

MICROSOFT POWER POINT 2013 E S S E N T I A L S

The following is a brief overview of the more prominent new features of PowerPoint 2013. To get a more in-depth explanation of what's new, check out What's New in PowerPoint 2013.

- new look – cleaner and phone and tablet friendly
- several ways to start your next presentation – templates, themes, a recent presentation, a not-so-recent presentation, or a blank one.
- presenter view
- Zoom in on a slide
- Jump to a slide
- Automatic set up PowerPoint can automatically sense your computer setup and choose the right monitor for Presenter view
- Widescreen friendly
- Start an online meeting from PowerPoint

When you open PowerPoint 2013 for the first time, the Start Screen will appear. From here, you'll be able to create a new presentation, choose a template, or access your recently edited presentations.

PowerPoint 2013 is similar to PowerPoint 2010. If you've previously used PowerPoint 2010, PowerPoint 2013 should feel familiar. But if you are new to PowerPoint or have more experience with older versions, you should first take some time to become familiar with the PowerPoint 2013 interface.

The Ribbon

PowerPoint 2013 uses a tabbed Ribbon system instead of traditional menus.

The Ribbon contains multiple tabs, each with several groups of commands. You will use these tabs to perform the most common tasks in PowerPoint. The Ribbon is designed to respond to your current task, but you can choose to minimize it if you find that it takes up too much screen space.

The Quick Access Toolbar

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, Redo, and Start Presentation commands. You can add other commands depending on your preference.

To add commands to the Quick Access Toolbar:

Click the drop-down arrow to the right of the Quick Access Toolbar. Select the command you wish to add from the drop-down menu. To choose from more commands, select More Commands.

The ruler, guides, and gridlines

PowerPoint includes several tools to help organize and arrange content on your slides, including the Ruler, Guides, and Gridlines. These tools make it easier to align objects on your slides. Simply click the check boxes in the Show group on the View tab to show and hide these tools.



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Jianjun Gao



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Microsoft Powerpoint 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 Microsoft PowerPoint 2013 Essentials is an explicit bit of training materials for use with the revamped version of PowerPoint 2013 The information is extensive and handy for someone that has knowledge of the previous version and wants to become very familiar in a short amount of time with the new interface A perfect candidate for this product would be someone that uses PowerPoint presentations for business matters daily A Chart would be instrumental as a quick reference point that illustrates the locations of the previous functions in correlation with the new interface

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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

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to again and again *Microsoft Office for iPad* Tom Negrino,2014-08-20 The long awaited version of Microsoft Office for the iPad gives Office users the opportunity to use Excel PowerPoint and Word on their Apple tablet In this practical no fluff guide author Tom Negrino gets straight to point showing users how to get the most out of the Office apps on an iPad Assuming you have some existing knowledge of the desktop Office apps this book focuses on maximizing your productivity on the new iPad version After showing how to install the Office apps on your iOS and desktop devices Tom covers how to set up OneDrive Microsoft s cloud services for uploading and syncing files across devices Tom then moves on to showing you how to accomplish the most common Office tasks on the iPad including how to create and edit documents with the touch interface Tom also covers how to use the popular OneNote on the iPad Family Nurse Practitioner Certification Review E-Book JoAnn Zerwekh,2020-12-14 There s no better way to get ready for your Family Nurse Practitioner FNP certification exams With more than 1 500 practice questions and customized online tests Family Nurse Practitioner Certification Review 4th Edition provides complete preparation for the AANP and ANCC certification exams Answers and rationales for questions are included at the end of each chapter to help you strengthen any weak areas Written by respected nursing educator JoAnn Zerwekh this review includes an Evolve companion website that can generate an unlimited number of sample exams matching both the question distribution and the length of the latest FNP certification exam blueprints More than 1 500 multiple choice questions are accompanied by answers and detailed rationales Plus additional questions are available in the eBook version Questions are reviewed by certified FNPs and mirror the content found on FNP certification exams covering the latest information on physical examination differential diagnosis diagnostic and therapeutic tests pharmacological therapies risk assessment patient and family education and counseling evaluation of response to health interventions health promotion and screening strategies scope of practice and practice and resource management QSEN emphasis highlights questions related to patient safety with a special QSEN safety icon selected answer rationales also address the Safety competency Division of clinical chapters into three areas Physical Examination and Diagnostic Tests Disorders and Pharmacology makes it easy to locate specific information within each body system Test Taking Strategies chapter uses test examples and provides tips to enhance your testing skills develop critical thinking skills learn strategies for decreasing anxiety and improve study habits Professional Issues chapter examines the legal and ethical issues trends evidence based clinical guidelines and professional competencies important to the FNP role Unlimited randomly generated practice exams are provided on the Evolve companion website selected from a library of all of the questions from the book plus additional bonus questions with automated grading and feedback and question distribution is designed to match the actual FNP certification exams New Updated questions match the latest exam blueprints and question formats from the AANP and ANCC certification exams New Thoroughly revised clinical content reflects current evidence based clinical practice and national treatment guidelines and protocols Onboarding Christian Harpelund,2019-01-21 The book provides a clear framework for

