



Microsoft Office PowerPoint 2007: New Features

MSOF-175

Course Description:

This course is designed to teach students to create dynamic presentations working with the new and enhanced features available in Microsoft Office PowerPoint 2007.

Course Objectives:

Upon completion of the course, students will be able to:

- Explore 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

Prerequisites:

- Experience with earlier versions of PowerPoint, preferably 2003 or XP

Audience:

- Experienced PowerPoint Users

Course Duration:

1/2 Day

Course Topics:

I. Exploring the PowerPoint Environment

- Explore the user interface
- Work with the ribbon

- Work with contextual tabs
- Use the PowerPoint galleries
- Customize the PowerPoint interface

II. Enhancing the Presentation Layouts

- Create custom slide layouts
- Work with themes

III. Creating Dynamic Presentations

- Apply rich text and typography effects
- Enhance presentations with graphic effects
- Enhance table layout
- Work with charts

IV. Finalizing the Presentation

- Customize slide shows
- Secure presentations
- Save a presentation

V. Appendix A: New Features in Microsoft® Office PowerPoint® 2007

VII. Appendix B: Enhanced File and Compatibility Features in Microsoft Office PowerPoint 2007