

Use this handout to find where PowerPoint 2003 commands are located in PowerPoint 2007. It consists of the following three sections:

- Navigation tips about getting around in PowerPoint 2007.
- New location of buttons from the old *Standard*, *Drawing*, and *Formatting* toolbars.
- New locations of the old menu items.

NAVIGATION TIPS

Tabbed Ribbons

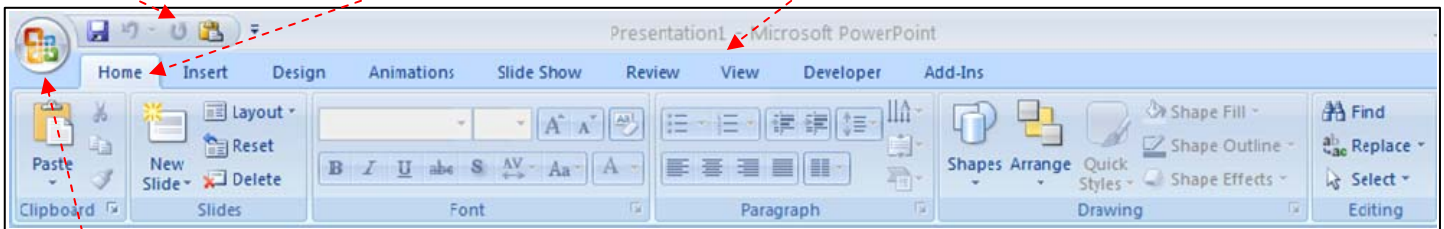
The old menu system and toolbar buttons have been combined into stationary tabs with buttons on them.

Right click any button to add it to the *Quick Access* toolbar.

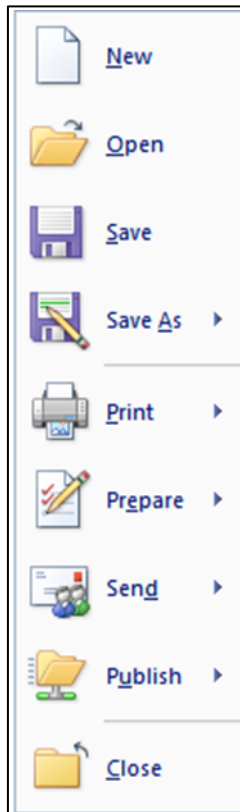
Click a tab to view a different set of buttons.

Double click a tab to hide all buttons.

Double click a tab again to view the buttons.

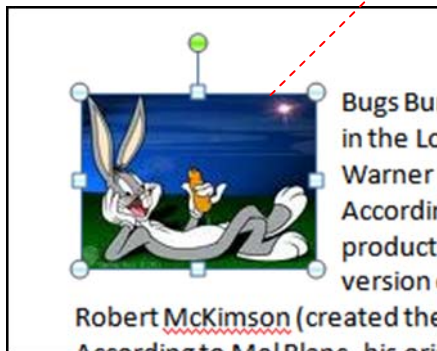
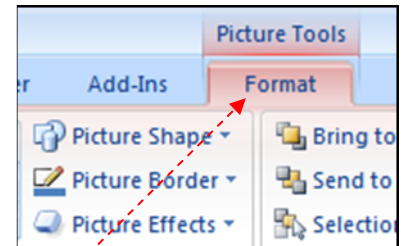


Click the Microsoft button in the upper left to display this menu →



Special Tabs

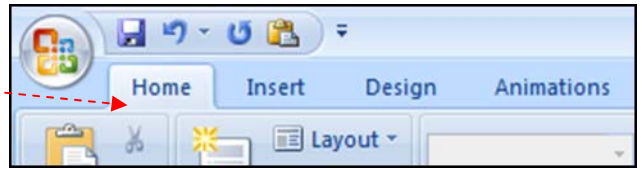
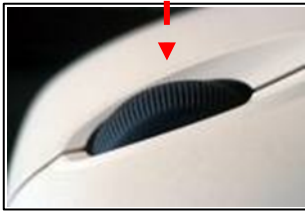
Selecting images, charts, tables, SmartArt, and drawn objects will cause new tabs to appear. These tabs contain buttons which pertain to the type of object you have selected.



