Introduction

Welcome to *Microsoft Office PowerPoint 2007 On Demand*, a visual quick reference book that shows you how to work efficiently with Microsoft Office PowerPoint. This book provides complete coverage of basic to advanced PowerPoint skills.

How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in PowerPoint 2007, just look for the icon: **New!**. The new icon appears in the table of contents and through out this book so you can quickly and easily identify a new or improved feature in PowerPoint 2007. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the Web at *www.perspection.com*.

Step-by-Step Instructions

This book provides concise step-by-step instructions that show you "how" to accomplish a task. Each set of instructions include illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A "Did You Know?" provides tips and techniques to help you work smarter, while a "See Also" leads you to other parts of the book containing related information about the task.

Real World Examples

This book uses real world examples files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used through out the book. The example files that you need for project tasks along with a complete file list are available on the Web at *www.perspection.com*.
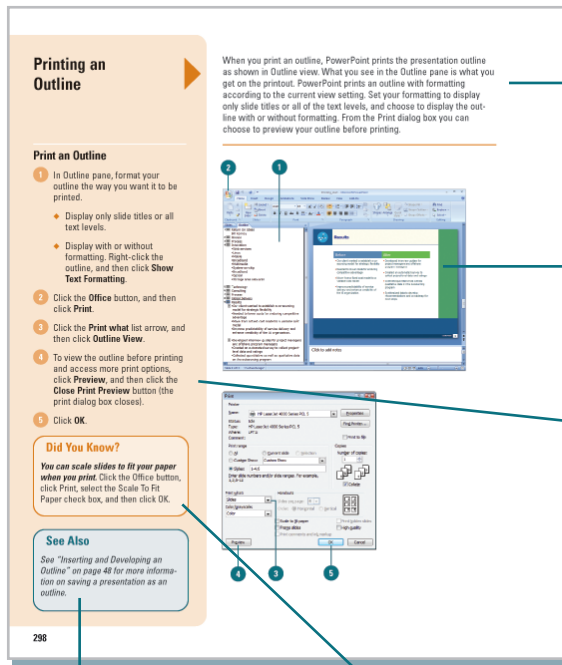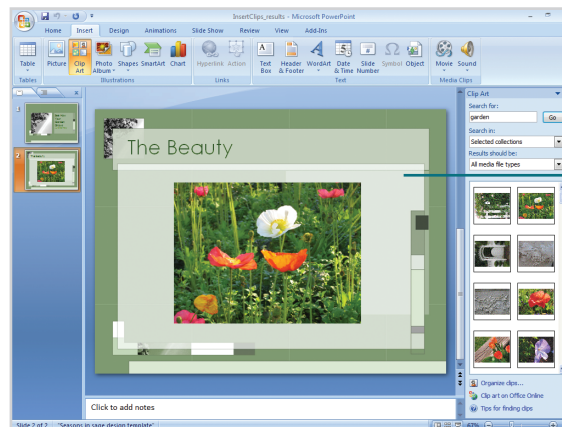

Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

Real world examples help you apply what you've learned to other tasks.

Workshop

This book shows you how to put together the individual step-by-step tasks into indepth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with project results file at the end. The project files are available on the Web at *www.perspection.com.*

Workshop

Introduction

The Workshop is all about being creative and thinking outside of the box. These workshops will help your right-brain soar, while making your left-brain happy; by explaining why things work the way they do. Exploring possibilities is great fun; however, always stay grounded with knowledge of how things work. Knowledge is power.

Getting and Using the Project Files

Each project in The Workshop includes a start file to help you get started with the project, and a final file to provide you with the results of the project so you can see how well you accomplished the task.

Before you can use the project files, you need to download them from the Web. You can access the files at *www.perspection.com* in the software downloads area. After you download the files from the Web, uncompress the files into a folder on your hard drive to which you have easy access from your Microsoft Office program.

Project 1: Optimizing Presentations

Skills and Tools: PowerPoint options

PowerPoint comes with a varied set of features that allow you to create different kinds of presentations. However, not all features are created equal. Some features, such as hardware graphics acceleration, give you a little extra speed when you have the right hardware on your computer, but it also causes some movies not to display properly on the screen. Other features, like AutoFormat, are great when you want PowerPoint to automatically resize title or body text, but it also can be frustrating when you don't want text size to change. If you take your presentations on the road, not having the right fonts installed on the presentation computer, missing linked movies and sounds, or showing a slow large presentation can create big problems.

