



Work with Slide Layouts

Create a Custom Layout

- 1 Go to Slide Master view.
- 2 Click in between two slides.
- 3 Click the Insert Layout button.
- 4 Turn on or off Title or Footers.
- 5 Click the Insert Placeholder list arrow and select an option.
- 6 Click and drag to place it.
- 7 Repeat as necessary.



PowerPoint Interactive Tutorial

PowerPoint Slide Layouts

Ms Powerpoint 2015 Custom Guide

Vijai Singh



Ms Powerpoint 2015 Custom Guide:

Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What s New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options **2015 Guide to Self-Publishing, Revised Edition** Robert Lee Brewer,2014-10-07 The 2015 Guide to Self Publishing is the essential resource for writers who are taking their publishing futures into their own hands whether it s referred to as self publishing or indie publishing In addition to hundreds of listings for freelance editors designers self publishing companies and more the Guide to Self Publishing offers articles on how to create standout covers hire freelance designers break in to the gift market protect your work promote your

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Nutrition in Public Health Sari Edelstein,2017-02-25 Thoroughly revised and updated Nutrition in Public Health explores the complex multifaceted array of programs and services that exist in the United States today that are dedicated to bettering population health through improved nutrition The Fourth Edition explores the subject by first considering how nutrition fits into public health and then by examining policymaking assessment and intervention methods special populations food security and program management

Microsoft Office 2010 BITTU KUMAR,2015-06-01 We have moved one step ahead in the arena of student and job oriented books with the CCL by enhancing our proven pedagogy to bring together the collective knowledge and wisdom of the world of computers Books published under this series are specifically designed to engage readers improve computer skills and prepare themselves for future success This comprehensive series with step by step instructions and relevant screenshots throughout the text enables readers to have a better understanding of computers Written in simple and lucid language without technical jargons each book of this series is accompanied by an interactive CD DVD with video tutorials This book and CD bundle is an ideal resource for getting comfortable and confident with the new features of and updates to Office 2010 The guide book uses easy to follow steps and screenshots and clear concise language to show the simplest ways to get things done with Microsoft Word Excel PowerPoint Outlook Access and Publisher It covers the basics of Microsoft Office such as typing in Word navigating an Excel spreadsheet creating a unique PowerPoint presentation configuring e mail with Outlook designing an Access database and much more When you go through the text you feel like you have an MS Office expert by your side to answer your questions and queries

A National Trauma Care System National Academies of Sciences, Engineering, and Medicine,Health and Medicine Division,Board on the Health of Select Populations,Board on Health Sciences Policy,Committee on Military Trauma Care's Learning Health System and Its Translation to the Civilian Sector,2016-09-12 Advances in trauma care have accelerated over the past decade spurred by the significant burden of injury from the wars in Afghanistan and Iraq Between 2005 and 2013 the case fatality rate for United States service members injured in Afghanistan decreased by nearly 50 percent despite an increase in the severity of injury among U S troops during the same period of time But as the war in Afghanistan ends knowledge and advances in trauma care developed by the Department of Defense DoD over the past decade from experiences in Afghanistan and Iraq may be lost This would have implications for the quality of trauma care both within the DoD and in the civilian setting where adoption of military advances in trauma care has become

increasingly common and necessary to improve the response to multiple civilian casualty events Intentional steps to codify and harvest the lessons learned within the military s trauma system are needed to ensure a ready military medical force for future combat and to prevent death from survivable injuries in both military and civilian systems This will require partnership across military and civilian sectors and a sustained commitment from trauma system leaders at all levels to assure that the necessary knowledge and tools are not lost A National Trauma Care System defines the components of a learning health system necessary to enable continued improvement in trauma care in both the civilian and the military sectors This report provides recommendations to ensure that lessons learned over the past decade from the military s experiences in Afghanistan and Iraq are sustained and built upon for future combat operations and translated into the U S civilian system

