



Gardner and Betsy Barefoot offers today's diverse students the practical help they need to make the transition to college and get the most out of their time there. Goal setting has always been central to this text, and the Tenth Edition has been revised with added coverage and activities to strengthen this material throughout. In addition, a new focus on self-assessment of strengths will help students see where they are already succeeding so that they get off to a great start and stay in college. A full package of instructional support materials — including an Instructor's Annotated Edition, Instructor's Manual, PowerPoint slides, videos, and a Test Bank — provides new and experienced instructors all the tools they will need to engage students in this course and increase student retention. Introduce your students to the important new features that the latest version of Microsoft PowerPoint has to offer with the focused approach found in Microsoft Office 365 & PowerPoint 2019 Comprehensive. Part of the acclaimed Shelly Cashman Series, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft PowerPoint. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series Collection, Microsoft Office 365 & PowerPoint 2021 Comprehensive, 2nd edition, helps you quickly master the nuances of Microsoft Office. Its concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for academic and professional success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Beyond Bullet Points, Fourth Edition "Throw away those room-emptying, left-brain slides—and use Atkinson's book to turn your PowerPoint presentation into an epic." -Daniel H. Pink, author of Drive and A Whole New Mind Think beyond bullet points—and amplify the impact of your message! Now in its fourth edition, this popular classic illuminates an innovative, step-by-step methodology designed to unlock the amazing visual story waiting to be released from your message. Communications expert Cliff Atkinson shows how to apply classic storytelling tenets and practical, research-based guidelines as you work with Microsoft PowerPoint—for memorable, meaningful, and persuasive visual stories. Change your approach—and transform your results! Find your story thread Create an emotional connection to increase your impact. Cut through the clutter Distill your message and get right to the point. Bring your story to life Storyboard your ideas, find your natural voice, and deliver a compelling presentation! 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. 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. Powerful presentations that close every deal! It's time to rethink your approach to PowerPoint® presentations. Rather than oversee data-filled information sessions, you need to tell a compelling story that holds your audience's attention while selling your ideas. PowerPoint® Presentations That Sell helps business professionals efficiently structure presentations that address audience needs, while providing the necessary tools to create slide elements. With sample slides on every page, this unique guide explains how to: Format and organize slides to emphasize your main points Select and create compelling charts using data Use shortcut techniques to create slides faster Create a memorable, focused conclusion Ending with a case study displaying each presentation tip in action, PowerPoint® Presentations That Sell replaces the same old features and benefits with actionable recommendations in a dynamic package guaranteed to get results. Create high-quality, attention-getting PowerPoint presentations quickly and easily with this solutions-packed guide. Make slides and effectively convey your message through text, graphics, and multimedia—for show-stopping presentations. Learn the fundamentals of PowerShell to build reusable scripts and functions to automate administrative tasks with Windows About This Book Harness the capabilities of the PowerShell system to get started quickly with server automation Learn to package commands into a reusable script and add control structures and parameters to make them flexible Get to grips with cmdlets that allow you to perform administration tasks efficiently Who This Book Is For This book is intended for Windows administrators or DevOps users who need to use PowerShell to automate tasks. Whether you know nothing about PowerShell or know just enough to get by, this guide will give you what you need to go to take your scripting to the next level. What You Will Learn Learn to verify your installed version of PowerShell, upgrade it, and start a PowerShell session using the ISE Discover PowerShell commands and cmdlets and understand PowerShell formatting Use the PowerShell help system to understand what particular cmdlets do Utilise the pipeline to perform typical data manipulation Package your code in scripts, functions, and modules Solve common problems using basic file input/output functions Find system information with WMI and CIM Automate IIS functionality and manage it using the WebAdministration module In Detail Windows PowerShell is a task-based command-line shell and scripting language designed specifically for system administration. Built on the .NET Framework, Windows PowerShell helps IT professionals and power users control and automate the administration of the Windows operating system and applications that run on Windows. PowerShell is great for batch importing or deleting large sets of user accounts and will let you collect a massive amount of detailed system information in bulk via WMI (Windows Management Instrumentation). Getting Started with PowerShell is designed to help you get up and running with PowerShell, taking you from the basics of installation, to writing scripts and web server automation. This book, as an introduction to the central topics of PowerShell, covers finding and understanding PowerShell commands and packaging code for reusability, right through to a practical example of automating IIS. It also includes topics such