

Learn Microsoft® Office PowerPoint® 2007 Step by Step, Level 3

Practice File Guide

To install the 2007 Microsoft® Office system software, your computer must meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM
- CD or DVD drive
- 2 gigabytes (GB) available hard disk space
Note: Hard disk requirements will vary depending on configuration; custom installation choices may require more or less hard disk space.
- Monitor with 800 × 600 screen resolution; 1024 × 768 or higher recommended
- Keyboard and mouse or compatible pointing device
- Internet connection, 128 kilobits per second (Kbps) or greater, for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Vista® with Service Pack 1 (SP1) or later, Windows® XP with Service Pack 2 (SP2), or Windows Server® 2003 or later
- Windows Internet Explorer® 7 or Microsoft Internet Explorer 6 with service packs

In addition to the hardware, software, and connections required to run the 2007 Microsoft Office system, you will need the following to successfully complete the exercises in this book:

- Microsoft Office PowerPoint® 2007
- Access to a printer
- 10 MB of available hard disk space for the practice files

The practice files necessary to complete these exercises are available in the following file:

50131A-EN_PowerPoint07_Stdnt_PracFiles.zip.

The exercises assume that you will extract these files into the *Documents\Microsoft Press\SBSPowerPoint2007* folder, but you can extract them into any folder of your choosing.

The practice files are organized in module-specific folders, as indicated in the table on the following page.

Page	Description	Folder\Practice File
2-4	Set a password, and test the presentation's security.	ReviewShare\Password.pptx
6-7	Add, edit, delete, and hide comments.	ReviewShare\Comments.pptx
8-9	Publish a presentation to a workspace, and work with the Document Management task pane.	none
15-18	Create a color scheme and font set, and save them as a theme.	CustomElements\CustomTheme.pptx
22-27	View and change a presentation's slide master.	CustomElements\Masters.pptx CustomElements\Background.jpg
28-32	Create a master layout.	CustomElements\CustomLayout.pptx
33-35	Save a design template, and use it as the basis for a new presentation.	CustomElements\CustomTemplate.pptx
39-42	Create a custom slide show, and hide a slide.	DeliveryTools\Adapting.pptx
43-46	Apply equal slide timings; then rehearse the presentation, and apply custom timings.	DeliveryTools\Rehearsing.pptx
47-51	Enter text, graphics, and tables in notes; and print notes and handouts.	DeliveryTools\NotesHandouts.pptx DeliveryTools\YinYang.png
52-55	Create a presentation package on a CD.	DeliveryTools\Travel.pptx
58-64	Explore options in the PowerPoint Options window.	none
66-70	Add a button to the Quick Access Toolbar.	CustomPowerPoint\Commands.pptx
71-73	Add and remove a button from a presentation-specific Quick Access Toolbar.	CustomPowerPoint\Toolbar.pptx