



PowerPoint 2007 Just the Steps For Dummies

By Barbara Obermeier, Ted Padova

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, PowerPoint 2007 Just the Steps For Dummies, Barbara Obermeier, Ted Padova, 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!.



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