

Quick Course In PowerPoint (Quick Course (Microsoft))

"Provides clear, concise instruction and hands-on practice exercises to enable you to start using this best-selling presentation program right away. Ideal for beginning to intermediate users, this course teaches the basics and then helps you build proficiency."-Back cover.
Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft PowerPoint 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft PowerPoint 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.
The book covers latest IT trends Microsoft Vista and Microsoft Office 2007. The content of the book is designed considering the needs of people running business from home or office. The book covers all new features and programs of Windows Vista like Windows Aero, Windows Meeting Space, Internet 7.0, Windows Mail, etc. For Internet savvy users, a separate section is provided on Search Engine. The book does not end here. After mastering Windows Vista, the book introduces you to Microsoft Office 2007 and helps you in preparing professional letters, personal accounting sheets, and presentations for the masses. It Covers Microsoft Office applications such as Microsoft Word 2007, Microsoft Excel 2007, Microsoft Access 2007 and Microsoft Powerpoint 2007.The unique Tutor CD provided with this book is a true add-on. While other books rely on the theory and long explanations, the tutor CD accompanying this book helps you build skills on the software you learn while reading this book.
The authors teach Office applications by showing how to create documents people can use in their work. Chapters cover the basics of each application of the Office 2000 suite and then move on to more advanced topics.

Microsoft PowerPoint 2000 NL quick course
Quick Course in Microsoft Office 2000

Fast-track Training for Busy People

A Quick Course In Microsoft Office For Windows, Version 4.3

Microsoft PowerPoint 2019 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2016 Quick Reference Guide. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Showing how to use FrontPage 2000 to create an exciting Web site, this tutorial starts with using a wizard to create a simple set of Web pages and continues with chapters on publishing a Web site, creating a more complex site, and maintaining and updating a site.

Comdex Professional Edition is specially designed for software explorers who want to take next higher step towards mastering Windows Vista and MS Office 2007. Simple language, easy to read layout, tooltips and detailed description of minute settings set this book at par. Not this much, the self learning tutorial (world acclaimed) test your skills and correct whenever you made a mistake.

Teaches software by showing how to create documents people can use in their work.

Education/training Edition

Fast-Track Training Books for Busy People

Illustrated Course Guide: Microsoft Office 365 & PowerPoint 2016: Introductory, Spiral bound Version

Successful Strategies by Award-winning Teachers

Quick Course in Microsoft PowerPoint 2002

How should I use technology in my courses? What impact does technology have on student learning? Is distance learning effective? Should I give online tests and, if so, how can I be sure of the integrity of the students' work? These are some of the questions that instructors raise as technology becomes an integral part of the educational experience. In Quick Hits for Teaching with Technology, award-winning instructors representing a wide range of academic disciplines describe their strategies for employing technology to achieve learning objectives. They include tips on using just-in-time teaching, wikis, clickers, YouTube, blogging, and GIS, to name just a few. An accompanying interactive website enhances the value of this innovative tool.

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory PowerPoint 2019. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 62 topics covered, this guide is perfect for someone new to PowerPoint or upgrading from a previous version.Topics Include: Interface Basics, File Management, Text, Pictures, Shapes, Objects, Basic Formatting, Basic Editing, Formatting Paragraphs, Presentation Views, Presentation Setup, Presentation Masters, Animation Previewing, Printing and Sharing, Running a Slide Show, Using a Touch Interface, and Keyboard Shortcuts.

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The basics of Windows NT Workstation are presented in this "Quick Course", featuring 200 illustrations. The tutorial is designed for end-users rather than administrators, explaining the ins and outs of using the new Windows NT Workstation to carry out common tasks.

Quick Hits for Teaching with Technology

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic

New Perspectives on Microsoft Office 2013, Second Course

Quick Course in Microsoft PowerPoint 97

Fast-track Training Books for Busy People

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

Quick Course in PowerPoint 97Computer Training Books for Busy PeopleOnline Training Solutions Incorporated

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office PowerPoint 2010 by Catherine Binder features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills.

The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office PowerPoint 2010 is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

The core of this guide is a logical sequence of straightforward, easy-to-follow, hands-on instructions for creating outstanding presentations in a fast-paced training solution free of unnecessary frills.

Quick Course 2

New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition

Quick & Easy Medical Terminology - E-Book

Comdex Computer Course Kit: Windows Vista With Microsoft Office 2007, Professional Ed (With Cd)

Following along with this fast-paced book, readers will discover the ins and outs of creating attention-grabbing slide presentations that will win over even the most sophisticated audiences.

Learn how to use Outlook 2000 to keep track of schedules, tasks, and contacts and to communicate with colleagues and friends. Other topics include exploring the Journal component, logging Outlook activities and documents, and archiving old Outlook items.

For executives and managers presentations are a way of life. In this book, the authors show how to create professional presentations using Microsoft's amazing PowerPoint for Windows. Starting with a simple outline, users learn how to turn text into meaningful visual presentations using eye-catching formats, fresh colors, unusual shapes, and interesting graphics.

