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Microsoft Office Powerpoint 2003 (Microsoft Official Academic Course)

Contains an introduction to Microsoft PowerPoint 2003 for Windows, including a visual guide to the basic elements of the software, providing information on creating slides, tables, and charts, importing graphics, applying animation, and producing a slide show. Includes index.

For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students, consistently providing the highest quality, most up-to-date, and innovative materials in computer education. Enjoy the

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proven step-by-step style and improved office 2003 updates of the Shelly Cashman Series Power Point 2003 textbook to enhance your Office application skills today!

Help users master computer skills quickly and easily with this colorful, highly-visual Illustrated Course Guide for PowerPoint 2003. Lessons are presented in an easy-to-follow 2-page spread that introduces step-by-step instructions on the left page and large screenshots and illustrations on the right. This signature, streamlined approach allows continuing education students learn quickly, while also serving as an excellent reference tool. GO! with Microsoft Office PowerPoint 2003 Comprehensive

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PPI84870 I

Learning Microsoft Office PowerPoint 2003 Comprehensive Concepts and Techniques

A guide to the business presentation software explains how to combine text, animation, video, photographs, sound effects, and narration into a professional-looking presentation.

The visual and flexible way to learn Microsoft PowerPoint skills.

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for

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self-paced or online learning. The primary goal of GO! Series: Microsoft PowerPoint 2003 Brief Edition is to teach Microsoft PowerPoint 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the

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computer as a tool. The Brief edition covers the following topics: getting started with PowerPoint; creating a presentation; and formatting a presentation. An efficient and handy guide for anyone who would like a good working introduction to PowerPoint 2003.

Advantage Series: Microsoft Office PowerPoint 2003, Intro Edition

Comprehensive

Sams Teach Yourself Microsoft Office PowerPoint 2003 in 24 Hours

Show Me Microsoft Office PowerPoint 2003

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1. MICROSOFT POWERPOINT 2003'E GİRİŞ 2. MENÜLER 3. GÖREV BÖLMESİ

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal ofGO! Series: Microsoft PowerPoint 2003 Brief Editionis to teach Microsoft PowerPoint 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature

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presentation. An efficient and handy guide for anyone who would like a good working introduction to PowerPoint 2003.

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of GO! Series: Microsoft PowerPoint 2003 Volume 1 is to teach Microsoft PowerPoint 2003 quickly and easily,

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with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Volume 1 covers the following topics: getting started with

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PowerPoint; creating a presentation; formatting a presentation; enhancing presentations with graphic elements; advanced presentation graphic techniques; and delivering a presentation. An efficient and handy guide for anyone who needs a good working knowledge of PowerPoint 2003. GO! with Microsoft Office PowerPoint 2003 Brief and Student CD Package

Quick Course 1

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Microsoft Official Academic Course –
Microsoft Office Powerpoint 2003

***Show Me Microsoft Office PowerPoint 2003 Que
Publishing***

***Appropriate for all introductory-to-intermediate
level courses in Microsoft Office PowerPoint
2003. Designed for students at a wide variety of
skill levels, Learning Microsoft Office PowerPoint
2003 provides a total-immersion, hands-on
tutorial that walks students step by step, mouse-
click by mouse-click, keystroke by keystroke
through each of PowerPoint 2003's most***

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important features. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations, step-by-step exercises, and many screen shots- all in a carefully organized multi-part lesson format. Each lesson is comprised of several exercises built around using PowerPoint in real-life business settings. Most exercises consist of seven key elements: a brief On the Job description of how the student would use this feature in the workplace; a realistic exercise scenario; definitions of key terms; concise notes describing and outlining important concepts;

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hands-on mouse and keyboard procedures; step-by-step instructions for putting the skills to work; and an On Your Own critical-thinking activity students can work through on their own, for reinforcement, practice, or to test skills proficiency. Each lesson ends with additional Critical Thinking exercises that call upon students to rely on the skills they've learned. Coverage in this edition includes: creating, saving, and printing presentations; modifying text and enhancing slides; working with slide objects; enhancing slides with graphics; working with slide shows; and delivering presentations

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via the Web.

Brace yourself, because here comes QuickSteps: The fast, easy, accessible information on PowerPoint 2003 in a full-color cookbook-style format. Provides answers to all of your How-do-I questions in a concise and meaningful way. Lengthwise page layout allows for easy page viewing. Useful tips and cautions are displayed in the margins so that they don't break the flow of the quick steps themselves.

