

Microsoft Project 2013 Plain Simple

Get the information you need to make good SharePoint design decisions Determine the best design for your SharePoint implementation by gaining a deeper understanding of how the platform works. Written by a team of SharePoint experts, this practical guide introduces the Microsoft SharePoint 2013 architecture, and walks you through design considerations for planning and building a custom SharePoint solution. It's ideal for IT professionals, whether or not you have experience with previous versions of SharePoint. Discover how to: Dive deeper into SharePoint 2013 architecture components Gather requirements for a solution that fits your needs Upgrade from Microsoft SharePoint 2010 to 2013 Design service applications for performance and redundancy Provide the right storage plan for a SharePoint farm Map authentication and authorization requirements to your solution Take steps necessary to design a secure implementation Plan your business continuity management strategy Validate your SharePoint architecture to ensure success

In her immensely readable and richly documented book, Christine Bayles Kortsch asks us to shift our understanding of late Victorian literary culture by examining its inextricable relationship with the material culture of dress and sewing. Even as the Education Acts of 1870, 1880, and 1891 extended the privilege of print literacy to greater numbers of the populace, stitching samplers continued to be a way of acculturating girls in both print literacy and what Kortsch terms "dress culture." Kortsch explores nineteenth-century women's education, sewing and needlework, mainstream fashion, alternative dress movements, working-class labor in the textile industry, and forms of social activism, showing how dual literacy in dress and print cultures linked women writers with their readers. Focusing on Victorian novels written between 1870 and 1900, Kortsch examines fiction by writers such as Olive Schreiner, Ella Hepworth Dixon, Margaret Oliphant, Sarah Grand, and Gertrude Dix, with attention to influential predecessors like Elizabeth Gaskell, Charlotte Brontë, and George Eliot. Periodicals, with their juxtaposition of journalism, fiction, and articles on dress and sewing are particularly fertile sites for exploring the close linkages between print and dress cultures. Informed by her examinations of costume collections in British and American museums, Kortsch's book broadens our view of New Woman fiction and its relationship both to dress culture and to contemporary women's fiction.

Your guide to the most significant changes in SharePoint 2013. Discover what's new and what's changed in SharePoint 2013—and get a head start using these cutting-edge capabilities to improve organizational collaboration and effectiveness. Led by a Microsoft MVP for SharePoint, you'll learn how to take advantage of important new features and functionality, including app development, collaborative social enterprise tools, enhanced versioning, themes, improved search, and an extended client object model. Get an early, expert look at how to: Develop SharePoint apps using collaborative social enterprise tools Use the new Minimal Download Strategy (MDS) smart technology to consume less bandwidth Version documents, list items, and entire parts of SharePoint with improved control Use colors and styles to get a themed version of your CSS with a simple line of code Extend the client object model with enhanced search capabilities

Learn the simplest ways to get things done with Microsoft Office 2013 for Tablets Get

the full-color, visual guide that makes learning Microsoft Office 2013 on your touch-enabled devices plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote—all in touch mode. Here's WHAT you'll learn: Tap the power of Office on your touch device Stay in the loop with lms, social media, and email Create, share, and collaborate on documents Put together professional-looking publications Analyze your worksheet data on the fly Set up an online meeting with your team Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

This book quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software. Suitable for people who understand the basics of P6 but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the P6 Version 18 but may be used with earlier versions of P6 as this book points out the differences where appropriate. The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand.

Now in its fifth edition, this guide to project work continues to be an indispensable resource for all students undertaking research. Guiding the reader right through from preliminary stages to completion, *The Research Project: How to write it* sets out in clear and concise terms the main tasks involved in doing a research project, covering: * choosing a topic * using the library effectively * taking notes * shaping and composing the project * providing footnotes, documentation and a bibliography * avoiding common pitfalls. Fully updated throughout, this new edition features a chapter on making the most out of the Internet, from knowing where to start, to assessing the quality of the material found there. Other features include a model example of a well researched, clearly written paper with notes and bibliography and a chapter on getting published in a learned journal for more advanced researchers. Whether starting out or experienced in research, *The Research Project: How to write it* is an essential tool for success.

