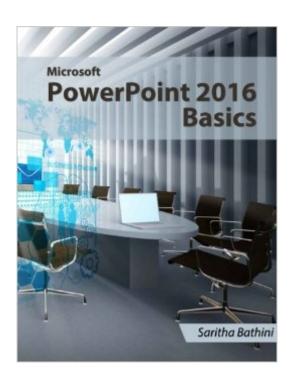
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Microsoft PowerPoint 2016 Basics





Synopsis

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: $\hat{a} \notin \text{Creating}$ and editing slides $\hat{a} \notin \text{Creating}$ Master Slides and templates $\hat{a} \notin \text{Adding}$ Pictures $\hat{a} \notin \text{Adding}$ illustrations $\hat{a} \notin \text{Adding}$ Audio and Video to slides $\hat{a} \notin \text{Adding}$ animations $\hat{a} \notin \text{Reviewing}$ Content $\hat{a} \notin \text{Delivering}$ Presentations

Book Information

Paperback: 234 pages

Publisher: CreateSpace Independent Publishing Platform (April 5, 2016)

Language: English

ISBN-10: 1530755158

ISBN-13: 978-1530755158

Product Dimensions: 8.5 x 0.5 x 11 inches

Shipping Weight: 1.5 pounds (View shipping rates and policies)

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Best Sellers Rank: #1,113,862 in Books (See Top 100 in Books) #134 in Books > Computers &

Technology > Software > Microsoft > Microsoft Powerpoint

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