

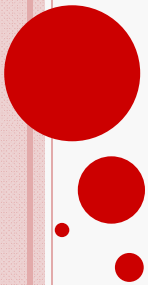


PowerPoint 2003 Vs 2007

What's the Difference?

Presented By: Terence Peak



PowerPoint 2007

- This tutorial will explain the differences between PowerPoint 2003 and 2007 by comparing the Menus and toolbars in PowerPoint 2003 with the MS Office Button and Ribbon in 2007.
- There will also be an explanation of new features *exclusive* to PowerPoint 2007
- If you would prefer an online tutorial, [click here:](#)

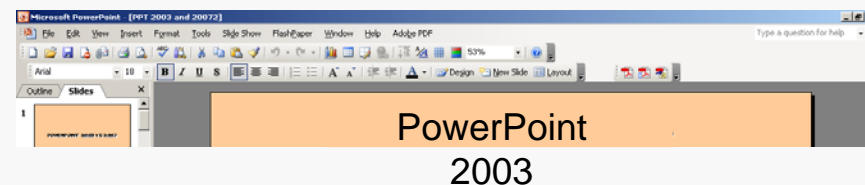
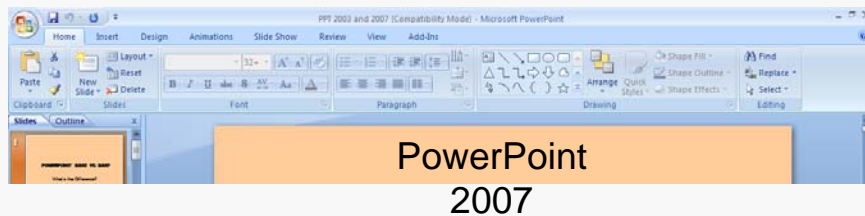



The New presentation Page

- When you open either version of PowerPoint, a new blank presentation page appears.
- Revisions in Office 2007 have created major changes in the layout of this display
- The major differences between the two displays are seen [here](#).




New presentation Page- 2003 and 2007






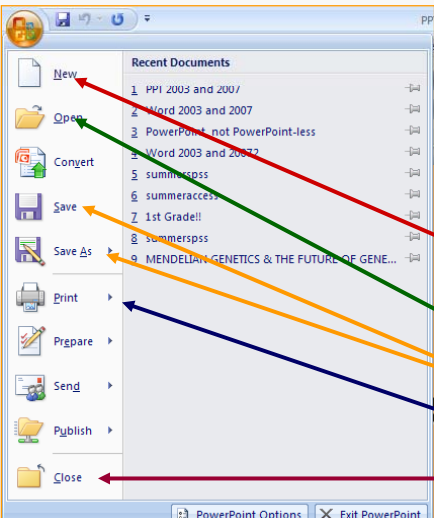
MS Office Button, the Quick Access Toolbar, & The Ribbon

- The **MS Office Button**, **Quick Access Toolbar** and the **Ribbon** replace the **Menu**, **Standard** and **Formatting Toolbars** in PowerPoint 2003.






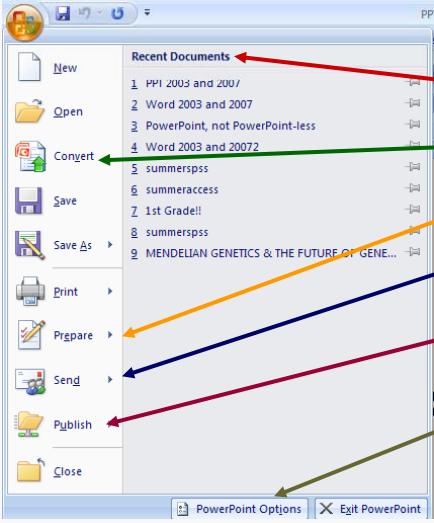
The MS Office Button



- The MS Office Button is a *New Feature* of PowerPoint 2007. It replaces the **File Menu**
- It is the access point to:
 - **Create New PowerPoint presentations**
 - **Open**
 - **Save**
 - **Print**
 - **Close**



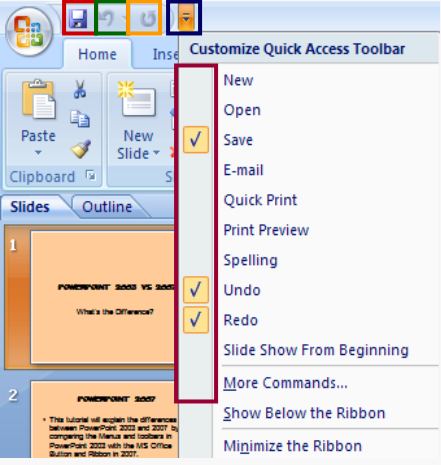
The MS Office Button



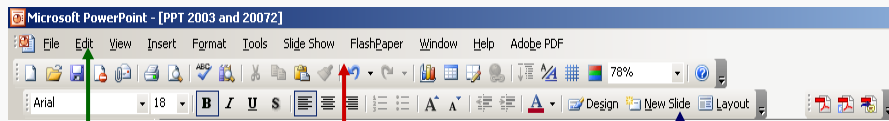
- The MS Office Button also houses
 - Recently Opened** presentations
 - Convert** converts PowerPoint files into the 2007 Format
 - Prepare** to finalize presentations for distribution
 - Send** which distributes presentations through facsimile or email
 - Publish** to distribute a presentation to a server, blog, or shared workspace
 - PowerPoint Options** (previously located under the Tools Menu)

Quick Access Toolbar

- Located next to the MS Office Button, the **Quick Access Toolbar** offers one-click access to the most widely used office functions.
- By default, there are 3 buttons **Save**, **Undo**, and **Redo**.
- Click on the **arrow** next to the toolbar, to open the customize Menu
- Click the **checkbox** next to each feature to add and more options to the toolbar
- This is a New Feature*



Menus and Toolbars - 2003

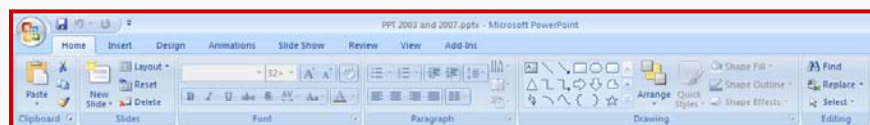


Menu Bar **Standard Toolbar** **Formatting Toolbar**

- In PowerPoint 2003, different functions within PowerPoint are accessed through the **Menu Bar**, **Standard Toolbar**, and the **Formatting Toolbar**



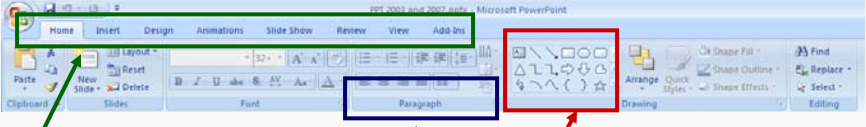
Menus and Toolbars - 2007



- Office 2007 is arranged differently. All Menus are located within tabs on a Menu bar called the **Ribbon**
- The three parts of the Ribbon are **Tabs**, **Groups**, & **Commands**.



