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Microsoft PowerPoint Version 2002 Step by Step
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Microsoft Access Version 2002 Step by Step

Explores the security features of Microsoft Windows, covering firewalls, watchdog software, viruses, worms, authentication, spam, virtual private networks, remote access, wireless networking services, and data encryption.

Microsoft PowerPoint Version 2002 Step by Step

Bibliografija američkih knjiga prevedenih u Srbiji i Crnoj Gori od 2000. do 2005. godine

Microsoft PowerPoint 97 Step by Step

Hey, you know your way around Word—so now dig into Version 2002 and really put your documents to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and handy workarounds in concise, fast-

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answer format—it's all muscle and no fluff. Discover the best and fastest ways to perform everyday tasks, and challenge yourself to new levels of Word mastery! Build on what you already know about Word and quickly dive into what's new Master formatting tools and techniques Add visual impact—from text effects to drawings and 3-D objects Produce better tables and charts Develop custom forms and master mail merge Create Web pages with hyperlinks, graphics, and multimedia Collaborate on line, and then compare and merge documents in a snap Help protect documents with passwords and digital signatures Employ speech and handwriting recognition tools Build and run macros with Microsoft® Visual Basic® for Applications CD-ROM FEATURES: Intuitive HTML interface Extensive collection of Microsoft add-ins and third-party utilities, demos, and trials Complete eBook—easy to browse and print! Sample chapters from other INSIDE OUT Office XP books Web links to Microsoft Office Tools on the Web, online troubleshooters, and product support Microsoft Visio® customizable auto-demos Interactive tutorials Additional files and templates A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution services. To download this content, please visit O'Reilly's web site, search for the title of this book to find its catalog page, and click on the link below the cover image (Examples, Companion Content, or Practice Files). Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing

restrictions. Please direct any questions or concerns to booktech@oreilly.com.

The British National Bibliography

American Book Publishing Record

Experience learning made easy—and quickly teach yourself how to produce professional-quality diagrams and drawings using Visio Version 2002. With STEP BY STEP, you can take just the lessons you need, or work from cover to cover. Either way, you drive the instruction—building and practicing the skills you need, just when you need them! Learn fast ways to format, resize, color, and connect shapes and diagrams Produce everything from basic flowcharts and timelines to organization charts, office layouts, and network diagrams Easily add drawings to Microsoft Office documents, email, and the Web; use links to keep changes in synch Make your own stencils and templates CD-ROM includes practice files A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution services. To download this content, please visit O'Reilly's web site, search for the title of this book to find its catalog page, and

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click on the link below the cover image (Examples, Companion Content, or Practice Files). Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. Please direct any questions or concerns to booktech@oreilly.com.

Microsoft Office System Step by Step

Through instructor-led or self-paced step-by-step instruction, individuals learn how to create and modify a presentation, enhance a presentation with pictures and charts, and customize a presentation with slide masters.

Troubleshooting Your PC

Using Microsoft PowerPoint 2002

Explores PowerPoint, covering topics such as editing and formatting presentations, working with graphics and multimedia, embedding and linking MS Office objects, and creating macros.

Step By Step

Online Library Microsoft Powerpoint Version 2002 Step By Step Step By Step Microsoft

This "smackdown" provides fast-paced, in-depth information for experienced VBA and VB coders on how to program Office XP applications

Template-based Management

With this book and PowerPoint 97, you'll learn to: create, deliver, and print slide presentations; apply and modify templates; implement color schemes; create and edit graphs; Use Office multimedia files; review and conference presentations; and make your presentations over the Internet or Intranets with FrontPage. The book provides complete preparation for the Certified Microsoft Office User Expert exam.

Microsoft Visio Version 2002 Step by Step

Explains how to use the scheduling tool to build project plans, organize and format the project plan details, track actual work against the plan, and take corrective action.

Microsoft Access Version 2002 Inside Out

Understanding How FrontPage Works. Creating a Web Site to Promote Yourself or Your company. Presenting Information in Lists and Tables. Enhancing Your Web

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Site with Graphics.

Microsoft Step by Step Power Point Version 2002

"Faster Smarter PC Basics" helps you do what you do with your computer -- manage files, tweak settings, plug in peripherals, get on line -- faster, smarter, and easier! It's your everyday guide for learning just the practicalities of how PCs work and making them run the way you want, with accurate, how-to information that's easy to absorb and apply. The language is friendly and down-to-earth, with no jargon or silly chatter. Use the concise explanations, easy numbered steps, and visual examples to understand exactly what you need to get the job done -- whether you're choosing the right PC for your family or business, troubleshooting hardware and software, or taking advantage of your operating system for better PC performance.

