

## Ready Set Go Training Powerpoint Presentations

The Learning Mentor Toolkit provides all of the resources necessary to recruit, train and supervise adult learning mentors looking to support children and young people within the school environment. Packed full of information, this book details all of the necessary training and uncovers how best to ensure that supervision meets the needs of the volunteers, the children and the school. Developed to enable a lead member of staff to find, co-create and train a range of adults from the school community and use these Volunteer Learning Mentors to support children and young people within their environment, the support offered is linked to the five key areas that create positive foundations for mental health and wellbeing: • the ability to create and develop positive relationships • emotional literacy • self-awareness • how our brains can affect learning and behaviour • skills for learning Full of practical advice and resources, this book is the ideal resource for any wellbeing lead or senior leadership team looking to recruit and train learning mentors within their school. "An index to library and information science".

“The invaluable advice in How to Wow guarantees your success in any meeting situation, from the boardroom to the breakfast table.” –Keith Ferrazzi, author of Never Eat Alone In today’s fast-paced world, where an elevator ride with your CEO can turn into an impromptu meeting, your lunch date can become a job interview, and your conversation at a cocktail party may be a preamble to a potential business merger, knowing how to market yourself in any situation is vital. Corporate coach Frances Cole Jones has helped numerous CEOs, celebrities, and public personalities present their best selves on camera and onstage, in boardrooms and in person; now in her new book, How to Wow, she shares her strategies for making your mark in business and in life. Every encounter, Jones believes, provides you with an opportunity to positively influence colleagues, employers, neighbors—even competitors. Not only your words, but your tone of voice and your body language speak volumes. The question, however, is: Are they working together to say what you want them to, as effectively as possible? Inside, you’ll learn how to • leave a lasting impression with a simple introduction • effectively employ the twelve most persuasive words in the English language and command the stage, boardroom, or lunch table • read nonverbal responses accurately—and shift negative ones immediately • motivate your team under deadline • interview fearlessly and flawlessly • write the perfect pitch, résumé, cover letter, or e-mail • deliver speeches that bring people to their feet • transform a PowerPoint presentation into a powerful success With easy-to-follow advice, amusing anecdotes, and immediately employable hints, Jones’s guidelines can keep you cool (even in hot water). From asking the right questions to giving the right answers, How to Wow will provide you with the confidence to be calm and commanding in all you do and to wow anyone anywhere anytime. From the Hardcover edition.

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 Presentatio 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.

Ready, Set, Go! Synergy Fitness for Time-crunched Adults

Our uncertain times are hard enough for adults to navigate. For all too many young people—even many who appear to possess good coping skills—the challenges may seem overwhelming. More and more, resilience stands as an integral component in prevention programs geared to children and adolescents, whether at risk or not. Resilience Interventions for Youth in Diverse Populations details successful programs used with children and teens in a wide range of circumstances and conditions, both clinical and non-clinical. New strength-based models clarify the core aspects of resilience and translate them into positive social, health, educational, and emotional outcomes. Program descriptions and

case examples cover diverse groups from homeless preschoolers to transgender youth to children with autism spectrum disorders, while interventions are carried out in settings as varied as the classroom and the clinic, the parent group and the playground. This unique collection of studies moves the field toward more consistent and developmentally appropriate application of the science of resilience building. Among the empirically supported programs featured: Promoting resilience in the foster care system. Developing social competence through a resilience model. Building resilience in young children the Sesame Street way. School-based intervention for resilience in ADHD. Girls Leading Outward: promoting resilience in at-risk middle school girls. Resiliency in youth who have been exposed to violence. Resilience Interventions for Youth in Diverse Populations is an essential resource for researchers, professionals/practitioners, and graduate students in clinical child and school psychology, social work, educational psychology, child and adolescent psychiatry, developmental psychology, and pediatrics.

Over twenty years ago, Worre began focusing on developing the skills to become a network marketing expert. Now he shares his wisdom in a guide that will ignite your passion for this profession and help you make the decision to create the life of your dreams. He shows you how to find prospects, present your product, help them become customers or distributors, and much more.

Follow Wisp on her adventures to rescue those that the authorities cant. Wisp is recruited to find and rescue missing soldiers from an unknown location. Will the help of some lazy, untrained, and unfit soldiers help her with the mission, or will they hinder it? Will any of them be able to tame the elusive Wisp? This is a story of a strong woman who takes no mans crap. The book contains mystery, mens egos, betrayal, and perhaps the beginnings of an epic love story.

