

# Microsoft Powerpoint Test Banks

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*Essentials of Contract Law* Martin A. Frey 2015-01-01 An ideal guide for the paralegal student, ESSENTIALS OF CONTRACT LAW, Second Edition presents the law of contracts in an understandable and organized manner. The book's effective road map approach to contracts helps students learn about contract formation, determining the applicable law, unenforceable contracts and breach of contract. In this edition, the author also separately addresses the impact of Article 2 of the UCC, federal preemption, and the UN's Convention on the International Sale of Goods (CISG). Cutting through excess verbiage and outdated doctrine, the book develops each rule of law by presenting theory, illustrating it with an example, and providing a problem to give readers hands-on practice. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Brooks/Cole Empowerment Series: Human Behavior in the Macro Social Environment** Karen K. Kirst-Ashman 2013-03-01 Best-selling author Karen Kirst-Ashman introduces you to the ins and outs of human behavior in macro settings in HUMAN BEHAVIOR IN THE MACRO SOCIAL ENVIRONMENT: AN EMPOWERMENT APPROACH TO UNDERSTANDING COMMUNITIES, ORGANIZATIONS, AND GROUPS, Fourth Edition. The book challenges you to think critically about how macro systems affect human behavior and ultimately, the practice of social work. The author focuses on empowerment, highlighting the ways that communities, organizations, and groups promote positive change by building upon their strengths-taking you straight to the heart of what social work is all about. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Practical Law Office Management** Cynthia Traina Donnes 2016-01-01 Focusing on technological advances that are changing the practice of law, this practical, hands-on text covers day-to-day law office management topics, including client relations and communication skills; legal fees, timekeeping, and billing; client trust funds and law office accounting; calendaring, docket control, and case management; legal marketing; and file and law library management. The Fourth Edition is accompanied by Clio's Boutique Plan cloud-based software (with in-depth tutorials) which allows students to master skills in time and billing, accounting case management, and document management. Other highlights of the new edition include new ethics-related case reviews, up-to-date forms, charts, and checklists that illustrate important concepts relating to paralegals in the law office, and hands-on exercises. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Intellectual Property: The Law of Trademarks, Copyrights, Patents, and Trade**

**Secrets** Deborah E. Bouchoux 2016-10-10 This Fifth Edition of Bouchoux' comprehensive, reader-friendly text helps aspiring and practicing paralegals master the complexities of modern intellectual property law, including registration procedures, duration of rights, and protection from infringement. Updated to address current trends and developments, the new edition covers cutting-edge issues such as technological innovations, intellectual property in the digital age, the role of the Internet, and evolving business law. Sample agreements, forms, task checklists, realistic case studies with related activities, excerpts of real cases, and a new "Putting It into Words" feature help students master key concepts and procedures. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Understanding Health Insurance: A Guide to Billing and Reimbursement** Michelle A. Green 2012-02-03 Understanding Health Insurance, Eleventh Edition, is the essential learning tool you need when preparing for a career in medical insurance billing. This comprehensive and easy-to-understand text is fully-updated with the latest code sets and guidelines, and covers important topics in the field like managed care, legal and regulatory issues, coding systems, reimbursement methods, medical necessity, and common health insurance plans. The eleventh edition has been updated to include new legislation that affects healthcare, ICD-10-CM coding, implementing the electronic health record, the Medical Integrity Program (MIP), medical review process, and more. The practice exercises in each chapter provide plenty of review, and the accompanying workbook—sold separately—provides even more application-based assignments and additional case studies for reinforcement. Includes free online StudyWARE™ software that allows you to test your knowledge, free online SimClaim™ CMS-1500 claims completion software, and free-trial access to Ingenix's EncoderPro.com—Expert encoder software. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Macroeconomics: A Contemporary Introduction** William A. McEachern 2016-01-01 Readers gain a strong understanding of economic principles with the hundreds of lively examples found in McEachern's MACROECONOMICS: A CONTEMPORARY INTRODUCTION, 11E. This book draws on familiar life experiences to help explain macroeconomic concepts, choices, institutions, and events. Interesting case studies, the latest research findings, and focused examples offer genuine insight into how economic principles work in today's world. A friendly writing style is enhanced by learning features that make the material clear and more direct. Understandable graphs and exhibits include captions that summarize key points, color-coded curves, and helpful labels for clarification. MACROECONOMICS: A CONTEMPORARY INTRODUCTION, 11E

