

A decorative graphic on the right side of the page. It features three blue circles of varying sizes, each composed of concentric rings of different shades of blue. Two thin, light blue lines intersect at the top right, forming a large 'V' shape that frames the circles. The circles are positioned in the upper right, middle right, and lower right areas of the page.

What's New in Office 2007

6/4/2007

TABLE OF CONTENTS

WHAT'S NEW IN OFFICE 2007	1
THE NEW INTERFACE	1
THE OFFICE BUTTON	1
QUICK ACCESS TOOLBAR	1
RIBBON AND TABS	2
<i>Dialog Box Launcher</i>	2
<i>Ribbon Changes</i>	2
<i>Keyboard Shortcuts</i>	3
<i>Contextual Tabs</i>	3
GALLERIES	3
LIVE PREVIEW	3
NEED HELP FINDING COMMANDS	4
NEW VIEW CONTROLS	4
CUSTOMIZABLE STATUS BAR	5
CREATING AND OPENING FILES	5
FINISHING AND PROTECTING YOUR FILES	5
PROPERTIES	5
THE DOCUMENT INSPECTOR	6
MARK AS FINAL	7
<i>To Enable Editing of a Marked Document</i>	7
NEW FILE FORMATS	7
WORKING WITH OTHERS	7
<i>Converting Office 2007 to Previous Versions</i>	8
<i>Opening Office 2007 files in previous versions</i>	8
<i>Converting and Importing Files Between Office Programs</i>	8
PDF AND XPS FILES	8
CUSTOMIZE YOUR ENVIRONMENT	8
FONTS	8
OFFICE COLOUR SCHEME	9
NEW FORMATTING	9

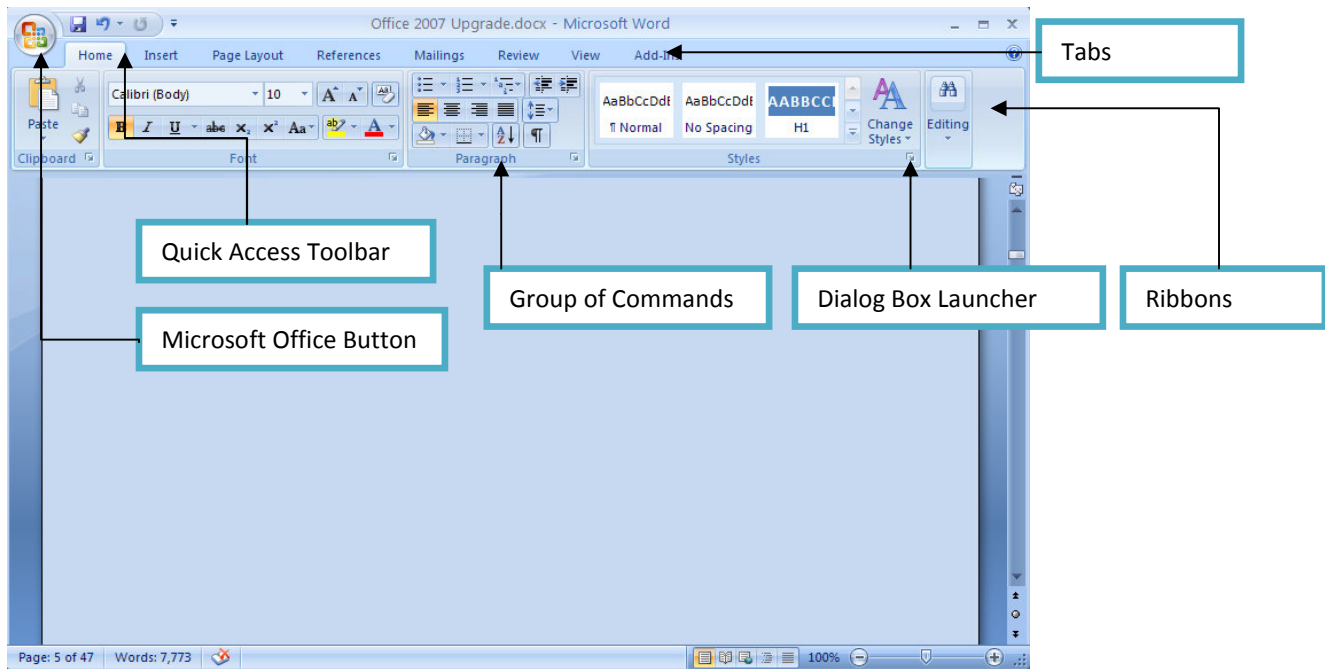
THEMES	9
QUICK STYLES	10
NEW GRAPHICS	11
SMART ART	11
WHAT'S NEW IN WORD	11
WORD TABS.....	11
DOCUMENT VIEWS	12
ADD PREFORMATTED CONTENT	12
QUICK COVER PAGES.....	12
BUILDING BLOCKS	13
<i>Built-in Building Blocks.....</i>	<i>13</i>
<i>Create a Quick Part</i>	<i>13</i>
<i>Insert a Quick Part</i>	<i>14</i>
BUILDING BLOCKS ORGANIZER	14
WORD COUNT AND DOCUMENT STATISTICS	14
WHAT'S NEW IN EXCEL	15
EXCEL TABS.....	15
NEW VIEW	15
<i>Page Layout</i>	<i>15</i>
MORE DATA.....	15
CONDITIONAL FORMATTING	16
ADD CONDITIONAL FORMATTING.....	16
CLEAR CONDITIONAL FORMATS	16
WORK WITH FORMULAS EASIER.....	16
RESIZABLE FORMULA BAR	16
FUNCTION AUTOCOMPLETE	16
NAME MANAGER	17
IMPROVED SORTING AND FILTERING	17
WHAT ELSE IS NEW IN EXCEL	17
WHAT'S NEW IN POWERPOINT.....	17
POWERPOINT TABS	17
SLIDE LAYOUTS	17

CREATE A CUSTOM LAYOUT	18
NEW AND IMPROVED EFFECTS	18
PRESENTER VIEW.....	18
TURN ON MULTIPLE MONITOR SUPPORT.....	18
SET UP A PRESENTATION TO USE THE PRESENTER VIEW	18
WHAT HAS BEEN REMOVED IN POWERPOINT?.....	18
OFFICE 2007 RESOURCES	19

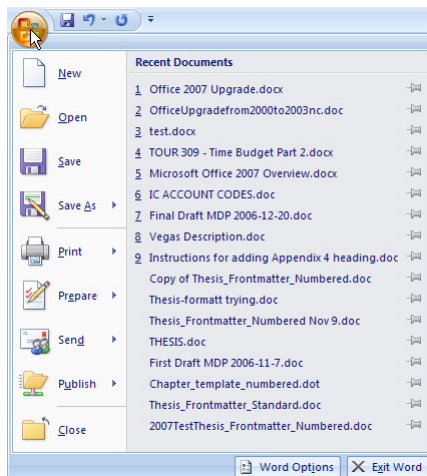
WHAT'S NEW IN OFFICE 2007

THE NEW INTERFACE

Menus? Gone. Toolbars? Gone. The Microsoft Office user interface has been completely redesigned to make it quicker and easier to use. Microsoft spent a lot of time researching, testing and designing the new user experience. Their goal was to make it easier for users to use the full range of tools offered in each application. You will find this new interface in Word 2007, Excel 2007, PowerPoint 2007, Outlook 2007 Mail Messages. Publisher 2007 and Visio 2007 still have with toolbars and menus.



