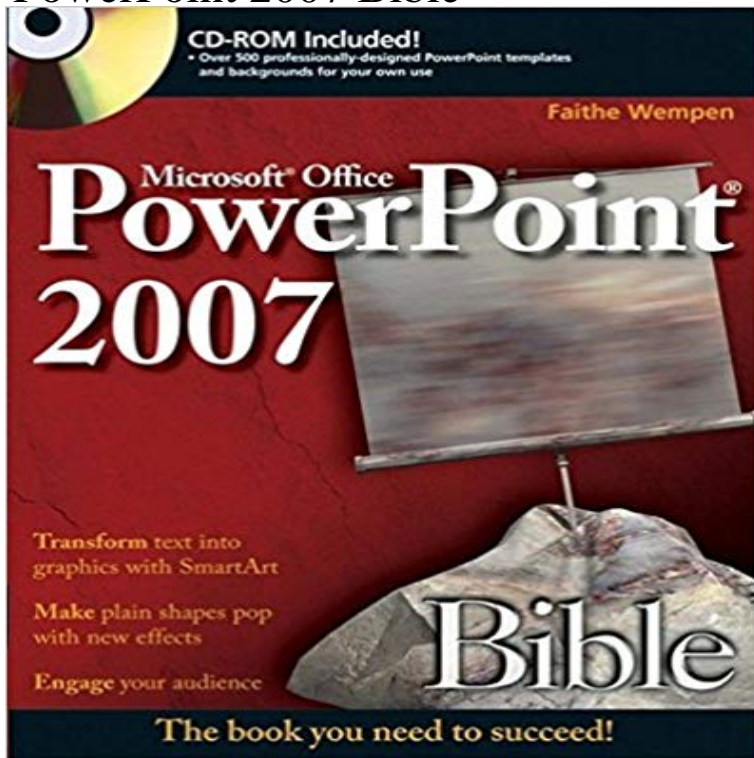


## PowerPoint 2007 Bible



Creating a good presentation is much more than just clicking a few dialog boxes and typing some text. It requires knowledge and planning lots of it. With the PowerPoint 2007 Bible you will not only be able to build a presentation with PowerPoint, but you'll also be able to explain why you made the choices you did, and you'll deliver that presentation smoothly and with confidence.

Experienced PowerPoint presenters will find the book full of coverage of Microsoft's new Office user interface for PowerPoint, including the innovative Ribbon. Anyone using PowerPoint will appreciate the advice on how to avoid really bad PowerPoint, get beyond bullet points, and engage the audience by creating PowerPoint presentations that don't suck. Valuable CD-ROM included! The CD-ROM included with the book contains more than 500 ready-to-use PowerPoint templates, backgrounds and themes from some of the best-known professional PowerPoint designers. Some of the topics covered include: Getting familiar with PowerPoint, the new tabs and Ribbon, the Office menu, SmartArt, and PowerPoint views. Delivering an effective presentation from identifying your audience and purpose through developing the content and rehearsing to preparing the room and equipment and finally getting on stage. Working with slides, text, and text formatting including the right fonts for your presentation format. Laying out slides and presentations with layouts, masters, backgrounds, and the new PowerPoint 2007 Themes. Working with tables and including tabular material and data from Word or Excel. Drawing, working with photos and using charts, clip art, and PowerPoint 2007's new SmartArt. Adding sound effects, music, video, and soundtracks. Creating animations and transitions. Supporting your audience and presentation with handouts, speaker notes, and outlines. Working with PowerPoints

live presentation tools including on-screen controls, backup slides, custom shows, preparing your presentation for use on another computer, and preparing your AV equipment or projectors Building other presentation types including a self-running kiosk and a web and CD/DVD presentations Sharing and collaborating on presentations on a LAN or using the new SharePoint Slide Library 4 special labs to help you put all of your PowerPoint skills to us in great content including presenting content with out Bullet lists The CD-ROM included with the book contains more than 500 ready-to-use PowerPoint templates, backgrounds and themes from some of the best-known professional PowerPoint designers

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