emphasizes how a solid understanding of macroeconomics can enhance professional and personal success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Microsoft PowerPoint 2013: Introductory Susan L. Sebok 2013-06-11 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Powerful Social Studies for Elementary Students** Jere Brophy 2016-09-14 POWERFUL SOCIAL STUDIES FOR ELEMENTARY STUDENTS examines the nature and purpose of social studies as it outlines ways to select content and teach history, geography, and social sciences meaningfully. The book's respected and experienced authors present principles and illustrative examples to help pre-service and in-service teachers plan well-organized, rigorous, and creative social studies instruction that produces positive student outcomes. The fourth edition emphasizes the importance of using developmentally appropriate content and methods when helping students to develop social understanding and prepare for civic life. It also includes a solid research base, uses additional visuals to display content, provides examples of curriculum and design, and reflects principles emphasized in the new College, Career, and Civic Life Framework for Social Studies State Standards. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Microsoft PowerPoint 2013: Comprehensive Susan L. Sebok 2015-04-01 Readers discover the latest advantages that Microsoft PowerPoint has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of PowerPoint through experimentation, critical thought, and personalization. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A Guidance Approach for the Encouraging Classroom Dan Gartrell 2013-06-25 Addressing ages 3 to 8 years, A GUIDANCE APPROACH FOR THE ENCOURAGING CLASSROOM, 6th Edition, functions as a primary reference for professionals or as a resource for classes that address group management, the learning environment, child guidance, child behavior, challenging behavior, conflict management, and peace education topics. Part 1 explores the foundation of guidance in early childhood education. Part 2 focuses on building and organizing an encouraging classroom, and

discusses such topics as daily schedules, routines, use of thematic instruction, and the importance of working with parents. Part 3 addresses problem solving and challenging behavior, including a practical illustration of how to use and teach conflict management and information about the five-finger-formula. Highlights of the new edition include standards and video integration, expanded coverage of diversity, and information on current brain research. Throughout, this experience-based resource includes real-life anecdotes that allow professionals to make the shift from conventional classroom to developmentally appropriate guidance. Available with InfoTrac Student Collections <http://goengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Chemistry: Principles and Practice** Daniel L. Reger 2009-01-27 A text that truly embodies its name, CHEMISTRY: PRINCIPLES AND PRACTICE connects the chemistry students learn in the classroom (principles) with real-world uses of chemistry (practice). The authors accomplish this by starting each chapter with an application drawn from a chemical field of interest and revisiting that application throughout the chapter. The Case Studies, Practice of Chemistry essays, and Ethics in Chemistry questions reinforce the connection of chemistry topics to areas such as forensics, organic chemistry, biochemistry, and industry. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**American Government and Politics Today: The Essentials** Barbara A. Bardes 2021-01-01 Bardes/Shelley/Schmidt's AMERICAN GOVERNMENT AND POLITICS TODAY, THE ESSENTIALS, 20th Edition, equips you with the tools and knowledge you need to become an active, informed participant in the U.S. political process. Making politics personal, it focuses on how government impacts you -- now and in the future. Unbiased, concisely organized and updated with 2020 election analysis, it delivers thorough coverage in a streamlined, easy-to-read format. Emphasizing critical thinking about political issues, it encourages you to become involved in the political process. Current, compelling and thought-provoking examples offer insight into such pressing issues as the global COVID-19 pandemic, racial injustice, police brutality, economic inequality and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Information Technology for Managers** George Reynolds 2009-05-04 Today's managers are increasingly expected to successfully oversee and understand information systems -- even when it is an area in which they have had little formal training or expertise. INFORMATION TECHNOLOGY FOR MANAGERS is targeted at these future managers who are expected to understand the business implications of information technology. Real world examples show future managers how information technology can be applied to improve their organization. INFORMATION TECHNOLOGY FOR MANAGERS provides a framework for managers to understand their important role vis-a-vis information technology and it emphasizes the importance of working effectively with all members of the organization to achieve results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*The Challenge of Democracy: American Government in Global Politics* Kenneth Janda 2017-01-27 Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Wills, Trusts, and Estate Administration** Dennis R. Hower 2016-01-01 Succeed in your course and your paralegal career with WILLS, TRUSTS, AND ESTATE

