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The go-to guide to getting started with the BBC micro:bit and exploring all of its amazing capabilities. The BBC micro:bit is a pocket-sized electronic development platform built with education in mind. It was developed by the BBC in partnership with major tech companies, communities, and educational organizations to provide kids with a fun, easy, inexpensive way to develop their digital skills. With it, kids (and grownups) can learn basic programming and coding while having fun making virtual pets, developing games, and a whole lot more. Written by internationally bestselling tech author Gareth Halfacree and endorsed by the Micro:bit Foundation, *The Official BBC micro:bit User Guide* contains what you need to know to get up and running fast with the BBC micro:bit. Learn everything from taking your first steps with the BBC micro:bit to writing your own programs. You'll also learn how to expand its capabilities with add-ons through easy-to-follow, step-by-step instructions. Set up your BBC micro:bit and develop your digital skills Write code in JavaScript Blocks, JavaScript, and Python Discover the BBC micro:bit's built-in sensors Connect the BBC micro:bit to a Raspberry Pi to extend its capabilities Build your own circuits and create hardware *The Official BBC micro:bit User Guide* is your go-to source for learning all the secrets of the BBC micro:bit. Whether you're just beginning or have some experience, this book allows you to dive right in and experience everything the BBC micro:bit has to offer. The Level I 'Slide-Rule' Cost Model System is implemented on a Texas Instruments TI-59 programmable calculator coupled to a TI-PC-100A Print/Security Cradle. The model system consists of four linked programs, the Top-Down Model, (TDM) the Lowest Removable Assembly Model (LRAM), the System Aggregation Model (SAM), and the System Confidence Model (SCM). Each program and its data input sets are stored on magnetic cards. The output of each program is used as input to succeeding programs, together with additional input data. The TI-59 has 120 program/data registers, which can be partitioned as desired between program instruction steps and data memory registers. When the calculator is turned on, 60 memory registers are automatically reserved for data storage. All programs other than the TDM use the default allocation. The TDM, however, uses only 40 registers for data storage; the remainder is used to store the program code. Therefore, when running the TDM, the

first step after turning on the calculator will be to repartition the memory registers. This reissued third edition of *A User's Guide to View Camera* introduces photographers to large-format cameras, covering their use with both film and digital capture. Readers will learn the anatomy of cameras with a separately adjustable back or front, the proper techniques for using view cameras, and how to take care of large-format cameras—all through straightforward and practical instruction and abundant visual examples. This latest edition features:

- Practical approaches to mastering lenses, shutters, accessories, and the ever-important maintenance of your view camera
- Tips for both simple operation and advanced control of the camera, including film holders, bellows, and tripods, and film handling and development
- A section on digital equipment, offering updates on the nearly 200-year-long history of the view camera

*Microsoft SharePoint Foundation 2010 and SharePoint Server 2010* provide a collection of tools and services you can use to improve user and team productivity, make information sharing more effective, and facilitate business decision-making processes. In order to get the most out of SharePoint 2010, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. This book is designed to provide you with the information you need to effectively use these tools. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as publishing, workflow, and policies) that make up these environments. Information and process owners will be given the knowledge they need to build and manage solutions. Information and process consumers will be given the knowledge they need to effectively use SharePoint resources. In this book, Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment. Their expertise shines as they provide step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. As a reader, you'll then embrace two common SharePoint uses, document management and project information management, and walk through creating samples of these solutions, understanding the challenges these solutions are designed to address and the benefits they can provide. The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product.

*Arnold* is an advanced cross-platform rendering library, or API, used by a number of prominent organizations in film, television, and animation, including Sony Pictures Imageworks. It was developed as a photo-realistic, physically-based ray tracing alternative to traditional scanline based rendering software for CG animation. Arnold uses cutting-edge algorithms that make the most effective use of your computer's hardware resources: memory, disk space, multiple processor cores, and SIMD/SSE units. The Arnold architecture was designed to easily adapt to existing pipelines. It is built on top of a pluggable node system; users can extend and customize the system by writing new shaders, cameras, filters, and output driver nodes, as well as procedural geometry, custom ray types and user-defined geometric data. The primary goal of the Arnold architecture is to provide a complete solution as a primary renderer for animation and visual effects. However, Arnold can also be used as:

- A ray server for traditional scanline renderers.
- A tool for baking/procedural generation of lighting data (lightmaps for videogames).
- An interactive rendering and relighting tool.

