

Microsoft Office Powerpoint 2003 Microsoft Official Academic Course

1. MICROSOFT POWERPOINT 2003'İN GİRİŞİ 2. MENÜLER 3. GÖREV BÖLMESİ

Microsoft PowerPoint 2003 provides powerful new tools with which to create presentations more easily, illustrate ideas more powerfully, and share it all in any setting, from meeting rooms to the Web. & Based on a proven, successful series format, this book uses a visual page design with easy-to-read text to teach beginning to intermediate level PowerPoint tasks. & Troubleshooting guides, & "see also & "referencing, sample projects, and MOS objectives add even more for the ambitious learner. & Author Steve Johnson is a professional trainer and author of several best-selling books.

For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students - consistently providing the highest quality, most up-to-date, and innovative materials in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks have been the most widely used books in computer education. With each new edition of our Office books, we have made significant improvements based on software changes and comments made by both instructors and students. Our Microsoft Office 2003 books continue with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series.

Microsoft Official Academic Course - Microsoft Office Powerpoint 2003

GO! with Microsoft Office PowerPoint 2003 Brief and Student CD Package

New Perspectives on Microsoft Office PowerPoint 2003

Aprenda fácil y rápidamente a utilizar PowerPoint 2003, el programa de Microsoft Office para presentaciones. Con la serie Paso a Paso puede estudiar solamente aquellas lecciones que necesite, o trabajar desde la primera lección hasta la última, para completar el curso. En ambos casos será capaz de adquirir los conocimientos necesarios y practicar en el momento que considere oportuno, y a su propio ritmo. Domine las herramientas que permiten plasmar sus ideas en presentaciones impactantes. Utilice plantillas prediseñadas o cree sus propios diseños. Marque la diferencia incluyendo atractivos gráficos, diagramas, ilustraciones, texto e hipervínculos a diversos recursos web. Aplique dinamismo: anime sus diapositivas, inserte sonidos y películas y cree efectos de transición. Exponga su presentación en persona, a través de la web o en un CD. ¡Prepárese para el examen Microsoft Office Specialist!

From the publishers who show you How to Do Everything, here is the ideal resource for anyone who wants to create rich presentations with PowerPoint. You'll find out how to use all the features of the software and get coverage of key topics, such as creating a well-written outline, the fine points of graphic design, and tips for delivering the presentation in front of an audience. Also included is a section on Microsoft Producer, a free add-in for PowerPoint that manages streaming media for Web and CD-based presentations. Text shows how to create professional-quality presentations using Microsoft Office PowerPoint 2003.

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of GO! Series: Microsoft PowerPoint 2003 Brief Edition is to teach Microsoft PowerPoint 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. The Brief edition covers the following topics: getting started with PowerPoint; creating a presentation; and formatting a presentation. An efficient and handy guide for anyone who would like a good working introduction to PowerPoint 2003.

Learning Microsoft Office PowerPoint 2003

Microsoft Office Powerpoint 2003 for Windows

Coursecard Edition

Special Edition Using Microsoft Office PowerPoint 2003

The visual and flexible way to learn Microsoft PowerPoint skills.

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of GO! Series: Microsoft PowerPoint 2003 Volume 1 is to teach Microsoft PowerPoint 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Volume 1 covers the following topics: getting started with PowerPoint; creating a presentation; formatting a presentation; enhancing presentations with graphic elements; advanced presentation graphic techniques; and delivering a presentation. An efficient and handy guide for anyone who needs a good working knowledge of PowerPoint 2003.

Publisher's Note: Products purchased from Third Party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitlements included with the product. From the publishers who show you How to Do Everything, here is the ideal resource for anyone who wants to create rich presentations with PowerPoint. You'll find out how to use all the features of the software and get coverage of key topics, such as creating a well-written outline, the fine points of graphic design, and tips for delivering the presentation in front of an audience. Also included is a section on Microsoft Producer, a free add-in for PowerPoint that manages streaming media for Web and CD-based presentations

Microsoft Office PowerPoint 2003 Step by Step

GO! with Microsoft Office PowerPoint 2003 Comprehensive

Absolute Beginner's Guide to Microsoft Office PowerPoint 2003

How to Do Everything with Microsoft Office PowerPoint 2003

Help users master computer skills quickly and easily with this colorful, highly-visual Illustrated Course Guide for PowerPoint 2003. Lessons are presented in an easy-to-follow 2-page spread that introduces step-by-step instructions on the left page and large screenshots and illustrations on the right. This signature, streamlined approach allows continuing education students learn quickly, while also serving as an excellent reference tool.

