This document will cover the most commonly used functions of PowerPoint. The software can do even more than is listed below, but these are the basics.

**Something to remember:**
Microsoft PowerPoint 2007 works in conjunction with Microsoft Word 2007, as they are both part of Microsoft Office 2007. Therefore, many menu options in PowerPoint 2007 will be similar to, or the same as, the menu options in Word 2007 and other Office 2007 applications.

**Home tab:**
Basic formatting and editing options such as
- Clipboard (cut/copy and paste)
- Slide options (add/delete slides, slide design/layout)
- Font (type, size, color, style)
- Paragraph (bullets, spacing, alignment, columns)
- Drawing (auto-shapes, shape colors, fill effects)

**Insert tab:**
Insert basic objects such as
- Tables and charts, shapes, text boxes and word art, headers/footers, PDFs, page numbers
- Pictures (photo files, picture files, photo albums, scanned pictures, clip art)
- Movies (movie files, animated art)
- Sounds (sound bytes, sound clips, sound files, audio CDs, record-your-own)
- Hyperlinks and/or Actions (effects—such as sounds, links to other slides, opening other programs—that can happen on your slide when you click or move your mouse)

**Design tab:**
- Select slide sizes, orientation
- Choose pre-designed slide themes/colors and font themes
- Format slide backgrounds

**Animations tab:**
- Preview your slide(s) as is
- Animate select parts of your slide such as pictures, clip art, words
- Add transition effects between slides such as fade, pixelate, dissolve
- Add transition sounds between slides
- Determine timing of your slide show, and whether your slides progress automatically or on mouse clicks
Slide Show tab:
- Play your slide show from the beginning or from a specific slide
- Set up your slide show to
  - play automatically or manually
  - select specific slides to view
  - loop the presentation
  - adjust view size
- Hide specific slides
- Record narrations
- Adjust view on the monitor(s)

Review tab:
- Spell/grammar check, thesaurus
- Make and edit “comments” on the presentation

View tab:
- Presentation View (view multiple slides at once, sort your slides, view how handouts will look, view notes)
- Show or hide the rules and/or gridlines (useful for symmetry, lining things up, etc.)
- Fit slide to screen, or zoom in to magnify
- View your show as it would look in color, grayscale, or black and white
- Toggle between slides or presentations

Add-Ins tab:
This is the menu option for ActiVotes, if you choose to incorporate the ActiVote system in your presentation

Picture Tools:
- This toolbar appears when you select a picture that you include in your presentation. With it, you can format your picture:
  - Adjust image brightness, contrast, color, size, etc.
  - Give pictures a shape, a border, or a certain effect
  - Arrange your pictures how and where you want (behind text, alignment)
  - Crop, size, rotate your pictures