

# Creating Dynamic Powerpoint Presentations

Written by an expert in the field of technology training and author of nearly two dozen titles, this complete guide offers readers thorough yet clear instruction on using the Microsoft Office suite: Word, Excel, PowerPoint, and Entourage Apple has welcomed Microsoft Office into its world and this reference is the ultimate resource for learning how to best capitalize on each application of Office Reviews creating, editing, formatting, and sharing digital documents with Word; gathering and analyzing information with Excel; creating dynamic presentations with PowerPoint; and using the e-mail and calendar of Entourage

Whether you are a university professor, researcher at a think tank, graduate student, or analyst at a private firm, chances are that at some point you have presented your work in front of an audience. Most of us approach this task by converting a written document into slides, but the result is often a text-heavy presentation saddled with bullet points, stock images, and graphs too complex for an audience to decipher—much less understand.

Presenting is fundamentally different from writing, and with only a little more time, a little more effort, and a little more planning, you can communicate your work with force and clarity. Designed for presenters of scholarly or data-intensive content, Better Presentations details essential strategies for developing clear, sophisticated, and visually captivating presentations. Following three

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core principles—visualize, unify, and focus—Better Presentations describes how to visualize data effectively, find and use images appropriately, choose sensible fonts and colors, edit text for powerful delivery, and restructure a written argument for maximum engagement and persuasion. With a range of clear examples for what to do (and what not to do), the practical package offered in Better Presentations shares the best techniques to display work and the best tactics for winning over audiences. It pushes presenters past the frustration and intimidation of the process to more effective, memorable, and persuasive presentations.

In this course, you will use PowerPoint® 2013 to begin creating engaging, dynamic multimedia presentations. After working through this book, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations. You will learn how to identify the basic features and functions of PowerPoint 2013; develop a PowerPoint presentation; perform advanced text editing; add graphical elements to a presentation; modify objects in a presentation; add tables to a presentation; add charts to a presentation; and prepare to deliver a presentation.

Gone are the days when students stood in front of the class with a notecard, a photocopied pie chart, and a poster board collage. Today, so many innovative—and free—resources are available on the Internet or a standard computer, that students can give presentations worthy of a boardroom or TED talk. Providing tips on finding free online photos, maps, and other art; putting

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together a multimedia report; and speaking in front of a group, this handy resource will help propel any reader's report straight to the top of the class.

This brief book focuses on creating dynamic presentations using Microsoft PowerPoint. It goes beyond the traditional step-by-step manual by exploring specific design techniques that lead to superior PowerPoint presentations. Lessons and exercises are built around Microsoft PowerPoint 2000, to allow students the full benefit of the latest PowerPoint functionality and features, but will also include explanations compatible with PowerPoint '97.

A handy resource for beginning, intermediate, or advanced PowerPoint users, this three-panel guide features helpful time-saving hints so that you can get the most out of Microsoft's dynamic presentation software. Written to follow PowerPoint 2010 (and compatible with PowerPoint 2007), this guide includes helpful screen captures and icons, as well as clear and concise instructions.

For upper intermediate and more advanced students who want to communicate more effectively in English. By combining research sources with an annotated bibliography this reference title locates the sources that offer practical solutions to business and technical communication problems.

Get Streaming with this fun, easy-to-read guide! Streaming your audio and video online is inexpensive, easy, and fun. Get the fast results you need with Get Streaming! - a step-by-step, introductory level book that gets you up and running today. Streaming media

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technology is growing into an indispensable part of a successful business communications strategy. This book will not only give you a professional boost, it will help you deliver your home videos to family and friends anywhere in the world! Why slog through a technology tome for weeks when you can start right now with the simple, easy-to-follow procedures in this book. Use the comprehensive glossary of terms with one sentence definitions to lay the foundation for your streaming know-how. You'll take away a practical understanding of streaming media without feeling overwhelmed by confusing detail. Tips and insights from leading streaming pros are also at your fingertips. Whether you want to stream a corporate video, home videos, or your favorite music for friends - after reading this book, you will:

