

Beyond Bullet Points: Using Microsoft® Office PowerPoint® 2007 To Create Presentations That Inform, Motivate, And Inspire

What's the secret to sales success? If you're like most business leaders, you'd say it's fundamentally about relationships-and you'd be wrong. The best salespeople don't just build relationships with customers. They challenge them. The need to understand what top-performing reps are doing that their average performing colleagues are not drove Matthew Dixon, Brent Adamson, and their colleagues at Corporate Executive Board to investigate the skills, behaviors, knowledge, and attitudes that matter most for high performance. And what they discovered may be the biggest shock to conventional sales wisdom in decades. Based on an exhaustive study of thousands of sales reps across multiple industries and geographies, The Challenger Sale argues that classic relationship building is a losing approach, especially when it comes to selling complex, large-scale business-to-business solutions. The authors' study found that every sales rep in the world falls into one of five distinct profiles, and while all of these types of reps can deliver average sales performance, only one-the Challenger- delivers consistently high performance. Instead of bludgeoning customers with endless facts and features about their company and products, Challengers approach customers with unique insights about how they can save or make money. They tailor their sales message to the customer's specific needs and objectives. Rather than acquiescing to the customer's every demand or objection, they are assertive, pushing back when necessary and taking control of the sale. The things that make Challengers unique are replicable and teachable to the average sales rep. Once you understand how to identify the Challengers in your organization, you can model their approach and embed it throughout your sales force. The authors explain how almost any average-performing rep, once equipped with the right tools, can successfully reframe customers' expectations and deliver a distinctive purchase experience that drives higher levels of customer loyalty and, ultimately, greater growth. Giving good presentations is not just common sense. Cognitive neuroscientist Stephen M. Kosslyn shows how to make presentations work better based on how our brains work. Where many books focus on how to create a first draft, Better PowerPoint gives you quick steps to improve one you already have. · 8 key rules that are easy to remember and use · Clear principles about how to design effective slides based on well-established scientific data · Quick steps to sharpen and strengthen your presentation · Easy-to-use checklists guide you through each aspect of your presentation · Chapters are structured to help you prioritize the most effective edits · Memorable examples and illustrations to show what works, and what doesn't · Lessons in what to fix can also help you create better first drafts faster. If you have a PowerPoint presentation that is not giving you the results you want, take advantage of what scientific research can tell you about how your audience is seeing and thinking about what you have to say.

This book focuses exclusively on the application of PowerPoint to the creation of online training programs. Better than Bullet Points, Creating Engaging e-Learning with PowerPoint fills that gap. By providing in-depth guidance, specific instructions, and helpful exercises, the book will enable training practitioners to create impactful learning interactions in PowerPoint. The author steps readers through the powerful features of this popular desktop application, covering everything from text to art, animation to interactivity. Provided that the reader owns a copy of PowerPoint, this book will immediately put free real-world tools into the hands of those who need it. The information is practical rather than theoretical and immediately applicable. Most importantly, this book will help make e-learning accessible to those who have previously been excluded from taking advantage of the opportunities e-learning can provide. Jane Bozarth is the e-learning coordinator for the North Carolina Office of State Personnel's Human Resource Development Group and has been a training practitioner since 1989. She is a columnist for Training Magazine and has written for numerous publications including Creative Training Techniques Newsletter and the Journal of Educational Technology and Society.

