# DESCRIPTION

**Master PowerPoint and improve your presentation skills with one book!**

In today's business climate, you need to know PowerPoint inside and out, and that's not all. You also need to be able to make a presentation that makes an impact. From using sophisticated transitions and animation in your PowerPoint presentations to interfacing in person with your audience, this information-packed book helps you succeed. Start creating professional-quality slides that captivate audiences and discover essential tips and techniques for making first-rate presentations, whether you're at a podium or online.

- Combines both the technical software skills and the soft presentation skills needed to be a successful presenter in today's business climate
- Explains PowerPoint 2013's features and tools in detail, so you can create impressive, professional presentations for your job
- Shows you essential formatting techniques, including tables and working with Layouts, Themes, and Masters
- Covers working with drawings and SmartArt, photos, charts, sounds, music, video, and data from other sources
- Explains how to prepare for live presentations and also how to create and present material in the Cloud or online, including e-learning

For compelling, successful presentations in person, in the cloud, or on the web, start with *PowerPoint 2013 Bible.*
ABOUT THE AUTHOR

Faithe Wempen, M.A., is an A+ certified hardware guru, Microsoft Office Specialist Master Instructor, and software consultant with over 120 computer books to her credit, including Microsoft PowerPoint 2010 Bible, from Wiley. She has taught Microsoft Office applications to over a quarter of a million online students for corporate clients such as Hewlett Packard, Sony, and others. She also teaches Microsoft Office classes in the Computer Technology department at Indiana University-Purdue University at Indianapolis (IUPUI).

SERIES

Bible

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