- \* Understand the three steps of streaming: Capture, Encode, Broadcast
- \* Install free streaming software, capture raw media, encode into a streamable file, place that file on a streaming server, and link it all up to the Internet!
- \* Know the fundamentals of how the Internet works in relation to streaming media
- \* Build simple, effective streaming applications with free tools
- \* Learn how to make the right streaming media technology choices, including codecs, for your specific situation
- \* Understand RealVideo, Windows Media, QuickTime, Flash MX and MPEG-4 software
- \* Make informed choices from among the leading streaming media content creation tools made by RealNetworks, Microsoft, Apple Computer, and Macromedia
- \* Master the steps for creating on-demand streaming audio and video files as well as learning about live audio and video streaming

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Understand the computer hardware and Internet bandwidth you'll need for maximum success \* Glimpse the future business and career opportunities in the expanding streaming media field.

The ability to create and understand financial models that assess the valuation of a company, the projects it undertakes, and its future earnings/profit projections is one of the most valued skills in corporate finance. However, while many business professionals are familiar with financial statements and accounting reports, few are truly proficient at building an accurate and effective financial model from the ground up. That's why, in *The Financial Modeling Handbook*, Jack Avon equips financial professionals with all the tools they need to precisely and effectively monitor a company's assets and project its future performance. Based on the author's extensive experience building models in business and finance—and teaching others to do the same—*The Handbook of Financial Modeling* takes readers step by step through the financial modeling process, starting with a general overview of the history and evolution of financial modeling. It then moves on to more technical topics, such as the principles of financial modeling and the proper way to approach a financial modeling assignment, before covering key application areas for modeling in Microsoft Excel. Designed for intermediate and advanced modelers who wish to expand and enhance their knowledge, *The Handbook of Financial Modeling* also covers: The accounting and finance concepts that underpin working financial models; How to approach financial issues and solutions from a modeler's

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perspective; The importance of thinking about end users when developing a financial model; How to plan, design, and build a fully functional financial model; And more. A nuts-to-bolts guide to solving common financial problems with spreadsheets, The Handbook of Financial Modeling is a one-stop resource for anyone who needs to build or analyze financial models. What you'll learn Key financial modeling principles, including best practices, principles around calculations, and the importance of producing clean, clear financial models How to design and implement a projection model that allows the user to change inputs quickly for sensitivity testing The proper way to approach a financial modeling assignment, from project planning all the way through to the documentation of the model's findings and effectiveness How to model in Microsoft Excel, including how to set up an Excel environment, how to format worksheets, and the correct application of various modeling formulae The skills and knowledge they need to become more proficient financial modelers and differentiate themselves from their professional competitors. Who this book is for Written in a clear, concise manner and filled with screen grabs that will facilitate readers' comprehension of the financial modeling process, The Handbook of Financial Modeling is appropriate for intermediate to advanced financial modelers who are looking to learn how to enhance their modeling proficiency. Table of Contents Financial Modeling: An Overview Financial Modeling Best Practices Modeling Functions and Tools Planning Your Model Testing and Documenting Your Model Designing and Building Your Model The Model User:

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Inputs An Introduction to Finance and Accounting for Modelers Managing and Evaluating a Business for Modelers The Implications and Rules of Accounting for Modelers Financial Based Calculations Logical and Structural Based Calculations How to Capture Document and Track Assumptions in Your Model Modeling to Give the User Transparency Model Testing and Auditing Modeling Handover Dos and Don'ts. Case Study: Building a Full Life Cycle Model Additional Tools and VBA for Financial Models What is the Future of Financial Modeling? Keyboard Shortcuts Finance and Accounting Glossary Readymade Functions Sample Outputs Housekeeping References

Get the guide that makes learning Microsoft PowerPoint 2013 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. 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 This book helps students master the key learning skills they need to become successful learners throughout

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their degree and beyond. It clearly explains the core skills they will need right from the start of the course, such as writing and numeracy skills and how to organise studies. It also introduces more advanced skills that students will need as the course progresses, such as research and evidence based practice. It shows how to use these important skills to succeed both at university and as a registered nurse.

