




(And More)

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What you get when you first open PowerPoint

How I made the previous slide using PPT 2010

1. Go to clip art to find a ribbon (insert tab)
2. Type text in text box
3. But I want wavy text to put on the ribbon
4. Can't find it on PPT ribbon
5. Do a **Google** search
(<http://www.gcflearnfree.org/word2010/15.5>)
6. Highlight the text and go to Word Art Styles 
7. Pick Format and Text Effect and Transform
8. Size and Rotate

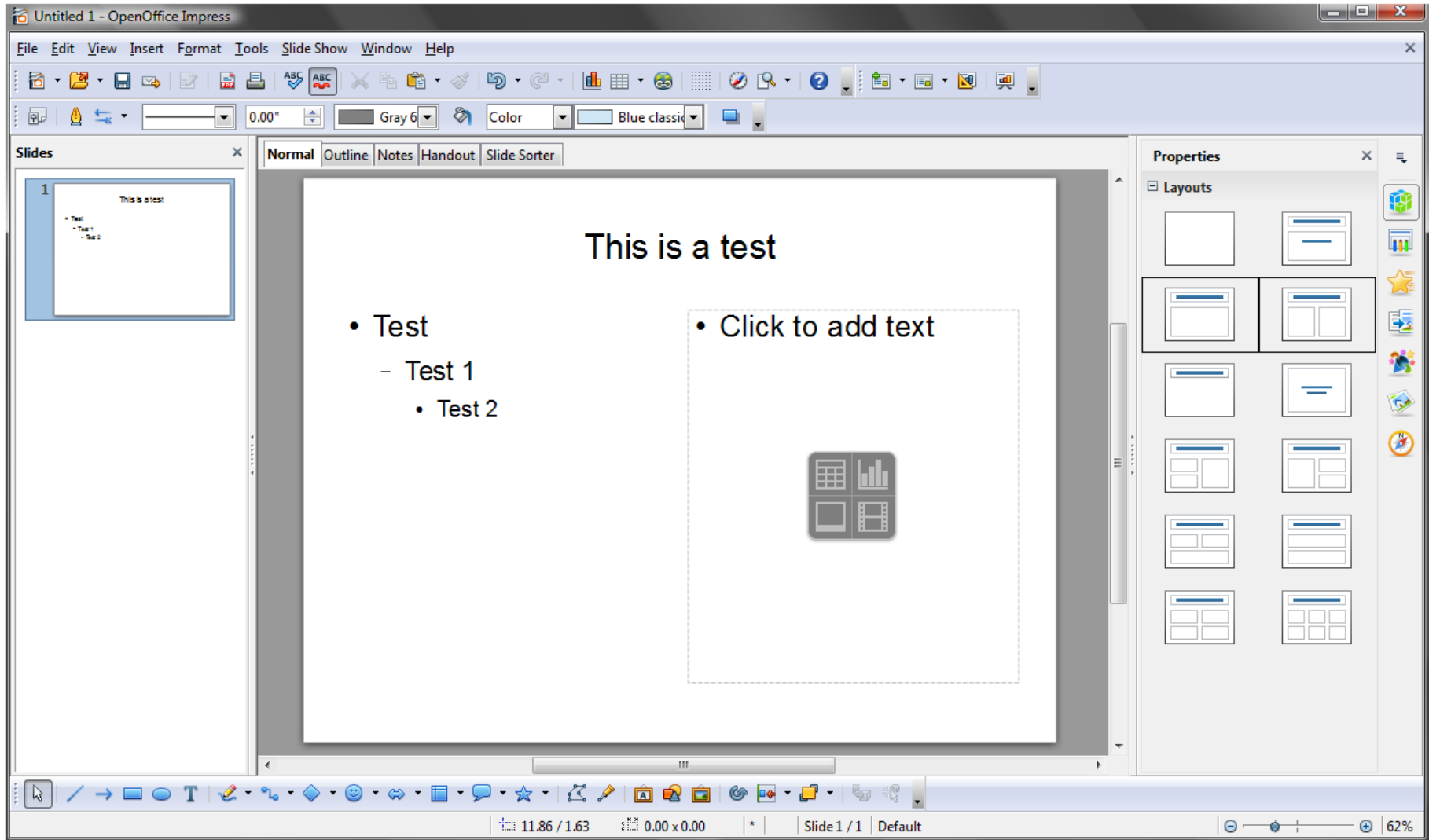


Office Viewers

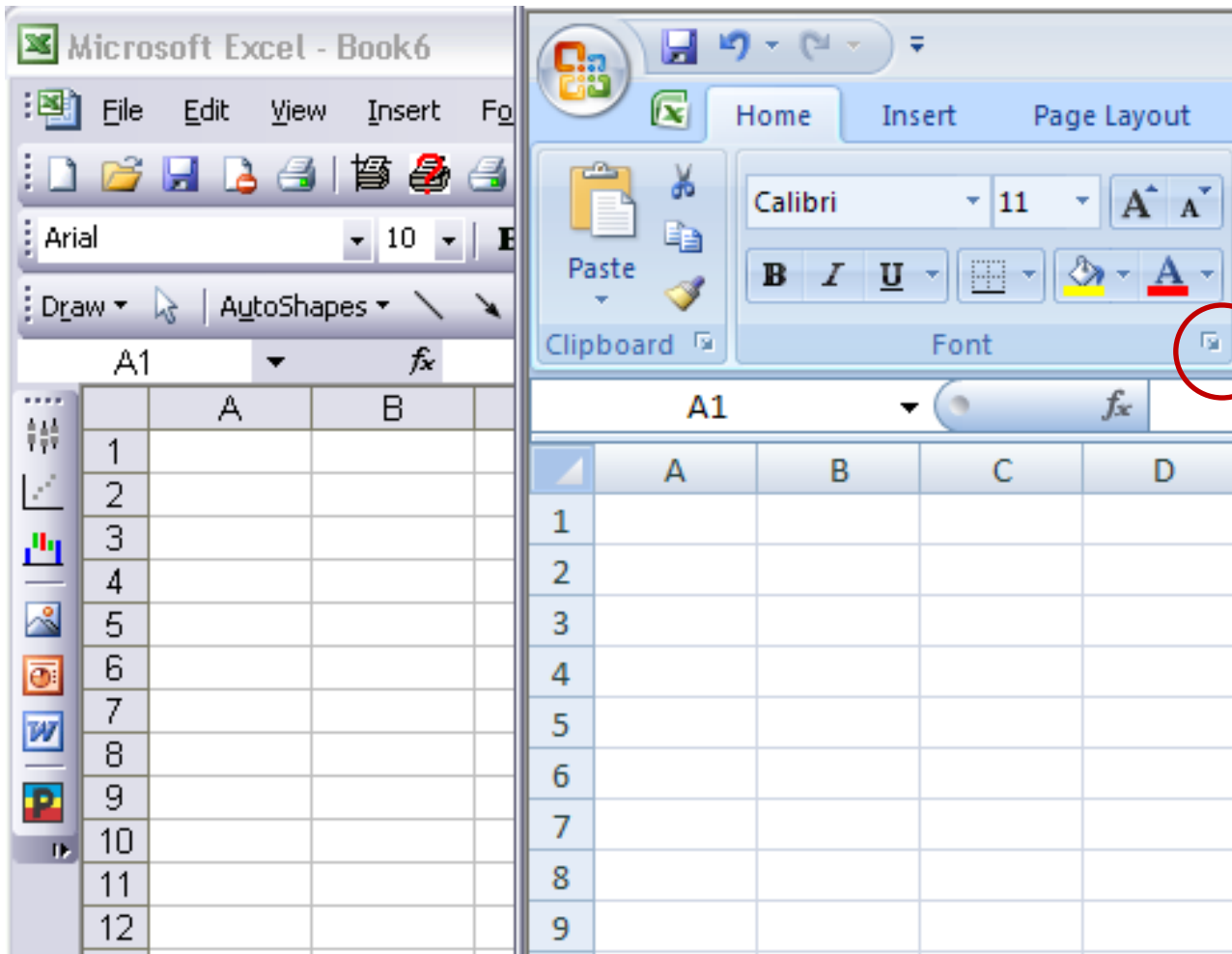
If you do not have MS Office but want to view Office files (Word, Excel, PowerPoint) you can download **viewers** from:

<http://www.microsoft.com/en-us/download/details.aspx?id=26531>

Apache OpenOffice Presentation is Similar to earlier versions of Microsoft PowerPoint



2003 Pop down menus vs. 2007 Ribbon



Note – this little arrow leads to additional choices.

