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Linda Bird

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Backed with over 20 years of writing, teaching and professional experience with electronic spreadsheets, the authors have perfected the format and presentation of Microsoft applications material to suit every type of learning style. Comprehensive information for users at various levels of experience, hands-on exercises and a flexible binding make this a must-have series for applications essentials. Areas covered include taking a tour of PowerPoint, creating presentations, modifying the presentation's text and structure, working with visual and multimedia elements, working with the slide master and slide layout, working with charts, preparing and delivering electronic slide shows and interfacing PowerPoint with other applications and the Internet. Using advanced methods to create and work with presentations, using multimedia effects, adding visual elements to your presentation, creating drawn objects, linking and inserting charts, worksheets, and tables, working with custom slide shows, hyperlinks, and action buttons and using PowerPoint's collaboration features. For training professionals.

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