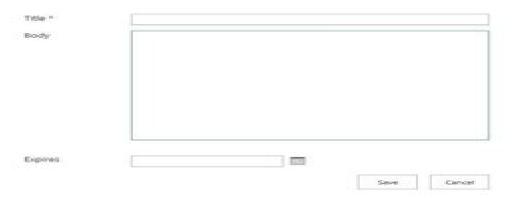
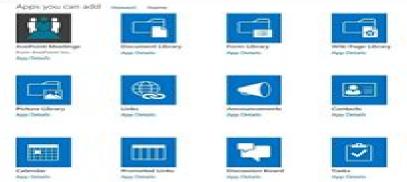
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- · You can enter the Title, Body and Expires.
- . Save after you finish.

3. Working with Libraries



3.1. Upload/Create documents in library (Document Library)

3.1.1. Upload documents

Upload a new document to library by clicking:



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Microsoft OneNote 2016 Training Manual Classroom in a Book TeachUcomp, 2015-10-27 Complete classroom training manual for Microsoft OneNote 2019 122 pages and 67 individual topics Includes practice exercises and keyboard shortcuts You will learn note creation formatting working with Microsoft Outlook using tables sharing and collaboration formatting pages and much more Topics Covered Getting Acquainted with OneNote 1 The OneNote Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 The Scroll Bars 7 The Mini Toolbar Getting Started 1 Opening Saving and Closing Notebooks 2 Creating New Notebooks 3 Creating Moving and Deleting Sections and Pages 4 Creating Moving and Deleting Subpages Notes 1 Creating a Basic Note 2 Quick Notes 3 Copying and Pasting Content 4 Screen Clippings 5 Adding Pictures 6 Adding Audio Video Files 7 Inserting Online Video 8 Recording Audio Video Files 9 Adding Other Types of Files 10 Embedding an Excel Spreadsheet 11 Adding Mathematical Equations 12 Quick Filing Sending Information to OneNote Formatting Notes 1 Basic Text Formatting 2 Bullets and Numbering 3 Checking Spelling 4 Setting Default Proofing Options Working with Microsoft Outlook 1 Inserting Outlook Meetings 2 Sending Notebook Pages via Microsoft Outlook 3 Working with Microsoft Outlook Tasks Tables 1 Creating a Table 2 Working with Columns and Rows 3 Formatting Tables and Table Data 4 Moving Tables and Table Data Writing Tools 1 Pen Mode 2 Formatting Written Notes Drawings 3 Adding and Removing Note Space 4 Converting Handwriting to Type Viewing and Organizing Information 1 Organizing the OneNote Interface 2 Creating New Windows 3 Searching Content in a Notebook 4 Wiki Linking 5 Tagging Notes 6 Working with Sections 7 Section Groups Stationery and Templates 1 Applying Templates and Stationery 2 Custom Templates 3 Choosing a Default Template Formatting Pages 1 Defining Paper Size and Margins 2 Formatting Page Backgrounds 3 Adding a Background Graphic Printing 1 Previewing and Printing Sharing Notebooks Collaborating 1 Saving and Exporting Notebooks to Share 2 Creating a Shared Notebook and Inviting Others to Share 3 Sharing Notes in an Outlook Meeting Invitation 4 Synching Notebooks 5 Sending Pages in Various Formats 6 Author Indicators 7 Finding Newly Added Content with Highlighting 8 Page Versions 9 The Notebook Recycle Bin Researching with OneNote 1 Linked Notes 2 The Research Pane 3 Translating Text with the Mini Translator Changing OneNote Options 1 Customizing the Quick Access Toolbar and Ribbon 2 Changing OneNote Options Helping Yourself 1 Using OneNote Help **Microsoft Project 2016** Training Manual Classroom in a Book TeachUcomp, 2015-10-27 Complete classroom training manuals for Microsoft Project 2016 Two manuals Introductory and Advanced in one book 185 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts including assigning and managing tasks and resources tracking project tasks developing dynamic reports and much more Topics Covered Getting Acquainted with Project 1 About Project 2 Starting Project 3 Project Management Terms and Concepts 4 The Project Environment 5 The Title Bar 6 The Ribbon 7 The File Tab and Backstage View 8 The Scroll Bars 9 The Quick Access Toolbar 10 The Entry Bar 11

