

<<Microsoft Office Pow>>

图书基本信息

书名：<<Microsoft Office PowerPoint 2007 简明手册>>

13位ISBN编号：9780735622951

10位ISBN编号：0735622957

出版时间：2007-2

出版时间：Microsoft Pr

作者：Nancy Muir

页数：237

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

## 内容概要

Get the fast answers in full color that make learning the new version of Microsoft Office PowerPoint plain and simple! You'll become familiar with the new, easy-to-use user interface and learn the essentials for working with Office PowerPoint 2007, discovering how to perform everyday tasks and answer your own questions quickly. This no-nonsense guide helps you learn the easy way to navigate Office PowerPoint 2007 with numbered steps and concise, straightforward language that show the most expedient ways to learn a new skill or solve a problem. You'll learn the essentials for creating presentation outlines, working with slide masters and slide designs, adding graphics and drawings, and publishing your presentations to the Web plus more!

书籍目录

Acknowledgments1 About This Book No Techie Talk A Quick Overview A Few Assumptions2 What's New in PowerPoint 2007? The Final Word What's New in PowerPoint 2007? What's Where in PowerPoint 2007? Using the Ribbon Work with the Mini Toolbar Customize the Quick Access Toolbar Work with New Design Elements 3 Getting Started with PowerPoint 2007 Creating a New Presentation Finding and Opening Existing Presentations Sizing Panes in Normal View Viewing Multiple Slides with Slide Sorter Running a Presentation in Slide Show View Saving and Closing a Getting Help PowerPoint Presentation4 Building a Presentation Understand How to Build a Presentation Building a Slide Work with Text Find and Replace Text Manipulating Placeholders5 Building a Presentation Outline Understanding the Relationship of the Outline to Slides Working with the Outline Adding Text in the Outline Tab Working with Outline Contents6 Managing and Viewing Slides Viewing Slides in Slide Pane Managing Slides in Slide Sorter View Hiding Slides and Slide Elements 7 Using Slide Layouts and Themes What Slide Layouts and Themes Control Work with Layouts Work with Themes Change Theme Colors and Fonts8 Inserting and Drawing Objects9 Formatting Text, Objects, and Slides10 Working with Slide Masters11 Adding Transition Animations12 Finalizing Your Slide Show13 Running a Presentation14 Printing a Presentation15 Publishing a Presentation to the Web16 Introducing Advanced PowerPoint TopicsIndex

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>