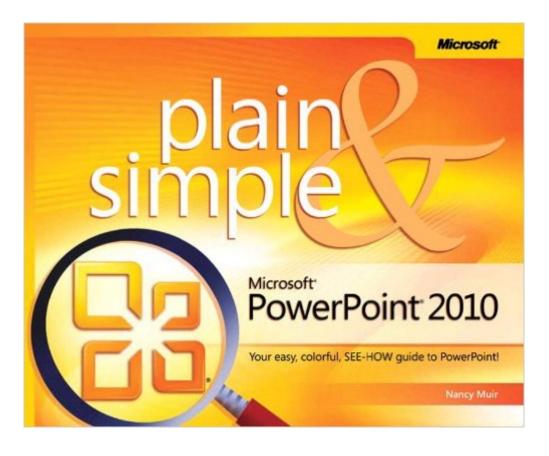# Microsoft PowerPoint 2010 Plain & Simple

Synopsis

Get the guide that makes learning Microsoft PowerPoint 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve problems and learn the tools, using easy-to-follow steps and concise, straightforward language. You'll discover new and exciting ways to create and share dynamic presentations with any audience. Here's WHAT you'll learn: Create dynamic presentations for your audience Include charts, tables, clip art, and other graphics Add video clips and CD music Animate slide and add transition effects Edit and polish your presentations with ease Create speaker notes and record narration Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what you learn right away

Book Information

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Customer Reviews

Don't let the title fool you with this book. When I saw the title I thought this book would be, as part of the title states, `Simple.' With over 20 years in the field and 10 years working heavily with PowerPoint I thought I would be bored at best with this book. I was surprisingly amazed by this book. With the new Ribbon in Microsoft Office and the new features introduced in PowerPoint 2010, this was an excellent resource for learning where and how to use the new features in PowerPoint 2010.The book begins with covering the Ribbon and how to use some of the enhanced features in

PowerPoint 2010. It then goes into the basics of making a PowerPoint. It covers how to make changes to the Slide Master, which in a support role was always a question from users.What I enjoyed most was the coverage of the new features. When you consider the amount of new software released and the new features each carries, not including new hardware, and new technologies, it is impossible to keep up with it all. So they way this book covers not only the basics but also the new features in a relatively short book, at 272 pages, is a small treasurer.The book gives a step-by-step in each chapter as it covers each feature. There is a brief description of the feature and what it is, then a walk-through of using the feature. The time it takes to go through the book and trying the feature can be accomplished within a day, or day and a half.For anyone wishing to learn PowerPoint for the first time or learn how to use it better this is the book I would recommend this as your source.

Plain & Simple Microsoft PowerPoint 2010 provides a fine, colorful 'how to' guide to using PowerPoint, showing how to create charts, add video and audio, animate slides, and create speaker notes. Use it as an at-a-glance key to jumping in to answer questions and absorb screenshots of information: it's a visual set of exercises to learning PowerPoint's basics, in color.

What a great book!!'Microsoft PowerPoint 2010 Plain & Simple' is EXACTLY what anyone looking to learn PowerPoint needs by their side. With 250 pages of FULL COLOR (this is always a +++++ in my book) content spread over 17 chapters, you will go from thinking slides to DOING slides in no time at all!! This is one of those books that gains greatly from a unique size and presentation of material. The look just jumps of the pages and says READ ME, LOOK AT ME, LEARN FROM ME and I found it fun and pleasant to peruse.How often do we use the word 'FUN' when it comes to computer books??HMMMMMM????PowerPoint is one of the most popular software tools Microsoft puts out and I can think of few better guides than this wonderful book to get your rolling.Pick it up TO-DAY!!***** HIGHLY RECOMMENDED

This book is represented as a simple presentation of PowerPoint, and that's just what it is. I looked at several books, and this one seemed to be the clearest. I have been a PowerPoint user for many years, but 2010 was a wholesale change for me, so I wanted to brush up on basic new features in an organized way. I learned several things from this book that made it worth the price. Rather than used it in the suggested fashion (as a reference), I read it all the way through. If you want a clear, simple presentation of PowerPoint 2010, this is for you. Please note that not all of the books in this

series are the same. They are by different authors and the clarity will not necessarily be the same.

...to give this well written book less than 5 stars.The following review was edited slightly on August 10, 2013 to indicate that the reason I was tempted to give it just one star is because I want to hammer the publisher, MICROSOFT, for failing to include this book WITH the software. But as I say, doing so would be unfair to Ms. Muir.However, because it is actually published by Microsoft, I had to resist a strong temptation to give it only one. This book is the software manual that Microsoft should have included with the software.The most overlooked step in learning to use a software program is to "RTFM!" -- short for Read The F(...uh...Funny) Manual. Unfortunately, software publishers no longer provide manuals with their software and consequently we have legions of users who really don't know how to use programs like PowerPoint. This would be avoided if Microsoft would actually include a manual...like this one with the software.This is a brief, but well written book. I have not been a big user of PowerPoint, but currently have a need to learn to use it well. This book is helping me build better presentations. Unexpectedly, it has also showed me features of the Office 2010 interface common to all of the programs that I would not have learned otherwise.To the author, Nancy Muir...well done. To Microsoft...doom on you. You have demonstrated, by publishing this book, that you can find good authors to write good software manuals, but you are cheating your customers by failing to ship a decent manual WITH the software.

Do not buy this book!! I have new reading glasses and still cannot read the screenshots, which are on every page of the book along with explanatory text. The screenshots are invaluable in figuring out how to use PowerPoint. I wish I had paid attention to others' reviews about this book when they pointed out this problem. Amazing that this book even got published like this!! I am going to purchase a different book.

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