

MS PowerPoint 2007 New Interface

When you open PowerPoint 2007, you will notice that it looks quite different from PowerPoint 2000 and PowerPoint 2003. The same tools are all there, but they are arranged very differently and new features have been added.

If you are already familiar with PowerPoint 2000 or 2003, it may take you a while to adjust to this new arrangement of tools. This tutorial uses PowerPoint 2007 and you can use it as a quick reference guide for most of the common tools.

Arrangement of Tools in PowerPoint 2007



The **MS Office Button** contains the main file functions

- New, Open, Save, Save as, Print, Print Preview, etc.

The **Quick Access Toolbar** contains shortcuts to **Save, Undo, and Repeat**

Each **Ribbon Tab** displays a **Ribbon** that provides a set of **Tool Groups**.

- The **Ribbon Tab** and the **Tool Groups** in the **Ribbon** correspond to the **Menu and Toolbar** in Word 2000 and 2003
- The **Name** of each **Tool Group** is listed at the bottom of the Group
 - **Example** - In the **Home Tab**, the third **Tool Group** is named **Font**
 - The name "**Font**" is under the **Font Tool Group**



To change the **Tool Groups** being displayed in the **Ribbon**

- Click on the appropriate **Ribbon Tab**
- **Example** - The **Home Tab** contains **Tool Groups** for the most commonly used Tools
 - Clipboard, Font, Paragraph, and Style tools in Word

Some **Tool Group** boxes have a **small arrow** in the bottom right-hand corner.

- If you click on this arrow, PowerPoint will open a **Dialog Box** which offers more options and settings related to that **Tool Group**



In PowerPoint 2007, you will find that tools with similar uses are organized so that they are usually found within the same Tool Group or at least within one Ribbon. If you do not find a tool in the Ribbon you think it should be in, try exploring the other Ribbon Tabs.

Ms Access 2007 User Guide

Michael Antonovich



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Access 2007: The Missing Manual Matthew MacDonald,2007 Written from the ground up for this redesigned application this guide will help readers design and maintain complete databases search for valuable nuggets of information and build attractive forms for quick and easy data entry

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Access 2007: The Missing Manual Matthew MacDonald,2006-12-29 Compared to industrial strength database products such as Microsoft s SQL Server Access is a breeze to use It runs on PCs rather than servers and is ideal for small to mid sized businesses and households But Access is still intimidating to learn It doesn t help that each new version crammed in yet another set of features so many in fact that even the pros don t know where to find them all Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95 Most obvious is the thoroughly redesigned user interface with its tabbed toolbar or Ribbon that makes features easy to locate and use The features list also includes several long awaited changes One thing that hasn t improved is Microsoft s documentation To learn the ins and outs of all the features in Access

2007 Microsoft merely offers online help Access 2007 The Missing Manual was written from the ground up for this redesigned application You will learn how to design complete databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry You ll even delve into the black art of Access programming including macros and Visual Basic and pick up valuable tricks and techniques to automate common tasks even if you ve never touched a line of code before You will also learn all about the new prebuilt databases you can customize to fit your needs and how the new complex data feature will simplify your life With plenty of downloadable examples this objective and witty book will turn an Access neophyte into a true master Microsoft Office Access 2007 All-in-One Desk Reference For Dummies Alan Simpson,Margaret Levine Young,Alison Barrows,April Wells,Jim McCarter,2011-03-01 Updated to cover all the latest features and capabilities of Access 2007 this resource provides new and inexperienced Access users with eight task oriented minibooks that cover beginning to advanced level material Each minibook covers a specific aspect of Access such as database design tables queries forms reports and macros Shows how to accomplish specific tasks such as database housekeeping security data and using Access with the Web Access is the world s leading desktop database solution and is used by millions of people to store organize view analyze and share data as well as to build powerful custom database solutions that integrate with the Web and enterprise data sources The British National Bibliography Arthur James Wells,2009 **Access 2007 for Starters** Matthew MacDonald,2007-01-25 This fast paced book teaches you the basics of Access 2007 so you can start using this popular database program right away You ll learn how to work with Access most useful features to design databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry The new Access is radically different from previous versions but with this book you ll breeze through the new interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Ideal for small businesses and households Access runs on PCs and manages large stores information including numbers pages of text and pictures everything from a list of family phone numbers to an enormous product catalog Unfortunately each new version of the program crammed in yet another set of features so many that even the pros don t know where to find them all Access 2007 breaks the mold Microsoft changed the user interface by designing a tabbed toolbar that makes features easy to locate One thing that hasn t improved is Microsoft s documentation Even if you find the features you need you still may not know what to do with them Access 2007 for Starters The Missing Manual is the perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information *Library Journal* ,2006-04 **Searcher** ,2009 **Virtualization, A Beginner's Guide** Nelson Ruest,Danielle Ruest,2009-03-31 Migrate to a dynamic on demand data delivery platform If you re looking to hit the ground running with any virtualization project large or small this book is going to give you the start you need and along the way will offer you some cautionary tales that will even take some seasoned virtualization veterans by surprise From the foreword by

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