Quick Course In Powerpoint Quick Course Microsoft

The book covers latest IT trends Microsoft Vista and Microsoft Office 2007. The content of the book is designed considering the needs of people running business from home or office. The book covers all new features and programs of Windows Vista like Windows Aero, Windows Meeting Space, Internet 7.0, Windows Mail, etc. For Internet savvy users, a separate section is provided on Search Engine. The book does not end here. After mastering Windows Vista, the book introduces you to Microsoft Office 2007 and helps you in preparing professional letters, personal accounting sheets, and presentations for the masses. It Covers Microsoft Office applications such as Microsoft Word 2007, Microsoft Excel 2007, Microsoft Access 2007 and Microsoft Powerpoint 2007.The unique Tutor CD provided with this book is a true add-on. While other books rely on the theory and long explanations, the tutor CD accompanying this book helps you build skills on the software you learnt while reading this book.

"Provides clear, concise instruction and hands-on practice exercises to enable you to start using this best-selling presentation program right away. Ideal for beginning to intermediate users, this course teaches the basics and then helps you build proficiency."--Back cover.

You've got imminent deadlines, your bosses are breathing down your neck, and a restless audience is waiting for your company's PowerPoint presentation. But you can't remember how to change the background color of your slide show, or you can't quite master the art of integrating that sales graph for the last two quarters. What to do? Get in, get the information you need, get out, and get back to work with PowerPoint 97 For Windows For Dummies Quick Reference, the quick and easy way to create and fine-tune powerful multimedia presentations with MicrosoftIs PowerPoint program. This invaluable A-to-Z reference guide gives you all the facts, and none of the fluff, to create dazzling presentations with text, graphics, sound, and video. Discover quick pointers on preparing PowerPoint slides for paper, screen, or Web site presentations; take a crash course in pulling a PowerPoint presentation together in no time at all; and cut to the chase with templates, wizards, and masters. Plus, PowerPoint 97 For Windows For Dummies Quick Reference also includes dozens of ideas for creating special slide shows for business, education, or family fun.

This book demonstrates step-by-step how to build relational databases that can be used for managing employee information, client records, and inventory.

Quick Course

Quick Course in Microsoft PowerPoint 97

Microsoft PowerPoint 97 NL quick course

Microsoft PowerPoint 4.0 for Windows

Quick Course in PowerPoint 97

A concise, friendly training solution for beginning users, this ""Quick Course"" book is designed to quickly teach readers the basics of PowerPoint 97. The task-based, document-oriented approach trains users how to create real documents and get productive immediately.

Non-tenure-track lecturers and adjunct instructors face particular challenges at US colleges, including heavy teaching loads, lack of office space, little control over the selection of course topics or textbooks, and long commutes between jobs at two or more schools. Quick Hits for Adjunct Faculty and Lecturers contains short, practice-oriented articles by experienced instructors that offer valuable teaching and career tips for balancing competing demands, addressing student issues, managing classrooms, and enhancing professional development.

Showing how to use FrontPage 2000 to create an exciting Web site, this tutorial starts with using a wizard to create a simple set of Web pages and continues with chapters on publishing a Web site, creating a more complex site, and maintaining and updating a site.

Following along with this fast-paced book, readers will discover the ins and outs of creating attention-grabbing slide presentations that will win over even the most sophisticated audiences.

New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition

Illustrated Course Guide: Microsoft PowerPoint 2013 Advanced

A Quick Course in PowerPoint 4 for Windows

Better PowerPoint (R)

Illustrated Course Guide: Microsoft Office 365 & PowerPoint 2016: Introductory, Spiral bound Version

The authors teach Office applications by showing how to create documents people can use in their work. Chapters cover the basics of each application of the Office 2000 suite and then move on to more advanced topics.

This "Quick Course" focuses on creating impressive-looking documents, including a business letter, an eye-catching press release, and a company flyer.

Microsoft PowerPoint has for many years been the premier slide show presentation software that is developed by Microsoft but for use on Apple or Microsoft machines. PowerPoint is quite useful in creating presentations that are slide based and is the commonly used software for this kind of development. The main interface of this system consists of number of individual pages otherwise called slides. This was originally related to a slide projector. This “ slide ” can contain graphics, texts, movies, sounds and other objects that can be arranged freely based on the user ' s requirements. The presentations can be printed, displayed on a computer screen or it can be controlled by a presenter.