ADMINISTRATION, 8th Edition. This easy-to-understand text introduces the basics of estate planning and bequeathing property to others through wills and trusts, along with the laws and procedures involved, including the Uniform Probate Code. Packed with engaging, highly visual content enhanced by detailed exhibits and a writing style free of confusing legalese, the 8th Edition provides up-to-date coverage of relevant laws, court procedures, cases, tax implications, ethical considerations, and the roles paralegals and other professionals play in the process. Throughout the text, user-friendly case summaries, state-specific examples, practical assignments, detailed documents, and real-life contemporary issues prepare you for success as a paralegal in this important area of law. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Microeconomics: A Contemporary Introduction** William A. McEachern 2013-01-03 Any suggestions for copywriter or provide generic description of the product to be used for the Internet or non-channel specific applications. NOTE: If you have a book only version for this product, it is imperative that you provide a description that does not include any references to package elements. This very successful book is distinguished by a superior writing style that draws upon common reader experiences to introduce economic concepts, making economic theory more accessible and interesting. "Case Studies" and numerous examples take advantage of readers' intuitive knowledge of economics, building upon real-life situations. Important coverage of the recent economic crisis is included throughout. A fully integrated program of technology enhancements sets this text apart by pairing the book with numerous online multimedia learning tools that have been developed to help the text better serve a wide range of learning styles. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Cengage Advantage Books: Law for Business** John D. Ashcroft 2013-01-11 LAW FOR BUSINESS offers a practical approach to law that emphasizes current, relevant topics you need to succeed in contemporary business. Cases throughout the text highlight issues such as trademark infringement, computer tampering, pollution, agency, and employment-at-will. Plus, timely coverage of business ethics and the law gives you new insight into recent corporate scandals and indictments. Ashcroft and Ashcroft use short chapters, a four-color design, real-world examples and applications, and integrated learning objectives to make business law approachable and engaging for all students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Microsoft Powerpoint 2000** Meredith Flynn 1999-08 A book/CD-ROM package teaching Core and Expert skills required for Microsoft Office User Specialist (MOUS) certification. Accelerates learning through the use of visuals, screen captures, and illustrations in a colorful layout, and offers graduated instruction, from guided tutorials to independent learning, with review questions and exercises. The companion CD-ROM contains exercise files. Flynn teaches at Bowling Green State University. Rutkowsky is affiliated with Pierce College-Puyallup. Wire spiral binding. Annotation copyrighted by Book News, Inc., Portland, OR

**State and Local Government** Ann O'M. Bowman 2021-01-01 Bowman/Kearney/Scavo's STATE AND LOCAL GOVERNMENT, 11th edition equips you with the knowledge and tools to develop your own well-informed positions on the divisive issues currently facing our nation. This bestseller delivers comprehensive coverage of institutions, political behavior and policymaking at the state and local level and highlights