Learn how to provide better service to distance information users! This book is the result of the conference held in May, 2004 in Scottsdale, Arizona, focusing on librarians' challenges providing service to nontraditional faculty and students. Respected authorities discuss in detail specific problems—and fresh strategies and solutions—to further promote service to distance information users. Each chapter tackles a particular issue such as collaboration outside the contributor's organization or how services can be monitored and assessed to gauge quality, and fully explains what can be done to address those issues. Each distinguished contribution was carefully selected by a 26-member advisory board using a juried abstracts process. Thorough bibliographies, useful figures, tables, and graphs provide accessibility and clarify ideas. Some of the topics in this book include: the promotion of library services to Native American students the planning and development process of a project to create a Web-based multi-media instruction tool for off-campus graduate students an examination of direct linking tools provided by major aggregators distance learning for the learning disabled distance learning implementation strategies for



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institutions course management software (CMS) and library services integration a survey of Association of Research Libraries offered services the do's and don'ts of videoconferencing on and off-campus an eBooks collection study one-on-one research coaching via digital reference service an online tool that assesses students' research skills and attitudes creating a library CD for off-campus students expanding student and faculty access to information services the collaboration with faculty on electronic course reserves developing assessment questions for services supporting off-campus learning programs providing secure off-campus access to library services beyond proxy servers and much, much more! The Eleventh Off-Campus Library Services Conference Proceedings is an invaluable comprehensive resource detailing the latest challenges and solutions for on- and off-campus librarians.

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.

Originally published in 2006 under title: Developing and maintaining a design-tech portfolio.

Creating Dynamic Multimedia Presentations Using Microsoft PowerPoint South Western Educational

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## Publishing

Accompanied by plenty of tips and tricks, this tutorial style book has ample examples and screenshots to ease your learning curve. If you use Prezi in business and want to take your presentations to the next level, or if you want to become the office Prezi guru, this book is for you.

Saraswati Information Technology Series for Classes IX and X is a complete resource for study and practice written in simple, easy-to-understand language. The student-friendly edition is entirely based on the curriculum prescribed under NSQF for vocational courses. The series provides useful tools to learn theory and do practical at ease. Designed to meet student's needs, it provides sound practice through a wide variety of solved and unsolved exercises based on the latest examination pattern. The series covers the complete syllabus laid down by CBSE.

A Simon & Schuster eBook. Simon & Schuster has a great book for every reader.

Learn to use Excel dashboards and reports to better conceptualize data Updated for all the latest features and capabilities of Excel 2013, this go-to resource provides you with in-depth coverage of the individual functions and tools that can be used to create compelling Excel reports. Veteran author Michael Alexander walks you through the most effective ways to present and report data. Featuring a comprehensive review of a wide array of technical and analytical concepts, this essential guide helps you go from reporting data with simple tables full of dull numbers to presenting key information through the

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use of high-impact, meaningful reports and dashboards that will wow management both visually and substantively. Details how to analyze large amounts of data and report the results in a way that is both visually attractive and effective Describes how to use different perspectives to achieve better visibility into data, as well as how to slice data into various views on the fly Shows how to automate redundant reporting and analysis processes Walks you through creating impressive dashboards, eye-catching visualizations, and real-world What-If analyses Excel Dashboards and Reports, Second Edition is part technical manual, part analytical guidebook, and exactly what you need to become your organization's dashboard dynamo!

Save time and be way more productive with Microsoft Excel macros Looking for ready-made Excel macros that will streamline your workflow? Look no further! Excel Macros For Dummies, 2nd Edition helps you save time, automate, and be more productive—even with no programming experience at all. Each chapter offers macros you can implement right away, with practical exercises that extend your knowledge and help you understand the mechanics at work. You'll find over 70 of the most effective Excel macros for solving common problems and explanations of why and where to use each one—plus invaluable guidance and step-by-step instruction for applying them effectively. Microsoft Excel is the world's leading spreadsheet application, and it supports VBA macros that allow you to customize the program and automate many common tasks. In no time, you'll learn how to customize your applications to look

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and work exactly the way you want them to, with simple, friendly walk-throughs that directly apply to real-world tasks. Follow it through from start to finish, or quickly look up problems as they occur. It's the perfect desk reference for all of your Microsoft Excel macros needs! Immediately implement the given Excel macros Work with workbooks, worksheets, and ranges Clean data, automate reporting, and send email from Excel Streamline your workflow If you have an Excel problem, there's a macro to solve it—and now, you don't need to be a programmer to customize it for your own use!