*The #1 guide to the principles and clinical applications of evidence-based medicine* has just gotten better! A Doody's Core Title ESSENTIAL PURCHASE for 2011! No other resource helps you to put key evidence-based medicine protocols into daily clinical practice better than *Users' Guides to the Medical Literature*. An instant classic in its first edition, this detailed, yet highly readable reference demystifies the statistical, analytical, and clinical principles of evidence-based medicine, giving you a hands-on, practical resource that no other text can match. Here, you'll learn how to distinguish solid medical evidence from poor medical evidence, devise the best search strategies for each clinical question, critically appraise the medical literature, and optimally tailor evidence-based medicine for each patient. The new second edition of this landmark resource is now completely revised and refreshed throughout, with expanded coverage of both basic and advanced issues in using evidence-

based medicine in clinical practice. **FEATURES:** Completely revised and updated to reflect the enormous expansion in medical research and evidence-based resources since the first edition Innovative organization guides you from the fundamentals of using the medical literature to the more advanced strategies and skills for use in every day patient care situations Abundant and current real-world examples drawn from the medical literature are woven throughout, and include important related principles and pitfalls in using medical literature in patient care decisions Practical focus on the key issues in evidence-based practice: What are the results? Are the results valid? How to I apply to results to the care of my patients? More than 60 internationally recognized editors and contributors from the U.S., Canada, South America, Europe, and Asia -- the best of the best in the discipline NEW coverage on how to: --Avoid being misled by biased presentations of research findings --Interpret the significance of clinical trials that are discontinued early --Influence clinician behavior to improve patient care --Apply key strategies for teaching evidence-based medicine Also look for JAMAevidence.com, a new interactive database for the best practice of evidence based medicine. The Express User Guide provides instructions to get started with MicroStrategy Express. It includes an introduction to dashboard analysis, creation, sharing, and management, as well as creating and managing users and teams. Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office PowerPoint 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Adding a New Slide; Changing a Slide's Layout; Switching Between Standard and Widescreen Format; Custom Slide Size and Orientation; Entering Text; Starting a Line without a Bullet; Moving Between Text Areas with the Keyboard; Adding Other Text on the Slide; Changing Level of Indention; Text Formatting; Using Presentation Views: Normal View, Outline View, Slide Sorter View. Applying Design Themes; Changing Background of a Slide; Adding a Header or Footer; Creating Speaker Notes. Using the Slide Master; Suppressing Slide Master Objects. Adding Clip Art and Online Images; Creating a Chart; Creating an Org Chart; Adding and Deleting Org Chart Boxes; Drawing Shapes; Resizing a Shape or Picture; Rotating Objects; Moving a Shape; Adding Text to Shapes; Selecting Shapes; Changing Color, Fill Pattern, or Line Style of a Shape or Line; Using Eyedropper to Match Colors; Duplicating Shapes; Animating an Object. Running a Slide Show; Assigning Transition Effects and Timings for a Slide Show; Changing Slide Show Settings; Printing. Also includes a list of Touch Actions, Text Selection and Movement and Slide Show Shortcuts. The Fedora User Guide is focused on the end-user looking to accomplish standard desktop computer user tasks, such as browsing the web, reading and sending email, and doing office productivity work. Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft PowerPoint 2016 for Mac to create impressive presentations. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are included: Adding a New Slide; Changing a Slide's Layout; Slide Shape, Size, Orientation; Entering Text into a "Click to add..." Bulleted List Placeholder; Starting a New Line without a Bullet; Moving from Title to Body with the Keyboard; Changing Indention Level; Text Formatting; Adding Other Text on the Slide. Using Presentation Views: Normal View; Working on Your Presentation Structure (Outline View); Rearranging Slides (Slide Sorter). Importing Text into the Outline. Applying a Design Theme; Changing the Background of a Slide; Changing the Slide Master to Change All Slides at Once; Suppressing Slide Master Elements on Some Slides; Adding a Header or Footer. Creating Speaker Notes. Inserting Clip Art or Other Images; Resizing Graphics; Creating a Charts or Graph; Changing Chart Type; Editing a Chart. Creating an Org Chart; Adding a New Box to the Org Chart; Deleting a Box in the Org Chart. Drawing Shapes; Resizing a Shape; Rotating an Object; Moving a Shape; Selecting Multiple Shapes; Changing the Color, Fill Patter, or Line Style of a Shape or Line; Duplicating a Shape; Adding Text to a Shape; Animating an Object. Organizing Slides

