

# Excel 2013 For Dummies Applicativi

Getting Started with WebRTC Rob Manson 2013-09-25 The book will follow a step-by-step tutorial approach to construct an application that allows video conferencing and calls between two browsers and a system for sharing files among a group. This book is ideal for developers new to the WebRTC standards who are interested in adding sensor-driven, real-time, peer-to-peer communication to their web applications. You will only need basic experience with HTML and JavaScript.

Adult Education and Lifelong Learning Peter Jarvis 2004-06-03 This is the third edition of Peter Jarvis' classic textbook, *Adult and Continuing Education*, which established itself as the most widely used and respected book about education for adults today. In this new edition, the author has made extensive revisions and included substantial additional material to take account of the many changes that have occurred in the field of adult education. Additional and updated material in this much-anticipated new edition includes: a discussion on both globalisation and Europeanisation, indicating the pressures that have been exerted on the educational system to change a greater emphasis on lifelong education, lifelong learning and society an extended discussion on the theorists of distance education and introductory material on e-learning and on-line learning an updated look at changes in UK policy and European policy documents new material on the relationship between research, learning and the changing approaches to knowledge, with more emphasis placed on action learning and research.

Life Cycle Assessment of Renewable Energy Sources Anoop Singh 2013-09-02 Governments are setting challenging targets to increase the production of energy and transport fuel from sustainable sources. The emphasis is increasingly on renewable sources including wind, solar, geothermal, biomass based biofuel, photovoltaics or energy recovery from waste. What are the environmental consequences of adopting these other sources? How do these various sources compare to each other? *Life Cycle Assessment of Renewable Energy Sources* tries to answer these questions based on the universally adopted method of Life Cycle Assessment (LCA). This book introduces the concept and importance of LCA in the framework of renewable energy sources and discusses the key issues in conducting their LCA. This is followed by an in-depth discussion of LCA for some of the most common bioenergy sources such as agricultural production systems for biogas and bioethanol, biogas from grass, biodiesel from palm oil, biodiesel from used cooking oil and animal fat, Jatropha biodiesel, lignocellulosic bioethanol, ethanol from cassava and sugarcane molasses, residential photovoltaic systems, wind energy, microalgal biodiesel, biohydrogen and biomethane. Through real examples, the versatility of LCA is well emphasized. Written by experts all over the globe, the book is a cornucopia of information on LCA of bioenergy systems and provides a platform for stimulation of new ideas and thoughts. The book is targeted at practitioners of LCA and will become a useful tool for researchers working on different aspects of bioenergy.

Elementi di informatica Emiliano Ippoliti

Come trovare lavoro Mario R. Storchi Ti sei mai posto qualcuna di queste domande? Come si trova un lavoro? Come si prepara il proprio curriculum? Cosa è una lettera di presentazione e come si scrive? Quali sono le domande più frequenti in un colloquio di lavoro? Che differenza c'è tra contratti a tempo indeterminato e contratti a tempo determinato? Cosa è l'apprendistato? Cosa sono i contratti di formazione lavoro? Cosa sono i corsi di formazione professionale? Cosa sono gli stage aziendali? Cosa sono i contratti di somministrazione di lavoro? Come si risponde ad un'inserzione di lavoro? Cosa sono le cooperative? Una laurea serve a trovare lavoro? Se la tua risposta è sì questo libro è per te!

Educational Research and Innovation The Nature of Learning Using Research to Inspire Practice OECD 2010-08-09 This book brings together the lessons of research on both the nature of learning and different educational applications, and it summarises these as seven key concluding principles.

Getting Started with D3 Mike Dewar 2012 Learn how to create beautiful, interactive, browser-based data visualizations with the D3 JavaScript library. This hands-on book shows you how to use a combination of JavaScript and SVG to build everything from simple bar charts to complex infographics. You'll learn how to use basic D3 tools by building visualizations based on real data from the New York Metropolitan Transit Authority. Using historical tables, geographical information, and other data, you'll graph bus breakdowns and accidents and the percentage of subway trains running on time, among other examples. By the end of the book, you'll be prepared to build your own web-based data visualizations with D3. Join a dataset with elements of a webpage, and modify the elements based on the data Map data values onto pixels and colors with D3's scale objects Apply axis and line generators to simplify aspects of building visualizations Create a simple UI that allows users to investigate and compare data Use D3 transitions in your UI to animate important aspects of the data Get an introduction to D3 layout tools for building more sophisticated visualizations If you can code and manipulate data, and know how to work with JavaScript and SVG, this book is for you.