Office 2016 at Work For Dummies Faithe Wempen,2015-11-16 Get more productive using the new features in Microsoft Office 2016 It may seem like an eternity since your IT department upgraded you to the latest version of Microsoft Office Prepare yourself because Office 2016 is packed with updated features and new ways to increase your productivity in the office With Office 2016 at Work For Dummies we make it easy by breaking the content down into over 300 of the most common tasks and operations providing you with straightforward simple to navigate approachable information With four color illustrations for visual support as your work through the tasks and then nearly three hours of supporting video you can choose your path for learning the ins and outs of Office 2016 As the world s leading productivity software Microsoft Office plays an integral role in the daily lives of professionals Understanding how to quickly and accurately use Office 2016 can improve your productivity enhance your deliverables and provide you with the tools and knowledge you need to be successful Choose your path for learning and explore the fundamental features of Microsoft Office 2016 through task based exercises supported by online video Dive into Microsoft Word by creating a document formatting paragraphs and pages and adding tables and graphics Explore Microsoft Excel s ability to analyze data through creating formulas and functions and learn to format and print spreadsheets Use Outlook to organize your work day and find out how to make amazing PowerPoint presentations using the new features in the 2016 version Office 2016 at Work For Dummies is the perfect office companion if you use Microsoft Office regularly and need to get up to speed on the changes with the latest release as quickly and efficiently as possible

Environmental Science , Advances in Genomics Vijai Singh,2024-07-31 This book provides a comprehensive overview of genomics and its diverse applications Chapters cover genomics data generation methods computational tools gene annotation transcriptomics DNA barcoding next generation sequencing functional genomics metagenomics synthetic genomics microarray analysis nutrigenomics genome editing and more This book offers a valuable source of information for not only beginners in genomics but also for students researchers scientists clinicians practitioners policymakers and stakeholders who are interested in harnessing the potential of genomics in many areas

The Cambridge Handbook of Workplace Training and Employee Development Kenneth G. Brown,2017-10-19 With

comprehensive coverage of topics related to learning training and development this volume is a must have resource for industrial and organizational I O psychologists human resource HR scholars and adult education specialists Brown provides a forward looking exploration of the current research on workplace training employee development and organizational learning from the primary point of view of industrial organizational psychology Each chapter discusses current practices recent research and importantly the gaps between the two In analyzing these aspects of the topic the chapter authors both present the valuable knowledge available and show the opportunities for further study and practice **Essentials of Professional**

Cooking Wayne Gisslen,2015-03-23 Essentials of Professional Cooking Second Edition focuses on fundamental cooking procedures and techniques functions of ingredients and desired results to empower the reader with the keen understanding necessary to prepare virtually any dish to perfection without relying solely on a recipe Specially constructed to meet the on the job demands of food service managers the streamlined approach of Essentials of Professional Cooking Second Edition extends the benefits of this material to students and professionals in hospitality management and food service management

Theories, Methods, Practices, and Fields of Digital Social Research Gabriella Punziano,Felice Addeo ,Angela Delli Paoli,2024-07-08 The digital in the form of technologies scenarios objects processes and relational and interactional structures is increasingly becoming central to understanding culture society human experience and the social world It permeates our society s practices symbols and shared meanings and it makes old distinctions such as the one between online and offline real and virtual and material and immaterial obsolete It also introduces digitally native objects of research such as cyber bullying and digital identities which have a direct impact on mainstream sociological problems *Johns Hopkins Evidence-Based Practice for Nurses and Healthcare Professionals: Model and Guidelines, Fourth Edition* Deborah Dang,Sandra L. Dearholt,Kim Bissett,Judith Ascenzi,Madeleine Whalen,2021-06-30 Johns Hopkins Evidence Based Practice for Nurses and Healthcare Professionals has proven to be one of the most foundational books on EBP in nursing and healthcare Building on the strength of previous versions the fourth edition is fully revised to include updated content based on more than a decade of the model s use refinement in real life settings and feedback from nurses and other healthcare professionals around the world Key features of the book include NEW strategies for dissemination including guidance on submitting manuscripts for publication EXPANDED focus on the importance of interprofessional collaboration and teamwork particularly when addressing the complex care issues often tackled by EBP teams EXPANDED synthesis and translation steps including an expanded list of outcome measures to determine the success of an EBP project Tools to guide the EBP process such as stakeholder analysis action planning and dissemination Explanation of the practice question evidence and translation PET approach to EBP projects Overview of the patient intervention comparison and outcome PICO approach to EBP question development Creation of a supportive infrastructure for building an EBP nursing environment Exemplars detailing real world EBP experiences *The Complete Step-by-Step Guide to Designing and Teaching Online Courses* Joan Thormann,Isa Kaftal

