

Microsoft Word 20guide

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Metal Foams: A Design Guide Michael F. Ashby 2000-07-30 Metal foams are at the forefront of technological development for the automotive, aerospace, and other weight-dependent industries. They are formed by various methods, but the key facet of their manufacture is the inclusion of air or other gaseous pockets in the metal structure. The fact that gas pockets are present in their structure provides an obvious weight advantage over traditionally cast or machined solid metal components. The unique structure of metal foams also opens up more opportunities to improve on more complex methods of producing parts with space inclusions such as sand-casting. This guide provides information on the advantages metal foams possess, and the applications for which they may prove suitable. Offers a concise description of metal foams, their manufacture, and their advantages in industry Provides engineers with answers to pertinent questions surrounding metal foams Satisfies a major need in the market for information on the properties, performance, and applications of these materials

The Official Cambridge Guide to IELTS Student's Book with Answers with DVD-ROM Pauline Cullen 2014-02-27 "This Student's Book with answers contains separate sections focussing on Reading, Writing, Listening and Speaking ; 8 official practice tests from Cambridge English ; DVD-ROM with MP3 files and speaking test videos."--Publisher.

Microsoft Windows Microsoft Corporation 1990 An up-to-date, comprehensive reference to each component in the latest version of the Windows Application Programming Interface (API) that will be indispensable to every Windows programmer.

How to Format your eBook BookRix Team 2019-08-01 The BookRix FREE self-publishing service offers you the opportunity to sell your eBooks in the major online stores. Our guide offers simple instructions to create and format an eBook using Microsoft Word. We also provide information on how eBook formatting is different from print formatting. If you want to distribute your eBook via BookRix to all the major eBook stores, such as Amazon, Apple, Kobo, and Barnes & Noble, this guide is a must-read. If you would like this document as a PDF file, just copy and paste this link into your browser:

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Corpus Linguistics and African Englishes Alexandra U. Esimaje 2019-02-15 Corpus linguistics has become one of the most widely used methodologies across the different linguistic subdisciplines; especially the study of world-wide varieties of English uses corpus-based investigations as one of the chief methodologies. This volume comprises descriptions of the many new corpus initiatives both within and outside Africa that aim to compile various corpora of African Englishes. Moreover, it contains cutting-edge corpus-based research on African Englishes and the use of corpora in pedagogic contexts within African institutions. This volume thus serves both as a practical introduction to corpus compilation (Part I of the book), corpus-based research (Part II) and the application of corpora in language teaching (Part III), and is intended both for those researchers not yet familiar with corpus linguistics and as a reference work for all international researchers investigating the linguistic properties of African Englishes.

The Startup Owner's Manual Steve Blank 2020-03-17 More than 100,000 entrepreneurs rely on this book for detailed, step-by-step instructions on building successful, scalable, profitable startups. The National Science Foundation pays hundreds of startup teams each year to follow the process outlined in the book, and it's taught at Stanford, Berkeley, Columbia and more than 100 other leading universities worldwide. Why? The Startup Owner's Manual guides you, step-by-step, as you put the Customer Development process to work. This method was created by renowned Silicon Valley startup expert Steve Blank, co-creator with Eric Ries of the "Lean Startup" movement and tested and refined by him for more than a decade. This 608-page how-to guide includes over 100 charts, graphs, and diagrams, plus 77 valuable checklists that guide you as you drive your company toward profitability. It will help you: • Avoid the 9 deadly sins that destroy startups' chances for success • Use the Customer Development method to bring your business idea to life • Incorporate the Business Model Canvas as the organizing principle for startup hypotheses • Identify your customers and determine how to "get, keep and grow" customers profitably • Compute how you'll drive your startup to repeatable, scalable profits. The Startup Owner's Manual was originally published by K&S Ranch Publishing Inc. and is now available from Wiley. The cover, design, and content are the same as the prior release and should not be considered a new or updated product.

