

## Microsoft Powerpoint 2010 Step By Step

*If you want to learn how to use Microsoft Powerpoint, then get the "How To Use Microsoft Powerpoint 2010" guide. This guide will help you to create presentations using Microsoft Powerpoint 2010. By studying this guide, you can learn how to make high-tech and professional looking presentations in a short period of time. This guide offers the following significant advantages to its readers:- This guide will help you in the use of standard and built-in presentation themes. You can also learn how to create your own themes. - You will learn presentation creation from scratch, including media-rich and featured presentations. - Microsoft PowerPoint 2010 offers nine different types of slide layout options; the guide will direct you in choosing a specific type of layout for each slide. - PowerPoint 2010 will teach you how to insert text and data to outline your presentation slides. - You will also learn to insert the various kinds of illustrations, like shapes, charts, tables, etc. to organize the presentation contents and hence make it convey more to the audience. - The guide will also help you to change the look and formatting of your presentation by employing a simple step-by-step process. - You will also learn how hyperlinks are created among different kinds of file types. - Microsoft PowerPoint 2010 offers tools to print the outline, speaker notes and handouts for the audience. You can learn the printing of all the aforementioned presentation contents in a handy way. - Finally, you can also learn to protect your presentation with the password to deny unauthorized access. The guide is divided into different chapters having comprehensive details of different tools, features and functions of Microsoft PowerPoint 2010. It will certainly be a a beneficial service package for those who want to learn Microsoft PowerPoint 2010 and make use of it in their practical and professional life. Click "Buy Now" to get it now!*

*SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Microsoft Office 2010 teaches you the basics of working with Excel, PowerPoint®, Outlook®, Word, OneNote®, and Office Web Apps. Fully illustrated steps with simple instructions guide you through each task, building the skills you need to create and share documents, spreadsheets, presentations, email, calendars, and more. No need to feel intimidated—we'll hold your hand every step of the way. Learn how to...*

- Get started quickly with Word to format and print great looking documents using new QuickStyles, Cover Pages, and Quick Parts*
- Include tables, graphics, pictures, and diagrams in Word documents that improve the appearance and impact of your documents*
- Build flexible spreadsheets with charts, functions, Sparklines, and PivotTables*
- Use Excel to make calculations and analyze data in spreadsheets*
- Create, format, fine-tune, and deliver great PowerPoint presentations*
- Use the new Web Apps to safely share, review, and revise Office documents online*
- Keep track of important information from the Web with OneNote search and tagging features*
- Integrate your to-do lists, tasks, and appointments between OneNote and Outlook*
- Use Outlook's new features including conversation view to track email and stay in touch with colleagues and clients*

*Easy steps guide you through each task. Items you select or click are shown in bold. Each step is fully illustrated. Category: Office Applications/Office 2010 Covers: Microsoft Office 2010 User Level: Beginner*

*A handy resource for beginning, intermediate, or advanced PowerPoint users, this three-panel guide features helpful time-saving hints so that you can get the most out of Microsoft's dynamic presentation software. Written to follow PowerPoint 2010 (and compatible with PowerPoint 2007), this guide includes helpful screen captures and icons, as well as clear and concise instructions.*

*Teach yourself exactly what you need to know about using Office Professional 2010—one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this*

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*book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together"*

*Complete*

*Microsoft PowerPoint 2010: Complete*

*Computer quick reference charts*

*Microsoft® Outlook® 2010 Step by Step*

*Microsoft Office PowerPoint 2010*

Office 2013 For Dummies is the key to your brand new Office! Packed with straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizzazz to your PowerPoint presentation, and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient!

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.

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.

G-W's Certification Preparation Series consists of individual guides that provide practice in the basic skills needed to be successful using the corresponding software. No previous software experience is required. Although the guides focus on learning skills, not test taking, users that complete the practice will be prepared to take the official software certification exam and demonstrate workplace readiness. Step-by-step

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instructions demonstrate actual software commands and features, building from basic to advanced. Content is divided into small units for better learning and usage. There is no need to download files or purchase additional materials as all lesson content is created using the software.

