

Microsoft Office Powerpoint 2007 Illustrated Brief Illustrated Thompson Learning

Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching MICROSOFT OFFICE 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

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.

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

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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. 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.

First Look 2007 Microsoft Office System

Microsoft Office 2007-Illustrated Second Course

PowerPoint 2007 Just the Steps For Dummies

Microsoft Office 2003-Illustrated Introductory

MS Office 2007 in a Nutshell

Part of the Illustrated Series, this practical, easy to navigate book provides the essential knowledge of Microsoft PowerPoint 2007 that students need to succeed in both the classroom and beyond.

Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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.

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,

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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.

This Illustrated Series' CourseGuide covers the essential information that users need to know for Microsoft PowerPoint 2007. Microsoft Office 2007 Illustrated: Introductory Premium Video

Edition

Illustrated Second Course

Redesigning Teaching, Leadership, and Indigenous Education in the 21st Century

Microsoft Office 2007

Microsoft Office PowerPoint 2007, Illustrated Brief Pkg

How to Use • Create powerful presentations faster using ready-made templates and Smart Tags • Organize information and add impact with clip art, SmartArt diagrams, tables, and charts • Make your presentation come alive with custom animations • Add narration, animation, 3-D effects, and transitions • Add comments and e-mail your presentation to others for review and collaboration • Deliver your presentation in a meeting room on multiple screens • Use Groove and SharePoint Team Services to collaborate and share documents and information • Prepare for the Microsoft Certified Application Specialist exam. • Practice your new skills with the useful workshops inside On the Web This book includes real-world examples to give you a context in which to use the task. This book also includes worksheets to help you put together individual tasks into projects. The PowerPoint example files that you need

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project tasks are available at www.perspection.com. Perspection has written and produced a variety of computer software—including Microsoft Office 2003 and XP, Microsoft Windows XP, Mac OS X Panther, Adobe Photoshop CS2, Macromedia Flash 8, Macromedia Director MX, and Macromedia Fireworks—and Web publishing. In 1991, after working for Apple Computer and Microsoft, Steve Johnson founded Perspection, Inc. Perspection is committed to providing information and training to help people use software more effectively. Perspection has written more than 80 computer software titles that have sold more than 5 million copies. Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit www.microsoft.com. Chapter 1 Getting Started with PowerPoint 1 Chapter 2 Developing Presentation Content 31 Chapter 3 Designing a Look 73 Chapter 4 Drawing and Modifying Shapes 105 Chapter 5 Inserting Pictures and Multimedia 151 Chapter 6 Inserting Objects and Related Material 189 Chapter 7 Creating a Web Presentation 243 Chapter 8 Finalizing a Presentation and Its Supplements 267 Chapter 9 Preparing a Slide Show 299 Chapter 10 Starting a Slide Show 327 Chapter 11 Reviewing and Securing a Presentation 335 Chapter 12 Working Together on Office Documents 363 Chapter 13 Customizing the Way You Work 391 Chapter 14 Expanding PowerPoint Functionality 401 W Workshops: Putting It All Together 425 New Features 439 Microsoft Certified Application Specialist 444

Give your students a 360 degree education and a career advantage! ILLUSTRATED COURSEGUIDE, TEAMWORK AND TEAM BUILDING makes your students more successful in the classroom and workplace. Covering topics such as being a team leader and working in groups, this streamlined course presents essential information on a topic once considered unable to be taught within the classroom.

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Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft PowerPoint 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-column layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and then introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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 the 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 format.

Microsoft Office 2007-Illustrated Introductory, Windows XP Edition

Illustrated Course Guide: Microsoft Office PowerPoint 2007 Basic

Top 100 Simplified Tips & Tricks

Illustrated, Introductory

Teach Yourself VISUALLY Microsoft Office PowerPoint 2007

Research in the area of teaching and learning within education is a

dynamic area that continues to evolve because of new technologies, knowledge, models, and methods within formal and non-formal educational settings. It is essential to evaluate the changes that educational systems undergo as they adapt to the increasing use of the technology and the flattening of access to education from an international perspective. Redesigning Teaching, Leadership, and Indigenous Education in the 21st Century is a cutting-edge research publication that provides comprehensive research on the amalgamation of teaching and learning practices at each level of the education system. Highlighting a range of topics such as bibliometrics, indigenous studies, and professional development, this book is ideal for academicians, education professionals, administrators, curriculum developers, classroom designers, professionals, researchers, and students.

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.

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.

MS Office 2007 in a Nutshell teaches the basic operations of Microsoft Office 2007 (officially called 2007 Microsoft Office System) which is a Windows version of the Microsoft Office System. Microsoft Office 2007 contains a number of new features, the most notable of which is the entirely new graphical user interface, initially referred to as the Ribbon User Interface, replacing the menus and toolbars. It features a central menu button, widely known as the 'Office Button'. This book will help the reader in understanding the core Microsoft Office applications in detail, such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access. It also teaches the reader to create or edit individual items in Microsoft Outlook. This book covers the basics of Windows Vista, the Internet and viruses. All the basic operations of Windows Vista, the Internet and MS Office 2007 are explained in a simple manner covering the key functions of each package along with the details of menus, commands, toolbars and icons.

