

Microsoft Office PowerPoint 2007: What's New

PowerPoint07New
1day

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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.

Course Summary

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

Lessons

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