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Sans', sans-serif; font-size: 16px;" Whether you are just starting out or an Excel novice, the Excel 2016 Bible is your comprehensive, go-to guide for all your Excel 2016 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities by expert author and Excel Guru John Walkenbach to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2016 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2016's new features and tools Customize downloadable templates and worksheets Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2016 Bible has you covered with complete coverage and clear expert guidance. **A Student's Guide to Online Learning: Finding Success in Digital Study** McGraw-Hill Education (UK) "This book is a treasure-trove of ideas, practical tips, and thoroughly sensible advice!" Dr Cora Beth Fraser, Associate Lecturer and Honorary Research Associate with The Open University "An essential guide for anyone considering online learning – whether wholly online or through blended learning." Natacha Harding, University of Winchester, UK "Gina May and Tim Bentley have written a must-read guide for anyone who is considering studying online." Yolanda De Luliis, Student Support Worker, The Open University, researcher and host of podcast 'Conversations About Mithras' Online learning skills differ from those needed for face-to-face learning. A Student's Guide to Online Learning teaches you how to develop those skills through a range of advice, examples and practical exercises whether you are undertaking distance, wholly online or blended learning. Many students experience difficulties when dealing with the differences between learning in the traditional and digital environments. A key component of the successful completion of any online or blended course is confidence and enjoyment, this book enables you to have both. This book covers all you need to know for your online course, including: •How to develop an academic online persona •How to communicate in synchronous and asynchronous situations including tutorials and forums •Tips on confidently networking behind the computer screen •Advice on qualifications, career paths and employability skills Written by experienced academics who act as mentors throughout, A Student's Guide to Online Learning is an accessibly written, comprehensive, one-stop guide for students at all levels who are learning online in any capacity. Gina May is an Independent Course Provider; Associate Lecturer at the Open University and a Senior Fellow of the Higher Education Academy with a particular interest in online teaching and learning. Tim Bentley is an NHS Paramedic and Paramedic Educator responsible for mentoring student paramedics in their clinical education. He has a particular interest in and has championed and implemented Virtual Learning Environments and web services. **Microsoft Manual of Style** Pearson Education Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to

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—From the Foreword by Grant Wiggins “We now know we can get increased participation with online tools to make thinking more visible and switch the traditional delivery of instruction to personalize learning. While it is inevitable that online learning will become an important skill for everyone, the ideas, concepts, strategies, design elements, and tools in the book by Thormann and Zimmerman can also be applied to blended learning.” —Alan November, Senior Partner and Founder, November Learning “The authors of this book have created an excellent resource for anyone interested in becoming an online instructor or improving his or her skills in online teaching. The authors share a wealth of step-by-step activities, examples of assignments and teaching strategies that will guide both novice and experienced teachers as they expand their skills into the online realm. Even as a ‘veteran’ online instructor the book provided me with new ideas to try in my next online class.”

—Sam Gladstein, Coordinator, Edmonds eLearning Program at Edmonds School District, WA “Cheers to Thormann and Zimmerman for providing a must-read for online teaching. This clear and practical guide takes the instructor from design to implementation of online courses. The authors remove the anxiety about online teaching for those thinking about on-screen instruction, and provide new thinking and examples for those already immersed in it. It is a great guide for those entering the field and a superb resource for those actively engaged in it.” —Anthony J. Bent, Chairman, Global Studies-21st Century Skills Committee of the Massachusetts Association of School Superintendents

Book Features: The building blocks necessary to create a successful online course. The know-how of long-time online instructors. Models for Skype conferencing with groups of students. Templates for course building, including sample assignments, activities, assessments, and emails. Detailed treatment of diversity in the online environment

Joan Thormann is professor in the division of Technology in Education at Lesley University, Cambridge, Massachusetts. She edits a column on technology and special needs for Learning and Leading with Technology. Isa Kaftal Zimmerman is the principal of IKZ Advisors in Boston, Massachusetts, an educational consulting firm serving educators and stakeholders in the Science, Technology, Engineering, and Mathematics (STEM)

Doing Action Research In Early Childhood Studies: A Step-By-Step Guide a step-by-step guide McGraw-Hill Education (UK) *Using varied illustrations and case studies of contemporary projects in diverse early childhood contexts, the book addresses specific issues and challenges that you might face when conducting action research in such settings.*

IC3: Internet and Computing Core Certification Global Standard 4 Study Guide John Wiley & Sons *Building on the popular Sybex Study Guide approach, this book will provide 100% coverage of the exam objectives for all three of the IC3-GS4 exam modules: Computing Fundamentals Key Applications Living Online*