THE OFFICE BUTTON

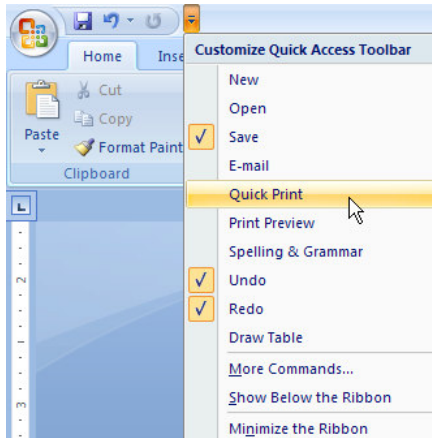


The File menu has been replaced with the Microsoft Office Button. Here you save, open, print and get special application options. What used to be found in Tools → Options can now be found here under the *Application* Options button.

QUICK ACCESS TOOLBAR

The Quick Access Toolbar is now your only Toolbar available and it is the only way to customize your environment. To customize your Quick Access Toolbar with commonly used commands.

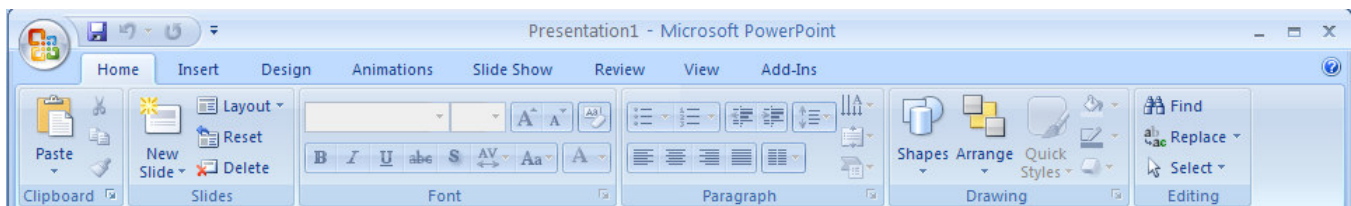
- Click the down-arrow at the end of the Quick Access Toolbar
- Choose from the list or select More Commands....




Keep in mind that each application will have its own Quick Access Toolbar, so you will need to configure the toolbar in each one. In addition, in applications such as Outlook and Publisher that do not use the ribbon interface, you will need to use previous toolbar/menu configuration methods.

RIBBON AND TABS

The Ribbons are similar to toolbars. Commands are “grouped” on Ribbons by use. They cannot be modified or removed. Select a Tab to view the commands on each ribbon.

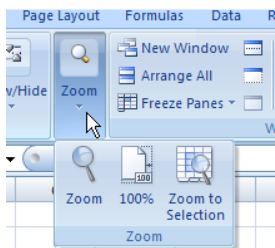


DIALOG BOX LAUNCHER

Click the  in the bottom corner of the group to see more options for that group tool.

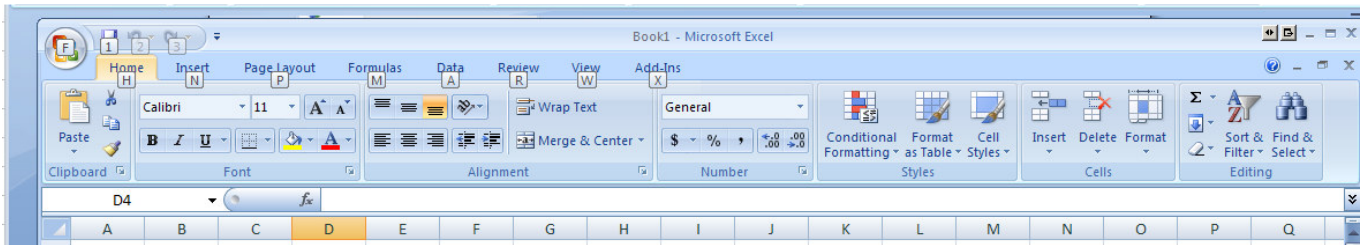
RIBBON CHANGES

What appears on the Ribbon depends on the screen resolution of your monitor. If your screen is set to a low resolution, for example to 800 by 600 pixels, a few groups on the Ribbon will display the group name only, not the commands in the group. You will need to click the arrow on the group button to display the commands.



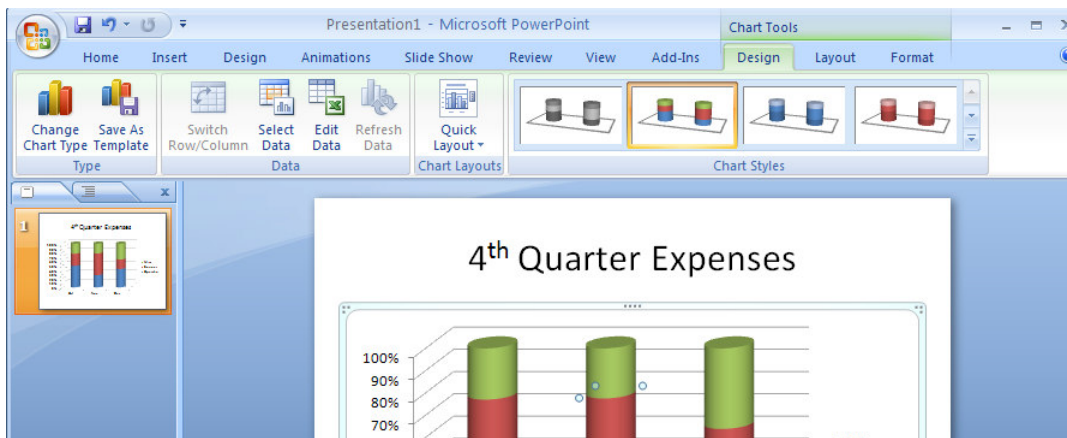
KEYBOARD SHORTCUTS

All historic keyboard shortcuts can still be used and now there are new ones. To see the new keyboard shortcuts press and release ALT.



