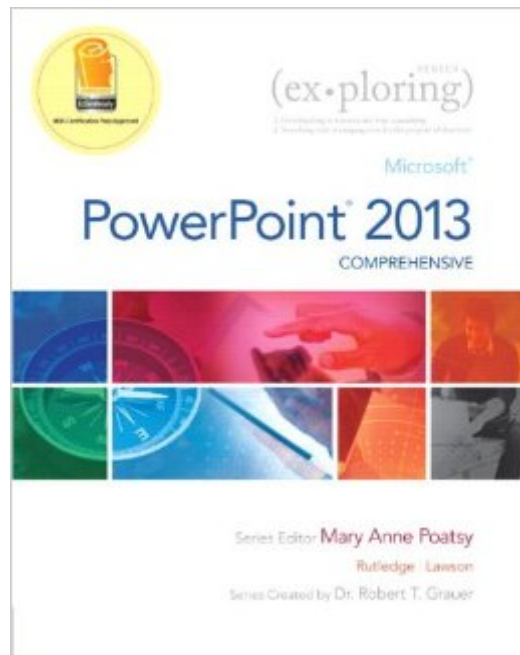


The book was found

# Exploring: Microsoft PowerPoint 2013, Comprehensive (Exploring For Office 2013)



## Synopsis

This book offers full, comprehensive coverage of PowerPoint. Move students beyond the point-and-click. The goal of the Exploring series is to move students beyond the point and click, to understanding the why and how behind each skill. And, because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, any time. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know.

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## Book Information

Series: Exploring for Office 2013

Spiral-bound: 560 pages

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Product Dimensions: 8.9 x 0.8 x 10.9 inches

Shipping Weight: 2.5 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars See all reviews (3 customer reviews)

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## Customer Reviews

I have rented this book as its the textbook for a class on PC Presentation Concepts I'm taking. The book overall is informative but I'm finding that many of the sections are out of date. Our instructor

has us doing the hands-on exercises as homework and so far in Chapters Three and Four the instructions for the exercise request steps that are no longer possible in Powerpoint. For example, Chapter Three deals in part with modifying clip art. Microsoft, however, has eliminated clip art and instead is pointing users to bing image search which is fine, but does not return the correct type of file necessary to follow the exercise steps. There is a similar issue with inserting "Online Audio" in Chapter Four. In the book, the student is directed to select the "online audio" option to insert a sound file but that option is no longer available. I checked the publisher's website to see if there was, perhaps, an update for the book to cover the changes in the program but so far, I have been unable to find anything. As a student learning the program, the outdated information is frustrating as it takes time to figure out that its not lack of understanding preventing the completion of an exercise, but rather outdated instructions that no longer correctly reflect the program.

Very good and informative. I got the book for a college course. I will be using it as a reference book for future PowerPoints.

This is a great Comprehensive book.

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