



# PowerPoint 2007 Just the Steps For Dummies

*Barbara Obermeier, Ted Padova*

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When you're trying to harness the power of PowerPoint, you don't want to wade through lots of background and definitions; you want to make things happen! *Power Point Just the Steps for Dummies* puts your hands and eyes to work immediately so you can finish any PowerPoint project in a flash. Just choose your task, follow the step-by-step instructions and vivid illustrations, and POOF! It's done. In seconds, you'll be:

- Creating a new presentation
- Resizing or moving an object
- Duplicating a slide
- Using the outlining toolbar
- Adding notes to a slide
- Printing your presentation
- Setting up a slide show
- Working with pictures and clip art
- Coloring text and objects
- Modifying the slide master
- Creating a template
- Inserting a diagram or chart
- Adding sound and video
- And more

Whether you're new to PowerPoint, pressed for time, or visually oriented, this get-it-done guide will help make your next PowerPoint presentation look like a work of genius!

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