

PowerPoint 2007 Upgrade - 1 day

Description:

Microsoft Office PowerPoint 2007 is a quantum leap ahead of previous version of PowerPoint and as such takes getting used to. Using PowerPoint 2007, you can now create even more professional looking presentations, using the new, more intuitive, user interface offered by the enhancements in Office 2007.

This course introduces the new features and functionality of PowerPoint 2007 and will help you to get up to speed quickly.

Pre-requisites:

This course is designed for experienced users who have worked with earlier versions of PowerPoint, and who have, or about to upgrade to Microsoft Office PowerPoint 2007. Ideally delegates should also have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

The New Interface

- Using the Office Button
- Using Access Keys
- The Ribbon
- The Quick Access Toolbar
- Using Help
- Using Live Preview
- Customising the Status Bar
- Views
- Zooming

New Features in PowerPoint 2007

- The PowerPoint 2007 Screen
- The PowerPoint 2007 Ribbon
- Creating New Presentations
- PowerPoint 2007 File Formats
- PowerPoint 2007 Options

Working with PowerPoint 2007

- Changing the View
- Changing the Presentation Theme
- Backgrounds
- Inserting New Slides
- Formatting Text
- Slide Masters
- Inserting a Slide Layout
- Saving a PowerPoint template
- Creating a Photo Album

Tables and Charts

- Creating a Table
- Inserting a Chart
- Modifying a Chart

Animation and Slide Shows

- Setting Up Slide Shows
- Narration
- Setting Slide Transitions
- Setting Individual Transitions

Working with Illustrations

- The Illustrations Group
- Inserting a Picture
- Changing the Picture Styles
- Using ClipArt
- Inserting SmartArt
- The SmartArt Text Pane
- Changing the SmartArt Style
- Changing the Colour of SmartArt Styles
- Changing the SmartArt Layout
- Adding a New Shape to a SmartArt Graphic
- The SmartArt Tools Format Tab
- Resizing and Moving SmartArt

Locations of PowerPoint 2003 Commands in PowerPoint 2007