

FREE ACCESS CUSTOM GUIDE QUICK REFERENCE POWERPOINT

Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Adding Placeholders to a Slide Master Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing Slides with Sections Inserting an Excel Table WordArt Effects Recoloring a Picture Inserting an Audio Clip Inserting a Video Merging Shapes Ungrouping Clip Art Creating a Button to Jump to Another Slide or File During a Slide Show Hiding Slides Displaying the Animation Pane Reordering Animations Removing or Modifying Animations Previewing Animations Using the Animation Painter Syncing Animation/Text Overlays with Audio/Video Annotations During a Slide Show Saving Different Slide Orders Setting up a Self Running Show Setting Timings by Viewing the Show Recording Narration Compressing Media Files Packaging Presentations on a CD/USB Drive Saving a Presentation as a Video Broadcasting Your Presentation on the Web. This guide is one of two titles available for PowerPoint 2013: PowerPoint 2013 Introduction, PowerPoint 2013 Advanced.

Microsoft PowerPoint 2019 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory PowerPoint 2019. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 62 topics covered, this guide is perfect for someone new to PowerPoint or upgrading from a previous version. Topics Include: Interface Basics, File Management, Text, Pictures, Shapes, Objects, Basic Formatting, Basic Editing, Formatting Paragraphs, Presentation Views, Presentation Setup, Presentation Masters, Animation Previewing, Printing and Sharing, Running a Slide Show, Using a Touch Interface, and Keyboard Shortcuts.

Microsoft PowerPoint 2016 Introductory Quick Reference Guide Laminated Cheat Sheet

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in PowerPoint 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013. The following topics are covered: Adding a New Slide; Changing a Slide's Layout;

Switching Between Standard and Widescreen Format; Custom Slide Size and Orientation; Entering Text; Starting a Line without a Bullet; Moving Between Text Areas with the Keyboard; Adding Other Text on the Slide; Changing Level of Indention; Text Formatting; Using Presentation Views: Normal View, Outline View, Slide Sorter View. Applying Design Themes; Changing Background of a Slide; Adding a Header or Footer; Creating Speaker Notes. Using the Slide Master; Suppressing Slide Master Objects. Adding Clip Art and Online Images; Creating a Chart; Creating an Org Chart; Adding and Deleting Org Chart Boxes; Drawing Shapes; Resizing a Shape or Picture; Rotating Objects; Moving a Shape; Adding Text to Shapes; Selecting Shapes; Changing Color, Fill Pattern, or Line Style of a Shape or Line; Using Eyedropper to Match Colors; Duplicating Shapes; Animating an Object. Running a Slide Show; Assigning Transition Effects and Timings for a Slide Show; Changing Slide Show Settings; Printing. Also includes a list of Touch Actions, Text Selection and Movement and Slide Show Shortcuts.

Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory PowerPoint 2013. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 62 topics covered, this guide is perfect for someone new to PowerPoint or upgrading from a previous version. Topics Include: Interface Basics, File Management, Text, Pictures, Shapes, Objects, Basic Formatting, Basic Editing, Formatting Paragraphs, Presentation Views, Presentation Setup, Presentation Masters, Animation Previewing, Printing and Sharing, Running a Slide Show, Using a Touch Interface, and Keyboard Shortcuts.

Microsoft PowerPoint 2013 Introductory Quick Reference Guide Laminated Cheat Sheet

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide. Simple and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2007. The following topics are covered: Reusing Slides from Other, Presentations, Adding Placeholders to a Slide Master, Adding a Customized Layout, Switching from Color to Black & White, Making Changes to a Template, Using a Theme from Another Office Document, Inserting Tables, WordArt, The Selection and Visibility Pane, Ungrouping Clip Art, Recoloring Pictures, Placing an Excel Object on the Slide, Editing an Excel Object Hiding/Showing Slides, Creating a Button to Jump to Another Slide or File During a Slide Show, Adding Custom Animations, Modifying Previewing the Effect, Annotations during a Slide Show, Self Running Presentations, Setting Timings, Recording Narration, Creating a Photo Slide Show, Saving Different Slide Orders, Packaging Presentations on a CD, Packaging Multiple Presentations on a CD. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of two titles available for PowerPoint 2007: PowerPoint 2007 Introduction, PowerPoint 2007 Advanced.

