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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   *Student Manual and Data* Axzo Press,Course Technology Ilt Staff,2005-10 This ILT Series course rated 4 9 5 0 in overall quality by ProCert Labs teaches the basic functions and features of PowerPoint 2003 Students will learn how to create presentations rearrange and delete slides use the Formatting toolbar set tabs and align text They ll also learn how to work with objects AutoShapes text boxes fill colors WordArt and other types of images They ll create tables apply a design template work with slide masters add headers and footers and use PowerPoint s built in proofing tools Finally they ll learn how to create links between presentations and save a presentation for Web delivery This course is approved courseware for Microsoft Office Specialist certification   **PowerPoint 2007** E. A. Vander Veer,2006-12-22 Like every other application in Microsoft Office suite PowerPoint is loaded with features So many in fact that even veterans don t know where to find them all Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use PowerPoint 2007 also boasts improved graphics additional templates the ability to save custom layouts and improved collaboration through SharePoint One thing Microsoft hasn t improved is its poor documentation To learn the ins and outs of all the features in PowerPoint 2007 Microsoft merely offers online help If you re familiar with previous versions of the program you may be lost the first time you fire up the new PowerPoint or you would be if it weren t for PowerPoint 2007 The Missing Manual This book written specifically for this version of the software not only offers the basics of how to create save set up run and print a basic bullets and background slideshow but takes you into the world of multimedia animation and interactivity You ll learn how to add pictures sound video animated effects and controls buttons and links to their slides along with ways to pull text spreadsheets and animations created in other programs You can also create your own reusable design templates and learn to automate repetitive tasks with macros Learn how to take advantage of advanced functions such as adding custom background images that existed in previous PowerPoint versions but were so cleverly hidden that few people ever found them   **PowerPoint 2010** Axzo Press,2010 This ILT Series course rated 5 0 5 0 in overall quality by ProCert Labs covers the basic functions and features of PowerPoint 2010 After an introduction to PowerPoint s window components and Help system students will learn to create save and rearrange presentations Then they will format text use drawing objects work with graphics and insert tables and charts They will then learn to use templates and themes slide masters and transition effects Finally students will learn to proof run and print presentations Course manual comes with CertBlaster exam prep software download

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