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KEY=MAKE - KIERA COHEN

Writing a Successful Thesis Or Dissertation Tips and Strategies for Students in the Social and Behavioral Sciences [Corwin Press](#) **This comprehensive manual offers direction for every step of the thesis or dissertation process, from choosing an appropriate topic to adapting the finished work for publication.** **Term Paper Resource Guide to American Indian History** [ABC-CLIO](#) **Presents one hundred term paper topics regarding American Indian history, from their relationships with early explorers to American legal disputes and battles, and modern civil rights activities.** **Camp Summer Read How to Create Your Own Summer Reading Camp** [ABC-CLIO](#) **Provides information on creating and running a summer reading camp for children that includes book and read-aloud lists and book-based activities and planning forms.** **Writing Math Research Papers - 5th Ed. A Guide for High School Students and Instructors** [IAP](#) **Mathematics research papers provide a forum for all mathematics enthusiasts to exercise their mathematical experience, expertise and excitement. The research paper process epitomizes the differentiation of instruction, as each student chooses their own topic and extends it as far as their motivation and desire takes them. The features and benefits of the research paper process offer a natural alignment with all eight Common Core State Standards for Mathematical Practice. Writing Math Research Papers serves both as a text for students and as a resource for instructors and administrators. The Writing Math Research Papers program started at North Shore High School in 1991, and it received the 1997 Chevron Best Practices in Education Award as the premier high school math course in the United States. Author Robert Gerver's articles on high school mathematics research programs were featured in the National Council of Teachers of Mathematics publication Developing Mathematically Promising Students, the NCTM's**

1999 Yearbook, *Developing Mathematical Reasoning in Grades K - 12*, and in the September 2017 issue of the *Mathematics Teacher*. **Microsoft Powerpoint Simple Projects : Challenging** [Teacher Created Resources](#) **Learn and Use Microsoft Power Point in Your Classroom** [Shell Education](#) **Integrate technology into four content areas (language arts, science, social studies, and math) by using Microsoft PowerPoint in your classroom. The Essential Guide to Becoming a Master Student** [Cengage Learning](#) **THE ESSENTIAL GUIDE TO BECOMING A MASTER STUDENT** was written with you in mind. Beginning with an introduction to higher education, you will learn about Master Student Qualities - the attitudes and behaviors that lead to success in the classroom and beyond. Tools such as the Discovery Wheel, the Discovery and Intention Journal Entry System, Power Process articles, and the Kolb Learning Style Inventory guide you through self-assessment and discovery, creating a foundation from which to build solid strategies for academic growth. This 160-page text invites you to put new ideas into action immediately and select additional strategies as you plan for your future. The fourth edition includes the new "Do you have a minute" feature, which provides specific actions that students can take to make a positive change or implement a new skill in just one minute. **Important Notice:** Media content referenced within the product description or the product text may not be available in the ebook version. **The Indispensable Guide to Undergraduate Research Success in and Beyond College** [Teachers College Press](#) **Despite all of the information that exists to encourage students to attend and do well in college, this is the first research-based guide that directly advises first- and second-year college students. With a focus on the needs and interests of students who are underrepresented in the academy (African American, Latinx, low-income, and first-generation students), this book will help all students take full advantage of the academic resources that the university setting has to offer. The authors introduce students to different types of research across the disciplines, showing them how to work with professors to build a course of study, how to integrate research work into coursework, and how to write and present research. This timely volume will also assist faculty, staff, and parents in providing the needed tools to promote student success. Visit the book website at undergraduateresearchguide.com. From Master Student to Master Employee** [Cengage Learning](#) **With a new emphasis on the skills most valued by employers, FROM MASTER STUDENT TO MASTER EMPLOYEE 4e improves students' abilities to develop and apply the most relevant skills and strategies to both the classroom and the workplace. The Fourth Edition focuses on the Five C's - character, creative thinking, critical thinking, communicating, and collaborating - the top 5 qualities employers seek in their employees. These five skills are addressed at the end of every chapter; supported by new content on Bloom's Taxonomy and professionalism; and emphasized in three new chapters on Character, Creative and Critical Thinking, and Collaborating. A renewed emphasis on the Master Student qualities is incorporated throughout the text, further**

