

## Powerpoint 2003 Just The Steps For Dummies

This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a PowerPoint presentation. The accompanying data files on CD are designed to help demonstrate the features you are learning as you work through the manual using a step-by-step approach.

Offers an easy-to-navigate design featuring a two-column landscape layout loaded with step-by-step instructions and illustrations to help readers get up to speed fast on key PowerPoint tasks-and create effective and striking presentations Covers creating a new presentation, resizing or moving an object, duplicating a slide, using the outlining toolbar, and adding notes to a slide Shows how to print a presentation, set up a slide show, work with pictures and clip art, color text and objects, modify the slide master, create a template, insert a diagram or chart, add sound and video, and much more Like every other application in Microsoft Office suite, PowerPoint is loaded with features. So many, in fact, that even veterans don't know where to find them all.

Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use. PowerPoint 2007 also boasts improved graphics, additional templates, the ability to save custom layouts, and improved collaboration through SharePoint. One thing Microsoft hasn't improved is its

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poor documentation. To learn the ins and outs of all the features in PowerPoint 2007, Microsoft merely offers online help. If you're familiar with previous versions of the program, you may be lost the first time you fire up the new PowerPoint; or you would be if it weren't for PowerPoint 2007: The Missing Manual. This book, written specifically for this version of the software, not only offers the basics of how to create, save, set up, run, and print a basic bullets-and-background slideshow, but takes you into the world of multimedia, animation, and interactivity. You'll learn how to add pictures, sound, video, animated effects, and controls (buttons and links) to their slides, along with ways to pull text, spreadsheets, and animations created in other programs. You can also create your own reusable design templates and learn to automate repetitive tasks with macros. Learn how to take advantage of advanced functions (such as adding custom background images) that existed in previous PowerPoint versions, but were so cleverly hidden that few people ever found them.

& PowerPoint 2003 provides powerful new tools with which to create presentations more easily, illustrate ideas more powerfully, and share it all in any setting, from meeting rooms to the Web. & & Based on a proven, successful series format, this book uses a visual page design with easy-to-read text to teach beginning to intermediate level PowerPoint tasks. & & Troubleshooting guides, & "see also & " referencing, sample projects, and MOS objectives add even more for the ambitious learner. & & Author Steve Johnson is a professional trainer and author of several best-selling books.

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A guide to the business presentation software explains how to combine text, animation, video, photographs, sound effects, and narration into a professional-looking presentation.

Use these great ideas to help you make your point Create PowerPoint presentations with Flash(r) movies, Excel(r) charts, and more Okay, you've PowerPointed before, right? And you knew there must be more cool things you could do? Here they are! This handy guide gives you pointers on what makes a powerful presentation, tips on using the right formats and templates, and directions for dressing up text, wowing 'em with color, adding action, and much more. Discover how to \* Tweak and streamline PowerPoint \* Get the most from color \* Avoid amateur mistakes \* Use shapes, fills, and 3D effects \* Add photos, soundtracks, and DVD video \* Deliver your presentation with punch

PowerPoint 2003 Just the Steps For Dummies John Wiley & Sons

Building PowerPoint Templates Supercharge your PowerPoint® presentations with custom templates and themes! Want to create presentations that are more consistent and cost-effective? Presentations that fully reflect your branding? Then don't settle for Microsoft's "out-of-the-box" templates and themes: create your own! In this easy, hands-on guide, two PowerPoint MVPs teach you every skill and technique you'll need to build the perfect template—from planning and design, through theme building, custom layouts, colors, and deployment. Echo Swinford and Julie Terberg have distilled their immense PowerPoint knowledge into simple, step-by-step techniques you can use right now, whether you're using PowerPoint 2010 or 2007 for Windows, or PowerPoint 2011 for Mac. Well-built templates are the backbone of great presentations—whether building them for your own use or designing for

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thousands of users, this book will guide you through the process of creating the most effective templates. Important Note: Upgrading from older versions of PowerPoint, such as PowerPoint 2003? Your old templates may no longer work. This book will help you make the transition painlessly!

