

Teach Yourself Powerpoint 97 Visually Teach Yourself Visually

Visually demonstrates the updated features of Microsoft Windows 2000 Server technology, covering installation, configuration, applications, troubleshooting, and security.

Master the ins and outs of Google's free-to-use office and productivity software Teach Yourself VISUALLY Google Workspace delivers the ultimate guide to getting the most out of Google's Workspace cloud software. Accomplished author Guy Hart-Davis offers readers the ability to tackle a huge number of everyday productivity problems with Google's intuitive collection of online tools. With over 700 full-color screenshots included to help you learn, you'll discover how to: Manage your online Google Calendar Master the files and folders in your Google Drive storage Customize your folders and navigate your Gmail account Create perfect spreadsheets, presentations, and documents in Google Sheets, Slides, and Docs Perfect for anyone who hopes to make sense of Google's highly practical and free online suite of tools, Teach Yourself VISUALLY Google Workspace also belongs on the bookshelves of those who already find themselves using Workspace and just want to get more out of it.

Authoring attractive, dynamic Web pages has never been easier, thanks to Creating Web Pages with HTML Simplified, 2nd Edition. This full-color, easy-to-follow guide is an indispensable tool for both first-timers and seasoned Web authors. Here, full-color illustrations and concise captions take you through all phases of Web publishing, from laying out and formatting text to enlivening pages with graphics and applets. Add links, format tables and include forms on your Web page; in no time you'll be ready to build in sounds, video, frames and style sheets! Creating Web Pages with HTML Simplified, 2nd Edition also helps explain the many options available to you when the time to comes to publish your pages. Explore the many ways you can publish your work with Web presence providers, test your Web pages before they go live, and publicize your site to attract a large audience. Creating Web Pages with HTML Simplified, 2nd Edition is both informative and enlightening; this book is a keeper for anyone interested in broadening their presence on the Web.

Demonstrates the word processing program's updated features and explains how to use the software to edit documents, check spelling and grammar, insert tables and graphics, and create a Web page.

Teach Yourself Access 97 Visually

Teach Yourself Visually Fireworks 4

Teach Yourself Internet and World Wide Web Visually

The British National Bibliography

Teaching Excel 97 Has Never Been Easier! 6 Modules Packed with Curriculum-Based Instructional Aids for Teaching Excel 97 - Visually PowerPoint presentations of all 6 modules included on CD-ROM, with: All the projects and exercises included in the book Documents with sample student projects Scoring grids to help you track students and grades More than a decade in the making, the Teach Yourself Visually " method offers students the quickest, easiest way to learn new programs. Each task is clearly demonstrated with step-by-step screenshots and 3-D graphics - which means that students can read less . . . ; and learn more! Lesson Plans Manual includes suggested lessons plans for 14-week, 6-week, and 2-day courses along with skill charts, activity overviews, time requirements, and prerequisites Teaching Suggestions Quickly get your class involved with some good attention-grabbers and other proven classroom tips Visual Aids Slide presentations help you keep the course focused and students motivated Hands-On Projects & Exercises You'll find "Basic Concept" and "Going Further" projects, plus dozens of multiple-choice, fill-in-the-blanks, and special challenge questions in each module Glossary Key words and concepts in each lesson are summarized in a glossary Materials also available for these Teach Yourself Visually titles! Word 97 PowerPoint 97 Access 97 Windows 95 Computer and the Internet System Requirements Windows PC running Excell 97 and Power 97 www.idgbooks.com

Teach Yourself Microsoft PowerPoint 97 VisuallyVisual

Learning PowerPoint 97 Has Never Been Easier! More than a decade in the making, the Teach Yourself Visually method offers you the quickest, easiest way to learn ew software. Each task is clearly described through step-by-step screenshots and 3-D graphics -- which means you can read less . . . and learn more! Lesson Modules Task-based lessons help you master the computer skills covered in the Teach Yourself Visually(TM) textbook Exercises Test your knowledge with multiple-choice, fill-in-the-blank, and special challenge questions Projects Apply the new skills you've just learned in real-world projects Glossary Find definitions of all the new terms that you came across in a handy glossary "The best introductory books on the market... " --Rob Wright, The Toronto Star Check out the Master Visually(TM) book series for advanced training! Master Windows(R) 95 Visually(TM) Master Windows(R) 98 Visually(TM) Master Office 97 Visually(TM) www.idgbooks.com

