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The ultimate visual learner's guide to Windows 10 Teach Yourself VISUALLY Windows 10 Anniversary Update is the quick and easy way to get up and running with Windows 10 and Windows 10 Update. From setting up to shutting down and everything in between, this book guides you through everything you need to know to start working with Windows 10. Learn how to customize Windows 10, pin an app to the Start menu, work with files and digital media, customize the interface, optimize performance, set up email, go online, and so much more. Two-page spreads, detailed instruction, and expert content walk you through more than 150 Windows tasks. Coverage includes the Windows 10 release, along with the newest features of the Windows 10 Anniversary Update. This is your visual guide to learning what you can do with Windows 10 and Windows 10 Anniversary Update. Find your way around Windows 10 with full-color screen shots Install programs, set up user accounts, play music and videos, and more Learn basic maintenance that keeps your system running smoothly Set up password protection and troubleshoot basic issues quickly Great copywriting just got easier It's strange to think that there was a time when only the privileged few could read or write. The rest of us relied on the spoken word. Storytelling was used to pass knowledge on from one generation to the next. Now, most of us are literate and use the written word to gather information and inform our decision making. Increasingly we do this online, with social media and messaging enabling rapid, spontaneous global communication. But rather than freeing us from the need for clear, effective written communication, it actually makes good communication even more important. The less we communicate face to face, the greater the opportunity for misunderstandings. Of course, all writing communicates your message to people you cannot see and may never meet. It means you can influence more widely; it also means you must take care not to make assumptions about your reader, especially those who see your public postings. Successful copywriting is constructed from carefully selected words, each with a clear purpose. It is written to prompt feelings, thoughts or actions. It is clear, concise and at times comforting. It is also comprehensible, even to those not yet confident users of your language. Reading this book, and following the techniques it introduces, will make you a more effective writer. Expertise in grammar is not needed as all the necessary jargon is simply defined and, anyway, some forms of business writing deliberately ignore rules. This book is for people who want to write for results. Each of the seven chapters in Copywriting In A Week covers a different aspect: - Sunday: Focusing your message - Monday: Using layout, pictures and colour to make words memorable - Tuesday: Writing effective letters - Wednesday: Making advertising work for you - Thursday: Communicating clearly with the media - Friday: Preparing promotional print - Saturday: Composing proposals and presentation visuals Quickly and efficiently learn the latest version of Office Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace—from the most basic to the most advanced. The Microsoft Office suite can be intimidating to the uninitiated, but it doesn't have to be. Through a series of easy-to-follow, full-color two-page tutorials, you'll quickly get up and running on working in Word, excelling at Excel, powering through PowerPoint, keeping in touch on Outlook, managing data in Access, and propelling your way through Publisher like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Microsoft Office—and beyond Walks you through Microsoft Office's new features Demonstrates how to use the Microsoft Office suite to make your work life more streamlined and effective Whether you're looking to discover what's new in the latest release of Microsoft Office or don't know Access from Word, this visual guide makes learning easy! Clear the "blog fog" with this complete visual guide to the WordPress platform Teach Yourself VISUALLY WordPress, 3rd Edition introduces you to the exciting possibilities of one of the world's most popular blogging platforms, and shows you how to build your blog from idea to execution. This edition has been updated to reflect the changes and new features of WordPress, and includes coverage of mobile blogging solutions that allow you to post on the go. Richly illustrated with screenshots and examples from the author's own WordPress blogs, this highly visual guide walks you through the setup and creation process step by step, and offers expert tips and tricks every step of the way. From installing WordPress and choosing a theme to custom site editing and self-hosting, this book provides the answers you need and helps you get organized and published quickly. This is your essential guide to getting the most out of WordPress, from basic setup to advanced mobile features. Customize your site with plug-ins, themes, and personalized editing Blog whenever, wherever, with mobile blogging solutions Buy your domain, choose a hosting service, and set up the admin stuff Learn the best practices that result in engaging, dynamic websites Whether you're promoting a business, building a personal brand, or just have something to say, this is your no-nonsense guide to building your blog. Visually learn the latest version of Word Are you a visual learner who prefers to see how Word works instead of hear a long-winded explanation? Teach Yourself Visually Word offers you a straightforward 'show me, don't tell me' approach to working with the newest version of the top-selling application in the Microsoft Office suite. Packed with visually rich tutorials and step-by-step instructions that will help you come to grips with all of Word's capabilities, this accessible resource will quickly and easily get you up and running on using the world's most widely used word processing program. With Teach Yourself Visually Word, you'll learn how to perform dozens of tasks, including how to set up and format documents and text in Word; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Covering the newest additions and changes to the latest version of Word, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running with Word like a warrior! