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beyond bullet points fourth edition throw away those room emptying left brain slides and use atkinson s book to turn your powerpoint presentation into an epic daniel h pink author of drive and a whole new mind think beyond bullet points and amplify the impact of your message now in its fourth edition this popular classic illuminates an innovative step by step methodology designed to unlock the amazing visual story waiting to be released from your message communications expert cliff atkinson shows how to apply classic storytelling tenets and practical research based guidelines as you work with microsoft powerpoint for memorable meaningful and persuasive visual stories change your approach and transform your results find your story thread create an emotional connection to increase your impact cut through the clutter distill your message and get right to the point bring your story to life storyboard your ideas find your natural voice and deliver a compelling presentation

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this guide is designed to help users of all levels harness the full potential of microsoft powerpoint whether you are just starting with the basics or seeking advanced techniques to take your presentations to the next level this comprehensive resource is here to assist you every step of the way

work in the corporate or academic worlds long enough and at some point you ll likely be asked to give a presentation and most of the time the program you ll be expected to use is microsoft powerpoint this book is an introductory guide to how to use powerpoint 365 as it existed in october 2023 since it s a constantly evolving product it might have shifted a bit since then but the basics generally stay the same so when you finish reading this book you should have the ability to create present and print a basic powerpoint presentation if you want to get fancier then you can continue with or skip right to intermediate powerpoint 365 which covers more

advanced topics like tables smartart and charts so if you re ready to learn the basics of powerpoint what are you waiting for let s get started

unlock the amazing story buried in your presentation and forget boring bullet point riddled slides forever guided by communications expert cliff atkinson you ll walk you through an innovative three step methodology for increasing the impact of your presentation discover how to combine classic storytelling techniques with the power of visual media to create a rich engaging experience with your audience fully updated for powerpoint 2010 and featuring compelling presentation examples from classroom to boardroom this book will help transform your presentations and your business impact

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creating a powerpoint presentation can be easy but designing one to inform persuade and sell is not so simple this guide shows how to combine communications techniques information design principles and data visualization methods in a step by step manner in order to effectively communicate design aesthetically pleasing presentations present data smartly and efficiently and increase productivity with powerpoint 2007 from publisher description

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a guide to using microsoft powerpoint describes how to use stories to create

effective business presentations

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