Microsoft Office PowerPoint 2010 QuickSteps

Office 2013 For Dummies

Powerpoint Tips & Tricks

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook

Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

"Jangan mengisi slide-slide presentasi Anda hanya dengan teks, paragraf berbutir dan grafik. Apalagi jika Anda tidak memiliki keterampilan dalam berbicara, sudah bisa dipastikan presentasi Anda tentu akan sangat membosankan. Anda perlu menguasai PowerPoint 2010 agar bisa menghasilkan sebuah presentasi yang mencekam. Baca buku ini, Anda akan menemukan cara, Bekerja dan sekaligus mengeksplorasi fitur-fitur terbaru Microsoft PowerPoint 2010, Bekerja dengan Word Art, SmartArt, animasi, efek transisi, broadcast slide show, Bekerja dengan video, Tip-tip dan teknik-teknik terbaik untuk menghasilkan presentasi menarik. Materi disajikan dengan cara berbeda. Untuk memperjelas satu materi pembahasan langsung diikuti dengan langkah-langkah sederhana dan mudah."

Experience learning made easy-and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics. Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect learning styles of today's students. In MICROSOFT POWERPOINT 2010: COMPLETE, International Edition you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the PowerPoint 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents.

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.

MOS 2016 Study Guide for Microsoft PowerPoint

Microsoft PowerPoint 2010

Building PowerPoint Templates Step by Step with the Experts

Step By Step Microsoft Power Point 2010

Microsoft Excel 2010 Step by Step

***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. Advance your everyday proficiency with PowerPoint 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for 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. Experience learning made easy-and quickly teach yourself how to use Microsoft SharePoint Foundation to enable effective team collaboration. With Step By Step, you set the pace-building and practicing the skills you need, just when you need them! Build your own SharePoint site with easy-to-use templates Create lists and libraries to store information Add discussion boards, wikis, and blogs Set up Document and Meeting Workspaces for easy collaboration Share calendars, contacts, and data from Microsoft Office programs Customize your pages with Web Parts Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Plus other resources on the Web Presents a guide to preparing for certification exams for four Microsoft Office programs, which includes overviews, step-by-step instructions, and practice projects for each program. A collection of laminated quick reference guides showing step-by-step instructions and shortcuts for how to use Microsoft Office, Word 2010, Powerpoint 2010, and Excel 2010.***

***Microsoft PowerPoint 2013***

***Skills for Success with Microsoft PowerPoint 2010 Comprehensive***

***Teach Yourself VISUALLY PowerPoint 2010***

***Microsoft Office Professional 2010 Step by Step***

**Advanced Microsoft PowerPoint 2010**

**What you need, when you need it! Need answers quickly? Microsoft PowerPoint 2010 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Includes Workshops MCAS Exam Prep More than 500 Essential PowerPoint Tasks Inside the Book • Create powerful presentations faster using ready-made templates • Organize information in sections and add impact with clip art, SmartArt diagrams, tables, and charts • Make your presentation come alive with custom animations, 3-D effects, and slide transitions • Embed, format, trim, and add text to videos in your presentation • Add comments and email your presentation to others for review • Broadcast your presentation over the Internet in a browser • Use SharePoint to collaborate and share documents • Prepare for the Microsoft Certified Application Specialist (MCAS) exam Bonus Online Content Register your book at [queondemand.com](http://queondemand.com) to gain access to: • Workshops and related files • Keyboard shortcuts**

**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 Terberg 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.***

***Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT POWERPOINT 2010: COMPLETE you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the PowerPoint 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.***

***Step-by-Step, Full-Color Graphics Start using PowerPoint 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful presentation application. Follow along and quickly learn how to create great-looking slides, add text, tables, charts, graphics, sound, and video, and deliver a polished presentation guaranteed to impress. Get up to speed on PowerPoint 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-need facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Carole Matthews, co-creator of the QuickSteps series, is the author or coauthor of more than 50 books, including Photoshop QuickSteps and QuickSteps to Winning Business Presentations.***

