



*NEW PERSPECTIVES*

INTRODUCTORY

# Microsoft® PowerPoint® 2013

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# New Perspectives On Microsoft Powerpoint 2013

## Introductory New Perspectives Series

**Nancy Muir Boysen**



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New Perspectives on CALL for Second Language Classrooms Sandra Fotos, Charles M. Browne, 2013-06-17 This practical handbook is designed to help language teachers teacher trainers and students learn more about their options for using computer assisted language learning CALL and develop an understanding of the theory and research supporting these options The chapters in New Perspectives on CALL for Second Language Classrooms synthesize previous CALL theory and research and describe practical applications to both second and foreign language classrooms including procedures for evaluating these applications The implementation of CALL at the institutional level is also addressed with attention to designing multimedia language laboratories and creating collaborative CALL based projects between educational institutions Although many chapters locate their descriptions of CALL activities and projects within the ESL EFL setting the principles and activities described are equally useful for other language settings The book does not require prior knowledge of CALL computers or software To assist readers a glossary of CALL terms and an appendix of CALL Web sites are provided The book also has its own accompanying Web site <http://www.eribaum.com/callforL2classrooms> presenting chapter abstracts author contact information and regularly updated links to pedagogical research and teacher development sites By integrating theoretical issues research findings and practical guidelines on different aspects of CALL this book offers teachers multiple levels of resources for their own professional development for needs based creation of specific CALL activities for curriculum design and for implementation of institutional and inter institutional CALL projects **New Perspectives on Microsoft® Powerpoint® 2013** Beverly B. Zimmerman, S. Scott Zimmerman, Katherine Pinard, 2013-05-29 With proven pedagogy that emphasizes critical thinking problem solving and in depth coverage New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond Updated with all new case based tutorials New Perspectives Microsoft PowerPoint 2013 continues to engage students in applying skills to real world situations making

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*The O'Leary Series: Microsoft Office 2013* Linda O'Leary, Timothy O'Leary, 2013-07-26 Timothy and Linda O Leary Microsoft Office 2013 A Case Approach Making Office Relevant Timothy and Linda O Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time tested quality and reliability Office 2013 A Case Approach offers a running case study throughout the text to help students understand the material in a consistent relevant environment Through the theme Making Office Relevant this text helps students understand why they need this course and skills Updated for Office 2013 student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each lab designed to be covered in 1 hour of class time combines conceptual coverage with detailed software specific instructions The labs opens with a running case study that highlights real world applications of each software program and leads students from problem to solution The O Leary Series helps students learn specific applications skills along with skills that cross all Office applications which is especially important in mastering this version of Office The O Leary Series correlates with SIMnet Online McGraw Hill s online training and assessment program for Microsoft Office skills and basic computer concepts Projects however are 1 1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles Additional textbook resources can be found on the text s Online Learning Center [www.mhhe.com/olearyoffice2013](http://www.mhhe.com/olearyoffice2013) For more information on O Leary Microsoft Office 2013 A Case Approach and SIMnet Online for Office 2013 please visit [www.simnetkeepitsimple.com](http://www.simnetkeepitsimple.com) or contact your McGraw Hill representative

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