

Go With Microsoft Powerpoint 2013 Brief Go With Microsoft Excel 2013 Brief Go With Microsoft Access 2013 Brief 1st Edition By Gaskin Shelley Vargas Alicia 2014 Spiral Bound

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft PowerPoint 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft PowerPoint 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Master PowerPoint and improve your presentation skills with one book! In today's business climate, you need to know PowerPoint inside and out, and that's not all. You also need to be able to make a presentation that makes an impact. From using sophisticated transitions and animation in your PowerPoint presentations to interfacing in person with your audience, this information-packed book helps you succeed. Start creating professional-quality slides that captivate audiences and discover essential tips and techniques for making first-rate presentations, whether you're at a podium or online. Combines both the technical software skills and the soft presentation skills needed to be a successful presenter in today's business climate Explains PowerPoint 2013's features and tools in detail, so you can create impressive, professional presentations for your job Shows you essential formatting techniques, including tables and working with Layouts, Themes, and Masters Covers working with drawings and SmartArt, photos, charts, sounds, music, video, and data from other sources Explains how to prepare for live presentations and also how to create and present material in the Cloud or online, including e-learning For compelling, successful presentations in person, in the cloud, or on the web, start with PowerPoint 2013 Bible.

New Perspectives on Microsoft PowerPoint 2013, Introductory Skills for Success with PowerPoint 2013 Comprehensive PowerPoint 2013

PowerPoint 2013 Absolute Beginner's Guide Microsoft PowerPoint 2013/365

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 PowerPoint Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For use in the Office Applications course. This book is also suitable for students and individuals seeking an introduction to Microsoft PowerPoint 2013. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects for students and a one-of-a-kind supplements package. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalize Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. Teach the Course You Want in Less Time: The GO! series' one-of-a kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students. This manual will introduce to you a basic tutorial on how to create your presentation using Ms Powerpoint 2013 version and to provide a comprehensive overview of how to use basic functions of MS powerpoint 2013.

Instructor's Resource CD: Microsoft PowerPoint 2013 Level 1 Microsoft PowerPoint 2013 Step by Step

Pocket Primer

Enhanced Microsoft PowerPoint 2013: Comprehensive Microsoft PowerPoint 2013 Level 1 (English version)

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Make the most of PowerPoint 2013—without becoming a technical expert! This book is the fastest way to learn PowerPoint and use it to create dynamic, eye-catching presentations that you can deliver in person or on the Web. Even if you've never used PowerPoint before, you'll learn how to do what you want, one incredibly clear and easy step at a time. PowerPoint has never, ever been this simple! Who knew how simple PowerPoint® 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new PowerPoint 2013 presentation software...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Quickly move from learning PowerPoint 2013 basics to creating and delivering polished, dynamic presentations Communicate data visually using pictures, shapes, charts, and SmartArt Design sophisticated presentations even faster with themes, variants, and custom layouts Enliven your presentations with animation, audio, and video, including online video from websites such as YouTube Collaborate on presentations using SkyDrive, Microsoft's online file-sharing solution Create MP4 and Windows Media videos from your PowerPoint presentations Publish and deliver your presentations on the Web Create and edit PowerPoint presentations on the go, using the PowerPoint Web App Access your presentations from a tablet or smartphone Expand the power of PowerPoint with third-party tools And much more... Patrice-Anne Rutledge is a business technology author and consultant who specializes in teaching others to maximize the power of new technologies. Patrice has used—and has trained others to use—PowerPoint for many years, designing presentations for meetings, seminars, trade shows, and worldwide audiences. She is also the author of five previous books about PowerPoint for Pearson Education. She can be reached through her website at www.patricerutledge.com. Category: Microsoft Office Covers: PowerPoint 2013 User Level: Beginning

PowerPoint 2013 Bible

Exploring: Microsoft PowerPoint 2013, Comprehensive; Myitlab with Pearson Etext -- Access Card -- For Exploring with Office 2013

Learning Microsoft PowerPoint 2013

Microsoft PowerPoint 2013 Essentials (Speedy Study Guides)

This training manual is to provide a comprehensive overview of how to use additional functions of MS power-point 2013 version.If you're already familiar with the basics of PowerPoint, then the 2nd level level manual will help you fill in the rest of the blanks, such as custom animation and working with diagrams. Microsoft PowerPoint 2013 Essentials is an explicit bit of training materials for use with the revamped version of PowerPoint 2013. The information is extensive and handy for someone that has knowledge of the previous version and wants to become very familiar in a short amount of time with the new interface. A perfect candidate for this product would be someone that uses PowerPoint presentations for business matters daily. A Chart would be instrumental as a quick reference point that illustrates the locations of the previous functions in correlation with the new interface.

