

Microsoft Powerpoint 2000

Beskeen, David W.

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Microsoft Powerpoint 2000 Advanced Course Guide

Ian Pickup



Microsoft Powerpoint 2000 Advanced Course Guide:

Microsoft PowerPoint 2000 David W. Beskeen, Barbara Clemens, 1999-09 Through instructor led or self paced step by step instruction individuals learn how to enhance charts work with objects with hyperlinks and use slide show features

Microsoft PowerPoint 2000 Advanced Course Guide Catapult, Inc, 1999 Microsoft Word 2000 Illustrated BASIC Marie L. Swanson, 2000-09-29 Through instructor led or self paced step by step instruction individuals learn how to design create edit and enhance documents Microsoft PowerPoint 2000 Step by Step Courseware Trainer Pack Perspection, Inc. Staff, 2000 This INSTRUCTOR GUIDE is a key part of the Microsoft r STEP BY STEP COURSEWARE series which provides everything you need to get Microsoft software training classes up and running quickly with the most effective learning content available This guide complements both student guides for this software product the Core Skills Student Guide for students who want to gain basic proficiency with Microsoft PowerPoint 2000 and the Expert Skills Student Guide for students who want to master advanced techniques with Microsoft PowerPoint 2000 Both come in full color versions that offer students an outstanding learning experience This guide is designed for in depth instructor led training Numbered steps provide detailed instructions to help students easily learn new skills Lesson objectives clearly state what your students will learn in each lesson Margin notes for instructors give guidance on lesson delivery The MOUS logo indicates a task that will be tested on the Microsoft Office User Specialist MOUS certification exam Putting It All Together exercises challenge students to apply what they ve learned in new ways Quick Quizzes test what students have learned in each lesson The Lesson Glossary defines key terms shown in boldface throughout the lesson Using the Core Skills Student Guide your students will learn how to Meet Microsoft PowerPoint MOUS certification objectives Create modify and print PowerPoint presentations Outline their ideas and add and modify text Apply and modify templates and use color schemes Add draw and modify tables charts clip art and other objects Add sounds movies animations and voice narrations Produce a multimedia slide show Share a presentation over a network or the Internet Customize how PowerPoint looks and works *South-Western Microsoft Office 2000 Curriculum Guide* Reidel, 1999-05-28 This Curriculum Guide is a supplementary instructional tool designed for users of South Western texts about Microsoft Office 2000 This guide provides all the information necessary for a complete curriculum for this popular suite of applications Different areas covered include Word Excel Access PowerPoint Outlook FrontPage and Publisher Three different series are covered as curriculums South Western series QuickTorial series and the Napier and Judd series Users will also find the basic facts about Microsoft Office User Specialist MOUS certification Cti Higher Edn Cengage Learning Australia, Thomson Course Technology, 2001-12 **Books in Print Supplement** , 2002 *Running Microsoft PowerPoint 2000* Stephen W. Sagman, 1999 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 Mastering Project Made Easy v. 2007 through 2002 , *Mastering Access Made Easy*

TeachUcomp, Incorporated,2007-05 **Course Guide** David W. Beskeen,Barbara Clemens,1999-09-01 Unit 1 Getting Started with PowerPoint 2000 Unit 2 Creating a Presentation Unit 3 Modifying a Presentation Unit 4 Enhancing a Presentation Unit 5 Customizing Your Presentation Microsoft PowerPoint 2000 ,2001 **Mastering Word Made Easy**
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