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If you want to make a great presentation fast but don't want to get bogged down in the details, then you need a Visual QuickProject Guide! You don't need to know every feature—you just want to know how to get your project done. Full-color illustration s show you how to perform each step of your project from start to finish. Low priced—why pay for more than you need? Microsoft PowerPoint is nearly ubiquitous in today's world--from business to schools to clubs to organizations, PowerPoint presentations are everywhere you turn. To learn to create the best-looking presenta-

tions--the ones that stand out in terms of content and visual appeal--fast, readers need *Creating a Presentation in Microsoft Office PowerPoint 2007: Visual QuickProject Guide*. PowerPoint presenter extraordinaire Tom Negrino steps readers through a single, basic presentation. He begins with an overview of the redesigned Office interface and highlights the tools readers will use as they create their project. From there, readers begin writing their presentation, gathering images and sound files, choosing a design, working with text, and adding graphics and slide effects and transitions. From there they learn about presenting and sharing

their presentations with the world. Readers will learn how to use the attractive new themes in PowerPoint and so much more. In the end, they will have a professional-looking and visually appealing presentation they can use anywhere! Each book in the Visual QuickProject Guide series now has a companion website featuring sample project files--making it even easier for users to work through each project as they read through the book.

Part of the Illustrated Series, this practical, easy to navigate book provides the essential knowledge of Microsoft PowerPoint 2007 that students need to succeed in both the classroom and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office PowerPoint 2007.

MS Office 2007 in a Nutshell teaches the basic operations of Microsoft Office 2007 (officially called 2007 Microsoft Office System) which is a Windows version of the Microsoft Office System. Microsoft Office 2007 contains a number of new features, the most notable of which is the entirely new graphical user interface, initially referred to as the Ribbon User Interface, replacing the menus and toolbars. It features a central menu button, widely known as the 'Office Button'. This book will help the reader in understanding the core Microsoft Office applications in detail, such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access. It also teaches the reader to create or edit individual items in Microsoft Outlook. This book covers the basics of Windows Vista, the Internet and viruses. All the basic operations of Windows Vista, the Internet and MS Office 2007 are explained in

a simple manner covering the key functions of each package along with the details of menus, commands, toolbars and icons. Examines the new features and enhancements of the presentation software, describing the new user interface and explaining how to combine text, animation, video, photographs, sound effects, narration, and other features into a professional-looking presentation.

PowerPoint 2007 is the most popular presentation tool in the world for a reason. In the right hands it can enable you to command a room and create presentations that are as engaging as they are informative. It doesn't matter whether you're speaking to hundreds of people or just one. The first step to success is understanding all the features and tools within this powerful program.

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions

for downloading the CD files can be found in the ebook.

Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add sound and animation, and present in a business or Internet setting. Equips users to present visually charged, captivating slideshows. Sophisticated, revised full-color design provides readers with easier navigation. Shows users how to make real-world use of PowerPoint 2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper.

The key features of Microsoft PowerPoint, including:

- Creating and editing slides
- Importing data from other applications
- Adding charts, clip art, sound and video
- Working with hyperlinks and action buttons
- Creating Web Pages using PowerPoint

Updated coverage of the new version: Revised throughout to cover the latest updates and enhancements made to PowerPoint. Some of these include:

- Much tighter integration with Excel
- Greatly improved formatting capabilities
- Full 3-D rendering for the first time
- New diagramming feature, the slide library, which will let users store and share slides for re-use, even alerting them when the original slide is changed
- Improved tables

This is the only book that will help an intermediate PowerPoint user improve their skills to an advanced level. In doing so, they can benefit both professionally and personally. This is not a comprehensive book that will bore you with every detail of PowerPoint, but a guide to specific actions you can take to create the ultimate presentation. The book covers the powerful formatting engine new to PowerPoint 2007, and how it can be used for applying soft

shadows, reflection, and glows to make a presentation look attractive. It also covers PowerPoint's new 3D engine. The book goes into deep technical detail about the Office 2007 theme engine and how color schemes, effect schemes, and font schemes work; as well as the new PowerPoint XML file format, showing you how to edit PowerPoint files without using PowerPoint at all. The authors walk through programming a macro and explain how to format shapes, diagrams, charts, text, tables with gradient and picture fills and different kinds of lines (e.g. a beveled compound line with a diamond arrowhead). Also covered are those all important slide show shortcuts that few people know about like -- seeing your private notes while presenting on a projector, starting the slide show from the current slide without fumbling through the user interface, and how to black out the slide show screen with one key press.

