



Powerpoint 2013 In Easy Steps

Carole Matthews, Marty Matthews



Powerpoint 2013 In Easy Steps:

PowerPoint 2010 in Easy Steps Andrew Edney,2010 This latest edition covers many new and improved features including the new Backstage view advanced slide layouts video capabilities and broadcasting your slides over the Internet SmartArt Graphics capabilities style galleries and slide libraries amongst others Also saving presentations to either PDF or the new XML Paper Specification XPS format and even as a video *Microsoft PowerPoint 2013 Step by Step* Joan Lambert,Joyce Cox,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 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 Excel 2013 in easy steps Michael Price,2013-11-18 Excel 2013 in easy steps shows you how to quickly get to grips with the new features of Microsoft s latest version of this popular spreadsheet application Excel 2013 brings more intuitive ways to explore analyse and display your data and simplifies sharing and collaborating using cloud storage Excel 2013 in easy steps explores the Ribbon interface provided by Office 2013 and the subscription version Office 365 It shows you how to create and manipulate worksheets starting with the basic concepts then introducing functions and features that allow you to organize and manage vast amounts of information It covers the Excel Table data list structures advanced functions and Excel add ins and shows you how to present your worksheet data in chart formats The book will help you to create macros recorded or via Visual Basic You ll learn how to use templates tools and other resources to help you apply Excel to various tasks You ll link your worksheets to other workbooks and get automatic updates It also covers Excel on the Internet using the Office Web Apps Written concisely yet comprehensively Excel 2013 in easy steps uses detailed images and easy to follow instructions to get you up to speed with Excel whether you re just upgrading from a previous version or you are new to the spreadsheet concept **Windows 8.1 in easy steps - Special Edition** Michael Price,Stuart Yarnold,2014-07-18 Windows 8 1 in easy steps Special Edition is a comprehensive yet concise guide that will walk you through Windows 8 1 basics so that you ll be up and running in no time Then step by step it covers the key advanced features to help you become a Windows 8 1 guru at your own pace Install the right Windows 8 1 release for your needsMaster the interface desktop taskbar and key appsHave fun with photos music games and movies appsUtilize internet and cloud facilities such as OneDriveOrganize and share your files safelyTake control of your devices and printersSave time by using the sophisticated Search facilityCreate and monitor your home networkExplore Windows RegistryKeep your Windows 8 1 working smoothly efficiently Written in the familiar In Easy Steps style this guide serves as your key reference point to take full advantage of Windows 8 1 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

Project 2013 in easy steps John Carroll, 2013-08-30 Microsoft Project has always been an excellent project planning scheduling and control tool Project 2013 continues the evolution of this product with the introduction of a simplified interface compatible with all other Office 2013 programs and a number of other enhancements Burndown charts a key requirement for agile project management together with a number of new data fields to support them New reporting features that let you create powerful colourful dynamic reports without exporting data to another program Improved out of box reports and better visuals Task paths to provide more options than the basic critical path Extended date support up to 2149 now that would be a very long project Backstage overhaul of the File functions makes it easier to find what you are looking for and provides a single location for opening and saving files to your computer the Web Project Server or syncing with a SharePoint site Project 2013 in easy steps will quickly get you making use of the powerful features of Microsoft s latest version of this popular project management software Beginning with first principles the book sets out the right way to start a project and develop the project plan It shows you how to break a project down into tasks that can then be scheduled and allocated to resources These can then be tracked and controlled to completion It explains the different types of task dependencies and how to use them to make sure things happen when they are needed For medium to larger projects it shows you how to structure your project for success Projects are carried out by people and other resources and this book shows you how to

allocate and control the human resources on your project tracking holidays vacations and other staff absences It also shows you how to track other resources and costs so that you can stay in full financial control of your project Finally viewing and communicating information about your project in a timely way to the project stakeholders is also critical to success and this book shows you how to do it in the most effective way Project 2013 in easy steps covers the standard and professional versions of the product and how they interface to Project Server and SharePoint server companion products **Microsoft Office Professional 2013 Step by Step** Beth Melton,Mark Dodge,Echo Swinford,Andrew Couch,2013-05-15 The smart way to learn Microsoft Office Professional 2013 one step at a time Experience learning made easy and quickly teach yourself how to get more done with Microsoft Word PowerPoint Excel Outlook OneNote Access and Publisher With Step by Step you set the pace building and practicing the skills you need just when you need them Determine the best Office tool for specific tasks Use Office efficiently on touch enabled devices Create attractive documents publications and presentations Manage your e mail calendar meetings and communications Put your business data to work with Excel and Access Organize and share your notes and ideas with OneNote *Microsoft Office Home and Student 2013 Step by Step* Beth Melton,Mark Dodge,Echo Swinford,Ben Schorr,2013-05-15 The smart way to learn Microsoft Office Home and Student 2013 one step at a time Experience learning made easy and quickly teach yourself how to get more done with Microsoft Word Excel PowerPoint and OneNote With Step by Step you set the pace building and practicing the skills you need just when you need them Use Office anywhere with touch enabled devices Save time and work more easily with templates Make professional looking documents and presentations Build spreadsheets to calculate and visualize data Organize and share your best ideas with OneNote Work with friends using social media and the cloud **Compkidz 4** Gurpreet Bindra, CompKidz computer learning series based on Windows 7 with MS Office 2013 comprises of eight books for classes 1 to 8 This series has been developed using advanced pedagogical features for effective learning and retention This carefully graded series is based on the step by step approach to learn various application tools of computer These books contain lively illustrations high resolution screenshots and an ample number of questions for practice Also these books have been designed to keep pace with the latest technologies and the interests of the 21st century learners *Get going with hudl2 in easy steps* Nick Vandome,2015-04-22 The hudl2 is the second generation of Tesco s fully featured tablet Available in eight striking colours the hudl2 is an 8 inch device that offers everything that you need for your modern mobile computing needs Get going with hudl2 in easy steps is a full colour compact and concise quick start guide that will help you get up and running quickly with your hudl2 It shows how to set it up ready for use and the fundamentals of navigating your way around its interface and screens The hudl2 keyboard is also covered as are pre installed apps and those that can be downloaded from the online Play Store Entertainment is an important part of any tablet and this is well catered for with the hudl2 The Get going guide shows how you can use it for listening to music with either Blinkbox or the Play Music app watch movies and TV shows read books and make the most of

