

# **Powerpoint 2013 In Easy Steps**

# **DHEERAJ MEHROTRA**

#### **Powerpoint 2013 In Easy Steps:**

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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 re doing a task This practical fast paced guide gets you started in no time Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

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