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JKSSB Accounts Assistant (Finance Department) Exam Guide 2021 - Arihant Experts 2021-02-21

Comdex Computer Course Kit: Windows Vista With Microsoft Office 2007, Professional Ed (With Cd) - Vikas Gupta 2008-06

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.

New Perspectives Microsoft Office 365 & Excel 2016: Intermediate - June Jamrich Parsons 2016-01-15

Now readers can develop the Microsoft Excel 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE. Updated with all-new case scenarios, this complete

book clearly applies the skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE help readers understand the importance of what they're learning. This edition focuses on strengthening learning outcomes and transferring skills to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on Microsoft Office Professional for Windows 95 Five in One - S. Scott Zimmerman 1996

JKSSB Sub Inspector Exam Guide 2021 - 2021-02-14

1. JKSSB Sub-Inspector is prepared for the upcoming exam 2. The book is divided into 7 main sections 3. Separate section is allotted for Current Affairs 4. 2 practice sets for the revision of the concepts 5. We detailed answers are provided to all the questions Jammu and Kashmir Services Selection Board (JKSSB) has announced a recruitment notification for the

posts of Sub - Inspector with total of 350 vacancies. In order to attain good ranking and to get recruited in the departments of JKSSB, one must have thorough preparation. Here we introduce the preparatory guide "JKSSB Assistant Compiler Recruitment Examination". The book divides whole syllabus into 7 Main Sections as per the prescribed syllabus. A separate section is allotted to Current Affairs giving the summarized information about the events around the globe. With more than 4000 MCQs are provided for the quick revision of the chapter. Lastly, it ends with 2 practice sets for the revision of the concepts. Strictly based on the latest examination pattern in a highly simple language to facilitate the good understanding. TOC Current Affairs, General English, Mathematics, General Knowledge, GK with Special Reference to UT of J&K, General Science, Mental Ability Test, Computer Application, Practice Test 1&2 -

Teach Yourself VISUALLY Microsoft Office PowerPoint 2007 - Lisa A. Bucki 2008-03-11

Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add sound and animation, and present in a business or Internet setting Equips users to present visually charged, captivating slideshows Sophisticated, revised full-color design provides readers with easier navigation Shows users how to make real-world use of PowerPoint 2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper

Microsoft PowerPoint 2016 Training Manual Classroom in a Book - TeachUcomp 2015-10-27

Complete classroom training manuals for Microsoft PowerPoint 2016. Two manuals (Introductory and Advanced) in one book. 161 pages and 82 individual topics. Includes practice exercises and keyboard shortcuts. You will learn introductory through advanced concepts - from creating simple yet elegant presentations to adding animation and video and customization. Topics Covered: Getting Acquainted with PowerPoint 1. The PowerPoint Environment 2. The Title Bar 3. The Ribbon 4. The "File"

Tab and Backstage View 5. The Quick Access Toolbar 6. Touch/Mouse Mode 7. The Scroll Bars 8. The Presentation View Buttons 9. The Zoom Slider 10. The Status Bar 11. The Mini Toolbar 12. Keyboard Shortcuts 13. What's New in PowerPoint 2016 Creating Basic Presentations 1. Opening Presentations 2. Closing Presentations 3. Creating New Presentations 4. Saving Presentations 5. Recovering Unsaved Presentations 6. Inserting New Slides 7. Applying Slide Layouts 8. Sharing Presentations 9. Working with PowerPoint File Formats Using Presentation Views 1. Normal View 2. Outline View 3. Slide Sorter View 4. Notes Page View 5. Slide Show View 6. Reading View Using Text 1. Adding Text to Slides 2. Basic Object Manipulation 3. Font Formatting 4. Paragraph Formatting 5. Applying Custom Bullets and Numbering 6. Using Tabs 7. Setting Text Options 8. Checking Spelling Using Pictures 1. Inserting Pictures Saved Locally 2. Inserting Online Pictures 3. Basic Graphic Manipulation 4. Using Picture Tools 5. Using the Format Picture Task Pane 6. Fill and Line Settings 7. Effects Settings 8. Size and Properties Settings 9. Picture Settings Using SmartArt 1. Inserting and Manipulating SmartArt 2. Formatting SmartArt Using Slide Show View 1. Running a Slide Show 2. Using Custom Shows Printing Your Presentation 1. Changing Slide Size 2. Setting the Slide Header and Footer 3. Previewing and Printing Presentations Helping Yourself 1. Using PowerPoint Help 2. The Tell Me Bar 3. Smart Lookup and Insights Applying Animation 1. Adding Slide Transition Animation 2. Adding Object Animation Drawing Objects 1. Inserting Shapes 2. Formatting Shapes 3. Inserting WordArt Inserting Video and Sound 1. Inserting Videos 2. Inserting Audio 3. Animating Multimedia Playback 4. Recording a Sound 5. Screen Recording Using Themes 1. Applying Themes 2. Creating Custom Color Schemes 3. Creating Custom Font Schemes 4. Customizing the Slide Background Using Presentation Masters 1. Using Slide Masters and Slide Layouts 2. Using the Notes Master 3. Using the Handout Master 4. Saving a Presentation Template Setting Up the Presentation 1. Setting Up the Slide Show 2. Recording Narration 3. Rehearsing Timings Applying Actions 1. Inserting Actions 2. Inserting Hyperlinks Inserting Charts, Tables, and Objects 1. Inserting Charts 2.

