



## COURSE OUTLINE

MICROSOFT® OFFICE POWERPOINT™ 2007  
– NEW FEATURES  
**DURATION:** 1 DAY

Call 303-503-9212

This course is designed for existing users of **Microsoft® Office PowerPoint 2003** (or earlier), and who need to become familiar with the upgraded and of the additional features of the latest release of the software for improving the process for creating and distributing dynamic presentations.

Course highlights include complete coverage of the new interface, SmartArt, new table tools, and discussion of the Document Inspector.

### AUDIENCE

This course is designed for the intermediate to advanced PowerPoint user with previous experience with Microsoft PowerPoint 2003. Those who wish to prepare for certification as a Microsoft Certified Application Specialist in PowerPoint may also require this course.

### COURSE DURATION

- 1 Day(s) of Classroom Instruction (OR)
- 10 Hours of Online Instruction

### PRE-REQUISITE KNOWLEDGE

To ensure student success, prior to attending this course, it is recommended that students have taken the following courses (or have equivalent knowledge):

#### **Required:**

- Knowledge of and experience in the use of the Microsoft® Windows operating system.
- Microsoft® Office PowerPoint 2003 - Levels 1-2

#### **Strongly Recommended:**

- Microsoft® Office Word 2003/2007 - Level 1

### SKILLS TAUGHT

Upon course completion, participants will be able to:

- Navigate the new Tab and Ribbon interface and Quick Access Toolbar
- Access templates and get help
- Use the improved graphics tools, including tables and SmartArt
- Use the advanced tools including the Document Inspector, Slide Masters, and COM add-ins.

## COURSE CONTENT

### LESSON 1: GETTING STARTED (2:20)

To begin, we will discuss the new features in PowerPoint 2007, the new file format, how to Access templates, and how to get help. We will also look at the improved Print Preview.

- Objective 1.1: Starting Out
- Objective 1.2: Saving your Files
- Objective 1.3: Using Templates
- Objective 1.4: Using Print Preview
- Objective 1.5: Getting Help in PowerPoint

### LESSON 2: THE NEW INTERFACE (3:30)

This lesson will focus on the new interface, with an in-depth look at the Quick Access Toolbar and each of the default tabs.

- Objective 2.1: Using the Quick Access Toolbar
- Objective 2.2: The Home Ribbon
- Objective 2.3: The Insert Ribbon
- Objective 2.4: The Design Ribbon
- Objective 2.5: The Animations Ribbon
- Objective 2.6: The Slide Show Ribbon
- Objective 2.7: The Review Ribbon

### LESSON 3: ADDING TABLES AND CHARTS (2:45)

This lesson will explore improved graphics tools, including tables and SmartArt.

- Objective 3.1: Creating and Working with Tables
- Objective 3.2: Formatting a Table
- Objective 3.3: Working with SmartArt
- Objective 3.4: Customizing your Diagrams

### LESSON 4: ADVANCED TOPICS (1:55)

To conclude, we will look at improved sharing tools, the Document Inspector, Slide Masters, and COM add-ins.

- Objective 4.1: Inspecting a Presentation
- Objective 4.2: Sharing your Presentations
- Objective 4.3: Working as a Team
- Objective 4.4: Introducing Slide Masters
- Objective 4.5: COM Add-ins

## WHAT'S NEXT?

The following courses would be suggested to continue on this Learning Path:

- Microsoft® Office PowerPoint 2007 - Levels 2-4
- Microsoft® SharePoint Services 3.0

## SYSTEM CONFIGURATION

### 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 configuration:

- Intel® Pentium® IV 1.5 GHz processor (2 GHz recommended)
- Minimum 256 MB of RAM; 512 MB of RAM recommended
- 10 GB of hard disk or larger if you use Windows® XP Professional as your operating system (at least 1 GB of free hard disk space available for the Office installation)
- CD-ROM or DVD drive
- Mouse or other pointing device
- 1024 x 768 resolution monitor (recommended)
- VGA or higher video adapter
- Network cards and cabling for local network access
- Internet Access
- Printer (optional) or Printer Driver installed to use Print Preview
- Projection system to display the instructor's computer screen

### OPERATING SYSTEM REQUIREMENTS

- Windows® XP or greater

### SOFTWARE REQUIREMENTS

- Microsoft® Office Professional 2007 Edition
- Windows® XP Professional (with Service Pack 2) or greater