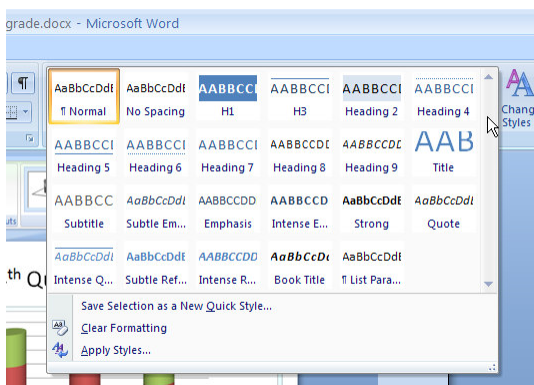
CONTEXTUAL TABS

Some tools are only available when you use a specific feature. Tools for Charts, Pictures, and Tables are all “hidden” until you insert one into your file.



GALLERIES

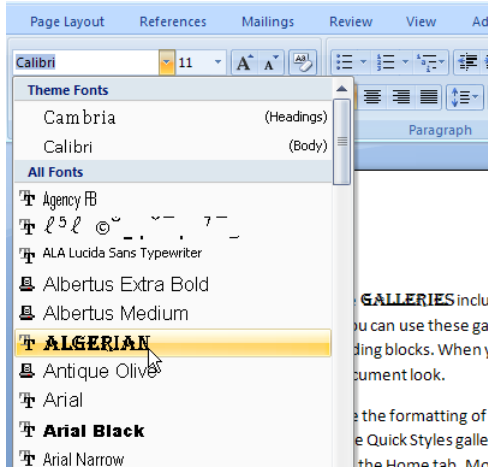
Galleries simplify the process of producing professional looking work. Galleries provide users with a set of clear results to choose from when working on their document, spreadsheet, presentation, or Access database. By presenting a simple set of potential results, rather than a complex dialog box with numerous options.



LIVE PREVIEW


Throughout much of the Office applications, when you select text, click to select a chart or graph, or want to adjust a presentation's title, you can see what any format change to the selected item will look like before you actually apply it.

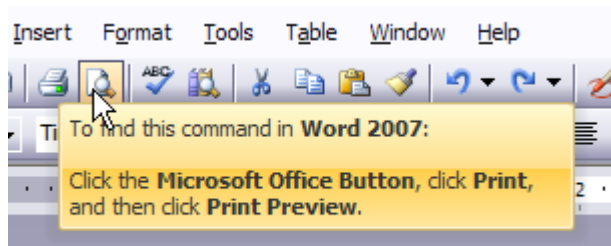
For example, if you select text to change the font and hover your mouse over font selections, your document changes in the background.



NEED HELP FINDING COMMANDS

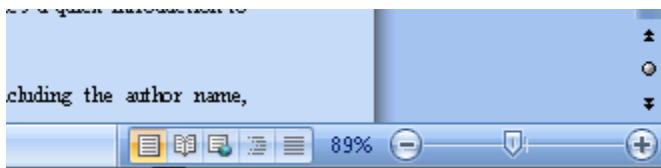
Having problems finding what you are looking for. Office 2007 contains Command Reference Guides to help your transition from Office 2003.

- Click on Help  button in the top right-hand corner of the screen in any Office application
- Enter **Command Reference Guide** into the Search box
- Click on **Interactive: Program 2003 to Program 2007 command reference guide**
- Click **Start the Guide**
- Learn the new location by moving the mouse pointer over the icon in the 2003 environment.



NEW VIEW CONTROLS

In Office 2007 you can find all of your view options on the View tab. Everything you formerly found in the Window or View menus, you'll now find by clicking the View tab. The familiar View tools also appear in the lower-right corner of the document window, to the left of a handy Zoom tool that enables you to enlarge or reduce the display of your document.



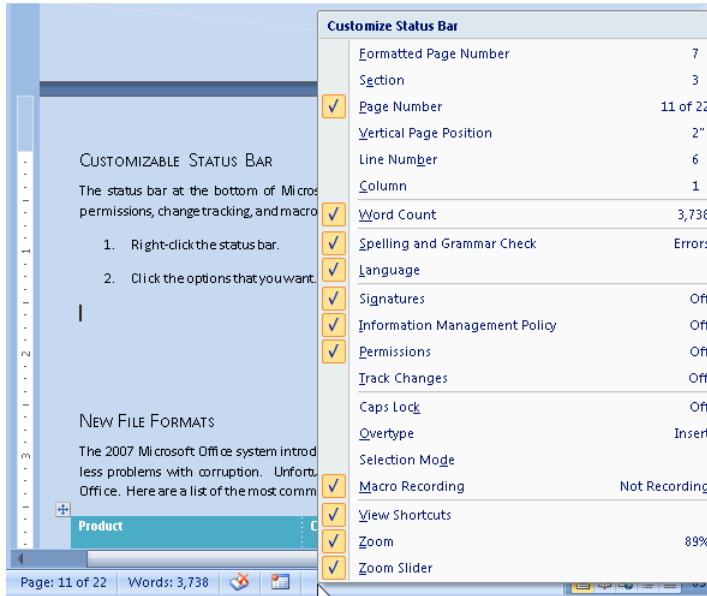
ZOOM TOOL

To magnify or reduce the size of the document displayed on the screen, drag the slider in the Zoom tool until the document is the size you want.

CUSTOMIZABLE STATUS BAR

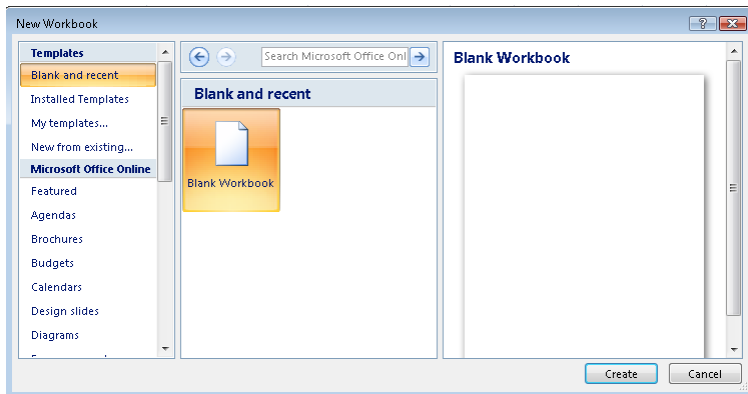
The status bar at the bottom of Microsoft Office programs indicates whether options such as word count, signatures, permissions, change tracking, and macros are turned on or off. You can also use features such as Zoom on the status bar.

