



Microsoft PowerPoint 97 : CoursePak

Kenneth C. Laudon

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The Series has trained over 650,000 students throughout North American universities, colleges, and business schools where it is distributed by McGraw-Hill; the largest, most reputable book publisher in the world. The product you are about to purchase is the same high quality software training system proven in thousands of classrooms and hundreds of offices worldwide.

The MS PowerPoint 97 CoursePak contains both a highly interactive CD ROM training program PLUS an easy-to-use book that reinforces learning and provides a useful reference manual. This is the fastest and most effective software learning tool. Azimuth's Inter@ctiveLearning Series CoursePak provides a comprehensive eight-hour training program.

The Series is designed for those who need to learn software tools effectively in the shortest possible time. The interactive CD ROM provides detailed software simulations with full audio plus immediate interactive feedback. You learn while actually practicing skills in a simulated software environment.

The step-by-step instructional book reinforces the CD program, and takes you further into advanced skill areas. The book also acts as a very handy desktop reference guide with a complete index and glossary for more than one hundred software skills.

Once you have mastered the essential skills and gained confidence with the software, the higher-level skills are taught through detailed exercises in the textbook.

Outcomes:

The CoursePak will lead you through all essential software tasks while the interactive practice sessions and TeacherWizard help you each step of the way, skill by skill. Clear instructions demonstrate how to build typical business documents, spreadsheets, slides and databases. Once installed, the CoursePak is available 24x7x365 and provides instant solutions to the most common problems you may encounter using MS Office. Upon completion of the course you will be prepared to take a MOUS Level 1 examination.

Assessment:

Once you have mastered the essential skills and gained confidence with the software, the higher-level skills are taught through detailed exercises in the back of each Lesson.

The bottom line, if you are serious about learning a Microsoft product, the Inter@ctiveLearning Series CoursePak is the most effective, reliable self-paced training system on the market.

Week 1:

The CoursePak is a self-paced course that contains over 12 hours of individual instruction and can be taken at your own pace. Your learning progress is saved which will allow you to pick up the training from where you left off.

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