**Why Teams Win** Saul L. Miller 2009-08-26 Winning isn't easy. The world is becoming more and more competitive, with a greater need than ever for people to work together effectively in teams to make organizations successful. There is no better model for success in business than the world of sport, with its bottom-line performance culture and its relentless focus on creating winning teams. In *Why Teams Win*, renowned sports psychologist Dr. Saul L. Miller-the man who teaches elite athletes and top sports teams how to be successful-uses sport as a powerful metaphor for the world of business. *Why Teams Win* distills Dr. Miller's work with hundreds of high-performance teams-in the worlds of sport, business, healthcare, and the arts-into lessons to help business teams perform. *Why Teams Win*: Identified the 9 key characteristics of successful teams. Describes how to improve personal, organizational, and team performance in each of these 9 areas. Explains how and why to apply different strategies to different types of teams. Outlines how to balance the needs of the individual with the needs of the team. Helps people work together and perform to the best of their abilities. Shows how to get the maximum potential out of a group of individuals. Features advice, quotes, and interviews from high-profile athletes and coaches, as well as from business leaders. Includes self-evaluation and team-building exercises. *Why Teams Win* offers anyone wanting to improve their personal and team performance a proven and accessible formula for success.

**The Language of Europe** Domenico Cosmai 2014-12-12 This book offers a clear and comprehensive introduction to the policy area of multilingualism and to translation practice within the EU institutions. This first edition in English builds on the success, among academics and practitioners alike, of its two preceding Italian editions (published respectively in 2003 and 2007 with the title 'Tradurre per l'Unione europea', Milan, Hoepli), which have closely followed the EU journey through its successive enlargements, and the impact of these multiple accessions on the politics and practice of institutional translation. It proposes an in-depth, up-to-the-minute analysis of the direct relationships between member-state languages and the problems of knowledge transfer between the diverse languages and cultures that make up the patchwork which is the EU. Enriched throughout with practical examples from many among the twenty-four official languages of the European Union, specially selected and adapted for an Anglophone readership, *The Language of Europe* features detailed studies on the following topics: the background to and arguments in favour of EU multilingualism; the language features of EU documents; variations in translation practice between the different EU institutions, agencies and consultative bodies; the day-to-day working practice of translators and lawyer-linguists; the impact of ICT on translation practice; distinctive genres of EU institutional translation; what the future holds for EU translation. The volume incorporates a range of sample texts from a variety of EU official languages, provided in the source-language original and English target-language translation, in order to give the student and specialist an insight into and overview of the rigour and procedural expertise which are demanded and can be seen at work from initial (co-)draft to final version in the rendering of a "multilingual" EU document.

**Older Tourist Behavior and Marketing Tools** Vania Vigolo 2017-04-07 This book provides an in-depth analysis of the older-tourist market, and of the challenges and opportunities created by population ageing from a tourism marketing perspective, by combining a demand-side and a supply-side approach to older tourists. The book is divided into three parts, the first of which defines older tourists and presents a critical review of segmentation approaches. The second part then focuses on the behavior of older tourists in terms of the travel planning process, the use of information and communication technologies for travel purposes, and accommodation choices. The final part analyzes the marketing strategies and operative

practices of three tourism companies that focus on the older-adult market. Practical implications for tourism suppliers willing to target older tourists are derived. The book is intended primarily for academics, researchers, and professionals in the tourism and hospitality industry. In addition, it will be useful for students attending advanced tourism and hospitality courses.

**Excel 2007 VBA Programming For Dummies** John Walkenbach 2011-02-08 Step-by-step instructions for creating VBA macros Harness the power of VBA and create custom Excel applications Make Excel 2007 work for you! This clear, nonintimidating guide shows you how to use VBA to create Excel apps that look and work the way you want. Packed with plenty of sample programs, it explains how to work with range objects, control program flow, develop custom dialog boxes, create custom toolbars and menus, and much more. Discover how to Grasp essential programming concepts Use the Visual Basic Editor Navigate the new Excel user interface Communicate with your users Deal with errors and bugs

**Employee-Driven Innovation** Steen Høyrup 2012-05-31 Presents research in Employee-Driven Innovation, an emergent field of study that meets the demand for exploiting new innovative potentials in organizations. There is a growing interest in creating new knowledge in innovation, emphasizing human resources and social processes. The authors intend to take the global lead in research on these areas.

