

Powerpoint 2000 For Windows For Dummies Quick Reference

'The Learn' series has been designed for students who need to master the basics of a particular software program quickly. The books are highly visual in nature which allows the beginning student to work along with the book. This is particularly suited to students with limited computer skill.

For courses in Access for Windows, PowerPoint for Windows, Excel for Windows, Word for Windows and Microsoft Office Professional for Windows. The SELECT Lab Series uses a class tested, highly visual, project-based approach that teaches students through tasks supported by step-by-step instructions, and extensive 4-color figures that guide learners through the basic skills and procedures necessary to demonstrate proficiency using each software application. SELECT: Projects for Microsoft Office 2000 introduces an all-new design with ample space for note taking. The easy-to-follow, clean presentation uses bold color and a unique program that reduces distraction and helps students stay focused and interested as they work. *Microsoft Certification - The content of this text is driven by the Microsoft Office User Specialist (MOUS) guidelines and the authors have developed the material from the ground up to reflect these objectives. *Prepares students to take the proficient level exam in the corresponding Microsoft Office 2000 Professional software applications, and gives them the skills necessary to be productive in today's job market. *Organization - SELECT: Projects for Microsoft Office

Loaded with tips from the software experts on how to get the most from Microsoft PowerPoint 2000 presentation graphics program, this book shows users each step needed to accomplish their objectives.

As a simple introduction to Publisher 2000 it covers: * all the key aspects of this new application, part of the Office 2000 software suite from Microsoft * and all the design elements you'll need in order to get the most from the package. If you: * need to create a web site on the internet * want to produce professional looking newsletters, brochures, forms, business cards, effective mailings etc * need a self-teaching approach * want results fast then 'Publisher 2000 Made Simple' is for you! requires no in-depth computer knowledge also covers essential design concepts covers Publisher 2000 (part of the soon to be released Microsoft Office 2000 suite)

PowerPoint 2000 For Windows For DummiesFor Dummies

A tutorial introducing the features of PowerPoint 2000 covers terminology, design, graphics, viewing and organizing slide shows, displaying and editing slide masters, sharing files, and posting presentations to the Web.

Ever considered changing the fonts in your presentation depending on the audience size? Or wondered what colors work best for selling? Packed with practical advice you can't find anywhere else, the Microsoft PowerPoint 2000 Bible brings you in "one big book" absolutely everything you need to plan, build, and run dynamite PowerPoint presentations that get your point across.

More than 70 million people have made Microsoft Office the most popular business software package on the planet. Whether you're a newcomer to the power and productivity of the entire Office suite -- with its word processing, spreadsheet, database, presentation, Web design, desktop publishing, and e-mail software -- or discovering Microsoft Office for the first time, you'll find yourself right at home with the

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friendly advice and plain-English answers inside Microsoft Office 2000 For Windows For Dummies. Get all Office 2000 programs working together -- Word, Excel, PowerPoint, Access, FrontPage, Outlook, Publisher, PhotoDraw, and Internet Explorer -- and take your computing skills to the next level. Publish professional-looking Web pages from Word, Excel, PowerPoint, Publisher, and FrontPage. Organize your schedule and e-mail with Outlook; create dazzling slide presentations with PowerPoint; create documents quickly with Word; and budget your finances with Excel's cool charts and graphs. Microsoft Office 2000 For Windows For Dummies covers the Standard, Professional, and Premium editions of Office 2000, so whatever your needs, we've got the answers!

Ed Martin and Charles Parker developed the Mastering Today's Software (MTS) series to introduce today's students to the basics of software applications as well as to show how they can successfully be applied at home, school or in the business world.

Point and click your way to dazzling PowerPoint multimedia presentations in a snap with the fast answers you'll find in PowerPoint 2000 For Windows For Dummies Quick Reference. Zero in on the information you need and build the multimedia slide shows you want, with this fast and friendly reference book. Develop a complete, professional-looking PowerPoint presentation with templates and wizards; and integrate text, graphics, sound, and video easily and effectively. Create your own custom graphics with the Drawing toolbar, and publish or deliver an online presentation by using PowerPoint 2000's exciting new Web features. Whatever your ultimate goals, PowerPoint 2000 For Windows For Dummies Quick Reference will help you along the way with clear, concise answers to all your PowerPoint questions and step-by-step instructions on how to do the things you want to do, when you want to do them. Best of all, the slim, spiral-bound design means that you can keep this book open to the page you need for quick lookups, and save extra time as you discover the sights and sounds of PowerPoint presentations at your fingertips.

Presents an introduction to the new features of PowerPoint 2007 along with step-by-step instructions for eight makeovers, including a corporate presentation, a school project, a kiosk presentation, and a no bullets presentation.

