



Microsoft PowerPoint 2008 for the Macintosh: The Essentials

Kevin A. Siegel, AJ George

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The step-by-step workbook is a powerhouse jammed-full with step-by-step lessons. There is no faster way to master PowerPoint 2008 anywhere, at any price!

Pick up this book on Monday morning, and you'll be on your way to being an expert by Tuesday afternoon.

Curious to see how the book is set up? Want to test drive a module for free. We've got you covered. Here's what you'll learn during the lessons presented in this book:

Introduction to PowerPoint 2008

Explore the Interface | Set PowerPoint Options | Explore Available Toolbars | Customize Toolbars | View a Slide Show | Move Between Slides | Change the Zoom | Change Views

Presentations

Create a Blank Presentation and Change Slide Layouts | Add a New Slide | Demote and Promote Text | Work With Outline and Slides Views | Use the Outline View Menu | Spell Check | Find and Replace | Use and Customize AutoCorrect | AutoFit a Slide | Undo Multiple Actions

Drawing Tools and Clip Art

Use the Text Box Tool | Explore Color Options | Create and Format Lines | Create and Format Squares | Create and Format WordArt | Create a Callout | Insert Clip Art | Format a Picture | Recolor a Picture | Add an Image Effect | Arrange and Group Images | Create a Clip Art Category | Import Clip Art Images

Charts

Create a Chart | Reposition the Legend | Edit the Datasheet | Change a Data Series Fill Effect | Change Chart Type and Number Format | Hide and Show Data

Diagrams via SmartArt

Create an Organizational Chart | Add Names, Titles and Subordinates | Change the Hierarchy | Change the Appearance of Boxes

Themes, Slide Masters and Color Schemes

Apply a Theme | Change the Font on a Slide Master | Change Master Bullet Characters | Change the Bullet Space | Add a Footer to the Slide Master | Add Clip Art to the Slide Master | Rename Slide Masters | Choose a Color Scheme | Edit a Custom Color Scheme

Slide Shows, Transitions and Builds

Review a Slide Show Without Transitions | Give a Presentation From Your iPod | Use the PowerPoint Pen | Set Slide Transitions | Set Animation Effects and Builds | Change Build Order and Object Timing | Play a

CD During a Presentation | Insert Music | Record Audio for a Presentation

Tables and Tab Stops

Create a Table | Add Text and Columns to a Table | Resize a Table and Merge Cells | Add Rows | Add a Fill to a Row | Apply Table Styles | Add Tab Stops to the Ruler

Hyperlinks and Importing Text

Create a Hyperlink to Another Presentation | Add a URL Hyperlink | Add a Document Hyperlink | Insert a Text File Into PowerPoint

Polish Your Presentation

Add Comments to a Presentation | Edit a Comment | Use the Thesaurus Feature | Save As a Web Page

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