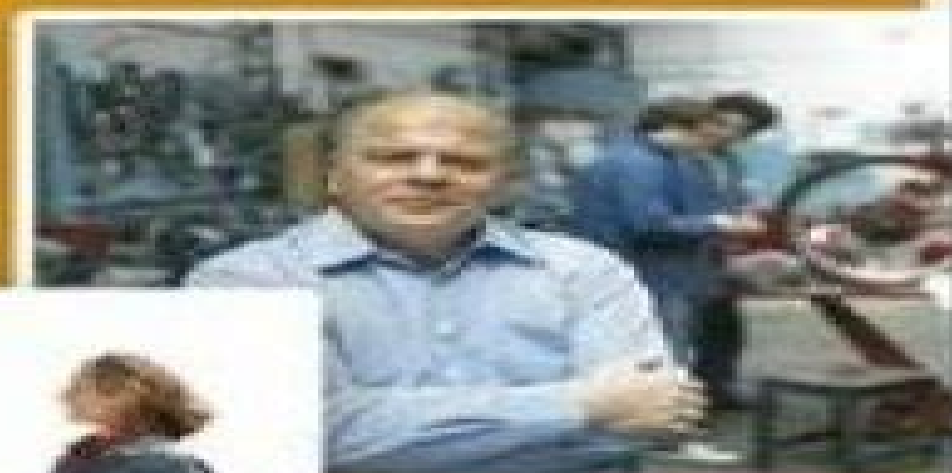


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Microsoft Office PowerPoint 2007 Klaus Fahrenstich, Rainer G. Haselier, 2008 **Deutsche Nationalbibliographie und Bibliographie der im Ausland erschienenen deutschsprachigen Veröffentlichungen**, 2008 **Livres de France**, 2009-05 Microsoft Office PowerPoint 2007 for Windows Tom Negrino, 2007-10-17 Microsoft PowerPoint is nearly ubiquitous in today's world from business to schools to clubs to organizations PowerPoint presentations are everywhere you turn To get up and running quickly and to learn to create the best looking presentations the ones that stand out in terms of content and visual appeal readers need Microsoft Office PowerPoint 2007 for Windows Visual QuickStart Guide PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they create their presentations Trusted teacher Tom Negrino gives step by step instruction on using all the new features in PowerPoint 2007 such as using the dynamic SmartArt Diagrams custom layouts applying attractive new themes change them in just one click and how to manipulate and work with your text tables charts and other presentation elements in much richer ways than ever before Readers learn about writing their presentation gathering images and sound files choosing a design working with text and adding graphics and slide effects and transitions In the end users will have a professional looking and visually appealing presentation they can use anywhere As with all Visual QuickStart Guide books clear concise instructions and lots of visual aids make learning easy and painless **PowerPoint 2007 for Starters: The Missing Manual** E. A. Vander Veer, 2007-01-25 Fast paced and easy to read this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away This concise guide shows readers how to work with PowerPoint's most useful features and its completely redesigned interface With clear explanations step by step instructions lots of illustrations and plenty of timesaving advice PowerPoint 2007 for Starters The Missing Manual will quickly teach you to Create save set up run and print a basic bullets and background slideshow Learn how to add pictures sound video animated effects and controls buttons and links to your slides Discover how to incorporate text spreadsheets and animations created in other programs The new PowerPoint is radically different from previous versions Over the past decade PowerPoint has grown in complexity but its once simple toolbar has been packed with so many features that not even the pros could find them all For PowerPoint 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft's documentation is as scant as ever so even if you find the features you need you still may not know what to do with them But with this book you can breeze through the new user interface and its timesaving features in no time PowerPoint 2007 for Starters The Missing Manual is the perfect primer for anyone who needs to create effective presentations *How to Do Everything with Microsoft Office PowerPoint 2007* Ellen Finkelstein, 2006-12-22 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

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1854, □□□ □□□□□ □"□□□ □□□□□□ **PowerPoint 2007 Just the Steps For Dummies** Barbara Obermeier,Ted Padova,2007-02-26 When you re trying to harness the power of PowerPoint you don t want to wade through lots of background and definitions you want to make things happen Power Point Just the Steps for Dummies puts your hands and eyes to work immediately so you can finish any PowerPoint project in a flash Just choose your task follow the step by step instructions and vivid illustrations and POOF It s done In seconds you ll be Creating a new presentation Resizing or moving an object Duplicating a slide Using the outlining toolbar Adding notes to a slide Printing your presentation Setting up a slide show Working with pictures and clip art Coloring text and objects Modifying the slide master Creating a template Inserting a diagram or chart Adding sound and video And more Whether you re new to PowerPoint pressed for time or visually oriented this get it done guide will help make your next PowerPoint presentation look like a work of genius *Microsoft Office*

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