as installation and setup, creating scripts, automating tasks, and using Powershell to access data stores, registry, and file systems. You will explore the PowerShell environment and discover how to use cmdlets, functions, and scripts to automate Windows systems. Along the way, you will learn to perform data manipulation and solve common problems using basic file input/output functions. By the end of this book, you will be familiar with PowerShell and be able to utilize the lessons learned from the book to automate your servers. Style and approach A practical learning guide, complete with plenty of activities, examples and screenshots. Giving good presentations is not just common sense. Cognitive neuroscientist Stephen M. Kosslyn shows how to make presentations work better based on how our brains work. Where many books focus on how to create a first draft, Better PowerPoint gives you quick steps to improve one you already have. · 8 key rules that are easy to remember and use · Clear principles about how to design effective slides based on well-established scientific data · Quick steps to sharpen and strengthen your presentation · Easy-to-use checklists guide you through each aspect of your presentation · Chapters are structured to help you prioritize the most effective edits · Memorable examples and illustrations to show what works, and what doesn't · Lessons in what to fix can also help you create

better first drafts faster. If you have a PowerPoint presentation that is not giving you the results you want, take advantage of what scientific research can tell you about how your audience is seeing and thinking about what you have to say. 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. Using specific examples, Tufte explains how PowerPoint's templates "usually weaken verbal and spatial reasoning and almost always corrupt statistical analysis," and describes concrete ways to improve content of presentations. Instruction on operating system functionality with examples incorporated for improved learning With the updating of Silberschatz's Operating System Concepts, 10th Edition, students have access to a text that presents both important concepts and real-world applications. Key concepts are reinforced in this global edition through instruction, chapter practice exercises, homework exercises, and suggested readings. Students also receive an understanding how to apply the content. The book provides example programs written in C and Java for use in programming environments. Annotation Quickly explains the most common beginning and intermediate level tasks a PowerPoint user would need in 10 minutes or less. This book offers straightforward, practical answers for fast results. Each 10-minute lesson will allow the user to quickly learn the fundamentals necessary to accomplish their goals. Covers the most commonly referenced topics. This 10 Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. In addition, this guide teaches the user how to use PowerPoint without relying on technical jargon. It provides straightforward, easy-to-follow explanations and lists of numbered steps that tell the user which keys to press and which options to select. Joe Habraken is an information technology professional with a master's degree from American University and more than 15 years experience as an author, consultant and instructor. Joe is a Microsoft? Certified Professional and Cisco Certified Network Associate. Joe currently serves as a technical director for ReviewNet Corporation and also is an instructor at the University of New England in Portland, Maine, where he teaches IT Certification courses. Joe is a best selling author whose publications include The Complete Idiot's Guide to Microsoft? Access 2000, The Complete Idiot's Guide to Microsoft? Windows 2000, Microsoft? Office 10 8-In-1, and Practical Cisco Routers. Word 2007 Excel 2007 PowerPoint 2007 22 14 Word 5 11 Excel Excel 2007 Excel 12 16 PowerPoint 17 19 Office 2007 Office 20 22 Office 2007 Office DVD 17 Office Word 2007 Excel 2007 PowerPoint 2007 In the present text the author deals with both conventional and new approaches to trade theory and policy, treating all important research topics in international economics and clarifying their mathematical intricacies. The textbook is intended for undergraduates, graduates and researchers alike. It addresses undergraduate students with extremely clear language and illustrations, making even the most complex trade models accessible. In the appendices, graduate students and researchers will find self-contained treatments in mathematical terms. The new edition has been thoroughly revised and updated to reflect the latest research on international trade. Both computer rookies and hot shots can master Microsoft PowerPoint 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark

two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated 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. Rather than cover each and every option available in PowerPoint, this concise guide takes users through a single presentation and demonstrates the quickest, easiest, most effective way to communicate ideas, starting with creating a slide and continuing through formatting charts and tables. Immunology at a Glance provides a user-friendly overview of the body's defence mechanisms. Ideal from day one of a medical, biomedical or life science course, the text begins with a basic overview of both adaptive and innate immunity, before progressing to applied immunological concepts, which look at what happens when things go wrong, and how, in clinical medicine, each body system can be affected by immunity. Each double-page spread corresponds to a typical lecture and diagrammatically summarises core concepts in immunology, through accessible schematic diagrams on left-hand pages, with key points concisely summarised on the right-hand page. There are also self-assessment essay questions so you can test your knowledge. New for this 10th edition: