# Top 10 Benefits

## of Microsoft® Office PowerPoint® 2007

Microsoft® Office PowerPoint 2007

Microsoft® Office PowerPoint® 2007 enables you to quickly create high-impact, dynamic presentations while integrating security-enhanced workflow and ways to easily share this information. Here are the top 10 ways that office PowerPoint 2007 helps you increase productivity and improve collaboration.

**(1) Get better results faster with a redesigned user interface.**
The redesigned look and feel of the Office PowerPoint 2007 user interface makes creating, presenting, and sharing presentations an easier and more intuitive experience. Rich features and capabilities are presented in a streamlined, uncluttered workspace that minimizes distraction and enables people to achieve the results they want more quickly and easily.

**(2) Create powerful, dynamic SmartArt Diagrams.**
Easily create professional and dynamic relationship, workflow, or hierarchy diagrams from within Office PowerPoint 2007. You can even convert a bulleted list into a diagram, or modify and update existing diagrams. It's easy for users to take advantage of rich formatting options with the user interface contextual SmartArt™ Diagram tools.

**(3) Easily reuse content with Office PowerPoint 2007 slide libraries.**
Wish there was a better way to reuse content from one presentation to another? With Office PowerPoint 2007 slide libraries, you can store presentations as individual slides on a site supported by Microsoft Office SharePoint® Server 2007. Using slide libraries, you can share your presentation content with your teammates and co-workers, making it easy for anyone to repurpose your content. Not only does this cut down the time you spend creating presentations, but any slides you insert can remain synchronized with the server version, helping ensure that your content is always up to date.

**(4) Communicate with users across platforms and devices.**
Help Ensure broad communication with your Office PowerPoint 2007 presentations by converting your files to XML Paper Specification (XPS) and Portable Document Format file (PDF)* formats for sharing with users on any platform.

**(5) Use custom layouts to assemble presentations quickly.**
In Office PowerPoint 2007, you can define and save your own custom slide layouts minimizing the need to cut and paste your layouts onto new slides or delete content on a slide with your desired layout. With PowerPoint slide libraries, it is easy to share these custom slides with others so that your presentations have a consistent and professional look and feel.

**(6) Accelerate your review processes.**
With built-in workflow services in Office SharePoint Server 2007, you can initiate, manage, and track review and approval processes from within Office PowerPoint 2007, enabling people to accelerate review cycles across the organization without forcing them to learn new tools.

**(7) Uniformly format your presentations with Office PowerPoint 2007 themes.**
Office PowerPoint 2007 themes enable you to change the look and feel of your entire presentation with just one click. Changing the theme of your presentation not only changes the background color, but the color of a diagram, table, chart, font, and even the style of any bullet points within a presentation. By applying a theme, you can be confident that your entire presentation has a professional and consistent look and feel.

**(8) Dramatically modify shapes, text, and graphics with new tools and effects.**
You can manipulate and work with your text, tables, charts, and other presentation elements in richer ways than ever before with the Microsoft Office system. Office PowerPoint 2007 makes these tools readily available through the streamlined user interface and contextual menus, so that in just a few clicks, you can add impact to your work.

**(9) Add more security to your Office PowerPoint 2007 presentations.**
You can now add a digital signature to Office PowerPoint 2007 presentations to help ensure the integrity of the file, or mark a presentation as "final" to help prevent inadvertent changes. These features help ensure that your content can only be modified or shared the way you intended.

**(10) Reduce your document sizes and improve damaged file recovery at the same time.**
The new, compressed Microsoft Office PowerPoint XML Format offers a dramatic reduction in file size while offering an improvement in data recovery for damaged files because of the PowerPoint XML Format architecture. This new format can provide a tremendous savings to storage and bandwidth requirements, and helps reduce the burden on IT personnel.

* You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-inn. For more information, see www.microsoft.com.

# Experience the 2007 Microsoft Office System
**Use these valuable resources to get more information on the 2007 Microsoft Office system**

The 2007 Microsoft Office system includes programs, servers, services, and solutions designed to work together to help you succeed. New features in the 2007 release enhance how employees can work with one another, partners, and customers, and how organizations capture and use information. Updated packaging options allow you to have more flexibility than ever before to adopt the specific technologies and solutions that best meet your business and personal needs. Learn more about the 2007 Microsoft Office System at **www.microsoft.com/office/preview.**

Check out quick and easy to use webcasts and Tips and Tricks to learn more about the **2007 Microsoft Office System**. See how its enhanced, intuitive design and improved features help you get more out of the programs you use every day. **www.microsoft.com/office/greattips**

## Take a TestDrive today and find out what's new in the 2007 release!
**TestDrive allows you to...**
Try out the latest version of your favorite Microsoft Office system programs hassle free through your browser – there is no need to download.

Experience fast guided tutorials and sample files, featuring all the of the 2007 Microsoft Office release.

Rapidly explore a single program, or see how different programs work together help to increase productivity.

**Get in the driver's seat now!**
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## 2007 Microsoft Office system – Microsoft E-Learning
The 2007 Office system is designed to increase individual impact, simplify collaboration, streamline business processes and content management, and improve business insight. Microsoft Learning can help you examine the new products—for a limited time, free training, e-learning, books, and skills assessments are available.

http://www.microsoft.com/office/greattips/elearning_default.mspx