This 6-page, quick-reference laminated guide, by Brian S. Friedlander and Mike Marotta, introduces teachers to Chromebooks by Google and explores how they can be used to provide universal supports across the curriculum to all learners, eliminating the need for specialized assistive technology devices for students with special needs. The concise yet comprehensive guide covers topics including: Chromebook features; Offline mode; Google Drive; Google Apps for Education/ Google Classroom (Google Docs, Google Forms, Google Slides, Google Spreadsheets); Recommended apps and extensions for Reading across the curriculum, Writing across the curriculum, Note taking, Executive function support, STEM (science, technology, engineering, math); Tips for classroom integration; Ideas for collaboration activities.

A one-stop resource for an exciting new Web-based, slide-free presentation tool! People who have been seeking a flashier version of PowerPoint have found it—and it's Prezi. A Web-based, slide-free presentation

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tool, Prezi allows users to create and give rich, Web-based presentations complete with dynamic content, contextual layouts, and eye-catching visuals. Prezi For Dummies gets you rapidly up to speed, including how to think outside the traditional slide, create your project, insert Flash and other graphic files, and publish your presentation to a public domain. You'll also learn valuable tips on what makes a good Prezi. Introduces Prezi, a Web-based, Flash-friendly, dynamic presentation tool Explains how to use online and offline editors and insert images, video, sound, Flash files, and other complex graphics Covers presenting a Prezi, publishing it to a public domain, and collaborating with others Offers tips and insights on what makes a good Prezi—and how to think visually to create content that benefits your business or organization Move beyond slides, put your visual thinking cap on, and get the very most of Prezi with this timely, practical guide.

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

Create dynamic dashboards and put your data on display with For Dummies No matter what business you're in, reports have become a staple of the workplace, but what good is a report if no reads it, or even worse, understands it? This all new edition of Excel Dashboards & Reports For Dummies is here to help you make meaning of all your data and turn it into clear and actionable visualizations. Fully updated for the latest business intelligence and spreadsheet tools in Excel

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2013, this book shows you how to analyze large amounts of data, quickly slice data into various views on the fly, automate redundant reporting, create eye-catching visualizations, and more. Helps you move beyond reporting data with simple tables, rows, and columns to designing high-impact reports, dashboards, and visuals Walks you through a wide array of technical and analytical concepts to give you the background you need to select the right tool for interpreting and displaying data Covers how to build a chart, work with pivot tables, group and bucket your data, represent trends, create What-If analyses, and increase the value of your reports Excel Dashboards & Reports For Dummies, 2nd Edition is the business analysis tool you need to transform your raw data into a powerful and effective presentation that is accessible to everyone. Essentials Computing for Business: Microsoft Office 2010 introduces basic computing technologies to accounting students and professionals who will find it relevant and useful. This book: - Helps you understand the actual theoretical and practical importance and relevance of Information Technology to the business community, particularly accounting practitioners. - Helps you acquire basic to advanced skills for operating office productivity programmes, including word processing, presentation, spreadsheet and database. - Gives you a step-by-step understanding of how to complete a task by using well crafted “hands-on” project samples. - Enhances your skills and abilities to operate an accounting programme by comparing the samples provided in the book to your own completed projects. -

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Provides additional exercises at the end of each chapter to further enhance your understanding.

With CREATING DYNAMIC PRESENTATIONS WITH STREAMING MEDIA, you don't have to be a digital media professional to produce stunning digital media.

This easy-to-follow handbook introduces Microsoft(R) Producer for PowerPoint(R) 2002--an all-in-one tool for turning ordinary slides, audio, video, and still images into impressive online presentations. From product demos to documentaries, e-learning to executive briefings, you'll discover how to make your message come alive with rich streaming media you produce and publish yourself!

