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PowerPoint 2013 Absolute Beginner's Guide Illustrated Course Guide: Microsoft PowerPoint 2013 Basic Illustrated Course Guide: Microsoft PowerPoint 2013 Advanced MOS 2013 Study Guide for Microsoft PowerPoint Microsoft Office PowerPoint 2013 Certification Guide Exam Prep for Illustrated Course Guide; Microsoft PowerPoint 2013 Basic Office 2013 All-In-One Absolute Beginner's Guide A Newbies Guide to PowerPoint 2013 Rt Powerpoint Tips and Tricks 2013 Exam Prep for Mos 2013 Study Guide for Microsoft Powerpoint Illustrated Course Guide: Microsoft Word 2013 Basic Illustrated Course Guide: Microsoft Access 2013 Basic Illustrated Course Guide: Microsoft PowerPoint 2013 Basic Illustrated Course Guide: Microsoft PowerPoint 2013 Advanced PowerPoint 2013 MOS 2013 Study Guide for Microsoft Outlook PowerPoint 2013 Microsoft Powerpoint 2016 for Mac: A Guide for Seniors Computer Literacy BASICS: A Comprehensive Guide to IC3 PowerPoint 2013 For Dummies Microsoft PowerPoint 2013 Teach Yourself VISUALLY PowerPoint 2013 Microsoft Office 2016: The Complete Guide Guide to Microsoft Office 2013 Microsoft PowerPoint 2013 Plain & Simple SAP BI Analysis Office - a Practical Guide The ISM Code: A Practical Guide to the Legal and Insurance Implications Microsoft Office 365 & Powerpoint 2016 Illustrated Course Guide, Introductory + Microsoft Publisher 2013, Illustrated A Practical Guide to Event Promotion PowerPoint 2013 in Pictures The Authority Guide to Presenting and Public Speaking Microsoft Office Home and Student Edition 2013 All-in-One For Dummies PowerPoint 2013 on Demand MOS 2013 Study Guide for Microsoft Word Expert A Trainer's Guide to PowerPoint My Sway Microsoft Office PowerPoint 2013 Better Than Bullet Points Office 2013 ELearning Kit For Dummies Enhanced Computer Concepts and Microsoft Office 2013 Illustrated

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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. The ISM Code has been mandatory for almost every commercial vessel in the world for more than a decade and nearly two decades for high risk vessels, yet there is very little case law in this area. Consequently, there remains a great deal of confusion about the potential legal and insurance implications of the Code. This third edition represents a major re-write and addresses significant amendments that were made to the ISM Code on 1st July 2010 and 1st January 2015. This book provides practitioners with a practical overview of, and much needed guidance on, the potential implications of failing to implement the requirements of the Code. It will be hugely valuable to DPAs, managers of ship operating companies, ship masters, maritime lawyers and insurance claims staff. 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 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. 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 Learn the Secrets Needed to Master PowerPoint for Training As a successful facilitator, you know the importance of the resources in your professional toolkit. How you engage your audience and improve learning can be affected by how well you use them. But mastery of PowerPoint evades many. Feedback on presentations can range from "What was the point?" to "That changed my life." Most, though, fall closer to the former. If you are looking for a guide to the PowerPoint practices that will push your presentations into the latter category, look no further. A Trainer's Guide to PowerPoint: Best Practices for Master Presenters is Mike Parkinson's master class on the art of PowerPoint. While Parkinson wants you to understand how amazing a tool PowerPoint is, he's the first to tell you that there is no magic button to make awesome slides. There are, however, proven processes and tools that deliver successful PowerPoint content each and every time you use them. In this book he shares them, detailing his award-winning PowerPoint process and guiding you through three phases of presentation development—discover, design, and deliver. What's more, Parkinson is a Microsoft PowerPoint MVP—most valuable professional—an honorific bestowed by Microsoft on those with "very deep knowledge of Microsoft products and services." He shares not only his tips and best practices for presentation success, but also those from several of his fellow MVPs. Parkinson invites you to master PowerPoint as a tool—just like a paintbrush and paint—and to realize that the tool doesn't make the art, you do. Microsoft's new Office Sway makes it easier than it's ever been to deliver truly amazing presentations -- anywhere, anytime, from any device. If you want to make the most of Sway, My Sway is your must-have companion. Friendly, quick, and packed with real-world advice, it walks you through every task you'll want to perform, including: Getting started with Office Sway, and understanding how it differs from PowerPoint or other tools Creating a new Sway presentation from scratch, or from PowerPoint or Word Adding and formatting text Inserting content from Facebook, Twitter, YouTube, the web, your OneDrive account, or your computer Previewing and modifying presentation content Modifying your Sway automatically with Remix Working with storylines Applying moods to your Sway Sharing and embedding Sways Using Sway on mobile devices And much more Every task is presented step-by-step, using carefully annotated, full-color screenshots, all numbered so there's no chance of getting lost or confused. Everything's clearly organized in modular, self-contained chapters designed to help you get more powerful results from Microsoft Sway, and get them faster. Throughout, the book is packed with helpful tips and lists - plus quick solutions to the problems you're most likely to encounter. 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. La 4ème de couverture indique : Le tour complet du sujet traité : L'environnement, les thèmes et les modèles, la mise en forme et le mode Plan, les outils d'édition, les tableaux, les illustrations, les liaisons et incorporations, les animations et la sonorisation, la configuration et la projection, le partage et l'impression - La pratique par l'exemple, choisissez un thème ou un modèle existant, modifiez la mise en forme du texte, créez un dictionnaire personnel, recherchez des informations sur Internet depuis PowerPoint ,utilisez les images, animez les objets texte et graphique, insérez un film et de la musique, créez un thème Office - L'approfondissement à travers des exercices, créez et enregistrez une nouvelle présentation, insérez des en-têtes et des pieds de page, créez un logo bouton en WordArt, créez un SmartArt photos, réalisez des effets de transition pour chaque diapositive, modifiez un clipart, créez un quiz à l'aide des boutons d'action 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. 