A guide for administrators and professional users of a Windows 2000 network offers an overview of the Active Directory, Kerberos authentication, and other new additions to Windows 2000

If you're vexed and perplexed by PowerPoint, pick up a copy of Fixing PowerPoint Annoyances. This funny, and often opinionated, guide is chock full of tools and techniques for eliminating all the problems that drive audiences and presenters crazy. There's nothing more discouraging than an unresponsive audience--or worse, one that snickers at your slides. And there's nothing more maddening than technical glitches that turn your carefully planned slide show into a car wreck. Envious when you see other presenters effectively use nifty features that you've never been able to get to work right? Suffer no more! Fixing PowerPoint Annoyances by Microsoft PowerPoint MVP Echo Swinford rides to the rescue. Microsoft PowerPoint is the most popular presentation software on the planet, with an estimated 30 million presentations given each day. So no matter how frustrated you get, you're not about to chuck the program in the Recycle Bin. Fixing PowerPoint Annoyances, presents smart solutions to a variety of all-too-familiar, real-world annoyances. The book is divided into big categories, with annoyances grouped by topic. You can read it cover to cover or simply jump to the chapter or section most relevant to you. Inside its pages you'll learn how to create your own templates, work with multiple masters and slide layouts, and take advantage of various alignment and formatting tools. You'll also learn how to import Excel data; insert graphics, PDF, and Word content; create, edit, and format organization charts and diagrams; use action settings and hyperlinks to jump to other slides; and add sound, video, and other types of multimedia to spark up your presentations. Entertaining and informative, Fixing PowerPoint Annoyances is filled with humorous illustrations and packed with

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sidebars, tips, and tricks, as well as links to cool resources on the Web.

Explains how to use PowerPoint to create business presentations, including charts, graphs, hidden speaker's notes, backgrounds for overheads, and matching handouts

Covers All 8 Office 2000 Programs The Microsoft Office 2000 Guide That Gives You More! Microsoft Office 2000 is powerful. It's versatile. And it's very complicated. Which is why you need this encore to Microsoft® Office 2000 For Windows® For Dummies®. It's packed with advanced techniques and secrets that will help you get More out of every program in the suite — and make you More creative, More efficient, and More productive. Inside, find helpful advice on how to: Find out how to make the advanced modules of Office — Word, Excel, PowerPoint, Access, and Outlook — work together seamlessly Try out keyboard shortcuts, macros, templates, and customization features that make Office 2000 work smarter Get up to speed on graphics and multimedia basics — and add impact to documents, presentations, printed pieces, and Web pages Use PhotoDraw and FrontPage to make Web-page design as simple as creating a Word document Get a handle on Small Business tools like Business Planner, Direct Mail Manager, Customer Manager, and Financial Manager Create business cards, brochures, flyers, and other desktop publishing projects quickly and easily with Publisher

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.

PowerPoint 2000/2001 for Terrified Teachers is an indispensable guide that will make using Microsoft PowerPoint easy and intuitive the first time you sit down with the program. This book will bring out the designer in you as you use this powerful communication tool to present your ideas clearly and effectively. The first half of the book introduces you to the features and capabilities of this program in an easy-to-follow, step-by-step manner. The second half of the book illustrates how these skills can be integrated into your classroom curriculum through a series of quick and easy projects. Book jacket.

Not too long ago (in a galaxy not too far away), the term presentation software meant poster board and marker pens. Times sure have changed. Now, computer presentations are the norm; in fact, you may get some downright dirty looks from your boss if you come into a conference room carrying flip charts or a stack of handwritten transparencies. The term PowerPoint has become synonymous with fancy-schmancy, computer presentations; in fact, PowerPoint is now a major tool in boardrooms everywhere. And if you haven't been instructed to create a PowerPoint presentation, it's only a matter of time before you will be! But how do you get started with PowerPoint? How do you get those ideas in your head or on your legal pad into a slick presentation format? Despite Microsoft's valiant effort to make PowerPoint easy to use, it's still one of Microsoft's most complicated programs. And that's where PowerPoint 2000 For Windows For Dummies steps in to help. Veteran Dummies author Doug Lowe introduces you to the power of PowerPoint 2000 in his typically humorous and easy-to-understand style. This book not only shows you how to get started with PowerPoint 2000, but it also shows you how to actually do what you need to do — without all the geeky jargon of the standard computer manual. Here's just a few of the topics covered in PowerPoint 2000 For Windows For Dummies: Creating a brand-spanking-new presentation Adding text to your slides Editing and printing your presentations Formatting your slides: From selecting colors to using templates Using clip art and drawing your own masterpieces Incorporating charts, graphs, and

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animation into your presentation Including Web links and serving up your presentation on the Web Collaborating with others on a presentation Top Ten lists on the new features of PowerPoint 2000, fixing things that go wrong, and powerful PowerPoint shortcuts So whether you're an experienced PowerPoint guru or a newbie who has a presentation due by the end of the week (and it's Thursday!), you'll find all you need in PowerPoint 2000 For Windows For Dummies.

Time to make the jump to Microsoft's Office 2000 suite of productivity tools? No time to slog through pages and pages of user manuals? Cut straight to the heart of things with Microsoft Office 2000 For Windows For Dummies Quick Reference, your fast and friendly fingertip companion to getting up and running with the latest versions of Word, Excel, Access, PowerPoint, Outlook, and Publisher. Dive right in and emerge with the information you need to complete whatever task you have at hand. Inside Microsoft Office 2000 For Windows For Dummies Quick Reference, you'll find clear, no-nonsense explanations of all the Office 2000 features and commands in an easy A-to-Z order, and you'll discover how all the programs work together in one integrated suite. Review common chores used in all Office applications; use the powerful Office Wizards to save time and headaches when creating files; share data across applications, projects, or workgroups; and master the fine art of desktop publishing with Publisher 2000, the newest tool in the Office 2000 Professional Edition. With its spiral, lay-flat binding for quick reference and its low price, this book will become your desktop companion.

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