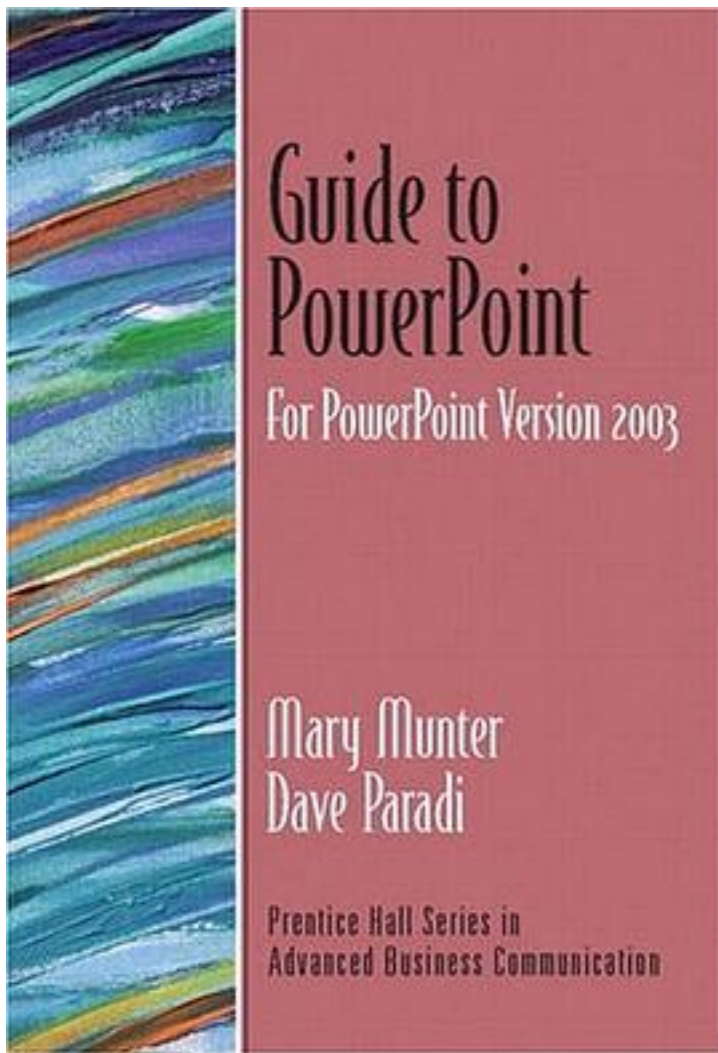


# Guide to PowerPoint



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Power Points skills are becoming increasingly important to student success in the classroom as well as in finding and keeping a job. This book provides a guide to the technical aspects of creating a Power Point presentation as well as showing students how to properly design a Power Point presentation. Students can use this guide throughout their college career and as they enter the professional world. A concise, professional, and readable guide to how to "what to do" to create Power Points, and "how to" best put them together. Any student who uses Power Points in the classroom, or business professionals who need a crash course on Power Point.

作者介绍:

目录:

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