

Microsoft Powerpoint For Windows 95 Step By Step

A complete reference on Microsoft PowerPoint, this book teaches the fundamentals of PowerPoint and how to become productive using PowerPoint. Readers learn how to enter and edit text, use charts, work with graphics, work with colors and different types of output, customize PowerPoint, and develop business presentations.

The Wiley Getting Started Series offers step-by-step, hands-on introductions to the most in-demand PC-DOS and Windows applications programs. These interactive tutorials use a learn-by-doing approach that helps anyone master today's most popular software programs. Most packages come with a data disk containing sample files, some with educational versions of the software, and all with a wealth of exercises and screen dumps. Users learn why and when to perform an activity -- rather than how to follow instructions by rote.

Microsoft Powerpoint for Windows 95: Quick Tutorial covers the most important features of the Microsoft Powerpoint for Windows 95 operating system. This self-paced instructional guide is complemented by many screen illustrations and hands-on exercises for reinforcement. Educational software included.

Jam-packed with information, illustration, and inspiration, this book provides an easy-access, concise, visual quick reference to PowerPoint for Windows 95, with step-by-step coverage of all the essential tasks, terms, and techniques that beginning to intermediate users--or people on the go who want a portable reference--need to quickly get to work with PowerPoint.

Microsoft Office for Windows 95, the suite of powerful business applications that is dramatically changing the way people work, now works closely with Microsoft Windows 95. Office gives you new ways to take advantage of the application features that integrate Microsoft Excel, Word, PowerPoint, Microsoft Access, and Schedule+. Office for Windows 95 has also made workgroup computing easier. The Ultimate Microsoft Office Book is about using the Office applications together to realize the full power and versatility they offer. You'll discover the potential of document-centric computing - how you can combine many kinds of information within a document using the conveniently available tools in Office. You'll learn about the key features that are new in Office for Windows 95. Plus, in an updated and revised Question and Answer section, you'll find more than 50 of the most-asked questions from users, with insightful answers in plain English from Microsoft Product Support.

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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Master the basics of Windows software quickly & easily with the Illustrated series from Course Technology. The page design combines large, easy-to-read text & instructions, & reference material to give you an interactive learning experience.

Put the power of Microsoft PowerPoint to work for you with this unique learning guide! The clear, easy-to-follow instructions, illustrations, and hands-on exercises will have you using the program in only a few hours, even if you've never used a computer before.

Peter Norton's new PowerPoint for Windows 95 Tutorial helps students learn to create, process, and present information using Microsoft PowerPoint. With an emphasis on hands-on instruction, it includes a student data disk to help students apply the skills and techniques they learn in each lesson.

Microsoft PowerPoint for Windows 95 will address the needs of a wide range of visual communicators. Here is the perfect tool for new users who don't have a lot of time to invest in training. With 15 lessons and practice files on disk, users will "learn by doing" with visual feedback to help them stay on track, gain confidence, and reinforce new skills.

A one-stop guide for all levels of PowerPoint users, this book provides a comprehensive, easy-to-access, example-filled user's guide and reference to PowerPoint for Windows 95. It is targeted to all levels of users who want a one-stop information guide from a PowerPoint and graphic design expert.

Field Guide to Microsoft PowerPoint for Windows 95

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