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. 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. The go-to reference for the new Office Home & Student2013 The Home & Student version of Microsoft Office targets thehome and education markets, covering the four applications mostused outside the workplace: Word, Excel, PowerPoint, and OneNote.The minibooks in this essential All-in-One guide includereal-world examples and projects that cover the new features andcapabilities of Office 2013. Straightforward advice and beneficialprojects help you to learn the basics of creating a resume in Word,establishing a home budget in Excel, developing a dynamic schoolpresentation with PowerPoint, and taking notes in OneNote. Targets home and school users of Office 2013, who primarily useWord, Excel, PowerPoint, and OneNote Walks you through how to use Office 2013 for everyday projects,such as creating a cover letter in Word or reusable templates inExcel Demonstrates how to jazz up a school presentation withPowerPoint Provides you with straightforward instructions for taking notesin OneNote Shares common Office 2010 tools and details the basics of theOffice ribbon Office Home & Student 2013 All-in-One For Dummies isan easy-to-understand guide to the essentials of Office 2013! 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 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! This Practical Guide to Event Promotion offers the reader a short and succinct overview of the range of marketing communication materials from print to social marketing that can be used to promote an event successfully to the correct target markets. It includes invaluable advice on how to identify the type of communication tools most applicable to the type of event that is being promoted and its target market; how to effectively use and implement these; useful tips on things to avoid; as well as suggested time frames to use before, during and after the event. Examples of best practice and insights from events marketers are integrated throughout. Although full of practical information, a strong theoretical base underpins the advice included on how event managers can apply communication and persuasion theory to key audiences. This book will be a useful resource for Events Management students putting on an event as part of their course and for assessments, and those wanting to convert general theory into practical skills they will use in the workplace. Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 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 Word 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. Bring your computer literacy course back to the BASICS. COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online - everything students need to pass the IC3 exam, and finish the course as confident computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Explains how to effectively utilize the latest version of the integrated software package, covering Word, Excel, Outlook and PowerPoint. Featuring a complete update of the previous edition to reflect the new and expanded tools of PowerPoint 2013. By providing in-depth guidance, specific instructions, and helpful exercises, the book helps everyday trainers to create potent e-learning through the readily available popular desktop application. Established expert Jane Bozarth guides readers through the powerful new and updated features of the soon-to-be-released 2013 version, covering everything from text to art, animation to interactivity. If you have PowerPoint, this book will immediately put free real-world tools in your hands. Also features many online tools, including relevant technical design elements from older PowerPoint versions as well as a wealth of additional tools, templates, and examples. SECTION ONE: FOUNDATIONS Chapter One: Creating E-Learning with PowerPoint Chapter Two: It's About Design, Not Software SECTION TWO: INTERFACE AND CONTENT Chapter Three: The Graphic User Interface and Course Architecture Chapter Five: Creating and Editing Art Chapter Six: Animation Chapter Seven: Interactivity Chapter Eight: Add-Ons, Blending, Performance Support, and Job Aids Chapter Nine: Adding Narration and Multimedia SECTION THREE: DELIVERY AND SUPPORT Chapter Ten: Saving, Uploading, and Distributing Appendix: PowerPoint Basics References and Other Sources Other Resources Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items. 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. -- PC users need not be bothered in the least as the 2016 versions of Word, PowerPoint, Access, and Excel are here to give you the best experience ever. In addition to all the cool new features that are packed into this software you can have the entire suite cloud-connected, so you can have all your documents at your disposal anytime and place. You will enjoy the comfort ease of locating important information anywhere you are. You will also be able to capitalize on the great opportunity of sharing your documents with your friends, family or colleagues as you get your most important tasks done with easy and great new features. Make the most of Office 2013—without becoming a technical expert! This book is the fastest way to create, edit, format, build, review, and share virtually any form of Office content! Even if you've never used Office before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Office has never, ever been this simple! Who knew how simple Microsoft® Office 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Office 2013 productivity suite...simple, reliable instructions for doing all you really want to do with the brand-new versions of Word, Excel, PowerPoint, Outlook, and OneNote! Here's a small sample of what you'll learn: Explore Office 2013's updated interface and most efficient shortcuts Use Microsoft Office on the Web and mobile devices Streamline Word document creation with templates, tables, and more Efficiently build and review longer documents—by yourself or with teams Quickly create reliable, sophisticated Excel workbooks Analyze and visualize Excel data with charts, sparklines, pivot tables, and slicers Create high-impact presentations with PowerPoint 2013's newest tools Supercharge presentations with audio, video, animations, and transitions Set up email accounts and personalize Outlook to your own workstyle Manage your life with Outlook contacts, tasks, to-do lists, and notes Use Social Connector to simplify activities on Facebook, LinkedIn, and beyond Organize research more efficiently with OneNote notebooks Integrate text, links, files, media, screen clips, and handwriting into your OneNote notebooks And much more... 