The book will contain clear and concise information fundamental computing concepts and skills. It will include hands-on examples and self-paced exercises showing readers how to perform critical tasks need to pass the exams. Key exam topics, including: Operating system basics Computer hardware/software and concepts Troubleshooting Common computer application features Word processing, spreadsheet, and presentation activities Basic database

interactions Collaboration Browsers Networking concepts Digital communication and citizenship Safe computing Research fluency Finally, readers will have access to a robust set of learning tools, including the Sybex test engine with chapter review questions, a preassessment test, hundreds of practice test questions (including performance-based questions), and author videos. Readers will also have access to over 100 electronic flashcards and the chapter files needed to complete the hands-on and self-paced exercises in the book. **E-Learning Companion: Student's Guide to Online Success** Cengage Learning E-LEARNING COMPANION serves as a resource and quick-reference guide for any course that demands technology skills. In addition to helping students adapt previously mastered skills--such as time management, note-taking, and critical thinking--to the online environment, this text shows students how social networking, cloud file storage, wikis, and blogs can be utilized appropriately and effectively in a college course. Technical terminology and how-to tutorials help students become more capable and flexible online learners, and build skills that will support them throughout college and their future careers. The Fourth Edition is fully updated to be current and relevant for today's online learning environments, and also includes new Workplace Applications, and coverage of professional behavior and professional emails. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **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 **MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide Excel Associate Exam MO-200** Sybex MCA Microsoft Office Specialist (Office 365 and Office 2019) STUDY GUIDE Your complete guide to preparing for the Microsoft Office Specialist Excel exam The MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide: Excel Associate Exam MO-200 is your one-stop resource for preparing you to earn the Excel Associate certification. The exam measures your competencies in the fundamentals of Excel. This guide starts you off with an assessment test to measure what you already know and what you still need to learn. Then you move into professional scenarios and examples, practical exercises, and challenging chapter review questions. Finally, you can

reinforce and retain what you've learned with the Sybex online learning environment and test bank. Get prepared for the Excel Associate Exam with Sybex. Coverage of 100% of all exam objectives in this Study Guide means you'll be ready to: Create and manage worksheets and workbooks Apply formulas and functions Populate tables with data Create and edit a workbook with multiple sheets Add a graphic element to represent data visually Interactive learning environment Take your exam prep to the next level with Sybex's superior interactive online study tools. To access our learning environment, simply visit www.wiley.com/go/sybextestprep, register your book to receive your unique PIN, and instantly gain one year of FREE access after activation to: Interactive test bank with a practice exam to help you identify areas where further review is needed. Get more than 90% of the answers correct, and you're ready to take the certification exam. 100 electronic flashcards to reinforce learning and last-minute prep before the exam. Comprehensive glossary in PDF format gives you instant access to the key terms so you are fully prepared. **MOS 2016 Study Guide for Microsoft Excel Expert MOS Stud Guid Micr Exce Expe** 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. *Hone your advanced Excel 2016 skills. 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 Expert 2016 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 Ready-made practice files Sharpen the skills measured by these objectives: Create and Manage Workbooks Apply Custom Formatting and Layouts Create Advanced Formulas Perform Data Analysis Create Advanced Charts and PivotTables* **MOS Study Guide for Microsoft Excel Expert Exam MO-201** Microsoft Press Advance your expert-level proficiency with Excel. And earn the credential that proves it! Demonstrate your expert-level competency with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist: Microsoft Excel Expert (Excel and Excel 2019) 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 Ready-made practice files Sharpen the skills measured by these objectives: Manage Workbook Options and Settings Manage and Format Data Create Advanced Formulas and Macros Manage Advanced Charts and Tables About the MOS: Expert Certification A Microsoft Office Specialist (MOS): Expert certification validates your hands-on experience and competency with an Office product at an expert level. It demonstrates that you can apply the product's principal features at an advanced level, can complete expert tasks independently, and are ready to enter the job market. See full details at: microsoft.com/learn Practice Files Available at: MicrosoftPressStore.com/MOSExcelExpert201/downloads **Action Research in Teaching and Learning A Practical Guide to Conducting Pedagogical Research in Universities** Routledge Practical and down-to-earth, the second edition of Action Research in Teaching and Learning is an ideal introduction to the subject, offering a distinctive blend of the theoretical and the practical, grounded firmly in the global higher education landscape. Written in an accessible style to

