



Microsoft Office PowerPoint 2010 QuickSteps (2nd Revised edition)

By Carole Boggs Matthews



McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Microsoft Office PowerPoint 2010 QuickSteps (2nd Revised edition), Carole Boggs Matthews, This title features step-by-step, full-color graphics. Start using PowerPoint 2010 right away - the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful presentation application. Follow along and quickly learn how to create great-looking slides, add text, tables, charts, graphics, sound, and video, and deliver a polished presentation guaranteed to impress. Get up to speed on PowerPoint 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: shortcuts for accomplishing common tasks; need-to-need facts in concise narrative; helpful reminders or alternate ways of doing things; bonus information related to the topic being covered; and, errors and pitfalls to avoid. Carole Matthews, co-creator of the "QuickSteps" series, is the author or coauthor of more than 50 books, including "Photoshop QuickSteps" and "QuickSteps to Winning Business Presentations".



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