



Guide to PowerPoint: for PowerPoint version 2007, Mary Munter, Dave Paradi, Pearson/Prentice Hall, 2009, 0136068715, 9780136068716, 191 pages. KEY BENEFIT: If you need to achieve results through PowerPoint presentations, then this book is for you! The content can be used in several settings: educational, managerial, government, and professional. KEY TOPICS: Strategy, audience analysis, research, structuring the slides, slide color and design, mastering fonts, and other design elements. MARKET: This text is intended for business professionals who would like to enhance their delivery of PowerPoint presentations..

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Essentials Powerpoint 2002 level 1 , Linda Bird, Jul 1, 2002, Computers, 258 pages. The Design is clean and the approach is simple; a list of steps to move users through Office XP tasks. Extensive end-of-project exercises reinforce what readers have learned

Getting started with Microsoft PowerPoint 7.0 for Windows 95 , Lynn Marie Bacon, 1997, Computers, 217 pages. The Wiley Getting Started Series offers step-by-step, hands-on introductions to the most in-demand PC-DOS and Windows applications programs. These interactive tutorials use a

Multimedia advanced presentations, Terry Burrows, Nov 1, 2000, , 72 pages. Covers the basic skills of using PowerPoint for multimedia presentations, discussing topics including ClipArt, editing pictures, adding sounds and music, and customizing toolbars..

SOLID GROUND BUSINESS COMMUNICATION, Joan von Ehren, May 8, 2009, , 80 pages. .

Microsoft PowerPoint 2000 , Nita Hewitt Rutkosky, Denise Seguin, 2000, Computers, 112 pages. .

PowerPoint 97 essentials level II , Linda Bird, 1998, Computers, 176 pages. For courses in Microsoft Office for Windows and PowerPoint for Windows. Essentials are hands-on tutorials with a project orientation designed to give students a thorough

The Leader's Edge How to Use Communication to Grow Your Business and Yourself, Sandy Linver, Oct 24, 1995, Business & Economics, 176 pages. Sandy Linver, the well-known consultant and president of Speakeasy Inc., has written a new book for business professionals. Based on her twenty years of experience helping

Ten minute guide to PowerPoint 97 , Faithe Wempen, 1996, Computers, 212 pages. The 10 Minute Guide to PowerPoint 97 offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the

Essentials Microsoft PowerPoint 2003 level one , Linda Bird, Mar 4, 2004, Computers, 362 pages. Backed with over 20 years of writing, teaching and professional experience with electronic spreadsheets, the authors have perfected the format and presentation of Microsoft

Understanding and using Microsoft PowerPoint 4.0 , Edna Dixon, 1996, , 188 pages. Includes index..

Quick Course in Powerpoint 97 Computer Training Books for Busy People, Joyce K. Cox, Polly Urban, 1997, Computers, 163 pages. Following along with this fast-paced book, you'll discover the ins and outs of creating attention-grabbing slide presentations that will win over even the most sophisticated

