

PowerPoint 2007 In Easy Steps

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Powerpoint 2007 In Simple Steps - Kogent Solutions Inc 2008-02

The book helps you learn PowerPoint 2007, the contemporary offering from Microsoft. Being precise and complete, it offers the reader a cutting edge I the field of PowerPoint 2007. An easy to understand style, lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book unique in itself. PowerPoint 2007 IN SIMPLE STEPS is a book that helps you to learn PowerPoint 2007, the latest version of PowerPoint. Being precise and complete, it offers the reader a cutting edge in the field of Microsoft Office. With an easy to understand style, lots of examples to support the concepts, and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited-edition look to the book. The text in the book is presented in such a way that it will be equally helpful to the beginners as well as to the satyrs and professionals.

Microsoft Office PowerPoint 2007 Step by Step - Joan Lambert 2007-01-03

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.

Microsoft PowerShell, VBScript and JScript Bible - William R. Stanek 2011-02-14

Packed with more than 300 sample scripts and an extensive collection of library functions, this essential scripting book is the most thorough guide to Windows scripting and PowerShell on the market. You'll examine how Windows scripting is changing the face of system and network administration by giving everyday users, developers, and administrators the ability to automate repetitive tasks. Plus, this is the first time that VBScript, Jscript, and Powershell are all covered in a single resource.

Office 2007 In Simple Steps - Kogent Solutions Inc. 2008

This is a book that helps you learn Office 2007, the contemporary offering from Microsoft. Being precise and complete, it offers the reader a cutting edge in the field of Office 2007. An easy to understand style, lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book unique in itself.

Microsoft Office Word 2007 Step by Step - Joyce Cox 2007

Powerpoint 2007 - Andrew Edney 2007

Microsoft Office Excel 2007 Visual Basic for Applications Step by Step - Reed Jacobson 2007-05-16

Quickly teach yourself how to automate tasks and create custom spreadsheet solutions with Excel 2007 Visual Basic for Applications (VBA). With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create macros to automate repetitive tasks Automatically format charts, shapes, and text Manipulate tables and other objects—even build PivotTable reports Write your own functions and procedures Use loops and conditions to add decision logic to macros Build custom command buttons, dialog boxes, and user forms Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Microsoft Office PowerPoint 2007 - Джойс Кокс 2007

Cutting Edge PowerPoint 2007 For Dummies - Geetesh Bajaj 2011-02-08

Get ready to add punch and pizzazz to your presentations and wow your audience using the latest PowerPoint techniques. This friendly book/CD-ROM combo covers all of the new features of Microsoft PowerPoint 2007, including interface changes, presentation themes, multimedia, the Slide Library, and more. The guide introduces you to the elements of PowerPoint: text; background, images, and info-graphics; shapes; fills, lines, and effects; sound and video; animations and transitions; and interactivity, flow, and navigation. Packed with numerous tips, shortcuts, workarounds, and timesaving techniques, it shows you step-by-step how to: Dress up your text by using fonts creatively and using WordArt to create artistic effects Work with masters and layouts, templates and themes, and fills, lines, and effects Maximize visual appeal by combining Photoshop with PowerPoint Add transitions, photos, motion, sound (narration and music), video, and animation Use SmartArt to create diagrams Create dynamic charts, equations, maps, and more Use PowerPoint's extensive clip art collection Test and set up your presentation Link to Flash, Acrobat, Word, and Excel Print presentation materials and create helpful handouts The CD includes templates, textures, backgrounds, background music scores, images, alpha channel equipped graphics, maps, illustrations, and more, so this combo gives you the know-how and the tools. An 8-page color insert shows you how to use color effectively. With this friendly guide, you're ready to bring your presentation to life with PowerPoint 2007. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

How to Do Everything with Microsoft Office PowerPoint 2007 - Ellen Finkelstein 2006-12-22

Design winning presentations with the new version of PowerPoint Create dynamic and professional-quality presentations using sage advice, handy tips, and clear descriptions from PowerPoint expert Ellen Finkelstein. This book gives you that extra edge with best-practice design, layout, and organizational techniques that will make your presentations leap off the screen. In addition to in-depth coverage of new features, including the redesigned user interface, SmartArt diagrams, new special effects, and custom layouts, this must-have resource delivers everything you need to get started, organize your content, and add those finishing touches for a top-notch presentation. Make your point with well-crafted, clear content