The smart way to learn Office PowerPoint 2007—one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to master the fundamentals of working with the latest version of PowerPoint, including how to navigate the new, easy-to-use user interface. You will discover how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web. You'll even learn how to add narrations and custom animations—and more! With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction—building and practicing the skills you need, just when you need them! Includes a companion CD with hands-on practice files. For customers who purchase an ebook version of this title, instructions

for downloading the CD files can be found in the ebook.

Este manual le ayudará a adquirir los conocimientos y destrezas necesarios para desenvolverse con soltura en el manejo de la versión 2007 de PowerPoint. Se busca lograr la realización de todo tipo de presentaciones, utilizando elementos como imágenes, textos, objetos, organigramas, gráficos y dibujos. Aprenderá a configurar la animación de una presentación mediante el uso de efectos, sonidos, videos, etc. Así mismo desarrollará presentaciones atractivas y complejas. Índice 1. Introducción a Microsoft Powerpoint. 2. Primeros pasos con Microsoft Powerpoint. 3. Iniciando una presentación nueva. 4. Operaciones básicas con texto. 5. Operaciones avanzadas con texto. 6. Edición avanzada de las diapositivas. 7. Inserción de objetos en la diapositiva. 8. Inserción avanzada de elementos. 9. Presentación en pantalla. 10. Revisar, imprimir y compartir una presentación.

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 How to Use • Create powerful presentations faster using ready-made templates and Smart Tags • Organize information and add impact with clip art, SmartArt diagrams, tables, and charts • Make your presentation come alive with custom animations • Add narration, animation, 3-D effects, and movie • Add comments and e-mail your presentation to others for review and collaboration • Deliver your presentation in a meeting room on multiple screens • Use Groove and SharePoint Team Services to collaborate and share documents and information • Prepare for the Mi-

crosoft Certified Application Specialist exam. • Practice your new skills with the useful workshops inside On the Web This book uses real-world examples to give you a context in which to use the task. This book also includes workshops to help you put together individual tasks into projects. The PowerPoint example files that you need for project tasks are available at [www.perspection.com](http://www.perspection.com). Perspection has written and produced books on a variety of computer software—including Microsoft Office 2003 and XP, Microsoft Windows XP, Apple Mac OS X Panther, Adobe Photoshop CS2, Macromedia Flash 8, Macromedia Director MX, and Macromedia Fireworks—and Web publishing. In 1991, after working for Apple Computer and Microsoft, Steve Johnson founded Perspection, Inc. Perspection is committed to providing information and training to help people use software more effectively. Perspection has written more than 80 computer books, and sold more than 5 million copies. Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit [www.microsoft.com](http://www.microsoft.com). Chapter 1 Getting Started with PowerPoint 1 Chapter 2 Developing Presentation Content 31 Chapter 3 Designing a Look 73 Chapter 4 Drawing and Modifying Shapes 105 Chapter 5 Inserting Pictures and Multimedia 151 Chapter 6 Inserting Charts and Related Material 189 Chapter 7 Creating a Web Presentation 243 Chapter 8 Finalizing a Presentation and Its Supplements 267 Chapter 9 Preparing a Slide Show 299 Chapter 10 Starting a Slide Show 321 Chapter 11 Reviewing and Securing a Presentation 335 Chapter 12 Working Together on Office Docu-

ments 363 Chapter 13 Customizing the Way You Work 391  
Chapter 14 Expanding PowerPoint Functionality 401 W Work-  
shops: Putting It All Together 425 New Features 439 Microsoft Cer-  
tified Applications Specialist 444

"... an easy to understand book on how to use Microsoft Office  
PowerPoint 2007. ... easy to follow step-by-step directions ..."--P.  
[4] of cover.

A guide to the business presentation software explains how to  
combine text, animation, video, photographs, sound effects, and  
narration into a professional-looking presentation, taking readers  
step by step through the entire process.

"Microsoft Office PowerPoint 2007 merupakan program aplikasi  
pengolah kata terbaik dan terancang saat ini. Tampilan Power-  
Point 2007 berbeda dibandingkan versi sebelumnya. Menu, tool-  
bar, dan taskpane diganti dengan tampilan ribbon yang lebih sim-  
pel dan efisien. Tampilan baru ini dirancang untuk memudahkan  
Anda bekerja. Buku Quick Reference Microsoft Office PowerPoint  
2007 merupakan panduan cepat menggunakan PowerPoint 2007.  
Pembahasan diberikan berdasarkan ikon-ikon yang tersedia dan  
cara cepat mengakses suatu ikon. Materi dikelompokkan ber-  
dasarkan kebutuhan penggunaan."