A concise, friendly training solution for beginning users, this ""Quick Course"" book is designed to quickly teach readers the basics of PowerPoint 97. The task-based, document-oriented approach trains users how to create real documents and get productive immediately.

One-day Quick Course in Microsoft Windows 98

Quick Course 1

Quick Course in Microsoft Access 2000

Illustrated Course Guide: Microsoft Access 2013 Basic

Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software

In seven fast-paced chapters, this book shows how to use Microsoft Outlook for managing time, contacts, and tasks and for handling both company and Internet email.

The field of e-learning continues to experience dramatic and turbulent growth. Over time, as technology has improved and the method's real capabilities have emerged, e-learning has gained widespread acceptance and is now the fastest growing sector of corporate learning. As in years past, Michael Allen's Annual offers a diverse and important collection that contains some of the most current insights and best practices that will help both educators and workplace learning leaders address issues of design and implementation, as well as strategy and culture. In addition, this new volume offers a diverse mix of content that spans the full spectrum of technology-based learning. Year after year, the Annual discusses emerging trends in social media; showcases e-learning innovations; presents contemporary and best practices; tackles big-picture, strategic issues; and provides a host of useful tips and techniques. Additional content is also available online.

Praise for Michael Allen's 2012 e-Learning Annual "Michael Allen's Annual really is annual. I found new examples and provocative ideas—just what I was looking for." —Allison Rossett, professor of educational technology, San Diego State University "Just another academic anthology? Hardly! Michael Allen has convinced e-learning's super-heroes to join forces to crush complacency, demolish dogma, rewrite rules, streamline strategies, and light a brighter future for e-learning. Warning: The accumulated wisdom and original thinking of this elite team of designers, practitioners, consultants, and researchers will leave you dissatisfied with your current e-learning efforts and aching to put their ideas into play." —William Horton, author, e-Learning by Design and consultant, William Horton Consulting "The real learning at conferences takes place in the hallways. This wonderful book is like eavesdropping on those conversations, except that Michael has put the top thinkers in our field in the hall for you." —Jay Cross, chairman, Internet Time Alliance Nabeel Ahmad Clark Aldrich Bobbe Baggio Tony Bingham Julia Bulkowski Bryan Chapman Phil Cowcill Allan Henderson Peter Isackson Cheryl Johnson Cathy King Leslie Kirshaw Tina Kunschier David Metcalf Corinne Miller Craig Montgomerie Frank Nguyen Maria Plakhotnik Tonette Rocco Anita Rosen Patti Shank Clive Shepherd Martyn Sloman Belinda Smith Susan Smith Nash Ken Spero Carla Torgerson Thomas Toth Reuben Tozman Marc Weinstein

Quick & Easy Medical Terminology - E-Book

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

PowerPoint 97 For Windows For Dummies Quick Reference

Quick Course in Microsoft Powerpoint 2002

Quick Course in Microsoft Outlook 2000

Quick Course in Microsoft PowerPoint 2000

Quick Course in Windows NT Workstation 4

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Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY is the ideal resource for learning Microsoft PowerPoint 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides Microsoft PowerPoint 2016 concepts and skills into three manageable levels -- introductory, intermediate, and Advanced -- making it perfect for mastering critical PowerPoint skills in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The authors teach Access 2000 by showing how to build a relational database that can be adapted for many types of information. Also included is information on tables and forms, database design, sophisticated queries, and database maintenance and management.

You've got imminent deadlines, your bosses are breathing down your neck, and a restless audience is waiting for your company's PowerPoint presentation. But you can't remember how to change the background color of your slide show, or you can't quite master the art of integrating that sales graph for the last two quarters. What to do? Get in, get the information you need, get out, and get back to work with PowerPoint 97 For Windows For Dummies Quick Reference, the quick and easy way to create and fine-tune powerful multimedia presentations with Microsoft's PowerPoint program. This invaluable A-to-Z reference guide gives you all the facts, and none of the fluff, to create dazzling presentations with text, graphics, sound, and video. Discover quick pointers on preparing PowerPoint slides for paper, screen, or Web site presentations; take a crash course in pulling a PowerPoint presentation together in no time at all; and cut to the chase with templates, wizards, and masters. Plus, PowerPoint 97 For Windows For Dummies Quick Reference also includes dozens of ideas for creating special slide shows for business, education, or family fun.

Microsoft PowerPoint 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)

Quick Course in Creating a Web Site Using Microsoft FrontPage 2000

Quick Course in Microsoft Outlook 98

A Quick Course in PowerPoint 4 for Windows

Quick Course in Microsoft Office PowerPoint 2003

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Comdex Computer Course Kit: Windows Vista With Office 2007 (With Cd)

Quick Course in Microsoft PowerPoint 2002, Training Edition

Education - Training Edition

Illustrated Course Guide: Microsoft Excel 2013 Basic

Microsoft Office Powerpoint 2003