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KEY=USER - KENT ORTIZ

OpenOffice.org For Dummies

John Wiley & Sons Uses the straightforward For Dummies style to show Linux and Windows users how to use the OpenOffice.org desktop productivity suite. OpenOffice.org has a user interface and feature set similar to that of other office suites and works transparently with a variety of file formats, including those of Microsoft Office. Explains how to download, install, and set up both the Linux and Windows versions of OpenOffice.org. Organized by the four key desktop applications provided in the OpenOffice.org suite: Writer (word processing), Calc (spreadsheets), Impress (presentations), and Draw (graphics). Other topics covered include creating and formatting documents with Writer, using templates and styles, creating spreadsheets with Calc, manipulating spreadsheet data, creating a presentation with Impress, and creating and editing images with Draw.

OpenOffice.org 3 Writer Guide

Lulu.com

OpenOffice.org Macros Explained

Hentzenwerke This book provides an introduction to the creation and management of macros in OpenOffice. Numerous examples and explanations demonstrate proper techniques and discuss known problems and solutions. The underlying data structure is discussed and techniques are introduced to evaluate OpenOffice objects, facilitating the use of returned objects in the absence of sufficient documentation.

Office User Guide for MicroStrategy 9.2.1m

MicroStrategy

Office User Guide for MicroStrategy 9.3

MicroStrategy

The Pediatric Eye Exam Quick Reference Guide: Office and Emergency Room Procedures

Office and Emergency Room Procedures

IGI Global There is a need for comprehensive books that provide crucial information in a clear and direct manner, particularly in the medical field. Currently, there are limited resources available to students and clinicians that provide step-by-step procedures with pictures on how to examine the eye in the pediatric population. The Pediatric Eye Exam Quick Reference Guide: Office and Emergency Room Procedures is a clinical procedure book to provide step-by-step pediatric eye care examination techniques and is an important addition to the field of eye care. The chapters are written by leading pediatric optometrists and ophthalmologists in the field. Years of academic and clinical experiences from schools of optometry, hospital-based eye care, and private practice are all presented in a user-friendly format with clinical pearls and insights that will help any clinician perform a pediatric eye exam easily and efficiently. Covering a range of critical topics such as pupil examination, visual field testing, refraction, and ocular emergencies and providing pictures, it is ideal for all students, residents, academicians, trainers, and novel and seasoned clinicians who are interested in learning how to examine a pediatric patient and staying on top of the latest pediatric eye care procedures.

Office User Guide for MicroStrategy 10

MicroStrategy, Inc.

The Rust Programming Language (Covers Rust 2018)

No Starch Press The official book on the Rust programming language, written by the Rust development team at the Mozilla Foundation, fully updated for Rust 2018. The Rust Programming Language is the official book on Rust: an open source systems programming language that helps you write faster, more reliable software. Rust offers control over low-level details (such as memory usage) in combination with high-level ergonomics, eliminating the hassle traditionally associated with low-level languages. The authors of The Rust Programming Language, members of the Rust Core Team, share their knowledge and experience to show you how to take full advantage of Rust's features-- from installation to creating robust and scalable programs. You'll begin with basics like creating functions, choosing data types, and binding variables and then move on to more advanced concepts, such as:

- Ownership and borrowing, lifetimes, and traits
- Using Rust's memory safety guarantees to build fast, safe programs
- Testing, error handling, and effective refactoring
- Generics, smart pointers, multithreading, trait objects, and advanced pattern matching
- Using Cargo, Rust's built-in package manager, to build, test, and document your code and manage dependencies
- How best to use Rust's advanced compiler with compiler-led programming techniques

You'll find plenty of code examples throughout the book, as well as three chapters dedicated to building complete projects to test your learning: a number guessing game, a Rust implementation of a command line tool, and a multithreaded server. New to this edition: An extended section on Rust macros, an expanded chapter on modules, and appendixes on Rust development tools and editions.

Getting Started with LibreOffice 6.0

Lulu.com LibreOffice is a freely-available, full-featured office suite that runs on Windows, Linux, and macOS computers. This book is for anyone who wants to get up to speed quickly with LibreOffice 6.0. It introduces Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector drawings), Math (equation editor), and Base (database). This book was written by volunteers from the LibreOffice community. Profits from the sale of this book will be used to benefit the community.