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word—and beyond Walks you through Word's new features Demonstrates how to set up, format, and edit Word documents If you're new to the world of Word and want a highly visual roadmap to help you put it to use for you, Teach Yourself Visually Word has you covered. As a field, education has largely failed to learn from experience. Time after time, promising education reforms fall short of their goals and are abandoned as other promising ideas take their place. In Learning to Improve, the authors argue for a new approach. Rather than "implementing fast and learning slow," they believe educators should adopt a more rigorous approach to improvement that allows the field to "learn fast to implement well." Using ideas borrowed from improvement science, the authors show how a process of disciplined inquiry can be combined with the use of networks to identify, adapt, and successfully scale up promising interventions in education. Organized around six core principles, the book shows how "networked improvement communities" can bring together researchers and practitioners to accelerate learning in key areas of education. Examples include efforts to address the high rates of failure among students in community college remedial math courses and strategies for improving feedback to novice teachers. Learning to Improve offers a new paradigm for research and development in education that promises to be a powerful driver of improvement for the nation's schools and colleges. Sunday: What's in it for me? Monday: Step into their world Tuesday: Motivation vs inspiration Wednesday: Taking the wider perspective Thursday: When the going gets tough Friday: Reward and recognition Saturday: Reviewing progress Master one of the most popular word processors ever with this essential, visual reference Teach Yourself VISUALLY: Word 2019 provides readers with a thorough and visual exploration of the 2019 edition of Microsoft Word. Written by the celebrated author of over 100 books on computing, Guy Hart-Davis, Teach Yourself VISUALLY: Word 2019 allows you to quickly get up to speed with one of the most popular word processors on the planet. The book covers all the topics you'll need to comprehensively master Word 2019, and includes: Full-color, step-by-step instructions showing you how to perform all the essential tasks of Microsoft Word 2019 How to set up and format documents, edit them, and add images and charts How to post documents online for sharing and reviewing and take advantage of all the newest features of Word Newly updated to include the latest features of Microsoft Word, like how to collaborate on documents in real time, draw and write with the digital pen, new accessibility options and the new Resume Assistant, Teach Yourself VISUALLY: Word 2019 belongs on the shelf of anyone who wants to improve their effectiveness with this essential word processor. Sams Teach Yourself Microsoft SQL Server T-SQL in 10 Minutes offers straightforward, practical answers when you need fast results. By working through 10-minute lessons, you'll learn everything you need to know to take advantage of Microsoft SQL Server's T-SQL language. This handy pocket guide starts with simple data retrieval and moves on to more complex topics, including the use of joins, subqueries, full text-based searches, functions and stored procedures, cursors, triggers, table constraints, XML, and much more. You'll learn what you need to know methodically, systematically, and simply—in highly focused lessons

designed to make you immediately and effortlessly productive. Tips point out shortcuts and solutions Cautions help you avoid common pitfalls Notes explain additional concepts, and provide additional information 10 minutes is all you need to learn how to... Use T-SQL in the Microsoft SQL Server environment Construct complex T-SQL statements using multiple clauses and operators Filter data so you get the information you need quickly Retrieve, sort, and format database contents Join two or more related tables Make SQL Server work for you with globalization and localization Create subqueries to pinpoint your data Automate your workload with triggers Create and alter database tables Work with views, stored procedures, and more Register your book at [www.samspublishing.com/register](http://www.samspublishing.com/register) to download examples and source code from this book. Take a guided tour of macOS High Sierra and discover just how much your Mac can do Teach Yourself VISUALLY macOS High Sierra is the perfect introduction to Apple's operating system. With clear, step-by-step instructions and plenty of rich visuals, it walks you through the new macOS High Sierra and demonstrates the essential tasks you need to know. You'll learn how to manipulate Preferences to customize your experience, make the most of your digital media, and streamline your workflow while having a little fun. You'll tour Photos, Messages, and Notifications, and get acquainted with Mission Control, the App Store, and Siri. New Mac users will appreciate the straightforward instruction, while veteran users will enjoy getting up to speed on the latest features introduced or upgraded in macOS High Sierra. macOS High Sierra is the latest incarnation of Apple's macOS, boasting elegant new visuals, several new features, and more seamless integration of Mac and iOS devices. If you use a Mac, you're going to want a guided tour that shows you just what macOS can do for you. Teach Yourself VISUALLY macOS High Sierra is your go-to guide, from the fundamentals to the neat little tricks that make the Mac experience something far beyond computing.

