

Powerpoint Basics In 30 Minutes How To Make Effective Powerpoint Presentations Using A Pc Mac Powerpoint Online Or The Powerpoint App

Do you have 30 minutes to spare? It's all you'll need to get up to speed with Google Drive, a free online office suite that duplicates most of the functionality of Microsoft Word, Excel, and PowerPoint. Millions of people use Google Drive and its popular word processor, Docs, every day. You too can use Drive and Docs to: * Write letters and reports * Enter data into Sheets, Google's free online spreadsheet program * Give presentations using Slides * Collaborate online with classmates and colleagues on important documents * Convert documents to different file formats * Print documents, drawings, and spreadsheets * Export PDFs * Make pie charts, bar charts, and simple tables * Publish documents and spreadsheets online "Google Drive & Docs In 30 Minutes" is written in plain English, and uses screenshots and step-by-step instructions. In just a half-hour, you'll learn registration, file creation and other basics, as well as important time-saving tips and best practices. "Google Drive & Docs In 30 Minutes" is authored by Ian Lamont, an award-winning technology journalist and digital media entrepreneur. He has written several books in the In 30 Minutes series, including "Dropbox In 30 Minutes" and "Excel Basics In 30 Minutes."

In 30 minutes learn this guide will show you how to get the most out of Microsoft Word, the world's most popular tool for writing letters, reports, manuscripts, brochures, and more. You may have a handle on the basics, but Microsoft Word In 30 Minutes will show you how to leverage powerful features and shortcuts that most people seldom use. Topics include:* Interface basics, from ribbons to rulers* How to quickly format documents using styles and themes* Adding photos, charts, and other elements* Working with headers and footers* How to create a table of contents* Collaboration basics, from tracking to sharing* Protecting sensitive documents* Setting up footnotes and endnotes* Importing and exporting files and data* Printing and mailingsFor people who can't afford Office 2016, Microsoft Word In 30 Minutes also includes a section on how to use Google Docs, a fully featured online word processor and app available for free from Google, as well as Word Online, Microsoft's free online word processor with limited capabilities. Microsoft Word In 30 Minutes is authored by Angela Rose, whose previous work includes LinkedIn In 30 Minutes, 2nd Edition.

Microsoft Office 2013/365 and Beyond is divided into five sections with 16 chapters that progressively introduce you to computer concepts from the moment you hit the power button all the way through to using a variety of productivity software applications available in Microsoft Office 2013 and Microsoft Office for Mac 2011. The focus of this text is to provide readers with the skills needed to discuss essential computer concepts, navigate and conduct basic tasks using an operating system, and develop files using basic productivity applications. The companion disc includes all of the files needed to complete the chapter exercises within the text. You will also find video tutorials, a repository of high-resolution images from the chapters, and samples of completed projects for comparison. Features: * Designed to address the Windows operating system and the 2013 Microsoft Office application suite * Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office (MS Outlook, Word, PowerPoint & Excel) * Includes a dynamic 4-color design with supplementary video tutorials to enhance the learning process * Discusses common computer applications, including Adobe Reader (for reading PDF files) and Microsoft OneNote for Windows (for managing files). Additional productivity tools like OpenOffice.org are presented * Includes a comprehensive DVD with sample tutorial videos, project files from the text, figures, Excel functions and formulas, and MS Office shortcuts * Numerous instructor supplements and companion Web site available upon adoption

The all-in-one K-8 toolkit for the lab specialist, classroom teacher and homeschooler, with a years-worth of simple-to-follow projects. Integrate technology into language arts, geography, history, problem solving, research skills, and science lesson plans and units of inquiry using teacher resources that meet NETS-S national guidelines and many state standards. The fifty-five projects are categorized by subject, program (software), and skill (grade) level. Each project includes standards met in three areas (higher-order thinking, technology-specific, and NETS-S), software required, time involved, suggested experience level, subject area supported, tech jargon, step-by-step lessons, extensions for deeper exploration, troubleshooting tips and project examples including reproducibles. Tech programs used are KidPix, all MS productivity software, Google Earth, typing software and online sites, email, Web 2.0 tools (blogs, wikis, internet start pages, social bookmarking and photo storage), Photoshop and Celestia. Also included is an Appendix of over 200 age-appropriate child-friendly websites. Skills taught include collaboration, communication, critical thinking, problem solving, decision making, creativity, digital citizenship, information fluency, presentation, and technology concepts. In short, it's everything you'd need to successfully integrate technology into the twenty-first century classroom. See the publisher's website at structuredlearning.net for free downloads and more details.

