

Microsoft® Office PowerPoint® 2007: New Features (First Look)

Course Specifications

Course number: 084840

Software: Microsoft® Office PowerPoint 2007

Course length: 0.5 day(s)

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.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver. (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows XP

Software Requirements

- Microsoft® Office Professional Edition 2007
- Windows XP Professional with Service Pack 2

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

- 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

Appendix A: New Features in Microsoft® Office PowerPoint® 2007