



Workshop's Contents

PART 1 - Hunting for Graduate Scholarship

PART 2 - Overview about research papers

PART 3 - Constructing a research paper

PART 4 - Working on MS Word's Tools



Who I was vs Who I am

- Failed 3 subjects
- Final GPA is only 7.01
- IELTS is only 6.5 with writing score 5.5
- IELTS: 7.5
 - Listening: 7.5
 - Reading: 7.5
 - Writing: 7.0
 - Speaking: 7.0
- GRE: 304/340
 - Verbal: 146/170
 - Quantitative: 158/170
- Able to use 5 foreign languages: English, French, Korean, Mandarin & Russian
- Research Assistantship in MS of Telecommunication at Seoul National University of Science and Technology (SeoulTech)
- Full scholarship in MS of Power Engineering at National Taiwan University of Science and Technology (NTUST)
- Teaching Assistants for Advanced Program at HCMUT
- Graduate Research Student in MS/PhD Electrical Engineering at University of Arkansas as a VEF Fellow of cohort 2016



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Graduate Financial Aid

- > Graduate Assistantship:
 - Research Assistantship
 - Teaching Assistantship
- > What is the meaning of Scholarship?
- ➤ How can you persuade the organizations to give you the Scholarship?



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How can I do that?

- ➤ Active learning (you are 18+ now)
- ➤ English (TOEFL, IELTS, GRE)
- > Second foreign language
- > Extra-curricular activities
- > Research Projects
- ➤ GPA
- ➤ Strong LORs from prominent professors
- ➤ Have strong team for consultancy













Attitude you should have

- ➤ Understand your purposes
- > Self-confidence
- ➤ Patience
- > Follow your passion
- > Dare to make the difference
- > Willing to listen to other advices
- > You are who you want to be





Procedure to publish a Research Paper

Where is my research ideas?

How can I deploy my research from ideas?

What are the criteria of accepting a particular scientific article?

What are the criteria of choosing a scientific journal?

What are the steps of submitting a scientific article?

What should I do when I receive feedbacks from the reviewers?



Let's find the answers these questions

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Important role of a scientific article

Why do we need to have our own scientific articles?

To marketing ourselves

Study Overseas at Graduate Level

Compete for Scholarships

Make brilliant CVs

To announce your invention

Make authority for your Research

To know: Who we are

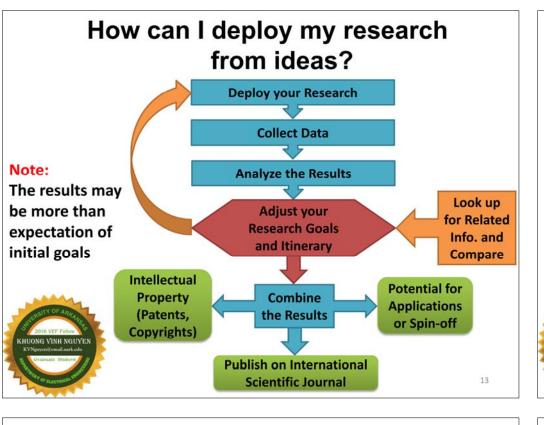
Realize the next steps of your future

Where is my research ideas?

Criteria to select a research topic

- Feasibility and can be completed in a defined period of time
- Hypothesis or problem is clearly stated
- Having potential to publish on an international scientific journal
- Clear, creative, fluent and "smooth" solution to the stated problem
- Clear research goals
- Enough materials, funds and human resource to deploy
- Analyzing the problem objectively





What are the criteria of accepting a particular scientific article?

Understanding the Reviewers

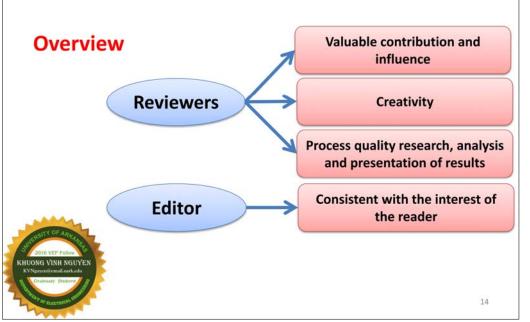
- Very busy with their own works: research, teaching, management,...
- Read the articles to make criticism in their spare time (lunchtime, weekends,...).
- Want to proof for the editor that they are experts in the specific field and are influencing the development of that field.





