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Greg Harvey, PhD



Excel 2013 For Dummies

**Antonietta Di Pietro, Francesca
Romana Onofri, Teresa L.
Picarazzi, Karen Antje Möller, Daniela
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Excel 2013 For Dummies Greg Harvey, 2013-06-10T00:00:00+02:00 Non avete la minima intenzione di dedicare la vostra vita allo studio di Excel ma dovete sfruttarne alcune funzionalità. Avete trovato il libro che fa per voi. Questa guida interamente aggiornata a Excel 2013 vi spiega come usare il programma dalle basi introducendo passo passo una nuova caratteristica dal creare, modificare e stampare un foglio di calcolo fino a presentare i vostri dati in modo piacevole e professionale e molto altro ancora. Spostarsi tra gli elementi familiarizzate con il Ribbon, la barra di accesso rapido, la barra delle Formule e altri elementi di Excel. Quelle malefiche formule e funzioni: imparate cosa sono e come usarle al meglio. Le modifiche scoprite i vari modi per selezionare e formattare le celle, scegliere i formati per i numeri e personalizzare i caratteri. Manutenzione di base: tenete i vostri dati in ordine e i vostri documenti aggiornati. Lavorare con i dati: create tabelle Pivot e scenari che vi permettano di usare l'analisi di simulazione per le vostre informazioni. Un tocco di classe: trasformate i vostri dati in grafici dall'aspetto professionale ma semplici da interpretare.

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developed to eliminate body fat Flat Belly Cookbook For Dummies includes an overview of the belly fat grocery shopping and pantry stocking tip delicious nutritious and even kid friendly flat belly recipes All 125 recipes are carefully developed by America s Belly Fat Fighter to make sure every meal includes just the right amount of belly flattening monounsaturated fatty acids or MUFAs found in nuts and seeds vegetable oils olives avocados and dark chocolate so you can mix and match meals to suit your taste Explains the importance of replacing sugars saturated fats and trans fats with whole grains lean proteins and fiber Teaches you how to effectively structure your diet practice good nutrition and drop belly fat at the same time Includes 125 flat belly recipes If you re looking to shed fat and tone your midsection through diet and exercise Flat Belly Cookbook For Dummies has you covered [Coaching and Mentoring For Dummies](#) Marty Brounstein,2011-03-16 If you want to create a lean mean working machine in today s environment you need a game plan for building employee morale and commitment By coaching and mentoring your work force instead of implementing staid traditional management techniques you ll start to see tremendous results Regardless of where you find yourself on the corporate ladder and what level of authority you carry what you and other managers share in common is the responsibility for the performance of others Coaching and Mentoring For Dummies can open your eyes to this innovative way of managing and show you the best way to get the most out of those who work for you Coaching and Mentoring For Dummies provides the foundation for understanding what business coaching is all about and helps you gain or improve the coaching skills that drive employee performance and commitment These skills which serve as the main topics of this book involve getting employees to deliver the results you need guiding employees to think and do for themselves motivating employees to take on responsibility and perform effectively and growing employee capabilities that lead to career development and success You ll also discover how to Use questions rather than commands Be a delegator not a doer Complete performance reviews without anxiety Grow your employees talents Increase productivity and decrease turnover With Coaching and Mentoring For Dummies as your guide you can start to put these techniques and tools to work for you and inspire your employees in ways you never imagined From tried and true worksheets to tools that you can tailor to you own situation this friendly guide helps you call all the right plays with regards to your employees Forget about micromanaging When you become a coach you ll be surprised by the tasks your group can perform The fun and easy guide to today s hottest trends in management training Coaching and Mentoring For Dummies shows managers how to take advantage of these state of the art management tools without spending hundreds of dollars on training seminars This book features Guidance on being a coach rather than a doer and giving feedback in a positive way Advice on motivating grooming and growing employees Tips on tackling diversity issues performance reviews and other challenges Put these techniques and tools to work and inspire your employees in ways you never imagined Forget about micromanaging When you become a coach you ll be surprised by the tasks your group can perform **Data Driven Marketing For Dummies** David Semmelroth,2013-10-07 Embrace data and use it to sell and market your products Data is

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