

Powerpoint 97 For Windows For Dummies

This book provides a complete learning package that makes the mastery of PowerPoint '97 both easy and fun. Designed to get you up and running quickly, the book allows users to master PowerPoint with a minimum of time and effort. With numerous screen illustrations and lots of hands-on activities for guidance, the reader learns quickly in a straightforward, understandable manner.

Written by an expert in the field of technology training and author of nearly two dozen titles, this complete guide offers readers thorough yet clear instruction on using the Microsoft Office suite: Word, Excel, PowerPoint, and Entourage. Apple has welcomed Microsoft Office into its world and this reference is the ultimate resource for learning how to best capitalize on each application of Office. Reviews creating, editing, formatting, and sharing digital documents with Word; gathering and analyzing information with Excel; creating dynamic presentations with PowerPoint; and using the e-mail and calendar of Entourage.

Powerpoint 97 for Windows - a guide to the latest Windows version of the presentation software package - Powerpoint. Like all titles in the MADE SIMPLE series, this book is... * easy to follow * jargon free * task based * practical ... and has numerous examples which help build lasting knowledge - fast. If you have neither the time nor interest in knowing about every feature, function or command and don't want to wade through a huge 800 page book on the subject or stumble through a maze of information in the manuals, then this is the ideal book for you. Powerpoint 97 for Windows Made Simple will save you hours of frustration with the learning process, and will remain a quick reference source for future use.

Researched and tested on thousands of students at Logical Operations, the techniques contained in this guide insure a solid foundation in PowerPoint 97 for Windows. Readers will quickly learn to type text, move around the screen, make changes, and print a variety of documents. This book/CD-ROM package concentrates on the word processing features that most people use in the office every day.

This versatile series gets you up and running on Microsoft Powerpoint 97 in a short period of time. The clear, easy-to-follow instructions, illustrations, and hands-on exercises emphasize a Read It, See It, Try It Approach.

What better way to kick off a new year than with a major update of the world's most popular productivity suite, Microsoft Office? With Microsoft Office 97 For Windows For Dummies, you can start using all of this product's new features that enable your whole organization to work together as seamlessly as do Word, Excel, Access, and the other applications that comprise Microsoft Office 97.

Let our Revolutionary Software Walk — and Talk — You Through Each Step See It! Watch quick, movie-style demos of over 100 key tasks Try It! Our friendly experts guide you through every step of a specific task in an interactive simulation Do It! Listen to the instructions and follow the steps — while working on your own PowerPoint presentations The Quick and Easy Way to Learn PowerPoint 97 — and Get Your Work Done at the Same Time! Microsoft® PowerPoint® 97 One Step at a Time™ introduces a powerful interactive software component that allows you to call up the book's step-by-step lessons right from your document. Using dynamic graphics, our friendly experts guide you through every step of the specific task you want to complete. At home, at work, or in the classroom, this unique all-in-one book/CD kit is the perfect resource for first-time learning and quick, on-the-fly refreshers. <http://www.idgbooks.com> System Requirements: IBM compatible 486 or higher; Windows 95, 98, or NT 4.0; 16MB RAM recommended; 800 x 600 screen resolution; 200 MB hard disk space for full installation; sound card

Now you can have the power of Microsoft Office 97 at your fingertips whenever you sit down to work. In Microsoft Office 97 For Windows For Dummies Quick Reference, you find all the tips, shortcuts, and quick solutions you need in order to use the world's leading productivity software suite successfully. In this book, best-selling author Doug Lowe distills all the must-knows of feature-rich Office 97, so that you can easily take advantage of powerful functions without having to spend too much time looking things up.

This book provides a complete learning package that makes the mastery of PowerPoint '97 both easy and fun. Designed to get users up and running quickly, the book allows them to master PowerPoint with a minimum of time and effort. With numerous screen illustrations and lots of hands-on activities for guidance, the reader learns quickly in a straightforward, understandable manner.

