

PowerPoint® 2007: New Features

Course length: 1/2 day

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.

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

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

Lesson 2: Enhancing the Presentation Layouts

Create Custom Slide Layouts
Work with Themes

Lesson 3: Creating Dynamic Presentations

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

Lesson 4: Finalizing the Presentation

Customize Slide Shows
Secure Presentations
Save a Presentation

If you have any questions about this course, please call CompuTrain at (713) 349-9186.