

PowerPoint Works: Making The Most Of Microsoft PowerPoint Textbook (Folens ICT Programme)

This timely book helps educators unleash the interactive potential of PowerPoint to build their own multimedia material that perfectly matches the needs of their students. • Tips for modifying included examples into classroom projects • Updated material includes advanced scripting techniques, new figures, and new interactive features of PowerPoint • Numerous quizzes and tests to reinforce skills • A selection of commonly-used templates are provided

50 key PowerPoint skills are taught, each with its own application activity. A copy of the spiral bound book should be kept by each computer. The Teacher File provides: Support for teacher ICT skills; Pupils task sheets; Copyable resources for use in the classroom/computer suite; The CD-Rom provides: Text Files; Art files; Copyable pupils' resources; On-screen activities; The Poster Pack provides: 16 big, laminated wall posters; At a glance' reference to skills, tips and techniques. In fact, everything to ensure success for all pupils.

This book is a practical narrative of ideas that begins by describing why it is saying what about American higher education/who's angry, who's disappointed, and why. Most of the pleas for changing American colleges and universities that originate outside the academy are lamentations on a small number of too often repeated themes. The critique from within the academy focuses on issues principally involving money and the power of the market to change colleges and universities. Sandwiched between these two narratives of education, there is often outlined as soon as they hit students' desks. Acting "by the textbook" implies compliance and a lack of creativity. It's time to ditch those textbooks—and those textbook assumptions about learning. In Ditch That Textbook, teacher and blogger Matt Miller encourages educators to throw out meaningless, pedestrian teaching and learning practices. He empowers them to evolve and improve on old, standard, teaching methods. Ditch That Textbook is a support system, toolbox, and manifesto to help educators free their teaching and revolutionize their classrooms.

Building PowerPointTemplates Supercharge your PowerPoint® presentations with custom templates and themes! Want to create presentations that are more consistent and cost-effective? Presentations that fully reflect your branding? Then don't settle for Microsoft's "out-of-the-box" templates and themes; create your own! In this easy, hands-on guide, two PowerPoint MVPs teach you every skill and technique you'll need to build the perfect template—from planning and design, through theme building, custom layouts, colors, and deployment. Echo Swinford and Julie Terberg have distilled their immense PowerPoint knowledge into simple, step-by-step techniques you can use right now, whether you're using PowerPoint 2010 or 2007 for Windows, or PowerPoint 2011 for Mac. Well-built templates are the backbone of great presentations—whether building them for your own use or designing for thousands of users; this book will guide you through the process of creating the most effective templates. Important Note: Upgrading from older versions of PowerPoint, such as PowerPoint 2003? Your old templates may no longer work. This book will help you make the transition painlessly! • Plan new templates and themes to maximize their business value for years to come • Understand the differences between templates and themes, and how they work together • Make better choices about color, fonts, and slide layouts • Create efficient templates for individual users, teams, and large organizations • Incorporate Notes and Handout Masters into your presentation templates • Provide example slides and default settings that lead to better presentations • Use Microsoft's little-known Theme Builder to create effects and background styles • Work around hidden quirks in PowerPoint's advanced template and theme features Echo Swinford, a Microsoft PowerPoint MVP since 2000, has been a featured speaker at the Presentato Summit (formerly PowerPoint Live) since its inception. She is the expert voice and instructor behind PowerPoint 2010 LiveLessons (Video Training), the author of Fixing

PowerPoint Announcements and co-author of The PowerPoint 2007 Complete Makeover Kit. Julie Terberg is a Microsoft PowerPoint MVP and featured speaker at the Presentation Summit. She is the owner of Terberg Design and has been designing presentations since the mid-1980s. She is co-author of Perfect Medical Presentations. As contributing author for Presentations Magazine, she won awards for her Creative Techniques columns.

