



PowerPoint Basics in 30 Minutes: How to Make Effective PowerPoint Presentations Using a PC, Mac, PowerPoint Online, or the PowerPoint App (Paperback)

By Angela Rose

In 30 Minutes Guides, 2017. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. When you re giving a slide presentation, a positive impression can make a sale or win over an audience. PowerPoint Basics In 30 Minutes can help you connect with audiences and make great presentations that get real results. This unofficial PowerPoint user guide covers the basic features of PowerPoint 2016 (part of the Office 365 suite), PowerPoint Online, and the PowerPoint mobile apps, including PowerPoint for Android and PowerPoint for iOS. The PowerPoint manual also demonstrates how to use some of PowerPoint s most powerful features and tools, such as: Premade PowerPoint templates with gorgeous backgrounds and fonts. Custom PowerPoint layouts that fit your personality or corporate identity. Special PowerPoint formatting and design options. Tools to place photos, video, and audio onto slides. Shapes, graphs, tables, and SmartArt. Graceful transitions between PowerPoint slides. PowerPoint animations that can make text and other elements come to life. Proofing tools for spelling and review. PowerPoint collaboration features that make it easy to work with colleagues or classmates. Exporting PowerPoint PDFs, online versions for the Web, and package presentations to share with others. Creating paper...



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