***MOS Study Guide Micro Power***

***Certification Prep Microsoft Powerpoint 2010***

**Microsoft PowerPoint 2010 Step by Step**  
**Microsoft PowerPoint 2010 Introductory**  
**Microsoft SharePoint Designer 2010 Step by Step**

Get comfortable with PowerPoint 2010. Don't just read about it: See it and hear it with step-by-step video tutorials and valuable audio sidebars delivered through the Free Web Edition that comes with every USING book. For the price of the book, you get online access anywhere with a web connection--no books to carry, updated content, and the benefit of video and audio learning. Way more than just a book, this is all the help you'll ever need where you want, when you want! Learn Fast, Learn Easy, Using Web, Video, and Audio Show Me video walks through tasks you've just got to see--including bonus advanced techniques Tell Me More audio delivers practical insights straight from the experts Patrice-Anne Rutledge provides practical, approachable coverage that guides you through mastering the core features and techniques needed to create compelling presentations. New features include • Animation Painter--Apply the formatting of one animation to another animation. This button works in much the same way as the Format Painter button. • Presentation Sections--Divide your presentation into logical sections to simplify navigation and organization. • Video Editing--Use professional video editing and formatting tools directly in PowerPoint without the need for an external application. • Screenshot Captures--Incorporate screenshots directly from PowerPoint. • Backstage View--Perform common file-related tasks such as creating, opening, saving, sharing, and printing presentations in fewer steps. • Merge and Compare--Compare and reconcile multiple versions of the same presentation. • Co-Authoring--Collaborate with others on the same presentation in realtime. • Broadcast Slide Show--Broadcast your presentation to anyone on the web using either SharePoint Server 2010 or a free Windows Live account. • Create a Video--Share your presentation with others as a high-definition, web-based, or mobile device video. • Document Sharing--Share your document with colleagues real-time and communicate with them via instant messaging using Office Communicator 2007 R2. • PowerPoint Web App--View and edit PowerPoint presentations on the web using the external PowerPoint web application. In addition to these new features, PowerPoint 2010 also offers many enhancements: • An enhanced Ribbon that is available across all Office applications • More Office themes • More SmartArt graphics • Easier access to animation tools • Enhanced slide transitions, including 3-D effects • Numerous new image editing features • Powerful editing tools for mathematical equations • Improved notes printing • Improved slide show recording functions • Enhanced language and translation tools

Experience learning made easy-and quickly teach yourself how to manage your communications with Outlook 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include managing e-mail messages; organizing your inbox, contacts, and task lists; managing and sharing your calendar; scheduling meetings and using collaboration features; working away from the office; customizing Outlook; and more.

The smart way to build applications with Microsoft SharePoint Designer 2010 -- one step at a time! Experience learning made easy -- and quickly teach yourself how to create SharePoint 2010 applications and workflows with Microsoft SharePoint Designer 2010. With Step by Step, you set the pace -- building and practicing the skills you need, just when you need them! Design solutions to meet your business scenario -- without code Customize lists, libraries, and SharePoint site pages Use Web Parts to display, edit, and modify list item data Access data from a variety of external sources Create workflows to automate business processes Use master pages and CSS to control how sites work Your Step by Step digital content includes: All the books practice files -- ready to download and put to work. Fully searchable online edition of this book -- with unlimited access on the Web.

Paradigm's new Benchmark Series: Microsoft PowerPoint 2010, students build mastery skills in the PowerPoint 2010, Its project-based approach creates a realistic context for learning practical skills. Teaches key skills for using Windows 7 and Internet Explorer 8 Mentoring instructional style guides students

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step-by-step in designing and creating effective slide shows that inform and motivate audiences. Case study assessments at chapter and unit levels test students' abilities to solve problems independently. This text aligns to the Microsoft Office Specialist objectives.

