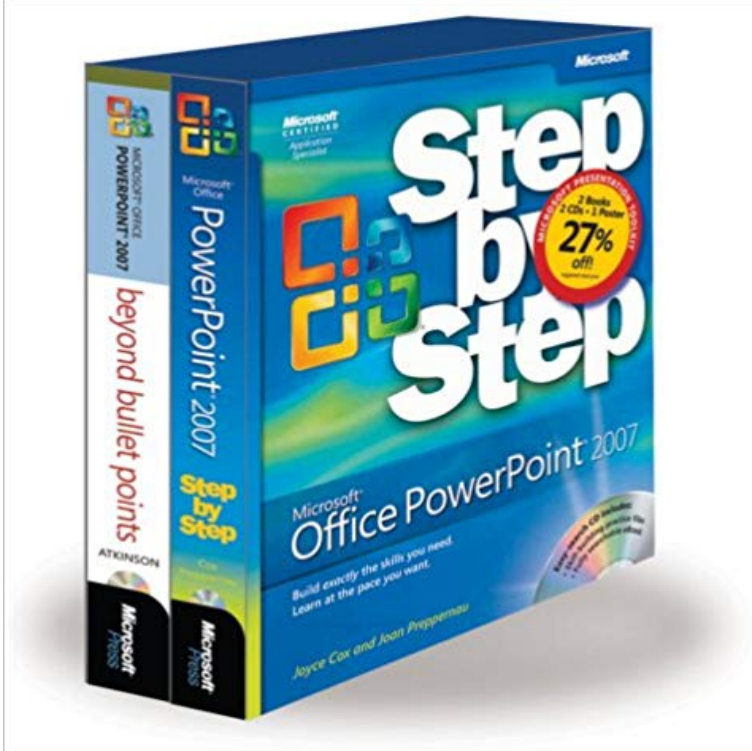


## The Presentation Toolkit: Microsoft® Office PowerPoint® 2007 Step by Step and Beyond Bullet Points: Microsoft Office PowerPoint 2007 Step by Step/Beyond Bullet Points (Business Skills)



Discover how to transform your presentations and boost your impact. In this essential, all-in-one toolkit, you get two books that teach essential skills for creating presentations and getting your message across with PowerPoint 2007. With MICROSOFT OFFICE POWERPOINT 2007 STEP BY STEP, you work at your own pace through easy-to-follow lessons and practice exercises. You'll learn the basics of creating presentation outlines, working with templates and slide designs, adding graphics and special effects, and delivering your presentation in person, on CD, or on the Web. Then, take your presentation power to the next level with BEYOND BULLET POINTS and Cliff Atkinson's innovative three-step method for unlocking the amazing story buried in those ordinary, bullet-riddled slides. Discover how to combine the tenets of classic storytelling with the power of projected media to create a rich, engaging experience. With easy-to-use templates, advanced tips, and plenty of illustrations and examples, you'll learn techniques to help you clarify, visualize, and present your ideas so that your audience will remember your important message. The kit includes two CDs featuring practice files from the STEP BY STEP tutorial, Cliff's custom templates and checklists, eBooks, and a quick-reference poster for Microsoft Office Fluent™, part of the 2007 Microsoft Office interface. **Key Book Benefits** Combines two popular PowerPoint books at a discounted price Covers all the fundamentals, from organizing your ideas to delivering your presentation STEP BY STEP tutorial features easy-to-follow lessons and hands-on exercises to build exactly the skills you need BEYOND BULLET POINTS goes beyond the how-to and shares innovative, easy-to-apply techniques to help you clarify, visualize, and present your ideas Kit includes two companion CDs with practice files, project

templates, checklists, eBooks, and other resources Includes a quick-reference poster for Microsoft Fluent, part of the 2007 Microsoft Office interface Useful to both beginning-level and experienced PowerPoint users

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