This was written for teachers who want to use PowerPoint in the classroom to enhance your presentations, teach your students how to use the application, and create interactive educational projects.

R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn

Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations

Extensions and applications: Dashboards, Tufte

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handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents.

Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, rmarkdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books,

Dynamic Documents with R and knitr, bookdown:

Authoring Books and Technical Documents with R

Markdown, and blogdown: Creating Websites with R

Markdown. J.J. Allaire is the founder of RStudio and the

creator of the RStudio IDE. He is an author of several

packages in the R Markdown ecosystem including

rmarkdown, flexdashboard, learnr, and radix. Garrett

Grolemund is the co-author of R for Data Science and

author of Hands-On Programming with R. He wrote the

lubridate R package and works for RStudio as an

advocate who trains engineers to do data science with R

and the Tidyverse.

### Comp-Information Technology-TB-09-R

Praised by instructors for its concise, focused approach

and user-friendly format, the Illustrated Series engages

both computer rookies and hot shots in mastering

Microsoft Office 2013 applications quickly and efficiently.

Skills are accessible and easy-to-follow thanks to the

Illustrated Series' hallmark 2-page layout, which allows

you to work through an entire task without turning the

page! New Learning Outcomes outline the skills covered

in each lesson, and larger full-color screens represent

exactly what you should see on your own computer.



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Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Get expert techniques and best practices for creating professional-looking documents, slide presentations, and workbooks. And apply these skills as you work with Microsoft Word, PowerPoint, and Excel in Office 2010 or Office for Mac 2011. This hands-on guide provides constructive advice and advanced, timesaving tips to help you produce compelling content that delivers—in print or on screen. Work smarter—and create content with impact! Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional-quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic for Applications (VBA) and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes: All the book's sample files for Word, PowerPoint, and Excel Files containing Microsoft Visio samples—Visio 2010 is required for viewing

Family Reunion: Taking it to the next level is a book written as a step-by-step guide to researching your family's history and successful family reunion planning. It was written for those who desire to take their family

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reunion to the next level; from the backyard to the hotel courtyard, from local to national, and from one branch to multiple branches of the family tree. This book is useful for both the novice and the more experienced family historian, genealogical researcher, or reunion organizer.

**TOPICS COVERED** • Family History Research • Family Trees and Genealogy Software • Navigating Online Genealogy Databases & Records • Genetic Genealogy and DNA Testing • Preserving and Sharing the Family History • Family Reunion Planning • 24-Month Family Reunion Timeline Planner • Reunion Invitations and Letters • Organizing Reunion Planning Committees • Responsibilities of the Reunion Planning Committees & Subcommittees • Budgeting and Financing the Reunion • Activities & Games • The Reunion Tee-shirt • The Family Reunion Souvenir Book • Creating a Family Website

A fully updated guide to creating dynamic presentations with PowerPoint 2010 PowerPoint dominates the presentation landscape. With the changes in PowerPoint 2010, including the availability of an online version, PowerPoint users need this comprehensive reference to make the most of the program. PowerPoint 2010 All-in-One For Dummies features in-depth coverage of the elements and the process involved in creating knockout presentations. Seven minibooks cover all the new 2010 features, providing a great education for beginners and showing PowerPoint veterans lots of new tricks. PowerPoint is the leading presentation software used in business and education; new features in PowerPoint 2010 include an online version and expanded

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audiovisual capabilities Seven self-contained minibooks cover getting started; building a presentation; tables, charts, and diagrams; graphics and shapes; adding audio, video, and animation; giving the presentation; and PowerPoint for power users Explains how to use the interface and tools and shows how to represent data visually for greater impact Provides important tips on adding the human element when making a presentation Gives advanced users advice on creating templates, collaboration, automation, and more PowerPoint 2010 All-in-One For Dummies gets novices up to speed and helps experienced users take their skills to the next level. Are your sales presentations stuck in the 20th century? Sales Presentations For Dummies rises to the challenge of guiding you through the process of engaging and persuading busy buyers in a world that's constantly bombarding them with sales pitches. Motivating today's buyers to pull the trigger on a new deal requires a certain set of skills, and this straightforward text guides you through what you need to know to create and deliver compelling presentations. Pulled from examples and experiences of thousands of actual sales presentations, the information in this innovative resource offers the tools and tips you need to keep your leads engaged from hook to call to action. Today's business landscape is competitive. When your sales presentation is being compared to countless others, it's important to stand out for all the right reasons. Instead of using dated sales approaches,, update your understanding of the art of selling—and create compelling, engaging presentations that hook audience members from the beginning.

