



Microsoft Office PowerPoint The Differences 2007



Course aims:

This course has been designed for existing users who wish to look at the new features/differences in the new version of Microsoft Office PowerPoint

Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of previous versions Microsoft PowerPoint.

Who should attend:

Anyone wishing to learn about the differences between the PowerPoint versions.

Duration: 3 hours

New/upgraded features In PowerPoint	
	New ribbon bar and features
	Where have the commands moved to?
	New predefined templates
	SmartArt graphics
	Organisation chart feature
	New Themes, Layouts and Quick styles
	New slide master sets
	New improved effects – glow, shadows, bevels
	New text options
	Table and chart enhancements
	Improved spell checker
	Presenter view
	Save as PDF or XPS file formats
	Prevent changes to final version
	Remove hidden and personal details
	Add digital signature
	Use document information panel