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KEY=MICROSOFT - BREANNA GRAHAM

Introducing Microsoft Power BI

Microsoft Press 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. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, *Analyzing Data with Power BI and Power Pivot for Excel* (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details:<http://aka.ms/analyzingdata/details>. Learn more about Power BI at <https://powerbi.microsoft.com/>.

Introducing Windows 10 for IT Professionals

Microsoft Press Get a head start evaluating Windows 10--with technical insights from award-winning journalist and Windows expert Ed Bott. This guide introduces new features and capabilities, providing a practical, high-level overview for IT professionals ready to begin deployment planning now. This edition was written after the release of Windows 10 version 1511 in November 2015 and includes all of its enterprise-focused features. The goal of this book is to help you sort out what's new in Windows 10, with a special emphasis on features that are different from the Windows versions you and your organization are using today, starting with an overview of the operating system, describing the many changes to the user experience, and diving deep into deployment and management tools where it's necessary.

Excel Hacks

Tips & Tools for Streamlining Your Spreadsheets

"O'Reilly Media, Inc." Millions of users create and share Excel spreadsheets every day, but few go deeply enough to learn the techniques that will make their work much easier. There are many ways to take advantage of Excel's advanced capabilities without spending hours on advanced study. Excel Hacks provides more than 130 hacks -- clever tools, tips and techniques -- that will leapfrog your work beyond the ordinary. Now expanded to include Excel 2007, this resourceful, roll-up-your-sleeves guide gives you little known "backdoor" tricks for several Excel versions using different platforms and external applications. Think of this book as a toolbox. When a need arises or a problem occurs, you can simply use the right tool for the job. Hacks are grouped into chapters so you can find what you need quickly, including ways to: Reduce workbook and worksheet frustration -- manage how users interact with worksheets, find and highlight information, and deal with debris and corruption. Analyze and manage data -- extend and automate these features, moving beyond the limited tasks they were designed to perform. Hack names -- learn not only how to name cells and ranges, but also how to create names that adapt to the data in your spreadsheet. Get the most out of PivotTables -- avoid the problems that make them frustrating and learn how to extend them. Create customized charts -- tweak and combine Excel's built-in charting capabilities. Hack formulas and functions -- subjects range from moving formulas around to dealing with datatype issues to improving recalculation time. Make the most of macros -- including ways to manage them and use them to extend other features. Use the enhanced capabilities of Microsoft Office 2007 to combine Excel with Word, Access, and Outlook. You can either browse through the book or read it from cover to cover, studying the procedures and scripts to learn more about Excel. However you use it, Excel Hacks will help you increase productivity and give you hours of "hacking" enjoyment along the way.

Excel 2013: The Missing Manual

"O'Reilly Media, Inc." The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Introduction to Computers for Healthcare Professionals

Jones & Bartlett Learning Introduction to Computers for Health Care Professionals, Seventh Edition is a contemporary computer literacy text geared toward nurses and other healthcare students.

Product Release Planning

Methods, Tools and Applications

CRC Press Business success hinges on successfully creating products with the right features. You must correctly analyze the needs of the customer and match these needs with your resources to not only produce a product and but also deliver it in a timely manner. An in-depth understanding of systematic release planning can put you on this path. Authored by ren

Strengthening Forensic Science in the United States

A Path Forward

National Academies Press Scores of talented and dedicated people serve the forensic science community, performing vitally important work. However, they are often constrained by lack of adequate resources, sound policies, and national support. It is clear that change and advancements, both systematic and scientific, are needed in a number of forensic science disciplines to ensure the reliability of work, establish enforceable standards, and promote best practices with consistent application. Strengthening Forensic Science in the United States: A Path Forward provides a detailed plan for addressing these needs and suggests the creation of a new government entity, the National Institute of Forensic Science, to establish and enforce standards within the forensic science community. The benefits of improving and regulating the forensic science disciplines are clear: assisting law enforcement officials, enhancing homeland security, and reducing the risk of wrongful conviction and exoneration. Strengthening Forensic Science in the United States gives a full account of what is needed to advance the forensic science disciplines, including upgrading of systems and organizational structures, better training, widespread adoption of uniform and enforceable best practices, and mandatory certification and accreditation programs. While this book provides an essential call-to-action for congress and policy makers, it also serves as a vital tool for law enforcement agencies, criminal prosecutors and attorneys, and forensic science educators.