Book Delisted

The Complete Fire Inspector I and II Training Solution! Fire inspectors need to know how to interpret and apply national and local codes and standards in the office and in the field. Fire Inspector: Principles and Practice is designed to prepare fire inspectors to ensure the highest standards of fire and life safety in their communities. The National Fire Protection Association (NFPA) and the International Association of Fire Chiefs (IAFC) are pleased to bring you Fire Inspector: Principles and Practice, a modern integrated teaching and learning system for the fire inspector. This textbook meets and exceeds the job performance requirements for level I and II fire inspectors from Chapters 4 and 5 of NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner, 2009 Edition. Fire Inspector: Principles and Practice is built on a solid foundation of the basics: building construction, fire growth, and types of occupancies. This fundamental knowledge is presented in a concise, understandable writing style that is easy to digest and recall. The solid foundation of fire and building knowledge then branches out to show the fire inspector how abstract concepts and codes will be concretely applied on a daily basis. This is the text that truly prepares fire inspectors for the real world.

Introduction to Business covers the scope and sequence of most introductory business courses. The book provides detailed

explanations in the context of core themes such as customer satisfaction, ethics, entrepreneurship, global business, and managing change. Introduction to Business includes hundreds of current business examples from a range of industries and geographic locations, which feature a variety of individuals. The outcome is a balanced approach to the theory and application of business concepts, with attention to the knowledge and skills necessary for student success in this course and beyond.

Wellbeing Champions is a practical toolkit designed to support primary and secondary schools working with children to co-create a group of Wellbeing Champions. Full of detailed resources to support both the recruitment and training of children and young people to support others in their school settings, this book has been carefully created to ensure that emotions, self-care, resilience, communication and support systems are considered in order to promote and support positive mental health and wellbeing throughout the school setting. Containing ideas for specific training as well as considering a whole school approach, the resources and tools have been designed to support practitioners, teachers, children and young people to find out what their school does well and to identify areas for development. With a wealth of photocopyable resources, including supervision and training sessions, risk assessments, application forms, feedback forms and certificates, this book offers: all the practical resources needed to recruit and interview children and young people for the role, including an outline job description and personal specifications a manual that enables teachers to recruit, train and develop the role of Wellbeing Champions within their school support to teachers and Wellbeing Champions to develop the role needed within their school easy-to-follow, user-friendly sections that can be easily adapted lessons and activities that support the Wellbeing Champions and help them understand their role and develop the knowledge and skills to support other young people Packed full of activities to help promote and support social and emotional skills development and positive mental health and wellbeing within schools at KS2, KS3 and KS4, Wellbeing Champions is the ideal resource for teachers and practitioners, focused on pastoral development, mental health and wellbeing and social and emotional development in children and young people.

In 2003 Michael Kennedy's Product Development for the Lean Enterprise was published and promptly turned product development in major corporations on its head. Now, five years later, comes a continuation of that book, including case histories that identify the pitfalls and lessons learned in implementing Toyota's product development system. The authors also show how Toyota's set-based learning system can be adapted and adopted by other areas of a business in order to produce major advantages over the competition. Whether a group of engineers is developing new cars, software applications, aerospace equipment, kitchen appliances, controls, sensors, or any of hundreds of different items, the process they follow is pretty much the same, except in one company - Toyota, perhaps the most innovative and highly respected car company on the planet. Companies that are early adopters of the Toyota system are certain to realize tremendous advantages over their competitors. This is a change that is coming to businesses everywhere and this book shows the way. It is a must-read for anyone in management.

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.