Get the full-color, visual guide that makes learning Microsoft Word 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to create and share documents. Here's WHAT you'll learn: Create, edit, format, and share text Add graphics, data, table, and charts Improve page layout to best present your ideas Use and make templates for increased productivity Collaborate and present documents online Access your documents from almost any browser Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away CSS3 in easy steps instructs the user how to create exciting web pages using Cascading Style Sheets version 3 (CSS3) for presentation and dynamic effect. CSS3 in

easy steps begins by explaining how style sheets can determine the presentation of elements within HTML documents. Examples show how Cascading Style Sheet rules control content position and its appearance with font style, color, gradients, and drop-shadow effects. You will also learn how rules can provide dynamic effect with animation, transformations, and transitions. Each chapter builds your knowledge of style sheets. By the end of this book you will have gained a sound understanding of CSS3 and be able to create your own exciting interactive web pages. The book examples provide clear syntax-highlighted code showing how to selectively style components of an HTML document and how to endow components with interactive functionality, to illustrate each aspect of CSS3 . CSS3 in easy steps has an easy-to-follow style that will appeal to anyone who wants to begin creating stylish web pages. It will appeal to programmers who want to quickly learn the latest style sheet techniques, and to the student who is studying website design at school or college, and to those seeking a career in web development who need a thorough understanding of CSS3. Tablet PCs are taking the computing world by storm and with good reason: they are compact, powerful, mobile and packed full of functionality for almost every need. Tablets are powered by different operating systems and Android tablets are one of the major players in this area. Android Tablets in easy steps looks at the range of devices available and their specifications and functionality. It also gives a full rundown of the latest version of Android and how to use it on your tablet in terms of navigating around, performing all of your favourite tasks, getting online and turning your tablet into your own mobile entertainment centre. Android on tablets has evolved from the same system as on smartphones and Android tablets offer the same interactive, touch screen experience. The book shows how to find your way around with Android and how to customize the look and feel of your tablet with a variety of different settings. Apps are a crucial part of Android tablets and this is covered in depth, from using the preinstalled apps, to downloading and using the huge selection available from the Google Play Store. It also shows how to use your Android tablet for your entertainment needs, including music, movies, photos, books and games. Online connectivity is another vital element for tablets and the book looks at connecting to the Web via Wi-Fi, using email, setting up online contacts and using all of your favourite social networking sites at the tap of a button. Security on tablets is just as important as on any other computer and this is covered in terms of preventing access to your tablet and staying safe online and when using your apps. Overall, Android Tablets in easy steps provides a visual and comprehensive guide to the next evolution in the computing world so that you can confidently immerse yourself in a truly mobile computing experience.

Microsoft Project has always been an excellent project planning, scheduling and control tool. Project 2013 continues the evolution of this product with the introduction of a simplified interface, compatible with all other Office 2013 programs and a number of other enhancements: Burndown charts (a key requirement for agile project management) together with a number of new data fields to support them New reporting features that let you create powerful, colourful, dynamic reports without exporting data to another program Improved out-of-box reports and better visuals Task paths to provide more options than the basic critical path Extended date support up to 2149 (now that would be a very long project!) Backstage overhaul of the File functions makes it easier to find what you are looking for and provides a single location for opening and saving

files to your computer, the Web, Project Server or syncing with a SharePoint site

Project 2013 in easy steps will quickly get you making use of the powerful features of Microsoft's latest version of this popular project management software. Beginning with first principles, the book sets out the right way to start a project and develop the project plan. It shows you how to break a project down into tasks that can then be scheduled and allocated to resources. These can then be tracked and controlled to completion. It explains the different types of task dependencies and how to use them to make sure things happen when they are needed. For medium to larger projects it shows you how to structure your project for success. Projects are carried out by people and other resources and this book shows you how to allocate and control the human resources on your project, tracking holidays, vacations and other staff absences. It also shows you how to track other resources and costs so that you can stay in full financial control of your project. Finally, viewing and communicating information about your project in a timely way to the project stakeholders is also critical to success and this book shows you how to do it in the most effective way. Project 2013 in easy steps covers the standard and professional versions of the product and how they interface to Project Server and SharePoint server (companion products).