The Ribbon



Tabs: 8 tabs representing common related activities

Groups: Sections containing Related items or tasks

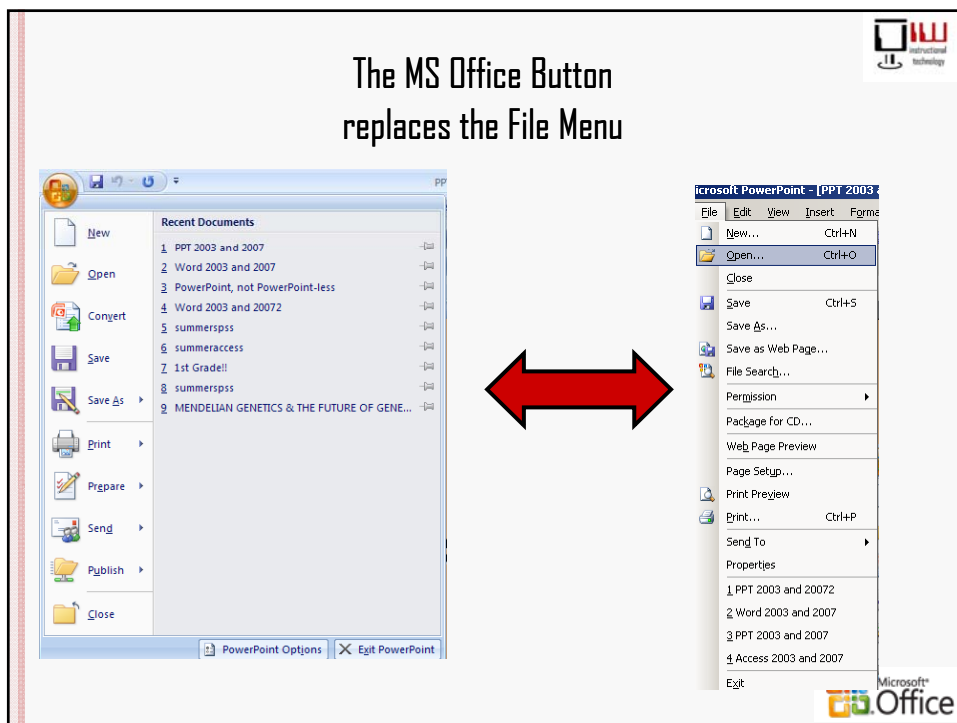
Commands: Buttons, boxes or Menus relating to specific functions within PowerPoint

Microsoft Office

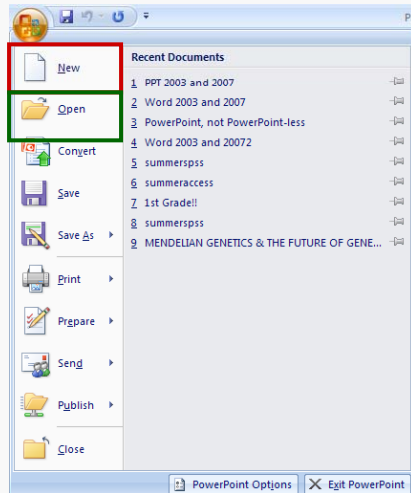
Help

- In Office 2007, there is not a Help Menu. Instead, each item on the ribbon has an expanded balloon that explains the feature or option.
- In some cases, the **F1** Button is also available. This opens a new window with an definition and an expanded explanation of how to use the feature or option

Microsoft Office



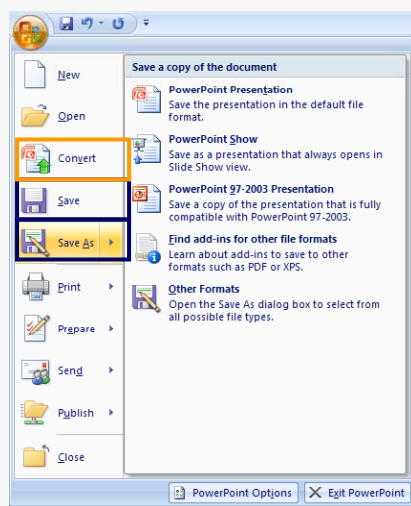
New and Open



- **New** – Opens new presentation
- **Open** – Opens the browse function so you can open an existing presentation
(You may also open a presentation by clicking on the presentation name in Recent presentations)



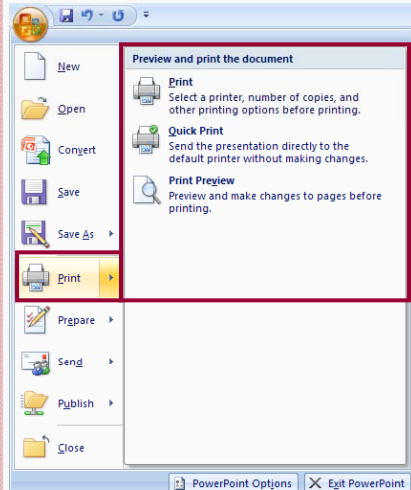
Save



- **Convert** - Converts older PowerPoint files into the 2007 Format
- **Save** – Saves presentations
- **Save As** – Saves presentation with another name or presentation extension.
- *You **MUST** save presentations in PowerPoint 97-2003 format to open them in older versions of PowerPoint*



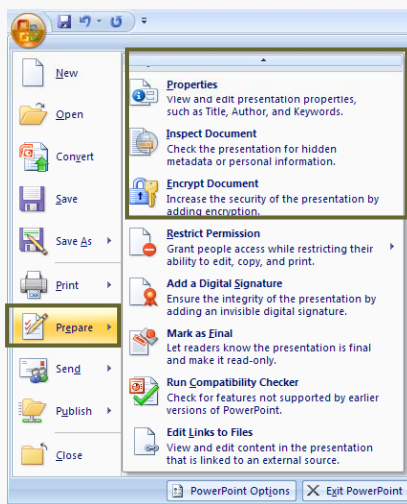
Print



- **Print** – Prints presentation and offers a Menu to make adjustments to the print function (i.e. # of copies)
- **Quick Print** – Sends presentation directly to printer
- **Print Preview** - Shows you what the presentation will look like prior to printing



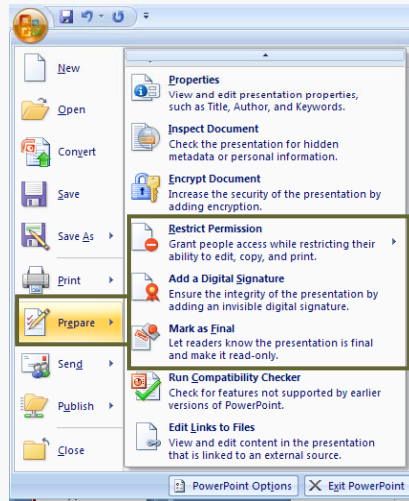
Prepare



- **Prepare** – Prepares the presentation for distribution. There are several functions within this Menu
 - **Properties:** Feature previously located in the File Menu in 2003
 - **Inspect presentation:** *This is a New Feature*
 - **Encrypt presentation:** Feature previously located in the Security tab of the Options Menu in 2003