your photos including using the two cameras on the hudl2 The hudl2 is not just a fun device it is also extremely functional and a great way to stay in touch with family and friends with a range of pre installed apps These include using email the address book and the calendar Using the Web is another essential part of modern life and there is a chapter that shows how to use the default Chrome browser to get the most out of your online experience When you get your hands on a hudl2 you will want to start using it as soon as possible Get going with hudl2 in easy steps helps you do this by giving you the information that you need in a compact format that is ideal for keeping next to your hudl2 for easy reference Step By Step Computer Learning For Class 5 DHEERAJ MEHROTRA, Step by step computer learning is a Windows 7 and Office 2013 based series It is a revised series of eight books for Classes 1 to 8 It covers a wide array of topics which are relevant and useful The books in this series are written in a very simple and easy to understand language The clearly guided steps make these books sufficient for self study for children *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 Excel 2013 Step By Step** Curtis Frye,2013-04-15 The smart way to learn Excel 2013 one step at a time Experience learning made easy and quickly teach yourself how to manage analyze and present data with Excel 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and companion eBook Discover how to Work with Excel 2013 in touch mode Write formulas create macros and organize data Present data visually and add images to worksheets Consolidate multiple sets of data into a single workbook Analyze data using the Quick Analysis Lens Collaborate with colleagues and present workbooks online *Compkidz* □ 5 Gurpreet Bindra, CompKidz computer learning series based on Windows 7 with MS Office 2013 comprises of eight books for classes 1 to 8 This series has been developed using advanced pedagogical features for effective learning and retention This carefully graded series is based on the step by step approach to learn various application tools of computer These books contain lively illustrations high resolution screenshots and an ample number of questions for practice Also these books have been designed to keep pace with the latest

technologies and the interests of the 21st century learners Microsoft PowerPoint 2013 Plain & Simple Nancy Muir Boysen, 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 **Mac Basics in easy steps, 3rd edition** Drew Provan, 2014-12-16 Covering the Mac operating system OS Yosemite Mac Basics in easy steps shows you how to get up and running on your Mac with minimum time and effort Useful for anyone new to the world of Mac computing Mac Basics in easy steps covers all the essentials a novice needs to know from getting started to security issues Areas covered include Getting to grips with the Mac Dealing with Documents Mastering email Browsing the web Calendars Contacts Photos Videos on the Mac The world of iTunes Networking using the Mac Video chat using the Mac Personalising your Mac Troubleshooting This handy guide even shows how to move over from a PC in easy steps with minimum hassle Covers OS X Yosemite **Step By Step Computer Learning For Class 7** DHEERAJ MEHROTRA, Step by step computer learning is a Windows 7 and Office 2013 based series It is a revised series of eight books for Classes 1 to 8 It covers a wide array of topics which are relevant and useful The books in this series are written in a very simple and easy to understand language The clearly guided steps make these books sufficient for self study for children **Cultivating Communication in the Classroom** Lisa Johnson, 2017-02-23 Building 21st Century communication skills Students are expected to be innovators creative thinkers and problem solvers But what if they can t communicate their ideas persuasively Knowing how to share ideas is as crucial as the ideas themselves Unfortunately many students don t get explicit opportunities to hone this skill Cultivating Communication in the Classroom will help educators design authentic learning experiences that allow students to practice their skills Readers will find Real world insights into how students will be expected to communicate in their future careers and education Strategies for teaching communication skills throughout the curriculum Communication Catchers for igniting ideas Microsoft® Word 2013 QuickSteps Carole Matthews, Marty Matthews, 2013-04-22 Step by Step Full Color Graphics Get up and running on Microsoft Word 2013 right away the QuickSteps way Full color screenshots and clear instructions make it easy to start using the latest release of the leading word processing application Take control and learn how to create and format documents apply templates and themes use mail merge add tables and illustrations use special features such as forms and translation save Word documents as web pages and much more Screenshots with callouts show and explain exactly what you ll see on your computer screen while you

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