

Powerpoint 2007 In Easy Steps

Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add sound and animation, and present in a business or Internet setting Equips users to present visually charged, captivating slideshows Sophisticated, revised full-color design provides readers with easier navigation Shows users how to make real-world use of PowerPoint 2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper

The smart way to learn Office PowerPoint 2007--one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to master the fundamentals of working with the latest version of PowerPoint, including how to navigate the new, easy-to-use user interface. You will discover how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web. You'll even learn how to add narrations and custom

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animations--and more! With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction--building and practicing the skills you need, just when you need them! Includes a companion CD with hands-on practice files. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. Examines the new features and enhancements of the presentation software, describing the new user interface and explaining how to combine text, animation, video, photographs, sound effects, narration, and other features into a professional-looking presentation.

Outlook 2007 in Simple Steps is a book that helps you learn Outlook 2007, the contemporary offering from Microsoft. Being precise and complete, it offers the reader a cutting edge in the field of Outlook 2007. An easy to understand style, lots of examples to support the concepts, and use of practical approach in presentation are some of the features that make the book unique in itself. Text in this book is presented in such a way that it will be equally helpful to the beginners as well as to the professionals. Microsoft PowerPoint 2010 Step by Step

Download Ebook Powerpoint 2007 In Easy Steps

Microsoft PowerShell, VBScript and JScript Bible

Microsoft Office PowerPoint 2007 Step by Step

Windows Home Server Users Guide

Linux in easy steps 6th edition

A new handbook not only covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full advantage of advanced functions; and how to create reusable

Now in its seventh edition, Linux in easy steps explains the Linux environment and how to get more out of this stable, as well as free, operating system. You'll be able to download, install and customize Linux, and master the desktop, in no time. Then, explore the key Linux apps, including:

- The LibreOffice suite: Writer (word processor), Calc (spreadsheet), Impress (presentation), Draw (drawing tool), and Base (database).
- Firefox for browsing the web.
- Thunderbird for exchanging emails.
- GIMP, Pix, Celluloid, Hypnotix, and Rhythmbox media apps to edit photos and videos and to enjoy music and movies.

The final chapters show how to use the powerful Linux shell to communicate directly with the kernel at the very heart of Linux for total control. This guide will open the door to the whole new world of digital possibilities using Linux. Ideal for Linux newbies!

Table of Contents

1. Getting started
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Performing Operations

Get the guide that makes learning Microsoft PowerPoint 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve problems and learn the tools, using easy-to-follow steps and concise, straightforward language. You'll discover new and exciting ways to create and share dynamic presentations with any audience. Here's WHAT you'll learn: Create dynamic presentations for your audience Include charts, tables, clip art, and other graphics Add video clips and CD music Animate slide and add transition effects Edit and polish your presentations with ease Create speaker notes and record narration Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what you learn right away

Make the most of Office 2013—without becoming a technical expert! This book is the fastest way to create, edit, format, build, review, and share virtually any form of Office content! Even if you've never used Office before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Office has never, ever been this simple! Who knew how simple Microsoft® Office 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Office 2013 productivity suite...simple, reliable instructions for doing all you really want to do with the brand-new versions of Word, Excel, PowerPoint, Outlook, and OneNote! Here's a small sample of what

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you'll learn: Explore Office 2013's updated interface and most efficient shortcuts Use Microsoft Office on the Web and mobile devices Streamline Word document creation with templates, tables, and more Efficiently build and review longer documents—by yourself or with teams Quickly create reliable, sophisticated Excel workbooks Analyze and visualize Excel data with charts, sparklines, pivot tables, and slicers Create high-impact presentations with PowerPoint 2013's newest tools Supercharge presentations with audio, video, animations, and transitions Set up email accounts and personalize Outlook to your own workstyle Manage your life with Outlook contacts, tasks, to-do lists, and notes Use Social Connector to simplify activities on Facebook, LinkedIn, and beyond Organize research more efficiently with OneNote notebooks Integrate text, links, files, media, screen clips, and handwriting into your OneNote notebooks And much more...

