



ECDL Presentation Software Using Powerpoint 2016 (BCS ITQ Level 2)

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Approved by BCS and ICS Skills. This training guide has been written specifically for the new ECDL unit Presentation Software (BCS ITQ level 2, syllabus 5.0). Each exercise has been designed to gradually build up your knowledge of Microsoft PowerPoint 2016 using a simple, step-by-step approach. You will learn how to make best use of the presentation software to create, format and run professional presentations. Data files to accompany this title allow you to practise the many different software features covered.

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