

## Exploring Microsoft Office Powerpoint 2007 Volume 1 V 1

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Office 2007 include essential applications such as Word, Excel, PowerPoint, and Outlook. They ' re available as a one-time purchase for use on a single PC. Microsoft 365 plans include premium versions these applications plus other services that are enabled over the Internet, including online storage with OneDrive and Skype minutes for home use.

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Microsoft Office PowerPoint 2007: Exploring the Basics The Microsoft PowerPoint 2007: Exploring the Basics course covers the basic features of the Microsoft PowerPoint 2007. This course describes the new interface and features of PowerPoint. it also covers how to work with drawing and graphic tools while making a presentation, how to modify an

The Exploring series helps students master the How and Why of performing tasks in Office to gain a greater understanding of how to use the individual applications together to solve business problems. Exploring titles feature Perfect pages where every step of every hands-on exercise as well as every end-of-chapter problem begins on a new page and has its own screen shot to make it easier to follow. Each chapter contains Hands-on Exercises, Capstone Exercises, and Mini-Cases for practicing and reviewing skills acquired. Exploring Microsoft Office PowerPoint 2007, Comprehensive, 1/e covers the following topics: introduction to PowerPoint; developing a presentation; inserting clip art and creating and using drawn objects; using objects (images, sound, and media clips); working with charts and graphs; customizing a slideshow; saving a web page and adding interactivity; collaborating with others. Ideal for students and individuals seeking a comprehensive introduction to Microsoft PowerPoint 2007.

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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 how to add narrations and custom animations—and more! With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction—building and practicing the skills you need, just when you need them! Includes a companion CD with hands-on practice files. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Your guide to the most significant changes in SharePoint 2013. Discover what's new and what's changed in SharePoint 2013—and get a head start using these cutting-edge capabilities to improve organizational collaboration and effectiveness. Led by a Microsoft MVP for SharePoint, you'll learn how to take advantage of important new features and functionality, including app development, collaborative social enterprise tools, enhanced versioning, themes, improved search, and an extended client object model. Get an early, expert look at how to: Develop SharePoint apps using collaborative social enterprise tools Use the new Minimal Download Strategy (MDS) smart technology to consume less bandwidth Version documents, list items, and entire parts of SharePoint with improved control Use colors and styles to get a themed version of your CSS with a simple line of code Extend the client object model with enhanced search capabilities

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The Exploring series helps students master the "How and Why" of performing tasks in Office to gain a greater understanding of how to use the individual applications together to solve business problems. Exploring titles feature “ Perfect pages ” where every step of every hands-on exercise as well as every end-of-chapter problem begins on a new page and has its own screen shot to make it easier to follow. Each chapter contains Hands-on Exercises, Capstone Exercises, and Mini-Cases for practicing and reviewing skills acquired. Exploring Microsoft Office 2007 Brief, 1/e contains an introductory and proficiency-gaining chapter on Word, Excel, Access, and PowerPoint. Ideal for students and individuals seeking a concise introduction to Office 2007 applications.

Microsoft PowerPoint is nearly ubiquitous in today's world--from business to schools to clubs to organizations, PowerPoint presentations are everywhere you turn. To get up and running quickly and to learn to create the best-looking presentations--the ones that stand out in terms of content and visual appeal--readers need Microsoft Office PowerPoint 2007 for Windows: Visual QuickStart Guide. PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they create their presentations. Trusted teacher Tom Negrino gives step-by-step instruction on using all the new features in PowerPoint 2007, such as using the dynamic SmartArt Diagrams, custom layouts, applying attractive new themes (change them in just one click!), and how to manipulate and work with your text, tables, charts, and other presentation elements in much richer ways than ever before. Readers learn about writing their presentation, gathering images and sound files, choosing a design, working with text, and adding graphics and slide effects and transitions. In the end, users will have a professional-looking and visually appealing presentation they can use anywhere! As with all Visual QuickStart Guide books, clear, concise instructions and lots of visual aids make learning easy and painless.

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