



Upgrading to PowerPoint 2007/2010

General Description

This course focuses on the areas of Microsoft PowerPoint that have changed the most as well as looking at some extremely useful time saving techniques. This course is designed for delegates that already have a good working knowledge of PowerPoint but need to adjust to the new interface.

Course Outline

At the end of the course delegates will be able to feel confident in using the new interface and understand where they can look for help. This course is available for Upgrading from Microsoft Office 2003 to Microsoft Office 2007 or 2010.

Course Content

- An introduction to the New Interface
- Saving Your Files
- Using Templates
- Using Print Preview
- Getting Help In PowerPoint
- The New Interface
- Using The Quick Access Toolbar
- The Home Ribbon
- The Insert Ribbon
- The Design Ribbon
- The Animations Ribbon
- The Slide Show Ribbon
- The Review Ribbon
- Adding Tables And Charts
- Creating And Working With Tables
- Formatting a Table
- Working With Smart Art
- Customizing Your Diagrams
- Inspecting a Presentation
- Sharing Your Presentations
- Working As a Team
- Introducing Slide Masters
- COM Add-Ins

Training Needs Assessment

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