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Course Guide David W. Beskeen, Barbara Clemens, 1999-09-01 Unit 1 Getting Started with PowerPoint 2000 Unit 2 Creating a Presentation Unit 3 Modifying a Presentation Unit 4 Enhancing a Presentation Unit 5 Customizing Your Presentation

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Microsoft PowerPoint. User's Guide. (Version 4.0)., 1994

Microsoft PowerPoint 97 : Quick Reference Guide Nevada Learning

Series Inc,1998 **Microsoft PowerPoint 97** Nevada Learning Series Inc,1998-09-01 **Microsoft PowerPoint 2007 Quick Source Guide** Quick Source (Firm),2006-12-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses PowerPoint 2007 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software It includes how to customize the Quick Access toolbar and how to open and save a presentation It covers working with slides including creating a new slide changing the layout of a slide and changing slide properties It also includes working with themes creating text and formatting text on a slide It includes inserting illustrations working with animation features and inserting multimedia files It covers how to work with slide shows and the many ways to output your presentation It also includes a guide to keyboard shortcuts and getting help in PowerPoint An excellent instructional tool for a user new to PowerPoint 2007 it also serves as a handy reference tool for the more experienced PowerPoint user *PowerPoint 2013* Patrice-Anne Rutledge,2013 An easy practical beginner s guide to using Microsoft s incredibly powerful new PowerPoint 2013 presentation software simple reliable instructions for doing everything you really want to do

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