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# Office PowerPoint® 2007

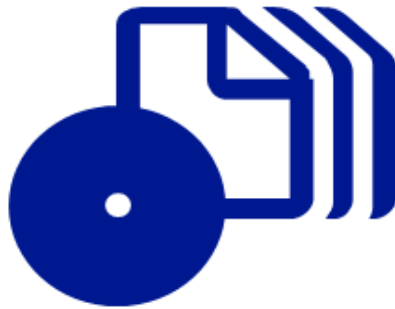
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# Microsoft® Office PowerPoint 2007 Step by Step

*Joyce Cox and Joan Preppernau*

PUBLISHED BY

Microsoft Press

A Division of Microsoft Corporation

One Microsoft Way

Redmond, Washington 98052-6399

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Library of Congress Control Number: 2006937016

Printed and bound in the United States of America.

ISBN: 978-0-735-62301-9

9 10 11 12 13 14 15 16 17 QGT 7 6 5 4 3 2

Distributed in Canada by H.B. Fenn and Company Ltd.

A CIP catalogue record for this book is available from the British Library.

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**Acquisitions Editor:** Juliana Aldous Atkinson

**Project Editor:** Sandra Haynes

**Editorial Production:** Online Training Solutions, Inc.

Body Part No. X12-64029

[2012-05-18]

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# About the Authors

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Joyce has 25 years' experience in the development of training materials about technical subjects for non-technical audiences, and is the author of dozens of books about Office and Windows technologies. She is the Vice President of Online Training Solutions, Inc. (OTSI). She was President of and principal author for Online Press, where she developed the *Quick Course* series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California. Joyce and her husband Ted live in downtown Bellevue, Washington, and escape as often as they can to their tiny, offline cabin in the Cascade foothills.



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## The Team

Without the support of the hard-working members of the OTSI publishing team, this book would not exist. Susie Bayers and Marlene Lambert guided the editorial process, and Robert (RJ) Cadranell guided the production process. Jaime Odell copyedited the book, and Jan Bednarczuk created its index. Lisa Van Every laid out the book using Adobe InDesign, and Jeanne Craver processed the graphics. Another important member of our team, Microsoft Press Series Editor Sandra Haynes, provided invaluable support throughout the writing and production processes.

## Online Training Solutions, Inc. (OTSI)

OTSI specializes in the design, creation, and production of Office and Windows training products for information workers and home computer users. For more information about OTSI, visit

*[www.otsi.com](http://www.otsi.com)*

# Introducing PowerPoint 2007

Microsoft Office PowerPoint 2007 is a full-featured presentation program that helps you quickly and efficiently develop dynamic, professional-looking presentations and then deliver them to an audience. You can use PowerPoint to:

- Introduce an idea, proposal, organization, product, or process with professionally designed high-impact slides.
- Use galleries of styles and formatting options to achieve the right combination of colors, fonts, and effects.
- Bolster your arguments by easily adding pictures, shapes, and fancy display text.
- Convey numeric data in easy-to-grasp ways with styled tables or visually compelling charts.
- Use SmartArt graphics to create sophisticated diagrams that reflect processes, hierarchies, and other relationships.
- Create custom layouts so that your presentation has a unique look and feel.
- Collaborate with colleagues, giving and receiving feedback to ensure the best possible presentation.

PowerPoint 2007 has been extensively overhauled and improved with this version. You'll notice some obvious changes as soon as you start the program, because the top of the program window has a completely new look, described in Chapter 1, "Exploring PowerPoint 2007." But the improvements go way beyond these changes in appearance. Throughout this book, we include discussions of each new feature that is likely to be useful to you and how and when to use it.

**Tip** Included in the back of this book is a four-color poster provided for your reference. This convenient guide points out some of the best new features of the redesigned Office user interface and includes tips to get you started. You will learn about these features and many more while working through this book.

## New Features

Because there are so many new features in this version of PowerPoint, we don't identify them with a special margin icon as we did in previous versions of this book. We do, however, list them here. If you're upgrading to PowerPoint 2007 from a previous version,

you're probably most interested in the differences between the old and new versions and how they will affect you, as well as how to find out about them in the quickest possible way. The sections below list new features you will want to be aware of, depending on the version of PowerPoint you are upgrading from. To quickly locate information about these features, see the Index at the back of this book.

