



## **PowerPoint 2007: New Features**

**Overview:** This course is designed for PowerPoint users who want to use the new and enhanced features of PowerPoint 2007 to create dynamic and visually appealing presentations.

**Prerequisites:** PowerPoint 2003 Introduction or equivalent knowledge.

**Course Length:** One-Half Day

### **Course Content**

#### **Lesson 1: Exploring the PowerPoint Environment**

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

#### **Lesson 2: Enhancing the Presentation Layouts**

Create Custom Slide Layouts  
Work with Themes

#### **Lesson 3: Creating Dynamic Presentations**

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

#### **Lesson 4: Finalizing the Presentation**

Customize Slide Shows  
Secure Presentations  
Save a Presentation