



Microsoft Office PowerPoint 2007 QuickSteps

By Carole Boggs Matthews

McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Microsoft Office PowerPoint 2007 QuickSteps, Carole Boggs Matthews, Microsoft Office PowerPoint 2007 QuickSteps is the fastest, easiest way to learn how to make professional-quality presentations Using lots of graphics while keeping text to a minimum. Microsoft Office PowerPoint 12 QuickSteps makes it easy for readers to learn how to make great looking presentations with PowerPoint. Readers can instantly find just the effects and techniques they are looking for. Covers the essential features of the new version of PowerPoint, including the new interface that uses the Ribbon--a context-sensitive tool that replaces menus and toolbars Discusses the improved interoperability between PowerPoint and other applications Teaches users how to make great-looking charts and graphs in PowerPoint; bring in sounds, video, and graphics; and import data from other applications Take readers painlessly from the basics to intermediate-level skills.



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