

Microsoft Office PowerPoint 2007 Plain Simple

Completely redesigned to help users finish tasks more quickly and manage information more effectively, Microsoft Office 2007 will offer users a new look and smarter ways of getting things done. From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint, Microsoft has rethought and reworked the entire suite. And in this new edition of our Office Visual QuickStart Guide, author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools. The book is essential reference tool for the home and small business user, covering everything in the Office Basic, Home & Student, Standard, and Small Business suites. Software covered includes: Word, Excel, OneNote, Outlook, PowerPoint, and Publisher. Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do. Concise steps and explanations let you get up and running in no time. Page for page, the best content and value around. Table of Contents; Part I: Introducing Microsoft Office 2007 Chapter 1: What's New in Office 2007? Chapter 2: Office Basics Part II: Microsoft Word Chapter 3: Getting Started with Word 2007 Chapter 4: Formatting Documents Chapter 5: Creating Outlines Chapter 6: Tables, Charts, and Art Chapter 7: Sharing Word Documents Part III: Microsoft Excel Chapter 8: Getting Started with Excel 2007 Chapter 9: Formatting Worksheets and Data Chapter 10: Formulas and Functions Chapter 11: Working with Tables Chapter 12: Creating Charts Part IV: Microsoft PowerPoint Chapter 13: Getting Started with PowerPoint 2007 Chapter 14: Creating a Presentation Chapter 15: Completing a Presentation Part V: Microsoft Outlook Chapter 16: Getting Started with Outlook 2007 Chapter 17: Using the Address Book Chapter 18: Composing and Sending Mail Chapter 19: Receiving Mail Chapter 20: Managing the Mail Chapter 21: Tasks and Appointments Part VI: Microsoft OneNote Chapter 22: Getting Started with OneNote 2007 Chapter 23: Creating Notes Chapter 24: Embellishing and Editing Notes Chapter 25: Managing Notes Part VII: Microsoft Publisher Chapter 26: Getting Started with Publisher 2007 Chapter 27: Distributing and Printing Index

Advance your everyday proficiency with PowerPoint 2019, and earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 2019 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage presentations and slides Insert and format text, shapes, and images Create and manage references Insert and format graphic elements Manage multiple presentations About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, and is the only globally recognized performance standard. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. 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 tumbling through the user interface, and how to black out the slide show screen with one key press.

Scores Higher on the MCAS Exams! We provide you with the proven study tools and expert insight that will help you score higher on your exams. Clear and simple explanations, lists, and screen shots walk you through the Microsoft Office processes you need to know to score well on the MCAS exams. Study strategies, challenges, and key terms focus your study so you can maximize your preparation time. Comprehensive discussion of all subject areas covered on the MCAS exams. Practice Questions that include detailed explanations of correct and incorrect answers--so you can learn the material from your success and mistakes. This book covers all the skills measured by the MCAS Exams for Microsoft Office 2007, including Creating, customizing, formatting, and organizing Word documents Working with visual content, references, and document review processes Creating, manipulating, and formatting data and other content in Microsoft Excel Presenting Excel data visually with charts and illustrations Sharing and securing Microsoft Office content Creating, formatting, and delivering PowerPoint presentations Managing messaging, scheduling, and tasks with Microsoft Outlook Working with Outlook contacts and personal contact information Structuring, presenting, managing, and maintaining Access databases Building and modifying Access queries This is the eBook version of the print title. Note that the eBook does not provide access to the practice test software that accompanies the print book.

Special Edition Using Microsoft Office Home and Student 2007

Microsoft PowerPoint 2010 Step by Step

Using Microsoft SharePoint Technologies to Collaborate, Innovate, and Drive Business in New Ways

Special Edition Using Microsoft Office 2007

Microsoft PowerPoint 2013 Plain & Simple

Microsoft Office PowerPoint 2007 Plain & Simple

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 movie • 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 uses real-world examples to give you a context in which to use the task. This book also includes workshops to help you put together individual tasks into projects. The PowerPoint example files that you need for project tasks are available at www.perspection.com. Perspection has written and produced books on a variety of computer software—including Microsoft Office 2003 and XP, Microsoft Windows XP, Apple Mac OS X Panther, Adobe Photoshop CS2, Macromedia Flash 8, Macromedia Director MX, and Macromedia Fireworks—and ePUB 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 books, and 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 Charts 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 321 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 Applications Specialist 444

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.

