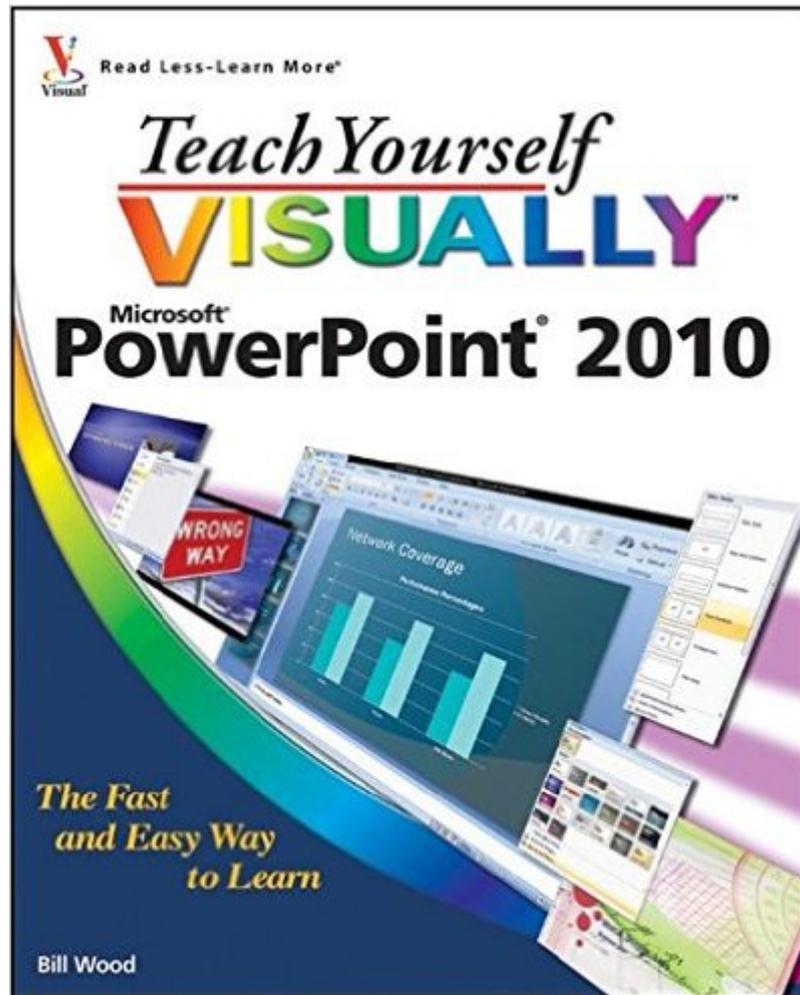


The book was found

# Teach Yourself VISUALLY PowerPoint 2010



## Synopsis

Fast, easy way to get the very most out of PowerPoint 2010 Present your work in style in a PowerPoint presentation using the tips and techniques in this visual guide to PowerPoint 2010. It covers the basics, as well as all the exciting new changes and additions in a series of easy-to-follow, full-color, two-page tutorials. Learn how to create slides, dress them up using templates and graphics, add sound and animation, and more. If you're looking for a practical, "show me, don't tell me" guide to PowerPoint 2010, this is the book for you. Helps you create presentations with greater impact using PowerPoint 2010, the latest generation of Microsoft's presentation software; PowerPoint 2010 is part of the new Microsoft Office 2010 suite of products Introduces PowerPoint 2010's new features, including the new Reading View, new transitions tab, and a new screenshot function Shows you how to create slides, dress them up with templates and graphics, add sound and animation, and present in a business or Internet setting Features easy-to-follow, full-color, two-page tutorials Add more power to your PowerPoint presentations with this practical guide.

## Book Information

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## Customer Reviews

Let's face it, computer programs are complicated and right after I do something, I forget what I did. I knew there was a way to add text to a photo, but I couldn't make it happen. Once the book showed me, I thought I should have been able to figure it out. But a few days passed and I went to do it again and I could not find the button without going back to the book. THERE ARE A LOT OF

**BUTTONS!** I love powerpoint because I can make web pages easily with it--just take a screen shot or photo or whatever I want to use and stick it on a slide and cut and move and write on it and add other photos. Then I save it and use it in emails as a jpeg or put it on my website---so many uses. My website provider does not allow for writing on photos, so I really needed this function. I highly recommend the book. I found everything I needed. It has all sorts of things that are way too advanced for me---I guess you can click on the book and look at the table of contents. I don't need those yet, but I think the book will be able to walk me through them.

As someone who is an occasional user of PowerPoint and has been reluctant to leave my familiar and beloved 2003 interface, I have found this book to be well worth its cost. The author makes it easy to locate needed functions and steps the reader through the process with simple clear instructions and labeled screen shots. Learning the latest Microsoft version is a pleasure and not a stress even while I'm on a time crunch. A great book for a novice or someone who wants a quick update on how to step things up a notch and use the latest enhancements.

I have purchased several other books in the "Teach Yourself VISUALLY" series, and find the format very easy to follow. The liberal use of screenshots and illustrations and the step-by-step approach takes the guesswork out of learning PowerPoint, and makes it a fun learning experience too. Whether you're new to PowerPoint, or just trying to learn some of the more advanced features, as I was, you will find what you're looking for in this book. My copy is laced with tape flags for pages I like to refer to - some features just don't get used often enough for me to remember how to use them. I try to keep it on my desk at work, but it keeps ending up on other people's desks.... it has a tendency to wander around the office. I have suggested that we buy several additional copies for shared use. Unless you're using PowerPoint very regularly, it's hard to become a highly proficient user, but with this "Teach Yourself" resource, you'll be able to quickly plug the gaps in your knowledge.

This book is an absolute must have if your new to PowerPoint. It not only explains in detail how to use the various functions, but shows you with screenshots where to find the buttons the text is describing. Without this book I'd still be trying to figure out how to send a PowerPoint E-mail. As I said...A Must! See my review of PowerPoint 2010.

I purchased this book along with the much more detailed and larger PowerPoint 2010 Bible. I much

prefer this book. I found it very easy to navigate and it answered my questions completely. Very easy to use. It will make you a pro easily.

Love these "Visually" how to books. Have been using them for years. Quick info, detailed "screen shots". Have them for Word, Access, Excel, Power Point, Windows 7, Windows Vista, AND Windows 10 is on order as I write. Actually quicker than surfing through the Office community pages, and other sources looking for answers from other users or surfing the entire Microsoft website looking for an answer to your question(s). GREAT tools! I highly recommend them all.

Don't buy this book unless you are willing to use a magnifying glass to read the screen shots, which must be in about size 4 type. I thought it was me, but a nine year old neighbor boy, who has something like 30/20 vision, could not read the screen shots. Another problem, which seems to be common to a lot of books on PowerPoint 10, is that from the start the book tells you all about lots of fancy details, and only occasionally deals with the main points, the meat and potatoes, so to speak. Moreover, the index is only so-so. So as to not be totally negative, I will say that the book does have a lot of useful information, although it is sometimes hard to find, and uses color very effectively.

I had to have this book for school. I was certain I would and could never draw. But I am! The beginning are tiny baby steps, but you will discover a new way to look at our world... through the eyes of rectangles and circles. Good book for the person who wants to draw. Good book for the person who thinks they can't draw.

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