

Power Point 2013 S Sales

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Microsoft PowerPoint 2013: Comprehensive - Susan L. Sebok 2013-11-19

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.

PowerPoint 2013 Absolute Beginner's Guide - Patrice-Anne Rutledge 2013-02-06

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

Microsoft Word 2013 for Medical

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Professionals - Jennifer Duffy 2014-01-17

Master the Microsoft Word 2013 skills essential for success in today's medical office or health-related career with MICROSOFT WORD 2013 FOR MEDICAL PROFESSIONALS. This reader-friendly book introduces Microsoft Word 2013 using a clear step-by-step format and visually driven approach. Actual medical examples and timely projects within a case study related to the medical industry prepare readers to meet contemporary medical office challenges. Both beginning and experienced computer users benefit from the book's straightforward approach and ongoing value as a reference tool. MICROSOFT WORD 2013 FOR MEDICAL PROFESSIONALS ensures readers quickly develop the Word skills necessary to support a front or back office of a clinic, hospital, or medical practice with great success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Office 2013 Bible e-Book Library - John Walkenbach 2013-08-22

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.

Presentation Zen - Garr Reynolds 2009-04-15
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.

New Perspectives on Microsoft PowerPoint 2013, Comprehensive - S. Scott Zimmerman 2013-11-14

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.

Microsoft Access 2013: Illustrated Introductory - Lisa Friedrichsen 2016-03-15

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 ACCESS 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.

PowerPoint, Communication, and the Knowledge Society - Hubert Knoblauch 2013

This book explores the dynamics and limitations of PowerPoint as a means of communication.

The O'Leary Series: Microsoft Office 2013 - Linda O'Leary 2013-07-26

Timothy and Linda O'Leary Microsoft Office 2013: A Case Approach Making Office Relevant Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2013: A Case Approach offers a running case study throughout the text to help students understand the material in a consistent, relevant environment. Through the theme "Making Office Relevant," this text helps students understand why they need this course and skills. Updated for Office 2013, student success is assured through clear step-by-step instruction, plentiful screen captures, and conceptual explanations. Each lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. The lab opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with skills that cross all Office applications, which is especially important in mastering this version of Office. The O'Leary Series correlates with SIMnet Online, McGraw-Hill's online training and assessment program for Microsoft Office skills and basic computer concepts. Projects, however, are 1:1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles. Additional textbook resources can be found on the text's Online Learning Center: www.mhhe.com/olearyoffice2013. For more

information on O'Leary; Microsoft Office 2013: A Case Approach and SIMnet Online for Office 2013, please visit www.simnetkeepitsimple.com or contact your McGraw-Hill representative.

Illustrated Course Guide: Microsoft Excel 2013 Basic - Elizabeth Eisner Reding 2013-12-31

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 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.

Microsoft Excel 2013: Illustrated Introductory - Elizabeth Reding 2013-04-16

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 EXCEL 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.

Microsoft PowerPoint 2013 - Joyce Cox 2013
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.

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic - David W. Beskeen 2014-02-26

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.

New Perspectives on Microsoft PowerPoint 2013, Comprehensive Enhanced Edition - S.

Scott Zimmerman 2015-04-13

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.

Enhanced Microsoft Access 2013: Illustrated Complete - Lisa Friedrichsen 2015-04-08

Both computer rookie and hot shots can master Microsoft Access 2013 applications quickly and efficiently with this new book in the acclaimed Illustrated Series -- **ENHANCED MICROSOFT ACCESS 2013: ILLUSTRATED COMPLETE**. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy-to-follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color

screens that preview what users 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. New and updated appendixes explore cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Access 2013 for ongoing success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft PowerPoint 2013: Illustrated Introductory - David W. Beskeen 2013-05-10

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.

Powerpoint Tips & Tricks - Lori Aldrich 2012-05-31

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.

Enhanced Microsoft PowerPoint 2013: Comprehensive - Susan L. Sebok 2015-04-01

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.

Speaking PowerPoint - Bruce R. Gabrielle 2010
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.

Enhanced Microsoft Office 2013: Illustrated Fundamentals, Spiral bound Version - Marjorie S. Hunt 2015-02-27

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 Office 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows you to work through an entire task without turning the page! New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what you should see on your own

computer. 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.

Microsoft PowerPoint 2013: Illustrated Brief - David W. Beskeen 2013-04-05

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.

PowerPoint 2013 Bible - Faithe Wempen 2013-03-18

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, Brief - S. Scott Zimmerman 2013-05-29

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.

New Perspectives on Microsoft PowerPoint

2013, Introductory - S. Scott Zimmerman

2013-07-15

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.