But it's conceptually not all that different.

Some information

- Microsoft offers a large number of videos and text instructions on how to do different tasks in their various products, for example:
 - <http://office.microsoft.com/en-us/powerpoint-help/getting-started-with-powerpoint-2010-HA010359435.aspx>
 - <http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx>
- Transition from Office 2003 to the (2007/2010)ribbon – Alt key for keyboard shortcuts
 - <http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx>
- Windows 8 – Ribbon shows up in op sys as well as Office
 - <http://www.winrumors.com/microsoft-details-new-windows-8-ribbon-explorer-ui-video/>
- Help from others (than Microsoft)
 - <http://www.gcflernfree.org/office2010>
 - <http://www.lynda.com/PowerPoint-training-tutorials/285-0.html>
 - <http://www.articulate.com/blog/powerpoint-tutorials/>
 - OR just Google what you want to know, e.g. “PowerPoint 2010 spell checker”

Uniformity over all Office Products



Not shown Microsoft Outlook, Windows Live mail, Microsoft Access and more.

Note that:

1. The appearance of the ribbon changes depending on the space available.
2. The Ribbons are frozen – Office 2003 did some adaptation to the user
3. But one can add/subtract to the “quick access toolbar”
4. With some difficulty you can add a customized tab to the ribbon
5. If you like to use keyboard shortcuts you can see them by pressing ALT

You may not like the default format

- Test 1
 - Test 2
 - Test 3
 - Test 4

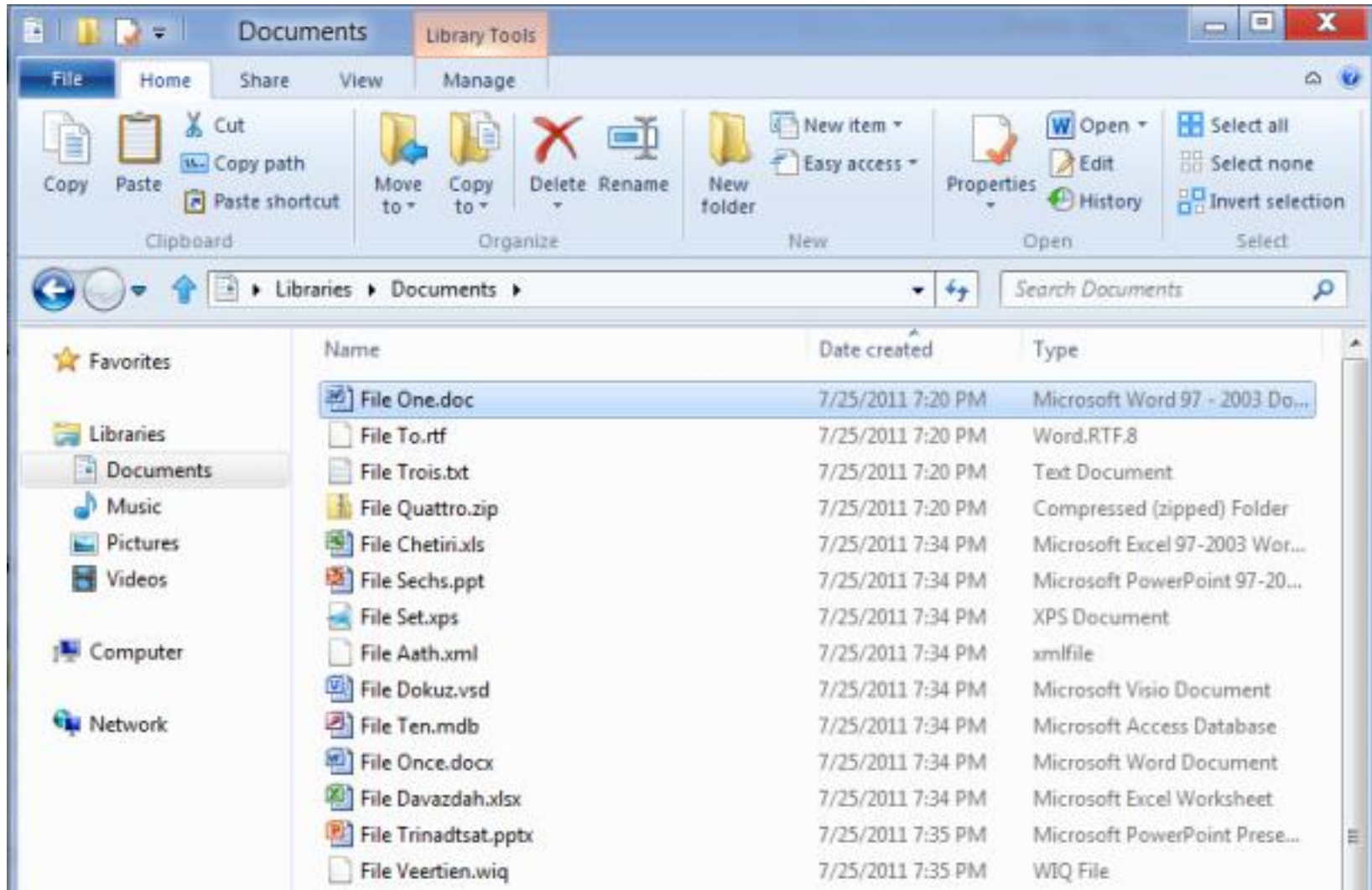
You may not like a lot a lot of the default formats. You can use an available template or create a template from a page.

