



Teach Yourself VISUALLY PowerPoint 2003

Nancy C. Muir

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- Helpful sidebars that offer practical tips and tricks
- Succinct explanations that walk you through step by step
- Full-color screen shots that demonstrate each task
- Two-page lessons that break big topics into bite-sized modules

Learn How To:

- Enter and format presentation text
- Work with outlines and layouts
- Draw, rotate, and resize objects
- Animate slides with transitions and effects
- Insert movies and sounds
- Present in a business or Internet setting

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