1. Right-click the status bar.
2. Click the options that you want.



CREATING AND OPENING FILES

When creating a new file in any application you can start with a blank or existing files like you are used to. Or you can choose from a catalog of template choices from Microsoft Office Online.



FINISHING AND PROTECTING YOUR FILES

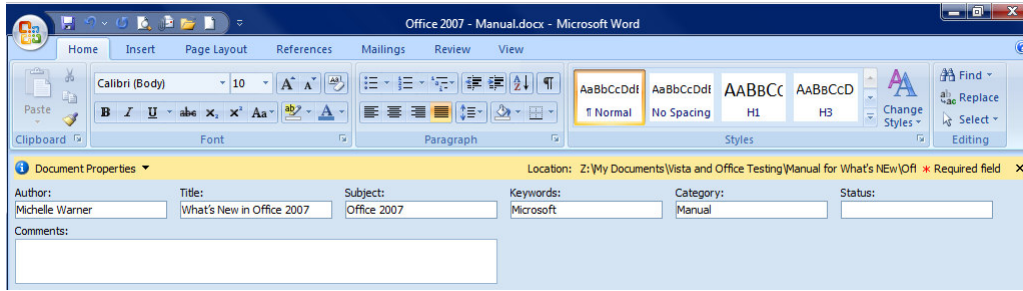
In Word 2007, Excel 2007, and PowerPoint 2007, the Office button includes a new Prepare command that provides a number of ways to safeguard finished documents, worksheets, and presentations .

PROPERTIES

The Properties option enables you to add identifying information about the open file, including the author name, keywords, subject, and more.

To Change or Modify the Properties of the document select the following:

1. Select the Microsoft Office Button
2. Select Prepare → Properties



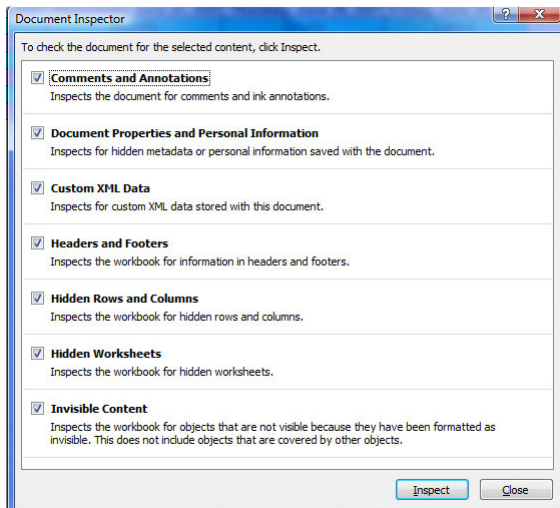
THE DOCUMENT INSPECTOR

Use the Document Inspector to find and remove any personal or sensitive information in your document before you share it.

1. Open the Office document that you want to inspect for hidden data or personal information.
2. Select the Microsoft Office Button and click **Save As**.
3. Type a name in the **File name** box to save a copy of your original document.

Note: It is a good idea to use the Document Inspector on a copy of your original document because it is not always possible to restore the data that the Document Inspector removes.

4. In the copy of your original document, select the Microsoft Office Button → Prepare → **Inspect Document**.
5. In the **Document Inspector** dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.

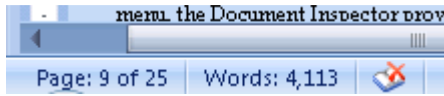


6. Click **Inspect**
7. Review the results of the inspection in the **Document Inspector** dialog box.
8. Click **Remove All** next to the inspection results for the types of hidden content that you want to remove from your document.

MARK AS FINAL

Use Mark As Final to save a read-only version of your file so that the document you share with others cannot be modified by the recipients.

1. Open the document that is to be marked as final.
2. Select the Microsoft Office Button
3. Select Prepare → Mark as Final
4. An icon will appear in status bar.



TO ENABLE EDITING OF A MARKED DOCUMENT

1. Open the document that is marked.
2. Select the Microsoft Office Button
3. Select Prepare → Mark as Final

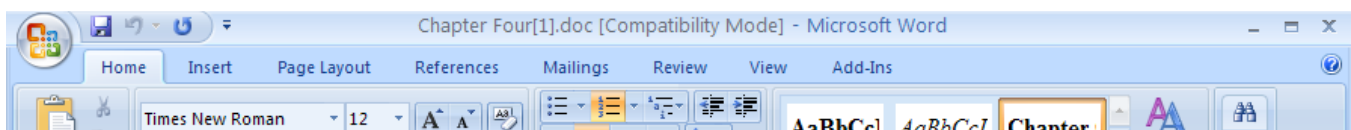
NEW FILE FORMATS

The 2007 Microsoft Office system introduces a new file format that is based on XML. It is smaller in file size and there are less problems with corruption. Unfortunately, the new file format is incompatible with previous versions of Microsoft Office. Here are a list of the most commons new file formats:

Product	Office 2003	Office 2007	Office 2007 Macro-enabled
Word	.doc	.docx	.docm
Word Template	.dot	.dotx	.dotm
Excel	.xls	.xlsx	.xlsm
Excel template	.xlt	.xltx	.xltn
PowerPoint	.ppt	.pptx	.pptm
PowerPoint Template	.pot	.potx	
Access	.mdb	.accdb	

WORKING WITH OTHERS

If you create a new document in word or a new workbook in excel the file will have the new file format by default. If you will be working with people using earlier versions of Office they will not be able to open your file. Compatibility Mode allows you to work in Office 2007 in files compatible with earlier office versions. If you open a document that has been created in an earlier version of Word or if you create a new document and save it in a backward-compatible format, the document will be in Compatibility Mode automatically. In this mode you are unable to add and save features that are incompatible with previous versions. This is the best method of working in Office 2007 if you are working with users of Office 2003 and earlier versions.



