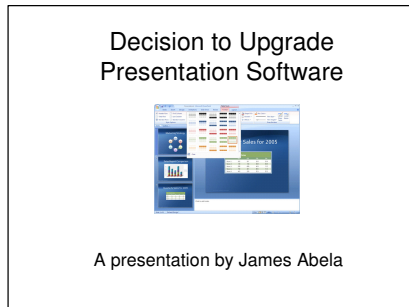


Business

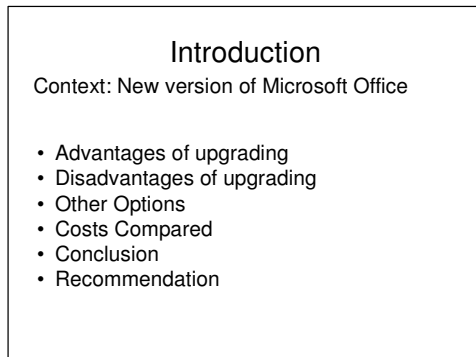
How The Slides Were Improved

1. Create Title Slide



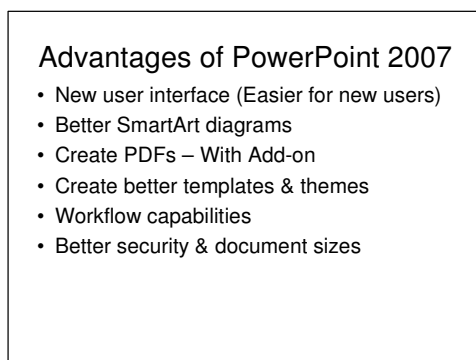
Create an introductory slide with the aims and objectives. It is always useful to have a visual for the first slide to help the audience understand the subject and it is of great importance to include both the subject and the name of the speaker clearly.

2. Create Introductory Slide



This provides the audience with a clear roadmap of the presentation and a clear idea of how the presentation will take shape.

3. Advantages of Upgrading



Simplify the features bullets into a new advantages. Some students might also use graphics to illustrate each feature.

Business

4. Disadvantages to Upgrading

Disadvantages of PowerPoint 2007

- Costs more money
- Need to install it on PC
- Experienced users – New interface maybe frustrating
- Requires new server for workflow features

Simplify the features bullets into disadvantages. Students may have to think carefully about the content before creating this.


5. Other Options

Other Options

	Open Office	Star Office
Price	Free	70 euros
Tech-support	Free, but limited	Professional tech support
O/S	Latest Macs & PC	PCs only
Stability	Highly Stable	
MS Office compatibility	Mostly compatible	

The table needed simplifying to a three column by 6 row affair. The following steps were taken to improve the layout:

1. Key information was extracted
2. The background button was used to highlight alternate rows (View -> Toolbars ->

Drawing )

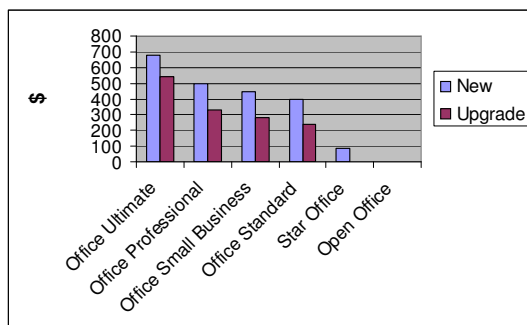
3. The Tables and border toolbox was used to shape

the table. (Use View -> Toolbars -> Tables and Borders)

4. The merge cells command was used to improve the layout. (select cell and Right mouse, merge cells)

6 Cost Of Office Upgrade

Costs Compared



Costings are best done as a graph and using Excel can easily generate a large number of graphs, in this case a column graph was chosen, but a bar chart would be equally effective.

Business

7 Conclusion

Conclusion

- Advantages - The ability to make better diagrams is useful
- Disadvantages – Costs too high.
- Open Office may reduce overall IT costs for our more basic users.

A conclusion was added to lead into the Recommendation

8 Recommendation

Recommendation

- Don't buy MS Office
- Trial Open Office to see if it is effective

A set of recommendations / suggestions was added to the slides.