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Ian Lamont

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Google Drive and Docs in 30 Minutes (2nd Edition) Ian Lamont,2015-01-26 Updated in 2018! The top-selling guide to Google’s free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: • Write letters and reports • Crunch numbers and create online data entry forms • Give presentations • Collaborate online with classmates and colleagues • Convert Microsoft Office documents to Google formats, and vice versa • Print documents, drawings, and spreadsheets • Export PDFs • Make pie charts, bar charts, and simple tables • Publish documents and spreadsheets online using the new Google Sites After covering registration, file creation and other basics, Google Drive and Docs In 30 Minutes (2nd Edition) zeroes in on the most important time-saving tips and productivity tools. Highlights include: • Converting files between Microsoft Office and Google formats. • Best practices for organizing files in Google Drive. • What to expect with collaboration and sharing. • The pros and cons of Google’s mobile apps for Drive, Docs, Sheets, and Slides. • Accessing older versions of files. • How to publish your documents to the Web for colleagues or members of the public to view. • Functions, sorting and filtering in Google Sheets (with examples). • Using Google Forms to gather data. • Google Slides: Is it a suitable alternative to Microsoft PowerPoint? • Working with offline files. • Downloading third-party apps. The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. Google Drive and Docs In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the In 30 Minutes series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes. Here's what readers are saying about Google Drive & Docs In 30 Minutes: “I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it.” “I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled Docs for dummies and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly” “A clear and concise explanation of how to navigate your way through google docs.” “Excellent introduction to Google drive. Well researched, easy to read, nicely organized.”

Understanding Google Docs - 2021 Edition Kevin Wilson,2023-11-10 We've all been there before, staring at a computer screen with no idea what to do - don't worry Understanding Google Docs is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Understanding Google Docs is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos. Updated to cover the latest version of Google Docs, this guide will show you how to: Start Google Docs and find your way around navigation menus Format text: bold, italic, underlined, strike, and super/sub script Align, highlight and change text colour Cut, copy, paste and using the clipboard Use headers, footers, and columns Insert page numbers, and contents pages Add page and section breaks Adjust line spacing, and tab stops, as well as bullet and numbered lists Convert documents to other formats such as PDF or Microsoft Word Share your documents, print them out, or email them as attachments. Collaborate with other users and work on group projects with collaboration features Insert wordart, drawings, charts, tables, equations and special characters Add images, crop, wrap text and use effects Check spelling and grammar Improve your work with dictionary define and lookup features Expand the functionality of Google Docs using Addons Take Google Docs with you on your tablet and work on your documents anywhere You'll want to keep this edition handy as you make your way around Google Docs. Have Fun!

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New Directions in Technology for Writing Instruction Gonca Yangın-Ekşi,Sedat Akayoglu,Leonora Anyango,2023-01-01 This book responds to the changes and needs of English Language Learning by offering

insight into online writing pedagogical platforms and atmospheres. Language learning enriched with technology, web tools and applications have become a necessary ingredient in language education internationally. This volume provides an in-depth understanding of writing practices that are responsive to the challenges for teaching and learning writing in local and global contexts of education. It also provides succinct knowledge at the intersection of technology with teaching, learning, and research. The chapters herein creatively take advantage of the affordances of digital platforms and further critiques their limitations. The book also delineates knowledge on concepts, theories, and innovative approaches to digital writing in the field of teaching and learning English. The chapters focus on reviews and provide guidance on the practical use of Web 2.0 and multimedia tools as well as presenting research on technology integration in writing classes.

