
Content overview

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PART ONE: LEARNING THE BASICS

1 Creating a Simple Presentation 2

We show you how to use the AutoContent Wizard to create a simple presentation, and then how to edit the presentation's slides. After adding a few special effects, you learn how to show off your creation to friends or coworkers.

2 Presenting Information Visually 42

We show you how to enhance your presentations by adding clip art to slides. You learn how to manipulate the pictures, how to import graphics from other sources, and how to animate graphics. Then we show you how to add and fine-tune a graph.

3 Fine-Tuning a Presentation 72

You create a new presentation based on a design template, adding slides and text as you go along. Then we show you various ways of fine-tuning your presentations by editing and formatting text and rearranging slides to strengthen your argument.

PART TWO: BUILDING PROFICIENCY

4 Adding More Visual Effects 104

You add an organization chart to illustrate a company's hierarchy, create a table to categorize and compare information, and add extra flourishes with fancy text created with the WordArt program. You also use the drawing tools to create the right image.

5 Creating a Custom Template 134

We show you how to create a new template, with the fonts, bullet characters, color scheme, and other elements of your own choosing. Then you apply the new template to an existing presentation so that you can see how a custom template looks in action.

6 Working with Electronic Presentations 156

We discuss equipment needs and the logistics of preparing for a presentation, and we show you some of the more sophisticated things you can do with electronic slide shows. To round out the chapter, we cover how to take your slide shows on the road.

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PART TWO: BUILDING PROFICIENCY

4 Adding More Visual Effects

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