- Plan new templates and themes to maximize their business value for years to come
- Understand the differences between templates and themes, and how they work together
- Make better choices about color, fonts, and slide layouts
- Create efficient templates for individual users, teams, and large organizations
- Incorporate Notes and Handout Masters into your presentation templates
- Provide example slides and default settings that lead to better presentations
- Use Microsoft's little-known Theme Builder to create effects and background styles
- Work around hidden quirks in PowerPoint's advanced template and theme features

Echo Swinford, a Microsoft PowerPoint MVP since 2000, has been a featured speaker at the Presentatio Summit (formerly PowerPoint Live) since its inception. She is the expert voice and instructor behind PowerPoint 2010 LiveLessons (Video Training), the author of *Fixing PowerPoint Annoyances* and co-author of *The PowerPoint 2007 Complete Makeover Kit*. Julie Terberg is a Microsoft PowerPoint MVP and featured speaker at the Presentation Summit. She is the owner of Terberg Design and has been designing presentations since the mid-1980s. She is co-author of *Perfect Medical Presentations*. As contributing author for *Presentations Magazine*, she won awards for her Creative Techniques columns.

Written by an experienced trainer, this guide gives insight on the best ways to perform tasks as well as nontraditional uses of PowerPoint.

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning the new features of this latest version of

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Microsoft PowerPoint 2003.

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

For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the How and Why of Office 2003! Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems.

Comdex Computer Course Kit is perfectly designed book for readers who want to learn Windows XP as well as Office 2003. The pattern of the book is based on ethics of Comdex series books simple language, ample of screen shots and three stage learning system.

Provides instructions on using Microsoft PowerPoint 2003, covering such topics as editing and formatting a presentation, working with graphics, using multimedia, and working with other programs.

Microsoft Office 2003 is the sixth version of Microsoft's best-selling Office suite. As such, most of the audience is comprised of people who have used previous versions of Office and are quite familiar with most of the features. Upgraders do not need a 800-page book that covers every aspect of every Office application. They need a book that's focused only on what's new, so that they can move forward with a minimum of fuss. That's what this book is all about.

The Craft of Scientific Presentations, 2nd edition aims to strengthen you as a presenter of science and engineering. The book does so by identifying what makes excellent presenters such as Brian Cox, Jane Goodall, Richard Feynman, and Jill Bolte Taylor so strong. In

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addition, the book explains what causes so many scientific presentations to flounder. One of the most valuable contributions of this text is that it teaches the assertion-evidence approach to scientific presentations. Instead of building presentations, as most engineers and scientists do, on the weak foundation of topic phrases and bulleted lists, this assertion-evidence approach calls for building presentations on succinct message assertions supported by visual evidence. Unlike the commonly followed topic-subtopic approach that PowerPoint leads presenters to use, the assertion-evidence approach is solidly grounded in research. By showing the differences between strong and weak presentations, by identifying the errors that scientific presenters typically make, and by teaching a much more powerful approach for scientific presentations than what is commonly practiced, this book places you in a position to elevate your presentations to a high level. In essence, this book aims to have you not just succeed in your scientific presentations, but excel. About the Author Michael Alley has taught workshops on presentations to engineers and scientists on five continents, and has recently been invited to speak at the European Space Organization, Harvard Medical School, MIT, Sandia National Labs, Shanghai Jiao Tong University, Simula Research Laboratory, and United Technologies. An Associate Professor of engineering communication at Pennsylvania State University, Alley is a leading researcher on the effectiveness of different designs for presentation slides. Do most slide show put you right to sleep? Do you want to put on a killer presentation that will blow your audience away, but you're not quite sure how to compose one? With PowerPoint 2003 For Dummies, you can make your slides come alive with video, sound, and animations that will leave your audience cheering for more. PowerPoint is one of the standard components of Microsoft Office. With over 120 million users worldwide, it is one of the most popular