An accessible primer on how to create effective graphics from data This book provides students and researchers a hands-on introduction to the principles and practice of data visualization. It explains what makes some graphs succeed while others fail, how to make high-quality figures from data using powerful and reproducible methods, and how to think about data visualization in an honest and effective way. Data Visualization builds the reader's expertise in ggplot2, a versatile visualization library for the R programming language. Through a series of worked examples, this accessible primer then demonstrates how to create plots piece by piece, beginning with summaries of single variables and moving on to more complex graphics. Topics include plotting continuous and categorical variables; layering information on graphics; producing effective "small multiple" plots; grouping, summarizing, and transforming data for plotting; creating maps; working with the output of statistical models; and refining plots to make them more comprehensible. Effective graphics are essential to communicating ideas and a great way to better understand data. This book provides the practical skills students and practitioners need to visualize quantitative data and get the most out of their research findings. Provides hands-on instruction using R and ggplot2 Shows how the "tidyverse" of data analysis tools makes working with R easier and more consistent Includes a library of data sets, code, and functions

Get the full-color, visual guide that makes learning Microsoft Project 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to effectively manage all your projects. Here's WHAT you'll learn: Develop a project plan and schedule resources Pull together your team and plan their assignments Understand dependencies and mitigate risks Stay on top of progress, delays, and costs Make adjustments and updates quickly Communicate with clear, customized reports Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! exercises to apply what you learn right away

Get the full-color, visual guide that makes learning Microsoft SharePoint 2013 plain and

simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to get things done. Here's WHAT you'll learn: Create libraries for all kinds of media Share information in one location Organize people and processes Connect SharePoint to Microsoft Office with no fuss Find things fast with the Search Center Expand your community with social networking Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! exercises to apply what you learn right away

Learn the simplest ways to get things done with Microsoft Outlook 2013 Get the full-color, visual guide that makes learning Microsoft Outlook 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn how to stay productive and keep in touch with all of your personal, business, and social media networks. Here's WHAT you'll learn: Format and send messages, files, and photos Set up mobile alerts for important messages Manage your inbox and limit junk mail Update and share your calendar Add social media network accounts and collaborate Connect with and meet contacts online using Lync Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

Technology has revolutionized the field of translation, bringing drastic changes to the way translation is studied and done. To an average user, technology is simply about clicking buttons and storing data. What we need to do is to look beyond a system's interface to see what is at work and what should be done to make it work more efficiently. This book is both macroscopic and microscopic in approach: macroscopic as it adopts a holistic orientation when outlining the development of translation technology in the last forty years, organizing concepts in a coherent and logical way with a theoretical framework, and predicting what is to come in the years ahead; microscopic as it examines in detail the five stages of technology-oriented translation procedure and the strengths and weaknesses of the free and paid systems available to users. The Future of Translation Technology studies, among other issues: The Development of Translation Technology Major Concepts in Computer-aided Translation Functions in Computer-aided Translation Systems A Theoretical Framework for Computer-Aided Translation Studies The Future of Translation Technology This book is an essential read for scholars and researchers of translational studies and computational linguistics, and a guide to system users and professionals.

Your hands-on, step-by-step guide to building Windows 8 apps with .NET Teach yourself how to build Windows 8 applications using Microsoft .NET Framework 4.5 with Microsoft Visual C# 2012 or Visual Basic 2012—one step at a time. Ideal for those with intermediate to advanced .NET development skills, this tutorial provides practical, learn-by-doing exercises for creating apps that easily adapt to different screen sizes—including desktop and laptop computers, tablets, and slates. C# examples are presented in the text; Visual Basic code examples are available online only. Discover how to: Build apps using Windows 8 design guidelines Explore the Windows 8 application architecture Apply tools and libraries from Visual Studio and the Windows 8 SDK Use XAML to create touch-optimized user interfaces Create apps that make use of device sensors Manage the Windows 8 application lifecycle Prepare your app for the

Windows Store

Learn the simplest ways to get things done with Microsoft Office 2013 Get the full-color, visual guide that makes learning Microsoft Office 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT you'll learn: Navigate with mouse, keyboard, or touch Create documents, reports, databases, and presentations Share your desktop, worksheets, and files Manage your email and organize your calendar Stay connected with online meetings and instant messaging Access your programs and your documents via the cloud Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

"...Provides clear and actionable advice to project managers for recognizing, anticipating, and overcoming challenges associated with the human component of leading others"--Page 4 of cover.

Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master. The important stuff you need to know Learn Project 2013 inside out. Get hands-on instructions for the Standard and Professional editions. Start with a project management primer. Discover what it takes to handle a project successfully. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules with Project, and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

JavaScript in easy steps, now in its 5th edition, instructs the user how to create exciting web pages that employ the power of JavaScript to provide functionality. You need have no previous knowledge of any scripting language so it's ideal for the newcomer to JavaScript. By the end of this book you will have gained a sound understanding of JavaScript and be able to add exciting dynamic scripts to your own web pages.

