

PowerPoint Office Button

The Office Button is used to perform such tasks as opening and closing a presentation, printing presentation slides or handouts, or saving a presentation. The purpose of this document is to explain each of the features within the Office Button.

Feature	Description
New	This feature is used to create a new blank presentation or to create a presentation using a template. When the link for this feature is clicked, a list of templates will appear. Click on each of the templates to see the template gallery item.
Open	Click this link to open a previously created presentation. The Open dialog box will display. From this dialog box, it is possible to locate the document that is to be opened.
Save	To save a presentation, click this button. The Save As dialog box will appear the first time the presentation is saved. After the presentation has been saved the first time, clicking this button will override the old copy without asking.
Save As	Once a presentation has been saved, click this link to rename the presentation or to save the presentation in a different format, or to save the presentation to a different folder. To see additional save options, such as saving the presentation as a PowerPoint 2007 presentation, a PowerPoint 2007 Template, a PowerPoint 97-2003 presentation, or as a PDF or XPS document, move the mouse pointer over the Save As link. There is also an option to save presentations in other formats.
Print	Click this link to open the Print dialog box. To see additional Print options, move the mouse pointer over the Print feature. The options are Print (opens the Print dialog box), Quick Print (sends document directly to the printer), or Print Preview (provides a preview of the document).
Prepare	To prepare a document for distribution to others via e-mail or other distribution options, click this button. With this feature, it is possible to restrict who can see the presentation, make changes to the presentation, add a digital signature to the presentation, or mark this version of the presentation as final.
Send	This feature is used to send a presentation through an e-mail message or as a fax. Different options for e-mail distribution are provided.
Publish	To package a presentation for a CD or to create handouts of the presentation in Word, choose this option
Close	Click this feature to close the currently open presentation. This is the presentation where the insertion point is located. The PowerPoint program, along with all other presentations, will remain open.
Recent Documents	This feature is used to display the presentations that were most recently opened in PowerPoint. When the document name is clicked, the document will open in the PowerPoint program.
PowerPoint Options	This feature is used to make changes to the overall format of the PowerPoint 2007 program.
Exit PowerPoint	To Exit from the Power 2007 program, click this button.