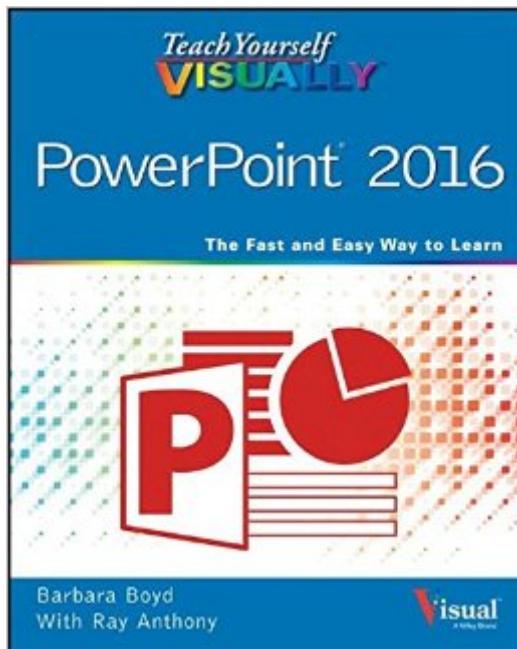


The book was found

# Teach Yourself VISUALLY PowerPoint 2016 (Teach Yourself VISUALLY (Tech))



## **Synopsis**

The uncomplicated PowerPoint guide designed specifically for visual learners Are you a visual learner who wants to spend more time working on your presentations than trying to figure out how to create them? Teach Yourself Visually PowerPoint offers you an effortless approach to creating winning presentations with the latest version of PowerPoint. This accessible resource features visually rich tutorials and step-by-step instructions that will help you understand all of PowerPoint's capabilitiesâ "from the most basic to the most advanced. With Teach Yourself Visually PowerPoint, you'll learn how to create slides, dress them up using templates and graphics, add sound and animation, present in a business or Internet setting, and so much more. Covering the latest additions and changes in the new version of PowerPoint, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running using PowerPoint like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you learn the basic functions of PowerPointâ "and beyond Walks you through PowerPoint's latest features Demonstrates how to create memorable and captivating presentations using PowerPoint Do you prefer instructions that show you how to do somethingâ "and skip the long-winded explanations? If so, Teach Yourself Visually PowerPoint is for you.

## **Book Information**

Series: Teach Yourself VISUALLY (Tech)

Paperback: 352 pages

Publisher: Visual; 1 edition (October 19, 2015)

Language: English

ISBN-10: 1119074703

ISBN-13: 978-1119074700

Product Dimensions: 7.4 x 0.6 x 9.2 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 starsÂ ¤ See all reviewsÂ ¤ (12 customer reviews)

Best Sellers Rank: #329,060 in Books (See Top 100 in Books) #33 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #45 inÂ Books > Computers & Technology > Business Technology > Software > Presentation Software #4128 inÂ Books > Textbooks > Computer Science

## **Customer Reviews**

I found this book to be very complete and the instructions very clear and easy to follow. My daughter

just got her first laptop and with it she purchased the 2016 version of Microsoft office, so I was glad to receive this book to review it. I like that this book is written and formatted in such a way that my teenager can use it with ease. Also, I am a visual learner, so I really appreciate the illustrated examples throughout the book. This is just the book that my daughter needed to make sure her school presentations were the best she could make them. The 336 pages of the book are broken into 17 chapters. Each chapter covers the following:

Chapter 1: PowerPoint basics

Chapter 2: How to create a presentation

Chapter 3: How to use themes and templates

Chapter 4: Writing and formatting text

Chapter 5: How to add charts and tables

Chapter 6: How to work with clip art, shapes and objects

Chapter 7: how to incorporate media, like photos, video and audio

Chapter 8: Animating presentation

Chapter 9: organizing slides

Chapter 10: how to work with outlines

Chapter 11: how to use masters

Chapter 12: how to finalize the slide show

Chapter 13: presenting a slide show

Chapter 14: how to share your presentation

Chapter 15: how to print your presentation

Chapter 16: how to change PowerPoint options

If you're new to Powerpoint or haven't used it for a while, this book gives a very helpful step into what Powerpoint can do. I'm not a master at it, by any means, but experienced enough after using it for teaching for 5+ years. This isn't an advanced text, so if you are looking to expand your powerpoint skills to more advanced, this isn't going to get you there. It also doesn't really seem to show what is new about 2016 version. However, that's not a big deal, as most people don't care what's new in the version they have, they just want to know how to use it. I've used a lot of different manuals for Adobe and Microsoft programs, of varying level of skill. I'd recommend this one for anyone who isn't a computer pro, but just wants to hone or start with powerpoint. Great visual instructions, not at all overwhelming flow, full of useful content without ever getting overwhelming. I didn't learn much myself, but there were definitely a few things in each chapter that helped me along.