JavaScript in easy steps begins by explaining how to easily incorporate JavaScript code in an HTML document. Examples demonstrate how to use built-in JavaScript functions to work with Math, date and time, random numbers, cookies, text strings, and components of document content. You will learn how to create effects, such as an automated slide show, learn how JavaScript is used with HTML submission forms, and how to develop Rich Internet Applications (RIAs) using the latest techniques employing Asynchronous JavaScript And XML (AJAX). The book examples provide clear syntax-highlighted code showing how to create behaviors for an HTML document to endow components with interactive functionality, to illustrate each aspect of JavaScript.

JavaScript in easy steps has an easy-to-follow style that will appeal to anyone who wants to add functionality to their web pages. It will appeal to programmers who want to

quickly add JavaScript to their skills set, and to the student who is studying website design at school or college, and to those seeking a career in web development who need an understanding of client-side scripting.

ASP.NET MVC insiders cover the latest updates to the technology in this popular Wrox reference MVC 5 is the newest update to the popular Microsoft technology that enables you to build dynamic, data-driven websites. Like previous versions, this guide shows you step-by-step techniques on using MVC to best advantage, with plenty of practical tutorials to illustrate the concepts. It covers controllers, views, and models; forms and HTML helpers; data annotation and validation; membership, authorization, and security. MVC 5, the latest version of MVC, adds sophisticated features such as single page applications, mobile optimization, and adaptive rendering A team of top Microsoft MVP experts, along with visionaries in the field, provide practical advice on basic and advanced MVC topics Covers controllers, views, models, forms, data annotations, authorization and security, Ajax, routing, ASP.NET web API, dependency injection, unit testing, real-world application, and much more Professional ASP.NET MVC 5 is the comprehensive resource you need to make the best use of the updated Model-View-Controller technology.

The Tablet PC is a mobile computer that incorporates a flat touchscreen, is operated by touching the screen and by using an on screen keyboard, and is capable of running the full Windows operating system. Touching the screen is not just a simple matter, since it can involve up to ten points of contact and a range of touch gestures. Tablet PCs can also incorporate sensors, to detect screen brightness, rotation, tilt and motion, and location and direction. The Tablet PC may include cameras, front and back facing, and may allow storage devices and other components to be attached. You can use them with printers, with networks, over the Internet and for Cloud computing. If you intend to buy a Tablet PC for yourself or for a gift, Tablet PCs in easy steps will guide you through choosing the right one, explaining the differences between them and the options available. This handy guide then covers all the functions you'll need and will help you to set up, personalize and maintain your Tablet PC. You'll learn how to connect to and browse the internet, send and receive message and emails, maintain your contacts and diary, download the most useful Windows 8 Apps from the Windows Store, sync and share your data, and keep your Tablet PC software up-to-date – all safely and securely. Tablet PCs in easy steps will guide you through everything you need to know to get the most out of your new Tablet PC, showing you how in easy steps. Tablet PCs in easy steps concentrates on the Tablet PCs that run the latest Windows operating systems – Windows RT (for ARM computers) or Windows 8 (for Intel and AMD based computers).

THE GRAPHIC DESIGNER'S DIGITAL TOOLKIT, 6th Edition not only introduces readers to the essential features of industry-standard software applications, but also gives them an understanding of how to integrate these programs into a seamless whole. Using a highly visual and project-based approach, this fully revised new edition examines Macintosh OS X Lion and Windows 7 operating systems, as well the "Big 3" digital design programs used in the graphics industry today: Adobe Illustrator CS6, Adobe Photoshop CS6, and Adobe InDesign CS6. After thoroughly examining the features of each application from the designer's perspective, the author then reveals in practical detail the traditional skills and technology necessary for effective design for

print and Web media. Using online project files, readers are encouraged to practice what they have learned by tackling design projects throughout the text from concept to completion. Effectively merging theory with practice, THE GRAPHIC DESIGNER'S DIGITAL TOOLKIT, 6th Edition stresses the critical importance of integration in design while meeting design parameters and client expectations. For access to the online project files please refer to the directions in the preface of the book. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Get the full-color, visual guide that makes learning Lync 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to communicate and collaborate with colleagues and co-workers. Here's WHAT you'll learn: Set up your personal communication environment Communicate by voice, video, IM, and the web Add, monitor, categorize, and search for contacts Share content and set up conference calls on the fly Discover tabbed conversations and persistent chat Use Lync with other Microsoft Office programs Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

This volume constitutes the proceedings of the 18th Asia Simulation Conference, AsiaSim 2018, held in Kyoto, Japan, in August 2018. The 45 revised full papers presented in this volume were carefully reviewed and selected from 90 submissions. The papers are organized in topical sections on modeling and simulation technology; soft computing and machine learning; high performance computing and cloud computing; simulation technology for industry; simulation technology for intelligent society; simulation of instrumentation and control application; computational mathematics and computational science; flow simulation; visualization and computer vision to support simulation.