- Edit and enhance photos with the powerful new tools on the Photos app
- Browse the web safely with Safari's new privacy features
- Share files quickly and easily using iCloud Drive
- Use Siri to accomplish more in less time

Like any computer, your Mac is a tool. And like any tool, the more you know about it, the more you get out of it. Discover the beauty, simplicity, and sheer functionality that millions already enjoy—and get ready to master your Mac with Teach Yourself VISUALLY macOS High Sierra. Would you like to learn grammar, but find the usual explanations confusing? Then you're in good company! Most of the grammatical rules taught in school are vague, misleading, and difficult to apply. They also ignore more than forty years of research in linguistics, which has brought great advances in our understanding of grammar. Unfortunately, these findings rarely make their way out of graduate seminars in linguistics. Teach Yourself Grammar remedies this situation, explaining what we know about grammar in a way that's easy to understand and remember. You won't just learn a bunch of rules ? you'll understand the underlying principles, and why some rules do (or don't) work. Divided into short chapters that can be read in a single sitting, and which contain key terms, review questions, practice problems, and unit reviews, Teach Yourself Grammar is ideal for self-study, home schooling, or tutoring. The book was originally written for the author's son, then a sophomore struggling with grammar lessons in high school. About the author Paul Battles is Professor of English and former director of the Writing Center at Hanover College. He has taught courses in grammar at the graduate and undergraduate level for twenty years. He also consults as Curriculum Advisor for the AP English Literature and Composition program. The complete guide to Excel 2016, from Mr. Spreadsheet himself **Whether you are just starting out or an Excel novice, the Excel 2016 Bible is your comprehensive, go-to guide for all your Excel 2016 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities by expert author and Excel Guru John Walkenbach to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2016 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2016's new features and tools Customize downloadable templates and worksheets Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2016 Bible has you covered with complete coverage and clear expert guidance. Step-by-step screen shots show you how to tackle more than 100 Apple Watch tasks. Each task-based spread covers a single technique, sure to help you get up and running on Apple Watch in no time. The uncomplicated PowerPoint guide designed specifically for visual learners Are you a visual learner who wants to spend more time working on your presentations than trying to figure out how to create them? Teach Yourself Visually PowerPoint offers you an effortless approach to creating winning presentations with the latest version of PowerPoint. This accessible resource features visually rich tutorials and step-by-step instructions that will help you understand all of PowerPoint's capabilities—from the most basic to the most advanced. With Teach Yourself Visually PowerPoint, you'll learn how to create slides, dress them up using templates and graphics, add sound and animation, present in a business or Internet setting, and so much more. Covering the latest additions and changes in the new version of PowerPoint, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running using PowerPoint like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you learn the basic functions of PowerPoint—and beyond Walks you through PowerPoint's latest features Demonstrates how to create memorable and captivating presentations using PowerPoint Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, Teach Yourself Visually PowerPoint is for you. Rethink traditional teaching methods to improve student learning and retention in STEM Educational research has repeatedly shown that compared to traditional teacher-centered instruction, certain learner-centered methods lead to improved learning outcomes, greater development of critical high-level skills, and increased retention in science, technology, engineering, and mathematics (STEM) disciplines. Teaching and Learning STEM presents a trove of practical research-based strategies for designing and teaching STEM courses at the university, community college, and high school levels. The book draws on the authors' extensive backgrounds and decades of experience in STEM education and faculty development. Its engaging and well-illustrated descriptions will equip you to implement the strategies in your courses and to deal effectively with problems (including student resistance) that might occur in the implementation. The book will help you: Plan and conduct class sessions in which students are actively engaged, no matter how large the class is Make good use of technology in face-to-face, online, and hybrid courses and flipped classrooms Assess how well students are acquiring the knowledge, skills, and conceptual understanding the course is designed to teach Help students develop expert problem-solving skills and skills in communication, creative thinking, critical thinking, high-performance teamwork, and self-directed learning Meet the learning needs of STEM students with a broad diversity of attributes and backgrounds The strategies presented in Teaching and Learning STEM don't require revolutionary time-intensive changes in your teaching, but rather a gradual integration of traditional and new methods. The result will be continual improvement in your teaching and your students' learning. More information about Teaching and Learning STEM can be found at <http://educationdesignsinc.com/book> including its preface, foreword, table of contents, first chapter, a reading guide, and reviews in 10 prominent STEM education