Microsoft Word, the most popular word-processing program for Windows, includes many features to make creating, editing, and changing the look of a document as easy as possible. MASTER Microsoft Word 2000 VISUALLY, a unique book that integrates text with cutting-edge graphics, enables you to accomplish specific tasks with greater ease: Explore Word basics, from creating a new document to opening, editing, saving, and printing existing ones. Format text, paragraphs, tables, and entire documents. Add graphic elements to your documents with drawing tools and by inserting pictures and charts. Create form letters, templates, and outlines. Send e-mails and faxes, and publish documents on the Web. Customize Word, set up shortcuts, and create macros. The bonus CD-ROM includes a searchable onscreen version of the book, plus scores of sample documents. It also offers evaluation versions of Paint Shop Pro, Norton Utilities, TalkWorks PRO 2.0, and Microsoft FrontPage 2000

Teach Yourself VISUALLY PowerPoint 2016

Windows Me Millennium Edition Simplified

Teach Yourself Visually Photoshop 6

Teach Yourself Microsoft Excel 2000 Visually

Whether you're using the Internet to buy and sell commodities, or simply using it as a tool to evaluate your financial position, Teach Yourself Investing Online VISUALLY® is the only book out there that uses a full-color, visual approach. Each concept or task is broken down into easy-to-follow screenshots and diagrams, using beautiful, full-color graphics. Appropriate for those new to investing, those new to the internet, or those new to both!

The uncomplicated PowerPoint guide designed specifically for visual learners Are you a visual learner who wants to spend more time working on your presentations than trying to figure out how to create them? Teach Yourself Visually PowerPoint offers you an effortless approach to creating winning presentations with the latest version of PowerPoint. This accessible resource features visually rich tutorials and step-by-step instructions that will help you understand all of PowerPoint's capabilities—from the most basic to the most advanced. With Teach Yourself Visually PowerPoint, you'll learn how to create slides, dress them up using templates and graphics, add sound and animation, present in a business or Internet setting, and so much more. Covering the latest additions and changes in the new version of PowerPoint, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running using PowerPoint like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you learn the basic functions of PowerPoint—and beyond Walks you through PowerPoint's latest features Demonstrates how to create memorable and captivating presentations using PowerPoint Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, Teach Yourself Visually PowerPoint is for you.

Teaching Office 97 Has Never Been Easier! 12 Modules Packed with Curriculum-Based Instructional Aids for Teaching Office 97 - Visually PowerPoint presentations of all 12 modules included on CD-ROM, with: All the projects and exercises included in the book Documents with sample student projects Scoring grids to help you track students and grades More than a decade in the making, the Teach Yourself Visually " method offers students the quickest, easiest way to learn new programs. Each task is clearly demonstrated with step-by-step screenshots and 3-D graphics - which means that students can read less ...; and learn more! Lesson Plans Manual includes suggested lessons plans for 14-week, 6-week, and 2-day courses along with skill charts, activity overviews, time requirements, and prerequisites Teaching Suggestions Quickly get your class involved with some good attention-grabbers and other proven classroom tips Visual Aids Slide presentations help you keep the course focused and students motivated Hands-On Projects & Exercises You'll find "Basic Concept" and "Going Further" projects, plus dozens of multiple-choice, fill-in-the-blanks, and special challenge questions in each module Glossary Key words and concepts in each lesson are summarized in a glossary Materials also available for these Teach Yourself Visually titles! Word 97 Excel 97 PowerPoint 97 Access 97 Windows 95 System Requirements Windows PC with Office 97 www.idgbooks.com

Updated to cover AOL 5.0, America Online Simplified, 2nd Edition is the easiest way to get up and running with this popular online service. With full-color screenshots accompanied by goof-proof, step-by-step instructions on every page, this guide is the ideal choice for AOL newbies who prefer a visual approach to learning.

Teach Yourself Microsoft Excel 97 Visually

Computers Simplified

Teach Yourself HTML Visually

Teach Yourself Visually Word 2002

".....the best graphics, easy-to-understand wording, and methodological approach. I appreciate the brevity and clarity..." - Deborah DiStasios

Visually demonstrates Windows' most recent upgrade, including files management, configuration, applications, and Internet access

An introduction and overview of PC upgrade and repair covers memory, storage, acceleration, printing, multimedia, and troubleshooting.

Visually showcases Fireworks' updated features while demonstrating Web graphics fundamentals, covering color, text, interactivity, animation, importing, slices, exporting, and shortcuts.