Thoroughly updated and reorganised chapters offer greater clarity and easier understanding for those new to the subject New chapters on cytokine receptors and 'Immunology in the Laboratory' A completely re-written section on autoimmunity A brand new companion website featuring self-assessment questions and PowerPoint slides of images from the book, ideal for teaching and revision at <http://www.ataglanceseries.com/immunology> www.ataglanceseries.com/immunology/a Immunology at a Glance is the ideal companion for anyone about to start a new course in immunology and will appeal to medical and biomedical science students. Perfect for exam preparation, it provides the concepts and frameworks you need to succeed in your exam. Veterinary Pharmacology and Therapeutics, Tenth Edition is a fully updated and revised version of the gold-standard reference on the use of drug therapy in all major veterinary species. Provides current, detailed information on using drug therapies in all major domestic animal species Organized logically by drug class and treatment indication, with exhaustive information on the rational use of drugs in veterinary medicine Includes extensive tables of pharmacokinetic data, products available, and dosage regimens Adds new chapters on pharmaceuticals, ophthalmic pharmacology, food animal pharmacology, and aquatic animal pharmacology Includes access to a companion website with the figures from the book in PowerPoint Now students can master the nuances of Microsoft Office quickly with ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 2019 COMPREHENSIVE, part of today's popular Illustrated Series. This focused, user-friendly approach uses a proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Written by an experienced trainer, this guide gives insight on the best ways to perform tasks as well as nontraditional uses of PowerPoint. Health and Wellness, Tenth Edition is written in a personal and engaging style with specific tips and aids to help students improve their health habits. This text encourages students to learn the skills they need to enhance the quality and longevity of life. Health and Wellness covers the many perspectives of personal health, including physical, emotional, mental, social, environmental, and spiritual perspectives, with a central theme of self-responsibility for one's behavior. THIRD EDITION: Did you learn PowerPoint in 30 minutes? Join the crowd...most people get no more than a half-hour of training time with PowerPoint before they are tasked with making what is likely to be a first impression of themselves or their company. This book is for earnest presenters and presentation designers who want to escape the perils that entrap so many who turn to PowerPoint for their

presentations. 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. Maintaining its accessible approach to circuit analysis, the tenth edition includes even more features to engage and motivate engineers. Exciting chapter openers and accompanying photos are included to enhance visual learning. The book introduces figures with color-coding to significantly improve comprehension. New problems and expanded application examples in PSPICE, MATLAB, and LabView are included. New quizzes are also added to help engineers reinforce the key concepts. This is the only Illustrator reference users will need. Organized by feature so that graphics professionals can easily find the information they need when they need it. Includes full coverage of new features including using Mac OS X. Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY is the ideal resource for learning Microsoft PowerPoint 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides Microsoft PowerPoint 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for mastering critical PowerPoint skills in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. 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. Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, Microsoft 365 & PowerPoint 2021 Comprehensive, helps you prepare for the Microsoft Office (MOS) certification exam and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. If you're vexed and perplexed by PowerPoint, pick up a copy of Fixing PowerPoint Annoyances. This funny, and often opinionated, guide is chock full of tools and techniques for eliminating all the problems that drive audiences and presenters crazy. There's nothing more discouraging than an unresponsive audience--or worse, one that snickers at your slides. And there's nothing more maddening than technical glitches that turn your carefully planned slide show into a car wreck. Envious when you see other presenters effectively use nifty features that you've never been able to get to work right? Suffer no more! Fixing PowerPoint Annoyances by Microsoft PowerPoint MVP Echo Swinford rides to the rescue. Microsoft PowerPoint is the most popular presentation software on the planet, with an estimated 30 million presentations given each day. So no matter how frustrated you get, you're not about to chuck the program in the Recycle Bin. Fixing PowerPoint Annoyances, presents smart solutions to a variety of all-too-familiar, real-world annoyances. The book is divided into big categories, with annoyances grouped by topic. You can read it cover to cover or simply jump to the chapter or section most relevant to you. Inside its pages you'll learn how to create your own templates, work with multiple masters and slide layouts, and take advantage of various alignment and formatting tools. You'll also learn how to import Excel data; insert graphics, PDF, and Word content; create, edit, and format organization charts and diagrams; use action settings and hyperlinks to jump to other slides; and add sound, video, and other types of multimedia to spark up your presentations. Entertaining and informative, Fixing PowerPoint Annoyances is filled with humorous illustrations and packed with sidebars, tips, and tricks, as well as links to cool resources on the Web.