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Ian Pickup



Create Impressive Documents:

Mastering Microsoft Word: A Beginner's Guide to Creating and Formatting Documents DIZZY

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Vandome, John McVey, 2012-07-06 We all communicate every day all of the time So why can communications go so wrong in the workplace Sometimes it is because the wrong methods are used at the wrong times and sometimes it is because the communications process becomes too complicated and bogged down in corporate jargon Effective Communications in easy steps offers clarity in the world of corporate communications There is no blue sky synergy based customer centric thinking here just informed clear practical and common sense advice on how to use communications to actually get the right message across to the correct audience Written by two communications experts with over 25 years experience between them the book will show you how to Create a practical Communications Strategy that works Understand how and why to evaluate your strategy Build and maintain websites that keep delivering Unravel the mysteries of social media Explode the myths about communications at work Get your message across using the right channel to engage your audience Communications in the workplace should be a simple thing and with Effective Communications in easy steps to guide you it really can be

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PC Mag , 1996-04-23 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

Project 2010 For Dummies Nancy C. Muir, 2010-04-13 A friendly reference guide to Microsoft Project the leading enterprise project management software As project management software Microsoft Project allows you to oversee your business activities effectively You can manage resources share project info perform modeling and scenario analysis and standardize reporting processes This easy to understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you After an introduction to basic project management concepts you ll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Microsoft Project allows you to manage resources share project information perform scenario analysis and standardize reporting processes Offers completely updated coverage of the new Project 2010 which is expected to implement the Office Ribbon Reviews formatting taskbars gathering and tracking data and working with reports Addresses using and sharing resources creating templates and managing projects Let the friendly For Dummies writing style guide you through maximizing the new features of Project 2010

Microsoft Office 2008 for Macintosh Steve Schwartz, 2010-04-16 Microsoft's Office 2008 is packed with new tools that will help users work smarter and more efficiently

such as the new Elements Gallery Word's publication layout tools Excel's ledger sheets templates for common financial tasks Entourage's improved Exchange Server support and My Day for tracking appointments and to do items In this latest updated edition of the bestselling Visual Quick Start Guide for Microsoft Office veteran author Steve Schwartz guides the user along with clear concise instructions and loads of visual aids that make learning easy and painless Table of Contents Part 1 Introduction Chapter 1 Essential Office Techniques Part 2 Microsoft Word Chapter 2 Introducing Word 2008 Chapter 3 Document Formatting Chapter 4 Text Formatting Chapter 5 Adding Graphics Chapter 6 Creating Tables Chapter 7 Working in Other Views Chapter 8 Other Word Features Part 3 Microsoft Excel Chapter 9 Spreadsheet Essentials Chapter 10 Modifying Worksheets Chapter 11 Formulas and Functions Chapter 12 Working with Lists Chapter 13 Charts and Graphs Chapter 14 Database Techniques Chapter 15 Data Analysis Chapter 16 Sharing Workbooks Part 4 Microsoft PowerPoint Chapter 17 Creating a Presentation Chapter 18 Charts and Tables Chapter 19 The Presentation Part 5 Microsoft Entourage Chapter 20 Introducing Entourage Chapter 21 Email Chapter 22 Address Book Chapter 23 Calendar Chapter 24 Tasks Chapter 25 Notes Chapter 26 Newsgroups Chapter 27 My Day Chapter 28 Entourage and Exchange Server Part 6 Integrating Applications Chapter 29 Combining Office Data Chapter 30 The Project Center Chapter 31 Office 2008 and the Internet Index

Fast Track Guide to a Professional Job Search Joanie Natalizio, 2010 An executive level job search is unique As a professional you are used to delivering results and seeing results delivered to you in return You have little patience with methods that are lengthy or ambiguous or that rarely hit their mark Therefore in today's competitive marketplace and challenging economic climate your job search is particularly challenging and finding the right professional position for you can become complex and frustrating The Fast Track Guide to a Professional Job Search was written to take the guesswork out of finding the right executive level position for you Serving as your handy guide and indispensable companion it contains everything you need to drive your job search and career forward It takes you all the way from setting your career path through the planning and strategizing the execution the emotional rollercoaster and all the way to offer evaluation and acceptance Written by Joanie Natalizio a professional executive coach who steers a successful business coaching practice The Fast Track Guide to a Professional Job Search teaches you to distinguish yourself present your unique strengths and capabilities and make sure an offer is a good fit for you before you accept it All through the book the easy to use checklists make sure you stay on track How to create a professional biography and tips on evaluating compensation packages are just a few of the many executive job search topics discussed Joanie reveals little known tips traditionally restricted to executive career coaching sessions so that you have an extra edge in your job search With The Fast Track Guide to a Professional Job Search at hand you can proceed in your executive job search with clarity competence and complete confidence

Type Mastery: Making Your Words Work Pasquale De Marco, 2025-05-15 Typography is the art and science of arranging type to make written language legible readable and appealing when displayed It is a complex and ever

evolving field but it is also a fascinating one As you learn more about typography you will gain a deeper appreciation for the written word and the power of design This book is a comprehensive guide to typography covering everything from the basics of typefaces and letterforms to the more advanced concepts of layout and design It is written in a clear and concise style with plenty of examples to illustrate the concepts being discussed Whether you are a designer a marketer or simply someone who wants to improve their communication skills this book will give you the tools you need to create beautiful and effective typography In this book you will learn The basics of typography including the different types of typefaces the anatomy of a letterform and the importance of type in design How to use type effectively in a variety of contexts including print web and branding The latest trends in typography and how to use them to create cutting edge designs The challenges facing typography in the digital age and how to overcome them This book is a must have for anyone who wants to learn more about typography and improve their communication skills With its clear and concise writing style and its wealth of examples this book is the perfect resource for anyone who wants to master the art of typography If you like this book write a review on google books

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