Design and save custom themes and layouts Create perfectly formatted tables and charts Include special effects like animation, 3-D, reflections, and soft edges Add music, video clips, and narration Convert bulleted text to diagrams using SmartArt graphics Protect presentation files with new security tools Deliver with confidence using the new Presenter View

Windows Home Server Users Guide - Andrew Edney 2008-03-03

This book details how to install, configure, and use Windows Home Server and explains how to connect to and manage different clients such as Windows XP, Windows Vista, Windows Media Center, and more. Its straightforward and easy-to-understand style will help you maximize all the benefits that Windows Home Server can bring. This guide features step-by-step instructions for configurations, lots of troubleshooting tips, many useful illustrations for a quick-to-learn approach, as well as handy hints, tips, and extensive walkthroughs to get you up and running as quickly and painlessly as possible.

PowerPoint 2007 in Easy Steps - Andrew Edney 2007

PowerPoint 2007 is the latest version of the popular presentation tool in the Office suite of programs from Microsoft. PowerPoint 2007 is the tool that allows users to quickly & easily create slick, professional looking presentations for any occasion.

Microsoft Office Excel 2007 Step by Step - Curtis Frye 2007-01-03

Experience learning made easy—and quickly teach yourself how to organize, analyze, and present data with Excel 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create formulas, calculate values, and analyze data Present information visually with graphics, charts, and diagrams Build PivotTable dynamic views—even easier with new data tables Reuse information from databases and other documents Share spreadsheets for review and manage changes Create macros to automate repetitive tasks and simplify your work Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

PowerPoint 2007 - Emily A. Vander Veer 2007-02-13

A new handbook not only covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full advantage of advanced functions; and how to create reusable

Microsoft Office Word 2007 Step by Step - Joan Lambert 2007-01-03

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Basic of Computer and Information Technology (For Bihar Polytechnic) - Ashok Arora

This book written as per the syllabus of Bihar Polytechnic, provides the students not just the knowledge about the fundamentals of a computer system, like its organization, memory management and hardware devices, but also the software that run on it. The book then proceeds to describe operating systems, and the basics of programming concepts like procedure-oriented programming and object-oriented programming. Useful application software like MS Word, MS Excel and MS PowerPoint

are described in great detail in separate chapters. A complete section has been devoted to the teaching of data communication, networking and Internet. The book ends with a detailed description of the business applications of computers.

PowerPoint 2007 All-in-One Desk Reference For Dummies - Peter Weverka 2011-02-09
7 books in 1—your key to PowerPoint success! Your one-stop guide to perfect presentations with PowerPoint 2007 Everybody uses PowerPoint, right? How can you make your presentations pop? Check this handy reference with its easy-to-use minibooks! Once you get going with all the cool new stuff in PowerPoint 2007, you find out how to jazz up your presentations with charts, transitions, photos, animation, and even some ultra-cool power-user tricks. Discover how to Plan and create a presentation Use speed techniques Handle master slides and master styles Customize slides with themes and templates Make diagrams and charts Create video slides

Teach Yourself VISUALLY Microsoft Office PowerPoint 2007 - Lisa A. Bucki 2008-03-11

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

Microsoft Office 2007 Power Point - W. R. Mills 2010-01

"... an easy to understand book on how to use Microsoft Office PowerPoint 2007. ... easy to follow step-by-step directions ..."--P. [4] of cover.

Powerful PowerPoint for Educators: Using Visual Basic for Applications to Make PowerPoint Interactive, 2nd Edition - David M. Marcovitz 2012-05-15

This timely book helps educators unleash the interactive potential of PowerPoint to build their own multimedia material that perfectly matches the needs of their students. • Tips for modifying included examples into classroom projects • Updated material includes advanced scripting techniques, new figures, and new interactive features of PowerPoint • Numerous quizzes and tests to reinforce skills • A selection of commonly-used templates are provided

Microsoft PowerPoint 2007 - Palani Murugappan 2007

Microsoft PowerPoint 2010 Step by Step - Joan Lambert 2010-06-29

Experience learning made easy—and quickly teach yourself how to create dynamic presentations with PowerPoint 2010. With STEP BY STEP, you set the pace—building and practicing the skills you need, just when you need them! Topics include creating great-looking slides using templates or your own designs; creating sophisticated charts and diagrams; using animation, sound, and other special effects; creating presentations simultaneously with others over the Web; delivering presentations; and other core topics.

Office 2007 in Easy Steps - Michael Price 2007-10-21

This book concentrates on the most useful and productive elements of Microsoft Office 2007. It majors on the applications included in the standard edition - Word, Excel, Outlook, PowerPoint and Office Tools, and also addresses other Office applications such as Access and Publisher.

