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stuff that can help you become more efficient From document design to creating master documents to applying security to collaborating in the Cloud you ll learn not just how to do tasks but the best ways to do them and why Details everything you need to know to get the most out of Word 2013 Walks you through new or refreshed basics such as formatting styles charts and tables Shows you how to use data sources create envelopes and labels and make forms Takes your Word skills up a notch with coverage of keyboard customization security collaborating on the Cloud comparing documents and much more Start creating documents at a new level and wow your colleagues with Word 2013 Bible

The 16th International Conference Interdisciplinarity in Engineering Liviu Moldovan,Adrian Gligor,2022-12-15 This proceedings book contains research papers that are accepted for presentation at the 16th International Conference on Interdisciplinarity in Engineering INTER ENG 2022 which is held on 6 7 October 2022 in the city of T rgu Mure Romania The general scope of the conference Innovative aspects of Industry 4 0 concepts aims at consolidating the digital future of manufacturing in companies is proposing a new approach related to the development of a new generation of smart factories grounded on the manufacturing and assembly process digitalization It is related to advance manufacturing technology lean manufacturing sustainable manufacturing additive manufacturing manufacturing tools and equipment It is a leading international professional and scientific forum of great interest for engineers and scientists who can read in this book research works contributions and recent developments as well as current practices in advanced fields of engineering

New Perspectives on Applied Industrial Ergonomics Arturo Realyvásquez Vargas,Jorge Luis García-Alcaraz,Emigdio Z-Flores,2021-06-15 This book reports the most recent advanced successful and real applications of ergonomics in order to improve the human well being and performance in a short term as well as the organizational performance in a long term The book is organized as follows Physical Ergonomics This section reports case studies where physical risk factors are presented in the workplace such as physical risk factors including uncomfortable body postures repetitive movements force application manual material handling and physical environmental conditions In addition case studies must report applications from physical ergonomics methods for instance RULA REBA OWAS NIOSH JSI Suzane Rodgers ERIN among others Cognitive Ergonomics This section reports the implementation of ergonomic tools techniques and methods in real case studies These applications are aimed to know decrease and control cognitive and psychological risk factors such as mental workload information processing situation awareness human error identification and interface analysis These applications may include the following methods NASA TLX SWAT CWA SHERPA HET TAFEI SAGAT SART SACRI QUIS SUMI to mention a few of them Macro ergonomics This section is focused on the analysis design and evaluation of work systems It reports case studies where risk factors are beyond a specific workstation These risk factors may include supervision styles teamwork management task variety social relationships organizational culture organizational communication technology work schedules and motivation among others In addition case studies report the application of macro ergonomic methods such as MOQS focus group participatory

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