



# PowerPoint 2016 For Dummies (Powerpoint for Dummies)

*Doug Lowe*

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## **PowerPoint 2016 For Dummies (Powerpoint for Dummies) Doug Lowe Get up and running with PowerPoint 2016**

Does using PowerPoint make you want to pull your hair out? *PowerPoint 2016 For Dummies* takes the pain out of working with PowerPoint, offering plain-English explanations of everything you need to know to get up and running with the latest version of the software. With full-color illustrations and step-by-step instructions, it shows you how to create and edit slides, import data from other applications, collaborate with other users in the Cloud, add charts, clip art, sound, and video—and so much more.

PowerPoint is the world's de facto presentation software, used and supported in over 60 countries. The time has never been better to take advantage of the latest software to make killer PowerPoint presentations. From adding special effects to your presentations to working with master slides and templates, this hands-on friendly guide is the fast and easy way to make PowerPoint work for you.

- Presented in full color to better illustrate the powerful presentation features of the software
- Helps you take advantage of all of PowerPoint's new features
- Available in conjunction with the release of the next version of Microsoft Office
- Written by bestselling author Doug Lowe

If you're a new or inexperienced PowerPoint user who spends more time trying to figure out how the software works than you do actually working on your presentations, *PowerPoint 2016 For Dummies* is just what you need to gain back hours of your work day and make professional, impactful presentations.

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