Excel Data Analysis

Modeling and Simulation

Springer This book offers a comprehensive and readable introduction to modern business and data analytics. It is based on the use of Excel, a tool that virtually all students and professionals have access to. The explanations are focused on understanding the techniques and their proper application, and are supplemented by a wealth of in-chapter and end-of-chapter exercises. In addition to the general statistical methods, the book also includes Monte Carlo simulation and optimization. The second edition has been thoroughly revised: new topics, exercises and examples have been added, and the readability has been further improved. The book is primarily intended for students in business, economics and government, as well as professionals, who need a more rigorous introduction to business and data analytics - yet also need to learn the topic quickly and without overly academic explanations.

Microsoft Excel 2010 Step by Step

Microsoft Press Experience learning made easy-and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics.

Technology for Physical Educators, Health Educators, and Coaches

Enhancing Instruction, Assessment, Management, Professional Development, and Advocacy

Human Kinetics Publishers "This book guides instructors and coaches in taking advantage of current technology to enhance their instruction, assessment, management, communication, professional development, and advocacy. Practical examples of how to use technological tools are included for different settings and age groups. Readers will learn about the effective use of technology in physical education, health education, and coaching"--

Word 2007

The Missing Manual

O'Reilly Media, Inc. Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

Research Methods for Sports Studies

Taylor & Francis This comprehensive, accessible and practical textbook provides a complete grounding in both qualitative and quantitative research methods for the sports studies student. The book offers the reader a step-by-step guide to the research process, from designing a research project, to collecting and analyzing data, to reporting the research, and is richly illustrated throughout with sport-related case-studies and examples from around the world. Now in a fully revised and updated new edition, the book covers key topics such as: choosing an appropriate research design undertaking a literature review key research techniques, including questionnaires, interviews, content analysis and ethnographic studies data analysis, including an introduction to SPSS, as well as guides to descriptive and inferential statistics writing a research report ethical issues in sports research. Research Methods in Sports Studies is designed to be a complete and self-contained companion to any research methods course and contains a wealth of useful features, such as highlighted definitions of key terms, revision questions, practical research exercises, and a companion website with web links, multiple choice

questions, powerpoint slides, and other learning resources. The book is also an invaluable reference for any student undertaking a dissertation or research project as part of their studies. Visit the companion website at: www.routledge.com/textbooks/9780415493932

Microsoft Excel 2010

Data Analysis and Business Modeling

An award-winning business professor and corporate consultant shares the best of his real-world experience in this practical, scenario-focused guide--fully updated for Excel 2010.

Parenting Matters

Supporting Parents of Children Ages 0-8

National Academies Press Decades of research have demonstrated that the parent-child dyad and the environment of the family—which includes all primary caregivers—are at the foundation of children's well-being and healthy development. From birth, children are learning and rely on parents and the other caregivers in their lives to protect and care for them. The impact of parents may never be greater than during the earliest years of life, when a child's brain is rapidly developing and when nearly all of her or his experiences are created and shaped by parents and the family environment. Parents help children build and refine their knowledge and skills, charting a trajectory for their health and well-being during childhood and beyond. The experience of parenting also impacts parents themselves. For instance, parenting can enrich and give focus to parents' lives; generate stress or calm; and create any number of emotions, including feelings of happiness, sadness, fulfillment, and anger. Parenting of young children today takes place in the context of significant ongoing developments. These include: a rapidly growing body of science on early childhood, increases in funding for programs and services for families, changing demographics of the U.S. population, and greater diversity of family structure. Additionally, parenting is increasingly being shaped by technology and increased access to information about parenting. Parenting Matters identifies parenting knowledge, attitudes, and practices associated with positive developmental outcomes in children ages 0-8; universal/preventive and targeted strategies used in a variety of settings that have been effective with parents of young children and that support the identified knowledge, attitudes, and practices; and barriers to and facilitators for parents' use of practices that lead to healthy child outcomes as well as their participation in effective programs and services. This report makes recommendations directed at an array of stakeholders, for promoting the wide-scale adoption of effective programs and services for parents and on areas that warrant further research to inform policy and practice. It is meant to serve as a roadmap for the future of parenting policy, research, and practice in the United States.