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.

Office 2007 in easy steps

Microsoft Office 2007 in Depth

Microsoft PowerPoint 2010 Plain & Simple

Microsoft Office Outlook 2007 Step by Step

MOS Study Guide for Microsoft PowerPoint Exam MO-300

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.

*Special Edition Using Microsoft Office Home and Student 2007 THE ONLY OFFICE BOOK YOU NEED We crafted this book to grow with you, providing the reference material you need as you move toward Office 2007 proficiency and use of more advanced features. If you buy only one book on Office Home and Student 2007, Special Edition Using Microsoft Office Home and Student 2007 is the book you need. Office Home and Student 2007 is available to ANYONE, regardless of whether you are a student, a teacher, or neither. The only condition Microsoft attaches is the requirement that the software not be used for commercial purposes. For use in the home or classroom, Office Home and Student 2007 is an exceptional deal at a fraction of the cost of the business versions! • No other authoring team in the business is as well recognized and respected as the Office Dream Team: when they speak, even the Office development team at Microsoft listens! • This book is a category killer—one that sets the pace for others to follow! • Tired of Office books that read as though Microsoft employees wrote them? Tired of learning the Microsoft way? Tired of books containing little more than you can pull from the Help system? If you answered yes to any of these questions, then you owe it to yourself to get a copy of this book! • If you own a copy of Office Home and Student 2007, you deserve a copy of this book! Here, you'll find a variety of previously undocumented tips and tricks that will show you how to harness the power of Office 2007! • Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled with a wry sense of humor and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book. "Another Special Edition Winner! Clear, concise and right on-target. Everything a student or a home user will need to know in order to master Office 2007." —Alan & Sandra Ashendorf, Hosts of Let's Talk Computers Radio Talk Show Ed Bott is a best-selling author of more than 25 computer books and an award-winning computer journalist with two decades of experience in personal computing. He is a three-time winner of the Computer Press Award, and he and Woody Leonard won the prestigious Jesse H. Neal Award, sometimes referred to as "the Pulitzer Prize of the business press," in back-to-back years for their work on PC Computing's "Windows SuperGuide." You can read more of Ed's writing at <http://www.edbott.com/vblog>, *Curmudgeon*, *critic*, and perennial "Office Victim."*

Woody Leonard runs a fiercely independent website with up-to-the-nanosecond news, observations, tips, and help for both Office and Windows. AskWoody.com has become the premier source of unbiased information for people who need to really use Windows and Office, and for people concerned about juggling the reeling stream of Microsoft's patches. In the past 15 years, Woody has written more than three dozen books, drawing an unprecedented six Computer Press Association awards and two American Business Press awards. Woody was one of the first Microsoft Consulting Partners and is a charter member of the Microsoft Solutions Provider organization. Category: Integrated Suites Covers: Microsoft Office Home and Student 2007 User Level: Beginner—Intermediate

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.

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 Excel 2007 Step by Step

Electronic Document Preparation and Management for CSEC® Examinations Coursebook with CD-ROM

2007 Microsoft Office System Plain and Simple

Seamless Teamwork

Teach Yourself VISUALLY Microsoft Office PowerPoint 2007

Experience learning made easy—and quickly teach yourself how to manage your communications with Outlook 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Send e-mail, schedule meetings, and organize tasks for easy follow-up Manage your inbox with rules, folders, and search filters Share your calendar with anyone via e-mail or on the Web Manage RSS feeds and newsgroups—without leaving your inbox Learn ways to block spam and protect your sensitive messages Personalize the way Outlook 2007 looks and works 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 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.

