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***Beyond Bullet Points,  
Fourth Edition "Throw***

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***away those room-  
emptying, left-brain  
slides-and use Atkinson's  
book to turn your  
PowerPoint presentation  
into an epic.” -Daniel H.  
Pink, author of Drive and***

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***A Whole New Mind Think  
beyond bullet points-and  
amplify the impact of  
your message! Now in its  
fourth edition, this  
popular classic  
illuminates an innovative,***

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***step-by-step methodology  
designed to unlock the  
amazing visual story  
waiting to be released  
from your message.  
Communications expert  
Cliff Atkinson shows how***

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***to apply classic  
storytelling tenets and  
practical, research-based  
guidelines as you work  
with Microsoft  
PowerPoint-for  
memorable, meaningful,***

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***and persuasive visual stories. Change your approach-and transform your results! Find your story thread Create an emotional connection to increase your impact. Cut***

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***through the clutter Distill  
your message and get  
right to the point. Bring  
your story to life  
Storyboard your ideas,  
find your natural voice,  
and deliver a compelling***

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***presentation!***

***Microsoft PowerPoint is  
nearly ubiquitous in  
today's world--from  
business to schools to  
clubs to organizations,  
PowerPoint presentations***

*Page 8/201*



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***are everywhere you turn.  
To get up and running  
quickly and to learn to  
create the best-looking  
presentations--the ones  
that stand out in terms of  
content and visual***

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***appeal--readers need  
Microsoft Office  
PowerPoint 2007 for  
Windows: Visual  
QuickStart Guide.  
PowerPoint presenter  
extraordinaire Tom***

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***Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they create their presentations. Trusted***

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***teacher Tom Negrino  
gives step-by-step  
instruction on using all  
the new features in  
PowerPoint 2007, such as  
using the dynamic  
SmartArt Diagrams,***

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***custom layouts, applying attractive new themes (change them in just one click!), and how to manipulate and work with your text, tables, charts, and other presentation***

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***elements in much richer  
ways than ever before.  
Readers learn about  
writing their  
presentation, gathering  
images and sound files,  
choosing a design,***

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***working with text, and adding graphics and slide effects and transitions. In the end, users will have a professional-looking and visually appealing presentation they can use***

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***anywhere! As with all  
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books, clear, concise  
instructions and lots of  
visual aids make learning  
easy and painless.***

***A new handbook not only***



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advanced functions; and  
how to create reusable  
Take the lead—and  
deliver better results—by  
revolutionizing the way  
you and your colleagues***

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coordinate everyday work.  
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approach to managing  
teams and projects  
Synchronize your team's  
vision, as well as their***

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***work Structure***

***SharePoint sites to give  
people a place to work  
and a place to see what's  
going on Inspire more  
creative problem-solving  
through team wikis and***

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***blogs Capture and  
coordinate team and  
stakeholder feedback  
more efficiently Drive the  
smart, timely decisions  
that keep projects on  
track Wrap up projects***

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***the right way—for results  
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Covers new PowerPoint  
features including how to

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dress them up using  
templates and graphics, add  
sound and animation, and  
present in a business or  
Internet setting Equips  
users to present visually  
charged, captivating

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slideshows Sophisticated,  
revised full-color design  
provides readers with easier  
navigation Shows users how  
to make real-world use of  
PowerPoint 2007 with highly  
visual two-page tutorials  
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screen shots in full color  
on high-quality paper  
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skills—and create more-  
powerful and compelling  
charts in less time. Guided  
by an Excel expert, you'll  
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of color to make the right  
things pop Add controls—such  
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dynamic presentations for  
your audience Include  
charts, tables, clip art,  
and other graphics Add video  
clips and CD music Animate  
slide and add transition  
effects Edit and polish your  
presentations with ease

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help apply what you learn  
right away

Within this comprehensive,  
visual reference, succinctly  
captioned, step-by-step  
screen shots show you how to  
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Exams for Microsoft Office



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2007

Using PowerPoint to tell a  
compelling story that gets  
results

Special Edition Using  
Microsoft Office 2007

Microsoft PowerPoint 2010  
Plain & Simple

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2007

*Experience learning made easy-  
and quickly teach yourself how to  
create dynamic presentations  
with PowerPoint 2010. With*

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*the course. Next, students are shown several aspects of document preparation, complete with sample documents. After covering document management and ethics, it gives SBA tips and exam papers (with answers*