Office User Guide for MicroStrategy Analytics Enterprise

MicroStrategy, Inc. The MicroStrategy Office User Guide covers the instructions for using MicroStrategy Office to work with MicroStrategy reports and documents in Microsoft® Excel, PowerPoint, Word, and Outlook, to analyze, format, and distribute business data.

Office User Guide for MicroStrategy 9. 3. 1

MicroStrategy

Office User Guide for MicroStrategy 9.5

MicroStrategy, Inc. The MicroStrategy Office User Guide covers the instructions for using MicroStrategy Office to work with MicroStrategy reports and documents in Microsoft? Excel, PowerPoint, Word, and Outlook, to analyze, format, and distribute business data.

The Complete User's Guide to the Amazing Amazon Kindle

Harvard Perspectives in Independent Publishing The bestselling unauthorized guide that will ensure that you get the most out of the Kindle - or give you all the information you need before you decide to buy.

Styles and Templates

Lulu.com This book is an extract from a much larger book entitled Designing with LibreOffice. It is intended for those who only want information on using styles and templates with LibreOffice, the popular free-licensed office suite. It consists of Chapters 2, 3 and 11 in the larger book. This book is the first of five extracts from the complete book. The extracts are: Part 1: Styles and Templates, Part 2: Choosing Fonts, Part 3: Character and Paragraph Styles, Part 4: Page, Frame, and List Styles, Part 5: Slide Shows, Diagrams, and Spreadsheets. Together, the five smaller books will contain most, but not all, of the information from the larger book. Any changes are minimal, and made for continuity or changes in structure made necessary by the changes in format.

Office and SharePoint 2010 User's Guide

Integrating SharePoint with Excel, Outlook, Access and Word

Apres Web sites, collaboration, document management, paperless offices—we want it all in business today, but how do we achieve all of these goals? More importantly, if you work for one of the millions of small-to-medium-sized businesses, how do you find the time to build the expertise necessary to reach these goals? Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively. You need a guide that demonstrates a platform that small-to-medium-sized businesses can use to reach these goals. *Office and SharePoint 2010 User's Guide* demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with. Together with SharePoint 2010, users can achieve goals like web sites with a consistent single view, improved collaboration within their organization, and better document management, and may even get one step closer to the paperless office we've been promised for years. This book has topics for Office users of all skill levels, from those just starting to use Office tools to experienced power users. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (RUSSIAN)

Project Management Institute PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &- Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector.

Aeronautical Chart User's Guide

Simon and Schuster The updated 11th edition of the Aeronautical Chart User's Guide by the FAA is a great reference for novice pilots and professionals alike. Printed in full color with detailed examples, this book provides all the information students and pilots need to know about all the symbols and information provided on US aeronautical charts and chart navigation publications. Readers will find information on VFR charts, aeronautical chart symbols, helicopter route charts, flyway planning charts, IFR enroute charts, explanation of IFR enroute terms and symbols, Terminal Procedure Publications (TPPs), explanation of TPP terms and symbols, airspace classifications, and an airspace class table.

LibreOffice 6.0 Writer Guide

Lulu.com LibreOffice is a freely-available, full-featured office suite that runs on Windows, Linux, and macOS. This book is for beginners to advanced users of Writer, the word processing component. It covers setting up Writer to suit the way you work; using styles and templates; working with text, graphics, tables, and forms; formatting pages (page styles, columns, frames, sections, and tables); printing and mail merge; creating tables of contents, indexes, and bibliographies; using master documents and fields; creating PDFs; and more. This book was written by volunteers from the LibreOffice community. Profits from the sale of this book will be used to benefit the community. Free PDFs of this book and its individual chapters are available from <http://www.libreoffice.org/get-help/documentation>

Deep Work

Rules for Focused Success in a Distracted World

Grand Central Publishing Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of Give and Take). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In Deep Work, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, Deep Work takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. Deep Work is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

Birthday Notebook Journal

I Run a Tight Shipwreck Funny Vintage Mom Dad Quote2 Personalized Softball, 6x9 Lined Blank Notebook, 120 Pages, Journal to Write in for Journaling, ... Quotes, Paperback Composition Book

I Run A Tight Shipwreck Funny Vintage Mom Dad Quote2 This is a perfect journal for you to take to your meetings. A funny journal that will get you through them. Also would make a great gift for a co-worker This is great as a journal or notebook perfect for you to write your own thoughts, get a little creative with poetry or just writing down lists or ideas. It is a 100 pages blank ruled journal ready for you to fill with your own writing and get a little creative every now and then. 120 pages of high quality paper It can be used as a journal, notebook or just a composition book 6 x 9 Paperback notebook, soft matte cover Perfect for gel pen, ink or pencils