Double clicking the object will make the tab appear AND display its buttons.

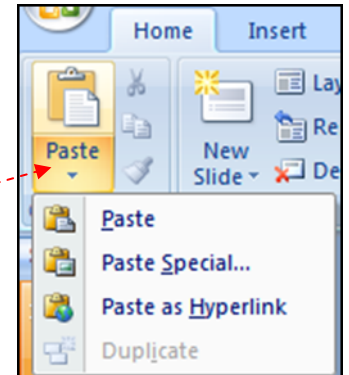
Quickly Browse Through Tabs

If you hover your mouse within the ribbon area and spin your mouse wheel, you can quickly scroll through the tabs.

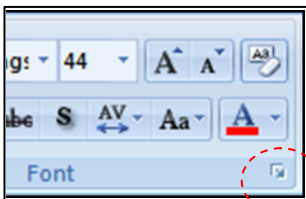


Split Buttons

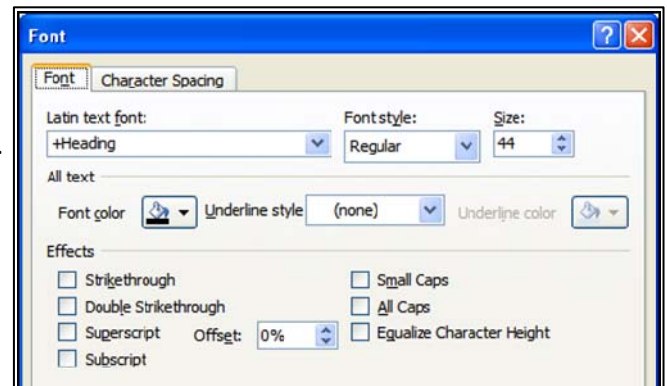
Note that some buttons have two halves. The top part issues it's most common use while the bottom part brings up a list of commands.



Accessing More Options

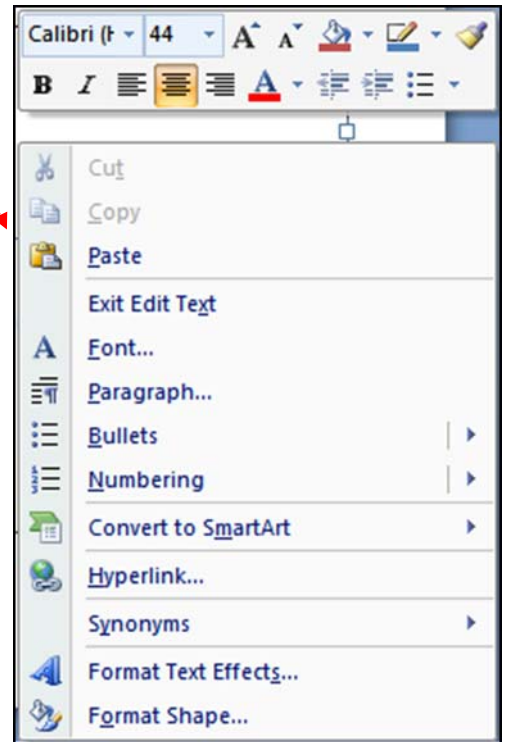


Some sections on the ribbon have a "More" arrow which will bring up window with more options. Most of these you have probably seen before.



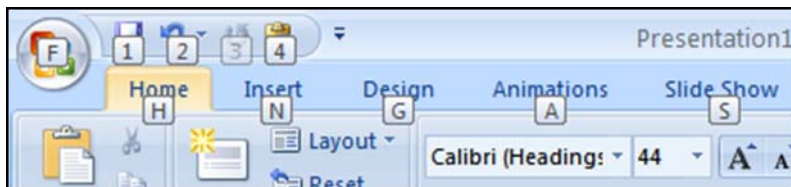
Right Click for Quick Commands

If you right click an area or object in PowerPoint, you will get a pop-up menu and usually a small formatting tool bar. The pop-up menu commands will change to reflect the area or type of object you right clicked.



Keyboard Shortcuts

Most shortcut keys still work (for example, **Control + S** saves). However if you used to navigate the menu by pressing the **ALT** key, the letters or numbers you have to press now will be a different sequence.