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*problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here's WHAT you'll learn: Create dynamic*

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*presentations for your audience  
Include charts, tables, clip art,  
and other graphics Add video  
clips and CD music Animate slide  
and add transition effects Edit  
and polish your presentations  
with ease Create speaker notes*

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*and record narration Here's HOW  
you'll learn it: Jump in whenever  
you need answers Easy-to-follow  
STEPS and SCREENSHOTS  
show exactly what to do Handy  
TIPS teach new techniques and  
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First Look 2007 Microsoft Office  
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enhancements of the presentation  
software, describing the new user

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2007, you deserve a copy of this book! Although this book is aimed at the Office veteran, Ed and Woody 's engaging style will appeal to beginners, too. Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled

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with a wry sense of humor and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book. You should expect plenty of hands-on guidance and deep but accessible reference material. This isn't your Dad's Office! For the first time in a decade, Microsoft has rolled

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out an all-new user interface. Menus? Gone. Toolbars? Gone. For the core programs in the Office family, you now interact with the program using the Ribbon—an oversize strip of icons and commands, organized into multiple tabs, that takes over the top of each program ' s interface. If your

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shortcuts  
Troubleshoot the most frustrating formatting problems experienced by Word users  
Create more universally accessible documents by adding Alt Text using the accessibility checker and other Word features  
Who this book is for  
Authors, copywriters, teachers,



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professionals, and everyone else who uses Word on a daily basis, but is still a little intimidated by it, will get a lot out of this book. You won't need any prior knowledge of Microsoft Word's advanced functions to get started, but the basics – like open, save, copy, and paste – are a must.

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PowerPoint 2007  
Seamless Teamwork  
Microsoft Office PowerPoint 2007  
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***home user will need to know  
in order to master Office  
2007.” –Alan & Sandra  
Ashendorf, Hosts of Let’s Talk  
Computers Radio Talk Show  
Ed Bott is a best-selling author  
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***can read more of Ed's writing  
at***

***<http://www.edbott.com/weblog>.***

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multimedia, the Slide Library,  
and more. The guide  
introduces you to the  
elements of PowerPoint: text;  
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***graphics; shapes; fills, lines,  
and effects; sound and video;  
animations and transitions;  
and interactivity, flow, and  
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numerous tips, shortcuts,  
workarounds, and timesaving***



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***techniques, it shows you step-by-step how to: Dress up your text by using fonts creatively and using WordArt to create artistic effects Work with masters and layouts, templates and themes, and***

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***fills, lines, and effects***

***Maximize visual appeal by***

***combining Photoshop with***

***PowerPoint Add transitions,***

***photos, motion, sound***

***(narration and music), video,***

***and animation Use SmartArt to***

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***create diagrams Create  
dynamic charts, equations,  
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art collection Test and set up  
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Guide delivers: In-depth  
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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

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presentations and slides Insert  
and format text, shapes, and  
images Create and manage  
references Insert and format  
graphic elements Manage  
multiple presentations About  
MOS A Microsoft Office



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user improve their skills to an  
advanced level. In doing so, they  
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and personally. This is not a comprehensive book that will bore you with every detail of PowerPoint, but a guide to specific actions you can take to create the ultimate presentation. The book covers the powerful

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formatting engine new to PowerPoint 2007, and how it can be used for applying soft shadows, reflection, and glows to make a presentation look attractive. It also covers PowerPoint's new 3D engine.

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The book goes into deep technical detail about the Office 2007 theme engine and how color schemes, effect schemes, and font schemes work; as well as the new PowerPoint XML file format, showing you how to edit

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PowerPoint files without using PowerPoint at all. The authors walk through programming a macro and explain how to format shapes, diagrams, charts, text, tables with gradient and picture fills and different kinds of lines

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(e.g. a beveled compound line with a diamond arrowhead). Also covered are those all important slide show shortcuts that few people know about like -- seeing your private notes while presenting on a projector,

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starting the slide show from the current slide without fumbling through the user interface, and how to black out the slide show screen with one key press.

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technology, In Depth tackles the problems and frustrations that serious users encounter every day, with in-depth solutions, practical advice, and undocumented shortcuts that enhance the users productivity

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and skills. Summary: This book has been crafted to grow with intermediate to advanced Office users, providing the reference material needed as you move toward Office 2007 proficiency and use of more advanced

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veteran, the authors' engaging style will appeal to beginners, too. Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled with a wry

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