Learning Series (DDC): Microsoft Office PowerPoint 2003

Nancy Stevenson, Sue Plumley

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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.

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