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Habraken, Joe Habraken, 2001 Annotation Quickly explains the most common beginning and intermediate level tasks a PowerPoint user would need in 10 minutes or less This book offers straightforward practical answers for fast results Each 10 minute lesson will allow the user to quickly learn the fundamentals necessary to accomplish their goals Covers the most commonly referenced topics This 10 Minute Guide focuses on the most often used features covering them in lessons designed to take 10 minutes or less to complete In addition this guide teaches the user how to use PowerPoint without relying on technical jargon It provides straightforward easy to follow explanations and lists of numbered steps that tell the user which keys to press and which options to select Joe Habraken is an information technology professional with a master's degree from American University and more than 15 years experience as an author consultant and instructor Joe is a Microsoft Certified Professional and Cisco Certified Network Associate Joe currently serves as a technical director for ReviewNet Corporation and also is an instructor at the University of New England in Portland Maine where he teaches IT Certification courses Joe is a best selling author whose publications include The Complete Idiot s Guide to Microsoft Access 2000 The Complete Idiot s Guide to Microsoft Windows 2000 Microsoft Office 10 8 In 1 and Practical Cisco Routers Ten Minute Guide to Q and A Four Arlene Azzarello, 1991 Offers information on the Q A version 4 word processing and database operations package It adopts a format of 15 to 20 short task by task lessons each establishing a goal that can be achieved in 10 minutes Topics covered include TimeSaver tips Plain English definitions and more The AT&T **Documentation Guide** ,1993-06 Catalog of the most often requested AT T documents 10 Minute Guide to Excel for Windows Michael Miller, 1991 This quick guide to spreadsheets ensures fast learning Packed with 25 short lessons this handy resource teaches the basics of Excel for Windows function and gets the user productive in 10 minutes or less The book also features TimeSaver tips and Plain English definitions to maximize PC performance **Developing Windows 3 Applications** with Microsoft SDK Brent Rector, 1992 Learn step by step how to program with the Windows 3 0 Software Developer's Kit As an expert tutorial it provides programmers with the techniques needed to develop efficient effective and productive Windows applications Customization tips and advice are also included 10 Minute Guide to Lotus Notes for Windows Kate M. 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10 Minute Guide to Microsoft Internet Explorer J. Michael Roach,1995 Internet Explorer is part of Microsoft which will be bundled at a special discount with the retail version of Windows 95 so the installed base and potential market will be huge It will also be available on line through the Microsoft Network This book will show users how to use Internet Explorer to cruise the Web find what they are looking for create their own home pages and more Medical Record George Frederick Shrady, Thomas Lathrop Stedman, 1907

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