Professional Microsoft Search

A Training Book for Microsoft PowerPoint 2007

Create Dynamic Charts in Microsoft Office Excel 2007 and Beyond

Powerpoint 2007 In Simple Steps

Excel 2007 in easy steps

The book helps you learn PowerPoint 2007, the contemporary offering from Microsoft. Being precise and complete, it offers the reader a cutting edge in the field of PowerPoint 2007. An easy to understand style, lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book unique in itself.

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PowerPoint 2007 IN SIMPLE STEPS is a book that helps you to learn PowerPoint 2007, the latest version of PowerPoint. Being precise and complete, it offers the reader a cutting edge in the field of Microsoft Office. With an easy to understand style, lots of examples to support the concepts, and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited-edition look to the book. The text in the book is presented in such a way that it will be equally helpful to the beginners as well as to the satyrs and professionals.

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

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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.

Excel 2007 in easy steps introduces the Ribbon interface provided by Office 2007. It shows you how to create and manipulate worksheets, starting with the basic concepts and then introducing functions and features that allow you to organize and manage vast amounts of information. It covers the Excel Table data list structures, advanced functions and Excel add-ins, and shows you how to present your worksheet data in chart formats. The book will help you to create macros, recorded or via Visual Basic. You'll learn how to use templates, tools and other resources to help you apply Excel to various tasks. You'll link your worksheets to other workbooks and to data sources on the Internet

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to get automatic updates. Written concisely yet comprehensively, this is an ideal book to help you grasp the essentials of Excel 2007 quickly and easily, even if you are new to the spreadsheet concept.

Experience learning made easy—and quickly teach yourself how to create dynamic presentations with PowerPoint 2010. With STEP BY STEP, you set the pace—building and practicing the skills you need, just when you need them! Topics include creating great-looking slides using templates or your own designs; creating sophisticated charts and diagrams; using animation, sound, and other special effects; creating presentations simultaneously with others over the Web; delivering presentations; and other core topics.

Microsoft Office PowerPoint 2007

The Missing Manual

Java in Easy Steps

Brilliant Microsoft PowerPoint 2007 Pocket Book

New Features

"... an easy to understand book on how to use Microsoft Office PowerPoint 2007. ... easy to follow step-by-step directions ..."--P. [4] of cover.

A guide to the business presentation software explains how to combine text, animation, video, photographs, sound effects, and narration into a professional-looking presentation.

PowerPoint 2007 is the tool that allows users to quickly and easily create slick, professional looking presentations for any occasion. PowerPoint 2007 in easy steps will cover the many

new and improved features including SmartArt Graphics capabilities, advanced slide layouts, style galleries and slide libraries, amongst others. PowerPoint 2007 in easy steps will educate the reader in how to use and get the most out of PowerPoint 2007. An indispensable guide for those wishing to get up- to-date with minimum time and effort!

Office 2007 in easy steps concentrates on the most useful and productive elements of Microsoft Office 2007. It majors on the applications included in the Standard edition - Word, Excel, Outlook, PowerPoint and Office Tools, and also addresses other Office applications such as Access and Publisher. It treats the applications from the viewpoint of the tasks you want to perform and the results you want to achieve. The topics covered include word processing, report writing, printing, calculations, financial statements, presentations, photo editing, slide shows, email, time management, database, files and folders, and finding help. It addresses the essential functions that you'll use to carry out your tasks. These are described in easy to follow steps that focus on the job in hand, without burying you in the details of computer related aspects. Aimed at both new and experienced users, Office 2007 in easy steps provides an ideal introduction to the features of Office 2007 with its new Ribbon interface.

