

# **PowerPoint 2003 Just the Steps For Dummies**

Barbara Obermeier, Ted Padova



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- Covers creating a new presentation, resizing or moving an object, duplicating a slide, using the outlining toolbar, and adding notes to a slide
- Shows how to print a presentation, set up a slide show, work with pictures and clip art, color text and objects, modify the slide master, create a template, insert a diagram or chart, add sound and video, and much more

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