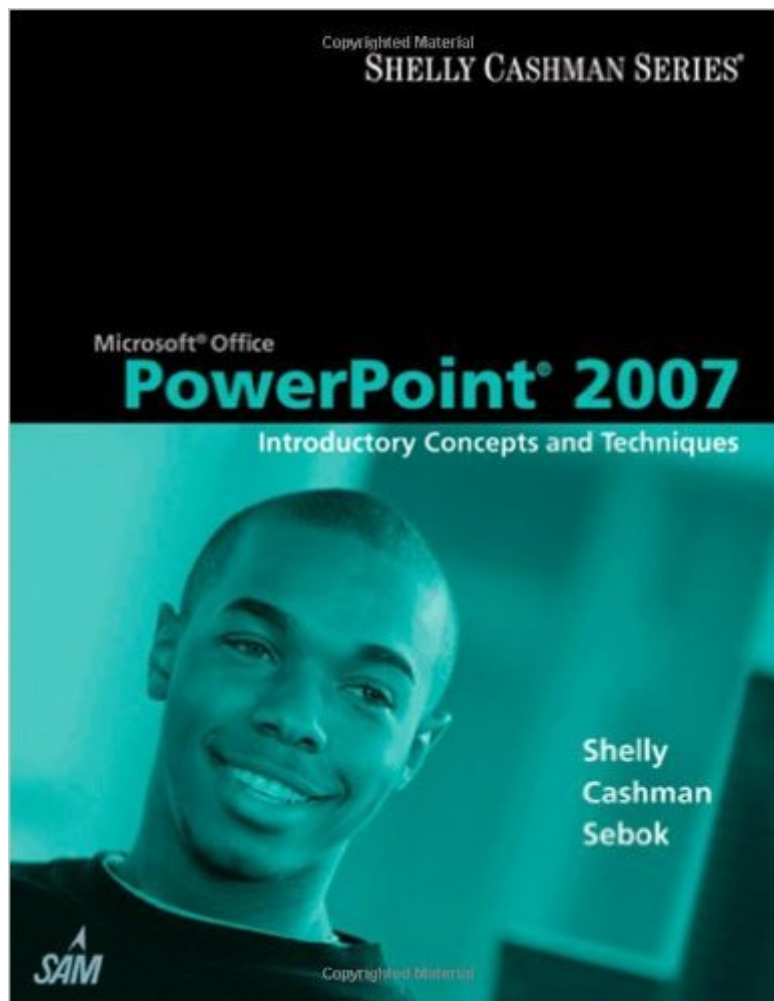


The book was found

Microsoft Office PowerPoint 2007: Introductory Concepts And Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007)



Synopsis

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2007, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft PowerPoint 2007: Introductory Concepts and Techniques you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the PowerPoint 2007 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents.

Book Information

Series: Available Titles Skills Assessment Manager (SAM) - Office 2007

Paperback: 224 pages

Publisher: Course Technology; 1 edition (May 8, 2007)

Language: English

ISBN-10: 1418843458

ISBN-13: 978-1418843458

Product Dimensions: 10.8 x 8.5 x 0.3 inches

Shipping Weight: 1 pounds

Average Customer Review: 4.3 out of 5 stars Â Â See all reviews Â (18 customer reviews)

Best Sellers Rank: #169,693 in Books (See Top 100 in Books) #17 in Â Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #26 in Â Books > Computers & Technology > Business Technology > Software > Presentation Software #53 in Â Books > Computers & Technology > Graphics & Design > Desktop Publishing

Customer Reviews

I have only a glancing acquaintance with Powerpoint and needed to find out how to really use the program. When I looked for a tutorial, I saw this title come up. I instantly chose it because of my experience some years back with the Shelly Cashman tutorial for Access 2003. It was the best tutorial I had ever worked with. This one did not disappoint. It explains everything on a very basic level... sometimes to the point where it seems the publisher assumes I am brain damaged (I am, but

that's a different story). That can be tedious at times but I quickly learned to skim over the redundancies and value the tedium because sometimes what is obvious to everybody else is NOT obvious to me. Many tutorials for other programs assume you know where all the hidden buttons are located. That would be true for me in some programs but I would not have bought a tutorial if it were true in the one I am trying to learn! The text is accompanied by lots of large, full color illustrations. If you have ever tried to work through one with small, grayscale illustrations needing a magnifying glass to make sense of, you will appreciate this fact! Don't let my descriptions of the basic level fool you into thinking its too basic. The text also describes advanced topics with the same simplicity and easy to follow instructions. Additionally, hints for productivity and workflow are provided. When wishing to learn a new application, Shelly Cashman texts will always be my first choice. One may disappoint me someday but it hasn't happened yet!

It probably would have been a good book but it did not have the disc. A lot of sellers seem to avoid mentioning if the disc is still with the book or not. I would always ask the seller before buying if there is an operational disc included. Otherwise, stay away from these books.

As I use Powerpoint extensively in my business, I found Susan Sebok's instruction clear and concise...very easy to follow with great examples and suggestions...I have recommended this series of books to many of my colleagues who have had great success implementing the tutorials into their classes and seminars...

The book 'Microsoft Office PowerPoint 2007: Complete concepts, is a highly simplified and thorough book at explaining and teaching Powerpoint. I would recommend this book for every one who have to make any kind of presentation, personal learning or just any business enterprise. It's a really fun and interactive tool. I strongly recommend it.

I have tried a few instruction books on different software ...this is very well laid out, easy to follow, clearly written. Each lesson has practical applications and practice lessons; most do not. It is excellent I would highly recommend this series for teaching yourself any of the MS Office applications.

Purchased this item for a class my nephew was taking. This book had great information and step by step instructions on how to use Powerpoint. This book is good for anyone that needs to understand

how to use Powerpoint whether taking a class or not. This book did not come with a CD, but one was not needed.

this book was in very good condition when I received it. it was missing the student resource cd but you can download the student data files from the publisher's website for free so no big deal.

This is definitely a keeper!! I am always trying to create power point lessons for my 4th grade class and this is what I refer to when I need help in remembering certain functions

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