Microsoft PowerPoint 2002

Template-driven Consulting is a book for managers who have long been searching for a way to cut costs on expensive external business advice. Every day, new stories of companies that encounter severe financial troubles show up on the front pages of newspapers across the globe. Cost-cutting is again the most pressing

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issue in organizations - initiating massive layoffs and large-scale reductions in spending on capital goods. This text allows your company to trim down expenses at another source: external consultants. By drawing on the use of templates, TDC at last brings about the often cited knowledge transfer from consultants to your employees. Applying TDC, your employees become the experts whilst you see the number of and cost for external consultants decrease tremendously! This book, with its clear structure and hands-on approach, lets you understand the new methodology and will help you in reaping its cost benefits.

Microsoft Windows Security Inside Out for Windows XP and Windows 2000

Offers a basic tutorial for using Microsoft Office's time management application to send and receive e-mail, organize contact lists, and track appointments.

Microsoft PowerPoint 2002

Provides instruction in the features and functions of Access, Excel, FrontPage, Outlook, PowerPoint, Publisher, and Word, as well as two new applications--Microsoft InfoPath and OneNote--and the new integration features of the new version of the Office suite.

Book Review Index

Mircosoft office outlook 2003 inside out

Dig into Microsoft-Â« Project 2002—and discover how you can really put your project management skills to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and handy workarounds in concise, fast-answer format. It's all muscle and no fluff. Find the best and fastest ways to perform everyday tasks, and challenge yourself to new levels of Microsoft Project mastery!- Ace the essentials—from defining project scope to analyzing and reporting results- Orchestrate tasks, resources, time, and costs- Enable team members to collaborate and stay on track through the Web- Manage multiple projects and subprojects- Track progress, monitor variances, save a slipping schedule!- Exchange or link project information with other Microsoft Office programs - Master the tools for leading enterprise-wide initiatives to success- Build custom solutions with macros and Microsoft Visual Basic-Â« for Applications (VBA)CD-ROM FEATURES:- Intuitive HTML interface- Extensive collection of Microsoft add-ins and third-party utilities, demos, and trials- Complete eBook—easy to browse and print!- Sample chapters from other Microsoft Press-Â« INSIDE OUT books- Web links to Microsoft Office Tools on the Web, online troubleshooters, and

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product support- Interactive tutorials- Microsoft Visio-Â« auto-demos- 60-day trial version of Microsoft Project Standard edition

Faster Smarter PCs

Showcases FrontPage's newest features while reviewing Web authoring basics and explaining how to optimize integration with other Office applications.

Microsoft Outlook Version 2002 Step by Step

Provides an overview of the features and functions of the program, discussing such topics as building queries, importing and exporting data, creating reports, securing a database, and distributing an Access application.

Faster Smarter Microsoft® Office XP

Microsoft PowerPoint 2002

Microsoft PowerPoint 2002

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Building PowerPoint Templates Supercharge your PowerPoint® presentations with custom templates and themes! Want to create presentations that are more consistent and cost-effective? Presentations that fully reflect your branding? Then don't settle for Microsoft's "out-of-the-box" templates and themes: create your own! In this easy, hands-on guide, two PowerPoint MVPs teach you every skill and technique you'll need to build the perfect template—from planning and design, through theme building, custom layouts, colors, and deployment. Echo Swinford and Julie Terberg have distilled their immense PowerPoint knowledge into simple, step-by-step techniques you can use right now, whether you're using PowerPoint 2010 or 2007 for Windows, or PowerPoint 2011 for Mac. Well-built templates are the backbone of great presentations—whether building them for your own use or designing for thousands of users, this book will guide you through the process of creating the most effective templates. Important Note: Upgrading from older versions of PowerPoint, such as PowerPoint 2003? Your old templates may no longer work. This book will help you make the transition painlessly!

