

Microsoft PowerPoint 2016

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world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program s manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program Microsoft PowerPoint 2016 Level 2 (English version) AMC College, This manual provides an advanced guideline to use PowerPoint such as wordart Smart Art Graphic Organization Chart Photo Album Slide Master Placeholders Slide formatting Working with audio and video and additional features in the Microsoft PowerPoint 2016 **Microsoft PowerPoint 2016 Level 1 (English version)** AMC College, This manual covers Introduction of Microsoft powerpoint 2016 Creating Presentation Understanding OneDrive Slide Basics Text Basics List Basics Add Table Basics Add Chart Basics Animation Basics and Transition Basics **Ways to become successful in career: Required skill sets** Editor IJSMI,2020-04-12 Everyone wants to become successful in their career from fresher to senior level professionals One need to build a career in a particular field or area based on their aims or ambitions or long time goals Career building is a long process as it might take years and might be made up one job or multiple connected jobs or starting an own business or organization If we choose and build a career in a field or area and move in that ladder then the journey will give greater job satisfaction more confident recognition opportunities sense of achievement independence security reduce stress as we will be liking whatever we are doing and most importantly it will help us to grow financially If we focus on getting merely a job then the benefit will be short lived and we might need to search it all the time This book throws light on the basic skills required in building a successful career Different types of skills required for one to succeed in their field such as technical skills leadership skills managerial skills and soft skills such as communication networking interpersonal problem solving skills critical thinking conflict management and organization skills The book focuses on building a successful career by way of self assessment proper planning and improving their required skills set Editor IJSMI International Journal of Statistics and Medical Informatics www.ijsmi.com/book.php

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