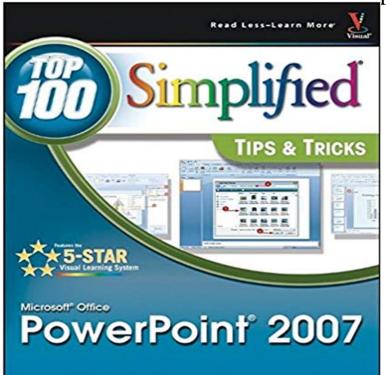
Microsoft Office PowerPoint 2007: Top 100 Simplified Tips & Tricks



You already know PowerPoint 2007 basics. Now youd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, youll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive with PowerPoint 2007. * Minimal text and maximum illustrations * Task-oriented, step-by-step approach * Navigational aids connect instructions to illustrations * Self-contained, two-page lessons Uniform layout makes it easy to read less, learn more How easy is it? Look for these symbols marking the difficulty of each * Demonstrates a new spin on a common task * Introduces a new skill or a Combines multiple skills new task * requiring in-depth knowledge * Requires extensive skill and may involve other technologies

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