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This training guide has been written specifically for the City & Guilds ITQ (IT Users) level 3 unit Presentation Software, which requires you to make best use of presentation software to produce, view and print presentations containing a wide variety of slide content. Each exercise in this guide has been designed to gradually build up your knowledge of Microsoft PowerPoint using a simple, user friendly, step-by-step approach. This unit requires you to demonstrate the skills and knowledge needed to use a range of advanced presentation software tools to create and edit professional 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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