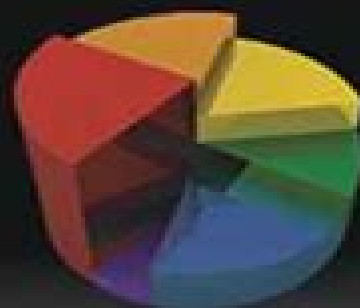


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inclusive reference model in which staff and student assistants are trained to answer certain levels of reference questions while working at the reference desk and at other service points. The result was that librarians became more available to work with students who needed in-depth assistance and users were able to get simple questions answered throughout the library. Similar training for all staff and student assistants who work in the library results in better service, more accurate answers, and improved interdepartmental communication. In *Implementing an Inclusive Staffing Model for Today's Reference Services*, they describe step by step how to transition from the traditional librarian staffed reference desk to an inclusive reference model where non-MLS personnel are equipped and empowered to answer reference questions wherever these questions might be asked. Users ask questions of staff at all service points, not just at the Reference Desk. It is vitally important that those who work at circulation, periodicals, maps, archives, and other public service points be trained in how to answer certain reference questions. When this is accomplished, users who have simple questions will not have to make useless treks to the Reference Desk. Topics covered include: Recognizing that nearly all staff answer reference questions but few are trained to do so; documenting the necessity for a change in reference model; gaining buy-in from all interested parties: librarians, non-MLS staff, and administrators; determining the optimal staffing level; creating training materials and schedules; monitoring the quality of reference service; supervising staff; evaluating the new model using multiple methods. Additionally, each chapter contains practical resources such as checklists, forms, and sample materials and other usable features to support readers as they implement the inclusive reference model. The book describes in detail the process of transforming traditional reference into a model that transcends departmental and job title boundaries, is focused on the user, and allows librarians to better utilize their time and talents and include non-professional staff in their reference services. [Microsoft Excel 2013 Step By Step](#) Curtis Frye, 2013-04-15. The smart way to learn Excel 2013, one step at a time. Experience learning made easy and quickly teach yourself how to manage, analyze, and present data with Excel 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 companion eBook. Discover how to Work with Excel 2013 in touch mode. Write formulas, create macros, and organize data. Present data visually and add images to worksheets. Consolidate multiple sets of data into a single workbook. Analyze data using the Quick Analysis Lens. Collaborate with colleagues and present workbooks online. *Bayesian Analysis Made Simple* Phil Woodward, 2016-04-19. Although the popularity of the Bayesian approach to statistics has been growing for years, many still think of it as somewhat esoteric, not focused on practical issues, or generally too difficult to understand. *Bayesian Analysis Made Simple* is aimed at those who wish to apply Bayesian methods but either are not experts or do not have the time to create. **Excel Outside the Box** Bob Umlas, 2012-04-01. Designed with the Excel guru in mind, this handbook introduces advanced and creative solutions and hacks to the software's most challenging problems. Through a series of more than 50 techniques, tables, formulas, and charts, this guide details processes that may be used in any Excel application across all disciplines. Creative approaches for

building formulas within formulas pivot tables conditional formatting and mastering array formulas are just some of the numerous challenges explained Other higher level solutions discussed include using VBA macro code to override cell calculations solve for sums from a text string and trimming and cleaning all cells on a worksheet This is the all encompassing resource for advanced users of Excel wanting to learn more techniques to broaden and empower their use of Excel

Statistics Made Simple Do It Yourself On Pc 2Nd Ed. Sarma,2010-01-30 Written in a reader friendly style this thoroughly revised text teaches the students how to handle data and get the desired output through commonly available software like Microsoft Office 2007 and Excel using a step by step approach Real life data have been analyzed and illustrated through graphs tables and screenshots An entire chapter is devoted to Crystal Reports CRP software which is currently used for rendering custom designed reports from databases This book will also benefit all those professionals who are not aware of the use of computer for data handling and statistical analysis

Excel 2010 For Dummies Greg Harvey,2010-04-01 The bestselling Excel book on the market updated for Excel 2010 As the world s leading spreadsheet application Excel has a huge user base The release of Office 2010 brings major changes to Excel so Excel For Dummies comes to the rescue once more In the friendly and non threatening For Dummies style this popular guide shows beginners how to get up and running with Excel and helps more experienced users get comfortable with new features Excel is the number one spreadsheet application worldwide and Excel For Dummies is the number one guide to using it With the major changes in Microsoft Office 2010 Excel has new features and a new interface design users need help to get up to speed The book includes everything you need to know to perform basic Excel 2010 tasks Covers creating and editing worksheets and charts formatting cells entering formulas inserting graphs designing database forms and adding database records Also covers printing adding hyperlinks to worksheets saving worksheets as Web pages adding existing worksheet data to an existing Web page and much more Whether you re new to Excel or just need to understand the 2010 version Excel 2010 For Dummies provides what you need to know

FINANCIAL MANAGEMENT Dr. S.V. Shinde,2018-04-29 Financial Management means planning organizing directing and controlling the financial activities such as procurement and utilization of funds of the enterprise It means applying general management principles to financial resources of the enterprise