Essential Office 365 Third Edition

**Illustrated Course Guide: Microsoft Office 365 & PowerPoint 2016:
Introductory, Spiral bound Version**

Using Microsoft PowerPoint to Create Presentations that Inform, Motivate and Inspire

Advanced Microsoft Office PowerPoint 2007

Microsoft Office Word 2007: Advanced

Learn to maintain and update scorecards and dashboards with Excel
Balanced Scorecards and operational dashboards

measure organizational performance and Microsoft Excel is the tool used worldwide to create these scorecards and dashboards. This book covers time-proven step-by-step processes on how to guide executive teams and managers in creating scorecards and dashboards. It then shows Excel developers how to create those scorecards and dashboards. This is the only book that converts theory into practice. The author addresses the people and processes you need to identify strategy and operational metrics and then implement them in dashboards in three versions of Excel. You'll learn how balanced scorecards help organizations translate strategy into action and the ways that performance dashboards enable managers monitor operations. Covers Excel 2010 back to Excel 2003 Shows how to develop consensus on strategy and operational plans with the executive teams Details steps in

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creating tactical action plans Gives step-by-step guidance in creating the most powerful management dashboards Puts over ten years of experience in one book Balanced Scorecards & Operational Dashboards with Microsoft Excel, Second Edition is the ultimate resource for enhancing your strategic and operational performance.

This Illustrated Series' Course Guide covers the essential information that users need to know for Microsoft PowerPoint 2007. Benefits:

- * Presents lessons in a clean, easy-to-follow two-page spread layout that appeals to a wide variety of learning styles.
- * Offers a new "Real Life Challenge" exercise where learners create documents to help them in their everyday lives, such as a letterhead, a budget, and a personal database.
- * Introduces Quest Specialty Travel, a brand new case study that provides a practical scenario for users as they learn skills.
- * Contains a data files CD in the back of each book, so learners can get up to speed quickly as they navigate through the units.
- * Prepare users for Microsoft Certified Application Specialist certifications; many of our Microsoft Office application titles are MCAS certified (formerly known as MOS).

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The twenty-first century offers more technology than we have ever seen before, but with new updates, and apps coming out all the time, it's hard to keep up. Essential Office 365 is here to help. Along with easy to follow step-by-step instructions, illustrations, and photographs, this guide offers specifics in... Downloading and Installing Microsoft Office Suite Getting started with Office Online: using Sway, OneDrive, Mail & Calendar Using Office Apps on your iPad or Android device Constructing professional looking documents with Microsoft Word Adding and using graphics, photographs, and clipart Changing fonts, creating tables, graphs, clipboard, sorting and formatting text, and mail merge Creating presentations for your lessons, lectures, speeches or business presentations using PowerPoint. Adding animations and effects to PowerPoint slides Using 3D and cinematic transitions to spice up your presentations Using Excel to create spreadsheets that analyse, present and manipulate data Creating Excel charts, graphs, pivot tables, functions and formulas The basics of Microsoft Access databases Keeping in touch with friends, family and colleagues using Outlook Maintaining calendars and keeping appointments

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with Outlook Taking notes with OneNote and more... Unlike other books and manuals that assume a computing background not possessed by beginners, Essential Office 365 tackles the fundamentals of Microsoft Office, so that everyone from students, to senior citizens, to home users pressed for time, can understand. So, if you're looking for an Office manual, a visual book, simplified tutorial, dummies guide, or reference, Essential Office 365 will help you maximize the potential of Microsoft Office to increase your productivity, and help you take advantage of the digital revolution.

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! Power Point 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

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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!

Illustrated Introductory

Creating a Presentation in Microsoft Office PowerPoint 2007 for Windows

Essential Computer and its Fundamentals for Engineering And S Insights and Advice from the Experts (Adobe Reader)

Microsoft PowerPoint 2010 Step by Step

A guide to using Microsoft PowerPoint describes how to use stories to create effective business presentations.

Part of the Illustrated Series, this practical, easy to navigate book provides the essential knowledge of Microsoft Office 2007 you need to succeed in both the classroom and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This practical guide to Microsoft® PowerPoint 2007 was designed so that you can easily find all the functions needed for making the most

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out of this Computer Assisted Presentation software. After becoming familiar the working environment and the various views, you will learn how to create and manage documents (opening and saving presentations and templates, creating photo albums); print, format and manage presentation elements (slides, masks, themes, backgrounds); manage text (entering slide and outline text); create, edit and format objects (automatic layouts, tables, pictures, multimedia objects, diagrams and charts); and, create dynamic slide shows (animations, timing and annotating slides during a show). The last part of the book discusses PowerPoint 2007's advanced features, such as managing hyperlinks, revising a slide show, working with other Office applications, and creating Web pages.

Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

Illustrated Course Guides: Professionalism - Soft Skills for a Digital Workplace

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**Microsoft Office PowerPoint 2007 Step by Step
Advanced**

**Illustrated Microsoft Office 365 & PowerPoint 2016: Introductory
Visual QuickStart Guide**

Both computer rookies and hot shots can master Microsoft PowerPoint 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Updated textbook for Microsoft Office 2003 includes coverage of the new features in Word, Excel, Access, and PowerPoint. It contains three Portfolio Project Sections, Advanced Challenge Exercises and higher level tasks.

Covers new PowerPoint features including how to create presentation

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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

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY is the ideal resource for learning Microsoft PowerPoint 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides Microsoft PowerPoint 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for mastering critical PowerPoint skills in any learning environment.

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Microsoft PowerPoint 2013: Illustrated Brief

Balanced Scorecards and Operational Dashboards with Microsoft Excel

Master VISUALLY Microsoft Office 2007

Office 2007 in easy steps

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Beyond Bullet Points

Give your students a comprehensive, hands-on, and engaging learning experience with the MICROSOFT OFFICE 2007-ILLUSTRATED INTRODUCTORY PREMIUM VIDEO EDITION. This Premium Video Edition includes a Video Companion containing approximately 150 videos each based on a two-page lesson in the book, 10 Capstone Projects and SAM Projects instruction files to help Bring Learning To Life For both the computer rookies and the computer hotshots MICROSOFT OFFICE 2007-ILLUSTRATED INTRODUCTORY PREMIUM VIDEO EDITION appeals to all the learners in your classroom, covering the essential information that students need to know now. Our signature two-page spread design has been updated and refreshed to take full advantage of the new features of the Office 2007 software. This practical, easy-to-navigate book provides students with the essential knowledge they need to succeed in both the classroom and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office PowerPoint 2007 - Illustrated Introductory Cengage Learning

Give your students a 360 degree education and a career advantage! ILLUSTRATED COURSEGUIDES: PROFESSIONALISM makes your students more successful in the classroom and in the workplace. Covering topics such

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as developing a personal work ethic and planning and managing a career, this streamlined book presents essential information on a topic once considered unable to be taught within the classroom. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Essential Computer and it Fundamentals for Engineering And S
PowerPoint 2007 All-in-One Desk Reference For Dummies

Microsoft Office 2010

Visual QuickProject Guide

Microsoft Office PowerPoint 2007

Illustrated Course Guides: Teamwork & Team Building - Soft Skills for
a Digital Workplace

Part of the Illustrated Series, this practical, easy to navigate book provides the essential knowledge of Microsoft Office 2007 students need to succeed in both the classroom and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. 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,

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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

If you want to make a great presentation fast but don't want to get bogged down in the details, then you need a Visual QuickProject Guide! You don't need to know every feature—you just want to know how to get your project done. Full-color illustrations show you how to perform each step of your project from start to finish. Low priced—why pay for more than you need? Microsoft PowerPoint is nearly ubiquitous in today's world--from business to schools to clubs to organizations, PowerPoint presentations are everywhere you turn. To learn to create the best-looking presentations--the ones that stand out in terms of content and visual appeal--fast, readers need Creating a Presentation in Microsoft Office PowerPoint 2007: Visual QuickProject Guide. PowerPoint presenter extraordinaire Tom Negrino steps readers through a single, basic presentation. He begins with an overview of the redesigned Office interface and highlights the tools readers will use as they create their project. From there, readers begin writing their presentation, gathering images and sound files, choosing a design, working with text, and adding graphics and slide effects and transitions. From there they learn about presenting and sharing their presentations with the world. Readers will learn how to use the attractive new themes in PowerPoint and so much more. In the end, they will have a professional-looking and visually appealing presentation

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they can use anywhere! Each book in the Visual QuickProject Guide series now has a companion website featuring sample project files--making it even easier for users to work through each project as they read through the book.

Within this comprehensive, visual reference, succinctly captioned, step-by-step screen shots show you how to accomplish more than 300 Office tasks. You'll learn how to format text and apply styles in Word, work with Excel formulas and functions, add animation to PowerPoint slides, create an Access database, manage contacts with Outlook, collaborate with OneNote and Live Meeting, and create publications with Publisher. A bonus CD-ROM includes demo software, add-ins, sample files, and additional chapters.

The Missing Manual

Microsoft Office Word 2007 Step by Step

PowerPoint 2007

The Illustrated Guide to Using Microsoft Office

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

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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.

Microsoft Office PowerPoint 2007 for Windows

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