



# **Learning to Use PowerPoint Student Handbook with CD-ROM: Creating Effective Presentations**

*Angela Bessant*

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\* The accompanying CD-ROM forms an integral part of the learning process. It contains photos and clipart together with examples of presentations to demonstrate good and bad practices. \* Screen shots feature throughout the text to enable students to become familiar with the new features more easily. \* Information boxes offer simple design and layout hints so students can easily improve the professionalism of their visuals. \* Features of the text include: planning and creating a new presentation, using templates, adding graphics, presenting charts, adding sound and video, rehearsing and delivering the presentation.



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