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Slebodnik, 2024-02-14 Today s students rely heavily on electronic resources they expect to be able to access library resources from any location and at any time of the day Online education is ubiquitous from K 12 through graduate level coursework and is increasingly used in on the job training Libraries must be prepared to guide learners to use library resources when and where they are needed Thoughtfully designed online tutorials can be the library s answer to providing this point of need instruction that learners have come to expect When librarians don t have the technical expertise needed to create online tutorials Creating Online Tutorials A Practical Guide for Librarians Second Edition will help guide them through the basics of designing and producing an online tutorial Using practical examples the book leads librarians through the process of creating an online tutorial from start to finish and provides tips and strategies that will be useful to librarians with more experience in designing online tutorials This detailed roadmap for designing and producing online tutorials covers Is a tutorial the right solution Assessing diverse user needs Choosing the right technology Selecting and organizing instructional content Planning tutorial design elements Integrating assessment into tutorial design Maintaining and updating tutorials Finding online tutorial resources After reading this book new tutorial developers will have a practical adaptable blueprint that enables them to confidently address the creation of their first online tutorials and experienced developers will learn efficient techniques to create and enhance future tutorials that are attractive effective teaching tools

Template-based Management Uwe G. Seebacher, 2020-10-29 The Template based management TBM approach has been used since 2003 across the world in diverse contexts It has evolved hand in hand with the evolution of business Agile Blueprints Canvas Design Thinking or Kanban are only few of the many current concepts based on the approach This book expands and upgrades the author s 2003 book Template driven Consulting Springer by tracing this evolution and offering the current state of the art to practitioners TBM combines structure and method pre structuring diverse processes it helps to present complex activities and procedures in a simple clear and transparent manner and then implement them The use of TBM ranges from conception or creative work in agencies to designing organizations and strategies planning and monitoring initiatives and projects to innovation management and optimizing cost structures processes or entire departments and divisions The book also demonstrates how successful organizations use TBM to methodically and structurally apply the

internal know how in a cost and time optimal way for attaining sustainable business success Readers will learn to apply and use TBM identify its importance and benefit from a variety of case studies that illustrate the application and use for the entire business and management practice **Translation, Interpreting and Technological Change** Marion

Winters, Sharon Deane-Cox, Ursula Böser, 2024-05-16 The digital era is characterised by technological advances that increase the speed and breadth of knowledge turnover within the economy and society This book examines the impact of these technological advances on translation and interpreting and how new technologies are changing the very nature of language and communication Reflecting on the innovations in research practice and training that are associated with this turbulent landscape chapters consider what these shifts mean for translators and interpreters Technological changes interact in increasingly complex and pivotal ways with demographic shifts caused by war economic globalisation changing social structures and patterns of mobility environmental crises and other factors As such researchers face new and often cross disciplinary fields of inquiry practitioners face the need to acquire and adopt novel skills and approaches and trainers face the need to train students for working in a rapidly changing landscape of communication technology This book brings together advances and challenges from the different but intertwined perspectives of translation and interpreting to examine how the field is changing in this rapidly evolving environment *Pro SharePoint 2010 Disaster Recovery and High*

Availability Stephen Cummins, 2012-01-23 Few IT professionals take the time to learn what needs to be known to do disaster recovery well Most labor under the pretense that good administration equals close to five nines uptime Most technical people do not see the value of planning for disasters until the unexpected has already happened and the effects of a disaster involving a SharePoint farm which today houses business information line of business applications sensitive information extranets and other highly important assets can be staggering Pro SharePoint 2010 Disaster Recovery and High Availability will take you through a step by step process to show how to build an awareness and reaction plan for the inevitable With a focus on real world experiences and war stories author Stephen Cummins weaves an expert tale of woe response and offers you Ways to see the warning signs of disaster and ways to avoid it Ways to respond to a disaster while it is happening Perhaps most importantly how to develop a plan to deal with disaster when it inevitably does happen Microsoft Dynamics

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many books specific to change management or continuous improvement there are few if any books that address the intersections between change management and continuous improvement After 30 years as a change agent implementing lean and process improvement the author s hypothesis on why continuous improvement efforts stick sometimes and other times not is that many leaders of these efforts fail to understand the importance of change management and the critical intersections between people and process improvement He provides a blueprint or roadmap for leaders of continuous improvement aka change agents efforts on how to anticipate manage and measure change while engaging in continuous improvement Managing these critical intersections is key to successful outcomes for both planned and unplanned change initiatives This book helps anyone involved in leading continuous improvement within an organization better understand when to apply change management techniques necessary to achieve successful outcomes Many continuous improvement efforts fail because those leading changes do not recognize when to pause and evaluate critical intersections needing change management tools This book provides clear guidance on when to pause what to do and how to navigate these intersections successfully In addition this book provides a primer for those leading change on the foundations of change management and continuous improvement an area often missed in their formal education The reader learns how to plan change manage people through change measure change and sustain change all important aspects of being an effective change agent

Earned Value Management Using Microsoft® Office Project Sham Dayal, 2008-09-15 Schedule and cost management are the most essential parts of project lifecycle management and many projects fail as a result of not managing these critical components effectively The most commonly used tool for project schedule management is Microsoft Office Project which is designed to assist project managers in developing schedules assigning resources to tasks tracking progress managing budgets and analyzing workloads The most common technique used for cost management is earned value management EVM a project management technique used for measuring project progress in an objective manner that combines measurements of project scope schedule and cost performance within a single integrated methodology EVM is becoming the standard across the world for this purpose in both the private and public sector and many organizations are now adopting this technique to manage their projects In the public sector EVM is mandated for all government projects in the United States and many other countries are following suit Earned Value Management Using Microsoft Office Project is the first reference to effectively combine the most widely used scheduling tool with the most widely accepted cost management technique It is a practical guide to end to end scheduling and cost management using Microsoft Office Project that includes a CD ROM of a limited version of a unique EVM software tool that will help practitioners more effectively manage their projects track and report the status and progress of projects and take necessary action before their projects fail beyond repair This text is an excellent complement to whatever Microsoft Office Project guide that you may be using and a significant addition to the literature on how to use EVM *MSDN Magazine* ,2006 Excel Annoyances Curtis Frye, 2005

Excel Annoyances addresses the quirks bugs and hidden features found in the various versions of the Excel spreadsheet program Broken down into several easy to follow categories such as Entering Data Formatting Charting and Printing it uncovers a goldmine of helpful nuggets that you can use to maximize Excel s seemingly limitless potential

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