

Exploring Microsoft Powerpoint 97 Exploring Microsoft Office 97

For any course teaching application software using Microsoft Office 2000 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. All books in this series offer consistent presentation common design, pedagogy, and writing style. Concepts as well as key-strokes are stressed. Hands-on exercises in every lesson provide just the right amount of practice time. This best-selling author team's hands-on approach and conceptual framework helps students master important concepts, as well as the features of the powerful new Office 2000 applications. Intended for any course teaching application software using Microsoft Office 97 applications. This book is aimed at students in a variety of disciplines including liberal arts, business, and the sciences. It helps students master important concepts, as well as the features of the Office 97 applications.

Researched and tested on thousands of students at Logical Operations, the techniques contained in this guide insure a solid foundation in PowerPoint 97 for Windows. Readers will quickly learn to type text, move around the screen, make changes, and print a variety of documents. This book/CD-ROM package concentrates on the word processing features that most people use in the office every day.

Using Microsoft PowerPoint 97

Sm Exploring Ms Office Prof 20

The British National Bibliography

Exploring the Internet with Microsoft Internet Explorer 4.0

Microsoft PowerPoint 97 Field Guide

Intended for any course teaching application software using Microsoft Office 97 applications, this book is of interest to students in a variety of disciplines including liberal arts, business, and the sciences. It emphasizes concepts as well as key-strokes.

Part of the highly successful Shelly Cashman Series, this text leads the reader through basic and advanced skills to allow them to quickly master Microsoft PowerPoint 2000. Each project is explained using a clear, step-by-step, screen-by-screen approach that ensures the reader stays on track.

Explains how to create presentations, change fonts, insert clip art, work with graphics, create tables, manipulate slides, and move data from program to program

Sm Brief Microsoft Office 97 Prof I/M

Teachers Discovering and Integrating Microsoft Office

Microsoft PowerPoint 2000

New Perspectives on Microsoft PowerPoint 97

Breeden and Cheek provide an insight into the newest product from Microsoft u Office XP. Office XP is the replacement for Microsoft Office, designed to take users into the 21st century. Breeden and Cheek provide tips and tricks for the experienced office user, to help them find maximum value in this new software."

Exploring Visual Basic is designed to teach problem solving skills by demonstrating how to write programs in Visual Basic. The book is written for a computer novice and assumes no previous knowledge of Visual Basic or Windows 95. Introduces the Macro Recorder which records a set of Visual Basic commands for the user. By introducing the programming language this way, users are able to get results that

are immediately usable. A series of hands-on exercises leads the reader through each concept. Each tutorial is illustrated with large, full-color, screen captures that are clear and easy to read. For users and programmers of Visual Basic or computer programming students. Take your students into the next millennium with the new Exploring Microsoft Office 2000 Professional series. Grauer and Barber's long established hands-on approach and conceptual framework helps students master important concepts as well as the newest features of the powerful office 2000 environment.

Microsoft PowerPoint 97 for Windows Quickstart

Exploring Microsoft Office Professional 2000, Proficient Certification Edition

Exploring Microsoft Word 97

The Software Encyclopedia

Exploring Microsoft PowerPoint, Version 4.0

A world list of books in the English language.

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.

Exploring Microsoft Powerpoint 97

Exploring Microsoft Access 2000

Brief Microsoft Office 97 Professional

Books in Print

Introductory

New Perspectives on Microsoft PowerPoint 97 -- Introductory

All books in this series offer consistent

presentation—common design, pedagogy, and writing style.

Concepts as well as key-strokes are stressed. Hands-on exercises in every lesson provide just the right amount of

practice time. MOUS Certification throughout the expert level for all individual applications and Office 2000. Three

levels of chapter-ending exercises, multiple choice, practice, and case studies. For anyone interested in

becoming more proficient in Microsoft Office 2000.

Featuring a full-color format, each title in this timely

series shares a common design, pedagogy, and writing style that will appeal to readers in a variety of disciplines,

including business, liberal arts, and the sciences. Robert

T. Grauer and Maryann Barber emphasize concepts and theory -

not just keystrokes or mouse clicks. Readers are encouraged

to extend this information by exploring additional commands and applications on their own. Tutorials with numerous screen shots help guide you through each step of every exercise. Boxed tips and shortcuts provide helpful instruction throughout while troubleshooting inserts anticipate mistakes and outline recovery procedures.

"Exploring Windows" exercises help promote understanding through hands-on involvement. And finally, each application module includes a data disk that supports the exercises and tutorials, enabling students to fully explore the Windows environment.

This hands-on text offers students a step-by-step approach to PowerPoint presentations. With an emphasis on real-world situations, this text is designed for an office professional.

Exploring Microsoft Powerpoint 97

Get Started With Microsoft Powerpoint 97! - Illustrated Interactive

Sm Exploring Ms Powerpoint 200

Essential Concepts and Techniques

Comprehensive Concepts and Techniques

The "Exploring Windows 95" series has been updated to accommodate the Microsoft Windows 95 operating system. Problem sets have been expanded to review and extend the information, with four levels of end-of-chapter exercises. This work explores PowerPoint 7

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Brief Office Pro

Part of the market-leading Shelly Cashman Series, this book introduces current and future teachers on how to integrate core Microsoft Office Applications into their classroom.

Exploring Microsoft Office 97 Professional

Exploring Microsoft Excel 2000

Exploring Microsoft Access 97

The Essential PowerPoint® 97 Book

Discovering Computers (Sg) (P)

This text provides users with a thorough understanding of all the applications in the Office '97 suite in one unified volume. Users are effectively led through the fundamental skills and knowledge that allow them to quickly master this powerful software. Readers will learn from the beginning how the programs work together to complete integrated task.

This work includes hands-on experience in addition to the rationale behind what is being done and why. This work includes coverage of such topics as Push technology, ActiveX, multimedia and cyber commerce. It includes extensive coverage of HTML with an emphasis on creating a home page.

Part of the popular Exploring Microsoft Office 97 Series, this book explores the powerful new Office 97 applications. Provides hand-on experience in the applications of Microsoft Access 97 while exploring the rationale behind what is being done. Concepts, as well as key strokes, are stressed throughout. Includes three levels of end-of-chapter exercises: Multiple Choice (study guide), Practice (hands-on), and Case Studies (open-ended).

Exploring Microsoft Office XP

Mastering and Using Microsoft PowerPoint 97 for Business Presentations

Cumulative Book Index

Exploring Microsoft Excel 2000 with VBA

American Book Publishing Record Cumulative 1998

Part of the Exploring Windows Series and the Right PHit Custom Binding Program.

Beginning to intermediate users, especially casual or occasional users, can find tasks, terms and techniques easily in this portable "field guide".

Exploring Microsoft Visual Basic, Version 6.0

Exploring Microsoft PowerPoint for Windows 95 Version 7.0

Maximize Your Productivity with the Newest Features in Microsoft Office XP

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic Forthcoming Books