

## Powerpoint 2015 Manual

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

Give students a solid understanding of economic principles and how these principles affect their daily lives with the unique EXPLORING ECONOMICS, 7E. Rather than a traditional encyclopedic text filled with technical details, this book offers a modern, back-to-basics approach designed to promote economic literacy and help students appreciate how economics impacts life. The latest edition of this reader-friendly book includes a visually appealing design and the latest captivating content to encourage students to read and master the material. Packed with examples from current events and pop culture, EXPLORING ECONOMICS makes economic lessons less intimidating while conveying the real-world relevance of the principles. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The SAGE Handbook of the Sociology of Work and Employment is a landmark collection of original contributions by leading specialists from around the world. The coverage is both comprehensive and comparative (in terms of time and space) and each 'state of the art' chapter provides a critical review of the literature combined with some thoughts on the direction of research. This authoritative text is structured around six core themes: Historical Context and Social Divisions The Experience of Work The Organization of Work Nonstandard Work and Employment Work and Life beyond Employment Globalization and the Future of Work. Globally, the contours of work and employment are changing dramatically. This handbook helps academics and practitioners make sense of the impact of these changes on individuals, groups, organizations and societies. Written in an accessible style with a helpful introduction, the retrospective and prospective nature of this volume will be an essential resource for students, teachers and policy-makers across a range of fields, from business and management, to sociology and organization studies.

International Education Inquiries is a book series dedicated to realizing the global vision of Education 2030. This vision involves "ensuring inclusive and equitable quality education and promoting lifelong learning opportunities for all." The founding editors seek to provide a forum for the diverse voices of scholars and practitioners from across the globe asking questions about transforming the vision of Education 2030 into a reality. Published chapters will reflect a variety of formats, free of methodological restrictions, involving disciplinary as well as interdisciplinary inquiries. We expect the series will be a leading forum for pioneers redefining the global discussion about the people, places and perspectives shaping Education 2030 outcomes. Education 2030 topics of interest include, but are not limited to,
• Improving access to quality early childhood development, care, and pre-primary education;
• Ensuring equal access for all women and men to affordable and quality education;
• Increasing the number of youth and adults who have skills relevant for sustainable living and livelihoods;
• Ensuring equal access for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations;
• Achieving levels of literacy and numeracy required to engage in communities and employment;
• Acquiring the knowledge and skills needed to promote sustainable development, including:
• Human rights, gender equality,
• Promotion of a culture of peace and non-violence,
• Global citizenship education,
• The appreciation of cultural diversity and of culture's contributions to sustainable development,
• Providing safe, non-violent, inclusive and effective learning environments for all;
• Recruiting, preparing, supporting, and retaining quality teachers.

Success is increasingly dependent on a crucial part of academic life, and in this incredibly competitive industry, trustworthy best practice guides are notably missing. Even with supportive mentors, many emergent scholars are left to learn these lessons the hard way. In this straightforward and thorough book, Joy Egbert and Mary Roe address the most common challenges facing academics at all stages of their careers as they navigate the world of professional service. Illuminating the unspoken rules behind book reviewing, anticipating the difficulties of collaborating, offering support on chairing, mentoring, and graduate student committees chairmanship, and more, this book is a must-have for anyone starting an academic career in Education, and for veteran academics who want to polish their skills.

What Went Wrong with College Sports and How to Fix It  
American Government and Politics Today 2015-2016

Microsoft Word, Excel, and PowerPoint: Just for Beginners  
Financial & Managerial Accounting