The Quick Access Toolbar

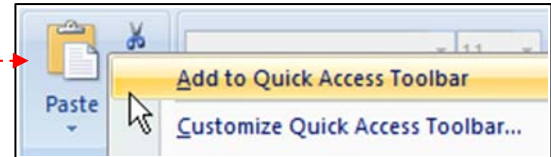
This is the only customizable toolbar in PowerPoint. You can add and remove buttons from it and if desired, move its location to below the ribbon rather than above.



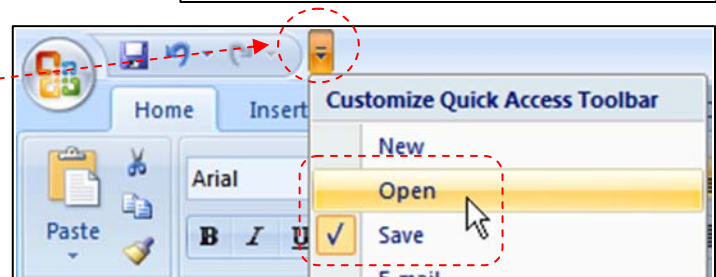
Adding Buttons to the Quick Access Toolbar

There are several methods of adding buttons to the Quick Access Toolbar:

Right click any button on any tab and select **“Add to Quick Access Toolbar”**.

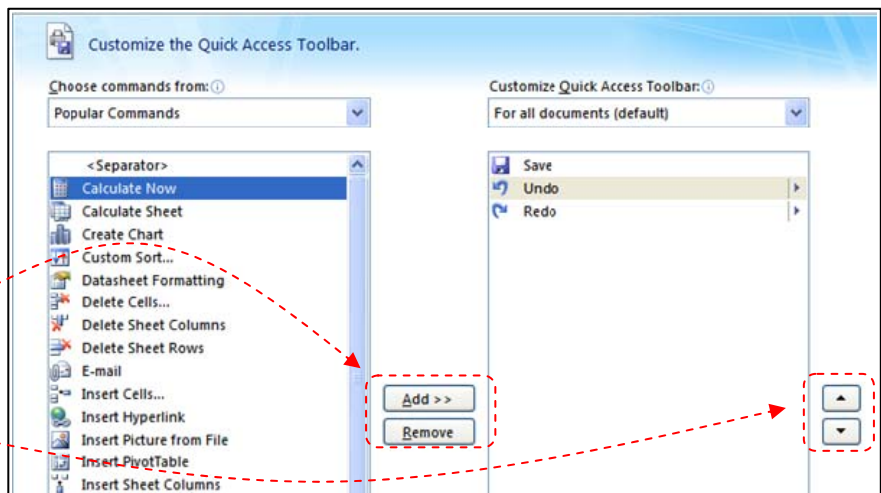


Click the drop down arrow on its right and then click the command you wish to appear on the toolbar. Click it again to remove the command.



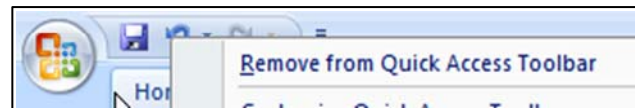
To view all available buttons and organize the Quick Access Toolbar:

- Right click any button.
- Click **“Customize Quick Access Toolbar”**.
- Select an icon from the list then click the **“Add”** button.
- Organize the toolbar by using the up/down arrows.



Remove Buttons to the Quick Access Toolbar

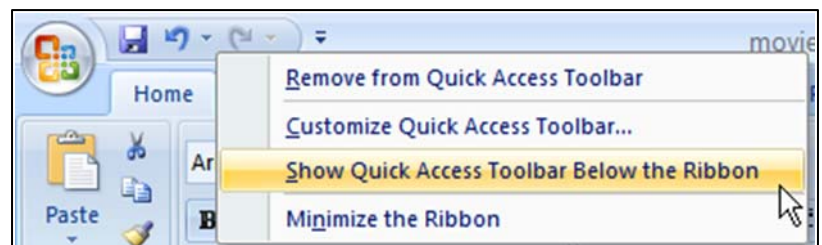
- Right click the button to be removed.
- Select **“Remove from Quick Access Toolbar”**.