They will find out your research paper's weaknesses as soon as they can

What are the criteria of accepting a particular scientific article?



What are the criteria of accepting a particular scientific article?

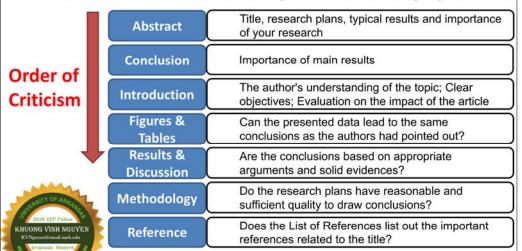
Procedure of making reviews

- The editor reads the article's self-assessment and has first glance to determine whether that article has good quality and appropriate content to the journal or not.
- If there is a reasonable list of recommended reviewers, the editor can choose one person in that list.
- The editor will read the list of references to select 1-2 leading experts in the article's field.
- 4. The editor will also selected 1-2 more appropriate reviewers in the journal's database.
- The editor will sent invitations of making criticism to about 5 reviewers. Normally, each article need at least 3 reviewers who accept the invitations.
- The reviewers then have 3-4 weeks to complete their criticism.



What are the criteria of accepting a particular scientific article?

How reviewers criticize your research paper





- Make sure that your research paper follows the template of the journal. Go to the journal's website and download its template to format.
- 2. Format the references.
- 3. Prepare the cover letter:
 - Introduce about your research paper.
 - List out 1-2 specific points and the importance of your research.
 - Introduce 3 persons who can assess your research paper and their contact correspondences.



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What are the criteria of choosing a scientific journal?

- Who are interested in the results of your research?
- Which scientific journals do these people often read?
- Journals that appeared in your list of references.
- Self-evaluate the impact of your research and choose the journals with suitable Impact Factor (IF).
- ➤ The more specialized journal, the lower IF but the higher probability to have your research published.

What should I do when I receive feedbacks from the reviewers?

- Classification of the objective and subjective comments of the reviewers.
- ➤ Agree with the objective comments which help to improve the quality of your article.
- ➤ Decline to the subjective comments that keep the conclusion unchanged.
- Fix the errors follow the comments. Persuade the editor that you focus on your paper's quality and your honor, not on publishing matter.
- 2016 VEF Fellow

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Prepare the cover letter for revised article: clearly list out what you had done in the revised version to each comment of the reviewers.





Overview of the Research Paper

Frequencies of Selected Items in Research Paper

	INTRODUCTION	METHODS	RESULTS	DISCUSSION
Present tense	High	Low	Low	High
Past tense	Mid	High	High	Mid
Passive voice	Low	High	Variable	Variable
Citations and References	High	Low	Variable	High
Qualification	Mid	Low	Mid	High
Commentary	High	Low	Variable	High













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Overview of the Research Paper

Provide rationale for the paper, moving from general discussion of the topic to particular question or hypothesis being investigated and attract interest in the topic.

METHODS (M) AND MATERIALS

INTRODUCTION (I)

Describe the methods in various degree of details, methodology, materials and procedure.

RESULT (R)

Describe and accompany the findings by variable amount of commentary.

DISCUSSION (D)

Offer an increasingly generalized account of what has been learned in the study through a series of "points".

CONCLUSION (C)

It depends on which field of study and what you can scientifically define from the findings.













