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Chapter 12 Creating Presentations 501 to read. The text and background should be in contrasting colors. Contrast is the difference between the lightness and darkness of two colors. Text should preferably be a light color on a dark background or vice versa. † What should the slides look like? Sketch the layout of each slide.

#### **Chapter 12 Creating Presentations - Millersville**

An office memo is an example of when using a template could be helpful because office memos usually contain the same layout (To:, From:, Subject:, company logo, and so on), with only the topic changing for each new memo.

#### **O2010 Review Questions and Answers**

Chapter 12 Creating Presentations Expectations At the end of this lesson students will be able to: 1. Explain the purpose of a presentation. 2. Identify the different parts of the PowerPoint 2010 window. 3. Plan a presentation. 4. Add and delete slides, and change the order of slides. 5. Display a presentation in different views. 6.

### Chapter 12 Creating Presentations - mrlavine.com

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#### Microsoft Office 2010: Questions and Answers | PCWorld

Chapter 1 Microsoft Office Basics Book 3.indb 1 3/2/2010 9:43:38 PM 26 Chapter 1 Microsoft Office

Basics Chapter Summary Microsoft Office 2010 is a Windows application that includes Outlook, Word, Excel, Access, PowerPoint, Publisher, and OneNote. Windows applications have an interface called a window, which include an File tab

#### A GUIDE TO MICROSOFT OFFICE 2010 - EMC School

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#### Your Office: Microsoft Office 2016 Volume 1 - Pearson

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