Excel Basics In 30 Minutes (2nd Edition)

Training Design Basics, 2nd Edition

The Professor Is In

The Big Book of Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Collaboration

PowerPoint 2019 Reference and Cheat Sheet

Technical Report

Microsoft Office 2013/365 and Beyond

Make PowerPoint the most "power"ful weapon in your Office arsenal and captivate your audience Presentations are your opportunity to stand out from the crowd, impress your colleagues, and be the smartest person in the room. And upping your PowerPoint game is the key to making your next talk one to remember. But where do you start? Luckily, the trusted For Dummies series is here to help you put the umph back in your PowerPoint decks, one compelling slide at a time. Don't worry if you're completely new to PowerPoint, or even Microsoft Office in general. PowerPoint For Dummies, Office 2021 Edition quickly gets you up to speed on the basics of this world-famous presentation software, starting with understanding and using the interface. You'll learn to create a new presentation from scratch, leverage free templates to accelerate the making of your next slide deck, and even import data from other applications. Already know the fundamentals? Then skip straight to the sizzle with step-by-step instructions on integrating charts and graphics into your next presentation. Knock your audience's socks off with attention-grabbing videos, special effects that make it impossible to look away, and seamless slide transitions. Organized for easy and fast reference, this practical guide walks you through the strategies and techniques you'll need to: Keep your presentation audiences engaged from the first slide to the very last Collaborate with team members and colleagues, and share your presentation with others Take advantage of all the latest features in the newest version of PowerPoint that will help you drive your deck past the finish line Your next presentation is your chance to deliver your best ideas with power, dynamism, and enthusiasm. Get the tools you need to engage your audience in PowerPoint For Dummies, Office 2021 Edition. You'll soon discover that creating a slide deck, whether it's your first or your fiftieth, can be fun, easy, and exciting.

FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — presentationzen.com — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. Presentation Zen challenges the conventional wisdom of

making "slide presentations" in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simpler, more effective presentations.

The fifth edition of *The Complete Idiot's Guide to Computer Basics* places the reader in charge of the computer, rather than the other way round, and places the focus on software troubleshooting rather than hardware techno-babble. The reader wants to do something practical with his or her computer - this book shows them how. It covers basic office programs and how to manage photo, video and music files. It offers advice on safe web-surfing, including coverage of newsgroups, message boards and mailing lists. There are new green computing initiatives that help protect the environment. It includes maintenance and upgrading information.

Updated in 2018! The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks:

- Write letters and reports
- Crunch numbers and create online data entry forms
- Give presentations
- Collaborate online with classmates and colleagues
- Convert Microsoft Office documents to Google formats, and vice versa
- Print documents, drawings, and spreadsheets
- Export PDFs
- Make pie charts, bar charts, and simple tables
- Publish documents and spreadsheets online using the new Google Sites

After covering registration, file creation and other basics, *Google Drive and Docs In 30 Minutes (2nd Edition)* zeroes in on the most important time-saving tips and productivity tools. Highlights include:

- Converting files between Microsoft Office and Google formats.
- Best practices for organizing files in Google Drive.
- What to expect with collaboration and sharing.
- The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides.
- Accessing older versions of files.
- How to publish your documents to the Web for colleagues or members of the public to view.
- Functions, sorting and filtering in Google Sheets (with examples).
- Using Google Forms to gather data.
- Google Slides: Is it a suitable alternative to Microsoft PowerPoint?
- Working with offline files.
- Downloading third-party apps.

