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"Quick Course "RM" in Microsoft Powerpoint 2000" offers fast-paced, to-the-point tutorials and learning exercises for quickly grasping presentation graphics basics and building proficiency. Designed for the beginning to intermediate student, Quick Course "RM" books can be used for self training and instructor-led classes, focusing on using the computer to get specific tasks done at work or home. The core of each book is a logical sequence of straightforward, easy-to-follow instructions for creating outstanding presentations -- the kind of presentations people create and use every day.

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