## If You Are Upgrading from PowerPoint 2003

If you have been using PowerPoint 2003, you will soon realize that PowerPoint 2007 is not just an incremental upgrade to what seemed like a pretty comprehensive set of features and tools. In addition to introducing a more efficient approach to working with presentations, PowerPoint 2007 includes a long list of new and improved features, including the following:

- **The Ribbon.** No more hunting through menus, submenus, and dialog boxes. This new interface organizes all the commands most people use most often, making them quickly accessible from tabs at the top of the program window.
- **Live preview.** See the effect of a style, theme, or other option before you apply it.
- **Custom layouts.** Easily create your own layouts with placeholders for specific objects, and then save them for use in other presentations.
- **SmartArt graphics.** Use this awesome new diagramming tool to create sophisticated diagrams with 3-D shapes, transparency, drop shadows, and other effects.
- **Slide libraries.** Share slide content with team members in a special Microsoft SharePoint library for presentations and slides.
- **Presentation cleanup.** Have PowerPoint check for and remove comments, hidden text, and personal information stored as properties before you declare a presentation final.

## If You Are Upgrading from PowerPoint 2002

In addition to the features listed in the previous section, if you're upgrading from PowerPoint 2002 (part of the Office XP system), you'll want to take note of the following new features that were introduced in PowerPoint 2003:

- **Thesaurus and research service.** Choose words that suit your presentation and your audience, and research information on the Web.
- **Smart tags.** Track types of data that can be used in multiple ways, such as dates, names, and addresses.

- **Improved media playback.** Get superior performance when playing video or sound.
- **Tablet PC support.** Edit a presentation in your own handwriting.
- **Document workspaces.** Collaborate with team members on presentations stored on SharePoint sites.
- **Information Rights Management, improved password protection, and digital signatures.** Restrict who can work on a presentation.
- **Package for CD.** Make sure you include all the files you need when you transfer a presentation to a CD.
- **New slide show navigation tools.** Move smoothly from slide to slide when delivering an electronic slide show.
- **Improved ink annotations.** Mark up slides during a presentation.

## If You Are Upgrading from PowerPoint 2000

If you are upgrading from PowerPoint 2000, you've got a lot of catching up to do, but this upgrade will definitely be worth the effort. In addition to the features listed in the previous sections, the following features and tools, which were added in PowerPoint 2002, will be new to you:

- **Overview pane.** Quickly view a presentation outline or slide thumbnails on tabs in this handy pane on the left side of the program window.
- **Task pane.** Quickly access groups of related commands or options in this pane on the right side of the program window. This pane is used for searching, accessing design templates, clip art, viewing and working with Clipboard content, and other PowerPoint tasks.
- **Print Preview.** Preview presentation slides before you print them.
- **AutoCorrect and AutoFit options.** Control the features that correct spelling as you type and resize text to fit its placeholder.
- **Multiple masters.** Add more than one master to a presentation.
- **Visible grid.** Display a grid to align objects.
- **Photo album.** Create a presentation that can be used as a photo album.
- **Compress pictures.** Reduce the size of pictures in a presentation.
- **Animation schemes.** Quickly apply a set of animations to an object or slide.



# Discontinued Features

The following features that you might have used in PowerPoint 2003 or earlier versions are not supported by PowerPoint 2007. Comparable or replacement features are listed where applicable.

Discontinued Feature	PowerPoint 2007 Feature
AutoContent wizard	Create presentations based on templates with themes and layouts.
Adding pictures from a scanner or camera	Download the pictures, and then insert by clicking the Picture button in the Illustrations group on the Insert tab.
Commands on the Web toolbar	Use the Location box instead of the Address box; add the Back and Forward buttons to the Quick Access Toolbar.
Macro recorder	Create or edit macros by using Microsoft Visual Basic for Applications (VBA).
Live broadcast add-in	Collaborate and share presentations by using Microsoft Live Meeting or Windows Meeting.
Send For Review command	Attach your presentation to an e-mail message.
Summary and contents slides	Copy slide titles onto a summary or contents slide.
Apple QuickTime movie support	Create a link to the QuickTime movie, or convert it to a Microsoft Windows video.
Title master	Define the content and formatting for the title slide in Slide Master view.
Allow Fast Saves option	PowerPoint always saves the entire presentation.

# Information for Readers Running Windows XP

The graphics and the operating system–related instructions in this book reflect the Windows Vista user interface. However, Windows Vista is not required; you can also use a computer running Microsoft Windows XP.