Master PowerPoint and improve your presentation skills withone book! In today's business climate, you need to know PowerPoint insideand out, and that's not all. You also need to be able to make presentation that makes an impact. From using sophisticatedtransitions and animation in your PowerPoint presentations tointerfacing in person with your audience, this information-packedbook helps you succeed. Start creating professional-quality slidesthat captivate audiences and discover essential tips and techniquesfor making first-rate presentations, whether you're at a podium oronline. Combines both the technical software skills and the softpresentation skills needed to be a successful presenter in today'sbusiness climate Explains PowerPoint 2013's features and tools in detail, so youcan create impressive,professional presentations for your job Shows you essential formatting techniques, including tables andworking with Layouts, Themes, and Masters Covers working with drawings and SmartArt, photos, charts,sounds, music, video, and data from other sources Explains how to prepare for live presentations and also how tocreate and present material in the Cloud or online, includinge-learning For compelling, successful presentations in person, in thecloud, or on the web, start with PowerPoint 2013 Bible.

Microsoft PowerPoint 2013: Comprehensive

Microsoft PowerPoint 2013 Plus Sway: Also Social Share, Mix and Docs.com

Microsoft PowerPoint 2013: Illustrated Brief

New Perspectives on Microsoft PowerPoint 2013, Comprehensive Enhanced Edition

Microsoft Office PowerPoint 2013

Readers discover the latest advantages that Microsoft PowerPoint has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of PowerPoint through experimentation, critical thought, and personalization. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE helps readers succeed with today ' s most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The idea behind this book is to give you the reader the ability to create a complete presentation in PowerPoint, using as many of the features as you wish, and also to have a complete knowledge and understanding of those features and the program itself, so that in the end you would have mastered the art of creating presentations in PowerPoint. We have chosen to go beyond just the basic PowerPoint, we have added information regarding three separate areas which are related , but are not part of PowerPoint program as it is originally loaded on your PC, they are however available through downloads. Full coverage is given to " PowerPoint Mix " , " Social Share " and " Sway " . Mix is a PowerPoint Add in specifically for PowerPoint 2013 which allows you to add appealing content, and to turn your presentation into an interactive online lesson. Social Share is a free plug in available to PowerPoint which enables you to share your slides and presentations to Facebook and Twitter without leaving PowerPoint.

Get the guide that makes learning Microsoft PowerPoint 2013 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here ' s WHAT you ' ll learn: Create dynamic presentations for your audience Include charts, tables, clip art, and other graphics Add video clips and CD music Animate slide and add transition effects Edit and polish your presentations with ease Create speaker notes and record narration Here ' s HOW you ' ll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help apply what you learn right away

Microsoft PowerPoint 2013 Introductory

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic

Microsoft PowerPoint 2013: Illustrated Introductory

GO! with Microsoft PowerPoint 2013 Brief

Go! with Microsoft Powerpoint 2013, Comprehensive

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft PowerPoint 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft PowerPoint 2013: Complete

New Perspectives on Microsoft PowerPoint 2013, Brief

Microsoft PowerPoint 2013: Introductory

New Perspectives on Microsoft PowerPoint 2013, Comprehensive

MOS 2013 Study Guide for Microsoft PowerPoint

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For use in the PowerPoint course Skills for Success is the Microsoft Office 2013 textbook that recognizes how students learn today! The Office Skills text that was designed with today's students—and the way today's students use an Office textbook—in mind. With Skills for Success , Microsoft Office 2013 is at your fingertips! With Office 2013, Microsoft is taking the office to the cloud. You can now open and save your files from any computer without a USB flash drive. The Skills for Success series shows students how to get the most out of Office 2013 no matter what device they are using —a traditional desktop or tablet. Whether you are tapping and sliding with your finger or clicking and dragging with the mouse, Skills for Success shows you the way. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalized Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Designed for a New Generation of Learners: The Skills for Success series is specifically designed to enhance usability and fit

the work style of today's students. Support for Students and Instructors: Supplements enhance the learning process for students, while instructor resources are designed to make your life easier.

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft PowerPoint 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft PowerPoint 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Learning Microsoft PowerPoint 2013 features a student-friendly, step-by-step format with clear, full-screen shots to engage readers and help them work independently. This book is appropriate for Introductory Computing courses on Microsoft Office Applications or courses on Computer Concepts that include coverage of PowerPoint 2013. This book is also suitable for individuals interested in learning to use Microsoft PowerPoint 2013 effectively in their home life and career.

