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understand why what they re learning is important **New Perspectives in Information Systems and Technologies, Volume 2** Álvaro Rocha, Ana Maria Correia, Felix . B Tan, Karl . A Stroetmann, 2014-03-19 This book contains a selection of articles from The 2014 World Conference on Information Systems and Technologies WorldCIST 14 held between the 15th and 18th of April in Funchal Madeira Portugal a global forum for researchers and practitioners to present and discuss recent results and innovations current trends professional experiences and challenges of modern Information Systems and Technologies research technological development and applications The main topics covered are Information and Knowledge Management Organizational Models and Information Systems Intelligent and Decision Support Systems Software Systems Architectures Applications and Tools Computer Networks Mobility and Pervasive Systems Radar Technologies Human Computer Interaction Health Informatics and Information Technologies in Education *New Perspectives on Microsoft Office 2013 First Course* Shaffer, 2015 Microsoft Office Professional 2013 Plain & Simple Katherine Murray, 2013-02-15 Learn the simplest ways to get things done with Microsoft Office 2013 Get the full color visual guide that makes learning Microsoft Office 2013 plain and simple Follow the book s easy steps and screenshots and clear concise language to learn the simplest ways to get things done with Microsoft Word Excel Outlook PowerPoint Access Publisher and OneNote Here s WHAT you ll learn Navigate with mouse keyboard or touch Create documents reports databases and presentations Share your desktop worksheets and files Manage your email and organize your calendar Stay connected with online meetings and instant messaging Access your programs and your documents via the cloud Here s HOW you ll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS Exercises to apply what you learn right away *Office 2013 For Dummies* Wallace Wang, 2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient **New Perspectives on Microsoft Office Excel 2003** June Jamrich Parsons, Parsons, Mrs, Patrick Carey, Roy Ageloff, Ageloff, Dan

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