

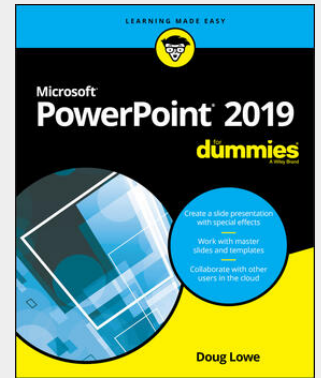
## PowerPoint 2019 for Dummies

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Get up and running fast with the PowerPoint 2019 PowerPoint continues to be the go-to tool for business presentations. The software helps anyone who needs to communicate clearly by creating powerful and effective slideshow presentations featuring data in the form of charts, clip art, sound, and video. You can even use it to create presentations for the Web. In PowerPoint 2019 For Dummies, expert Doug Lowe shows you how to use this popular tool to make show-stopping presentations that will get your message across -- and your audience excited. \* Create a slide presentation with special effects \* Work with master slides and templates \* Collaborate with other users in the cloud \* Add charts, clip art, sound, and video Want to learn to use PowerPoint quickly and efficiently? Look no further!

\* Create a slide presentation with special effects \* Work with master slides and templates \* Collaborate with other users in the cloud Give your presentations a shot of WOW!

PowerPoint is the undisputed leader in business presentation software. The newest version has more cool tools to make your presentation a showstopper, and expert Doug Lowe will have you creating super PowerPoint presentations in time to make your boss's ridiculous deadline. Make dull data exciting with charts, sound, and video; use themes and transitions for professional continuity; and add special effects to make your information memorable. In the boardroom, the classroom, the museum lobby-learn to get your point across anywhere with PowerPoint! Inside. \* Navigate the interface \* Create and edit slides \* Import data from other sources \* Create speaker notes \* Add charts and SmartArt \* Use PowerPoint drawing tools \* Set up and use a slide library \* Save in different formats



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*Lieferfrist: bis zu 10 Tage*

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