PowerPoint for Beginners



Microsoft Powerpoint Complete Study Guide

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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 MCSE: Windows® 2000 Directory Services Administration Study Guide Anil Desai, James Chellis, 2006-02-20 Here's the book you need to prepare for Exam 70 217 Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure This study guide provides In depth coverage of every exam objective all the information you need Practical information on administering Windows 2000 Directory Services Hundreds of challenging review questions in the book and on the CD Leading edge exam preparation software including a testing engine electronic flashcards and simulation software Authoritative coverage of all exam objectives including Installing configuring and troubleshooting Active Directory Installing configuring managing monitoring and troubleshooting DNS for Active Directory Installing configuring managing monitoring optimizing and troubleshooting Change and Configuration Management Managing monitoring and optimizing the components of Active Directory Configuring managing monitoring and troubleshooting Active Directory security solutions Note CD ROM DVD and other supplementary materials are not included as part of eBook file MCSE Windows 2000 Directory Services Design Study Guide Robert R. King, Gary Govanus, 2006-07-14 Here's the book you need to prepare for Exam 70 219 Designing a Microsoft Windows 2000 Directory Services Infrastructure In depth coverage of every exam objective Practical information on designing a Directory Services

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