

Microsoft Powerpoint 2000 Instructors Guide

William Robert Pasewark



Microsoft Powerpoint 2000 Instructors Guide:

Powerpoint 2000 Expert Level Annotated Instructor's Edition (Ps) 2000 Sharon Anne Fisher-Larson, Ron Larson, 1999-11 Microsoft PowerPoint 2000 Step by Step Courseware Trainer Pack Perspection, Inc. Staff, 2000 This INSTRUCTOR GUIDE is a key part of the Microsoft r STEP BY STEP COURSEWARE series which provides everything you need to get Microsoft software training classes up and running quickly with the most effective learning content available This guide complements both student guides for this software product the Core Skills Student Guide for students who want to gain basic proficiency with Microsoft PowerPoint 2000 and the Expert Skills Student Guide for students who want to master advanced techniques with Microsoft PowerPoint 2000 Both come in full color versions that offer students an outstanding learning experience This guide is designed for in depth instructor led training Numbered steps provide detailed instructions to help students easily learn new skills Lesson objectives clearly state what your students will learn in each lesson Margin notes for instructors give guidance on lesson delivery The MOUS logo indicates a task that will be tested on the Microsoft Office User Specialist MOUS certification exam Putting It All Together exercises challenge students to apply what they ve learned in new ways Quick Quizzes test what students have learned in each lesson The Lesson Glossary defines key terms shown in boldface throughout the lesson Using the Core Skills Student Guide your students will learn how to Meet Microsoft PowerPoint MOUS certification objectives Create modify and print PowerPoint presentations Outline their ideas and add and modify text Apply and modify templates and use color schemes Add draw and modify tables charts clip art and other objects Add sounds movies animations and voice narrations Produce a multimedia slide show Share a presentation over a network or the Internet Customize how PowerPoint looks and works Microsoft PowerPoint 2000 Gary B. Shelly, Thomas J. Cashman, Susan L. Sebok, 1999-07-16 Part of the highly successful Shelly Cashman Series this text offers a clear screen by screen step by step approach to learning basic Microsoft PowerPoint 2000 skills **Microsoft FrontPage 2000 Step by Step Courseware** ActiveEducation (Firm), 2000 This INSTRUCTOR GUIDE is a key part of the Microsoft r STEP BY STEP COURSEWARE series which provides everything you need to get Microsoft software training classes up and running quickly with the most effective learning content available This guide complements both student guides for this software product the Core Skills Student Guide for students who want to gain basic proficiency with Microsoft FrontPage r 2000 and the Expert Skills Student Guide for students who want to master advanced techniques with Microsoft FrontPage 2000 Both come in full color versions that offer students an outstanding learning experience Numbered steps provide detailed instructions to help students easily learn new skills Lesson objectives clearly state what your students will learn in each lesson Margin notes for instructors give guidance on lesson delivery The MOUS logo indicates a task that will be tested on the Microsoft Office User Specialist MOUS certification exam Putting It All Together exercises challenge students to apply what they ve learned in new ways Quick Quizzes test what students have learned in each lesson The Lesson Glossary defines key terms shown in boldface

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Grauer,2001-08 **Instructor's Guide to MCSE Windows 2000 Professional Study Guide** Jack Rochester,2001

Microsoft Office 2000 Introductory Course William Robert Pasewark,2000 *South-Western Microsoft Office 2000 Curriculum Guide* Reidel,1999-05-28 This Curriculum Guide is a supplementary instructional tool designed for users of South Western texts about Microsoft Office 2000 This guide provides all the information necessary for a complete curriculum for this popular suite of applications Different areas covered include Word Excel Access PowerPoint Outlook FrontPage and Publisher Three different series are covered as curriculums South Western series QuickTorial series and the Napier and Judd series Users will also find the basic facts about Microsoft Office User Specialist MOUS certification **Brief Microsoft Office 2000 Professional** Robert T. Grauer,Maryann Barber,1999 For any course teaching application software using Microsoft Office 2000 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences All books in this series offer consistent presentation common design pedagogy and writing style Concepts as well as key strokes are stressed Hands on exercises in every lesson provide just the right amount of practice time This best selling author teams hands on approach and conceptual framework helps students master important concepts as well as the features of the powerful new Office 2000 applications NEW MOUS Certification throughout the expert level for all individual applications and Office 2000 Provides the necessary training to pass the MOUS exam at the expert level preparing students to enter todays job market NEW The Proficient Certification Edition provides training for the proficient level MOUS exam in all Office 2000 applications Quality four color spiral bound Exploring Office 2000 series covers Word 2000 Access 2000 Excel 2000 and PowerPoint 2000 There are three combined texts in the series Exploring Microsoft Office 2000 Vol I and II a

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