Inserting Tables 3. Inserting Objects Setting PowerPoint Options 1.
Setting PowerPoint Options

New Perspectives on Microsoft PowerPoint 97 - S. Scott Zimmerman
1997-02

*New Perspectives on Microsoft Office PowerPoint 2007, Brief, Premium
Video Edition* - S. Scott Zimmerman 2010-03-31

NEW PERSPECTIVES ON MICROSOFT OFFICE POWERPOINT 2007 now comes with video! The tutorial videos focus on the most important or difficult concepts and skills, helping students better engage in and retain information. With the text's critical thinking, case-based approach students understand why they're learning what they're learning, and are prepared to easily transfer skills to new situations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

PowerPoint 2007 - E. N. I. Publishing 2008-02-04

This practical guide to Microsoft® PowerPoint 2007 was designed so that you can easily find all the functions needed for making the most out of this Computer Assisted Presentation software. After becoming familiar the working environment and the various views, you will learn how to create and manage documents (opening and saving presentations and templates, creating photo albums); print, format and manage presentation elements (slides, masks, themes, backgrounds); manage text (entering slide and outline text); create, edit and format objects (automatic layouts, tables, pictures, multimedia objects, diagrams and charts); and, create dynamic slide shows (animations, timing and annotating slides during a show). The last part of the book discusses PowerPoint 2007's advanced features, such as managing hyperlinks, revising a slide show, working with other Office applications, and creating Web pages.

PowerPoint 2007 - Emily A. Vander Veer 2007-02-13

A new handbook not only covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full

advantage of advanced functions; and how to create reusable
First Look 2007 Microsoft Office System - Katherine Murray 2006
Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

The British National Bibliography - Arthur James Wells 2009

MCAS Office 2007 Exam Prep - Ron Gilster 2009-06-11

Score Higher on the MCAS Exams! We provide you with the proven study tools and expert insight that will help you score higher on your exams. Clear and simple explanations, lists, and screen shots walk you through the Microsoft Office processes you need to know to score well on the MCAS exams. Study strategies, challenges, and key terms focus your study so you can maximize your preparation time. Comprehensive discussion of all subject areas covered on the MCAS exams. Practice Questions that include detailed explanations of correct and incorrect answers-so you can learn the material from your success and mistakes. This book covers all the skills measured by the MCAS Exams for Microsoft Office 2007, including Creating, customizing, formatting, and organizing Word documents Working with visual content, references, and document review processes Creating, manipulating, and formatting data and other content in Microsoft Excel Presenting Excel data visually with charts and illustrations Sharing and securing Microsoft Office content Creating, formatting, and delivering PowerPoint presentations Managing messaging, scheduling, and tasks with Microsoft Outlook Working with Outlook contacts and personal contact information Structuring, presenting, managing, and maintaining Access databases Building and modifying Access queries This is the eBook version of the print title. Note that the eBook does not provide access to the practice test software that accompanies the print book.