supporting the Five C's. Through tools like the Discovery Wheel, Kolb Learning Style Inventory (LSI), Discovery and Intention journal entries, and hands-on activities, students gain a deeper understanding of themselves and learn to continually apply new skills as lifelong learners. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Online Teaching at Its Best Merging Instructional Design with Teaching and Learning Research John Wiley & Sons Bring pedagogy and cognitive science to online learning environments **Online Teaching at Its Best: Merging Instructional Design with Teaching and Learning Research, 2nd Edition**, is the scholarly resource for online learning that faculty, instructional designers, and administrators have raved about. This book addresses course design, teaching, and student motivation across the continuum of online teaching modes—remote, hybrid, hyflex, and fully online—integrating these with pedagogical and cognitive science, and grounding its recommendations in the latest research. The book will help you design or redesign your courses to ensure strong course alignment and effective student learning in any of these teaching modes. Its emphasis on evidence-based practices makes this one of the most scholarly books of its kind on the market today. This new edition features significant new content including more active learning formats for small groups across the online teaching continuum, strategies and tools for scripting and recording effective micro-lectures, ways to integrate quiz items within micro-lectures, more conferencing software and techniques to add interactivity, and a guide for rapid transition from face-to-face to online teaching. You'll also find updated examples, references, and quotes to reflect more evolved technology. Adopt new pedagogical techniques designed specifically for remote, hybrid, hyflex, and fully online learning environments **Ensure strong course alignment and effective student learning for all these modes of instruction Increase student retention, build necessary support structures, and train faculty more effectively Integrate research-based course design and cognitive psychology into graduate or undergraduate programs Distance is no barrier to a great education. Online Teaching at Its Best provides practical, real-world advice grounded in educational and psychological science to help online instructors, instructional designers, and administrators deliver an exceptional learning experience even under emergency conditions. Delivering Authentic Arts Education 4e** Cengage AU This market-leading practical text helps student teachers develop their confidence, understanding and skills to effectively and authentically teach arts. With a strong balance between theory and practice, **Delivering Authentic Arts Education** outlines the true nature of the key learning area of arts education and its importance in the curriculum, emphasising the arts as forms of creative activity, meaning-making and expression in a cultural context. Initial chapters discuss how to recognise and build on existing artistic abilities and pedagogical skills, how to encourage children's

creativity, how to lead arts appreciation experiences, and the general principles of planning and assessment. Part 2 specifically examines the five arts areas: dance, drama, media arts, music and visual arts. The final part of the text, Units of Inquiry, contains valuable sample learning activities and resources that demonstrate how to plan an effective lesson within a unit of inquiry. **Microsoft PowerPoint 2013: Introductory** [Cengage Learning](#)

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. **Fixing PowerPoint Annoyances How to Fix the Most Annoying Things About Your Favorite Presentation Program** ["O'Reilly Media, Inc."](#) 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. How to Teach a Course in Research Methods for Psychology Students [Springer Nature](#) This book is a step-by-step guide for instructors on how to teach a psychology research methods course at the undergraduate or graduate level. It provides various approaches for teaching the course including lecture topics, difficult concepts for students, sample labs, test questions, syllabus guides and policies, as well as a detailed description of the requirements for the final experimental paper. This book is also supplemented with anecdotes from the author's years of experience teaching research methods classes. Chapters in this book include information on how to deliver more effective lectures, issues you may encounter with students, examples of weekly labs, tips for teaching research methods online, and much more. This book is targeted towards the undergraduate or graduate professor who has either not yet taught research methods or who wants to improve his or her course. Using step by step directions, any teacher will be able to follow the guidelines found in this book that will help them succeed. How to Teach a Course in Research Methods for Psychology Students is a valuable resource for anyone teaching a quantitative research methods course at the college or university level. Enhanced Microsoft PowerPoint 2013: Comprehensive [Cengage Learning](#) Readers discover the latest advantages that Microsoft PowerPoint has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of PowerPoint through experimentation, critical thought, and personalization. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Differentiation in Practice A Resource Guide for Differentiating Curriculum, Grades 9-12 [ASCD](#) Provides nine core-subject units for grades 9-12, including annotated lesson plans with correlations to state standards, learning goals, and links to other units and disciplines. Project Based Learning 25 Projects for 21st Century Learning [Dog Ear Publishing](#) Each project is prefaced by the author's reflections on the context of the project, its challenges, and the means to overcome those obstacles. PowerPoint 2007 Bible [John Wiley & Sons](#) Examines the new features and enhancements of the presentation software, describing the new user interface and explaining how to combine text, animation, video, photographs, sound effects, narration, and other features into a professional-looking presentation. Microsoft Office 2013: Post Advanced

