

# Microsoft PowerPoint Introduction and Certification Study Guide

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Daniel John Stine AIA, IES, CSI, CDT

# Microsoft Powerpoint Complete Study Guide

**Joan Lambert**



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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 results are presented Study materials for all learning styles 50 flashcards Exam day study guide Free custom made Practice Exam Software 85 short narrated video tutorials for every exercise in the book About the author Daniel John Stine AIA IES CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications

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## **Table of Contents Microsoft Powerpoint Complete Study Guide**

1. Understanding the eBook Microsoft Powerpoint Complete Study Guide
  - The Rise of Digital Reading Microsoft Powerpoint Complete Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint Complete Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Powerpoint Complete Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint Complete Study Guide
  - Personalized Recommendations
  - Microsoft Powerpoint Complete Study Guide User Reviews and Ratings
  - Microsoft Powerpoint Complete Study Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint Complete Study Guide Free and Paid eBooks
  - Microsoft Powerpoint Complete Study Guide Public Domain eBooks
  - Microsoft Powerpoint Complete Study Guide eBook Subscription Services
  - Microsoft Powerpoint Complete Study Guide Budget-Friendly Options
6. Navigating Microsoft Powerpoint Complete Study Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Powerpoint Complete Study Guide Compatibility with Devices
  - Microsoft Powerpoint Complete Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Powerpoint Complete Study Guide
  - Highlighting and Note-Taking Microsoft Powerpoint Complete Study Guide
  - Interactive Elements Microsoft Powerpoint Complete Study Guide

8. Staying Engaged with Microsoft Powerpoint Complete Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Powerpoint Complete Study Guide
9. Balancing eBooks and Physical Books Microsoft Powerpoint Complete Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Powerpoint Complete Study Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Powerpoint Complete Study Guide
  - Setting Reading Goals Microsoft Powerpoint Complete Study Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Powerpoint Complete Study Guide
  - Fact-Checking eBook Content of Microsoft Powerpoint Complete Study Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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