PowerPoint 2007 New Features

Duration: 1/2 Day

Course Overview:

PowerPoint 2007 New Features is a hands-on instruction course that introduces you to the new and enhanced features available in PowerPoint 2007. In this course you will explore the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit your requirements. You will identify and use the new and enhanced features of PowerPoint 2007 to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it with a digital signature to authenticate its validity.

Students Learn How To:

- Utilize the new interface components of PowerPoint and customize the PowerPoint environment
- Enhance a presentation by applying custom layouts and themes
- Create dynamic presentations by applying advanced text and graphic effects
- Finalize a presentation by customizing slide shows, securing the presentation, and saving the presentation

Who Should Attend: This course is designed for experienced PowerPoint users who have worked with earlier versions of PowerPoint, ideally PowerPoint 2003, and who have upgraded to PowerPoint 2007.

Prerequisites: Students enrolling in this course should understand how to use a version of PowerPoint, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

Course Outline:

Exploring the PowerPoint Environment

Explore the User Interface
Work with the Ribbon
Work with Contextual Tabs
Use the PowerPoint Galleries
Customize the PowerPoint Interface

Enhancing the Presentation Layouts

Create Custom Slide Layouts
Work with Themes

Creating Dynamic Presentations

Apply Rich Text and Typography Effects
Enhance Presentations with Graphic Effects
Enhance Table Layout
Work with Charts

Finalizing the Presentation

Customize Slide Shows
Secure Presentations
Save a Presentation

Appendix A: New Features in Microsoft Office PowerPoint 2007