Building PowerPoint Templates Supercharge your PowerPoint® presentations with custom templates and themes! Want to create presentations that are more consistent and cost-effective? Presentations that fully reflect your branding? Then don't settle for Microsoft's "out-of-the-box" templates and themes: create your own! In this easy, hands-on guide, two PowerPoint MVPs teach you every skill and technique you'll need to build the perfect template-from planning and design, through theme building, custom layouts, colors, and deployment. Echo Swinford and Julie Terberg have distilled their immense PowerPoint knowledge into simple, step-by-step techniques you can use right now, whether you're using PowerPoint 2010 or 2007 for Windows, or PowerPoint 2011 for Mac. Well-built templates are the backbone of great presentations—whether building them for your own use or designing for thousands of users, this book will guide you through the process of creating the most effective templates. Important Note: Upgrading from older versions of PowerPoint, such as PowerPoint 2003? Your old templates may no longer work. This book will help you make the transition painlessly! • Plan new templates and themes to maximize their business value for years to come • Understand the differences between templates and themes, and how they work together • Make better choices about color, fonts, and slide layouts • Create efficient templates for individual users, teams, and large organizations • Incorporate Notes and Handout Masters into your presentation templates • Provide example slides and default settings that lead to better presentations • Use Microsoft's little-known Theme Builder to create effects and background styles • Work around hidden quirks in PowerPoint's advanced template and theme features Echo Swinford, a Microsoft PowerPoint MVP since 2000, has been a featured speaker at the Presentatio Summit (formerly PowerPoint Live) since its inception. She is the expert voice and instructor behind PowerPoint 2010 LiveLessons (Video Training), the author of Fixing PowerPoint Annoyances and co-author of The PowerPoint 2007 Complete Makeover Kit. Julie Terberg is a Microsoft PowerPoint MVP and featured speaker at the Presentation Summit. She is the owner of TerVerg Design and has been designing presentations since the mid-1980s. She is co-author of Perfect Medical Presentations. As contributing author for Presentations Magazine, she won awards for her Creative Techniques columns.

PowerPoint 2019 For Dummies

Presentation Zen

Microsoft PowerPoint 2013

Notes about Inventing PowerPoint

The Missing Manual

Better PowerPoint (R)

Microsoft Office Word 2007 Step by Step

Get expert techniques and best practices for creating professional-looking documents, slide presentations, and workbooks. And apply these skills as you work with Microsoft Word, PowerPoint, and Excel in Office 2010 or Office for Mac 2011. This hands-on guide provides constructive advice and advanced, timesaving tips to help you produce compelling content that delivers—in print or on screen. Work smarter—and create content with impact! Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional-quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic for Applications (VBA) and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes: All the book's sample files for Word, PowerPoint, and Excel Files containing Microsoft Visio samples—Visio 2010 is required for viewing

Experience learning made easy—and quickly teach yourself how to stay organized and stay connected using Outlook 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. Set up your email and social media accounts Send, search, filter, and organize messages Manage one or more calendars, and share your schedule Help protect your inbox and outbox Create and track tasks, to-do lists, and appointments

Provides a collection of tips on fixing annoyances found in Microsoft Access, covering such topics as performance, security, database design, queries, forms, page layout, macros, and expressions.

Unlock the amazing story buried in your presentation—and forget boring, bullet-point-riddled slides forever! Guided by communications expert Cliff Atkinson, you'll walk you through an innovative, three-step methodology for increasing the impact of your presentation. Discover how to combine classic storytelling techniques with the power of visual media to create a rich, engaging experience with your audience. Fully updated for PowerPoint 2010, and featuring compelling presentation examples from classroom to boardroom, this book will help transform your presentations—and your business impact!

Windows Server 2012 Security from End to Edge and Beyond

The Backchannel

Documents, Presentations, and Worksheets

Sweating Bullets

The Faulty Causality, Sloppy Logic, Decontextualized Data, and Seductive Showmanship That Have Taken Over Our Thinking

Office 365 For Dummies

Using Microsoft PowerPoint to Create Presentations that Inform, Motivate and Inspire

"Information Systems for Business and Beyond introduces the concept of information systems, their use in business, and the larger impact they are having on our world."--BC Campus website.

Describes how to improve PowerPoint presentations.

PowerPoint was the first presentation software designed for Macintosh and Windows, received the first venture capital investment ever made by Apple, then became the first significant acquisition ever made by Microsoft, who set up a new Graphics Business Unit in Silicon Valley to develop it further. Now, twenty-five years later, PowerPoint is installed on more than one billion computers, worldwide. In this book, Robert Gaskins (who invented the idea, managed its design and development, and then headed the new Microsoft group) tells the story of its first years, recounting the perils and disasters narrowly evaded as a startup, dissecting the complexities of being the first distant development group in Microsoft, and explaining decisions and insights that enabled PowerPoint to become a lasting success well beyond its original business uses.

Experience learning made easy—and quickly teach yourself how to create dynamic presentations with PowerPoint 2010. With STEP BY STEP, you set the pace—building and practicing the skills you need, just when you need them! Topics include creating great-looking slides using templates or your own designs; creating sophisticated charts and diagrams; using animation, sound, and other special effects; creating presentations simultaneously with others over the Web; delivering presentations; and other core topics.

