



Microsoft PowerPoint 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office PowerPoint 2007. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

Creating a New Presentation, Adding a New Slide, Changing a Slide's Layout and Orientation, Slide Size, Entering Text, Starting a Line without a Bullet, Adding Other Text on the Slide, Changing Level of Indention, Using Outline View, Rearranging Points.

Text Formatting: Font, Size, Enhancements, Bullets, Formatting Text with the Mini Toolbar.

Viewing Many Slides at Once, Rearranging Slides, Applying Design Themes, Changing Background of a Slide, Footers, Using the Slide Master, Suppressing Slide Master Elements on Certain Slides.

Adding Clip Art and Other Graphics, Resizing Graphics. Creating Graphs, Creating Org Charts, Drawing Shapes, Resizing and Moving Shapes, Selecting Shapes, Duplicating Shapes, Speaker Notes.

Printing, Running a Slide Show, Transition, Timing, Animating an Object, Previewing Object and Page Animations, Changing Slide Show Settings

Also includes: Lists of Selection, Movement, and Slide Show Shortcuts.

This guide is one of two titles available for PowerPoint 2007: PowerPoint 2007 Introduction, PowerPoint 2007 Advanced (ISBN 978-1934433669).

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