



What's new in PowerPoint 2007

New Feature	Description
<i>Getting Started</i>	
User Interface	Brand new user interface with the Ribbon, the Quick PowerPoint Bar, mini toolbars, and more.
Customize the Quick PowerPoint Toolbar	Adding commands to the one toolbar remaining in PowerPoint.
Get Started add-in tab	Adds one more ribbon tab, but it can be a lifesaver! Great help, especially the interactive PowerPoint 2003 guide to show you where your favorite 2003 commands are located in 2007. Download from here: http://www.microsoft.com/downloads/details.aspx?FamilyID=831f0ae9-fc50-4074-96d3-d02fd98cb041&DisplayLang=en
<i>Charts</i>	
Chart elements work like drawing objects	Effects applied to shapes can now be applied to elements in charts; e.g., drop shadows
Chart Templates	You can save a chart as a template and reuse it or send it to someone else. Available at: Select Chart > Chart Tools > Design > Save Template
<i>Graphics</i>	
Convert autosshapes to freeforms	You can now easily change autosshapes using Edit Points. Added bonus: the edit points then become connector points to attach to.
Gradients on Lines	You can now add gradients to thicker lines.
Quick Styles	Select an object on your slide and you'll see a gallery of layouts and/or styles. They provide quick formatting options for the object in question, and make it easy to create good-looking slides with just a few clicks.
Shape effects	Better 3D depth and rotation control.
Shape presets	Really easy to apply a preset look to an object or text.
SmartArt Graphics	Designer-quality graphics you can edit.
<i>Keyboard Shortcuts</i>	
Ctrl+G	New shortcut that groups objects. Ungroup: Ctrl+Shift+G
Paste Special Shortcut	Pressing Ctrl+Alt+V is a shortcut that opens the Paste Special window.
<i>Photos and Clip Art</i>	
Insert and Link Photos	When inserting a photo, you now have the options to (1) Insert; (2) Link to File; (3) Insert and Link.
New Clip Art	More choices available in clip art, especially more photos to



	choose from.
<i>Saving</i>	
New file format	PPT file format is now XML, which should mean fewer corrupted files. It also means there are a bunch of different file extensions: PPTX - regular PPT 2007 file PPTM - PPT + macros PPSX - PPT show PPSM - PPT show + macros POTX - PPT template POTM - PPT template + macros POTX - PPT template POTM - PPT temp PPAM - PPT add-in
Compatibility Checker	Lets you know what you'll lose if you backsave the PowerPoint file to the 97-2003 format.
<i>Slides</i>	
Add/delete placeholders to pre-packed slide masters	You can now add and delete placeholders on the default slide masters.
Create custom slide layouts	You are no longer dependent on the layouts Microsoft created. You can now create your very own slide layouts.
Overview of slide layouts	A slide master governs a bunch of slide layouts. The individual layouts inherit the default settings from their parent slide master, but you can tweak the individual layouts as necessary. This may take a little getting used to.
Reuse slides	Used to be Insert Slides. Located under Home > Slides > New Slide
Selection pane	Task pane lists all objects on the slide. You can rename objects, change the stacking order and make the object visible or invisible in the pane. Available under Find and Replace buttons - "Select" button.
Themes	Themes replace design templates and include color schemes and fonts that carry though all the Office apps. Easier to make PowerPoint, Excel, PowerPoint and Word work together aesthetically.
<i>Tables</i>	
Tables	Quick styles make the new PowerPoint tables look nice right off the bat. In addition, you can now specify sizes for cell height and width. Yay!
<i>Text</i>	
Columns	You can add columns to a text box
Font Attributes	PowerPoint to all font attributes that have been available in Word: strikethrough, small caps, all caps, etc.
Font Fill and Outline	You can now apply separate colors to the fill and the outline of



	your text.
Quick Styles	Select text on your slide and you'll see a gallery of layouts and/or styles. They provide quick formatting options for the object in question, and make it easy to create good-looking slides with just a few clicks.
Text Effects	Shadows, reflections, glows, bevels, 3D rotation and transforms.
Text presets	Really easy to apply a preset look to an object or text.
<i>Views</i>	
New Window	Under View, you can now open a new window and arrange your presentation side-by-side. For example, you can arrange your Notes page next to your slide.
Presenter View	The new presenter view has adjustable pane sizes, more thumbnails for upcoming and previous slides, a zoom control for the notes page, and generally larger controls. The new Ribbon for Slideshow makes enabling and controlling the use of Presenter View much easier than before.
Real-time previews	Scroll over themes to see how your slide and objects change for that theme.
Zoom Slider	It's now quicker to zoom in and out using the zoom slider in the lower right corner of the screen.

What's been replaced in PowerPoint 2007

Replaced Feature	Comment
Allow Fast Saves	Previously, you could check 'Allow Fast Saves' and save your edits only. Now, PowerPoint scans your entire presentation before saving, as an enhanced security measure.
Animation Schemes	Animation schemes have been rolled into Custom Animation.
AutoContent Wizard	Gone. Use Templates instead at Option button > New. Templates are files that contain themes, layouts, and other elements.
AutoLayout	No longer will the slide layout change when you add more text or objects. No more automatic reducing the font size or moving objects around...Thank goodness!
Drawing Toolbar	The Ribbon replaces the Drawing Toolbar and you now have many more choices!
Macro Recorder	No longer available. Instead, you can use Visual Basic for Applications (VBA) to create or edit macros.
MS Graph	Charts are now done in Excel. You still get a dummy chart to begin with.
Office Assistant	Clippit, the dog, the cat, the wizard, the bouncing ball - all gone. Anyone upset about that?
Organization Chart Program	We had one kind of Org Chart in 97 and 2000, and another in 2003. We now have the new SmartArt diagrams. You can add-in the 97-2000 version of Org Chart. Once it's an add-in, it's available from Insert > Object > Scroll to Microsoft Organization Chart Add-in.
Patterned Lines	Did anyone ever use these?
Recolor Picture	In its place are a number of sophisticated recoloring options. While that gives us more options to tint photos, etc., it doesn't make it easy to simply recolor clipart.
Resize thumbnails after you 'Send to Word'	Who at Microsoft missed the point that the reason we use 'Send to Word' in the first place is so we can resize the slide thumbnails to be more readable? Now our only option is to drag a corner (and guess!).
Send for Review	Microsoft says if you want to send your presentation to reviewers, attach it to an email message. There is no longer a formal Send for Review feature. Reviewers can still add comments to the slides.
Summary Slide	Zapped! You now have to select manually a blank slide layout, and copy and paste slide titles to it.
Title Master	You now have a Slide Master and several individual layouts.