

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

In PowerPoint for Beginners, M.L. Humphrey introduced readers to the basics of working in Microsoft PowerPoint. Now in PowerPoint 2019 Beginner comes an introductory guide tailored specifically for users of PowerPoint 2019. In this book, M.L. Humphrey walks users of PowerPoint 2019 through how to leverage PowerPoint templates to create a great and dynamic presentation. Topics covered include how to format text and paragraphs in slides, how to add tables and pictures to slides, how to use animations to make bulleted points appear one at a time, as well as the basics of presenting and printing. So what are you waiting for? Learn Microsoft PowerPoint today.

Rule the Room is the product of Jason Teteak's twenty-year experience as a trainer and coach. His thoroughly tested advice covers every presenter's concerns, from hooking the audience immediately to entertaining them, and from overcoming your fears to handling questions. He covers every base—content creation, delivery, audience management—with an overview plus step-by-step instructions, review exercises, and scores of specific and practical tips. Whether you want to persuade, motivate, teach, or inspire, Rule the Room can be your guide.

Crowdfunding sites such as Kickstarter, Indiegogo, and GoFundMe can not only help you raise money to fund your idea or cause, they can also help establish a community of enthusiastic supporters. This crowdfunding book by author and crowdfunding expert Michael J. Epstein will show you how!

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.

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.

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 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.

Do you need an intermediate desktop reference for Microsoft Excel 2019? The four-panel desktop reference and cheat sheet contains step-by-step instructions and shortcuts for commonly used intermediate-level features of Excel 2019. Instructions and examples apply to both the Windows and macOS versions of Excel 2019, and includes a list of keyboard shortcuts, as well as instructions for functions and formulas (with examples), formatting, references, security, and more.

Now in its second edition, this book focuses on practical algorithms for mining data from even the largest datasets.

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 your own templates, work 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.

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.

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.

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

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

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.

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.

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.

Now in full color! Easy lessons for essential tasks Big full-color visuals Skill-building practice files The quick way to learn PowerPoint! This is learning made easy. Get productive fast with PowerPoint 2016 and jump in wherever you need answers--brisk lessons and colorful screen shots show you exactly what to do, step by step. Create compelling presentations Customize themes and templates Design professional looking charts and graphs for your slides Work with PowerPoint on your PC or touch device

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."

*Includes tear-out QUICK REFERENCE with step-by-step instructions MICROSOFT POWERPOINT 2019 IN 90 PAGES guides you through the process of creating presentations. With step-by-step instructions, screenshots, and tables detailing PowerPoint commands and features, you will be immediately on track to creating slide shows that make an impact. Look inside to learn how to: Plan and design a slide show with your audience in mind. Understand templates, slide size, and themes. Format slide content for the best response. Add speaker notes for a smooth presentation. Customize your theme and brand by using the Slide Master. Hold your audience's attention with transitions, morphing, zooming, and animations. Convey your message through pictures, shapes, 3D models, SmartArt, charts, and text boxes. Add action objects and hyperlinks for a dynamic presentation. Effectively organize and present data in tables. Use video and audio clips to grab audience attention. Incorporate content from other applications through Object Linking and Embedding. Make a self-running photo album presentation. Understand the steps to deliver to a live audience. Record timings, narration, laser pointer movements, and ink to create a presentation video for exporting and emailing.

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.

The uncomplicated PowerPoint guide designed specifically for visual learners Are you a visual learner who wants to spend more time working on your presentations than trying to figure out how to create them? Teach Yourself Visually PowerPoint offers you an effortless approach to creating winning presentations with the latest version of PowerPoint. This accessible resource features visually rich tutorials and step-by-step instructions that will help you understand all of PowerPoint's capabilities—from the most basic to the most advanced. With Teach Yourself Visually PowerPoint, you'll learn how to create slides, dress them up using templates and graphics, add sound and animation, present in a business or Internet setting, and so much more. Covering the latest additions and changes in the new version of PowerPoint, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running using PowerPoint like a pro!

Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you learn the basic functions of PowerPoint—and beyond Walks you through PowerPoint's latest features Demonstrates how to create memorable and captivating presentations using PowerPoint Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, Teach Yourself Visually PowerPoint is for you.

Microsoft PowerPoint is a great program for presenting information to an audience. It has a number of incredibly useful tools and templates that allow a new user to quickly and easily create a professional-level presentation. PowerPoint Essentials 2019 contains two titles, PowerPoint 2019 Beginner and PowerPoint 2019 Intermediate, which combined are designed to take a new PowerPoint user from beginner to an advanced intermediate level using a straight-forward approach that focuses on what you need to know to learn PowerPoint today. This book is written for Microsoft PowerPoint 2019. If you're working in a different version of PowerPoint you may prefer the PowerPoint Essentials series which starts with PowerPoint for Beginners.

