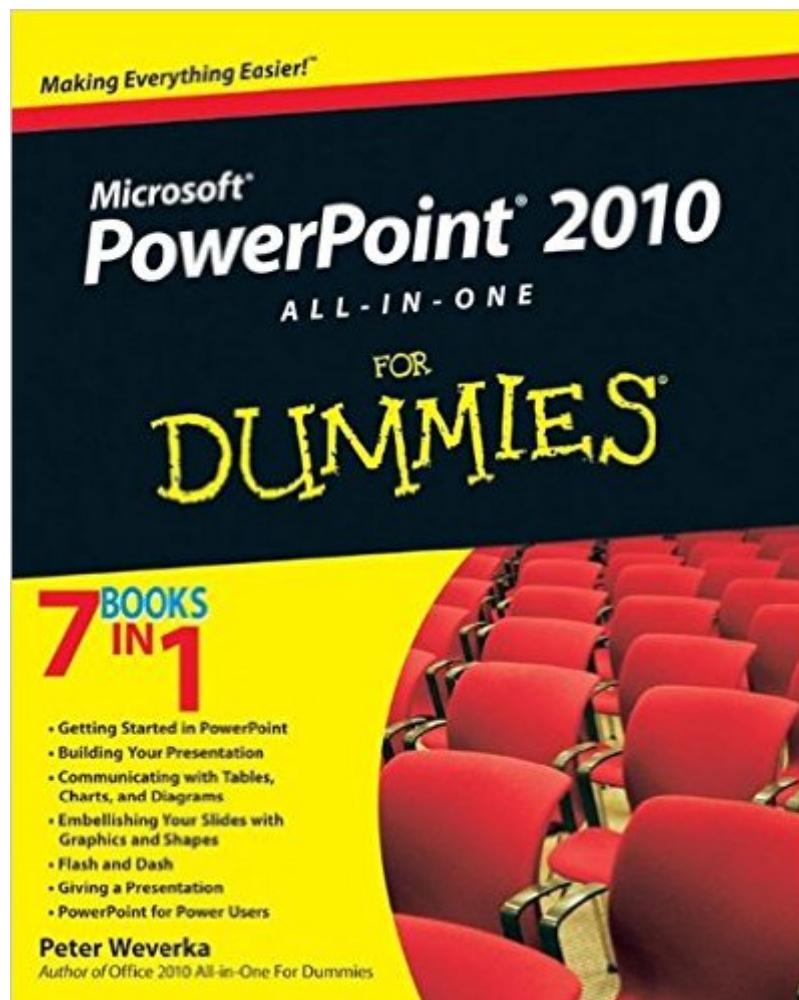


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# PowerPoint 2010 All-in-One For Dummies



## **Synopsis**

A fully updated guide to creating dynamic presentations with PowerPoint 2010 PowerPoint dominates the presentation landscape. With the changes in PowerPoint 2010, including the availability of an online version, PowerPoint users need this comprehensive reference to make the most of the program. PowerPoint 2010 All-in-One For Dummies features in-depth coverage of the elements and the process involved in creating knockout presentations. Seven minibooks cover all the new 2010 features, providing a great education for beginners and showing PowerPoint veterans lots of new tricks. PowerPoint is the leading presentation software used in business and education; new features in PowerPoint 2010 include an online version and expanded audiovisual capabilities. Seven self-contained minibooks cover getting started; building a presentation; tables, charts, and diagrams; graphics and shapes; adding audio, video, and animation; giving the presentation; and PowerPoint for power users. Explains how to use the interface and tools and shows how to represent data visually for greater impact. Provides important tips on adding the human element when making a presentation. Gives advanced users advice on creating templates, collaboration, automation, and more. PowerPoint 2010 All-in-One For Dummies gets novices up to speed and helps experienced users take their skills to the next level.

## **Book Information**

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## **Customer Reviews**

This book contains the same excellent content as the author's previous book on PowerPoint 2007 and new material on the new features added to PowerPoint 2010. The new features covered

include the new File menu, the new Reading View, the ability to put slides in "sections", the new Transitions and Animation ribbon tabs, enhanced picture editing, new video editing, and the ability to save a show as a video.I was surprised to see the negative review with the comment about the book not being organized and "superficial". I found the book to be logically organized into 7 sections which thoroughly covered PowerPoint's features.The first 2 sections are "Getting Started in PowerPoint" and "Building Your Presentation", which cover the basics for people new to PowerPoint. The remaining sections are "Communicating with Tables, Charts, and Diagrams", "Embellishing Your Slides with Graphics and Shapes", "Flash and Dash" (has chapters on transitions, animations, inserting video and audio files), "Giving a Presentation" (includes chapters on giving a presentation in-person, speaker notes and handouts, creating a self-running presentation, creating a user-run presentation, and alternative ways to distribute a presentation), and "PowerPoint for Power Users".This book covers everything needed to create a great presentation. I highly recommend it to anyone who wants to learn how to use the features in PowerPoint 2010.

Not much detail. No real organization of how to go about setting up a presentation. Actually, no real organization of anything. If you have ever used PowerPoint don't bother with this superficial, over-priced hack job. You probably know far more about the subject already.

the book has been very helpful to me and I have learned a lot from it. I would recommend this book to anyone wanting to learn powerpoint

I already knew most of this.I wanted to learn how to do real animation.I already knew how to do the stuff that is preloaded.I wanted to create motion for portions of a still figures in a sigle frame (like a hand wave).

Good buy...comms 5star

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