

Easy Microsoft Powerpoint 2000

For courses in PowerPoint for Windows. With over 20 years of teaching experience, Professor Duffy understands the challenges that students and professors face everyday. Before starting the keystrokes of a project, Duffy takes more time to explain the significance of what students are about to do and learn. This conceptual approach builds computer skills and encourages critical thinking. After completing the projects in these books, students will be prepared to take the core Microsoft Certification exams for PowerPoint 2000. Successful completion of these exams gives students measurable, marketable skills.* NEW - New text design - Has a clear, easy to follow interior design. * Guides students through each project with a wealth of visual aids and provides ample white space for note taking. * NEW - Web tools - Features all the latest in Microsoft Office web development and connectivity tools including Internet Explorer 5, Outlook 2000, FrontPage 2000, and the Web-integrated operating system of Windows 98. * Prepares students for the connectivity paramount today in computing and business. * NEW - Cross-disciplinary - Adds interdisciplinary exercises throughout the book and Web site. *

Explains how to use the finance program to track funds, manage investments, pay bills, balance accounts, collect tax information, and bank online

Badgett shows how to take advantage of the latest features in PowerPoint including its support for the latest graphics formats, self-repair features, intranet use, workgroup collaboration, enhanced performance, and ease of use.'

Tells how to master the basics of six programs that make up Microsoft Office Professional, and also covers Microsoft's web browser, Internet Explorer. Material is presented in visual format, with two screen shots on every page and margin notes with brief instructions and explanations. Includes appen

PowerPoint 2000 Fast & Easy is the quickest way to learn the latest version of Microsoft PowerPoint. With its visual, step-by-step format, readers learn to create presentations that include tables and charts, sound, graphics, animation, and video. They also learn how to post their presentations to the Internet. Includes a comprehensive glossary and appendixes on installing the software and troubleshooting.

The Advantage Series presents the Why, What, and How of computer application skills to today's students. Each lab in this series is built upon an efficient learning model, which provides students and faculty with complete coverage and enhances critical thinking skills. This text contains intro level content plus 5 to 6 additional chapters of advanced-level content.

Introduces the features of the latest version of Microsoft's computer graphics presentation program

About PowerPoint 2000Traditionally, presenters have had to travel to reach audiences in different parts of the world. With today's technologies, this is no longer necessary. Using Microsoft PowerPoint 2000, presenters can now easily and inexpensively collaborate on presentations and show them to remote audiences without leaving their offices. PowerPoint 2000 offers new ease-of-use features that speed users through presentation development and help users deliver Web-based presentations to remote audiences. Let this NEW Made Simple book guide you through the new features of PowerPoint 2000 and help you make the most of the product.

Access Free Easy Microsoft Powerpoint 2000

The book helps the readers to acquire the basics of producing their own slide show. Learn to apply new layouts to slides, and how to use existing text placeholders as a shortcut to text entry. Create your own text boxes; format inserted text; search and replace text; and then spell-check it.

"Microsoft Powerpoint At a Glance" gives readers a fast, easy, visual way to solve problems and get work done with the latest version of Microsoft's versatile desktop slide-presentation program. This reference title delivers concise answers and is an ideal desk-side companion for users who need quick problem-solving information.

Introduces the basics of the word processing program and explains how to use the software to edit documents, check spelling and grammar, insert tables and graphics, and create a Web page

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

Introduces the features of America Online, including e-mail, chat rooms, online shopping, and searching the Web

For short, introductory courses on Windows/98 and Office 2000. Supported by numerous exercises and projects designed to appeal to a wide range of students, these practical and informative texts offer a step-by-step, hands-on guide to learning the software. Ericksen fills a much-needed void in the market. *Full, four-color, spiral-bound texts on the latest releases of Microsofts best-selling applications. *Gives students up-to-date information on current applications in an attractive, and easy-to-use format. *Completely visual, hands-on in orientation with minimal reading; the focus is on doing. Explains each task in detail, concluding with a practice exercise students can perform. Presents numerous screen shots, including dialog boxes and results of the exercises. *Gives students opportunities to practice tasks, and provides visual reinforcement. *Concise, task-oriented objectives, guided exercises, and end-of-chapter summaries. *Helps keep students on track. *Unique What/How/Why/Tips organization. *Streamlines tasks for students, making skill mastery easy. *End-of-chapter independent practice exercises, objective reviews, and key terms lists as well as end-of-part integrated Che

Explains how to use PowerPoint to create business presentations, including charts, graphs, hidden speaker's notes, backgrounds for overheads, and matching handouts

Loaded with tips from the software experts on how to get the most from Microsoft PowerPoint 2000 presentation graphics program, this book shows users each step needed to accomplish their objectives.

PowerPoint 2000/2001 for Terrified Teachers is an indispensable guide that will make using Microsoft PowerPoint easy and intuitive the first time you sit down with the program. This book will bring out the designer in you as you use this powerful communication tool to present your ideas clearly and effectively. The first half of the book introduces you to the features and capabilities of this program in an easy-to-follow, step-by-step manner. The second half of the book illustrates how these skills can be integrated into your classroom curriculum through a series of quick and easy projects.

Book jacket.

Explains how to use the database management program to store and filter data, integrate data with other Office applications, facilitate searches, and print reports

Study conducted at Thondamuthur Block in Coimbatore District of Tamil Nadu, India.

Readers with a working knowledge of Office are introduced to the important changes and new features of Office 2000, aided by visual comparisons to earlier versions on two-page spreads. The book focuses on common areas, such as printing and file management, and the changes in Word, Excel, and Outlook, with limited coverage of PowerPoint and Access.

Supported by numerous exercises and projects designed to appeal to a wide range of students, this practical and informative text offers a step-by-step, hands-on guide to Powerpoint.

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.

Gain tips on taking the PowerPoint exam, learn how to perform particular tasks and shortcuts throughout the program and get hands-on experience with this easy-to-understand guide.

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