CONVERTING OFFICE 2007 TO PREVIOUS VERSIONS

If you have a document that you have created in the newer file format and you want to share it with others, you may lose some functionality in the document. To check what functionality you might lose:

1. Select the **Microsoft Office Button**, and then to the **Prepare**
2. Select **Run Compatibility Checker**.

OPENING OFFICE 2007 FILES IN PREVIOUS VERSIONS

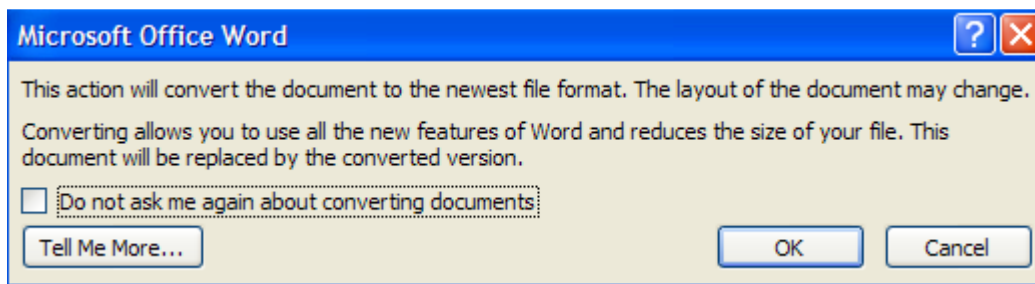
Download and install Office Compatibility Packs that will allow you to open the XML file formats in Office 2000/XP or 2003 applications from <http://www.microsoft.com/office/preview/beta/converter.msp>. If you download this Compatibility Pack and then open the document, you won't have complete functionality. But you will be able to at least open it, edit a few items and save those files. After they are saved, if you open them again in Office 2007, all the functionality will return.

CONVERTING AND IMPORTING FILES BETWEEN OFFICE PROGRAMS

If you open a file that was created in a previous version, when you save that file and any work you do in it, the automatic setting in the **Save As** dialog box is to save the file in the original version's format. If it started in Excel 2003, Excel 2007 saves it in the 2003 format unless you say otherwise. There is an actual Convert button that will help you to move your files into Office 2007.

If you have a document that is in Compatibility Mode and you want to convert it:

1. Select the Microsoft Office button and choose **Convert**.
2. Select OK, and the document is converted to the new format.



PDF AND XPS FILES

One of the latest and greatest features of Office 2007 is the capability for many of the applications to save a document as a PDF or XPS file. Download and install an add-in from Microsoft at www.microsoft.com/downloads and search for "PDF"

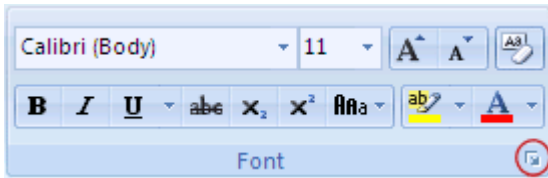
This add-in is going to enable not only Word, but Access, Excel, PowerPoint, Publisher, and Visio to save documents in the PDF or XPS file format.

CUSTOMIZE YOUR ENVIRONMENT

FONTS

The new default font for all of Office is a new ClearType font called Calibri. There are six new fonts being used by Microsoft: Calibri, Cambria, Consolas, Candara, Corbel, and Constantia. Changing the default font hasn't changed.

1. On the **Home** tab, click the **Font** Dialog Box Launcher, and then click the **Font** tab.



2. Select the options that you want to apply to the default font, such as font style and font size. If you selected text in step 1, the properties of the selected text are set in the dialog box.
3. Click **Default**, and then click **Yes**.

OFFICE COLOUR SCHEME

You can change the appearance of the Ribbon in Excel, Word, and PowerPoint. To do this:

1. Select the Microsoft Office Button and then select the Program Options.
2. On the Popular tab, you can determine the Color scheme. This scheme carries with you into all the other applications.

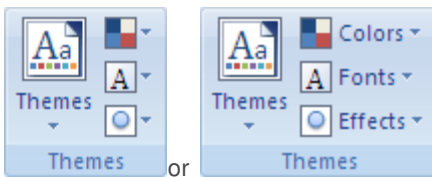
NEW FORMATTING

THEMES


Themes simplify the process of creating professional files. With one click, the background, text, graphics, charts, and tables all change to reflect the theme that you select, ensuring that all elements in your file complement one another. And best of all, you can apply the same theme to a Office Word 2007 document or Office Excel 2007 worksheet or to a PowerPoint file.

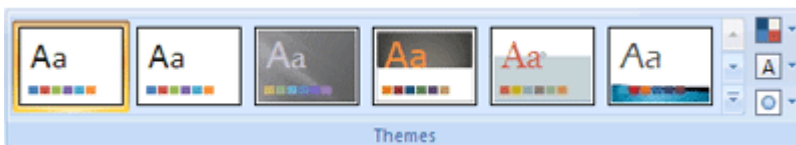
In Word or Excel:

1. On the **Page Layout** tab, in the **Themes** group, click **Themes**.



In PowerPoint:

1. On the **Design** tab, in the **Themes** group, click the document theme that you want, or click **More**  to see all available document themes.
2. Each theme has a name which shows in the Screen Tip.

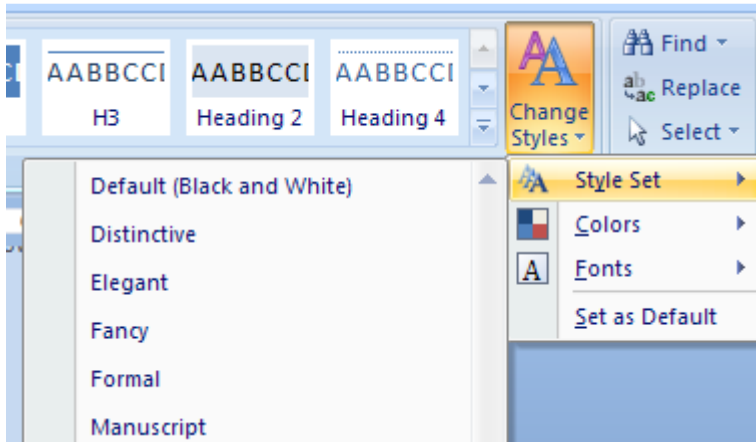


QUICK STYLES

Themes change the overall colours, fonts, and effects used. Quick Styles change how the different colours, fonts, and effects are combined and with which color, font or effect dominates.

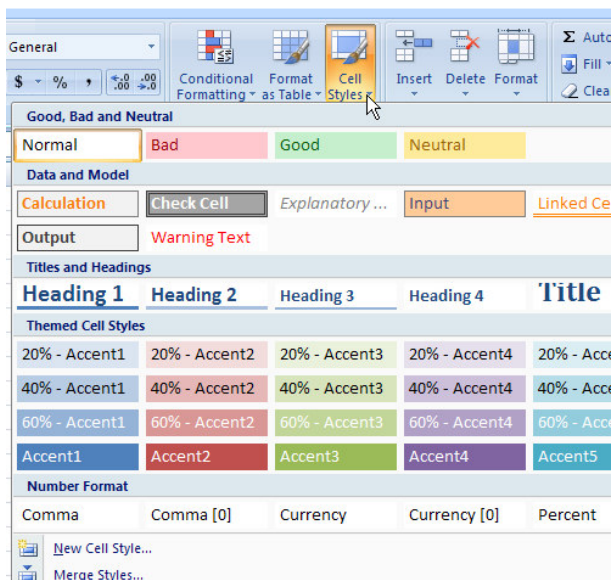
In Word:

1. Quick Styles may include styles for several heading levels, body text, a quotation, and a title. All of the style colors and formats in a single style set are designed to be used together to create an attractive and compelling document.
2. On the **Home** tab, in the **Styles** group, click **Change Style** and then **Style Set**.



