

# Microsoft PowerPoint 2016

Step

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Joan Lambert



PRACTICE FILES

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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 [Microsoft PowerPoint 2016 Basics](#) Saritha Bathini,2016-04-05 Learn PowerPoint 2016 by following step by step instructions PowerPoint 2016 Basics contains 238 pages of stepwise instructions covering various tools and options to create professional presentation This book provides you with brief explanations and step by step instructions to advantage of the latest version of this software It is written for new or inexperienced PowerPoint users to help them create professional and effective presentations This book is well organized so that the user will start by learning about the user interface creating and editing slides inserting pictures charts clip art audio and video and so on In addition to that you will learn to add special effects to your presentations and create master slides and templates After completing this book you will be adept in the following areas Creating and editing slides Creating Master Slides and templates Adding Pictures Adding illustrations Adding Audio and Video to slides Adding animations Reviewing Content Delivering Presentations Sharing Presentations

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