

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

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.

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

Here is a useful and reassuring guide for library staff who find themselves newly responsible for technology training - whether in computer labs, classrooms, or one-to-one with library users. Author Stephanie Gerding addresses the most common concerns of new trainers, recommends proven tools and techniques, and shares helpful advice from many of her fellow library tech trainers. The book is designed to help staff get up to speed quickly, showing them how to integrate expert tips and tricks and leverage their natural skills to ensure excellent results in any library technology training situation.

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.

Covers templates, print and font issues, transparencies, and multimedia elements, offering shortcuts and quick overviews for the user

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 WYSIWG 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. You're half an hour away from the new energized you! Why not use your next spare half an hour to skill-up? Each of these short e-books can be read in just 30 minutes. Addressing those painful work problems, and giving practical tools and expert advice to overcome them, the 30 Minute Reads series will make your work-life more productive, less painful and more successful! If you feel like you are only ever running on empty, and long to be switched on, enthusiastic, engaged and energized every day, this succinct, practical guide will help you blow away the cobwebs, learn how to look after yourself, get your problems into perspective and focus your mind. Also available in a digital bundle with 4 other titles as part of 30 Minute Reads: The business skills collection. Bags of Energy Now will help you: Identify the problem and what isn't working Discover the 10 Big Strategies Put in place your super-structured, super-easy, 5-day count-down plan to no more pain.

Schools and colleges of teacher education are called upon to prepare teachers to use technology. The ability to use technology has been established as a requirement for teacher licensing, certification, and sometimes employment. This book offers a comprehensive picture of the prominent perspectives on technology literacy for teachers and current practices in preparing teachers to become technologically literate. Articles included in this volume address such pressing issues as the theoretical foundations of teacher technology knowledge, the role of technology in teaching, technology standards for teachers, and effective approaches to prepare technologically competent teachers.

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!

Neither the time nor money to study for an MBA? Skill-up with this 30 minute read! Make the most of your commute to work by discovering the critical models and hard-won wisdom of an MBA course in short form. MBA On The Go is an ultra-condensed, mobile guide to the essential thinking which will make your business fitter and stronger – quickly. MBA On the Go: • Can be read in 30 minutes – that's the same as the average commute time • Covers core business skills and problems to make your work life more productive and more successful • Provides the answer to pretty well any business challenge you might have • Is written in an engaging and punchy style with high impact Becoming a Breast Cancer Nurse Navigator is an innovative new resource that guides nurses through the process of becoming a nurse navigator at breast cancer centers. Written by a nationally renowned expert nurse navigator, this essential resource provides direction on improving efficiency and effectiveness in delivery of care. Important features of the book include an overview of the history of navigation, case studies to reinforce concepts and information on becoming a certified nurse navigator. It also contains tools to help measure individual performance and demonstrate value to cancer center leaders. Becoming a Breast Center Nurse Navigator is a must-have resource for oncology nurses and administrators interested in patient advocacy and improved outcomes.

You're half an hour away from presentation greatness! Why not use your next spare half an hour to skill-up? Each of these short e-books can be read in just 30 minutes. Addressing those painful work problems, and giving practical tools and expert advice to overcome them, the 30 Minute Reads series will make your work-life more productive, less painful and more successful! Does the thought of giving a presentation leave you wanting to take really early retirement? Well hang on to your P45s because this succinct guide to better presentations will help you leave the power point behind, learn how to present yourself, pace your presentation and have the audience eating out of your hands in just 30 minutes. Also available in a digital bundle with 4 other titles as part of 30 Minute Reads: The business skills collection. Give Great Presentations will help you: Identify the problem and what isn't working Discover the 10 Big Strategies Put in place your super-structured, super-easy, 5-day count-down plan to no more pain.

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.

For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students - consistently providing the highest quality, most up-to-date, and innovative materials in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks have been the most widely used books in computer education. With each new edition of our Office books, we have made significant improvements based on software changes and comments made by both instructors and students. Our Microsoft Office 2003 books continue with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series.

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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 online After 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.

Part of our New Perspectives Series, this text offers a case-oriented, problem-solving approach for learning the essential features of PowerPoint 2000 -- from creating a presentation to adding graphics.

