



Sakhisisizwe Projects

Powerpoint in a Day !

- **Saqa Id 116933** Beginners Powerpoint Day1

- WHAT IS POWERPOINT?
- **CREATE A PRESENTATION**
- **WORK WITH TEXT**
- **COPY AND MOVE**
- **FORMAT SLIDES**
- **PRODUCE A PRESENTATION**
- **Format A Presentation For Web Publishing**
- **PRINT A PRESENTATION**



- **Saqa Id 117923** Intermediate Powerpoint Day2

- DESIGN A PRESENTATION
- ADJUST SETTINGS
- FORMAT A PRESENTATION
- PRESENTATION EFFECTS
- MULTIPLE PRESENTATIONS
- CUSTOMISE THE PRESENTATION
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- **Saqa Id 116930** Advanced Powerpoint Day3

- INSERTING A CHART
- CREATING A DIAGRAM
- CREATING A SIMPLE DRAWING
- IMPORTING AND EXPORTING DATA
- ARRANGING OBJECTS
- ACTION SETTINGS
- MASTER SLIDES



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