Microsoft Office Excel 2007

Bookboon

Dashboards for Excel

Apress This book takes a hands-on approach to developing dashboards, from instructing users on advanced Excel techniques to addressing dashboard pitfalls common in the real world. Dashboards for Excel is your key to creating informative, actionable, and interactive dashboards and decision support systems. Throughout the book, the reader is challenged to think about Excel and data analytics differently—that is, to think outside the cell. This book shows you how to create dashboards in Excel quickly and effectively. In this book, you learn how to: Apply data visualization principles for more effective dashboards Employ dynamic charts and tables to create dashboards that are constantly up-to-date and providing fresh information Use understated yet powerful formulas for Excel development Apply advanced Excel techniques mixing formulas and Visual Basic for Applications (VBA) to create interactive dashboards Create dynamic systems for decision support in your organization Avoid common problems in Excel development and dashboard creation Get started with the Excel data model, PowerPivot, and Power Query

How Learning Works

Seven Research-Based Principles for Smart Teaching

John Wiley & Sons Praise for *How Learning Works* "How Learning Works is the perfect title for this excellent book. Drawing upon new research in psychology, education, and cognitive science, the authors have demystified a complex topic into clear explanations of seven powerful learning principles. Full of great ideas and practical suggestions, all based on solid research evidence, this book is essential reading for instructors at all levels who wish to improve their students' learning." —Barbara Gross Davis, assistant vice chancellor for educational development, University of California, Berkeley, and author, *Tools for Teaching* "This book is a must-read for every instructor, new or experienced. Although I have been teaching for almost thirty years, as I read this book I found myself resonating with many of its ideas, and I discovered new ways of thinking about teaching." —Eugenia T. Paulus, professor of chemistry, North Hennepin Community College, and 2008 U.S. Community Colleges Professor of the Year from The Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education "Thank you Carnegie Mellon for making accessible what has previously been inaccessible to those of us who are not learning scientists. Your focus on the essence of learning combined with concrete examples of the daily challenges of teaching and clear tactical strategies for faculty to consider is a welcome work. I will recommend this book to all my colleagues." —Catherine M. Casserly, senior partner, The Carnegie Foundation for the Advancement of Teaching "As you read about each of the seven basic learning principles in this book, you will find advice that is grounded in learning theory, based on research evidence, relevant to college teaching, and easy to understand. The authors have extensive knowledge and experience in applying the science of learning to college teaching, and they graciously share it with you in this organized and readable book." —From the Foreword by Richard E. Mayer, professor of psychology, University of California, Santa Barbara; coauthor, *e-Learning and the Science of Instruction*; and author, *Multimedia Learning*

MSDN Magazine

Fixing Access Annoyances

How to Fix the Most Annoying Things About Your Favorite Database

O'Reilly Media, Inc. Provides a collection of tips on fixing annoyances found in Microsoft Access, covering such topics as performance, security, database design, queries, forms, page layout, macros, and expressions.

Microsoft Excel 2010 Inside Out

Pearson Education You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Excel 2010—and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions—or write your own—and carry out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and "what-if" Design PivotTable reports to dynamically analyze data Share and collaborate with others—while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support

The Definitive Guide to DAX

Business intelligence with Microsoft Excel, SQL Server Analysis Services, and Power BI

Microsoft Press 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

Why Don't Students Like School?

A Cognitive Scientist Answers Questions About How the Mind Works and What It Means for the Classroom

John Wiley & Sons Easy-to-apply, scientifically-based approaches for engaging students in the classroom Cognitive scientist Dan Willingham focuses his acclaimed research on the biological and cognitive basis of learning. His book will help teachers improve their practice by explaining how they and their students think and learn. It reveals the importance of story, emotion, memory, context, and routine in building knowledge and creating lasting learning experiences. Nine, easy-to-understand principles with clear applications for the classroom Includes surprising findings, such as that intelligence is malleable, and that you cannot develop "thinking skills" without facts How an understanding of the brain's workings can help teachers hone their teaching skills "Mr. Willingham's answers apply just as well outside the classroom. Corporate trainers, marketers and, not least, parents -anyone who cares about how we learn-should find his book valuable reading." —Wall Street Journal

Power Pivot and Power Bi: The Excel User's Guide to Dax, Power Query, Power Bi & Power Pivot in Excel 2010-2016

Holy Macro! Books Microsoft PowerPivot is a free add-on to Excel from Microsoft that allows users to produce new kinds of reports and analyses that were simply impossible before, and this book is the first to tackle DAX formulas, the core capability of PowerPivot, from the perspective of the Excel audience. Written by the world's foremost PowerPivot blogger and practitioner, the book's concepts and approach are introduced in a step-by-step manner tailored to the learning style of Excel users everywhere. The techniques presented allow users to produce, in hours or even minutes, results that formerly would have taken entire teams weeks or months to produce. The "pattern-like" techniques and best practices contained in this book have been developed and refined over two years of onsite training with Excel users around the world, and the key lessons from those seminars costing thousands of dollars per day are now available within the pages of this easy-to-follow guide. This updated edition covers new features introduced with Office 2015.

