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Our manuals facilitate your learning by providing structured interaction with the software itself.

As the industry's foremost voice for human resources certification, the HR Certification Institute has brought together the world's leading HR experts to share insights on our profession through this inaugural Institute-sponsored publication that is being distributed globally in an effort to advance the HR profession. Seventy-three human resources thought leaders from across the globe volunteered to contribute their expertise to this compilation of wisdom regarding the HR profession. Together, their contributions offer a comprehensive look into the critical issues transforming human resources-one of the fastest-growing professions in the workplace and one that is being influenced by many factors, including technological developments and globalization.

Psychometric tests are used by the majority of medium to large-sized organizations to assess the abilities of clerical, technical, graduate and executive job candidates. There is also an increasing trend for universities to use them as part of their admissions procedure. This best-selling guide provides the perfect introduction to tests and test making. Now with more practice questions, it covers ability tests and personality questionnaires, giving you a detailed insight into the world of psychometrics. It will help you to understand the main types of test, increase your test making confidence, develop strategies and explore your work-style and personality. With guidance on testing on the internet and practice graduate and university admissions tests, as well as a leadership-style questionnaire, it is an essential read for those who want to stand out from other applicants.

Utilise Excel 2013 capabilities to build effective financial models Using Excel for Business Analysis, Revised Edition provides practical guidance for anyone looking to build financial models. Whether for business proposals, opportunity evaluation, financial reports, or any other business finance application, this book shows you how to design, create, and test your model, then present your results effectively using Excel 2013. The book opens with a general guide to financial modelling, with each subsequent chapter building skill upon skill until you have a real, working model of your own. Financial tools, features, and functions are covered in detail from a practical perspective, and put in context with application to real-world examples. Each chapter focuses on a different aspect of Excel modelling, including step-by-step instructions that walk you through each feature, and the companion website provides live model worksheets that give you the real hands-on practice you need to start doing your job faster, more efficiently, and with fewer errors. Financial modelling is an invaluable business tool, and Excel 2013 is capable of supporting the most common and useful models most businesses need. This book shows you how to dig deeper into Excel's functionality to craft effective financial models and provide important information that informs good decision-making. Learn financial modelling techniques and best practice Master the formulas and functions that bring your model to life Apply stress testing and sensitivity analysis with advanced conditionals Present your results effectively, whether graphically, orally, or written A deceptively powerful application, Excel supports many hundreds of tools, features, and functions; Using Excel for Business Analysis eliminates the irrelevant to focus on those that are most useful to business finance users, with detailed guidance toward utilisation and best practice.

A latest edition of the companion workbook to the popular job-seeker's reference incorporates write-in sections for recording and learning from job search details, in a resource that invites readers to explore options using the author's latest methods.

This market-leading book helps readers acquire the office and interpersonal skills needed to excel in any organization. Its proven approach means students acquire these skills quickly and chapters introduce a range of topics including file management, time management, employment skills, basic financial forms, problem solving, human relations and more! This edition features more on communication, references Microsoft Office 2007, and expands the office simulation to include both functional and cumulative exercises. New chapters address the medical and legal office and new assignments develop employer-ready skills. New! Updated content includes topics such as: Current office trends The green office Office politics e-Portfolios Displaying good manners Ordering supplies online Visitors and language barriers Complaining customers Steps for keying minutes Steps for PowerPoint 2007 and more!

This market-leading text takes a pragmatic approach emphasizing the strategic role of human resources. Comprehensive, research-basedcoverage includes all major topics identified on the Human Resource Certification Institutes Content Outline. Coverage includes aglobal chapter, expanded coverage of diversity, new material on performance management, and current hot topics such as self-directedwork teams, shamrock organization, broadbanding, competency-based pay systems, job security, violence in the workplace, and howorganizational commitment affects production, quality, and service.

From #1 New York Times bestselling author Dava Sobel, the "inspiring" (People), little-known true story of women's landmark contributions to astronomy A New York Times Book Review Notable Book of 2017 Named one of the best books of the year by NPR, The Economist, Smithsonian, Nature, and NPR's Science Friday Nominated for the PEN/E.O. Wilson Literary Science Writing Award "A joy to read." —The Wall Street Journal In the mid-nineteenth century, the Harvard College Observatory began employing women as calculators, or "human computers," to interpret the observations their male counterparts made via telescope each night. At the outset this group included the wives, sisters, and daughters of the resident astronomers, but soon the female corps included graduates of the new women's colleges—Vassar, Wellesley, and Smith. As photography transformed the practice of astronomy, the ladies turned from computation to studying the stars captured nightly on glass photographic plates. The "glass universe" of half a million plates that Harvard amassed over the ensuing decades—through the generous support of Mrs. Anna Palmer Draper, the widow of a pioneer in stellar photography—enabled the women to make extraordinary discoveries that attracted worldwide acclaim. They helped discern what stars were made of, divided the stars into meaningful categories for further research, and found a way to measure distances across space by starlight. Their ranks included Williamina Fleming, a Scottish woman originally hired as a maid who went on to identify ten novae and more than three hundred variable stars; Annie Jump Cannon, who designed a stellar classification system that was adopted by astronomers the world over and is still in use; and Dr. Cecilia Helena Payne, who in 1956 became the first ever woman professor of astronomy at Harvard—and Harvard's first female department chair. Elegantly written and enriched by excerpts from letters, diaries, and memoirs, The Glass Universe is the hidden history of the women whose contributions to the burgeoning field of astronomy forever changed our understanding of the stars and our place in the universe.

Offers a tutorial exploring the updated features of Adobe InDesign CS, explaining how to create and manipulate type, photographs, layers, and Web graphics in a professional environment.

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