

Using Powerpoint 4 for Windows

Rich Grace

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As a best-selling presentation graphics program-and a component of the Microsoft Office suite-PowerPoint is the must-have presentation program. Users who know this need a comprehensive approach for creating powerful presentations. Que has filled this book with brilliant tutorials and strong reference material-destined to boost any user's presentation capabilities.

- Easy, step-by-step lessons for creating dynamic charts and presentation materials
- Great expert advice helps users enhance presentations with persuasive special effects
- Includes a 16-page gallery of presentation examples-for brilliant ideas and results



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