Beginning Microsoft Small Basic Philip Conrod 2010 The BEGINNING MICROSOFT SMALL BASIC programming and porting tutorial is an interactive self-study tutorial explaining in depth the new Microsoft Small Basic development environment using many Small Basic program examples. This course is written for the absolute beginner programmer and can be used by kids (13+) as well as adults. The BEGINNING MICROSOFT SMALL BASIC programming and porting tutorial consists of 11 chapters explaining (in simple, easy-to-follow terms) how to build Small Basic applications and then compare them to other programming languages. You will learn about program design, text window applications, graphics window applications and many elements of the Small Basic language. Numerous examples are used to demonstrate every step in the building process. The tutorial also includes several detailed computer programs to illustrate the fun of Small Basic programming. Finished programs can even be published on-line to share programs with others. The last chapter of the tutorial shows you the source code for four of David H. Ahl's classic Small Basic Computer Games ported into several different computer programming languages including BASIC, Microsoft Small Basic, Visual Basic, Visual C#, and Java. No programming experience is necessary, but familiarity with doing common tasks using a computer operating system (simple editing, file maintenance, understanding directory structures, working on the Internet) is expected. The course requires Windows 7, XP, or Vista, ability to view and print documents saved in Microsoft Word format, and the Microsoft Small Basic development environment (Version 0.9 or higher).

Wrox SharePoint 2010 SharePoint911 Three-Pack Todd Klindt 2012-02-25 The Wrox SharePoint 2010 SharePoint911 Three-Pack combines the contents of three full e-books written by the experts from SharePoint911. That's over 1800 pages of hands-on advice from Todd Klindt, Shane Young, Laura Rogers, Randy Drisgill, Jennifer Mason, John Ross, and Larry Riemann, among others. In Beginning SharePoint 2010: Building Business Solutions with SharePoint (ISBN 978-0-470-61789-2) by Amanda Perran, Shane Perran, Jennifer Mason, and Laura Rogers, readers learn the core concepts, terminology, and features of SharePoint 2010. In Professional SharePoint 2010 Branding and User Interface Design (ISBN 978-0-470-58464-4) by Randy Drisgill, John Ross, Jacob J. Sanford, Paul Stubbs, and Larry Riemann, the reader gets a deep dive into branding a SharePoint site. In the third book of the set, the SharePoint bestseller Professional SharePoint 2010 Administration (ISBN 978-0-470-53333-8) by Todd Klindt, Shane Young, and Steve Caravajal, the authors provide a detailed look at the administration tools available in SharePoint 2010.

Microsoft Project 2013 Step by Step Carl S. Chatfield 2013 A guide to the project management tool covers such topics as creating tasks and assign constraints, estimating project costs, resolving scheduling problems, creating project reports, and consolidating projects.

Cross-Cultural Design. User Experience of Products, Services, and Intelligent Environments Pei-Luen Patrick Rau 2020-07-10 This two-volume set LNCS 12192 and 12193 constitutes the refereed proceedings of the 12th International Conference on Cross-Cultural Design, CCD 2020, held as part of HCI International 2020 in Copenhagen, Denmark in July 2020.The conference was held virtually due to the corona pandemic. The total of 1439 papers and 238 posters included in the 40 HCII 2020 proceedings volumes was carefully reviewed and selected from 6326 submissions. The regular papers of Cross-Cultural Design CCD 2020 presented in this volume were organized in topical sections named: Cross-Cultural User Experience Design; Culture-Based Design, Cross-Cultural Behaviour and Attitude, and Cultural Facets of Interactions with Autonomous Agents and Intelligent Environments.

Rules for Compositors and Readers ... at the University Press, Oxford Oxford University Press 1904

Managing Digital Records in Africa Mpho Ngoepe 2022-05-23 Managing Digital Records in Africa draws on the research work of the InterPARES Trust (ITrust) project that investigated interrelated archival issues focusing on legal analysis, infrastructure, trust, authentication, and education within the African context. This research-focused book provides a legal analysis and systematic assessment of how African institutions manage digital records in four countries (i.e., Botswana, Kenya, South Africa, and Zimbabwe). It also examines the extent to which records are managed using Internet-based applications, trust in such records, and digital record authentication to support the auditing process. Finally, it provides a curriculum analysis in digital records at institutions of higher learning in 38 African countries. The book's case studies illustrate the threads of discussion, which span the ITrust domains of legislation, infrastructure, authentication, trust, and education in archives and records management. The book can be used as a premier reference source by private and public organizations, researchers, educators, archivists, records managers, and postgraduate students to make informed decisions about digital records, records management systems, cloud-based services, authenticating records, and identifying universities on the continent that offer archival programmes. The book may also find expression to practitioners in other fields such as law and auditing.

