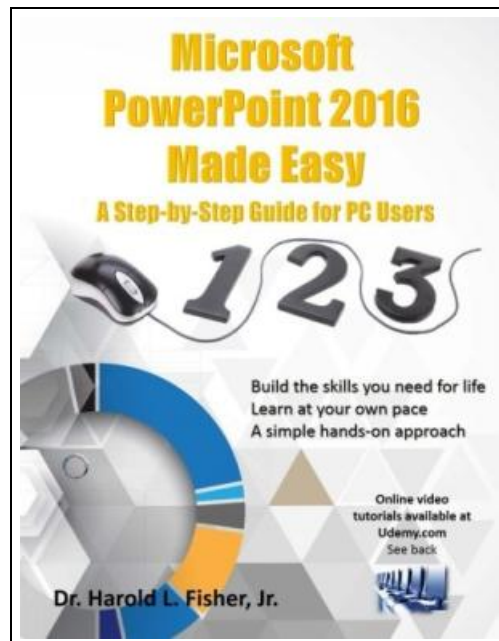


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Reviews

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(Alexandre Cruickshank)

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Createspace Independent Publishing Platform, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. What is this book about? This book consists of an introduction of the features and functionality of MS PowerPoint 2016. The learner will create and edit presentations using various commands, saving documents, and properly exiting a software application program. What kind of materials are included? This book includes step-by-step instructions, hands-on activities, and assessments. Why should I learn Microsoft PowerPoint 2016? Microsoft PowerPoint is the most widely used application by students and employees alike, because it is easy to use. Research shows that Microsoft Office is the only software package called out within the top 20 skills needed across all occupations. Microsoft Office is No. 3 on the list of skills most required, and Microsoft PowerPoint and Word are No. 11 and No. 13 most required skills. Therefore, in order for you to compete in today's workforce, it is important for you obtain skills in Microsoft Office. Goals: Understand and recognize the basic structure of the Microsoft PowerPoint 2016 software application. Navigate and perform common tasks in PowerPoint, such as opening, viewing, editing, saving, and configuring the application. Format text and pictures. Perform repetitive operations efficiently using tools such as design tools, transitions, and animations. Enhance slides by adding backgrounds, and customizing slide shows. Create PowerPoint as video and embedding videos. Insert graphic objects into a presentation, including charts, shapes, action buttons, and pictures. Format the overall appearance of slide layouts. Add sound, resizing slides, and create banners. Target Learners: This book is intended for individuals who want to learn basic PowerPoint 2016 skills, such as creating, editing, and formatting presentations; inserting pictures and creating animated bullets; and employing a variety of best practices for presenting a PowerPoint presentation according...



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