

## **Microsoft PowerPoint 2007 - New Features**

- **Course Number:** PPt2k7N
- **Length:** 1 Day(s)

### **Certification Exam**

No Microsoft Certified Professional exams are associated with this course.

### **Course Overview**

Microsoft Office PowerPoint 2007 enables users to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. This course will enable users of earlier versions of PowerPoint to familiarize themselves with the new features and functionality of PowerPoint 2007.

### **Prerequisites**

Familiarity with earlier versions of Microsoft PowerPoint is required.

### **Audience**

This course is for anyone who wishes to upgrade their skills from earlier versions of Microsoft PowerPoint to Powerpoint 2007.

### **Course Outline**

- Course Introduction
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- Lesson 1 - Exploring the PowerPoint Environment
- Exploring the PowerPoint Environment
- The Microsoft Office Button
- The Ribbon
- The Quick Access Toolbar
- The Microsoft Window Frame
- The Home Tab
- The Insert Tab
- The Design Tab
- The Animations Tab
- The Slide Show Tab
- The Review Tab
- The View Tab
- The Dialog Box Launcher
- Contextual Tabs
- The Mini Toolbar
- Galleries
- Live Preview
- Demo - Exploring the Screen
- The PowerPoint Options Dialog Box
- Demo - PowerPoint Options
- Lesson 1 Review
- Lesson 2 - Enhancing the Presentation Layouts

- Enhancing the Presentation Layouts
- Slide Layouts
- Create a Layout
- Themes
- Types of Themes
- Demo - Create a Theme
- Background Styles
- Lesson 2 Review
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- Lesson 3 - Creating Dynamic Presentations
- Creating Dynamic Presentations
- Typography Effects
- Text Styles
- Demo - Text Effects
- Character Styles
- Picture Tools
- SmartArt Graphics
- Demo - Smart Art
- The Photo Album
- Demo - Photo Album
- Table Styles
- Chart Tools
- Chart Layouts
- Chart Styles
- Demo - Insert a Chart
- Demo - Table and Chart
- Lesson 3 Review
- Lesson 4 - Finalizing the Presentation
- Finalizing the Presentation
- Presenter View
- Digital Signature
- Document Inspector
- The Mark as Final Feature
- The Compatibility Checker Feature
- Demo - Custom Slide Show
- Demo - Finalize Document
- Lesson 4 Review
- Course Closure