

## Introducción

El programa PowerPoint de la suite de Office 2007 conserva gran parte de sus características y rendimiento como el programa de presentaciones más utilizado en el mercado de la computación y la informática con respecto a sus versiones anteriores, la presentación en pantalla de los menús, barras de herramientas, botones, etc. y demás elementos que lo constituyen, si han tenido cambios significativos, pero siempre enfocados hacia el mayor rendimiento, desempeño y facilidad en su manejo por quienes lo utilizan para realizar tareas diversas en cualquier ambiente, sea éste de trabajo o escolar.

## Partes principales del programa



# Manual Powerpoint 2007

**Michael Springer**

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## **Manual Powerpoint 2007:**

**PowerPoint 2007 for Starters: The Missing Manual** E. A. Vander Veer, 2007-01-25 Fast paced and easy to read this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away This concise guide shows readers how to work with PowerPoint s most useful features and its completely redesigned interface With clear explanations step by step instructions lots of illustrations and plenty of timesaving advice PowerPoint 2007 for Starters The Missing Manual will quickly teach you to Create save set up run and print a basic bullets and background slideshow Learn how to add pictures sound video animated effects and controls buttons and links to your slides Discover how to incorporate text spreadsheets and animations created in other programs The new PowerPoint is radically different from previous versions Over the past decade PowerPoint has grown in complexity but its once simple toolbar has been packed with so many features that not even the pros could find them all For PowerPoint 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft s documentation is as scant as ever so even if you find the features you need you still may not know what to do with them But with this book you can breeze through the new user interface and its timesaving features in no time PowerPoint 2007 for Starters The Missing Manual is the perfect primer for anyone who needs to create effective presentations

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what to do with them But with this book you can breeze through the new user interface and its timesaving features in no time

**PowerPoint 2007 for Starters The Missing Manual** is the perfect primer for anyone who needs to create effective presentations     *Office 2007: The Missing Manual* Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box     *PowerPoint 2007: The Missing Manual* Vander Veer,2007-02-13 Like every other application in Microsoft Office suite PowerPoint is loaded with features So many in fact that even veterans don t know where to find them all Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use PowerPoint 2007 also boasts improved graphics additional templates the ability to save custom layouts and improved collaboration through SharePoint One thing Microsoft hasn t improved is its poor documentation To learn the ins and outs of all the features in PowerPoint 2007 Microsoft merely offers online help If you re familiar with previous versions of the program you may be lost the first time you fire up the new PowerPoint or you would be if it weren t for PowerPoint 2007 The Missing Manual This book written specifically for this version of the software not only offers the basics of how to create save set up run and print a basic bullets and background slideshow but takes you into the world of multimedia animation and interactivity You ll learn how to add pictures sound video animated effects and controls buttons and links to their slides along with ways to pull text spreadsheets and animations created in other programs You can also create your own reusable design templates and learn to automate repetitive tasks with macros Learn how to take advantage of advanced functions such as adding custom background images that existed in previous PowerPoint versions but were so cleverly hidden that few people ever found them     *Microsoft PowerPoint 2016 Training Manual Classroom in a Book* TeachUcomp ,2015-10-27 Complete

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