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For more than 20 years, Network World has been the premier provider of information, intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations. Readers are responsible for designing, implementing and managing the voice, data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce.

This Microsoft Excel 2013, Exam 77-420 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and edit professional-looking spreadsheets for a variety of purposes and situations. It also covers such skills as charting, creating analytical, financial reports, data entry, developing budgets, formatting numerical (financial, statistical, etc.) reports, creating forms, graphing, processing data, reporting, technical support, trending and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students tasked-based assignments. Students work on real-world problems like the ones

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they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Excel 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as accounting, office administration, consulting, as executives and managers, help desk personnel, instructors/trainers, program/project managers, and sales careers.

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How do you tailor education to the learning needs of adults? Do they learn differently from children? How does their life experience inform their learning processes? These were the questions at the heart of Malcolm Knowles' pioneering theory of andragogy which transformed education theory in the 1970s. The resulting principles of a self-directed, experiential, problem-centred approach to learning have been hugely influential and are still the basis of the learning practices we use today. Understanding these principles is the cornerstone of increasing motivation and enabling adult learners to achieve. The 9th edition of *The Adult Learner* has been revised to include: Updates to the book to reflect the very latest advancements in the field. The addition of two new chapters on diversity and inclusion in adult

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learning, and andragogy and the online adult learner. An updated supporting website. This website for the 9th edition of The Adult Learner will provide basic instructor aids. For each chapter, there will be a PowerPoint presentation, learning exercises, and added study questions. Revisions throughout to make it more readable and relevant to your practices. If you are a researcher, practitioner, or student in education, an adult learning practitioner, training manager, or involved in human resource development, this is the definitive book in adult learning you should not be without.

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Steel your team against the unexpected by planning for uncertainty Extraordinary Outcomes presents an innovative approach to thinking and planning, giving leaders a playbook for dealing with uncertainty. Written by internationally recognized authorities on problem solving and creativity in organizations, this book provides an alternative outlook on business strategy and people management for leaders navigating uncertain waters, where the future is anything but guaranteed. The framework is the result of research in multiple fields and the authors' experiences with individuals, teams, and organizations, with examples from real-world situations that illustrate the concepts and dynamics at work to give readers deeper insight. The focus is on conquering uncertainty ? eliminating it where possible, reducing it where it can be reduced, and embracing it when it's inevitable. Traditional ways of thinking and planning do not work in the face of an uncertain future. Frequently there are just no guarantees, nothing written in stone, and even a fortune-teller couldn't accurately predict the outcome. Extraordinary Outcomes helps leaders prepare for that, with strategies geared toward preparedness and embracing uncertainty. Learn why skills and talent are only two pieces of a bigger puzzle Discover how to better galvanize the team, and keep them motivated long-term Connect to a purpose that inspires enthusiastic engagement Conquer uncertainty, and develop a strategy for dealing with mistakes No one likes to be caught off guard, and the consequences can be severe at the organizational level. Leaders can't be psychic, but they can plan for possible outcomes and always have a solution at the ready. For those who like to have an answer for everything, Extraordinary Outcomes provides a roadmap toward an uncertainty-proof strategy for doing business.

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