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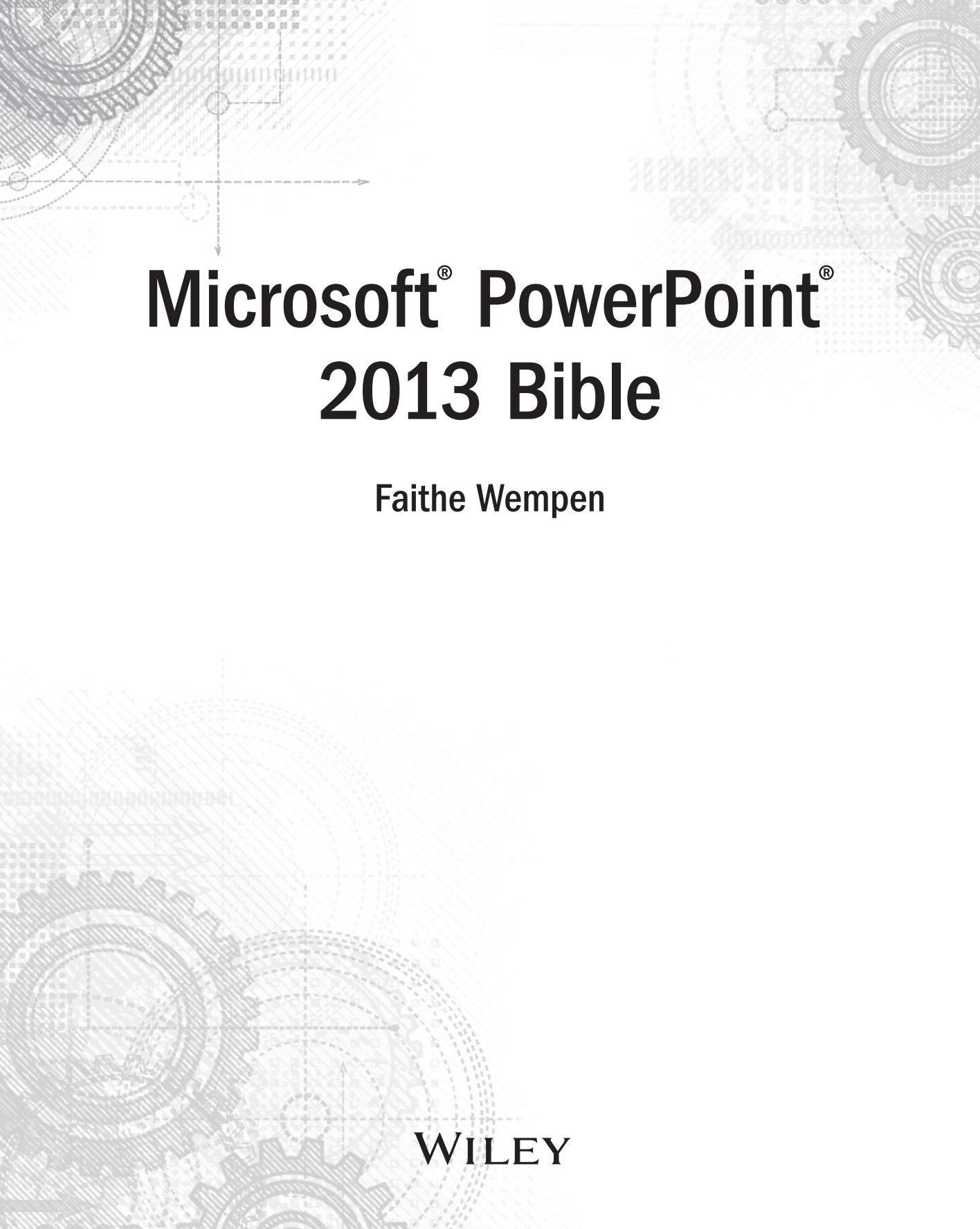
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To Margaret, who makes it all possible.

About the Author

Faithe Wempen, MA, is an A+ Certified hardware guru, Microsoft Office Specialist Master Instructor, and software consultant with over 120 computer books to her credit. She has taught Microsoft Office applications, including PowerPoint, to over a quarter of a million online students for corporate clients including Hewlett Packard, CNET, Sony, Gateway, and eMachines. When she is not writing, she teaches Microsoft Office classes in the Computer Technology department at Indiana University-Purdue University at Indianapolis (IUPUI), does private computer training and support consulting, and owns and operates Sycamore Knoll Bed and Breakfast in Noblesville, Indiana (www.sycamoreknoll.com).

About the Technical Editor

Glenna Shaw has been creating data visualizations in the form of presentations, project management tools, dashboards, demos, prototypes, and system user interfaces for nearly two decades. She is frequently sought out for her innovative information management solutions using SharePoint and Microsoft Office as well as her creative PowerPoint designs. She is the author, subject matter expert, and/or technical editor for many online courses, articles, and webinars on PowerPoint. She is a Microsoft Most Valued Professional (MVP) for PowerPoint and the owner of the PPT Magic and Visualology.net websites. Glenna is a Project Management Professional (PMP) and holds certificates in accessible information technology, graphic design, cloud computing, knowledge management, and professional technical writing.

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