***Microsoft Office PowerPoint 2003
New Perspectives on Microsoft Office PowerPoint
2003***

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New Perspectives on Microsoft Office PowerPoint 2003, Brief, CourseCard Edition

Go! With Microsoft Office Powerpoint 2003 + Student Cd

Written by an experienced trainer, this guide gives insight on the best ways to perform tasks as well as nontraditional uses of PowerPoint.

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft PowerPoint 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business

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scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist examination. A complete instructor support program is available with the text. Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Microsoft Office Power Point 2003 Basic
Illustrated, Coursecard Edition, Introductory
Coursecard Edition

Microsoft official academic course: Microsoft Office
PowerPoint 2003

Publisher's Note: Products purchased from Third Party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitlements included with the product. From the publishers who show you How to Do Everything, here is the ideal resource for anyone who wants to create rich presentations with PowerPoint. You'll

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find out how to use all the features of the software and get coverage of key topics, such as creating a well-written outline, the fine points of graphic design, and tips for delivering the presentation in front of an audience. Also included is a section on Microsoft Producer, a free add-in for PowerPoint that manages streaming media for Web and CD-based presentations

From the publishers who show you How to Do Everything, here is the ideal resource for anyone who wants to create rich presentations with PowerPoint. You ll find out how to use all the

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features of the software and get coverage of key topics, such as creating a well-written outline, the fine points of graphic design, and tips for delivering the presentation in front of an audience. Also included is a section on Microsoft Producer, a free add-in for PowerPoint that manages streaming media for Web and CD-based presentations. Text shows how to create professional-quality presentations using Microsoft Office PowerPoint 2003.

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and

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innovative technology for meaningful learning the new features of this latest version of Microsoft PowerPoint 2003.

Absolute Beginner's Guide to Microsoft Office PowerPoint 2003

Complete Concepts and Techniques
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How to Do Everything with Microsoft Office PowerPoint 2003: A Beginner's Guide

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for

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self-paced or online learning. The primary goal of GO! Series: Microsoft PowerPoint 2003 Comprehensive Edition is to teach Microsoft PowerPoint 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve

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business problems using the computer as a tool. Combining the information presented in Volumes 1 and 2, the Comprehensive edition covers the following topics: getting started with PowerPoint; creating a presentation; formatting a presentation; enhancing a presentation with graphic elements; advanced presentation graphic techniques; delivering a presentation; presenting information using tables, charts, and organization charts; and creating a custom presentation for publication on the web. An efficient and

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handy guide for anyone who needs a good working knowledge of Microsoft PowerPoint 2003.

For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students - consistently providing the highest quality, most up-to-date, and innovative materials in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks

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have been the most widely used books in computer education. With each new edition of our Office books, we have made significant improvements based on software changes and comments made by both instructors and students. Our Microsoft Office 2003 books continue with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series.

The Advantage Series presents the Feature-Method-Practice approach to computer software applications to today's

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technology and business students. This series implements an efficient and effective learning model, which enhances critical thinking skills and provides students and faculty with complete application coverage.

How to Do Everything with Microsoft Office PowerPoint 2003

New Perspectives on Microsoft Office PowerPoint 2003, Introductory, CourseCard Edition

Special Edition Using Microsoft Office PowerPoint 2003

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*New Perspectives on Microsoft Office
PowerPoint 2003, Comprehensive, CourseCard
Edition*

**Part of the New Perspectives series,
this text offers a case-based, problem-
solving approach and innovative
technology for meaningful learning of
Microsoft PowerPoint 2003.**

**& PowerPoint 2003 provides powerful new
tools with which to create
presentations more easily, illustrate
ideas more powerfully, and share it all**

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in any setting, from meeting rooms to the Web. & & Based on a proven, successful series format, this book uses a visual page design with easy-to-read text to teach beginning to intermediate level PowerPoint tasks. & & Troubleshooting guides, & "see also & " referencing, sample projects, and MOS objectives add even more for the ambitious learner. & & Author Steve Johnson is a professional trainer and author of several best-selling books.

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Essentials Course

Learning Microsoft PowerPoint 2003

Introductory Concepts and Techniques

Quick Course 2