

## Quick Start Guide

New to PowerPoint? Use this guide to learn the basics.



## PowerPoint

### Create something

Begin with a **Blank Presentation** to get right to work. Or save yourself time by selecting a theme or template that resembles what you need. Select **File > New**, and then select or search for the theme or template you want.

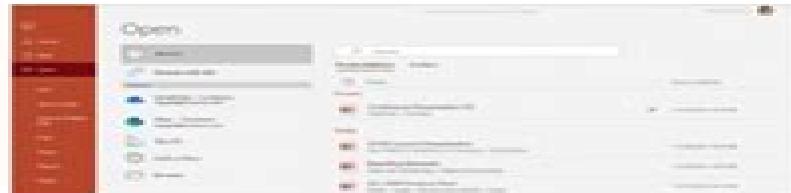


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# Microsoft Powerpoint Custom Guide

**Joe Kraynak**

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**Guide to Finance Faculty 97-98** James R. Hasselback, 1996-10. **The Complete Idiot's Guide to Microsoft Office 95** Sherry Kinkoph, 1995. An excellent reference for computer users who are somewhat intimidated by computer technology. The book's friendly, market proven approach combines solid instructions with a light hearted style full of wit and humor that takes the fear out of learning. *Techno Nerd Teaches OOPS E Z*, *shortcuts and Speak Like a Geek*, tips help users throughout the book.

**Security+ Guide to Network Security Fundamentals** Mark Ciampa, Mark Clampa, 2005. Mark Ciampa addresses real world business challenges and hands on exercises to ease students into CompTIA's Security latest exam objectives. Designed for an introductory network security course, this text has been completely rewritten to include new topics and additional end of chapter material. The accompanying lab manual will provide extensive practice for working with cryptography, common attackers, and business communications in a real world situation. *Free CoursePrep* and *CertBlaster* Security exam preparation software will aid in your students success in and out of the classroom. This edition now includes On the Job features to open each chapter and focus on real world business challenges. Icons are inserted within the running text to highlight topics later applied in the hands on projects.

**Forthcoming Books** Rose Arny, 2003. **Word 2003 Personal Trainer** CustomGuide Inc, 2005. Provides a training manual on using Microsoft Office Word 2003, covering such topics as working with tables, performing mail merge, using Document collaboration, and working with forms.

**Computer Buyer's Guide and Handbook**, 1992. **Microsoft Office for Windows 95 Resource Kit** Microsoft Corporation, 1995. This exclusive Microsoft collection provides a detailed technical resource on Office for Windows 95 and its component applications for system administrators and other computer professionals. Rolling out and administering Office 95 throughout an organization whether for local or distributed installations. Valuable source code, tools, and utilities are included on three disks.

**Instructor's Edition for Criminal Justice in America** Cole, George F. Cole, 2001-06. **Microsoft Office 97 Resource**

Kit Microsoft Corporation,1997 If you're an administrator or an IS professional this book was written for you Here you'll find the hands on in depth information you need to roll out support and get the most from Microsoft Office 97 throughout your organization For systems running Microsoft Windows 95 and Microsoft Windows NT Server or Windows NT Workstation 3.51 and 4.0 this book covers it all migrating from earlier versions of Microsoft Office switching from other applications such as Lotus 1.2.3 and WordPerfect and coexistence among different versions of Microsoft Office You get full information on network installation plus the timesaving Network Installation Wizard on the enclosed CD ROM And like all the tools and utilities on the CD ROM this wizard is a tested supported application designed to make your job easier **Subject Guide to**

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