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Microsoft PowerPoint 2007 | Microsoft Office 4.0 out of 5 stars Microsoft Office PowerPoint 2007 Plain & Simple (Plain & Simple) Reviewed in the United Kingdom on April 6, 2010. Verified Purchase. Good book for people with a very basic knowledge of Powerpoint, would recommend perhaps a more advanced book for those people with an understanding of Powerpoint.

Microsoft Office PowerPoint 2007 Plain & Simple: Muir ... Title: Microsoft® Office PowerPoint® 2007 Plain & Simple; Author(s): Release date: January 2007; Publisher(s): Microsoft Press; ISBN: 9780735622951

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Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

Extend your Excel 2007 skills!and create more-powerful and compelling charts in less time. Guided by an Excel expert, you'll learn how to turn flat, static charts into dynamic solutions!where you can visualize and manipulate data countless ways with a simple mouse click. Get the hands-on practice and examples you need to produce your own, professional-quality results. No programming required! Maximize the impact of your ideas and data! Learn how your design decisions affect perception and comprehension Match the right chart type to your communication objective Visualize!then build!your solution using the author's five-step approach Apply the science of color to make the right things pop Add controls!such as drop-down lists and scroll bars!without coding Use conditional formatting to dynamically highlight and analyze data Unleash your chart-making creativity!and bring numbers to life! CD includes: More than 150 sample, customizable charts for various business scenarios Helpful worksheets and job aids Bonus content and resources Fully searchable eBook For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add sound and animation, and present in a business or Internet setting Equips users to present visually charged, captivating slideshows Sophisticated, revised full-color design provides readers with easier navigation Shows users how to make real-world use of PowerPoint 2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper

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This is the only book that will help an intermediate PowerPoint user improve their skills to an advanced level. In doing so, they can benefit both professionally and personally. This is not a comprehensive book that will bore you with every detail of PowerPoint, but a guide to specific actions you can take to create the ultimate presentation. The book covers the powerful formatting engine new to PowerPoint 2007, and how it can be used for applying soft shadows, reflection, and glows to make a presentation look attractive. It also covers PowerPoint's new 3D engine. The book goes into deep technical detail about the Office 2007 theme engine and how color schemes, effect schemes, and font schemes work; as well as the new PowerPoint XML file format, showing you how to edit PowerPoint files without using PowerPoint at all. The authors walk through programming a macro and explain how to format shapes, diagrams, charts, text, tables with gradient and picture fills and different kinds of lines (e.g. a beveled compound line with a diamond arrowhead). Also covered are those all important slide show shortcuts that few people know about like -- seeing your private notes while presenting on a projector, starting the slide show from the current slide without fumbling through the user interface, and how to black out the slide show screen with one key press.

Presents an introduction to the new features of PowerPoint 2007 along with step-by-step instructions for eight makeovers, including a corporate presentation, a school project, a kiosk presentation, and a no bullets presentation.

Take the lead!and deliver better results!by revolutionizing the way you and your colleagues communicate, collaborate, and coordinate everyday work. Dive in as the author, a collaboration expert, demonstrates how to inspire great teamwork using Microsoft SharePoint technologies. Discover the best practices that enable even far-flung teams to produce powerfully productive results!and apply them to your own projects! Learn how to: Follow a five-phase approach to managing teams and projects Synchronize your team's vision, as well as their work Structure SharePoint sites to give people a place to work and a place to see what's going on Inspire more creative problem-solving through team wikis and blogs Capture and coordinate team and stakeholder feedback more efficiently Drive the smart, timely decisions that keep projects on track Wrap up projects the right way!for results you can repeat Includes bonus chapters online.

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