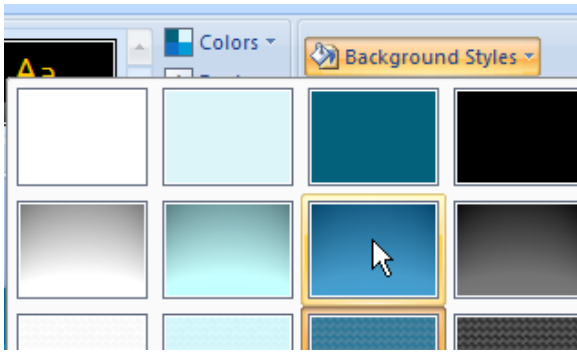
In Excel:

1. Cell Styles are a defined set of formatting for fonts, number formats, and cell formats. These are based on the Theme applied to a workbook.
2. Select the cells, on the **Home** tab, click **Cell Styles**



In PowerPoint:

1. Background styles are background graphics that are based on the current theme of your presentation. On the **Design** tab, in the **Background** group, click the arrow next to **Background Styles**.

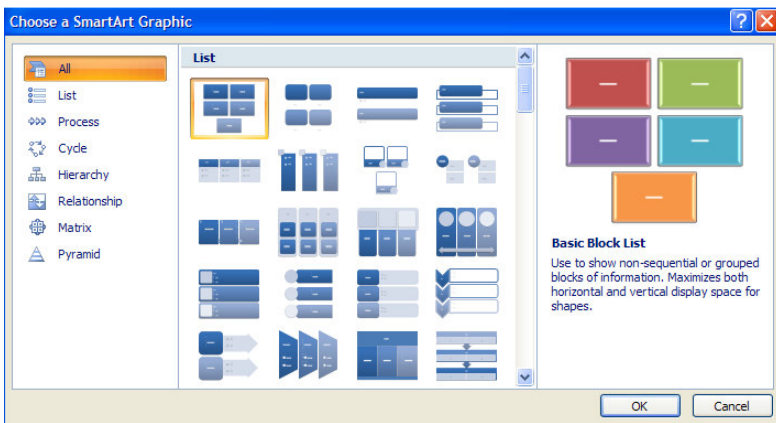


NEW GRAPHICS

SMART ART

Use Smart Art to create diagrams, organization charts, flow charts and other types of graphical representation

1. On the Insert tab, in the **Illustrations** group, select **SmartArt**



WHAT'S NEW IN WORD

WORD TABS

Home	This tab includes commands related to the Clipboard, font selections, paragraph settings, styles, and editing.
Insert	The insert tab includes what you need to add to pages: tables, illustrations, links, headers and footers, text objects, and symbols in your document.
Page Layout	The page layout tab contains the commands for working with themes, page backgrounds, and paragraph spacing in your document. You also choose you page setup options and arrange the order of elements on your page here.
References	The references tab includes special elements for when you create longer documents. Here you will find table of contents, footnotes, citations and bibliographies, captions, etc.

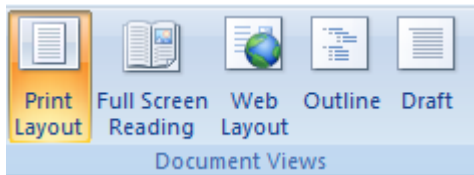
Review	The Review tab includes the commands for checking your document and sharing it with others for review.
View	The View tab displays options for viewing your documents. Basic document views, tools for adding rulers and gridlines and working with multiple windows.

DOCUMENT VIEWS

The Reading Layout view that was used in Word 2003 is now called Full Screen Reading view in Word 2007. Also, the Normal View from Word 2003 has been renamed to Draft view in Word 2007.

Find your View options by

1. Select the View tab. Here you will find the Documents Views group.



OR

2. In the status bar, in the bottom right-hand corner, you will see an item for each view.



ADD PREFORMATTED CONTENT

QUICK COVER PAGES

In Word 2007 you can now create a professionally designed cover page in two clicks of the mouse. Word 2007 adds the page to your current document, and you can click in the text boxes and add your own text to the page.

1. On the **Insert** tab, in the Pages group, select Cover Page.



2. Select a Cover Page and Word will insert the new page in the beginning of your document.

BUILDING BLOCKS

Building Blocks are great new tools in Word 2007 that are based on the idea of reusable content. If you have a logo, letterhead, mission statement, or disclaimer that you use again and again on your professional documents, why not save those items as document parts you can insert quickly into new documents you create? This saves you the time and trouble of recreating the content and reduces the margin for error.

1. On the Insert tab, in the Text group, click the arrow next to Quick Parts.
2. Here you find a gallery that displays any parts you created and saved and offers options for adding fields, page numbers, or inserting other parts from the Building Blocks Organizer.

BUILT-IN BUILDING BLOCKS

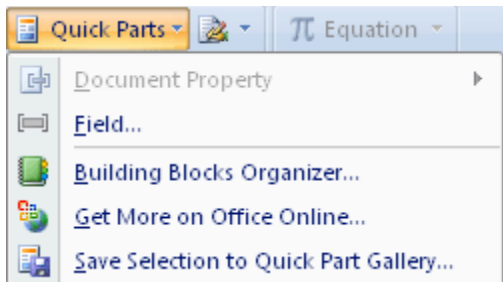
Word 2007 comes with dozens of ready-made building blocks you can use to add pull quotes, equations, tables, and more to your own documents. These building blocks appear as selections in the various galleries you'll find throughout Office Word 2007.

For example:

1. On the Insert tab, in the Text group, click the arrow next to Text Box.
2. The gallery that appears is populated with the building blocks included with Word 2007. You can use these building blocks as they are or modify them to fit your own content and design and then resave them as a Building Block.

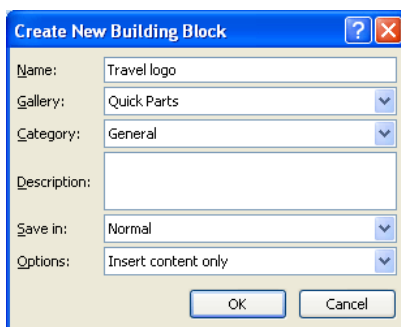
CREATE A QUICK PART

1. Select the content you want to save as a building block.
2. Click the Insert tab and in the Text command set, click the down arrow next to Quick Parts.



