



Upgrading to Microsoft PowerPoint 2007

One-Day Course

Windows

Course Overview:

During this one day course, you'll explore many of the changes in PowerPoint 2007 including, the new interface, themes, quick styles, custom slide layouts, SmartArt graphics, new and improved effects, new text options, table and chart enhancements, proofing tools, presenter view, sharing information, and more.

Note: This course is not intended for beginners. An Intermediate knowledge of PowerPoint (97, 2000, 2002 XP, or 2003) is essential for this class.

Course Content:

- Exploring the new PowerPoint 2007 interface including the Office button, ribbon, menus
- Customizing the Quick Access Toolbar
- Using contextual menus and tabs
- Working in PowerPoint's views
- Inserting, deleting and reordering slides in PowerPoint 2007
- Changing the Slide Layout in 2007
- Using the Live Preview
- Using PowerPoint's various new galleries, themes and colour families
- Working with Backgrounds and Slide Masters
- Working with SmartArt Graphics
- Using Table and Chart Enhancements
- Understanding File Formats in PowerPoint 2007
- Comparing the locations of PowerPoint 2003 Commands in PowerPoint 2007