Powerpoint 2007

PowerPoint 2007 in Easy Steps

PowerPoint 2007 Just the Steps For Dummies

Visual QuickProject Guide

Microsoft PowerPoint 2007

Special Edition Using Microsoft Office Home and Student 2007 THE ONLY OFFICE BOOK YOU NEED We crafted this book to grow with you, providing the

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reference material you need as you move toward Office 2007 proficiency and use of more advanced features. If you buy only one book on Office Home and Student 2007, Special Edition Using Microsoft Office Home and Student 2007 is the book you need. Office Home and Student 2007 is available to ANYONE, regardless of whether you are a student, a teacher, or neither. The only condition Microsoft attaches is the requirement that the software not be used for commercial purposes. For use in the home or classroom, Office Home and Student 2007 is an exceptional deal at a fraction of the cost of the business versions!

- No other authoring team in the business is as well recognized and respected as the Office Dream Team; when they speak, even the Office development team at Microsoft listens!
- This book is a category killer—one that sets the pace for others to follow!
- Tired of Office books that read as though Microsoft employees wrote them? Tired of learning the Microsoft way? Tired of books containing little more than you can pull from the Help system? If you answered yes to any of these questions, then you owe it to yourself to get a copy of this book!
- If you own a copy of Office Home and Student 2007, you deserve a copy of this book! Here, you'll find a bevy of previously undocumented tips and tricks that will show you how to harness the power of Office 2007!
- Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled with a wry sense of humor and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book

"Another Special Edition Winner! Clear, concise and right on-target. Everything a student or a home user

will need to know in order to master Office 2007.”

–Alan & Sandra Ashendorf, Hosts of Let’s Talk

Computers Radio Talk Show Ed Bott is a best-selling author of more than 25 computer books and an award-winning computer journalist with two decades of experience in the personal computer industry. He is a three-time winner of the Computer Press Award, and he and Woody Leonhard won the prestigious Jesse H. Neal Award, sometimes referred to as “the Pulitzer Prize of the business press,” in back-to-back years for their work on PC Computing’s “Windows SuperGuide.” You can read more of Ed’s writing at

<http://www.edbott.com/weblog>. Curmudgeon, critic, and perennial “Office Victim,” Woody Leonhard runs a fiercely independent website with up-to-the-nanosecond news, observations, tips, and help for both Office and Windows. AskWoody.com has become the premier source of unbiased information for people who need to really use Windows and Office, and for people concerned about juggling the neverending stream of Microsoft patches. In the past 15 years, Woody has written more than three dozen books, drawing an unprecedented six Computer Press Association awards and two American Business Press awards. Woody was one of the first Microsoft Consulting Partners and is a charter member of the Microsoft Solutions Provider organization. Category: Integrated Suites Covers: Microsoft Office Home and Student 2007 User Level: Beginner-Intermediate This book details how to install, configure, and use Windows Home Server and explains how to connect to and manage different clients such as Windows XP, Windows Vista, Windows Media Center, and more. Its straightforward and easy-to-understand style will help

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you maximize all the benefits that Windows Home Server can bring. This guide features step-by-step instructions for configurations, lots of troubleshooting tips, many useful illustrations for a quick-to-learn approach, as well as handy hints, tips, and extensive walkthroughs to get you up and running as quickly and painlessly as possible.

The smart way to learn Office PowerPoint 2007—one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to master the fundamentals of working with the latest version of PowerPoint, including how to navigate the new, easy-to-use user interface. You will discover how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web. You'll even learn how to add narrations and custom animations—and more! With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction—building and practicing the skills you need, just when you need them! Includes a companion CD with hands-on practice files. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Experience learning made easy—and quickly teach yourself how to organize, analyze, and present data with Excel 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create formulas, calculate values, and analyze data Present information visually with graphics, charts, and diagrams Build PivotTable dynamic views—even easier with new data tables

Reuse information from databases and other documents Share spreadsheets for review and manage changes Create macros to automate repetitive tasks and simplify your work Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Office 2007: The Missing Manual

Microsoft PowerPoint 2010 Plain & Simple

Microsoft Office 2007 Power Point

Powerful PowerPoint for Educators: Using Visual Basic for Applications to Make PowerPoint Interactive, 2nd Edition

Creating a Presentation in Microsoft Office PowerPoint 2007 for Windows

A comprehensive guide to Microsoft Office 2007 covers all of the features of Word, Excel, PowerPoint, and Access, providing helpful guidelines on how to use the programs and including tips on how Office 2007 differs from Office 2005.