Note: The content you select can include text, images, and special formats. Whatever you save as a building block will be placed in the new document as is, so lines, logos, hyperlinks, and more can be saved for reuse.

3. Click Save Selection To Quick Part Gallery. The Create New Building Block dialog box appears.



4. Type a name for the Quick Part and click OK. This saves the new item in the Quick Parts gallery so that you can insert it in a document by selecting it from the Quick Parts menu.

INSERT A QUICK PART

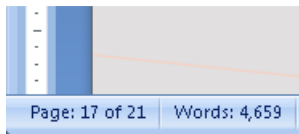
1. Place your cursor where you want to enter the Quick Part
2. On the Insert tab, in the Text group, select Quick Parts.
3. Select your Building Block

BUILDING BLOCKS ORGANIZER

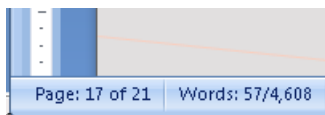
The Building Blocks Organizer will allow you to see the entire collection of available building blocks. This includes the ones you created and a variety of cover pages, equations, page number etc.

WORD COUNT AND DOCUMENT STATISTICS

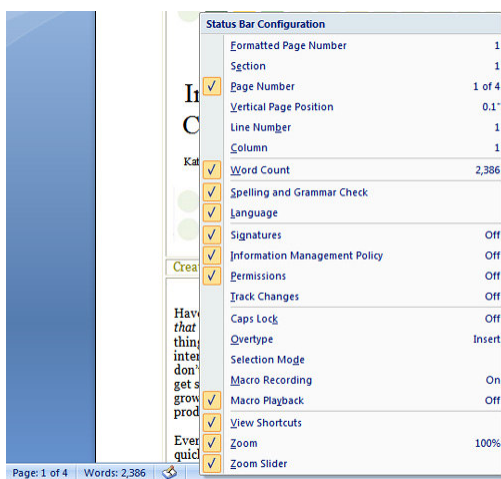
The live Word Count tool makes it easy to keep an eye on how long your document is getting while you're writing it. A live word count appears in the lower-left corner of the Office Word 2007 window.



You can find the number of words in an article or a text box by selecting only the text you want to count. The status bar displays two numbers, showing the number of words in the selected text first and the count for the entire document second.



If you want to get a quick sense of the different elements in your document, right-click the status bar of the Word 2007 window. A pop-up menu appears and shows various items, including the number of lines, columns, and sections; the status of features such as signatures, permissions, and track changes; and input and display options.



You can add any of the display controls to the status bar by clicking them. For example, clicking Line Number adds it to the status bar to the left of the live word count. To remove items from display, right-click the bar a second time and deselect the item you want to hide.

WHAT'S NEW IN EXCEL

EXCEL TABS

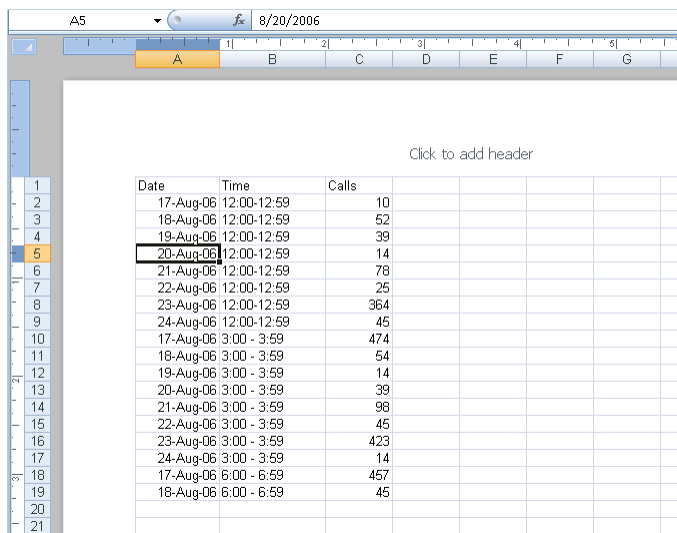
Home	The Home tab includes commands you need to work with Cell formatting and content. Here you can also edit, sort, and search your data.
Insert	The Insert tab includes the commands for object you add to your worksheet. For example, tables, charts, pictures, and labels.
Page Layout	The Page Layout tab allows you to setup worksheets by selecting themes, page setup options and worksheet options.
Formulas	The Formulas tab includes the Function Wizard, the Function Library, commands used to create named cells, and for editing formulas.
Data	The Data tab is where you work with external data, connections to linked information, sort and filter and grouping and ungrouping.
Review	The Review tab includes what you need to proof, comment and share your workbooks.
View	The View tab provides commands for choosing different workbook views, hiding and displaying worksheet elements.

NEW VIEW

PAGE LAYOUT

Printing worksheets can be a bit of a challenge for both new and experienced Excel users. Excel 2007 includes a new view, called Page Layout view, which gives you the ability to see how your worksheet is going to print while working on it.

1. On the View tab, in the Workbook Views group, select Page Layout.



	Date	Time	Calls						
1									
2	17-Aug-06	12:00-12:59	10						
3	18-Aug-06	12:00-12:59	52						
4	19-Aug-06	12:00-12:59	39						
5	20-Aug-06	12:00-12:59	14						
6	21-Aug-06	12:00-12:59	78						
7	22-Aug-06	12:00-12:59	25						
8	23-Aug-06	12:00-12:59	364						
9	24-Aug-06	12:00-12:59	45						
10	17-Aug-06	3:00 - 3:59	474						
11	18-Aug-06	3:00 - 3:59	54						
12	19-Aug-06	3:00 - 3:59	14						
13	20-Aug-06	3:00 - 3:59	39						
14	21-Aug-06	3:00 - 3:59	98						
15	22-Aug-06	3:00 - 3:59	45						
16	23-Aug-06	3:00 - 3:59	423						
17	24-Aug-06	3:00 - 3:59	14						
18	17-Aug-06	6:00 - 6:59	457						
19	18-Aug-06	6:00 - 6:59	45						
20									
21									

MORE DATA

You are now able to store massive amounts of data in a worksheet. Columns now end at XFD instead of IV.

	Rows	Columns	Memory
Excel 2003	65,536	256	1 GB
Excel 2007	1,048,576	16,384	2GB

CONDITIONAL FORMATTING

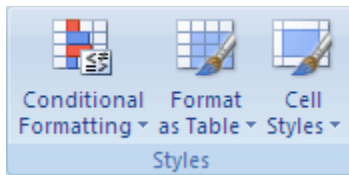
Conditional formatting helps to analyze data by making it easy to highlight interesting cells or ranges of cells, emphasize unusual values, and visualize data by using data bars, color scales, and icon sets.