Main parts of a scientific article

Abstract

Introduction

Survey / Data Collection / Data Preparation

Literature Review

Main Points

Discussion

Conclusion and Future Works

Reference



First part of a scientific article

Abstract

Introduction

Survey / Data Collection / Data Preparation

Literature Review

Main Points

Discussion

Conclusion and Future Works

Reference

Example for Abstract

Topic: Design and simulation of a photovoltaic-based energy system for mobile device chargers at public place

> Motivation **Problem Approach** Results



In modern times, the mobile devices and renewable energy have become so popular in our society. However, there was one important problem arises, that is the technologies cannot keep pace with technical development. The battery capacity of the mobile devices cannot satisfy the demand of customers. Therefore, a photovoltaic-based energy system for mobile device chargers is considered to be made. With the development of public transportation, that system is designed to be integrated into a bus stop for passengers' convenience. The two main parts of the control board of the system which are the buck converter and the Flyback converter are successfully simulated with real electrical components' parameters in LTspice free software. Although this design is based on Vietnam's weather conditions, it can also be applied in other countries with some of further adjustment.

How to write an abstract???

- Abstracts are brief but complete descriptions of the presentation: these are essentially "executive summaries" of the presentation.
- Abstracts are challenging to write because they need to fit within the word count limits and provide a good overview of the content without using jargon or discipline-specific language.
- A good abstract is one or two paragraphs long and addresses the following key elements:
 - Motivation
 - **Problem**
 - **Approach**
 - Results
 - **Implications**

Example for Abstract

Topic: The Eigen Trust Algorithm for Reputation Management in **P2P Networks**

> Motivation **Problem Approach** Results

Peer-to-peer file-sharing networks are currently receiving much attention as a means of sharing and distributing information. However, as recent experience shows, the anonymous, open nature of these networks offers an almost ideal environment for the spread of self-replicating inauthentic files. We describe an algorithm to decrease the number of downloads of inauthentic files in a peer-to-peer file-sharing network that assigns each peer a unique global trust value, based on the peer's history of uploads. We present a distributed and secure method to compute global trust values, based on Power iteration. By having peers use these global trust values to choose the peers from whom they download, the network effectively identifies malicious peers Implications and isolates them from the network. In simulations, this reputation system, called Eigen Trust, has been shown to significantly decrease the number of inauthentic files on the

network, even under a variety of conditions where malicious peers cooperate in an attempt to deliberately subvert the system.



Abstract Analysis

This paper contains the design of a three stage solar battery charge controller and a comparative study of this charge control technique with three conventional solar battery charge control techniques such as 1. Constant Current (CC) charging, 2. Two stage constant current constant voltage (CC-CV) charging technique. The analysis and the comparative study of the aforesaid charging techniques are done in MATLAB/SIMULINK environment. Here the practical data used to simulate the charge control algorithms are based on a 12Volts 7Ah Sealed lead acid battery.



Bhattacharjee, A. (2012). Design and Comparative Study of Three Photovoltaic Battery Charge Control Algorithms in MATLAB/SIMULINK Environment. *cell*, 1, 3.

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Abstract Analysis

The electric power supplied by a photovoltaic power generation system depends on the solar radiation and temperature. Designing efficient PV systems heavily emphasizes to track the maximum power operating point. This work develops a novel three-point weight comparison method that avoids the oscillation problem of the perturbation and observation algorithm which is often employed to track the maximum power point. Furthermore, a low cost control unit is developed, based on a single chip to adjust the output voltage of the solar cell array. Finally, experimental results confirm the superior performance of the proposed method.



Jiang, J., Huang, T., Hsiao, Y., & Chen, C. H. (2005). Maximum power tracking for photovoltaic power systems. *Tamkang Journal of Science and Engineering*,8(2), 147.

31

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Abstract Analysis

The sale of electric energy generated by photovoltaic plants has attracted much attention in recent years. The installation of PV plants aims to obtain the maximum benefit of captured solar energy. The different techniques of modeling and control of grid connected photovoltaic system with objective to help intensive penetration of photovoltaic (PV) production into the grid have been proposed so far in different papers. The current methodologies for planning the design of the different components of a PV plant are not completely efficient. Therefore lot of research work is required for overall configuration of the grid connected PV system, the MPP tracking algorithm, the synchronization of the inverter and the connection to the grid. This paper focuses on the solar energy, grid connected photovoltaic system, modeling of photovoltaic array, maximum power point tracking, and grid connected inverter. This paper helps the researchers to know about the different methods presented so far for modeling and control of grid connected photovoltaic system so that further work on integration of solar energy with grid can be carried out for better results.



