

# PowerPoint

## INTRODUCTION

**PowerPoint (PPT)** is a powerful, easy-to-use presentation graphics software program which allows you to create professional-looking electronic slide shows. PPT is used to present information in an organized manner to an individual or group.

## STARTING MS POWERPOINT

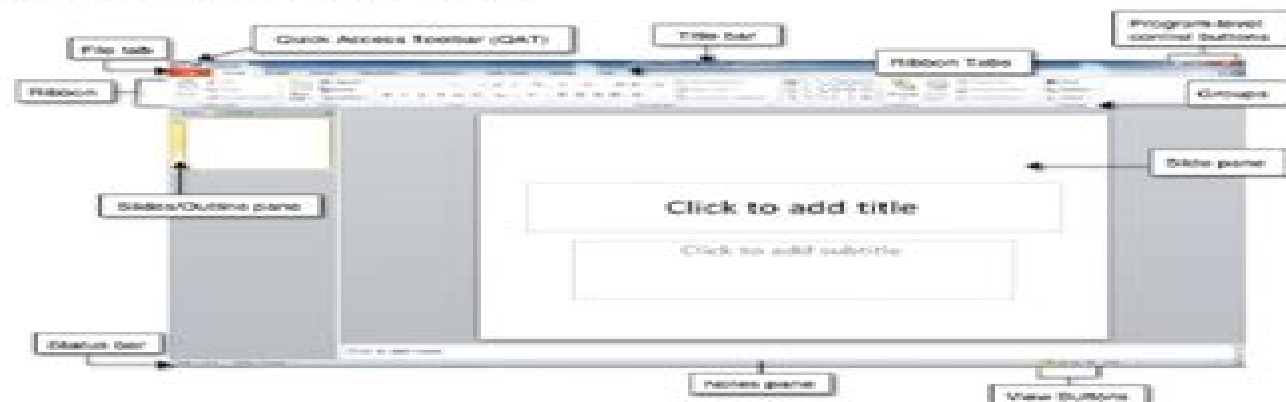
1. Click on the PowerPoint icon in the Taskbar. If you do not see the icon, go to the Start button, right-click, and choose Search. Type "PowerPoint" in the search field, and when PowerPoint appears, double-click it.



2. PowerPoint will open, prompting you to select a theme. Click on Blank Presentation.



## BASICS OF MS POWERPOINT:



# Microsoft Powerpoint Unit B Concept Review

**Lisa L. Friedrichsen**



## Microsoft Powerpoint Unit B Concept Review:

Microsoft PowerPoint 2002 Lisa Friedrichsen, David W. Beskeen, David Beskeen, 2001-08-28 Through instructor led or self paced step by step instruction individuals learn how to create and modify a presentation enhance a presentation with pictures and charts and customize a presentation with slide masters      *Microsoft Office 2003* David W. Beskeen, Lisa Friedrichsen, Jennifer A. Duffy, Elizabeth Eisner Reding, Carol M. Cram, 2005-02 Enhance your course with numerous new features in Microsoft Office 2003 Illustrated Introductory Second Edition This new edition is designed to give students a fuller introduction to Office skills with a new chapter on Essential Computer Concepts and new reinforcement material to keep your course lively and current      **Microsoft Powerpoint 2003 - Illustrated Brief** David Beskeen, 2003-11 The visual and flexible way to learn Microsoft PowerPoint skills      *Microsoft Office Power Point 2003 Basic* David W. Beskeen, 2004-04 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for PowerPoint 2003 Lessons are presented in an easy to follow 2 page spread that introduces step by step instructions on the left page and large screenshots and illustrations on the right This signature streamlined approach allows continuing education students learn quickly while also serving as an excellent reference tool      **Microsoft Office PowerPoint 2003** David W. Beskeen, 2005-04 The visual and flexible way to learn Microsoft PowerPoint skills      Microsoft Office 2003 - Illustrated Introductory, Premium Edition Jennifer Duffy, David Beskeen, Elizabeth Eisner Reding, Lisa Friedrichsen, Carol M. Cram, 2006-02 The Illustrated Series offers a highly visual easy to follow approach to learning Office 2003 skills This Premium Edition offers an integrated training solution to help students learn and reinforce key Office skills      **Mastering and Using Microsoft PowerPoint 97 for Business Presentations** H. Albert Napier, Philip J. Judd, 1997 This hands on text offers students a step by step approach to PowerPoint presentations With an emphasis on real world situations this text is designed for an office professional      Upgrading to Microsoft Office 2007 Barbara Clemens, MT Cozzola, Mary-Terese Cozzola, Barbara M. Waxer, 2007-08 Prepare your students to transition their Office 2003 skills to the Office 2007 software with Upgrading to Microsoft Office 2007 This is the perfect guide to help your students easily understand the new features and skills within the Office 2007 software Skills are presented in a highly visual two page spread approach combining action steps on the left with large colorful visuals on the right With the Upgrading text your students will easily grasp the new user interface the common tasks and the new features of each application within Microsoft Office 2007      **Microsoft Office 2003** Marjorie Hunt, Michael Halvorson, 2003-11-06 Updated textbook for Microsoft Office 2003 covering the new features of Word Excel Access and PowerPoint Includes higher level tasks and advanced excercises for an added challenge      *Microsoft PowerPoint 2002* H. Albert Napier, Philip J. Judd, 2002 With over 50 years of combined experience as both academics and corporate trainers Al Napier and Phil Judd have developed a proven approach to mastering and using application software Through a realistic case approach numerous business profiles and coverage of MOUS certification objectives learners gain

