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this is the only book that will help an intermediate powerpoint user improve their skills to an advanced level in doing so they can benefit both professionally 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 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 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 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 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 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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complex presentation will be possible once this guide is studied not only does it cover all aspects required by the ecdl icdl advanced am6 syllabus but could also be used by those familiar with powerpoint but wishing to further their knowledge topics include inserting and editing various types of image as well as adding sounds and movies data files are supplied which allow you to practise the different features approved by the ecdl foundation

Microsoft PowerPoint Best Practices, Tips, and Techniques **2023-02-10**

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