Office 2007: The Missing Manual - Chris Grover 2007-04-27

Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four-in-one guide. This fast-paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program. Microsoft has replaced the familiar menus with a new tabbed toolbar (or "ribbon"), and added other features such as "live preview" that lets you see exactly what each option will look like in the document before you choose it. This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus. Adapting to the new format is going to be a shock --

especially if you're a longtime user. That's where Office 2007: The Missing Manual comes in. Rather than present a lot of arcane detail, this quick & friendly primer teaches you how to work with the most-used Office features, with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations, and databases with: Clear explanations Step-by-step instructions Lots of illustrations Plenty of friendly advice It's a great way to master all 4 programs without having to stock up on a shelf-load of different books. This book has everything you need to get you up to speed fast. Office 2007: The Missing Manual is truly the book that should have been in the box.

First Look 2007 Microsoft Office System - Katherine Murray 2006

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.

Office 2007 - Chris Grover 2007-06-26

A comprehensive guide to Microsoft Office 2007 covers all of the features of Word, Excel, PowerPoint, and Access, providing helpful guidelines on how to use the programs and including tips on how Office 2007 differs from Office 2005.

Professional Microsoft Search - Thomas Rizzo 2008-08-20

Written by three of the most recognized influencers in the Microsoft SharePoint community, this book sheds light on SharePoint Search in the enterprise and focuses solely on Microsoft Search technology. This book is intended for a range of folks from the IT administrator to the developer writing search applications. We span many topics in this book to try to cover the breadth of using, administering, and developing on the SharePoint Search technologies. The developer chapters will be important for the administrator to understand, since developers and administrators have to work together to make Search work. On the flip side, the administrator chapters will be important for developers to understand the architecture and administration of Search because, without this knowledge, writing to the APIs will be more difficult. Most readers will benefit from reading all the chapters in this book. This book covers the breadth of the SharePoint Search technologies from Search Server to Windows SharePoint Services to Office SharePoint Server. We also include information on the latest search technologies coming from Microsoft, including the new federation capabilities, filter pack, and the recently acquired FAST technologies. This book is structured in such a way that you can read it from end to end. The chapters are laid out in such a way that they build on each other, starting with an overview chapter and ending with an API chapter that shows you how to program against all the technology about which you just learned. If you are new to SharePoint, the first few chapters will be important for you to understand and digest before moving on, since the array of search technologies can be overwhelming for someone new to them. For experienced SharePoint readers, the overview chapters are a good refresher to skim through, but you probably can skip right to the detailed chapters, starting with Chapter 3, Planning and Deploying an Enterprise Search Solution. The topics covered include: Introduction to Enterprise Search. Overview of Microsoft Enterprise Search Products. Planning and Deploying an Enterprise Search Solution. Configuring and Administering Search. Searching LOB Systems with the BDC. User Profiles and People Search. Extending Search with Federation. Securing Your Search Results. Customizing the Search Experience. Understanding and Tuning Relevance. Building Applications with the Search API and Web Services. To get the most from this book, you will want a copy of Office SharePoint Server. Windows SharePoint Services or Search Server will work, but you will not have access to all the search capabilities we talk about in the book. One easy way to get an evaluation copy of SharePoint is to download the SharePoint virtual machine from MSDN. You can find a link to the virtual machine on the SharePoint home page at www.microsoft.com/office/sharepoint. This virtual machine, while large, is preconfigured for you so that you can start working with the SharePoint Search technologies without having to install all the software and configure it.

Pro LCS - Rui Maximo 2007-12-17

Live Communications Server (LCS) is a recent release in Microsoft's core server suite that enables unified communications across an office through a variety of devices, including phones, web conferences, and the Internet. This book provides straightforward technical information that only those with detailed knowledge of the problems customers have experienced in deploying and managing Live Communications Server can provide. The book is practical, guided, and comprehensive. It is written by a freelance LCS expert and a Microsoft product manager on the LCS team.

