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Mehrdad Baghai, Steve Coley, David White

Building PowerPoint Templates Step by Step with the Experts Echo Swinford, Julie Terberg, 2012-09-28 Building PowerPoint Templates Supercharge your PowerPoint® presentations with custom templates and themes! Want to create presentations that are more consistent and cost-effective? Presentations that fully reflect your branding? Then don't settle for Microsoft's "out-of-the-box" templates and themes: create your own! In this easy, hands-on guide, two PowerPoint MVPs teach you every skill and technique you'll need to build the perfect template—from planning and design, through theme building, custom layouts, colors, and deployment. Echo Swinford and Julie Terberg have distilled their immense PowerPoint knowledge into simple, step-by-step techniques you can use right now, whether you're using PowerPoint 2010 or 2007 for Windows, or PowerPoint 2011 for Mac. Well-built templates are the backbone of great presentations—whether building them for your own use or designing for thousands of users, this book will guide you through the process of creating the most effective templates. Important Note: Upgrading from older versions of PowerPoint, such as PowerPoint 2003? Your old templates may no longer work. This book will help you make the transition painlessly!

- Plan new templates and themes to maximize their business value for years to come
- Understand the differences between templates and themes, and how they work together
- Make better choices about color, fonts, and slide layouts
- Create efficient templates for individual users, teams, and large organizations
- Incorporate Notes and Handout Masters into your presentation templates
- Provide example slides and default settings that lead to better presentations
- Use Microsoft's little-known Theme Builder to create effects and background styles
- Work around hidden quirks in PowerPoint's advanced template and theme features

Echo Swinford, a Microsoft PowerPoint MVP since 2000, has been a featured speaker at the Presentation Summit (formerly PowerPoint Live) since its inception. She is the expert voice and instructor behind PowerPoint 2010 LiveLessons (Video Training), the author of Fixing PowerPoint Annoyances and co-author of The PowerPoint 2007 Complete Makeover Kit. Julie Terberg is a Microsoft PowerPoint MVP and featured speaker at the Presentation Summit. She is the owner of Terberg Design and has been designing presentations since the mid-1980s. She is co-author of Perfect Medical Presentations. As contributing author for Presentations Magazine, she won awards for her Creative Techniques columns.

Value Proposition Design Alexander Osterwalder, Yves Pigneur, Gregory Bernarda, Alan Smith, 2015-01-28 The authors of the international bestseller Business Model Generation explain how to create value propositions customers can't resist

Value Proposition Design helps you tackle the core challenge of every business — creating compelling products and services customers want to buy. This highly practical book, paired with its online companion, will teach you the processes and tools you need to create products that sell. Using the same stunning visual format as the authors' global bestseller, *Business Model Generation*, this sequel explains how to use the "Value Proposition Canvas" to design, test, create, and manage products and services customers actually want. Value Proposition Design is for anyone who has been frustrated by new product meetings based on hunches and intuitions; it's for anyone who has watched an expensive new product launch fail in the market. The book will help you understand the patterns of great value propositions, get closer to customers, and avoid wasting time with ideas that won't work. You'll learn the simple process of designing and testing value propositions, that perfectly match customers' needs and desires. In addition the book gives you exclusive access to an online companion on Strategyzer.com. You will be able to assess your work, learn from peers, and download pdfs, checklists, and more. Value Proposition Design is an essential companion to the "Business Model Canvas" from *Business Model Generation*, a tool embraced globally by startups and large corporations such as MasterCard, 3M, Coca Cola, GE, Fujitsu, LEGO, Colgate-Palmolive, and many more. Value Proposition Design gives you a proven methodology for success, with value propositions that sell, embedded in profitable business models.

Presentation Zen Garr Reynolds, 2009-04-15 FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — presentationzen.com — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. *Presentation Zen* challenges the conventional wisdom of making slide presentations in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simpler, more effective presentations.

Slide:ology Nancy Duarte, 2008-08-07 A collection of best practices for creating slide presentations. It changes your approach, process and expectations for developing visual aides. It makes the difference between a good presentation and a great one.

