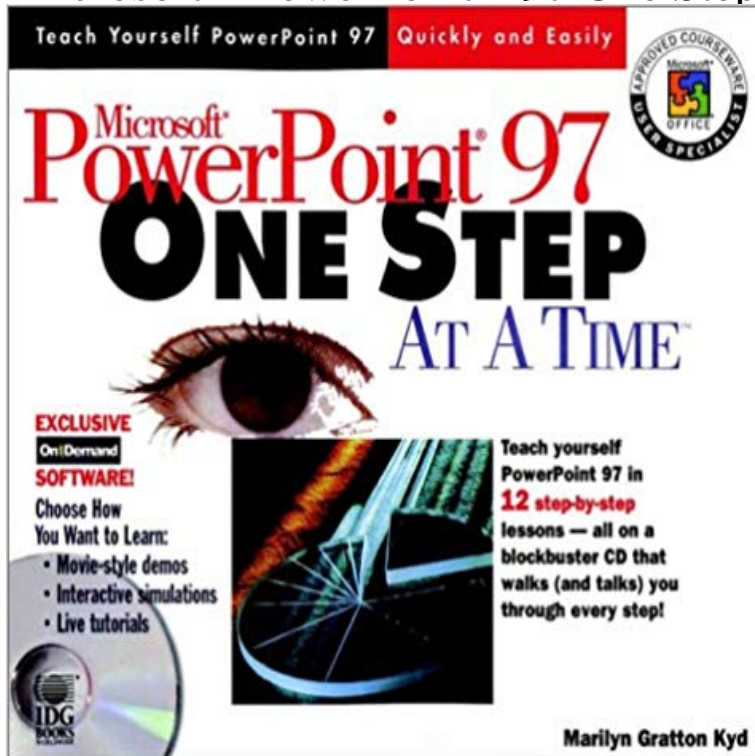


Microsoft PowerPoint 97 One Step at a Time



This instruction manual contains practice exercises to help users build skills using PowerPoint 97. Lessons are structured around basic-to-complex, exercise-related goals. There are tips and notes, providing information, and troubleshooting sections answering common questions. The lessons have clear goals and estimated completion times to facilitate self-assessment. Lesson summaries and bonus questions are provided to track progress. The interactive tutorial software accompanying the book coaches and talks reader through the book, and also enables them to search for information about completing a task or performing a function.

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