Master Presenter - David Zielinski 2013-06-03

For anyone who wants to become a more persuasive and tech-savvy presenter, Master Presenter offers an accessible collection of the best tips, tactics, and hard-won lessons from top presentation skill coaches who write for PresentationXpert newsletter. Designed to be a hands-on resource, the book includes advice drawn from real-world, time-starved businesspeople who create compelling presentations that get results. Now, you too can tap into the power of the little-used, but valuable features of PowerPoint® that can save time or enhance slide design and make your presentation stand out in a crowd. This groundbreaking book also includes practical advice on getting the most from mobile devices to enhance presentations and shows how to apply social media tools like Twitter to aid in delivering compelling messages. Learn how web conferencing can be used not only to reduce travel costs, but to deliver more effective informational, training or motivational presentations across time zones. In addition to putting the spotlight on the high-tech, Master Presenter contains valuable information on the critical low-tech presentation skills. Contributors show how to best use your voice, hands, and body and what it takes to move your listeners to take action when making a well-prepared pitch. And even if you are inexperienced, you can use the book's techniques to become a great storyteller that will win over audiences and help earn you a reputation as a master presenter. Praise for Master Presenter "Master Presenter arms you with the method and magic to present with poise and power. David Zielinski has assembled the best and brightest mentors to teach greatness in business presenting." Chip R. Bell, author of *Managers as Mentors* "Master Presenter is the most comprehensive collection of useful articles I've ever seen in one place. After reading more than 200 books on public speaking in my lifetime and teaching the subject in eight countries, I can easily recommend this book for beginners and seasoned speakers. Great tips on PowerPoint®, for example, with dozens of articles and illustrations on all aspects of speaking by leaders in the field." Michael Buschmohle, president, Applause Associates "As a 30-year veteran of presenting and a certified professional facilitator, I found myself reading through this book's articles and still gaining new insights into things I can do to improve my presentations. I was impressed by the perspectives shared by this top-notch team of experts. This is one of the few books I would strongly recommend to my network of customers, who are purchasers of facilitation and engagement tools." Dr. Scott Simmerman, managing partner, Performance Management Company "I make presentations for a living and I've been doing it for a long time, but I'm keeping a copy of this book within reach on my desk at all times. I could have used it when I was starting out, but I also have learned enough over the years to recognize how valuable this book will be as an ongoing and wide-ranging resource for telling compelling stories." Brian McDermott, co-author of *Leading Innovation and Time Out for Leaders*

Building PowerPoint Templates Step by Step with the Experts - Echo Swinford

2012-09-28

Building PowerPointTemplates Supercharge your PowerPoint® presentations with custom templates and themes! Want to create presentations that are more consistent and cost-effective? Presentations that fully reflect your branding? Then don't settle for Microsoft's "out-of-the-box" templates and themes: create your own! In this easy, hands-on guide, two PowerPoint MVPs teach you every skill and technique you'll need to build the perfect template—from planning and design, through theme building, custom layouts, colors, and deployment. Echo Swinford and Julie Terberg

have distilled their immense PowerPoint knowledge into simple, step-by-step techniques you can use right now, whether you're using PowerPoint 2010 or 2007 for Windows, or PowerPoint 2011 for Mac. Well-built templates are the backbone of great presentations—whether building them for your own use or designing for thousands of users, this book will guide you through the process of creating the most effective templates. Important Note: Upgrading from older versions of PowerPoint, such as PowerPoint 2003? Your old templates may no longer work. This book will help you make the transition painlessly!

- Plan new templates and themes to maximize their business value for years to come
- Understand the differences between templates and themes, and how they work together
- Make better choices about color, fonts, and slide layouts
- Create efficient templates for individual users, teams, and large organizations
- Incorporate Notes and Handout Masters into your presentation templates
- Provide example slides and default settings that lead to better presentations
- Use Microsoft's little-known Theme Builder to create effects and background styles
- Work around hidden quirks in PowerPoint's advanced template and theme features

Echo Swinford, a Microsoft PowerPoint MVP since 2000, has been a featured speaker at the Presentation Summit (formerly PowerPoint Live) since its inception. She is the expert voice and instructor behind PowerPoint 2010 LiveLessons (Video Training), the author of Fixing PowerPoint Annoyances and co-author of The PowerPoint 2007 Complete Makeover Kit. Julie Terberg is a Microsoft PowerPoint MVP and featured speaker at the Presentation Summit. She is the owner of Terberg Design and has been designing presentations since the mid-1980s. She is co-author of Perfect Medical Presentations. As contributing author for Presentations Magazine, she won awards for her Creative Techniques columns.

Microsoft Office Access 2007 Step by Step - Steve Lambert 2007-01-03

Experience learning made easy—and quickly teach yourself how to build database solutions with Access 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Build databases from scratch or from templates Exchange data with other databases and Office documents Create forms to simplify data entry Use filters and queries to find and analyze information Design rich reports that help make your data meaningful Help prevent data corruption and unauthorized access Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

PowerPoint 2007 Bible - Faithe Wempen 2007-02-27

Examines the new features and enhancements of the presentation software, describing the new user interface and explaining how to combine text, animation, video, photographs, sound effects, narration, and other features into a professional-looking presentation.