politics at the grassroots level. Thoroughly updated, the new edition includes expansive coverage of the impact of the COVID-19 pandemic on state and local government as well as insight on how local governments are attempting to deal with global climate change. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. *Physics: A Conceptual World View* Larry Kirkpatrick 2009-02-18 Designed specifically for non-majors, PHYSICS: A CONCEPTUAL WORLD VIEW provides an engaging and effective introduction to physics using a flexible, fully modular presentation ideal for a wide variety of instructors and courses. Incorporating highly effective Physics Education Research pedagogy, the text features an ongoing storyline describing the development of the current physics world view, which provides students with an understanding of the laws of nature and the context to better appreciate the importance of physics. The text's appealing style and minimal use of math also help to make complex material interesting and easier to master, even for students intimidated by physics or math. For instructors who want to incorporate more problem-solving skills and quantitative reasoning, the optional, more detailed, Problem Solving to Accompany PHYSICS: A CONCEPTUAL WORLD VIEW student supplement reveals more of the beauty and power of mathematics in physics. The text can also be customized to fit any syllabus through Cengage Learning's TextChoice custom solution program. In addition, the new Seventh Edition includes a thoroughly revised art program featuring elements such as balloon captions and numerous illustrations to help students better visualize and understand key concepts. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **A Guide to MySQL** Philip J. Pratt 2005-12-09 A Guide to MySQL, by Philip Pratt and Mary Last, is yet another step into the open-source arena, which is rapidly growing in the technology industry. Topics include design techniques, data definition, commands to query a database, updates, administration and client tools, and finally, MySQL special topics. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Latino Politics: Power, Intersectionality, and the Future of American Democracy Veronica L. Reyna 2022-04-28 Reyna's LATINO POLITICS: POWER, INTERSECTIONALITY, AND THE FUTURE OF AMERICAN DEMOCRACY equips you with the skills to make sense of today's politics and 21st century democracy. Packed with the latest data and research, it teaches you the analytical tools required to understand Latino political diversity. The book also guides you in envisioning your own inclusive democracy as it explains how political power works, what critical thinking and political skills are necessary in a modern democracy, and how you can personally get involved in the policymaking process. In addition, focus and critical thinking questions help you put what you learn into action and maximize your course success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Management of Information Security** Michael E. Whitman 2013-10-18 MANAGEMENT OF INFORMATION SECURITY, Fourth Edition gives readers an overview of information security and assurance using both domestic and international standards, all from a management perspective. Beginning with the foundational and technical components of information security, this edition then focuses on access control models, information security governance, and information security program assessment and metrics. The Fourth Edition is revised and updated to reflect changes in the field, including the ISO 27000 series, so as to prepare readers to succeed in the

workplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Cornerstones of Financial Accounting* Jay S. Rich 2013-01-01 Get where you need to be with CORNERSTONES OF FINANCIAL ACCOUNTING. Cornerstones delivers a truly unique learning system that is integrated through the entire introductory managerial accounting journey – ensuring students will leave the course with the knowledge they need to be future business leaders. Students are guided through: Building A Strong Foundation: Students need to build a strong foundation of the fundamentals before they can move forward in this course. The unique Cornerstones approach gets them through the fundamentals FASTER so that they can transition to analyzing and applying concepts. Understanding Relationships: Rather than focusing on concepts in isolation, students should understand accounting as a system and recognize how the end result changes based on how the numbers affect each other. CORNERSTONES aids students in this step as an important part in training them to be good decision makers. Making Decisions: Armed with the knowledge they have gained from working through the other aspects of the Cornerstones approach, students are now given the tools to bring their knowledge full-circle and practice making good business decisions. Students love this approach because it presents materials the way they learn. Instructors love it because it gets students to master the foundations more quickly and allows more time to learn and apply the analysis and decision making of accounting. Get There with Cornerstones! Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Basic Statistics for the Behavioral Sciences Gary Heiman 2013-01-01 Packed with real-world illustrations and the latest data available, BASIC STATISTICS FOR THE BEHAVIORAL SCIENCES, 7e demystifies and fully explains statistics in a lively, reader-friendly format. The author's clear, patiently crafted explanations with an occasional touch of humor, teach readers not only how to compute an answer but also why they should perform the procedure or what their answer reveals about the data. Offering a conceptual-intuitive approach, this popular book presents statistics within an understandable research context, deals directly and positively with potential weaknesses in mathematics, and introduces new terms and concepts in an integrated way. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Foundations of Law: Cases, Commentary and Ethics** Ransford C. Pyle 2016-01-01 Clear, concise, and easy to understand, this updated Sixth Edition of FOUNDATIONS OF LAW: CASES, COMMENTARY, AND ETHICS provides a comprehensive overview of American law and its legal system to help students build the foundation necessary for success in advanced courses of study. Over 70 excerpted judicial opinions illustrate basic themes, while instructive case studies challenge students to apply concepts to difficult scenarios. To help students master key concepts, the Sixth Edition includes new chapter-opening learning objectives, as well as chapter review questions, critical thinking questions, and cyber exercises Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Understanding Business Strategy Concepts Plus* R. Duane Ireland 2012-08-01 Discover the knowledge and tools that today's most successful firms use to build business and consistently outperform the competition when you open the latest edition of