Microsoft PowerPoint 2007 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2021 and 365. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2021 and 365 Quick Reference Guide. Clear and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft PowerPoint 2021 & 365 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2016 Quick Reference Guide. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft PowerPoint 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)

Laminated quick reference card showing step-by-step instructions and shortcuts as well as general document management for the Word, Excel & PowerPoint web apps available in Office 365 and SharePoint. Intended for users familiar with the desktop Microsoft Office suite. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: General: Creating a New Document, Opening Existing Documents, Saving and Closing Documents, Checking Documents In & Out, Uploading Files, Creating Folders, Renaming Items, Deleting & Restoring Documents, Web App Limitations, Browser & Format Support. Word Web App: Using Reading View, Using Edit View, Collaborating with Others, Printing Documents. Excel Web App: Using Reading View, Using Edit View, Collaborating with Others. PowerPoint Web App: Using Reading View, Using Edit View, Collaborating with Others. Also includes a list of Word, Excel & PowerPoint keyboard shortcuts.

Office 365 and Sharepoint Web Apps Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office PowerPoint 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Adding a New Slide; Changing a Slide's Layout; Switching Between Standard and Widescreen Format; Custom Slide Size and Orientation; Entering Text; Starting a Line without a Bullet; Moving Between Text Areas with the Keyboard; Adding Other Text on the Slide; Changing Level of Indention; Text Formatting; Using Presentation Views: Normal View, Outline View, Slide Sorter View. Applying Design Themes; Changing Background of a Slide; Adding a Header or Footer; Creating Speaker Notes. Using the Slide Master; Suppressing Slide Master Objects. Adding Clip Art and Online Images; Creating a Chart; Creating an Org Chart; Adding and Deleting Org Chart Boxes; Drawing Shapes; Resizing a Shape or Picture; Rotating Objects; Moving a Shape; Adding Text to Shapes; Selecting Shapes; Changing Color, Fill Pattern, or Line Style of a Shape or Line; Using Eyedropper to Match Colors; Duplicating Shapes; Animating an Object. Running a Slide Show; Assigning Transition Effects and Timings for a Slide Show; Changing Slide Show Settings; Printing. Also includes a list of Touch Actions, Text Selection and Movement and Slide Show Shortcuts.

Quick Reference Guide for PowerPoint 97

Provides instructions on using Microsoft PowerPoint 2003, covering such topics as editing and formatting a presentation, working with graphics, using multimedia, and working with other programs.

Microsoft PowerPoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts -

Quickly find popular Office 97 tasks.

Microsoft PowerPoint 7

"An ideal resource for introductory computer courses for healthcare professionals, the text provides a comprehensive approach to digital literacy with the incorporation of social media tools. The Sixth Edition features an extensive revision of each chapter to reflect Microsoft Office® 2010 and Windows® 7 updates, as well as computer-assisted communication"--Back cover.

Powerpoint 2003 Personal Trainer

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft PowerPoint 2016 for Mac to create impressive presentations. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are included: Adding a New Slide; Changing a Slide's Layout; Slide Shape, Size, Orientation; Entering Text into a \"Click to add...\" Bulleted List Placeholder; Starting a New Line without a Bullet; Moving from Title to Body with the Keyboard; Changing Indention Level; Text Formatting; Adding Other Text on the Slide. Using Presentation Views: Normal View; Working on Your Presentation Structure (Outline View); Rearranging Slides (Slide Sorter). Importing Text into the Outline. Applying a Design Theme; Changing the Background of a Slide; Changing the Slide Master to Change All Slides at Once; Suppressing Slide Master Elements on Some Slides; Adding a Header or Footer. Creating Speaker Notes. Inserting Clip Art or Other Images; Resizing Graphics; Creating a Charts or Graph; Changing Chart Type; Editing a Chart. Creating an Org Chart; Adding a New Box to the Org Chart; Deleting a Box in the Org Chart. Drawing Shapes; Resizing a Shape; Rotating an Object; Moving a Shape; Selecting Multiple Shapes; Changing the Color, Fill Patter, or Line Style of a Shape or Line; Duplicating a Shape; Adding Text to a Shape; Animating an Object. Organizing Slides with Sections. Printing the Presentation. Hiding Slides; Running a Slide Show; Using Presenter View; Assigning Transition Effects and Timings for a Slide Show. Also includes: Lists of Selection, Movement, and Slide Show Shortcuts.

