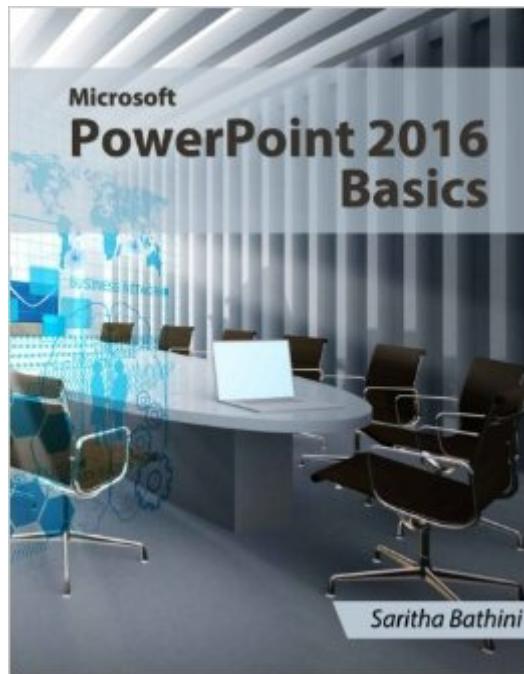


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# Microsoft PowerPoint 2016 Basics



## Synopsis

Learn PowerPoint 2016 by following step-by-step instructions. PowerPoint 2016 Basics contains 238 pages of stepwise instructions covering various tools and options to create professional presentation. This book provides you with brief explanations and step-by-step instructions to advantage of the latest version of this software. It is written for new or inexperienced PowerPoint users to help them create professional and effective presentations. This book is well organized so that the user will start by learning about the user interface, creating and editing slides, inserting pictures, charts, clip art, audio, and video, and so on. In addition to that, you will learn to add special effects to your presentations and create master slides and templates. After completing this book, you will be adept in the following areas:

- Creating and editing slides
- Creating Master Slides and templates
- Adding Pictures
- Adding illustrations
- Adding Audio and Video to slides
- Adding animations
- Reviewing Content
- Delivering Presentations
- Sharing Presentations

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