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The book introduces the design ideas and producing method of the PPT for work in a comprehensive way. Without all the sermon tone, all kinds of terminologies, and any kind of red tapes, the book will provide you with such a relaxing and cheerful context to learn that gradually you can become a master of PPT. The book is divided into 9 chapters. It will help you breakthrough all the difficulties in all-around way, which cover the concept of PPT, the layout, the text, the charts, the illustration, the landscaping, the animation, the multimedia, and the presentations, etc. With visual thinking method, we will tell you the ideas, the method, and the skills in each step, with the help of a large number of real cases. In the last, PPT can be your most effective tool in communication with others. We can make sure that your PPT will make a great coup in speeches and reports, enterprise publicity, product promotion, business communication, management analysis, advertising, animation design and many other fields. Whats more, its helpful for many professionals to improve the level of speech in a short period of time and cut the meeting time so that they will get a easier access to the acceptance of customers, win the favor of the boss as well as the admiration of their colleagues! It is suitable for both the reading of beginners in PPT producing, and for the professionals and the enterprises to use as training materials. At the same time It is of high reference value for the experienced PPT users

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