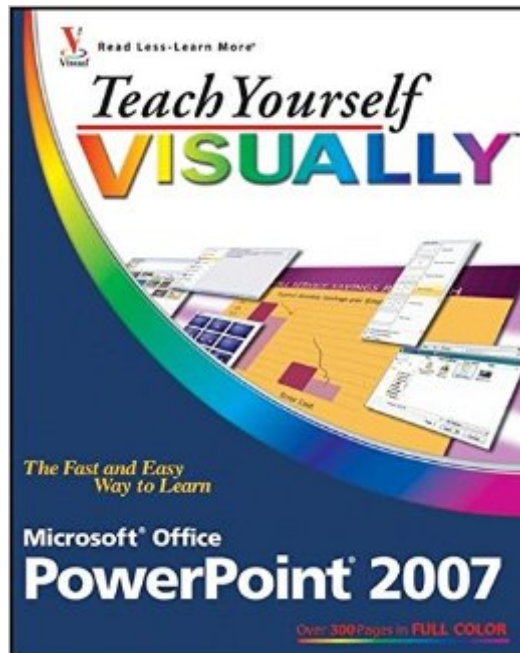


The book was found

Teach Yourself VISUALLY Microsoft Office PowerPoint 2007



Synopsis

Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add sound and animation, and present in a business or Internet setting
Equips users to present visually charged, captivating slideshows Sophisticated, revised full-color design provides readers with easier navigation Shows users how to make real-world use of PowerPoint 2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper

Book Information

Paperback: 320 pages

Publisher: Visual; 1 edition (December 6, 2006)

Language: English

ISBN-10: 0470045884

ISBN-13: 978-0470045886

Product Dimensions: 7.4 x 0.7 x 9.2 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 4.8 out of 5 stars Â Â See all reviewsÂ (24 customer reviews)

Best Sellers Rank: #1,026,702 in Books (See Top 100 in Books) #120 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #165 inÂ Books > Computers & Technology > Business Technology > Software > Presentation Software #699 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office

Customer Reviews

Are you a visual learner? Do you prefer instructions that show you how to do something — and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 160 PowerPoint 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including:
Working with Ribbon groups Managing outlines and format Applying designs and themes Adding animation and hyperlinks Using slide masters and graphics Recording narration Helpful sidebars offer practical tips and tricks Full-color screen shots demonstrate each task Succinct explanations walk you through step by step Two-page lessons break big topics into bite-sized modules

Lisa A. Bucki is a full-time author and consultant. She has authored more than 50 books, including Dell Guide to Digital Photography: Shooting, Editing, and Printing Pictures; Managing with Microsoft

Project 2002; and Learning Computer Applications: Projects & Exercises, 3rd Edition. She also has written a number of online tutorials about topics including Photoshop, CorelDRAW, and digital photography. Lisa's love of photographing her dogs, plant life, and wildlife blends naturally with her emphasis on photography, photo editing, and communications topics. Her husband, Steve, and dogs, Rika, Sweet Pea, and Jack Black, drag her away from the computer for muchneeded breaks.

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