For anyone who wants to become a more persuasive and tech-savvy presenter, Master Presenter offers an accessible collection of the best tips, tactics, and hard-won lessons from top presentation skill coaches who write for PresentationXpert newsletter. Designed to be a hands-on resource, the book includes advice drawn from real-world, time-starved businesspeople who create compelling presentations that get results. Now, you too can tap into the power of the little-used, but

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valuable features of PowerPoint® that can save time or enhance slide design and make your presentation stand out in a crowd. This groundbreaking book also includes practical advice on getting the most from mobile devices to enhance presentations and shows how to apply social media tools like Twitter to aid in delivering compelling messages. Learn how web conferencing can be used not only to reduce travel costs, but to deliver more effective informational, training or motivational presentations across time zones. In addition to putting the spotlight on the high-tech, Master Presenter contains valuable information on the critical low-tech presentation skills.

Contributors show how to best use your voice, hands, and body and what it takes to move your listeners to take action when making a well-prepared pitch. And even if you are inexperienced, you can use the book's techniques to become a great storyteller that will win over audiences and help earn you a reputation as a master presenter. Praise for Master Presenter "Master Presenter arms you with the method and magic to present with poise and power. David Zielinski has assembled the best and brightest mentors to teach greatness in business presenting." —Chip R. Bell, author of *Managers as Mentors* "Master Presenter is the most comprehensive collection of useful articles I've ever seen in one place. After reading more than 200 books on public speaking in my lifetime and teaching the subject in eight countries, I can easily recommend this book for beginners and seasoned speakers. Great tips on PowerPoint®, for example, with dozens of articles and illustrations on all aspects of speaking by leaders in the field." —Michael Buschmohle, president, Applause Associates "As a

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30-year veteran of presenting and a certified professional facilitator, I found myself reading through this book's articles and still gaining new insights into things I can do to improve my presentations. I was impressed by the perspectives shared by this top-notch team of experts. This is one of the few books I would strongly recommend to my network of customers, who are purchasers of facilitation and engagement tools." —Dr. Scott Simmerman, managing partner, Performance Management Company "I make presentations for a living and I've been doing it for a long time, but I'm keeping a copy of this book within reach on my desk at all times. I could have used it when I was starting out, but I also have learned enough over the years to recognize how valuable this book will be as an ongoing and wide-ranging resource for telling compelling stories."

—Brian McDermott, co-author of *Leading Innovation and Time Out for Leaders*

Packed with more than 300 sample scripts and an extensive collection of library functions, this essential scripting book is the most thorough guide to Windows scripting and PowerShell on the market. You'll examine how Windows scripting is changing the face of system and network administration by giving everyday users, developers, and administrators the ability to automate repetitive tasks. Plus, this is the first time that VBScript, Jscript, and Powershell are all covered in a single resource.

Quickly teach yourself how to automate tasks and create custom spreadsheet solutions with Excel 2007 Visual Basic for Applications (VBA). With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create macros

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to automate repetitive tasks Automatically format charts, shapes, and text Manipulate tables and other objects—even build PivotTable reports Write your own functions and procedures Use loops and conditions to add decision logic to macros Build custom command buttons, dialog boxes, and user forms Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. PowerPoint 2007 All-in-One Desk Reference For Dummies

Using Visual Basic for Applications to Make PowerPoint Interactive

Teach Yourself VISUALLY Microsoft Office PowerPoint 2007

Lessons from the World's Top Experts on Becoming a More Influential Speaker
Office 2007

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

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.