UPDATED - buy it today! Do you have 30 minutes to spare? It's all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, Google's free online productivity suite and Microsoft Office alternative. The software is at the core of Google Apps and G Suite. Millions of people use Google's apps every day on their Chromebooks, PCs, and mobile devices. You, too, can use Drive, Docs, Sheets, and Slides to perform all kinds of tasks: Write reports and letters with Google Docs Crunch numbers and create online data entry forms using Google Sheets and Google Forms Use the Google Drive app and the Google Docs app on your Android phone or tablet, or iPhone or iPad to create and edit files on the go Give presentations online or on your phone or tablet with Google Slides Collaborate online with classmates and colleagues Convert Microsoft Office documents to Google formats, and vice versa Perform limited editing of Microsoft Word, Excel, and PowerPoint documents Print documents, drawings, and spreadsheets using Google Cloud Print Revert to earlier versions of files using Google Drive Export PDFs Make pie charts, bar charts, and simple tables Publish documents and spreadsheets online An easy desktop reference The second edition of this popular guide to Google's apps covers the new Google Drive basics as well as the updated mobile and desktop interfaces for Docs, Sheets, and Slides. The G Suite user guide also covers new applications, including Google Forms and the new Google Sites. The tone of this Google Drive book is friendly and easy to understand, with lots of step-by-step instructions and examples and nearly 50 screenshots. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Google Drive, Docs, Sheets, and Slides apps on iPhones, iPads, and Android phones and tablets. In addition to serving as a solid introduction to new users, it's a great reference manual for more experienced users as well as for people making the transition from Microsoft Office, not to mention teachers using Google Drive for education and Google Docs in the classroom. It includes a glossary of Google keyboard shortcuts, as well as sections on document formatting, organizing and syncing files, offline documents, collaboration, and Office Compatibility Mode for Microsoft Office documents. Order it today!

A unique multi-media teaching kit for those instructing clients, staff, and students about HIV/AIDS. HIV/AIDS has rapidly emerged as one of the greatest threats to human health in the 21st century. In the absence of a cure, prevention remains a crucial strategy for reducing its impact. It is critically important to understand not only the science of the disease, but also the behavioral and sociocultural influences that both facilitate and prevent the spread of HIV. In a concise and convenient format The Complete HIV/AIDS Teaching Kit provides a multidisciplinary approach to teaching the biomedical, social, psychological, and behavioral aspects of HIV transmission, prevention and treatment--offering readers a full understanding of the disease. Helpful teaching tools like learning objectives, key medical and science terms, discussion questions, and quizzes are just a few of the resources included in the text to make counseling clients, leading group discussions, teaching students, or offering outreach in your community more accessible and effective. The CD Includes: PowerPoint slides In-classroom learning activities Supplemental homework assignments Recommended reading lists Web resources And much more! Use the companion volume, Tools for Building Culturally Competent HIV Prevention Programs to answer all your questions about program structure, effectiveness, goals, recruitment, evaluation, and more.

INFORMATION SECURITY Provides systematic guidance on meeting the information security challenges of the 21st century, featuring newly revised material throughout Information Security: Principles and Practice is the must-have book for students, instructors, and early-stage professionals alike. Author Mark Stamp provides clear, accessible, and accurate information on the four critical components of information security: cryptography, access control, network security, and software. Readers are provided with a wealth of real-world examples that clarify complex topics, highlight important security issues, and demonstrate effective methods and strategies for protecting the confidentiality and integrity of data. Fully revised and updated, the third edition of Information Security features a brand-new chapter on network security basics and expanded coverage of cross-site scripting (XSS) attacks, Stuxnet and other malware, the SSH protocol, secure software development, and security protocols. Fresh examples illustrate the Rivest-Shamir-Adleman (RSA) cryptosystem, elliptic-curve cryptography (ECC), SHA-3, and hash function applications including bitcoin and blockchains. Updated problem sets, figures, tables, and graphs help readers develop a working knowledge of classic cryptosystems, modern symmetric and public key cryptography, cryptanalysis, simple authentication protocols, intrusion and malware detection systems, quantum computing, and more. Presenting a highly practical approach to information security, this popular textbook: Provides up-to-date coverage of the rapidly evolving field of information security Explains session keys, perfect forward secrecy, timestamps, SSH, SSL, IPsec, Kerberos, WEP, GSM, and other authentication

about construction materials and practices, useful summaries, key notes, a detailed glossary, and online materials for both students and educators.

Part of the New Perspectives Series, this text offers a case-oriented, problem-solving approach for learning basic to more advanced features of PowerPoint 2000.

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.

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." A comprehensive book for new and casual users which provides complete information in a simple manner. The book's high visual presentation helps new and casual users get over the learning curve quickly and confidently. It features easy illustrated lessons, helpful hands-on examples, fast answers to questions, and 101 quick fixes--answers and advice on the 101 most common Microsoft Office problems. (Integrated Software)

Selling is a strategic mix of art and science. It is also a skill that can be learned. Most of all, the basics of sales success NEVER change. Learn these basics and then spend a lifetime reaping the financial, professional, and personal rewards for your efforts. Work hard. Make Money. Have fun. And keep on selling. John R.

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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

The Performing Series takes students to a higher level of learning through applied and project-based activities that go beyond the mechanics of the software. Most textbooks begin by teaching students software skills. The Performing Series presents various business documents first, then shows students the Office XP skills they need to create them. This approach shows students the relevance of what they are learning as they apply technology to task.

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