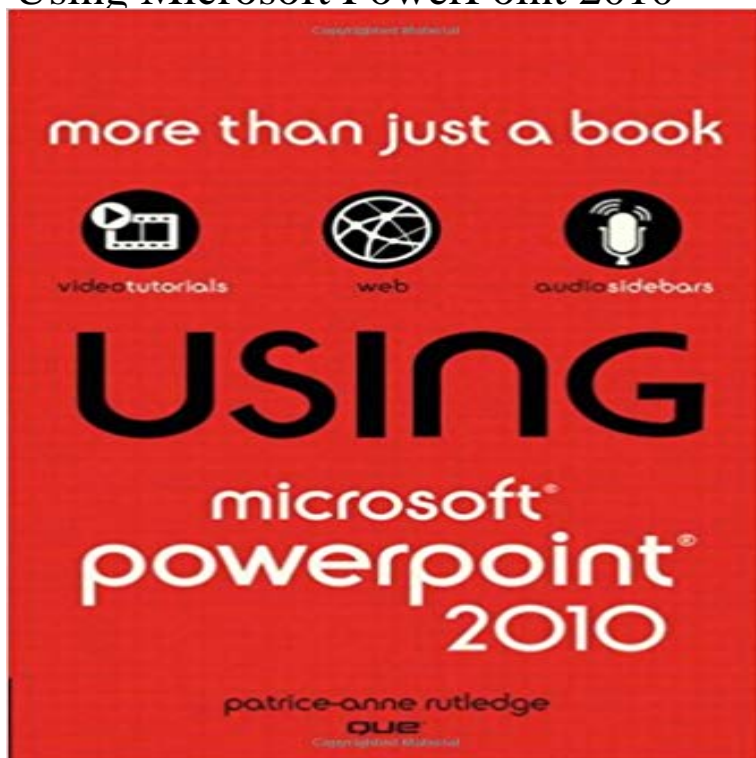


Using Microsoft PowerPoint 2010



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Learn Fast, Learn Easy, Using Web, Video, and Audio Show Me video walks through tasks you've just got to see--including bonus advanced techniques Tell Me More audio delivers practical insights straight from the experts Patrice-Anne Rutledge provides practical, approachable coverage that guides you through mastering the core features and techniques needed to create compelling presentations. New features include

- * Animation Painter--Apply the formatting of one animation to another animation. This button works in much the same way as the Format Painter button.
- * Presentation Sections--Divide your presentation into logical sections to simplify navigation and organization.
- * Video Editing--Use professional video editing and formatting tools directly in PowerPoint without the need for an external application.
- * Screenshot Captures--Incorporate screenshots directly from PowerPoint.
- * Backstage View--Perform common file-related tasks such as creating, opening, saving, sharing, and printing presentations in fewer steps.
- * Merge and Compare--Compare and reconcile multiple versions of the same presentation.
- * Co-Authoring--Collaborate with others on the same presentation in realtime.
- * Broadcast Slide Show--Broadcast your presentation to anyone on the web using either SharePoint Server 2010 or a free Windows Live account.
- * Create a Video--Share your

presentation with others as a high-definition, web-based, or mobile device video. * Document Sharing-Share your document with colleagues real-time and communicate with them via instant messaging using Office Communicator 2007 R2. * PowerPoint Web App-View and edit PowerPoint presentations on the web using the external PowerPoint web application. In addition to these new features, PowerPoint 2010 also offers many enhancements: * An enhanced Ribbon that is available across all Office applications * More Office themes * More SmartArt graphics * Easier access to animation tools * Enhanced slide transitions, including 3-D effects * Numerous new image editing features * Powerful editing tools for mathematical equations * Improved notes printing * Improved slide show recording functions * Enhanced language and translation tools

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