



PowerPoint 2007 FAQ

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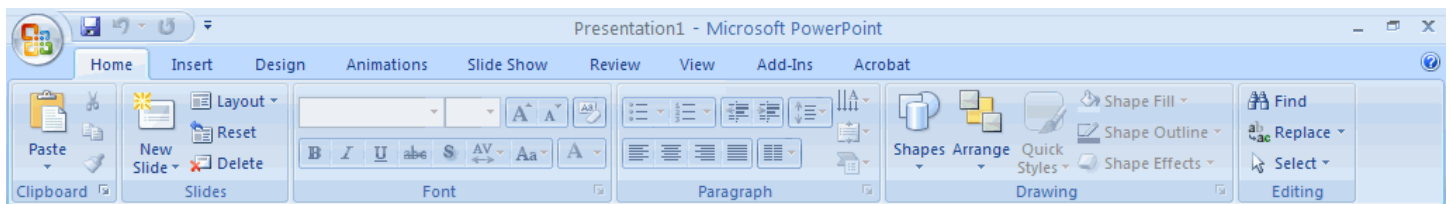
This handout addresses some of the frequently asked questions about PowerPoint 2007.

Can I open PowerPoint 2007 documents in an older version of Office?

Office 2007 has a new default file format. For PowerPoint, the new file format is **.pptx**, instead of **.ppt**. To open these files in older versions of Office, you will need to install the Microsoft Office Compatibility Pack available from the Microsoft website. You can also save files in the older format by choosing PowerPoint 97-2003 from the Save As menu. If you will be working on multiple computers, we recommend saving your work in the older (**.ppt**) format.

What happened to the menus and toolbars?

The menus and toolbars have been replaced by the **Ribbon**:



The **Ribbon** groups commands with others that are similar.

Home: clipboard, slides, font, paragraph, drawing, and editing

Insert: tables, illustrations, links, text, and media clips

Design: page setup, themes, and backgrounds

Animations: preview, animations, and transitions

Slide Show: start, set up, and monitors

Review: proofing, comments, and file protection

View: presentation views, show/hide, zoom, color/grayscale windows, and macros

How do I open/save/print a file?

Click on the **Office Button** at the top left hand corner of the window. Remember that the default format for PowerPoint 2007 is **.pptx**. If you would like to save your file in a format that is automatically compatible with earlier versions of office, choose **Save As** and select PowerPoint 97-2003.

How can I learn more about Office 2007?

Microsoft offers tutorials on its website:

<http://office.microsoft.com/en-us/getstarted/FX101055081033.aspx>

Florida Gulf Coast University also has an excellent set of tutorials available at <http://www.fgcu.edu/support/office2007/default.asp>