**Risk Tolerance in Financial Decision Making** C. Lucarelli 2010-12-03 This book sheds light on the emotional side of risk taking behaviour using an innovative cross-disciplinary approach, mixing financial competences with psychology and affective neuroscience. In doing so, it shows the implications for market participants and regulators in terms of transparency and communication between intermediaries and customers.

**Digital Papyrology II** Nicola Reggiani 2018-05-07 The ongoing digitisation of the literary papyri (and related technical texts like the medical papyri) is leading to new thoughts on the concept and shape of the "digital critical edition" of ancient documents. First of all, there is the need of representing any textual and paratextual feature as much as possible, and of encoding them in a semantic markup that is very different from a traditional critical edition, based on the mere display of information. Moreover, several new tools allow us to reconsider not only the linguistic dimension of the ancient texts (from exploiting the potentialities of linguistic annotation to a full consideration of language variation as a key to socio-cultural analysis), but also the very concept of philological variation (replacing the mono-authorial view of an reconstructed archetype with a dynamic multitextual model closer to the fluid aspect of the textual transmission). The contributors, experts in the application of digital strategies to the papyrological research, face these issues from their own viewpoints, not without glimpses on parallel fields like Egyptology and Near Eastern studies. The result is a new, original and cross-disciplinary overview of a key issue in the digital humanities.

**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!

**Climate Change, Moral Panics and Civilization** Amanda Rohloff 2018-07-17 In recent years, interest in climate change has rapidly increased in the social sciences and yet there is still relatively little published material in the field that seeks to understand the development of climate change as a perceived social problem. This book contributes to filling this gap by theoretically linking the study of the historical development of social perceptions about 'nature' and climate change with the figurational sociology of Norbert Elias and the study of moral panics. By focusing sociological theory on climate change, this book situates the issue within the broader context of the development of ecological civilizing processes and comes to conceive of contemporary campaigns surrounding climate change as instances of moral panics/civilizing offensives with both civilizing and decivilizing effects. In the process, the author not only proposes a new approach to moral panics research, but makes a fundamental contribution to the development of figuration sociology and the understanding of how climate change has developed as a social problem, with significant implications regarding how to improve the efficacy of climate change campaigns. This highly innovative study should be of interest to students and researchers working in the fields of sociology, environment and sustainability, media studies and political science.

**Office 2019 For Dummies** Wallace Wang 2018-09-26 Now updated and revised to cover the latest features of Microsoft Office 2019 The world's leading suite of business productivity software, Microsoft Office helps users complete common business tasks, including word processing, email, presentations, data management and analysis, and much more. Whether you need accessible instruction on Word, Excel, PowerPoint, Outlook, or Access—or all of the above—this handy reference makes it easier. In Office X For Dummies, you'll get help with typing and formatting text in Word, creating and navigating an Excel spreadsheet, creating a powerful PowerPoint presentation, adding color, pictures, and sound to a presentation, configuring email with Outlook, designing an Access database, and more. Information is presented in the straightforward but fun language that has defined the Dummies series for more than twenty years. Get insight into common tasks and advanced tools Find full coverage of each application in the suite Benefit from updated information based on the newest software release Make your work life easier and more efficiently If you need to make sense of Office X and don't have time to waste, this is the trusted reference you'll want to keep close at hand!

**Costruire applicazioni con Excel 2013** Mike Davis 2013-06-18 T00:00:00+02:00 Microsoft Excel è lo strumento per personal computer più diffuso e utilizzato nelle imprese e negli studi professionali di qualsiasi dimensione. Se ne servono esperti di ingegneria e di finanza come chi muove i primi passi nel mondo del lavoro. Spesso però si utilizzano le funzionalità più semplici e intuitive, rinunciando a ottenere risultati più interessanti in termini di analisi e gestione dei dati. È proprio a quelle funzionalità meno conosciute che è dedicato questo libro che descrive come utilizzare Excel 2013 per costruire applicazioni gestionali in grado di acquisire dati ed elaborarli in sicurezza. Dando per conosciute le tecniche di base, il testo accompagna il lettore nell'uso di formule, tabelle pivot e modelli di simulazione. Si prosegue presentando gli strumenti (il linguaggio VBA, le macro e gli oggetti di Excel) con cui creare applicazioni per elaborare dati dei tipi e delle origini più vari, quali file generati da computer mainframe oppure creati con altri strumenti di Office o individuati nel Web.