**New Perspectives on Microsoft Office PowerPoint 2003,
Introductory, CourseCard Edition** - Beverly B. Zimmerman
2005-03-15

Part of the New Perspectives series, this text offers a case-based,

problem-solving approach and innovative technology for meaningful learning the new features of this latest version of Microsoft PowerPoint 2003.

PowerPoint 2007 - E. A. Vander Veer 2006-12-22

Like every other application in Microsoft Office suite, PowerPoint is loaded with features. So many, in fact, that even veterans don't know where to find them all. Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use. PowerPoint 2007 also boasts improved graphics, additional templates, the ability to save custom layouts, and improved collaboration through SharePoint. One thing Microsoft hasn't improved is its poor documentation. To learn the ins and outs of all the features in PowerPoint 2007, Microsoft merely offers online help. If you're familiar with previous versions of the program, you may be lost the first time you fire up the new PowerPoint; or you would be if it weren't for PowerPoint 2007: The Missing Manual. This book, written specifically for this version of the software, not only offers the basics of how to create, save, set up, run, and print a basic bullets-and-background slideshow, but takes you into the world of multimedia, animation, and interactivity. You'll learn how to add pictures, sound, video, animated effects, and controls (buttons and links) to their slides, along with ways to pull text, spreadsheets, and animations created in other programs. You can also create your own reusable design templates and learn to automate repetitive tasks with macros. Learn how to take advantage of advanced functions (such as adding custom background images) that existed in previous PowerPoint versions, but were so cleverly hidden that few people ever found them.

New Perspectives [on] Computer Concepts - June Jamrich Parsons 2007-03

Be engaged, excited and enlightened with the New Perspectives on Computer Concepts, Tenth Edition, providing you with the most current information on computers, software, the Internet, and emerging issues and technologies.

New Perspectives on Microsoft PowerPoint 2000, Comprehensive -

S. Scott Zimmerman 2000-11-30

Part of the New Perspectives Series, this text offers a case-oriented, problem-solving approach for learning basic to more advanced features of PowerPoint 2000.

Microsoft Office XP - June Jamrich Parsons 2003

A case-based, step-by-step approach to learning how to use Microsoft Office XP.

New Perspectives on Microsoft Office PowerPoint 2003, Comprehensive, CourseCard Edition - Beverly B. Zimmerman 2005-03

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003.

Microsoft Office PowerPoint 2007 Step by Step - Joan Lambert 2007-01-03

The smart way to learn Office PowerPoint 2007—one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to master the fundamentals of working with the latest version of PowerPoint, including how to navigate the new, easy-to-use user interface. You will discover how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web. You'll even learn how to add narrations and custom animations—and more! With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction—building and practicing the skills you need, just when you need them! Includes a companion CD with hands-on practice files. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Comdex Computer Course Kit: Windows Vista With Office 2007 (With Cd) - Vikas Gupta 2008-05

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 learnt while reading this book.

Office 2007 In Simple Steps - Kogent Solutions Inc. 2008

This is a book that helps you learn Office 2007, the contemporary offering from Microsoft. Being precise and complete, it offers the reader a cutting edge in the field of Office 2007. An easy to understand style, lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book unique in itself.

Jharkhand Sahivalye JGGLCCE Main Exam Paper 3 (General Knowledge) 2022 - Arihant Experts 2022-02-01

1. Jharkhand Sachivalaya JGGLCCE 222 provides the complete syllabus the exam 2. The Guide is divided into 6 Major sections 3. Ample amount of MCQs for hand-to-hand revision of the topics 4. 3 practice sets are given for practice The Jharkhand Staff Selection Commission (JSSC) is a government body responsible for recruiting and selecting personnel for various posts in the government departments and ministries operating in the state of Jharkhand. The JSSC is conducting two main recruitment drives this year- the JANMCE and the JGGLCCE. The book "Jharkhand Sachivalaya Jharkhand General Graduate Level Combined Examination (JGGLCCE)" provides the complete coverage of the syllabus. This book deals with Assistant Branch Officer, Block Supply Officer, Block Welfare Officer, Cooperate Extinction Officer and Sub Divisional Inspector cum Law. complete study material provided in this book is divided into 6 major parts; Current Affairs, General Studies, Computer Knowledge, General Science, Mathematics, Mental Ability, Knowledge Related to

