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Mastering Powerpoint

Shelley Gaskin

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Who this book is for: This book is for business professionals who want actionable best practices and smarter ways to get the most out of PowerPoint's features to create and deliver compelling presentations. No formal presentation design knowledge is needed, but you do need to know PowerPoint's basic tools and functions such as starting and saving files, adding, copying, pasting or moving slides. A sound understanding of cloud storage and the use of Office 365 is also needed.

Mastering Microsoft Office Professional for Windows 95 Lonnie E. Moseley, David M. Boodey, 1996

Through a business process approach to using Windows 95 and Microsoft Office products, this book explains how to solve problems with the program vs. simply reading about the program's features. Real-world solutions and examples are used to demonstrate each program's capabilities. Includes an eight-page full-color insert on basic tasks of Windows 95.

Mastering PowerPoint for the Web Kiet Huynh, 2025-06-14

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Teaching Psychology Sandra Goss Lucas,Sandra Goss-Lucas,Douglas A. Bernstein,2004-12-13 Most new psychology instructors enter their first undergraduate classrooms with little or no formal preparation for their role as a teacher The goal of this book is to review the body of teaching research that is available as well as some of the well accepted lore so as to make the first foray into teaching psychology a positive experience Teaching Psychology outlines the major problems and issues confronting psychology teachers It presents an overview of the nuts and bolts of teaching psychology including dealing with troubled and troubling students choosing and using technology developing evaluation instruments and selecting methods for self evaluation Written by two award winning psychology professors with over 50 years of combined teaching experience the book offers a wide range of down to earth suggestions and immediately usable materials intended to help psychology teachers teach better and help students learn more The chapters are organized to roughly parallel the sequence of tasks that new psychology teachers face beginning with goal setting and ending with evaluation of one s teaching Each chapter is chockfull of helpful tools including checklists sample lecture notes writing assignments and grading criteria To make it easier to customize this material these tools are available on an accompanying CD along with a rating sheet for choosing a textbook a student grade record sheet a sample statement on academic integrity and a pool of less than perfect test items to hone item writing skills This book offers guidelines for teaching such as setting goals in line with 10 basic principles of effective teaching planning the basics including choosing a text writing a syllabus and creating a grading system setting a positive tone in the classroom providing tips on asking and answering questions promoting critical thinking and evaluating student performance Intended for psychology graduate students who are learning to teach faculty who train psychology instructors and new psychology faculty at institutions ranging from high schools to universities as well as experienced faculty wishing to hone their teaching skills

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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.

Mastering Applications in the Real World Course Technology, Thomson Course Technology, 2003-07 Challenging engaging projects use real world examples offering the opportunity to practice Microsoft Office skills **What Employers Want** Karen Holmes, 2025-08-01 New edition of bestselling practical guide helping young people to get up to speed on the skills attitudes and behaviours required by employers. Skills for employability is a hot topic especially in the UK with the launch of Skills England. Contains new material on apprenticeships using AI, cybersecurity, Netiquette, emotional wellbeing, bullying and harassment at work, qualities and attitudes and the job market. Customers requested a new edition as they found the previous indispensable. Expert author Karen Holmes has been preparing young people for work and helping them to move from education to employment for decades. **GO! with Microsoft Office 2007 Introductory** Shelley Gaskin, 2008 The primary goal of the GO! Series aside from teaching computer applications is ease of implementation. This approach is based on clearly defining projects for readers in a way that's easy to understand. Creating Documents with Microsoft Word 2007, Formatting and Organizing Text, Using Graphics and Tables, Special Document Formats, Columns and Mail Merge, Creating a Worksheet and Charting Data, Managing Workbooks and Analyzing Data Using Functions and Tables, Getting Started with Access Databases and Tables, Sort and Query a Database, Forms, Filters and Reports, Getting Started with Microsoft PowerPoint 2007, Designing a PowerPoint Presentation, Enhancing a Presentation with Animation, Tables and Charts, Using Access Data with Other Office Programs, Using Tables in Word and Excel, Using Excel as a Data Source in a Mail Merge, Linking Data in Office Documents, Creating Presentation Content from Office Documents. **MARKET** For professionals seeking to learn and understand Microsoft Office 2007. *Mastering and Using Microsoft PowerPoint 2000 Comprehensive Course*, 2000 **Mastering Microsoft Word on the Macintosh** Michael J. Young, 1989

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