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Descrizione fisica	1 online resource (842 p.)
Collana	Bible
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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 Presentation; Starting 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 Properties; Summary; 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 Slides; Using 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

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## 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

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