Move the Quick Access Toolbar Below the Ribbon

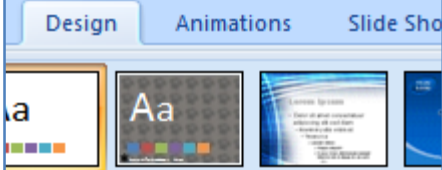

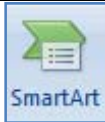

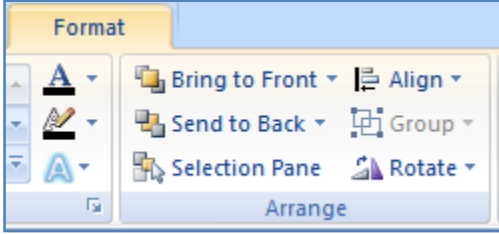
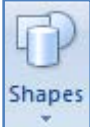
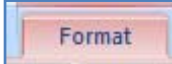

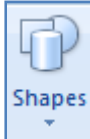


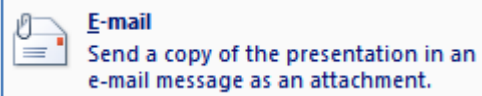

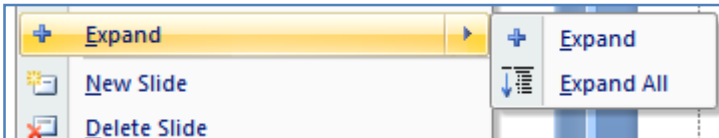

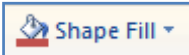

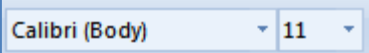



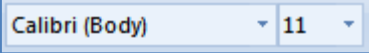
This will give you room for more buttons without cutting off your file on the title bar.






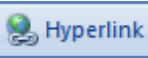

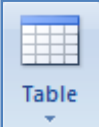

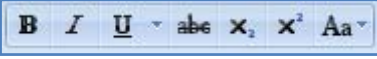

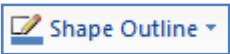

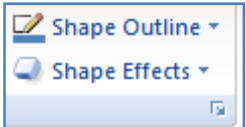







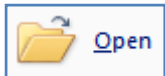

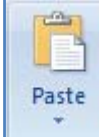


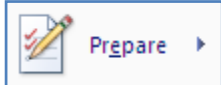





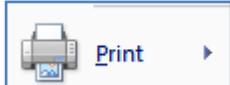


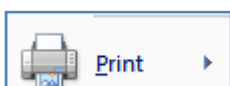

- Right click any button on the Quick Access Toolbar.
- Select **“Show Quick Access Toolbar Below the Ribbon”**.




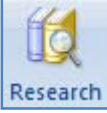



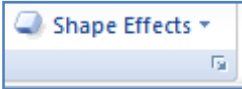



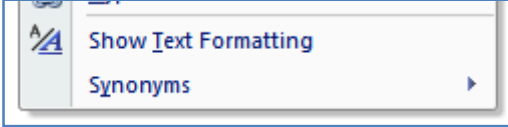

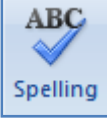

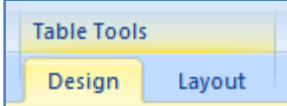

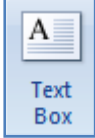

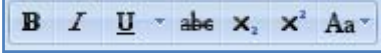






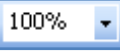



NEW LOCATION of BUTTONS from the OLD STANDARD, FORMATTING, and DRAWING TOOLBARS


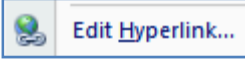
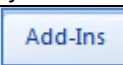
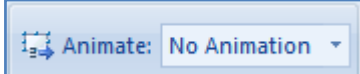
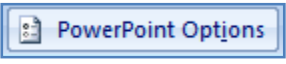



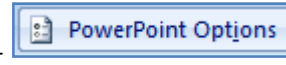
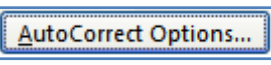
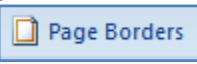


