

Microsoft® Office PowerPoint® 2007 Step by Step (Step by Step (Microsoft))

The smart way to learn Office PowerPoint 2007- one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to master the fundamentals of working with the latest version of PowerPoint, including how to navigate the new, easy-to-use user interface. You will discover how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web. You'll even learn

Joyce Cox has more than 30 years' experience in the development of training materials about technical subjects for non-technical audiences and is the author of dozens of books about Office and Windows technologies. Joyce is vice president of Online Training Solutions, Inc. (OTSI). Previously, she was president of and principal author for Online Press, where she developed the Quick Course series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California.

Joan Lambert has worked in the training and certification industry since 1997. As president of Online Training Solutions, Inc. (OTSI), Joan is responsible for guiding the translation of technical information and requirements into useful, relevant, and measurable training, learning, and certification deliverables. An MCTS, MOM, MCAS, and MCT, Joan is the author or coauthor of more than two dozen books about Windows and Microsoft Office (for Windows and for Mac).

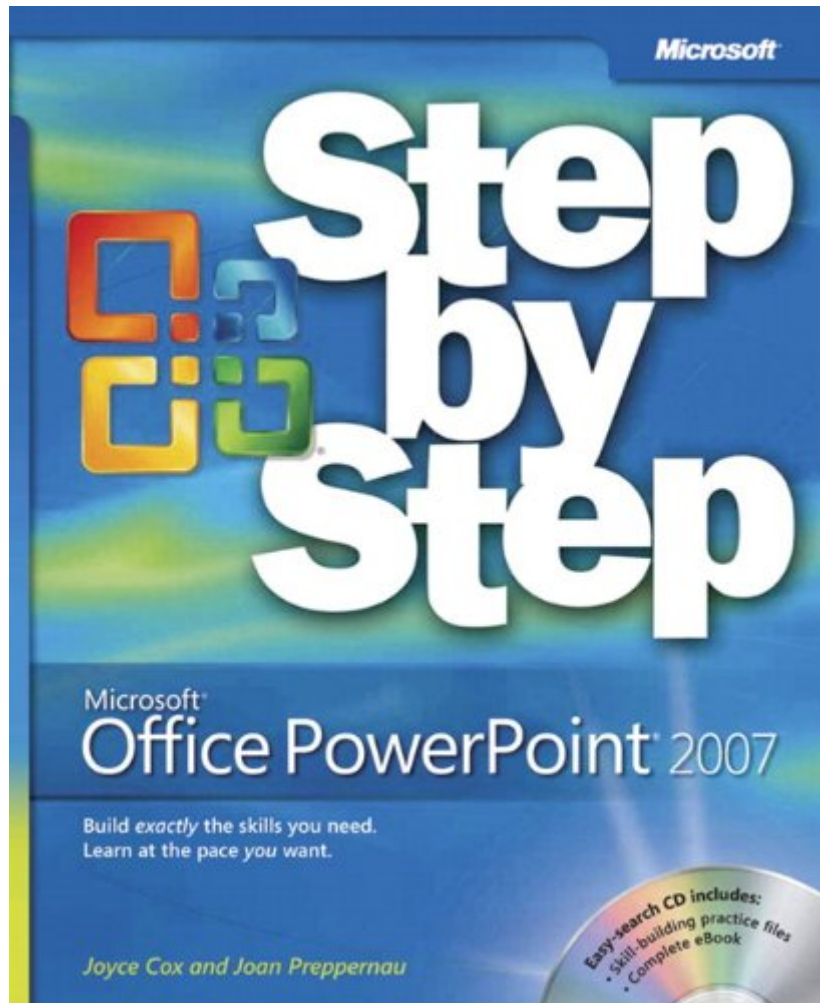
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- 368 pages

Features

- Create Dynamic Presentations - Quickly create dynamic and great-looking presentations using the redesigned user interface and new SmartArt Graphics capabilities
- Get better results faster with a redesigned user interface. Office PowerPoint 2007 has redesigned the look and feel of the user interface to make creating, presenting, and sharing presentations an easier and more intuitive experience. You now have all of

- Create powerful, dynamic SmartArt Diagrams. Easily create strong and dynamic relationship, workflow, or hierarchy diagrams from within Office PowerPoint 2007. You can even convert a bulleted list into a diagram, or modify and update existing diagrams. It'
- Create presentations quickly and easily by saving custom layouts. In Office PowerPoint 2007, you can define and save your own custom slide layouts, so you no longer have to waste valuable time cutting and pasting your layouts onto new slides or deleting c
- Apply a consistent look and feel in one click. Office PowerPoint 2007 themes help you change the look and feel of your entire presentation with just one click. Changing the theme of your presentation not only changes the background colour but the colour o

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