If you want to make a great presentation fast but don't want to get bogged down in the details, then you need a Visual QuickProject Guide! You don't need to know every feature—you just want to know how to get your project done. Full-color illustrations show you how to perform each step of your project from start to finish. Low priced—why pay for more than you need? Microsoft PowerPoint is nearly ubiquitous in today's world--from business to schools to clubs to organizations, PowerPoint presentations are everywhere you turn. To learn to create the best-looking presentations--the ones that stand out in terms of content and visual appeal--fast, readers need *Creating a Presentation in Microsoft Office PowerPoint 2007: Visual QuickProject Guide*. PowerPoint presenter extraordinaire Tom Negrino steps readers through a single, basic presentation. He begins with an overview of the redesigned Office interface and highlights the tools readers will use as they create their

project. From there, readers begin writing their presentation, gathering images and sound files, choosing a design, working with text, and adding graphics and slide effects and transitions. From there they learn about presenting and sharing their presentations with the world. Readers will learn how to use the attractive new themes in PowerPoint and much more. In the end, they will have a professional-looking and visually appealing presentation they can use anywhere! Each book in the Visual QuickProject Guide series now has a companion website featuring sample project files--making it even easier for users to work through each project as they read through the book.

This book written as per the syllabus of Bihar Polytechnic, provides the students not just the knowledge about the fundamentals of a computer system, like its organization, memory management and hardware devices, but also the software that run on it. The book then proceeds to describe operating systems, and the basics of programming concepts like procedure-oriented programming and object-oriented programming. Useful application software like MS Word, MS Excel and MS PowerPoint are described in great detail in separate chapters. A complete section has been devoted to the teaching of data communication, networking and Internet. The book ends with a detailed description of the business applications of computers.

Live Communications Server (LCS) is a recent release in Microsoft's core server suite that enables unified communications across an office through a variety of devices, including phones, web conferences, and the Internet. This book provides straightforward technical information that only those with detailed knowledge of the

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problems customers have experienced in deploying and managing Live Communications Server can provide. The book is practical, guided, and comprehensive. It is written by a freelance LCS expert and a Microsoft product manager on the LCS team.

Outlook 2007 In Simple Steps

For Clear Presentations

Master Presenter

Pro LCS

Office 2013 All-In-One Absolute Beginner's Guide

When you 're trying to harness the power of PowerPoint, you don 't want to wade through lots of background and definitions; you want to make things happen! Power Point

Just the Steps for Dummies puts your hands and eyes to work immediately so you can finish any PowerPoint project in a flash. Just choose your task, follow the step-by-step instructions and vivid illustrations, and POOF! It 's done.

In seconds, you 'll be: Creating a new presentation Resizing or moving an object Duplicating a slide Using the outlining

toolbar Adding notes to a slide Printing your presentation

Setting up a slide show Working with pictures and clip art

Coloring text and objects Modifying the slide master

Creating a template Inserting a diagram or chart Adding

sound and video And more Whether you 're new to

PowerPoint, pressed for time, or visually oriented, this get-it-done guide will help make your next PowerPoint

presentation look like a work of genius!

7 books in 1—your key to PowerPoint success! Your one-stop guide to perfect presentations with PowerPoint 2007

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Everybody uses PowerPoint, right? How can you make your presentations pop? Check this handy reference with its easy-to-use minibooks! Once you get going with all the cool new stuff in PowerPoint 2007, you find out how to jazz up your presentations with charts, transitions, photos, animation, and even some ultra-cool power-user tricks. Discover how to Plan and create a presentation Use speed techniques Handle master slides and master styles Customize slides with themes and templates Make diagrams and charts Create video slides

This succinct yet comprehensive pocket book will guide you through the new features of PowerPoint 2007 and enable you to get up and running quickly. Short, easy-to-follow tutorials help the reader to instantly grasp the essential functions of PowerPoint, including adding narration, animations, 3-D effects and movies. You can also learn to use Groove and SharePoint team services to share Web-based documents and information. Keenly priced and with an attractive two-colour text design and in a handy pocket or bag-sized format, these books will be an indispensable guide for anyone who wants to improve or master their abilities without buying a bulky or expensive manual. The Windows Vista and Office 2007 Pocket books have entirely new, and substantially more content than the previous editions, which makes them even better value at just £ 8.99. With their bold new jacket designs they will stand out on any shelf.