How Office 2007 was developed

Problem: How do display 1200+ features so people can find them.

- Here's a 1+ hour presentation
 - <http://channel9.msdn.com/Events/MIX/MIX08/UX09>
- Play ~14 min. starting at 3:30
- Then the presentation spends a lot of time on the **Research** they did
 - what features people were using (or not using)
 - what they liked (or didn't like)
 - what new features they wanted
- Design criteria or **Tenets**
- Then a large number of **Prototypes** (that tried to meet the design criteria)
- Next **Evaluation** (first establish criteria and methods)
 - Optimum criteria and eye tracking (@ ~58 min)
 - Note that folks who use a prototype too little or too much do not make good evaluators

Windows 8 extends the use of the ribbon to the operating system (the old Windows Explorer)



Power Point 2010 trick: Remove background

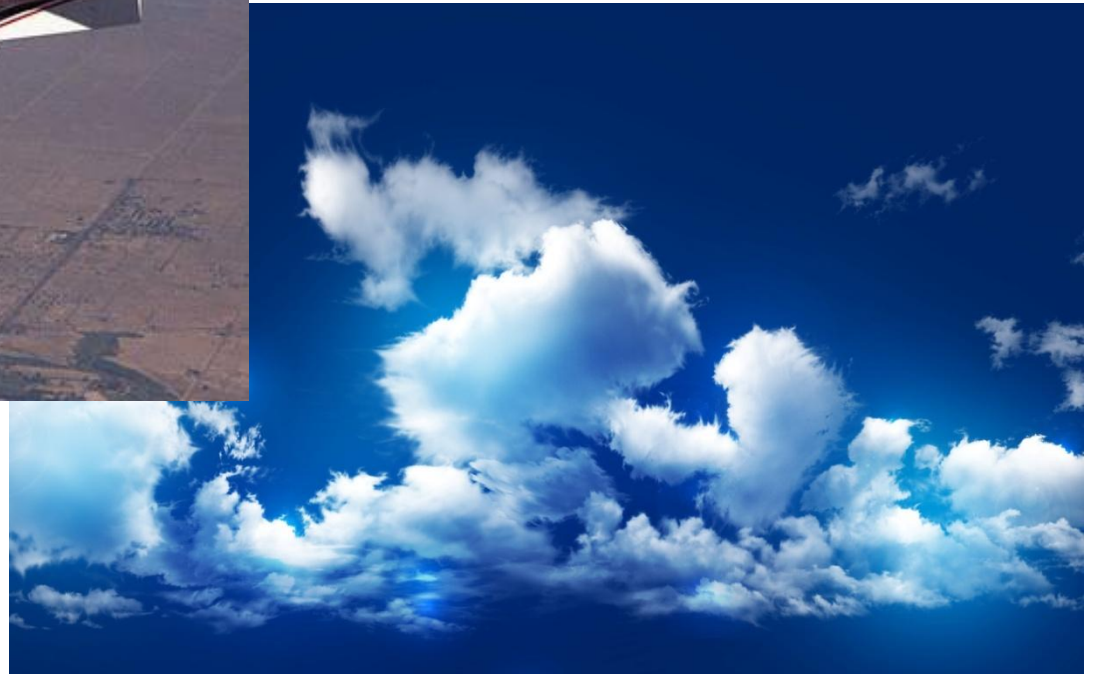
This may be useful to some folks and blot to others.