Teach Yourself Microsoft? PowerPoint 2000 VISUALLY

Teach Yourself Microsoft PowerPoint 97 Visually

Teach Yourself Visually FrontPage 2002

Teach Yourself Visually E-commerce with FrontPage

Read less and learn more. Teach Yourself Microsoft® Office 2000 VISUALLY™ makes understanding the basics of this powerful suite of programs easy and fun. The book features beautiful 3D drawings that fully illustrate each topic. You also find clear, concise, and jargon-free descriptions, time-saving advice, and two-page color spreads that provide complete coverage of key topics.

A visual guide to Windows ME basics explains how to create documents and pictures, manipulate and view files, configure the system, work with a network, browse the Web, and send and receive e-mail.

Maran visually describes all functions and features of Excel 2000, with topics beginning and ending on two-page, color spreads. Red connection lines guide the reader from the text to specific points on a computer screen.

Visually demonstrates the operating system's most recent upgrade, including file management, Internet Explorer, Active Desktop, and e-mail

PC Upgrade & Repair Simplified

Teach Yourself VISUALLY Microsoft Office PowerPoint 2007

America Online Simplified

Teach Yourself Visually Quicken 2001

Teaching Access 97 Has Never Been Easier! 6 Modules Packed with Curriculum-Based Instructional Aids for Teaching Access 97 - Visually PowerPoint presentations of all 6 modules included on CD-ROM, with: All the projects and exercises included in the book Documents with sample student projects Scoring grids to help you track students and grades More than a decade in the making, the Teach Yourself Visually " method offers students the quickest, easiest way to learn new programs. Each task is clearly demonstrated with step-by-step screenshots and 3-D graphics - which means that students can read less ...; and learn more! Lesson Plans Manual includes suggested lessons plans for 14-week, 6-week, and 2-day courses along with skill charts, activity overviews, time requirements, and prerequisites Teaching Suggestions Quickly get your class involved with some good attention-grabbers and other proven classroom tips Visual Aids Slide presentations help you keep the course focused and students motivated Hands-On Projects & Exercises You'll find "Basic Concept" and "Going Further" projects, plus dozens of multiple-choice, fill-in-the-blanks, and special challenge questions in each module Glossary Key words and concepts in each lesson are summarized in a glossary Materials also available for these Teach Yourself Visually titles! Word 97 Excel 97 PowerPoint 97 Windows 95 Computers and the Internet System Requirements PC running Microsoft Windows 95, 98, or NT and Microsoft PowerPoint 97, Microsoft Access 97, and Microsoft Office 97 www.idgbooks.com

Are you a visual learner? Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to navigate PowerPoint® 2000, from getting up and running to integrating sound and video and preparing presentations for the Web. Full-color screen shots demonstrate each task Succinct explanations walk you through step-by-step Two-page lessons break big topics into bite-sized modules Sidebars offer practical tips and tricks Teach Yourself Visually™ "I commend your efforts and your success. I teach in an outreach program for the Dr. Eugene Clark Library in Lockhart, TX. Your Teach Yourself Visually™ books are incredible and I use them in my computer classes. All my students love them!" —Michele Schalin (Lockhart, TX)

Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add sound and animation, and present in a business or Internet setting Equips users to present visually charged, captivating slideshows Sophisticated, revised full-color design provides readers with easier navigation Shows users how to make real-world use of PowerPoint 2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper

A straightforward, visual approach to learning the new PowerPoint 2013! PowerPoint 2013 boasts updated features and new possibilities; this highly visual tutorial provides step-by-step instructions to help you learn all the capabilities of PowerPoint 2013. It covers the basics, as well as all the exciting new changes and additions in a series of easy-to-follow, full-color, two-page tutorials. Learn how to create slides, dress them up using templates and graphics, add sound and animation, and more. This book is the ideal "show me, don't tell me" guide to PowerPoint 2013. Demonstrates how to create memorable and captivating presentations using PowerPoint 2013, the latest generation of Microsoft's presentation software Walks you through PowerPoint 2013's new features, including new wide-screen themes and variants, improved collaboration tools, and an enhanced Presenter View Shows you how to create slides, dress them up with templates and graphics, add sound and animation, and present in a business or Internet setting Features easy-to-follow, full-color, two-page tutorials With Teach Yourself VISUALLY PowerPoint 2013, you have the power to make a remarkable presentation!

Teach Yourself Office 97 Visually

Teach Yourself VISUALLY PowerPoint 2013

Teach Yourself Office 97 VISUALLY

Instructional Bundle

A visual guide to the Internet and World Wide Web covers getting connected, navigating the Web, chat etiquette, newsgroups, searching, and online security

Demonstrates the graphics program's newest features and covers optimizing images for the Web, adjusting colors, merging layers, applying special affects, rendering type, and printing images.

