

## Upgrading to Microsoft PowerPoint 2007

**Duration:** Half Day

**Objectives:** The main objective of this course is to introduce delegates to the rich new features and striking enhancements to PowerPoint 2007.

**Pre-requisites:** Attendees should have previous experience of using Microsoft PowerPoint.

### ● The New Look and Feel

- Changes to the Interface
- Using the Office Button
- Working with the Ribbon
- Understanding Tabs, Groups and Commands
- Using Contextual Tabs
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- Customising the Environment
- Using Zoom

### ● Working with Slides

- Copying Tables from Excel
- Editing and Formatting Tables
- Creating Custom Slide Layouts

### ● Formatting Slides

- Live Previews of Formatting
- Using Themes

### ● Using the Enhanced Drawing Tools

- Using Smart Art Graphics
- Converting Bullets to Smart Art Graphics
- New and Improved Effects
- Using the Updated Charts

### ● Preparing to Present

- Using the Document Inspector to Remove 'Metadata'
- Different PowerPoint File Formats
- Understanding Compatibility between Different Versions

### ● New Slide Show Features

- Creating Custom Slide Shows
- Using the Presenter View