

## Microsoft Powerpoint 2000 Comprehensive Concepts And Techniques Shelly Cashman Series

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**PowerPoint Basics**

Microsoft PowerPoint 2000, part of the Office 2000 suite, is a presentation graphics application. A presentation is a collection of slides, handouts, speaker's notes, and outlines all in one file. You can add text, graphics, photos, clip art, and even sound and video to any slide. PowerPoint can help you present a topic at work, home, or school.

**PowerPoint 2000: The PowerPoint Window**

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Most of the courses begin with introductory lessons on features of PowerPoint 2000 such as the interface elements including slide sorters, outlines and views; presentation basics such as setting background and foreground colors, inserting animations and pictures, inserting transitions, creating custom slide shows and so on.

**Learning to Make your Points Powerfully—Distance...**

Microsoft Powerpoint 2000: Comprehensive Concepts and Techniques Product Description: Part of the highly successful Shelly Cashman Series, this text leads the reader through basic and advanced skills to allow them to quickly master Microsoft PowerPoint 2000.

**Results for Susan L. Sebok**

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Part of the highly successful Shelly Cashman Series, this text leads the reader through basic and advanced skills to allow them to quickly master Microsoft PowerPoint 2000. Each project is explained using a clear, step-by-step, screen-by-screen approach that ensures the reader stays on track.

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