PowerPoint

INTRODUCTION

PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program which allows you to create professional-looking electronic slide shows. PPT is used to present information in an organized manner to an individual or group.

STARTING MS POWERPOINT

 Click on the PowerPoint icon in the Taskbar. If you do not see the icon, go to the Start button, right-click, and choose Search. Type "PowerPoint" in the search field, and when PowerPoint appears, double-click it.



2. PowerPoint will open, prompting you to select a theme. Click on Blank Presentation.



BASICS OF MS POWERPOINT:



Microsoft Powerpoint Unit B Concept Review

Elizabeth Reding, Marie Swanson, David Beskeen, Lisa Friedrichsen, Marie L. Swanson, Elizabeth

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Microsoft PowerPoint 2002 Lisa Friedrichsen, David W. Beskeen, David Beskeen, 2001-08-28 Through instructor led or self paced step by step instruction individuals learn how to create and modify a presentation enhance a presentation with pictures and charts and customize a presentation with slide masters Microsoft Office 2003 David W. Beskeen, Lisa Friedrichsen, Jennifer A. Duffy, Elizabeth Eisner Reding, Carol M. Cram, 2005-02 Enhance your course with numerous new features in Microsoft Office 2003 Illustrated Introductory Second Edition This new edition is designed to give students a fuller introduction to Office skills with a new chapter on Essential Computer Concepts and new reinforcement material to keep your course lively and current Microsoft Powerpoint 2003 - Illustrated Brief David Beskeen, 2003-11 The visual and flexible way to learn Microsoft PowerPoint skills Microsoft Office PowerPoint 2003 David W. Beskeen, 2005-04 The visual and flexible way to learn Microsoft PowerPoint skills Microsoft Office Power Point 2003 Basic David W. Beskeen, 2004-04 Help users master computer skills guickly and easily with this colorful highly visual Illustrated Course Guide for PowerPoint 2003 Lessons are presented in an easy to follow 2 page spread that introduces step by step instructions on the left page and large screenshots and illustrations on the right This signature streamlined approach allows continuing education students learn guickly while also serving as an excellent reference tool Microsoft Office 2003 - Illustrated Introductory, Premium Edition Jennifer Duffy, David Beskeen, Elizabeth Eisner Reding, Lisa Friedrichsen, Carol M. Cram, 2006-02 The Illustrated Series offers a highly visual easy to follow approach to learning Office 2003 skills This Premium Edition offers an integrated training solution to help students learn and reinforce key Office skills and Using Microsoft PowerPoint 97 for Business Presentations H. Albert Napier, Philip J. Judd, 1997 This hands on text offers students a step by step approach to PowerPoint presentations With an emphasis on real world situations this text is designed for an office professional Upgrading to Microsoft Office 2007 Barbara Clemens, MT Cozzola, Mary-Terese Cozzola, Barbara M. Waxer, 2007-08 Prepare your students to transition their Office 2003 skills to the Office 2007 software with Upgrading to Microsoft Office 2007 This is the perfect guide to help your students easily understand the new features and skills within the Office 2007 software Skills are presented in a highly visual two page spread approach combining action steps on the left with large colorful visuals on the right With the Upgrading text your students will easily grasp the new user interface the common tasks and the new features of each application within Microsoft Office 2007 Microsoft Office Access 2003, Illustrated Complete, CourseCard Edition Lisa Friedrichsen, 2005-03 Part of the Illustrated series this text offers a visual flexible way to build basic to advanced Microsoft Access 2003 skills Microsoft Office 2003 Marjorie Hunt, Michael Halvorson, 2003-11-06 Updated textbook for Microsoft Office 2003 covering the new features of Word Excel Access and PowerPoint Includes higher level tasks and advanced excercises for an added challenge Microsoft PowerPoint 97 David W. Beskeen, Steve Johnson, 1997 Part of the Illustrated Series this text offers a quick visual way to build Microsoft

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Get Started with Microsoft PowerPoint 97! Course Technology,1997-04

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Swanson, Elizabeth, 2000 Part of the Illustrated Series this text offers a quick visual step by step approach for learning Microsoft Office 2000 applications

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