Teach Yourself Powerpoint 2000 Visually Teach Yourself Visually

A visual guide to Windows ME basics explains how to create documents and pictures, manipulate and view files, configure the system, work with a network, browse the Web, and send and receive e-mail.

A visual guide to the Internet and World Wide Web covers getting connected, navigating the Web, chat etiquette, newsgroups, searching, and online security

Visually demonstrates the newest features of the Web animation and interactive graphics authoring program, explaining how to add sound effects, innovative interfaces, and musical tracks to Web sites.

An introduction to personal computers covers hardware, input, output, processing, storage, multimedia, portable computers, operating systems, application software, and networks.

Demonstrates the word processing program's updated features and explains how to use the software to edit documents, check spelling and grammar, insert tables and graphics, and create a Web page.

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you' ll find clear, step-by-step screen shots that show you how to tackle more than 150 Adobe Acrobat 5 tasks, from creating PDF files, comments, search indexes, and forms to working with Acrobat Distiller, links, JavaScript, and document security tools. " I write to extend my thanks and appreciation for your books. They are clear, easy to follow, and straight to the point. I will always buy your books because they are the best." - Seward Kollie (Dakar, Senegal) " Your books are extraordinary! I buy them for friends, family, and colleagues." - Christine J. Manfrin (Castle Rock, CO) " Teach Yourself" sidebars offer practical tips and tricks Full-color screen shots demonstrate each task Succinct explanations walk you through step by step Two-page lessons break big topics into bite-sized modules

Maran visually describes all functions and features of Excel 2000, with topics beginning and ending on two-page, color spreads. Red connection lines guide the reader from the text to specific points on a computer screen.

Teaching Access 2000 Has Never Been Easier! 6 Modules Packed with Curriculum-Based Instructional Aids for Teaching Access 2000 -- Visually PowerPoint presentations of all 6 modules included on CD-ROM, with: All the projects and exercises included in the book Documents with sample student projects Scoring grids to help you track students and grades Assessment questions to gauge student progress More than a decade in the making, the Teach Yourself Visually(TM) method offers students the quickest, easiest way to learn new programs. Each task is clearly demonstrated with step-by-step screenshots and 3-D graphics -- which means that students can read less ... and learn more! Lesson Plans Manual includes suggested lesson plans for 14-week, 6-week, and 2-day courses along with skill charts, activity overviews, time requirements, and prerequisites Teaching Suggestions Quickly get your class involved with some good attention-grabbers and other proven classroom tips Visual Aids Slide presentations help you keep the course focused and students motivated Hands-on Projects & Exercises You'll find "Basic Concept" and "Going Further" projects, plus dozens of multiple-choice, fill-in-the-blanks, and special challenge questions in each module Glossary Key words and concepts in each lesson are summarized in a glossary Materials also available for these Teach Yourself Visually(TM) titles! Office 2000 Word 2000 Excel 2000 PowerPoint 2000 Windows 98 Computers and the Internet System Requirements: Windows PC running PowerPoint 2000, Access 2000, and Office 2000 www.idgbooks.com

A step-by-step guide to using PowerPoint 2007, with details on all aspects of the program used for creating professional presentations.

Uses action pictures and 3-D animated characters to explain tasks, including basic functions, Internet Explorer, Active Desktop, Paint, and electronic mail

Teaching Windows(R) 98 Has Never Been Easier! 6 Modules Packed with Curriculum-Based Instructional Aids for Teaching Windows 98 -- Visually PowerPoint presentations of all 6 modules included on CD-ROM, with: All the projects and exercises included in the book Documents with sample student projects Scoring grids to help you track students and grades Assessment questions to gauge student progress More than a decade in the making, the Teach Yourself Visually(TM) method offers students the quickest, easiest way to learn new programs. Each task is clearly demonstrated with step-by-step screenshots and 3-D graphics -- which means that students can read less ... and learn more! Materials also available for these Teach Yourself Visually(TM) titles! Office 2000 Word 2000 Excel 2000 PowerPoint(R) 2000 Access 2000 Computers and the Internet Lesson Plans Manual includes suggested lesson plans for 14-week, 6-week, and 2-day courses along with skill charts, activity overviews, time requirements, and prerequisites Teaching Suggestions Quickly get your class involved with some good attention-grabbers and other proven classroom tips Visual Aids Slide presentations help you keep the course focused and students motivated Hands-On Projects & Exercises You'll find "Basic Concept" and "Going Further" projects, plus dozens of multiple-choice, fill-in-the-blanks, and special challenge questions in each module Glossary Key words and concepts in each lesson are summarized in a glossary

Visually demonstrates the operating system's most recent upgrade, including file management, Internet Explorer, Active Desktop, and e-mail

Updated to cover AOL 5.0, America Online Simplified, 2nd Edition is the easiest way to get up and running with this popular online service. With full-color screenshots accompanied by goof-proof, step-by-step instructions on every page, this guide is the ideal choice for AOL newbies who prefer a visual approach to learning.

