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# MICROSOFT POWERPOINT 2016

## Microsoft PowerPoint 2016



Step by

Joan Lambert



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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 was and 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 Changing a Slide s Layout Slide Shape Size 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 Patter or

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