The tone of *Google Drive and Docs In 30 Minutes* is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. *Google Drive and Docs In 30 Minutes, 2nd Edition* is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including *Dropbox In 30 Minutes*, *Twitter In 30 Minutes*, and *Excel Basics In 30 Minutes*. Here's what readers are saying about *Google Drive & Docs In 30 Minutes*: "I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it." "I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled "Docs for dummies" and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly" "A clear and concise explanation of how to navigate your way through google docs." "Excellent introduction to Google drive. Well researched, easy to read, nicely organized."

The Concise Microsoft Excel & PowerPoint A-Z Mastery Guide for All Users

PowerPoint 2000

Microsoft Excel & PowerPoint for Beginners & Power Users 2021

Simple Ideas on Presentation Design and Delivery

The Effective Use of Powerpoint in Education

Go Home E-Mail Free; Bags of Energy Now; Give Great Presentations (And Without a Slidedeck); Make Better

Presentations More Often; Boost Your Productivity

Cambridge National Level 1/2 Creative iMedia

Legendary leadership and elite performance expert Robin Sharma introduced The 5am Club concept over twenty years ago, based on a revolutionary morning routine that has helped his clients maximize their productivity, activate their best health and bulletproof their serenity in this age of overwhelming complexity. Now, in this life-changing book, handcrafted by the author over a rigorous four-year period, you will discover the early-rising habit that has helped so many accomplish epic results while upgrading their happiness, helpfulness and feelings of aliveness. Through an enchanting—and often amusing—story about two struggling strangers who meet an eccentric tycoon who becomes their secret mentor, *The 5am Club* will walk you through: How great geniuses, business titans and the world's wisest people start their mornings to produce astonishing achievements A little-known formula you can use instantly to wake up early feeling inspired, focused and flooded with a fiery drive to get the most out of each day A step-by-step method to protect the quietest hours of daybreak so you have time for exercise, self-renewal and personal growth A neuroscience-based practice proven to help make it easy to rise while most people are sleeping, giving you precious time for yourself to think, express your creativity and begin the day peacefully instead of being rushed "Insider-only" tactics to defend your gifts, talents and dreams against digital distraction and trivial diversions so you enjoy fortune, influence and a magnificent impact on the world Part manifesto for mastery, part playbook for genius-grade productivity and part companion for a life lived beautifully, *The 5am Club* is a work that will transform your life. Forever.

Take your Microsoft Word skills to the next level! Learn how to use powerful design, review, and collaboration tools in Word for Microsoft 365 and Word for the Web.

Although we have been successful in our careers, they have not turned out quite as we expected. We both have changed positions several times-for all the right reasons-but there are no pension plans vesting on our behalf. Our retirement funds are growing only through our individual contributions. Michael and I have a wonderful marriage with three great children. As I write this, two are in college and one is just beginning high school. We have spent a fortune making sure our children have received the best education available. One day in 1996, one of my children came home disillusioned with school. He was bored and tired of studying. "Why should I put time into studying subjects I will

never use in real life?" he protested. Without thinking, I responded, "Because if you don't get good grades, you won't get into college." "Regardless of whether I go to college," he replied, "I'm going to be rich."

The top-selling guide to Google's free online office suite is now available in a revised and expanded third edition! Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: * Write letters and reports* Crunch numbers and create online data entry forms * Give presentations * Collaborate online with classmates and colleagues* Convert Microsoft Office documents to Google formats, and vice versa * Print documents, drawings, and spreadsheets* Export PDFs * Make pie charts, bar charts, and simple tables* Publish documents and spreadsheets onlineAfter covering registration, file creation and other basics, Google Drive and Docs In 30 Minutes (3rd Edition) zeroes in on the most important time-saving tips and productivity tools. Highlights include:* Converting files between Microsoft Office and Google formats.* Best practices for organizing files in Google Drive.* What to expect with collaboration and sharing.* The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides.* Accessing older versions of files.* How to publish your documents to the Web for colleagues or members of the public to view.* Functions, sorting and filtering in Google Sheets (with examples).* Using Web Forms to gather data.* Google Slides: Is it a suitable alternative to Microsoft PowerPoint?* Working with offline files.* Downloading third-party apps.The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. Google Drive and Docs In 30 Minutes is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes.