Excel Xp

Quickstudy Part of the Microsoft Office XP series. Used for creating and editing spreadsheets, graphs and charts. Chart includes detailed information on: new features getting help Excel XP terminology standard toolbar creating, opening, saving, printing & editing a workbook spell check formulas using functions formatting toolbar text & number formatting adding a header or footer freezing information on screen auto format cell borders & alignment changing column widths auto fill inserting& deleting rows& columns toolbars viewing& positioning toolbars

Microsoft Office Professional 2010 Step by Step

Pearson Education Teach yourself exactly what you need to know about using Office Professional 2010—one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together"

Understanding Human Development

Dialogues with Lifespan Psychology

Springer Science & Business Media K. Warner Schaie I am pleased to write a foreword for this interesting volume, particularly as over many years, I have had the privilege of interacting with the editors and a majority of the contributors in various professional roles as a colleague, mentor, or research collaborator. The editors begin their introduction by asking why one would want to read yet another book on human development. They immediately answer their question by pointing out that many developmentally oriented texts and other treatises neglect the theoretical foundations of human development and fail to embed psychological constructs within the multidisciplinary context so essential to understanding development. This volume provides a positive remedy to past deficiencies in volumes on human development with a well-organized structure that leads the reader from a general introduction through the basic processes to methodological issues and the relation of developmental constructs to social context and biological infrastructure. This approach does not surprise. After all, the editors and most of the contributors at one time or another had a connection to the Max Planck Institute of Human Development in Berlin, whether as students, junior scientists, or senior visitors. That institute, under the leadership of Paul Baltes, has been instrumental in pursuing a systematic lifespan approach to the study of cognition and personality. Over the past two decades, it has influenced the careers of a generation of scientists who have advocated long-term studies of human development in an interdisciplinary context.

MOS 2016 Study Guide for Microsoft Excel

Microsoft Press 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 Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core 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 worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects 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.

Human-Computer Interaction

An Empirical Research Perspective

Newnes Human-Computer Interaction: An Empirical Research Perspective is the definitive guide to empirical research in HCI. The book begins with foundational topics including historical context, the human factor, interaction elements, and the fundamentals of science and research. From there, you'll progress to learning about the methods for conducting an experiment to evaluate a new computer interface or interaction technique. There are detailed discussions and how-to analyses on models of interaction, focusing on descriptive models and predictive models. Writing and publishing a research paper is explored with helpful tips for success. Throughout the book, you'll find hands-on exercises, checklists, and real-world examples. This is your must-have, comprehensive guide to empirical and experimental research in HCI—an essential addition to your HCI library. Master empirical and experimental research with this comprehensive, A-to-Z guide in a concise, hands-on reference Discover the

practical and theoretical ins-and-outs of user studies Find exercises, takeaway points, and case studies throughout

MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams

Pearson Education Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office--and earn the credential that proves it!

English as a Global Language

Cambridge University Press David Crystal's classic English as a Global Language considers the history, present status and future of the English language, focusing on its role as the leading international language. English has been deemed the most 'successful' language ever, with 1500 million speakers internationally, presenting a difficult task to those who wish to investigate it in its entirety. However, Crystal explores the subject in a measured but engaging way, always backing up observations with facts and figures. Written in a detailed and fascinating manner, this is a book written by an expert both for specialists in the subject and for general readers interested in the English language.

Mind Tools for Managers

100 Ways to be a Better Boss

John Wiley & Sons "This book helps new and experienced leaders develop the skills they need to be more effective in everything they do. It brings together the 100 most important leadership skills--as voted for by 15,000 managers and professionals worldwide--into a single volume, providing an easy-access solutions manual for people wanting to be the best manager they can be. Each chapter details a related group of skills, providing links to additional resources as needed, plus the tools you need to put ideas into practice. Read beginning-to-end, this guide provides a crash course on the essential skills of any effective manager; used as a reference, its clear organization allows you to find the solution you need quickly and easily"--

The Fourth Industrial Revolution

Penguin UK The founder and executive chairman of the World Economic Forum on how the impending technological revolution will change our lives We are on the brink of the Fourth Industrial Revolution. And this one will be unlike any other in human history. Characterized by new technologies fusing the physical, digital and biological worlds, the Fourth Industrial Revolution will impact all disciplines, economies and industries - and it will do so at an unprecedented rate. World Economic Forum data predicts that by 2025 we will see: commercial use of nanomaterials 200 times stronger than steel and a million times thinner than human hair; the first transplant of a 3D-printed liver; 10% of all cars on US roads being driverless; and much more besides. In The Fourth Industrial Revolution, Schwab outlines the key technologies driving this revolution, discusses the major impacts on governments, businesses, civil society and individuals, and offers bold ideas for what can be done to shape a better future for all.