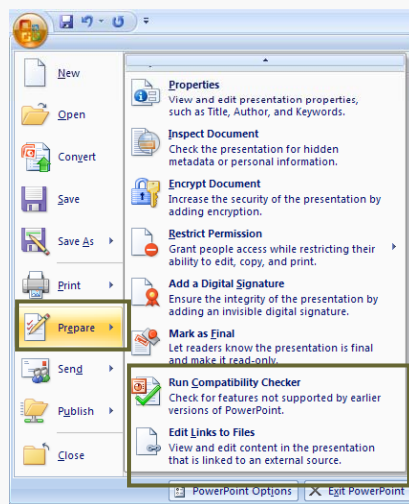
Prepare



- **Restrict Permission:** Feature previously located in the File Menu in 2003
- **Add Digital Signature:** Feature previously located in the Security tab of the Options Menu in 2003
- **Mark as Final:** This feature previously located in the Track Changes tab of the Options Menu in 2003



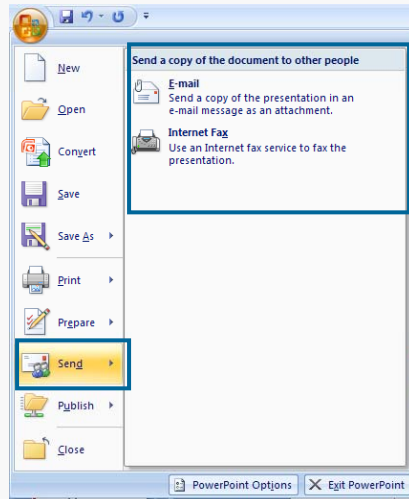
Prepare



- The **Run Compatibility Checker** checks to see if a feature used in the PowerPoint 2007 presentation is compatible with earlier versions of PowerPoint in case the presentation needs to be saved in an earlier format
- **Edit Links to Files:** Checks links related to external sources (i.e. another presentation or URL)



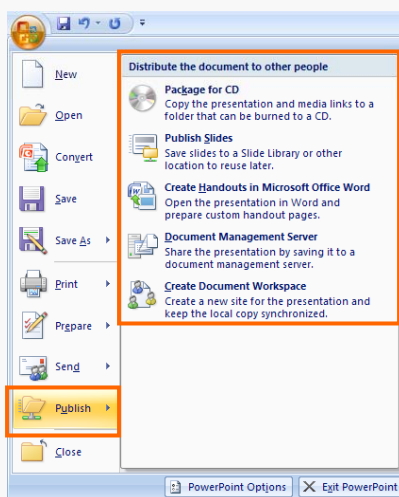
Send



- **Send:** Transmits the presentation to
 - Email
 - Internet Fax transmission



Publish

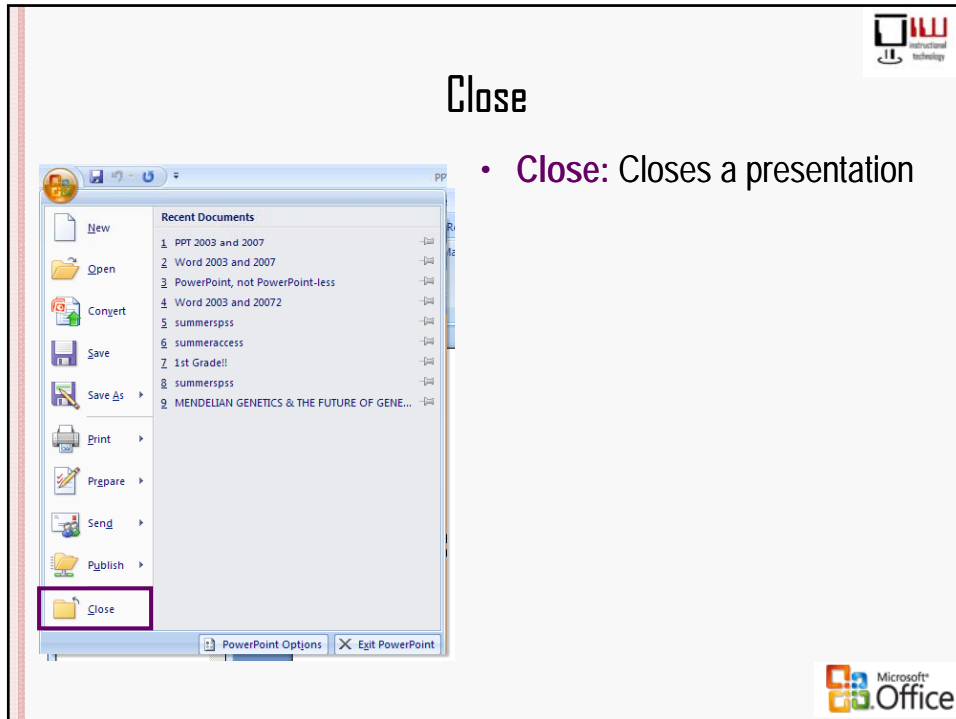


- **Package for CD** *This is a New Feature* creates a folder with medial links that can be burned to a CD
- **Publish Slides:** Saves Slides to a slide library for future use. *This is a New Feature*
- **Create Handouts in MS Word:** Creates handouts in Word format. *This is a New Feature*
- **presentation Management Server:** *This is a New Feature*, and it replaces the *File>Save as* step, by sending the presentation directly to presentation Management server
- **Create presentation Workspace:** Creates a separate, online workspace for the a PowerPoint presentation and all related office (i.e. Excel, PowerPoint) presentations related to that presentation. This feature was originally located in the **Shared Workspace Task Pane** in PowerPoint 2003



