ECDL Advanced Presentation Software Using Powerpoint 2016 (BCS ITQ Level 3)

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Approved by BCS and ICS Skills. This training guide has been written specifically for the ECDL unit Advanced Presentation Software (BCS ITQ level 3, syllabus 2.0). Each exercise has been designed to build upon and extend your knowledge of Microsoft PowerPoint 2016 using a simple, step-by-step approach. You will learn how to make best use of presentation software to produce, view and print presentations containing a wide variety of slide content. Data files to accompany this title allow you to practise the many different software features covered.

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