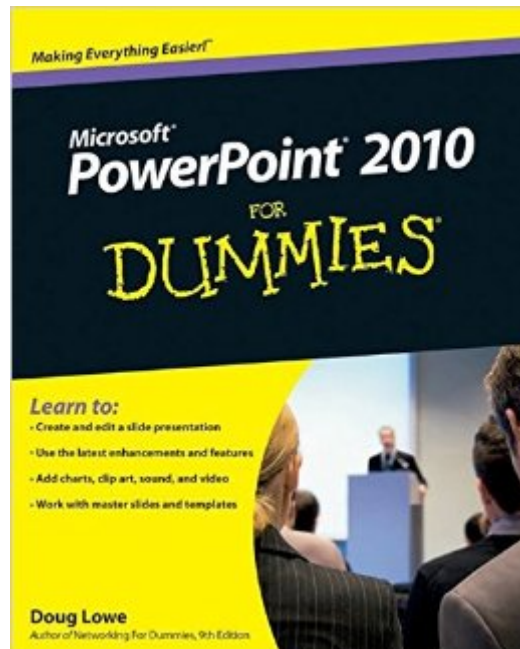


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# PowerPoint 2010 For Dummies



## Synopsis

Start creating dynamite presentations with PowerPoint 2010 PowerPoint, the number one presentation software, has been revised and improved with the introduction of Microsoft Office 2010. More than 120 million people are using PowerPoint to create business and educational presentations worldwide. Both new and veteran PowerPoint users will improve their skills with the fun and friendly advice in PowerPoint 2010 For Dummies. Bestselling author Doug Lowe makes it easy to grasp the new features and shows you how to create presentations with pizzazz.

PowerPoint is used in more than 60 countries to create visual presentations for business and educational settings The newest revision to PowerPoint adds new features, an online version of the software, and improved audiovisual and video editing capabilities This easy-to-follow guide explains how to create and edit slides, import data from other applications, and add charts, clip art, sound, and video Also covers working with hyperlinks, creating Web pages with PowerPoint, video editing, and collaboration via online access PowerPoint 2010 For Dummies helps you take full advantage of the enhancements in the new version, so you can create more effective and impressive presentations.

## Book Information

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## Customer Reviews

This was a Great Help as I had never used Power Point of any kind and I had to have a PowerPoint presentation right away. It was easy to use and follow through on the instructions to achieve the results I wanted. I liked that I could look up a particular function, research it and do it without having

to read the whole book and digest it in order to do what I wanted to do. The only thing I found I didn't like, and it may simply be that Power Point 2010 can't do this, was I needed to print my notes off with just a thumbnail size of the slide with several of the slides and their respective notes on one page. Instead all I could get it to do was one slide with it's notes per sheet of paper. I had 75 slides, so you can do the math and the volume of paper I ended up with, but other than that, I found the book an essential tool for me in working up a PowerPoint Presentation. WELL worth the money spent!

I learned WordPerfect and Lotus 123 years ago and then adapted to Word and Excel as DOS faded away, but since I've never really needed presentation software, PowerPoint has always been an unused menu item. Recently though, changed circumstances have given me the challenge, need, and opportunity to become a master this program. While it was not terribly difficult to use the built in templates to create a dreadfully boring stream of bullet points, I've been anesthetized by PowerPoint often enough, that I am loathe to torture my students to "Death By PowerPoint". Playing with the program helped me understand why so many PowerPoint presentations are so bad; it is just too easy to insert text effects and weird transitions that distract from the message of the presentation. But I've also seen outstanding presentations that conveyed information clearly and persuasively, and to do that, the presenter really needs to understand the program well. This is one of several titles I picked up to achieve that goal. PowerPoint really is a powerful tool and I do believe that a well crafted presentation can bring clarity and understanding to complex ideas. Now this book is NOT going to turn me into a dynamic, powerful, convincing presenter. But it is showing me how to use the tools in PowerPoint to make slides that are as wordy, busy, complex, and confusing, or alternatively, as spare, clear, and concise as I might wish. I've learned how to insert graphics, sound, video, and how to use my own photographs or hand drawings as a background or in a text box. While I have not mastered the program yet, this book has shown me that I can record a narration, incorporate animations and even set up a presentation that will run itself or loop over and over again. Unlike some other "For Dummies" books I've owned, this one eschews a lot of the clap-trap that sometimes falls into these books. Importantly, since I have to switch back and forth between PP 2013 at home and 2010 at work, this book, so far, appears to apply to both versions. This is good, because the publication date on a raft of Office 2013 books is in May, or later. I have yet to run into any feature mentioned in this book that did not exist and function as stated on any of the computers I am currently using. I've now worked my way through much of this book and am pleased to say that it is a useful guide through the capabilities and techniques necessary to build both good and bad

PowerPoint presentations.

Man, I gotta tell you. This is one great learning book for PowerPoint. I am really glad I purchased it. I bought another book that was educationally good but PPTX for Dummies is the best. Even though Dummies is black and white, it is great. As you can tell, I am very pleased... At less than \$14 per book for a new copy, it is a deal. Enough said. If you want to quickly learn PPTX 2010 buy this book. Delivery from was also quick and good. Am very pleased. Thank you.

Even though I've used PowerPoint for years, this book unlocked some magic shortcuts and capabilities I didn't know the program had. The writing style is so fun, this book is a treasure to read and a pleasure to use.

Very useful for all PowerPoint users. I wish everyone who uses PowerPoint would read this. Too many people don't use PowerPoint correctly or to the full potential of the program just because they don't know how to click the right button to do a slide show. This book is a must if you are going to be doing any sort of presentation with PowerPoint.

I already know how to use PPT pretty well. But I needed to pass a test on usage! This book has all the information I needed to understand the little quirky terms that a "test" will have. Of course knowing how to use it is the most important thing and I've already learned a ton. I TOTALLY expect to pass the test with the superabundance of information I've been learning from this book. I'm also revising my online PowerPoint Presentations on my websites. I highly recommend this book.

I buy many of the "Dummies" series of computer reference books. Some I have gotten around to using but the PowerPoint 2010, I have not. I bought the series for 2007 version but I never used it and went from the 2003 version to the 2010 version. If you are going to start using Power Point, like I intend on doing, this book is a must. If your are an experienced user, this book should be a good reference book for you.

Many topics too simple, early beginner, and many topics seemed to address the beginning and low-moderate user. I did pick up a couple of ideas, but not as much as I had from some of the earlier "Dummies" books. It remains on my book shelf, and does, on occasion get some use.

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