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.

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 eBook—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.

Teamwork—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 your team's vision, as well as their workday 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.

The Missing Manual

Microsoft Office PowerPoint 2007 On Demand

First Look 2007 Microsoft Office System

Advanced Microsoft Office PowerPoint 2007

Cutting Edge PowerPoint 2007 For Dummies

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 buttons and menus—to your charts and tables 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 Step-by-step worksheets and job aids Bonus content and resources Fully searchable eBook For

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.

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT You'll Learn Create documents, Web pages, and other publications Organize your e-mail, calendar, contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn It Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away

Like every other application in Microsoft Office suite, PowerPoint is loaded with features. So many, in fact, that even veterans don't know where to find them all. Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use. PowerPoint 2007 also boasts improved graphics, additional templates, the ability to save custom layouts, and improved collaboration through SharePoint. One thing Microsoft hasn't improved is its poor documentation. To learn the ins and outs of all the features in PowerPoint 2007, Microsoft merely offers online help. If you're familiar with previous versions of the program, you may be lost the first time you fire up the new PowerPoint; or you would be if it weren't for PowerPoint 2007: The Missing Manual. This book, written specifically for this version of the software, not only offers the basics of how to create, save, set up, run, and print a basic bullets-and-background slideshow, but takes you into the world of multimedia, animation, and interactivity. You'll learn how to add pictures, sound, video, animated effects, and controls (buttons and links) to their slides, along with ways to pull text, spreadsheets, and animations created in other programs. You can also create your own reusable design templates and learn to automate repetitive tasks with macros. Learn how to take advantage of advanced functions (such as adding custom background images) that existed in previous PowerPoint versions, but were so cleverly hidden that few people ever found them.

PowerPoint 2007

Visual QuickStart Guide

Using PowerPoint to tell a compelling story that gets results

Microsoft Office PowerPoint 2007

Beyond Bullet Points

Learn how to get the most out of Word with expert help and take your documents to a new level Key FeaturesLean into expert advice from Microsoft Certified trainers with decades of experienceCollaborate effortlessly with other even when you're using different formats and versions of WordLearn to undo tricky mistakes and troubleshoot difficult scenarios without panicBook Description If you're proud of yourself for finally learning how to use keyboard shortcuts and the search function, but still skip a beat when asked to generate a table of contents, then this book is for you. Written by two experts who've been teaching the world about Word for decades, Microsoft 365 Word Tips and Tricks is a powerhouse of demystifying advice that will take you from Word user to Word master. This book takes you on a step-by-step journey through Word essentials with plenty of practical examples. With it, you'll explore different versions of Microsoft Word, its full functionality, and understand how these versions impact collaboration with others. Each chapter follows a different style of working with the legendary text editor, including a whole chapter dedicated to concentrating better with the help of Word. Expert advice will fill your knowledge gaps and teach you how to work more productively and efficiently with text, images, styles, and even macros. By the end of this book, you will be able to make better documents faster and troubleshoot any Word-related problem that comes your way. And because of its clear and cohesive structure, you can easily come back to refresh your knowledge whenever you need it. What you will learnTrack a document's changes as well as comment on and review changes by others, both locally and remotelyUse Word's navigation and view features to improve productivityGenerate more consistently formatted documents with StylesPerform common tasks through simple formatting techniques, Quick Parts, customizing AutoCorrect/AutoFormat, and memorizing keyboard shortcutsTroubleshoot the most frustrating formatting problems experienced by Word usersCreate more universally accessible documents by adding Alt Text using the accessibility checker and other Word featuresWho this book is for Authors, copywriters, teachers, professionals, and everyone else who uses Word on a daily basis, but is still a little intimidated by it, will get a lot out of this book. You won't need any prior knowledge of Microsoft Word's advanced functions to get started, but the basics - like open, save, copy, and paste - are a must.

