Microsoft®
PowerPoint
Quick Reference Guide
2007

RARE IT

PowerPoint Viewer 2007

If you plan to take your presentation on the road to a computer that does not have PowerPoint installed, you can download and use the PowerPoint Viewer.

1. Visit http://office.microsoft.com
2. Use the Search tool to find "PowerPoint Viewer"
3. Download and install the software on the destination computer.
4. Open the program by clicking Start → All Programs → Microsoft PowerPoint Viewer 2007.
5. Browse your computer for any PowerPoint files and click Open to view them.
6. Proceed through the slide show by clicking, pressing Enter, or using the right arrow on the keyboard.
7. When the show is over, you will see the following

End of slide show, click to exit.

Once you end the show, you will be prompted to open another file if you wish.

Linking and Embedding Files

PowerPoint lets you link (add content via a hyperlink connection to a file) or embed (inserting a foreign file type) a file in your presentation. **Linking** means a smaller file size, but if the presentation is moved you will have to re-establish links to make the content work. **Embedding** means adding a foreign file type to your PowerPoint presentation. This method lets you take supplementary information with the presentation, but at a cost of large file sizes.

To link, copy the source information and click Paste → Paste Special. When inserting an object, click Insert → Object. Both dialogue boxes look basically the same:
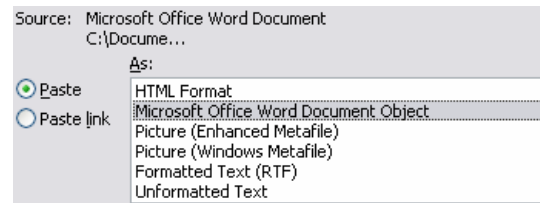
When linking, you can paste the information from the source file, such as text from a Word document, or paste a link to the source file. When embedding, you can create a new file type (and choose from a list, like above) or create from file. Creating from a file essentially means inserting a file directly into the presentation. If the PowerPoint file was 100KB, and a 500KB Excel spreadsheet was added, the PowerPoint file would swell to 600KB to incorporate the Excel file completely.

PowerPoint 2007 Options

Open PowerPoint options by clicking Office Menu → PowerPoint Options. Choose a category from the list on the left, then modify the options in the main part of the window.

Popular	The Popular options are those that you will use the most when modifying PowerPoint. Change the colour scheme, change your user name, and show the Developer Ribbon.
Proofing	Modify the way that PowerPoint will correct mistakes you have made and adjust other formatting and grammatical options. Click AutoCorrect Options to modify these options and more.
Save	Choose the default file format for PowerPoint, set the interval when AutoRecover will save your work for you, store files in a temporary filer until you are ready to publish, and more.
Advanced	Modify other misc. options with this tab. Set display options like making the ruler visible, adjust options to print your file, adjust how your computer behaves during a presentation, and more.
Customize	Add and remove commands from the Quick Access toolbar with this tab.
Add-Ins	Manage any third-party software that is compatible with PowerPoint.
Trust Centre	This tab contains information and options relating to your personal information and privacy when using Microsoft software and services.
Resources	This tab offers a portal to get updates for PowerPoint, run a diagnostic check, activate your copy of Office 2007, etc.

Add a Photo Album to a Presentation

PowerPoint allows you to add a photo album to a presentation that can be used to highlight a vacation, step-by-step visual instruction, or anywhere where structured visuals might be helpful. Click Insert → Photo Album to add content:
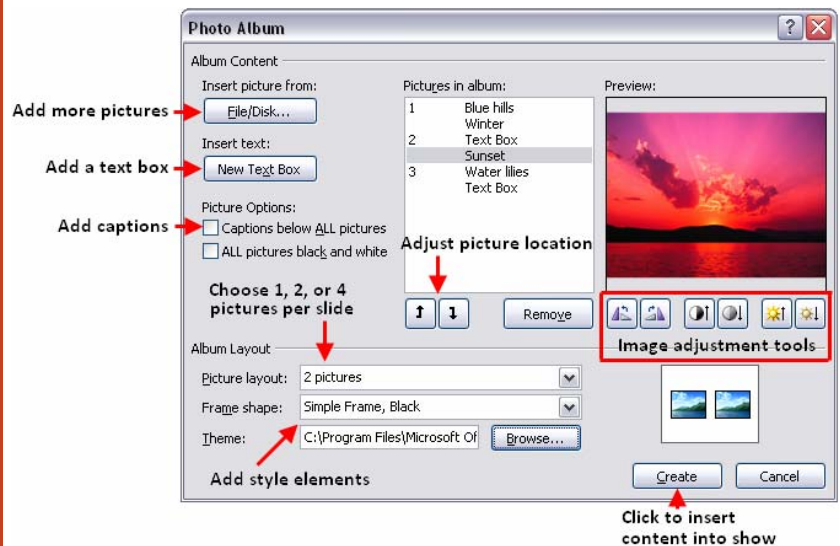

After clicking Create, the content will be added to the current slide show. Each caption and text box (if you chose to add them) will be positioned in the place you specified. Each of the text boxes is a placeholder though, so you can customize each individually, delete some of them, and move them around.

Once you are happy with the layout and content if the slide show, you can take the presentation one step further by adding voice narration, automate the show, or package the presentation to a CD for distribution.

