Getting Started

Create a new presentation	**MS Office Button** >> **New** — New Presentation window opens up • The **MS Office Button** is located in the top left corner of the Word 2007 Window To start a new file from scratch: • Choose "**Blank Document**" and press "**Create**". There are templates available on the left panel for creating a presentation of a specific type (ie. photo album or calendar).
Open an existing presentation	**MS Office Button** >> **Open** • Find your presentation in the "Open" window. • PowerPoint 2007 will open files created with older versions of PowerPoint (*.ppt) as well as PowerPoint 2007 files (*.pptx)
Open a file from a different version or format	PowerPoint 2007 will automatically convert a document from a compatible version of PowerPoint • Your document will open in **Compatibility Mode** • This will prevent you from using certain tools in Office 2007 which are not compatible with Office 2000 or 2003 • When you finish editing a document, be **VERY CAREFUL** to save any converted documents in their original format • Please read the **Important Notes** below regarding saving in Office 2007.

IMPORTANT NOTES: Saving Documents in PowerPoint 2007

1. In the Computing Facilities, files on the **Desktop** are **NOT SAVED** when you log off.
   - **ALWAYS** use **Save As...** to save your file to a USB Flash Drive, U:\ric\Temp, or CD
   - You can also save a file to the Desktop and then email it to yourself with the file as an attachment
2. If you are **NOT** running Office 2007 at home and you save a document as PowerPoint 2007 (***.pptx**), **YOU WILL NOT BE ABLE TO OPEN IT AT HOME!** (see step 3 below)
3. If you have **Office 2000 or 2003** or you use a **Mac** at home or in the Computing Facilities
   - You will have to save your document as an older version
   - Go to **MS Office Button** >> **Save As**
     - At the bottom, there is a bar that asks you to "Save as Type:"
     - **Choose PowerPoint 97-2003 Document (*.ppt)**
   - **DO NOT CHOOSE** "PowerPoint Document (*.pptx)"
4. If you are using a PC at home running **Office 2000 or 2003**
   - You can download the **MS Office 2007 to Office 2003 Compatibility Pack** from Microsoft's website
     - http://www.microsoft.com/downloads/
     - Under **New Downloads**, choose "**Microsoft Office Compatibility Pack for Word...**"
   - Even with the Compatibility Pack, you might **lose data / formatting** when you save as an older version
   - There is no Compatibility Pack available for **Mac** yet.

Save the current document	**MS Office Button** >> **Save** • Please read the **Important Notes** above regarding saving in Office 2007

Save a document under a different name, version, or format	**MS Office Button** >> **Save As...**
	• In the bars at the bottom of the **Save As...** sub window:
	  ○ Give your document a new name in "**File Name:**"
	  ○ Select the version and format from "**Save as type:**"
	• Please read the **Important Notes** above regarding saving in Office 2007

Ms Office 2007 User Guide

SJ Ball

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