Guitar Scales in Context

The Practical Reference Guide

Createspace Independent Pub Guitar Scales in Context Guitar Scales in Context goes further than every other scale dictionary available: it provides you with backing tracks and licks for every one of the essential 18 scales and modes that it covers. With over 50 backing tracks included, each scale is analysed, discussed and shown in the five most commonly used patterns. Each scale shape is given with a corresponding chord, triad and arpeggio pattern to help you build and memorise the scale, both physically and aurally. Each scale has an extensive information page giving examples of its use and a description of its unique character. Finally, so you can experience how each scale sounds and feels, three live-recorded example licks are given so you can instantly put the scales into musical context. Guitar Scales in Context is essential reading and practical application for anyone wanting to develop their fretboard skills, music theory and aural awareness. Scales Covered Include: The Major Scale The Dorian Mode The Phrygian Mode The Lydian Mode The Mixolydian Mode The Aeolian Mode The Locrian Mode The Minor Pentatonic (Blues) Scale The Major Pentatonic (Blues) Scale The Melodic Minor Mode The Lydian Dominant Mode The Altered Scale The Harmonic Minor Scale The Phrygian Dominant Mode The Mixolydian Bebop Scale The Dorian Bebop Scale The Half Whole Diminished Scale The Whole Tone Scale Scroll up to buy Guitar Scales in Context now.

LibreOffice 7.0 Getting Started Guide

Reference Guide to the International Space Station

CreateSpace The International Space Station (ISS) is a great international, technological, and political achievement. It is the latest step in humankind's quest to explore and live in space. The research done on the ISS may advance our knowledge in various areas of science, enable us to improve life on this planet, and give us the experience and increased understanding that can eventually equip us to journey to other worlds. As a result of the Station's complexity, few understand its configuration, its design and component systems, or the complex operations required in its construction and operation. This book provides high-level insight into the ISS. The ISS is in orbit today, operating with a crew of three. Its assembly will continue through 2010. As the ISS grows, its capabilities will increase, thus requiring a larger crew. Currently, 16 countries are involved in this venture. The sophisticated procedures required in the Station's construction and operation are presented in Amazing 3D Graphics generated by NASA 104 pages of spectacularly detailed color graphics the Space Station as you've never seen it before!

Occupational Outlook Handbook

30 Days to Sell

CreateSpace Nominated for a Small Business Marketing Book award!. You have 30 days to convert a user to a paying customer starting NOW. The clock is ticking. What will you do? Collecting and analysing the messaging and strategies the leading e-commerce, software and service companies use as they convert trial users to customers in the most important 30 days after sign-up. Each companies strategy is broken down and presented in an easy to use and understand visual guide. 30 days to sell is a must buy if you are looking to automate and improve new customer conversion. This book covers: Activation campaigns from the worlds leading web companies. Easy reference guide - what message to send and when. Full page examples of each marketing message. Steal ideas from successful entrepreneurs, marketers and growth hackers. Two new bonus chapters showcasing more activation campaigns.

A Scrum Book

The Spirit of the Game

Pragmatic Bookshelf Building a successful product usually involves teams of people, and many choose the Scrum approach to aid in creating products that deliver the highest possible value. Implementing Scrum gives teams a collection of powerful ideas they can assemble to fit their needs and meet their goals. The ninety-four patterns contained within are elaborated nuggets of insight into Scrum's building blocks, how they work, and how to use them. They offer novices a roadmap for starting from scratch, yet they help intermediate practitioners fine-tune or fortify their Scrum implementations. Experienced practitioners can use the patterns and supporting explanations to get a better understanding of how the parts of Scrum complement each other to solve common problems in product development. The patterns are written in the well-known Alexandrian form, whose roots in architecture and design have enjoyed broad application in the software world. The form organizes each pattern so you can navigate directly to organizational design tradeoffs or jump to the solution or rationale that makes the solution work. The patterns flow together naturally through the context sections at their beginning and end. Learn everything you need to know to master and implement Scrum one step at a time—the agile way.

