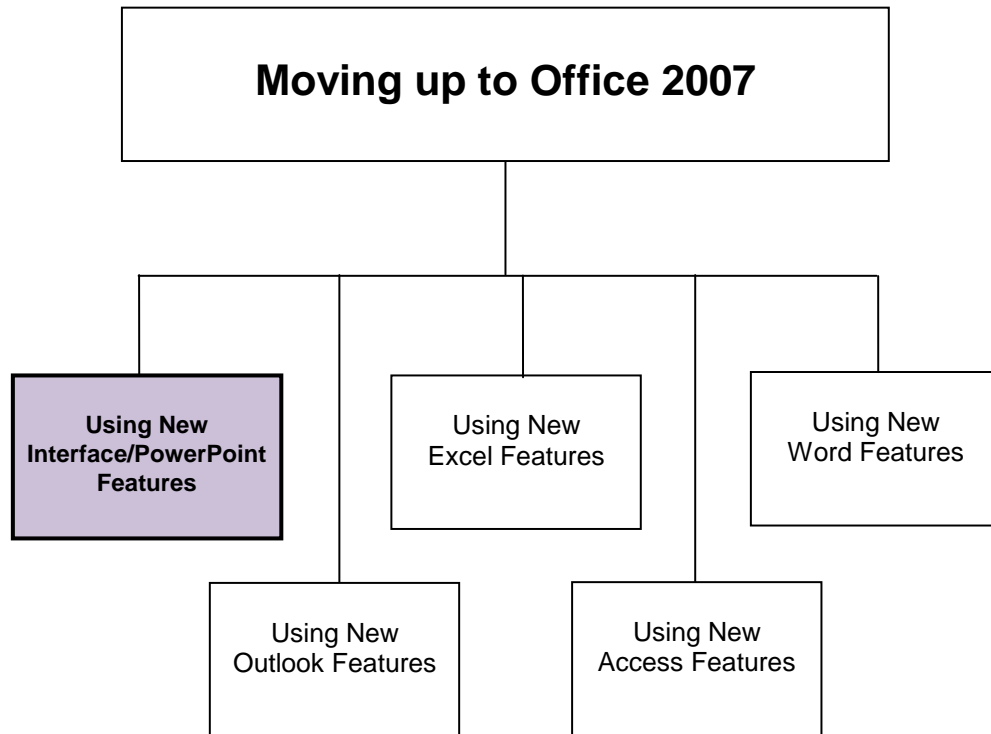


MICROSOFT OFFICE 2007 COURSE OUTLINE



Using New Interface/PowerPoint Features

Synopsis:

This module covers the new features in Microsoft Office 2007 and new features in PowerPoint 2007. The office interface is explored, covering the Ribbon, tabs and contextual tabs, galleries and quick styles. The student will learn about the new SmartArt, Styles and Themes features in PowerPoint 2007.

Prerequisites:

An understanding of Windows and PowerPoint 2003.

Objectives:

- Use the Office 2007 Interface
- Use SmartArt
- Insert a Photo Album
- Enhance Slide Layouts
- Enhance Graphic Images
- Enhance Typography
- Enhance Tables
- Enhance Charts
- Share your Presentation

This module includes:

Using the Office 2007 Interface

- Using the Microsoft Office Button
- Using the Ribbon
- Working with Groups
- Working with the Contextual Tabs
- Working with the Galleries
- Working with Quick Styles
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Live Preview

Using SmartArt

- Inserting a SmartArt Object
- Formatting a SmartArt Object Color
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text Within a SmartArt Object
- Adding Shapes to a SmartArt Object
- Grouping SmartArt Objects

Inserting a Photo Album

- Inserting Pictures from a File
- Adding Captions
- Applying a Theme to your Album
- Customizing the Album Layout

Enhancing Slide Layouts

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Changing Slide Orientation

Enhancing Graphic Images

- Applying a Picture Style
- Applying a Shape
- Adding Effects
- Adding a Border

Enhancing Typography

- Selecting a Shape Style
- Customizing a Shape Style
- Applying Effects to a Text Placeholder
- Selecting a WordArt Style

MICROSOFT OFFICE 2007 COURSE OUTLINE

Using New Interface/PowerPoint Features

Editing Text Outline Color
Editing Text Fill Color
Applying Text Effects

Enhancing Tables

Applying a Table Style
Editing the Table Color
Adding Table Effects
Formatting Table Text Using Quick Styles
Adding Table Borders

Enhancing Charts

Inserting a Chart
Applying a Chart Style and Layout
Displaying Chart Analysis
Inserting Pictures
Formatting your Chart Background

Sharing your Presentation

Inspecting the Document
Creating a Custom Show
Encrypting the Presentation
Adding a Digital Signature
Granting Permissions
Compressing Pictures