Speaking PowerPoint

The Case for Transforming American Higher Education

Folens Powerpoint Works

Backwards Book Publishing: Save Time, Earn More, Work Less

Building Genre Knowledge

Disciplinary Literacy and Explicit Vocabulary Teaching

The perfect companion for taking the Microsoft Office suite to the Mac! So you finally got a Mac, but you're not looking forward to figuring out how Office works in a different environment? No worries! All you need is Microsoft Office 2008 For Mac All-in-One For Dummies to learn the fundamentals of Office 2008. With six books in one, it shows you how to use every Office 2008 for Mac application, so you can start getting things done right away. Written by Microsoft MVPs, Microsoft Office 2008 For Mac All-in-One For Dummies provides a user-friendly guide on how to master all the programs: Excel, Word, PowerPoint, and Entourage. This book explores ways to: Use the new galleries to find features, formats, wizards, templates, and recently used files Create your own templates on Excel and open Web pages in HTML format Take advantage of PowerPoint by adding animation to your slides, inserting music from your iTunes library, and fine-tuning the timing Organize your schedule on My Day, handle contacts and e-mail, and manage a databaseall through Entourage Manage projects of all sizes on the Project Center Use all the applications together, and to their full potential With this all-in-one reference, you'll become an expert on sharing files with Windows users, integrating Office 2008 with iLife and other Mac applications, and working with Office and Web 2.0, as well as other common business tasks. This book makes it that easy!

Explores Entourage, covering topics such as editing and formatting presentations, working with graphics and multimedia, embedding and linking MS Office objects, and creating macros.

Making Reform Work is a practical narrative of ideas that begins by describing why it is saying what about American higher education/who's angry, who's disappointed, and why. Most of the pleas for changing American colleges and universities that originate outside the academy are lamentations on a small number of too often repeated themes. The critique from within the academy focuses on issues principally involving money and the power of the market to change colleges and universities. Sandwiched between these two narratives of education, there is often outlined as soon as they hit students' desks. Acting "by the textbook" implies compliance and a lack of creativity. It's time to ditch those textbooks—and those textbook assumptions about learning. In Ditch That Textbook, teacher and blogger Matt Miller encourages educators to throw out meaningless, pedestrian teaching and learning practices. He empowers them to evolve and improve on old, standard, teaching methods. Ditch That Textbook is a support system, toolbox, and manifesto to help educators free their teaching and revolutionize their classrooms. This book will help you make the transition painlessly! • Plan new templates and themes to maximize their business value for years to come • Understand the differences between templates and themes, and how they work together • Make better choices about color, fonts, and slide layouts • Create efficient templates for individual users, teams, and large organizations • Incorporate Notes and Handout Masters into your presentation templates • Provide example slides and default settings that lead to better presentations • Use Microsoft's little-known Theme Builder to create effects and background styles • Work around hidden quirks in PowerPoint's advanced template and theme features Echo Swinford, a Microsoft PowerPoint MVP since 2000, has been a featured speaker at the Presentato Summit (formerly PowerPoint Live) since its inception. She is the expert voice and instructor behind PowerPoint 2010 LiveLessons (Video Training), the author of Fixing

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End-user computing book 2

Microsoft PowerPoint for Dummies

PowerPoint 2016 For Dummies

Using Microsoft® PowerPoint® 2010, Enhanced Edition

How to Fix the Most Annoying Things About Your Favorite Presentation Program

Technical Interviews: Excel with Ease

Focusing on how to plan and design an intranet, an in-depth guide describes the Intranet server and browser software needed while covering the important standards uses including HTML, HTTP, and TCP/IP. Original. (All Users).

This was written for teachers who want to use PowerPoint in the classroom to enhance your presentations, teach your students how to use the application, and create interactive educational projects.

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.

Get up and running with PowerPoint 2016 Does using PowerPoint make you want to pull your hair out? PowerPoint 2016 For Dummies takes the pain out of working with PowerPoint, offering plain-English explanations of everything you need to know to get up and running with the latest version of the software. With full-color illustrations and step-by-step instructions, it shows you how to create and edit slides, import data from other applications, collaborate with other users, and so much more. PowerPoint is the world's de facto presentation software, used and supported in over 60 countries. The time has never been better to take advantage of the latest software to make killer PowerPoint presentations. From adding special effects to your presentations to working with master slides and templates, this hands-on friendly guide is the fast and easy way to make PowerPoint work for you. Presented in full color to better illustrate the powerful presentation all of PowerPoint's new features Available in conjunction with the release of the next version of Microsoft Office Written by bestselling author Doug Love If you're a new or inexperienced PowerPoint user who spends more time trying to figure out how the software works than you do actually working on your presentations, PowerPoint 2016 For Dummies is just what you need to gain back hours of your work day and make professional, impactful presentations.