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presentation programs available. It is highly versatile and can be used in many events including: Conferences Class lessons and lectures Business meetings Seminars PowerPoint 2003 For Dummies lays down the basic functions to help you get started creating great slides, as well as some tips and tricks for improving your presentation. Chapters focus on useful topics like: Inserting texts, visuals, and notes in your slides Editing content and images Importing data from other applications Working with hyperlinks and action buttons Creating Web pages from your slides Presenting your slides online Designing your own images for slides Adding video, animation, and sound Troubleshooting, such as using the Assistant, repairs, and online resources This book also shows you how to run projectors, present shows with a mouse and computer, time your slides, and more! Penned by a leading expert in computers, this quick and easy guide is sure to not only familiarize you with PowerPoint but also have you taking command, designing beautiful and creative slides and effective presentations that everyone in your audience will love.

A step-by-step tutorial written in plain English for busy people who don't have much time to spend on training. Duncan adapted this book from her half-day training classes in which she teaches beginning-to-advanced PowerPoint. She's trimmed the fat, and focuses on the software's best timesaving features. (Computer Books)

"The author's humor and his ability to keep the reader's attention are masterful." —Andy Barkl, Technical Reviewer *Salve For Your Office Headaches!* Covers Office 2003, XP and 2000—And Perfectly Useful for Office 97, Too! Is it the best thing since sliced bread? A bug-riddled piece of junk? Here, best-selling author Dan Gookin skillfully navigates between these two extremes, laying bare the best and worst of Office in order to help you achieve a single, all-important

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goal: working faster, easier, and smarter. You'll harness the real power of Word, Excel, PowerPoint, and Outlook while avoiding their pitfalls—and you'll discover the ways they actually can be made to work together as a truly integrated suite. Dan Gookin's Naked Office means the end of Office-inspired headaches. (Well, the vast majority of them, anyway. He's not a miracle-worker, after all.) Expert Instruction to Change Office Life as You Know It (for the Better) Making a paragraph look the way you want it to look Understanding how styles work and making them work for you Locking a document to prevent changes, and tracking changes made by others Using Excel as a database--and not just for numbers Unraveling formulas and remembering what goes where Organizing e-mail with Outlook Getting the most out of Outlook's scheduling abilities Unlocking the mechanics and philosophy of PowerPoint presentations Oh, and of course--much, much more

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003.

Fast-paced and easy to read, this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away. This concise guide shows readers how to work with PowerPoint's most useful features and its completely redesigned interface. With clear explanations, step-by-step instructions, lots of illustrations, and plenty of timesaving advice, PowerPoint 2007 for Starters: The Missing Manual will quickly teach you to: Create, save, set up, run, and print a basic bullets-and-background slideshow Learn how to add

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pictures, sound, video, animated effects, and controls (buttons and links) to your slides Discover how to incorporate text, spreadsheets, and animations created in other programs The new PowerPoint is radically different from previous versions. Over the past decade, PowerPoint has grown in complexity, but its once-simple toolbar has been packed with so many features that not even the pros could find them all. For PowerPoint 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate. Unfortunately, Microsoft's documentation is as scant as ever, so even if you find the features you need, you still may not know what to do with them. But with this book, you can breeze through the new user interface and its timesaving features in no time. PowerPoint 2007 for Starters: The Missing Manual is the perfect primer for anyone who needs to create effective presentations.

Provides instruction in the features and functions of Access, Excel, FrontPage, Outlook, PowerPoint, Publisher, and Word, as well as two new applications--Microsoft InfoPath and OneNote--and the new integration features of the new version of the Office suite.

A guide to the integrated software package for experienced users delves into hundreds of undocumented secrets, hidden tools, and little-known field codes. For the past three decades, the Shelly Cashman Series has effectively

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introduced computers to millions of students - consistently providing the highest quality, most up-to-date, and innovative materials in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks have been the most widely used books in computer education. With each new edition of our Office books, we have made significant improvements based on software changes and comments made by both instructors and students. Our Microsoft Office 2003 books continue with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series.

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