**Lobbying in the 21st Century Transparency, Integrity and Access** OECD 2021-05-20 Lobbying, as a way to influence and inform governments, has been part of democracy for at least two centuries, and remains a legitimate tool for influencing public policies. However, it carries risks of undue influence.

**The User in Focus** European Association for Lexicography. International Congress 2014

**Excel 2019 Bible** Michael Alexander 2018-09-20 The complete guide to Excel 2019 Whether you are just starting out or an Excel novice, the Excel 2019 Bible is your comprehensive, go-to guide for all your Excel 2019 needs. Whether you use Excel at work or at home, you will be 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.

**PowerPoint 2013** Saverio Rubini 2013-04-02 T00:00:00+02:00 Con PowerPoint 2013, il software numero uno per la creazione di presentazioni, Microsoft offre uno strumento ancor più potente e versatile per la realizzazione di slide dinamiche e di grande impatto. In maniera sintetica e precisa, questo libro aiuta il lettore a creare presentazioni perfette per le sue esigenze, siano esse didattiche o professionali. Non solo slide accattivanti però, ma anche efficaci, prive di ambiguità, in grado di trasmettere e rafforzare i concetti veicolati. Attraverso numerosi esempi pratici il lettore apprenderà

le funzionalità base come quelle più avanzate: dai layout personalizzati agli effetti di testo, dalle animazioni all'integrazione con elementi multimediali.

**Educational Leaders Without Borders** Rosemary Papa 2015-06-23 Building from the history of inequality in education up to current problems, this text posits viewpoints on how to cultivate humanistic leaders in education to best benefit underserved children around the world. Among perspectives examined are economic, cultural, and political circumstances that benefit some and harm others, creating educational inequality. To illustrate the work that must be done, this book connects vignettes of compelling school issues to educational philosophies, e.g., Makiguchi's work, to bridge the theoretical and the practical and pose real solutions.

**Microsoft Access 2013 Step by Step** Joan Lambert 2013-02-15 Experience learning made easy—and quickly teach yourself how to build your own database with Access 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. Build a database from scratch or ready templates Create easy-to-use data-entry forms Write queries to extract and manipulate data Design reports to summarize data in effective ways Import data from other databases and documents

**Lezioni di strategia** David B. Yoffie 2015-11-06T00:00:00+01:00 Lezioni di strategia riunisce le best practice del management strategico e dell'imprenditorialità nel settore high-tech, offrendo suggerimenti che saranno preziosi sia per i fondatori di start-up sia per i dirigenti d'azienda. Tra il 1968 e il 1976, Bill Gates, Andy Grove e Steve Jobs fondarono tre aziende che avrebbero trasformato il mondo della tecnologia, creando valore per oltre mille miliardi di dollari e cambiando la nostra vita quotidiana. Come hanno raggiunto questi risultati straordinari? Lezioni di strategia ripercorre per la prima volta in parallelo la storia di questi tre imprenditori, i loro successi e insuccessi, i punti in comune e le differenze, rivelando le strategie e le tattiche di business con cui hanno costruito le loro aziende. Da quasi trent'anni David Yoffie e Michael Cusumano studiano questi tre leader e le loro aziende, e in questo illuminante libro rivelano come Gates, Grove e Jobs abbiano adottato un approccio analogo per strategia ed esecuzione, differenziandosi però dalla concorrenza grazie alla focalizzazione su cinque regole. 1. Guardare avanti, ragionare a ritroso: dopo aver deciso dove volevano che le loro aziende si trovassero in futuro, hanno ragionato, all'indietro, per identificare i passi da compiere in vista di quel traguardo. 2. Scommettere in grande, ma senza mettere a rischio l'azienda: i tre Ad hanno accettato enormi scommesse strategiche, ma raramente hanno esposto a rischi eccessivi la redditività delle loro aziende. 3. Costruire piattaforme ed ecosistemi: i leader dell'alta tecnologia hanno costruito piattaforme di settore che stimolassero altre aziende a creare prodotti e servizi complementari che incrementino il valore della piattaforma. 4. Sfruttare il vantaggio e la forza: Gates, Grove e Jobs sono riusciti a trasformare i punti di forza degli avversari in talloni d'Achille; e a schiacciare la concorrenza facendo leva sulle proprie ingenti risorse (dopo averle accumulate). 5. Plasmare l'azienda intorno alla propria ancora personale: la competenza di Gates sul software, la devozione di Grove per la disciplina dei processi, l'ossessione di Jobs per il design: i tre Ad hanno incentrato le proprie aziende sui loro punti di forza, compensando al contempo i loro punti deboli.