Zimmerman,2015-04-26 In this valuable resource experts share deep knowledge including practical how to and preventive trouble shooting tips Instructors will learn about course design and development instructional methods for online teaching and student engagement and community building techniques The book contains successful teaching strategies guidance for facilitating interactions and responding to diversity and assessments as well as future directions for online learning With many field tested examples and practice assignments and with voices from students teachers and experts this book arms instructors and administrators with the tools they need to teach effective and empowering online courses This one stop resource addresses all of the core elements of online teaching in terms that are universally applicable to any content area and at any instructional level A rare book in education one that is not only highly useful but also intellectually coherent and based on robust transferable principles of learning and teaching All educators in online environments and in brick and mortar schools will find this an invaluable resource From the Foreword by Grant Wiggins We now know we can get increased participation with online tools to make thinking more visible and switch the traditional delivery of instruction to personalize learning While it is inevitable that online learning will become an important skill for everyone the ideas concepts strategies design elements and tools in the book by Thormann and Zimmerman can also be applied to blended learning Alan November Senior Partner and Founder November Learning The authors of this book have created an excellent resource for anyone interested in becoming an online instructor or improving his or her skills in online teaching The authors share a wealth of step by step activities examples of assignments and teaching strategies that will guide both novice and experienced teachers as they expand their skills into the online realm Even as a veteran online instructor the book provided me with new ideas to try in my next online class Sam Gladstein Coordinator Edmonds eLearning Program at Edmonds School District WA Cheers to Thormann and Zimmerman for providing a must read for online teaching This clear and practical guide takes the instructor from design to implementation of online courses The authors remove the anxiety about online teaching for those thinking about on screen instruction and provide new thinking and examples for those already immersed in it It is a great guide for those entering the field and a superb resource for those actively engaged in it Anthony J Bent Chairman Global Studies 21st Century Skills Committee of the Massachusetts Association of School Superintendents Book Features The building blocks necessary to create a successful online course The know how of long time online instructors Models for Skype conferencing with groups of students Templates for course building including sample assignments activities assessments and emails Detailed treatment of diversity in the online environment Joan Thormann is professor in the division of Technology in Education at Lesley University Cambridge Massachusetts She edits a column on technology and special needs for Learning and Leading with Technology Isa Kaftal Zimmerman is the principal of IKZ Advisors in Boston Massachusetts an educational consulting firm serving educators and stakeholders in the Science Technology Engineering and Mathematics STEM fields

Governing States and Localities Kevin B. Smith,Alan Greenblatt,2015-02-23 The recession era days of state reliance on

the federal government are waning States and localities are increasingly assertive in seeking independence from Washington's policy priorities Kevin Smith and Alan Greenblatt's proven text employs a comparative approach to show how the geography history political culture institutional structures economic underpinnings and demographics of states and localities both clash and converge in comprehensible telling ways Why does one state pass stricter gun control standards while another loosens them What are the implications of state legalization of marijuana when the federal government still calls it illegal Governing States and Localities provides students with the tools to begin answering these questions The Fifth Edition features extensive updating on such major developments as the rollout of the Affordable Care Act the education debate over the Common Core State Standards and the implications for residents when localities succumb to bankruptcy Ebook: Fundamentals of Corporate Finance, Middle East Edition ROSS, STEPHEN, 2015-02-16 Ebook Fundamentals of Corporate Finance Middle East Edition Rapid research in action: Lessons from the field Ginger A. Johnson, Cecilia Vindrola-Padros, 2023-07-05 **Best Ideas for Teaching with Technology** Justin Reich, Tom Daccord, 2015-02-18 This practical how to guide makes it easy for teachers to incorporate the latest technology in their classes Employing an informal workshop approach the book avoids technical jargon and pays special attention to the needs of teachers who are expanding the use of computers in their classrooms The authors focus on what teachers do and how they can do it better and provide a wide variety of proven tools tips and methods for enhancing these activities with technology Best Ideas for Teaching with Technology provides extensively illustrated tutorials for a wide variety of software online tools and teaching techniques It covers everything from lesson plans to time management how to show animation blogging podcasts laptop strategies and much much more In addition periodic updates to the text will be available on the authors website *Implementing a Comprehensive Research Compliance Program* Aurali Dade, Lori Olafson, Suzan M. DiBella, 2015-07-01 The senior research compliance administrator has emerged as a critically important position as universities and other research organizations face an increasingly intricate regulatory environment These administrators are tasked with a special challenge ensuring that their institutions conduct safe ethical and compliant research while also helping researchers understand and meet compliance requirements and achieve their research goals These competing responsibilities can make the role of the research administrator complex however those who serve in this role may find that they have limited preparation for the challenges and little or no formal education in the field Thus the goal of this handbook is to provide practical guidance to research administrators who are responsible for a wide variety of compliance programs Previous volumes on these topics have focused primarily on educating research faculty staff and students An assumption in many of these handbooks is that all additional questions related to research ethics and regulations should be directed to the senior research administrator yet the books have limited guidance intended for the senior research administrators themselves This handbook is designed therefore to serve as a detailed program implementation manual for these administrators who are expected to be conversant on a broad