Go! with Microsoft PowerPoint 2013 Introductory

Go! with Microsoft PowerPoint 2013 Brief, Go! with Microsoft Excel 2013 Brief, Go! with Microsoft Access 2013 Brief

New Perspectives on Microsoft Powerpoint 2013 + Sam 2013 Assessment

Presentation

Microsoft PowerPoint 2013

Ce guide pratique vous présente dans le détail toutes les fonctionnalités de Microsoft® PowerPoint 2013 ; il s'adresse à toute personne désirant découvrir et approfondir l'ensemble de ses fonctionnalités. Après la description du nouvel environnement, les différents modes d'affichage et la gestion des documents (ouverture et enregistrement, modèles, partage et enregistrement sur SkyDrive, gestion d'album photos, impression...), vous apprendrez à créer et modifier les différents éléments d'une présentation : les diapositives, les masques, les thèmes, les arrière-plans, les sections... Dès lors, vous pourrez créer le contenu de chaque diapositive en saisissant le texte, le plan puis en vous verrez ensuite comment créer, modifier et mettre en valeur toutes sortes d'objets : formes automatiques, tableaux, images, sons, vidéos, diagrammes et graphiques ; vous exploiterez les nouvelles fonctionnalités relatives à l'édition vidéo (ajouter, rogner, appliquer des effets artistiques, tronquer le début ou la fin de vos vidéos) et à la création d'effets artistiques, détournement de forme, reflets, corrections de couleurs, compression...). Vous pourrez alors lancer votre premier diaporama puis y intégrer effets d'animation, annotations, minutage des diapositives, l'enregistrement au format vidéo afin de réutiliser l'animation dans d'autres présentations ou la partager avec vos proches sur DailyMotion. Une partie est consacrée aux fonctionnalités avancées telles que la gestion des liens hypertexte, la révision d'une présentation, la personnalisation du ruban, le travail avec d'autres applications Office : pour terminer, vous apprendrez à travailler et à communiquer à plusieurs sur une même présentation.

Go! with Microsoft Powerpoint 2013, ComprehensivePrentice Hall

Provides timesaving tips, tricks, shortcuts, solutions, and troubleshooting guidelines for Microsoft Excel, Outlook, Word, PowerPoint, and other applications, and explores new features and capabilities of Office 2013.

The O'Leary Series

Learning Microsoft Powerpoint 2013 - 1 Year Standalone Student Access Card

Illustrated Course Guide: Microsoft PowerPoint 2013 Advanced

Microsoft PowerPoint 2013 Level 2 (English version)

Office 2013 Bible e-Book Library

A guide to the presentation graphics program covers such topics as using ready-made templates, creating charts and graphs, adding animation and sound, and e-mailing presentations.

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.

Microsoft PowerPoint is a slide show presentation program developed by Microsoft. It was officially launched on May 22, 1990, as a part of the Microsoft Office suite. PowerPoint presentations consist of a number of individual pages or "slides." The "slide" analogy is a reference to the slide projector. A better analogy would be the "foils" (or transparencies/plastic sheets) that are shown with an overhead projector, although they are in decline now. Slides may contain text, graphics, sound, movies, and other objects, which may be arranged freely. The presentation can be printed, displayed live on a computer, or navigated through at the command of the presenter. For larger audiences the computer display is often projected using a video projector. Slides can also form the basis of webcasts.

Microsoft PowerPoint 2013 Plain & Simple

Excel 2013 Bible, Access 2013 Bible, PowerPoint 2013 Bible, Word 2013 Bible

Microsoft Office Inside Out

As part of the new Pocket Primer series, this book provides an overview of the major and tutorial videos to use PowerPoint. The book serves as a starting point for deeper exploration of PowerPoint. The focus of the book is on using the software package and creating dynamic and engaging presentations. Also included are instructions for Word 365, which includes both Word 2013 for Windows and Word 2011 for Macintosh. Features: Includes tutorial videos on the companion DVD Provides an overview of the most important PowerPoint techniques Contains PowerPoint graphics and animation effects

Experience learning made easy—and quickly teach yourself how to create compelling presentations with PowerPoint 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. Work with PowerPoint on your PC or touch-enabled device Design, organize, and polish your slides Create professional-looking charts and graphics Engage your audience with animation, audio, and video Customize themes and templates Prepare for your presentation

A comprehensive set of four Microsoft program guides for a range of users This set comes with the Excel 2013 Bible, PowerPoint 2013 Bible, Access 2013 Bible, and Word 2013 Bible. Tips, tricks, and techniques help you use four popular programs effectively. You'll be guided into Excel, Word, Access and PowerPoint 2013 insights. Get help creating Excel formulas and spreadsheets. Then use the Access guide so you're ready to organize, present, analyze, and share data. Learn how to create tables, manipulate datasheets, and build databases that suit your specific needs. You'll also find out the features of Word 2013 - from document design to producing master documents. Collaborate in the Cloud, format like a pro, and create forms and labels more easily. In the PowerPoint 2013 guide, you'll know the features and tools that make an impact. You'll also learn to work with photos and charts in the program.