



QuickSteps to Winning Business Presentations: Make the Most of Your Powerpoint Presentations

Carole Matthews, Martin Matthews

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A hands-on, visual guide to mastering business presentation skills

With its clear explanations and illustrative graphics, *QuickSteps to Winning Business Presentations* is the fastest, easiest way to achieve professional business presentation skills using Microsoft PowerPoint. Learn how to conceptualize presentations, gather and prepare materials from a variety of sources, and adapt presentations to different types of audiences and situations, including Web delivery. Step-by-step instructions on using PowerPoint's versatile features, such as animation, sound, graphics, and video, are also included. In no time, you will dramatically improve your presentation skills.

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