range of complex ethical and regulatory topics and to provide guidance to those conducting research as well as upper administration and others interested in safe ethical and compliant research Reflecting on Practice for STEM Educators

Lynn Uyen Tran, Catherine Halversen, 2021-05-30 Reflecting on Practice for STEM Educators is a guidebook to lead a professional learning program for educators working in STEM learning environments Making research on the science of human learning accessible to educational professionals around the world this book shows educators how to relate this research to their own practice Educators collective work broadens the scope of an organization's reach and through this effort the organization grows its social capital in its local community and beyond This book offers opportunities to engage in processes that lead toward organizational learning by attending to the professional growth of the educators Tran and Halversen show how learning together can shape the language and meanings by which educators do and talk about their work to support visitors experiences The book provides guidance on how teams of educators can build community as they engage in reflective practice Reflecting on Practice for STEM Educators will be essential reading for leaders of any organization that aims to educate and engage the public in science technology engineering and mathematics It will be particularly useful to educators who work in museums zoos aquariums botanical gardens youth organizations after school programs and nature science and conservation centres **The Aging Networks, 8th Edition** Kelly Niles-Yokum, Donna L.

Wagner, 2014-12-10 The eighth edition of Aging Networks is particularly well suited for use in the classroom and can be used or adapted for a wide variety of disciplines including gerontology social work public health public administration nursing and other health professions This small volume is not only an excellent learning tool but also a must have handbook for aging professionals in many fields Noreen A Shugrue Research Associate University of Connecticut Center on Aging Farmington CT Educational Gerontology As our population ages the need for comprehensive up to date knowledge about aging services in the United States becomes more and more crucial This highly accessible and concise text about such resources provides students and practitioners of gerontology along with all professionals whose work concerns the well being of older adults with a current detailed description and analysis of federal state local and global programs and services for older people with or without cognitive physical and social needs Thoroughly updated to encompass the new information available concerning later life it reflects critical changes to legislation health care and current trends and focuses on the strengths of older adults their diversity and the role our multilayered aging network plays in advocacy community independence and engagement Commentary and critical thinking challenges from policymakers program directors and educators facilitate high level thinking and independent analysis of the aging networks past present and future The eighth edition underscores recent policy changes and how these changes will impact the lives of older adults Perspectives boxes throughout the text highlight complex themes addressed by experts and Critical Thinking topics and questions encourage reflection and discussion The new edition also describes initiatives that highlight best practice approaches and model projects designed to facilitate

positive change Along with a vast amount of new and revised information reinforced with a variety of perspectives in historical and current contexts the book features an international perspective highlighting the collaborative efforts driving many aspects of aging network programming Additionally the book focuses on the unique issues of the lesbian gay bisexual and transgender LGBT population along with programs designed to address them NEW TO THE EIGHTH EDITION Expert analyses and insights into complex themes Reflects reorganization of the aging network under the Administration for Community Living and policy changes affecting practice International perspectives such as the World Health Organization s Age Friendly Cities Project Innovative and model projects and programs Expanded focus on issues unique to the LGBT population The influence of social determinants on older adults and the aging networks Caregiving issues Disaster and emergency preparedness Effects of economic downturn on the aging population Elder mistreatment Changes in employment and retirement patterns Supporting aging in place New and expanded educator s ancillary packet

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