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John Baschab,Jon Piot

Special Edition Using Microsoft Office 2003 Ed Bott,Woody Leonhard,2003 A guide to the integrated software package for experienced users delves into hundreds of undocumented secrets, hidden tools, and little-known field codes.

Practical Intranet Development John Colby,Gareth Downes-Powell,Jeffrey Haas,Darren J. Harkness,Frank Pappas,Mike Parsons,Francis Storr,Inigo Surguy,Ruud Voigt,2013-11-11 An intranet can be a powerful tool. A well-designed intranet becomes the key resource and communications platform for your organization, used by members of staff as their first destination for information. In contrast, a poorly designed intranet will sit unused, accumulating useless information, and eating up IT budgets. So, how do you avoid this situation, and make sure you design the most useful, and usable, intranet? This book takes you through the steps you need to take to make an invaluable intranet, from identifying your users' needs and building an indispensable tool, to marketing the results. It guides you through the problems that may occur, passing on invaluable advice from people who have been through the process before. We start by setting the scene, giving an overview of what intranets are and how to justify it to your organization. We then give you a rundown of the main areas you'll need to think about when developing an intranet, covering browsers, development techniques, usability, content management, security, and internal marketing. Finally, we'll take a look at what to do when the Intranet moves beyond its original function, looking at remote access, extranets, and what to do when the Intranet gets too big.

Using Microsoft Office XP Ed Bott,Woody Leonhard,2001 With this edition ofSpecial Edition Using Office XPthere is a continual emphasis on realistic applications and uses of the program features. While there are many other big books in the Office market today, there are few that tailor coverage uniquely for the intermediate to advanced Office user as Special Edition Using does, delivering more focused value for the customer. It has been updated to reflect Office XP's Smart tags, collaboration features, speech and dictation tools, built-in recovery features, add network place wizard and much more

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Developing Practice Competencies D. Mark Ragg,2011-04-18 Praise for Developing Practice Competencies A Foundation for Generalist Practice This is the textbook I have been waiting for. The author engages the reader from the very beginning. It includes comprehensive coverage of EPAS standards and practice behaviors that any social work instructor would be delighted with. Mark Ragg's explanation of social work concepts and practice skills is very readable and well illustrated. This textbook will enhance social work students' self-confidence in their skills as beginning practitioners. This is an author who clearly knows how to engage and excite social work students about contemporary social work. Strongly recommended for generalist practice programs! —Mary Fran Davis, LCSW Austin Peay State University, Clarksville, Tennessee An applied, experiential introduction for the development of generalist practice skills in the helping professions Designed to help students in social work and human services programs establish a solid skill foundation for professional practice, Developing Practice Competencies holistically organizes this content knowledge through a consistent framework integrated throughout the book. Developing Practice Competencies explores: How to build on current interpersonal skills to develop a professional identity and a specialized repertoire of intervention skills How to work competently with diverse client groups taking into account the cultural and social contexts of each client situation Ways to engage individuals and larger client systems in focused work toward client-specific goals Successfully managing the nuances and challenges of the helping relationship Combining specific skills for use in evidence-based models Filled with rich examples, role-plays, and exercises, Developing Practice Competencies covers the foundation competencies necessary for students preparing to work with individuals, families, groups, organizations, and communities on behalf of underserved and socially compromised people. An accompanying DVD offers video of the practice skills in action and electronic versions of exercises for classroom discussions.

The Professional Services Firm Bible John Baschab,Jon Piot,2004-12-17 Spanning everything from legal firms and architects to fundraisersand dentists, the professional services industry continues toexperience spectacular growth yet remains largely undocumented inbusiness literature. Until now. The Professional Services Firm Bible is a sophisticatedand comprehensive guide to running a highly productive professionalservices organization. Top consultants John Baschab and Jon Piotprovide specific and sharply defined policies, practices and toolsfor each important aspect of managing the professional servicesfirm, allowing you to assess current operations and develop astep-by-step plan for realising measurable productivityimprovements. Further, the book will help you improve financialperformance by managing costs, getting the most from externalvendors and improving revenues. The Professional Services Firm Bible is full of bestpractices, proven advice and practical techniques and includes aCD-ROM with customizable tools every professional services firm canuse to achieve improvements. Please visit www.iig1.com andwww.impactinsights.comfor more information on the book and top consultants John Baschaband Jon Piot.