Ditch That Textbook Matt Miller, 2015-04-13 Textbooks are symbols of centuries-old education. They're often outdated as soon as they hit students' desks. Acting by the textbook implies compliance and a lack of creativity. It's time to ditch those textbooks--and those textbook assumptions about learning In *Ditch That Textbook*, teacher and blogger Matt Miller encourages educators to throw out meaningless, pedestrian teaching and learning practices. He empowers them to evolve and improve on old, standard, teaching methods. *Ditch That Textbook* is a support system, toolbox, and manifesto to help

educators free their teaching and revolutionize their classrooms.

Speaking PowerPoint Bruce R. Gabrielle, 2010 You use PowerPoint at work to create strategic plans, executive briefings, research reports and other boardroom-style slides. But could your slides be clearer, more convincing and built in half the time? You bet! Learn a new method for business managers who want to use PowerPoint at work to drive strategy. The Mindworks Presentation Method is based on 40 years of research in brain science, instructional design and information design and will help you to eliminate time wasters and complete PowerPoint decks three times faster, to enhance your credibility by creating visually pleasing slides using simple graphic design rules, to make complex slides easier to understand and avoid Death by PowerPoint forever, to make audiences more likely to agree with you by applying the proven principles of master persuaders.

The Raven (Illustrated) Edgar Allan Poe, 2013-09-13 This Top Five Classics illustrated edition of Edgar Allan Poe's *The Raven* includes: • All 25 illustrations by Gustave Doré for Harper & Brothers' 1884 edition • An informative Introduction • A detailed Biography of Edgar Allan Poe • The illustrated version and text-only version of the full poem No poem has ever received the kind of immediate and overwhelming response that Poe's "The Raven" did when it first appeared in the *New York Evening Mirror* on January 29, 1845. It made Poe an overnight sensation (though his great fame never brought him much wealth) and the poem, a powerfully haunting elegy to lost love, remains one of the most beloved and recognizable verses in the English language. The illustrations that accompany this Top Five Classics edition are reproductions of the renowned French artist Gustave Doré's steel-plate engravings created for Harper & Brothers' 1884 release of *The Raven*. It would be Doré's last commission as he died shortly after completing the 25 illustrations in January 1883. His illustrations would become famous in their own right, evoking as they do the lyrical and mystical air of Poe's masterpiece.

Storytelling with Data Cole Nussbaumer Knaflic, 2015-10-09 Don't simply show your data—tell a story with it! *Storytelling with Data* teaches you the fundamentals of data visualization and how to communicate effectively with data. You'll discover the power of storytelling and the way to make data a pivotal point in your story. The lessons in this illuminative text are grounded in theory, but made accessible through numerous real-world examples—ready for immediate application to your next graph or presentation. Storytelling is not an inherent skill, especially when it comes to data visualization, and the tools at our disposal don't make it any easier. This book demonstrates how to go beyond conventional tools to reach the root of your data, and how to use your data to create an engaging, informative, compelling story. Specifically, you'll learn how to: Understand the importance of context and audience Determine the appropriate type of graph for your situation Recognize and eliminate the clutter clouding your information Direct your audience's attention to the most important parts of your data Think like a designer and utilize concepts of design in data visualization Leverage the power of storytelling to help your message resonate with your audience Together, the lessons in this book will help you turn your data into high impact visual

stories that stick with your audience. Rid your world of ineffective graphs, one exploding 3D pie chart at a time. There is a story in your data—Storytelling with Data will give you the skills and power to tell it!

Deep Kindness Houston Kraft,2022-04-26 Kindness is essential in helping heal a world that is more divisive, lonely, and anxious than ever. Kraft believes it is time to reinvent how we talk about it, exercise, and bring kindness into our daily lives. Here he shares anecdotes and actions that can help bring change to our lives, our relationships, and the world.

Beyond Bullet Points Cliff Atkinson,2005 A guide to using Microsoft PowerPoint describes how to use stories to create effective business presentations.