Excel Basics In 30 Minutes

The STREAM Tools Handbook

Navigating Common Constraints for Exceptional Results

Google Drive and Docs in Thirty Minutes

Everything You Need to Integrate Computers Into K-8 Classes

The Essential Guide To Turning Your Ph.D. Into a Job

Microsoft Word In 30 Minutes

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

THIRD EDITION: Did you learn PowerPoint in 30 minutes? Join the crowd...most people get no more than a half-hour of training time with PowerPoint before they are tasked with making what is likely to be a first impression of themselves or their company. This book is for earnest presenters and presentation designers who want to escape the perils that entrap so many who turn to PowerPoint for their presentations.

Are you a learning and development professional responsible for creating training programs for your organization? If so, you probably know that every training project faces the constraints of time, cost, and quality. Real World Training Design employs the time-tested ADDIE (Analysis, Design, Development, Implementation and Evaluation) model as a starting point in giving you the tools and knowledge you need to implement your training goals. In Real World Training Design, you will learn how to assess the needs training of your company, how to design a program that meets your criteria you face, how to develop the program efficiently and cost-effectively, how to implement your training protocol, and how to evaluate the results of your work so you can demonstrate the benefits and return-on-investment of your plan.

Take Your Excel and PowerPoint Skills to the Next Level with This Powerful Book On daily basis, men are involved with word processing, manipulations and analysis, be it for academic purposes, businesses, training, etc. This book is all you need to easily learn Office 365 apps (Word, Excel, PowerPoint, etc.) as it provides a comprehensive introduction to the latest versions of Microsoft Office word processor apps. With the help of illustrated explanations, this Microsoft Office book will take you through the updated Office (2021 edition) applications and guide you through implementing them using practical examples. You'll learn how to use Excel to perform various calculations using formulas and functions as well as the working knowledge of Excel basics such as setting up workbooks, formatting and customizing cells, solving printing issues, along with discovering its data analysis features. In addition, you'll get to learn how to effectively and efficiently use PowerPoint for professional presentations including how

to add various stylings to your presentations so as to make them livelier and more interactive. In a nutshell, you have a lot to gain by using this guide for your Excel 365, Excel 2021 and PowerPoint 2021. By the end of this book, you'll have learned the essentials of Office business apps and be ready to work with them to boost your productivity. Who this book is for: Whether you're just getting started or have used Microsoft Office before and you are looking to develop your MS Office skills further, this book will help you to make the most of the different Office applications.

Training Basics: an Infoline Collection

How to Make Effective PowerPoint Presentations Using a PC, Mac, PowerPoint Online, Or the PowerPoint App

Technical Writing for Teams

PowerPoint 2007

Everything You Need to Integrate Computers into K-8 Classes

iPhone Basics In 30 Minutes

The Missing Manual

Do you want to learn how to use Microsoft Excel, for a career boost or to better handle numbers, lists, and other data? The revised and expanded second edition of Excel Basics In 30 Minutes will quickly get you up to speed with basic spreadsheet concepts, tips, and tricks! Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions, screenshots, and examples that demonstrate exactly what to do. Instructions apply to recent versions of Excel, including Excel 2013, Excel for Office 365, and Excel Online. For users who don't own Excel, the guide explains how to use a free online spreadsheets program called Google Sheets.

Strengthen learners' grasp of the most challenging units and develop the skills required for success with this student book mapped to the Cambridge National Level 1 / 2 in Creative iMedia. Covering the mandatory and optional units, this textbook will help to build knowledge, reinforce classroom learning and test the students' understanding. · Builds students' knowledge with clearly-focused content to aid progression and activities to assess understanding. · Prepares your students for both internal and external assessment with opportunities to test and consolidate understanding. · Support your students' progress through the course with the only textbook published for the Cambridge National Level 1 / 2 in Creative iMedia.

Do you want to learn how to use Microsoft Excel, for a career boost, or to better handle numbers, lists, and other data? This popular Excel user guide covers basic spreadsheet concepts, including the Excel interface, formatting, functions, formulas, AutoFill, charts, print, filtering, and sorting. Step-by-step instructions are easy to follow, and include many examples. Instructions apply to recent versions of Microsoft Excel, Excel Online, Excel for Android and iOS, and Google Sheets.