Microsoft Office 97 Professional

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in OneNote 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft OneNote 2013 Quick Reference Guide. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Introduction to Computers for Healthcare Professionals

Boot-Click-Enter, Enter the world of IT based on Windows 7 and MS Office 2010, comprises of eight computer science textbooks for classes 1–8. The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science. This series is created to help students master the use of various kinds of software and IT tools. The books have been designed to keep pace with the latest

technologies and the interests of the 21st century learners. The books for classes 1–5 are introductory. They introduce students to the basic features of Windows 7 and MS Office 2010, starting with the history of computers, what are the basic parts of the computer, how to use Tux Paint, WordPad, MS Paint, how to program in LOGO and also give an introduction to the Internet. However, the books for classes 6–8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007, including how to do programming in QBasic, HTML and Visual Basic. Students learn to create animations using Flash and Photoshop, and how to communicate using the Internet. The ebook version does not contain CD.

PowerPoint 2016 for Mac Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Laminated quick reference card showing step-by-step instructions and shortcuts for Microsoft PowerPoint 2011 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Starting a New Presentation; Adding a New Slide; Changing a Slide's Layout; Changing the Slide Shape, Size, Orientation; Entering Text into a Text Placeholder; Starting a New Line Without a Bullet; Moving from Title to Body with the Keyboard. Changing Level of Indention after the Text has been Typed, Using the Outline; Rearranging Points, Adding Other Text on the Slide; Importing Text into the Outline. Changing the Font and Size of Text; Enhancing Text: Bold, Italic, etc.; Turning Bullets On and Off; Creating Numbered Points. Viewing Many Slides at Once; Rearranging Slides; Applying a Design Theme; Adding a Footer; Changing the Background of a Slide; Creating Speaker Notes. Changing the Slide Master to Change All Slides at Once; Suppressing the Slide Master Elements on Some Slides. Inserting Clip Art or Other Images; Resizing Graphics; Creating a Chart (Graph); Changing Chart Type; Editing a Chart; Creating and Editing an Organization Chart; Drawing Shapes; Resizing, Moving & Rotating Shapes; Selecting Multiple Shapes; Changing the Color, Fill Pattern, or Line Style of a Shape or Line; Duplication a Shape; Adding Text to a Shape. Printing the Presentation (or Notes, Handouts, Outline); Running a Slide Show; Assigning Transition Effects and Timings for a Slide Show; Animating an Object. Also includes a list of Selection, Movement, and Slide Show Shortcuts.

Microsoft PowerPoint 97 : Quick Reference Guide

New to Microsoft Office 2016 or 2013? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

Microsoft PowerPoint 97

6-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2003. Also includes a command reference for each product, showing changed Office 2003 commands and their Office 2013 equivalents. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Topics include: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding

Parts of a Document in Print Layout View; Opening and Editing a PDF; Using Alignment Guides; Text Wrapping with the Layout Options Tool; Quickly Inserting Rows/Columns Within a Table; Using the Border Painter; Copying Border Style (Border Sampler); Repeating Section Form Control; Other New or Changed Features. PowerPoint: Creating New Shapes (Merge Shapes); Zoom and Pan While Presenting; Jumping to a Slide; Widescreen; Applying Design Theme Variants; Changes to Guides; Using Eyedropper to Match Colors; Using Smart Guides; Paying Audio for Several Slides; Other New or Changed Features; Features No Longer Available. Excel: Excel Windows; Using Flash Fill; Using Chart Recommendations; 3-D Pyramid and Cone Chart Types; Combining Chart Types; Changes to Chart Data Labels; New Data Label Formatting; Using Quick Analysis; Filtering Tables with Slicers; Using PivotTable Recommendations; PivotTable and PivotChart Changes: Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources; Advanced Data Analysis.