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Microsoft Office 2010 In Depth Joe Habraken,2010-10-31 Office 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Office 2010, and get more done in less time. Best selling technology expert Joe Habraken provides specific, tested, proven solutions to the problems Office users run into every day: challenges other books ignore or oversimplify. Habraken thoroughly covers all facets of working with Office 2010's core features and techniques, and powerful new enhancements such as: The updated customizable Ribbon and new Backstage full-screen options menu Vastly improved image and illustration tools Live Preview for tasks like Paste, Insert, or Theme change Improved integration with SharePoint services, Windows Live, and Office Web Apps And much more Simply put, no other book offers Office 2010 users this much simplicity, usable content, flexibility, and value. As with all In Depth books, Office 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. This book is both a reference and a desk-side resource, providing in depth coverage of important Office 2010 applications features and tools. By Joe Habraken, an Office expert and best selling author Covers the hottest new features in Word, Excel, PowerPoint, Outlook, Access, and Publisher For everyone who wants to get the most out of Office 2010, from hobbyists to power users to corporate developers

A Learner Centered Approach To Online Education Lisa Harrell,2013-04-01 The purpose of this book is to serve as a guide for designing, developing, and teaching learner centered online courses and/or modules of instruction. Chapter 1 provides an introduction to online education. Chapter 2 provides information on the resources and support needed to teach and learn in an online environment. Chapter 3 provides information and considerations in regards to the online learner. Chapter 4 provides information on the domains of learning. Chapter 5 provides information on learning outcomes and instructional objectives. Chapter 6 provides information on online course interaction. Chapter 7 provides information pertaining to assessment and grading rubrics. Each chapter of the book includes an application exercise. This book will assist the reader in understanding the important factors in regards to online education. This book would also provide the foundational information, tools, and resource information needed to design, develop, and teach a learner centered online course or modules of instruction. This book would be a valuable resource for any educator interested in teaching online and for those who may already by teaching online. Educators in a variety of areas wishing to learn more about online teaching, course design, and course development could benefit from this book. This book could also serve as a text book for undergraduate and graduate courses related to online teaching, course design, and course development. This book could also serve as an administrative resource and guide for programs developing online courses and for faculty training and professional development purposes.

Microsoft Windows 7 in Depth Robert Cowart,Brian Knittel,2010 Starting with an overview to guide decisions on which version to purchase, Cowart and Knittel cover Windows improved interface, security, Web browsing, performance, multimedia, networking, and system management and stability features. A trial online edition is available.

Office 2007: The Missing Manual Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four-in-one guide. This fast-paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away.Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program. Microsoft has replaced the familiar menus with a new tabbed toolbar (or ribbon), and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it. This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus.Adapting to the new format is going to be a shock -- especially if you're a longtime user. That's where Office 2007: The Missing Manual comes in. Rather than present a lot of arcane detail, this quick & friendly primer teaches you how to work with the most-used Office features, with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations, and databases with: Clear explanations Step-by-step instructions Lots of illustrations Plenty of friendly advice It's a great way to master all 4 programs without having to stock up on a shelf-load of different books. This book has everything you need to get you up to speed fast. Office 2007: The Missing Manual is truly the book that should have been in the box.

