

# *Essentials of Strength Training and Conditioning Presentation Package, Fourth Edition*

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Microsoft® Windows®

- Windows® 2000/XP/Vista/7
- Microsoft® PowerPoint® 2003 or higher

Macintosh®

- Mac OS X 10.x
- Microsoft® PowerPoint® for Mac 2004 or higher

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# Presentation Package User Instructions

The *Essentials of Strength Training and Conditioning Presentation Package, Fourth Edition*, has more than 1,300 slides. These slides contain most of the art, tables, and content photos from the textbook as well as text slides highlighting the book's most important concepts. You can add, modify, or delete slides as you see fit. By using the Outline view on the left navigation bar, you can see the slide titles to quickly identify what is included in each file and select the slide you want to use. The order of the figures, tables, and content photos in the presentation package matches the order of those same items in the book.

## Using the Presentation Package

The following are instructions for some common tasks you might want to perform within the presentation package and assume you are working in PowerPoint 2010.

*Note: To manipulate the presentation content, you must have the full version of Microsoft PowerPoint 97 or higher.*

### How to Delete a Slide

1. Use the full version of Microsoft PowerPoint to open the chapter file that you wish to delete a slide from. Select "Normal" from the "View" menu.
2. In the left navigation bar, in the "Slides" tab, click the slide you want to delete. The slide will be outlined in yellow.
3. Press the Delete key. The slide will be deleted. If you delete a slide by mistake, select Ctrl + z to undo the deletion.

### How to Edit an Existing Slide

1. Use the full version of Microsoft PowerPoint to open the chapter file where you wish to edit a slide.
2. Select the slide you wish to edit and put your cursor wherever you want to adjust text.
3. Edit however you like. PowerPoint will automatically adjust the spacing and scale of subsequent items to fit the space on the slide.

### How to Add a New Slide

1. Use the full version of Microsoft PowerPoint to open the chapter file where you wish to add a new slide.
2. To add a regular content slide, choose "Insert," from the toolbar menu, then "New Slide." A sidebar with slide layout options will appear. You can simply close this sidebar, or select one of the "Text Layouts" to further customize the slide. [In PowerPoint 2010, add a regular content slide by clicking on the Home tab and clicking on the New Slide button. From there slide type options will appear and you choose the slide type you wish to add.]
3. To add a chapter opener slide, click once in the left navigation bar (in the "Slides" tab) on the chapter opener slide. The slide will be outlined in blue. Choose "Insert" from the toolbar menu, then "Duplicate Slide." A copy of the slide will be created. Use the instructions under "How to Change the Order of Slides" to move the slide to your desired location. [To add a chapter opener slide in PowerPoint 2010, click once in the left

navigation bar (in the “Slides” tab) on the chapter opener slide. The slide will be highlighted. Go to the Home tab, click the New Slide button, and then at the bottom of the popup box you’ll see an option called “Duplicate Selected Slides.” Click that line to copy the chapter opener slide. Use the instructions under “How to Change the Order of Slides” to move the slide to your desired location.]

### **How to Change the Order of Slides**

1. Use the full version of Microsoft PowerPoint to open the chapter file where you wish to reorder the slides. Select “Normal” from the “View” menu.
2. On the left navigation bar, in the “Slides” tab, click on the slide you want to move. The slide will be highlighted.
3. Press Control (Ctrl)-X. (For Mac users: Press Command-X.)
4. On the left navigation bar, click once in the new location where you want the slide to go. You can click between slides in the place you want the slide to go, or on the slide that precedes the place you would like the slide to go.
5. Press Control (Ctrl)-V to paste the slide in the spot you have selected. (For Mac users: Press Command-V.)

### **How to Print Slides**

1. Go to File/Print and select the options that best fit your needs.
2. If you notice that your black and white printer is printing white font as black font, go to File/Print and change “Grayscale” to “Color.”

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## **Figure 7.2**

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**Figure 9.1**

From USDA's Center for Nutrition Policy and Promotion.

**Table 9.2**

From U.S. Department of Agriculture and U.S. Department of Health and Human Services.

**Table 9.3**

From Institute of Medicine (US).

**Table 9.5**

Based on F.S. Atkinson, K. Foster-Powell, and J.C. Brand-Miller, 2008, "International tables of glycemic index and glycemic load values: 2008," *Diabetes Care* 31(12): 2281-2283.

**Figure 11.2**

Data from G.B. Forbes, C.R. Porta, B.E. Herr, and R.C. Griggs, 1992, "Sequence of changes in body composition induced by testosterone and reversal of changes after drug is stopped," *JAMA* 267: 397-399.

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**Figure 18.1**

Based on Albert, M. *Eccentric muscle training in sports and orthopaedics* (New York: Churchill Livingstone, 1995).

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Based on K.E. Wilk, M.L. Voight, M.A. Keirns, V. Gambetta, J.R. Andrews, and C.J. Dillman, 1993, "Stretch-shortening drills for the upper extremities: Theory and clinical applications," *J Orthop Sports Phys Ther* 17: 225-239.

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