

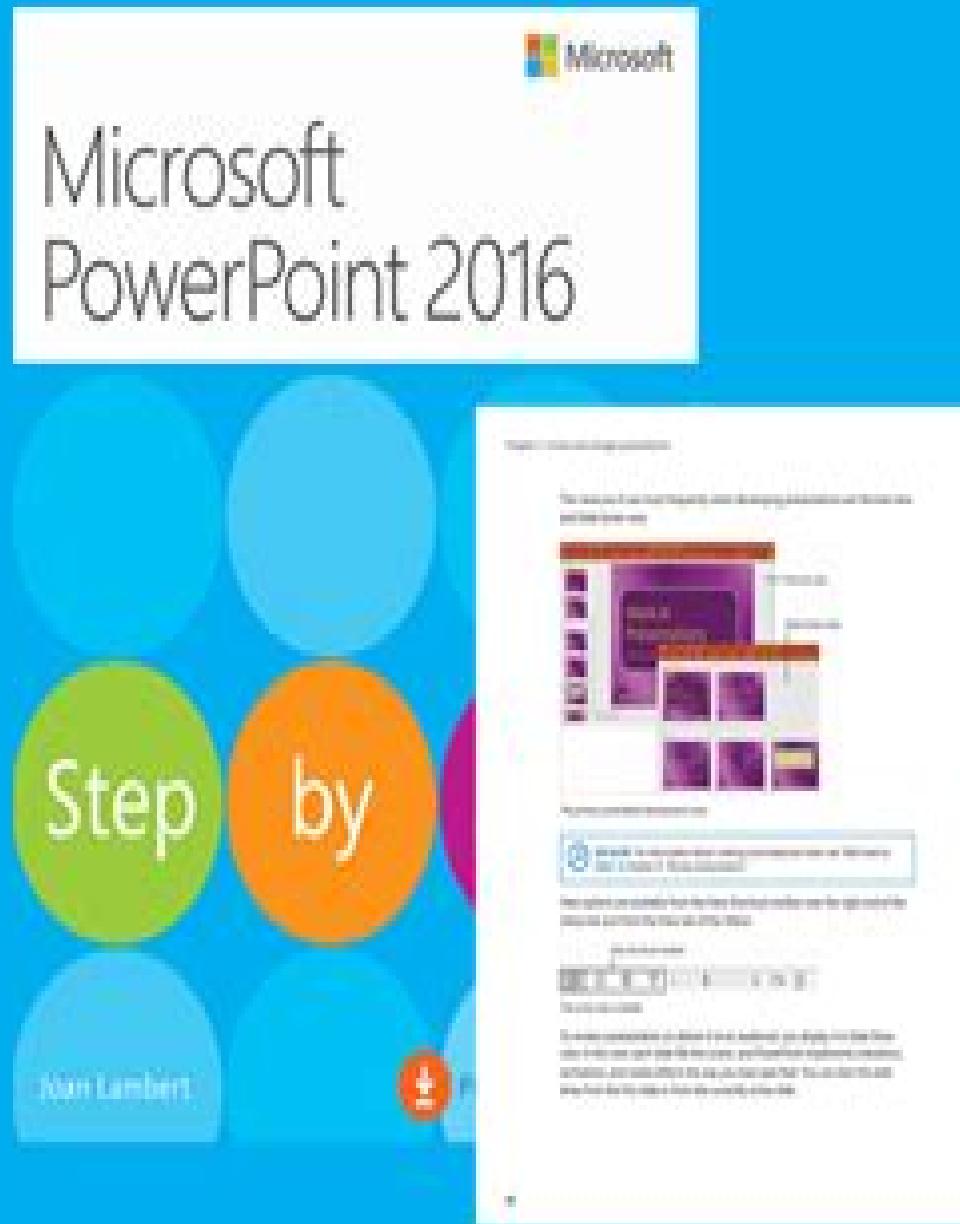


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Microsoft Powerpoint 2016: The Complete Guide Alexander Herolson, 2015-11-12

PowerPoint 2016 is a presentation program that presents information in the form of slides. This program is developed by Microsoft and was originally called Presenter, released by another company, Forethought Inc. It was originally launched in May 1990 and has always been a part of the Microsoft Suite. It is popularly known as a program that helps users to develop slide-based presentations and is currently the most used presentation program in the world. The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program. Reviews on the newest issue purport that it is new and improved, boasting redesigned and creative features. The manual will first look at the genesis of the program's manufacturer, Microsoft Inc. The Microsoft Office suite and its foundation and subsequent growth will then be discussed, followed by growth of the actual PowerPoint program.

