



Using Microsoft Powerpoint

Joseph W. Habraken, Joe Habraken



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Learn & Use Microsoft PowerPoint in Your Classroom (Learn & Use Technology in Your Classroom) , 10
Minute Guide to Microsoft PowerPoint 2002 Joseph W. Habraken, Joe Habraken, 2001 Annotation Quickly explains the most common beginning and intermediate level tasks a PowerPoint user would need in 10 minutes or less This book offers straightforward practical answers for fast results Each 10 minute lesson will allow the user to quickly learn the fundamentals necessary to accomplish their goals Covers the most commonly referenced topics 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 Joe Habraken is an information technology professional with a master s degree from American University and more than 15 years experience as an author consultant and instructor Joe is a Microsoft Certified Professional and Cisco Certified Network Associate Joe currently serves as a technical director for ReviewNet Corporation and also is an instructor at the University of New England in Portland Maine where he teaches IT Certification courses Joe is a best selling author whose publications include The Complete Idiot s Guide to Microsoft Access 2000 The Complete Idiot s Guide to Microsoft Windows 2000 Microsoft Office 10 8 In 1 and Practical Cisco Routers

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