



OCR Level 1 ITQ - Unit 58 - Presentation Software Using Microsoft PowerPoint 2013

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This training guide has been written specifically for the OCR ITQ (IT User Skills) level 1 unit Presentation Software, which requires you to make best use presentation software to edit, show and print slide shows. Each exercise in this guide has been designed to gradually build up your knowledge of Microsoft Excel using a simple, user friendly, step-by-step approach. This optional level 1 unit has a credit value of 3, and requires you to select and use a range of simple software tools to create and view simple slide show presentations. This guide provides you with the knowledge and techniques necessary to meet these learning outcomes. Data files to accompany this title are available to download from our website, which allow you to practise the many different software features covered.

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