SQL Server 2016 Developer's Guide Dejan Sarka 2017-03-22 Get the most out of the rich development capabilities of SQL Server 2016 to build efficient database applications for your organization About This Book Utilize the new enhancements in Transact-SQL and security features in SQL Server 2016 to build efficient database applications Work with temporal tables to get information about data stored in the table at any point in time A detailed guide to SQL Server 2016, introducing you to multiple new features and enhancements to improve your overall development experience Who This Book Is For This book is for database developers and solution architects who plan to use the new SQL Server 2016 features for developing efficient database applications. It is also ideal for experienced SQL Server developers who want to switch to SQL Server 2016 for its rich development capabilities. Some understanding of the basic database concepts and Transact-SQL language is assumed. What You Will Learn Explore the new development features introduced in SQL Server 2016 Identify opportunities for In-Memory OLTP technology, significantly enhanced in SQL Server 2016 Use columnstore indexes to get significant storage and performance improvements Extend database design solutions using temporal tables Exchange JSON data between applications and SQL Server in a more efficient way Migrate historical data transparently and securely to Microsoft Azure by using Stretch Database Use the new security features to encrypt or to have more granular control over access to rows in a table Simplify performance troubleshooting with Query Store Discover the potential of R's integration with SQL Server In Detail Microsoft SQL Server 2016 is considered the biggest leap in the data platform history of the Microsoft, in the ongoing era of Big Data and data science. Compared to its predecessors, SQL Server 2016 offers developers a unique opportunity to leverage the advanced features and build applications that are robust, scalable, and easy to administer. This book introduces you to new features of SQL Server 2016 which will open a completely new set of possibilities for you as a developer. It prepares you for the more advanced topics by starting with a quick introduction to SQL Server 2016's new features and a recapitulation of the possibilities you may have already explored with previous versions of SQL Server. The next part introduces you to small delights in the Transact-SQL language and then switches to a completely new technology inside SQL Server - JSON support. We also take a look at the Stretch database, security enhancements, and temporal tables. The last chapters concentrate on implementing advanced topics, including Query Store, columnstore indexes, and In-Memory OLTP. You will finally be introduced to R and how to use the R language with Transact-SQL for data exploration and analysis. By the end of this book, you will have the required information to design efficient, high-performance database applications without any hassle. Style and approach This book is a detailed guide to mastering the development features offered by SQL Server 2016, with a unique learn-as-you-do approach. All the concepts are explained in a very easy-to-understand manner and are supplemented with examples to ensure that you—the developer—are able to take that next step in building more powerful, robust applications for your organization with ease.

The Indigo Book Christopher Jon Sprigman 2017-07-11 This public domain book is an open and compatible implementation of the Uniform System of Citation.

Sharepoint 2010 Barcharts, Inc. 2011-05-31 SharePoint 2010 is among the many cutting-edge applications to be found within Microsoft's Office Suite software--our newest 3-panel guide will help you get the most out of this handy tool. The fluff-free content includes important definitions, tips, and step-by-step instructions on how to perform each key function within SharePoint; full-color screen shots are also provided for ease of use.

Shifting the Balance Jan Miller Burkins 2021 These days, it seems that everyone has a strong opinion about how to teach young children to read. Some may brush off the current tension as nothing more than one more round of "the reading wars." Others may avoid the clash altogether due to the uncivilized discourse that sometimes results. Certainly, sorting the signal from the noise is no easy task. In this leading-edge book, authors Jan Burkins and Kari Yates address this tension as a critical opportunity to look closely at the research, reevaluate current practices, and embrace new possibilities for an even stronger enactment of balanced literacy. From phonological processing to brain research to orthographic mapping to self-teaching hypothesis, Shifting the Balance cuts through the rhetoric (and the sciencey science) to offer readers a practical guide to decision-making about beginning reading instruction. The authors honor the balanced literacy perspective while highlighting common practices to reconsider and revise--all through a lens of what's best for the students sitting in front of us. Across six shifts, each chapter identifies a common instructional practice to reconsider explores various misunderstandings that establish and keep that practice in play shares scientific research to support its reconsideration proposes an instructional shift to apply a new perspective, and details several high-leverage instructional routines to support implementation of that shift. By pinpointing gaps and overlaps--as well as common misunderstandings and missed opportunities between the competing lines of thought--Jan and Kari offer busy educators direction and clarification for integrating science and balance into their daily instruction, while keeping meaningful experiences with text a priority. **Advancing Online Teaching** Kevin Kelly 2020-12-14 The goal of teaching online is fundamentally the same as teaching face-to-face: facilitating the learning of all students to the greatest extent possible. This book differs from other books on online teaching in that, in the process of offering guidance on course design and planning,