**Office 2013** Marino Della Puppa 2013-04-02T00:00:00+02:00 Questa agile guida accompagna il lettore alla scoperta delle potenzialità di Microsoft Office 2013: dagli strumenti per la creazione e impaginazione di testi, alla realizzazione di presentazioni chiare e spettacolari; dall'organizzazione di dati in fogli di calcolo, all'utilizzo delle web app per modificare e condividere i documenti ovunque ci si trovi. Con una panoramica per ciascuno degli applicativi, il lettore sarà messo nella condizione di iniziare subito a lavorare. Particolarmente indicato per chi passa alla nuova versione da una delle precedenti, il manuale fornisce gli elementi necessari anche per chi si avvicina per la prima volta alla celebre suite di Microsoft di prodotti per l'ufficio.

**Industrial Welfare Work** Edward Schurman Carnes 1916

**Visual Basic for Application (VBA)** Paolo Sustrico 2019-02-06 Visual Basic for Application (VBA) è un ambiente di sviluppo, presente in diverse applicazioni Office come: Word, Excel, Power Point ed Access. Grazie a questo ambiente, è possibile creare delle funzionalità aggiuntive e personalizzare questi applicativi a seconda delle esigenze specifiche dell'utente. La maggior parte delle persone utilizzano correntemente il pacchetto Office e magari conoscono alcune funzioni native del software, ma ignorano le opportunità offerte dal VBA. Questo corso cercherà di fornire le basi di questo tipo di programmazione anche a chi non ha mai programmato. Per comodità abbiamo scelto di utilizzare Microsoft Excel (Versione 2013), in quanto si presta particolarmente all'utilizzo di funzioni aggiuntive. Il corso si articola in quattro fasi principali: \*Descrizione dell'ambiente di lavoro. \*Creazione di un'interfaccia utente (finestra di comandi) \*Inserimento del codice atto al funzionamento \*Esempi pratici.

**Office 2007 For Dummies** Wallace Wang 2011-02-10 Find and use the features you need right away Create great documents, Excel charts, and slide shows, and organize your e-mail What's new at the Office? A lot, and this book takes you through all the cool changes and enhancements so you can rev up and go. Find your way around the new interface, dress up your documents, create spreadsheets that actually make sense, give presentations that wow your audience, and organize your life. Discover how to Locate commands on the Ribbon Use Live Preview Stop spam with Outlook(r) Format and enhance Word documents Work with Excel(r) formulas Store and find data in Access

**Inclusive Design** P. John Clarkson 2013-06-29 Inclusive Design: What's in It for Me? presents a comprehensive review of current practice in inclusive design. With emphasis on new ideas for improvement and arguments for wider implementation in future, a unique combination of leading opinions on inclusive design from both industry and academia are offered. The theme throughout encourages a positive view of inclusive design as a good and profitable process and to produce a change to more effective approaches to "design for all". Inclusive Design is composed of two parts with a common chapter structure so that the business and design arguments in favour of inclusive design can be easily compared and assimilated: The Business Case presents the industrial and management benefits of inclusive design. It concentrates on demographic, legal and ethical reasons for all businesses being better off taking inclusivity into account in the design of their products or services. Case histories demonstrating the commercial success of inclusive design are drawn from the experiences of companies such as Tesco, Fiat and The Royal Mail. The Designers' Case focuses on the factors a designer needs to take into account when dealing with inclusivity. "Who is going to use my design?" "What do they need from my design?" "How do I take any medical needs into account?" "Just how "inclusive" is my design?" are all questions answered in this section which presents the necessary tools for effective inclusive design. This part of the book aims to convince a designer that inclusive design is a realistic goal. Inclusive Design will appeal to designers, researchers and students and to managers making decisions about the research and design strategies of their companies.

