



UNIVERSIDAD INTERAMERICANA DE PANAMÁ

INFORMÁTICA PARA ADMINISTRADORES

MÓDULO IV - MICROSOFT POWER POINT 2007

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# **Manual**

# **Microsoft Power Point**

## **2007**

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PROF: Víctor A. Acosta G.

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# Manual Power Point 2007

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## **Manual Power Point 2007:**

**PowerPoint 2007 for Starters: The Missing Manual** E. A. Vander Veer, 2007-01-25 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 in 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 *PowerPoint 2007* Emily A. Vander Veer, 2007 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 design templates and automate tasks with macros **Microsoft PowerPoint 2007** Inmark-Elearning, 2011 *PowerPoint 2007 Bible* Faithe Wempen, 2007-02-27 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 *PowerPoint 2007 for Starters: The Missing Manual* Vander Veer, 2007-06-26 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 in 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 **PowerPoint 2007: The Missing Manual** Vander Veer,2007-02-13 Like every other application in Microsoft Office suite PowerPoint is loaded with features So many in fact that even veterans don t know where to find them all Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use PowerPoint 2007 also boasts improved graphics additional templates the ability to save custom layouts and improved collaboration through SharePoint One thing Microsoft hasn t improved is its poor documentation To learn the ins and outs of all the features in PowerPoint 2007 Microsoft merely offers online help If you re familiar with previous versions of the program you may be lost the first time you fire up the new PowerPoint or you would be if it weren t for PowerPoint 2007 The Missing Manual This book written specifically for this version of the software not only offers the basics of how to create save set up run and print a basic bullets and background slideshow but takes you into the world of multimedia animation and interactivity You ll learn how to add pictures sound video animated effects and controls buttons and links to their slides along with ways to pull text spreadsheets and animations created in other programs You can also create your own reusable design templates and learn to automate repetitive tasks with macros Learn how to take advantage of advanced functions such as adding custom background images that existed in previous PowerPoint versions but were so cleverly hidden that few people ever found them *Student Manual* Course Technology Ilt Staff,2006-12 This first to market ILT course for early adopters covers the basic functions and features of PowerPoint 2007 In early 2007 this course will be replaced by Microsoft approved courseware featuring robust e Learning powerful CertBlaster pre and post assessment software and integrated mapping of Microsoft Certified Application Specialist exam objectives **PowerPoint 2007 ,2007** **Student Manual** Course Technology Ilt Staff,2006-12 This first to market ILT course for early adopters builds on the skills and concepts taught in PowerPoint 2007 Basic In early 2007 this course will be replaced by Microsoft approved courseware featuring robust e Learning powerful CertBlaster pre and post assessment software and integrated mapping of Microsoft Certified Application Specialist exam objectives **PowerPoint 2007** Michael Springer,2006

\*STUDENT MANUAL and DATA Logical Operations LLC,2007-02 \*STUDENT MANUAL and DATA Logical Operations LLC,2007-02 Microsoft Office PowerPoint 2007 SPEED MANUAL Cortesi,2010-07-22 **Office 2007** Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 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 Office 2007: The Missing Manual Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 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 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

*PowerPoint 2007: Sales Presentations + CertBlaster, Student Manual* Course Technology Ilt Course Technology ILT,Jim O'Shea,2007-03-31 This ILT Series course rated 4 9 5 0 in overall quality by ProCert Labs teaches students how to use PowerPoint 2007 to create effective sales presentations Topic coverage includes rearranging and deleting slides modifying graphics adding media clips and recording narrations Students will also learn how to work with SmartArt graphics tables photo albums and animations This course also explores various delivery options including custom slide shows Presenter view Web publication and file distribution Comes with CertBlaster pre and post assessment software download

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**How to Do Everything with Microsoft Office PowerPoint 2007** Ellen Finkelstein,2007-01-10 An illustrated step by step guide to creating professional presentations with PowerPoint that include slide shows tables charts special effects video narration and music

*Introduction to Microsoft PowerPoint 2007* Patricia Hammerle,2007

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