Cengage Learning **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 Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT OFFICE 2013: POST ADVANCED 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 Office 2013 software 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. We want to be the protagonists of our own stories** **A participatory research manual on how domestic workers and researchers can jointly conduct research** kassel university press GmbH **Stefania Azzarello, Jennifer Fish, Sylvia Günther, Lisa-Marie Heimeshoff, Claire Hobden, Maren Kirchhoff, Helen Schwenken**

'We want to be the protagonists of our own stories!' A participatory research manual on how domestic workers and researchers can jointly conduct research

This manual is a step-by-step guide through all phases of a research process, from coming up with a research question to celebrating its completion. It contains explanations of concrete research methods and practical group exercises. Authors and participants share their experiences, offer tips and materials to work with. The manual was developed on the basis of the experience from conducting a qualitative study of the social security needs of domestic workers in the Netherlands and South Africa. One of the underlying principles of the project was that domestic workers should be part of the research process as "protagonists of their own story" – as one participant summarized her experience. By training domestic workers to conduct research, they, as experts on their own work, could ultimately contribute and expand their knowledge through the research process. In this way, the project hoped to contribute to social change and the capacity-building of all those involved. This manual should be of direct practical use to researchers, trade unions and domestic workers' organizations (and others) who would like to conduct participatory research projects.

The authors are all active in the "Research Network for Domestic Worker Rights" (RN-DWR). **How to Write the Thesis and Thesis Protocol A Primer for Medical, Dental and Nursing Courses** Jaypee Brothers Medical Publishers **The National Skills Development Handbook 2007/8** RainbowSA **Becoming a Master Student: Making the Career Connection** Cengage Learning **Ellis' BECOMING A MASTER STUDENT, 17th Edition, helps you make the career connection. As you begin your college experience, this proven resource can be your step-by-step guide to setting new goals, embracing a new culture and learning the best tools to successfully bridge the gap between college and career.**

Tools like Career Connection, Practicing Critical Thinking and the Discovery and Intention Journal System will give you a deeper knowledge of yourself and your power to be successful in college and beyond. The 17th edition has been thoroughly updated with the latest facts and examples, emphasizes health and wellness throughout and incorporates the APA's bias-free and inclusive language recommendations. New chapters on Career and Relationships guide first-year students through strategies to gain career readiness and flourish personally and academically. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **First-Year Composition From Theory to Practice** [Parlor Press LLC](#) **First-Year Composition: From Theory to Practice's** combination of theory and practice provides readers an opportunity to hear twelve of the leading theorists in composition studies answer, in their own voices, the key question of what it is they hope to accomplish in a first-year composition course. In addition, these chapters, and the accompanying syllabi, provide rich insights into the classroom practices of these theorists. **New Perspectives Collection, Microsoft 365 & PowerPoint 2021 Comprehensive** [Cengage Learning](#) 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. **You Can Get a Job in Fashion** [Lulu.com](#) **A five step formula for identifying and landing your dream job in fashion. ENGLISH LANGUAGE LABORATORIES A COMPREHENSIVE MANUAL** [PHI Learning Pvt. Ltd.](#) Today, acquiring English language skills has become so essential, especially for those who are looking for new jobs in reputed organizations as well as for the practising professionals. Many engineering students, even though they have adequate knowledge of their subject, are unable to express themselves well in English. Taking this into account, engineering colleges/institutes have introduced exclusive English Language Laboratories where students are drilled in the practical aspects of the English language. This compact and comprehensive book is a step-by-step practical guide to students, telling them how to prepare technical reports and how to acquire the basic communication skills—listening, speaking, reading and writing. The book deals with conversation, situational dialogues and role plays, and Group Discussions (GDs). It also gives detailed discussion about Interviews—step-by-step pre-