MAHELA, O., & Ola, S. (2013). Modeling and Control of Grid Connected Photovoltaic System: A Review. *International Journal of Electrical and Electronics Engineering Research (IJEEER)*, 3(1), 123-134.

33

Abstract Analysis

Hybrid thermoelectric and photovoltaic (TE/PV) systems more effectively convert solar energy into electrical energy by harvesting thermal energy from the heat dissipated from the photovoltaic technology that would otherwise be wasted. This allows a broader spectrum of the solar electromagnetic energy to be converted to electricity through the use of a thermoelectric module integrated with photovoltaic materials. There have not been previously developed circuits to simultaneously convert mixed-source TE/PV devices for electric utility grid interconnection. Challenges associated with grid interfaces include determining optimized configurations that to account for different or mixed TE/PV materials. A Ćuk-Ćuk multiple input converter is presented to accommodate power flow from multiple sources simultaneously or independently.



Smith, N., & McCann, R. (2012, April). Investigation of a multiple input converter for grid connected thermoelectric-photovoltaic hybrid system. In *Green Technologies Conference*, 2012 IEEE (pp. 1-5). IEEE.

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Second part of a scientific article

Abstract

Introduction

Survey / Data Collection / Data Preparation

Literature Review

Main Points

Discussion

Conclusion and Future Works

Reference

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Introduction Section

WHAT SHOULD BE INCLUDED IN AN INTRODUCTION OF AN ARTICLE?

- The introduction of a paper is critically important. Even if your results are quite good, unless you introduce your work well, interesting results can come across as boring or meaningless.
- Introductions need to start with a broad motivating statement, which takes up one or two **sentences**. The scheme for these sentences typically is something like this: "XYZ is a really important issue because of A, B, and C."



Introduction Section

- Establish a research territory
 - By showing that the general research area is important, central, interesting, problematic, or relevant in some way. (Optional)
 - By introducing and reviewing items of previous research in the area. (Obligatory)
- Establishing a niche (Point Out Problems)
 - By indicating a gap in the previous research by raising a question about it, or extending previous knowledge in some way. (Obligatory)
- · Occupying the niche (Provide Solution)
 - By outlining purposes or stating the nature of the present research. (Obligatory)
 - By indicating the structure of the Research Report. (Optional)
 - By announcing principal findings (Optional)

Introduction Section

WHAT SHOULD BE INCLUDED IN AN INTRODUCTION OF AN ARTICLE?

An Introduction should contain the following three parts:

- 1. Background. In this part you have to make clear what the **context** is.
- 2. The Problem. If there was no problem, there would be no reason for writing a report, and definitely no reason for reading it. So, please tell the reviewer why she should proceed reading.

The Proposed Solution. Now - and only now! - you may outline the contribution of the report. Here you have to make sure you point out what are the novel aspects of your work.

Introduction Section

WHAT SHOULD BE INCLUDED IN AN INTRODUCTION OF AN ARTICLE?

In addition there can be the following optional ingredients:

- **4.** An anticipation of the conclusions. This is very difficult to do properly. If you decide to include this into the introduction, you might want to (a) keep it as short as possible, (b) refer as much as possible to the concluding section, and (c) keep it well separated from the rest of the introduction.
 - **5. Related work**. My suggestion is to postpone this part to the end of the paper, unless there are good reasons for doing otherwise.
 - 6. The outline (plan of the paper) Personally, I find it useful only for long reports, otherwise I think it is a waste of paper. But this is my very personal opinion.

Body of a scientific paper

How engineer should write?

Basic requirements in scientific and technical writing:

Explanation	Order	
Clarity	Accuracy	
Completeness	Objectivity	
Impartiality	Simplicity	



Third part of a scientific article

Abstract

Body of a

scientific

paper

Introduction

Survey / Data Collection / Data Preparation

Literature Review

Main Points

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Reference

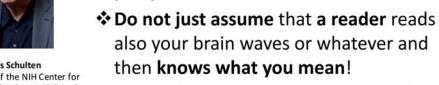
Body of a scientific paper

How engineer should write?









perspective!