journals. See your way to Excel spreadsheet stardom with this visual guide If you're always hearing about the cool things Excel can do, here's your chance to see how to do them! Teach Yourself Visually Excel offers you a straightforward visual approach to working with the newest version of the world's leading spreadsheet program. Packed with visually rich tutorials and step-by-step instructions that will help you take your Excel skills to new heights, this friendly and approachable guide will have you creating, editing, and manipulating Excel spreadsheets in no time! Excel can seem daunting, but with Teach Yourself Visually Excel, you'll quickly and painlessly learn how to perform dozens of tasks, including creating spreadsheets and charts, filtering and sorting data, working with PivotTables, and so much more. Covering the latest additions and changes to the newest version of Excel, a series of easy-to-follow, full-color tutorials helps you to excel at working with Excel! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Excel—and beyond Walks you through Excel's new features Clearly demonstrates how to organize, present, analyze, and chart data with Excel Whether you've never used Excel or just need to brush up on its new features, Teach Yourself Visually Excel will be the dog-eared resource you'll turn to again and again. Each illustrated resource offers visual learners a great beginner's guide to a particular topic, augmenting step-by-step instructions with full-color screen shots. The visual way to get hooked on crochet The art of crocheting is timeless-and its popularity is evident in the surge of modern, sophisticated techniques like amigurumi and Tunisian crochet. So if you yearn for the skills to join this crafting revolution, this easy-to-follow guide is for you! With new patterns and even more techniques explained step by step, this updated edition is your go-to guide for learning how to crochet. Concise, two-page lessons show you all the steps to a skill and are ideal for quick review Detailed color photos demonstrate each step and helpful tips provide additional guidance New patterns, more techniques, and refreshed interior design Packed with tons of step-by-step instructions and fun, innovative patterns, Teach Yourself VISUALLY Crochet, 2nd Edition, gives you the tools you need to create one-of-a-kind crochet projects that will add handmade flair to your home and wardrobe. Do you learn faster by seeing and doing than by wading through tedious instructions? Then get yourself some yarn and needles and get knitting! Teach Yourself VISUALLY Knitting shows you the basics--photo by photo and stitch by stitch. You begin with the essential knit and purl stitches and advance to bobbles, cables, lace, and fancy color work. With fun, innovative patterns from top knitting designer Sharon Turner, you'll be creating masterpieces in no time! Concise two-page lessons show you all the steps to a skill and are ideal for quick review**

- \* Each skill or technique is defined and described
- \* Detailed color photos demonstrate each step
- \* Step-by-step instructions accompany each photo
- \* Helpful tips provide additional guidance

The new field of learning design has the potential to revolutionize not only technology in education, but the whole field of teaching and learning through the application of design thinking to education. Learning Design looks inside the "black box" of pedagogy to understand what teachers and learners do together, and how the best teaching ideas can be shared on a global scale. Learning design supports all pedagogical approaches, content areas, and fields of education. The book opens with a new synthesis of the field of learning design and its place in educational theory and practice, and goes on to explore the implications of learning design for many areas of education—both practical and theoretical—in a series of chapters by Larnaca Declaration authors and other international experts. Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 150 Excel 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including:

- \* Using the Ribbon and galleries
- \* Entering data and resizing columns
- \* Applying formulas and functions
- \* Formatting worksheets
- \* Adding clip art and 3D effects
- \* Interpreting data with charts
- \* Helpful sidebars offer practical tips and tricks
- \* Succinct explanations walk you through step by step
- \* Full-color screen shots demonstrate each task
- \* Two-page lessons break big topics into bite-sized modules

Tips and techniques for shooting and sharing superb digital videos Never before has video been more popular-or more accessible to the home videographer. Now you can create YouTube-worthy, professional-looking video, with the help of

this richly illustrated guide. In a straightforward, simple, highly visual format, Teach Yourself VISUALLY Digital Video demystifies the secrets of great video. With colorful screenshots and illustrations plus step-by-step instructions, the book explains the features of your camera and their capabilities, and shows you how to go beyond "auto" to manually adjust the settings for just the effect you want. Know how to get the most out of your camera, whether it's a high definition video recorder or a still camera with video capabilities Set exposure, white balance, and shutter speed to achieve optimum results for your subject Learn how to edit and enhance your video with after capture software Share your work with friends, family, or professional colleagues on the Web, through YouTube, Facebook, MySpace, Google, Yahoo, Flickr, and other sites Jam packed with hints and simple tips, this handy, full-color visual guide will give you the tools and techniques to create better homemade videos or make the jump from amateur to prosumer. Learn all the essentials for making your first year of teaching a success! In this exciting new book, internationally