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Leverage a proven, blockbuster formula that engages audiences in any industry Use the power of storytelling to connect with prospective clients and soften their resistance to your sales pitch Understand and apply customer insights to ensure that your solution is top-of-mind in purchasing decisions Update your professional skill set to encompass today's most motivating sales tactics Sales Presentations For Dummies brings your sales style into the 21st century and connects you with the skills you need to excel in today's complicated business landscape.

"In this Microsoft PowerPoint 2013 training course, expert trainer Erin Olsen will show you how to create high quality presentations using the tools and techniques available to you in this software. PowerPoint has long been the go to choice for presentations and allows you to create dynamic slideshows with music, video and animation that really let your information shine! This tutorial for PowerPoint 2013 is designed for the beginner. You will start with the fundamentals by creating a presentation from scratch. Erin has included working files with this course to allow you to follow along step by step, using the same content she uses throughout. You will learn how to create themes, how to use outlines effectively, and how to work with text on the slides. You will add objects to the slides, draw and format shapes, insert images and SmartArt, as well as format tables and charts on your slides. Erin also shows you how to add audio and video, animations and transitions to the presentation, and finally how to share and present your finished piece! By the time you have completed this

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video tutorial for PowerPoint 2013, you will be fully capable of creating your own presentation using a variety of techniques to make it dynamic and interesting. You will understand what tools are available to you, and how to utilize them effectively to create an interesting and engaging slideshow."--Resource description page.

Make the most of PowerPoint 2013—without becoming a technical expert! This book is the fastest way to learn PowerPoint and use it to create dynamic, eye-catching presentations that you can deliver in person or on the Web. Even if you've never used PowerPoint before, you'll learn how to do what you want, one incredibly clear and easy step at a time. PowerPoint has never, ever been this simple! Who knew how simple PowerPoint® 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new PowerPoint 2013 presentation software...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Quickly move from learning PowerPoint 2013 basics to creating and delivering polished, dynamic presentations Communicate data visually using pictures, shapes, charts, and SmartArt Design sophisticated presentations even faster with themes, variants, and custom layouts Enliven your presentations with animation, audio, and video, including online video from websites such as YouTube Collaborate on presentations using SkyDrive, Microsoft's online file-sharing solution Create MP4 and Windows Media videos from your PowerPoint presentations Publish and deliver your presentations on the Web Create and edit

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PowerPoint presentations on the go, using the PowerPoint Web App Access your presentations from a tablet or smartphone Expand the power of PowerPoint with third-party tools And much more... Patrice-Anne Rutledge is a business technology author and consultant who specializes in teaching others to maximize the power of new technologies. Patrice has used—and has trained others to use—PowerPoint for many years, designing presentations for meetings, seminars, trade shows, and worldwide audiences. She is also the author of five previous books about PowerPoint for Pearson Education. She can be reached through her website at [www.patricerutledge.com](http://www.patricerutledge.com). Category: Microsoft Office Covers: PowerPoint 2013 User Level: Beginning Save time and effort - discover the fastest, easiest way to get up to speed with the latest version of PowerPoint. Easy PowerPoint shows you all the essentials in full color, so creating dynamic presentations becomes as easy as can be. This fully illustrated, step-by-step guide uses a proven approach to learning the basics. Just follow the simple directions, watch the tasks unfold on sample screen pictures, and then do it yourself! Plus, you get a handy reference section of frequently used commands and tools! Step-by-step lessons show you how to enter and edit data with ease; use templates to quickly create stunning slides; add text, clip art, tables, and charts to your slide presentations; create organizational charts easily; change the timing between slides; print handouts for your audience; and take notes while giving your presentations.

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