



PowerPoint 97: Quick Reference Guide

Drew Sellers, Marc Creaghan

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This 4 page, laminated, full-color guide is a fantastic resource for anyone who uses PowerPoint 97! In a concise user-friendly format, it provides step-by-step instructions, short cuts and tips on how to execute the basic commands of the software. The guide includes instructions on: View Buttons, Task Pane, Creating a New Presentation, Adding text and Graphics, Using the Outline Pane, Using the Slide Itself, Adding Clip Art, Moving and Copying a Graphic, Resizing a Graphic, Achieving a consistent ?Look?, Changing the Font, Adding Charts, Changing the Chart Type, Different Chart Types, Organizational Chart, Creating a Simple Table, Adding Transitions, Preset Animation, Changing Animation, Creating Slide Shows, Displaying Your Presentation, Timing Your Presentation, Adding Speakers Notes, Printing Your Presentation and Taking Your Presentation to another Computer.

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