I was pleased to review Dan's new book - pleased because he addresses an old topic in a new way. He is making no assumptions for trainers who are not fully experienced and seasoned. He takes them step-by-step through practical and realistic methods to set up training graduates to actually be on-the-job performers. Enjoy, learn and be inspired. Jim Kirkpatrick, PhD Senior Consultant, Kirkpatrick Partners, USA Daniel Bixby's approach to Product Training for technical experts is practical, relevant and exactly what anyone who is required to train others on technical content really needs. He writes with candor and with a sense of ease, making the reader feel as though he is right there with you helping to develop your training competency. A must read for anyone on your team required to provide technical training to others! Jennifer Alfaro Chief Human Resources Officer, USA An expert guide to developing and delivering technical product training programs While there are many books on talent development, leadership training, and internal training program development, there are precious few offering subject matter experts (SME's) guidance on training others to get the most out of their products. Written by a training expert with many years of experience working at top technology companies, Product Training for the Technical Expert fills that yawning gap in the training literature by providing technical experts with a comprehensive handbook on becoming effective product training instructors. When new technology is rapidly transformed into products for popular consumption, technical experts, such as engineers, and other subject matter experts, are the ones tasked with instructing the public on their use. Unfortunately, most them have little or no prior experience or training in adult education and don't have a clue about how to transfer their knowledge to others. In this book, author Daniel W. Bixby draws upon his vast experience developing and delivering training programs at Honeywell, Delphax, Telex, Bosch, and TE Connectivity, among other technology companies, to arm SMEs with the knowledge and skills they need to add "Product Training Specialist" to their resumes. Addresses an area of training too often overlooked and ignored in the professional literature Equips SMEs with the tools they need to become effective product instructors Covers both the educational and business aspects of product training for SMEs Packed with tables, illustrations, problem-

and-solution sets, tutorials, enlightening real-world examples, worksheets, and group or self-study questions Features a companion website with worksheets and other valuable tools: [www.wiley.com/go/bixbycert](http://www.wiley.com/go/bixbycert) A must-have professional development resource for students and experienced technical experts alike Product Training for the Technical Expert is an ideal guide forengineers, product managers, product marketing managers, and technical instructors looking to expand their repertoires and hone their skills. It also makes an excellent course text for graduate-level engineering programs. InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

The ingenious guide to making your resume stand out from thecrowd . . . 175 High-Impact Resumes, Third Edition providesthe tools, tips, and examples you need to build a professionalresume that packs a punch. It guides you step by step through theprocess of constructing your resume and highlighting key componentswhile giving you a clear understanding of the design, content, andoverall performance of each part. You'll learn how and when to use a variety of resume formats, including chronological, functional,linear, and others. With 175 hand-picked, successful resumes of both experienced jobseekers and recent college grads, there's definitely a resume herethat suits your needs. Almost all the resumes in this newThird Edition have been revised and updated toreflect the current thinking and terminology of the employmentprofession. And there's more: A new chapter that provides a practical checklist of the "do's"and "don'ts" of resume writing Guidelines for preparing a professional electronic resume Results of an authoritative survey of employment professionalsthat highlight what employers look for in resumes Resumes across a wide array of occupational areas, includingadministration, finance, accounting, human resources, publicrelations, law, marketing, sales, technical services, engineering,education, retail, and many more By following the guidelines and model resumes in this invaluablebook, you can automatically build a highly effective professionalresume with wallop. Regardless of your level of experience and nomatter what industry you're in, 175 High-Impact Resumes,Third Edition will help you get the big interview and landthat knockout job.

### Good citizenship from a Christian Perspective

Complete classroom training manuals for Microsoft PowerPoint 2019 and 365. Contains 213 pages and 102 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 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. Slide Sections 9. Working with PowerPoint File

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Formats 10. AutoSave Online Presentations 11. Reuse Slides in PowerPoint 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 10. Alt Text Drawing Objects 1. Inserting Shapes 2. Formatting Shapes 3. The Format Shape Task Pane 4. Inserting WordArt Using SmartArt 1. Inserting and Manipulating SmartArt 2. Formatting SmartArt Inserting Charts, Tables, and Objects 1. Inserting Charts 2. Inserting Tables 3. Inserting Objects Inserting Video and Audio 1. Inserting Videos 2. Inserting Audio 3. Recording Audio 4. Screen Recording Collaborating In PowerPoint 1. Collaborating on a Presentation 2. Using Classic Comments in PowerPoint 3. Using Modern Comments in PowerPoint 4. Comparing Presentations Using Themes 1. Applying Themes 2. Customizing Theme Colors 3. Customizing Theme Fonts 4. Changing Theme Effects 5. Customizing Theme Background Styles Applying Animation 1. Adding Slide Transition Animation 2. Adding Object Animation 3. Animating Multimedia Playback Slide Shows 1. Start a Slide Show 2. Slide Show Pointer Options 3. Using Custom Shows 4. Set Up Show 5. Record a Slide Show 6. Rehearsing Timings 7. Subtitles in a Slide Show 8. Save a Slide Show as a Video 9. Save as Show 10. Publish to Stream 11. Hide a Slide in a Slide Show 12. Rehearse with Coach Zooms, Links, and Actions 1. Using Zooms 2. Using Links 3. Using Actions Printing Your Presentation 1. Changing Slide Size 2. Setting the Slide Header and Footer 3. Previewing and Printing Presentations 4. Check Accessibility 5. Create a PDF Document 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 Helping Yourself 1. Using PowerPoint Help 2. The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1. Setting PowerPoint Options 2. Creating an Animated GIF 3. Package a Presentation for CD 4. Exporting Handouts to Word

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.