Slides for Students

How Audiences are Using Twitter and Social Media and Changing Presentations Forever

Power Points!

Architecting, Designing, Planning, and Deploying Windows Server 2012 Security Solutions

Beyond Bullet Points

Teach Yourself VISUALLY Microsoft Teams

Pitching Out Corrupts Within

Reveals the underlying story form of all great presentations that will not only create impact, but will move people to action Presentations are meant to inform, inspire, and persuade audiences. So why then do so many audiences leave feeling like they've wasted their time? All too often, presentations don't resonate with the audience and move them to transformative action. Just as the author's first book helped presenters become visual communicators, Resonate helps you make a strong connection with your audience and lead them to purposeful action. The author's approach is simple: building a presentation today is a bit like writing a documentary. Using this approach, you'll convey your content with passion, persuasion, and impact. Author has proven track record, including having created the slides in Al Gore's Oscar-winning An Inconvenient Truth Focuses on content development methodologies that are not only fundamental but will move people to action Depends the usual paradigm by making the audience the hero and the presenter the mentor Shows how to use story techniques of conflict and resolution Presentations don't have to be boring ordeals. You can make them fun, exciting, and full of meaning. Leave your audiences energized and ready to take action with Resonate.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, Analyzing Data with Power BI and Power Pivot for Excel (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details:http://aka.ms/analyzingdata/details. Learn more about Power BI at https://powerbi.microsoft.com/.

Beyond Bullet Points, Fourth Edition "Throw away those room-emptying, left-brain slides-and use Atkinson's book to turn your PowerPoint presentation into an epic." -Daniel H. Pink, author of Drive and A Whole New Mind Think beyond bullet points-and amplify the impact of your message! Now in its fourth edition, this popular classic illuminates an innovative, step-by-step methodology designed to unlock the amazing visual story waiting to be released from your message. Communications expert Cliff Atkinson shows how to apply classic storytelling tenets and practical, research-based guidelines as you work with Microsoft PowerPoint-for memorable, meaningful, and persuasive visual stories. Change your approach-and transform your results! Find your story thread Create an emotional connection to increase your impact. Cut through the clutter Distill your message and get right to the point. Bring your story to life Storyboard your ideas, find your natural voice, and deliver a compelling presentation!

Beyond Bullet Points, 3rd Edition/Using Microsoft PowerPoint to Create Presentations That Inform, Motivate, and Inspire/Pearson Education

How PowerPoint Makes You Stupid

Simple Ideas on Presentation Design and Delivery

Using PowerPoint to Tell a Compelling Story That Gets Results

Present Visual Stories that Transform Audiences

The Effective Use of Powerpoint in Education

The Challenger Sale

PowerPoint 2007: The Missing Manual

With over 500 million users worldwide, Microsoft's PowerPoint software has become the ubiquitous tool for nearly all forms of public presentation—in schools, government agencies, the military, and, of course, offices everywhere. In this revealing and powerfully argued book, author Franck Frommer shows us that PowerPoint's celebrated ease and efficiency actually mask a profoundly disturbing but little-understood transformation in human communication. Using fascinating examples (including the most famous PowerPoint presentation of all: Colin Powell's indictment of Iraq before the United Nations), Frommer systematically deconstructs the slides, bulleted lists, and flashy graphics we all now take for granted. He shows how PowerPoint has promoted a new, slippery "grammar," where faulty causality, sloppy logic, decontextualized data, and seductive showmanship have replaced the traditional tools of persuasion and argument. How PowerPoint Makes You Stupid includes a fascinating mini-history of PowerPoint's emergence, as well as a sobering and surprising account of its reach into the most unsuspecting nooks of work, life, and education. For anyone concerned with the corruption of language, the dumbing-down of society, or the unchecked expansion of "efficiency" in our culture, here is a book that will become a rallying cry for turning the tide.

Like every other application in Microsoft Office suite, PowerPoint is loaded with features. So many, in fact, that even veterans don't know where to find them all. Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use.