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The evolution of information technologies mobile devices social media and the needs of students workers and academics has experienced rapid changes in the past several years This complex and dynamic reality requires new forms of education delivery and teaching methodologies for academics Old teaching practices must be refreshed to provide customized and context adapted learning opportunities Additionally there are drivers barriers and success factors within distance and mobile learning devices and systems that need to be explored and tested The Handbook of Research on Education Institutions Skills and Jobs in the Digital Era aims to foster an international dialogue of approaches methodologies and tools for the transformation of education in the digital era and broaden the visibility of new technologies for education establish an international scientific platform for collaboration on digital education and accelerate innovation in education technology Covering critical topics such as 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curriculum and idea of practice as a process at the centre of youth work Exploring important aspects of practice such as empowerment participation and choice group work

experiential learning and the importance of relationship building Jon Ord explains how the idea of curriculum can be used to communicate legitimate and develop youth worth practice as well as help to articulate its value and importance The book includes a detailed and up to date analysis of the policy climate looks at the implications of its focus on measurability and outcomes and discusses the impact of devolution in the UK on youth work practice It contrasts dominant contemporary perspectives of youth and youth culture and argues that rather than competing informal and social education are twin aspects of an educational practice which must emphasises both individual development and wider social change Youth Work Process and Practice is an essential read for all students of youth and community work and will also be an important reference for practising youth workers **iPhone: The Missing Manual** David Pogue, 2014-11-05 With the iOS 8 1 software and the new iPhone 6 and 6 Plus Apple has taken its flagship products into new realms of power and beauty The modern iPhone comes with everything camera music player Internet flashlight except a printed manual Fortunately David Pogue is back with this expanded edition of his witty full color guide the world's most popular iPhone book The iPhone 6 and 6 Plus This book unearths all the secrets of the newest iPhones Bigger screens faster chips astonishing cameras WiFi calling Apple Pay crazy thin The iOS 8 1 software Older iPhone models gain predictive typing iCloud Drive Family Sharing Hey Siri the Health app and about 195 more new features It s all here in these pages The apps That catalog of 1 3 million add on programs makes the iPhone s phone features almost secondary Now you ll know how to find exploit and troubleshoot those apps The iPhone may be the world's coolest computer but it's still a computer with all of a computer's complexities iPhone The Missing Manual is a funny gorgeously illustrated guide to the tips shortcuts and workarounds that will turn you too into an iPhone master Child Protection in the Church Michael A. Guerzoni, 2021-07-05 Child Protection in the Church investigates whether amidst publicised promises of change from church institutions and the introduction of safe church policies and procedures reform is actually occurring within Christian churches towards safeguarding using a case study of the Anglican Diocese of Tasmania Australia Through the use of interviews and document analysis the book provides an insight into the attitudes and practices of ordinary clergypersons towards child sexual abuse and safeguarding to understand how safe ministry is understood and executed in everyday life in the Church and to what extent it aligns with policy requirements and criminological best practice It adopts organisational culture theory the perspective used to explain how clerical culture enabled and concealed child sexual abuse in the Church to the present in order to understand how clerical attitudes cognition and practice conduct today is being shaped by some of the same negative cultures Underlying these cultures is misunderstandings of abuse causation which are shown here to negatively shape clerical practice and at times compromise policy and procedural requirements Providing an insight into the lived reality of safeguarding within churches and highlighting the ongoing complexities of safe ministry the book is a useful companion to students academics and practitioners of child protection and organisational studies alongside clergy church leaders and those training for the

ministry **Getting Heard but Not Listened To** Cristiane Bená Dias,2021-01-15 This book examines the process of Environmental Impact Assessment EIA in Brazil through the lens of community involvement The author argues that the implementation of controversial projects such as the Volta Grande mining project demonstrate the failure of the current system to acknowledge the interests of local communities Using international comparisons of public policy on environmental issues the author proposes a model which aims to improve public participation in Brazilian environmental decisions

