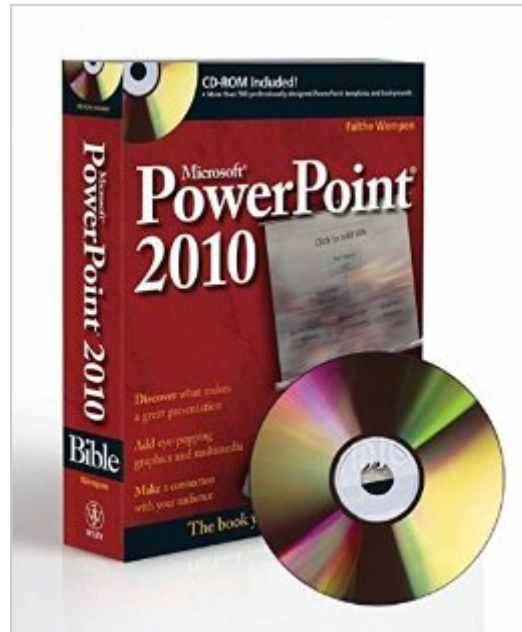


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# PowerPoint 2010 Bible



## Synopsis

Master PowerPoint and improve your presentation skills-with one book! It's no longer enough to have slide after slide of text, bullets, and charts. It's not even enough to have good speaking skills if your PowerPoint slides bore your audience. Get the very most out of all that PowerPoint 2010 has to offer while also learning priceless tips and techniques for making good presentations in this new PowerPoint 2010 Bible. Well-known PowerPoint expert and author Faithe Wempen provides formatting tips; shows you how to work with drawings, tables, and SmartArt; introduces new collaboration tools; walks you through five special presentation labs; and more. Coverage includes: A First Look at PowerPoint What Makes a Great Presentation? Creating and Saving Presentation Files Creating Slides and Text Boxes Working with Layouts, Themes, and Masters Formatting Paragraphs and Text Boxes Correcting and Improving Text Creating and Formatting Tables Drawing and Formatting Objects Creating SmartArt Diagrams Using and Organizing Clip Art Working with Photographic Images Working with Charts Incorporating Content from Other Programs Adding Sound Effects, Music, and Soundtracks Incorporating Motion Video Creating Animation Effects and Transitions Creating Support Materials Preparing for a Live Presentation Designing User-Interactive or Self-Running Presentations Preparing a Presentation for Mass Distribution Sharing and Collaborating Customizing PowerPoint Presenting Content Without Bulleted Lists Adding Sound and Movement to a Presentation Creating a Menu-Based Navigation System Creating a Classroom Game It's the book you need to succeed with PowerPoint 2010 and your next live presentation!

## Book Information

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## Customer Reviews

A valuable resource in the absence of a book about PowerPoint 2010 from Microsoft Press. I have always found the "Bible" series my main resource for previous versions of PowerPoint. Again this book provides an excellent overview of all the new features in PowerPoint version 2010. It gives an experienced user a quick insight to the new features. Chapter 2 and Part III are good sources for new slide show designers to get a perspective on principles behind slide show design and the total presentation process. Even experienced presenters can benefit from a refresher on those principles that can help renew some principles that may have slipped out of one's thinking forefront. Chapter 3 is useful for for new and intermediate level users for the basics of working with PowerPoint 2010 files. The table of contents is detailed enough to help locate how to work with the many features and is fairly well supplemented by the details in the index. The "labs" in Part IV are good hands-on experiences for applying the principles explained in the book. The files on the CD supporting the labs are very useful. However, the rest of the CD content was not as appealing to me, but maybe if I was developing more presentations for a more diversified audience population I would appreciate the variety the templates and backgrounds provide. My primary use of PowerPoint is for education and training.

This is an excellent book in the printed version (5 stars) but the publisher did the authors a disservice, assuming it was the publisher, by not properly formatting this book for the Kindle. For example there is no Table of Contents link and when you go to the beginning and locate the TOC the chapters are not hyperlinked. Also there is no, at least what I could find, way of getting the companion DVD when you purchase through Kindle. I love "Kindalized" books because of the features like highlights, sharing, hyperlinks and so forth but this as a Kindle book is a flop. I returned it and killed a tree (ordered the hard copy)

I bought the hard copy of this so I could get the disc containing additional templates. The instructions were fairly complete, the diagrams labeled and clearly displayed. I used this during a classroom project with my 7th graders. I handed them the book for some of their advanced questions and they not only figured out how to accomplish their goal, they were able to teach others (including their teacher!) Worth owning.

I really depend on this series of technical manuals. I have used this series of Office books and found them to be invaluable. They are written well enough that a novice user can understand them while at the same time being helpful to a power user. If you are doing hardcore Microsoft Office work, having a separate book for each product is definitely worthwhile and worth the expense. I definitely recommend this product!

Get the most out of your 2010 PowerPoint. I upgraded a few years back and taught myself a lot of things. But it is quite different from early versions. Just the cropping of pictures or making the background in a picture go to transparent.. was worth the book.

I got this book to supplement a class I took. Knew I needed more info and the next level class got canceled on 2 different occasions. Figured that I should "take matters into my own hands" and bought this book. I have it in my office and refer to it often to do Power Points, to fix one that someone sent me or to work with a template that my office uses.

PowerPoint 2010 Bible answered virtually every "how to" question I had. As a course developer who uses PowerPoint to its maximum, it was gratifying to find a resource that could answer my questions about how to accomplish certain outcomes without my having to use experimentation. Thank you.

This book is very detailed and results in slow reading. Some of the problems, are due to the software mfg. (Microsoft). They have way too many file extensions and they try to reinvent the wheel every time they come out with new software. Its all about making work for the industry and selling more software. Give us a break Microsoft!

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