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selling shares building a portfolio managing risk dealing with dividends and how to pick the best stocks *Success Made Simple* Erik Wesner, 2010-03-22 The keys to better business from a thriving group of business owners the Amish Business can be discouraging According to US Department of Labor figures only 44 percent of newly opened firms will last four years Amish firms on the other hand have registered a 95% survival rate over a five year period And in many cases those businesses do remarkably well as Donald Kraybill writes the phrase Amish millionaire is no longer an oxymoron *Success Made Simple* is the first practical book of Amish business success principles for the non Amish reader The work provides a platform of transferable principles simple and universal enough to be applied in the non Amish world in a wide variety of business and management settings Learn how to develop profitable and fulfilling enterprises as Amish explain how to build fruitful relationships with customers and employees prosper by playing to strengths and create an effective marketing story Includes interviews with over 50 Amish business owners outline the role of relationships in business and the importance of the big picture taking in long term goals the welfare of others and personal integrity Offers ideas on practical application of Amish business practices to non Amish businesses with bullet summaries at the end of each chapter reviewing the most important take away points With a focus on relationship building and the big picture *Success Made Simple* offers business owners everywhere the tools for better smarter more successful enterprises **Ratios Made Simple** Robert

Leach, 2010-10-18 *Ratios Made Simple* looks at ratios from the perspective of an investor Ratios are given in nine chapters where each chapter looks at a different aspect that may concern an investor These include return profitability and volatility

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standard methods for dealing with known problems associated with classic techniques Thoroughly class room tested the book includes sections that focus on either R programming or computational details to help the reader become acquainted with basic concepts and principles essential in terms of understanding and applying the many methods currently available Covering relevant material from a wide range of disciplines Understanding and Applying Basic Statistical Methods Using R also includes Numerous illustrations and exercises that use data to demonstrate the practical importance of multiple perspectives Discussions on common mistakes such as eliminating outliers and applying standard methods based on means using the remaining data Detailed coverage on R programming with descriptions on how to apply both classic and more modern methods using R A companion website with the data and solutions to all of the exercises Understanding and Applying Basic Statistical Methods Using R is an ideal textbook for an undergraduate and graduate level statistics courses in the science and or social science departments The book can also serve as a reference for professional statisticians and other practitioners looking to better understand modern statistical methods as well as R programming Rand R Wilcox PhD is Professor in the Department of Psychology at the University of Southern California Fellow of the Association for Psychological Science and an associate editor for four statistics journals He is also a member of the International Statistical Institute The author of more than 320 articles published in a variety of statistical journals he is also the author eleven other books on statistics Dr Wilcox is creator of WRS Wilcox Robust Statistics which is an R package for performing robust statistical methods His main research interest includes statistical methods particularly robust methods for comparing groups and studying associations

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Innovations in online teaching and learning Judah P. Makonye,Nokulunga S. Ndlovu,2023-03-01 This book s research is on online pedagogical approaches devised by teacher educators and researchers to circumvent a face to face curriculum delivery during the COVID 19 pandemic The challenge faced by educators was that they were uncertain of how to use digital technologies in teaching learning and assessment productively This book reports on case studies on teaching student teachers with technology in a way that advanced not only communication but also the cognitive growth of students in relation to disciplinary knowledge The scholars from South African universities used both conceptual and empirical methodologies mostly in qualitative set ups The scholarly contributions in this book are varied They cover theoretical nuances for ICT use in education considerations for the use of computers in the classroom pedagogical thinking and pedagogical integration of ICTs in education affordances of iPads in visible teaching and learning supporting student cognition in Languages Mathematics Science Engineering Graphics and Design with ICTs The use of software applications such as GeoGebra and Excel in teaching and learning mathematics is researched among others The rich discussions that emerged from their research enable academics to learn from others innovative moments that came as a result of pandemic pressure The recommendations in this book can be used in blended learning beyond the COVID 19 era as curriculum delivery methods are bound to change The value of this book is that it reports on pedagogical innovations in using digital technologies in teacher education Researchers have an opportunity to learn from this book how to deal with the tantalising teaching and learning problem of our time How can the use of digital technology transform teaching and learning in general and teacher education in particular

Play in Healthcare Alison Tonkin,2014-07-11 The importance of play in children s health and care services both as a form of therapy and as a distraction is often overlooked This unique text promotes developmentally appropriate provision within healthcare settings for children and young people and provides an introduction to the underpinning knowledge and skills Covering core content such as the role of play in child development relevant anatomy and physiology the concept of resilience health promotion developing appropriate provision and working in diverse healthcare settings each chapter makes links with the NHS Knowledge and Skills Framework and the Children s Workforce s Common Core of Skills and Knowledge begins with an overview of the chapter objectives contains a variety of activities such as reflective exercises case studies and practical tasks

that will promote both skills and knowledge needed in the workplace concludes with a selection of additional useful resources and further reading suggestions Designed for all healthcare professionals who work with children and young people including those studying to become health play specialists and children s nurses this text provides practical examples of how all members of the multidisciplinary team can help to support children s play

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