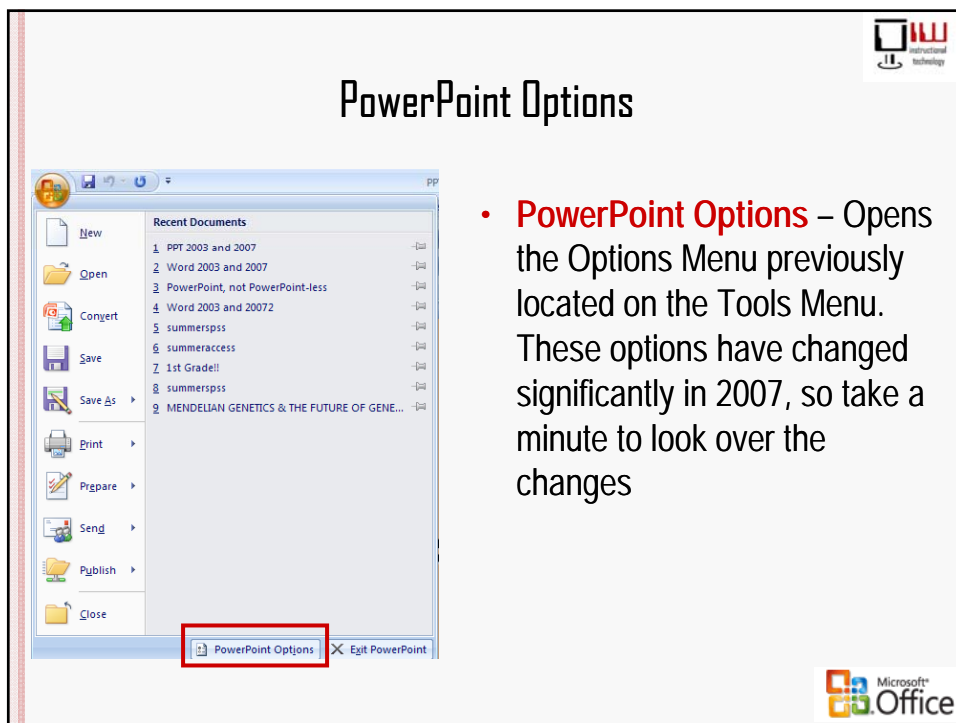
Close

- **Close:** Closes a presentation

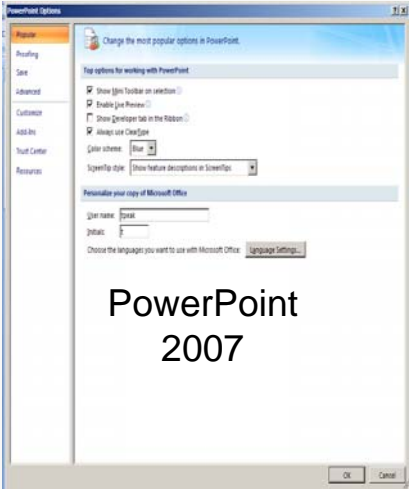


PowerPoint Options

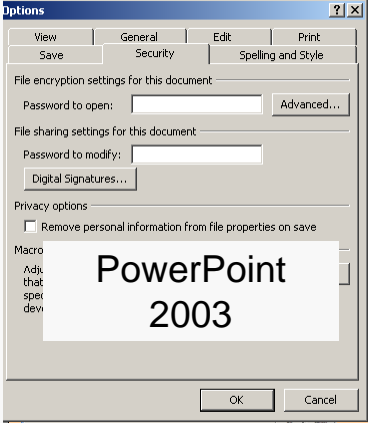
- **PowerPoint Options** – Opens the Options Menu previously located on the Tools Menu. These options have changed significantly in 2007, so take a minute to look over the changes




PowerPoint Options



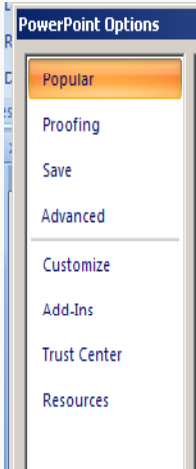
PowerPoint
2007




PowerPoint
2003



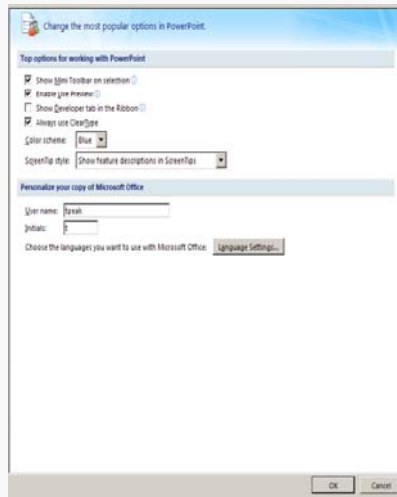
PowerPoint Options



- There are 8 categories of PowerPoint Options:
 - 1. Popular**
 - 2. Proofing**
 - 3. Save**
 - 4. Advanced**
 - 5. Customize**
 - 6. Add-Ins**
 - 7. Trust Center**
 - 8. Resources**



Popular



- **Top Options for PowerPoint:** *This is a New Feature.* Customize your display and formatting by choosing from several popular options by clicking the checkboxes.
- **Language Settings** replaces the **Set Language** option on the *PowerPoint 2003 Tools Menu*



Proofing

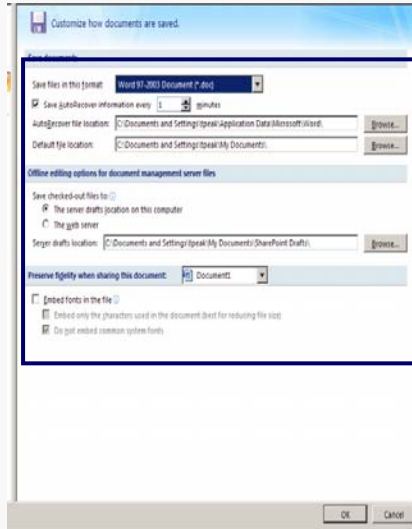


Proofing Options:

- Spell check and AutoCorrect options are set on this menu
- Replaces the **AutoCorrect** tab and the **Spelling and Grammar** tab on the *PowerPoint 2003 Tools Menu*



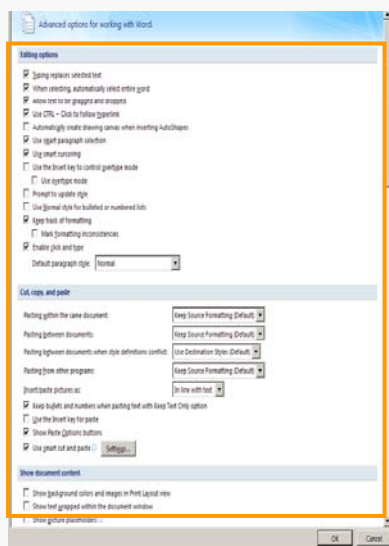
Save



- **Save Options** replaces the **Save** tab on the *PowerPoint 2003 Options Menu*
- Choose **Save in this Format** to change the file type to **PowerPoint 97-2003** presentation in order to edit PowerPoint 2003 and 2007.



Advanced

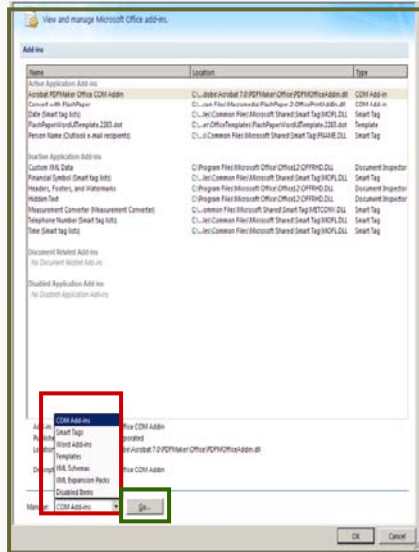


- The **Advanced Tab** has several options, scroll down to view all of them
- **Editing Options** and **Cut, Copy & Paste** replace the **Edit** tab on the *PowerPoint 2003 Options Menu*
- **Display** replaces functions found under both the **View** and **General** tabs on the *PowerPoint 2003 Options Menu*





Add-Ins



- Add-Ins are customizable by user
- There are lists of both active and inactive Add-In
- To activate an Add-In, choose from the **Manage** drop down Menu at the bottom of the page
- Click **Go**
- Check the options that you want to Add-In and click **Ok**



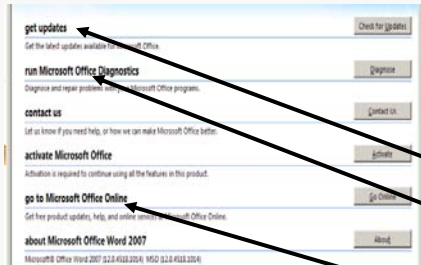
Trust Center



- The **Trust Center** allows you to choose security settings for your presentations.
- There are several tutorials that can be accessed by clicking on the links



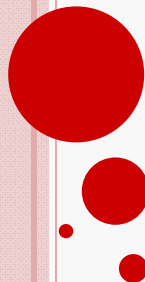
Resources



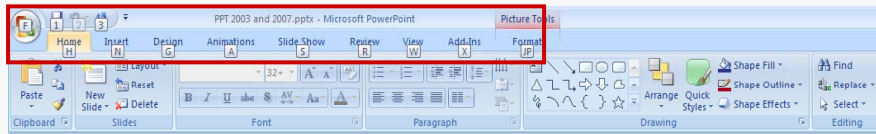
- The **Resources Page** is a one-stop location for
 - Downloading updates,
 - Troubleshooting software problems
 - Help online



The Ribbon



Key Tips



- **Key Tips** are shortcuts to Tab and Menu options on the Ribbon. *This is a New Feature*
- Push the **alt** key to show the Key Tips, then push the corresponding letter on the keyboard to activate the Key Tip.



