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a new handbook not only covers the basics and new features of powerpoint 2007 but also teaches users how to combine multimedia animation and interactivity into a presentation how to take full advantage of advanced functions and how to create reusable design templates and automate tasks with macros

design winning presentations with the new version of powerpoint create dynamic and professional quality presentations using sage advice handy tips and clear descriptions from powerpoint expert ellen finkelstein this book gives you that extra edge with best practice design layout and organizational techniques that will make your presentations leap off the screen in addition to in depth coverage of new features including the redesigned user interface smartart diagrams new special effects and custom layouts this must have resource delivers everything you need to get started organize your content and add those finishing touches for a top notch presentation make your point with well crafted clear content design and save custom themes and layouts create perfectly formatted tables and charts include special effects like animation 3 d reflections and soft edges add music video clips and narration convert bulleted text to diagrams using smartart graphics protect presentation files with new security tools deliver with confidence using the new presenter view

part of the interactive computing series this title presents a visual and interactive way to develop and apply software skills this skills based approach coupled with its 2 page spread design is useful for the intro cis course the self paced course or students in non traditional education settings

master powerpoint and improve your presentation skills with one book in today s business climate you need to know powerpoint inside and out and that s not all you also need to be able to make a presentation that makes an impact from using sophisticated transitions and animation in your powerpoint presentations to interfacing in person with your audience this information packed book helps you succeed start creating professional quality slides that captivate audiences and discover essential tips and techniques for making first rate presentations whether you re at a podium or online combines both the technical software skills and the soft presentation skills needed to be a successful presenter in today s business climate explains powerpoint 2013 s features and tools in detail so you can create impressive professional presentations for your job shows you essential formatting techniques including tables and working with layouts themes and masters covers working with drawings and smartart photos charts sounds music video and data from other sources explains how to prepare for live presentations and also how to create and present material in the cloud or online including e learning for compelling successful presentations in person in the cloud or on the web start with powerpoint 2013 bible

prepare your students to transition their office 2003 skills to the office 2007 software with upgrading to microsoft office 2007 this is the perfect guide to help your students easily understand the new features and skills within the office 2007 software skills are presented in a highly visual two page spread approach combining action steps on the left with large colorful visuals on the right with the upgrading text your students will easily grasp the new user interface the common tasks and the new features of each application within microsoft office 2007

focuses on getting users to work right away by providing the practical information needed to master powerpoint 2000 the book provides step by step instructions and covers the key operations such as creating editing and printing a presentation the companion cd rom includes sample presentations

through instructor led or self paced step by step instruction individuals learn how to enhance charts work with objects with hyperlinks and use slide show features

help users master computer skills quickly and easily with this colorful highly visual illustrated course guide for powerpoint 2003

multimedia is currently used in a variety of contexts from social interaction to educational and business settings the richness of the multimedia experience and its ability to enhance information sharing in a variety of settings makes it a valuable tool design strategies and innovations in multimedia presentations brings together the latest scholarly research and proven strategies for designing and implementing multimedia technologies for various applications with an emphasis on education featuring a selection of highly informative chapters on the pervasiveness of multimedia and best methods for developing presentations using this technology this publication is an essential reference source for researchers practitioners and professionals this publication features timely research based chapters on the use of digital media tools and applications including digital visualization e learning human computer interaction online presentations semantic web social media data and technology in education

the visual and flexible way to learn microsoft powerpoint skills

core powerpoint elements such as new ribbon interface graphics and diagramming capabilities plus theme and style galleries are the highlights of this full color task oriented guide a companion site offers tips tricks keyboard shortcuts and other goodies from the author

provides an introduction to this presentation graphics program short tutorials show how to produce charts graphs and business publications the book is designed to be used as an operating reference and provides practical business examples and hints on design and techniques

this is one of the most comprehensive books ever published on introduction to computers this self paced text is graphically oriented with step by step screen captures the book is designed to provide tutorial information on dos windows word r for windows excel r for

windows powerpoint r and shareware has two components the printed text shows students how to use a personal computer with windows 2000 and various application programs including microsoft r office 2000 new to this edition are chapters on windows 2000 office 2000 networking systems administration and the world wide the cd rom contains tutorial information on dos windows 3 x windows 95 and application programs based on windows 3 1 and windows 95 employers and academics have applauded this landmark publication

the o leary series is the true step by step way to develop computer application skills the new design emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text

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