A Trainer's Guide to PowerPoint Mike Parkinson,2018-10-02 Learn the Secrets Needed to Master PowerPoint for Training As a successful facilitator, you know the importance of the resources in your professional toolkit. How you engage your audience and improve learning can be affected by how well you use them. But mastery of PowerPoint evades many. Feedback on presentations can range from “What was the point?” to “That changed my life.” Most, though, fall closer to the former. If you are looking for a guide to the PowerPoint practices that will push your presentations into the latter category, look no further. A Trainer's Guide to PowerPoint: Best Practices for Master Presenters is Mike Parkinson's master class on the art of PowerPoint. While Parkinson wants you to understand how amazing a tool PowerPoint is, he's the first to tell you that there is no magic button to make awesome slides. There are, however, proven processes and tools that deliver successful PowerPoint content each and every time you use them. In this book he shares them, detailing his award-winning PowerPoint process and guiding you through three phases of presentation development—discover, design, and deliver. What's more, Parkinson is a Microsoft PowerPoint MVP—most valuable professional—an honorific bestowed by Microsoft on those with “very deep knowledge of Microsoft products and services.” He shares not only his tips and best practices for presentation success, but also those from several of his fellow MVPs. Parkinson invites you to master PowerPoint as a tool—just like a paintbrush and paint—and to realize that the tool doesn't make the art, you do.

Blue Ocean Leadership (Harvard Business Review Classics) W. Chan Kim,Renée A. Mauborgne,2017-05-30 Ten years ago, world-renowned professors W. Chan Kim and Renee Mauborgne broke ground by introducing blue ocean strategy, a new model for discovering uncontested markets that are ripe for growth. In this bound version of their bestselling Harvard Business Review classic article, they apply their concepts and tools to what is perhaps the greatest challenge of leadership: closing the gulf between the potential and the realized talent and energy of employees. Research indicates that this gulf is vast: According to Gallup, 70% of workers are disengaged from their jobs. If companies could find a way to convert them into engaged employees, the results could be transformative. The trouble is, managers lack a clear understanding of what changes they could make to bring out the best in everyone. In this article, Kim and Mauborgne offer a solution to that problem: a systematic approach to uncovering, at each level of the organization, which leadership acts and activities will

inspire employees to give their all, and a process for getting managers throughout the company to start doing them. Blue ocean leadership works because the managers' customers--that is, the people managers oversee and report to--are involved in identifying what's effective and what isn't. Moreover, the approach doesn't require leaders to alter who they are, just to undertake a different set of tasks. And that kind of change is much easier to implement and track than changes to values and mind-sets. The Harvard Business Review Classics series offers you the opportunity to make seminal Harvard Business Review articles a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world--and will have a direct impact on you today and for years to come.

Ten Years to Midnight Blair H. Sheppard, 2020-08-04 “Shows how humans have brought us to the brink and how humanity can find solutions. I urge people to read with humility and the daring to act.” —Harpal Singh, former Chair, Save the Children, India, and former Vice Chair, Save the Children International In conversations with people all over the world, from government officials and business leaders to taxi drivers and schoolteachers, Blair Sheppard, global leader for strategy and leadership at PwC, discovered they all had surprisingly similar concerns. In this prescient and pragmatic book, he and his team sum up these concerns in what they call the ADAPT framework: Asymmetry of wealth; Disruption wrought by the unexpected and often problematic consequences of technology; Age disparities--stresses caused by very young or very old populations in developed and emerging countries; Polarization as a symptom of the breakdown in global and national consensus; and loss of Trust in the institutions that underpin and stabilize society. These concerns are in turn precipitating four crises: a crisis of prosperity, a crisis of technology, a crisis of institutional legitimacy, and a crisis of leadership. Sheppard and his team analyze the complex roots of these crises--but they also offer solutions, albeit often seemingly counterintuitive ones. For example, in an era of globalization, we need to place a much greater emphasis on developing self-sustaining local economies. And as technology permeates our lives, we need computer scientists and engineers conversant with sociology and psychology and poets who can code. The authors argue persuasively that we have only a decade to make headway on these problems. But if we tackle them now, thoughtfully, imaginatively, creatively, and energetically, in ten years we could be looking at a dawn instead of darkness.