with Sections. Printing the Presentation. Hiding Slides; Running a Slide Show; Using Presenter View; Assigning Transition Effects and Timings for a Slide Show. Also includes: Lists of Selection, Movement, and Slide Show Shortcuts. Reprints of slide rule instructions, for the use of collectors, educators and students. All ephemera is currently archived in the International Slide Rule Museum Library. Instruction manuals, for the most part, are no longer available, Slide rule production ended in the mid 1970's and instruction manuals have deteriorated and are rapidly disappearing over time. The slide rule models themselves, now considered vintage math instruments, are still in abundance, and in the hands of private collections, museums, and many family homes. These volumes, organized by manufacturers, provide instructions for the most popular models, as well as some special designs. The scans from the faded and wrinkled manuals, have been "restored" digitally in order to improve their clarity to provide decent black printing on white pages. All "noise", speckles, staple marks, etc., have been cleaned off the original scans, to improve the reader's experience. Where required, as in this volume, permissions have been obtained from manufacturers that are still in existence. Instruction Books contained in Volume 12: Book 1 - A Mannheim Type Slide Rule by D. Van Nostrand Company, included in their book and slide rule set. Book 2 - Instruction Book for the G-W Photo Slide Rule by Goodchild and Whitney. Book 3 - Acumath Self Teaching Instruction Manual No. 44, Mannheim Type Slide Rule. Acu-Rule Mfg. Co. Model 500. Book 4 - How to use the ASC Bellville Spring Washer Slide Rule. 1967. Associated Spring Corp. Book 5 - Use of the Slide Rule of Associated Spring Corp. for Extension, Compression and Torsion (coiled wire) Springs. Book 6 - Instruction Manual for Charles Bruning Slide Rule No. 2401. Book 7 - Instruction Manual for the Bruning No. 68-471 Binary Circular Slide Rule. Charles Bruning Co. Book 8 - The Eckel Dial Rule, Layman Model. Lithocalculator Co. Designed by Arthur Frederick Eckel. Book 9 - Instructions for Cost Reduction Slide rule NF Model LC-6. Neal Feay Co. Book 10 - Fisher Control Valve Sizing Rule Operating Instructions. Fisher Governor Co. 1054 edition. Book 11 - Slide Rule Manual Instructions for Using the Atlas Slide Rule. Gilson Slide Rule Co. Book 12 - The Slide Rule Manual Instructions for Using the Midget and Apex Slide Rule. Gilson Slide Rule Co. 14 pages. Book 13 - Instructions for Using the Commercial Calculator. Gilson Slide Rule Co. Book 14 - The Gerber Variable Scale - An Application and Instruction Manual No. 400 for Model Type TP007100B. Book 15 - The Gerber Graph Analogue - An Instruction Manual No. 500 for Model GA-103. Book 16 - The Quick and Easy Lawrence Slide Rule Instruction Book. Model 10-B. Book 17 - Nordell (Sewer) Slide Rule for Hydraulic Computations in Circular Gravity Flow Conduits. K&E 4128. Book 18 - A Short Cut to Accurate Computation. The Novatni Weight Slide Rule. 1920. Book 19 - Instruction Book for the Direct Reading Slide Rule. 1909. By Geo. W. Richardson. Book 20 - The Slide Rule Simplified. 1912-1918. Models Engineer's No. 812 and 1812, Polymetric No. 1776, Logometric No. 1860-LL, Binary Polymetric No. 1865-O, Educator No. 1917 By Geo. W. Richardson and Military No. 1918 by J.J. Clark. 105 pages. Book 21 - The Mascot (Vest Pocket Circular) Slide Rule Manual. Book 22 - Pedigree Precision Compact Slide Rule by Empire Pencil Co. Book 23 - Roos Mannheim-Trig Model SR-109 Duplex. Book 24 - Instructions for using Log Log Slide Rules. Roos Super Trig-O-Log Model SR-113 Duplex. Copyright 1948. Book 25 - Sterling Slide Rule Operating Instructions. Includes sheets from 587 pocket, 594 10 inch and Metric Converter. Book 26 - Directions For Using the T & T Fast Calculator. 1938. Book 27 - Special Slide Rule for Natural Gas and Air Computations. 1910. Designed by Forrest M. Towl. Book 28 - Instruction for the Use of the UTC Slide Rule. c1938