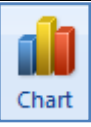

Standard, Formatting, & Drawing Toolbar Buttons – PowerPoint 2003	PowerPoint 2007 Location
3-D Style 	Click the object to make the <i>Formatting</i> tab appear. Then click the <i>Shape Effects</i> drop down arrow or the <i>More</i> button for more options. 
Alignment 	Home - 
Arrow Head Style 	Click the line to make the <i>Formatting</i> tab appear. Then click the Shape Outline drop down arrow or <i>More</i> button for more options. 
AutoShapes	Insert - 
Bold 	Home - 
Bullets and Numbering 	Home - 
ClipArt 	Insert - 
Color/Grayscale 	View - 
Cut, Copy, Paste 	Home - 
Dash Style 	Click the line to make the <i>Formatting</i> tab appear. Then click the Shape Outline drop down arrow or <i>More</i> button for more options. 
Design 	The Design options on the <i>Task Pane</i> have been replaced with a Design tab and the design templates have been replaced with “Themes”.

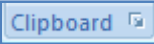









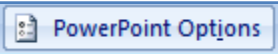

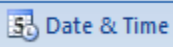

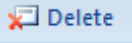

Standard, Formatting, & Drawing Toolbar Buttons – PowerPoint 2003	PowerPoint 2007 Location
	
Diagram / Organizational Chart 	This has been replaced by SmartArt: Insert - 
Draw 	 <p>If you click a shape you have drawn, a “Format” tab will appear at the top of the screen. Most of the options which were under <i>Draw</i> are now located on the <i>Format</i> tab.</p>
Drawing Toolbar	<p>The tools on this toolbar have been dispersed into several locations.</p>  <p>Drawing tools: Insert -</p> <p>If you click an object you have drawn, a “Format” tab will appear which has most of the formatting options</p>  <p>for drawn objects.</p>
Drawing Tools 	 <p>Insert -</p>
Email as Attachment 	  <p>E-mail Send a copy of the presentation in an e-mail message as an attachment.</p>
Expand All 	<p>Right click within the outline pane and select: Expand – Expand All</p> 
Fill Color 	<p>If you select the shape, a <i>Formatting</i> tab will appear at the top of the screen. Click the <i>Formatting</i> tab and select </p>
Font 	Home - 
Font Color 	Home - 
Font Size 	Home - 

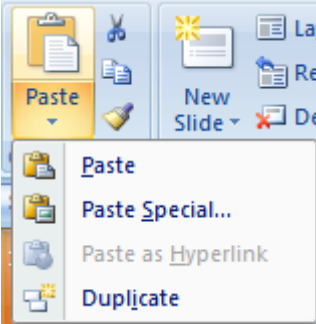
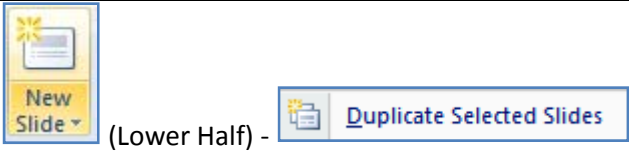


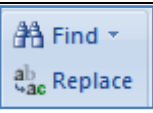
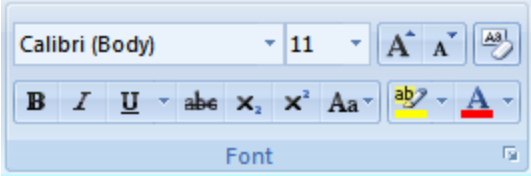
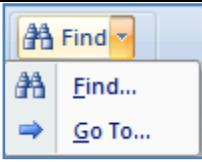
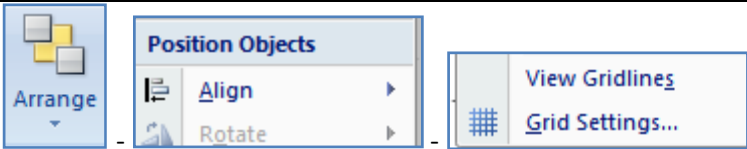
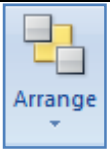
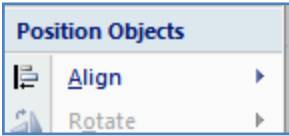


