

图书基本信息

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内容概要

在线阅读本书

Get the fast answers--in full color--that make learning the new version of Microsoft Office PowerPoint plain and simple! You'll become familiar with the new, easy-to-use user interface and learn the essentials for working with Office PowerPoint 2007--discovering how to perform everyday tasks and answer your own questions quickly. This no-nonsense guide helps you learn the easy way to navigate Office PowerPoint 2007 with numbered steps and concise, straightforward language that show the most expedient ways to learn a new skill or solve a problem. You'll learn the essentials for creating presentation outlines, working with slide masters and slide designs, adding graphics and drawings, and publishing your presentations to the Web--plus more! With PLAIN & SIMPLE, you don't have to wade through superfluous details. This easy-to-use book delivers fast, precise information--exactly how and when you need it!

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