

Details:

Amazon rank: #606,909

Price: \$15.39

bound: 512 pages

Publisher: Microsoft Press; 1 edition
(December 22, 2015)

Language: English

ASIN: B019PFBM16

File size: 32755 KB

Microsoft PowerPoint 2016 Step by Step

by **Joan Lambert**

rating: 3.5 (4 reviews)



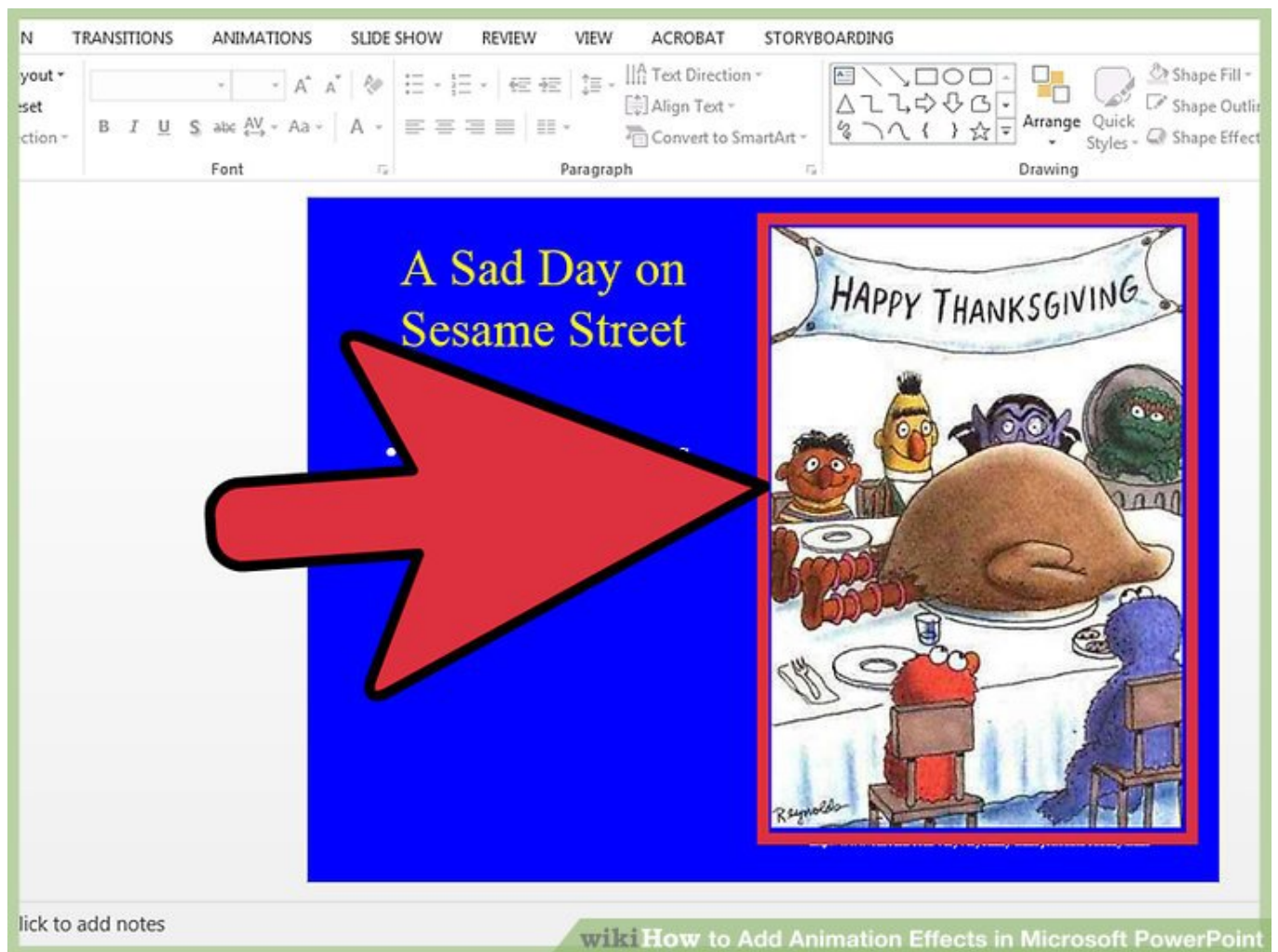
->->->->->[DOWNLOAD BOOK Microsoft PowerPoint 2016 Step by Step](#)

->->->->->[ONLINE BOOK Microsoft PowerPoint 2016 Step by Step](#)

Now in full color!