The highly-respected book of reference of sought-after Independent Schools in membership of the Independent Schools Council's Associations: HMC, GSA, The Society of Heads, IAPS, ISA and COBIS.

Microsoft Project 2013 Plain & Simple Pearson Education

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT OFFICE 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This book quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens

readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft Project 2013, 2016 and 2019 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate. The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand.

Drawing on best practices and real examples from companies who are achieving record results, *Getting to We* flips conventional negotiation on its head, shifting the perspective from a tug of war between parties to a collaborative partnership where both sides effectively pull against a business problem.

Utilise Excel 2013 capabilities to build effective financial models *Using Excel for Business Analysis, Revised Edition* provides practical guidance for anyone looking to build financial models. Whether for business proposals, opportunity evaluation, financial reports, or any other business finance application, this book shows you how to design, create, and test your model, then present your results effectively using Excel 2013. The book opens with a general guide to financial modelling, with each subsequent chapter building skill upon skill until you have a real, working model of your own. Financial tools, features, and functions are covered in detail from a practical perspective, and put in context with application to real-world examples. Each chapter focuses on a different aspect of Excel modelling, including step-by-step instructions that walk you through each feature, and the companion website provides live model worksheets that give you the real hands-on practice you need to start doing your job faster, more efficiently, and with fewer errors. Financial modelling is an invaluable business tool, and Excel 2013 is capable of supporting the most common and useful models most businesses need. This book shows you how to dig deeper into Excel's functionality to craft effective financial models and provide important information that informs good decision-making. Learn financial modelling techniques and best practice Master the formulas and functions that bring your model to life Apply stress testing and sensitivity analysis with advanced conditionals Present your results effectively, whether graphically, orally, or written A deceptively powerful application, Excel supports many hundreds of tools, features, and functions; *Using Excel for Business Analysis* eliminates the irrelevant to focus on those that are most useful to business finance users, with detailed guidance toward utilisation and best practice.

De voordelige € 10,- editie van *Het Rosie Project* ligt nu in de winkels. Graeme

Simsion, Het Rosie Project `Spannend, nerdy, lief en grappig. Het Rosie Project wordt een wereldwijde hit.' NRC Handelsblad De autistische Don Tillman doceert genetica aan de universiteit. Hij is superintelligent, kan geweldig koken en is op zoek naar een vrouw. Door zijn sociale onhandigheid is hij echter nooit verder gekomen dan een eerste date. Met behulp van een zestien pagina's tellende vragenlijst hoopt hij zijn perfecte partner te vinden. Dan komt Rosie Jarman in zijn leven: verre van perfect, maar wel intelligent en mooi. En ze is ook op zoek naar haar biologische vader, een zoektocht waarbij Don haar misschien zou kunnen helpen. De Australiër Graeme Simsion werkte als consultant, maar verkocht zijn bedrijf om fulltime schrijver te worden. Met zijn debuutroman Het Rosie Project verovert hij de wereld. De filmrechten zijn verkocht aan Sony Pictures. `Geestig debuteert over de eigenaardigheden van een begaafde autist.' de Volkskrant `Een van de meest innemende, charmante, fascinerende literaire personages die ik in lange tijd heb ontmoet.' The Times

Theo Decker, een dertienjarige jongen uit New York, overleeft op wonderbaarlijke wijze een aanslag waarbij zijn moeder om het leven komt. Zijn vader is een paar maanden daarvoor verdwenen en Theo komt na de aanslag bij de familie van een rijke vriend terecht. Hij is verbijsterd door zijn nieuwe leefomgeving, verward door zijn klasgenoten die het moeilijk vinden met hem om te gaan en diepbedroefd door het verlies van zijn moeder. Theo vindt houvast aan dat ene object dat hem aan haar doet denken: een klein, mysterieus schilderij, dat hem uiteindelijk in de onderwereld van de kunst doet belanden. Het puttertje is een roman met een ongekeerde energie en vertelkracht, waarin Donna Tartt levendige personages, betoverend taalgebruik en adembenemende spanning combineert met diepgaande bespiegelingen over liefde, identiteit en kunst. Een prachtig boek over verlies, obsessie, overlevingskracht en de meedogenloze speling van het lot. Donna Tartt is geboren in Greenwood, Mississippi. Ze studeerde klassieke talen en filosofie aan Bennington College, Vermont. Ze is de auteur van De verborgen geschiedenis en De kleine vriend. Haar werk is in meer dan dertig talen verschenen.