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003.

Microsoft Office PowerPoint 2003 Complete is designed for beginning to intermediate users of Microsoft Office 2003. This self-paced, self-instructional guide provides you with all the instruction necessary to become a Microsoft Office Specialist at the Specialist level for PowerPoint.

Illustrated, Coursecard Edition, Introductory

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Quick Course 1

Brace yourself, because here comes QuickSteps: The fast, easy, accessible information on PowerPoint 2003 in a full-color cookbook-style format. Provides answers to all of your How-do-I questions in a concise and meaningful way. Lengthwise page layout allows for easy page viewing. Useful tips and cautions are displayed in the margins so that they don't break the flow of the quick steps themselves.

A guide to the business presentation software explains how to combine text, animation, video, photographs, sound effects, and narration into a professional-looking presentation.

GO! with Microsoft Office PowerPoint 2003 Comprehensive Prentice Hall

Go! With Microsoft Office Powerpoint 2003 + Student Cd

Microsoft Office Power Point 2003 Basic

Microsoft Office Powerpoint 2003

How to Do Everything with Microsoft Office PowerPoint 2003: A Beginner's Guide

Written by an experienced trainer, this guide gives insight on the best ways to perform tasks as well as nontraditional uses of PowerPoint.

Appropriate for all introductory-to-intermediate level courses in Microsoft Office PowerPoint 2003. Designed for students at a wide variety of skill levels, Learning Microsoft Office PowerPoint 2003 provides a total-immersion, hands-on tutorial that walks students step by step, mouse-click by mouse-click, keystroke by keystroke through each of PowerPoint 2003's most important features. The

well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations, step-by-step exercises, and many screen shots- all in a carefully organized multi-part lesson format. Each lesson is comprised of several exercises built around using PowerPoint in real-life business settings. Most exercises consist of seven key elements: a brief On the Job description of how the student would use this feature in the workplace; a realistic exercise scenario; definitions of key terms; concise notes describing and outlining important concepts; hands-on mouse and keyboard procedures; step-by-step instructions for putting the skills to work; and an On Your Own critical-thinking activity students can work through on their own, for reinforcement, practice, or to test skills proficiency. Each lesson ends with additional Critical Thinking exercises that call upon students to rely on the skills they've learned. Coverage in this edition includes: creating, saving, and printing presentations; modifying text and enhancing slides; working with slide objects; enhancing slides with graphics; working with slide shows; and delivering presentations via the Web.

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of GO! Series: Microsoft PowerPoint 2003 Brief Edition is to teach Microsoft PowerPoint 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. The Brief edition covers the following topics: getting started with PowerPoint; creating a presentation; and formatting a presentation. An efficient and handy guide for anyone who would like a good working introduction to PowerPoint 2003.

Microsoft Office PowerPoint 2003

Level 1 Courseware 6258-2

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A Professional Approach

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft PowerPoint 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist examination. A complete instructor support program is available with the text.

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning the new features of this latest version of Microsoft PowerPoint 2003.

New Perspectives on Microsoft Office PowerPoint 2003, Brief, CourseCard Edition

Show Me Microsoft Office PowerPoint 2003

Microsoft Office Excel 2003 Complete Course

Microsoft Office Powerpoint 2003 paso a paso

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal ofGO! Series: Microsoft PowerPoint 2003 Comprehensive Edition is to teach Microsoft PowerPoint 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Combining the information presented in Volumes 1 and 2, the Comprehensive edition covers the following topics: getting started with PowerPoint; creating a presentation; formatting a presentation; enhancing a presentation with graphic elements; advanced presentation graphic techniques; delivering a presentation; presenting information using tables, charts, and organization charts; and creating a custom presentation for publication on the web. An efficient and handy guide for anyone who needs a good working knowledge of Microsoft PowerPoint 2003.

Contains an introduction to Microsoft PowerPoint 2003 for Windows, including a visual guide to the basic elements of the software, providing information on creating slides, tables, and charts, importing graphics, applying animation, and producing a slide show. Includes index.

A guide to the presentation graphics program covers such topics as using ready-made templates, creating charts and graphs, adding animation and sound, and e-mailing presentations.

Learning Microsoft PowerPoint 2003

Essentials Course

Microsoft Office PowerPoint 2003 QuickSteps

New Perspectives on Microsoft Office PowerPoint 2003, Introductory, CourseCard Edition