Teach Yourself Visually PowerPoint 2016 is a comprehensive but easy to understand guide to using PowerPoint 2016. It walks new and infrequent users of PowerPoint through the basics of the program and serves as a reference when creating presentations. This is the perfect guide for novice users - it is not overly complicated yet still makes it easy to develop the skills necessary to create professional looking PowerPoint visuals. If you already create a lot of PowerPoint presentations, you will want something more advanced. But otherwise, this is a great tool to develop and sharpen your PowerPoint skills.

This is my first VISUALLY book and I picked it up half in mind for a friend of mine who has been having to make a few more PowerPoint presentations for sales pitches. The audience for this book should be considered people who have never touched PowerPoint before and need a run-through of all of its in's and out's. The book was surprisingly thorough but really only covered the most basic of PowerPoint's abilities. The pictures are indeed all throughout the book, but most are very detailed and don't lend themselves to the small print size they attempted with this book's size. In other words, there are a few pictures where you really wish you could zoom in to see what the authors are referencing. Having said all of that, if you're looking for a good introductory book for PowerPoint, this VISUALLY reference is well laid out and easy to follow. If you go cover-to-cover, you'll be able to create very reasonable and professional looking presentations. If you've used PowerPoint before and just wanted a refresher on what's new in 2016, or you're looking for advanced notes on specific topics, you're still better off doing searches on Technet.

This book is fairly complete and covers the most common topics in learning and mastering PowerPoint 2016. It is written for visual learners, with clear step-by-step instructions and accompanying illustrations & screenshots to show you exactly how to do certain tasks in PowerPoint. The book is not meant to be read from cover to cover, but more of a reference guide for looking up instructions to the specific tasks at hand. That said, I find this book also suitable for readers who want to read it like a tutorial, since it starts out with the basics, and move towards the more advanced tasks that build on top of the skill sets from the earlier chapters. Overall, this book is well written and task-focused. As an intermediate user, I find the instructions for the basic tasks pretty much spot-on, clear and easy to follow. I also find the more advanced topics helpful, as I'm still learning how to do certain complex things. Of course, there are still things I want to do in PowerPoint but seem unable to find an adequate solution in this book, and I still have to go online and research. That said, I still find this book useful. Certainly a good reference for the most commonly tasks that would help you build a nice and professionally looking presentation.

[Download to continue reading...](#)

Teach Yourself VISUALLY PowerPoint 2016 (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY Apple Watch (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY iPad: Covers iOS 9 and all models of iPad Air, iPad mini, and iPad Pro (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY iMac (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY MacBook (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY iPad: Covers

iOS 8 and all models of iPad, iPad Air, and iPad mini (Teach Yourself VISUALLY (Tech)) Teach Yourself Visually iPod Touch (Teach Yourself VISUALLY (Tech)) by Hart-Davis, Guy published by John Wiley & Sons (2013) Teach Yourself VISUALLY Macs (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY iPhone 6s: Covers iOS9 and all models of iPhone 6s, 6, and iPhone 5 (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY Android Phones and Tablets (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY Windows 10 (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY OS X El Capitan (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY OS X Yosemite (Teach Yourself VISUALLY (Tech)) Teach Yourself VISUALLY MacBook (Teach Yourself VISUALLY Consumer) Teach Yourself Red Hat Linux VISUALLY (Teach Yourself Visually) Teach Yourself VISUALLY Microsoft Office PowerPoint 2007 Teach Yourself VISUALLY PowerPoint 2013 Teach Yourself VISUALLY Windows XP 2nd Edition (TECH) PowerPoint Video Magic: A Skill Booster Guide on Using Microsoft PowerPoint for Professional Video Production Aprender PowerPoint 2013 con las tÃ©cnicas esenciales / Learn PowerPoint 2013 with the essential techniques (Spanish Edition)

[Dmca](#)