
- ➔ In the **window** group, click on **Switch Windows**

Help Menu

2003 Version

2007 Version

- 1 Microsoft Office PowerPoint Help.
Help -> Microsoft Office PowerPoint Help.



- Click on the **Question mark** at the top right end of the ribbon

-
- 2 Microsoft Office Online.
Help -> Microsoft Office Online.

- Click on the **Microsoft Office Button**.
→ Click on **PowerPoint Options Button**.
→ In the **PowerPoint Options** window, click on **Resources**.
→ Click on the **Go Online Button**.

-
- 3 Contact us
Help -> Contact Us.

- Click on the **Microsoft Office Button**.
→ Click on **PowerPoint Options Button**.
→ In the **PowerPoint Options** window, click on **Resources**.
→ Click on the **Contact Us Button**.

-
- 4 Check for Updates
Help -> Check for Updates.

- Click on the **Microsoft Office Button**.
→ Click on **PowerPoint Options Button**.
→ In the **PowerPoint Options** window, click on **Resources**.
→ Click on the **Check for Updates Button**.

-
- 5 Detect and Repair.
Help -> Detect and Repair.

- Click on the **Microsoft Office Button**.
→ Click on **PowerPoint Options Button**.
→ In the **PowerPoint Options** window, click on **Resources**.
→ Click on the **Diagnose Button**.

-
- 6 Activate Product.
Help -> Activate Product.

- Click on the **Microsoft Office Button**.
→ Click on **PowerPoint Options Button**.
→ In the **PowerPoint Options** window, click on **Resources**.
→ Click on the **Activate Button**.
-

7 Customer Feedback Options

Help -> Customer Feedback Options.

- ➔ Click on the **Microsoft Office Button**.
 - ➔ Click on **PowerPoint Options Button**.
 - ➔ In the **PowerPoint Options** window, Look in the **Advanced and Trust center** groups.
-

8 About Microsoft Office PowerPoint

Help -> About Microsoft Office PowerPoint.

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **PowerPoint Options Button**.
- ➔ In the **PowerPoint Options** window, click on **Resources**.
- ➔ Click on the **About Button**.