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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

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tufte handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, rmarkdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, Dynamic Documents with R and knitr, bookdown: Authoring Books and Technical Documents with R Markdown, and blogdown: Creating Websites with R Markdown. J.J. Allaire is the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including rmarkdown, flexdashboard, learnr, and radix. Garrett Golemund is the co-author of R for Data Science and author of Hands-On Programming with R. He wrote the lubridate R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse.

**#1 NEW YORK TIMES BESTSELLER • Brené Brown has taught us what it means to dare greatly, rise strong, and brave the wilderness. Now, based on new research conducted with leaders, change makers, and culture shifters, she's showing us how to put those ideas into practice so we can step up and lead. Look for Brené Brown's new podcast, Dare to Lead, as well as her ongoing podcast Unlocking Us! NAMED ONE OF THE BEST BOOKS OF THE YEAR BY BLOOMBERG Leadership is not about titles, status, and wielding power. A leader**

is anyone who takes responsibility for recognizing the potential in people and ideas, and has the courage to develop that potential. When we dare to lead, we don't pretend to have the right answers; we stay curious and ask the right questions. We don't see power as finite and hoard it; we know that power becomes infinite when we share it with others. We don't avoid difficult conversations and situations; we lean into vulnerability when it's necessary to do good work. But daring leadership in a culture defined by scarcity, fear, and uncertainty requires skill-building around traits that are deeply and uniquely human. The irony is that we're choosing not to invest in developing the hearts and minds of leaders at the exact same time as we're scrambling to figure out what we have to offer that machines and AI can't do better and faster. What can we do better? Empathy, connection, and courage, to start. Four-time #1 New York Times bestselling author Brené Brown has spent the past two decades studying the emotions and experiences that give meaning to our lives, and the past seven years working with transformative leaders and teams spanning the globe. She found that leaders in organizations ranging from small entrepreneurial startups and family-owned businesses to nonprofits, civic organizations, and Fortune 50 companies all ask the same question: How do you cultivate braver, more daring leaders, and how do you embed the value of courage in your culture? In this new book, Brown uses research, stories, and examples to answer these questions in the no-BS style that millions of readers have come to expect and love. Brown writes, "One of the most important findings of my career is that daring leadership is a collection of four skill sets that are 100 percent teachable, observable, and measurable. It's learning and unlearning that requires brave work, tough conversations, and showing up with your whole heart. Easy? No. Because choosing courage over comfort is not always our default. Worth it? Always. We want to be brave with our lives and our work. It's why we're here." Whether you've read *Daring Greatly* and *Rising Strong* or you're new to Brené Brown's work, this book is for anyone who wants to step up and into brave leadership.

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.

Helps teachers identify children with auditory difficulties in the age range 5-8, before referring them to an appropriate health professional. If you're vexed and perplexed by PowerPoint, pick up a copy of *Fixing PowerPoint Annoyances*. This funny, and often opinionated, guide is chock full of tools and techniques for eliminating all the problems that drive audiences and presenters crazy. There's nothing more discouraging than an unresponsive audience--or worse, one that snickers at your slides. And there's nothing more maddening than technical glitches that turn your carefully planned slide show into a car wreck. Envious when you see other presenters effectively use nifty features that you've never been able to get to work right? Suffer no more! *Fixing PowerPoint Annoyances* by Microsoft PowerPoint MVP Echo Swinford rides to the rescue. Microsoft PowerPoint is the most popular presentation software on the planet, with an estimated 30 million presentations given each day. So no matter how frustrated you get, you're not about to chuck the program in the Recycle Bin. *Fixing PowerPoint Annoyances*, presents smart solutions to a variety of all-too-familiar, real-world annoyances. The book is divided into big categories, with annoyances grouped by topic. You can read it cover to cover or simply jump to the chapter or section most relevant to you. Inside its pages you'll learn how to create your own templates, work with multiple masters and slide layouts, and take advantage of various alignment and formatting tools. You'll also learn how to import Excel data; insert graphics, PDF, and Word content; create, edit, and format organization

