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approach shows the relevance of skills learned as technology is applied to task **Microsoft Powerpoint 2002 Mous Comprehensive** Linda Bird,2003 Overview This series of test prep books focuses on preparing the user to pass the associated Microsoft R Office User Specialist MOUS certification exams Its step by step tutorials show how to complete the required procedures in a clear concise and direct manner The tutorials are organized to match the order of the skill sets and skills being measured as published on Microsoft s MOUS Web site Key Features End of Skill Set Exercises These two levels of reinforcement Skill Drill and Challenge emphasize hands on skill development Each exercise is independent of the other which allows the student to complete the tasks in any order Notes Skill sets include three types of notes If You Have Problems Alternate Ways and In Depth The first displays only hands on steps Alternate Ways describe shortcuts and alternate methods of completing a task Finally In Depth gives extra tips special hints and explanations of related topics Illustrations Multiple illustrations add visual appeal and reinforce learning in each skill area The display of an icon each time a new button is introduced helps the user gain an understanding of the basic concepts In addition screen shots are displayed with key steps to allow the student to check against the results on the monitor Author Interaction Across All Application Texts in the Series All texts within the MOUS prep series reflect the efforts of experienced authors using guidelines developed by Series Editors The student will find consistency within and among all titles in the series Instructor Resources Instructor resources include an Instructor s Resource CD ROM IRCD andCompanion Website The IRCD includes PowerPoints Test Manager Student Data Files Instructor s Manuals and Solutions Files for all four applications Go to www prenhall com phit

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features Easy to follow screen illustrations keyed to exercise steps to help reinforce learning Step by step exercises that teach students to create edit and format presentations for academic and business settings Emphasis on how to plan create and format information for quick visual comprehension CONTENTS Welcome Getting Started in Office XP Using Windows 2000 Browsing the Internet Using Internet Explorer Unit 1 1 Preparing a PowerPoint Presentation 2 Modifying a Presentation and Using Help 3 Formatting Slides 4 Adding Visual Appeal and Animation to Presentations Unit 1 Assessment Work in Progress Unit 2 5 Adding Visual Elements to a Presentation 6 Sharing and Connecting Data 7 Linking and Embedding Objects and Files 8 Sharing Presentations Unit 2 Assessment Workplace Ready Index Includes student files on CD   Microsoft PowerPoint Version 2002 Step by Step Perspection, Inc,2001 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 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   **Microsoft Powerpoint 2002, MOUS Comprehensive Level** Linda Bird,2003

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