



Microsoft® Office PowerPoint® 2007: New Features Half Day Course

Course Description

You have worked with Microsoft® Office PowerPoint® 2003 (or earlier) to create presentations. PowerPoint 2007, with its redesigned interface, enhanced features, and results-oriented authoring tools, improves the process of creating dynamic presentations. In this course, you will work with the new and enhanced features available in Microsoft® Office PowerPoint® 2007.

Course Objective: 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.

Target Student: This course is designed for experienced PowerPoint users who have worked with earlier versions of Microsoft® Office PowerPoint®, ideally Microsoft® Office PowerPoint® 2003, and who have upgraded to Microsoft® Office 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.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this 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.

Course Content

Lesson 1: Exploring the PowerPoint Environment

- Topic 1A: Explore the User Interface
- Topic 1B: Work with the Ribbon
- Topic 1C: Work with Contextual Tabs
- Topic 1D: Use the PowerPoint Galleries

Topic 1E: Customize the PowerPoint Interface

Lesson 2: Enhancing the Presentation Layouts

Topic 2A: Create Custom Slide Layouts

Topic 2B: Work with Themes

Lesson 3: Creating Dynamic Presentations

Topic 3A: Apply Rich Text and Typography Effects

Topic 3B: Enhance Presentations with Graphic Effects

Topic 3C: Enhance Table Layout

Topic 3D: Work with Charts

Lesson 4: Finalizing the Presentation

Topic 4A: Customize Slide Shows

Topic 4B: Secure Presentations

Topic 4C: Save a Presentation

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

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