Most of the differences you will encounter when working through the exercises in this book on a computer running Windows XP center around appearance rather than functionality. For example, the Windows Vista Start button is round rather than rectangular and is not labeled with the word *Start*; window frames and window-management buttons look different; and if your system supports Windows Aero, the window frames might be transparent.

In this section, we provide steps for navigating to or through menus and dialog boxes in Windows XP that differ from those provided in the exercises in this book. For the most part, these differences are small enough that you will have no difficulty in completing the exercises.

## Managing the Practice Files

The instructions given in the “Using the Book’s CD” section are specific to Windows Vista. The only differences when installing, using, uninstalling, and removing the practice files supplied on the companion CD are the default installation location and the uninstall process.

On a computer running Windows Vista, the default installation location of the practice files is *Documents\MSP\PowerPoint2007SBS*. On a computer running Windows XP, the default installation location is *My Documents\MSP\PowerPoint2007SBS*. If your computer is running Windows XP, whenever an exercise tells you to navigate to your *Documents* folder, you should instead go to your *My Documents* folder.

To uninstall the practice files from a computer running Windows XP:



1. On the Windows taskbar, click the **Start** button, and then click **Control Panel**.
2. In **Control Panel**, click (or in Classic view, double-click) **Add or Remove Programs**.

3. In the **Add or Remove Programs** window, click **Microsoft Office PowerPoint 2007 Step by Step**, and then click **Remove**.
4. In the **Add or Remove Programs** message box asking you to confirm the deletion, click **Yes**.

**Important** If you need help installing or uninstalling the practice files, please see the “Getting Help” section later in this book. Microsoft Product Support Services does not provide support for this book or its companion CD.

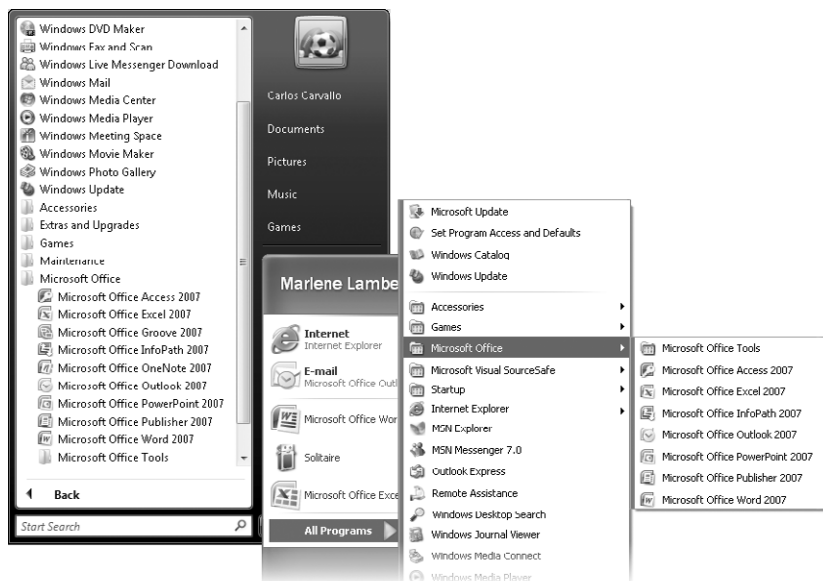
## Using the Start Menu

To start PowerPoint 2007 on a computer running Windows XP:



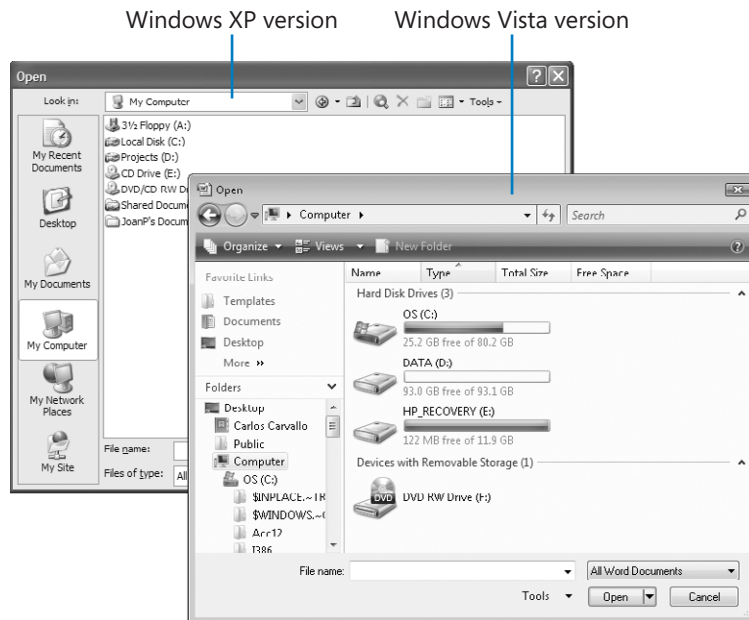
- Click the **Start** button, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Office PowerPoint 2007**.