renowned educator Todd Whitaker teams up with his daughters--Madeline, an elementary teacher, and Katherine, a secondary teacher--to share advice and inspiration. They offer step-by-step guidance to thriving in your new role and overcoming the challenges that many new teachers face. Topics include: Learning classroom management skills such as building relationships and maintaining high expectations and consistency Setting up your classroom and establishing procedures and rules Planning effective lessons and making your instructional time an engaging experience Managing your own emotions in the classroom and dealing effectively with misbehavior Working with peers, administrators, and parents to build support and foster collaboration The book is filled with specific examples and vignettes from elementary, middle, and high school classes, so you'll gain helpful strategies no matter what grade level and subject area you teach. You'll also find out how to make tweaks or hit the "reset" button when something isn't going as planned. Things may not always go perfectly your first year, but the practical advice in this book will help you stay motivated on the path to success! Bonus: As you read the book, get even more out of it by discussing it with others. Free study guides for practicing teachers and student teachers are available as eResource downloads from our website ([www.routledge.com/products/9781138126152](http://www.routledge.com/products/9781138126152)). Bestselling language courses! From Danish to Spanish, Swahili to Brazilian Portuguese, the languages of the world are brought within the reach of any beginning student. Learners can use the Teach Yourself Language Courses at their own pace or as a supplement to formal courses. These complete courses are based on the very latest learning methods and designed to be enjoyable and user-friendly. Prepared by experts in the language, each course begins with the basics and gradually promotes the student to a level of smooth and confident communication, including: Up-to-date, graded interactive dialogues Graded units of culture notes, grammar, and exercises Step-by-step guide to pronunciation Practical vocabulary Regular and irregular verb tables Plenty of practice exercises and answers Bilingual glossary The new editions also feature: Clear, uncluttered, and user-friendly layout Self-assessment quizzes to test progress Website suggestions to take language study further The easy, visual way to learn this popular database program Part of the Office 2013 productivity suite, Access enables you to organize, present, analyze, and share data on a network or over the web. With this Visual guide to show you how, you'll master the fundamentals of this robust database application in no time. Clear, step-by-step instructions are illustrated with full-color screen shots that show exactly what you should see on your screen. Learn to enter new records; create, edit, and design tables and forms; develop queries that generate specific reports; add smart tags to your tables; and much more. While it is the most widely used database application, Access is not particularly intuitive; the Visual system's two-page lessons and full-color screen shots make this complex software easier to learn Concise, step-by-step instructions and clear illustrations show you exactly what to expect Covers scores of tasks, including entering and setting up new records, organizing and sharing data, designing tables and forms, and generating reports Shows how to perform more complex operations, such as finding dependencies between database objects and adding smart tags to tables Teach Yourself VISUALLY Access 2013 uses clear steps and high-resolution screen images to get you up and running with this popular database program. Chess is a mental game, but you don't have to strain your brain to learn the basics—not with this guide that shows you how to play. Teach Yourself VISUALLY Chess covers how to set up the board, how each piece moves, opening strategies and variations, attacking themes and common sacrifices, and more. Photos of the board let you see strategies in action. For hands-on practice, you can even set up your board and make your moves as you learn. With this book and practice, you'll be saying "Checkmate" in no time. Concise two-page lessons show you all the steps to a skill and are ideal for quick review Each move or tactic is clearly explained Explanations accompany each photo Color photos and diagrams show key positions, strategies, and moves Helpful tips provide additional guidance Learn the new Microsoft Office suite the easy, visual way Microsoft Office 2013 is a power-packed suite of office productivity tools including Word, Excel, PowerPoint, Outlook, Access, and Publisher. This easy-to-use visual guide covers the basics of all six programs, with step-by-step instructions and full-color screen shots showing what you should see at each step. You'll also learn about using Office Internet and graphics tools, while the additional examples and advice scattered through the book give you tips on maximizing the Office suite. If you learn best when you can see how things are done, this book is for you. Shows you how to use Microsoft Office 2013 with easy-to-follow, step-by-step instructions illustrated with full-color screen shots Covers Word, Excel, PowerPoint, Outlook, Access, and Publisher Includes additional information on using Office Internet and graphics tools Designed to help visual learners read less and learn more Teach Yourself VISUALLY Office 2013 shows you how to use all six tools in the Office suite, step by step. For over a decade Sandra McGuire has been acclaimed for her presentations and workshops on metacognition and student learning because the tools and strategies she has shared have enabled faculty to facilitate dramatic improvements in student learning and success. The methods she proposes do not require