



Microsoft PowerPoint 2016

By Joan Lambert

Barcharts, United States, 2016. Poster. Condition: New. Language: English . Brand New Book.

Whether you are a beginner or experienced user, learn about new features in this version or discover and use some of PowerPoint's functions for the first time. Joan Lambert, author of multiple books on the Microsoft Office Suite, creator of many videos and an experienced corporate trainer used her experience and knowledge to cover the most relevant functions for users at different levels. Look for PowerPoint 2016 Tips Tricks, and use the pair to become a power user that can create exactly the presentation you want to give. Suggested uses: - Workplace - flat for easy storage and access at a moments notice to find a function you need to use, or to jog your memory for a function you do not use often - Company Training - reduce help-desk calls and keep productivity flowing for a team or for your entire company - Students/Teachers/Parents -help with the learning curve in a classroom or for your child and any projects requiring PowerPoint - College Professors/Students - give polished presentations to your classes that give your hard work the look it deserves.



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