Types of Master Pages

A master can be one of three things: a slide, a note, or a handout. A master is like an 'internal' template; that is all slides, notes, and handouts created in the presentation will contain the same formatting as the respective master.
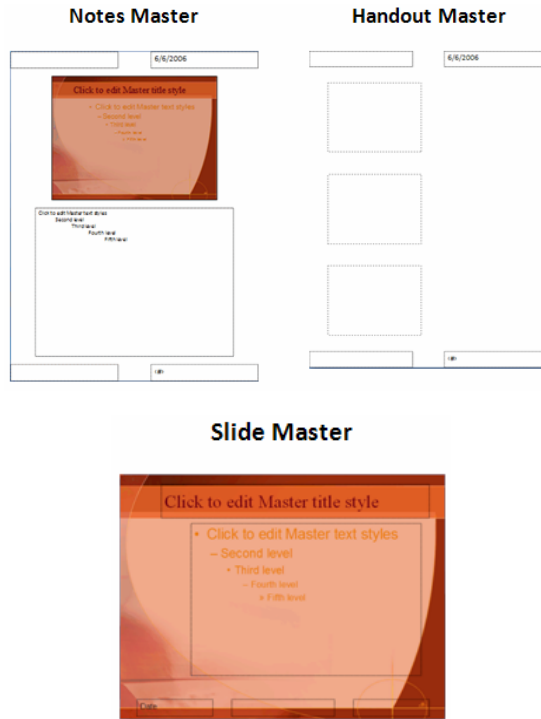
Editing Masters

To view a slide, note, or handout master, click View → Slide (Note/Handout) Master. This will open an editable template for the slide, note, or handout master. An associated ribbon will appear for each master type. Each ribbon contains similar commands:

Page Setup lets you orient and manage the master as a whole. You can add and customize many slide masters, but only one note and handout master. Placeholder options let you add/remove headers, footers, date/time, content, etc if you wish.


The overall theme, as well as colours and fonts of a master can be modified however you like. Select the placeholder or master element and make the necessary changes. You can customize the background of any master to be coloured, or include a picture or gradient. The final button will close the view of the master editing ribbon and return you to normal view.

Custom Slide Shows

Imagine you have created a presentation to give to two different department heads. Some of the information is the same for both executives, but some information only concerns one executive. You can create two custom shows from the main show and use only certain slides in each presentation.

Click Slide Show → Custom Slide Show, click New, and choose the slides to use from the main list. Name the presentation and save the slide outline.
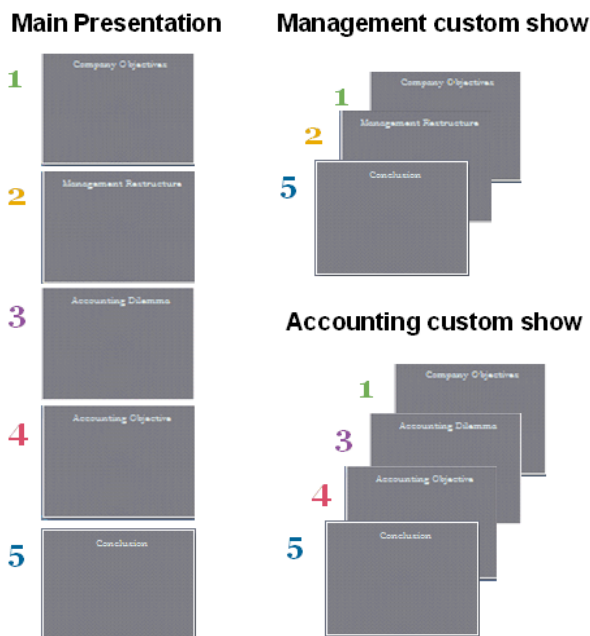
Voice Narration

If you plan on creating an automated presentation for kiosk usage, adding voice narration to a slide is a useful feature. Combined with properly set up slide timing and animations, you can create a very attractive show!

Click Slide Show → Record Narration
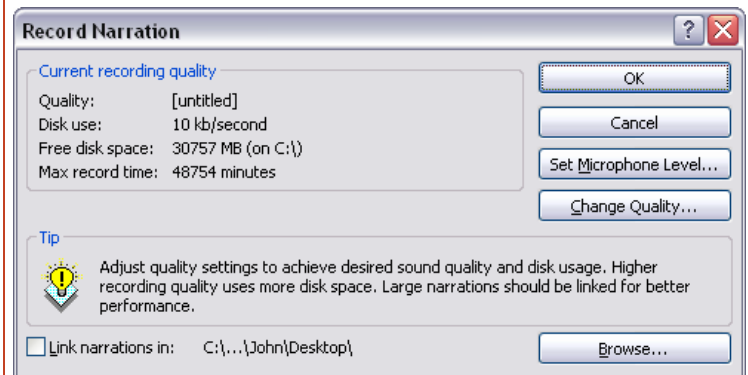
You can adjust the microphone volume level and the sound quality from this dialogue box. When you are happy with the settings, click OK. You will be prompted if you want to start narration from the beginning of the show or the current slide.

The slide show will begin, speak whatever narration you want to say for each slide and then click, press Enter, or press the right arrow key to advance to the next slide.

Repeat until you have finished the presentation, then press Escape. The slide timings and narration files will be saved with the presentation (unless Link is checked in the above diagram).