Essentials of WPPSI-IV Assessment Susan Engi Raiford,Diane L. Coalson,2014-05-19 Essentials of WPPSI™-IV Assessment Psychology Quickly acquire the knowledge and skills necessary to expertly administer, score, and interpret the WPPSI™-IV Anyone who assesses young children is familiar with the challenges of obtaining accurate and adequate test data. In Essentials of WPPSI™-IV Assessment, the research directors who developed the Wechsler Preschool and Primary Scale of Intelligence™-Fourth Edition offer an insider's perspective on its conceptualization, development, administration, and scoring. The authors' flexible interpretive approach describes performance in both normative and intrapersonal contexts and enables interpretive case formulations from multiple theoretical and clinical perspectives. Designed to help busy practitioners and school psychologists quickly acquire the expertise they need to make optimal use of the WPPSI™-IV, each concise chapter features end-of-chapter test questions and Rapid Reference, Caution, and Don't Forget boxes that are hallmark features of the Essentials series. The authors also include new "Behind the Scenes" boxes that provide unprecedented insight into the test development process. The website provides helpful tools to enhance WPPSI™-IV administration and report writing, interpretive tables, and normative data for a number of index scores not available within the published test. The website also includes the WPPSI™-IV Interpretive Assistant 1.0, a scoring software that calculates norms for the additional index scores and walks the practitioner through the authors' interpretive approach. Other titles in the Essentials of Psychological Assessment series: Essentials of School Neuropsychological Assessment, Second Edition Essentials of WIAT®-III and KTEA-II Assessment Essentials of Processing Assessment, Second Edition Essentials of ADHD Assessment for Children and Adolescents Essentials of Cross-Battery Assessment, Third Edition Visit us on the Web at: www.wiley.com/psychology

The Practical Guide to Project Management Documentation John Rakos,Karen Dhanraj,Scott Kennedy,Laverne Fleck,Steve Jackson,James Harris,2015-03-17 Project Management The one-stop resource for project management documentation and templates for all projects The success of any project is crucially dependent on the documents produced for it. The Practical Guide to Project Management Documentation provides a complete and reliable source of explanations and examples for every possible project-related document-from the proposal, business case, and project plan, to the status report and final post-project review. The Practical Guide to Project Management Documentation is packed with material that slashes the time and effort expended on producing new documents from scratch. Following the processes in the Project Management Institute's PMBOK® Guide, this one-stop, full-service book also offers tips and techniques for working with documents in each project process. Documentation for several project/client scenarios is addressed, including internal and externally contracted projects. A single project-the construction of a water theme park-is used as the case study for all the document examples. An included CD-ROM provides all the documents from the book as Microsoft Word(r) files. Readers can use these as a framework to develop their own project documents. The Practical Guide to Project Management Documentation is an unmatched reference for the numerous documents essential to project managers in all industries. (PMBOK is a registered mark of the Project Management Institute, Inc.)

Using Microsoft FrontPage 2000 Dennis Jones,Neil Randall,1999 Special Edition Using Microsoft FrontPage 2000 is an all-in-one guide to designing, creating, and publishing on the World Wide Web and on intranets with the leading tool on the market. The book fully documents the product and its features, but it also gives you a solid foundation in the principles of planning and design. More advanced coverage shows you how to integrate Web sites with databases and add Dynamic HTML, XML, and Java applets to your Web sites.

Automated Enterprise Systems for Maximizing Business Performance Papajorgji, Petraq,2015-09-25 The integration of recent technological advances into modern business processes has allowed for greater efficiency and productivity. However, while such improvements are immensely beneficial, the modeling and coordination of these activities offers a unique set of challenges that must be addressed. Automated Enterprise Systems for Maximizing Business Performance is a pivotal reference source for the latest scholarly research on the modeling and application of automated business systems. Featuring extensive coverage on a variety of topics relating to the design, implementation, and current developments of such systems, this book is an essential reference source for information system practitioners, business managers, and advanced-level students seeking the latest research on achievements in this field. This publication features timely, research-based chapters within the context of business systems including, but not limited to, enterprise security, mobile technology, and techniques for the development of system models.

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