PowerPoint 2016 for Mac Introduction Quick Reference Guide (Cheat Sheet of

Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, 2015-10-26

Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft PowerPoint 2016 for Mac to create impressive presentations. Written with Beezix's trademark focus on clarity, accuracy and the user's perspective, this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016 for Mac. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are included:

- Adding a New Slide
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- Orientation
- Entering Text into a Click to add Bulleted List Placeholder
- Starting a New Line without a Bullet
- Moving from Title to Body with the Keyboard
- Changing Indention Level
- Text Formatting
- Adding Other Text on the Slide
- Using Presentation Views
- Normal View
- Working on Your Presentation Structure
- Outline View
- Rearranging Slides
- Slide Sorter
- Importing Text into the Outline
- Applying a Design Theme
- Changing the Background of a Slide
- Changing the Slide Master to Change All Slides at Once
- Suppressing Slide Master Elements on Some Slides
- Adding a Header or Footer
- Creating Speaker Notes
- Inserting Clip Art or Other Images
- Resizing Graphics
- Creating a Charts or Graph
- Changing Chart Type
- Editing a Chart
- Creating an Org Chart
- Adding a New Box to the Org Chart
- Deleting a Box in the Org Chart
- Drawing Shapes
- Resizing a Shape
- Rotating an Object
- Moving a Shape
- Selecting Multiple Shapes
- Changing the Color Fill Pattern or

Line Style of a Shape or Line Duplicating a Shape Adding Text to a Shape Animating an Object Organizing Slides with Sections Printing the Presentation Hiding Slides Running a Slide Show Using Presenter View Assigning Transition Effects and Timings for a Slide Show Also includes Lists of Selection Movement and Slide Show Shortcuts

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Table of Contents Microsoft Powerpoint 2016 Step By Step

1. Understanding the eBook Microsoft Powerpoint 2016 Step By Step
 - The Rise of Digital Reading Microsoft Powerpoint 2016 Step By Step
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2016 Step By Step
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint 2016 Step By Step
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2016 Step By Step
 - Personalized Recommendations
 - Microsoft Powerpoint 2016 Step By Step User Reviews and Ratings
 - Microsoft Powerpoint 2016 Step By Step and Bestseller Lists
5. Accessing Microsoft Powerpoint 2016 Step By Step Free and Paid eBooks

- Microsoft Powerpoint 2016 Step By Step Public Domain eBooks
- Microsoft Powerpoint 2016 Step By Step eBook Subscription Services
- Microsoft Powerpoint 2016 Step By Step Budget-Friendly Options

6. Navigating Microsoft Powerpoint 2016 Step By Step eBook Formats

- ePUB, PDF, MOBI, and More
- Microsoft Powerpoint 2016 Step By Step Compatibility with Devices
- Microsoft Powerpoint 2016 Step By Step Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2016 Step By Step
- Highlighting and Note-Taking Microsoft Powerpoint 2016 Step By Step
- Interactive Elements Microsoft Powerpoint 2016 Step By Step

8. Staying Engaged with Microsoft Powerpoint 2016 Step By Step

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Powerpoint 2016 Step By Step

9. Balancing eBooks and Physical Books Microsoft Powerpoint 2016 Step By Step

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Powerpoint 2016 Step By Step

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Powerpoint 2016 Step By Step

- Setting Reading Goals Microsoft Powerpoint 2016 Step By Step
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Powerpoint 2016 Step By Step

- Fact-Checking eBook Content of Microsoft Powerpoint 2016 Step By Step
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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