PowerPoint 2007 also boasts improved graphics, additional templates, the ability to save custom layouts, and improved collaboration through SharePoint. One thing Microsoft hasn't improved is its poor documentation. To learn the ins and outs of all the features in PowerPoint 2007, Microsoft merely offers online help. If you're familiar with previous versions of the program, you may be lost the first time you fire up the new PowerPoint; or you would be if it weren't for PowerPoint 2007: The Missing Manual. This book, written specifically for this version of the software, not only offers the basics of how to create, save, set up, run, and print a basic bullets-and-background slideshow, but takes you into the world of multimedia, animation, and interactivity. You'll learn how to add pictures, sound, video, animated effects, and controls (buttons and links) to their slides, along with ways to pull text, spreadsheets, and animations created in other programs. You can also create your own reusable design templates and learn to automate repetitive tasks with macros. Learn how to take advantage of advanced functions (such as adding custom background images) that existed in previous PowerPoint versions, but were so cleverly hidden that few people ever found them.

Beyond Bullet Points, Fourth Edition "Throw away those room-emptying, left-brain slides-and use Atkinson's book to turn your PowerPoint presentation into an epic." -Daniel H. Pink, author of Drive and A Whole New Mind Think beyond bullet points-and amplify the impact of your message! Now in its fourth edition, this popular classic illuminates an innovative, step-by-step methodology designed to unlock the amazing visual story waiting to be released from your message. Communications expert Cliff Atkinson shows how to apply classic storytelling tenets and practical, research-based guidelines as you work with Microsoft PowerPoint-for memorable, meaningful, and persuasive visual stories. Change your approach-and transform your results! Find your story thread Create an emotional connection to increase your impact. Cut through the clutter Distill your message and get right to the point. Bring your story to life Storyboard your ideas, find your natural voice, and deliver a compelling presentation!

Unlock the amazing story buried in your presentation—and forget boring, bullet-point-riddled slides forever! Guided by communications expert Cliff Atkinson, you'll walk you through an innovative, three-step methodology for increasing the impact of your presentation. Discover how to combine classic storytelling techniques with the power of visual media to create a rich, engaging experience with your audience. Fully updated for PowerPoint 2010, and featuring compelling presentation examples from classroom to boardroom, this book will help transform your presentations—and your business impact!

T-SQL Fundamentals

Resonate

Information Systems for Business and Beyond

Microsoft Office 2016

Total Workday Control Using Microsoft Outlook

Introducing Microsoft Power BI

Using PowerPoint to tell a compelling story that gets results

300 million powerpoint presentations are given daily, yet there is a disconnect between the amazing technology of powerpoint and a mediocre student learning experience. To unleash the full potential of powerpoint presentations, we must do a better job of creating presentations that fit the educational needs of students. Slides for Students does just that.Slides for Students is an open and honest discussion about powerpoint in the classroom. A need exists for thoughtfully designed and implemented classroom instruction that focuses on the learner rather than on the technology. This book was written to translate academic research findings into practical suggestions about powerpoint that educators can use. Divided into two parts, Slides for Students discusses the history of powerpoint, explores academic studies on the topic, and demonstrates how to design slides to best suit educational needs and engage with students to avoid the dreaded "death by powerpoint."

Get up and running fast with the PowerPoint 2019 PowerPoint continues to be the go-to tool for business presentations. The software helps anyone who needs to communicate clearly by creating powerful and effective slideshow presentations featuring data in the form of charts, clip art, sound, and video. You can even use it to create presentations for the Web. In PowerPoint 2019 For Dummies, expert Doug Lowe shows you how to use this popular tool to make show-stopping presentations that will get your message across — and your audience excited. Create a slide presentation with special effects Work with master slides and templates Collaborate with others in the cloud Add charts, clip art, sound, and video Want to learn to use PowerPoint quickly and efficiently? Look no further!

FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — presentationzen.com — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. Presentation Zen challenges the conventional wisdom of making "slide presentations" in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simplify, more effective presentations.

