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# Microsoft Powerpoint 2010 User Guide

**Jin-Ying Zhang**



## **Microsoft Powerpoint 2010 User Guide:**

*Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Beezix Software Services, 2010-06-10      *Office and SharePoint 2010 User's Guide* Michael Antonovich, 2010-08-06

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*PC Basics with Windows 7 and Office 2010* Kim Lindros, 2010-11 This book presents a complete survey of the computer technologies necessary for achieving basic technology literacy It provides a strong foundation by giving the reader the background needed to make smart buying decisions about computer technology It then gives a description of the hardware that is the foundation of all of the technologies used every day whether it's a laptop personal computer smartphone or other digital device From there it explains how the Internet actually works It then guides the reader through engaging step by step tutorials on how to use the Windows 7 operating system and the popular Office 2010 productivity tools including Word Excel and Powerpoint The book is written in a conversational and engaging style At

the end of each chapter there are review questions and a project to apply what has been learned

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