



Microsoft PowerPoint 2010: Essentials

Alec Fehl

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Microsoftr PowerPoint 2010: Essentials provides extensive, thorough training of PowerPoint 2010. This text covers introductory through advanced topics, and is ideal for the computer user who wants to become well versed in using PowerPoint 2010. Topics introduced in Unit 1 include the Ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery, and more. Unit 2 covers such topics as editing presentations, handouts, creating hyperlinks, multimedia and sound, tables, themes and slide masters, and more. In Unit 3, students are introduced to presentation connection techniques, online collaboration, cloud computing, transporting presentations, and more. The text concludes with an integration lesson.



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