EUROPEAN INFORMATION TECHNOLOGIES CERTIFICATION INSTITUTE, ASBL.

Brussels, Belgium, European Union

CERTIFICATE

Anna Garczarek

Has successfully completed test requirements of
The European Information Technologies Certification Programme

EITC/BI/001 Multimedia presentation software fundamentals (OpenOffice)

Certification Programme examination result: 93.33%

Certification Programme description:

Introduction: main window, slide, fields on a slide, main menu, toolbars, views; Creating a presentation: title slide, creating and editing a slide (types of slide layouts), themes (theme editing), slide show; Objects on a slide: inserting and editing objects, usage examples (formatting, many shapes insertion, shape connectors), objects overlapping, editing objects (text objects, shapes, images, tables); Object animation and transitions between slides: animation definition, animation modification (custom animation, animation effects, animation parameters, timing, triggers), adding and editing transitions between slides (single transition, transition parameters); Spell checking (error corrections, dictionary); Slide sorter view (slide operations: move, duplicate, copy, paste, delete); Printing (print types); Help (search for help topics, online and offline mode)

Certificate Programme version/revision: EITC/BI/001v1r1

CERTIFICATE ID: **EITC/BI/001/NRH/12003665**

To validate authenticity of this certificate or review its programme and test results scan/click QR code or visit:
www.eitci.org/validate

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