PowerPoint 2007

The Trusted Advisor Fieldbook

Mastering Intranets

How PowerPoint Makes You Stupid

An A-to-Z Guide to Making the Most of Your Computer and the Internet

Office 2016 For Dummies

Technical Interviews: Excel with Ease has been written keeping in view the large cross-section of job-seekers and professionals belonging to the discipline of Electronics, Communication, Instrumentation, Computer Science and Information Technology.

Your iPad at Work iOS 6 on iPad 2 and iPad 3rd generation Supercharge your business effectiveness with any model of iPad—in the office, on the road, everywhere! Do you have an iPad? Put it to work! If you're a manager, entrepreneur, or professional... a consultant, salesperson, or freelancer... this book will make you more efficient, more effective, and more successful! Your iPad at Work includes the latest information and models running iOS 6 (or later), whether the tablet is equipped with Wi-Fi only or Wi-Fi + 3G/4G Internet connectivity. It's packed witheasy , nontechnicalbusiness solutions you can use right now—each presented with quick, foolproof, full-color instructions. Securely connect your iPad to your network; sync your email, contacts, calendar, Office documents, and smartphone; make the most of iPad's latest productivity apps; capture up-to-the-minute news and financial data; even discover powerful specialized apps foryourjob andyourindustry. You already know how much fun your iPad is, now discover how incredibly productive it can make you! • Secure your iPad with passwords and data encryption • Connect your iPad to a wireless printer • Discover today's most powerful iPad business apps • Manage your contacts and relationships with a Contact Relationship Manager (CRM) app • Do your word processing, spreadsheet and database management while on the go • Access your email and surf the Web from almost anywhere • Make winning sales and business presentations from your iPad • Read PC and Mac files, from Microsoft Office to Adobe PDF • Use Siri as your virtual assistant to control your iPad using your voice • Use your iPad more efficiently on the road and while traveling • Manage your company's social networking presence from your tablet • Participate in real-time video conferences and virtual meetings using FaceTime, Skype, or another app • Print wirelessly from your iPad to almost any printer • Create and distribute iPad content, or have a custom app developed for your business • Add hardware and accessories that make your iPad even more useful

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 Office 2016 For Dummies (9781119293477) was previously published as Office 2016 For Dummies (9781119077374). While this version features a new Dummies cover and design, the content is the same as the prior release and should not be considered a new or updated product. The bestselling Microsoft Office book of all time Packed with straightforward, friendly instruction, this updated edition of the bestselling Microsoft Office book gets you thoroughly up to speed on the latest version of the industry standard for office productivity suites. In no time, Office 2016 For Dummies will help you become a whiz at Word, take your Excel skills to new heights, add pizzazz to your PowerPoint presentations, and make every part of your work day more organized and productive. Following alongside approachable, plain-English explanations, you'll quickly discover how to type, format text, and design documents in Word; navigate and edit spreadsheets, create formulas, and analyze data in Excel; configure email, store contacts, organize tasks, and schedule your time with Outlook; create and edit well-designed and crowd-pleasing PowerPoint presentations; and design, edit, and modify an Access database. Even if it were mere thought of working with Microsoft Office makes you nervous, this Fun and Friendly guide makes it easy. Helps you make sense of word processing, email, presentations, data management and analysis, and much more Covers the five main Office applications: Word, Excel, PowerPoint, Outlook, and Access Walks you through the new features of Microsoft Office 2016 Written by a veteran author who has written more than 20 For Dummies books, which account for more than three million books in print If you're an uninitiated user looking to make the most of this powerful suite of applications, this hands-on, friendly guide is the key to your brand new Office!

