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WHAT's New?



**Pin Important PowerPoint 2007 Presentations for Quick Access**

By default, the last seventeen recently used files in PowerPoint 2007 are listed in the *Recent Documents* list. If you need to access some of those presentations frequently, you may wish them to always remain in the list. You can *pin* these presentations to the list so they stay there indefinitely.

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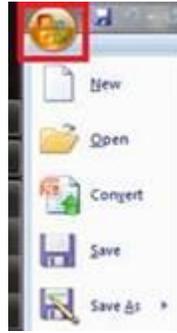
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## Pin Important Presentations for Quick Access (MS PowerPoint 2007)

1. Click on the **Office** button.



2. In the **Recent Documents** list, look for the presentation you want to be pinned to the list. You will see a gray *"Push Pin"* on its side.



**\*Note:** If the presentation is not in the list, open the document and then check the *Recent Documents* list again.

3. Click on this push pin beside the file name. It should turn to green. This means the document is now pinned to the list. It will remain in the *Recent Documents* list each time you access PowerPoint 2007.

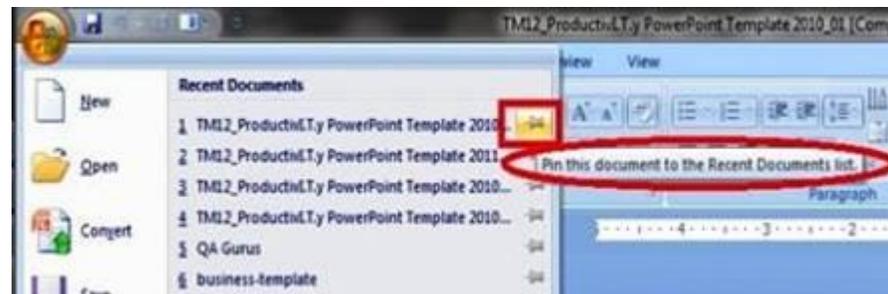


Figure 3.1

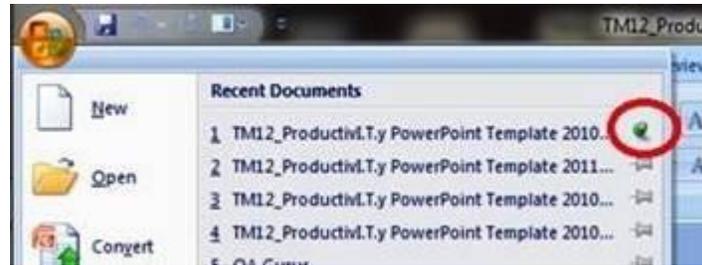
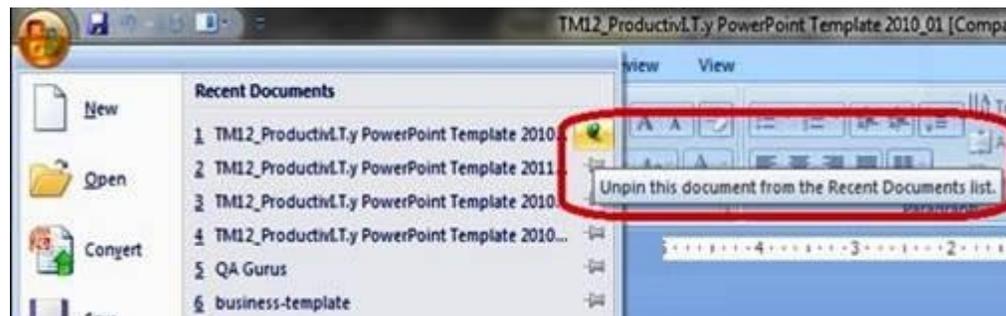


Figure 3.2

4. To unpin a presentation from the list, simply click on the green push pin.



5. The push pin should now be gray and that presentation will no longer be pinned to the **Recent Documents** list.

