

SYLLABUS

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Introduction to Windows

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- 5.3 Customizing Presentation:- changing the text formats, adding bullets, aligning text.
- 5.4 Formatting Slides:- Using Color Schemes, background Color and Designs, Adding Pictures/ Graphics on Slide,
- 5.5 Adding Header and Footer, changing slide layouts,
- 5.6 Adding charts of different types to slide, organization chart, Slide show,
- 5.7 Using slide transition:- giving timing, sound and adding animations to slides and using preset animations,
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