Provides detailed instruction in the fundamental features and functions of Access, Excel, FrontPage, Outlook, PowerPoint, Publisher, and Word, as well as InfoPath, SharePoint, LiveMeeting, and Groove—and the new integration features of the new version of the Office suite.

Study Skills for Social Workers offers an accessible insight into the practical use of skills for study in a professional social work context. Engaging with students on their journey through the undergraduate or postgraduate qualifying course, it uses relevant case material from academic and social work perspectives to demonstrate the connection between study and practice.

This book covers the new EDM P CSEC syllabus to be taught from September 2011. It introduces computing fundamentals, electronic communication and keyboarding techniques before teaching the Microsoft Office (2003 - 2010) skills required by the course. Next, students are shown several aspects of document preparation, complete with files and a comprehensive glossary.

Exams for Microsoft Office 2007 PowerPoint 2007 Bible Study Skills for Social Workers Top 100 Simplified Tips & Tricks Microsoft 365 Word Tips and Tricks

Seniors who are new to computers can learn Office applications quickly and easily If you're over 50 and new to computers, everything about them can seem intimidating. The most common applications you'll want to use are part of the Microsoft Office suite - Word, Excel, PowerPoint, and Outlook. Microsoft Office 2007 For Seniors For Dummies shows you how to use each one in a straightforward, fun manner that takes all the apprehension away. This plain-English guide shows you just what you need to know to write letters with Word, keep a budget with an Excel spreadsheet, create fun slideshows with PowerPoint, and set up an e-mail account using Outlook. Microsoft Office 2007 For Seniors For Dummies doesn't assume you were born knowing how to use a computer; it starts at the beginning and makes learning easy and quick. Each chapter lists the tasks covered, with page references to help you locate what you need Shows how to start each application and navigate the elements on the screen Covers how to create documents in Word and provides templates for letters and faxes Explains how to create spreadsheets and includes a grid for budgeting Guides you through creating a PowerPoint presentation Demonstrates how to set up an e-mail account with Outlook and communicate with others Microsoft Office 2007 For Seniors For Dummies will have you using basic Office applications in no time, and boost your confidence too.

Microsoft PowerPoint is nearly ubiquitous in today's world of 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 of 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 who 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.

Special Edition Using Microsoft Office 2007 THE ONLY OFFICE BOOK YOU NEED We crafted this book to grow with you, providing the reference material you need as you move toward Office proficiency and use of more advanced features. If you buy only one book on Office 2007, Special Edition Using Microsoft Office 2007 is the only book you need. If you own a copy of Office 2007, you deserve a copy of this book! Although this book is aimed at the Office veteran, Ed and Woody's engaging style will appeal to beginners, too. Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled with a wry sense of humor and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book. You should expect plenty of hands-on guidance and deep but accessible reference material. This isn't your Dad's Office! For the first time in a decade, Microsoft has rolled out an all-new user interface. Menus? Gone. Toolbars? Gone. For the core programs in the Office family, you now interact with the program using the Ribbon—an oversize strip of icons and commands, organized into multiple tabs, that takes over the top of each program's interface. If your muscles have memorized Office menus, you'll have to unlearn a lot of old habits for this version.

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-life Office 2007 Bible

Discover better ways of creating, customizing, and troubleshooting your documents

Microsoft Office PowerPoint 2007 Plain & Simple

Microsoft Office 2007 For Seniors For Dummies

Insights and Advice from the Experts (Adobe Reader)

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 graphics; charts 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, audio 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.

