

PowerPoint For Dummies, Office 2021 Edition

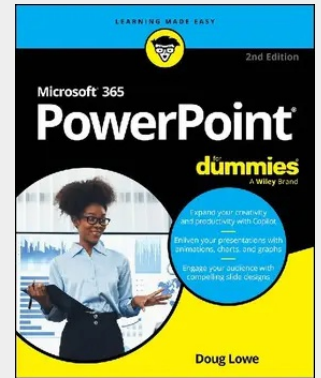
Present like a pro, with the top-selling PowerPoint book on the market Since 1999, PowerPoint For Dummies has been giving readers a jargon-free way to compose compelling presentations. This update covers the latest release of Office and Office 365. Learn the basics of creating a slide deck in PowerPoint, then discover the dynamic features you can use to give your slides a bit of pizzazz. Import data from other applications, collaborate in the cloud, and incorporate charts, graphics, and videos into your presentations. Plus, learn how to use Microsoft's new Copilot AI tool—integrated right into the application. Consider this book your first step to making a splash with PowerPoint! - Create your first PowerPoint slide deck and add presentation notes - Improve the design of your slides with templates and best-practice tips - Add animations, change your font style, and insert images and drawings - Share your presentation with audiences in a virtual setting New and not-so-new PowerPoint users who need a guide to the basics of building a successful presentation will love this up-to-date, beginner-friendly book.

Turbocharge your presentations

PowerPoint is the presentation app of choice, and *Microsoft 365 PowerPoint For Dummies* gets you started creating your own effective slide decks. Whether you're new to Office or a seasoned pro, this book will help you make a splash at your next business presentation. Use slide transitions, import data from other apps, insert sound and video, collaborate in the cloud, and beyond. You'll also learn how to use Microsoft's AI assistant, Copilot, to build beautiful presentations, lickety-split. In classic *For Dummies* style, this guide makes it easy.

Inside...

- **Creating basic slides**
- Working with templates
- Adding custom animation
- Inserting graphics and tables
- Including notes and transitions
- Organizing an effective presentation
- Engaging with your audience
- Exploring new features



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