Inside — More Microsoft Office 97 Tips and Tricks! If You Are Looking for More Coverage of Microsoft Office 97 Features, Look No Further — It's All Here! More Microsoft® Office 97 For Windows® For Dummies® explains how to use the advanced features in Office 97 to make it even easier and faster to use. You'll find valuable information on how to customize every program in Office 97, create shortcuts by using macros, and keep your Office 97 files compatible with other programs (such as Lotus 1-2-3 or WordPerfect). With Microsoft Office 97, you can also use the Internet to copy the latest tips and files from Microsoft's own Web site. Ask for IDG Books' ...For Dummies® Books, the Fun and Easy Way to Find Out About Computers. Also look for IDG Books' More Word 97 For Windows® For Dummies®, the fun and easy way to get even more information about Word 97, and More Excel 97 For Windows® For Dummies®, the fast and friendly way to find out more about Excel 97! Inside, find helpful advice on how to: Share your Office 97 files with other programs, including WordPerfect, Lotus 1-2-3, dBASE, and older versions of Microsoft Office Create macros to automate your programs Use the Internet to download free information and files from Microsoft's own Web site Assemble a table of contents and index easily with Word 97 Test and verify your calculations in Excel 97 Create dazzling presentations to share with others using PowerPoint 97 Use Outlook 97 to manage your schedules and tasks

You're not getting the full benefit from all your hard work if your presentations are ineffective. Now, with the latest version of Microsoft's PowerPoint presentation software and practical, authoritative guidance from best-selling author Doug Lowe, you can generate impressive and effective slide shows, create overhead transparencies, and even computer-based presentations. Plus, with PowerPoint 97 For Windows For Dummies, you discover the secrets of generating complete programs for the World Wide Web that your audience -- whether they're colleagues, students, or members of the board of trustees -- won't forget.

This book introduces students to intermediate and advanced features of PowerPoint 97.* An Overview of Windows 95 with Windows 95 Active Desktop and Windows 98. * Familiarizes the student with the basics of Windows 95 and Windows 98 before they start learning the software application. * Additional basic coverage of the advanced features included in all new sections at the end of each Office 97 software application. * Now certified by Microsoft. * Provides students with the knowledge and skills that they need to become Microsoft Office User Specialists in each software application program. * Full color screen shots and

illustrations. * Visually reinforce key concepts and help students check their work. * The Setup. * Sets students up with the right settings on the computer so that what they see on the screen is what they see in the book. * Tips, Reminders, Cautions, and Troubleshooting boxed features. * Highlights important information throughout each project where appropriate. * The Challenge is a running case that starts each project by presenting a realistic scenario, The Solution offers a well-defined plan of action, an Illustration shows the outcome of the project, and The Concl

Part of the Exploring Windows Series and the Right PHit Custom Binding Program.

It's all well and good for Microsoft to keep adding great new features to the world's most popular spreadsheet program; but if you can't figure out how to take advantage of them, then all's for naught. MORE Excel 97 For Windows For Dummies goes beyond Excel 97 For Windows For Dummies to show how to do things like create custom charts, use automatic subtotals, create templates, find and eliminate errors in your worksheets, run what-if analyses, create and edit macros to automate tasks, and exchange data with other Microsoft Office applications. Plus, author and Excel expert Greg Harvey reveals how to use exciting new features that convert Excel data and charts into Web pages. Whether it's your ideas for a new product, results from the latest sales promotion, or employee training material, Microsoft's PowerPoint presentation software can make all the difference between a ho-hum presentation and an engaging, informative one. It takes more than software, though, to make your slide, transparency, or electronic presentation a successful one. Here, in Creating Cool PowerPoint 97 Presentations you get the techniques used by the experts -- from creating graphics, charts, borders and backgrounds to adding action to complex data and dull statistics, from integrating multimedia clips to producing handouts that are useful to your audience long after the show is over. Plus, Creating Cool PowerPoint 97 Presentations includes a bonus CD-ROM containing valuable demonstration slide shows, clip art and background samplers, and try-out versions of programs such as Photoshop, Painter, Streamline, and Flying Fonts. Get Creating Cool PowerPoint 97 Presentations -- your audience will thank you.

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