The Windows 95/NT Edition

Easy Ways to Make Technology Work for You

A Practical Guide for Teachers, by Teachers

The Missing Manual

Office for iPad and Mac For Dummies

The New Language of Business

If you're vexed and perplexed by PowerPoint, pick up a copy of Fixing PowerPoint Annoyances. This funny, and often opinionated, guide is chock full of tools and techniques for eliminating all the problems that drive audiences and presenters crazy. There's nothing more discouraging than an unresponsive audience—or worse, one that snickers at your slides. And there's nothing more maddening than technical glitches that turn your carefully planned slide show into a car wreck. Envious when you see other presenters effectively use nifty features that you've never been able to get to work right? Suffer no more! Fixing PowerPoint Annoyances by Microsoft PowerPoint MVP Echo Swinford rides to the rescue. Microsoft PowerPoint is the most popular presentation software on the planet, with an estimated 30 million presentations given each day. So no matter how frustrated you get, you're not about to chuck the program in the Recycle Bin. Fixing PowerPoint Annoyances, presents smart solutions to a variety of all-too-familiar, real-world annoyances. The book is divided into big categories, with annoyances grouped by topic. You can read it cover to cover or simply jump to the chapter or section most relevant to you. Inside its pages you'll learn how to create presentations with multiple masters and slide layouts, and take advantage of various alignment and formatting tools. You'll also learn how to import Excel data; insert graphics, PDF, and Word content; create, edit, and format organization charts and diagrams; use action settings and hyperlinks to jump to other slides; and add sound, video, and other types of multimedia to spark up your presentations.

Entertaining and informative, Fixing PowerPoint Annoyances is filled with humorous illustrations and packed with sidebars, tips, and tricks, as well as links to cool resources on the Web. With over 500 million users worldwide, Microsoft's PowerPoint software has become the ubiquitous tool for nearly all forms of public presentation—in schools, government agencies, the military, and, of course, offices everywhere. In this revealing and powerfully argued book, author Franck Frommer shows us that PowerPoint's celebrated ease and efficiency actually mask a profoundly disturbing but little-understood transformation in human communication. Using fascinating examples (including the most famous PowerPoint presentation of all time: Colin Powell's indictment of Iraq before the United Nations), Frommer systematically deconstructs the slides, bulleted lists, and flashy graphics we all now take for granted. He shows how PowerPoint has promoted a new, slippery "grammar," where faulty causality, sloppy logic, decontextualized data, and seductive showmanship have replaced the traditional tools of persuasion and argument. How PowerPoint Makes You Stupid includes a fascinating mini-history of PowerPoint's emergence, as well as a sobering and surprising account of its reach into the most unsuspecting nooks of work, life, and education. For anyone concerned with the corruption of language, the dumbing-down of society, or the unchecked expansion of "efficiency" in our culture, here is a book that will become a rallying cry for turning the tide.

You use PowerPoint at work to create strategic plans, executive briefings, research reports and other boardroom-style slides. But could your slides be clearer, more convincing and built in half the time? You bet! Learn a new method for business managers who want to use PowerPoint at work to drive strategy. The Mindworks Presentation Method is based on 40 years of research in brain science, instructional design and information design and will help you to eliminate time wasters and complete PowerPoint decks three times faster, to enhance your credibility by creating visually pleasing slides using simple graphic design rules, to make complex slides easier to understand and avoid "Death by PowerPoint" forever, to make audiences more likely to agree with you by applying the proven principles of master persuaders. Folens PowerPoint WorksMaking the Most of Microsoft PowerPointFolens Limited

PowerPoint 2019 For Dummies

A Comprehensive Toolkit for Leading with Trust

A Fundamental Guide to Mastering Microsoft PowerPoint for Beginners with Step by Step Illustrations

Take Your Health, Fitness, Nutrition Or Wellness Business Virtual... Or Start One From Scratch

From Grade Books to Graphic Organizers

Your iPad at Work (Covers iOS 6 on iPad 2, iPad 3rd/4th generation, and iPad mini)

The perfect guide to integrating the powerful capabilities of Excel, Word, PowerPoint, Microsoft Mail, and Access to maximize your productivity and impact.

A practical guide to how computers can help teachers inside and outside the classroom.

Learn how to pandemic-proof your business in this quick and easy read. T.C. Hale shares all the secrets that helped him take his nutrition and personal training business from working with clients face-to-face, to working with clients virtually, from the comfort of his home. You'll also learn how to expand your business to include clients from around the world. Whether you've been working in this industry for decades, or just getting started, you'll find insights to help you change the way your business grows.