The Ribbon



- As Noted earlier, the Ribbon is broken up into three parts: **Tabs, Groups, & Commands.**
 - **Tabs:** 8 tabs representing common related activities
 - **Groups:** Sections containing Related items or tasks
 - **Commands:** Buttons, boxes or Menus relating to specific functions within PowerPoint





The Ribbon Tabs

1. **Home:** Popular PowerPoint options found on the Standard and Formatting Toolbars in PowerPoint 2003
2. **Insert:** Items associated with the Insert Menu
3. **Design:** Items relating to how a presentation is set up before any text is typed on the screen
4. **Animations:** Replaces the Animation Task Pane in PowerPoint 2003. the same functions were also found on the Slideshow Menu
5. **Slide Show:** The Slideshow Tab replaces the functions located on the Slideshow Menu in PowerPoint 2003
6. **Review:** Options for Proofing, Comments, Tracking Changes and presentation protection
7. **View:** Options for how you see presentations on the screen
8. **Add-ins:** Converts presentation to PDF or Flash Paper format



The Home Tab



- **Clipboard Group:** Options to cut, copy and paste text, plus the Format Painter. This group replaces the cut, copy and paste options on the Standard Toolbar and in the Edit Menu in PowerPoint 2003
 - Additional **Paste Functions** are activated by clicking on the arrow. These include **Paste Special** and **Paste as Hyperlink** options.
 - Click on the arrow on the **Clipboard Command**, to open the **Clipboard** task pane. Up to 24 items can be saved on the Clipboard



The Home Tab



- **The Slides Group:** Options for adding New Slides, choosing Slide Layout options, Resetting to the original layout and Deleting slides
 - Clicking on the arrow next to the Layout option offers a menu of 12 layout styles, which can be edited for size and shape



The Home Tab



- **The Font Group:** Options to edit fonts, font colors and font sizes & font styles. It replaces the font formatting functions on the Formatting Toolbar and under the Format Menu in PowerPoint 2003
 - The **Font Menu** is accessed by clicking on the **arrow** on the **Font Command bar**
 - *New Features* for PowerPoint 2007 include adjustments for character spacing, character sizing, and changing case



The Home Tab



- **The Paragraph Group:** Options to edit bullets and numbering, indentation, line spacing, text alignment (both horizontal and vertical), columns, text direction, and Smart Graphic conversion.
 - Columns, vertical text alignment, text direction and Smart Graphics are *New Features*
 - Clicking on the arrows next to **text direction**, **text alignment** and **Smart Graphics**, open additional menu options, opens additional menu options




The Home Tab



- **The Drawing Group:** Options to insert or edit graphic elements in a PowerPoint presentation. This Tab toolbar replaces the Drawing Toolbar in PowerPoint 2003.
- There are some very robust options for formatting and developing Graphics that make PowerPoint an even more powerful tool for communication.
- Options include **Auto Shapes**, **Arrange** (to move objects forward or backward within a group), **Quick Styles**, **Shape Fill**, **Shape Outline**, and **Shape Effects**
- In addition, accessing one of these options opens an additional **Drawing tab**

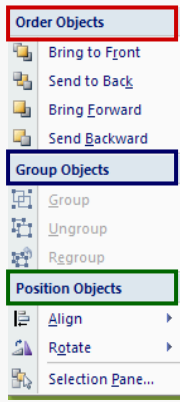


AutoShapes



- **Auto Shapes** are a series of basic shapes including arrows, geometric figures, lines and chart graphics built into PowerPoint.
- These items can be made even more robust with the addition of the graphic effects reviewed on the following slides

Arrange



- **Arrange** replaces the Draw options on the Draw Menu in PowerPoint 2003. This function includes options for **Ordering**, **Grouping**, and **Positioning** Objects on a slide.
 - *This is a New Feature.*



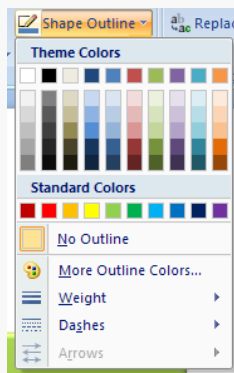
Quick styles



- **Quick Styles** offer a one-step option to fill text boxes and AutoShapes. Quick styles offers 7 colors in six styles
 - *This is a New Feature.*



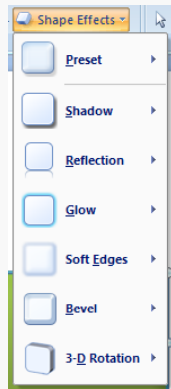
Shape Fill and Shape Outline



- Shape fill and Shape outline replace the **Fill, Line, and Font Color** options as well as the **Line Weight** and **Arrow** options on the Drawing Toolbar in PowerPoint 2003.



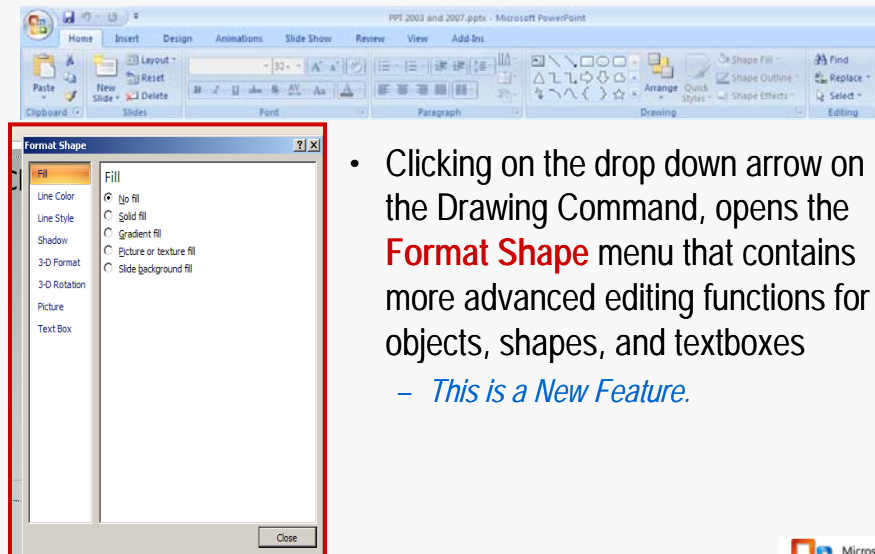
Shape Effects



- This feature allow objects, shapes and text boxes to be manipulated with various effects including shadows, reflections, soft edges and more. Just click on an object to select it, then apply the effect.
 - *This is a New Feature.*