Folders on the Windows Vista Start menu expand vertically. Folders on the Windows XP Start menu expand horizontally. You will notice this variation between the images shown in this book and your Start menu.



## Navigating Dialog Boxes

On a computer running Windows XP, some of the dialog boxes you will work with in the exercises not only look different from the graphics shown in this book but also work differently. These dialog boxes are primarily those that act as an interface between PowerPoint and the operating system, including any dialog box in which you navigate to a specific location. For example, here are the Open dialog boxes from PowerPoint 2007 running on Windows Vista and Windows XP and examples of ways to navigate in them.



To navigate to the *Exploring* folder in Windows Vista:

- ➔ In the **Favorite Links** pane, click **Documents**. Then in the folder content pane, double-click **MSP**, **PowerPoint2007SBS**, and double-click **Exploring**.

To move back to the *PowerPoint2007SBS* folder in Windows Vista:

- ➔ In the upper-left corner of the dialog box, click the **Back** button.



To navigate to the *Exploring* folder in Windows XP:

- ➔ On the **Places** bar, click **My Documents**. Then in the folder content pane, double-click **MSP**, **PowerPoint2007SBS**, and double-click **Exploring**.

To move back to the *PowerPoint2007SBS* folder in Windows XP:

- ➔ On the toolbar, click the **Up One Level** button.



Up One Level



# The Microsoft Business Certification Program

Desktop computing proficiency is becoming increasingly important in today's business world. As a result, when screening, hiring, and training employees, more employers are relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the trouble and expense of training you.

The Microsoft Business Certification program is designed to assist employees in validating their Windows Vista skills and 2007 Microsoft Office program skills. There are two paths to certification:

- A Microsoft Certified Application Specialist (MCAS) is an individual who has demonstrated worldwide skill standards for Windows Vista or the 2007 Microsoft Office suite through a certification exam in Windows Vista or in one or more of the 2007 Microsoft Office programs, including Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office PowerPoint 2007, Microsoft Office Outlook 2007, and Microsoft Office Access 2007.
- A Microsoft Certified Application Professional (MCAP) is an individual who has taken his or her knowledge of the 2007 Microsoft Office suite and of Microsoft SharePoint products and technologies to the next level and has demonstrated through a certification exam that he or she can use the collaborative power of the Office suite to accomplish job functions such as Budget Analysis and Forecasting, or Content Management and Collaboration.

After attaining certification, you can include the MCAS or MCAP logo with the appropriate certification designator on your business cards and other personal promotional materials. This logo attests to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification.

## Selecting a Certification Path

When selecting the Microsoft Business Certification path that you would like to pursue, you should assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program
- Whether you have had formal or informal training in the use of that program

Candidates for MCAS-level certification are expected to successfully complete a wide range of standard business tasks, such as formatting a document or spreadsheet. Successful candidates generally have six or more months of experience with Windows Vista or the specific Office the program, including either formal, instructor-led training or self-study using MCAS-approved books, guides, or interactive computer-based materials.

Candidates for MCAP-level certification are expected to successfully complete more complex, business-oriented tasks utilizing advanced functionality with the combined 2007 Microsoft Office suite of products. Successful candidates generally have between six months and one or more years of experience with the programs, including formal, instructor-led training or self-study using MCAP-approved materials.

## Becoming a Microsoft Certified Application Specialist

Every MCAS and MCAP certification exam is developed from a set of exam skill standards that are derived from studies of how Windows Vista and the 2007 Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide you with critical information on how to prepare for certification.

To become certified as a Microsoft Certified Application Specialist for Microsoft Office PowerPoint 2007, you must demonstrate proficiency in these four areas:

- **Creating and formatting presentations.** You must demonstrate the ability to create new presentations from blank presentations, templates, existing presentations, and Word 2007 outlines; customize slide masters; create and change presentation elements; add, change and remove transitions between slides; set slide size and presentation orientation; and arrange slides.

