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**Office 2013 ELearning Kit For Dummies** Faithe Wempen,2014-02-10 Explains how to effectively utilize the latest version of the integrated software package covering Word Excel Outlook and PowerPoint *Excel 2013 eLearning Kit For Dummies* Faithe Wempen,2013-10-21 Publisher's Note The online training portion of this product is no longer available A complete package for learning Excel 2013 Excel is essential to business today but it can be tricky to navigate If you're eager to excel at Excel then this dynamic multimedia learning solution is for you This complete Excel 2013 package includes a full color printed book and a For Dummies interactive eLearning course on CD You'll discover the basics of the Excel interface how to navigate it and how to make the most of key features including charts formulas functions macros and more Follow the material sequentially or jump in and out as you wish it's set up so you can learn at your own pace Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners master Excel 2013 the leading spreadsheet application used today Walks you through creating worksheets working with formulas and functions formatting data using financial functions displaying data in PivotTables and much more Includes an easy to follow full color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow material sequentially or choose separate sections at your own time and pace Excel 2013 eLearning Kit For Dummies shows you the ins and outs of all things Excel so you can enhance your productivity and become a spreadsheet star NOTE CD ROM DVD and other supplementary materials are not included as part of the e book file but are available for download after purchase *Word 2013 eLearning Kit For Dummies* Lois Lowe,2014-04-03 A step by step learning package to get you up and running with Word 2013 If you're eager to get started using the new Microsoft Word 2013 this self paced eLearning Kit is an ideal starting point Featuring a full color printed book and an online interactive eLearning course this multimedia kit takes you through the basics of the Word interface and explains how to navigate it how to get comfortable with the terminology and how to use its many features Follow the material sequentially or jump in and out as you wish it's set up so you can learn at your own pace Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners master Word 2013 the most popular word processing application Teaches you how to create and format a Word document while guiding you through the entire process so that you get a solid understanding of the importance and potential of every step Includes an easy to follow full color book and an online interactive Dummies eLearning Course that corresponds with the book available via access code Allows you to follow material sequentially or choose separate sections at your own time and pace Packed with screenshots examples pictures and step by step instructions Word 2013 eLearning Kit For Dummies helps you get the most of what Word 2013 has to offer

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*Word 2013 ELearning Kit For Dummies* Lois Lowe, 2014-04-28 Whether you ve used other versions of this popular program or never processed a single word this guide will get you going with Word 2013

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*Butchery and Sausage-Making For Dummies* Tia Harrison,2013-02-15 Discover how to butcher your own meat and make homemade sausage With interest in a back to basics approach to food on the rise more and more people are becoming interested in butchering their own meat and making high quality preservative free sausages With easy to follow instructions and illustrations Butchery Sausage Making For Dummies offers readers a look at how to butcher poultry rabbit beef pork lamb and goats The book will also explore sausage making with tips and recipes and will look at preserving meat through curing and smoking Offers natural healthier alternatives for sausages and preserved meats for people wary of processed foods Provides helpful tips and guidance for home cooks and beginner butchers Provides needed guidance for those looking to explore this long overlooked profession Butchery Sausage Making For Dummies is an invaluable resource for home cooks interested in being more responsible about their meat or those that are looking to save money and enjoy healthier alternatives to what s found in their local grocery store

**Exchange-Traded Funds for Canadians for Dummies** Russell Wild,Bryan Borzykowski,2013-07-22 Exchange traded funds ETFs are an increasingly popular part of the investing landscape being less volatile than individual stocks cheaper than most mutual funds and subject to minimal taxation But how do you use this financial product to diversify your investments in today s ever changing market Exchange Traded Funds For Canadians For Dummies shows you in plain English how to weigh your options and pick the ETF that s right for you It tells Canadian investors everything you need to know about building a lean mean portfolio and optimizing your profits Plus the book covers all of the newest ETF products providers and strategies as well as Commodity ETFs Style ETFs Country ETFs and Inverse ETFs The book also includes straightforward answers to commonly asked questions about ETFs and advice on how to avoid mistakes that many investors even experienced ones make It provides forecasts of the future for ETFs and personal spending and also provides a complete list of ETFs and Web resources to assist your investing With Exchange Traded Funds For

Canadians For Dummies you ll learn how to incorporate ETFs into your investment strategy to produce reliable growth

