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This book makes Microsoft PowerPoint easy to learn with point-and-click instructions. No heavy jargon, just helpful information. This book carries you through the topic at a rapid pace with an avalanche of screens to make learning easy. Microsoft PowerPoint 2003 offers more sophisticated team collaboration features and additional Web publishing options. It also offers better formatting and layout tools, and Direct publishing to CD-ROM. The reader will go through the steps of creating an effective PowerPoint presentation that contains all the final touches, including speaker notes, sound and video.

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