



## POWERPOINT to know when a bad manager

By RI YUE MING

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pages Number: 0 Publisher: Beijing University Press. Pub. Date :2009-02 -01. managers how to use PowerPoint. to the planning department s development. how to use PowerPoint to express their own business ideas? This book provides for all types of managers from entry to improve. from a series of principles to practical knowledge. I believe this book will make a presentation to the manager s management performance bonus! Contents: The Basics articles on PowerPoint 2003 Chapter 1 Getting Started 1.1 PowerPoint 2003 Introduction and the main new features in 1.2 PowerPoint 2003 interface 1.3 1.4 How to get the view mode to help create the presentation in Chapter 2 2.1 2.2 New Presentation presentation outline application to establish Worcl 2.3 open. save and exit Chapter 3 presentation slide 3.1 to edit slide text input using the Outline view Editing Text 3.2 3.3 3.4 using the AutoCorrect feature to format the text using the text box 3.5 Chapter 4 4.1 application to set the color scheme slide layouts 4.2 Set the slide background and fill color 4.3 4.4 Master apply...



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