A Newbies Guide to PowerPoint 2013 Rt -

Minute Help Guides 2013-03-23

PowerPoint is everywhere. From the company-wide sales meeting to the high school chemistry class, few people have managed to avoid contact with the world's most popular presentation software. Since the 1990 introduction of PowerPoint as an integral part of the Microsoft Office suite, this little piece of software ingenuity has single-handedly destroyed the cumbersome slide projector and ushered in the very concept of the presentation into the 21st century. Though many companies have tried to compete with PowerPoint, none have ever succeeded in any significant way. In fact, PowerPoint retains a 95 percent share of the presentation software market to this very day. They've managed this feat by becoming the rarest kind of software: simple, yet amazingly powerful. PowerPoint is currently being used by virtually anyone who needs to present an idea to a group of people. From the CEO of the largest corporation right down to your friendly local Girl Scout troop, millions of people depend on PowerPoint to help them get their ideas across. With the release of Office 2013 RT, the PowerPoint interface has been optimized and customized for tablet PCs, giving you all of the power of this incredible program while letting you create your presentation masterpieces from anywhere you please. This guide will take you through the basics of PowerPoint RT. We'll teach you what you need to know to get started, everything from creating and saving your presentations (with SkyDrive) to turning your finished masterpieces into stand-alone files or even videos. Whether you've been using PowerPoint for years, or you're still futzing around with a slide projector in your basement, we'll not only show you how to get things done with PowerPoint, we'll have fun doing it! At a glance, PowerPoint RT looks like an incredibly complex program. It can be, but it definitely doesn't have to be. This guide will teach you what you need to know to get to work right now. We'll leave the fluff and head scratching for people with time to waste. Ready to get started? Let's go!

PowerPoint 2013 on Demand - Steve Johnson

2013-05-20

Need answers quickly? PowerPoint 2013 on Demand provides those answers in a visual step-

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by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Inside the Book • Create powerful presentations faster using ready-made templates • Use gestures to navigate your presentation and slide show on touch screens • Organize information in sections and add impact with online pictures, SmartArt diagrams, tables, and charts • Make your presentation come alive with custom animations, 3-D effects, and slide transitions • Embed, format, trim, and add text to videos in your presentation • Add comments and email or IM your presentation to others for review • Broadcast your presentation over the Internet in a browser • Use SharePoint and SkyDrive to collaborate and share documents • Prepare for the Microsoft Office Specialist (MOS) exam

Illustrations with matching steps Tasks are presented on one or two pages Numbered Steps guide you through each task Did You Know? alerts you to tips and techniques See Also points you to related information in the book Bonus Online Content Register your book at queondemand.com to gain access to: • Workshops and related files • Keyboard shortcuts Visit the author site: perspection.com

Microsoft PowerPoint 2013/365 - Theodor Richardson 2015-05-11

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

Illustrated Course Guide: Microsoft Access 2013 Basic - Lisa Friedrichsen 2013-12-31

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 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 Access 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.

Microsoft PowerPoint 2013 Plain & Simple - Nancy Muir 2013-03-15

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 Office 2013 for Medical Professionals Illustrated - David W. Beskeen 2013-11-27

Develop the Microsoft Office 2013 skills necessary for success in any medical office or health-related career with the new, reader-friendly MICROSOFT OFFICE 2013 FOR MEDICAL PROFESSIONALS ILLUSTRATED. This dynamic, visually-driven book introduces the most important skills within Microsoft Office 2013 using step-by-step instructions and vibrant, clear visuals. Actual medical examples, timely projects and intriguing case studies related to today's medical industry prepare readers to meet contemporary medical office challenges. Both beginner and experienced users will find MICROSOFT OFFICE 2013 FOR MEDICAL PROFESSIONALS ILLUSTRATED filled with relevant information that's essential now and ideal for long-term reference in any office administration, medical assisting, or health care career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook

version.

[A Visual, Hands-on Approach to Learning Microsoft Excel 2016](#) -

[Microsoft Office 2013: Illustrated Introductory, First Course, Spiral bound Version](#) - David W. Beskeen 2013-04-05

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 OFFICE 2013 applications 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.

The O'Leary Series: Microsoft Office Word 2013 - Linda O'Leary 2013-08-06

Timothy and Linda O'Leary Microsoft Office 2013: A Case Approach Making Office Relevant Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2013: A Case Approach offers a running case study throughout the text to help students understand the material in a consistent, relevant environment. Through the theme "Making Office Relevant," this text helps students understand why they need this course and skills. Updated for Office 2013, student success is assured through clear step-by-step instruction, plentiful screen captures, and conceptual explanations. Each lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. The labs opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with skills that cross all Office

applications, which is especially important in mastering this version of Office. The O'Leary Series correlates with SIMnet Online, McGraw-Hill's online training and assessment program for Microsoft Office skills and basic computer concepts. Projects, however, are 1:1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles. Additional textbook resources can be found on the text's Online Learning Center:

www.mhhe.com/olearyoffice2013. For more information on O'Leary; Microsoft Office 2013: A Case Approach and SIMnet Online for Office 2013, please visit www.simnetkeepitsimple.com or contact your McGraw-Hill representative.