managers to improve the onboarding process The authors have developed an easy to use model and process for onboarding which maps out 6 dimensions which can be used to design and implement a systematic organizational process

Humans and Cyber Security Amanda Widdowson, 2025-01-28 Cyber security incidents are often attributed to human error The discipline of human factors recognises the importance of identifying organisational root causes rather than focusing on individual actions or behaviours Humans and Cyber Security How Organisations Can Enhance Resilience Through Human Factors delivers an applied approach to capturing and mitigating the risk of the human element in cyber security and proposes that it is easier to change organisational practices than it is individual behaviour This book identifies undesirable behaviours and practices then analyses why they occur and finally offers mitigating actions Models of behavioural motivations will be discussed alongside individual vulnerabilities Organisational vulnerabilities will form the main focus of an applied approach to capturing and mitigating the risk of the human element in cyber security It concludes with recommended processes that involve talking to a range of individuals across the organization Backed up with practical materials to facilitate data collection applied examples and mitigating strategies to address known human vulnerabilities this book offers the reader a complete view of understanding and preventing cyber security breaches The solutions in this book will appeal to students and professionals of human factors security informational technology human resources and business management

Chemical Warfare Agents Brian J. Lukey, James A. Romano Jr., Harry Salem, 2019-04-11 The first edition of this book Chemical Warfare Agents Toxicity at Low Levels was published just prior to the terrorist attacks of September 11 2001 The second edition titled Chemical Warfare Agents Pharmacology Toxicology and Therapeutics included new epidemiological and clinical studies of exposed or potentially exposed populations new treatment concepts and products improved organization of the national response apparatus addressing the potential for CWA terrorism and improved diagnostic tests that enable rapid diagnosis and treatment Since the second edition the chemical warfare agent community has worked hard to advance research for protection and treatment and develop improve response approaches for individuals and definitive care Consequently in addition to updating previous chapters Chemical Warfare Agents Biomedical and Psychological Effects Medical Countermeasures and Emergency Response Third Edition features several new chapters that address the Syrian War chemical destruction the Organisation for the Prohibition of Chemical Weapons biomarkers for chemical warfare agent exposure field sensors aircraft decontamination lung human on a chip chemical warfare response decision making and other research advancements Features Describes the newest medical interventions and the latest technologies deployed in the field as well as developments in the international response to CW usage highlighting recent events in the Middle East Discusses the latest in organizational interagency partitioning in terms of responsibilities for emergency response not just in the United States but at the international level whether prevention mitigation medical care reclamation or medico legal aspects of such response Contains the most current research from bench level experts The third