Get the full-color, visual guide that makes learning Microsoft OneNote 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to organize information and manage your work and personal lives. Here's WHAT you'll learn: Take notes, organize, and share them Bookmark and tag notes for easier searching Add pictures, drawings, and spreadsheets Handwrite notes and convert them to text Record audio and video notes Access notes from the web or mobile device Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

Microsoft Office 2013/365 and Beyond is divided into five sections with 16 chapters that progressively introduce you to computer concepts from the moment you hit the power button all the way through to using a variety of productivity software applications available in Microsoft Office 2013 and Microsoft Office for Mac 2011. The focus of this text is to provide readers with the skills needed to discuss essential computer concepts, navigate and conduct basic tasks using an operating system, and develop files using basic productivity applications. The companion disc includes all of the files needed to complete the chapter exercises within the text. You will also find video tutorials, a repository of high-resolution images from the chapters, and samples of completed projects for comparison. Features: * Designed to address the Windows operating system and the 2013 Microsoft Office application suite * Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows

and Microsoft Office (MS Outlook, Word, PowerPoint & Excel) * Includes a dynamic 4-color design with supplementary video tutorials to enhance the learning process * Discusses common computer applications, including Adobe Reader (for reading PDF files) and Microsoft OneNote for Windows (for managing files). Additional productivity tools like OpenOffice.org are presented * Includes a comprehensive DVD with sample tutorial videos, project files from the text, figures, Excel functions and formulas, and MS Office shortcuts * Numerous instructor supplements and companion Web site available upon adoption

Increase Your Chances at Winning Grants with Insights from a Review Panel Manager!

"Increase my chances? That's no guarantee!" you might be saying. Well, to be honest, no book can legitimately make any promises that you will win grants. None of them can, not even mine. However, most books on grant writing will show you tools and strategies for improving your proposal. "OK. So, why should I buy your book?" I think you should get as many resources as necessary to prepare yourself to write the best proposal possible. Reviewer-Focused Grant Writing complements other books by offering something that they might not--the perspective of the review panel. "Hmm. Now, what does that mean... to me?" Reviewer-Focused Grant Writing was written to give you a better understanding of how the review process works and how the panel reviewers tend to think. It outlines the three major aspects of your proposal which are the presentation, the content, and the value. Each of these is important to the panel reviewer. This book will help you understand and manage these aspects. For example, it tells about how you can: - lay out pages for better reading - make your plan more clear and cohesive - format your budget to be easily understood - obtain letters of support that impress reviewers - do much more. "That's good. But, what's the bottom line?" Reviewer-Focused Grant Writing puts you in the mindset of the reviewers. You will gain a competitive edge through understanding how they think. In the reviewers' eyes, most proposals will fall into the "Just OK" category; this book can help you to avoid mistakes that give panel reviewers a reason to lump you in with the others. As a bonus, this book provides you with an insightful questionnaire for you and others to review your proposal. "Sounds interesting, but I don't know. There are a lot of good books out there." Reviewer-Focused Grant Writing is one of them, and it's affordable. If you still need more convincing, scroll up and download a free sample! Or, you can even "Look Inside" the book. You won't regret adding Reviewer-Focused Grant Writing to your collection. Act now! P.S. The introductory offer will end soon. Get it today!

Deliver a successful SharePoint solution to your organization Take control of the complex requirements for delivering a SharePoint 2013 solution to your organization. Led by a SharePoint MVP specializing in SharePoint service delivery, you'll learn proven methods to help you prepare for a smooth adoption and governance process throughout the enterprise. This guide is ideal for IT professionals, including service delivery managers, project and program managers, and business analysts. Discover how to: Align your SharePoint solution with organizational goals and business priorities Engage executive sponsors, stakeholders, and SharePoint champions Provide detailed plans and schedules for an effective, structured delivery Build a team with appropriate roles to match delivery requirements Prepare user adoption, training, and communication plans, with clear business rules and policies Plan ongoing platform governance, service releases, and solution maintenance Build effective customer service models and provide SharePoint support

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