Windows Server 2012 Security from End to Edge and Beyond shows you how to architect, design, plan, and deploy Microsoft security technologies for Windows 8/Server 2012 in the enterprise. The book covers security technologies that apply to both client and server and enables you to identify and deploy Windows 8 security features in your systems based on different business and deployment scenarios. The book is a single source for learning how to secure Windows 8 in many systems, including core, endpoint, and anywhere access. Authors Tom Shinder and Yuri Diogenes, both Microsoft employees, bring you insider knowledge of the Windows 8 platform, discussing how to deploy Windows security technologies effectively in both the traditional datacenter and in new cloud-based solutions. With this book, you will understand the conceptual underpinnings of Windows 8 security and how to deploy these features in a test lab and in pilot and production environments. The book's revolutionary "Test Lab Guide" approach lets you test every subject in a predefined test lab environment. This, combined with conceptual and deployment guidance, enables you to understand the technologies and move from lab to production faster than ever before. Critical material is also provided in key concepts and scenario-based approaches to evaluation, planning, deployment, and management. Videos illustrating the functionality in the Test Lab can be downloaded from the authors' blog http://blogs.technet.com/b/security_talk/. Each chapter wraps up with a bullet list summary of key concepts discussed in the chapter. Provides practical examples of how to design and deploy a world-class security infrastructure to protect both Windows 8 and non-Microsoft assets on your system. Written by two Microsoft employees who provide an inside look at the security features of Windows 8 Test Lab Guides enable you to test everything before deploying live to your system

Better Than Bullet Points

Quick Fixes Based On How Your Audience Thinks

Taking Control of the Customer Conversation

Microsoft Outlook 2013 Step by Step

How to Fix the Most Annoying Things About Your Favorite Presentation Program

How Bill Gates Fumbled the Future of Microsoft

MOS 2016 Study Guide for Microsoft PowerPoint

Effectively query and modify data using Transact-SQL Master T-SQL fundamentals and write robust code for Microsoft SQL Server and Azure SQL Database. Itzik Ben-Gan explains key T-SQL concepts and helps you apply your knowledge with hands-on exercises. The book first introduces T-SQL 's roots and underlying logic. Next, it walks you through core topics such as single-table queries, joins, subqueries, table expressions, and set operators. Then the book covers more-advanced data-query topics such as window functions, pivoting, and grouping sets. The book also explains how to modify data, work with temporal tables, and handle transactions, and provides an overview of programmable objects. Microsoft Data Platform MVP Itzik Ben-Gan shows you how to: Review core SQL concepts and its mathematical roots Create tables and enforce data integrity Perform effective single-table queries by using the SELECT statement Query multiple tables by using joins, subqueries, table expressions, and set operators Use advanced query techniques such as window functions, pivoting, and grouping sets Insert, update, delete, and merge data Use transactions in a concurrent environment Get started with programmable objects – from variables and batches to user-defined functions, stored procedures, triggers, and dynamic SQL

Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365 combines the familiar Office desktop suite with cloud-based versions of Microsoft 's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere, anytime Office 365 is the key to office productivity — and now you can put it to use for you!

A guide to the presentation graphics program covers such topics as using ready-made templates, creating charts and graphs, adding animation and sound, and e-mailing presentations.

Today's audiences have come to expect presentations that are not only informative, but also innovative and visually exciting. Power Points 1 shows readers how to create and use stunning PowerPoint graphics and visuals to their fullest, while also speaking with greater eloquence and persuasiveness. Author and persuasion expert Harry Mills reveals how to: "Captivate audiences with a mastery of graphics, diagrams, cartoons, and photos." Speak and present with confidence and style. "Learn to influence any kind of audience." Use the hundreds of professionally designed samples and PowerPoint templates on the companion CD-ROM to add drama to presentations. "Create dazzling visuals more easily by taking advantage of PowerPoint 2007's new features. With these invaluable tips, even the most reluctant speakers can deliver informative, entertaining, and persuasive presentations.

Breaking Windows

Microsoft Office PowerPoint 2007 Step by Step

Microsoft PowerPoint 2010 Step by Step

Fixing PowerPoint Annoyances

The Cognitive Style of PowerPoint

Occupational Outlook Handbook

Armed with laptops and smartphones, audiences today are no longer sitting quietly taking notes during live presentations. Instead, they're carving out a new space in the room called the backchannel, where people are online searching for resources, checking your facts, and connecting with others inside the room and out. When audiences are happy, the backchannel vastly extends the reach of ideas and creates a new sense of community and connectedness. But when they are unhappy, the intersection of frustrated audiences with unaware presenters can often create dramatic and public breakdowns of communication—and even mob mentality. In this book, communications consultant Cliff Atkinson shows that if these new kinds of audience participation are embraced and the conversations properly handled, the outcome can be a new, more effective form of communicating. Whether you're a host, presenter, or an audience member, Cliff will help you understand how this convergence of social forces is upending the presentation norm and how you can effectively manage the change.