Ireland/Hoskisson/Hitt's UNDERSTANDING BUSINESS STRATEGY CONCEPTS PLUS, Third Edition. This concise, hands-on approach by recognized leaders in business strategy clearly demonstrates how solid management strategy equals the decisive, responsive action that prosperous firms use to create sustainable competitive advantage. This edition guides you, step-by-step, through creating strong strategy, planning for success, implementing responsive action, competing effectively with strategy, analyzing the environment and firm, and improving upon results. The authors clearly connect strategy concepts to the real business world, giving you the unique opportunity to examine and learn from strategy that has worked as well as strategy that has failed within familiar companies. The latest research and insights from global business leaders, extensive examples, and practical cases help equip you with the hands-on skills and career tools for your own superior performance and strategic management success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

#### Sales Management

Investment Analysis and Portfolio Management Frank K. Reilly 2018-07-23 Used extensively by professionals, organizations and schools across the country, Reilly/Brown/Leeds' INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT, 11th Edition, combines solid theory with practical applications to help readers learn to manage their money to maximize earning potential. Streamlined into a succinct 18 chapters and packed with real-world examples and hands-on applications, the text equips readers with a thorough understanding of investment instruments, capital markets, behavioral finance, hedge funds, international investing and much more. The 11th edition offers unparalleled international coverage, expansive discussions of the impact of changes in technology and regulations on the functioning and organization of global security markets, as well as three entire chapters devoted to derivatives securities. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide** Eric Butow 2021-05-06 MCA Microsoft Office Specialist Study Guide: PowerPoint Associate Exam MO-300 is your roadmap to preparing for taking the MO-300 exam and earning the PowerPoint Associate (PowerPoint and PowerPoint 2019) certification. The following objectives are covered: Manage presentations Manage slides Insert and format text, shapes, and images Insert tables, charts, smartArt, 3D models, and media Apply transitions and animations Major topics include creating, editing, and enhancing presentations and slideshows, including the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations, and manage multiple presentations. This Study Guide also covers creating professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows. Readers will also have access to Sybex's superior online test bank, including hundreds of practice questions, flashcards, and a glossary of important terms.

**Gateways to Democracy: An Introduction to American Government** John G. Geer 2021-01-01 Unraveling the complexities of the U.S. political system, Geer/Herrera/Schiller/Segal's GATEWAYS TO DEMOCRACY, 5th edition, highlights the gateways that facilitate -- or block -- participation. Illustrating the relevance of government to your personal life, the authors explain how the political system works as well as how individuals and groups opened gates and overcame barriers to influence public policy. Completely up to date, the 5th edition includes expansive coverage of the 2020 elections, the COVID-19 pandemic, diversity (with a focus on

Black and Latino activism), the advancement of LGBTQ rights and other issues reflecting America's changing demographic infrastructure. Supreme Court cases illustrate the constitutional and legal context in which U.S. democracy has evolved, while a Political Analytics feature helps you evaluate the vast amounts of data in today's political discourse. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Operating Systems and Middleware* Max Hailperin 2007 By using this innovative text, students will obtain an understanding of how contemporary operating systems and middleware work, and why they work that way.

**Understanding Viruses** Teri Shors 2009 "Combining the molecular, clinical, and historical aspects of virology, *Understanding Viruses* is a textbook for the modern undergraduate virology course. The text provides an introduction to human viral diseases. Additional chapters on viral diseases of animals; the history of clinical trials, gene therapy, and xenotransplantation; prions and viroids; plant viruses; and bacteriophages add to the coverage."--Jacket.

