

# PowerPoint 2003

Microsoft PowerPoint 2003



# Microsoft Powerpoint 2003 Introductory Tutorial

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**Zimmerman, Beverly B. Zimmerman**

## **Microsoft Powerpoint 2003 Introductory Tutorial:**

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comprised of several exercises built around using PowerPoint in real life business settings. Most exercises consist of seven key elements: a brief On the Job description of how the student would use this feature in the workplace, a realistic exercise scenario, definitions of key terms, concise notes describing and outlining important concepts, hands on mouse and keyboard procedures, step by step instructions for putting the skills to work, and an On Your Own critical thinking activity students can work through on their own for reinforcement practice or to test skills proficiency. Each lesson ends with additional Critical Thinking exercises that call upon students to rely on the skills they've learned. Coverage in this edition includes creating, saving and printing presentations, modifying text and enhancing slides, working with slide objects, enhancing slides with graphics, working with slide shows, and delivering presentations via the Web. Mastering Word Made Easy TeachUcomp, Incorporated, 2007-05. Mastering Access Made Easy TeachUcomp, Incorporated, 2007-05. **Mastering Excel Made Easy** TeachUcomp, Incorporated, 2007-05.

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