If there is no way that you don't realize this, you should drop science immediately!

*Read what you write from an outside



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Body of a scientific paper

How engineer should write?

 The writing of considerate authors also has the following characteristics:

Appropriateness	Persuasiveness	
Brevity	Precision	
Consistency	Sincerity	
Control	Unity	
Interest		



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Body of a scientific paper

Be aware of these cases

these cases A. Cuk-Cuk MIC Simulation

The simulation of the MIC was derived using the circuit parameters of Table I [8]. Each branch has its own independent MPPT controller such that the duty cycle can be varied according to the nature of the dc inputs to the MIC. The duty cycle was fixed at 50%. The dc input voltages were varied to observe the output characteristics of the battery. It can be observed that for the variation in the module voltages, the battery current and battery power produced negative values thus indicating that the battery was charging. As shown in Table II and Table III, the variations of the input voltages greatly influence the input power of both Ćuk converters, battery current and hence the output power which implies that it is flexible and can accommodate a wide input voltage range. Fig. 6-8 displays the output response for each case.



Smith, N., & McCann, R. (2012, April). Investigation of a multiple input converter for grid connected thermoelectric-photovoltaic hybrid system. In *Green Technologies Conference*, 2012 IEEE (pp. 1-5). IEEE.

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Body of a scientific paper

Be aware of these cases

Femia, N., Petrone, G., Spagnuolo, G., & Vitelli, M. (2005). Optimization of perturb and observe maximum power point tracking method. *Power Electronics*, *IEEE Transactions* on, 20(4), 963-973.

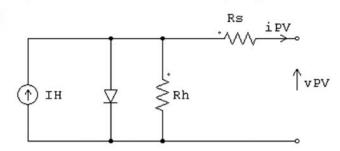


Fig. 4. Equivalent circuit of a PV array.

The PV array power is maximum when the adapted load resistance R equals the absolute value R_{MPP} of the differential resistance of the PV array at the MPP. In order to identify the minimum value to assign to T_a , the behavior of the system forced by a small duty-cycle step perturbation must be analyzed. In fact, in order to allow the MPPT algorithm to make a correct interpretation of the effect of a duty-cycle step perturbation on the corresponding steady-state variation of the array output power p, it is necessary that the time between two consecutive simplings is long enough to allow p to reach its steady state value.

The equivalent circuit of a PV array is shown in Fig. 4.



Abstract

Introduction

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Discussion Section

- Points to consolidate your research space (Obligatory)
- Points to indicate the **limitations** of your study (Optional but Common)
- Points to identify useful areas of further research (Optional and Only Common in some areas)



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Abstract Introduction Survey / Data Collection / Data Preparation Literature Review Main Points Discussion Conclusion and Future Works Reference

Discussion Section

Things to Avoid When Writing the Discussion

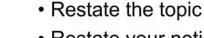
- ✓ Over-interpretation of the Results
- ✓ Unwarranted Speculation
- ✓ Inflating the Importance of the Findings
- ✓ Conclusions That Are Not Supported by the Data





Conclusion & Future Works Section

- Conclusion:



- Restate your notion
- Briefly summarize your main points
- Make a suggestion for further study
- Future Works:
 - Should based on...SWOT Analysis



Opportunities

Threats

n

Example for a conclusion

Restate the topic
Restate your
notion

Briefly summarize your main points

Make a suggestion for further study



drugs. Amantadine Rimantadine, targeting the M2 channel have now become ineffective due to key mutations that alter the structure of the M2 channel. Even more alarmingly, the recent increase in oseltamivir resistance of both the avian H5N1 and H1N1pdm strains makes it crucial to develop newly effective M2 channel blockers. Mutations inducing M2 inhibitor drug resistance, which are known so far, include S31N, L26F, V27A, A30T, G34E, L38F. From our study, we suggest focusing also on the mutations at positions 28, 36, 50, 54, and 57 for rational design of new antiviral drugs that are expected to have broader effect on different variants of influenza.

