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this guide is designed to help users of all levels harness the full potential of microsoft powerpoint whether you are just starting with the basics or seeking advanced techniques to take your presentations to the next level this comprehensive resource is here to assist you every step of the way

medical students doctors in training nurses dentists paramedics professionals allied to medicine and healthcare educators whether beginners or experienced presenters wanting to learn more will all find this an essential resource book jacket

work in the corporate or academic worlds long enough and at some point you'll likely be asked to give a presentation and most of the time the program you'll be expected to use is microsoft powerpoint this book is an introductory guide to how to use powerpoint 365 as it existed in october 2023 since it's a constantly evolving product it might have shifted a bit since then but the basics generally stay the same so when you finish reading this book you should have the ability to create, present and print a basic powerpoint presentation if you want to get fancier then you can continue with or skip right to intermediate powerpoint 365 which covers more advanced topics like tables smartart and charts so if you're ready to learn the basics of powerpoint what are you waiting for let's get started

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creating a powerpoint presentation can be easy but designing one to inform, persuade and sell is not so simple this guide shows how to combine communications techniques, information design principles and data visualization methods in a step by step manner in order to effectively communicate design aesthetically pleasing presentations, present data smartly and efficiently and increase productivity with

powerpoint 2007 from publisher description

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of office 365 is also needed

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