Use these great ideas to help you create PowerPoint presentations with Flash® movies, Excel® 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.

Presentation Zen

A whole school approach to closing the attainment gap

Powerful PowerPoint for Educators: Using Visual Basic for Applications to Make PowerPoint Interactive, 2nd Edition

Using Visual Basic for Applications to Make PowerPoint Interactive

Dynamic Presentations and Interactive Classroom Projects (Grades K-12)

PowerPoint for Teachers

Have you ever thought of making a PowerPoint presentation and you don't know how to go about it? Either it is for presentation or some graphic works. Do not worry, MICROSOFT POWERPOINT FOR DUMMIES is a book for everyone to learn PowerPoint. It doesn't matter your level of experience or creativity. Make it your guide and have your PowerPoint issues solved, and the good thing is - it is written in straightforward and easy to understand language.It isn't one of those books you read like some random novel. It is informative. With this book, you will learn PowerPoint from zero to a hundred percent in no time. From the simplest of processes to the most complicated aspect, do not worry, you are held by the hand with this resource. Who is this book for?This book is a resource for everyone. Either you have no idea what PowerPoint is all about, or you are familiar with PowerPoint but in need of a book to guide you when you run into a problem. It is a resource for all to tap from.What you stand to gain from this book:"A-Z of ef enhancing your learning."Tips to make your PowerPoint presentation top-notch.Make yourself comfortable, flip through the chapters of this book, and get dazed with chilling PowerPoint hacks that make you a guru in no time.

An up-to-date collection of tips, tricks, and techniques for computer users of all levels includes step-by-step, money- and time-saving guidelines for how to get the most out of one's personal computer, covering software, hardware, the Internet, and the Windows operating system.

A practical guide to being a trusted advisor for leaders in any industry In this hands-on successor to the popular book The Trusted Advisor, you'll find answers to pervasive questions about trust and leadership—such as how to develop business with trust, nurture trust-based relationships, build and run a trustworthy organization, and develop your trust skill set. This pragmatic workbook delivers everyday tools, exercises, resources, and actionable to-do lists for the wide range of situations a trusted advisor inevitably results in sales, relationship management, and organizational performance. Your success as a leader will always be based on the degree to which you are trusted by your stakeholders. Each chapter offers specific ways to train your thinking and your habits in order to earn the trust that is necessary to be influential, successful, and known as someone who makes a difference. Self-administered worksheets and coaching questions provide immediate insights into your current business challenges Real-life examples demystify the knowledge and practices in this fieldbook to work, and you'll be someone who earns trust quickly, consistently, and sustainably—in business and in life.

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.

Ditch That Textbook

Office 2008 for Mac All-in-One For Dummies

Cutting Edge PowerPoint For Dummies

Powerpoint Tips & Tricks

Microsoft Power Point 2000

Get up and running with Office on your iPad or Mac! Weverka walks you through every facet, from installing the software to working with the programs. You'll get tips for making the most of your iPad, and learn how to make great PowerPoint presentations, or share content and collaborate online.

Adopting an interdisciplinary perspective, BUILDING GENRE KNOWLEDGE provides a unique look into the processes of building genre knowledge while offering a dynamic theory of those processes that is inclusive of both monolingual and multilingual writers—a necessary move in today's linguistically diverse classrooms. It will therefore be of great interest to researchers and practitioners in both first and second language writing studies. Turn your Mac into a productivity powerhouse with Office 2021! Long gone are the days when Microsoft's powerful office suite was just for Windows users. Mac enthusiasts are also able to pop open ubiquitous apps like Word, Excel, and PowerPoint on their preferred desktop or laptop! But if you're new to Microsoft Office on the Mac—or you just need a hand with some of its latest features—you should check out Office 2021 For Macs For Dummies. This handy guide will show you how to conquer the essentials of all the key apps that make Office 2021 such a productivity booster. You'll also discover: Brand-new features, like an improved dark mode and better accessibility capabilities How to share documents directly in a collaborative setting How Microsoft's Text Predictions work in various apps in Office 2021 Ideal for Mac-lovers who can't escape the lure of Microsoft's iconic office software, Office 2021 For Macs For Dummies is a can't-miss resource that will help you successfully blend the reliable computing power of your Mac or MacBook with the productivity power of Microsoft Office.

