



# PowerPoint 2000 Professional Results

*Ellen Finkelstein*

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## **PowerPoint 2000 Professional Results** Ellen Finkelstein

A guide to getting professional results from PowerPoint 2000. It contains brief essays on how to get professional results, including creating an effective outline, using colour to influence an audience, and laying out a slide with precision. There are short, practical steps for accomplishing basic tasks, and four-colour inserts which display examples of professional presentations. Specifics are highlighted with callouts and referenced to the pages in the book where the process is explained. The book places a strong emphasis on the fact that a presentation is created to communicate ideas in a compelling, graphic manner and that the specific tasks required to create a presentation should be chosen with that goal in mind.

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