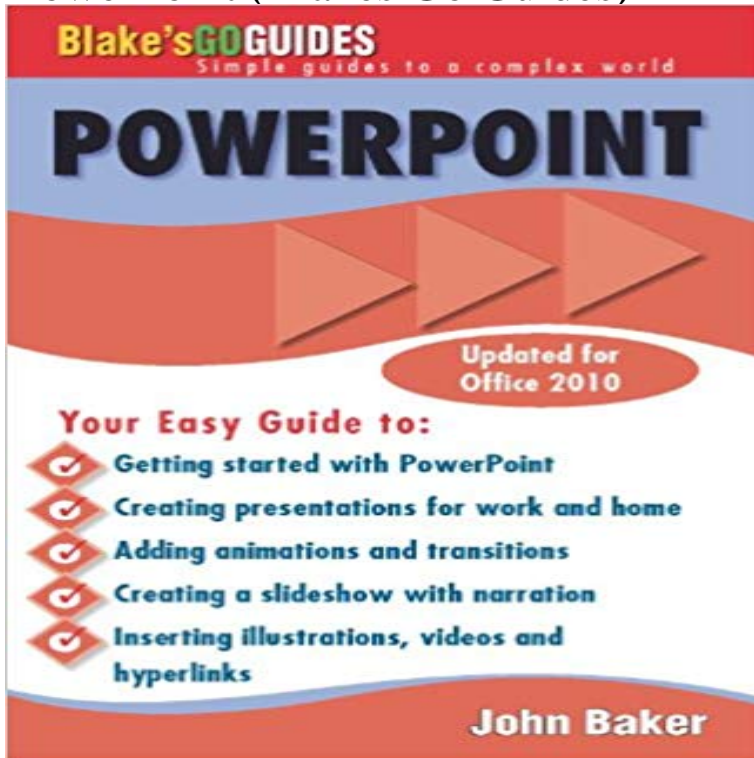


## PowerPoint (Blakes Go Guides)



Blakes Go Guides cut right to the heart of issues that affect you and explain them in a simple, accessible way. This guide will give you the knowledge and confidence to ask the right questions and avoid common pitfalls, and get the best results. This book gives you information on a range of issues including: Getting started with PowerPoint changing slide layouts for your presentation using SmartArt and the Drawing tools inserting tables, charts and graphs adding hyperlinks, videos and sound files using transitions and animations creating a slideshow.

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