

# *10 Minute Guide To Microsoft PowerPoint 2002 (Ten Minute Guides)*

***This 10 Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. In addition, this guide teaches the user how to use PowerPoint without relying on technical jargon. It provides straightforward, easy-to-follow explanations and lists of numbered steps that tell the user which keys to press and which options to select.***

***Includes one copy each of 10 Minutes Guide to Excel 5 for Windows, 10 Minute Guide to Word for Windows 6, 10 Minute Guide to PowerPoint 4, and 10 Minute Guide to Microsoft Mail for Windows.***

***Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Outlook, this 10-Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. In addition, this guide teaches the user how to use Outlook without relying on technical jargon. By providing straightforward, easy-to-follow explanations and lists of numbered steps that tell the user which keys to press and which options to select.***

***Microsoft FrontPage 2002***

***Absolute Beginner's Guide to Microsoft Windows XP***

***10 Minute Guide to Microsoft Windows 3***

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## **10 Minute Guide**

Explains the basic features of the shared communication platform, covering installation, contacts, instant message and chat features, account management, and how to create a shared space and use shared space tools.

This consumer-friendly reference quickly explains in ten-minute lessons the most common beginning and intermediate level tasks a Word user would need. Inexpensive and compact, the book is designed for the consumer who needs to learn Word in the shortest time possible.

A tutorial which teaches the basic features and functions of the latest release of Windows, in approximately 20 mini-tutorials, each of which can be completed in 10 minutes or less. Timesaving Tips, Plain English definitions, and Panic Button advice help users throughout the book.

10 Minute Guide to Microsoft Word 2002

10 Minute Guide to Microsoft® Excel 2003

Microsoft Office XP 10 Minute Guide

10 Minute Guide to Microsoft Mail for Windows

10 Minute Guide to Microsoft Exchange 4.0Que Pub

Explains how to create personalized address books and distribution lists, send and receive faxes, manage tasks with Schedule+, and format documents using a Web browser

The 10 Minute Guide to Microsoft Exchange 4.0 offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the essential tasks for using the client side of Microsoft Exchange 4.0 to take advantage of all the features of the server product. 10 minutes is all you need to learn how to find, send and read a message; send e-mail throughout the workplace and the world; use the Global Address List and Distribution Lists; access personal or public folders; and customize mail.

10 Minute Guide to Microsoft® Access 2003

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Includes Index

Microsoft Excel 2002

10 Minute Guide to Microsoft Project 3.0

Covers connecting to the Internet, maintenance, applications, and multimedia features.

Internet Explorer is part of Microsoft!, which will be bundled at a special discount with the retail version of Windows 95--so the installed base and potential market will be huge. It will also be available on-line through the Microsoft Network. This book will show users how to use Internet Explorer to cruise the Web, find what they are looking for, create their own home pages, and more.

Short lessons introduce the new features of System 7 including TrueType, aliases, Balloon Help, and the Publish and Subscribe features

10 Minute Guide to Microsoft Exchange 4.0

10 Minute Guide to Microsoft Office 95

10 Minute Guide to Microsoft Office XP

Learn how to use Excel without having to decipher technical jargon or wade through a giant manual. By providing straightforward, easy-to-follow explanations and numbered steps, this compact guide shows how to use Excel in the shortest time possible.

Organized in a lesson format, this clear, concise guide to Microsoft Project for Windows teaches readers the basics of the software through a series of mini-tutorials,

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each of which can be completed in ten minutes or less. Original.

Annotation A reference designed to quickly explain in ten minutes or less the most common beginning and intermediate level tasks a Visio user would need to create better looking and more communicative diagrams to augment their Word docs and PowerPoint presentations. This book offers straightforward, practical answers for fast results. Each 10-minute lesson allows the user to quickly learn the fundamentals necessary to accomplish their goals. Covers the most commonly referenced topics. Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Visio, this 10 Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. Without jargon, this guide teaches the user how to use Visio by providing straightforward, easy-to-follow explanations and lists of numbered steps. Eric Infanti is the Director of Training and Performance at GreenTree International. He has trained, put on seminars and developed curriculum at institutions such as Sacred Heart University and Manchester, Tunis, Capital, and Middlesex Community-Technical colleges. Eric has been a user of Visio since its launch back in the early 90's in his IT realm with Dime Financial Corporation as well as usage of it during his Marine Corps tour. Since then, Eric has supported, coached, and trained hundreds of people across Connecticut, and is now training nationally with Microsoft?. Soon Eric begins the infrastructure for delivering Visio courses online as well. Some of his

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current clients are The META Group, The Hartford Insurance Group, and ABB to name a few.