ADD CONDITIONAL FORMATTING

1. Select one or more cells, table, or Pivot Table report.
2. On the Home tab, in the Styles group, click the arrow next to Conditional Formatting, and then select an option.

CLEAR CONDITIONAL FORMATS

1. On the Home tab, in the Styles group, click the arrow next to Conditional Formatting, and then click Clear Rules.

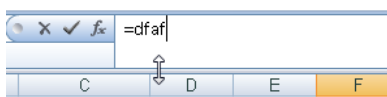


2. Click Entire Sheet

WORK WITH FORMULAS EASIER

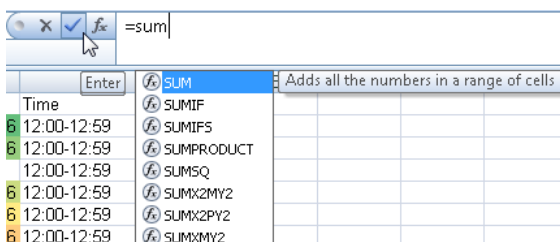
RESIZABLE FORMULA BAR

The formula bar automatically resizes to accommodate long, complex formulas, which prevents the formulas from covering other data in your worksheet. You can also write longer formulas with more levels of nesting than you could in earlier versions of Excel.



FUNCTION AUTOCOMPLETE

To make it easier to create and edit formulas and minimize typing and syntax errors, use Formula AutoComplete. After you type an = (equal sign) and beginning typing a formula or function, Excel 2007 displays below the cell a dynamic drop-down list of valid functions, names, and text strings that match what you have typed.



NAME MANAGER

By using the Excel 2007 name manager, you can organize, update, and manage multiple named ranges in a central location, which helps anyone who needs to work on your worksheet interpret its formulas and data.

1. On the Formulas tab, in the Defined Names group, select Name Manager.

IMPROVED SORTING AND FILTERING

In Excel 2007, you can quickly arrange your worksheet data to find the answers that you need by using enhanced filtering and sorting. For example, you can now sort data by color and by more than 3 (and up to 64) levels. You can also filter data by color or by dates, display more than 1000 items in the AutoFilter drop-down list, select multiple items to filter, and filter data in PivotTables.

WHAT ELSE IS NEW IN EXCEL

- Improved Pivot Tables
- Shared Charting with other Office 2007 applications
- New Look for Charts
- Improved Tables

WHAT'S NEW IN POWERPOINT

POWERPOINT TABS

Home	This tab includes commands related to creating and working with slides. You'll find commands for adding and deleting slides, making font and paragraph selections etc.
Insert	The insert tab includes what you need to add to slides: tables, illustrations, links, , text objects, and media clips in your presentation.
Design	The Design tab helps you with the format of your presentation. Here you can change page orientation, add a theme, design the background or arrange objects on the slide.
Animations	The Animations tab allows you to add animation and sound, slide transitions and slide timings.
Slide Show	The Slide show tab allows you to set up your presentation, rehearse and display the slide show.
View	The View tab allows you to view your presentation in different ways.

SLIDE LAYOUTS

PowerPoint 2007 includes a few built-in, standard layouts, or you can create custom layouts that meet your specific needs. Layouts contain placeholders, which in turn hold text, such as titles and bulleted lists, and slide content such as SmartArt graphics, tables, charts, pictures, shapes, and clip art. While you can add text and object placeholders to a layout or slide master, you cannot add placeholders directly to a slide.

CREATE A CUSTOM LAYOUT

To add a layout, go to Slide Master view, add a new layout, add text-specific and object-specific placeholders, and then save the presentation as a template (.potx) file.

1. On the **View** tab, in the **Presentation Views** group, click **Slide Master**.
2. In the pane that contains the slide master and layouts, click a location below the slide master where you want to add the new layout.
3. On the **Slide Master** tab, in the **Edit Master** group, click **Insert Layout**.
4. To add a placeholder, do the following:
 - a. On the **Slide Master** tab, in the **Master Layout** group, click the arrow next to **Insert Placeholder**, and then click a placeholder.
 - b. Click a location on the layout, and then drag to draw the placeholder.
5. Click the **Microsoft Office Button**, click **Save As**.
6. In the **File name** box type a file name.
7. In the **Save as type** list, select **PowerPoint Template**, and then click **Save**.

NEW AND IMPROVED EFFECTS

You can add effects like shadow, reflection, glow, soft edges, warp, bevel, and 3-D rotation to shapes, SmartArt graphics, tables, text, and WordArt in your PowerPoint 2007 presentations.

PRESENTER VIEW

By using two monitors, you can run your PowerPoint 2007 presentation from one monitor while your audience views it on the second monitor. Presenter view offers the following tools to make it easier for you to present information:

- You can use thumbnails to select slides out of sequence and create a customized presentation for your audience.
- Preview text shows you what your next click will add to the screen, such as a new slide or the next bullet in a list.
- Speaker's notes are shown in large, clear type so that you can use them as a script for your presentation.
- You can darken or lighten the screen during your presentation and then resume where you left off. For example, you might not want to display the slide content during a break or a question and answer period.

TURN ON MULTIPLE MONITOR SUPPORT

1. On the **Slide Show** tab, in the **Monitors** group, click **Show Presenter View**.
2. In the **Display Properties** dialog box, on the **Settings** tab, click the monitor icon for the presenter's monitor, and then select the **Use this device as the primary monitor** check box.
3. Click the monitor icon for the audience's monitor, and then select the **Extend my Windows Desktop onto this monitor** check box.

SET UP A PRESENTATION TO USE THE PRESENTER VIEW

1. On the Slide Show tab, in the Set Up group, click Set Up Slide Show.
2. In the Set Up Show dialog box, choose the options that you want, and then click OK.
3. To begin delivering your presentation, on the View tab, in the Presentation Views group, click Slide Show.

WHAT HAS BEEN REMOVED IN POWERPOINT?

- AutoContent Wizard
- From Scanner or Camera option for adding pictures
- Macro Recorder

- Send for Review Command
- Summary Slides
- Support for Apple QuickTime Movie (.mov)

OFFICE 2007 RESOURCES

http://office.microsoft.com	Online training and help, templates, add-ins, demonstrations, etc.
http://library.ucalgary.ca/researchdatabases/ , then click "S", and then choose "Safari Tech Books". http://library.ucalgary.ca/researchdatabases/ , then click "B", and then choose "Books 24x7 IT Pro".	The Library has two databases available online that contain Tech books. As long as you are working from a computer on campus, you don't need to log in to use these books. If you try to access them from home, you will have to log on with the numbers from your U of C ID card.