

Discovering Computers And Microsoft Powerpoint Lab 1

Exploring Microsoft PowerPoint 2002 Comprehensive Robert T. Grauer, Maryann Barber. 2002 For any course teaching application software using Microsoft Office 2002 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. The Exploring MS Office XP series gives the when and why of performing tasks in Office XP; it provides new integrated, real-world practice exercises; it's customizable in the RightPHit Program, certified to the core, and provides expert levels of Microsoft Office XP.

Shelly Cashman Microsoft Office 365 & PowerPoint 2016, Introductory Susan L. Sebok. 2016-03 Discover the most important new features that the latest version of Microsoft PowerPoint 2016 has to offer with the focused approach found in MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions of students like you. MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach encourages you to expand your understanding of Microsoft PowerPoint 2016 through experimentation, critical thought, and personalization. This new edition delivers the most effective educational materials specifically designed to engage, improve retention, and prepare you for success with Microsoft PowerPoint 2016.

Exploring Microsoft Office Brief Robert T. Grauer, Maryann Barber. 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the How and Why of Office 2003! Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems.

The O'Leary Series: Microsoft Office PowerPoint 2013, Introductory Linda I. O'Leary, Timothy J O'Leary, Professor. 2013-07-03 Timothy and Linda O'Leary Microsoft Office 2013: A Case Approach Making Office Relevant Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2013: A Case Approach offers a running case study throughout the text to help students understand the material in a consistent, relevant environment. Through the theme "Making Office Relevant," this text helps students understand why they need this course and skills. Updated for Office 2013, student success is assured through clear step-by-step instruction, plentiful screen captures, and conceptual explanations. Each lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. The labs opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with skills that cross all Office applications, which is especially important in mastering this version of Office. The O'Leary Series correlates with SIMnet Online, McGraw-Hill's online training and assessment program for Microsoft Office skills and basic computer concepts. Projects, however, are 1:1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles. Additional textbook resources can be found on the text's Online Learning Center: www.mhhe.com/olearyoffice2013. For more information on O'Leary; Microsoft Office 2013: A Case Approach and SIMnet Online for Office 2013, please visit www.simnetkeepitsimple.com or

contact your McGraw-Hill representative.

Exploring Amy Rutledge, Rebecca Lawson, Robert T. Grauer. 2013 This book offers full, comprehensive coverage of PowerPoint. Move students beyond the point-and-click. The goal of the Exploring series is to move students beyond the point and click, to understanding the why and how behind each skill. And, because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, any time. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. NOTE: Before purchasing, check with your instructor to ensure you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, and registrations are not transferable. To register for and use Pearson's MyLab & Mastering products, you may also need a Course ID, which your instructor will provide. Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson, the access codes for Pearson's MyLab & Mastering products may not be included, may be incorrect, or may be previously redeemed. Check with the seller before completing your purchase.

Exploring Microsoft PowerPoint 2016 Comprehensive Mary Anne Poatsy, Cynthia Krebs, Rebecca Lawson, Robert Grauer. 2017 This book offers full, comprehensive coverage of Microsoft PowerPoint. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab (R) is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

PowerPoint 2003 Robert T. Grauer, Maryann Barber. 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the How and Why of Office 2003! Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems.

Microsoft Office PowerPoint 2003 Gary B. Shelly, Thomas J. Cashman, Susan L. Sebok. 2005-04 For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students - consistently providing the highest quality, most up-to-date, and innovative materials in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks have been the most widely used books in computer education. With each new edition of our Office books, we have made significant improvements based on software changes and comments made by both instructors and students. Our Microsoft Office 2003 books continue with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series.

Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Introductory Susan L. Sebok. 2016-03-04 Discover the most important new features that the latest version of Microsoft PowerPoint 2016 has to offer with the focused approach found in MICROSOFT OFFICE 365 &

POWERPOINT 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft PowerPoint 2016 through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft PowerPoint 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

PC Learning Labs Teaches Microsoft Powerpoint/Windows 95 Logical Operations Staff.1996-02-01

Microsoft Office 2013: Introductory Misty E. Vermaat.2013-05-28 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Exploring Microsoft PowerPoint 2003 Comprehensive Robert T. Grauer, Maryann Barber.2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the How and Why of Office 2003! Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems.

