

Exploring Microsoft Powerpoint 97 Exploring Microsoft Office 97

Take your students into the next millennium with the new Exploring Microsoft Office 2000 Professional series. Grauer and Barber's long established hands-on approach and conceptual framework helps students master important concepts as well as the newest features of the powerful office 2000 environment.

The "Exploring Windows 95" series has been updated to accommodate the Microsoft Windows 95 operating system. Problem sets have been expanded to review and extend the information, with four levels of end-of-chapter exercises. This work explores PowerPoint 7

Intended for any course teaching application software using Microsoft Office 97 applications. This book is aimed at students in a variety of disciplines including liberal arts, business, and the sciences. It helps students master important concepts, as well as the features of the Office 97 applications.

Brief Microsoft Office 97 Professional

Forthcoming Books

Discovering Computers (Sg) (P)

Mastering and Using Microsoft PowerPoint 97 for Business Presentations

Exploring Microsoft Office XP

Explains how to create presentations, change fonts, insert clip art, work with graphics, create tables, manipulate slides, and move data from program to program

For any course teaching application software using Microsoft Office 2000 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. All books in this series offer consistent presentation - common design, pedagogy, and writing style. Concepts as well as key-strokes are stressed. Hands-on exercises in every lesson provide just the right amount of practice time. This best-selling author teams hands-on approach and conceptual framework helps students master important concepts, as well as the features of the powerful new Office 2000 applications. MOUS Certification throughout the expert level for all individual applications and Office 2000. Provides the necessary training to pass the MOUS exam at the expert level, preparing students to enter today's job market. The Proficient Certification Edition provides training for the proficient level MOUS exam in all Office 2000 applications. Quality, four-color, spiral bound - Exploring Office 2000 series covers Word 2000, Access 2000, Excel 2000, and PowerPoint 2000. There are three combined texts in the series, Exploring Microsoft Office 2000, Vol. I and II and Brief Office Pro

Part of the Exploring Windows Series and the Right PHit Custom Binding Program.

The British National Bibliography

American Book Publishing Record Cumulative 1998

The Software Encyclopedia

Whizkids Computer Literacy 6 (word Processing)

Microsoft PowerPoint 97 for Windows Quickstart

For any course teaching application software using Microsoft Office 2000 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. All books in this series offer consistent presentation common design, pedagogy, and writing style. Concepts as well as key-strokes are stressed. Hands-on exercises in every lesson provide just the right amount of practice time. This best-selling author team's hands-on approach and conceptual framework helps students master important concepts, as well as the features of the powerful new Office 2000 applications.

This work includes hands-on experience in addition to the rationale behind what is being done and why. This work includes coverage of such topics as Push technology, ActiveX, multimedia and cyber commerce. It includes extensive coverage of HTML with an emphasis on creating a home page.

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.

Exploring Microsoft Word 97

Teachers Discovering and Integrating Microsoft Office

Exploring Microsoft Powerpoint 97

New Perspectives on Microsoft PowerPoint 97

Maximize Your Productivity with the Newest Features in Microsoft Office XP

Featuring a full-color format, each title in this timely series shares a common design, pedagogy, and writing style that will appeal to readers in a variety of disciplines, including business, liberal arts, and the sciences. Robert T. Grauer and Maryann Barber emphasize concepts and theory - not just keystrokes or mouse clicks. Readers are encouraged to extend this information by exploring additional commands and applications on their own. Tutorials with numerous screen shots help guide you through each step of every exercise. Boxed tips and shortcuts provide helpful instruction throughout while troubleshooting inserts anticipate mistakes and outline recovery procedures. "Exploring Windows" exercises help promote understanding through hands-on involvement. And finally, each application module includes a data disk that supports the exercises and tutorials, enabling students to fully explore the Windows environment.

Part of the market-leading Shelly Cashman Series, this book introduces current and future teachers on how to integrate core Microsoft Office Applications into their classroom.

Beginning to intermediate users, especially casual or occasional users, can find tasks, terms and techniques easily in this portable "field guide".

Essential Concepts and Techniques

Introductory

Sm Exploring Ms Office Prof 20

The National Guide to Educational Credit for Training Programs

New Perspectives on Microsoft PowerPoint 97 -- Introductory

This text provides users with a thorough understanding of all the applications in the Office '97 suite in one unified volume. Users are effectively led through the fundamental skills and knowledge that allow them to quickly master this powerful software. Readers will learn from the beginning how the programs work together to complete in

Part of the popular Exploring Microsoft Office 97 Series, this book explores the powerful new Office 97 applications. Provides hand-on experience in the applications of Microsoft Access 97 while exploring the rationale behind what is being done. Concepts, as well as key strokes, are stressed throughout. Includes three levels of end-of-chapter exercises (study guide), Practice (hands-on), and Case Studies (open-ended).

Researched and tested on thousands of students at Logical Operations, the techniques contained in this guide insure a solid foundation in PowerPoint 97 for Windows. Readers will quickly learn to type text, move around the screen, make changes, and print a variety of documents. This book/CD-ROM package concentrates on the word processing people use in the office every day.

Using Microsoft PowerPoint 97

Exploring the Internet with Microsoft Internet Explorer 4.0

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic

Exploring Microsoft Access 97

Sm Brief Microsoft Office 97 Prof I/M

Exploring Visual Basic is designed to teach problem solving skills by demonstrating how to write programs in Visual Basic. The book is written for a computer novice and assumes no previous knowledge of Visual Basic or Windows 95. Introduces the Macro Recorder which records a set of Visual Basic commands for the user. By introducing the programming language this way, users are able to get results that are immediately usable. A series of hands-on exercises leads the reader through each concept. Each tutorial is illustrated with large, full-color, screen captures that are clear and easy to read. For users and programmers of Visual Basic or computer programming students.

Intended for any course teaching application software using Microsoft Office 97 applications, this book is of interest to students in a variety of disciplines including liberal arts, business, and the sciences. It emphasizes concepts as well as key-strokes.

A world list of books in the English language.

Microsoft PowerPoint 2000

Exploring Microsoft Excel 2000

Exploring Microsoft PowerPoint, Version 4.0

Microsoft PowerPoint 97 Field Guide

Books in Print

Breeden and Cheek provide an insight into the newest product from Microsoft u Office XP. Office XP is the replacement for Microsoft Office, designed to take users into the 21st century. Breeden and Cheek provide tips and tricks for the experienced office user, to help them find maximum value in this new software."

Part of the highly successful Shelly Cashman Series, this text leads the reader through basic and advanced skills to allow them to quickly master Microsoft PowerPoint 2000. Each project is explained using a clear, step-by-step, screen-by-screen approach that ensures the reader stays on track.

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.

Comprehensive Concepts and Techniques

The Essential PowerPoint® 97 Book

Exploring Microsoft Excel 2000 with VBA

Understanding and Using Microsoft Office 97

Get Started With Microsoft Powerpoint 97! - Illustrated Interactive

All books in this series offer consistent presentation—common design, pedagogy, and writing style. Concepts as well as key-strokes are stressed. Hands-on exercises in every lesson provide just the right amount of practice time. MOUS Certification throughout the expert level for all individual applications and Office 2000. Three levels of chapter-ending exercises, multiple choice, practice, and case studies. For anyone interested in becoming more proficient in Microsoft Office 2000.

Cumulative Book Index

Exploring Microsoft Office Professional 2000, Proficient Certification Edition

Exploring Microsoft PowerPoint for Windows 95 Version 7.0

Sm Exploring Ms Powerpoint 200

Exploring Microsoft Visual Basic, Version 6.0