



Smart Guide Powerpoint

Stephen L. Nelson

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Smart Guide to Personal Computers Stephen L. Nelson,1999 *My PowerPoint 2016 (includes Content Update Program)* Echo Swinford,2015-11-05 Book Content Update Program If you want to deliver truly attention grabbing presentations with PowerPoint 2016 My PowerPoint 2016 is your must have companion Friendly quick and packed with real world advice it walks you through every task you ll want to perform including Choosing the right design Creating and inserting shapes and pictures Incorporating effective animations transitions and multimedia content Finalizing and printing your presentation Setting up and delivering slide shows Modifying themes and templates to your precise needs And much more Every task is presented step by step using carefully annotated full color screenshots all numbered so there s no chance of getting lost or confused Everything s clearly organized in modular self contained chapters designed to help you get more powerful results from Microsoft s PowerPoint 2016 and get them faster Throughout the book is packed with helpful tips and lists plus quick solutions to the problems you re most likely to encounter In addition this book is part of Que s exciting new Content Update Program As Microsoft updates features of PowerPoint 2016 sections of this book will be updated or new sections will be added to match the updates to the software The updates will be delivered to you via a FREE Web Edition of this book which can be accessed with any Internet connection To learn more visit www.quepublishing.com CUP How to access the free web edition Follow the instructions within the book to learn how to register your book to access the FREE Web Edition

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world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you're ready for more You'll learn about Office's new templates and themes touchscreen features and other advances including Excel's Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft's SkyDrive

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