

Teach Yourself Powerpoint 2002

Chris Wright



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Teach Yourself PowerPoint 2002 is a comprehensive, jargon-free exploration of the Microsoft Office package suitable for beginners. With guidance for producing innovative and professional presentations, this book explains all aspects of PowerPoint 2002, from using the Microsoft wizards to creating Web pages.

With examples and exercises, it gives readers the tools to run professional presentations locally or over the Internet, expanding their reach in an ever-expanding global communications network.



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