Get the guide that makes learning Microsoft PowerPoint 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve problems and learn the tools, using easy-to-follow steps and concise, straightforward language. You'll discover new and exciting ways to create and share dynamic presentations with any audience. Here's WHAT you'll learn: Create dynamic presentations for your audience Include charts, tables, clip art, and other graphics Add video clips and CD music Animate slide and add transition effects Edit and polish your presentations with ease Create speaker notes and record narration Here's HOW you'll learn it: Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away

Get the fast facts that make learning Windows 7 plain and simple! This no-nonsense guide uses easy, numbered steps and concise, straightforward language to show the most expedient way to perform tasks and solve problems in Windows 7. Here's what you'll learn to do: Run programs, control gadgets, play games, Send e-mail, browse the Web, and share your files. Organize your digital media, including photos, music, and videos. Burn CDs and DVDs; make your own movies. Set up your printer and a simple home network. Manage security settings and perform easy tune-ups and fixes. Here's how you'll learn it: Jump in wherever you need answers. Easy-to-follow steps and screenshots show you exactly what to do. Handy tips teach you new techniques and shortcuts. Quick TRY THIS! Exercises help you apply what you've learned right away.

American Book Publishing Record

Create Dynamic Charts in Microsoft Office Excel 2007 and Beyond

Microsoft Office 2007 for Windows

MCAS Office 2007 Exam Prep

Microsoft Office 2010 Plain & Simple

Covers the basics of Microsoft Office with details on using Word, Excel, Outlook, Access, PowerPoint, and Publisher.

Beyond Bullet Points, Fourth Edition "Throw away those room-emptying, left-brain slides—and use Atkinson's book to turn your PowerPoint presentation into an epic." —Daniel H. Pink, author of Drive and A Whole New Mind Think beyond bullet points—and amplify the impact of your message! Now in its fourth edition, this popular classic illuminates an innovative, step-by-step methodology designed to unlock the amazing visual story waiting to be released from your message. Communications expert Cliff Atkinson shows how to apply classic storytelling tenets and practical, research-based guidelines as you work with Microsoft PowerPoint for memorable, meaningful, and persuasive visual stories. Change your approach—and transform your results! Find your story thread Create an emotional connection to increase your impact. Cut through the clutter. Distill your message and get right to the point. Bring your story to life Storyboard your ideas, find your natural voice, and deliver a compelling presentation! Offers advice on using the business presentation software to create transparencies, handouts, and timesaving macros and publish presentation on the Internet.

Where other books concentrate on simplistic descriptions of a technology, In Depth tackles the problems and frustrations that serious users encounter every day, with in-depth solutions, practical advice, and undocumented shortcuts that enhance the users productivity and skills. Summary: This book has been crafted to grow with intermediate to advanced Office users, providing the reference material needed as you move toward Office 2007 proficiency and use of more advanced features. If you buy only one book on Office 2007, Microsoft Office 2007 in Depth is the only book you need. If you own a copy of Office 2007, you deserve a copy of this book! Although this book is aimed at the Office veteran, the authors' engaging style will appeal to beginners, too. Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled with a wry sense of humour and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book. You should expect plenty of hands-on guidance and deep but accessible reference material. For the first time in a decade, Microsoft has rolled out an all-new user interface. Menus? Gone. Toolbars? Gone. For the core programs in the Office family, you now interact with the program using the Ribbon—an oversize strip of icons and commands, organized into multiple tabs, that takes over the top of each program's interface. If your muscles have memorized Office menus, you'll have to unlearn a lot of old habits for this version. Authors: Ed Bott is an award-winning computer journalist and one of the most widely recognized voices in the computing world, with nearly two decades of experience as a writer and editor at leading magazines, such as PC World, PC Computing, and Smart Business. Ed has written many of Que's all-time bestsellers, including Special Edition Using Office 2000, Special Edition Using Windows 98, and Special Edition Using Windows Me. Curmudgeon, critic, and perennial "Office Victim," Woody Leonard runs the fiercely independent AskWoody.com website with up-to-the-nanosecond news, observations, tips and help for both Office and Windows. In the past 15 years, Woody has written more than three dozen books, drawing an unprecedented six Computer Press Association awards and two American Business Press awards. Woody was one of the first Microsoft Consulting Partners and is a charter member of the Microsoft Solutions Provider organization.

Microsoft Office Word 2007 Step by Step

Windows 7 Plain & Simple

Master VISUALLY Microsoft Office 2007