Microsoft OneNote 2013 Introductory Quick Reference Guide Laminated Cheat Sheet

4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word, Excel, and PowerPoint for users upgrading from Office 2003. Also includes a command reference for each product, showing Office 2003 commands and their Office 2010 equivalents. Topics include: Office: The Ribbon; Backstage View (The File Menu); Quick Access Toolbar; Formatting Text with the Mini Toolbar; Pasting with Live Preview; Saving as PDF; Emailing a PDF; Co-authoring (Word/PowerPoint); Work Anywhere (Office Web Apps); Using Themes to Format a Document; SmartArt; Shape Styles; New or Changed Picture Features; Showing Macro and Form Controls; New File Formats; Working with Preview File Versions; Other New or Changed Features; Features No Longer Available. Word: Spacing between Paragraphs; Showing the Ruler; Contextual Spelling; Navigating and Reorganizing using Headings; Searching Using the Navigation Pane; Creating and Using Quick Styles; Using the Apply Styles Window; Mail Merge; Building Blocks; Creating a Quick Part Building Block; Inserting a Quick Part; The Reviewing Pane; Tracking Moved Text; Improved Compare and Combine; Other New or Changed Features; Features No Longer Available. Excel: Limit Changes; Resizing the Formula Bar; Formula AutoComplete; Improvements to Named Ranges; Inserting a Sheet; Page Layout View; Showing Invalid Data; Pasting Cells as a Linked Picture; Changes to Excel Tables (Lists); Structured References in Excel Tables; Filtering Pivot Tables with Slicers; Other PivotTable Changes; Inserting a Chart in a Cell (Sparklines); Filter Improvements; New Conditional Formatting; Sorting by Icon, Cell Color, or Font Color; Other New or Changed Features. PowerPoint: Organizing Slides with Sections; Resetting Placeholders; Adding Placeholders to a Slide Master; Adding a Customized Layout; Background Styles; New or Changed Text Features; Using the Animation Painter; Video Improvements; Linking to a Web Video; Syncing Animation/Text Overlays with Audio/Video; Creating a Video File; Broadcasting Using the Internet; Other New or Changed Features; Features No Longer Available. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Boot-Click-Enter – 4

Geared toward the intermediate to advanced Excel 2016 user, this example-rich 4-page laminated card/guide provides explanations and context for many powerful Excel 2016 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide. Topics include: Controlling Order of Precedence; Conditionally Summing/Counting Data (SUMIF, COUNTIF); Being Precise (Rounding functions); Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT); New Functions for Office 365, Mobile & Online (CONCAT, TEXTJOIN, IFS, MAXIFS/MINIFS, SWITCH); Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE); Changing Results: IF, AND, OR, NOT; Table Lookups

(VLOOKUP, HLOOKUP, INDEX, MATCH)Error Recovery (ISNA, ISERROR)Array Formulas (Single Cell & Multi-Cell Arrays)Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS, EDATE)Using a Formula for Data ValidationTroubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. Examples: Summing Selected Data; Being Precise; Merging Text & Numers; Table Lookups; Table Lookups with IF and ISERROR; Dates & Times; Single- and Multi-Cell Arrays.

PowerPoint 2011 for Mac

4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2010. Also includes a command reference for each product, showing changed Office 2010 commands and their Office 2013 equivalents. Topics: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding Parts of a Document in Print Layout View; Opening and Editing a PDF; Using Alignment Guides; Text Wrapping with the Layout Options Tool; Quickly Inserting Rows/Columns Within a Table; Using the Border Painter; Copying Border Style (Border Sampler); Repeating Section Form Control; Other New or Changed Features. PowerPoint: Creating New Shapes (Merge Shapes); Zoom and Pan While Presenting; Jumping to a Slide; Widescreen; Applying Design Theme Variants; Changes to Guides; Using Eyedropper to Match Colors; Using Smart Guides; Paying Audio for Several Slides; Other New or Changed Features; Features No Longer Available. Excel: Excel Windows; Using Flash Fill; Using Chart Recommendations; 3-D Pyramid and Cone Chart Types; Combining Chart Types; Changes to Chart Data Labels; New Data Label Formatting; Using Quick Analysis; Filtering Tables with Slicers; Using PivotTable Recommendations; PivotTable and PivotChart Changes: Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources; Advanced Data Analysis: Creating a Power View Sheet, Adding a Visualization to Power View; New Functions; Other New or Changed Features; Features No Longer Available.

Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)

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 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.

What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide

Laminated quick reference guide showing instructions for the new features of Microsoft Office 2003 for Word, Excel, and PowerPoint, as well as features common to all the Office products, for users upgrading from Office 97. Topics include: Word, Excel & PowerPoint: Task Panes, Personalized Menus and Toolbars, The Research Task Pane, Improved Copy and Paste, Improved AutoCorrect, Improved Clip Art, Using Templates, Hyperlinks, Creating Org Charts, Searching for Files and Web Pages, Smart Tags, Compare and Merge and Features Removed. Word: Reading Layout, Thumbnails, Formatting and Editing Restrictions, Selecting Non-Contiguous Areas, Hide Space in Print Layout View, Editing Changes, Improved Table Menu, Comparing Documents Side-by-Side, The Styles and Formatting Task Pane, Improved Mail Merge, Improved Change Tracking, Notable Menu Command Changes. Excel: Improved AutoSum Tool, Improved Paste Tool, Many New List Features. PowerPoint: Different Startup, Normal View, Numbered Lists, Package for CD, Photo Album, Meeting Minder Removed, Improved Print Preview, Improved Grid, Accessing the Title Master, Notable Menu Command Changes. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in OneNote 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft OneNote 2016 Quick Reference Guide. Simple and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft PowerPoint 2000 : Quick Reference Guide

Microsoft PowerPoint 2013 Essentials is an explicit bit of training materials for use with the revamped version of PowerPoint 2013. The information is extensive and handy for someone that has knowledge of the previous version and wants to become very familiar in a short amount of time with the new interface. A perfect candidate for this product would be someone that uses PowerPoint presentations for business matters daily. A Chart would be instrumental as a quick reference point that illustrates the locations of the previous functions in correlation with the new interface.

Microsoft Excel 2016 Functions and Formulas Quick Reference Card (4-Page Cheat Sheet Focusing on Examples and Context for Intermed

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in OneNote 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft OneNote 2013 Quick Reference Guide. Simple and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions)

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Word 2016 for Mac Introduction. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Word 2016 for Mac.

This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Setting up the Page Moving and Copying Text Changing Line and Paragraph Spacing Paragraph Alignment Showing/Hiding Special Characters Displaying Rulers Creating Bulleted & Numbered Lists Copying Formatting Going to a Page Moving Quickly to the Next Page, Table, Graphic, Heading, etc. Using the Sidebar to Navigate Document Views: Print Layout View, Web Layout view, Outline View, Draft View, Full Screen View. Using the Highlighter. Creating a Text Box Inserting a Page Break, Creating and Editing Headers and Footers. No Header or Footer on the First Page Creating a Cover Page. Using Smart Lookup & Thesaurus Checking Spelling, Grammar AutoCorrect AutoText Setting Default Font User Information Printing Envelopes and Labels. Also includes: Lists of Selection, Movement, Editing and Formatting Shortcuts.

PowerPoint 2010 All-in-One For Dummies

Need to quickly create dynamic, professional presentations using PowerPoint 2003? If so, our PowerPoint 2003 FastCARD can quickly get you creating and editing slides that contain text, graphics, tables, and a variety of multimedia components. This quick start guide shows you how to modify a slide master to create your own custom template. You'll also learn the skills you need for finishing off a top-notch, professional presentation-including proofing, printing, delivery, and packaging. There's even a section with answers to the most frequently asked questions by new PowerPoint 2003 users. Need a Custom Solution? All of our quick reference guides can be branded or customized to meet your organization's needs. We can add your logo, corporate colors, help desk information or tailor the content to meet your requirements. The process is simple and easy. Contact your Account Executive to get started. Minimum order 1000 guides.

What's New in Microsoft Office 2003 (from 97) Quick Reference Guide

Microsoft OneNote 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)

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