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Microsoft Powerpoint Complete Study Guide

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scoring and how to retake the exam The subsequent chapters teach you how to independently create presentations using the core skills measured by the Microsoft PowerPoint Certification Exam manage presentations manage slides insert and format text shapes and images insert tables charts smartArt 3D models and media and apply transitions and animations Practice tasks a self exam and review questions after each chapter help solidify the skills you learn Video camera icons within the text denote exercises that have a corresponding video tutorial 85 in all for when you need extra help or learn best by observation Free PowerPoint practice exam software included Unlike any other PowerPoint exam manual available this book includes free PowerPoint practice exam software The final chapter focuses on the practice exam which closely mimics the format of the real exam Custom built and specially designed by SDC Publications the practice exam can be taken multiple times so you are comfortable with the test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles 50 flashcards Exam day study guide Free custom made Practice Exam Software 85 short narrated video tutorials for every exercise in the book About the author Daniel John Stine AIA IES CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications

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CompTIA IT Fundamentals Study Guide Quentin Docter,2015-10-30 NOTE The exam this book covered CompTIA IT Fundamentals Exam FCO U51 was retired by CompTIA in 2019 and is no longer offered For coverage of the current exam CompTIA IT Fundamentals Exam FCO U61 please look for the latest edition of this guide CompTIA IT Fundamentals Study Guide Exam FCO U61 9781119513124 Information Technology is not just about what applications you can use it is about the systems you can support The CompTIA IT Fundamentals certification is an introduction to the skills required to become a successful systems support professional progressing onto more advanced certifications and career success The Sybex CompTIA IT Fundamentals Study Guide covers

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recreation and leisure foundational concepts delivery systems and programming services Students benefit from the diversity of perspectives and viewpoints from around the world as they learn about the similarities and differences in the industry from an international perspective The following are new to this edition New editors and contributors from around the world including emerging scholars Updated data throughout the book New chapter sections An expanded chapter on international perspectives on sustainability and ecotourism Real world connections to recreation and leisure theories that help students consider career options A web study guide with On the Job learning activities a glossary chapter overviews article summaries and recommendations of websites to explore A Strong Foundational Overview Introduction to Recreation and Leisure grounds students in the historical philosophical and social aspects of the industry The authors offer fresh insights into community parks and recreation departments nonprofit organizations and commercial recreation and ecotourism enterprises Students learn about various enriching educational programs and services for people of all ages The text encompasses a variety of services including recreational sport management outdoor and adventure recreation health and wellness and arts and culture says Tapps It also exposes students to career options and supports them as they explore their interests and prepare for challenging careers in the industry Text Contents The book is organized into three parts In part I students learn about the foundations of recreation and leisure including the historical philosophical and social issues that have shaped the field Part II explores various sectors of the field including leisure service delivery systems public recreation the nonprofit sector the for profit sector such as event and ecotourism enterprises and therapeutic recreation among others Part III focuses on the programming of recreation and leisure services including program delivery systems recreational sport management outdoor and adventure recreation the nature of recreation and leisure as a profession and more Each chapter includes learning objectives that highlight the chapter s important concepts as well as an Outstanding Graduates feature that introduces former students who have gone on to successful careers in the field A glossary of important terms is included in the web study guide and instructor guide which are part of the ancillary package Ancillaries The text is supported by an instructor guide a test package a PowerPoint presentation package and a web study guide that contains chapter summaries and learning experiences These resources make it easier for instructors to prepare for and manage their courses and they help students retain what they learn from the text Guidance for Students Making Career Choices This fully updated text with its insights and perspectives from top professionals and professors from around the globe opens up the world of recreation and leisure for students offering them vital information that will help them make informed choices as they move forward in pursuit of careers in this growing field With its cutting edge view of recreation and leisure services Introduction to Recreation and Leisure prepares students for success in the field of recreation and leisure

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