Visually demonstrates the integrated software package's applications, covering computing basics, formatting documents and tables, manipulating data, and publishing on the Web.

Are you a visual learner? Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to navigate PowerPoint® 2000, from getting up and running to integrating sound and video and preparing presentations for the Web. Full-color screen shots demonstrate each task Succinct explanations walk you through step-by-step Two-page lessons break big topics into bite-sized modules Sidebars offer practical tips and tricks Teach Yourself Visually™ "I commend your efforts and your success. I teach in an outreach program for the Dr. Eugene Clark Library in Lockhart, TX. Your Teach Yourself Visually™ books are incredible and I use them in my computer classes. All my students love them!" —Michele Schalin (Lockhart, TX)

Learning PowerPoint(R) 2000 Has Never Been Easier! More than a decade in the making, the Teach Yourself Visually(TM) method offers you the quickest, easiest way to learn new software. Each task is clearly described through step-by-step screenshots and 3-D graphics -- which means you can read less ... and learn more! Lesson Modules Task-based lessons help you master the computer skills covered in

the Teach Yourself Visually textbook Exercises Test your knowledge with multiple-choice, fill-in-the-blank, and special challenge questions Projects Apply the new skills you've just learned in real-world projects Glossary Find definitions of all the new terms that you came across in a handy glossary " The best introductory books on the market... " -- Rob Wright, The Toronto Star Check out the Master Visually(TM) book series for advanced training! Master Windows(R) 98 Visually(TM) Master Office 2000 Visually(TM) Master Word 2000 Visually(TM) www.idgbooks.com

Visually demonstrates the updated features of Microsoft Windows 2000 Server technology, covering installation, configuration, applications, troubleshooting, and security.

Showcases the Web authoring program's updated features, explaining how to create professional-looking Web pages, revamp existing sites, add interactive features, and monitor a site's performance.

Uses pictures to explain how to use the word-processing program to edit and format documents, mail merge, and send e-mail

Quickly and efficiently learn the latest version of Office Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace—from the most basic to the most advanced. The Microsoft Office suite can be intimidating to the uninitiated, but it doesn't have to be. Through a series of easy-to-follow, full-color two-page tutorials, you'll quickly get up and running on working in Word, excelling at Excel, powering through PowerPoint, keeping in touch on Outlook, managing data in Access, and propelling your way through Publisher like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Microsoft Office—and beyond Walks you through Microsoft Office's new features Demonstrates how to use the Microsoft Office suite to make your work life more streamlined and effective Whether you're looking to discover what's new in the latest release of Microsoft Office or don't know Access from Word, this visual guide makes learning easy!

Teaching Excel 2000 Has Never Been Easier! 6 Modules Packed with Curriculum-Based Instructional Aids for Teaching Excel 2000 -- Visually PowerPoint presentations of all 6 modules included on CD-ROM, with: All the projects and exercises included in the book Documents with sample student projects Scoring grids to help you track students and grades Assessment questions to gauge student progress More than a decade in the making, the Teach Yourself Visually(TM) method offers students the quickest, easiest way to learn new programs. Each task is clearly demonstrated with step-by-step screenshots and 3-D graphics -- which means that students can read less ... and learn more! Lesson Plans Manual includes suggested lesson plans for 14-week, 6-week, and 2-day courses along with skill charts, activity overviews, time requirements, and prerequisites Teaching Suggestions Quickly get your class involved with some good attention-grabbers and other proven classroom tips Visual Aids Slide presentations help you keep the course focused and students motivated Hands-on Projects & Exercises You'll find "Basic Concept" and "Going Further" projects, plus dozens of multiple-choice, fill-in-the-blanks, and special challenge questions in each module Glossary Key words and concepts in each lesson are summarized in a glossary Materials also available for these Teach Yourself Visually(TM) titles! Office 2000 Word 2000 PowerPoint(R) 2000 Access 2000 Windows(R) 98 Computers and the Internet System Requirements: Windows PC running Excel 2000 and PowerPoint 2000 www.idgbooks.com

Offers a tutorial showcasing Window's newest release while reviewing such Windows basics as installation and customization, document and file management, networking, e-mail, and multimedia features.

Explains how to use the Microsoft Office suite to create letters, documents, spreadsheets, presentations, e-mail, and Web sites.