Automating transactions, reconciling checking accounts, tracking investments, drawing budget graphs and charts, protecting Quicken files, exporting financial data to tax software--it's all covered in full color in this fabulous illustrated guide.

An introduction to personal computers covers hardware, input, output, processing, storage, multimedia, portable computers, operating systems, application software, and networks.

Teach Yourself Visually Windows 2000 Server

Teach Yourself Red Hat Linux VISUALLY

Teach Yourself Windows 2000 Professional VISUALLY

Teach Yourself VISUALLY Google Workspace

*"The best introductory books on the market come from maranGraphics" by Rob Wright, the Toronto Star Simply the Best Way to Learn-Quickly! Move Step-by-Step Through Tasks with Colorful Screen Shots & Clear Instructions More than a decade in development, the graphic Teach Yourself Visually(TM) method offers readers the quickest, easiest way to learn. Step-by-step screen shots and bite-sized explanations trace Word, Excel, PowerPoint, and Outlook tasks from start to finish, making mix-ups impossible and building expertise Fast. Perfect for home, office, or home office, uses, Teach Yourself Office 97 Visually(TM) is for anyone who needs hands-on Office 97 know-how-today! Clear, full-color screen illustrations and straight-forward instructions walk you step-by-step through common home and office tasks. The Teach Yourself Visually(TM) Advantage * Learn more with less reading. * Comprehensive coverage. You have the information you need, when you need it. * Close integration of text and graphics guarantees more retention. * Break down tasks into step-by-step actions for quick comprehension. <http://www.idgbooks.com>*

Provides step-by-step instructions on creating an e-commerce Web site using Microsoft FrontPage 2002.

Uses pictures to explain how to use the word-processing program to edit and format documents, mail merge, and send e-mail

Uses pictures to explain the use of the business presentation computer program, including editing text, creating slides, and displaying Web pages

Teach Yourself-- PowerPoint 97 for Windows

Teach Yourself Microsoft Office 2000 Visually

Windows 2000 Professional Simplified

Master Microsoft Word 2000 Visually

Uses pictures to explain how to use the hypertext language that powers the Web, covering the links, embedded images, sounds, video, and frames necessary to create an dynamic Web site

Visually demonstrates the iMac's features, explaining how to run software, find files, customize the desktop, connect to the Internet, play video, upgrade and optimize the system, and troubleshoot common problems

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you' ll find clear, step-by-step screen shots that show you how to tackle more than 150 Adobe Acrobat 5 tasks, from creating PDF files, comments, search indexes, and forms to working with Acrobat Distiller, links, JavaScript, and document security tools. " I write to extend my thanks and appreciation for your books. They are clear, easy to follow, and straight to the point. I will always buy your books because they are the best." - Seward Kollie (Dakar, Senegal) " Your books are extraordinary! I buy them for friends, family, and colleagues." - Christine J. Manfrin (Castle Rock, CO) " Teach Yourself" sidebars offer practical tips and tricks Full-color screen shots demonstrate each task Succinct explanations walk you through step by step Two-page lessons break big topics into bite-sized modules

Visually demonstrates the integrated software package's applications, covering computing basics, formatting documents and tables, manipulating data, and publishing on the Web.

Teach Yourself VISUALLY PowerPoint 2010

Teach Yourself Visually Adobe Acrobat 5 PDF

Teach Yourself Visually Investing Online

Showcases the Web authoring program's updated features, explaining how to create professional-looking Web pages, revamp existing sites, add interactive features, and monitor a site's performance.

Fast, easy way to get the very most out of PowerPoint 2010 Present your work in style in a PowerPoint presentation using the tips and techniques in this visual guide to PowerPoint 2010. It covers the basics, as well as all the exciting new changes and additions in a series of easy-to-follow, full-color, two-page tutorials. Learn how to create slides, dress them up using templates and graphics, add sound and animation, and more. If you're looking for a practical, "show me, don't tell me" guide to PowerPoint 2010, this is the book for you. Helps you create presentations with greater impact using PowerPoint 2010, the latest generation of Microsoft's presentation software; PowerPoint 2010 is part of the new Microsoft Office 2010 suite of products Introduces PowerPoint 2010's new features, including the new Reading View, new transitions tab, and a new screenshot function Shows you how to create slides, dress them up with templates and graphics, add sound and animation, and present in a business or Internet setting Features easy-to-follow, full-color, two-page tutorials Add more power to your PowerPoint presentations with this practical guide.

Creating Web Pages with HTML Simplified

Teach Yourself Microsoft Word 2000 Visually

Microsoft Office 2000 Simplified

Teach Yourself Visually iMac