2007 User's Guide: Learning Microsoft's Collaboration and Productivity Platform is the follow-up edition to the successful SharePoint 2003 User's Guide (Apress, 2005). This book provides guidance about the new workflows, interface, and other technologies within SharePoint 2007. Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments. They have the expertise and ability to proffer an eminently useful guide for anyone working with SharePoint technologies in any capacity. "Leonard's durable tome (seriously, the cover is rubber) is stuffed with so many tips about surviving in the wild, you'll be able to leave your smartphone behind." —Entertainment Weekly, Best New Books This easy introduction to outdoor life will ensure that even a novice won't get lost in the woods while finding an activity he loves to do in the great outdoors--whether it's hiking a 14er or camping on ice. With 400

strategies for engaging in the outdoors, and expert tips and tricks, *The Great Outdoors: A User's Guide* makes Mother Nature easier to understand than ever before. Brendan Leonard, writer, filmmaker, and outdoor adventurer, shows the reader how rewarding it can be to live life away from the computer and get outside. From mountain climbing, to skiing, sledding, and sailing, Leonard shows that you don't need to be a risk taker to enjoy the outdoors. And if the reader does find himself at the point of man vs. nature, Leonard shares survival skills from how to bandage a wound and read a topographical map, to how to drive on sand and remove a tick from your skin—all organized thematically and written in short takeaway entries with helpful line drawings. Bound in a uniquely rugged (and waterproof!) PVC cover material, *The Great Outdoors: A User's Guide* is a friendly way into the outdoor lifestyle, whether you're looking to dabble or go all in.

*A User's Guide to Copyright* is intended as a guide and a reference work on all aspects of copyright, including ownership, transmission, and licensing. This book also deals with the more straightforward copyright problems that arise and explores copyright law as it applies to certain organizations, businesses, and people for whom copyright plays an important part in their daily life, from publishers and printers to libraries, schools, music industry, film industry, television and radio stations, computer software and firmware, and character merchandising. This book is comprised of 29 chapters divided into two sections and begins with an overview of copyright law, paying particular attention to the basic rules of copyright, statutes and statutory instruments, and Copyright Act 1956. The reader is then introduced to copyright works encompassing literature, drama, music, and the arts as well as sound recordings, cinematograph films, and television and radio broadcasts. The following chapters discuss the concept of originality, breach of confidence, and publication in relation to copyright. Infringement of copyright is also considered, along with exceptions and defenses to copyright actions; the law on industrial designs; and the uses of copyright in fields such as publishing, music, libraries, performing arts, and architecture. This monograph is designed to assist people whose work involves them in day-to-day dealings with copyright.

The official "Fedora 14 User Guide" is focused on the end-user looking to accomplish standard desktop computer user tasks, such as browsing the web, reading and sending email, and doing office productivity work.

John Ratey, bestselling author and clinical professor of psychiatry at Harvard Medical School, lucidly explains the human brain's workings, and paves the way for a better understanding of how the brain affects who we are. Ratey provides insight into the basic structure and chemistry of the brain, and demonstrates how its systems shape our perceptions, emotions, and behavior. By giving us a greater understanding of how the brain responds to the guidance of its user, he provides us with knowledge that can enable us to improve our lives. In *A User's Guide to the Brain*, Ratey clearly and succinctly surveys what scientists now know about the brain and how we use it. He looks at the brain as a malleable organ capable of improvement and change, like any muscle, and examines the way specific motor functions might be applied to overcome neural disorders ranging from everyday shyness to autism. Drawing on examples from his practice and from everyday life, Ratey illustrates that the most important lesson we can learn about our brains is how to use them to their maximum potential.

