

MANUAL POWER POINT 2007

Lesión 1: Personalizando su Power Point



El Ambiente de PowerPoint

Explorando la Ventana de PowerPoint

Cuando usted abre PowerPoint, se crea una nueva presentación y una diapositiva en blanco aparece en la ventana de PowerPoint. La diapositiva tiene algunas casillas en las que puede insertar un título o subtítulo.

El sistema de menú en Cinta con pestañas es el camino para ingresar a varios comandos de PowerPoint. Si usted ha usado versiones anteriores de PowerPoint, notará que el sistema en Cinta reemplaza el menú tradicional. Por encima de la Cinta, en la esquina superior izquierda está el **Botón de Microsoft Office**. Desde aquí, usted puede ingresar a opciones importantes como Nuevo, Guardar, Guardar Como e Imprimir. Predeterminadamente la **Barra de Herramientas de Acceso Rápido** está al lado del Botón de Microsoft Office, e incluye comandos como Deshacer y Rehacer.

Al lado izquierdo de la ventana, usted verá un **panel de tareas** con dos pestañas o fichas llamadas Diapositivas y Esquema, las cuales aparecen predeterminadamente. En la parte inferior derecha de la pantalla encontrará comandos para visualizar la presentación (Normal, Clasificador de diapositivas, Presentación con Diapositivas) y la herramienta del zoom.

Manual Powerpoint 2007

Vander Veer



Manual Powerpoint 2007:

PowerPoint 2007 for Starters: The Missing Manual E. A. Vander Veer, 2007-01-25 Fast paced and easy to read this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away This concise guide shows readers how to work with PowerPoint s most useful features and its completely redesigned interface With clear explanations step by step instructions lots of illustrations and plenty of timesaving advice PowerPoint 2007 for Starters The Missing Manual will quickly teach you to Create save set up run and print a basic bullets and background slideshow Learn how to add pictures sound video animated effects and controls buttons and links to your slides Discover how to incorporate text spreadsheets and animations created in other programs The new PowerPoint is radically different from previous versions Over the past decade PowerPoint has grown in complexity but its once simple toolbar has been packed with so many features that not even the pros could find them all For PowerPoint 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft s documentation is as scant as ever so even if you find the features you need you still may not know what to do with them But with this book you can breeze through the new user interface and its timesaving features in no time PowerPoint 2007 for Starters The Missing Manual is the perfect primer for anyone who needs to create effective presentations

PowerPoint 2007 Emily A. Vander Veer, 2007 A new handbook not only covers the basics and new features of PowerPoint 2007 but also teaches users how to combine multimedia animation and interactivity into a presentation how to take full advantage of advanced functions and how to create reusable design templates and automate tasks with macros

Microsoft PowerPoint 2007 Inmark-Elearning, 2011 *PowerPoint 2007: The Missing Manual* Vander Veer, 2007-02-13 Like every other application in Microsoft Office suite PowerPoint is loaded with features So many in fact that even veterans don t know where to find them all Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use PowerPoint 2007 also boasts improved graphics additional templates the ability to save custom layouts and improved collaboration through SharePoint One thing Microsoft hasn t improved is its poor documentation To learn the ins and outs of all the features in PowerPoint 2007 Microsoft merely offers online help If you re familiar with previous versions of the program you may be lost the first time you fire up the new PowerPoint or you would be if it weren t for PowerPoint 2007 The Missing Manual This book written specifically for this version of the software not only offers the basics of how to create save set up run and print a basic bullets and background slideshow but takes you into the world of multimedia animation and interactivity You ll learn how to add pictures sound video animated effects and controls buttons and links to their slides along with ways to pull text spreadsheets and animations created in other programs You can also create your own reusable design templates and learn to automate repetitive tasks with macros Learn how to take advantage of advanced functions such as adding custom background images that existed in previous PowerPoint versions but were so cleverly hidden that few people

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features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box **Office 2007** Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 A comprehensive guide to Microsoft Office 2007 covers all of the features of Word Excel PowerPoint and Access providing helpful guidelines on how to use the programs and including tips on how Office 2007 differs from Office 2005 **Microsoft Office PowerPoint 2007 SPEED MANUAL** Cortesi,2010-07-22 *Introduction to Microsoft PowerPoint 2007* Patricia Hammerle,2007 **Microsoft Office PowerPoint 2007 for Windows** Tom Negrino,2007-10-17 Microsoft PowerPoint is nearly ubiquitous in today s world from business to schools to clubs to organizations PowerPoint presentations are everywhere you turn To get up and running quickly and to learn to create the best looking presentations the ones that stand out in terms of content and visual appeal readers need Microsoft Office PowerPoint 2007 for Windows Visual QuickStart Guide PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they create their presentations Trusted teacher Tom Negrino gives step by step instruction on using all the new features in PowerPoint 2007 such as using the dynamic SmartArt Diagrams custom layouts applying attractive new themes change them in just one click and how to manipulate and work with your text tables charts and other presentation elements in much richer ways than ever before Readers learn about writing their presentation gathering images and sound files choosing a design working with text and adding graphics and slide effects and transitions In the end users will have a professional looking and visually appealing presentation they can use anywhere As with all Visual QuickStart Guide books clear concise instructions and lots of visual aids make learning easy and painless Brilliant Microsoft PowerPoint 2007 Pocket Book S. E. Slack,2007 This succinct yet comprehensive pocket book will guide you through the new features of PowerPoint 2007 and enable you to get up and running quickly Short easy to follow tutorials help the reader to instantly grasp the essential functions of PowerPoint including adding narration animations 3 D effects and movies You can also learn to use Groove and SharePoint team services to share Web based documents and information Keenly priced and with an attractive two colour text design and in a handy pocket or bag sized format these books will be an indispensable guide for anyone who wants to improve or master their abilities without buying a bulky or expensive manual The Windows Vista and Office 2007 Pocket books have entirely new and

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