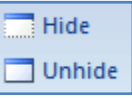


Standard, Formatting, & Drawing Toolbar Buttons – PowerPoint 2003	PowerPoint 2007 Location
Format Painter 	Home - 
Indent 	Home - 
Insert Hyperlink 	Insert - 
Insert Table 	Insert - 
Italic 	Home - 
Line Color 	If you select the line, a <i>Formatting</i> tab will appear at the top of the screen. Click the <i>Formatting</i> tab and select 
Line Style 	Click the line to make the <i>Formatting</i> tab appear. Then click the Shape Outline drop down arrow or More button for more options. 
New 	 then 
New Slide 	Home -  Click the top half of the button to insert a “Title & Content” layout. Click the bottom half to select the type of layout you wish to insert.
Open 	 then 
Paste 	Home -  (Click the lower part of the button for special options.)
Permission (Info Rights Mgmt.) 	 then  then 
Picture 	Insert - 
Print 	 then 
Print Preview 	 then  then 

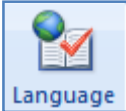

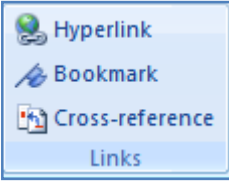
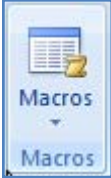
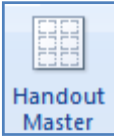
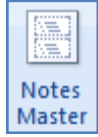
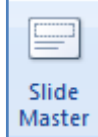





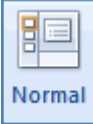
Standard, Formatting, & Drawing Toolbar Buttons – PowerPoint 2003	PowerPoint 2007 Location
Redo 	On Quick Access Toolbar: 
Research 	Review - 
Save 	On Quick Access Toolbar: 
Shadow Style 	Click the object to make the <i>Formatting</i> tab appear. Then click the <i>Shape Effects</i> drop down arrow or the <i>More</i> button for more options. 
Show / Hide Grid 	View - 
Show Formatting 	Right click within the outline pane and select: Show Text Formatting 
Spelling 	Review - 
Tables and Borders 	This used to bring up the <i>Tables and Borders</i> toolbar. In 2007, if you click within a table, you will get two new tabs (Design & Layout) which have the same options:  Note that “Draw Table” is under: Insert - Table – Draw Table
Task Pane	For most features, the Task Pane has been integrated into the different tabs or special tabs which materialize when you select a specific type of object.
Text Box 	Insert - 
Underline 	Home - 
Undo 	On Quick Access Toolbar: 
Views 	Lower right corner of screen  or View tab.
WordArt 	Insert - 
Zoom 	Lower right corner of screen 

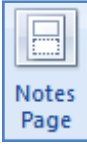
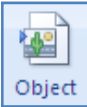

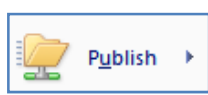
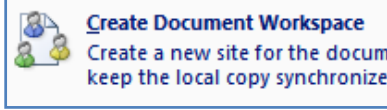

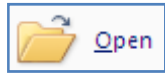

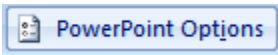


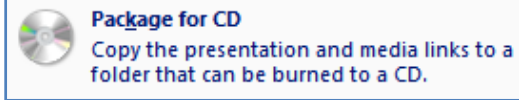
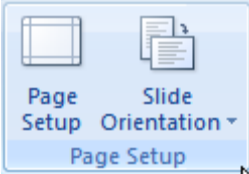

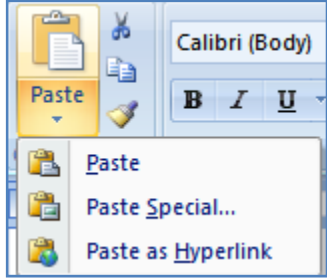


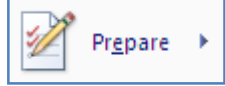

NEW LOCATIONS OF THE OLD MENU COMMANDS











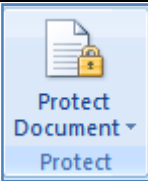
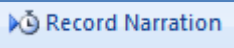
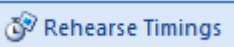
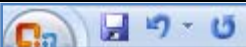
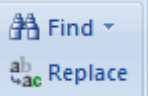

