OFFICE ADMINISTRATION 2º Q

Giving a presentation

Preparing a presentation

Recommended keywords:	Folder, staples, scissors, envelope, toner cartridge, paper clips
Font type, size and style:	Century Gothic 12 point for heading, bold for very important things
Number of bullets per slide:	Up to six
Number of columns per slide:	Up to six
Use of image:	Yes, many, but must be high resolution (and in colour, of course)
Use of music:	Yes

LIVEWORKSHEETS

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