Jharkhand State, these sections are further divided into chapters which gives the clear cut concepts about the topics that help aspirants to understand it deeply. Current Affairs are provided in the beginning to make candidates aware of all the current events that had taken place. The book is comprises of Chapter wise theory for complete understanding of the topics and ample amount of MCQs for hand-to-hand revision of these topics. At the end there are 3 Practice Sets given for complete practice of the paper. Aspirants will surely find that this book is the absolute choice for cracking the JGGLCCE Exam. TOC Current Affairs, General Studies, Computer Knowledge, General Science, Mathematics, Mental Ability, Knowledge Related to Jharkhand State, Practice Sets (1-3)

New Perspectives on Microsoft PowerPoint 97 -- Introductory - Beverly B. Zimmerman 1997

New Perspectives on Microsoft Office PowerPoint 2003 - Beverly B. Zimmerman 2004

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003.

Understanding Computers: Today & Tomorrow, Comprehensive 2007 Update Edition - Deborah Morley 2007-04-11

Give your students a classic, well-rounded introduction to computer concepts with a modern twist! Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on the Development of Communicative and Related Competence in Foreign Language Education - Izumi Walker 2018-08-21

Nearly half a century has passed since Hymes proposed the concept of communicative competence to describe the knowledge and skills required for the appropriate use of language in a social context. During these decades, a number of scholars have applied and refined this concept. In language education, communicative competence has been

identified as a major objective of learning. This book will inform readers about communicative competence as a highly complex construct encompassing an array of sub-competencies such as linguistic skills and proficiencies, knowledge of socio-cultural and socio-pragmatic codes, and the ability to engage in textual and conversational discourse. Findings from research in related disciplines have pointed to the significance of factors that can contribute to the attainment of communicative competence. Various teaching practices and relevant Information and Communication Technology (ICT) tools will be also introduced and discussed to achieve communicative competence as a complex ability. It is a timely contribution to current research on key areas in the teaching, learning and acquisition of second/foreign languages.

Advanced Microsoft Office PowerPoint 2007 - Wayne Kao 2007-12-27

This is the only book that will help an intermediate PowerPoint user improve their skills to an advanced level. In doing so, they can benefit both professionally and personally. This is not a comprehensive book that will bore you with every detail of PowerPoint, but a guide to specific actions you can take to create the ultimate presentation. The book covers the powerful formatting engine new to PowerPoint 2007, and how it can be used for applying soft shadows, reflection, and glows to make a presentation look attractive. It also covers PowerPoint's new 3D engine. The book goes into deep technical detail about the Office 2007 theme engine and how color schemes, effect schemes, and font schemes work; as well as the new PowerPoint XML file format, showing you how to edit PowerPoint files without using PowerPoint at all. The authors walk through programming a macro and explain how to format shapes, diagrams, charts, text, tables with gradient and picture fills and different kinds of lines (e.g. a beveled compound line with a diamond arrowhead). Also covered are those all important slide show shortcuts that few people know about like -- seeing your private notes while presenting on a projector, starting the slide show from the current slide without fumbling through the user interface, and how to black out the slide show screen with one key press.

Microsoft Office PowerPoint 2007 - Paul McFedries 2008-03-11

You already know PowerPoint 2007 basics. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive with PowerPoint 2007. * Minimal text and maximum illustrations * Task-oriented, step-by-step approach * Navigational aids connect instructions to illustrations * Self-contained, two-page lessons * Uniform layout makes it easy to read less, learn more How easy is it? Look for these symbols marking the difficulty of each task. * Demonstrates a new spin on a common task * Introduces a new skill or a new task * Combines multiple skills requiring in-depth knowledge * Requires extensive skill and may involve other technologies

New Perspectives on Microsoft PowerPoint 2000 - S. Scott Zimmerman 1999

Part of our New Perspectives Series, this text offers a case-oriented, problem-solving approach for learning the essential features of PowerPoint 2000 -- from creating a presentation to adding graphics.

