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covered Manage presentations Manage slides Insert and format text shapes and images Insert tables charts smartArt 3D models and media Apply transitions and animations Major topics include creating editing and enhancing presentations and slideshows including the ability to create and manage presentations insert and format shapes and slides create slide content apply transitions and animations and manage multiple presentations This Study Guide also covers creating professional grade sales presentations employee training instructional materials and kiosk slideshows Readers will also have access to Sybex s superior online test bank including hundreds of practice questions flashcards and a glossary of important terms

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