



# Microsoft Office Powerpoint 2010 Quicksteps Microsoft Office Powerpoint 2010 Quicksteps

**Carole Matthews, Marty Matthews, John  
Cronan**



## **Microsoft Office Powerpoint 2010 Quicksteps Microsoft Office Powerpoint 2010 Quicksteps:**

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**Office 2010** Günter Born,2010 **Documents, Presentations, and Worksheets** Stephanie Krieger,2011-04-15 Get expert techniques and best practices for creating professional looking documents slide presentations and workbooks And apply these skills as you work with Microsoft Word PowerPoint and Excel in Office 2010 or Office for Mac 2011 This hands on guide provides constructive advice and advanced timesaving tips to help you produce compelling content that delivers in print or on screen Work smarter and create content with impact Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic for Applications VBA and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes All the book s sample files for Word PowerPoint and Excel Files containing Microsoft Visio samples Visio 2010 is required for viewing

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