developing outcomes and appropriate engaging activities, managing the workload and assessment, the authors pay explicit attention throughout to the distinct and diverse needs of students and offer effective strategies to accommodate them in a comprehensive and inclusive way by using the principles of Universal Design for Learning. By following those principles from the outset when planning a course, all students will benefit, and most particularly those whom the research shows have the greatest achievement gaps when taking online courses -- males, first generation and low income students, those from underrepresented minority groups, the academically underprepared, students with disabilities, and those with limited online access or lacking readiness for online learning. Beyond good planning and design, Kelly and Zakrajsek offer ideas for creating inclusive course environments and activities, such as using culturally appropriate content and making it accessible in multiple formats. They also share methods to foster faculty-learner interaction and increase personal connections with students, and among students, through group activities or learning communities, which are so critical to motivation and success. Faculty new to online teaching as well as more experienced readers will find a wealth of practical guidance on developing and honing both fully online and blended courses and, as importantly, a wealth of proven ideas to help the new generation of students with diverse needs to succeed.

Lord of the Flies William Golding 2003-12-16 Golding's iconic 1954 novel, now with a new foreword by Lois Lowry, remains one of the greatest books ever written for young adults and an unforgettable classic for readers of any age. This edition includes a new Suggestions for Further Reading by Jennifer Buehler. At the dawn of the next world war, a plane crashes on an uncharted island, stranding a group of schoolboys. At first, with no adult supervision, their freedom is something to celebrate. This far from civilization they can do anything they want. Anything. But as order collapses, as strange howls echo in the night, as terror begins its reign, the hope of adventure seems as far removed from reality as the hope of being rescued.

Qualitative Data Analysis with NVivo Patricia Bazeley 2013-04-30 Lecturers/instructors only - request a free digital inspection copy here This straightforward, jargon-free book provides an invaluable introduction to planning and conducting qualitative data analysis with NVivo. Written by leading authorities, with over 40 years combined experience in computer-assisted analysis of qualitative and mixed-mode data, the new edition of this best selling textbook is an ideal mix of practical instruction, methodology and real world examples. Practical, clear and focused the book effectively shows how NVivo software can accommodate and assist analysis across a wide range of research questions, data types, perspectives and methodologies. It sets out: The power and flexibility of the NVivo software How best to use NVivo at each stage in your research project Examples from the authors' own research and the sample data that accompanies the software, supplemented with vignettes drawn from across the social sciences Annotated screen shots A website with links to data, sample projects, supplementary/updated instructions, and SAGE journal content This second edition contains new chapters on handling a literature review, visualizing data, working in mixed methods and social media datasets, and approaching NVivo as a team. An insightful step-by-step guide to the messy reality of doing computer-assisted analysis, this successful book is essential reading for anyone considering using NVivo software.

SysML Distilled Lenny Delligatti 2014 SysML Distilled is a go-to reference for everyone who wants to start creating accurate and useful system models with SysML. Drawing on his pioneering experience creating models for Lockheed Martin and NASA, Lenny Delligatti illuminates SysML's core components, and shows how to use them even under tight deadlines and other constraints. The reader needn't know all of SysML to create effective models: SysML Distilled quickly teaches what does need to be known, and helps deepen the reader's knowledge incrementally as the need arises.