Microsoft Office PowerPoint 2007 - Paul McFedries 2008-03-11

You already know PowerPoint 2007 basics. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive with PowerPoint 2007. * Minimal text and maximum illustrations * Task-oriented, step-by-step approach * Navigational aids connect instructions to illustrations * Self-contained, two-page lessons * Uniform layout makes it easy to read less, learn more How easy is it? Look for these symbols marking the difficulty of each task. * Demonstrates a new spin on a common task * Introduces a new skill or a new task * Combines multiple skills requiring in-depth knowledge * Requires extensive skill and may involve other technologies

Java in Easy Steps - Mike McGrath 2008

Provides information for readers on the features and functions of Java.

Office 2007 in easy steps - Michael Price 2007-11-10

Office 2007 in easy steps concentrates on the most useful and productive elements of Microsoft Office 2007. It majors on the applications included in the Standard edition - Word, Excel, Outlook, PowerPoint and Office Tools, and also addresses other Office applications such as Access and Publisher. It treats the applications from the viewpoint of the tasks you want to perform and the results you want to achieve. The topics covered include word processing, report writing, printing, calculations, financial statements, presentations, photo editing, slide shows, email, time management, database, files and folders, and finding help. It addresses the essential functions that you'll use to carry out your tasks. These are described in easy to follow steps that focus on the job in hand, without burying you in the details of computer related aspects. Aimed at both new and experienced users, Office 2007 in easy steps provides an ideal introduction to the features of Office 2007 with its new Ribbon interface.

Perfect presentations with PowerPoint 2007 - David Weale 2007

This title will make learning and using Microsoft's PowerPoint 2007 presentation program an enjoyable and simple process. It covers the basic techniques as well as dealing with the more sophisticated aspects of the program. It also contains a practical tutorial which the reader is encouraged to follow.

PowerPoint 2007 for Starters: The Missing Manual - E. A. Vander Veer 2007-01-25

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 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.

Create Dynamic Charts in Microsoft Office Excel 2007 and Beyond - Reinhold Scheck 2008-12-10

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.

PowerPoint 2007 Just the Steps For Dummies - Barbara Obermeier 2007-02-26

When you're trying to harness the power of PowerPoint, you don't want to wade through lots of background and definitions; you want to make things happen! PowerPoint Just the Steps for Dummies puts your hands and eyes to work immediately so

you can finish any PowerPoint project in a flash. Just choose your task, follow the step-by-step instructions and vivid illustrations, and POOF! It's done. In seconds, you'll be: Creating a new presentation Resizing or moving an object Duplicating a slide Using the outlining toolbar Adding notes to a slide Printing your presentation Setting up a slide show Working with pictures and clip art Coloring text and objects Modifying the slide master Creating a template Inserting a diagram or chart Adding sound and video And more Whether you're new to PowerPoint, pressed for time, or visually oriented, this get-it-done guide will help make your next PowerPoint presentation look like a work of genius!

Microsoft Office Powerpoint 2007: Visual Quick Tips - Paul Mcfedries 2007-08
Market_Desc: For home and office users of the Microsoft Office PowerPoint looking for quick and easy access to their common technology questions. This series targets the price conscious, time-starved visual learners who wants to know the essentials about a program and are looking for quick and easy solutions to their common technology questions. Special Features: · Visual Quick Tips help visual

learners work smarter by teaching them tips, tricks, and techniques for getting more done in less time. This easy to use, compact guide provides tips, secrets, and tricks to help readers save time and become more efficient with PowerPoint. Offers a task-oriented approach with two tasks presented on most spreads. Users will find straight-forward task descriptions, succinct explanations, and full-colored screenshots with step-by-step instruction. The best buy for time-starved visual learners who need practical results fast! · Microsoft Office PowerPoint is the leading presentation software on the market About The Book: PowerPoint 2007 Visual Quick Tips provides visual learners with useful and unexpected techniques that can be performed using Microsoft's robust presentation software. This easy to use, compact guide provides tips, secrets, and tricks to help readers save time and become more efficient with PowerPoint. The full-color screen shots and numbered, step-by-step instructions show readers how to get more done in less time and boost their productivity. A handy smaller trim size makes it easy for readers to find essential information on the core tasks of PowerPoint 2007.