



My PowerPoint 2016 (includes Content Update Program)

Echo Swinford

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My PowerPoint 2016 (includes Content Update Program) Echo Swinford Book + Content Update Program


If you want to deliver truly attention-grabbing presentations with PowerPoint 2016, **My PowerPoint 2016** is your must-have companion. Friendly, quick, and packed with real-world advice, it walks you through every task you'll want to perform, including:


- Choosing the right design
- Creating and inserting shapes and pictures
- Incorporating effective animations, transitions, and multimedia content
- Finalizing and printing your presentation
- Setting up and delivering slide shows
- Modifying themes and templates to your precise needs
- And much more

Every task is presented step-by-step, using carefully annotated, full-color screenshots, all numbered so there's no chance of getting lost or confused. Everything's clearly organized in modular, self-contained chapters designed to help you get more powerful results from Microsoft's PowerPoint 2016, and get them faster. Throughout, the book is packed with helpful tips and lists - plus quick solutions to the problems you're most likely to encounter.

In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of PowerPoint 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit www.quepublishing.com/CUP.

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