



Microsoft PowerPoint 2016: Overview: Instructor Guide (Black White) (Paperback)

By Ez-Ref Courseware

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Note: This is the black and white version of the instructor guide designed for instructor-led classroom training and is meant to be used with our companion student training manuals for Microsoft PowerPoint 2016: Overview. For the black and white instructor guide, search for ISBN-13: 978-1522896975 For the color instructor guide, search for ISBN-13: 978-1522906216 For the color student manual, search for ISBN-13: 978-1522896890 For the black and white student manual, search for ISBN-13: 978-1522896791 To download the exercise files that accompany this title, please visit // For information regarding unlimited printing with the ability to customize our courseware, please visit our website: Topics covered - One Day (6-8 hours): PowerPoint Basics (Screen, Menus) Opening a Presentation Using Help Running a Slide Show Changing Views Spell Checking your Presentation Working with Objects (Moving, Copying, Resizing, Deleting) Customizing Objects Entering Editing Text Creating a New Presentation Using the Outliner Adding Headers and Footers Working with Text Charts Find/Replace Saving Your Presentation Printing Adding Deleting Slides Working with Bullet Lists Drawing Objects Using the Ruler to Set Tabs...



READ ONLINE
[6.72 MB]

Reviews

An extremely wonderful ebook with lucid and perfect explanations. I was able to comprehend almost everything using this composed e publication. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Kimberly Carroll**

Thorough information for publication lovers. it was actually writtern extremely properly and useful. I found out this publication from my i and dad suggested this book to learn.

-- **Dr. Garnett McLaughlin II**