build confidence, it provides easily adaptable, practical frameworks, guidelines and advice on research practice within a higher education context. The reader is guided through each stage of the action research process, from engaging with the critical theory, to the practical applications with the ultimate goal of providing a research study which is publishable. Supplemented by useful pedagogical research tools and exemplars of both qualitative and quantitative action research studies, this new edition features chapters engaging with teaching excellence and analysing qualitative and quantitative research, additions to the resources section and a new preface focusing more explicitly on the ever-growing number of part-time academics. *Action Research in Teaching and Learning* combines a theoretical understanding of the scholarly literature with practical applications and is an essential, critical read for any individual teaching or undertaking action research. **A Guide to Conducting Online Research** SAGE Publications This guide is designed to support students, academics and practitioner researchers in using technology as part of their research. **Online Teaching at Its Best Merging Instructional Design with Teaching and Learning Research** John Wiley & Sons Bring pedagogy and cognitive science to online learning environments *Online Teaching at Its Best: Merging Instructional Design with Teaching and Learning Research, 2nd Edition*, is the scholarly resource for online learning that faculty, instructional designers, and administrators have raved about. This book addresses course design, teaching, and student motivation across the continuum of online teaching modes—remote, hybrid, hyflex, and fully online—integrating these with pedagogical and cognitive science, and grounding its recommendations in the latest research. The book will help you design or redesign your courses to ensure strong course alignment and effective student learning in any of these teaching modes. Its emphasis on evidence-based practices makes this one of the most scholarly books of its kind on the market today. This new edition features significant new content including more active learning formats for small groups across the online teaching continuum, strategies and tools for scripting and recording effective micro-lectures, ways to integrate quiz items within micro-lectures, more conferencing software and techniques to add interactivity, and a guide for rapid transition from face-to-face to online teaching. You'll also find updated examples, references, and quotes to reflect more evolved technology. Adopt new pedagogical techniques designed specifically for remote, hybrid, hyflex, and fully online learning environments Ensure strong course alignment and effective student learning for all these modes of instruction Increase student retention, build necessary support structures, and train faculty more effectively Integrate research-based course design and cognitive psychology into graduate or undergraduate programs Distance is no barrier to a great education. *Online Teaching at Its Best* provides practical, real-world advice grounded in educational and psychological science to help online instructors, instructional designers, and administrators deliver an exceptional learning experience even under emergency conditions. **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. **Slaying Excel Dragons A Beginners Guide to Conquering Excel's Frustrations and Making Excel Fun** Tickling Keys, Inc. This enthusiastic introduction provides support for Excel beginners and focuses on using the program immediately for maximum efficiency. With 1,104 screenshots and explicit information on everything from rows, columns, and cells to subtotaling, sorting, and pivot tables, this guide aims to alleviate the frustrations that come with using the program for the first time. This manual offers strategies for avoiding problems and streamlining efficiency and assists readers from start to finish, turning Excel 2010 novices into experts. **Modern Classroom Assessment** SAGE Publications Modern Classroom Assessment offers an applied, student-centered guide to the major research-based approaches to assessment in today's modern classroom. Rather than simply list basic assessment formats with a few examples, as many textbooks do, award-winning professor and scholar Bruce Frey's book fully explores all five key approaches for teacher-designed assessment—Traditional Paper-and-Pencil, Performance-Based Assessment, Formative Assessment, Universal Test Design, and Authentic Assessment —while making abstract concepts and guidelines clear with hundreds of real-world illustrations and examples of what actual teachers do. Offering a variety of engaging learning tools and realistic stories from the classroom, this text will give any reader a strong foundation for designing modern assessments in their own classrooms.

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guided through the powerful new features and capabilities to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, *Excel 2019 Bible*. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2019's new features and tools Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the *Excel 2019 Bible* has you covered with complete coverage and clear expert guidance.

