

Microsoft Powerpoint 2010 Manual

Michael Rajnik

Microsoft Powerpoint 2010 Manual:

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 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 Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, 2010-06-10 Microsoft Excel 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp, 2019-10-27 Complete classroom training manuals for Microsoft Excel 2019 for Lawyers 479 pages and 224 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively use legal templates legal business functions such as the Pv and Fv functions and simple IOLTA management In addition you ll receive our complete Excel curriculum Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen View 14 Working With Excel File Formats 15 AutoSave Online Workbooks Data Entry 1 Selecting Cells 2 Entering Text into Cells 3 Entering Numbers into Cells 4 AutoComplete 5 Pick from Drop Down List 6 Flash Fill 7 Selecting Ranges 8 Ranged Data Entry 9 Using

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