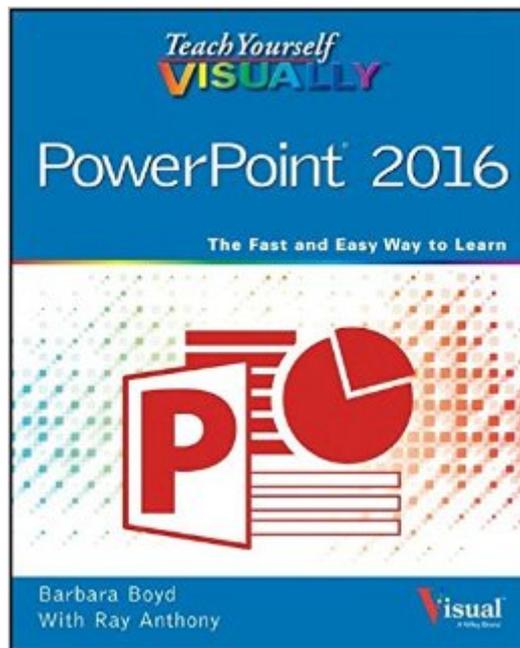


The book was found

Teach Yourself VISUALLY PowerPoint 2016 (Teach Yourself VISUALLY (Tech))



Synopsis

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 capabilitiesâ€”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 PowerPointâ€”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 somethingâ€”and skip the long-winded explanations? If so, Teach Yourself Visually PowerPoint is for you.

Book Information

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Customer Reviews

I found this book to be very complete and the instructions very clear and easy to follow. My daughter

just got her first laptop and with it she purchased the 2016 version of Microsoft office, so I was glad to receive this book to review it. I like that this book is written and formatted in such a way that my teenager can use it with ease. Also, I am a visual learner, so I really appreciate the illustrated examples throughout the book. This is just the book that my daughter needed to make sure her school presentations were the best she could make them. The 336 pages of the book are broken into 17 chapters. Each chapter covers the following:

- Chapter 1: PowerPoint basics
- Chapter 2: How to create a presentation
- Chapter 3: How to use themes and templates
- Chapter 4: Writing and formatting text
- Chapter 5: How to add charts and tables
- Chapter 6: How to work with clip art, shapes and objects
- Chapter 7: how to incorporate media, like photos, video and audio
- Chapter 8: Animating presentation
- Chapter 9: organizing slides
- Chapter 10: how to work with outlines
- Chapter 11: how to use masters
- Chapter 12: how to finalize the slide show
- Chapter 13: presenting a slide show
- Chapter 14: how to share your presentation
- Chapter 15: how to print your presentation
- Chapter 16: how to change PowerPoint options

If you're new to Powerpoint or haven't used it for a while, this book gives a very helpful step into what Powerpoint can do. I'm not a master at it, by any means, but experienced enough after using it for teaching for 5+ years. This isn't an advanced text, so if you are looking to expand your powerpoint skills to more advanced, this isn't going to get you there. It also doesn't really seem to show what is new about 2016 version. However, that's not a big deal, as most people don't care what's new in the version they have, they just want to know how to use it. I've used a lot of different manuals for Adobe and Microsoft programs, of varying level of skill. I'd recommend this one for anyone who isn't a computer pro, but just wants to hone or start with powerpoint. Great visual instructions, not at all overwhelming flow, full of useful content without ever getting overwhelming. I didn't learn much myself, but there were definitely a few things in each chapter that helped me along.

Teach Yourself Visually PowerPoint 2016 is a comprehensive but easy to understand guide to using PowerPoint 2016. It walks new and infrequent users of PowerPoint through the basics of the program and serves as a reference when creating presentations. This is the perfect guide for novice users - it is not overly complicated yet still makes it easy to develop the skills necessary to create professional looking PowerPoint visuals. If you already create a lot of PowerPoint presentations, you will want something more advanced. But otherwise, this is a great tool to develop and sharpen your PowerPoint skills.

This is my first VISUALLY book and I picked it up half in mind for a friend of mine who has been having to make a few more PowerPoint presentations for sales pitches. The audience for this book should be considered people who have never touched PowerPoint before and need a run-through of all of it's in's and out's. The book was surprisingly thorough but really only covered the most basic of PowerPoint's abilities. The pictures are indeed all throughout the book, but most are very detailed and don't lend themselves to the small print size they attempted with this book's size. In other words, there are a few pictures where you really wish you could zoom in to see what the authors are referencing. Having said all of that, if you're looking for a good introductory book for PowerPoint, this VISUALLY reference is well laid out and easy to follow. If you go cover-to-cover, you'll be able to create very reasonable and professional looking presentations. If you've used PowerPoint before and just wanted a refresher on what's new in 2016, or you're looking for advanced notes on specific topics, you're still better off doing searches on Technet.

This book is fairly complete and covers the most common topics in learning and mastering PowerPoint 2016. It is written for visual learners, with clear step-by-step instructions and accompanying illustrations & screenshots to show you exactly how to do certain tasks in PowerPoint. The book is not meant to be read from cover to cover, but more of a reference guide for looking up instructions to the specific tasks at hand. That said, I find this book also suitable for readers who want to read it like a tutorial, since it starts out with the basics, and move towards the more advanced tasks that build on top of the skill sets from the earlier chapters. Overall, this book is well written and task-focused. As an intermediate user, I find the instructions for the basic tasks pretty much spot-on, clear and easy to follow. I also find the more advanced topics helpful, as I'm still learning how to do certain complex things. Of course, there are still things I want to do in PowerPoint but seem unable to find an adequate solution in this book, and I still have to go online and research. That said, I still find this book useful. Certainly a good reference for the most commonly tasks that would help you build a nice and professionally looking presentation.

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