

Microsoft Powerpoint Study Guide Questions And Answers

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Microsoft Powerpoint Study Guide Questions And Answers:

Microsoft PowerPoint Introduction and Certification Study Guide Daniel John Stine, 2022-04 Serving as both a training guide for Microsoft PowerPoint and a study guide for the PowerPoint certification exam Microsoft PowerPoint Introduction and Certification Study Guide is an indispensable resource for PowerPoint users at every level of expertise Starting with the essentials and building to more complicated steps each chapter breaks one of five essential PowerPoint skill sets into manageable pieces These are the exact skills measured by the exam but the logical skill progression benefits all PowerPoint users and prepares you to create effective and compelling presentations Concise steps and descriptions make the information easy to follow and remember Clearly labeled screenshots and images clarify important PowerPoint features without being overwhelming Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whether you are looking to develop your PowerPoint skills or to positively impact your school or work life through certification Microsoft PowerPoint Introduction and Certification Study Guide can help you do both Why certification is important Microsoft PowerPoint Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your PowerPoint skills it can help get you hired boost academic performance prepare for the demands of the job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft PowerPoint Microsoft 365 Apps and Office 2019 certification is the first step to prove your skill level and open doors to career opportunities Outline of the book Build a strong foundation in PowerPoint and prepare for the exam with this all in one manual In the first chapter get comfortable with PowerPoint's user interface and important terminology A brief review of efficient practices reminds users of valuable keyboard shortcuts and commands Those interested in taking the exam will learn how to register for the exam and find an exam center what to expect during the exam and get information on scoring and how to retake the exam The subsequent chapters teach you how to independently create presentations using the core skills measured by the Microsoft PowerPoint Certification Exam manage presentations manage slides insert and format text shapes and images insert tables charts smartArt 3D models and media and apply transitions and animations Practice tasks a self exam and review questions after each chapter help solidify the skills you learn Video camera icons within the text denote exercises that have a corresponding video tutorial 85 in all for when you need extra help or learn best by observation Free PowerPoint practice exam software included Unlike any other PowerPoint exam manual available this book includes free PowerPoint practice exam software The final chapter focuses on the practice exam which closely mimics the format of the real exam Custom built and specially designed by SDC Publications the practice exam can be taken multiple times so you are comfortable with the test software how to mark and return to questions question format live in application steps and how the

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