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Gini Courter,Annette Marquis

Using Microsoft PowerPoint 2002 Patrice-Anne Rutledge, Tom Mucciolo, 2001 Created for experienced users who want to be able to use PowerPoint's more sophisticated features, as well as its basic ones. Because creating successful presentations is more than just becoming a PowerPoint power user, included is a special section in the book on presentation skills.

PowerPoint 2007 Emily A. Vander Veer, 2007-02-13 A new handbook not only covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full advantage of advanced functions; and how to create reusable

Mastering Microsoft Office 2003 for Business Professionals Gini Courter, Annette Marquis, 2006-07-14 Get Down to Business—Maximize Your Efficiency with Office 2003 Written for business-minded and experienced Office users, this task-oriented guide goes directly to the bottom line, revealing optimal ways to perform critical, challenging tasks. After fifteen years of teaching people how to be more productive with Office, Courter and Marquis know users' FAQs and understand the way you use Office—as an integrated suite rather than as a collection of separate applications. In *Mastering Microsoft Office 2003 for Business Professionals* they skip the basics and focus instead on precious time-saving techniques that help you streamline your day-to-day activities. Inside, you'll learn how to: Manage schedules, tasks, contacts (Outlook) Build and deliver convincing, animated presentations (PowerPoint) Create documents collaboratively (Word, Excel, PowerPoint) Streamline mailings and messaging (Word, Outlook, Access, Excel) Produce complex publications such as manuals, proposals, and contracts (Word, Binder,

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compelling ways (Excel, Access) Tweak Office to fit the way you
work (Word, Excel, Outlook, PowerPoint) Use macros to do more
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Using Microsoft Office XP Ed Bott, Woody Leonhard, 2001 With
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emphasis on realistic applications and uses of the program features.
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Microsoft Office PowerPoint 2007 for Windows Tom Negrino, 2007-10-17 Microsoft PowerPoint is nearly ubiquitous in today's world--from business to schools to clubs to organizations, PowerPoint presentations are everywhere you turn. To get up and running quickly and to learn to create the best-looking presentations--the ones that stand out in terms of content and visual appeal--readers

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Advanced Microsoft Office PowerPoint 2007 Wayne Kao, Jeff Huang, 2007-12-27 This is the only book that will help an intermediate PowerPoint user improve their skills to an advanced level. In doing so, they can benefit both professionally and personally. This is not a comprehensive book that will bore you with every detail of PowerPoint, but a guide to specific actions you can take to create the ultimate presentation. The book covers the powerful formatting engine new to PowerPoint 2007, and how it can be used for applying soft shadows, reflection, and glows to make a presentation look attractive. It also covers PowerPoint's new 3D engine. The book goes into deep technical detail about the Office 2007 theme engine and how color schemes, effect schemes, and font schemes work; as well as the new PowerPoint XML file format, showing you how to edit

PowerPoint files without using PowerPoint at all. The authors walk through programming a macro and explain how to format shapes, diagrams, charts, text, tables with gradient and picture fills and different kinds of lines (e.g. a beveled compound line with a diamond arrowhead). Also covered are those all important slide show shortcuts that few people know about like -- seeing your private notes while presenting on a projector, starting the slide show from the current slide without fumbling through the user interface, and how to black out the slide show screen with one key press.

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hydrogen atom so multiplying
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moles gives the mass in this case
0 01 mol multiplied by 2 g mol⁻¹
equals 0 02g therefore the correct
answer is 0 02g

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