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*Microsoft Teams*

PowerPoint 2016 Advanced Quick Source Guide This 6 page, full-color guide is a great resource for anyone who uses Excel 2016. This user-friendly cheat sheet will teach you how to perform the basic commands of the software. Word 2016 Advanced Quick Reference Guide #word #microsoftword #Word2016 #office #microsoft

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Animation/Text Overlays with Audio/Video Annotations During a  
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Show Setting Timings by Viewing the Show Recording Narration  
Compressing Media Files Packaging Presentations on a CD/USB  
Drive Saving a Presentation as a Video Broadcasting Your  
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2013 Advanced.

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previous version. Topics Include: Interface Basics, File Management, Text, Pictures, Shapes, Objects, Basic Formatting, Basic Editing, Formatting Paragraphs, Presentation Views, Presentation Setup, Presentation Masters, Animation Previewing, Printing and Sharing, Running a Slide Show, Using a Touch Interface, and Keyboard Shortcuts.

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and shortcuts for how to use Microsoft Word 2016 for Mac Introduction. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Word 2016 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Setting up the Page Moving and Copying Text Changing Line and Paragraph Spacing Paragraph Alignment Showing/Hiding Special Characters Displaying Rulers Creating Bulleted & Numbered Lists Copying Formatting Going to a Page Moving Quickly to the Next Page, Table, Graphic, Heading, etc. Using the Sidebar to Navigate Document Views: Print Layout View, Web Layout view, Outline View, Draft View, Full Screen View. Using the Highlighter. Creating a Text Box Inserting a Page Break, Creating

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