Teaching Word 2000 Has Never Been Easier! 6 Modules Packed with Curriculum-Based Instructional Aids for Teaching Word 2000 -- Visually PowerPoint presentations of all 6 modules included on CD-ROM, with: All the projects and exercises included in the book Documents with sample student projects Scoring grids to help you track students and grades Assessment questions to gauge student progress System Requirements: Windows PC running Word 2000 and PowerPoint 2000 More than a decade in the making, the Teach Yourself Visually(TM) method offers students the quickest, easiest way to learn new programs. Each task is clearly demonstrated with step-by-step screenshots and 3-D graphics -- which means that students can read less ... and learn more! Materials also available for these Teach Yourself Visually(TM) titles! Office 2000 Excel 2000 PowerPoint 2000 Access 2000 Windows 98 Computers and the Internet Lesson Plans Manual includes suggested lesson plans for 14-week, 6-week, and 2-day courses along with skill charts, activity overviews, time requirements, and prerequisites Teaching Suggestions Quickly get your class involved with some good attention-grabbers and other proven classroom tips Visual Aids Slide presentations help you keep the course focused and students motivated Hands-On Projects & Exercises You'll find " Basic Concept" and " Going Further" projects, plus dozens of multiple-choice, fill-in-the-blanks, and special challenge questions in each module Glossary Key words and concepts in each lesson are summarized in a glossary www.idgbooks.com

Microsoft Word, the most popular word-processing program for Windows, includes many features to make creating, editing, and changing the look of a document as easy as possible.

MASTER Microsoft Word 2000 VISUALLY, a unique book that integrates text with cutting-edge graphics, enables you to accomplish specific tasks with greater ease: Explore Word basics, from creating a new document to opening, editing, saving, and printing existing ones. Format text, paragraphs, tables, and entire documents. Add graphic elements to your documents with drawing tools and by inserting pictures and charts. Create form letters, templates, and outlines. Send e-mails and faxes, and publish documents on the Web. Customize Word, set up shortcuts, and create macros. The bonus CD-ROM includes a searchable onscreen version of the book, plus scores of sample documents. It also offers evaluation versions of Paint Shop Pro, Norton Utilities, TalkWorks PRO 2.0, and Microsoft FrontPage 2000

Automating transactions, reconciling checking accounts, tracking investments, drawing budget graphs and charts, protecting Quicken files, exporting financial data to tax software--it's all covered in full color in this fabulous illustrated guide.

Premiere 6 is Adobe's award-winning digital video editing software. Teach Yourself VISUALLY Premiere 6 is the full-color tutorial with clear, concise, jargon-free instructions with over 500 color screenshots throughout. This book is jam-packed with information that goes beyond the basics. You'll find out how to edit digital video in Premiere; create special effects; integrate narration, music and/or sound effects with moving images; and create digital video productions out of camcorder movies.

Read less and learn more. Teach Yourself Microsoft® Office 2000 VISUALLY™ makes understanding the basics of this powerful suite of programs easy and fun. The book features beautiful 3D drawings that fully illustrate each topic. You also find clear, concise, and jargon-free descriptions, time-saving advice, and two-page color spreads that provide complete coverage of key topics.

Teach Yourself Microsoft PowerPoint 2000 VisuallyVisual

Visually demonstrates the iMac's features, explaining how to run software, find files, customize the desktop, connect to the Internet, play video, upgrade and optimize the system, and troubleshoot common problems

Uses pictures to explain how to use the hypertext language that powers the Web, covering the links, embedded images, sounds, video, and frames necessary to create an dynamic Web site

Provides step-by-step instructions on creating an e-commerce Web site using Microsoft FrontPage 2002.

Whether you're using the Internet to buy and sell commodities, or simply using it as a tool to evaluate your financial position, Teach Yourself Investing Online VISUALLY® is the only book out there that uses a full-color, visual approach. Each concept or task is broken down into easy-to-follow screenshots and diagrams, using beautiful, full-color graphics. Appropriate for those new to investing, those new to the internet, or those new to both!

Demonstrates the graphics program's newest features and covers optimizing images for the Web, adjusting colors, merging layers, applying special affects, rendering type, and printing images.

An introduction and overview of PC upgrade and repair covers memory, storage, acceleration, printing, multimedia, and troubleshooting.

The visual way to get up to speed on Access 2010 It's one thing to gain access to Access. It's another thing entirely to figure out how to do all the things you want to do in Access, because the software is not all that intuitive. This full-color guide clearly shows you how to get the most out of Access 2010, including how to enter new records; create, edit, and design tables and forms; organize, analyze, and share data; generate concise reports; and much more. With pages of step-by-step instructions, graphics, and helpful advice, this is the visual learner's Access book-keep this on your desk and flip to what you need, any time! Explores the very latest features, functions, and tools of Access 2010, a database software tool that is part of the new Microsoft Office 2010 Teaches you how to enter new records and create, edit, and design tables and forms Explains how to organize, analyze, and share data; generate concise reports; add smart tags to tables, save backup copies of your data; and more Demonstrates through step-by-step instructions and numerous, full-color screen shots and graphics, so you can see exactly how to perform tasks This unparalleled book contains everything you need to know to use Access 2010 effectively.

Visually showcases Fireworks' updated features while demonstrating Web graphics fundamentals, covering color, text, interactivity, animation, importing, slices, exporting, and shortcuts.

Visually demonstrates Windows' most recent upgrade, including files management, configuration, applications, and Internet access

A guide to wireless computer networks cover such topics as installing hardware, configuring networks, creating computer-to-computer networks, administering wireless networks, and network security.

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