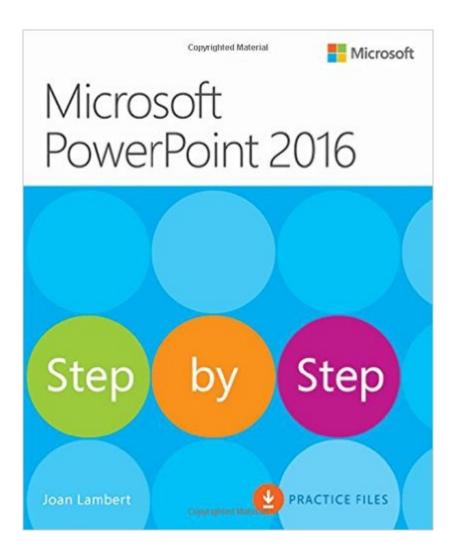
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Microsoft PowerPoint 2016 Step By Step





Synopsis

Now in full color! The quick way to learn Microsoft PowerPoint 2016! This is learning made easy. Get more done quickly with PowerPoint 2016. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures Create attractive electronic presentations and printed publications Incorporate professional design elements Use built-in tools to capture and edit graphics Include audio, video, and animated elements Supercharge your efficiency by creating custom slide masters and layouts Present data in tables, diagrams, and charts

Book Information

Series: Step by Step Paperback: 512 pages Publisher: Microsoft Press; 1 edition (January 7, 2016) Language: English ISBN-10: 0735697795 ISBN-13: 978-0735697799 Product Dimensions: 7.3 x 1.1 x 8.9 inches Shipping Weight: 12.6 ounces (View shipping rates and policies) Average Customer Review: 5.0 out of 5 stars Â See all reviews (2 customer reviews) Best Sellers Rank: #56,220 in Books (See Top 100 in Books) #7 in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #9 in Books > Computers & Technology > Business Technology > Software > Presentation Software #23 in Books > Computers & Computers & Technology > Software > Suites

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