



# MICROSOFT POWERPOINT TUTORIAL



# Microsoft Powerpoint Tutorial

**S. Scott Zimmerman, Beverly B.  
Zimmerman**



## **Microsoft Powerpoint Tutorial:**

*Powerpoint Tutorial for Beginners: Learn Powerpoint Tutorial from Scratch* Anmol GOYAL, 2018-03-06 Microsoft PowerPoint is a commercial presentation application written and distributed by Microsoft for Microsoft Windows and Mac OS X. The current versions at the time of writing this tutorial are 2010 for Microsoft Windows and 2011 for Mac OS X. Microsoft PowerPoint is a presentation tool that supports text, shapes, graphics, pictures, and multimedia along with integration with other Microsoft Office products like Excel. By default, documents saved in PowerPoint 2010 are saved with the pptx extension, whereas the file extension of the prior PowerPoint versions is ppt. Audience: This tutorial has been designed for computer users who are willing to learn Microsoft PowerPoint in simple steps and they do not have much knowledge about computer usage and Microsoft applications. This tutorial will give you enough understanding on MS PowerPoint from where you can take yourself at a higher level of expertise. Prerequisites: Before proceeding with this tutorial, you should have a basic understanding of computer peripherals like mouse, keyboard, monitor, screen, etc. and their basic operations. **The Complete Idiot's Guide to Microsoft PowerPoint** 97 Nat Gertler, 1996 Users wanting to learn about the newest release of PowerPoint won't want to be without this tutorial. They will learn how to create dynamic presentations with slides and graphs all with this clear 2 color graphical resource. Mini tutorials round out this handy guide that allows users to find the information they need in a flash. Provides Timesaving Tips, Plain English definitions, and Panic Button advice throughout the book. Outlines how to work with print, rearrange, and draw objects on slides. Teaches the basic features and functions of PowerPoint with expert information and advice. **A Trainer's Guide to PowerPoint** Mike Parkinson, 2018-10-02 Learn the Secrets Needed to Master PowerPoint for Training. As a successful facilitator, you know the importance of the resources in your professional toolkit. How you engage your audience and improve learning can be affected by how well you use them. But mastery of PowerPoint evades many. Feedback on presentations can range from "What was the point?" to "That changed my life." Most, though, fall closer to the former. If you are looking for a guide to the PowerPoint practices that will push your presentations into the latter category, look no further. A Trainer's Guide to PowerPoint: Best Practices for Master Presenters is Mike Parkinson's master class on the art of PowerPoint. While Parkinson wants you to understand how amazing a tool PowerPoint is, he's the first to tell you that there is no magic button to make awesome slides. There are, however, proven processes and tools that deliver successful PowerPoint content each and every time you use them. In this book, he shares them, detailing his award-winning PowerPoint process and guiding you through three phases of presentation development: discover, design, and deliver. What's more, Parkinson is a Microsoft PowerPoint MVP, most valuable professional, an honorific bestowed by Microsoft on those with very deep knowledge of Microsoft products and services. He shares not only his tips and best practices for presentation success but also those from several of his fellow MVPs. Parkinson invites you to master PowerPoint as a tool, just like a paintbrush and paint, and to realize that the tool doesn't make the art you do. *Presenting Health with*

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on *Microsoft PowerPoint 97* S. Scott Zimmerman, Beverly B. Zimmerman, 1997-08      PowerPoint 2000 Level 1 Core: A Tutorial to Accompany Peter Norton Introduction to Computers Student Edition Peter Norton, 1999-11-26 Peter Norton's PowerPoint 2000 Tutorial helps students learn to create process and present information using Microsoft PowerPoint 2000

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