10 Minute Guide to System 7

Microsoft Outlook 2002

10 Minute Guide to Pocket PC 2002

Ten Minute Guide to Microsoft Access

***The 10 Minute Guide to Microsoft Office XP covers: using the Office Speech feature; sharing information between applications; using Office Web integration features; creating and sending e-mail; using proofreading tools; creating workbooks and charts; and creating a FrontPage Web site.***

***The 10 Minute Guide to Microsoft Exchange offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the skills you need to communicate with colleagues quickly and easily. 10 minutes is all you need to learn how to send and receive messages and faxes; manage messages with folders; maintain an address book; create a custom cover page; communicate across multiple mail systems, including The Microsoft Network, CompuServe, and the Internet; and customize Microsoft Exchange to work like you do.***

***An IT professional provides a concise guide to the fundamentals of Microsoft Access. This book offers ten-minute lessons which cover the***

**application's most commonly referenced topics.**  
**10 Minute Guide to Microsoft Internet Explorer**  
**10 Minute Guide to Microsoft Mail for Windows**  
**95**

**Microsoft Access 2002**

**Microsoft Visio 2002**

*Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Word, this 10-Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. In addition, this guide teaches the user how to use Word without relying on technical jargon. By providing straightforward, easy-to-follow explanations and lists of numbered steps that tell the user which keys to press and which options to select.*

*Presents lessons on the main features of Microsoft PowerPoint.*

*Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Excel, this 10-Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. In addition, this guide teaches the user how to use Excel without relying on technical jargon, and by providing straightforward, easy-to-follow explanations and lists of numbered steps that tell the user which keys to press and which options to select.*

*10 Minute Guide to Microsoft Exchange 5.0*

*Ten Minute Guide Microsoft Office Bundle*

*10 Minute Guide to Microsoft Windows XP Home Edition*

*Microsoft PowerPoint 2002*

This guide directly addresses the needs of users who want to learn the program quickly, don't have large blocks of time to spend learning it, and feel overwhelmed or intimidated by new programs. Organized in lesson format, it teaches the basics of DOS

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in 25 "mini tutorials", each of which can be completed in 10 minutes or less.

Covers the use of Profit's forms-based data entry interface and details how to customize the application to better suit business needs. Features Plain English Definitions, TimeSaver Tips, and Panic Button Advice. Provides an overview of the features of a Pocket PC and discusses applications including connecting to the Internet, tasks, media player, and eBooks.

10 Minute Guide to Microsoft Access  
Microsoft Word 2002

10 Minute Guide to Microsoft Exchange

10 Minute Guide to Microsoft Word 97

**This book is ideal for users who want quick, step-by-step instructions for using this popular electronic mail application. -- Presents information in approximately 20 lessons that can be completed in 10 minutes or less -- Includes Timesaver Tips to help new users become more efficient -- Covers reading mail, creating a personal address list, attaching documents, and more**

**The 10 Minute Guide to Schedule+ for Windows 95 offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the skills you need to get organized immediately. 10 minutes is all you need to learn how to schedule individual appointments and important events; attach files to meeting notices; track and update group tasks through a network; create a contact database; and view your schedule daily, weekly, or monthly.**

**Practical help.**

**10 Minute Guide to Schedule+ for Windows 95**

**10 Minute Guide to Microsoft® Word 2003**

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### **10 Minute Guide to Windows 95**

### **10 Minute Guide to Microsoft Office Pro 95 with Exchange and Scheduler**

Microsoft FrontPage is a Web site creation and management tool that gives users everything needed to create and manage the Web site they desire, whether creating a personal Web page or a corporate Internet or Intranet site. Putting aside technical jargon, this guide teaches the user how to employ FrontPage in the shortest time possible.

10 Minute Guide Microsoft Office Professional

10 Minute Guide to Microsoft® PowerPoint 2002

10 Minute Guide to Groove 2.0

10 Minutes Guide to Microsoft Profit