Department of Homeland Security Appropriations for 2015 United States. Congress. House. Committee on Appropriations. Subcommittee on Homeland Security, 2014 Microsoft Dynamics AX Implementation Guide Yogesh Kasat, JJ Yadav, 2015-09-18 Your all in one guide to exploring and implementing Microsoft Dynamics AX About This Book From project kick off to go live and upgrade learn what to expect in each phase of the project This book guides you through the entire journey of a Dynamics AX implementation project helping you to avoid the common pitfalls and adapt industry knowledge and best practices for your own project This one stop guide is packed with key tools and techniques to aid your Dynamics AX implementation Who This Book Is For This book is for IT project managers solution architects and consultants who are planning to implement or are in the process of implementing or upgrading Dynamics AX To use this book you must have a working Dynamics AX system in place and must be familiar with the basics of Dynamics AX What You Will Learn Prepare for a great start with effective project management and planning from the beginning Gather details early using effective requirement gathering tools and techniques Gain tools and techniques for effective infrastructure planning and hardware sizing Get to grips with integration and data migration through planning and strategy Familiarize yourself with the reporting and BI tools Master functional and technical design to customize existing features and designs in your own projects Manage your configuration and you re your configuration from one environment to another Learn industry s best practices and recommendations on customization development and performance tuning In Detail Microsoft Dynamics AX is Enterprise Resource Planning ERP software that supports multi-site operations across various countries providing international processing within the company It is an ERP solution with a lot of features and functionality and it provides support across the fields of financial distribution supply chain project customer relationship HR and field service management This book is all about simplifying the overall implementation process of Dynamics AX The purpose of this book is to help IT managers and solution architects implement Dynamics AX to increase the success rate of Dynamics AX projects This all in one guide will take you through an entire journey of a Dynamics AX implementation ensuring you avoid commonly made mistakes during implementation You ll begin with the installation of Dynamics AX and the basic requirements Then you ll move onto data migration reporting functional and technical design configuration and performance tuning By the end of the book you will know how to plan and execute Dynamics AX right on your first attempt using insider industry knowledge and best practices Style and approach This is a progressive easy to follow book that summarizes numerous aspects you need to know to make