Concepts of Database Management - Philip J. Pratt 2011-06-14
CONCEPTS OF DATABASE MANAGEMENT fits perfectly into any introductory database course for information systems, business or CIS programs. This concise text teaches SQL in a database-neutral environment with all major topics being covered, including E-R diagrams, normalization, and database design. Now in its seventh edition, CONCEPTS OF DATABASE MANAGEMENT prepares students for success in their field using real-world cases addressing current issues such as database design, data integrity, concurrent updates, and data security. Special features include detailed coverage of the relational model (including QBE and SQL), normalization and views, database design, database administration and management, and more. Advanced topics covered include distributed databases, data warehouses, stored procedures, triggers, data macros, and Web databases. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Essential SharePoint® 2007 - Scott Jamison 2007-09

Microsoft Office PowerPoint 2007 On Demand - Perspection Inc.
2006-12-08

How to Use • Create powerful presentations faster using ready-made templates and Smart Tags • Organize information and add impact with clip art, SmartArt diagrams, tables, and charts • Make your presentation come alive with custom animations • Add narration, animation, 3-D effects, and movie • Add comments and e-mail your presentation to others for review and collaboration • Deliver your presentation in a meeting room on multiple screens • Use Groove and SharePoint Team Services to collaborate and share documents and information • Prepare for the Microsoft Certified Application Specialist exam. • Practice your new skills with the useful workshops inside On the Web This book uses real-world examples to give you a context in which to use the task. This book also includes workshops to help you put together individual tasks into projects. The PowerPoint example files that you need for project tasks are available at www.perspection.com. Perspection has written and produced books on a variety of computer software—including Microsoft Office 2003 and XP, Microsoft Windows XP, Apple Mac OS X Panther, Adobe Photoshop CS2, Macromedia Flash 8, Macromedia Director MX, and Macromedia Fireworks—and Web publishing. In 1991, after working for Apple Computer and Microsoft, Steve Johnson founded Perspection, Inc. Perspection is committed to providing information and training to help people use software more effectively. Perspection has written more than 80 computer books, and sold more than 5 million copies. Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit www.microsoft.com. Chapter 1 Getting Started with PowerPoint 1 Chapter 2 Developing Presentation Content 31 Chapter 3 Designing a Look 73 Chapter 4 Drawing and Modifying Shapes 105 Chapter 5 Inserting Pictures and Multimedia 151 Chapter 6

Inserting Charts and Related Material 189 Chapter 7 Creating a Web Presentation 243 Chapter 8 Finalizing a Presentation and Its Supplements 267 Chapter 9 Preparing a Slide Show 299 Chapter 10 Starting a Slide Show 321 Chapter 11 Reviewing and Securing a Presentation 335 Chapter 12 Working Together on Office Documents 363 Chapter 13 Customizing the Way You Work 391 Chapter 14 Expanding PowerPoint Functionality 401 W Workshops: Putting It All Together 425 New Features 439 Microsoft Certified Applications Specialist 444

New Perspectives Collection, Microsoft Office 365 PowerPoint Comprehensive - Jennifer T. Campbell 2022-05-30

Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT OFFICE 365 POWERPOINT COMPREHENSIVE helps you prepare for the Microsoft Office Specialist (MOS) certification exam and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. Updated coverage of Microsoft 365 features and enhanced support for Mac users are also included. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

New Perspectives on Microsoft Office Word 2007, Comprehensive, Premium Video Edition - S. Scott Zimmerman 2010-04-01

NEW PERSPECTIVES ON MICROSOFT OFFICE WORD 2007 now comes with video! The tutorial videos focus on the most important or difficult concepts and skills, helping students better engage in and retain information. With the text's critical thinking, case-based approach, students understand why they're learning what they're learning, and are prepared to easily transfer skills to new situations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Exam Prep for Bundle; New Perspectives Microsoft Office 365 & PowerPoint 2016; Comprehensive + MOS 2007/2010 Paper Exam Voucher - Just the Facts101 2019-08-18

Your text simplified as the essential facts to prepare you for your exams.
Over 2,000 highly probable test items.

New Perspectives on Microsoft PowerPoint 2002 - S. Scott
Zimmerman 2002

Part of the New Perspectives series, this text offers a case-based,

problem solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2002.

New Perspectives on Microsoft PowerPoint 2003 - Introductory -
Beverly B. Zimmerman 2003-12

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003.