the skills necessary to compete in today's ever evolving business world      **Microsoft Office Access 2003, Illustrated Complete, CourseCard Edition** Lisa Friedrichsen, 2005-03 Part of the Illustrated series this text offers a visual flexible way to build basic to advanced Microsoft Access 2003 skills      *PowerPoint 2002: A Comprehensive Approach, Student Edition* McGraw-Hill, 2001-12-14 Fully covers all the skills required for the PowerPoint 2002 Microsoft Office User Specialist MOUS certification There is only one level of certification for PowerPoint the Comprehensive level Extremely comprehensive coverage Extensive range of ancillaries provides instructors with a wide range of remediation teaching and assessment options Distance Learning options are also available through Glencoe Online Learning's WebCT and Blackboard      *Get Started with Microsoft PowerPoint 97!* Course Technology, 1997-04      [Microsoft Powerpoint 7 for Windows 95](#) David W. Beskeen, 1996 Master the basics of Windows software quickly easily with the Illustrated series from Course Technology The page design combines large easy to read text instructions reference material to give you an interactive learning experience

**Microsoft Access 2003** Lisa L. Friedrichsen, 2004 Part of the Illustrated series this text offers a visual flexible way to build Microsoft Access 2003 skills Basic to advanced topics are presented in a clean easy to follow layout that combines action steps on the left hand page and colorful large illustrations on the right With this succinct approach students learn by following the clear instructions provided while allowing freedom in exploration within Access 2003      **EDUCATIONAL TECHNOLOGY** NARAYAN CHANGDER, 2024-02-24 Note Anyone can request the PDF version of this practice set workbook by emailing me at cbsenet4u gmail com You can also get full PDF books in quiz format on our youtube channel <https://www.youtube.com/SmartQuizWorld> I will send you a PDF version of this workbook This book has been designed for candidates preparing for various competitive examinations It contains many objective questions specifically designed for different exams Answer keys are provided at the end of each page It will undoubtedly serve as the best preparation material for aspirants This book is an engaging quiz eBook for all and offers something for everyone This book will satisfy the curiosity of most students while also challenging their trivia skills and introducing them to new information Use this invaluable book to test your subject matter expertise Multiple choice exams are a common assessment method that all prospective candidates must be familiar with in today's academic environment Although the majority of students are accustomed to this MCQ format many are not well versed in it To achieve success in MCQ tests quizzes and trivia challenges one requires test taking techniques and skills in addition to subject knowledge It also provides you with the skills and information you need to achieve a good score in challenging tests or competitive examinations Whether you have studied the subject on your own read for pleasure or completed coursework it will assess your knowledge and prepare you for competitive exams quizzes trivia and more

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