



# SharePoint Site RequirementsCIE6.0 or later,<br/>Internet<br/>connectionSharePoint is built on Microsoft technology so<br/>IE browser will give the best support. A high-<br/>speed Internet connection is strongly<br/>recommended.Clic<br/>clicLogin InfoA user name and password will be provided to<br/>you from your system administrator. Keep your<br/>password in a safe place.ClicSystemYour computer must have Windows

Requirements 2000/XP/Vista installed, and at least 512 megabytes of memory (1 gigabyte for Vista). The recommended amount of hard drive space depends on how much data you intend to transfer to and from the SharePoint site.

# **Creating a Macro**

in the basic code requirements.

Click Developer  $\rightarrow$  Macros. Give the macro a name (description optional) and click Create:

| Visual<br>Basic Acros Macro<br>Code | A ➡ ♥ = 3 \$ Propertie<br>♥ ○ ■ ■ ₹ ₩ Q View Coo<br>Controls |
|-------------------------------------|--|
| Macro                               | ?  |
| Macro name:                         | Run  |
| My Macro                            | Cancel   |
|                                     | Step Into  |
|                                     | Edit   |
|                                     |  |
|                                     | Delete   |

Basics of the Visual Basic Editor

number of attributes that can be used at the present time:

Open the PowerPoint file you want to use a macro with. Click Developer  $\rightarrow$ 

Macros, give the macro a name and click Create. The Visual Basic Editor will fill

When you type different object identifiers, the editor will automatically suggest a

### **Smart Tags**

A Smart Tag is a feature built into the Office family of program that is designed to recognize special types of data. Smart Tags can recognize measurements, dates, financial symbols, and the names of people who are in your Outlook address book.

Enable Smart Tags by opening PowerPoint Options in Proofing  $\rightarrow$  Auto Correct Options  $\rightarrow$  Smart Tags tab:

| AutoCorrect   | 🏶 Presentation1.pptm - Module1 (Code)   |
|---|---|
| AutoCorrect AutoFormat As You Type Smart Tags   | (General)   |
| PowerPoint can recognize certain types of data in your presentations. For each recognized type, there are actions you can perform with that data.   Image: Complexity of the each recognize type, there are actions you can perform with that data.   Image: Complexity of the each recognize type, there are actions you can perform with that data.   Image: Complexity of the each recognize type, there are actions you can perform with that data.   Image: Complexity of the each recognize type, there are actions you can perform with that data.   Image: Complexity of the each recognize type, there are actions you can perform with that data.   Image: Complexity of the each recognize type, there are actions you can perform with that data.   Image: Complexity of the each recognize type, there are actions you can perform with that data.   Image: Complexity of the each recognize type, there are actions you can perform with that data.   Image: Complexity of the each recognize type, there are actions there are are actions there are actions there are are are are are are are are are | Sub PicturePosition()   With ActiveWindow.Selection.ShapeRange   .IncrementLeft -284.3   .IncrementTop -184.5   End With   ActiveWindow.Se   End Sub   Selection   SplitHorizontal   SplitHorizontal   SplitVertical   Top   View   ViewType   Save the file and run the macro by clicking Run → Run Sub/UserForm. If you made any grammatical or logical errors, the macro will run until it encounters the problem. You can then use the tools in the Debug menu to work out the problem in the code.   Consult the Microsoft Development Network for many VBA code examples. |
| Accessing a SharePoint Workspace  | The Developer Tab   |
| All SharePoint sites that run on a SharePoint Server have the same general address template.<br>http://sps.company.com will access the main page  | In order to fully use macros in PowerPoint, you need to enable the Developer tab Do this by clicking Office Menu $\rightarrow$ PowerPoint Options $\rightarrow$ Popular tab. In the Popular tab, check the Show Developer Tab checkbox.   |
| http://sps.company.com: <port_num>/personal/<user>/<workspace></workspace></user></port_num>  | Show <u>D</u> eveloper tab in the Ribbon 🛈  |

http://sps.company.com:<port\_num>/personal/<user>/<workspace will access your own page.

### **Publishing a Presentation**

### Adding Macros to Quick AccessToolbar

PowerPoint has the ability to publish a presentation as an HTML file that can be viewed in the Internet. When you have completed work on a presentation, click Office Menu  $\rightarrow$  Save As. Make sure that the file type is Web Page:

| File name:    | Introducing PowerPoint 2007.htm        |      |   |
|---------------|--|------|---|
| Save as type: | Web Page (*.htm; *.html)               |      |   |
| Page title:   | Introducing PowerPoint 2007            | ïtle | + |
|               | Save a copy and customize its contents | sh   |   |

By default, the title of the Web Page will be the name of the file. You can change the title by clicking Change Title (red arrow). The Publish button will do the necessary conversions to the PowerPoint file and then save it as an HTML file. The file can be viewed in most popular Web browsers, but will have the best functionality with Internet Explorer. PowerPoint also creates a folder containing other supporting files. This folder must be in the same directory as the HTML file in order to properly display your page.



You can add individual macros to the Quick Access Toolbar and run them with a single click. Open PowerPoint Options and click the Customize tab. Choose Macros from the list of commands to add to the toolbar and then add the macros:

| Cust | omize Quick Access Toolbar: ()       |      |  |
|------|--------------------------------------|------|--|
| For  | For all documents (default)          |      |  |
|      |                                      |      |  |
| H    | Save                                 |      |  |
| 5    | Undo                                 | - (F |  |
| U    | Redo                                 | -    |  |
|      | Web Page Preview                     |      |  |
| 8    | 'Presentation1.pptm'!PicturePosition |      |  |

All macros will be displayed with the same icon as above. To avoid confusion over multiple macros, highlight a macro in the list and click the Modify button. You can choose from a wide range of other symbols to use for your macro:



### **Digital Signatures**

Just as you would sign off on a document, you can sign a digital document with a signature that identifies you as you.

The signature acts like a 'lie detector' which will tell the truth as long as the document is not altered after being signed. If the document is altered in any way, the signature will remain, but will become invalid. Checking for invalid signatures (which PowerPoint does automatically) helps ensure the source of a document.



### **Restricting Permission to a Document**

When employing Information Rights Management (IRM, see note below), click Office Menu  $\rightarrow$  Prepare  $\rightarrow$  Restrict Permission and then select Unrestricted/Restricted access or manage the credentials needed to view your document:



If you click Manage Credentials, you will see the Permission dialogue box appear. Enter the names of people who have permission to your document.

| Restrict permi  | ssion to this presentation  |
|-----------------|---|
| 'someone@exampl | ldresses of users in the Read and Change boxes (example:<br>e.com). Separate names with a semicolon(;). To select names<br>book, click the Read or Change button. |
| 😡 Read          |   |
|                 | Users with Read permission can read this presentation, but cannot change, print or copy content.  |
| 🚰 Change        |   |
|                 | Users with Change permission can read, edit and save changes to this presentation, but cannot print content.  |
| More Options    | ו   |

# What is Information Rights Management?

Information Rights Management lets you control which users have access to what in your document. Permissions to read, write, and modify a document are controlled by a central server on your network. You can specify which users will be able to do what with a document and register those users on the server. The users then have to enter their credentials to the server before being given read/write access.

# What is a COM Add-In?

A COM Add-In is a third-party piece of software which is designed to give extra functionality above and beyond what PowerPoint already offers.

View current add-ins by clicking Office Menu  $\rightarrow$  PowerPoint Options  $\rightarrow$  Add-Ins.