A handy resource for beginning, intermediate, or advanced PowerPoint users, this three-panel guide features helpful time-saving hints so that you can get the most out of Microsoft's dynamic presentation software. Written to follow PowerPoint 2010 (and compatible with PowerPoint 2007), this guide includes helpful screen captures and icons, as well as clear and concise instructions.

The Basics of Achieving Professional Certification

Cutting Edge PowerPoint For Dummies

Using PowerPoint 2019

Computer Concepts and Applications

The Business Skills Collection: 30 Minute Reads

Make a Bigger Impact with Your Documents and Master the Writing, Formatting, and Collaboration Tools in Word for Microsoft 365 and Word for the Web

Presentation Zen

In 30 minutes, learn how to unlock the secrets of your iPhone! Whether you own an iPhone or are thinking about buying one, this guide will help you get the most out of the device and its powerful hardware, the iOS operating system, and the ever-expanding universe of iPhone apps. Written in plain English with a touch of humor and lots of screenshots, this iPhone manual covers basic features as well as hidden tricks and time-savers for the iPhone 6S, iPhone 6S Plus, iPhone SE, iPhone 7, and iPhone 7 Plus. Topics include: * Setting up your new iPhone * How to customize your iPhone 's appearance * What you need to know if you are migrating from Android * Touch screen basics * 3D Touch, Peek, and Pop * Managing your Home screens * Switching apps and multitasking * Typing and text tricks * Siri and its kid brother, Dictation * Getting the most out of the powerful iPhone camera * Managing iCloud settings * Security features, from Find My iPhone to Touch ID * Wi-Fi and other wireless settings * How to tame notifications and after-hours calls * Moving, deleting, and grouping apps * Four ways to conserve battery power * Seven ways to free up storage space on your iPhone * Nine exceptional apps for your iPhone As its name suggests, iPhone Basics In 30 Minutes covers basic setup, simple customization steps, and tips on how to get the most out of your iPhone. It is not a comprehensive guide. Nevertheless, in a single reading you will discover new features and learn time-saving shortcuts that will enable you to see your iPhone in a whole new light. Buy the guide today!

Introducing the 30 minute reads e-book series! You're half an hour away from a pain free working life! So why not fill your down-time with some up-skilling? The average commute to work is 30 minutes. Why not kick start your New Year good intentions by using your commuting time to skill-up?! And with five books in the series you could have the most productive week of your life! Digitally native content optimized to be read on-screen Each book contains 10 short, sharp and to-the-point chapters, finishing with an ' Action Plan ' with clear, super-structured, super-easy steps to no more pain! Brand new series of short form e-books Each can be read in just 30 minutes! Covering core business skills and problems to make your work life more productive, less painful and more successful

Do you want to learn Microsoft Excel, for a career boost, or to better handle numbers, lists, and data? This popular Excel tutorial covers basic concepts, formatting, AutoFill, formulas, functions, sorting, filtering, collaboration, and charts. Examples apply to Excel 2019, Excel Online, Excel mobile apps, and Google Sheets.

PowerPoint Basics In 30 Minutes How to Make Effective PowerPoint Presentations Using a PC, Mac, PowerPoint Online, Or the PowerPoint App 30 Media Corporation

Real World Training Design

PowerPoint For Dummies, Office 2021 Edition

Own Your Morning. Elevate Your Life.

The Step-by-step Guide to Using Microsoft PowerPoint 2019

Rich Dad, Poor Dad

55 Technology Projects for the Digital Classroom--Vol. II

The unofficial guide to the new Google Drive, Docs, Sheets & Slides

B is an awfully boastful bloke and when he and the rest of the alphabet get together, he can't help but tease the vowels about their small numbers. So the vowels begin to take off, one by one. The consonants--and the rest of the farm--see just how important vowels really are. With disaster looming and B seeing the error of his ways, can U save the day and set the alphabet right again?

A new handbook not only covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full advantage of advanced functions; and how to create reusable

Do you need a quick reference for MS PowerPoint 2019? The four-panel Microsoft PowerPoint 2019 Reference & Cheat Sheet contains tips, shortcuts, and an annotated list of the most frequently accessed PowerPoint 2019 features for Windows and macOS. Almost all of the instructions and examples also apply to PowerPoint 2016.