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Financial Market Risk Measurement and Analysis Routledge This new book uses advanced signal processing technology to measure and analyze risk phenomena of the financial markets. It explains how to scientifically measure, analyze and manage non-stationarity and long-term time dependence (long memory) of financial market returns. It studies, in particular, financial crises in persistent financial markets, such as stock, bond and real estate market, and turbulence in antipersistent financial markets, such as anchor currency markets. It uses Windowed Fourier and Wavelet Multiresolution Analysis to measure the degrees of persistence of these complex markets, by computing monofractal Hurst exponents and multifractal singularity spectra. It explains how and why financial crises and financial turbulence may occur in the various markets and why we may have to reconsider the current wave of term structure modeling based on affine models. It also uses these persistence measurements to improve the financial risk

management of global investment funds, via numerical simulations of the nonlinear diffusion equations describing the underlying high frequency dynamic pricing processes. **The "People Power" Education Superbook: Book 6. Math & Science Guide** Lulu Press, Inc This is a book to help you quickly find the math and science information you're looking for at the library, on websites, through publishers who sell books and magazines, organizations, etc. Think of it as my attempt to organize a framework for the worlds of math and science. **Research Anthology on Developing Effective Online Learning Courses** IGI Global In the current educational environment, there has been a shift towards online learning as a replacement for the traditional in-person classroom experience. With this new environment comes new technologies, benefits, and challenges for providing courses to students through an entirely digital environment. With this shift comes the necessary research on how to utilize these online courses and how to develop effective online educational materials that fit student needs and encourage student learning, motivation, and success. The optimization of these online tools requires a deeper look into curriculum, instructional design, teaching techniques, and new models for student assessment and evaluation. Information on how to create valuable online course content, engaging lesson plans for the digital space, and meaningful student activities online are only a few of many current topics of interest for promoting student achievement through online learning. The Research Anthology on Developing Effective Online Learning Courses provides multiple perspectives on how to develop engaging and effective online learning courses in the wake of the rapid digitalization of education. This book includes topics focused on online learners, online course content, effective online instruction strategies, and instructional design for the online environment. This reference work is ideal for curriculum developers, instructional designers, IT consultants, deans, chairs, teachers, administrators, academicians, researchers, and students interested in the latest research on how to create online learning courses that promote student success. **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. **Optimizing Discovery Systems to Improve User Experience: The Innovative Librarian's Guide** ABC-CLIO Two authors with more

than 40 years of combined library experience tap into their wealth of knowledge about discovery and user experience, sharing proven methods for setting up, promoting, and teaching their own discovery systems. • Provides a comprehensive guide that helps librarians make a library discovery system work better for their specific community • Examines how system design and careful fine-tuning can greatly improve system efficacy • Explains how usability and user experience studies should be used to assess and evaluate system performance • Describes how to use UX data to inform tutorials and instruction for more efficient patron research

Learning with Online and Mobile Technologies A Student Survival Guide

Gower Publishing, Ltd. Blended and online learning is widespread, with students from both campus based and distance universities and colleges facing the prospect of online study either for part or a whole of their course of study. This book provides a practical introduction for students who are contemplating or undertaking online study.

Carbon Footprint Case Studies Municipal Solid Waste Management, Sustainable Road Transport and Carbon Sequestration Springer Nature

Global warming and its effects are felt and understood by almost every one across the globe now. Carbon footprint calculation and mitigation in different industrial sectors is the need of the hour. There are numerous industrial sectors, whose carbon footprints need to be calculated and the ways to mitigate the greenhouse gas emissions from those sectors need to be started with immediate effect. This book highlights case studies involving the carbon footprints of municipal solid waste, sustainable road transport and Carbon footprint accounting of sources and sinks by studying carbon sequestration of Karnataka, a state in India.

The Basic Practice of Statistics Telecourse Study Guide Macmillan

The Basic Practice of Statistics has become a bestselling textbook by focusing on how statistics are gathered, analyzed, and applied to real problems and situations—and by confronting student anxieties about the course's relevance and difficulties head on. With David Moore's pioneering "data analysis" approach (emphasizing statistical thinking over computation), engaging narrative and case studies, current problems and exercises, and an accessible level of mathematics, there is no more effective textbook for showing students what working statisticians do and what accurate interpretations of data can reveal about the world we live in. In the new edition, you will once again see how everything fits together. As always, Moore's text offers balanced content, beginning with data analysis, then covering probability and inference in the context of statistics as a whole. It provides a wealth of opportunities for students to work with data from a wide range of disciplines and real-world settings, emphasizing the big ideas of statistics in the context of learning specific skills used by professional statisticians. Thoroughly updated throughout, the new edition offers new content, features, cases, data sources, and exercises, plus new media support for instructors and students—including the latest version of the widely-adopted StatsPortal. The full picture of the contemporary practice of statistics has never been so captivatingly presented to an uninitiated audience.

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instructions and high-resolution screenshots of Excel 2016, Excel Online, and the new Google Sheets. It includes new sections about collaboration, OneDrive, and other features.