Webinar on

Creating Smart Presentations : Integrating Excel, Word and PowerPoint

Learning Objectives

- Integrate Excel data and charts with PowerPoint

- The Many Facets of Copy, Paste

- Understand Linking vs. Embedding Data

- Link Excel data and charts with PowerPoint for automatic updating

- Master Excel data integration into Word

- Inserting an Excel Spreadsheet into Word

- Use Word to create a new PowerPoint presentation by utilizing a Word Outline

- Use Word to create customizable PowerPoint speaker notes and handouts

Microsoft Office is known for its integration capabilities. We typically work with Excel, Word, and PowerPoint individually, and we may insert data from Excel into a Word report or a PowerPoint presentation.

PRESENTED BY:

Cathy Horwitz believes that when your employees know the capabilities of the software they use, they will demonstrate improved productivity, will be more efficient, and will be able to problem-solve more easily.

Duration : 90 Minutes

Price: $200

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Webinar Description

Microsoft Office is known for its integration capabilities. We typically work with Excel, Word, and PowerPoint individually, and we may insert data from Excel into a Word report or a PowerPoint presentation. Each program has features specific to sharing data automatically among programs. This webinar will give attendees important time-saving techniques in creating truly smart presentations; determine when and how to use each type of integration effectively.

Who Should Attend ?

Administrative assistants

Managers

Directors

Sales associates

Students

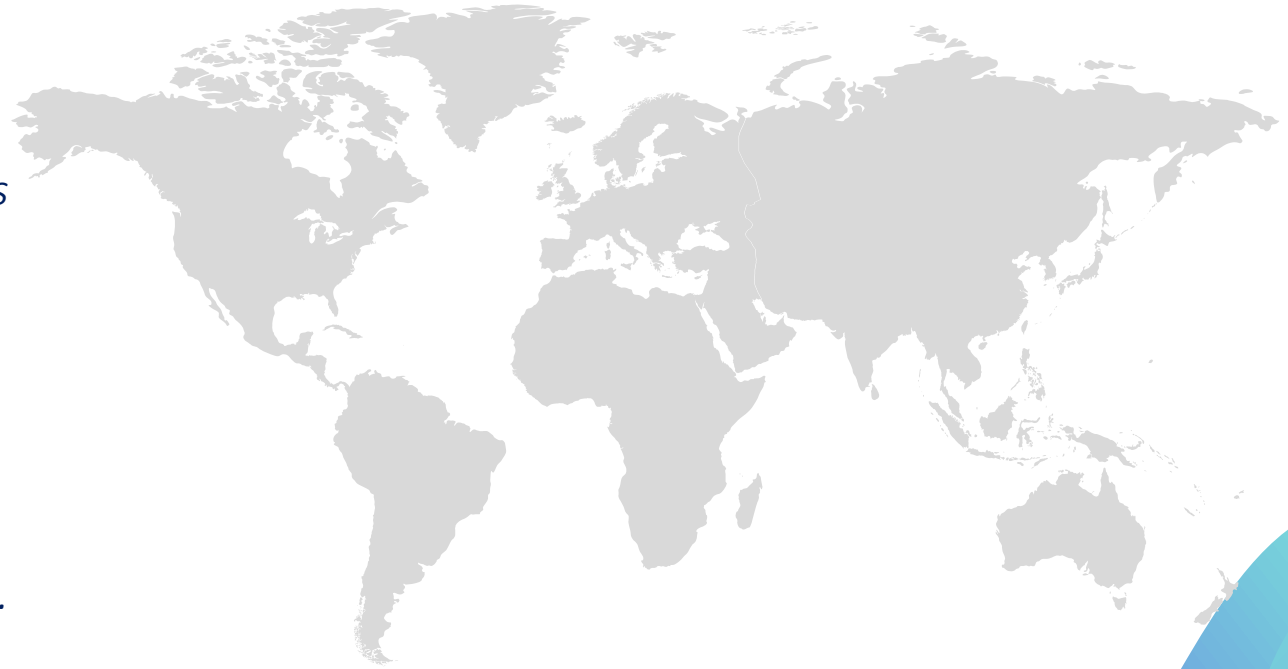*Teachers*

Marketing personnel

Medical personnel

Legal professionals

Anyone using MS Office in a business or educational setting to create reports and presentations

Why Should You Attend ?

Create dynamic presentations with PowerPoint by uniting automated features of Word and Excel. This webinar includes a broad scope of techniques that will make reporting and presenting from all three MS Office applications easier and more effective. Learn about Word's integration of Excel data, linking and embedding Excel data to PowerPoint, using Word for customized PowerPoint speaker notes, and converting Word outlines to PowerPoint.

To register please visit:

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