- **Creating and formatting slide content.** You must demonstrate the ability to insert and format text boxes; format, move, and copy text; create and format bulleted and numbered lists; format paragraphs; insert and modify WordArt; add and link existing content to presentations; reuse slides from an existing presentation; copy elements from one slide to another; insert hyperlinks; insert media clips; and apply, customize, modify, and remove animations.
- **Working with visual content.** You must demonstrate the ability to create and format SmartArt diagrams from scratch and from bullet points; insert, format, modify, group, and align pictures, clip art, and shapes; insert, format, and modify charts; and insert, format, and modify tables.
- **Collaborating on and delivering presentations.** You must demonstrate the ability to work with comments; save a presentation in the appropriate format, remove private information, and mark it as final; restrict permissions, set a password, and attach a digital signature; print slides and handouts; and rehearse a presentation, package it on a CD, set slide show options, and use presentation tools.

## Taking a Microsoft Business Certification Exam

The MCAS and MCAP certification exams for Windows Vista and the 2007 Office programs are performance-based and require you to complete business-related tasks using an interactive simulation (a digital model) of the Windows Vista operating system or one or more programs in the Office suite.

### Test-Taking Tips

- Follow all instructions provided in each question completely and accurately.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do otherwise. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined (for example, **text**), but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam question unless you are specifically instructed otherwise.



- Don't close task panes before proceeding to the next exam question unless you are specifically instructed to do otherwise.
- If you are asked to print a document, spreadsheet, chart, report, or slide, perform the task, but be aware that nothing will actually be printed.
- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions), and not on the time you take to complete the question.
- If your computer becomes unstable during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred with your score intact.

## Certification

At the conclusion of the exam, you will receive a score report, which you can print with the assistance of the testing center administrator. If your score meets or exceeds the passing standard (the minimum required score), you will be mailed a printed certificate within approximately 14 days.

## For More Information

To learn more about the Microsoft Certified Application Specialist exams and courseware, visit

*<http://www.microsoft.com/learning/mcp/mcas/>*

To learn more about the Microsoft Certified Application Professional exams and courseware, visit

*<http://www.microsoft.com/learning/mcp/mcap/>*




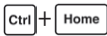


# Features and Conventions of This Book

This book has been designed to lead you step by step through all the tasks you are most likely to want to perform in Microsoft Office PowerPoint 2007. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create and work with all the common types of PowerPoint presentations. However, each topic is self contained. If you have worked with a previous version of PowerPoint, or if you completed all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- **Detailed table of contents.** A listing of the topics and sidebars within each chapter.
- **Chapter thumb tabs.** Easily locate the beginning of the chapter you want.
- **Topic-specific running heads.** Within a chapter, quickly locate the topic you want by looking at the running head of odd-numbered pages.
- **Quick Reference.** General instructions for each procedure covered in specific detail elsewhere in the book. Refresh your memory about a task while working with your own documents.
- **Detailed index.** Look up specific tasks and features and general concepts in the index, which has been carefully crafted with the reader in mind.
- **Companion CD.** Contains the practice files needed for the step-by-step exercises, as well as a fully searchable electronic version of this book and other useful resources.
- **Reference card.** A tear-out guide to the new Microsoft Office system user interface features.

In addition, we provide a glossary of terms for those times when you need to look up the meaning of a word or the definition of a concept.

You can save time when you use this book by understanding how the *Step by Step* series shows special instructions, keys to press, buttons to click, and so on.

