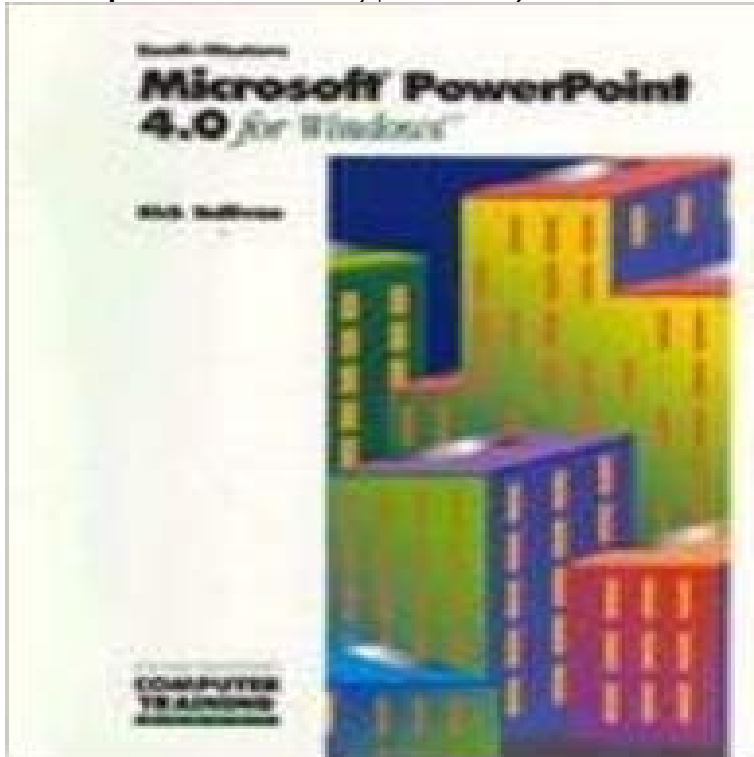


South-Western Microsoft PowerPoint 4.0 for Windows (South-Western Computer Training Series)



Put the power of Microsoft PowerPoint to work for you with this unique learning guide! The clear, easy-to-follow instructions, illustrations, and hands-on exercises will have you using the program in only a few hours, even if you've never used a computer before. Each topic is presented in two ways: Standard Instructions provide detailed, step-by-step explanations while Fasttrack Instructions provide only the basic keystrokes to carry out an operation. Also, plenty of easy-to-follow practice exercises and solutions help you learn faster and build confidence. A data diskette is included for use in exercises and for demonstrating additional features.

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