

Title:

Microsoft PowerPoint Level 2

Application

Microsoft PowerPoint

Competency

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ISBN

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Description

The skills and knowledge covered in this publication are sufficient to build and enhance powerful; real-world presentations for sales; budgets; clubs; and more. In this course you will learn how to enhance text in a presentation; add media features; setup a slide show; and more. This publication is primarily designed for people who need to enhance their current knowledge and skills in Microsoft PowerPoint.

The skills and knowledge covered in this publication are sufficient to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.

At the completion of this courseware participants will be able to:

- work with text in PowerPoint
- create tables, charts and diagrams in a presentation
- create organisational charts in presentations
- create slide masters for use in presentations
- insert tables from Microsoft Word and modify them in PowerPoint
- create and use templates and colour schemes
- import data into PowerPoint from a number of different applications
- insert movie clips and sound waves and work with action buttons
- set up an on-screen presentation
- modify charts in a presentation
- access and use the help system and work safely with your computer.

This publication is primarily designed for people who need to enhance their current knowledge and skills in Microsoft PowerPoint . It is ideal for people who work in areas where effective presenting of information is important.

This publication assumes a working understanding of Microsoft PowerPoint and the ability to produce a basic presentation. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

107 pages

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Level 2

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