This timely book helps educators unleash the interactive potential of PowerPoint to build their own multimedia material that perfectly matches the needs of their students. •

Tips for modifying included examples into classroom projects • Updated material includes advanced scripting techniques, new figures, and new interactive features of PowerPoint • Numerous quizzes and tests to reinforce skills • A selection of commonly-used templates are provided

A Step-by-step Approach

SharePoint 2007 and Search Server 2008

PowerPoint 2007 Bible

Top 100 Simplified Tips & Tricks

Extend your Excel 2007 skills—and create more-powerful and compelling charts in less time. Guided by an Excel expert, you'll learn how to turn flat, static charts into dynamic solutions—where you can visualize and manipulate data countless ways with a simple mouse click. Get the hands-on practice and examples you need to produce your own, professional-quality results. No programming required! Maximize the impact of your ideas and data! Learn how your design decisions affect perception and comprehension Match the right chart type to your communication objective Visualize—then build—your solution using the author's five-step approach Apply the science of color to make the right things pop Add controls—such as drop-down lists and scroll bars—without coding Use conditional formatting to dynamically highlight and analyze data Unleash your chart-making creativity—and bring numbers to life! CD includes: More than 150 sample, customizable charts for various business scenarios Helpful worksheets and job aids Bonus content and resources Fully searchable eBook For customers who purchase an ebook version of this title, instructions for downloading the CD files can be

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found in the ebook.

Provides information for readers on the features and functions of Java.

Written by three of the most recognized influencers in the Microsoft SharePoint community, this book sheds light on SharePoint Search in the enterprise and focuses solely on Microsoft Search technology. This book is intended for a range of folks from the IT administrator to the developer writing search applications. We span many topics in this book to try to cover the breadth of using, administering, and developing on the SharePoint Search technologies. The developer chapters will be important for the administrator to understand, since developers and administrators have to work together to make Search work. On the flip side, the administrator chapters will be important for developers to understand the architecture and administration of Search because, without this knowledge, writing to the APIs will be more difficult. Most readers will benefit from reading all the chapters in this book. This book covers the breadth of the SharePoint Search technologies from Search Server to Windows SharePoint Services to Office SharePoint Server. We also include information on the latest search technologies coming from Microsoft, including the new federation capabilities, filter pack, and the recently acquired FAST technologies. This book is structured in such a way that you can read it from end to end. The chapters are laid out in such a way that they build on each other, starting with an overview chapter and ending with an API chapter that shows you how to program against all the technology about which you just learned. If you are new to SharePoint, the first few chapters will be important for you to understand and digest before moving on, since the array of search technologies can be overwhelming

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for someone new to them. For experienced SharePoint readers, the overview chapters are a good refresher to skim through, but you probably can skip right to the detailed chapters, starting with Chapter 3, Planning and Deploying an Enterprise Search Solution. The topics covered include: Introduction to Enterprise Search. Overview of Microsoft Enterprise Search Products. Planning and Deploying an Enterprise Search Solution. Configuring and Administering Search. Searching LOB Systems with the BDC. User Profiles and People Search. Extending Search with Federation. Securing Your Search Results. Customizing the Search Experience. Understanding and Tuning Relevance. Building Applications with the Search API and Web Services. To get the most from this book, you will want a copy of Office SharePoint Server. Windows SharePoint Services or Search Server will work, but you will not have access to all the search capabilities we talk about in the book. One easy way to get an evaluation copy of SharePoint is to download the SharePoint virtual machine from MSDN. You can find a link to the virtual machine on the SharePoint home page at www.microsoft.com/office/sharepoint. This virtual machine, while large, is preconfigured for you so that you can start working with the SharePoint Search technologies without having to install all the software and configure it.

This is a book that helps you learn Office 2007, the contemporary offering from Microsoft. Being precise and complete, it offers the reader a cutting edge in the field of Office 2007. An easy to understand style, lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book unique in itself.

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Microsoft Office Excel 2007 Visual Basic for Applications
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