Online Teaching at Its Best Linda B. Nilson 2021-05-13 Bring pedagogy and cognitive science to online learning environments Online Teaching at Its Best: Merging Instructional Design with Teaching and Learning Research, 2nd Edition, is the scholarly resource for online learning that faculty, instructional designers, and administrators have raved about. This book addresses course design, teaching, and student motivation across the continuum of online teaching modes—remote, hybrid, hyflex, and fully online—integrating these with pedagogical and cognitive science, and grounding its recommendations in the latest research. The book will help you design or redesign your courses to ensure strong course alignment and effective student learning in any of these teaching modes. Its emphasis on evidence-based practices makes this one of the most scholarly books of its kind on the market today. This new edition features significant new content including more active learning formats for small groups across the online teaching continuum, strategies and tools for scripting and recording effective micro-lectures, ways to integrate quiz items within micro-lectures, more conferencing software and techniques to add interactivity, and a guide for rapid transition from face-to-face to online teaching. You'll also find updated examples, references, and quotes to reflect more evolved technology. Adopt new pedagogical techniques designed specifically for remote, hybrid, hyflex, and fully online learning environments Ensure strong course alignment and effective student learning for all these modes of instruction Increase student retention, build necessary support structures, and train faculty more effectively Integrate research-based course design and cognitive psychology into graduate or undergraduate programs Distance is no barrier to a great education. Online Teaching at Its Best provides practical, real-world advice grounded in educational and psychological science to help online instructors, instructional designers, and administrators deliver an exceptional learning experience even under emergency conditions.

Enhancing Learning through Formative Assessment and Feedback Alastair Irons 2021-08-20 Assessment is a critical aspect of higher education because it has a range of powerful impacts on what staff and students do and how universities operate. Underpinned by relevant theory and practical advice this fully updated new edition takes into account the changing expectation of students in the context of an increasingly complex and shifting higher education environment to promote the role of formative assessment and formative feedback and its impact on shaping the student learning experience. Presented through the lens of contemporary perspectives, empirical evidence, and case studies across a broad range of subject disciplines, this new edition aims to encourage teaching and support staff to focus on the promotion of student learning through designing and embedding high-impact formative assessment processes and activities. Key content covers: the theoretical and philosophical aspects of formative assessment and formative feedback; the learning environment in which students undertake their learning activities, helping teachers develop appropriate formative assessment and provide effective formative feedback; the impact of formative assessment and formative feedback activities have on learning, teaching, and assessment design, as well as on the academic workload of tutors; the contemporary issues and challenges currently driving research into formative assessment; the use of technology in formative assessment and how different tools and technologies allow for the provision of effective and efficient formative feedback; the benefits of understanding how students respond to formative assessment and formative feedback as an opportunity to review the effectiveness of the teaching and learning methods and techniques; the integral role of formative assessment and formative feedback plays in postgraduate research settings; and how innovations in formative assessment and feedback inform key developments in large-scale assessment change. Aimed at both experienced and early career practitioners in higher education, this text is ideal reading for educators who wish to see a movement away from a higher education system driven by summative assessment to one where a more holistic approach to education positions learning standards rather than measurement and grades as central to effective assessment and, crucially, to return to a focus on student learners.

Professional MOM 2005, SMS 2003, and WSUS Randy Holloway 2006-05-22 Professional MOM 2005, SMS 2003 and Microsoft Update provides a single source for IT administrators to understand how these systems and operations management technologies can be used in their environments. It also serves as a comparative tool that helps readers understand which tool is right for which job. It is designed and written for anyone who is involved with implementing, supporting, or managing a set of tools for systems and operations management, including IT operators, IT administrators, IT infrastructure managers and system architects. The readers that have some background in systems and operations management will probably get the most of this book, however no specific level of skill or knowledge is assumed. The writing is aimed at readers who have a basic understanding of IT infrastructure on the Windows platform and have familiarity with Windows XP (and earlier) client

deployments and Windows Server technologies. Some of the topics covered include: basics of operations management how the MOM 2005, SMS 2003 and other update technologies fit together installing and deploying MOM installing and deploying SMS installing and deploying MU and WSUS configuring and administering the MOM environment with MOM and alert tuning MOM and SMS agents Deploying and using MOM management packs Third party management packs Security and patching with MOM and SMS Monitoring and security MOM and SMS deployments MOM and SMS reporting Microsoft System Center Solutions Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Communicating with Intelligence Michael Patrick Hendrix 2022-12-15 This book outlines the foundations of good intelligence communication, a toolkit for writing these documents, the briefing process, and a guide to citations and classified materials.

