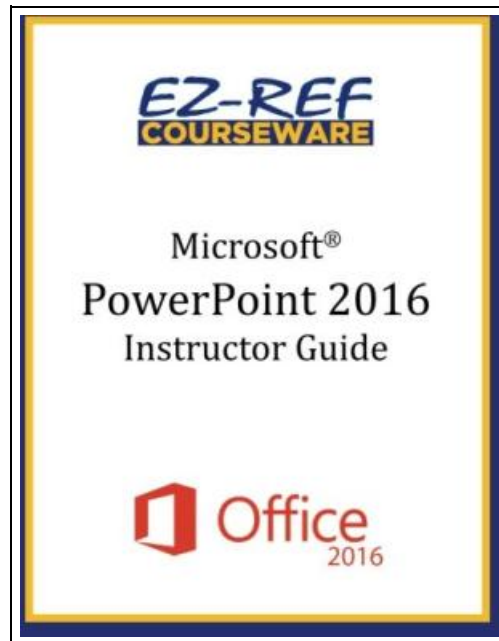


## Microsoft PowerPoint 2016: Overview: Instructor Guide (Black White)



Filesize: 8.14 MB

### ***Reviews***

*Extensive guide! Its such a very good read. I really could comprehend almost everything out of this created e ebook. You will like how the writer write this ebook.*

*(Katherine Feil)*

## MICROSOFT POWERPOINT 2016: OVERVIEW: INSTRUCTOR GUIDE (BLACK WHITE)



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 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: Instructor Guide \(Black White\) Online](#)



[Download PDF Microsoft PowerPoint 2016: Overview: Instructor Guide \(Black White\)](#)

## Related PDFs



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

Createspace Independent Publishing Platform, United States, 2012. Paperback. Book Condition: New. 277 x 211 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Mr. George Smith, a children s book author, has been...

[Download PDF >](#)



**Becoming Barenaked: Leaving a Six Figure Career, Selling All of Our Crap, Pulling the Kids Out of School, and Buying an RV We Hit the Road in Search Our Own American Dream. Redefining What It Meant to Be a Family in America.**

Createspace, United States, 2015. Paperback. Book Condition: New. 258 x 208 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.This isn t porn. Everyone always asks and some of our family thinks...

[Download PDF >](#)



**Weebies Family Halloween Night English Language: English Language British Full Colour**

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Children s Weebies Family Halloween Night Book 20 starts to teach Pre-School and...

[Download PDF >](#)



**RCadvisor s Modify: Design and Build From Scratch Your Own Modern Flying Model Airplane In One Day for Just**

Rcadvisor.com, United States, 2009. Paperback. Book Condition: New. 238 x 166 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Experience firsthand the joys of building and flying your very own model airplane...

[Download PDF >](#)



**Environments for Outdoor Play: A Practical Guide to Making Space for Children (New edition)**

SAGE Publications Ltd. Paperback. Book Condition: new. BRAND NEW, Environments for Outdoor Play: A Practical Guide to Making Space for Children (New edition), Theresa Casey, 'Theresa's book is full of lots of inspiring, practical, 'how...

[Download PDF >](#)