Microsoft® Office PowerPoint® 2007 Plain & Simple

Nancy Muir

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Here's WHAT You'll Learn

- Easily navigate the new user interface
- Create presentations from templates or from scratch
- Add tables, charts, and other graphics
- Use animation, sound, and other special effects
- Apply themes, layouts, and master slides
- Print slides and notes—and deliver a polished presentation

Here's HOW You'll Learn It

- Jump in wherever you need answers
- Easy-to-follow STEPS and SCREENSHOTS show exactly what to do
- Handy TIPS teach new techniques and shortcuts
- Quick TRY THIS! exercises help you apply what you learn right away

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