

## **Powerpoint 2003 (Quickstudy: Computer)**

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Part of the Microsoft Office 2003 series. Used for creating dynamic presentations. Organize and format your material easily and illustrate your points with your own images or clip art. 6-page laminated guide includes: - new features - main window & its functions - getting help - PowerPoint 2003 terminology - standard toolbar - creating, opening, saving & printing a presentation - spell check - formatting toolbar - font formatting - to create a photo album - slide design - color schemes task pane - animation schemes task pane - slide transition task pane - slide layout task pane - master pages - views - speaker notes - presenting a slide show - application management

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