An example of the ribbon changing depending on what's clicked.



<http://www.youtube.com/watch?v=OMh6t6KsRPU>

Grumman X-29

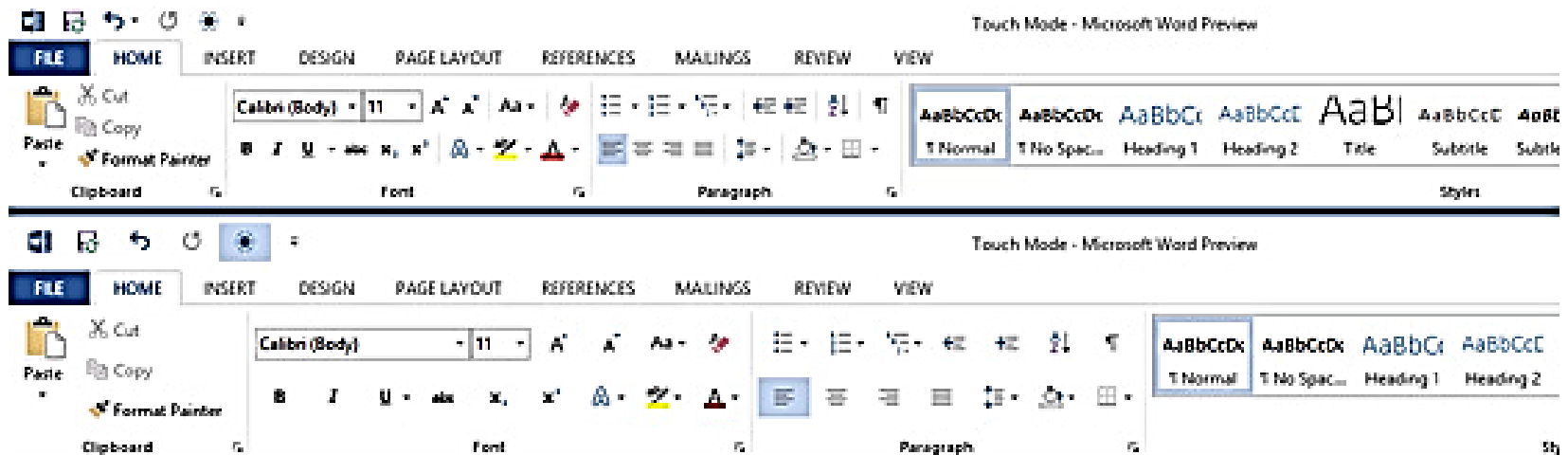


Some miscellaneous

- For touch typists hit the Alt key
- How to insert a hyperlink
- How to paste in almost anything using the Snipping Tool

Office 2013 ribbon has a touch mode

Touch Mode is simple enough: When you toggle this display mode, the onscreen controls space out a bit from each other to make them more accessible to users via touch. Here, you can see the same Word 2013 ribbon in normal (top) and Touch Mode (bottom) displays:



Touch Screen (and tiny button) Aids



Transparent Fingers



Hands free keyboard pecking

