PowerPoint 2013 Absolute Beginner s Guide (Paperback)

By Patrice-Anne Rutledge

Pearson Education (US), United States, 2013. Paperback. Book Condition: New. 231 x 178 mm. Language: English . Brand New Book. Make the most of PowerPoint 2013-without becoming a technical expert! This book is the fastest way to learn PowerPoint and use it to create dynamic, eye-catching presentations that you can deliver in person or on the Web. Even if you ve never used PowerPoint before, you ll learn how to do what you want, one incredibly clear and easy step at a time. PowerPoint has never, ever been this simple! Who knew how simple PowerPoint(R) 2013 could be? This is the easiest, most practical beginner s guide to using Microsoft s incredibly powerful new PowerPoint 2013 presentation software.simple, reliable instructions for doing everything you really want to do! Here s a small sample of what you ll learn: * Quickly move from learning PowerPoint 2013 basics to creating and delivering polished, dynamic presentations * Communicate data visually using pictures, shapes, charts, and SmartArt * Design sophisticated presentations even faster with themes, variants, and custom layouts * Enliven your presentations with animation, audio, and video, including online video from websites such as YouTube * Collaborate on presentations using SkyDrive, Microsoft s...

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-- Elva Kemmer

An incredibly wonderful ebook with lucid and perfect answers. It is writter in easy words instead of difficult to understand. Its been printed in an exceptionally easy way in fact it is simply following i finished reading this publication in which really modified me, modify the way i think.
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