



# MICROSOFT OFFICE POWERPOINT. 2007

## *Complete Makeover Kit*



IN FULL **COLOR**

*Turn not-so-good-looking  
PowerPoint slides into **WOW** slides!*

# Microsoft Office Powerpoint 2007 Complete Makeover Kit Echo Swinford

**Wayne Kao, Jeff Huang**



## **Microsoft Office Powerpoint 2007 Complete Makeover Kit Echo Swinford:**

**Microsoft Office PowerPoint 2007** Geetesh Bajaj, Echo Swinford, 2007 Presents an introduction to the new features of PowerPoint 2007 along with step by step instructions for eight makeovers including a corporate presentation a school project a kiosk presentation and a no bullets presentation

**Slide:ology** Nancy Duarte, 2008-08-07 A collection of best practices for creating slide presentations It changes your approach process and expectations for developing visual aides It makes the difference between a good presentation and a great one

**slide:ology - Oder die Kunst, brillante Präsentationen zu entwickeln** Nancy Duarte, 2009-06-30 Wie viele Pr sentationen haben Sie in Ihrem Berufsleben bereits verfolgt Und Hand aufs Herz Wie viele davon haben einen bleibenden Eindruck bei Ihnen hinterlassen Wirklich gute Pr sentationen sind noch immer die Ausnahme denn nur selten werden die M glichkeiten dieses Mediums optimal genutzt Wer sein Publikum nachhaltig berzeugen m chte muss seine Ideen verdichten und in stimmige Bilder umsetzen slide ology setzt hier an und f hrt Sie in die Kunst des visuellen Erz hlens ein Die Autorin Nancy Duarte wei wovon sie spricht Sie leitet Duarte Design das Unternehmen das unter anderem die Slide Show in Al Gores Oscar pr miertem Film Eine unbequeme Wahrheit entwickelt hat In slide ology gew hrt sie tiefe Einblicke in ihr umfangreiches Wissen als Designerin Anhand von Fallstudien bringt sie Ihnen dar ber hinaus die Visualisierungsstrategien einiger der erfolgreichsten Unternehmen der Welt nahe slide ology zeigt Ihnen unter anderem wie Sie Ihr Publikum gezielt ansprechen Ihre Ideen auf den Punkt bringen und ein stimmiges Design entwickeln Ihre Aussagen mit Farben Bildern und pr gnantem Text unterst tzen Grafiken erstellen die Ihren Zuh rern das Verst ndnis erleichtern Pr sentationstechnologien optimal nutzen

*Building PowerPoint Templates Step by Step with the Experts* Echo Swinford, Julie Terberg, 2012-09-28 Building PowerPoint Templates Supercharge your PowerPoint presentations with custom templates and themes Want to create presentations that are more consistent and cost effective Presentations that fully reflect your branding Then don t settle for Microsoft s out of the box templates and themes create your own In this easy hands on guide two PowerPoint MVPs teach you every skill and technique you ll need to build the perfect template from planning and design through theme building custom layouts colors and deployment Echo Swinford and Julie Terberg have distilled their immense PowerPoint knowledge into simple step by step techniques you can use right now whether you re using PowerPoint 2010 or 2007 for Windows or PowerPoint 2011 for Mac Well built templates are the backbone of great presentations whether building them for your own use or designing for thousands of users this book will guide you through the process of creating the most effective templates Important Note Upgrading from older versions of PowerPoint such as PowerPoint 2003 Your old templates may no longer work This book will help you make the transition painlessly Plan new templates and themes to maximize their business value for years to come Understand the differences between templates and themes and how they work together Make better choices about color fonts and slide layouts Create efficient templates for individual users teams and large organizations Incorporate Notes and Handout Masters into your presentation templates

Provide example slides and default settings that lead to better presentations Use Microsoft's little known Theme Builder to create effects and background styles Work around hidden quirks in PowerPoint's advanced template and theme features

Echo Swinford a Microsoft PowerPoint MVP since 2000 has been a featured speaker at the Presentation Summit formerly PowerPoint Live since its inception She is the expert voice and instructor behind PowerPoint 2010 LiveLessons Video Training the author of Fixing PowerPoint Annoyances and co author of The PowerPoint 2007 Complete Makeover Kit Julie Terberg is a Microsoft PowerPoint MVP and featured speaker at the Presentation Summit She is the owner of Terberg Design and has been designing presentations since the mid 1980s She is co author of Perfect Medical Presentations As contributing author for Presentations Magazine she won awards for her Creative Techniques columns *My PowerPoint 2016* Echo Swinford, 2015-11-10 Screenshots offer step by step instructions for tackling various PowerPoint 2016 tasks including how to correct recolor and apply artistic filters to pictures create and format charts tables and SmartArt diagrams and insert multimedia files

**Microsoft PowerPoint 2007** Echo Swinford, 2007 Creating a PowerPoint presentation from start to finish is an impressive task and this tutorial will show you just how it's done You'll learn about themes and schemes which are the foundation for a solid presentation file plus numerous new PowerPoint features such as picture effects text effects and quick styles all of which make it easy to create great looking presentations Plus you'll also uncover some more advanced techniques including charts tables diagrams and even typical animations Resource description page **Advanced**

**Microsoft Office PowerPoint 2007** Wayne Kao, Jeff Huang, 2007-12-27 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

**Microsoft Office PowerPoint** Joyce Cox, Joan Preppernau, 2008 Microsoft Office PowerPoint 2007 for Windows Tom Negrino, 2007-10-17 Microsoft PowerPoint is nearly ubiquitous in today's world from business to schools to clubs to organizations PowerPoint presentations are everywhere you turn To get up and running quickly and to learn to create the best looking presentations the ones that stand

out in terms of content and visual appeal readers need Microsoft Office PowerPoint 2007 for Windows Visual QuickStart Guide PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they create their presentations Trusted teacher Tom Negrino gives step by step instruction on using all the new features in PowerPoint 2007 such as using the dynamic SmartArt Diagrams custom layouts applying attractive new themes change them in just one click and how to manipulate and work with your text tables charts and other presentation elements in much richer ways than ever before Readers learn about writing their presentation gathering images and sound files choosing a design working with text and adding graphics and slide effects and transitions In the end users will have a professional looking and visually appealing presentation they can use anywhere As with all Visual QuickStart Guide books clear concise instructions and lots of visual aids make learning easy and painless

PowerPoint 2007 for Starters: The Missing Manual E. A. Vander Veer, 2007-01-25 Fast paced and easy to read this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away This concise guide shows readers how to work with PowerPoint's most useful features and its completely redesigned interface With clear explanations step by step instructions lots of illustrations and plenty of timesaving advice PowerPoint 2007 for Starters The Missing Manual will quickly teach you to Create save set up run and print a basic bullets and background slideshow Learn how to add pictures sound video animated effects and controls buttons and links to your slides Discover how to incorporate text spreadsheets and animations created in other programs The new PowerPoint is radically different from previous versions Over the past decade PowerPoint has grown in complexity but its once simple toolbar has been packed with so many features that not even the pros could find them all For PowerPoint 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft's documentation is as scant as ever so even if you find the features you need you still may not know what to do with them But with this book you can breeze through the new user interface and its timesaving features in no time PowerPoint 2007 for Starters The Missing Manual is the perfect primer for anyone who needs to create effective presentations

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