

Manual Microsoft Powerpoint 2010

Bill Wood

Manual Microsoft Powerpoint 2010:

Microsoft PowerPoint 2010 Courseware Kimberly McKay, 2011-08-29 Welcome to Velsoft's courseware for Microsoft Office PowerPoint 2010 Microsoft's powerful and easy to use presentation program This new version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible This Foundation level is intended to help all novice computers get up to speed quickly This manual will also help more experienced users who have little to no experience with PowerPoint 2007 and the ribbon interface PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts -**Laminated Card)** Beezix, Beezix Software Services, 2010-06-10 Microsoft PowerPoint 2010 EZ-Ref Courseware, 2010-12-01 B W Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the basic concepts of Microsoft PowerPoint 2010 To download the exercise files that accompany this title please visit http www ezref com exercise files For information regarding unlimited printing with the ability to customize our courseware please visit our website www ezref com Topics covered in Microsoft PowerPoint 2010 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 Microsoft Access 2019 and 365 Training Manual Classroom in a Book TeachUcomp, 2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics Includes practice exercises and keyboard shortcuts You will learn about creating relational databases from scratch using fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and navigation forms and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up

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Microsoft PowerPoint 2010 Timothy J. O'Leary,2011

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