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Office 2016 at Work For Dummies Faithe Wempen, 2015-10-30 Get more productive using the new features in Microsoft Office 2016 It may seem like an eternity since your IT department upgraded you to the latest version of Microsoft Office Prepare yourself because Office 2016 is packed with updated features and new ways to increase your productivity in the office With Office 2016 at Work For Dummies we make it easy by breaking the content down into over 300 of the most common tasks and operations providing you with straightforward simple to navigate approachable information With four color illustrations for visual support as your work through the tasks and then nearly three hours of supporting video you can choose your path for learning the ins and outs of Office 2016 As the world's leading productivity software Microsoft Office plays an integral role in the daily lives of professionals Understanding how to quickly and accurately use Office 2016 can improve your productivity enhance your deliverables and provide you with the tools and knowledge you need to be successful Choose your path for learning and explore the fundamental features of Microsoft Office 2016 through task based exercises supported by online video Dive into Microsoft Word by creating a document formatting paragraphs and pages and adding tables and graphics Explore Microsoft Excel's ability to analyze data through creating formulas and functions and learn to format and print spreadsheets Use Outlook to organize your work day and find out how to make amazing PowerPoint presentations using the new features in the 2016 version Office 2016 at Work For Dummies is the perfect office companion if you use Microsoft Office regularly and need to get up to speed on the changes with the latest release as quickly and efficiently as possible

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Reiki For Dummies Nina L. Paul, 2022-05-27 Reiki the alternative medicine therapy that s becoming mainstream Reiki is a subtle non invasive form of healing that uses spiritually guided life force energy and 60% of top hospitals in the United States now offer it as complementary treatment for anxiety depression pain relief and more Reiki For Dummies is a clear and easy to follow guide to the origins of Reiki where you can study Reiki what it can do for you what to expect in a session and how to use Reiki at home This book takes you through the principles practice and uses of Reiki even if you re skeptical or taking your first Reiki class Dummies is the perfect starting point for anyone interested in benefiting from Reiki or becoming a Reiki healer Discover how Reiki fits in with other healing practices and how it just might transform your life This book makes it easy Learn what Reiki is and how to find a Reiki practitioner Prepare for your Reiki session and set realistic goals and expectations Explore Reiki classes symbols and techniques Get started performing Reiki with basic hand positions and self treatment Discover the fascinating history and evolution of this Japanese healing practice This edition has been expanded with new information on self Reiki mind body healing with Reiki and becoming a Reiki professional Plus you ll find the latest Reiki resources to expand your healing journey

Supplier Diversity For Dummies Kathey K. Porter, 2022-05-04 Extend the principles of diversity and inclusion to your company s suppliers Many people are familiar with the importance of ensuring and advancing inclusion equity and diversity amongst their employees and managers But do your efforts include supplier diversity an equally as important and essential part of any holistic diversity effort In *Supplier Diversity For Dummies* nationally recognized small business strategist and economic inclusion and supplier diversity expert Kathey Porter delivers an empowering and informative guide to implementing this integral part of any robust inclusion initiative supplier diversity You ll understand the relevance of supplier diversity and why it s important to encourage equal opportunity for diverse suppliers and businesses owned and managed by underrepresented groups In this book you ll also find The answers to your most pressing questions about how to build a coherent and sustainable supplier diversity program Ways to contribute more fully to your company s diversity and inclusion functions Strategies to position supplier diversity as a central function in your organization Perfect for company buyers purchasing and procurement professionals material management executives strategic sourcing professionals and supplier diversity practitioners *Supplier Diversity For Dummies* is a must read resource

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Persian Cooking For Dummies Najmieh Batmanglij,2022-07-25 Taste Real Home cooked Persian Food for Breakfast Lunch and Dinner The most celebrated Persian chef in America Najmieh Batmanglij brings you her favorite traditional healthy Persian dishes simplified for modern American kitchens Persian Cooking For Dummies written for cooks of all skill levels will transform the way you cook Offering more than 100 recipes some of which can be made in less than an hour this book will guide you through the art and craft of one of the world s oldest yet least known culinary traditions in the West These flavors and aromas are rarely replicated in restaurants so prepare to be wowed by your own creations as you follow these easy guidelines in the warmth and comfort of your own kitchen The distinctive herbs the heavenly aromas of saffron and rose water and the sweet and sour flavors will impress your guests and delight your family Prepare kababs braises golden crusted tah dig rice dishes and delicious desserts Learn the tricks and techniques that have been perfected over thousands of years Enjoy the unique aromas and flavors of the food of Iran right in your own home Learn the history of Persian cooking and access a glossary of Persian culinary terms Many recipes are one page simple to follow and take less than an hour to make Adapted for today s lifestyle Persian Cooking For Dummies is perfect for experienced and novice cooks alike Take a journey through this exotic cuisine and get cooking with Dummies

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Artificial Intelligence For Dummies John Paul Mueller, Luca Massaron, 2018-03-16 Step into the future with AI The term Artificial Intelligence has been around since the 1950s but a lot has changed since then Today AI is referenced in the news books movies and TV shows and the exact definition is often misinterpreted Artificial Intelligence For Dummies provides a clear introduction to AI and how it's being used today Inside you'll get a clear overview of the technology the common misconceptions surrounding it and a fascinating look at its applications in everything from self-driving cars and drones to its contributions in the medical field Learn about what AI has contributed to society Explore uses for AI in computer applications Discover the limits of what AI can do Find out about the history of AI The world of AI is fascinating and this hands-on guide makes it more accessible than ever

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