

Powerpoint Xp (Quickstudy: Computer)



Part of the Microsoft Office XP series. Used for creating presentations. Organize and format your material easily and illustrate your points with your own images or clip art. Chart includes detailed information on: - new features - main window & its functions - getting help - PowerPoint XP terminology - standard toolbar - creating, opening, saving & printing a presentation - spell check - formatting toolbar - font formatting - applying design templates - slide layout - using views - speaker notes - drawing toolbar - autosshapes - picture toolbar - inserting clip art - rotating graphic objects - toolbars - viewing & positioning toolbars

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