The *MicroStrategy Office User Guide* covers the instructions for using MicroStrategy Office to work with MicroStrategy reports and documents in Microsoft® Excel, PowerPoint, Word, and Outlook, to analyze, format, and distribute business data.

Michael Swanson's online discussions with literally thousands of NexStar owners made it clear that there was a desperate need for a book such as this – one that provides a complete, detailed guide to buying, using and maintaining NexStar telescopes. Although this book is highly comprehensive, it is suitable for beginners – there is a chapter on "Astronomy Basics" – and experts alike. Celestron's NexStar telescopes were introduced in 1999, beginning with their first computer controlled "go to" model, a 5-inch. More models appeared in quick succession, and Celestron's new range made it one of the two dominant manufacturers of affordable "go to" telescopes.

Once "warehoused" in institutions, many severely handicapped individuals are now living in community residences. Yet there are few resource materials available for those who face the difficult task of planning and operating these residences. *A User's Guide to Community Entry for the Severely Handicapped* offers practical guidance for creating the most home-like, least restrictive residential settings. Committed to the right of all individuals to live in their

home community, Pancsofar and Blackwell address topics of vital concern to residential planners, administrators, and direct care personnel. The Guide covers administrative and programmatic issues, offering a wealth of suggestions, examples, forms, and checklists. It is a valuable special education textbook and reference work, and an excellent resource for families. This book will help you explore some features of your iPad Pro that you probably didn't know existed and also get you started on your device in no time. You can also buy it as a gift for that son or daughter of yours who already like fiddling with devices, this book will get him or her up to speed in no time. ??? A Comprehensive User Guide and Manual for New Users of the iPad Pros ??? Even though iPad Pros are great right out of the box, you are likely to get more from them if you know how to use them by reading a book like this one. So, if you are someone who has recently acquired the new iPad Pro and now needs guidance on how best to take advantage of its many features that are not immediately obvious to ordinary end users? Or you may even be someone who is not new to the Apple ecosystem, but only just made an upgrade from previous versions of the iPad and it is beginning to seem as if Apple has completely changed the interface and removed or relocated some of your previous favorite features, then this book was written with you in mind. We all know that the iPad Pro from Apple remains one of the world's most renowned flagships, when set up properly, it can become more than being just a phone. You can use it as a productivity tool in your business, you can make it an indispensable social media aide, e-book reader and a travel companion. All these can become possible once you learn how to better utilize the iPad Pro. This book has been written as a step-by-step guide for you to go through what you need to navigate around the iPad Pro. It covers many of the important features that users need to know and allows users to jump to any section of the book that they feel they want to focus on. That means the guide is written in a way that even if you do not want to follow the order in which it was written, you are still able to make the most of it. Some of the included contents: •Simple and easy to understand step by step instructions on how to first setup your device •Latest tips and tricks to help you enjoy your device to the fullest. •Using the Face ID •Hidden features •Organizing apps with the App Library •Buying, removing, rearranging, and updating apps •Taking, editing, organizing, and sharing photos •Introducing some important Apple Services •Using Siri •And lots more This book will help you explore some features of your iPad Pro that you probably didn't know existed and also get you started on your device in no time. You can also buy it as a gift for that son or daughter of yours who already like fiddling with devices, this book will get him or her up to speed in no time. Special Bonus That is not all, we have a special gift for you, something we believe you will love. Click the "Add to Cart" button to purchase on your closeout or you can buy straight away with the "Buy Now with a Click" button to buy right away. PUBLISHER: TEKTIME Since its introduction in 1979, CHEAPO, a computer based economic analysis program, has allowed users of the Stand Prognosis Model to evaluate silvicultural alternatives from an economic point of view. Subsequent modifications to the Prognosis Model have rendered CHEAPO obsolete. This users guide covers a new computer model, CHEAPO II, which is compatible with version 5.1 of the Prognosis Model and expands its economic analysis capabilities. "LibreOffice is the free, libre, and open source personal productivity suite from The Document Foundation. It runs on Windows, Macintosh, and GNU/Linux"--Back cover. The official "Fedora 12 User Guide" is focused on the end-user looking to accomplish standard desktop computer user tasks, such as browsing the web, reading and sending email, and doing office productivity work. Offers a comprehensive background to the principles of adult learning. This book focuses on the facilitation skills necessary for effective training. It describes group dynamics and how to build interdisciplinary teams. It summarises the principles of participatory learning and action. Keynote is Apple's presentation software. This software has many more functions than meet the eye, such as working with media and sharing presentations using iWork.com. There is no fancy jargon and every instruction is explained in great detail. Screenshots are included in each chapter to explain all topics in the greatest detail possible. The useful, up-to-date information provided here, including tips and tricks and hidden features, is not discussed in the official Keynote manual. Whether you are a novice to Keynote or have used it since its introduction, this guide will endow you with priceless information and add to your writing experience. This Keynote guide

