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Microsoft Word è un software sofisticato che consente di creare documenti funzionali, puliti ed eleganti. Spesso però, ci si limita all'uso delle funzionalità di base, sottostimando le potenzialità del software e perdendo tempo in noiose e ripetitive operazioni. Questo libro è un'ottima guida per imparare a padroneggiare Word nella versione 2016: dalle operazioni più semplici, come la creazione di un documento e la formattazione del testo, fino alla gestione di scritti complessi, con sezioni, note, sommario, intestazioni e piè di pagina. Il testo è pensato sia per chi si avvicina per la prima volta a un programma di videoscrittura, sia per chi proviene da una versione precedente di Word e vuole approfondire le novità dell'edizione 2016.

The first comprehensive guide to women's promotion and use of textual culture, in manuscript and print, in Renaissance Italy.

The most comprehensive guide to Microsoft Word 2016 If you're a professional who uses Word, but aren't aware of its many features or get confused about how they work best, Word 2016 For Professionals For Dummies answers all your burning questions about the world's number-one word processing software. Offering in-depth coverage of topics you won't find in Word 2016 For Dummies, this guide focuses on the professional's needs, giving you all you need to know not only do your job well, but to do it even better. As Microsoft continues to hone Word with each new release, new features are added beyond basic word processing. From using Word to create blog posts to importing data from Excel to expertly flowing text around objects, it covers the gamut of Word's more advanced capabilities—including those you probably don't know exist. Whether you're looking to use Word to build a master document, collaborate and share, publish an ebook, or anything in between, the thorough, step-by-step guidance in Word 2016 For Professionals For Dummies makes it easier. Discover neat Word editing tips and tricks to

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Un manuale pensato e scritto per gli studenti e per i professionisti del settore non profit. Dopo una panoramica che esplora il profilo socio-culturale del mondo del non profit, il testo affronta le dimensioni della comunicazione del Terzo Settore. Da quelle più classiche come l'ufficio stampa e la comunicazione organizzativa a quelle emergenti come storytelling, fund raising, nuovi media e valutazioni di impatto sociale. Una guida essenziale per conoscere tutti gli aspetti fondamentali, teorici e pratici di un settore in costante crescita.

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Building the Canon through the Classics. Imitation and Variation in Renaissance Italy (1350-1580) explores the multiple facets of the formation of the literary canon in Renaissance Italy through the analysis of its complex relationship with the Classics.

The bestselling beginner's guide to Microsoft Word Written by the author of the first-ever For Dummies book, Dan Gookin, this new edition of Word For Dummies quickly and painlessly gets you up to speed on mastering the world's number-one word processing software. In a friendly, human, and often irreverent manner, it focuses on the needs of the beginning Word user,

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offering clear and simple guidance on everything you need to know about Microsoft Word 2016, minus the chin-scratching tech jargon. Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide will get you going with the latest installment of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like formatting multiple page elements, developing styles, building distinctive templates, and adding creative flair to your documents with images and tables. Covers the new and improved features found in the latest version of the software, Word 2016 Shows you how to master a word processor's seven basic tasks Explains why you can't always trust the spell checker Offers little-known keyboard shortcuts If you're new to Word and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of Word 2016 For Dummies has you covered.

This book is written for classroom teachers who want to know more about e-learning and who would like to experiment with designing e-learning material to use in their own classrooms. It is primarily targeted at secondary teachers but there is no reason why primary school teachers and adult education teachers should not find it useful too. The other group we had in mind were those of you still undertaking initial teacher training. Although there are some exemplary courses, a depressing number of trainee teachers continue to arrive in the classroom having barely heard the words ' e-learning ', still less have hands on experience of it.

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