A unique, integrative, team-centered approach to writing and formatting technical documents **Technical Professionals:** Do you have difficulty producing high-quality documents with multiple contributors when faced with a tight deadline? Do you need a process that enables global team members to collaborate online as they produce sophisticated documents? Do you prefer the ease of a WYSIWYG desktop publishing tool like Microsoft Word rather than more complex software like LaTeX? **Professors and Graduate Students:** Do you want to streamline the process of writing multi-investigator papers, reports, proposals, and books? Do you spend a lot of time formatting documents instead of thinking and writing? Do you write research papers in Microsoft Word and then need to convert them to LaTeX for your thesis? Do you write research papers in LaTeX and then need to convert them to Microsoft Word when embarking on collaborations with your colleagues from industry?

Undergraduate Students: Do you need to write a research paper and don't know where to start? Do you need to collaborate with classmates on a long paper and find yourself lost in organizational details rather than immersed in the content? If you answered "yes" to any of these questions,

Technical Writing for Teams: The STREAM Tools Handbook is for you. It provides an easy-to-learn system that streamlines individual and collaborative writing, allowing you and your teams to instantly become more productive and create the highest quality documents in a minimum amount of time. Introduced here are the STREAM Tools—Scientific and Technical wRiting, Editing, And file Management Tools—which unlock your collaborators' potential and addresses team dynamics, separation of duties, and workflow. You'll see how to ensure compatibility among multiple writers, achieve consistent formatting, organize content, integrate bibliographic databases, automate the process of document preparation, and move content between Microsoft Word and LaTeX. Checklists, guidelines, and success stories are also included to help you operate as efficiently as possible. From planning and editing documents to solving common team writing problems to managing workflow, **Technical Writing for Teams: The STREAM Tools Handbook** is the one-stop reference that allows teams to collaborate successfully and create unified, effective documents.

PowerPoint 2019 For Dummies

Google Drive and Docs in 30 Minutes (3rd Edition)

The Beginner's Guide to Microsoft Excel, Excel Online, and Google Sheets

The Unofficial Guide to Google Drive, Docs, Sheets and Slides

The unofficial guide to the iPhone, including setup, easy iOS tweaks, and exceptional apps

Enhancing Your Credentials

Google Drive and Docs in 30 Minutes (2nd Edition)

Professional certification has become a very popular topic and a significant number of individuals are making it a priority. Some people are torn on whether or not to obtain a certification to bolster their career. Others see the advantage of diversifying their professional portfolio and pursuing popular certifications in the areas of Project Management, Information Technology, Quality, or Human Resources. The Basics of Achieving Professional Certification: Enhancing Your Credentials provides clear-cut guidance on how to select a certification that is right for you and how you can continue to build your credentials in support of personal and professional goals. This easy-to-use guide can help anyone looking to achieve professional certification make informed decisions about the many options available. It can also help avoid the pitfalls of making the wrong choice as a result of being incorrectly informed. Examining the range of professional certifications offered by associations and organizations, it explains how to select the right professional certification and outlines best practices for completing the certification process. The book includes a CD that represents more than a year of development between resources in the U.S. and Europe. Packed with tools, it supplies permanent access to a suite of helpful training and development software, including: Library management system to track training material, books, and related items (created in MS Access) Learning management system to ensure training compliance (created in MS Access) A number of project management resources, including a comprehensive exam preparation program Royalty free multimedia resources to add pizzazz to your e-learning programs Forms, templates, and checklists to support training administration Tools to help evaluate training programs Software to make training and certification more interactive and enjoyable Winner of a Cleland Publication Award, Willis H. Thomas, PhD, PMP, CPT, not only outlines the requirements for obtaining professional certification, but also provides a framework for training and development that supports the range of professional certifications. The book includes helpful test-taking tips for oral and written exams and also describes how to find supporting resources for study group participation. Filled with illustrative examples, the text includes testimonials from professional associations on how professional certification has benefited their members—making it helpful to professional associations as a means to encourage association membership and participation.