Easy Web Page Creation Mary Millhollon 2001 A practical handbook that teaches the basics of Web page design and creation explains how to build a variety of Web pages, ranging from simple online community pages on MSN to complex multimedia sites with Microsoft FrontPage; describes how to plan, upload, and maintain a site; and offers a host of tips on the art of good Web page design. Original. (Beginner)

Essentials of WJ IV Cognitive Abilities Assessment Fredrick A. Schrank 2016-03-11 The step-by-step guide to administering, scoring, and interpreting the WJ IV® Tests of Cognitive Abilities Essentials of WJ IV® Cognitive Abilities Assessment provides expert, practical advice on how to administer, score, and interpret the WJ IV COG®. Designed to be an easy-to-use reference, the text goes beyond the information found in the WJ IV® examiner's manual to offer full explanations of the tests and clusters on the WJ IV COG®. This essential guide also explains the meaning of all scores and interpretive features and includes valuable advice on clinical applications and illuminating case studies. This clearly written and easily accessible resource offers: Concise chapters with numerous callout boxes highlighting key concepts, numerous examples, and test questions that help you gauge and reinforce your grasp of the information covered. An in-depth chapter on interpretation of the WJ IV COG® which highlights links to interventions for each test based on contemporary theory and research. Expert assessment of the tests' relative strengths and weaknesses. Illustrative case reports with clinical and school-based populations. If you're a school psychologist, clinical psychologist, neuropsychologist, or any professional or graduate student looking to become familiar with the new WJ IV COG®, this is the definitive resource you'll turn to again and again.

The Engineer 2016

The Art of Mixing David Gibson 2019-01-10 David Gibson uses 3D visual representations of sounds in a mix as a tool to explain the dynamics that can be created in a mix. This book provides an in-depth exploration into the aesthetics of what makes a great mix. Gibson's unique approach explains how to map sounds to visuals in order to create a visual framework that can be used to analyze what is going on in any mix. Once you have the framework down, Gibson then uses it to explain the traditions that have been developed over time by great recording engineers for different styles of music and songs. You will come to understand everything that can be done in a mix to create dynamics that affect people in really deep ways. Once you understand what engineers are doing to create the great mixes they do, you can then use this framework to develop your own values as to what you feel is a good mix. Once you have a perspective on what all can be done, you have the power to be truly creative on your own – to create whole new mixing possibilities. It is all about creating art out of technology. This book goes beyond explaining what the equipment does – it explains what to do with the equipment to make the best possible mixes.

Formation complète à Microsoft Office Marina-Nicole Mathias 2007

A Guide to MATLAB Brian R. Hunt 2006-06-08 This is a short, focused introduction to MATLAB, a comprehensive software system for mathematical and technical computing. It contains concise explanations of essential MATLAB commands, as well as easily understood instructions for using MATLAB's programming features, graphical capabilities, simulation models, and rich desktop interface. Written for MATLAB 7, it can also be used with earlier (and later) versions of MATLAB. This book teaches how to graph functions, solve equations, manipulate images, and much more. It contains explicit instructions for using MATLAB's companion software, Simulink, which allows graphical models to be built for dynamical systems. MATLAB's new "publish" feature is discussed, which allows mathematical computations to be combined with text and graphics, to produce polished, integrated, interactive documents. For the beginner it explains everything needed to start using MATLAB, while experienced users making the switch to MATLAB 7 from an earlier version will also find much useful information here.

Microsoft Project 2016 Step by Step Carl Chatfield 2016-02-25 The quick way to learn Microsoft Project 2016! This is learning made easy. Get more done quickly with Project 2016. Jump in wherever you need answers-brisk lessons and colorful screenshots show you exactly what to do, step by step. Quickly start a new plan, build task lists, and assign resources Share your plan and track your progress Capture and fine-tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need

Writing Literature Reviews Jose L. Galvan 2017-04-05 Guideline 12: If the Results of Previous Studies Are Inconsistent or Widely Varying, Cite Them Separately