Learn Powerpoint Tutorial Step by Step

MS Office H&S 2010 SbS \_p1

Microsoft PowerPoint 2010: Comprehensive

Microsoft Office 2016 Step by Step

Microsoft Office, Word 2010, Powerpoint 2010, Excel 2010

*Microsoft PowerPoint 2010 Introductory, part of the Origins Series, is designed for beginning users of Microsoft Office 2010. This self-paced, step-by-step book with corresponding screenshots makes learning easy and enjoyable. Students will learn the new features of excel 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.*

*Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT POWERPOINT 2010: INTRODUCTORY CONCEPTS AND TECHNIQUES, International Edition you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the PowerPoint 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents.*

*Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft PowerPoint 2010 Comprehensive Concepts and Techniques you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now*



*encourages students to expand their understanding of the PowerPoint 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Skills for Success is the Microsoft Office 2010 textbook that recognizes how students learn today!*

*Beginning Microsoft PowerPoint 2010*

*Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software*

*Microsoft PowerPoint 2010 for Beginners*

*How to Use Microsoft PowerPoint 2010*

*Powerpoint Tutorial for Beginners: Learn Powerpoint Tutorial from Scratch*

Microsoft PowerPoint adalah aplikasi andal untuk membuat beragam presentasi menarik sesuai kebutuhan Anda.

Dengan segudang peningkatan dan fitur baru dalam Microsoft PowerPoint 2010, Anda akan semakin mudah membuat presentasi yang menarik. Dalam PowerPoint 2010, Anda dapat memasukkan teks, image/foto, grafik, clip art, SmartArt, tabel, video, audio, dan objek-objek lainnya. Anda juga dapat menambahkan efek-efek transisi dan animasi yang atraktif ke dalam objek-objek tersebut. Anda dapat mempertontonkan slide show presentasi yang atraktif di berbagai media, berbagi presentasi dengan orang lain, menampilkannya secara remote di situs web, atau mengonversinya ke format video yang bisa diputar di aplikasi-aplikasi video player. Step by Step: Microsoft PowerPoint 2010 ini akan membimbing Anda menguasai semua hal di atas secara bertahap, mulai dari dasar.

Teach yourself exactly what you need to know about using Microsoft Word, Excel, PowerPoint, and OneNote-one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Topics include creating effective documents; using themes, templates, and other formatting tools; building spreadsheets to perform calculations and manage data; producing and delivering compelling presentations; digitally organizing your notes and to-do lists; and other core topics.

Microsoft PowerPoint is a commercial presentation application written and distributed by Microsoft for Microsoft Windows and Mac OS X. The current versions at the time of writing this tutorial are 2010 for Microsoft Windows and 2011 for Mac OS X. Microsoft PowerPoint is a presentation tool that supports text, shapes, graphics, pictures and multimedia along with integration with other Microsoft Office products like Excel. By default, documents saved in PowerPoint 2010 are saved with the .pptx extension whereas, the file extension of the prior PowerPoint versions is .ppt. Audience This tutorial

has been designed for computer users who are willing to learn Microsoft PowerPoint in simple steps and they do not have much knowledge about computer usage and Microsoft applications. This tutorial will give you enough understanding on MS PowerPoint from where you can take yourself at higher level of expertise. Prerequisites Before proceeding with this tutorial you should have a basic understanding of Computer peripherals like mouse, keyboard, monitor, screen, etc. and their basic operations.

The quick way to get started with Microsoft Office 2016! This is learning made easy. Get more done quickly with Microsoft Word, Excel, PowerPoint, and Outlook. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format documents for visual impact Quickly prepare personalized email messages and labels Build powerful workbooks for analysis and reporting Analyze alternative data sets with Quick Analysis Lens, Goal Seek, and Solver Prepare highly effective presentations Strengthen your presentations by adding tables and graphics Organize your email, scheduling, and contacts Look up just the tasks and lessons you need  
Microsoft SharePoint Foundation 2010 Step by Step

Your Step-By-Step Guide to Using Microsoft PowerPoint 2010

Microsoft Office Word 2007 Step by Step

Microsoft PowerPoint 2010 On Demand

Microsoft PowerPoint 2010 Step by Step Microsoft Press

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.

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office PowerPoint 2010 by Catherine Binder features Enhanced Wiley Desktop

Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office PowerPoint 2010 is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

Using Microsoft PowerPoint 2010

Microsoft Office Home and Student 2010 Step by Step

Introductory

Easy Microsoft Office 2010