Convention	Meaning
	This icon at the end of a chapter introduction indicates information about the practice files provided on the companion CD for use in the chapter.
<b>USE</b>	This paragraph preceding a step-by-step exercise indicates the practice files that you will use when working through the exercise.
<b>BE SURE TO</b>	This paragraph preceding or following an exercise indicates any requirements you should attend to before beginning the exercise or actions you should take to restore your system after completing the exercise.
<b>OPEN</b>	This paragraph preceding a step-by-step exercise indicates files that you should open before beginning the exercise.
<b>CLOSE</b>	This paragraph following a step-by-step exercise provides instructions for closing open files or programs before moving on to another topic.
<b>1</b> <b>2</b>	Blue numbered steps guide you through step-by-step exercises and Quick Reference versions of procedures.
1 2	Black numbered steps guide you through procedures in sidebars and expository text.
→	An arrow indicates a procedure that has only one step.
<b>See Also</b>	These paragraphs direct you to more information about a given topic in this book or elsewhere.
<b>Troubleshooting</b>	These paragraphs explain how to fix a common problem that might prevent you from continuing with an exercise.
<b>Tip</b>	These paragraphs provide a helpful hint or shortcut that makes working through a task easier, or information about other available options.
<b>Important</b>	These paragraphs point out information that you need to know to complete a procedure.
 Save	The first time you are told to click a button in an exercise, a picture of the button appears in the left margin. If the name of the button does not appear on the button itself, the name appears under the picture.
	In step-by-step exercises, keys you must press appear as they would on a keyboard.
	A plus sign (+) between two key names means that you must hold down the first key while you press the second key. For example, "press  + 
<b>Program interface elements</b>	In steps, the names of program elements, such as buttons, commands, and dialog boxes, are shown in black bold characters.
<b>User input</b>	Anything you are supposed to type appears in blue bold characters.
<b>Glossary terms</b>	Terms that are explained in the glossary at the end of the book are shown in blue italic characters.

# Using the Book's CD

The companion CD included with this book contains the practice files you'll use as you work through the book's exercises, as well as other electronic resources that will help you learn how to use Microsoft Office PowerPoint 2007.

## What's on the CD?

The following table lists the practice files supplied on the book's CD.

Chapter	Files
Chapter 1: Exploring PowerPoint 2007	<i>02_Opening.pptx</i> <i>03_Viewing1.pptx</i> <i>03_Viewing2.pptx</i>
Chapter 2: Starting a New Presentation	<i>01_Creating.pptx</i> <i>03_Converting.docx</i> <i>04_Reusing1.pptx</i> <i>04_Reusing2.pptx</i>
Chapter 3: Working with Slide Text	<i>02_Editing.pptx</i> <i>03_TextBoxes.pptx</i> <i>04_Correcting.pptx</i> <i>05_Spelling.pptx</i> <i>06_Finding.pptx</i> <i>07_Changing.pptx</i>
Chapter 4: Adjusting the Layout, Order, and Look of Slides	<i>01_Layout.pptx</i> <i>02_Rearranging.pptx</i> <i>03_Theme1.pptx</i> <i>03_Theme2.pptx</i> <i>04_ColorScheme.pptx</i> <i>05_OtherColors.pptx</i> <i>06_Background.pptx</i>

Chapter	Files
Chapter 5: Adding Tables, Charts, and Diagrams	<i>01_Tables.pptx</i> <i>02_Worksheets.pptx</i> <i>02_Costs.xlsx</i> <i>03_Charts.pptx</i> <i>04_Diagrams.pptx</i> <i>05_BulletDiagrams.pptx</i>
Chapter 6: Enhancing Slides with Graphics	<i>01_ClipArt.pptx</i> <i>02_Pictures1.pptx</i> <i>02_Pictures2.jpg</i> <i>02_Pictures3.jpg</i> <i>02_Pictures4.jpg</i> <i>02_Pictures5.jpg</i> <i>03_PhotoAlbum1.jpg</i> <i>03_PhotoAlbum2.jpg</i> <i>03_PhotoAlbum3.jpg</i> <i>03_PhotoAlbum4.jpg</i> <i>04_Shapes.pptx</i> <i>05_WordArt.pptx</i> <i>06_Aligning.pptx</i>
Chapter 7: Adding Animation, Sound, and Movies	<i>01_Animation.pptx</i> <i>02_Transition.pptx</i> <i>03_Sounds.pptx</i> <i>03_Introduction.wav</i> <i>04_Movies.pptx</i> <i>04_HouseHome.wmv</i>
Chapter 8: Reviewing and Sharing a Presentation	<i>01_Printing.pptx</i> <i>02_Password.pptx</i> <i>03_Comments.pptx</i> <i>06_Finalizing.pptx</i>
Chapter 9: Creating Your Own Presentation	<i>01_CustomTheme.pptx</i> <i>02_Background.jpg</i> <i>02_Masters.pptx</i> <i>03_CustomLayout.pptx</i> <i>04_CustomTemplate.pptx</i>

