

PowerPoint Basics In 30 Minutes: How To Make Effective PowerPoint Presentations Using A PC, Mac, PowerPoint Online, Or The PowerPoint App

PowerPoint was the first presentation software designed for Macintosh and Windows, received the first venture capital investment ever made by Apple, then became the first significant acquisition ever made by Microsoft, who set up a new Graphics Business Unit in Silicon Valley to develop it further. Now, twenty-five years later, PowerPoint is installed on more than one billion computers, worldwide. In this book, Robert Gaskins (who invented the idea, managed its design and development, and then headed the new Microsoft group) tells the story of its first years, recounting the perils and disasters narrowly evaded as a startup, dissecting the complexities of being the first distant development group in Microsoft, and explaining decisions and insights that enabled PowerPoint to become a lasting success well beyond its original business uses.

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.

Microsoft Word is the go-to word processor in use today. From school papers to business reports, almost everyone will need to use it at some point in their life. And Word for Beginners provides the foundation you need to master Word. From basic navigation and how to input your text to formatting and printing, this guide covers everything you need to start using Word effectively. So what are you waiting for? Let's get started learning Word today. keywords: microsoft word, ms word, word for beginners, novices, introduction to word, formatting, printing 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

Microsoft Excel & PowerPoint for Beginners & Power Users 2021

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

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

Navigating Common Constraints for Exceptional Results

Excel Basics In 30 Minutes (2nd Edition)

Essential Office 365 Third Edition

Google Drive and Docs in Thirty 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.

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.

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.

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.

Everything You Need to Integrate Computers Into K-8 Classes

Technical Report

The Unofficial Cheat Sheet Reference for Microsoft PowerPoint 2019

The beginner's guide to Microsoft Excel and Google Sheets

The Missing Manual

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

The Effective Use of Powerpoint in Education

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.

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.

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

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

Office 2019 All-in-One For Dummies

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

Word for Beginners

Presentation Zen

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

Technical Writing for Teams

Training Design Basics, 2nd Edition

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."

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."

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!

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!

PowerPoint 2019 For Dummies

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

Word 2016 for Mac Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Cambridge National Level 1/2 Creative iMedia

Training Basics: an Infoline Collection

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

Microsoft Office 2013/365 and Beyond

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?

Google Apps are Web-based, low-cost (or free!) office productivity tools that do everything those expensive applications do — and you can access them from any computer with an Internet connection. Google Apps For Dummies boosts your "app-titude" by giving you the low-down on choosing, setting up, and using these nifty and powerful gadgets for work or play. Whether you're an individual who wants to take advantage of iGoogle or an organization looking for an enterprise-wide training solution for users at all levels, this comprehensive, practical guide brings you up to speed with all of the basic information and advanced tips and tricks you need to make good use of every Google Apps's tool and capability. Discover how to: Get productive fast with free or inexpensive Web-based apps Design your perfect Start Page layout Choose among the different editions Use Gmail and Google Talk Work with Google Docs and spreadsheet documents Create and collaborate on documents Import events into your calendar Build dazzling presentations Use Dashboard to create and manage user accounts Create a Web page with a unique domain setting Google Apps are poised to shatter the primacy of the current way of working with PCs, saving businesses, schools, government agencies, and individuals big bucks on software, network infrastructure, and administration. Google Apps For Dummies is your key to making this revolutionary new approach work for you and your organization.

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.

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.

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

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

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

Sweating Bullets

PowerPoint 2019 Reference and Cheat Sheet

PowerPoint 2007

Microsoft Word In 30 Minutes

Do you need a quick reference for Excel for Microsoft 365? The four-panel Excel for Microsoft 365 Reference & Cheat Sheet contains tips, examples, and screenshots of basic Excel functions and features. A list of keyboard shortcuts for Windows and macOS is also included. Fully recyclable and designed for readability.

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. 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.

PowerPoint Basics In 30 MinutesHow to Make Effective PowerPoint Presentations Using a PC, Mac, PowerPoint Online, Or the PowerPoint App130 Media Corporation
Slides for Students

The Complete Idiot's Guide to Computer Basics

The Unofficial Cheat Sheet for Microsoft Excel

Google Apps For Dummies

Notes about Inventing PowerPoint

iPhone Basics In 30 Minutes

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.

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.