"Microsoft Office PowerPoint 2007 adalah program aplikasi presen-  
tasi dengan tampilan user interface (UI) baru yang mengganti  
menu, toolbars, dan sebagian besar task panes yang ada di Micro-  
soft PowerPoint versi sebelumnya dengan mekanisasi tunggal  
yang lebih simple dan efisien. User interface (UI) baru ini diran-  
cang untuk membantu anda bekerja lebih produktif serta mudah  
menggunakan seluruh fasilitas dan fungsi yang ada. Dalam

penulisan buku ini diberikan sejumlah materi, tip-trik yang terkait  
dengan materi, contoh kasus sederhana, dan soal latihan yang  
bisa diaplikasikan oleh para pembaca. Buku Student Guide Series  
Microsoft Office PowerPoint 2007 ditujukan untuk para siswa SM-  
P/SMA dan pemula pengguna komputer agar dapat mengenal,  
memahami, dan bisa memakai secara praktis program aplikasi Mi-  
crosoft Office PowerPoint 2007. Setelah mempelajari buku Stu-  
dent Guide Series Microsoft Office Powerpoint 2007, pembaca  
akan dapat: - Mengetahui dan Mulai Bekerja dengan Powerpoint  
2007 - Menyunting Isi Slide - Mengelola Slide dengan Tampilan  
Slide Sorter - Mengatur Format Tampilan Teks - Mengatur Tampi-  
lan Slide Presentasi - Menempatkan Objek - Membuat Tabel Data  
dan Grafik - Menjalankan dan Mencetak Slide Presentasi"

You already know PowerPoint 2007 basics. Now you'd 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, you'll find clear, il-  
lustrated 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 maxi-  
mum illustrations \* Task-oriented, step-by-step approach \* Navi-  
gational 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 task. \* Demonstrates a new spin on a common  
task \* Introduces a new skill or a new task \* Combines multiple  
skills requiring in-depth knowledge \* Requires extensive skill and  
may involve other technologies

Microsoft PowerPoint 2007 Introductory is designed for beginning users of Microsoft Office 2007. This self-paced, step-by-step book with corresponding screenshots makes learning easy and enjoyable. Students will learn the new features of the software through a variety of activities, simulations, and case studies. End-of-lesson exercises reinforce the skills covered in each lesson. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The In Business system is the only series that prepares you expressly for your core business classes such as Accounting, Economics, Marketing, Finance and Business Statistics by doing the following: exposing you to real business files that meet professional standards; providing a useful reference to be used in your business classes; instructing how to use the software as a tool to accomplish business goals; coverage of the core Office skills that you will need in your business courses. In Business includes tools that will benefit any style of learning. Whether you need to reference specific skills for another course or understand how to utilize Microsoft Office to complete your business objectives, In Business will allow you to apply these skills directly to your own education and career aspirations. Microsoft Office Access 2007 In Business, Adv., 1/e covers the following topics: advanced techniques for managing and using tables; date, text, and error functions; forms; and macros. Ideal for business students and professionals.

This is the eBook version of the printed book. Microsoft PowerPoint is nearly ubiquitous in today's world--from business to schools to clubs to organizations, PowerPoint presentations are

everywhere you turn. To get up and running quickly and to learn to create the best-looking presentations--the ones that stand out in terms of content and visual appeal--readers need Microsoft Office PowerPoint 2007 for Windows: Visual QuickStart Guide. PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they.

"Anda sering merasa frustrasi karena pembuatan presentasi Anda tak kunjung selesai? Anda merasa proses pembuatan presentasi dengan PowerPoint 2007 sulit? Melelahkan? Bertele-tele? Barangkali itu karena Anda belum sepenuhnya menguasai fitur pengolahan dan pembuatan slide dengan PowerPoint 2007. Atau mungkin pertanyaan yang muncul berasal dari sudut pandang yang lain, misalnya: Anda terkesima dengan presentasi yang disajikan oleh orang lain? Heran karena presentasi yang disajikan di layar proyektor berbeda dengan tampilan layar monitor? Hei, presentasinya bisa jalan sendiri? Nah, jika Anda ingin memuaskan keingintahuan Anda tentang berbagai tip dan trik pengolahan slide serta penyajian presentasi dengan PowerPoint 2007, buku ini merupakan pilihan yang tepat. Pengalaman penulis yang cukup kaya dalam melakukan presentasi di berbagai seminar, workshop, atau event yang lain dibebaskan secara tuntas melalui buku ini. \*\*\* Editor's Note \* Mengungkap trik pengolahan slide & penyajian presentasi PowerPoint 2007 secara tuntas \* Penjelasan praktis, dgn bahasa yg lugas & mudah dimengerti "

