



PowerPoint 2013 on Demand

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Need answers quickly? *PowerPoint 2013 on Demand* provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions.

Inside the Book

- Create powerful presentations faster using ready-made templates
- Use gestures to navigate your presentation and slide show on touch screens
- Organize information in sections and add impact with online pictures, SmartArt diagrams, tables, and charts
- Make your presentation come alive with custom animations, 3-D effects, and slide transitions
- Embed, format, trim, and add text to videos in your presentation
- Add comments and email or IM your presentation to others for review
- Broadcast your presentation over the Internet in a browser
- Use SharePoint and SkyDrive to collaborate and share documents
- Prepare for the Microsoft Office Specialist (MOS) exam

Illustrations with matching steps

Tasks are presented on one or two pages

Numbered Steps guide you through each task

Did You Know? alerts you to tips and techniques

See Also points you to related information in the book

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