PC World ,2008

Embracing Technology Maniik R Grover,2021-08-05 Your All-in-One Guide to the Digital World KEY FEATURES ● Includes basic concepts about computer hardware and software, device connections, and the Internet. ● Solutions on how to get the most out of emails, office suites, photos, videos, and maps. ● Insights on social media, e-commerce, digital payments, and online booking. DESCRIPTION Technology touches our lives in many different ways. In this book, we will explore the common uses of technology in the world around you, demystify the concepts, and explain its usage. The book begins by making you comfortable with your Windows PC and Android Smartphone/Tablet. It discusses the Internet and common device connections. It also delves into popular productivity applications like emails, documents, spreadsheets, presentations, maps, photos, music, and videos. Usage of free apps from Google is demonstrated. The book also talks about social media and online tools which allow you to connect and communicate with people on the Internet, with examples from Facebook, Twitter, Instagram, and WhatsApp. The different facets of e-commerce are discussed as well, namely, payments, online shopping, tracking, reviews, and online travel booking, along with examples from popular shopping and travel websites. It explores newer trends like cloud computing, media players, and voice assistants. Security and privacy best practices are also covered for each topic. This book is an attempt to break down the barriers that stand between you and the digital world and enable you to embrace technology. By the end of this book, you'll find yourself more tech-savvy than you were when you started. WHAT YOU WILL LEARN ● Day-to-day tasks on your Windows PC, Android Smartphone, and the Internet. ● Usage of popular Google services, including Gmail, docs suite, and YouTube. ● Usage of Facebook, Twitter, Instagram, Hangouts, and WhatsApp. ● Learn how to shop, pay and book flights, hotels, buses, and trains online. ● Learn about Media Players and usage of Google Assistant. ● Stay secure with best practices for your devices and the internet. WHO THIS BOOK IS FOR This book is for students, parents, kids, senior citizens, housewives, and any person who wants to get acquainted with the essential skills for the digital era and wants to become comfortable with technology, smart devices, and internet applications. To get the best out of this book, you must have either a Windows 10 PC or an Android Smartphone/Tablet, and stable Internet access. TABLE OF CONTENTS Preface 1. Your Smartphone/Tablet 2. Your Computer/Laptop 3. The Internet 4. Connections 5. E-mail 6. Photos 7. Music and Videos 8. Productivity Apps 9. Maps 10. Social Media 11. Online Communication 12. WhatsApp 13. Money and Payments 14. Managing your Privacy 15. Reviews 16. E-commerce 17. Booking Travel Online 18. Beyond your PC and Smartphone Summing it up

My Google Chromebook Michael Miller,2013 Presents information on using a Google Chromebook, covering such topics as using Chrome OS, networking, using external storage, browsing the Web, using Chrome Apps, working in the cloud, printing, and security.

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Chromebook For Dummies Peter H. Gregory,2023-03-21 The return of the bestselling Chromebook guide on the market Chromebook For Dummies, Third Edition, is your easy-to-follow guide to the low-cost alternative to a traditional laptop. This beginner's manual walks you through setting up your Chromebook, transitioning from using a traditional computer, and customizing the system to fit your needs. In case you're wondering, the Chromebook can be used for anything you'd normally do online—checking email, browsing websites, watching videos. This book takes you through all of it, giving you the latest updates on new Chromebook hardware and software features. Navigate apps, apply advanced settings and features, and turn to this guide time and again as you customize and optimize your Chromebook's performance. Get all the basics on using your Chromebook, in easy-to-follow Dummies style Set up and start using your Chromebook with ease Learn about the latest features in the Chrome operating system Discover the benefits of Chromebook versus traditional laptops New and novice Chromebook users will love this approachable intro to Google's little portable computer.

Computers in Libraries ,2007

Photoshop Album For Dummies Barbara Obermeier,2003-08-17 The perfect companion to Adobe's newly released Photoshop Album software, showing the reader how to organize, fix, and share photos with this new digital imaging programCovers the key features including importing, organizing, and managing photos; locating and viewing them; editing, sharing, and printing photos; creating projects with images; and more Adobe is working on distribution agreements with several original equipment manufacturers to package Photoshop Album with new digital cameras, scanners, PCs, and printers, creating an ever-expanding marketAuthor is a professional graphic designer.

Voice & Vision Mick Hurbis-Cherrier,2012 Ch. 1. From idea to cinematic stories -- Ch. 2. The screenplay -- Ch. 3. The visual language and aesthetics of cinema -- Ch. 4. Organizing cinematic time and space -- Ch. 5. From screenplay to visual plan -- Ch. 6. Preparing for production -- Ch. 7. The cast and crew -- Ch. 8. The film system -- Ch. 9. The digital video system -- Ch. 10. The lens -- Ch. 11. Camera support -- Ch. 12. Basics of exposure -- Ch. 13. Basic lighting for film and DV -- Ch. 14. Lighting and exposure : beyond the basics -- Ch. 15. Sound for production -- Ch. 16. Production sound tools -- Ch. 17. Sound recording technique -- Ch. 18. On set! -- Ch. 19. Postproduction overview and workflow -- Ch. 20. Principles and process of digital editing -- Ch. 21. The art and technique of editing -- Ch. 22. The sound design in film -- Ch. 23. Cutting sound and working with multiple tracks -- Ch. 24. Finishing, mastering, and distribution -- App. 1. Production format workflow table -- App. 2. Common filters for black-and-white cinematography -- App. 3. How to calibrate a field monitor to NTSC color bars -- App. 4-1. Scheduling, budgeting, and production forms -- App. 4-2. Short film budget form -- App. 4-3. Script breakdown form -- App. 4-4. Storyboards 1 -- App. 4-5. Storyboards 2 -- App. 4-6. Production call sheet form -- App. 4-7. Sound report form -- App. 4-8. Camera report form -- App. 5-1. Talent release form -- App. 5-2. Location contract form -- App. 6. 16mm film camera depth of field tables.