restructuring courses, nor indeed an inordinate amount of time to teach; they can often be accomplished in a single session, transforming students from memorizers and regurgitators to students who begin to think critically and take responsibility for their own learning. While stressing that there are many ways to teach effectively, and that readers can be flexible in picking and choosing among the strategies she presents, Sandra McGuire offers the reader a step-by-step process for delivering the key messages of the book to students in as little as 50 minutes. Free online supplements provide three slide sets and a sample video lecture. Following up on her acclaimed Teach Students How to Learn, that describes teaching strategies to facilitate dramatic improvements in student learning and success, Sandra McGuire here presents these “secrets” direct to students. Her message is that “Any student can use simple, straightforward strategies to start making A's in their courses and enjoy a lifetime of deep, effective learning.” Beginning with explaining how expectations about learning, and the study efforts required, differ between college and secondary school, the author introduces her readers, through the concept of metacognition, to the importance and powerful consequences of understanding themselves as learners. This framework and the recommended strategies that support it are useful for anyone moving on to a more advanced stage of education, so this book also has an intended audience of students preparing to go to high school, graduate school, or professional school. In a conversational tone, and liberally illustrated by anecdotes of past students, the author combines introducing readers to concepts like Bloom's Taxonomy (to illuminate the difference between studying and learning), fixed and growth mindsets, as well as to what brain science has to tell us about rest, nutrition and exercise, together with such highly specific learning strategies as how to read a textbook, manage their time and take tests. With engaging exercises and thought-provoking reflections, this book is an ideal motivational and practical text for study skills and first year experience courses. Speed Reading In A Week is a simple and straightforward speed reading course, giving you everything you need to know in just seven short chapters. From increasing your reading rate and effective memory techniques, to overcoming distractions so that you can read in any environment and developing a reading programme to make it second nature, you'll eventually wonder how you ever read any other way. This book introduces you to the main themes and ideas of speed reading, giving you a basic knowledge and understanding of the key concepts, together with practical and thought-provoking exercises. Whether you choose to read it in a week or in a single sitting, Speed Reading In A Week is your fastest route to success: - Sunday: The five-step system - Monday: Speed reading - Tuesday: Remember what you read - Wednesday: Your eyes and effective reading - Thursday: Distractions and solutions - Friday: Reading different types of material for different reasons - Saturday: What next? ABOUT THE SERIES In A Week books are for managers, leaders, and business executives who want to succeed at work. From negotiating and content marketing to finance and social media, the In A Week series covers the business topics that really matter and that will help you make a difference today. Written in straightforward English, each book is structured as a seven-day course so that with just a little work each day, you will quickly master the subject. In a fast-changing world, this series enables readers not just to get up to speed, but to get ahead. Gain the advanced skills needed to achieve the world's most recognized qualifications including the ECDL ADVANCED SPREADSHEETS (European Computer Driving License) and ICDL ADVANCED SPREADSHEETS (International Computer Driving License) certifications. All our study materials are designed for the VISUAL LEARNER and use easy-to-follow, step-by-step instructions, illustrated throughout via screen shots. Using MICROSOFT EXCEL 2016 this manual is mapped to both the ECDL Advanced Spreadsheets (European Computer Driving License) and ICDL Advanced Spreadsheets (International Computer Driving License) units set at level 3 (A-level) standards. Users of this manual will also have access to our online MEMBERS' AREA (12 months FREE access), which provides question and answer snippets, job search facilities, qualification updates and forum. Additional BONUS material is available to download covering the ITQ ADVANCED (Information Technology Qualification) Improving Productivity Word-Processing unit (level 3). ITQ qualification can be mapped to the ECDL syllabus within the UK allowing learners to gain another recognised qualification the ITQ LEVEL 3 IN IT USER SKILLS. Additional learning support supplied includes; Sample Tests, Examination Checks, Shortcut Tips, Test Structures, Underpinning Knowledge and Marking Schemes. <http://www.learn-new-skills-from-home.com> Universal Design is the term used to describe the design of products and environments which can be used by all people, to the greatest extent possible, without the need for adaptation or specialized design. It is not a euphemism for 'designs for people with a disability', but really is about designing to include all people, regardless of their age, ability, cultural background or status in life. However it remains the case that many designers and developers fail to understand the need for universal design and lack the skills needed to implement it. This book presents papers from the 3rd International Conference on Universal Design (UD 2016), held in York, UK, in August 2016. The theme of the conference was: learning from the past, designing for the future, and it aimed to bring together policymakers, practitioners and researchers interested in the different strands of universal design to exchange ideas and best practice, review some of the developments in universal design from the last 20 years, and formulate strategies for taking the concept of universal design forward into the future. The book is divided into two sections. Section 1: About Universal Design, and Section 2: Universal Design In Practice. The book will be of interest to all those whose work involves design, from the built environment and tangible products to communication, services and systems. Microsoft Excel 2016 for Mac OS X is a powerful application, but many of its most impressive features can be difficult to find. Learn Excel 2016 for OS X by Guy Hart-Davis is a practical, hands-on