The quick way to learn Windows 10 This is learning made easy. Get more done quickly with Windows 10. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Discover fun and functional Windows 10 features! Work with the new, improved Start menu and Start screen Learn about different sign-in methods Put the Cortana personal assistant to work for you Manage your online reading list and annotate articles with the new browser, Microsoft Edge Help safeguard your computer, your information, and your privacy Manage connections to networks, devices, and storage resources

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.

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!

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."

FEMA's Community Emergency Response Team (CERT) Basic Training Instructor Guide is a critical program in the effort to engage everyone in America in making their communities safer, more prepared, and more resilient when incidents occur. Community-based preparedness planning allows you and others interested from your community to prepare for and respond to anticipated disruptions and potential hazards following a disaster. As individuals, we can prepare our homes and families to cope during that critical period. Through pre-event planning, neighborhoods and worksites can also work together to help reduce injuries, loss of lives, and property damage. Neighborhood preparedness will enhance the ability of individuals and neighborhoods to reduce their emergency needs and to manage their existing resources until professional assistance becomes available. The purpose of the CERT Basic Training is to provide you and others in your community who complete this course with the basic skills that they will need to respond to their community's immediate needs in the aftermath of a disaster, when emergency services are not immediately available. This course will be beneficial to individuals who desire the skills and knowledge required to prepare for and respond to a disaster. Instructors for these community courses usually range from skilled fire and rescue instructors that have completed the CERT Train-the-Trainer course and are knowledgeable about the CERT model, different types of hazards that present greatest risks for communities, local building structures that may present greatest hazard in disaster events, community's emergency operation plans, and licensed Paramedics or Emergency Medical Technicians and nurses for providing hands-on knowledge relating to disaster medical operations Related items: FEMA's companion product-- CERT Basic Training Participant Manual can be found here: <https://bookstore.gpo.gov/products/sku/027-002-00627-5> Emergency Management & First Responders publications can be found here: <https://bookstore.gpo.gov/catalog/security-defense-law-enforcement/emerg...> Audience: As each CERT is organized and trained in accordance with standard operating procedures developed by the sponsoring agency, its members select an Incident Commander/Team Leader (IC/TL) and an alternate and identify a meeting location, or staging area, to be used in the event of a disaster. This publication is ideal for the chosen IC/TL, and members of the CERT may want to consult this manual to understand the responsibilities of the IC/TL.

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."

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.

The deepest reference on Microsoft's productivity service Office 365 offers the same productivity power as past versions of Microsoft Office along with tools designed to boost collaboration in the workplace and instant access to the latest Office updates without buying a whole new software package. It's an ideal solution for both the office and home use. The author of the bestselling Office All-in-One For Dummies shares his advice on how to navigate the nuts and bolts of getting things done with Office 365. Look inside for step-by-step instructions on Excel, Outlook, Word, PowerPoint, Access, and OneNote along with a dive into the cloud services that come with Office 365. Access Office 365 Make sense of common Office tasks Use Excel, Word, outlook, PowerPoint and more Take advantage of 365 online services If you're a home or business user interested in having a complete reference on the suite, this book has you covered.

Presentation software has been around for many years, yet the concepts have stayed the same when it comes to how they work. Microsoft has one of the most widely used presentation programs out there called PowerPoint and it offers some powerful tools to help create some stunning looking presentations. If you have some basic computer skills and a little creativity, it's not too difficult to create your own presentations that you can use at the office for meetings, promoting your services or even making a slideshow of your vacation to share with friends and family. The goal of this book is to get you up and running with PowerPoint and cover all the things you need to know to get you started on making professional looking presentations without confusing you at the same time. It sticks with the basics yet covers a wide variety of topics to help you achieve some great results without needing to be a PowerPoint expert.

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.

From three design partners at Google Ventures, a unique five-day process--called the sprint--for solving tough problems using design, prototyping, and testing ideas with customers.

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.

This is learning made easy. Get more done quickly with Office 2019. Jump in wherever you need answers - brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format Word documents for maximum visual impact Build powerful, reliable Excel workbooks for analysis and reporting Prepare highly effective PowerPoint presentations Use Outlook to organize your email, calendar, and contacts Includes downloadable practice files

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!

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

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.

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