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps you develop the Microsoft Office 2013 skills you need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 engages you in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical thinking. As always, New Perspectives improves learning outcomes and transference of skills by helping you understand the importance of what you're learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Quick Course in Microsoft Office 2000

Successful Strategies from Award-Winning Teachers

Quick Hits for Teaching with Technology

Quick Fixes Based On How Your Audience Thinks

Comdex Computer Course Kit: Windows Vista With Office 2007 (With Cd)

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2016 Quick Reference Guide. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

The basics of Windows NT Workstation are presented in this "Quick Course", featuring 200 illustrations. The tutorial is designed for end-users rather than administrators, explaining the ins and outs of using the new Windows NT Workstation to carry out common tasks.

This fast-paced book shows how to create spreadsheets for performing important tasks, such as analyzing income, budgeting, and tracking projects.

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Powerpoint Tips & Tricks

PowerPoint 97 For Windows For Dummies Quick Reference

Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software

Successful Strategies by Award-winning Teachers

Workbook for Quick Course in PowerPoint 97

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office PowerPoint 2010 by Catherine Binder features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office PowerPoint 2010 is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

How should I use technology in my courses? What impact does technology have on student learning? Is distance learning effective? Should I give online tests and, if so, how can I be sure of the integrity of the students' work? These are some of the questions that instructors raise as technology becomes an integral part of the educational experience. In Quick Hits for Teaching with Technology, award-winning instructors representing a wide range of academic disciplines describe their strategies for employing technology to achieve learning objectives. They include tips on using just-in-time teaching, wikis, clickers, YouTube, blogging, and GIS, to name just a few. An accompanying interactive website enhances the value of this innovative tool.

A handy resource for beginning, intermediate, or advanced PowerPoint users, this three-panel guide features helpful time-saving hints so that you can get the most out of Microsoft's dynamic presentation software. Written to follow PowerPoint 2010 (and compatible with PowerPoint 2007), this guide includes helpful screen captures and icons, as well as clear and concise instructions.

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft PowerPoint 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft PowerPoint 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Quick Hits for Adjunct Faculty and Lecturers

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic

Microsoft PowerPoint 2019 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide

Education/Training Edition

The authors teach Access 2000 by showing how to build a relational database that can be adapted for many types of information. Also included is information on tables and forms, database design, sophisticated queries, and database maintenance and management.

Learn how to use Outlook 2000 to keep track of schedules, tasks, and contacts and to communicate with colleagues and friends. Other topics include exploring the Journal component, logging Outlook activities and documents, and archiving old Outlook items.

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory PowerPoint 2019. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 62 topics covered, this guide is perfect for someone new to PowerPoint or upgrading from a previous version.Topics Include: Interface Basics, File Management, Text, Pictures, Shapes, Objects, Basic Formatting, Basic Editing, Formatting Paragraphs, Presentation Views, Presentation Setup, Presentation Masters, Animation Previewing, Printing and Sharing, Running a Slide Show, Using a Touch Interface, and Keyboard Shortcuts.

For executives and managers presentations are a way of life. In this book, the authors show how to create professional presentations using Microsoft's amazing PowerPoint for Windows. Starting with a simple outline, users learn how to turn text into meaningful visual presentations using eye-catching formats, fresh colors, unusual shapes, and interesting graphics.

Quick Course in Microsoft Office PowerPoint 2003

Comdex Computer Course Kit: Windows Vista With Microsoft Office 2007, Professional Ed (With Cd)

Quick Course in Windows NT Workstation 4

Quick Course in Microsoft PowerPoint 2002, Training Edition

Microsoft Power Point 2017: An Easy Guide to Learning the Basics

Comdex Professional Edition is specially designed for software explorers who want to take next higher step towards mastering Windows Vista and MS Office 2007. Simple language, easy to read layout, tooltips and detailed description of minute settings set this book at par. Not this much, the self learning tutorial (world acclaimed) test your skills and correct whenever you made a mistake.