The Alchemy of Growth Mehrdad Baghai, Steve Coley, David White, 2000-06-30 Growth unleashes benefits beyond the economic. It revitalizes organizations and invigorates the people in them, creating energy, a sense of purpose, and the glow of being on a winning team. Like the alchemy of old, it seeks to transform the everyday into the exalted by means that seem little short of magical. Yet growth is often elusive, achieved at unacceptable costs, or managed in fits and starts. Based on over three years of research and application at high-performing companies around the world, *The Alchemy of Growth* is a comprehensive, practical approach to initiating, achieving, and sustaining profitable growth—today and tomorrow. As the

book shows, the secret is to manage business opportunities across three time horizons at once: extending and defending core businesses, building new businesses, and seeding options for the future. The *Alchemy of Growth* offers managers at all levels the tools and concepts for investing in the right initiatives, capabilities, and talent to propel their companies into the future.

OpenFOAM® J. Miguel Nóbrega, Hrvoje Jasak, 2019-01-24 This book contains selected papers of the 11th *OpenFOAM*® Workshop that was held in Guimarães, Portugal, June 26 - 30, 2016. The 11th *OpenFOAM*® Workshop had more than 140 technical/scientific presentations and 30 courses, and was attended by circa 300 individuals, representing 180 institutions and 30 countries, from all continents. The *OpenFOAM*® Workshop provided a forum for researchers, industrial users, software developers, consultants and academics working with *OpenFOAM*® technology. The central part of the Workshop was the two-day conference, where presentations and posters on industrial applications and academic research were shown. *OpenFOAM*® (*Open Source Field Operation and Manipulation*) is a free, open source computational toolbox that has a larger user base across most areas of engineering and science, from both commercial and academic organizations. As a technology, *OpenFOAM*® provides an extensive range of features to solve anything from complex fluid flows involving chemical reactions, turbulence and heat transfer, to solid dynamics and electromagnetics, among several others. Additionally, the *OpenFOAM* technology offers complete freedom to customize and extend its functionalities.

Sketching, Product Design Presentation Koos Eissen, Roselien Steur, 2014-12-30 From how to sketch to why to sketch

The Associated Press Stylebook 2013 The Associated Press, 2013-07-30 A fully revised and updated edition of the bible of the newspaper industry

PowerTips PowerPoint 2007, 2010, & 2013 Christopher Lee, 2015-07-28

Using PowerPoint Jim Meade, James G. Meade, 1991 An excellent guide to using PC Paintbrush IV, the premier graphics package for the IBM PC and compatibles. Includes helpful tips and pointers on style and appearance, showing readers how to tailor things to create compelling presentation materials.

Office 365 All-in-One For Dummies Peter Weverka, Matt Wade, 2022-01-06 Multiply your productivity with the world's most straightforward guide to the world's most popular office software Microsoft Office 365 contains straightforward tools for virtually every office task you could possibly think of. And learning how to use this powerful software is much easier than you might expect! With the latest edition of *Office 365 All-in-One For Dummies*, you'll get a grip on some of the most popular and effective office software on the planet, including Word, Excel, PowerPoint, Outlook, Access, Publisher, and Teams. This expanded handbook walks you through the ins and outs of reviewing and composing documents with Word, hosting and joining meetings with Teams, crunching numbers with Excel, and answering emails with Outlook. And it's ideal for anyone who's brand new to Office and those who just need a quick refresher on the latest useful updates from Microsoft. In this one-stop reference, you'll find: Step-by-step instructions on the installation, maintenance, and navigation of all the critical

components of Office 365 Guidance for using Office 365's built-in online and cloud functionality Complete explanations of what every part of Office 365 is used for and how to apply them to your life Office 365 All-in-One For Dummies is the last handbook you'll ever need to apply Microsoft's world-famous software suite to countless everyday tasks.

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