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Ruth Maran and her team of graphic artists cover a wide range of PowerPoint topics, including the Slide Meter, the Pack and Go Wizard, the Meeting Minder, AutoClipArt, narration, 3D objects, slide transitions, and custom animations. Plus, "Teach Yourself Microsoft PowerPoint 97 VISUALLY" details how to create speaker notes, reorder slides, rehearse a slide show, incorporate recorded sounds, and ...

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Are you a visual learner? Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to navigate PowerPoint® 2000, from getting up and running to integrating sound and video and preparing presentations for the Web. Full-color screen shots demonstrate each task Succinct explanations walk you through step-by-step Two-page lessons break big topics into bite-sized modules Sidebars offer practical tips and tricks Teach Yourself Visually "I commend your efforts and your success. I teach in an outreach program for the Dr. Eugene Clark Library in Lockhart, TX. Your Teach Yourself Visually books are incredible and I use them in my computer classes. All my students love them!" —Michele Schalin (Lockhart, TX)

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