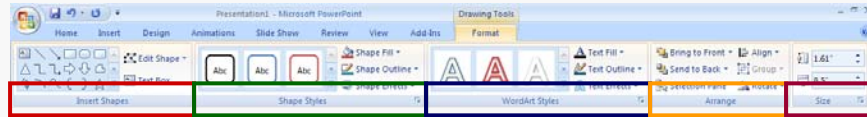
The Drawing Command



- Clicking on the drop down arrow on the Drawing Command, opens the **Format Shape** menu that contains more advanced editing functions for objects, shapes, and textboxes
 - *This is a New Feature.*



The Drawing Tools Tab



- Once an object, shape or text box has been selected for editing, the format tab opens. Click on the Tab, and the **Drawing Tools Ribbon** opens. *This is a New Feature.*
- This ribbon fractures more options for editing shapes and objects including:
 - **Insert Shapes Group:** (the AutoShapes Menu)
 - **Shapes Styles Group:** (Quick Styles, Shape Fill, Shape Effects)
 - **WordArt Group:** (WordArt has been significantly revised for 2007)
 - **Arrange Menu Group:** (Order, Group, Position)
 - **Object Size Menu Group:** Resizes objects and shapes



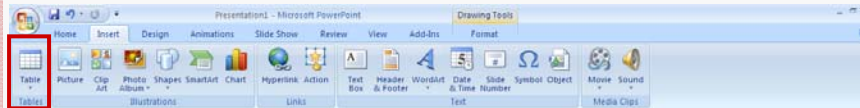
The Home Tab



- **The Editing Group:** This tab replaces some functions found on the Editing Menu in PowerPoint 2003. Features Include:
 - **Find:** Will locate a text item within a presentation
 - **Replace:** Will replace the found item with a different item (i.e. you can change text that is repeated multiple times within a presentation using the find and replace functions)
 - **Select text or object:** Selects text or objects for editing



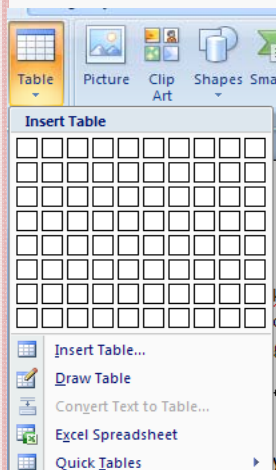
The Insert Tab



- **The Tables Group:** Inserts tables into a presentation. This group replace the **Table Menu** bar in PowerPoint 2003.
 - After the table is created, **The Table Tools Tab** opens with two additional ribbons, **Design** and **Layout**. *This is a New Feature.*



The Table Group



- **Insert Table:** Mouse over the cells to create a table
- **Insert Table:** Click on this icon to create a table using the insert table menu
- **Draw Table:** Click here to draw a table manually
- **Convert Text to Table:** Select text and click this icon to convert it to a table
- **Excel Spreadsheet:** *This is a New Feature.* Click on this icon to imbed an Excel spreadsheet into your presentation. When chosen The Excel programs opens within PowerPoint
- **Quick Tables:** *This is a New Feature.* Opens a Menu with 8 preformatted tables, including 4 calendars.



The Table Tools Tab - Design



- **Design Tab:** This ribbon features table design options that replace the **Table Menu** options and Table Options on the **Standard Toolbar** in PowerPoint 2003.
 - **Table Style Options Group:** Click on the appropriate checkbox to choose the cells and rows that will be shaded. *This is a New Feature.*
 - **Table Styles Group :** A series of shading options accessed by mouse click. *This is a New Feature.* This group also includes options for **Borders and Shading** on the Format Borders and Shading Menu and Formatting Toolbar in PowerPoint 2003
 - **WordArt Styles Group:** opens the Word Art, Quick Styles, Line and Shape Color Menus
 - **Draw Borders Group:** Replaces the Draw Table option on the **Table Menu** and the Tables Toolbar



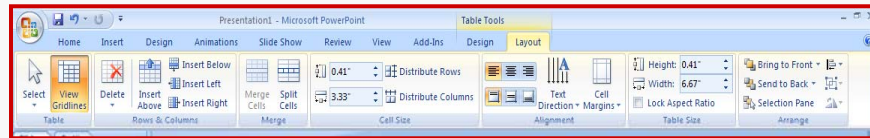
The Table Tools Tab - Layout



- **Layout Tab:** As with the Design Tab, the groups on this ribbon replace options on the **Table Menu** and the **Tables and Borders Toolbar**
 - **The Table Group:** Includes **Table Properties** and the **View/Hide Gridlines** option. There is also a **Select** option that allows you to select (highlight) a cell, row, column, or an entire table. *This is a New Feature*
 - **The Rows and Columns Group:** Offers options to insert and delete rows, and columns. These options were found on the Table Menu in PowerPoint 2003
 - **The Merge Group:** Options to Merge and split cells, found on the Table Menu in PowerPoint 2003



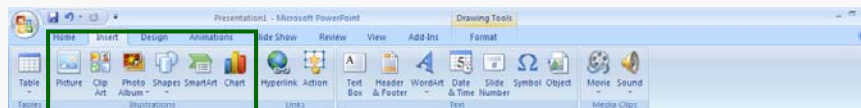
The Table Tools Tab - Layout



- **The Cell Size Group:** Options to AutoFit cell data found on the Table Menu in PowerPoint 2003, plus manual cell resizing, which is a *New Feature*
- **The Cell Alignment Group:** These options were found on the table properties in PowerPoint 2003
- **Table Size Group:** Includes options Adjust size and width of a table within a PowerPoint Presentation *This is a New Feature.*
- **The Arrange Group:** Like the Arrange function for shapes, tables are arranged within a presentation. *This is a New Feature.*



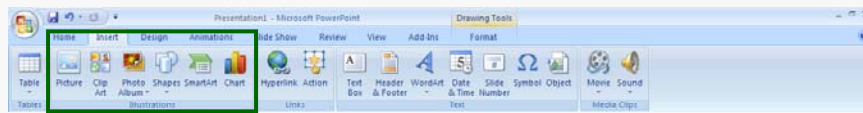
The Insert Tab



- **The Illustration Group:** Inserts images and graphics. It replaces similar functions on the Insert Menu in PowerPoint 2003
 - **Picture & Clipart and Chart:** Insert these types of graphics.
 - **Photo Album:** Creates a Photo slideshow from your favorite images. You may also customize the show with music, text, transitions or any of the other features available in PowerPoint. *This is a New Feature.*
 - **Shapes:** Replaces the AutoShapes Menu on the Drawing Toolbar. Several new shapes have been added to this Menu



The Insert Tab



- **Shapes:** Replaces the AutoShapes Menu on the Drawing Toolbar. Several new shapes have been added to this Menu
- **Smart Art:** Similar to Visio, it adds pre-formatted visual icons to show process or make graphic points. *This is a New Feature.* Here's a tutorial: <http://office.microsoft.com/training/training.aspx?AssetID=RC101772971033>
- **Chart:** Opens the PowerPoint Chart Wizard
- Inserting an image from the illustration group opens the **Picture Tools tab**