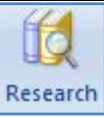




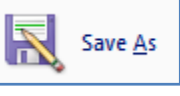

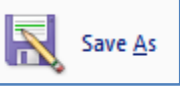
MENU ITEM IN POWERPOINT 2003	LOCATION IN POWERPOINT 2007
Action Buttons	  Insert - 
Action Settings	Right click the action object and select 
Add-Ins	Use the "Add-Ins" tab: 
Align (Objects)	Select Object then: Format - 
Animation Schemes	This doesn't work quite the same in 2007. You will need to select individual objects to animate. Animation - 
Arrange	View - 
Arrange All (Windows)	View - 
AutoCorrect Options	   
AutoCorrect Options	   
AutoFormat	   
Background	Design - 
Borders and Shading	Home -  ← Click the drop down for more choices. For page borders only: Page Layout - 
Bullets and Numbering	Home - 
Change Case	Home - 
Change Case	Home - 
Chart	Insert - 
Clear Formatting	Home - 

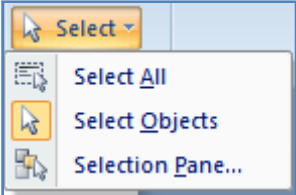


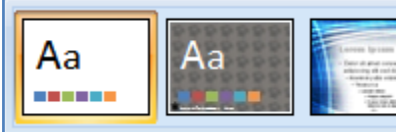
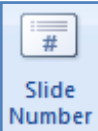



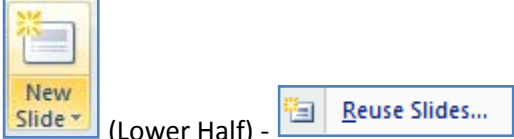
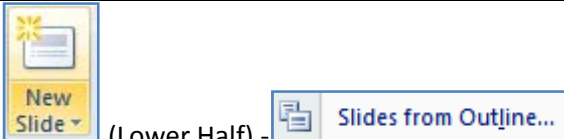


MENU ITEM IN POWERPOINT 2003	LOCATION IN POWERPOINT 2007
Clipboard	Home – 
Close	 - 
Color/Grayscale	View - 
Comment	Review – 
Comments	Review – 
Compare and Merge Presentations	?
Copy	Home - 
Custom Animation	Animation - 
Custom Shows	Slide Show - 
Customize	 -  - 
Date and Time	Insert - 
Date and Time	Insert - 
Delete Slide	Home - 
Diagram	Insert -  (Diagrams have been replaced with “SmartArt”)

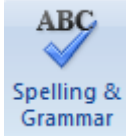


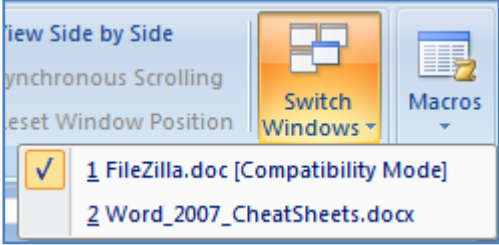


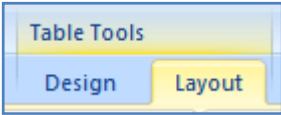

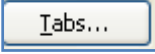

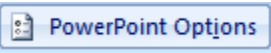
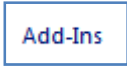
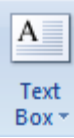
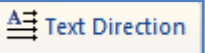
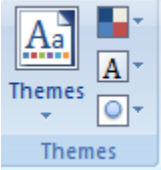

MENU ITEM IN POWERPOINT 2003	LOCATION IN POWERPOINT 2007
Duplicate	 <p>Home – Lower half of Paste -</p>
Duplicate Slide	 <p>Home -  (Lower Half) - </p>
File (insert)	?
File Search	?
Find	 <p>Home -</p>
Font (format)	 <p>Home -</p>
Go To	 <p>Home – Fine -</p>
Grid and Guides	 <p>Home -  -  - </p>
Header / Footer	 <p>Insert –</p>
Hide	 <p>View –</p>
Hide Slide	 <p>Slide Show -</p>
Hyperlink (insert)	 <p>Insert -</p>