- Plan new templates and themes to maximize their business value for years to come
- Understand the differences between templates and themes, and how they work together
- Make better choices about color, fonts, and slide layouts
- Create efficient templates for individual users, teams, and large organizations
- Incorporate Notes and Handout Masters into your presentation templates
- Provide example slides and default settings that lead to better presentations
- Use

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Microsoft's little-known Theme Builder to create effects and background styles • Work around hidden quirks in PowerPoint's advanced template and theme features

Echo Swinford, a Microsoft PowerPoint MVP since 2000, has been a featured speaker at the Presentatio Summit (formerly PowerPoint Live) since its inception. She is the expert voice and instructor behind PowerPoint 2010 LiveLessons (Video Training), the author of Fixing PowerPoint Annoyances and co-author of The PowerPoint 2007 Complete Makeover Kit. Julie Terberg is a Microsoft PowerPoint MVP and featured speaker at the Presentation Summit. She is the owner of Terberg Design and has been designing presentations since the mid-1980s. She is co-author of Perfect Medical Presentations. As contributing author for Presentations Magazine, she won awards for her Creative Techniques columns.

Books in Print

A tutorial demonstrating Word fundamentals covers creating and customizing documents, proofreading, printing, graphics, resource sharing, forms, letters, Web documents, and integration with other Office applications.

Troubleshooting Microsoft Access 2002

Forthcoming Books

Introductory Tutorials from the South-Western Computer Education Series provide a complete learning package that makes the mastery of software applications both easy and fun. Organized for the self-paced learner, these provide all the information learners need to become proficient users of the most popular software programs. This Introductory Tutorial teaches users the key features of Microsoft PowerPoint 2002 through numerous screen illustrations and hands on activities.

Microsoft Word Version 2002 Inside Out

Experience learning made easy--and quickly teach yourself how to create professional-quality presentations using Microsoft PowerPoint Version 2002. With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction--building and practicing the skills you need, just when you need them! Turn your ideas into powerful presentations using ready-made design templates and Smart Tags Make your point with compelling charts, diagrams, graphics, and text you create or import in a snap Add narration, animation, 3-D effects, and movies--and create self-running slide shows E-mail your work-in-progress to colleagues for review and collaboration Deliver your presentation anywhere from a meeting room to the Web Prepare for the Microsoft

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Office User Specialist (MOS) exam This book is approved courseware for the Microsoft Office Specialist Program. Go to:

<http://www.microsoft.com/learning/mcp/officespecialist/default.mspx>

Building PowerPoint Templates Step by Step with the Experts

Aims to show its readers how to fix problems related to the hardware components of their Intel-compatible personal computers, relies on troubleshooting trees similar to those that have long appeared in automotive handbooks. Intended for users who don't know anything beyond the basics. Softcover.

Irm-Communication Mosaic

Explains how to increase productivity while using Microsoft's Office XP programs, covering topics including e-mail, presentations, charts, Web site development, data management, and troubleshooting.

Microsoft Project Version 2002 Step by Step

Presents step-by-step instructions on identifying and solving problems that one may encounter using the latest version of Microsoft Access.

Microsoft Project Version 2002 Inside Out

Template-driven Consulting

Microsoft PowerPoint 2002

Offers a basic tutorial for using Microsoft Office's business presentation application to create reports, Web sites, and slide shows.

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams

Microsoft FrontPage

Demonstrate your expertise with Microsoft Office 2010! This all-in-one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist (MOS) exams. With the MOS 2010 Study Guide, you get full, objective-by-objective coverage for: Exam 77-881: Microsoft Word 2010 Exam 77-882: Microsoft

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Excel 2010 Exam 77-883: Microsoft PowerPoint 2010 Exam 77-884: Microsoft Outlook 2010 Use the book's easy-to-follow procedures and illustrations to review the essential skills measured by the MOS exams. And you can apply what you've learned hands-on—using the downloadable files for all the book's practice tasks.

The Indian National Bibliography

Books in Print, 2004-2005

With over 50 years of combined experience as both academics and corporate trainers, Al Napier and Phil Judd have developed a proven approach to mastering and using application software. Through a realistic case approach, numerous business profiles, and coverage of MOUS certification objectives, learners gain the skills necessary to compete in today's ever-evolving business world.

Microsoft Word Version 2002 Step by Step

Part of the highly successful Shelly Cashman Series, Microsoft PowerPoint 2002 Complete Concepts and Techniques provides step-by-step instructions accompanied by full-color screen shots, helping students learn basic through

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advanced PowerPoint 2002 skills quickly and easily.

Microsoft Office Programming

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