Le L, Leluk J (2011) Study on Phylogenetic Relationships, Variability, and Correlated Mutations in M2 Proteins of Influenza Virus A. PLoS ONE 6(8): e22970. doi:10.1371/journal.pone.0022970

E 2

Example for a conclusion

Restate the topic Restate your notion

Briefly summarize your main points

Make a suggestion for further study



In this paper a theoretical analysis allowing the optimal choice of the two main parameters characterizing the P&O algorithm has been carried out. The idea underlying the proposed optimization approach lies in the customization of the P&O MPPT parameters to the dynamic behavior of the whole system composed by the specific converter and PV array adopted. The results obtained by means of such approach clearly show that in the design of efficient MPPT regulators the easiness and flexibility of P&O MPPT control technique can be exploited by optimizing it according to the specific system's dynamic characteristics. As an example a boost converter has been examined. The results obtained and the considerations drawn can be extended to any other converter topology as well.

Femia, Nicola, et al. "Optimization of perturb and observe maximum power point tracking method." *Power Electronics, IEEE Transactions on* 20.4 (2005): 963-973.

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Example for a conclusion

Restate the topic Restate your notion

Briefly summarize your main points

Make a suggestion for further study



From the simulation results, the system goes correctly as what the authors intend to build in reality. Those results help people to make the photovoltaic-based energy system exactly without wasting too much time. Together with the bad effects from global warming, solar energy and other kinds of renewable energy are being used widespreadly around the world. When the consciousness of the people in developing country is not good enough, they may use the photovoltaic-based energy system with wrong purposes. DC power keeps our system stay away from the risks of overusing of electromechanic devices and that leads people to use the photovoltaic-based energy system in the correct way. After the success of this project, this idea can be developed for higher demand of customer. After development, this product can also have more than 1 tablet and more than 1 smartphone charge simultaneously. The system can be equipped with higher battery capacity for longer automation day. Moreover, this project can be apply for not only bus stops but also metro and subway stations. In Vietnam, metro will be the main transportation vehicle in the next decade, where people expect to have public energy supplying system for phone charging. Although the electricity from fossil fuel is now influencing the market of Vietnam, this solar energy system encourage people to be familiar with the trend of using green power in the future.

Nguyen, Khuong Vinh, and Nam Nguyen-Quang. "Design, Simulate and Build a Photovoltaic-based Energy System for Mobile Device Chargers." (2015).

Example for a conclusion

Restate the topic Restate your notion

Briefly summarize your main points

Make a suggestion for further study



This paper has presented a comparison among ten different Maximum Power Point Tracking techniques in relation to their performance and implementation costs. In particular, fourteen different types of solar insulation are considered, and the energy supplied by a complete PV array is calculated; furthermore, regarding the MPPT implementation costs, a cost comparison is proposed taking into consideration the costs of sensors, microcontroller and additional power components. A ranking of the ten methods has been proposed. Taking into account the analysis results along with hardware and computational costs, the P&Ob and ICa methods receive the best rankings. Furthermore, P&O and ICa methods do not require additional static switches, as opposed to the SC and OV techniques, therefore the relative costs are not high. The P&Oc method, unlike the other P&O methods, has low efficiency because of its lack of speed in tracking the MPP. Although the ICb method has the greatest efficiency, this does not justify the cost of using one more sensor than the ICa method. In fact, the two IC techniques have very similar efficiency but ICb have e higher implementation cost respect to ICa. Finally, taking into consideration the TP temperature techniques, they present two main inconveniences: ¾ variations in the Table 2 parameters create errors in the VMPP evaluation; 3/4 the measured temperature may be affected by phenomena unrelated to the solar irradiation. Further research on this subject should focus on experimental comparisons between these techniques, especially under shadow conditions.

Faranda, Roberto, and Sonia Leva. "Energy comparison of MPPT techniques for PV Systems." WSEAS transactions on power systems 3.6 (2008): 446-455.

4-Step Method

Which steps do we have to follow?



4-Step Method

Writing

- Try to write the whole of any short composition at one sitting, using the words that first come to mind.
- Your topic outline contributes to order and to the organization that is essential in writing.
- In scientific and technical writing, information and ideas should be presented in an interesting and objective way.



