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Edizione	[4th ed.]
Descrizione fisica	1 online resource (842 p.)
Collana	Bible
Disciplina	005.58
Soggetti	Presentation graphics software
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover; Title Page; Copyright; Contents; Part I: Building Your Presentation; Chapter 1: A First Look at PowerPoint; Who Uses PowerPoint and Why?; Sales; Marketing; Human Resources; Education and Training; Hotel and Restaurant Management; Clubs and Organizations; What's New in PowerPoint 2013?; Cloud Integration; Start Screen; Improved Shape Merging; Improved Smart Guides; Improved Comments; SkyDrive Integration; Online Pictures and Videos; Improved Presenter Tools; ...And Other New Features; Learning Your Way around PowerPoint; Starting and Exiting PowerPoint; Understanding the Screen Elements Working with the RibbonWorking with Collapsible Tab Groups; Working with Backstage View; Working with Dialog Boxes and Panes; Changing the View; Normal and Outline Views; Slide Sorter View; Slide Show View and Reading Views; Notes Page View; Zooming In and Out; Enabling Optional Display Elements; Ruler; Gridlines; Guides; Ribbon; Color/Grayscale/Pure Black and White Views; Opening a New Display Window for the Same Presentation; Arranging Windows; Switching among Windows; Using the Help System; Summary; Chapter 2: Creating and Saving Presentation Files; Starting a New Presentation

Starting a Blank PresentationStarting a Presentation from a Template;
Using a Personal Template; Basing a New Presentation on Existing
Content; Saving Your Work; Understanding Save Locations; Saving for
the First Time; Saving Subsequent Times; Changing Drives and Folders;
Saving in a Different Format; Saving Slides as Graphics; Saving Slide
Text Only; Specifying Save Options; Setting Passwords for File Access;
Closing and Reopening Presentations; Closing a Presentation; Opening
a Presentation; Opening a File from a Different Program; Finding a
Presentation File to Open
Setting File PropertiesSummary; Chapter 3: Creating Slides and Text
Boxes; Creating New Slides; Creating New Slides from Outline View;
Creating a Slide from the Slides Pane; Creating a Slide from a Layout;
Copying Slides; Inserting Content from External Sources; Copying Slides
from Other Presentations; Inserting New Slides from an Outline; Tips
for Better Outline Importing; Importing from Other Text-Based
Formats; Post-Import Cleanup; Opening a Word Document as a New
Presentation; Importing Text from Web Pages; Managing Slides;
Selecting Slides; Deleting Slides; Undoing Mistakes
Rearranging SlidesUsing Content Placeholders; Inserting Content into a
Placeholder; Placeholders versus Manually Inserted Objects; Creating
Text Boxes Manually; When Should You Use a Manual Text Box?;
Creating a Manual Text Box; Working with Text Boxes; Selecting Text
Boxes; Sizing a Text Box; Positioning a Text Box; Changing a Text Box's
AutoFit Behavior; Summary; Chapter 4: Working with Layouts, Themes,
and Masters; Understanding Layouts and Themes; Themes versus
Templates; Where Themes Are Stored; Themes, Layouts, and Slide
Master View; Changing a Slide's Layout; Applying a Theme
Applying a Theme from the Gallery

Sommario/riassunto

Master PowerPoint and improve your presentation skills with one book!
In today's business climate, you need to know PowerPoint inside and
out, and that's not all. You also need to be able to make a presentation
that makes an impact. From using sophisticated transitions and
animation in your PowerPoint presentations to interfacing in person
with your audience, this information-packed book helps you succeed.
Start creating professional-quality slides that captivate audiences and
discover essential tips and techniques for making first-rate
presentations, whether you're at a podium or