Guide for All-Hazard Emergency Operations Planning

DIANE Publishing Meant to aid State & local emergency managers in their efforts to develop & maintain a viable all-hazard emergency operations plan. This guide clarifies the preparedness, response, & short-term recovery planning elements that warrant inclusion in emergency operations plans. It offers the best judgment & recommendations on how to deal with the entire planning process -- from forming a planning team to writing the plan. Specific topics of discussion include: preliminary considerations, the planning process, emergency operations plan format, basic plan content, functional annex content, hazard-unique planning, & linking Federal & State operations.

Beginning OpenOffice 3

From Novice to Professional

Apress If you want to fly with OpenOffice 3.0, publish to your local wiki, create web presentations, or add maps to your documents, **Beginning OpenOffice 3** is the book for you. You will arm yourself with OpenOffice.org 3.0 tools, from creating wiki docs to automating complex design steps. OpenOffice has been downloaded almost 100 million times, and this is the book that explains why. You learn how to adopt OpenOffice 3.0 innovations. You see how to work across Windows, OS X, Google, and the Web, no matter what the format. Mail merges and wiki docs will never seem so simple.

A Users Guide to Tapping Prayer

Createspace Independent Publishing Platform Tapping is an activity that many of us engage in everyday without even thinking about what we are doing. We drum our fingers on a desk or table while we wait for something to happen. We tap our forehead while we are figuring out a problem. We stroke our chin or rub our head as we contemplate the issues of the day. Each of these acts is our body's clumsy way of attending to a need for peace or resolution. Tapping prayer is a spiritual practice that intentionally focuses our attention on the rhythmic movement of our finger tips. It directs the energy of God's healing onto specific points on our body that through the practice of acupuncture and reiki, have shown to be conduits of healing. Tapping prayer is the most exciting addition to my spiritual tool belt in 25 years of ministry. It's fun and effective and easy to administer alone, one on one, or in a group. It is very flexible...and did I mention, effective? Tapping prayer is effective in bringing individuals into a one on one relationship with God that creates peace, healing, and a desire to share those gifts with other individuals, communities, and Creation. Tapping prayer is an integration of sacred wisdom from the East and West. It is a spiritual practice that blends a knowledge of the Spirit's movement through our body with an understanding of meridian tapping based on the Emotional Freedom Technique created by Gary Craig. Tapping prayer brings balance and peace to individuals who are experiencing spiritual distress. By gently tapping on identified points of entry for the Holy which correspond to meridian end points in acupuncture, while praying for God to attend to a particular pain, we focus God's intention to heal and in most cases actually experience a peace which is not of our own doing. By acknowledging pain instead of wishing for relief, we recognize God's interest to heal us and indeed, God heals us. This technique can be used for individuals who are seeking peace from a wide variety of issues ranging from: trauma such as a car accident, an abusive parent, a friend killed in battle, a sudden illness, a job loss, a fire, a damaged relationship. Tapping prayer can also facilitate forgiveness and/or letting go. Tapping prayer is effective in praying for others (surrogate prayer tapping focused on an individual who is not present to the prayer tapping), for events (9/11, Sandy Hook, a company leaving a community), or Creation (an oil spill, deforestation, strip mining). Wherever there is a disruption to the peaceful flow of the Holy Spirit, tapping prayer can be applied. When I first learned about the Emotional Freedom Technique as a tool to help veterans in our community, I thought it was weird. The tapping. The repetition. It seemed...odd. This was not how I understood healing from trauma to work, and yet it worked. Clearly, my Western roots were showing. When I got home from the training I began using the technique with members of my community and saw such dramatic results I had to learn more. They also found it strange, but effective. Some folks were uncomfortable with the language of "energies" and "chi," so I experimented a bit and added more traditional faith language to the mix. I dug deeply into my own faith traditions and discovered a theology of healing that accompanied tapping prayer. I found that by invoking God's presence into the act of tapping, people from varying faith experiences were able to connect to the Holy on a deeper level. They began to experience God as very real and very present in their lives. They asked to learn more about this new way of praying. They discovered that by using tapping prayer on a wide variety of issues, their relationship with God grew deeper. If you are ready to draw closer to God's healing love for you, please take responsibility for your participation in tapping prayer, and let's pray! --Todd Farnsworth

User's Guide to the National Electrical Code? 2008 Edition

Jones & Bartlett Learning Give your students a firm foundation in NEC® basics with the 2008 Edition of User's Guide to the National Electrical Code. This full-color, illustrated text has been completely revised to include new chapter features that guide students through the 2008 Code, reinforcing key principles, such as the difference between GFPE and GFCI equipment. With this text, students will understand the intent behind the most critical NEC® requirements, the way NEC® chapters and articles work together, and how the NEC® is related to other electrical standards and building codes. User's Guide is the key to getting the right answers faster and more efficiently.