"siapkah anda memasuki era slide presentasi menggunakan ms office powerpoint 2007? kalau siap, jawab pertanyaan-pertanyaan di bawah ini terlebih dulu: -apa yang dimaksud promote dan demote itu? -bagaimana caranya agar file powerpoint versi

97-2003 dibuka menggunakan powerpoint versi 2007? -bagaimana caranya mencetak slide presentasi dengan tinta hitam saja walaupun kita punya printer berwarna? -bagaimana caranya mendesain slide presentasi dalam waktu singkat? -apakah kita bisa menulis teks yang menghadap ke atas di dalam tabel? -bagaimana caranya agar objek menjadi sebuah hyperlink? -apa bedanya close dan apply to all? itu baru seberapa. ada banyak lagi pertanyaan, rahasia, dan misteri yang diungkap di dalam buku ini. baca dan nikmatilah kecanggihan ms office powerpoint 2007!"

The Exploring series helps students master the How and Why of performing tasks in Office to gain a greater understanding of how to use the individual applications together to solve business problems. Exploring titles feature Perfect pages where every step of every hands-on exercise as well as every end-of-chapter problem begins on a new page and has its own screen shot to make it easier to follow. Each chapter contains Hands-on Exercises, Capstone Exercises, and Mini-Cases for practicing and reviewing skills acquired. Exploring Microsoft Office PowerPoint 2007, Comprehensive, 1/e covers the following topics: introduction to PowerPoint; developing a presentation; inserting clip art and creating and using drawn objects; using objects (images, sound, and media clips); working with charts and graphs; customizing a slideshow; saving a web page and adding interactivity; collaborating with others. Ideal for students and individuals seeking a comprehensive introduction to Microsoft PowerPoint 2007.

Market\_Desc: For home and office users of the Microsoft Office PowerPoint looking for quick and easy access to their common technology questions. This series targets the price conscious,

time-starved visual learners who wants to know the essentials about a program and are looking for quick and easy solutions to their common technology questions. Special Features: · Visual Quick Tips help visual learners work smarter by teaching them tips, tricks, and techniques for getting more done in less time· This easy to use, compact guide provides tips, secrets, and tricks to help readers save time and become more efficient with PowerPoint· Offers a task-oriented approach with two tasks presented on most spreads· Users will find straight-forward task descriptions, succinct explanations, and full-colored screenshots with step-by-step instruction· The best buy for time-starved visual learners who need practical results fast!· Microsoft Office PowerPoint is the leading presentation software on the market About The Book: PowerPoint 2007 Visual Quick Tips provides visual learners with useful and unexpected techniques that can be performed using Microsoft's robust presentation software. This easy to use, compact guide provides tips, secrets, and tricks to help readers save time and become more efficient with PowerPoint. The full-color screen shots and numbered, step-by-step instructions show readers how to get more done in less time and boost their productivity. A handy smaller trim size makes it easy for readers to find essential information on the core tasks of PowerPoint 2007.

Microsoft PowerPoint is nearly ubiquitous in today's world--from business to schools to clubs to organizations, PowerPoint presentations are everywhere you turn. To get up and running quickly and to learn to create the best-looking presentations--the ones that stand out in terms of content and visual appeal--readers need Microsoft Office PowerPoint 2007 for Windows: Visual Quick-

Start Guide. PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they create their presentations. Trusted teacher Tom Negrino gives step-by-step instruction on using all the new features in PowerPoint 2007, such as using the dynamic SmartArt Diagrams, custom layouts, applying attractive new themes (change them in just one click!), and how to manipulate and work with your text, tables, charts, and other presen-

tation elements in much richer ways than ever before. Readers learn about writing their presentation, gathering images and sound files, choosing a design, working with text, and adding graphics and slide effects and transitions. In the end, users will have a professional-looking and visually appealing presentation they can use anywhere! As with all Visual QuickStart Guide books, clear, concise instructions and lots of visual aids make learning easy and painless.