



**Guide to PowerPoint: For PowerPoint Version
2007 (Guide to Business Communication Series)
(Prentice Hall Guides to Advanced Business
Communication)**

Mary M. Munter, David Paradi

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KEY BENEFIT: If you need to achieve results through PowerPoint presentations, then this book is for you! The content can be used in several settings: educational, managerial, government, and professional. **KEY TOPICS:** Strategy, audience analysis, research, structuring the slides, slide color and design, mastering fonts, and other design elements. **MARKET:** This text is intended for business professionals who would like to enhance their delivery of PowerPoint presentations.

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