The quick way to learn Microsoft PowerPoint 2016!

This is learning made easy. Get more



2 RUB1,253.63 RUB1,128.27 Pre-ordered Microsoft Visio 2016 Step By Step Scott AAs President and CEO of Online Training Solutions, IncKeyboard shortcuts Read Aloud Available on Android devices Report Flag as inappropriate Reading information Smartphones and Tablets Install the Google Play Books app for Android and iPad/iPhone MOBI The eBook format compatible with the Amazon Kindle and Amazon Kindle applications

Copyright Page Part 3: Insert and manage visual elements 6 Insert and manage simple graphics Insert, move, and resize pictures Edit and format pictures Draw and modify shapes Draw and add text to shapes Move and modify shapes Format shapes Capture and insert screen clippings Create a photo album Skills review Practice tasks 7 Create and manage business graphics Create diagrams Modify diagrams Format diagrams Create charts Modify charts Manage chart data Modify the display of chart elements Format charts Skills review Practice tasks 8 Add sound and movement to slides Animate text and pictures on slides Customize animation effects Add audio content to slides Add video content to slides Compress media to decrease file size Add and manage slide transitions Skills review Practice tasks Search MSDN Search all blogs Search this blog Sign in Microsoft Press blog Microsoft Press blog New book: Microsoft PowerPoint 2016 Step by Step ★★★★★★★★★★★★★★ Kim SpilkerJanuary 6, 20160 Share 0 0 Were pleased to announce the availability of Microsoft PowerPoint 2016 Step by Step (ISBN 9780735697799), by Joan LambertJump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by stepWe

customize your eBook by discreetly watermarking it with your name, making it uniquely yours
Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures
Create visually appealing documents for school, business, community, or personal purposes
Use built-in tools to capture and edit graphics
Present data in tables, diagrams, and charts
Track and compile reference materials
Manage document collaboration and review
Fix privacy, accessibility, and compatibility issues
Supercharge your efficiency by creating custom styles, themes, and templates 2 RUB1,253.63
RUB1,128.27 Pre-ordered Microsoft Office 2016 Step by Step Joan Lambert November 19, 2015 2
RUB1,622.74 RUB1,460.47 The quick way to get started with Microsoft Office 2016! This is learning made easy 2 RUB1,253.63 RUB1,128.27
Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures
Create attractive electronic presentations and printed publications
Incorporate professional design elements
Use built-in tools to capture and edit graphics
Include audio, video, and animated elements
Supercharge your efficiency by creating custom slide masters and layouts
Present data in tables, diagrams, and charts
Read more About the author Joan Lambert has worked closely with Microsoft technologies since 1986, and in the training and certification industry since 1997

Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets
Manage your e-mail, calendar, meetings, and communications
Put your business data to work
Develop and deliver great presentations
Organize your ideas and notes in one place
Connect, share, and accomplish more when working together" 2 RUB1,622.74
RUB1,460.47 Pre-ordered Microsoft PowerPoint 2013 Step by Step Joan Lambert January 15, 2013 2
RUB1,105.83 RUB995.25 Experience learning made easy and quickly teach yourself how to create compelling presentations with PowerPoint 2013
We customize your eBook by discreetly watermarking it with your name, making it uniquely yours
Item added to wishlist
Contents With STEP BY STEP, you set the pace—building and practicing the skills you need, just when you need them! Topics include building an Access database from scratch or from templates; publishing your database to the Web; exchanging data with other databases and Microsoft Office documents; creating data-entry forms; using filters and queries; designing reports; using conditional formatting; preventing data corruption and unauthorized access; and other core topics
Part 5: Use advanced PowerPoint functions 11
Work in PowerPoint more efficiently
Change default PowerPoint options
Manage general Office and PowerPoint options
Manage proofing options
Manage file locations
Manage language options
Manage advanced options
Customize the Quick Access Toolbar
Customize the ribbon
Manage add-ins and security options
Manage add-ins
Configure Trust Center options
Skills review
Practice tasks 12
Create custom presentation elements
Create custom themes
Customize slide masters and layouts
Save custom presentation templates
Skills review
Practice tasks 13
Save and share presentations
Save presentations in other formats
Share presentations from PowerPoint
Restrict access by using passwords
Add and review comments
Coauthor presentations
Skills review
Practice tasks
Title Page
Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures
Create attractive electronic presentations and printed publications
Incorporate professional design elements
Use built-in tools to capture and edit graphics
Include audio, video, and animated elements
Supercharge your efficiency by creating custom slide masters and layouts
Present data in tables, diagrams, and charts
About the author Joan Lambert is the author or coauthor of more than three dozen books about Windows and Office and three generations of Microsoft Office Specialist certification study guides