paration, practical and psychological preparation, the dos and don'ts for interview—besides dealing with different kinds of interviews: telephonic, videoconferencing, and others. In addition, the text stresses the importance of researching the organization, and salary negotiations. Finally, the book shows the students how to make powerpoint presentations (PPTs), the structure of presentation and using audio visuals. This activity based, skill-oriented, learner centred book is designed according to the WBUT syllabus on Technical Report Writing and Language Laboratory Practice for the B.Tech. students. However, it would be equally useful for B.Tech./B.E. students across the country. **DISTINGUISHING FEATURES :** A practical and student friendly text, the stress being on the functional aspects of the language and various activities for acquiring the language. Gives the Methodology of conducting activities such as GDs, Interviews and Presentation. Provides model GD topics and the step-by-step process of making PPTs. Clearly spells out all the details, right from preparing a good job application, researching the company (including its financial health), to preparing the job portfolio, to wearing the proper dress, handling questions, and negotiating salary. Provides an extensive list of probable questions along with their answers to prepare students for mock interviews. Also gives well-crafted questions at the end of each lesson. **How to Build A Million-Dollar Company From Your Own Home in Just 90 Days ...Really?!?** Lulu.com To begin with, I was caught by surprise. I was doing my usual, which was working at the daily grind of my slow, but steady home business (of publishing books) when I got this email about a new release coming out. But it said nothing more than "Dillard was releasing something new, and did I want to be part of it?" I knew of Mike Dillard from his days in Magnetic Sponsoring. This is where he "almost single-handedly revolutionized the Network Marketing industry" - simply by introducing them to Attraction Marketing, and the Self-Liquidating Offer ("Funded Proposal") After that, he'd gone on to build something called the Elevation Group which I hadn't paid much attention to, since it was beyond my price range. Then I got another email saying how to login to the affiliate members area - and once I got in, I started reviewing his descriptions about what was being offered... The reason I'm finally publishing this - is so you can learn from someone who's been there, drunk the Kool-Aid, and survived. **Do Epic Stuff! Leadership after Change Management, plus E-Book inside (ePub, mobi oder pdf)** [Campus Verlag](http://CampusVerlag) Reach out for that big goal! The methods of change management are outdated - today focus and inspiration matter the most. René Esteban shows leaders how to help their team to give their all for an attractive goal, how to keep it in sight against all odds, and how to work towards it with zeal and enthusiasm. René mixes his own tried and tested experiences from the corporate world with surprisingly effective psychological methods. **Do Epic Stuff** explains how leaders develop the kind of outstanding team which will be at the foundation of future organizations. There is nothing more attractive than a goal full of purpose, which makes everyone move in the same direction. The insights from this book will be the tools for your great break-

through success as a leader! Top executives from the likes of Allianz, BMW, E.ON, and Deutsche Telekom contribute their expert knowledge on how to inspire teams and how to help them reach that big audacious goal. »Inspiring and focused. René Esteban showcases that achieving epic business goals is possible.« Brian Tracy, Author of the New York Times Bestseller »Eat That Frog« **FOCUS on College and Career Success** [Cengage Learning](#) The third edition of Staley and Staley's **FOCUS ON COLLEGE AND CAREER SUCCESS** recognizes the varied experiences you bring to the college classroom and guides you to build your motivation and increase your focus, driving your personal success in college -- and well beyond. All of the book's exercises are designed to help you learn more about yourself and focus on what you need to do to succeed, with learning tools that help you chart your progress. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **Lesson Study Research and Practice in Mathematics Education Learning Together** [Springer Science & Business Media](#) Lesson study is a professional development process that teachers engage in to systematically examine their practice, with the goal of becoming more effective. Originating in Japan, lesson study has gained significant momentum in the mathematics education community in recent years. As a process for professional development, lesson study became highly visible when it was proposed as a means of supporting the common practice of promoting better teaching by disseminating documents like standards, benchmarks and nationally validated curricula. While the body of knowledge about lesson study is growing, it remains somewhat elusive and composed of discrete research endeavors. As a new research area there is no coherent knowledge base yet. This book will contribute to the field bringing the work of researchers and practitioners together to create a resource for extant work. This book describes several aspects of Lesson Study, amongst others: it gives an historical overview of the concept, it addresses issues related to learning and teaching mathematics, it looks at the role of the teacher in the process. The last two sections of the book look at how lesson Study can be used with preservice mathematics teachers and at university mathematics methods teaching. **Desktop - My Book of Computer Science Class 6 Desktop - My Book of Computer Science** [Goyal Brothers Prakashan](#) **Goyal Brothers Prakashan You and Your Action Research Project** [Routledge](#) This book gives practical guidance on doing an action research project. Written for practitioners across professions who are studying on award-bearing courses, this book is packed full of useful advice and takes the reader through the various stages of a project, including: Starting your action research project Monitoring and documenting the action Techniques for dealing with the data Making claims to knowledge and validating them Making your research public: creating your living theory. The book's practical approach will appeal to practitioners and will encourage them to try out new strategies for improving their work. It will also be essential reading for those resource managers in schools, colleges and higher education institutions who are respon-