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 de présentations et de 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 le mettant en valeur ; 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 retouche d'images (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'enregistrer au format vidéo afin de réutiliser l'animation dans d'autres présentations ou la partager avec vos proches sur DailyMotion ou Youtube. La dernière 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. 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](http://www.patricerutledge.com). Category: Microsoft Office Covers: PowerPoint 2013 User Level: Beginning Unleash the power of the newest version of PowerPoint with this new addition to our Office Tips & Tricks line of QuickStudy® guides. Go beyond the basics of PowerPoint and learn time-saving tricks and best practices, including animations, using objects, and more, bringing your PowerPoint presentations to the next level. The 2016 version of Microsoft PowerPoint is the newest release of the PowerPoint software that is included in the Microsoft Office 2016 suite. This version is the replacement for the version that was included in Office 2013 and in Mac 2011 for OS X. The new PowerPoint version has many new features and benefits; which includes a new user interface with improved toolbars. In previous versions, the layout was not convenient for users especially amateurs. This has now been changed and any user at any level can understand and enjoy the easy-to-use software. Improved features such as better animations, improved tables and chart options will make presentations much more natural to create. There are also improvements in the area of collaboration. Here multiple users can work seamlessly on the same presentation with intuitive commenting and user views. Need answers quickly? PowerPoint 2013 on Demand provides those answers in a visual step-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](http://queondemand.com) to gain access to: • Workshops and related files • Keyboard shortcuts Visit the author site: [perspection.com](http://perspection.com) Projects include preparing business letters brochures newsletters blogs PDF documents invoices pivot tables inventory databases and business presentations; Review questions and exercises reinforce new concepts offer practice in critical-thinking and present opportunities to conduct integrated and collaborative research; Bonus coverage of Internet Explorer SkyDrive Outlook PowerPoint Publisher and OneNote develops skills in web research emailing creating multimedia presentations sharing documents preparing marketing documents and using a digital notebook. Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Outlook 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 two-part course workbook is designed to help the student use Microsoft Office PowerPoint 2013 to create and develop engaging multimedia presentations. Part 1 of the course guide covers basic tasks such as how to: identify the basic features and functions of PowerPoint 2013; develop a PowerPoint presentation; perform advanced text editing; add graphical elements; modify objects in a presentation; add tables and charts to a presentation; and prepare to deliver a presentation. Part 2 covers more advanced tasks such as how to: modify the PowerPoint environment; customize design templates; add SmartArt to a presentation; work with media and animations; collaborate on a presentation; customize a slide show; and secure and distribute a presentation. This Logical Operations courseware addresses skills that are tested on the Microsoft Office Specialist (MOS) certification exam 77-422 for PowerPoint 2013. Whether it's your first presentation or you're an experienced speaker, this Authority Guide will give you the tools, tips and confidence to deliver engaging, creative and effective presentations. As an experienced speaker and presenter himself, Steve Bustin will teach you some simple techniques to make sure your audience is engaged and you will be inspired to make the speech again. This illustrated guide covers all the basics of Microsoft PowerPoint 2013 for creating presentations. The reader will learn how to: create presentations (create a slide, add new slides, insert pictures, format text, format pictures, and preview presentations), customize presentations (insert tables and charts, employ design templates, employ a master slide, and rearrange slides), work with animation (animate text, animate graphics, create slide transitions, and advance slides automatically), prepare live presentations (add speaker notes, create handouts, make presentations portable), and much more. Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items. Many companies struggle with the ability to quickly and accurately create easy-to-read reports. This book systematically explains how you can leverage SAP Analysis Office (AO) to support your company's reporting needs. AO combines the experience users had with Business Explorer (BEX) reporting over the last decade, with the additional pivoting functionality offered by Microsoft, along with standard Excel reports. Combining these functionalities, SAP created a powerful tool for your daily analysis as you will discover in this book. Tight integration with the SAP NetWeaver BW environment ensures that reporting users can access and refresh data. This book dives into: - Installation and prerequisites - Key functionality and detailed explanations like Analysis Excel pivot, ribbon, and context menus - Enhanced reporting with API and Visual Basic (VBA) - A comparison of Business Explorer (BEX) and Analysis Office (AO) functionality 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. 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!

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