Customers Educators Preview a Title Students Get Involved Pearson Campus Ambassador Program
Pearson Student Insiders Pearson Scholarship for Higher Education Share Your Story How to Become a Blogger Suggested Blog Topics About the Pearson Students Team Get Course Materials Pearson Students Blog Administrators & Deans Community Colleges Resources & Support Success Stories
Connect with Us Private Sector Education Workforce Directors College Resellers Ordering Information

Returns Policy Review & Desk Copies Increase Sell-Through Digital Course Materials Distribution Get more done quickly with PowerPoint 2016 Locate the .zip file on your computer We customize your eBook by discreetly watermarking it with your name, making it uniquely yours Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together" 2 RUB1,622.74 RUB1,460.47 Pre-ordered Microsoft Access 2010 Step by Step Joan Lambert July 15, 2010 2 RUB1,253.63 RUB1,128.27 Experience learning made easy-and quickly teach yourself how to build database solutions with Access 2010 Other titles you might like Exam Ref 70-346 Managing Office 365 Identities and Requirements, 2nd Edition Book \$39.99 Microsoft SharePoint 2016 Step by Step Book \$39.99 MOS 2016 Study Guide for Microsoft PowerPoint Book \$22.99 Products & Services for Institutions Alternative Credentials Analytics Services Career Success Program How It Works GRIT Program on Mindset Conley Readiness Index Labor Market Data Personal & Social Capabilities Framework Based in Research Actionable Results Request More Information Competency-Based Education Consulting Services Credit for Prior Learning The Case for CPL Solutions From the Blog Request More Information Curriculum Services Learning Needs Assessment Curriculum Design Course Development Implementation & Operations Management Course Evaluation & Academic Research Request More Information Digital Badges GRIT Badges Professionalism Badges Digital Direct Access Grant Help Finding Grant Funding State Grants Federal Grants Foundation & Corporate Grants Additional Funding Resources College Readiness & Completion Grants STEM Grants Career Readiness & Employability Grants Student Support Services Grants Planning a Grant Proposal Grant Writing Tips How to Write a Grant Proposal Grant Writer Checklist Additional Grant Help Contact Us Help Desk Services & Technical Support Managed Services for Community Colleges MyLabsPlus Learn About Results Support Online Program Management Our Mission Our Services Market Research & Program Readiness Program Funding Marketing Student Recruitment Student Retention Course Development & Curriculum Design Faculty Support & Training Online Learning Environment Management Corporate Partnerships Hosting Solutions Help Desk & Technical Support Partnerships Results Blog FAQ Request More Information Online Tutoring from Smarthinking How It Works Hours of Service Results Our Tutors Subjects Business Career Writing Computers & Technology Mathematics & Statistics Nursing & Allied Health Reading Science Spanish Writing Resources & Support Educators & Administrators Students Get Help Now About Us Become a Tutor Purchase Terms & Conditions Privacy Policy Jump in wherever you need answers brisk lessons and colorful screenshots show you exactly what to do, step by step Read more My review Review from Reviews Write a Review Edit Review Review deleted Additional information Features Flowing text, Original pages Best for Web, Tablet, Phone, eReader Pages 480 Language English ISBN 9780735699526 Genres Computers & Technology Desktop Applications Computers / Desktop Applications / General Computers / Desktop Applications / Presentation Software Computers / Desktop Applications / Suites Read more Content protection This content is DRM protected

Events .Subject Catalog Humanities & Social Sciences Anthropology Art Communication, Film & Theatre Catalog Mass Communication / Public Relations / Film Speech Communication Theatre English Composition Developmental English Literature & Creative Writing Technical Communication History Interdisciplinary Studies Family Studies & Human Development Humanities Race & Ethnic Studies Social Science Women's & Gender Studies Music Philosophy Political Science Psychology Religion Social Work / Family Therapy / Human Services Sociology World Languages Chinese French German Italian Japanese Language Methods Latin Portuguese Russian Spanish Math & Science Anatomy & Physiology Biology & Microbiology Majors Biology / Upper Level Biology Microbiology Non-Majors Biology Chemistry Environmental Science Geography & Atmospheric Sciences Geology & Oceanography Health & Kinesiology Mathematics Advanced Math Calculus Developmental Math Finite Math & Applied Calculus Liberal Arts Math / Teacher's Math Math for Careers Mathematics Precalculus Mathematics Technical Mathematics Nutrition Physics & Astronomy Statistics Introductory Statistics Upper-Level Statistics Professional & Career Business Accounting & Taxation