We've all been there before, staring at a computer screen with no idea what to do — don't worry Using PowerPoint 2019 is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Using PowerPoint 2019 is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos. Updated to cover Microsoft PowerPoint 2019, this guide will show you how to: Start PowerPoint and find your way around the ribbon menu Build new presentations and use templates Insert slides, add text, animations, transitions, motion paths and graphics Format presentations with borders, text

orientations, colours and highlights Insert and format charts and tables to present data Work with presentation documents; open, save presentations, and print handouts Add sound, video and record voiceovers for your presentations Export presentations as PDF, video and so on Present wirelessly with projectors, laptops and tablets Set up and give your presentation using projectors and TVs Broadcast a presentation online and more... You'll want to keep this edition handy as you make your way around Microsoft PowerPoint. Have Fun!

When you're giving a slide presentation, a positive impression can make a sale or win over an audience. PowerPoint Basics In 30 Minutes (2nd Ed.) can help you connect with audiences and make great presentations that get real results. Covers PowerPoint 2019 for Windows and macOS, PowerPoint Online, and the PowerPoint mobile apps for Android and iOS.

The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site The Professor is In, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including: -When, where, and what to publish -Writing a foolproof grant application -Cultivating references and crafting the perfect CV -Acing the job talk and campus interview -Avoiding the adjunct trap -Making the leap to nonacademic work, when the time is right The Professor Is In addresses all of these issues, and many more.

Can U Save the Day?

PowerPoint Basics In 30 Minutes

The Complete Idiot's Guide to Computer Basics, 5th Edition

The Unofficial Cheat Sheet Reference for Microsoft PowerPoint 2019

Slides for Students

Powerpoint Tips & Tricks

Use these great ideas to help you make your point Create PowerPoint presentations with Flash(r) movies, Excel(r) charts, and more Okay, you've PowerPointed before, right? And you knew there must be more cool things you could do? Here they are! This handy guide gives you pointers on what makes a powerful presentation, tips on using the right formats and templates, and directions for dressing up text, wowing 'em with color, adding action, and much more. Discover how to * Tweak and streamline PowerPoint * Get the most from color * Avoid amateur mistakes * Use shapes, fills, and 3D effects * Add photos, soundtracks, and DVD video * Deliver your presentation with punch

Updated to incorporate the information on the latest advances in computer technology, this introductory handbook guides beginning users through basic PC operations, with coverage of the fundamentals of software programs, graphics and media files, green computing initiatives, newsgroups, message boards, mailing lists, networking, and other key topics. Original.

Get up and running fast with the PowerPoint 2019 PowerPoint continues to be the go-to tool for business presentations. The software helps anyone who needs to communicate clearly by creating powerful and effective slideshow presentations featuring data in the form of charts, clip art, sound, and video. You can even use it to create presentations for the Web. In PowerPoint 2019 For Dummies, expert Doug Lowe shows you how to use this popular tool to make show-stopping presentations that will get your message across — and your audience excited. Create a slide presentation with special effects Work with master slides and templates Collaborate with other users in the cloud Add charts, clip art, sound, and video Want to learn to use PowerPoint quickly and efficiently? Look no further!

300 million powerpoint presentations are given daily, yet there is a disconnect between the amazing technology of powerpoint and a mediocre student learning experience. To unleash the full potential of powerpoint presentations, we must do a better job of creating presentations that fit the educational needs of students. Slides for Students does just that. Slides for Students is an open and honest discussion about powerpoint in the classroom. A need exists for thoughtfully designed and implemented classroom instruction that focuses on the learner rather than on the technology. This book was written to translate academic research findings into practical suggestions about powerpoint that educators can use. Divided into two parts, Slides for Students discusses the history of powerpoint, explores academic studies on the topic, and demonstrates how to design slides to best suit educational needs and engage with students to avoid the dreaded "death by powerpoint."

55 Technology Projects for the Digital Classroom--Vol. I

Why Most PowerPoint Presentations Suck

The 5AM Club

The Complete Idiot's Guide to Computer Basics

The beginner's guide to Microsoft Excel and Google Sheets