sible for providing courses and support. This second edition of a best-selling book, has been thoroughly updated and improved by a number of features, being more accessible, dealing with current debates in literature and demonstrating the power of action research for individual practices. **Microsoft PowerPoint 2002 Illustrated Basic Course Guide** [Course Technology Ptr](#) Through instructor-led or self-paced step-by-step instruction, individuals learn how to create and modify a presentation, enhance a presentation with pictures and charts, and customize a presentation with slide masters. **FOCUS on Community College Success** [Cengage Learning](#) **FOCUS ON COMMUNITY COLLEGE SUCCESS**, 4th Edition, speaks directly to community college students, delivering strategies for navigating the unique challenges of juggling school, family, work, and living/studying at home. Updated with the most current research, this forward-thinking text continues to strive to improve student retention, motivation, and engagement, as well as offer proof of student progress and course efficacy through the Entrance and Exit Interviews. The fourth edition includes expanded coverage on resilience, with strategies for assessing and building resilience. A revised section on the importance of group work gives students the tools they need to successfully collaborate. Now available with MindTap, a fully online, highly personalized learning experience built upon FOCUS ON COMMUNITY COLLEGE SUCCESS. MindTap combines learning tools—readings, multimedia, activities, and assessments —into a singular Learning Path that guides students through their course. Staley, a leader in the field of motivation, helps students develop realistic expectations of what it takes to learn while encouraging and engaging them with direct applications and immediate results. **Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.** InfoWorld InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects. PC Mag PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology. **FOCUS on College Success** [Cengage Learning](#) **With increased attention paid to resilience, teamwork, and professionalism, the fourth edition of FOCUS ON COLLEGE SUCCESS recognizes the varied experiences of today's students and guides them to be more motivated and focused. The research-based approach builds a solid foundation, allowing students see the relevancy of this course to their lives. By helping students develop realistic expectations of what it takes to learn, FOCUS ON COLLEGE SUCCESS motivates and encourages students with direct applications and immediate results. Written by Constance Staley, one of the best-known names in the field of motivation, this text increases the credibility of the college success course by providing tools that help students succeed and thereby improve institutional retention rates. Starting with the use of the FOCUS Challenge Cases that introduce each chapter, FOCUS ON COLLEGE SUCCESS strikes a personal and**

informal conversation with readers--directly connecting with them and drawing them into text discussions. In a recent survey of students using FOCUS, 97% would recommend that their professor use this book again with next year's first-year students. Many students today are over-optionalized and over-obligated. FOCUS ON COLLEGE SUCCESS addresses those issues head-on, creating teachable moments—and concrete results—in every class period. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Microsoft PowerPoint 2002 Introductory Course Technology Ptr The visual and flexible way to learn Microsoft PowerPoint skills. Powerpoint Tips & Tricks Quickstudy A handy resource for beginning, intermediate, or advanced PowerPoint users, this three-panel guide features helpful time-saving hints so that you can get the most out of Microsoft's dynamic presentation software. Written to follow PowerPoint 2010 (and compatible with PowerPoint 2007), this guide includes helpful screen captures and icons, as well as clear and concise instructions.