The core of this guide is a logical sequence of straightforward, easy-to-follow, hands-on instructions for creating outstanding presentations in a fast-paced training solution free of unnecessary frills.

Giving good presentations is not just common sense. Cognitive neuroscientist Stephen M. Kosslyn shows how to make presentations work better based on how our brains work. Where many books focus on how to create a first draft, Better PowerPoint gives you quick steps to improve one you already have. · 8 key rules that are easy to remember and use · Clear principles about how to design effective slides based on well-established scientific data · Quick steps to sharpen and strengthen your presentation · Easy-to-use checklists guide you through each aspect of your presentation · Chapters are structured to help you prioritize the most effective edits · Memorable examples and illustrations to show what works, and what doesn't · Lessons in what to fix can also help you create better first drafts faster. If you have a PowerPoint presentation that is not giving you the results you want, take advantage of what scientific research can tell you about how your audience is seeing and thinking about what you have to say.

The field of e-learning continues to experience dramatic andturbulent growth. Over time, as technology has improved and themethod's real capabilities have emerged, e-learning has gainedwidespread acceptance and is now the fastest growing sector ofcorporate learning. As in years past, Michael Allen's Annual offers a diverseand important collection that contains some of the most currentinsights and best practices that will help both educators andworkplace learning leaders address issues of design andimplementation, as well as strategy and culture. In addition, this new volume offers a diverse mix of contentthat spans the full spectrum of technology-based learning. Yearafter year, the Annual discusses emerging trends in social media;showcases e-learning innovation; presents contemporary- andbest-practices; tackles big-picture, strategic issues; and providesa host of useful tips and techniques. Additional content is alsoavailable online. Praise for Michael Allen's 2012 e-LearningAnnual "Michael Allen's Annual really is annual. I found newexamples and provocative ideas-just what I was lookingfor." -Allison Rossett, professor of educational technology, SanDiego State University "Just another academic anthology? Hardly! Michael Allen hasconvinced e-learning's super-heroes to join forces to crushcomplacency, demolish dogma, rewrite rules, streamline strategies,and light a brighter future for e-learning. Warning: Theaccumulated wisdom and original thinking of this elite team ofdesigners, practitioners, consultants, and researchers will leaveyou dissatisfied with your current e-learning efforts and aching toput their ideas into play." -William Horton, author, e-Learning by Design andconsultant, William Horton Consulting "The real learning at conferences takes place in the hallways.This wonderful book is like eavesdropping on those conversations,except that Michael has put the top thinkers in our field in thehall for you." -Jay Cross, chairman, Internet Time Alliance Nabeel Ahmad Clark Aldrich Bobbe Baggio Tony Bingham Julia Bulkowski Bryan Chapman Phil Cowcill Allan Henderson Peter Isackson Cheryl Johnson Cathy King Leslie Kirshaw Tina Kunshier David Metcalf Corinne Miller Craig Montgomerie Frank Nguyen Maria Plakhotnik Tonette Rocco Anita Rosen Patti Shank Clive Shepherd Martyn Sloman Belinda Smith Susan Smith Nash Ken Spero Carla Torgerson Thomas Toth Reuben Tozman Marc Weinstein

Quick Course in Microsoft Access 2000

One-day Quick Course in Microsoft Windows 98

Quick Course in Word 97

Fast-track Training for Busy People

Michael Allen's 2012 e-Learning Annual

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY is the ideal resource for learning Microsoft PowerPoint 2016, regardless of the reader’s experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides Microsoft PowerPoint 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for mastering critical PowerPoint skills in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft PowerPoint 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)TeachUcomp Inc.

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they’re learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Teaches software by showing how to create documents people can use in their work.

Quick Course in Access 97

Computer Training Books for Busy People

Quick Course in Excel 97

A Quick Course in Microsoft Office for Windows, Version 4.3

Education - Training Edition

In seven fast-paced chapters, this book shows how to use Microsoft Outlook for managing time, contacts, and tasks and for handling both company and Internet email.

Quick Course in Creating a Web Site Using Microsoft FrontPage 2000

New Perspectives on Microsoft Office 2013, Second Course

Microsoft PowerPoint 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)

Quick Course in Microsoft Outlook 98

Fast-track Training Books for Busy People