



Microsoft PowerPoint 2007

New functionalities

Duration: 1 full day (6 hours)

Objectives

This course is designed for new users of Ms PowerPoint 2007.

Target Audience

Previous Microsoft Office users, including business customers and individual Office users who plan on upgrading to Office 2007, will be candidates for this training.

Prerequisite

Users should have experience of the standard functionality of Office XP or Office 2003 prior to taking this course.

Course Outline

Part 1: The New Interface

- Ribbon
- Office Button
- Drop-down galleries
- Live previews
- Contextual Tabs

Part 2: Custom slide layouts

- Creating layouts containing multiple elements
- Multiple slide master sets with custom layouts for different slide topics

Part 3: SmartArt Graphics

- Creating SmartArt graphics
- Change the colors of an entire SmartArt graphic



Learning

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Key Component of FRCI

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- Apply a SmartArt Style to a SmartArt graphic

Part 4: New File Formats

- The converter
- Saving and opening older versions

Part 5: PowerPoint themes and Office Styles

- Out-of-the-box themes, layouts, and styles offer a wide range of options when formatting presentations.
- Using Office Styles

Part 6: Animation

- Enhanced Animation Tabs
- Live previews of animation

Part 7: Share your presentations

- Using PowerPoint Slide Libraries to simplify sharing presentations