

Powerpoint 2000 For Windows For Dummies Quick Reference

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.

????:????Windows 2000;???????Word 2000;????Excel 2000???;???????PowerPoint 2000;????????????????
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????Windows 98????, Word 2000????, Excel 2000????????, PowerPoint 2000????????????, WPS 2000????????

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.

?????????:????????DOS ??????,Windows 2000,Word 2000,Excel 2000,PowerPoint 2000,FrontPage 2000,?????Internet????

Handleiding voor de Nederlandse versie voor Windows van het presentatieprogramma van Microsoft.

'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.

PowerPoint es uno de los programas más utilizado en el mundo de las finanzas y la mercadotecnia, para llevar a cabo conferencias de gran magnitud, en México realmente son pocas las organizaciones que utilizan un software dedicado

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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 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.

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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 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!

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.

A tutorial introducing the features of PowerPoint 2000 covers terminology, design, graphics, viewing and organizing slide shows, displaying

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and editing slide masters, sharing files, and posting presentations to the Web.

PowerPoint 2000 For Windows For DummiesFor Dummies

????:????Windows 2000;????????Word 2000;????Excel 2000???;????????PowerPoint 2000;????????????????.

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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