**Spatial and Temporal Dimensions for Legal History** Massimo Meccarelli 2016-07-01

<http://dx.doi.org/10.12946/gplh6><http://www.epubli.de/shop/buch/53894>"The spatiotemporal conjunction is a fundamental aspect of the juridical reflection on the historicity of law. Despite the fact that it seems to represent an issue directly connected with the question of where legal history is heading today, it still has not been the object of a focused inquiry. Against this background, the book's proposal consists in rethinking key confluences related to this problem in order to provide coordinates for a collective understanding and dialogue. The aim of this volume, however, is not to offer abstract methodological considerations, but rather to rely both on concrete studies, out of which a reflection on this conjunction emerges, as well as on the reconstruction of certain research lines featuring a spatiotemporal component. This analytical approach makes a contribution by providing some suggestions for the employment of space and time as coordinates for legal history. Indeed, contrary to those historiographical attitudes reflecting a monistic conception of space and time (as well as a Eurocentric approach), the book emphasises the need for a delocalized global perspective. In general terms, the essays collected in this book intend to take into account the multiplicity of the spatiotemporal confines, the flexibility of those instruments that serve to create chronologies and scenarios, as well as certain processes of adaptation of law to different times and into different spaces. The spatiotemporal dynamism enables historians not only to detect new perspectives and dimensions in foregone themes, but also to achieve new and compelling interpretations of legal history. As far as the relationship between space and law is concerned, the book analyses experiences in which space operates as a determining factor of law, e.g. in terms of a field of action for law. Moreover, it outlines the attempted scales of spatiality in order to develop legal historical research. With reference to the connection between time and law, the volume sketches the possibility of considering the factor of time, not just as a descriptive tool, but as an ascriptive moment (quasi an inner feature) of a legal

problem, thus making it possible to appreciate the synchronic aspects of the 'juridical experience'. As a whole, the volume aims to present spatiotemporality as a challenge for legal history. Indeed, reassessing the value of the spatiotemporal coordinates for legal history implies thinking through both the thematic and methodological boundaries of the discipline."

*Sharing Professional Knowledge on Web 2.0 and beyond* Giuliana Garzone (ed.) 2020-05-27T00:00:00+02:00 In recent years, the use of Web-mediated digital technologies has constantly grown in importance, reshaping the communication landscape in all professional activities. Web 2.0 applications and platforms have evolved dramatically, exceeding all expectations, and have had an impact on all areas of activity, from personal and social to political and economic. A crucial role in this radical transformation has been played by social media, i.e. online resources enabling users to connect, interact, and share contents. They have changed social relations profoundly on an individual level, but also in their professional dimensions, transforming the dynamics of how professionals work, share knowledge and relate to each other and to their clients. This book explores online professional blogging and networking platforms, discussing methodological issues involved in analysing webmediated professional communication in a genre- and discourse- analytical perspective, with a focus on the structural and textual properties of genres on the Internet. The discursive objects investigated include professional weblogs, and in particular law blogs, professional groups on Facebook and LinkedIn, and LinkedIn job ads. Among the aspects examined are continuity with pre-existing traditional genres, generic integrity, and the debated status of social networking sites as platform users' communities of practice.

**Scienzetest** Valeria Balboni 2013

*Microsoft Office Project 2007 Step by Step* Carl Chatfield 2007-02-07 Experience learning made easy—and quickly teach yourself how to manage your projects with Project 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Build a project plan and fine-tune the details Schedule tasks, assign resources, and manage dependencies Monitor progress and costs—and keep your project on track Format Gantt charts and other views to communicate project data Begin exploring enterprise project management systems Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus guide to the Ribbon, the new Microsoft Office interface Quick course on project management in the Appendix Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