Uplink

The forum for computer-assisted reporting.

Systematic Reviews in Educational Research Methodology, Perspectives and Application

Springer Nature In this open access edited volume, international researchers of the field describe and discuss the systematic review method in its application to research in education. Alongside fundamental methodical considerations, reflections and practice examples are included and provide an introduction and overview on systematic reviews in education research.

ICTs and Sustainable Solutions for the Digital Divide: Theory and Perspectives Theory and Perspectives

IGI Global ICTs and Sustainable Solutions for the Digital Divide: Theory and Perspectives focuses on Information and Communication Technologies for Development (ICT4D), which includes any technology used for communication and information. This publication researches the social side of computing, the users, and the design of systems that meet the needs of "ordinary" users.

Crowdsourced Data Management Industry and Academic Perspectives

Crowdsourced Data Management: Industry and Academic Perspectives aims to narrow the gap between academics and practitioners in this burgeoning field. It simultaneously introduces academics to real problems that practitioners encounter every day, and provides a survey of the state of the art for practitioners to incorporate into their designs.

Conflict Management in the Workplace

How to Manage Disagreements and Develop Trust and Understanding

How to Books Limited Annotation REVIEWS: One of the best books I have read on conflict resolution in my 30+ years in the field. Office of Mediation, The World Bank ... contains great ideas, simply explained. Dr Pam Spurr, Psychologist and Life Coach, LBC Radio Offers many tried and trusted approaches to ensure that conflicts are managed so that they are positive and creative rather than a process of disintegration. Sir John Harvey-Jones AUTHOR BIOG: Shay and Margaret McConnon are co-founders of People First, an international training and consultancy group that runs courses on 'Winning Relationships in the Workplace'. They work with leading companies in Europe and the USA. CONTENTS: About the authors Preface Introduction 1. How the view explains our differences 2. Differences in personality types 3. Fight the difference or celebrate it? 4. Are you building a bridge or a barrier? 5. Understand and manage your feelings 6. Develop your skills and increase your choices 7. Four steps to resolution 8. Preventing conflict Appendices Appendices Bibliography Index Conflict resolution workshop.

Beginning Excel, First Edition

This is the first edition of a textbook written for a community college introductory course in spreadsheets utilizing Microsoft Excel; second edition available:

<https://openoregon.pressbooks.pub/beginningexcel19/>. While the figures shown utilize Excel 2016, the textbook was written to be applicable to other versions of Excel as well. The book introduces new users to the basics of spreadsheets and is appropriate for students in any major who have not used Excel before.

Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation

Special Report of the Intergovernmental Panel on Climate Change

Cambridge University Press This Intergovernmental Panel on Climate Change Special Report (IPCC-SREX) explores the challenge of understanding and managing the risks of climate extremes to advance climate change adaptation. Extreme weather and climate events, interacting with exposed and vulnerable human and natural systems, can lead to disasters. Changes in the frequency and severity of the physical events affect disaster risk, but so do the spatially diverse and temporally dynamic patterns of exposure and vulnerability. Some types of extreme weather and climate events have increased in frequency or magnitude, but populations and assets at risk have also increased, with consequences for disaster risk. Opportunities for managing risks of weather- and climate-related disasters exist or can be developed at any scale, local to international. Prepared following strict IPCC procedures, SREX is an invaluable assessment for anyone interested in climate extremes, environmental disasters and adaptation to climate change, including policymakers, the private sector and academic researchers.

Principles of Marketing

An introduction to marketing concepts, strategies and practices with a balance of depth of coverage and ease of learning. Principles of Marketing keeps pace with a rapidly changing field, focussing on the ways brands create and capture consumer value. Practical content and linkage are at the heart of this edition. Real local and international examples bring ideas to life and new feature 'linking the concepts' helps students test and consolidate understanding as they go. The latest edition enhances understanding with a unique learning design including revised, integrative concept maps at the start of each chapter, end-of-chapter features summarising ideas and themes, a mix of mini and major case studies to illuminate concepts, and critical thinking exercises for applying skills.