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using templates and graphics add sound and animation present in a business or internet setting and so much more in this guide we re diving into the nitty gritty of microsoft powerpoint to uncover 30 hidden gems that ll transform the way you create and deliver slides from making your designs pop to streamlining your workflow these powerpoint hacks are designed for real world impact with teach yourself visually powerpoint you ll learn how to create slides dress them up using templates and graphics add sound and animation present in a business or internet setting and so much more 1 self powerpoint this clean minimalist template set includes 30 well designed slides they ll help you create a stunning all about myself powerpoint presentation quickly and easily 2 1 office basics start and exit office applications navigate the program windows work with backstage view change the color scheme find a ribbon command work with the ribbon customize the quick access toolbar using an office program on a tablet pc 2 working with files create a new file save a file open a file print a demonstrates how to create memorable and captivating presentations using powerpoint 2013 the latest generation of microsoft s presentation software walks you through powerpoint 2013 s new features including new wide screen themes and variants improved collaboration tools and an enhanced presenter view method 1 record yourself presenting a powerpoint in the default way microsoft 365 for windows allows you to record yourself presenting powerpoint you can capture your voice make a video of yourself and use ink gestures so your audience can follow as you present recording yourself presenting a powerpoint can be challenging especially getting the technical aspects right

you need to capture your screen webcam and audio seamlessly while delivering your content naturally and avoiding awkward transitions between slides finding a tool that integrates all these components can seem daunting

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