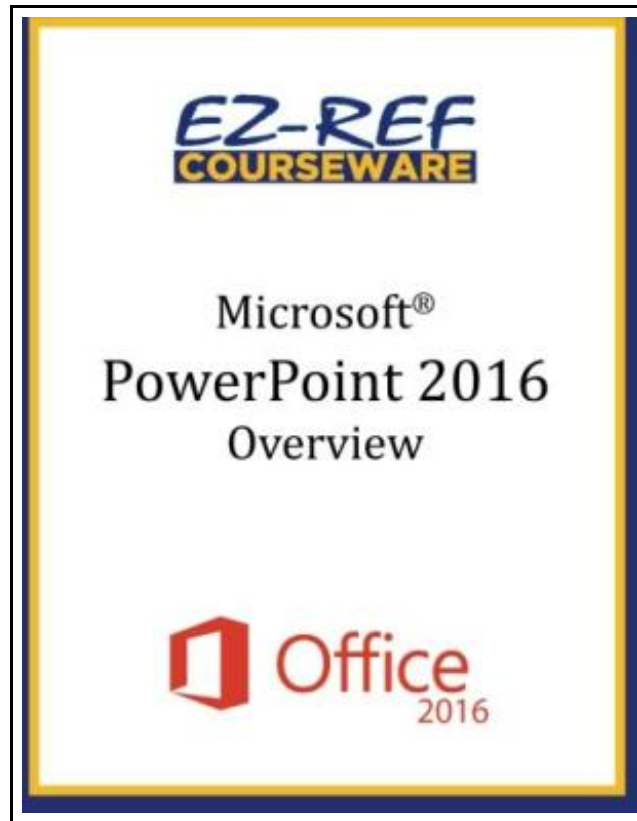


Microsoft PowerPoint 2016: Overview: Student Manual (Black White)



Filesize: 7.79 MB

Reviews

*Merely no words and phrases to describe. I really could comprehend almost everything using this created e pdf. Your daily life period will be change once you full reading this ebook.
(Mr. Ladarius Stoltenberg)*

MICROSOFT POWERPOINT 2016: OVERVIEW: STUDENT MANUAL (BLACK WHITE)



To download **Microsoft PowerPoint 2016: Overview: Student Manual (Black White)** eBook, make sure you access the web link under and save the document or gain access to other information which might be relevant to MICROSOFT POWERPOINT 2016: OVERVIEW: STUDENT MANUAL (BLACK WHITE) book.

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. Student. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Note: This is the black and white version of the student manual designed for instructor-led classroom training and is meant to be used with our companion instructor guides 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 Indents Adding Tables Inserting ClipArt Creating WordArt SmartArt Creating and Customizing Charts Creating Slide Shows Adding Animation/Transition Effects Document Recovery Editing Master Slides Creating Custom Backgrounds Using Creating Templates Adding Hyperlinks.



[Read Microsoft PowerPoint 2016: Overview: Student Manual \(Black White\) Online](#)

[Download PDF Microsoft PowerPoint 2016: Overview: Student Manual \(Black White\)](#)

Relevant PDFs



[PDF] The Novel of the Black Seal

Access the link under to download "The Novel of the Black Seal" file.

[Download eBook »](#)



[PDF] Dark Hollow

Access the link under to download "Dark Hollow" file.

[Download eBook »](#)



[PDF] Alice in Wonderland

Access the link under to download "Alice in Wonderland" file.

[Download eBook »](#)



[PDF] Write Better Stories and Essays: Topics and Techniques to Improve Writing Skills for Students in Grades 6 - 8: Common Core State Standards Aligned

Access the link under to download "Write Better Stories and Essays: Topics and Techniques to Improve Writing Skills for Students in Grades 6 - 8: Common Core State Standards Aligned" file.

[Download eBook »](#)



[PDF] THE Key to My Children Series: Evan s Eyebrows Say Yes

Access the link under to download "THE Key to My Children Series: Evan s Eyebrows Say Yes" file.

[Download eBook »](#)



[PDF] I Learn, I Speak: Basic Skills for Preschool Learners of English and Chinese

Access the link under to download "I Learn, I Speak: Basic Skills for Preschool Learners of English and Chinese" file.

[Download eBook »](#)