**Microsoft PowerPoint 2013: Comprehensive** Susan L. Sebok 2013-11-19 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Microsoft PowerPoint 2013: Complete** Susan L. Sebok 2013-08-21 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Empowerment Series: Direct Social Work Practice* Dean H. Hepworth 2022-01-01 Considered the profession's ideal learning resource--based on the authors' extensive experience in the field and the text's balanced focus on theory and application--DIRECT SOCIAL WORK PRACTICE: THEORY AND SKILLS, Eleventh Edition, prepares social work students for effective ethical and anti-oppressive practice. Authoritative, well-organized and written with an appropriate level of rigor, this thorough introduction to practice grounds students in theory while connecting them

to real-world applications with clients through vivid examples and vignettes. Many case examples are drawn from active social work practitioners, as well as the authors' own practice situations. As part of the Brooks/Cole Empowerment Series, the Eleventh Edition is completely up to date, discussing topics such as COVID-19, tele-social work, Black Lives Matter and other issues related to racial inequity. In addition, the authors have carefully revised the text to incorporate gender-neutral language and explore key structural implications affecting clients and practice. The text thoroughly integrates the core competencies and recommended practice behaviors outlined in the 2015 Educational Policy and Accreditation Standards (EPAS) set by the Council on Social Work Education (CSWE). Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Cengage Advantage Books: Introduction to Business Law** Jeffrey F. Beatty 2012-02-01 INTRODUCTION TO BUSINESS LAW, 4E presents the full range of business law topics in a series of brief, quick-reading chapters, perfect for single-semester or one-quarter courses. Accurate, comprehensive, and extremely reader-friendly, INTRODUCTION TO BUSINESS LAW, 4E uses an innovative storytelling style to bring cases and legal concepts to life. Plus, it highlights the material's business applications, so students can envision how they'll apply the content in their careers. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Exceptional Children and Youth* Nancy Hunt 2012-03-12 EXCEPTIONAL CHILDREN AND YOUTH, Fifth Edition, provides a concise yet complete introduction to special education for pre-service and in-service teachers. One of the most accessible and readable texts available for the Introduction to Special Education course, this new edition is thoroughly updated to reflect the most current information available about special education practice and children with exceptionalities. The text emphasizes current research and theory about exceptional children, human diversity, inclusion, law and social policy, family involvement, real-life stories about exceptionality, and evidence-based teaching practices--all presented in a warm, personal narrative style. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Microsoft 365 Modern Desktop Administrator Guide to Exam MD-100: Windows 10* Byron Wright 2021-01-01 Wright/Plesniarski's MICROSOFT SPECIALIST GUIDE TO MICROSOFT EXAM MD-100: WINDOWS 10 ensures you are well prepared for the Microsoft exam as well as a successful career in system administration. Completely up to date, this user-friendly guide walks you step by step through all aspects of installing, configuring and maintaining Windows 10 as a client operating system. Engaging exercises throughout enable you to experience the processes involved in Windows 10 configuration and management -- with plenty of troubleshooting tips to offer solutions to common problems along the way. Review Questions help you prepare for the Microsoft certification exam, while Case Projects provide practice in situations that must be managed in a live networking environment. Giving you added flexibility, labs can be completed on physical or virtual machines. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Using Computers in the Law Office** Matthew S. Cornick 2018-01-01 Focusing on how computers can make paralegals and legal professionals more productive on the job, this bestselling guide offers comprehensive coverage of computer concepts, exploring the latest versions of common programs like Microsoft Word, Excel, and

PowerPoint, as well as specialized applications including CaseMap, Clio, HotDocs, TimeMap, and TrialDirector. With a clear and engaging writing style, real-life examples, helpful tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations, this proven

resource helps readers develop the knowledge and skills they need for career success. Detailed Hands-on Exercises allow students to apply what they learn and practice using computers to complete realistic legal work. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.