Journal of the Association of Legal Writing Directors 2006

MOS 2016 Study Guide for Microsoft PowerPoint Joan Lambert 2016-11-04 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with PowerPoint 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 2016 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage presentations Insert and format text, shapes, and images Insert tables, charts, SmartArt, and media Apply transitions and animations Manage multiple presentations About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

Deep Work Cal Newport 2016-01-05 Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of Give and Take). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In Deep Work, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, Deep Work takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. Deep Work is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

[The Data Science Design Manual](#) Steven S. Skiena 2017-07-01 This engaging and clearly written textbook/reference provides a must-have introduction to the rapidly emerging interdisciplinary field of data science. It focuses on the principles fundamental to becoming a good data scientist and the key skills needed to build systems for collecting, analyzing, and interpreting data. The Data Science Design Manual is a source of practical insights that highlights what really matters in analyzing data, and provides an intuitive understanding of how these core concepts can be used. The book does not emphasize any particular programming language or suite of data-analysis tools, focusing instead on high-level discussion of important design principles. This easy-to-read text ideally serves the needs of undergraduate and early graduate students embarking on an “Introduction to Data Science” course. It reveals how this discipline sits at the intersection of statistics, computer science, and machine learning, with a distinct heft and character of its own. Practitioners in these and related fields will find this book perfect for self-study as well. Additional learning tools: Contains “War Stories,” offering perspectives on how data science applies in the real world Includes “Homework Problems,” providing a wide range of exercises and projects for self-study Provides a complete set of lecture slides and online video lectures at www.data-manual.com Provides “Take-Home Lessons,” emphasizing the big-picture concepts to learn from each chapter Recommends exciting “Kaggle Challenges” from the online platform Kaggle Highlights “False Starts,” revealing the subtle reasons why certain approaches fail Offers examples taken from the data science television show “The Quant Shop” (www.quant-shop.com)

Facilitator's Guide to Participatory Decision-Making Sam Kaner 2011-03-10 "The best book on collaboration ever written!" —Diane Flannery, founding CEO, Juma Ventures And now this classic book is even better—much better. Completely revised and updated, the second edition is loaded with new tools and techniques. Two powerful new chapters on agenda design A full section devoted to reaching closure More than twice as many tools for handling difficult dynamics 70 brand-new pages and over 100 pages significantly improved

The Definitive Guide to DAX Alberto Ferrari 2015-10-14 This comprehensive and authoritative guide will teach you the DAX language for business intelligence, data modeling, and analytics. Leading Microsoft BI consultants Marco Russo and Alberto Ferrari help you master everything from table functions through advanced code and model optimization. You'll learn exactly what happens under the hood when you run a DAX expression, how DAX behaves differently from other languages, and how to use this knowledge to write fast, robust code. If you want to leverage all of DAX's remarkable power and flexibility, this no-compromise “deep dive” is exactly what you need. Perform powerful data analysis with DAX for Microsoft SQL Server Analysis Services, Excel, and Power BI Master core DAX concepts, including

calculated columns, measures, and error handling Understand evaluation contexts and the CALCULATE and CALCULATETABLE functions Perform time-based calculations: YTD, MTD, previous year, working days, and more Work with expanded tables, complex functions, and elaborate DAX expressions Perform calculations over hierarchies, including parent/child hierarchies Use DAX to express diverse and unusual relationships Measure DAX query performance with SQL Server Profiler and DAX Studio

The Guide to Translation and Localization Lingo Systems (Firm) 1999 This compendium of information on translation & localization provides you with an easy-to-read guide on how you can successfully approach a document or software localization project. The translation & localization processes are complicated ones. You can use this booklet to help prepare your projects & to better address your localization needs during the development process. The better prepared you are going into your project, the more efficiently it can be managed to shorten timelines, reduce costs, & improve quality. This guide is written in a way that will give you a good overview & a set of directions so that you can readily use it as a reference book for information on specific topics. By offering your products around the world in a version that appeals to each locale, you can increase your organization's distribution, extend the life of your products, & be less dependent upon the American market alone. Partial Contents: The Localization Launch Pad; Managing Your Terminology; Translation Tools; Documentation Project Management; Software Localization Project Management; Getting the Best Quality Translation; Software Internalization & Localization; Quality Assurance & Your Product; Translation & Localization Glossary; Resources

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