Chapter	Files
Chapter 10: Delivering a Presentation Electronically	<i>01_Adapting.pptx</i> <i>02_Rehearsing.pptx</i> <i>03_NotesHandouts.pptx</i> <i>03_YinYang.png</i> <i>04_Travel.pptx</i> <i>05_Showing.pptx</i>
Chapter 11: Setting Up a Presentation for Web Viewing	<i>01_Hyperlink.pptx</i> <i>01_Procedures.docx</i> <i>02_Action.pptx</i> <i>03_WebPage.pptx</i>
Chapter 12: Customizing PowerPoint	<i>02_Commands.pptx</i> <i>03_Toolbar.pptx</i>

In addition to the practice files, the CD contains some exciting resources that will really enhance your ability to get the most out of using this book and PowerPoint 2007, including the following:

- *Microsoft Office PowerPoint 2007 Step by Step* in eBook format
- *Microsoft Computer Dictionary*, 5th ed. eBook
- *First Look 2007 Microsoft Office System* (Katherine Murray, 2006)
- Sample chapter and poster from *Look Both Ways: Help Protect Your Family on the Internet* (Linda Criddle, 2007)

**Important** The companion CD for this book does not contain the PowerPoint 2007 software. You should purchase and install that program before using this book.

# Minimum System Requirements

## 2007 Microsoft Office System

The 2007 Microsoft Office system includes the following programs:

- Microsoft Office Access 2007
- Microsoft Office Communicator 2007
- Microsoft Office Excel 2007
- Microsoft Office Groove 2007
- Microsoft Office InfoPath 2007
- Microsoft Office OneNote 2007
- Microsoft Office Outlook 2007
- Microsoft Office Outlook 2007 with Business Contact Manager
- Microsoft Office PowerPoint 2007
- Microsoft Office Publisher 2007
- Microsoft Office Word 2007

No single edition of the 2007 Office system installs all of the above programs. Specialty programs available separately include Microsoft Office Project 2007, Microsoft Office SharePoint Designer 2007, and Microsoft Office Visio 2007.

To install and run these programs, your computer needs to meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM
- CD or DVD drive
- 2 gigabytes (GB) available hard disk space; a portion of this disk space will be freed if you select the option to delete the installation files

**Tip** Hard disk requirements will vary depending on configuration; custom installation choices might require more or less hard disk space.

- Monitor with 800×600 screen resolution; 1024×768 or higher recommended
- Keyboard and mouse or compatible pointing device

- Internet connection, 128 kilobits per second (Kbps) or greater, for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Vista or later, Microsoft Windows XP with Service Pack 2 (SP2), or Microsoft Windows Server 2003 or later
- Windows Internet Explorer 7 or Microsoft Internet Explorer 6 with service packs

The 2007 Microsoft Office suites, including Office Basic 2007, Office Home & Student 2007, Office Standard 2007, Office Small Business 2007, Office Professional 2007, Office Ultimate 2007, Office Professional Plus 2007, and Office Enterprise 2007, all have similar requirements.

## Step-by-Step Exercises

In addition to the hardware, software, and connections required to run the 2007 Microsoft Office system, you will need the following to successfully complete the exercises in this book:

- PowerPoint 2007, Word 2007, Excel 2007, and Outlook 2007
- Access to a printer
- 10 MB of available hard disk space for the practice files

## Installing the Practice Files

You need to install the practice files in the correct location on your hard disk before you can use them in the exercises. Follow the steps below.

**Note** If for any reason you are unable to install the practice files (or other companion content) from the CD, the files can also be downloaded from the Web at <http://www.microsoftpressstore.com/title/9780735623019>.

1. Remove the companion CD from the envelope at the back of the book, and insert it into the CD drive of your computer.

The Step By Step Companion CD License Terms appear. Follow the on-screen directions. To use the practice files, you must accept the terms of the license agreement. After you accept the license agreement, a menu screen appears.



**Important** If the menu screen does not appear, click the Start button and then click Computer. Display the Folders list in the Navigation pane, click the icon for your CD drive, and then in the right pane, double-click the StartCD executable file.

2. Click **Practice Files**.
3. Click **Next** on the first screen, and then click **Next** to accept the terms of the license agreement on the next screen.
4. If you want to install the practice files to a location other than the default folder (*Documents\MSP\PowerPoint2007SBS*), click the **Change** button, select the new drive and path, and then click **OK**.

**Important** If you install the practice files to a location other than the default, you will need to substitute that path within the exercises.

