



Microsoft PowerPoint 2007: The Essentials

Kevin A. Siegel, AJ George

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The step-by-step workbook is a powerhouse jammed-full with step-by-step lessons. There is no faster way to master PowerPoint 2007 anywhere, at any price!

Pick up this book on Monday morning, and you'll be on your way to being an expert by Tuesday afternoon.

Introduction to PowerPoint 2007

Set PowerPoint Options | Explore the Ribbon | View a Slide Show | Move from Slide to Slide | Change the Zoom | Change Views

Presentations

Create a Blank Presentation and Change Slide Layouts | Add a New Slide | Demote and Promote Text | Work With the Outline and Slide Tabs | Use the Outline View Menu | Spell Check | Use and Customize AutoCorrect | AutoFit a Slide | Undo Multiple Actions

Drawing Tools and Clip Art

Use the Text Box Tool | Create and Format Lines | Create and Format Squares | Create and Format WordArt | Create a Callout | Insert Clip Art | Format a Picture | Recolor a Picture | Edit a Picture | Group Images | Create a Clip Art Collection

Charts

Create a Chart | Reposition the Legend | Edit the Datasheet | Change a Data Series Fill Effect | Change Chart Type, Number Format and Scale | Hide and Show Data

Diagrams via SmartArt

Create an Organizational Chart | Add Names, Titles and Subordinates | Change the Hierarchy | Change the Appearance of Boxes

Themes, Slide Masters and Color Schemes

Apply a Theme | Change the Font on a Slide Master | Change the Bullet Space | Add a Footer to the Slide Master | Add Clip Art to the Slide Master | Create Multiple Slide Masters Choose a Color Scheme | Edit a Custom Color Scheme

Slide Shows, Transitions and Builds

Review a Slide Show Without Transitions | Use the PowerPoint Pen | Set Slide Transitions Set Animation Effects and Builds | Change Build Order and Object Timing

Tables and Tab Stops

Create a Table | Add Text and Columns to a Table | Resize a Table and Merge Cells | Add Rows | Add a Fill

to a Row | Apply Table Styles | Add Tab Stops to the Ruler

Hyperlinks and Playlists

Create a Hyperlink to Another Presentation | Add a Document Hyperlink | Create a Playlist | Run a Playlist in the PowerPoint Viewer

Working With MS Word

Insert a Text File Into PowerPoint | Send a PowerPoint Presentation | Search and Replace

Polish Your Presentation

Add Comments to a Presentation | Edit a Comment | Check Spelling | Use the Thesaurus Feature | Add a Digital Signature | Mark Presentation as Final

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