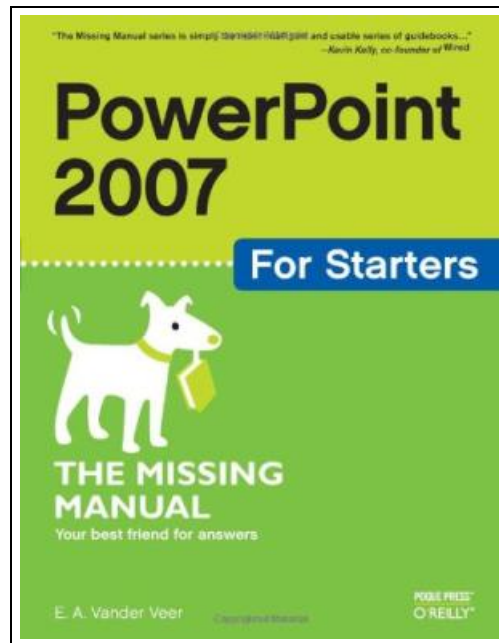# PowerPoint 2007 for Starters: The Missing Manual

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O'Reilly Media, Inc, USA. Paperback. Book Condition: new. BRAND NEW, PowerPoint 2007 for Starters: The Missing Manual, Emily A. Vander Veer, Fast-paced and easy to read, this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away. This concise guide shows readers how to work with PowerPoint's most useful features and its completely redesigned interface. With clear explanations, step-by-step instructions, lots of illustrations, and plenty of timesaving advice, "PowerPoint 2007 for Starters: The Missing Manual" will quickly teach you to: create, save, set up, run, and print a basic bullets-and-background slideshow; learn how to add pictures, sound, video, animated effects, and controls (buttons and links) to your slides; and, discover how to incorporate text, spreadsheets, and animations created in other programs. The new PowerPoint is radically different from previous versions. Over the past decade, PowerPoint has grown in complexity, but its once-simple toolbar has been packed with so many features that not even the pros could find them all. For PowerPoint 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate. Unfortunately, Microsoft's documentation is as scant as ever, so even if you find the features you need, you still may not know what to do with them. But with this book, you can breeze through the new user interface and its timesaving features in no time. "PowerPoint 2007 for Starters: The Missing Manual" is the perfect primer for anyone who needs to create effective presentations.

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