This practical, how-to guide makes it easy for teachers to incorporate the latest technology in their classes. Employing an informal workshop approach, the book avoids technical jargon and pays special attention to the needs of teachers who are expanding the use of computers in their classrooms. The authors focus on what teachers do and how they can do it better, and provide a wide variety of proven tools, tips, and methods for enhancing these activities with technology. "Best Ideas for Teaching with Technology" provides extensively illustrated tutorials for a wide variety of software, online tools, and teaching techniques. It covers everything from lesson plans, to time management, how to show animation, blogging, podcasts, laptop strategies, and much, much more. In addition, periodic updates to the text will be available on the authors' website.

Simple Ideas on Presentation Design and Delivery

Free Your Teaching and Revolutionize Your Classroom

New Perspectives on Microsoft PowerPoint 2013, Comprehensive Enhanced Edition

Best Ideas for Teaching with Technology

Become A Work-From-Home Health Or Fitness Professional

Building PowerPoint Templates Step by Step with the Experts

PREPARED BY GUY KATHION 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.

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 Love 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!

How to Save Time, Earn More, Work Less by Publishing Backwards?!! If you want to be successful you've got to study success. What I found by studying all these guys that are making six- and seven-figures as an author is that most of them have been starting out with books and ending up with courses. (Which makes the author more money: a \$3.99 book or a \$399.00 course?) The Sensible Approach That Few If Any Use Here's the secret: 1) record the course, 2) transcribe the audio, 3) edit it into your book. All types of books. You've got the video, audio, text, and graphics. So turn around and publish that course and also every version you can. Why not? Too simple, right? Also mostly unknown is that you can do this from your own home-office without having to buy expensive programs or services. How can you save time, work less, and earn more? And still publish great books? The secret how-to's and steps are inside this book (along with bonuses and audio.) Get Your Copy Now.

"This book takes the 53 most relevant PowerPoint functions and provides detailed step-by-step instructions on how to development the skill of using each function"- Cover.

The Faulty Causality, Sloppy Logic, Decontextualized Data, and Seductive Showmanship That Have Taken Over Our Thinking

Fixing PowerPoint Annoyances

Making Microsoft Office Work

Office 2021 for Macs For Dummies

Reader's Digest 1,001 Computer Hints & Tips

Teach Yourself VISUALLY PowerPoint 2016

Readers develop the Microsoft PowerPoint 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT POWERPOINT 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS PowerPoint 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS PowerPoint 2013 as NEW PERSPECTIVES MICROSOFT POWERPOINT 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Firmly rooted in research evidence of what works within the classroom for our most disadvantaged students, Disciplinary Literacy and Explicit Vocabulary Teaching offers teachers and school leaders practical ways in which those students who are behind in their literacy capabilities can make excellent progress. Building on the work of Geoff Barton in his influential book Don't Call it Literacy, Kathrine Mortimore outlines the unique literacy challenges posed by specific subject areas for those with weaker literacy skills, and more importantly how these challenges can be addressed and overcome. A student's GCSE results are vital in giving them the choices they deserve in order to go on to the next stage of their academic careers. This book draws on the success stories of schools and subjects that have made significant improvements in the outcomes of the children they teach, regardless of their starting points. From the inevitable success of Michaela Community school, to the gains made by the English department at Torquay Academy and the rapid reading improvements at Henley Bank, this book draws on both whole school initiatives and subject-specific strategies which have had proven success. This book places a wide and balanced knowledge-rich curriculum at the centre of any school improvement strategy designed to improve literacy, and illustrates the role that all subjects must combine to play in building the vital background knowledge and vocabulary that young people need in order to read independently. This curriculum-based approach using those teaching methods that have had the greatest impact on disadvantaged learners, and this book sets out how the methodology of direct and explicit instruction can be adopted within each subject area. Alongside this is a useful summary of staff development and inset which offers practical ways in which teachers' adoption of these effective strategies can be facilitated. There are also useful sections on creating a whole school dictionary of essential vocabulary, creating a culture of reading and writing, and also those key literacy barriers experienced by those students with some of the most common special educational needs.

Why Most PowerPoint Presentations Suck

