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processor which supports text formatting while the Excel program allows users to create and manage spreadsheets. PowerPoint provides a powerful presentation suite. Also included in Microsoft Office 2007 is the Outlook email client and Access, which is a database management program.

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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

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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 fumbling through the user interface, and how to black out the slide show screen with one key press.

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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

New and inexperienced PowerPoint users will discover how to use the latest enhancements to PowerPoint 2007 quickly and efficiently so that they can produce unique and informative presentations PowerPoint continues to be the world's most popular presentation software This updated For Dummies guide shows users different



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ways to create powerful and effective slideshow presentations that incorporate data from other applications in the form of charts, clip art, sound, and video Shares the key features of PowerPoint 2007 including creating and editing slides, working with hyperlinks and action buttons, and preparing presentations for the Web

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-world use of PowerPoint 2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper

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Get up and running quickly on all that's new in PowerPoint 2007 and learn to create presentations fast with this task-based guide!

The primary goal of this GO! Series title is to teach Microsoft PowerPoint 2007 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. GO! with Microsoft PowerPoint 2007, Brief, 1/e contains a CD-ROM for additional learning opportunities. This edition covers the following topics: getting started with PowerPoint;

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designing a presentation; formatting a presentation using animation, tables, and charts. Ideal for students and individuals seeking a project-based introduction to PowerPoint 2007.

Microsoft PowerPoint is nearly ubiquitous in today's world--from 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

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instruction on using all 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 will 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.

If you want to make a great presentation fast but don't want to get

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2007/027 bogged down in the details, then you need a Visual QuickProject Guide! You don't need to know every feature—you just want to know how to get your project done. Full-color illustrations show you how to perform each step of your project from start to finish. Low priced—why pay for more than you need? Microsoft PowerPoint is nearly ubiquitous in today's world--from business to schools to clubs to organizations, PowerPoint presentations are everywhere you turn. To learn to create the best-looking presentations--the ones that stand out in terms of content and visual appeal--fast, readers need *Creating a Presentation in Microsoft Office PowerPoint 2007: Visual QuickProject Guide*. PowerPoint presenter extraordinaire Tom Negrino steps readers through a single, basic presentation. He begins with an overview of the redesigned Office interface and highlights the tools readers will use

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as they create their project. From there, readers begin writing their presentation, gathering images and sound files, choosing a design, working with text, and adding graphics and slide effects and transitions. From there they learn about presenting and sharing their presentations with the world. Readers will learn how to use the attractive new themes in PowerPoint and so much more. In the end, they will have a professional-looking and visually appealing presentation they can use anywhere! Each book in the Visual QuickProject Guide series now has a companion website featuring sample project files--making it even easier for users to work through each project as they read through the book.

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel,

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PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

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