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Microsoft Office Specialist Powerpoint Certification

Steve Johnson, Perspection Inc.

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projects per lesson Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job

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Illustrations with matching steps Tasks are presented on one or two pages Numbered Steps guide you through each task Did You Know alerts you to tips and techniques See Also points you to related information in the book

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students in a classroom setting have varying degrees of computer experience To help level the playing field an entire bonus chapter is devoted to an introduction to computers Much of the basics are covered from computer hardware and software to file management procedures including step by step instructions on using a flash drive About the Videos Access to 86 videos almost seven hours of content are also included with your purchase of this book These videos break down each topic into several short videos so that you can easily navigate to a specific aspect of a tool or feature in Autodesk Revit This makes the videos both a powerful learning tool and convenient video reference The videos make it easy to see the menu selections and will make learning Revit straightforward and simple It s like having the author by your side showing you exactly how to use all the major tools in Autodesk Revit

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