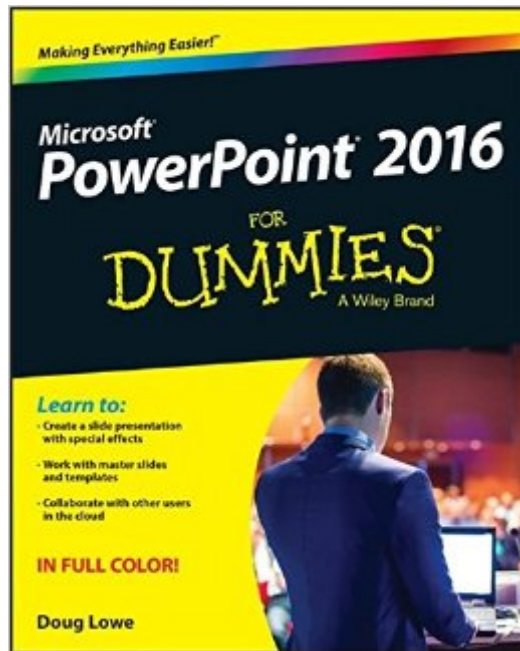


The book was found

PowerPoint 2016 For Dummies (Powerpoint For Dummies)



Synopsis

Get up and running with PowerPoint 2016 Does using PowerPoint make you want to pull your hair out? PowerPoint 2016 For Dummies takes the pain out of working with PowerPoint, offering plain-English explanations of everything you need to know to get up and running with the latest version of the software. With full-color illustrations and step-by-step instructions, it shows you how to create and edit slides, import data from other applications, collaborate with other users in the Cloud, add charts, clip art, sound, and video—and so much more. PowerPoint is the world's de facto presentation software, used and supported in over 60 countries. The time has never been better to take advantage of the latest software to make killer PowerPoint presentations. From adding special effects to your presentations to working with master slides and templates, this hands-on friendly guide is the fast and easy way to make PowerPoint work for you. Presented in full color to better illustrate the powerful presentation features of the software Helps you take advantage of all of PowerPoint's new features Available in conjunction with the release of the next version of Microsoft Office Written by bestselling author Doug Lowe If you're a new or inexperienced PowerPoint user who spends more time trying to figure out how the software works than you do actually working on your presentations, PowerPoint 2016 For Dummies is just what you need to gain back hours of your work day and make professional, impactful presentations.

Book Information

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Customer Reviews

This book helped me go from an intermediate user of an ancient PowerPoint version to an advanced user of the 2016 version in just a matter of days. Highly recommend getting the Kindle version on your computer and having PowerPoint open as you read the book, so that you can go back and forth as needed to practice and get hands-on experience. Would recommend to anyone looking to boost their PowerPoint skills. Well written and edited, no distracting errors (a pet peeve of mine).

The exact instructions I needed to create videos of PP presentations. The Dummies book line is tops in my view and recommend them. I have used them for investing, Windows, and now presentation software.

Great read. Just in time for a job heavy in PowerPoint skills. I did the whole thing over a weekend and was literally an expert by Monday!

Fantastic Book-Everything from "soup to nuts" for the beginner like me, and the person who wants to "jazz up" their presentation. Doug, Thank you.

very informative but the picture illustration should have been much clearer

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