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Complex presentation will be possible once this guide is studied. Not only does it cover all aspects required by the ECDL Advanced AM6 syllabus, but could also be used by those familiar with PowerPoint but wishing to further their knowledge. Topics include inserting and editing various types of image, as well as adding sounds and movies. Data is available to download. The data files allow you to practice the different software features. This book is approved by the ECDL Foundation.



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