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ISBN	1-4232-1827-2
Descrizione fisica	1 online resource (6 pages)
Collana	Quick Study Computer
Disciplina	005.58
Soggetti	Presentation graphics software
Lingua di pubblicazione	Inglese
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Livello bibliografico	Monografia
Nota di contenuto	Introduction; Preparing the Slide Deck; Using Comments; Using Masters; Layout & Design; Using Layers; Changing Visibility; Renaming Layers; Reordering Layers; Grouping Objects; Removing Backgrounds From Photos; Transitioning Between Slides; Implementing Transition Effect Options; Applying Timing & Sound to Transitions; Adding Audio; Adding & Trimming Video; Using Charts & Tables from Excel; Animation; Managing Animations with the Animation Pane; Changing Effect Options; Motion Paths; Making Motion Paths Smooth; Reordering Animation; Presenting. Viewing in Grayscale, Black & White, or ColorUsing the Notes Pane & Notes Page; Saving a Presentation as a Video; Broadcasting a Slide Show on the Internet; Presentation Best Practices; Preliminary Considerations; Structure of Content; Preparing for the Presentation; Delivery.
Sommario/riassunto	A handy resource for beginning, intermediate, or advanced PowerPoint users, this six-page guide features helpful time-saving hints so that you can get the most out of Microsoft's dynamic presentation software. Written to follow PowerPoint 2010 (and compatible with PowerPoint 2007), this guide includes helpful screen captures and icons, as well as clear and concise instructions.