Business Communications Business Law Business Math Business Skills Decision Science Finance Insurance Introduction to Business MIS Management Marketing Office Technologies Business Statistics Communication Sciences & Disorders Computer Science Counseling Criminal Justice Culinary, Hospitality, Travel & Tourism Culinary Arts Food Science Hospitality Travel & Tourism Deaf Studies & Deaf Education Economics Education Curriculum & Instruction ELL Early Childhood Education Ed Psych / Tests & Measurements Educational Administration & Leadership Educational Research Foundations / Intro to Teaching Instructional Technology Licensure Preparation Reading & Literacy Special Education EMS & Fire Science (BRADY) Emergency Medical Services (BRADY) Fire Science (BRADY) Engineering Bioengineering Chemical Engineering Civil & Environmental Engineering Electrical & Computing Engineering General Engineering Industrial Engineering Mechanical & Aerospace Engineering Technical Math / Technical Physics Fashion & Interior Design Consumer Science Fashion Interior Design Health Professions Basic Health Courses Clinical Lab Science Dental Assisting Dental Hygiene Health Information Management Massage Therapy Medical Assisting Medical Billing Insurance Coding Medical Terminology Medical Transcription Nursing Assistant Occupational Therapy Pharmacy Technician Phlebotomy Physical Therapy Surgical Technology Information Technology CIS: Computing Concepts CIS: Office Applications Computer Graphics / Arts Game Development Security Training & Certification Legal Studies & Paralegal Nursing LPN / LVN RN Student Success & Career Development Trades & Technology Agriculture Automotive Technology Building & Technical Trades CAD / Engineering Graphics / Drafting Construction Management & Civil Technology Electronics & Electricity Technology Engineering Technology & Industrial Management Environmental Technology Technical Trades: NCCER / Contren Sign in to download instructor resources Downloading and using instructor resources Laptops and Computers You can read books purchased on Google Play using your computer's web browser2 RUB884.52 RUB796.07 Pre-ordered Microsoft Office Outlook 2007 Step by Step Joan Lambert January 3, 2007 2 RUB1,105.83 RUB995.25 Experience learning made easyand quickly teach yourself how to manage your communications with Outlook 2007With Step By Step, you set the pacebuilding and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effectsand see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the books lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBookplus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook Sign in Your cart Microsoft Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures Create visually appealing documents for school, business, community, or personal purposes Use built-in tools to capture and edit graphics Present data in tables, diagrams, and charts Track and compile reference materials Manage document collaboration and review Fix privacy, accessibility, and compatibility issues Supercharge your efficiency by creating custom styles, themes, and templates 2 RUB1,253.63 RUB1,128.27 Pre-ordered Microsoft Office Home and Student 2010 Step by Step Joan Lambert June 30, 2010 2 RUB1,253.63 RUB1,128.27 Teach yourself exactly what you need to know about using Microsoft Word, Excel, PowerPoint, and OneNote-one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace 83fc8d264e

Tags: download torrent ExtraTorrent, read free ipad, torrent download 1337x, book buy cheap, book Box, book tablet, full version download, book without payment, book view, get free, bookstore access selling online ebay, download torrent isoHunt, information wiki author book francais

[Give Me Liberty!: An American History \(Fourth Edition\) \(Vol. 2\) Eric Foner](#)

[Why I Sneeze, Shiver, Hiccup, & Yawn \(Let's-Read-and-Find-Out Science 2\) download Investigating Astronomy download.zip](#)

[Modern Ethics in 77 Arguments: A Stone Reader books pdf file](#)

[Faraday, Maxwell, and the Electromagnetic Field: How Two Men Revolutionized Physics ebook rar](#)

[Here Comes the Garbage Barge download pdf](#)
[Branding Law: A Guide to the Legal Issues in Brand Management \(Coursebook\) mobi download book](#)
[Arduino for Ham Radio: A Radio Amateur's Guide to Open Source Electronics and Microcontroller Projects downloads torrent](#)
[Oxford German Dictionary ebook rar](#)
[The Princess...The Pearls...and The Pekingese download pdf](#)