The Project

In this project, you'll learn how to set options to optimize PowerPoint and presentations for typical usage on any computer.

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The **Workshop** walks you through indepth projects to help you put Microsoft Office to work.

Microsoft Certified Applications Specialist

This book prepares you for the Microsoft Certified Applications Specialist (MCAS) exam for Microsoft Office PowerPoint 2007. Each MCAS certification exam has a set of objectives, which are organized into broader skill sets. To prepare for the certification exam, you should review and perform each task identified with a MCAS objective to confirm that you can meet the requirements for the exam. Throughout this book, content that pertains to an objective is identified with the following MCAS logo and objective number next to it.

Microsoft Certified Applications Specialist

About the MCAS Program

The Microsoft Certified Applications Specialist (MCAS) certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Earning an MCAS certificate acknowledges you have the expertise to work with Microsoft Office programs. To earn the MCAS certification, you must pass a certification exam for the Microsoft Office desktop applications of Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint, Microsoft Office Outlook, or Microsoft Office Access. (The availability of Microsoft Certified Applications Specialist certification exams varies by program, program version, and language. Visit *www.microsoft.com* and search on *Microsoft Certified Applications Specialist* for exam availability and more information about the program.) The Microsoft Certified Applications Specialist program is the only Microsoft-approved program in the world for certifying proficiency with Microsoft Office programs.

What Does This Logo Mean?

It means this book has been approved by the Microsoft Certified Applications Specialist program to be certified courseware for learning Microsoft Office PowerPoint 2007 and preparing for the certification exam. This book will prepare you for the Microsoft Certified Applications Specialist exam for Microsoft Office PowerPoint 2007. Each certification level has a set of objectives, which are organized into broader skill sets. Throughout this book, content that pertains to a Microsoft Certified Applications Specialist objective is identified with the following MCAS certification logo and objective number below the title of the topic:

Microsoft
Certified
Application
Specialist   PP07S-1.1
PP07S-2.2

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Logo indicates a task fulfills one or more MCAS certification objectives.

Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up to speed faster with PowerPoint 2007. Some of the information includes:

Transition Helpers

◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

Productivity Tools

◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

More Content

◆ **Photographs.** Download photographs and other graphics to use in your Office documents.

◆ **More Content.** Download new content developed after publication. For example, you can download a complete chapter on Office SharePoint Server 2007.

You can access these additional resources on the Web at *www.perspection.com.*

Working Together on Office SharePoint Documents

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Introduction

Microsoft Windows SharePoint Services is a collection of products and services which provide the ability for people to engage in communication, document and file sharing, calendar events, sending alerts, tasks planning, and collaborative discussions in a single community solution.

Office SharePoint Server 2007 is a product that uses Windows SharePoint Services 3.0 or later technology to work effectively with Microsoft Office 2007 programs. You can create a slide library on a Office SharePoint site in PowerPoint 2007 (New!), use Office SharePoint list data to create reports in Access 2007, create a meeting workspace and synchronize calendar and contacts in Outlook 2007, design browser form templates in InfoPath 2007 (New!), and save worksheets on an Office SharePoint site in Excel 2007. In many of the Office 2007 programs, you can update properties for a server document in a Document Information Panel (New!), and participate in workflows (New!), which is the automated movement of documents or items through a sequence of actions or tasks, such as document approval.

Office 2007 programs use the Document Management task pane to access many Office SharePoint Server 2007 features. The Document Management task pane allows you to see the list of team members collaborating on the current project, find out who is online, send an e-mail message, and review tasks and other resources. You can also use the Document Management task pane to create document workspaces where you can collect, organize, modify, share, and discuss Office documents.

Before you can use Office SharePoint Server 2007, the software needs to be set up and configured on a Windows 2003 Server or later by your network administrator. You can view Office SharePoint Server sites using a Web browser or a mobile device (New!) while you're on the road.

What You'll Do

View and Navigate Office SharePoint Sites

Create a Document Workspace Site

Create a Document Library Site

Add and Upload Documents to a Site

Add Pages to a Site

Publish Slides to a Library

Saving a File to a Document Management Server

View Versions of Documents

Check Documents In and Out to Edit

Work with Shared Workspace

View Team Members

Create Lists

Create Events

Hold Web Discussions

Set Up Alerts

Customize Quick Launch or Top Link Bar

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Additional content is available on the Web. You can download a chapter on SharePoint.