approach to learning all of the details of Excel 2016 in order to get work done efficiently on OS X. From using formulas and functions to creating databases, from analyzing data to automating tasks, you'll learn everything you need to know to put this powerful application to use for a variety of tasks. Aspen Plus is one of the most popular process simulation software programs used industrially and academically. Though the software is available at many corporations and universities, there are no textbooks which are dedicated to teaching the step-by-step use of the software. This book is designed to fill that need. The structure of the book is unique in that it emulates a lecture /workshop classroom environment. Each chapter starts with the equivalent of a classroom lecture followed by workshops which provide experience in the chapter's subject matter. The enclosed CD contains solutions, both in Aspen Plus and text formats, to examples imbedded in the text as well as to all the workshops. There are also notes at the end of each chapter designed to aid readers that have difficulty with the workshops. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. The essential e-learning design manual, updated with the latest research, design principles, and examples e-Learning and the Science of Instruction is the ultimate handbook for evidence-based e-learning design. Since the first edition of this book, e-learning has grown to account for at least 40% of all training delivery media. However, digital courses often fail to reach their potential for learning effectiveness and efficiency. This guide provides research-based guidelines on how best to present content with text, graphics, and audio as well as the conditions under which those guidelines are most effective. This updated fourth edition describes the guidelines, psychology, and applications for ways to improve learning through personalization techniques, coherence, animations, and a new chapter on evidence-based game design. The chapter on the Cognitive Theory of Multimedia Learning introduces three forms of cognitive load which are revisited throughout each chapter as the psychological basis for chapter principles. A new chapter on engagement in learning lays the groundwork for in-depth reviews of how to leverage worked examples, practice, online collaboration, and learner control to optimize learning. The updated instructor's materials include a syllabus, assignments, storyboard projects, and test items that you can adapt to your own course schedule and students. Co-authored by the most productive instructional research scientist in the world, Dr. Richard E. Mayer, this book distills copious e-learning research into a practical manual for improving learning through optimal design and delivery. Get up to date on the latest e-learning research Adopt best practices for communicating information effectively Use evidence-based techniques to engage your learners Replace popular instructional ideas, such as learning styles with evidence-based guidelines Apply evidence-based design techniques to optimize learning games e-Learning continues to grow as an alternative or adjunct to the classroom, and correspondingly, has become a focus among researchers in learning-related fields. New findings from research laboratories can inform the design and development of e-learning. However, much of this research published in technical journals is inaccessible to those who actually design e-learning material. By collecting the latest evidence into a single volume and translating the theoretical into the practical, e-Learning and the Science of Instruction has become an essential resource for consumers and designers of multimedia learning. A practical guide to deeper instruction—a framework for challenging, engaging, and empowering students of all ages For schools to meet ambitious new standards and prepare all students for college, careers, and life, research has shown unequivocally that nothing is more important than the quality of daily instruction. Learning That Lasts presents a new vision for classroom instruction that sharpens and deepens the quality of lessons in all subject areas. It is the opposite of a 'teacher-proof' solution. Instead, it is predicated on a model of instruction that honors teachers as creative and expert planners of learning experiences for their students and who wish to continuously grow in their instructional and content knowledge. It is not a theoretical vision. It is a model of instruction refined in some of the nation's most successful public schools—schools that are beating the odds to create remarkable achievement—sited primarily in urban and rural low-income communities. Using case studies and examples of powerful learning at all grade levels and in all disciplines, Learning That Lasts is a guide to creating classrooms that promote deeper understanding, higher order thinking, and student independence. Through text and companion videos, readers will enter inspiring classrooms where students go beyond basics to become innovators, collaborators, and creators. Learning That Lasts embraces a three-dimensional view of student achievement that includes