



Microsoft PowerPoint 4.0 for Macintosh: QuickTorial

Patricia Murphy

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Covers the most important features of Microsoft PowerPoint 4.0 for Macintosh. This self-paced instructional guide is complemented by many screen illustrations and hands-on exercises for reinforcement. In addition, there are numerous hints on how to increase productivity. The text is designed to teach the software in 12-15 hours. ItUs a no-frills, sensible approach to software proficiency.

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