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Word 2016 for Mac Introduction. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Word 2016 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered:Setting up the PageMoving and Copying TextChanging Line and Paragraph SpacingParagraph AlignmentShowing/Hiding Special CharactersDisplaying RulersCreating Bulleted & Numbered ListsCopying FormattingGoing to a PageMoving Quickly to the Next Page, Table, Graphic, Heading, etc.Using the Sidebar to NavigateDocument Views: Print Layout View, Web Layout view, Outline View, Draft View, Full Screen View.Using the Highlighter.Creating a Text BoxInserting a Page Break, Creating and Editing Headers and Footers.No Header or Footer on the First PageCreating a Cover Page. Using Smart Lookup & ThesaurusChecking Spelling, GrammarAutoCorrectAutoTextSetting Default FontUser InformationPrinting Envelopes and Labels.Also includes: Lists of Selection, Movement, Editing and Formatting Shortcuts.

One practical book that's ten books in one: Learn everything you need to know about Microsoft Office with one comprehensive guide on your bookshelf To know your way around all the applications within Microsoft Office would require you to be part mathematician, part storyteller, and part graphic designer—with some scheduling wizard and database architect sprinkled in. If these talents don't come naturally to you in equal measure, don't panic—Office 2019 All-in-One For Dummies can help. This hefty but easily accessible tome opens with Book 1, an overview of the Office suite of applications and tips for handling text and becoming more efficient. From there, you'll find a book on each of the suite's major applications: Word: Learn the basics of word processing with Word, plus lay out text and pages; use Word's styles and proofing tools; construct tables, reports, and scholarly papers; and become familiar with manipulating documents.

Excel: In addition to refining your worksheets so they're easier to understand, you can also master formulas, functions, and data analysis. PowerPoint: Find out how to make your presentations come alive with text, graphics, backgrounds, audio, and video. This book also contains a chapter with guidance and tips for delivering presentations—in person or virtually. Outlook: From helping you to manage your contacts, inbox, calendar, and tasks, Outlook can organize your days and keep you working productively. Access: Not everyone needs to build and maintain

databases, but if that's part of your job, this book has all the hands-on information you need to get going: Build a database table, enter data, sort and query data, and filter data into report format. Publisher: The Publisher book is a quick-and-dirty introduction into desktop publishing, helping you to design a publication using built-in color schemes, templates, fonts, and finishing touches like borders and backgrounds. The last three books cover material that applies to all the applications. Book 8 shows you how to create charts, handle graphics and photos, and draw lines and shapes. Book 9 provides a quick primer on customizing the Ribbon, the Quick Access toolbar, and the Status bar, and guidance on distributing your work (via printing, emailing, converting to PDF, and more). Finally, Book 10 wraps up with how to use OneDrive, especially for file sharing and online collaboration. If you need to make sense of Office and don't have time to waste, Office 2019 All-in-One For Dummies is the reference you'll want to keep close by!

The Illustrated Guide to Using Microsoft Office

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

Enhancing Your Credentials

Everything You Need to Integrate Computers into K-8 Classes

Real World Training Design

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

The STREAM Tools Handbook

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.

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.

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.

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.

The Basics of Achieving Professional Certification

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

PowerPoint Basics In 30 Minutes

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

Computer Concepts and Applications

Excel for Microsoft 365 Reference and Cheat Sheet

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

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!

The twenty-first century offers more technology than we have ever seen before, but with new updates, and apps coming out all the time, it's hard to keep up. Essential Office 365 is here to help. Along with easy to follow step-by-step instructions, illustrations, and photographs, this guide offers specifics in... Downloading and Installing Microsoft Office Suite Getting started with Office Online: using Sway, OneDrive, Mail & Calendar Using Office Apps on your iPad or Android device Constructing professional looking documents with Microsoft Word Adding and using graphics, photographs, and clipart Changing fonts, creating tables, graphs, clipboard, sorting and formatting text, and mail merge Creating presentations for your lessons, lectures, speeches or business presentations using PowerPoint. Adding animations and effects to PowerPoint slides Using 3D and cinematic transitions to spice up your presentations Using Excel to create spreadsheets that analyse, present and manipulate data Creating Excel charts, graphs, pivot tables, functions and formulas The basics of Microsoft Access databases Keeping in touch with friends, family and colleagues using Outlook Maintaining calendars and keeping appointments with Outlook Taking notes with OneNote and more... Unlike other books and manuals that assume a computing background not possessed by beginners, Essential Office 365 tackles the fundamentals of Microsoft Office, so that everyone from students, to senior citizens, to home users pressed for time, can understand. So, if you're looking for an Office manual, a visual book, simplified tutorial, dummies guide, or reference, Essential Office 365 will help you maximize the potential of Microsoft Office to increase your productivity, and help you take advantage of the digital revolution.

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. 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.

Using PowerPoint 2019

Powerpoint Tips & Tricks

Excel Basics In 30 Minutes

Can U Save the Day?

Simple Ideas on Presentation Design and Delivery

The Business Skills Collection: 30 Minute Reads

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."