4-Step Method

Thinking and planning

- Be aware of the Deadline and the time available.
- Collecting information and ideas (5W-1H).
- Preparing a topic outline.
- Putting your paragraphs in order.



4-Step Method

BAMEWETA

Writing

- Begin well;
- Avoid repetition by dealing with each topic fully in one paragraph;
- Make proper connections to help readers follow your train of thought;
- Emphasize your main points;
- Write quickly, maintaining the momentum
- Ensure relevance:
- That makes a composition hold together
- Arrive at an effective conclusion.

4-Step Method

Revising

- · Scan for:
 - Repeated words in short paragraph
 - Dictation errors
 - Inappropriate linking words
 - Inappropriate sentences
- Read again as a not-ever-known-aboutthis-problem person: make sure that you can understand what you had written.



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Summary of 4-step Method

PLAN

- 1. Prepare a topic outline.
- 2. Underline the **points** you will **emphasize**.
- 3. Decide on an effective beginning.
- 4. Number the **topics** in an **appropriate order**.
- Decide how to end.
- Decide what help you will need with the preparation of diagrams and photographs, editing, copying and binding, or other tasks, and liaise with the people concerned.



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Summary of 4-step Method

THINK

- 1. Consider the **title** or your terms of **reference**.
- Define the **purpose** and scope of your composition, if these are not clearly stated in the title.
- 3. Decide what your **readers need** to know.
- 5. Consider the **time available** and allocate this to thinking, planning, writing and revising.
- Make notes of relevant information and ideas.

MONTY OF ARMA 2016 VEF Fellow KHUONG VINH NGUYEN KYNjenynoitemal-unkadu Gražuate Student

Summary of 4-step Method

WRITE

- If your first draft is hand-written, write one paragraph on each sheet and write on one side only – you can revise paragraphs or change their order easily.
- 2. If possible, put other tasks on one side and write where you will be free from interruption.
- 3. Use your topic outline as a guide.
- 4. Use effective headings, and keep to the point.
- Start writing and try to complete your first draft, or one section of a long document, at one sitting, using the first words that come to mind.



Summary of 4-step Method

CHECK & REVISE

- Does your first draft read well; is it well balanced?
- 2. Are the main points sufficiently emphasized?
- Is anything essential missing?
- 4. Is the meaning of each sentence clear and correct?
- 5. Does the writing match the needs of your readers, in vocabulary, sentence length and style?
- If necessary, revise your composition. Then put it on one side for a while to give yourself time for reflection.
 - . Read it again to see if you are still satisfied that it is the best you can do in the time available.

Citation

Very Important!!!

I recommend you to use the IEEE Citation Style:

- Do not confuse that IEEE is just used for Electrical Engineers.
- You are mostly students in engineering and technology.
- Easy to recognize the position of citation in your paper.





http://www.ieee.org/documents/ieeecitationref.pdf

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Citation

Very Important!!!

1. If you are writing a scientific journal:

Follow the journal's template to make citations and references

2. If you are writing a program thesis: Follow one of these citation styles:



SUM UP

You have to remember:

Structure of an abstract, an introduction, a discussion section and a conclusion.

Note: FUSION will bring up CONFUSION !!!

- ❖ 4-step method: Think Plan Write Revise.
- Abstract appears firstly in the research paper but it has to be completed lastly in your composing procedure.
- * Read what you write from an outside perspective.
- Use Office Tools efficiently



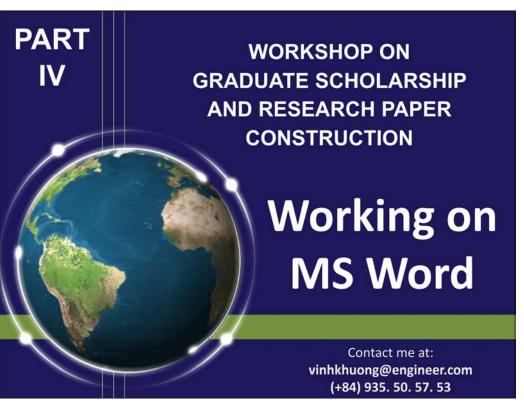
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Q & A

Thank you for listening



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