Profiles the people who executed Bill Gates' plan to establish a monopoly by creating a new kind of business organism, and how they are dealing with the limits of Microsoft's growth and their own mid-life crises.

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.

If you're vexed and perplexed by PowerPoint, pick up a copy of Fixing PowerPoint Annoyances. This funny, and often opinionated, guide is chock full of tools and techniques for eliminating all the problems that drive audiences and presenters crazy. There's nothing more discouraging than an unresponsive audience—or worse, one that snickers at your slides. And there's nothing more maddening than technical glitches that turn your carefully planned slide show into a car wreck. Envious when you see other presenters effectively use nifty features that you've never been able to get to work right? Suffer no more! Fixing PowerPoint Annoyances by Microsoft PowerPoint MVP Echo Swinford rides to the rescue. Microsoft PowerPoint is the most popular presentation software on the planet, with an estimated 30 million presentations given each day. So no matter how frustrated you get, you're not about to chuck the program in the Recycle Bin. Fixing PowerPoint Annoyances, presents smart solutions to a variety of all-too-familiar, real-world annoyances. The book is divided into big categories, with annoyances grouped by topic. You can read it cover to cover or simply jump to the chapter or section most relevant to you. Inside its pages you'll learn how to create your own templates, work with multiple masters and slide layouts, and take advantage of various alignment and formatting tools. You'll also learn how to import Excel data; insert graphics, PDF, and Word content; create, edit, and format organization charts and diagrams; use action settings and hyperlinks to jump to other slides; and add sound, video, and other types of multimedia to spark up your presentations. Entertaining and informative, Fixing PowerPoint Annoyances is filled with humorous illustrations and packed with sidebars, tips, and tricks, as well as links to cool resources on the Web.

How to Fix the Most Annoying Things About Your Favorite Database

Using PowerPoint to Tell a Persuasive Story that Gets Results

Creating Engaging e-Learning with PowerPoint

Building PowerPoint Templates Step by Step with the Experts

Slideology

In Practice Access Complete

Using Microsoft PowerPoint to Create Presentations That Inform, Motivate, and Inspire

A guide to using Microsoft PowerPoint describes how to use stories to create effective business presentations.

Advance your everyday proficiency with PowerPoint 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Office Specialist (MOS): PowerPoint 2016 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage presentations Insert and format text, shapes, and images Insert tables, charts, SmartArt, and media Apply transitions and animations Manage multiple presentations About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

In this new Edition 3, Linenberger updates his longtime #1 bestselling Outlook book to include Microsoft's new version 2010 release. This seminal guide presents the author's best practices of time, task, and e-mail management, drawing from time management theories and applying these best practices in Microsoft Outlook. Anyone who finds they are overburdened by e-mail or working too late each day will benefit from this book.

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.

Fixing Access Annoyances

How to Design and Deliver Presentations that Sizzle and Sell

Using Microsoft Office to Create Content That Gets Noticed

Beyond Bullet Points, 3rd Edition

The Art and Science of Creating Great Presentations

Discover the power of Microsoft Teams with this intuitive and timely new guide Microsoft Teams is unlocking the potential of remote work and virtual meetings at a time when they couldn't be more necessary. Its feature-rich interface and ease-of-use promise to bring your team together—as long as you can harness its full suite of capabilities. In Teach Yourself VISUALLY Microsoft Teams, Microsoft experts and authors Matt Wade and Sven Seidenberg turn their years of engineering and IT experience loose on the virtual collaboration software now used by over one hundred million people across the globe. Using the book 's huge collection of vibrant and full-sized images and walkthroughs, you'll see exactly what you need to do in order to. Realize the key benefits of Teams by using its messaging and video-conferencing capabilities to stay connected with your colleagues Manage multiple teams and channels to use Teams across your organization Extend the functionality of Teams by using additional apps and add-ons Learn valuable tips, best practices, and work-arounds to make the most of and avoid the landmines in Teams Rapidly becoming the central hub for working in Microsoft 365, Microsoft Teams promises to transform the way you work and communicate. And you'll master it faster and easier by using this ultimate guide to get the most out of Microsoft 's latest and greatest software!

Presents practical approaches for developing an effective presentation, covering such topics as creating diagrams, displaying data, arranging elements, creating movement, and interacting with slides.