edition contains the most up to date and comprehensive coverage of the question of chemical warfare agent employment on the battlefield or in terrorism Edited by workers that have been in the field for 35 years it remains faithful to the scientific constants while evaluating and crediting the advances by the industry that have made us safer **Taming Randomized Controlled Trials in Education** Keith Morrison,2020-07-07 There is a recent surge in the use of randomized controlled trials RCTs within education globally with disproportionate claims being made about what they show what works and what constitutes the best evidence Drawing on up to date scholarship from across the world Taming Randomized Controlled Trials in Education critically addresses the increased use of RCTs in education exploring their benefits limits and cautions and ultimately questioning the prominence given to them While acknowledging that randomized controlled trials do have some place in education the book nevertheless argues that this place should be limited Drawing together all arguments for and against RCTs in a comprehensive and easily accessible single volume the book also adds new perspectives and insights to the conversation crucially the book considers the limits of their usefulness and applicability in education raising a range of largely unexplored concerns about their use Chapters include discussions on The impact of complexity theory and chaos theory Design issues and sampling in randomized controlled trials Learning from clinical trials Data analysis in randomized controlled trials Reporting evaluating and generalizing from randomized controlled trials Considering key issues in understanding and interrogating research evidence this book is ideal reading for all students on Research Methods modules as well as those interested in undertaking and reviewing research in the field of education **Notes in the Category of C** Steven M. Niemi,2017-11-13 Notes in the Category C Reflections on Laboratory Animal Care and Use addresses how to improve laboratory animal care and use also characterizing the current state of the industry and speculating on its long term future It offers analysis from a professional who has spent a lot of time in the trenches also highlighting new approaches to produce further advances in the field As the proper care and use of lab animals is critically important to scientists and those who depend on data generated from those animals this comprehensive book is an ideal resource on the topic Physicians patients and their families consumers federal and non profit research funding entities health advocacy organizations the FDA EPA regulatory approval agencies and companies that invest billions in R D to create new diagnostics drugs vaccines and medical devices will find this an informative addition for their work Offers an open dialogue about problems and issues in laboratory animal science Discusses various approaches to making laboratory animal science programs more cost effective Presents new frameworks for lab animal medicine that may advance better veterinary care and improve informative animal models *Commerce Business Daily* ,1999-08 **Foundations of Mental Health Care - E-Book** Michelle Morrison-Valfre,2020-08-04 Build a broad fundamental knowledge of mental health concepts and disorders Foundations of Mental Health Care 7th Edition uses an easy to read multi disciplinary approach to describe the treatment of clients with mental health disorders Ideal for nurses and other caregivers this guide provides in depth coverage of issues and principles

therapeutic skills mental health problems throughout the lifecycle and specific psychological and psychosocial conditions This edition is updated with the latest information on violence suicide substance abuse and more Written by expert educator Michelle Morrison Valfre this resource enables you to provide effective therapy to clients with a wide range of maladaptive behaviors DSM 5 criteria are used in the descriptions of all mental health disorders Sample client care plans show how members of the health care team work collaboratively to meet client needs Case studies provide realistic client situations that illustrate chapter concepts and strengthen critical thinking Critical Thinking boxes contain thought provoking client issues and questions helping students develop skills in clinical reasoning Drug Alert boxes identify the risks and possible adverse reactions of psychotherapeutic medications Cultural Consideration boxes highlight cultural issues and address the mental health needs of culturally diverse clients Get Ready for the NCLEX feature includes NCLEX PN review questions preparing students for success on classroom and licensure exams Study Guide on the Evolve companion website reinforces student understanding of important concepts from the text Included free with textbook purchase UPDATED coverage keeps students current with the latest issues and approaches to mental health care in the United States UPDATED content includes new information on violence suicide physical abuse substance abuse and schizophrenia **PC Magazine** ,1992-05 The Continuing Study of Newspaper Reading Advertising Research Foundation,1941 **Advertisers Weekly** ,1967

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