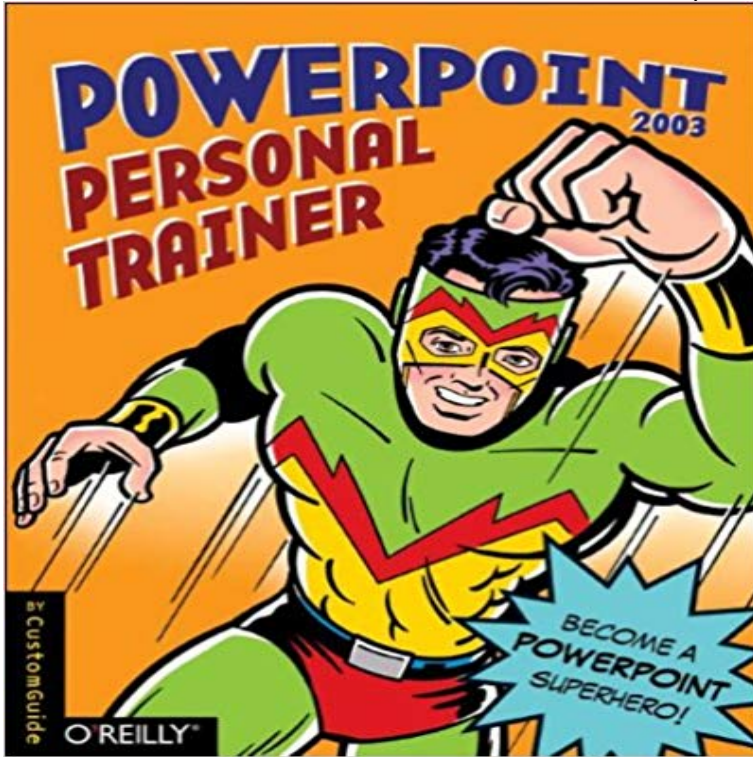


PowerPoint 2003 Personal Trainer (Personal Trainer (O'Reilly))



PowerPoint is the world's most widely used presentation program, a favorite of educators, trainers, and, of course, those in business everywhere. Yet, every time Microsoft releases a new version of the program, they introduce another set of features---most of which you'll never understand or use. Even if you have experience with PowerPoint, you'll struggle to keep up with the improvements. If you're a beginner, you probably don't know where to start. Now, with PowerPoint 2003 Personal Trainer, beginners and experts alike can become black belts with this presentation program, quickly and easily. This fully illustrated book takes a modular approach to learning, allowing you to start with the fundamentals and work your way to advance topics through dozens of task-oriented lessons--at your own pace. The companion CD tutorial guides you through each lesson interactively. PowerPoint 2003 Personal Trainer includes sections on editing, formatting, drawing, working with word art, tables, organization charts, multimedia, other programs, the Internet, and how to optimize presentation delivery. Every chapter includes detailed diagrams and a review at the end to help you absorb and retain all you have learned. If you already use PowerPoint, you can dive right into those topics (and only those topics) that you need or want to learn. Unlike many consumer software tutorials that dumb down the material or present it in a confusing fashion, PowerPoint 2003 Personal Trainer is written in a non-technical and engaging style that you will find fun, easy, and most of all, clear and informative. You don't have to wade through tons of jargon and technical information to become proficient. Part of our new Personal Trainer Series, this book is based on content from CustomGuide (www.customguide.com), a leading provider of computer training materials.

Founded by instructors who grew dissatisfied with the industry's dry course materials, CustomGuide offers courseware (for instructors and students), quick references, to software bulletins and e-learning courses that are fun, flexible, and easy to use.

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