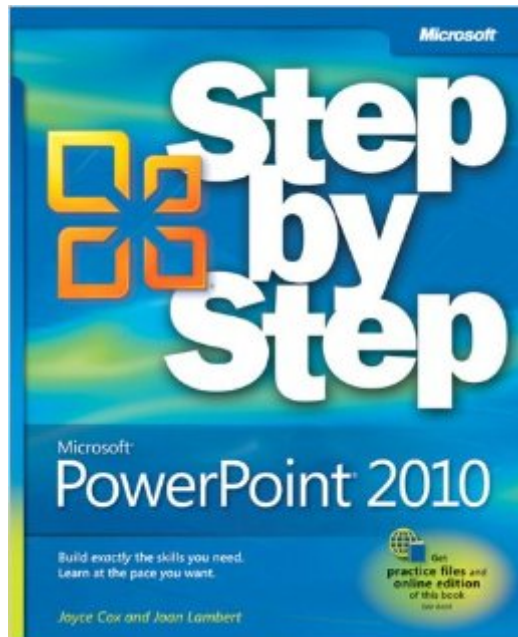# Microsoft PowerPoint 2010 Step By Step (Step By Step)

Synopsis

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.

Book Information

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Customer Reviews

As per usual with a Step by Step book, this is a great book at a great price. What you get out of the book is a great lesson on how to use the long time marketing application. What you don't get is even a single example in color and this hurts in this reviewer's opinion. PowerPoint isn't an Excel spreadsheet or code, it's splashy, fancy presentations that are supposed to get managers excited to throw money around, or to get consumers to want to throw THEIR money around. The book covers all the basics and more, like working with slides, creating tables, playing with animations, and does it in a nice job. Content is just over 400+ pages spread over 15 chapters, but black, white, grey, and blue just isn't enough.If you need a PowerPoint reference, this does the job, but I just felt that if a little more cost went into adding color, it would have been money well spent.**** RECOMMENDED

The previous Step-By-Step books for Office 2007 included a CD with PDF of the book that you

could put on your laptop, smartphone, or convert to Kindle format -- the CD also contained the practice files. This 2010 version of the book does NOT include a CD. The practice files can be downloaded via an awkward hyperlink found in the early pages of the book. An online version of the book is available for free from another awkward hyperlik in the back of the book -- after you scratch off a lottery-style number and key in a 16 digit number -- what am I accessing, the Penatgon?. Once you see the online version, there are links to downlaod each chapter individually as a PDF file -- except that is not free -- you have to subscribe to O'Reilly's monthly service at $22/month -- but, the service will only allow 5 chapter downlaods per month -- the book is 15 chapters so you have to subscribe for 3 months at $66. The real cost of this book and PDF version is $86 -- a huge increase in price over the 2007 version. The free online version is slow if your internet connection is slow -- or unavailable if your internet service is down. Management at O'Reilly obviously wears paper and foil hats to work everyday -- it must be emabrassing for staff to attend meetings with these clowns. This has to be the stupidist idea in technology book publishing I've seen. I strongly suggest people buy Que or Weily published books as they do have a CD with a PDF of the Office 2010 book and practice files included with their books. O'Reilly is the real publisher behind the Microsoft Press Office 2010 SBS books and they are trying to use and abuse the buyer. In this digital age of content everywhere, O'Reily is in the stone age -- they seem to hold the customer in contempt.

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those files as necessary throughout the entire life of a book.Hoping this helps,--Steve Weiss, associate publisher, Microsoft Press / O'Reilly Media (steve[at][..].

I bought this book to prepare for the Powerpoint 2010 certification test. This is the perfect book for that process- I scored far above what was required to pass. The practice files are excellent and efficiently teach what you need to know about Powerpoint.To address some comments I've seen:- This book is not meant to be a reference book for Powerpoint 2010. If you want that, get Powerpoint 2010 Bible.- I had no issues whatsoever downloading the practice files and accessing the free eBook copy.This book accomplishes its purpose and I highly recommend it.

I'm learning a lot about PowerPoint. The book came quickly and the practice files work fine. Some of the features are kind of fun!One practice file in Chapter 9 was a little odd. We were supposed to be learning how to format something with word art. The presentation already had the word art in the slide. I think it was supposed to be blank. I went through the steps anyway to see how it was done. Another option is to delete the word art and then do the assignment.This would have been 4 1/2 stars for that reason, if allowed 1/2 points. But I didn't think 4 stars was quite enough. Before I bought this book, I knew nothing whatsoever about PowerPoint. So, 5 stars.

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