



Teach Yourself VISUALLY PowerPoint 2016

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Barbara Boyd

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The uncomplicated PowerPoint guide designed specifically for visual learners

Are you a visual learner who wants to spend more time *working on* your presentations than trying to *figure out* how to create them? *Teach Yourself Visually PowerPoint* offers you an effortless approach to creating winning presentations with the latest version of PowerPoint. This accessible resource features visually rich tutorials and step-by-step instructions that will help you understand all of PowerPoint's capabilities—from the most basic to the most advanced.

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. Covering the latest additions and changes in the new version of PowerPoint, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running using PowerPoint like a pro!

- Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand
- Helps you learn the basic functions of PowerPoint—and beyond
- Walks you through PowerPoint's latest features
- Demonstrates how to create memorable and captivating presentations using PowerPoint

Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, *Teach Yourself Visually PowerPoint* is for you.



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