*Close the gap between homework and exam performance with Warren/Reeve/Duchac's FINANCIAL ACCOUNTING 14E! Market-leading FINANCIAL ACCOUNTING has been on the forefront of innovation and change based on the needs of today's teaching and learning environment. Warren/Reeve/Duchac's FINANCIAL ACCOUNTING 14c helps elevate student thinking with content that addresses each stage of the learning process from motivation to mastery. It motivates students to learn, provides practice opportunities to better prepare for exams, and helps students achieve mastery with tools to help them make connections and see the big picture. The Complete Learning System in FINANCIAL ACCOUNTING is built around the way students use textbooks to learn, study and complete homework, allowing them to achieve ultimate success in this course. The most significant changes for this edition involve the inclusion of the new revenue recognition standard. The end goal of Warren/Reeve/Duchac's FINANCIAL ACCOUNTING learning system is to elevate thinking and create more empowered and prepared students—ready to take on the rest of their educational and career goals. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*  
*This international volume provides a comprehensive account of contemporary research, new perspectives and cutting-edge issues surrounding religion and spirituality in social work. The introduction introduces key themes and conceptual issues such as understandings of religion and spirituality as well as definitions of social work, which can vary between cultures. The main body of the book is divided up into sections on regional perspectives; religious and spirituality across the lifespan; and social work practice. The final chapter identifies key challenges and opportunities for developing both social work scholarship and practice in this area. Including a wide range of interventional perspectives from Australia, Canada, Hong Kong, India, Ireland, Israel, France, Malia, New Zealand, South Africa, Sweden, the UK and the USA, this Handbook succeeds in extending the dominant paradigms and comprises a mix of authors including major names, significant contributors and emerging scholars in the field, as well as leading contributors in other fields of social work who have an interest in religion and spirituality. The Routledge Handbook of Religion, Spirituality and Social Work is an authoritative and comprehensive reference for academics and researchers as well as for organisations and practitioners committed to exploring why, and how, religion and spirituality should be part of social work practice.*

*Complete classroom training manuals for Microsoft PowerPoint 2016. Two manuals (Introductory and Advanced) in one book. 185 pages and 101 individual topics. Includes practice exercises and keyboard shortcuts. You will learn introductory through advanced concepts including assigning and managing tasks and resources, tracking project tasks, developing dynamic reports and much more. Topics Covered: Getting Acquainted with Project 1. About Project 2. Starting Project 3. Project Management Terms and Concepts 4. The Project Environment 5. The Title Bar 6. The Ribbon 7. The "File" Tab and Backstage View 8. The Scroll Bars 9. The Quick Access Toolbar 10. The Entry Bar 11. The Status Bar 12. Touch Mode Project Basics 1. Opening Projects 2. Closing Projects 3. Creating New Projects 4. Saving Projects 5. Changing Project Tasks 6. Planning a Project Tasks 1.Creating Tasks 2. Editing and Deleting Tasks 3. Setting Task Duration 4. Linking Tasks 5. Marking Milestones 6. Using Phases and Summary Tasks 7. Using Task Notes Resources 1. Project Resources Overview 2. Creating Work Resources 3. Creating Material Resources 4. Creating Cost Resources 5. Entering Costs for Project Resources 6. Scheduling Work Resources 7. Creating New Base Calendars Resource and Task Assignment 1. Assigning Work Resources to Tasks 2. Assigning Material Resources to Tasks 3. Assigning Cost Resources to Tasks 4. The Team Planner Tracking Project Tasks 1. Creating Project Baselines 2. Using Task Constraints 3. Task Types 4. Setting Deadlines 5. Interrupting Tasks 6. Moving and Rescheduling Tasks 7. Inspecting Tasks 8. Creating Recurring Tasks 9. Entering Fixed Costs 10. Critical Path 11. Using WBS Codes Advanced Resource Management 1. Applying Multiple Resource Availability 3. Using Work Contours 4. Material Resource Consumption Rates 5. Delaying Resource Assignments Advanced Project Tracking 1. Monitoring Resource Allocation 2. Leveling Overallocated Resources 3. Monitoring Project Costs 4. Monitoring Project Statistics Advanced Project Tools 1. Using the Organizer 2. Making Macros 3. Customizing the Ribbon 4. Creating and Linking Resource Pools 5. Using and Updating Resource Pools 6. Consolidating and Linking Multiple Projects Reporting 1. Using Earned Value Analysis 2. Creating Basic Reports 3. Selecting Report Objects 4. Changing the Report View 5. Basic Report Formatting 6. Inserting Report Objects 7. Managing Reports 8. Basic Page Setup for Reports 9. Advanced Page Setup for Reports 10. Printing Reports Modifying Report Objects 1. Selecting, Moving and Resizing Report Charts 4. Formatting Report Charts 5. Using Report Tables 6. Designing Report Tables 7. Using Report Tables 8. Designing Report Tables 9. Using Report Tables 10. Designing Report Tables 11. Using Report Tables 12. Designing Report Tables 13. Designing Report Tables 14. Designing Report Tables 15. Designing Report Tables 16. Designing Report Tables 17. 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