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Publisher i30 Media released its new guide to Microsoft PowerPoint this week. Titled PowerPoint Basics In 30 Minutes: How to make effective PowerPoint presentations using a PC,

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Mac, PowerPoint Online, or the PowerPoint app, the book explains how to make great PowerPoint presentations that get real results. This unofficial PowerPoint user guide covers the basic features of PowerPoint 2016

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Announcing PowerPoint Basics

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Minutes by Angela Rose |

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Leaders, government
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PowerPoint video is narrated
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Minutes guides, which
includes PowerPoint Basics
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most popular tool for writing letters, reports, manuscripts, brochures, and more. You may have a handle on the basics, but Microsoft Word In 30 Minutes will show you how to leverage powerful features and shortcuts that

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Do you want to learn how to use Microsoft Excel, for a career boost, or to better handle numbers, lists, and other data? This popular Excel user guide covers

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Excel Basics In 30 Minutes,
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what to do. Instructions
apply to recent versions of

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Excel, including Excel 2013,
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Chromebook. It also includes

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Drive and Docs In 30
Minutes, 2nd Edition is
authored by Ian Lamont, an
award-winning technology and

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business journalist. He has written several books in the "In 30 Minutes" series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes. Here's what readers are saying about

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Google Drive & Docs In 30
Minutes: "I am so glad this
was made! I've been using
Google Docs for a while now
and have been encouraging my
teacher colleagues to do so
as well to facilitate
collaboration. It has become

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my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with

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questions, this is a nice tool to help them remember what you show them. I highly recommend it.” “I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my

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explanation of how to
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google docs.” “Excellent
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Get up and running fast with the PowerPoint 2019. PowerPoint continues to be the go-to tool for business presentations. The software helps anyone who needs to communicate clearly by creating powerful and

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To Make Effective
presentations featuring data
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can even use it to create
presentations for the Web.
In PowerPoint 2019 For
Dummies, expert Doug Lowe

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Collaborate with other users in the cloud Add charts, clip art, sound, and video Want to learn to use PowerPoint quickly and efficiently? Look no further!

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this three-panel guide
features helpful time-saving
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helpful screen captures and
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with no idea what to do –
don't worry Using PowerPoint
2019 is here to help.

Written by best-selling
technology author, lecturer,
and computer trainer Kevin

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2019, this guide will show
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Covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full advantage of advanced functions; and how

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and an annotated list of the most frequently accessed PowerPoint 2019 features for Windows and macOS. Almost all of the instructions and examples also apply to PowerPoint 2016.

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