*The Global Environment of Business* Frederick Guy 2009-03-26 Frederick Guy's *The Global Environment of Business* offers a multi-dimensional analysis of the environment in which international business operates. International: How do multi-national corporations, nation states, regional trade blocs, markets, and global institutions interact to shape the international economic system? Who wins and who loses when the economy internationalizes? Is internationalization leading to a global world, or a regional one? How will efforts to curtail and adapt to climate change affect international business? Technological and historical: How has the business environment been shaped by production systems, new methods of business organization, information and communication technology, transport, and the process of technological change itself? Comparative: How do institutional differences affect national specialization and economic performance? How do the business systems of Europe differ from that of the United States, or those of East Asia from those of Latin America? Why do location and face-to-face contact matter in an age of high-speed communication and cheap long-distance transportation? Why have some countries grown so fast while others remain poor? *The Global Environment of Business* draws on extensive research by economists, political scientists, sociologists, geographers, and business historians. There is more theory and academic debate here than in most books on the subject, but it is presented and explained clearly, and illustrated with lots of examples.

*Excel 2013* Saverio Rubini 2013-04-02T00:00:00+02:00 Microsoft Excel 2013 è uno strumento potente in grado di rispondere ai bisogni di tutte le categorie professionali. Questo libro condensa in maniera agile e precisa trucchi e suggerimenti per lavorare, da subito, in modo efficace. Il manuale ideale per chi vuole iniziare a usare Excel, senza perdersi tra le migliaia di funzioni e comandi. Si parte dalle basi - spostarsi e operare nel foglio di calcolo e modificare i dati - per arrivare a formule, funzioni, diagrammi e grafici. Senza dimenticare le novità introdotte con la versione 2013.

**Learning to be a Person in Society** Peter Jarvis 2012-06-25 Learning is a lifelong process and we are the result of our own learning. But how exactly do we learn to be a person through living? In this book, Peter Jarvis draws together all the aspects of becoming a person into the framework of learning. Considering the ongoing, "nature versus nurture" debate over how we become people, Jarvis's study of nurture - what learning is primarily about - builds on a detailed recognition of our genetic inheritance and evolutionary reality. It demonstrates the ways in which we become social human beings: internalising, accommodating and rejecting the culture to which we are exposed (both primarily and through electronic mediation) while growing and developing as human beings and people. As learning theory moves away from traditional, single-discipline approaches it is possible to place the person at the centre of all thinking about learning, by emphasising a multi-disciplinary approach. This wide-ranging study draws on established research from a number of disciplines into the complexities that make us who we are. It will appeal to a wide variety of audiences: those involved in all fields of education, the study of learning and development, human resource development, psychology, theology and the caring professions.

*Galen: Works on Human Nature: Volume 1, Mixtures (De Temperamentis)* 2018-12-31 *Mixtures* is of central importance for Galen's views on the human body. It presents his influential typology of the human organism according to nine mixtures (or 'temperaments') of hot, cold, dry and wet. It also develops Galen's ideal of the 'well-tempered' person, whose perfect balance ensures excellent performance both physically and psychologically. *Mixtures* teaches the aspiring doctor how to assess the patient's mixture by training one's sense of touch and by a sophisticated use of diagnostic indicators. It presents a therapeutic regime based on the interaction between foods, drinks, drugs and the body's mixture. *Mixtures* is a work of natural philosophy as well as medicine. It acknowledges Aristotle's profound influence whilst engaging with Hippocratic ideas on health and nutrition, and with Stoic, Pneumatist and Peripatetic physics. It appears here in a new translation, with generous annotation, introduction and glossaries elucidating the argument and setting the work in its intellectual context.

*Digitale d'autore* Emmanuela Carbé Il volume parte da una ricognizione introduttiva sul rapporto tra scrittori e computer; dà una definizione degli archivi letterari nati digitalmente, fornisce alcuni esempi nel panorama internazionale e delinea una prima mappatura delle esperienze italiane, soffermandosi in particolare sul caso dell'archivio di Franco Fortini conservato all'Università degli Studi di Siena. Offre una sintesi del primo progetto italiano dedicato al born-digital letterario, PAD - Pavia Archivi Digitali, analizzando i processi di acquisizione e gestione dei fondi, oggi conservati presso il Centro Manoscritti di Pavia. Propone infine un'analisi critica delle prime tre opere di Francesco Pecoraro alla luce dell'archivio digitale conservato a Pavia.

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