

10 Minute Guide To Powerpoint 97 10 Minute Guides Computer Books

Schlafer "s book is an adventure in homiletical spirituality and imagination. It leads us through reflection and practical exercises to deepen our self-awareness as preachers. These exercises allow us to discern whether we are poets, storytellers, or essayists; discover our preaching Sparents and mentors, and develop a preaching style that avoids rigidity and self-preoccupation. Developed in workshops and conferences around the country, Your Way with God "s Word can also be used in diverse settings and groups, including homiletical workshops, sermon reflection groups in the parish, and preaching colleagues groups. The introduction to the book gives numerous practical suggestions for its use. As a personal preaching resource, this book is also a powerful aid to prayer and spirituality.

Ten Minute Guide Microsoft Office BundleAlpha Computer

A world list of books in the English language.

The 10 Minute Guide to Excel 97 offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the essential tasks for creating powerful worksheets. 10 minutes is all you'll need to create and customize your own toolbar; enter different types of dat: numbers, dates, times, and more; create and save workbook files; add columns, rows, headers, and footers; perform calculations with formulas and functions; use styles to format cells; add cell borders and shading; and save Excel data in/on the Internet or an intranet.

This 10 Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. In addition, this guide teaches the user how to use PowerPoint without relying on technical jargon. It provides straightforward, easy-to-follow explanations and lists of numbered steps that tell the user which keys to press and which options to select.

Presents lessons on the main features of Microsoft PowerPoint.

Practical help.

Explains the basic features of the shared communication platform, covering installation, contacts, instant message and chat features, account management, and how to create a shared space and use shared space tools.

The 10 Minute Guide to Lotus Notes 4 offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the skills you need to get productive immediately. 10 minutes is all you need to learn how to receive, send, and manage your mail with Notes' e-mail; open, edit, and post changes to documents in a database; use workspace icons for easy access to database information; create your own database; join discussion groups on the Notes network; work with Notes from home or on the road; and customize Notes to work like you do.

This book shows how to master PowerPoint and create computer slides and more in ten minute lessons.

?: 10 Minute guide to powerpoint for Windows 95/Joe Kraynak & Faithe Wempen. -- Que Corp., 1995. -- ?: Windows 95??

Showcases Lotus Notes' basic features, including organizing and sending email, creating address books, and accessing databases.

Provides an overview of the features of a Pocket PC and discusses applications including connecting to the Internet, tasks, media player, and eBooks.

Includes one copy each of 10 Minutes Guide to Excel 5 for Windows, 10 Minute Guide to Word for Windows 6, 10 Minute Guide to PowerPoint 4, and 10 Minute Guide to Microsoft Mail for Windows.

The 10 Minute Guide to Schedule+ for Windows 95 offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the skills you need to get organized immediately. 10 minutes is all you need to learn how to schedule individual appointments and important events; attach files to meeting notices; track and update group tasks through a network; create a contact database; and view your schedule daily, weekly, or monthly.

The authors illustrate how to use data as a catalyst for significant, systematic, and continuous improvement in instruction and learning. Includes a CD-ROM with slides and reproducibles.

Offers advice on using the business presentation software to create transparencies and handouts, publish presentations on the Internet, and create timesaving macros.

Offers instructions for creating simple to advanced HTML documents; discusses preformatted text and tables, graphics, and frames; and outlines the use of VBScript, ActiveX, VRML, and Java

Provides lessons explaining how to use the network management program to communicate and share information.

Demonstrates the fundamentals of the e-mail management system while explaining how to format text, create an address book, and access the system remotely

Internet Explorer is part of Microsoft!, which will be bundled at a special discount with the retail version of Windows 95--so the installed base and potential market will be huge. It will also be available on-line through the Microsoft Network. This book will show users how to use Internet Explorer to cruise the Web, find what they are looking for, create their own home pages, and more.

This guide will answer the need of people who want basic computer information so they can make an intelligent buying decision, without having to read a 400-page book. The tutorial covers the most important issues to consider when buying a computer, in approximately 20 mini-tutorials--each of which can be completed in 10 minutes or less.

Annotation A reference designed to quickly explain in ten minutes or less the most common beginning and intermediate level tasks a Visio user would need to create better looking and more communicative diagrams to augment their Word docs and PowerPoint presentations. This book offers straightforward, practical answers for fast results. Each 10-minute lesson allows the user to quickly learn the fundamentals necessary to accomplish their goals. Covers the most commonly referenced topics. Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Visio, this 10 Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. Without jargon, this guide teaches the user how to use Visio by providing straightforward, easy-to-follow explanations and lists of numbered steps. Eric Infanti is the Director of Training and Performance at GreenTree International. He has trained, put on seminars and developed curriculum at institutions such as Sacred Heart University and Manchester, Tunis, Capital, and Middlesex Community-Technical colleges. Eric has been a user of Visio since its launch back in the early 90's in his IT realm with Dime Financial Corporation as well as usage of it during his Marine Corps tour. Since then, Eric has supported, coached, and trained hundreds of people across Connecticut, and is now training nationally with Microsoft?. Soon Eric begins the infrastructure for delivering Visio courses online as well. Some of his current clients are The META Group, The Hartford Insurance Group, and ABB to name a few.

The 10 Minute Guide to Microsoft Office XP covers: using the Office Speech feature; sharing information between applications; using Office Web integration features; creating and sending e-mail; using proofreading tools; creating workbooks and charts; and creating a FrontPage Web site.

Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Office, this Guide Bundle focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete.

This book speaks to the professional administrator who must set up, configure, maintain, and troubleshoot a multi-tasked network environment. Rob Kirkland attacks the technology at the professional level, with practical-hands-on assistance to get Domino 5 running.

Create impressive-looking presentations using charts, objects, and graphs. Learn how to add sounds, colors, and more.

A tutorial which teaches the basic features and functions of the latest release of Windows, in approximately 20 mini-tutorials, each of which can be completed in 10 minutes or less. Timesaving Tips, Plain English definitions, and Panic Button advice help users throughout the book.

10 minutes is all you need to learn how to access an intranet with Netscape or Internet Explorer, use links to navigate intranet pages, create and use bookmarks in Netscape and favorite pages in Internet Explorer, use an intranet for e-mail and discover how to move to the World Wide Web.

The 10 Minute Guide to Microsoft Exchange offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the skills you need to communicate with colleagues quickly and easily. 10 minutes is all you need to learn how to send and receive messages and faxes; manage messages with folders; maintain an address book; create a custom cover page; communicate across multiple mail systems, including The Microsoft Network, CompuServe, and the Internet; and customize Microsoft Exchange to work like you do.

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