

**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.

**Who Should Attend:** 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.

**Benefits of Attendance:** Upon 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 Outline:

#### Exploring the PowerPoint Environment

Explore the User Interface  
Work with the Ribbon  
Work with Contextual Tabs  
Use the PowerPoint Galleries  
Customize the PowerPoint Interface

#### Enhancing the Presentation Layouts

Create Custom Slide Layouts  
Work with Themes

#### Creating Dynamic Presentations

Apply Rich Text and Typography Effects  
Enhance Presentations with Graphic Effects  
Enhance Table Layout  
Work with Charts

#### Finalizing the Presentation

Customize Slide Shows  
Secure Presentations  
Save a Presentation

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