

friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application to ensure readers gain a complete understanding of Microsoft Excel 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This manual will covers Introduction, Working with Tables, Using Templates, Adding and Formatting Content to Notes, Using Writing Tools, Interacting with Outlook, Search, Save and Print and Share a Notebook.

Ken Withee was the primary author of the previous edition.

Se hai un sito internet, sei già un editore. Se sei sui social media, lavori nel marketing. Questo significa che siamo tutti scrittori. Le nuove regole della scrittura è la guida pratica per attrarre e mantenere i clienti attraverso una perfetta comunicazione online. Oggi la scrittura ha acquisito assoluta rilevanza. Nella società digitale, le parole sono i nostri emissari: raccontano al mondo chi siamo. Il modo in cui scriviamo può farci apparire intelligenti o stupidi. Divertenti, cordiali, competenti o affi dabili. Ma può anche farci passare per persone confuse, sciocche o irrimediabilmente noiose. Una norma, questa, valida per buttare giù un listicle, per usare SlideShare e persino per maneggiare i termini che stiamo utilizzando in questo preciso momento. Ciò vuol dire che occorre scegliere le parole con cura, usare uno stile gradevole e parsimonioso, ricorrere a un'empatia sincera nei confronti del lettore. Ma significa anche prestare attenzione alla capacità, spesso trascurata, di fare marketing dei contenuti: saper scrivere e raccontare bene (ma davvero bene!) una storia vera. Essere in grado di comunicare nella scrittura non è solo bello, ma anche necessario. Ed è anche il fondamento del content marketing. In questo libro Ann Handley mette al servizio tutta la sua esperienza per guidarci nel

processo e nelle strategie di creazione, produzione e pubblicazione dei contenuti, con consigli pratici pensati per ottenere risultati sicuri. Le lezioni e le regole di cui l'autrice ci fa dono possono applicarsi facilmente a tutti i contenuti online: pagine web, homepage, landing page, email, marketing, blog, post su Facebook, Twitter, LinkedIn e tutti gli altri social media. Le nuove regole della scrittura è una guida pratica alla creazione e pubblicazione di qualsiasi tipo di contenuto online, destinata a chi lavora per un grande brand o per una piccola azienda, o anche solo per se stesso.

The ultimate aim of this book is to identify the conceptual tools and the instructional modalities which enable students and teachers to cross the boundary between school mathematics and real world problem solving. The book identifies, examines, and integrates seven conceptual tools, of which five are constructs (activity theory, narrative, modeling, critical mathematics education, ethnomathematics) and two are contexts (STEM and the workplace). The author develops two closely linked multiple-perspective frameworks: one for learning real world problem solving in school mathematics, which sets the foundations of learning real world problem solving in school mathematics; and one for teaching real world problem solving in school mathematics, which explores the modalities of teaching real world problem solving in school mathematics. "The book is composed as, on the one hand, a high-level theoretical scholarly work on real world problem solving in school mathematics, and, on the other hand, a set of twelve narratives which, put together, constitute a thought-provoking and moving personal and professional autobiography." - Mogens Niss "These narratives combine aspects of Murad's personal trajectory as an individual with those points in his professional career at which he became aware of perspectives on and approaches to mathematics education that were both significant in and of themselves, and instrumental for the specific scholarly endeavor presented in the book." - Mogens Niss

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With its distinctive investigative approach to learning, this best-selling laboratory manual is now more engaging than ever, with full-color art and photos throughout. The lab manual encourages students to participate in the process of science and develop creative and critical-reasoning skills.

My OneNote 2016 (includes Content Update Program)Que Publishing

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A simple journal that offers one question per day, to be answered on the same day for five years in a row. The questions range from the prosaic ("What did you have for lunch today?") to the contemplative ("Can people really change?"), giving readers a comprehensive look back at their thoughts and feelings over a five-year span. For anybody who has ever given up journaling after being intimidated when facing a blank page, this book makes it easy to take a snapshot of your inner life in just a few minutes each day. The beauty of this journal is that it enables readers to track their emotional growth as well as keep track of memories, and provides an interesting walk down memory lane a few years later. The simple one-question prompts make this book to journaling as adult coloring books are to art - a gateway product with built-in creative inspiration. The specially-sized package features a printed flexi-bound cover, four-color endpapers, quality paper, and bookmark ribbon.

The deepest reference on Microsoft's productivity service Office 365 offers the same productivity power as past versions of Microsoft Office along with tools designed to boost collaboration in the workplace and instant access to the latest Office updates without buying a whole new software package. It's an ideal solution for both the office and home use. The author of the bestselling Office All-in-One For Dummies shares his advice on how to navigate the nuts and bolts of getting things done with Office 365. Look inside for step-by-step instructions on Excel, Outlook, Word, PowerPoint, Access, and OneNote along with a dive into the cloud services that come with Office 365. Access Office 365 Make sense of common Office tasks Use Excel, Word, outlook, PowerPoint and more Take advantage of 365 online services If you're a home or business user interested in having a complete reference on the suite, this book has you covered.

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Windows 10 In Depth is just the guide you need. It will get you through the learning curve to become a Windows 10 expert. The authors of Windows 10 In Depth have scaled the steepest part of the learning curve for you, and give you great guidance from the first page to the last, from your first hour with Windows 10 to long-term management and maintenance tasks. In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of Windows 10, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit www.quepublishing.com/CUP. This massive book includes detailed step-by-step procedures, which you through even the most complex configuration and management tasks. Whether you have a traditional PC or a souped-up tablet with a touchscreen, Windows 10 In Depth is just the guide you need. It will get you through the learning curve to become a Windows 10 expert. The authors have scaled the steepest part of the learning curve for you. From the first page to the last, and from your first hour with

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Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows you to work through an entire task without turning the page! New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what you should see on your own computer. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Book + Content Update Program My Office 2016 introduces readers to this new version of the suite and shows them how to get the most out of the apps. The book clearly explains what to expect from the new version of Office, what the program limitations are, and discusses best practices for using the apps. My Office 2016 teaches readers how to use Word, Excel, PowerPoint, Outlook, Access, and OneDrive in an easy-to-follow, task-based format. Topics covered include how to use the main features that come with each Office application, how to synchronize documents between devices, and how to collaborate with others. • Master core skills you can use in every Office 2016 program • Quickly create visual documents with advanced formatting and graphics • Build complex documents with columns, footnotes, headers, and tables • Enter and organize Excel data more accurately and

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