



PowerPoint 2002 from A to Z: A Quick Reference of More Than 300 Microsoft PowerPoint Tasks, Terms, and Tricks (A-Z Guides)

Stephen L. Nelson

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Alphabetically organizing its entries by term or task, this reference allows even new users of PowerPoint to easily get answers. With more than 300 entries of key PowerPoint 2002 terms and descriptions of tasks, topics such as descriptions of how to add a chart to a slide, use background music during a presentation, or use a projector are easily found. With the detailed instructions on using the Office Assistant and Microsoft's Knowledge Base system, PowerPoint users quickly learn how to troubleshoot problems. Also included is information about preparing for and passing the core examination for MOUS certification.

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