

# AARP PowerPoint 2010 For Dummies #64 pages #Doug Lowe #9781118241974 #2011 #John Wiley & Sons, 2011

AARP is a nonprofit, nonpartisan membership organization that helps people 50 and older improve their lives. For more than 50 years, AARP has been serving our members and society by creating positive social change. AARP's mission is to enhance the quality of life for all as we age; lead positive social change; and deliver value to members through information, service and advocacy. Welcome to PowerPoint 2010 For Dummies, Mini Edition, the book written especially for people who are lucky enough to use this latest and greatest version of PowerPoint and want to find out just enough to finish that presentation that was due yesterday. Do you ever find yourself in front of an audience, no matter how small, flipping through flip charts or shuffling through a stack of handwritten transparencies? Open the book and find: What's new in PowerPoint 2010. Tips on navigating the Ribbon. How to create and edit a slide presentation. How to set up a presentation. About the Author. Doug Lowe is a veteran author whose more than 40 For Dummies books have over a million copies in print. He's written about everything from Microsoft Office productivity to programming in ASP.NET. Product details. [www.dummies.com/cheatsheet/powerpoint2010](http://www.dummies.com/cheatsheet/powerpoint2010). Get Smart at Dummies.com Dummies.com makes your life easier with 1,000s of answers on everything from removing wallpaper to using the latest version of Windows. Check out our Videos Illustrated Articles Step-by-Step Instructions Plus, each month you can win valuable prizes by entering our Dummies.com sweepstakes. About the Author Peter Weverka is the bestselling author of several For Dummies books, as well as other computer books about various topics. Peter's humorous articles and stories none related to computers, thankfully have appeared in Harper's, SPY, The Argonaut, and other magazines for grown-ups. Dedication For Aiko Sofia and Henry Gabriel. By default, documents saved in PowerPoint 2010 are saved with the .pptx extension whereas, the file extension of the prior PowerPoint versions is .ppt. Audience. This tutorial has been designed for computer users who are willing to learn Microsoft PowerPoint in simple steps and they do not have much knowledge about computer usage and Microsoft applications. This tutorial will give you enough understanding on MS PowerPoint from where you can take yourself at higher level of expertise. Ltd. All the content and graphics published in this e-book are the property of Tutorial Point (I) Pvt. Ltd. The user of this e-book is prohibited to reuse, retain, copy, distribute or republish any contents or a part of contents of this e-book in any manner without written consent of the publisher. PowerPoint 2010 For Dummies [Lowe, Doug] on Amazon.com. \*FREE\* shipping on qualifying offers. PowerPoint 2010 For Dummies. PowerPoint 2010 will help you do that, and this book will show you how. Get ready for a standing ovation as you learn how to build great-looking slides, add sound and eye-opening video, animate your graphics, and much more. Get the most out of your text learn the best ways to edit and format your text to make your slides more visually appealing.