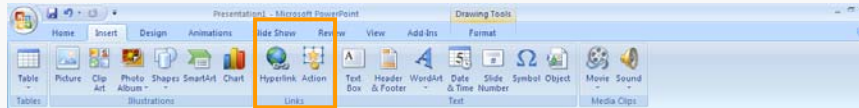
The Picture Tools Tab



- **The Picture Tools Tab** replaces the Picture Toolbar in PowerPoint 2003.
 - **The Adjust Group:** Edits images brightness, contrast, color, image quality, replaces images, or resets image back to original settings
 - **The Picture Styles Group:** Adds frames, effects, shadows and shapes to an image. *This is a New Feature.*
 - **The Arrange Group:** Formats images that are imbedded within text.
 - **The Size Group:** Edits an images size, and allows an image to be cropped



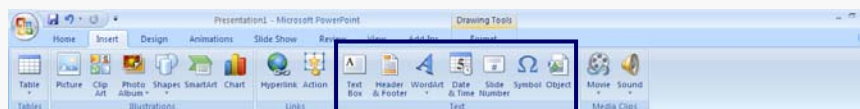
The Insert Tab



- **The Links Group:** Places different types of links in a presentation. This group replaces the same functions found in the Insert Menu
 - **Hyperlink:** Adds a hyperlink to another page, presentation, or website.
 - **Action:** Allows you to hyperlink to another slide, link to a website, run another program, run a Macro, or play a sound from an external source. Actions can be set on mouse click or mouse over. While this is a *New Feature*, a similar function was located in the Animation menu in PowerPoint 2003



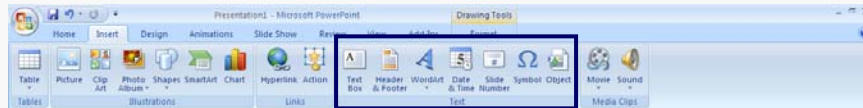
The Insert Tab



- **The Text Group:** Inserts a Text Box, Header or Footer, Date and Time stamp, Slide Number Symbol, or Object in a presentation. Some of these functions are new, while others could be found in the Insert Menu in PowerPoint 2003
 - **Text Box:** Inserts a text Box on a slide. As on the Home Menu, inserting a Text Box will activate the Drawing Tools Tab
 - **Header & Footer:** Allow you to add a Header or Footer to presentation. This feature was available through the Slide Master function in PowerPoint 2003, but is now easier to use.
 - **Word Art:** Inserts Word Art



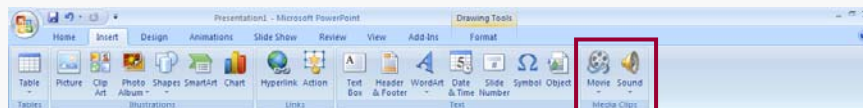
The Insert Tab



- **Date & Time:** Adds a date and or time stamp to a presentation. Available through the Insert Menu in PowerPoint 2003
- **Slide Numbering:** This feature was available through the Slide Master function, but is now easier to use.
- **Symbol:** Offers users access to several types of commonly used symbols
- **Object:** Inserts an item such as a slide from an older version of PowerPoint, a Flash Movie, or an Adobe-Formatted image.



The Insert Tab



- **Media Clips Group:** This group inserts video and sound clips. These options on the Insert Menu in PowerPoint 2003



The Design Tab



- **The Page Setup Group:** This option was located on the File Menu in PowerPoint 2003
 - **Page Setup:** Options for margins and text placement on the slide
 - **Slide Orientation:** Allowed for slides to be viewed or printed in Portrait or Landscape style.



The Design Tab



- **The Themes Group:** Themes replaces in PowerPoint Design Templates. *This is a New Feature*
 - Microsoft introduces twenty new theme designs, which can be edited. Additional themes can be downloaded from Microsoft
 - PowerPoint 2007 will also open presentations created with Design Templates from older versions of PowerPoint.
 - Themes can also be edited with additional Color Themes, Font Themes and Illustration Effects
- After adding a design theme, customize the Font, Color, and Illustration Themes



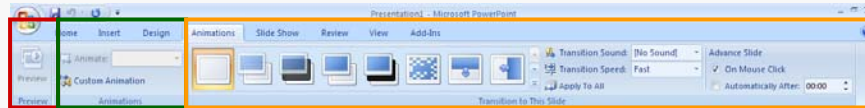
The Design Tab



- **The Background Group:** There are two options for Backgrounds
 - Background Styles - A set of preformatted backgrounds
 - Hide background Graphics – Hides graphics for printing or creating transparencies
- **The Background Command:** Parts of this feature were found in the Format Background Menu in PowerPoint 2003. This option allows you to edit background graphics, colors & images more significantly than in previous versions



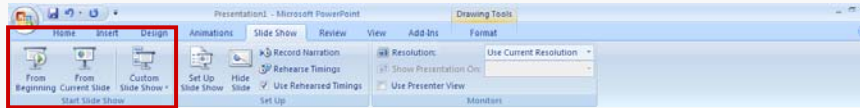
The Animations Tab



- **The Preview Group:** Previews animations and slide transitions added to slides
- **The Animations Group:** Animates individual slides. There are two options:
 - **Animate:** Animates individual parts of a slide, such as text boxes or images
 - **Custom Animation:** Lets you fine-tune animation on specific slides for emphasis
- **The Transitions Group:** Adds specific transitions to slides or slideshows. Includes for transition speed, transition sound, and slide advancement



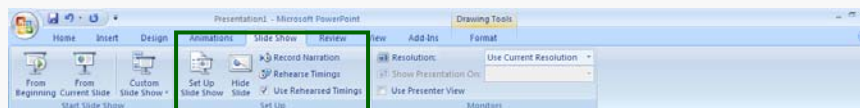
The Slideshow Tab



- **The Start Slideshow Group:** Plays show. There are three options:
 - **From Beginning:** Starts show from first slide
 - **From Current Slide:** Starts show from the slide selected
 - **Custom Slide Show:** Begins show based of a preformatted and saved template



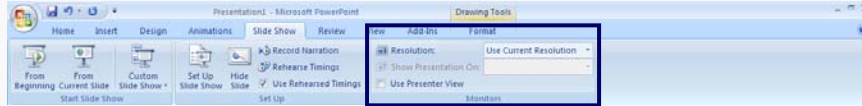
The Slideshow Tab



- **The Set Up Group:** These are options for viewing and Playback. Options include:
 - **Set Up Show:** Opens a new menu for fine-tuning sideshow playback. The **Play a Kiosk** option plays the presentation in an endless loop
 - **Hide Slide:** Hides slide that will be accessed by hyperlink, otherwise, the slide will not be seen
 - **Record Narration:** Opens a menu to record slideshow voiceover
 - **Rehearse Timings:** Plays the Slideshow with a timer to set automatic slide advance for each slides
 - **Use Rehearsed settings:** Defaults to settings set in Rehearse Timings



The Slideshow Tab



- **The Monitors Group:** Options to set playback resolution on a monitor
 - The **Resolution Menu** offers a variety of settings from 640x480 to 1152x864
 - The **Presenter View** allows the presentation to be played on a dual monitor setup