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SharePoint 2010 User's Guide

Learning Microsoft's Business Collaboration Platform

Apress Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity, make information sharing more effective, and facilitate business decision-making processes. In order to get the most out of SharePoint 2010, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. This book is designed to provide you with the information you need to effectively use these tools. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as publishing, workflow, and policies) that make up these environments. Information and process owners will be given the knowledge they need to build and manage solutions. Information and process consumers will be given the knowledge they need to effectively use SharePoint resources. In this book, Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment. Their expertise shines as they provide step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. As a reader, you'll then embrace two common SharePoint uses, document management and project information management, and walk through creating samples of these solutions, understanding the challenges these solutions are designed to address and the benefits they can provide. The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product.

The Uniformed Services Employment and Reemployment Rights Act

Bureau of National Affairs (BNA)

Book Design Made Simple

A Step-By-Step Guide to Designing and Typesetting Your Own Book Using Adobe Indesign

Book Design Made Simple gives DIY authors, small presses, and graphic designers-novices and experts alike-the power to design their own books. It's the first comprehensive book of its kind, explaining every step from installing Adobe® InDesign® right through to sending the files to press. For those who want to design their own books but have little idea how to proceed, Book Design Made Simple is a semester of book design instruction plus a publishing class rolled into one. Let two experts guide you through the process with easy step-by-step instructions, resulting in a professional-looking top-quality book

The Official Raspberry Pi Beginner's Guide

How to Use Your New Computer

The Associated Press Stylebook 2015

Basic Books A fully revised and updated edition of the bible of the newspaper industry

United States Attorneys' Manual

User's Guide to the National Electrical Code® 2005

Jones & Bartlett Learning Build a firm foundation in NEC basics with the 2005 Edition of User's Guide to the National Electrical Code. NFPA's full-color illustrated guide walks you through the 2005 Code, explaining key principles, such as the difference between GFPE and GFCI equipment. With this text you'll understand the intent behind the most critical NEC requirements, the way NEC chapters and articles work together, and how the NEC is related to other electrical standards and building codes. The User's Guide is the key to getting the right answers, faster and more efficiently! Written by H. Brooke Stauffer of the National Electrical Contractors Association (NECA), this primer shows you how to find answers in today's NEC(R), significantly improving your productivity and effectiveness on the job. User's Guide to the National Electrical Code(R) is the ideal starting point for electrical apprentices and a useful reference for experienced professionals. Use it alongside your 2005 Code!

OpenOffice 3.4 Volume III: Base

Black and White

Createspace Independent Pub **OpenOffice 3.4 Volume III: Base** is the third book of the four-volume OpenOffice series by Quantum Scientific Publishing. The OpenOffice series provides step-by-step instructions on navigating basic, as well as advanced features within the Apache OpenOffice Suite, version 3.4. OpenOffice Base is a very useful and simple database tool used to organize, manipulate, and track data. This book begins by introducing the basic functions and layout of Base, and then progresses to more complex features and operations. By following along with the steps provided in this book, readers will learn dozens of useful tasks such as: creating a new database, formatting databases, creating forms, manipulating data within a database, creating reports, and much more!

A Conceptual Guide to OpenOffice.org 3

CreateSpace Open Office (OpenOffice.org) is a freely-distributed, full-featured office suite that runs on Windows, Linux, Solaris, and Mac OS X computers. **A Conceptual Guide to OpenOffice.org 3** is an easy-to-read, thorough, self-paced guide to using the most popular open source office productivity suite. Written by an educator who is passionate about lifelong learning, this book is based upon teaching material he has developed over four years for instructional use in the classroom. This 286-page guide provides instruction for OpenOffice.org3's WRITER, CALC, IMPRESS and BASE through ten hands-on lessons and four quick reference guides. New topics in this edition include installation instructions for the OpenOffice.org native Mac OS X port, installation and use of OpenOffice.org extensions, an overview of the OpenDocument format and much more. *** This book is distributed under the terms of the GNU Free Documentation License. Money raised from the sale of this book supports the development of free software and documentation. ***