

UPGRADING TO POWERPOINT 2007 WORKSHOP

Duration	1 Day
Pre-Requisite Training	PowerPoint 2003 Advanced

COURSE OUTLINE

- Getting Started with PowerPoint 2007;
- The new 2007 Interface;
- Using of 2007 Templates;
- Using Print Preview;
- Using the Quick Access Toolbar;
- The PowerPoint 2007 Ribbons;
- Creating and Working with Tables;
- Formatting a Table;
- Working with SmartArt;
- Customising your Diagrams;
- Inspecting a Presentation;
- Sharing your Presentations;
- Working as a Team;
- Introduction to Slide Masters;
- COM Add-ins.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Recognise the new features in PowerPoint 2007;
- Recognise the different parts of the interface;
- Save your files in different formats;
- Export as a PDF;
- Open, use and create your own templates;
- Understand the default buttons of the Quick Access toolbar;
- Incorporate themes;
- Insert and draw a table;
- Use the Table Tools ribbon;
- Insert data from Excel;
- Format a table (style, shading, borders, etc.);
- Create SmartArt;
- Use the Document Inspector;
- Publish slides on the Internet or to a SharePoint server;
- Use the Slide, Note, and Handout Master ribbons;
- Recognise a COM add-in;
- Use the Trust Center;
- Manage add-ins on your computer.