*Emotionally Focused Couple Therapy For Dummies* Brent Bradley,James Furrow,2013-07-15 A practical down to earth guide to using the world s most successful approach to couple therapy One of the most successful therapeutic approaches to healing dysfunctional relationships emotionally focused couple therapy provides clients with powerful insights into how and why they may be suppressing their emotions and teaches them practical ways to deal with those feelings more constructively for improved relationships Unlike cognitive behavioural therapy which provides effective short term coping skills emotionally focused therapy often is prescribed as a second stage treatment for couples with lingering emotional difficulties Emotionally Focused Couple Therapy For Dummies introduces readers to this ground breaking therapy offering simple proven strategies and tools for dealing with problems with bonding attachment and emotions the universal cornerstones of healthy relationships An indispensable resource for readers who would like to manage their relationship problems independently through home study Delivers powerful techniques for dealing with unpleasant emotions rather than repressing them and for responding constructively to complex relationship issues The perfect introduction to EFT basics for therapists considering expanding their practices to include emotionally focused therapy methods Packed with fascinating and instructive case studies and examples of EFT in action from the authors case files Provides valuable guidance on finding selecting and working with the right EFT certified therapist

**E-Learning in the Middle East and North Africa (MENA) Region** Alan S. Weber,Sihem Hamlaoui,2018-02-27 In the last decade due to factors of ICT infrastructural and broadband maturation rising levels of educational attainment and computer literacy and diversification strategies e learning has exploded in the Middle East and North Africa MENA region However significant barriers remain in the region s e learning development lack of research on outcomes and effectiveness paucity of Arabic language learning objects monopolies and high cost of telecommunications cultural taboos accreditation censorship and teacher training This unique volume is the first comprehensive effort to describe the history development and current state of e learning in each of the 20 MENA countries from Algeria to Yemen Each entry is expertly written by a specialist who is acutely familiar with the state of e learning in their respective country and concludes with a bibliography of key reports peer reviewed books and articles and web resources E Learning in the Middle East and North Africa MENA proves itself as a vital compendium for a wide readership that includes academics and students transnational program directors international education experts MENA government departments commercial vendors and investors and ICT development and regulatory agencies involved in e learning in the Middle East

*Engineering Education 4.0* Sulamith Frerich,Tobias Meisen,Anja Richert,Marcus Petermann,Sabina Jeschke,Uwe Wilkesmann,A. Erman Tekkaya,2017-04-12 This book presents a collection of results from the interdisciplinary research project ELLI published by researchers at RWTH Aachen University the TU Dortmund and Ruhr Universit t Bochum between 2011 and 2016 All contributions showcase essential research results concepts and innovative teaching methods to



improve engineering education Further they focus on a variety of areas including virtual and remote teaching and learning environments student mobility support throughout the student lifecycle and the cultivation of interdisciplinary skills

**Radical Solutions and Open Science** Daniel Burgos,2020-05-14 This open access book presents how Open Science is a powerful tool to boost Higher Education The book introduces the reader into Open Access Open Technology Open Data Open Research results Open Licensing Open Accreditation Open Certification Open Policy and of course Open Educational Resources It brings all these key topics from major players in the field experts that present the current state of the art and the forthcoming steps towards a useful and effective implementation This book presents radical transgenic solutions for recurrent and long standing problems in Higher Education Every chapter presents a clear view and a related solution to make Higher Education progress and implement tools and strategies to improve the user s performance and learning experience This book is part of a trilogy with companion volumes on Radical Solutions Learning Analytics and Radical Solutions eLearning

**Manager's Guide to Mobile Learning** Brenda J. Enders,2013-09-13 The ultimate guide to spearheading a mobile learning program Covers everything from the basics to working with developers and gaining stakeholder support Manager s Guide to Mobile Learning offers managers an overview of how to create implement and successfully use mobile learning platforms Written specifically for today s busy manager Briefcase Books feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Proven tactics for creating implementing and successfully using mobile learning platforms Clear definitions of key management terms and concepts Practical advice for minimizing the possibility of error Examples of successful management Specific planning procedures tactics and hands on techniques Brenda J Enders is a consultant trainer public speaker and author in the field of mobile learning She is the President and Chief Learning Strategist of Enders Consulting LLC a St Louis Missouri based company

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