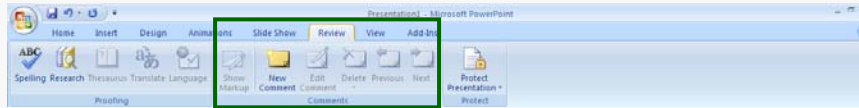
The Review Tab



- **The Proofing Group:** Popular tools for reviewing presentations. These were all located on the Tools Menu in PowerPoint 2003.
 - Spell check: Spell checks a presentation
 - Research: Dictionary and encyclopedia
 - Translate: Translates highlighted text into another language. *This is a New Feature.*
 - Thesaurus: Thesaurus
 - Language: Language settings for spelling and grammar



The Review Tab



- **The Comments Group** Shows changes or suggested changes from other sources. Comments are found on the Insert Menu in PowerPoint 2003.
 - **Show Markup:** indicates where other viewers have made changes to a presentation. *This is a New Feature.*
 - **Comments:** indicate tabs where other viewers have suggested changes, or have commented on the presentation



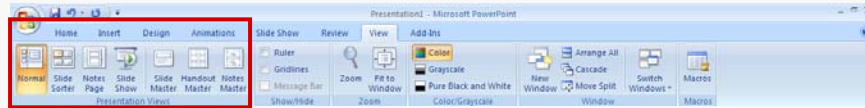
The Review Tab



- **The Protect Group:** Protects presentation from changes made other viewers



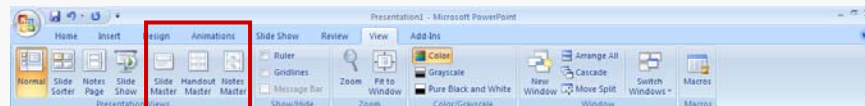
The View Tab



- **The Presentation Views Group:** These options were located in the View Menu in PowerPoint 2003. Allow sideshow to be viewed as:
 - **Normal:** The default slideshow view
 - **Slide Sorter:** Shows all of the slides in a presentation in one window for review or reorganization
 - **Notes Page:** Shows the slide and notes for the slide
 - **Slide Show:** Plays the presentation



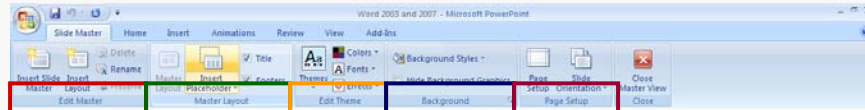
The View Tab



- **Master Slides:** Click on each of these options and the Master Slide editing Ribbon opens
 - **Slide master:** Shows the slide formatting (i.e. headers, colors, font style, and size). These items may be edited
 - **Handout Master:** Shows the slide formatting if the slide were to be printed as handouts. These items may be edited
 - **Notes Master:** Shows the slide formatting for the slide and the notes page. These items may be edited



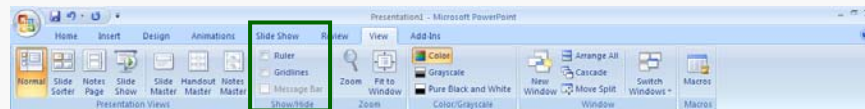
The Slide Master Tab



- **Edit Master:** Edit the slide master, add or delete the layout (i.e. a title slide), or rename the master slide
- **Master Layout:** Edit the layout of the slide including textboxes, headers and footers
- **Edit Theme:** Change the colors of the theme. This feature was found on the Design Task Pane in PowerPoint 2003
- **Background:** Adds a Background theme or color
- **Page Setup:** Determines print characteristics for printing (Page Set Up) or viewing (Slide Orientation)



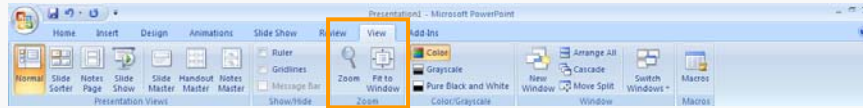
The View Tab



- **The Show Mode Group:** Reveals Rulers, Gridlines, and a Message Bar, if the presentation is being Emailed. These options were located in the View Menu in PowerPoint 2003.



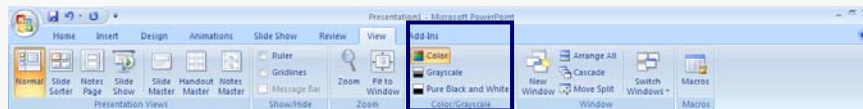
The View Tab



- **Zoom:** Allows the slide show editor to be viewed larger or smaller, or have the slide fit within the software's window. *This is a New Feature.*



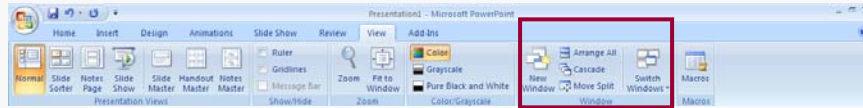
The View Tab



- **Color:** Converts the slideshow into one of three color formats. This feature was found on the View Menu in PowerPoint 2003.
 - Color: View or print the presentation in full color for printing
 - Grayscale: View the presentation in grayscale for printing
 - Black and White: View the presentation on black and white for printing transparencies



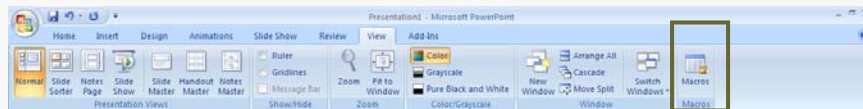
The View Tab



- **Window:** Allows you to open and display multiple presentations at one time. These options were located on the Windows Menu in PowerPoint 2003.
 - Arrange All: Shows all of the open presentations on one page
 - Cascade: Arranges windows one on top of the other
 - Move Split: Splits screen view of windows
 - Switch Windows: Allows you to open specific presentations in individual windows



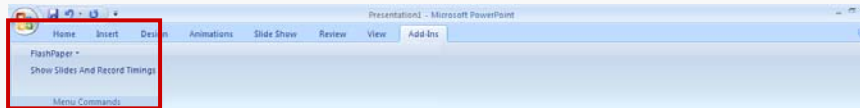
The View Tab



- **The Macros Group:** Click on the icon to open the Macro function for recording or editing a Macro
- Macros were located on the Tools Menu in PowerPoint 2003



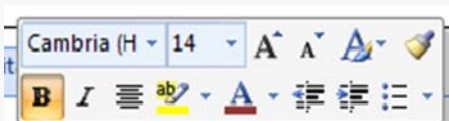
The Add-ins Tab



- **The Menu Command Group:** This function was located on the Acrobat Menu in PowerPoint 2003
 - **FlashPaper:** Allows for presentation to be converted to FlashPaper objects or PDF presentations.
 - **Show Slides and Recorder Timings:** Presents slideshow with time stamps *This is a New Feature.*



The Mini Toolbar



- The **Mini Toolbar** is a Menu of frequently used formatting tools that appears when text is highlighted in a PowerPoint presentation.
- *This is a New Feature.*



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- Instructional Technology at the University of the Incarnate Word
- Terry Peak 829-3920
- tpeak@uiwtx.edu