Microsoft Office 2013: Brief Misty E. Vermaat.2013-05-29 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on Microsoft PowerPoint 97 S. Scott Zimmerman, Beverly B. Zimmerman.1997-08

Microsoft Office 2010 Robert T. Grauer, Mary Anne S. Poatsy, Michelle Hulett, Cynthia Krebs, Keith Mast.2011 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know. A lot of learning takes place outside of the classroom, and the Exploring series

provides learning tools that students can access anytime, anywhere. This is just the book/CD if you want the book/CD/Access Card use the ISBN below: 0132180324 / 9780132180320 Exploring Microsoft Office 2010, Volume 1 and myitlab Access Card for Office 2007 and myitlab with Pearson eText Access Card Package Package consists of 0132119560 / 9780132119566 myitlab with Pearson eText -- Access Card -- for Office 2010 013509383X / 9780135093832 myitlab -- Access Card -- for Office 2007 0136122329 / 9780136122326 Exploring Microsoft Office 2010, Volume 1

PowerPoint 2000 Level 1 Core: A Tutorial to Accompany Peter Norton Introduction to Computers Student Edition Peter Norton.1999-11-26 Peter Norton's PowerPoint 2000 Tutorial helps students learn to create, process, and present information using Microsoft PowerPoint 2000.

Microsoft Word 2013: Comprehensive Misty E. Vermaat.2013-12-03 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office Powerpoint 2010 Robert T. Grauer,Cynthia Krebs,Mary Anne Poatsy.2010-08-19 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know. A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students can access anytime, anywhere.

Shelly Cashman Microsoft Office 365 & PowerPoint 2016 Susan L. Sebok.2016-05-06 Discover the important new features that the latest versions of Microsoft PowerPoint 2016 have to offer with the focused approach found in MICROSOFT OFFICE 365 & POWERPOINT 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & POWERPOINT 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach that addresses your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach encourages you to expand your understanding of basic and more advanced Microsoft PowerPoint 2016 skills through experimentation, critical thought, and personalization. This edition delivers the most effective educational materials specifically designed to engage, improve retention, and prepare you for success with Microsoft PowerPoint2016.

Microsoft PowerPoint 2013: Complete Susan L. Sebok.2013-08-21 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and

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Microsoft Office 2013: Advanced Misty E. Vermaat.2013-09-04 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Microsoft Office 365 and PowerPoint 2016 Susan L. Sebok.2016-08-08 Discover all of the important new features that the latest version of Microsoft PowerPoint 2016 has to offer with the focused, complete approach found in MICROSOFT OFFICE 365 & POWERPOINT 2016: COMPREHENSIVE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & POWERPOINT 2016: COMPREHENSIVE continues the Series' strong history of innovation with an enhanced learning approach that addresses your needs, no matter what your learning style. A trademark, step-by-step, screen-by-screen approach encourages you to expand your understanding of both basic and more advanced Microsoft PowerPoint 2016 skills through experimentation, critical thought, and personalization. This edition delivers the most effective and complete educational materials specifically designed to engage, improve retention, and prepare you for success in using Microsoft PowerPoint 2016.

PC Learning Labs Teaches Microsoft Powerpoint for Windows 95 Logical Operations, Susan L. Reber, Charles Blum, PC Learning Labs.1996 Designed to help users attain a high level of fluency in the shortest time possible, this instructional approach stems directly from over a decade of successful teaching in a hands-on, classroom environment. Throughout the book, theory is mixed with practice by presenting new techniques and then applying them in hands-on activities.

PC Learning Labs Teaches PowerPoint for Windows PC Learning Labs.1993 PC Learning Labs brings its breakthrough learning techniques to users of PowerPoint for Windows in this beginners-only book/disk guide. Designed for users new to PowerPoint, it shows how to work with slides and different types of charts. The disk contains exercises that work hand in hand with the instructions in the text.

Exploring Microsoft Office PowerPoint 2003 Comprehensive- Adhesive Bound Robert T. Grauer, Maryann Barber.2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the How and Why of Office 2003! Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems.

Microsoft PowerPoint 2007 Shelley Gaskin, Alicia Vargas.2008 For Introductory Computer courses in Microsoft Office 2007 or courses in Computer Concepts with a lab component for Microsoft Office 2007 applications. Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly-defined projects for students

and a one of a kind supplements package.

Microsoft PowerPoint 7 Projects for Windows 95 Marianne B. Fox, Lawrence C. Metzelaar. 1997-01-01

Microsoft PowerPoint 2013: Introductory Susan L. Sebok. 2013-06-11 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Projects for Microsoft PowerPoint 97 Pamela R. Toliver, Yvonne Johnson. 1998-08 The SELECT Lab Series of titles gives students a complete introduction to Office 97 applications while preparing them for the certification exams developed by Microsoft Corporation. All titles in the series use a highly visual, project based approach and include hands-on exercises, integrated assignments, Internet exercises, and a complete introduction to Windows 95 (including Windows 95 Active Desktop and Windows 98). Visit the SELECT Lab Series Web Site at www.prenhall.com/select for additional exercises and information.

Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach Misty E. Vermaat. 2015-03-09 Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Discovering Computers and Microsoft Office 2013 Misty E. Vermaat. 2013-10-23

Exploring Mary Anne Poatsy, Amy M. Rutledge, Rebecca Lawson, Robert T. Grauer. 2013-06-27 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of PowerPoint. Move students beyond the point-and-click. The goal of the Exploring series is to move students beyond the point and click, to understanding the why and how behind each skill. And, because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, any time. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. NOTE: Before purchasing, check with your instructor to ensure you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, and registrations are not transferable. To register for and use Pearson's MyLab & Mastering products, you may also need a Course ID, which your instructor will provide. Used books, rentals, and purchases made outside of Pearson

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Microsoft PowerPoint(R) Simple Projects Jan Rader.2004-11

Microsoft PowerPoint 2002 Gary B. Shelly,Thomas J. Cashman,Susan L. Sebok.2002 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 advanced PowerPoint 2002 skills quickly and easily.

PC Learning Labs Teaches PowerPoint 4.0 for Windows Susan L. Reber,Richard P. Scott.1994 This classroom-tested book/disk learning system provides a comprehensive introduction to PowerPoint. The step-by-step instructions are designed to work with the example-filled disk so readers can learn by doing. -- Disk contains examples that work together with instructions in the book -- saves time and speeds learning

Enhanced Microsoft PowerPoint 2013: Comprehensive Susan L. Sebok.2015-04-01 Readers discover the latest advantages that Microsoft PowerPoint has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of PowerPoint through experimentation, critical thought, and personalization. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Intermediate Susan L. Sebok.2016-01-15 Readers discover the important new features that the latest versions of Microsoft PowerPoint© 2016 have to offer with the focused approach found in MICROSOFT OFFICE 365 & POWERPOINT 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & POWERPOINT 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach that addresses readers' needs, no matter what their learning styles. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of basic and more advanced Microsoft PowerPoint 2016 skills through experimentation, critical thought, and personalization. This edition delivers the most effective educational materials specifically designed to engage, improve retention, and prepare readers for success with Microsoft PowerPoint 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Powerpoint 2019 Comprehensive Susan L. Sebok.2019-07-15 Introduce your students to the important new features that the latest version of Microsoft PowerPoint has to offer with the focused approach found in Microsoft Office 365 & PowerPoint 2019 Comprehensive. Part of the acclaimed Shelly Cashman Series, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft PowerPoint. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

Microsoft Office PowerPoint 2010 Robert T. Grauer, Cynthia Krebs, Mary Anne Poatsy. 2011 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know. A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students can access anytime, anywhere.

Exploring Microsoft PowerPoint, Version 4.0 Robert T. Grauer. 1994 Featuring a full-color format, each title in this timely series shares a common design, pedagogy, and writing style that will appeal to readers in a variety of disciplines, including business, liberal arts, and the sciences. Robert T. Grauer and Maryann Barber emphasize concepts and theory - not just keystrokes or mouse clicks. Readers are encouraged to extend this information by exploring additional commands and applications on their own. Tutorials with numerous screen shots help guide you through each step of every exercise. Boxed tips and shortcuts provide helpful instruction throughout while troubleshooting inserts anticipate mistakes and outline recovery procedures. Exploring Windows exercises help promote understanding through hands-on involvement. And finally, each application module includes a data disk that supports the exercises and tutorials, enabling students to fully explore the Windows environment.

Whispering the Techniques of Language: An Emotional Journey through **Discovering Computers And Microsoft Powerpoint Lab 1**

In a digitally-driven earth wherever monitors reign supreme and instant connection drowns out the subtleties of language, the profound secrets and mental nuances concealed within phrases frequently go unheard. However, located within the pages of **Discovering Computers And Microsoft Powerpoint Lab 1** a captivating literary value pulsating with natural emotions, lies an exceptional journey waiting to be undertaken. Composed by a talented wordsmith, that charming opus invites readers on an introspective journey, delicately unraveling the veiled truths and profound impact resonating within the material of each and every word. Within the mental depths of the touching evaluation, we will embark upon a genuine exploration of the book's key themes, dissect its interesting writing fashion, and yield to the strong resonance it evokes strong within the recesses of readers' hearts.

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Discovering Computers And Microsoft Powerpoint Lab 1 Introduction

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