



Microsoft PowerPoint 2013 Plain & Simple

By Nancy Muir



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Get the guide that makes learning Microsoft PowerPoint 2013 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before.

Here's WHAT you'll learn:

- Create dynamic presentations for your audience
- Include charts, tables, clip art, and other graphics
- Add video clips and CD music
- Animate slide and add transition effects
- Edit and polish your presentations with ease
- Create speaker notes and record narration

Here's HOW you'll learn it:

- Jump in whenever you need answers
- Easy-to-follow STEPS and SCREENSHOTS show exactly what to do
- Handy TIPS teach new techniques and shortcuts
- Quick TRY THIS! Exercises help apply what you learn right away

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Editorial Review

Amazon.com Review

Sharpen your PowerPoint skills with these tips offered by Nancy Muir Boyse, author of "Microsoft PowerPoint 2013 Plain & Simple"

1. Do learn how to use PowerPoint masters: they are key to building and modifying presentations.
2. You can use the Outline pane in Outline view to move slides around. Right-click a slide icon and choose Move Up or Move Down to move a slide one position at a time. Or drag the slide icon to any other position in the outline.
3. The Zoom dialog box lets you choose a percentage at which to display a slide. You can double-click the percentage number on the zoom slider to quickly display the Zoom dialog box in Print Preview
4. If you want to include or exclude an item from all slide layouts, use the Master Layout. Click the Master Layout thumbnail to display it, and then click the Master Layout button on the Slide Master tab. Click to display or remove items such as a title or slide number from all slides, and then click OK.
5. Always try to check your display equipment before you present and, if possible, have the user manual for that equipment handy. In some cases you need to know which button or keyboard combination to use to switch the display on or connect it to your computer.

About the Author

Nancy C. Muir has worked as a trainer and university instructor, and has a certificate in distance learning design. She is the author of more than 50 technology books, including Microsoft PowerPoint 2010 Plain & Simple and Windows 8 Plain & Simple.

Users Review

From reader reviews:

Christine Furst:

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Marsha Young:

Playing with family within a park, coming to see the marine world or hanging out with good friends is thing that usually you will have done when you have spare time, and then why you don't try factor that really opposite from that. One particular activity that make you not sensation tired but still relaxing, trilling like on roller coaster you already been ride on and with addition of information. Even you love Microsoft PowerPoint 2013 Plain & Simple, you are able to enjoy both. It is great combination right, you still desire to miss it? What kind of hang type is it? Oh can occur its mind hangout folks. What? Still don't understand it, oh come on its named reading friends.

Stacy Knarr:

This Microsoft PowerPoint 2013 Plain & Simple is great book for you because the content and that is full of information for you who always deal with world and have to make decision every minute. This kind of book reveal it details accurately using great coordinate word or we can state no rambling sentences within it. So if you are read this hurriedly you can have whole info in it. Doesn't mean it only provides straight forward sentences but challenging core information with beautiful delivering sentences. Having Microsoft PowerPoint 2013 Plain & Simple in your hand like keeping the world in your arm, info in it is not ridiculous just one. We can say that no e-book that offer you world throughout ten or fifteen minute right but this reserve already do that. So , this is good reading book. Hi Mr. and Mrs. hectic do you still doubt that will?

Pearlie Wong:

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