5. Click **Next** on the **Custom Setup** screen, and then click **Install** on the **Ready to Install the Program** screen to install the selected practice files.
6. After the practice files have been installed, click **Finish**.
7. Close the **Step by Step Companion CD** window, remove the companion CD from the CD drive, and return it to the envelope at the back of the book.

## Using the Practice Files

When you install the practice files from the companion CD that accompanies this book, the files are stored on your hard disk in chapter-specific subfolders under *Documents\MSP\PowerPoint2007SBS*. Each exercise is preceded by a paragraph that lists the files needed for that exercise and explains any preparations needed before you start working through the exercise. Here are examples:



**USE** the *02\_Worksheets* presentation and the *02\_Costs* workbook. These practice files are located in the *Adding* subfolder under *PowerPoint2007SBS*.

**BE SURE TO** start PowerPoint before beginning this exercise.

**OPEN** the *02\_Worksheets* presentation.

You can browse to the practice files in Windows Explorer by following these steps:



1. On the Windows taskbar, click the **Start** button, and then click **Documents**.
2. In your **Documents** folder, double-click **MSP**, double-click **PowerPoint2007SBS**, and then double-click a specific chapter folder.

You can browse to the practice files from a PowerPoint 2007 dialog box by following these steps:

1. On the **Favorite Links** pane in the dialog box, click **Documents**.
2. In your **Documents** folder, double-click **MSP**, double-click **PowerPoint2007SBS**, and then double-click the specified chapter folder.

## Removing and Uninstalling the Practice Files

You can free up hard disk space by uninstalling the practice files that were installed from the companion CD. The uninstall process deletes any files that you created in the *Documents\MSP\PowerPoint2007SBS* chapter-specific folders while working through the exercises. Follow these steps:



1. On the Windows taskbar, click the **Start** button, and then click **Control Panel**.
2. In **Control Panel**, under **Programs**, click the **Uninstall a program** task.
3. In the **Programs and Features** window, click **Microsoft Office PowerPoint 2007 Step by Step**, and then on the toolbar at the top of the window, click the **Uninstall** button.
4. If the **Programs and Features** message box asking you to confirm the deletion appears, click **Yes**.

**See Also** If you need additional help installing or uninstalling the practice files, see the ["Getting Help" section later in this book](#).

**Important** Microsoft Product Support Services does not provide support for this book or its companion CD.



# Getting Help

Every effort has been made to ensure the accuracy of this book and the contents of its companion CD. If you do run into problems, please contact the sources listed below for assistance.

## Errata & Book Support

We've made every effort to ensure the accuracy of this book and its companion content. Any errors that have been reported since this book was published are listed on our Microsoft Press site:

<http://www.microsoftpressstore.com/title/9780735623019>.

If you find an error that is not already listed, you can report it to us through the same page.

If you need additional support, email Microsoft Press Book Support at [mspinput@microsoft.com](mailto:mspinput@microsoft.com).

Please note that product support for Microsoft software is not offered through the addresses above.

## Getting Help with PowerPoint 2007

If your question is about Microsoft Office PowerPoint 2007, and not about the content of this Microsoft Press book, your first recourse is the PowerPoint Help system. This system is a combination of tools and files stored on your computer when you installed the 2007 Microsoft Office system and, if your computer is connected to the Internet, information available from Microsoft Office Online. There are several ways to find general or specific Help information:

- To find out about an item on the screen, you can display a *ScreenTip*. For example, to display a ScreenTip for a button, point to the button without clicking it. The ScreenTip gives the button's name, the associated keyboard shortcut if there is one, and unless you specify otherwise, a description of what the button does when you click it.
- In the PowerPoint program window, you can click the Microsoft Office PowerPoint Help button (a question mark in a blue circle) at the right end of the Ribbon to display the PowerPoint Help window.
- After opening a dialog box, you can click the Help button (also a question mark) at the right end of the dialog box title bar to display the PowerPoint Help window with topics related to the functions of that dialog box already identified.

To practice getting help, you can work through the following exercise.



**BE SURE TO** start PowerPoint before beginning this exercise.



Microsoft Office  
PowerPoint Help

1. At the right end of the Ribbon, click the **Microsoft Office PowerPoint Help** button. The PowerPoint Help window opens.
2. In the list of topics in the **PowerPoint Help** window, click **Activating PowerPoint**. PowerPoint Help displays a list of topics related to activating Microsoft Office system programs.