your Dynamics AX implementations successful using code examples to get you hands on **Role of Sustainability Impact Assessment in Public Health Policy Change** Francis Sarr, 2018-06-14 This book is divided into eleven chapters Chapters 1 2 and 3 present analyses of the concepts of public health sustainability and policy change Chapters 4 and 5 describe the stakeholder analysis and national health accounts frameworks These chapters determine the attributes characteristics and other features of these concepts and frameworks The aim is to improve general clarity and understanding of these concepts and frameworks that contribute to the Sustainability Impact Assessment framework and the case study methodological approach that exemplifies its role in sustainability assessment of policy change in immunization systems Chapter 6 outlines the Sustainability Impact Assessment framework itself setting out the steps involved in a typical SIA with examples of methodologies used in the case study Chapter 7 describes the case study methodological approach including its rationale and components Chapter 8 outlines the application context of the case study with emphasis on the country's immunization system Chapters 9 and 10 describe the application scenarios of the methodological approach detailing the stakeholder analysis and resource map assessment processes The summary and conclusions of the book are provided in Chapter 11 This chapter reviews the contributions of the Sustainability Impact Assessment framework and case study methodological approach providing additional discussion of relevant issues and some directions for future work Quality Management and Accreditation in Hematopoietic Stem Cell Transplantation and Cellular Therapy Mahmoud Aljurf, John A. Snowden, Patrick Hayden, Kim H. Orchard, Eoin McGrath, 2021-02-19 This open access book provides a concise yet comprehensive overview on how to build a guality management program for hematopoietic stem cell transplantation HSCT and cellular therapy The text reviews all the essential steps and elements necessary for establishing a quality management program and achieving accreditation in HSCT and cellular therapy Specific areas of focus include document development and implementation audits and validation performance measurement writing a quality management plan the accreditation process data management and maintaining a quality management program Written by experts in the field Quality Management and Accreditation in Hematopoietic Stem Cell Transplantation and Cellular Therapy A Practical Guide is a valuable resource for physicians healthcare professionals and laboratory staff involved in the creation and maintenance of a state of the art HSCT and cellular IT Governance Alan Calder, Steve Watkins, 2015-09-03 Faced with constant and fast evolving threats to therapy program information security and with a growing exposure to cyber risk managers at all levels and in organizations of all sizes need a robust IT governance system Now in its sixth edition the bestselling IT Governance provides guidance for companies looking to protect and enhance their information security management systems and protect themselves against cyber threats This version has been fully updated to take account of current cyber security and advanced persistent threats and reflects the latest regulatory and technical developments including the 2013 updates to ISO 27001 ISO 27002 Changes for this edition include updates in line with the revised ISO 27001 standard and accompanying ISO 27002 code of practice for information

security controls full coverage of changes to data related regulations in different jurisdictions and advice on compliance guidance on the options for continual improvement models and control frameworks made possible by the new standard new developments in cyber risk and mitigation practices guidance on the new information security risk assessment process and treatment requirements Including coverage of key international markets IT Governance is the definitive guide to implementing an effective information security management and governance system Beginning Software Engineering Rod Stephens, 2015-03-02 A complete introduction to building robust and reliable software Beginning Software Engineering demystifies the software engineering methodologies and techniques that professional developers use to design and build robust efficient and consistently reliable software Free of jargon and assuming no previous programming development or management experience this accessible guide explains important concepts and techniques that can be applied to any programming language Each chapter ends with exercises that let you test your understanding and help you elaborate on the chapter's main concepts Everything you need to understand waterfall Sashimi agile RAD Scrum Kanban Extreme Programming and many other development models is inside Describes in plain English what software engineering is Explains the roles and responsibilities of team members working on a software engineering project Outlines key phases that any software engineering effort must handle to produce applications that are powerful and dependable Details the most popular software development methodologies and explains the different ways they handle critical development tasks Incorporates exercises that expand upon each chapter s main ideas Includes an extensive glossary of software engineering terms

National Library of Medicine Programs and Services National Library of Medicine (U.S.), **Strategic Integration of Social Media into Project Management Practice** Silvius, Gilbert,2016-02-02 The functionality of social networking platforms has caused such technologies to become an integral part of modern society Once limited to only personal purposes the use of these platforms within organizations has seen significant growth in recent years Strategic Integration of Social Media into Project Management Practice is an authoritative reference source for the latest research on benefits and challenges presented by the integration of online social networks in the project development process Highlighting relevant perspectives on team communication effective collaboration and stakeholder engagement this book is an essential resource for project managers researchers graduate level students and practitioners interested in the innovative uses of social media in professional settings Applied Microsoft Business Intelligence Patrick LeBlanc, Jessica M.

Moss, Dejan Sarka, Dustin Ryan, 2015-05-06 Leverage the integration of SQL Server and Office for more effective BI Applied Microsoft Business Intelligence shows you how to leverage the complete set of Microsoft tools including Microsoft Office and SQL Server to better analyze business data This book provides best practices for building complete BI solutions using the full Microsoft toolset You will learn how to effectively use SQL Server Analysis and Reporting Services along with Excel SharePoint and other tools to provide effective and cohesive solutions for the enterprise Coverage includes BI architecture

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