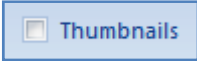



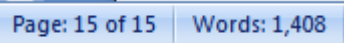




MENU ITEM IN POWERPOINT 2003	LOCATION IN POWERPOINT 2007
Language	Review - 
Line Spacing	Home - 
Links	Insert - 
Macro	View - 
Markup	?
Master (Handout)	View - 
Master (Notes)	View - 
Master (Slide)	View - 
Movies and Sound	Insert - 
New	 - 
New Slide	Home -  Click the top half of the button to insert a <i>Title & Contents</i> slide, click the lower half of the button to be able select the type of layout to insert.
New Window	View - 
Normal	View - 

MENU ITEM IN POWERPOINT 2003	LOCATION IN POWERPOINT 2007
Notes Page	View - 
Object	Insert - 
Online Collaboration	 -  -  Create Document Workspace Create a new site for the document keep the local copy synchronized
Open	 - 
Options	 -  - Then look under the different links on the left.
Package for CD	 -  -  Package for CD Copy the presentation and media links to a folder that can be burned to a CD.
Page Setup	Design - 
Paste	Home -  (upper half of button)
Paste as Hyperlink	Home - Lower half of Paste button - 
Paste Special	Home -  (Lower half of button) – Paste Special
Permission	 -  -  Restrict Permission Grant people access ability to edit content

MENU ITEM IN POWERPOINT 2003	LOCATION IN POWERPOINT 2007
Picture	Insert - 
Print	 -  Print >  Print Select other
Print Preview	 -  Print >  Print Preview Preview and printing.
Properties	 -  Prepare >  Properties View and edit as Title, Author
Protect Presentation	Review - 
Record Narration	Slide Show - 
Rehearse Timings	Slide Show - 
Repeat	Quick Access Toolbar 
Replace	Home - 
Replace Fonts	Home - Replace - 
Research	Review - 
Ruler	View - <input checked="" type="checkbox"/> Ruler
Save	 -  Save or 
Save As	 -  Save As
Save as Web Page	 -  Save As then change the type to "Web Page".

MENU ITEM IN POWERPOINT 2003	LOCATION IN POWERPOINT 2007
Select All	 Home – Select -
Send To	
Set Up Show	 Slide Show -
Slide Design	 Design -
Slide Number	 Insert -
Slide Show	 View -
Slide Sorter	 View -
Slide Transition	 Slide Show -
Slides from Files	 Home - (Lower Half) -
Slides from Outline	 Home - (Lower Half) -
Sort	 Home -
Speech	?
Spelling	 Review -

MENU ITEM IN POWERPOINT 2003	LOCATION IN POWERPOINT 2007
Spelling and Grammar	Review - 
Split	View - 
Split – Remove Split	View - 
Status Bar	Right click the <i>Status</i> Bar to access Status Bar content options.
Switch Windows	View – Switch Windows - 
Symbol	Insert - 
Tables (Inserting)	Insert - 
Tables (Manipulating)	Once you have inserted a table, if you click within it, you will get the two tabs shown here: 
Tabs	Home –  - 
Task Pane	Most of these options have been scattered into different tabs and special tabs which only appear when you have a specific type of object selected.
Templates and Add Ins	 then  then 
Text Box	Insert - 
Text Direction (In Text Boxes)	Click the text box to make the “ Format ” tab appear then 
Theme	Page Layout - 
Thesaurus	Review - 

MENU ITEM IN POWERPOINT 2003	LOCATION IN POWERPOINT 2007
Thumbnails	View - 
Toolbars	The only toolbar you can customize is the Quick Access toolbar. See the beginning of this handout for instructions on customizing it.
Undo	Quick Access Toolbar 
View Show	Slide Show - 
Web Component	?
Web Page Preview	?
Word Count	Review -  Note you can also right click the button in the lower left and select what statistics to view. 
Workspace	  
Zoom	View -  or lower right corner of screen: 