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examines the new features and enhancements of the presentation software describing the new user interface and explaining how to combine text animation video photographs sound effects narration and other features into a professional looking presentation

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this highly visual project based book features hands on exercises that are built around a running case study the features common to all office 97 applications are overviewed at the beginning of the text to familiarize readers with the entire integrated software suite

the o leary series is the true step by step way to develop computer application skills the new design emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text

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