Illustrated Course Guide: Microsoft PowerPoint 2013 Advanced - David W. Beskeen 2014-02-26

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.

PowerPoint 2013 For Dummies - Doug Lowe 2013-02-22

Get up and running with this full-color guide to PowerPoint 2013! PowerPoint, the number one presentation software, has been revised and improved with the introduction of Microsoft Office 2013. With this all-new, full-color book by your side, you will learn how to take full advantage of all of PowerPoint's powerful and dynamic capabilities. Bestselling veteran For Dummies, author Doug Lowe breaks it all down so that you can create a powerful and effective slideshow presentation with the new wide-screen theme and variant that incorporates videos, pictures, and shapes, and allows you to

create customized icons using powerful tools. Shows you how to create presentations with pizzazz using the new collection of themes, and then helps you align shapes, text boxes, and graphics Zeroes in on all of PowerPoint's updated features, such as zooming in and out smoothly, switch slides easily (in or out of sequence), and projecting to a second screen Explains how to Place and track comments next to the text you're discussing so everyone can see who replied to whom, and when Highlights ways to work with hyperlinks, create web pages with PowerPoint, video edit, and much more PowerPoint 2013 For Dummies points you to the power of this updated application so that you can create effective and impressive presentations.

Teach Yourself VISUALLY PowerPoint 2013 - William Wood 2013-02-14

A straightforward, visual approach to learning the new PowerPoint 2013! PowerPoint 2013 boasts updated features and new possibilities; this highly visual tutorial provides step-by-step instructions to help you learn all the capabilities of PowerPoint 2013. It covers the basics, as well as all the exciting new changes and additions in a series of easy-to-follow, full-color, two-page tutorials. Learn how to create slides, dress them up using templates and graphics, add sound and animation, and more. This book is the ideal "show me, don't tell me" guide to PowerPoint 2013. Demonstrates how to create memorable and captivating presentations using PowerPoint 2013, the latest generation of Microsoft's presentation software Walks you through PowerPoint 2013's new features, including new wide-screen themes and variants, improved collaboration tools, and an enhanced Presenter View Shows you how to create slides, dress them up with templates and graphics, add sound and animation, and present in a business or Internet setting Features easy-to-follow, full-color, two-page tutorials With Teach Yourself VISUALLY PowerPoint 2013, you have the power to make a remarkable presentation!

Microsoft Office 2013/365 and Beyond - Theodor Richardson 2015-02-24

Microsoft Office 2013/365 and Beyond is divided into five sections with 16 chapters that progressively introduce you to computer concepts from the moment you hit the power

button all the way through to using a variety of productivity software applications available in Microsoft Office 2013 and Microsoft Office for Mac 2011. The focus of this text is to provide readers with the skills needed to discuss essential computer concepts, navigate and conduct basic tasks using an operating system, and develop files using basic productivity applications. The companion disc includes all of the files needed to complete the chapter exercises within the text. You will also find video tutorials, a repository of high-resolution images from the chapters, and samples of completed projects for comparison. Features: * Designed to address the Windows operating system and the 2013 Microsoft Office application suite * Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office (MS Outlook, Word, PowerPoint & Excel) * Includes a dynamic 4-color design with supplementary video tutorials to enhance the learning process * Discusses common computer applications, including Adobe Reader (for reading PDF files) and Microsoft OneNote for Windows (for managing files). Additional productivity tools like OpenOffice.org are presented * Includes a comprehensive DVD with sample tutorial videos, project files from the text, figures, Excel functions and formulas, and MS Office shortcuts * Numerous instructor supplements and companion Web site available upon adoption

Microsoft PowerPoint 2013 Step by Step - Joan Lambert 2013-01-15

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

Microsoft Office Inside Out - Ed Bott 2013

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.

Enhanced Computer Concepts and Microsoft Office 2013 Illustrated - June Jamrich Parsons
2015-02-27

Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest ENHANCED COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED. This all-in-one book makes the computer concepts and skills your students need to know easily accessible.

Key application skills are clearly demonstrated using the user-friendly two-page spread found in the popular Microsoft Office 2013 Illustrated Introductory, First Course. Today's most up-to-date technology developments and concepts are clarified using the distinctive step-by-step approach from the Computer Concepts Illustrated Brief book. This edition highlights updated Office 365 content with Integrated Applications Projects and a Student Success Guide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.