mastery of knowledge and skills, character, and high-quality work. It is a guide for teachers who wish to make learning more meaningful, memorable, and connected to life, and inspire students to do more than they think possible. This highly VISUAL guide makes it easier than ever to get hooked on crocheting The approximately 30 million crocheters in the U.S. make crocheting one of today's hottest hobbies. This VISUAL guide makes it easy to pick up a hook and a ball of yarn and get stitching, with clear, step-by-step presentations of techniques accompanied by detailed color photos that show readers exactly what to do. The book's more than 20 patterns—everything from blankets to mittens to a man's necktie—appeal to hip, modern crocheters. Miriam, a freshman Calculus student at Louisiana State University, made 37.5% on her first exam but 83% and 93% on the next two. Matt, a first year General Chemistry student at the University of Utah, scored 65% and 55% on his first two exams and 95% on his third—These are representative of thousands of students who decisively improved their grades by acting on the advice described in this book. What is preventing your students from performing according to expectations? Sandra McGuire offers a simple but profound answer: If you teach students how to learn and give them simple, straightforward strategies to use, they can significantly increase their learning and performance. For over a decade Sandra McGuire has been acclaimed for her presentations and workshops on metacognition and student learning because the tools and strategies she shares have enabled faculty to facilitate dramatic improvements in student learning and success. This book encapsulates the model and ideas she has developed in the past fifteen years, ideas that are being adopted by an increasing number of faculty with considerable effect. The methods she proposes do not require restructuring courses or an inordinate amount of time to teach. They can often be accomplished in a single session, transforming students from memorizers and regurgitators to students who begin to think critically and take responsibility for their own learning. Sandra McGuire takes the reader sequentially through the ideas and strategies that students need to understand and implement. First, she demonstrates how introducing students to metacognition and Bloom's Taxonomy reveals to them the importance of understanding how they learn and provides the lens through which they can view learning activities and measure their intellectual growth. Next, she presents a specific study system that can quickly empower students to maximize their learning. Then, she addresses the importance of dealing with emotion, attitudes, and motivation by suggesting ways to change students' mindsets about ability and by providing a range of strategies to boost motivation and learning; finally, she offers guidance to faculty on partnering with campus learning centers. She pays particular attention to academically unprepared students, noting that the strategies she offers for this particular population are equally beneficial for all students. While stressing that there are many ways to teach effectively, and that readers can be flexible in picking and choosing among the strategies she presents, Sandra McGuire offers the reader a step-by-step process for delivering the key messages of the book to students in as little as 50 minutes. Free online supplements provide three slide sets and a sample video lecture. This book is written primarily for faculty but will be equally useful for TAs, tutors, and learning center professionals. For readers with no background in education or cognitive psychology, the book avoids jargon and esoteric theory. A New York Times Best Seller Merging real stories with theory, research, and practice, a prominent scholar offers a new approach to teaching and learning for every stakeholder in urban education. Drawing on his own experience of feeling undervalued and invisible in classrooms as a young man of color and merging his experiences with more than a decade of teaching and researching in urban America, award-winning educator Christopher Emdin offers a new lens on an approach to teaching and learning in urban schools. For White Folks Who Teach in the Hood...and the Rest of Y'all Too is the much-needed antidote to traditional top-down pedagogy and promises to radically reframe the landscape of urban education for the better. He begins by taking to task the perception of urban youth of color as unteachable, and he challenges educators to embrace and respect each student's culture and to reimagine the classroom as a site where roles are reversed and students become the experts in their own learning. Putting forth his theory of Reality Pedagogy, Emdin provides practical tools to unleash the brilliance and eagerness of youth and educators alike—both of whom have been typecast and stymied by outdated modes of thinking about urban education. With this fresh and engaging new pedagogical vision, Emdin demonstrates the importance of creating a family structure and building communities within the classroom, using culturally relevant strategies like hip-hop music and call-and-response, and connecting the experiences of urban youth to indigenous populations globally. Merging real stories with theory, research, and practice, Emdin demonstrates how by implementing the "Seven C's" of reality pedagogy in their own classrooms, urban youth of color benefit from truly transformative education. For White Folks Who Teach in the Hood...and the Rest of Y'all Too has been featured in Mother Jones, Education Week, Weekend All Things Considered with Michel Martin, Diverse: Issues in Higher Education, PBS News Hour, Slate, The Washington Post, Scholastic Administrator Magazine, Essence Magazine, Salon, ColorLines, Ebony, Huffington Post Education

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