includes: - Installing Keynote - Managing Presentations - Saving a Keynote Presentation to a PC Format - Choosing the Default Template to Disable the Template Selector - Formatting Slides - Applying a Template to a Slide - Reordering the Slides in a Presentation - Working with Tables, Charts, and Shapes - Sharing Presentations - Sending a Presentation Using the Mail Application - Making Presentations Accessible to Anyone via iWork.com - Adjusting the Settings - Turning Automatic Slide Scaling On or Off - Avoiding Transition Clipping - Turning Playback Control Activation On or Off - Tips and Tricks - Applying Picture Frames to Inserted Images - Importing a Single Photo to Each Slide in a Single Operation - Exporting a Presentation in Quicktime Format - Viewing Multiple Inspector Windows - Inserting Special Characters - Connecting a Printer to a Mac - Adding an Account to the Mail Application This state-of-the-art volume contains a selection of papers on the most up-to-date research in the field of computers in education. The topics covered range from human-computer interaction applied to education to teacher training in communication and information technologies. This book is aimed at teachers, lecturers, researchers, advanced students and application designers on computers in education. The MicroStrategy Office User Guide covers the instructions for using MicroStrategy Office to work with MicroStrategy reports and documents in Microsoft? Excel, PowerPoint, Word, and Outlook, to analyze, format, and distribute business data. Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2016 Quick Reference Guide. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts. Laminated quick reference card showing step-by-step instructions and shortcuts for Microsoft PowerPoint 2011 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Starting a New Presentation; Adding a New Slide; Changing a Slide's Layout; Changing the Slide Shape, Size, Orientation; Entering Text into a Text Placeholder; Starting a New Line Without a Bullet; Moving from Title to Body with the Keyboard. Changing Level of Indention after the Text has been Typed, Using the Outline; Rearranging Points, Adding Other Text on the Slide; Importing Text into the Outline. Changing the Font and Size of Text; Enhancing Text: Bold, Italic, etc.; Turning Bullets On and Off; Creating Numbered Points. Viewing Many Slides at Once; Rearranging Slides; Applying a Design Theme; Adding a Footer; Changing the Background of a Slide; Creating Speaker Notes. Changing the Slide Master to Change All Slides at Once; Suppressing the Slide Master Elements on Some Slides. Inserting Clip Art or Other Images; Resizing Graphics; Creating a Chart (Graph); Changing Chart Type; Editing a Chart; Creating and Editing an Organization Chart; Drawing Shapes; Resizing, Moving & Rotating Shapes; Selecting Multiple Shapes; Changing the Color, Fill Pattern, or Line Style of a Shape or Line; Duplication a Shape; Adding Text to a Shape. Printing the Presentation (or Notes, Handouts, Outline); Running a Slide Show; Assigning Transition Effects and Timings for a Slide Show; Animating an Object. Also includes a list of Selection, Movement, and Slide Show Shortcuts.

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