

## 图书基本信息

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## 内容概要

The smart way to learn Office PowerPoint 2007 one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to master the fundamentals of working with the latest version of PowerPoint, including how to navigate the new, easy-to-use user interface. You will discover how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web. You'll even learn how to add narrations and custom animations and more! With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction building and practicing the skills you need, just when you need them! Includes a companion CD with hands-on practice files.

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