10 LED Projects for Geeks John Baichtal,2018-07-03 10 LED Projects for Geeks is a collection of interactive and customizable projects that all have the humble LED in common, but don't write them off as basic! You'll learn how to make challenging and imaginative gadgets like a magic wand that controls lights using hand gestures, a pen-sized controller for music synthesizers, a light strip that dances to the beat of music, and even an LED sash that flashes scrolling text you send from your phone. Every project includes photos, step-by-step directions, colorful circuit diagrams, and the complete code to bring the project to life. As you work your way through the book, you'll pick up adaptable skills that will take your making abilities to the next level. You'll learn how to: - Design versatile circuits for your own needs - Build and print a custom printed circuit board - Create flexible circuits which you can use to make any wearable you dream up - Turn analog signal into digital data your microcontroller can read - Use gesture recognition and wireless interaction for your own Internet of Things projects - Experiment with copper tape and create circuits with paper and foil - Build smart gadgets that make decisions with sensors If you want to experiment with LEDs and circuits, learn some new skills, and make cool things along the way, 10 LED Projects for Geeks is your first step.

Oxford American Writer's Thesaurus ,2012 Features more than three hundred thousand synonyms and ten thousand antonyms, as well as nearly two hundred collections of nouns to add detail to writing and quick guides to easily confused words.

PC Mag ,1997-06-10 PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you

make better buying decisions and get more from technology.

Final Cut Pro X Beyond the Basics Tom Wolsky,2014-08-07 Interested in taking your Final Cut skills to the next level? Ready to hook your clients and keep them coming back for more? Then look no further than the latest from Final Cut guru Tom Wolsky. Picking up where the intro-level books leave off, Final Cut Pro X Beyond the Basics is brimming with cutting-edge methods that you will reference over and over again. Explained in jargon-free language by a seasoned teacher and digital editor, this full-color workshop features tutorials that provide firsthand experience on the art and technique of editing at an advanced level with Final Cut Pro X, as well as in-depth information and time-saving tips that will allow you to master the application's interface elements, tools, and nuances. Wolsky covers all the bases, including: Library workflows and collaboration Metadata customization Editing techniques for documentary and narrative projects Using markers and the timeline index Audio tools Multicam Audio and video effects Color correction, including secondary corrections and isolated color adjustments Compositing and complex animation An extensive companion website (www.fcpbook.com) features accompanying tutorial media in FCP libraries and text updates addressing revisions to the software. This is an opportunity you can't afford to miss. Boost the quality of your work and impress any audience with this easy-to-follow, hands-on guide from one of the preeminent Apple trainers in the world today.

The Enthusiast's Guide to Travel Photography Jordana Wright,2018-03-29 If you're a passionate photographer and you're ready to take your work to the next level, *The Enthusiast's Guide* book series was created just for you. Whether you're diving head first into a new topic or exploring a classic theme, *Enthusiast's Guides* are designed to help you quickly learn more about a topic or subject so that you can improve your photography.

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Written in a friendly and approachable manner and illustrated with examples that drive home each lesson, *The Enthusiast's Guide to Travel Photography* is designed to be effective and efficient, friendly and fun. Read an entire chapter at once, or read just one topic at a time. With either approach, you'll quickly learn a lot so you can head out with your camera to capture great shots.

Final Cut Pro 4 and the Art of Filmmaking Jason Cranford Teague,David Teague,2006-12-26 The Ultimate Resource for the World's Best Digital Video Editor This full-color, hands-on guide introduces you to the powerful new features of Final Cut Pro 4, while leading you through all aspects of editing digital video. First you'll learn how to set up your workstation and master fundamental concepts. Then you'll learn pro-tested techniques for every stage of the process--everything from shooting tips to logging your footage, from adding transitions and special effects to delivering your masterpiece in multiple formats. Along the way, professional video editors emphasize the tricks and shortcuts they use to get polished results. Striking illustrations and screen shots throughout, plus sample video project files on the DVD make it simple for you to visualize and grasp the concepts. Whether you're an emerging filmmaker or a seasoned vet, Final Cut Pro 4 and the Art of Filmmaking empowers you to complete the tasks that film editors face daily, such as: Mastering the new features, including unlimited real-time effects, auto rendering, motion blur, and time remapping Customizing the interface and keyboard shortcuts to best fit your work flow Editing clips in the Timeline quickly Creating complex overlays and transitions with contextual menus Expertly adding effects, applying filters, and working with text Creating titles with video generators and advanced Boris FX title generators Working with the audio tools to make your film sound as good as it looks Preparing your finished product for the Web, CDs, and DVDs Editing for 24fps Featured on the DVD: All the clips you need to follow the lessons in the book, including a complete, fully edited short video documentary, and source material, so you can quickly get started working with real footage. Plus a bonus chapter on editing for 24fps. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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