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APPROVED COURSEWARE

Microsoft®  
**PowerPoint**  
2000



**Instructor Guide**



# Microsoft Powerpoint 2000 Step By Step Courseware Trainer Pack

**Arturo Cuomo**



## **Microsoft Powerpoint 2000 Step By Step Courseware Trainer Pack:**

**Microsoft PowerPoint 2000 Step by Step Courseware Trainer Pack** Perspection, Inc. Staff, 2000 This INSTRUCTOR GUIDE is a key part of the Microsoft STEP BY STEP COURSEWARE series which provides everything you need to get Microsoft software training classes up and running quickly with the most effective learning content available This guide complements both student guides for this software product the Core Skills Student Guide for students who want to gain basic proficiency with Microsoft PowerPoint 2000 and the Expert Skills Student Guide for students who want to master advanced techniques with Microsoft PowerPoint 2000 Both come in full color versions that offer students an outstanding learning experience This guide is designed for in depth instructor led training Numbered steps provide detailed instructions to help students easily learn new skills Lesson objectives clearly state what your students will learn in each lesson Margin notes for instructors give guidance on lesson delivery The MOUS logo indicates a task that will be tested on the Microsoft Office User Specialist MOUS certification exam Putting It All Together exercises challenge students to apply what they've learned in new ways Quick Quizzes test what students have learned in each lesson The Lesson Glossary defines key terms shown in boldface throughout the lesson Using the Core Skills Student Guide your students will learn how to Meet Microsoft PowerPoint MOUS certification objectives Create modify and print PowerPoint presentations Outline their ideas and add and modify text Apply and modify templates and use color schemes Add draw and modify tables charts clip art and other objects Add sounds movies animations and voice narrations Produce a multimedia slide show Share a presentation over a network or the Internet Customize how PowerPoint looks and works

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web the canadian language benchmarks clb describe 12 levels of ability in each of four different language skills listening speaking reading and writing the clb are used in canada to describe the language ability of people who are learning english for each language skill you receive a separate benchmark and this benchmark indicates how

**canadian language benchmarks assessment clba achēv** - Sep 13 2023

web clba the clba is used to determine a newcomer s english language proficiency in listening speaking reading and writing at various stages of development the clba is an assessment tool rather than a traditional test its purpose is to help place language learners in instruction programs appropriate for their level of competence in english