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Microsoft Teams every day to
assist with the collaboration it***

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***takes to get work done. That
number continues to grow
thanks to the countless
communication tools for working
with associates inside and
outside your organization you
can find in Microsoft Teams. If***

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***you're new to Microsoft Teams,
start here. This book will give
you must-have insight on
chatting, file sharing, organizing
teams, using video
communication, and more. You'll
also see just how you should be***

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recommendations and ideas for
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your existing workflows. Learn
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***chat, inside and outside your org
Integrate Teams with other Office
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shared workspace can help you***

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***get collaborative and stay
connected to the people and files
you need, whether you're at your
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Bestseller for "cultivating

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***performance results for
achieving success and true
meaning in one's professional
life (Adam Grant, author of Give
and Take). Deep work is the
ability to focus without
distraction on a cognitively***

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demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true

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***fulfillment that comes from
craftsmanship. In short, deep
work is like a super power in our
increasingly competitive twenty-
first century economy. And yet,
most people have lost the ability
to go deep-spending their days***

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instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In Deep Work, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is

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bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then

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presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A

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mix of cultural criticism and

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actionable advice, Deep Work
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takes the reader on a journey

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through memorable stories-from
Carl Jung building a stone tower
in the woods to focus his mind,
to a social media pioneer buying

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a round-trip business class ticket to Tokyo to write a book free from distraction in the air-and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should

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***practice being bored. Deep Work
is an indispensable guide to
anyone seeking focused success
in a distracted world. An Amazon
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Business & Leadership Wall
Street Journal Business***

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exactly what to do, step by step.
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a certified Microsoft Office
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***with sample content, or look up
specific procedures Manage your
email more efficiently than ever
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control of everything that
matters Schedule appointments,
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**contact records and link to
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footnotes, indexes, a table of***

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showing step-by-step instructions
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*reference guide, for any type of
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Section or Page Moving or Copying*

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Guide to developing and using

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Office helps users
complete common business
tasks, including word

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Remembering and

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information or just
something you saw can be
quite difficult,
especially in a world
where everything is
going so fast. How about
jotting down an idea or

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a sudden inspiration?

Imagine having all this

in one place, while on

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update has been
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Mac 2016. This guide
will provide all the
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shortcuts for how to use
Microsoft SharePoint
2016. This guide is
intended for end users

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resource to improve your
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2016. This guide is

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handout or an easy to
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end users. The following
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Site Signing Out Some

SharePoint Terms Defined

Using the App Launcher

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two-page layout that
allows readers to see an
entire task without

turning the page. Skills
are accessible and easy
to follow with Learning
Outcomes that outline

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brief overview of the
principles of the lesson
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updated case study for
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All you need to know about

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Server SharePoint is an enterprise portal server living under the Microsoft Office umbrella. It can be used as a local installation (on-premises) or an online service. The SharePoint Online service comes bundled with Office 365. You can use SharePoint to

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aggregate sites, information, data,
and applications into a single
portal. SharePoint 2019 contains
highly integrated features that
allow you to work with it directly
from other Office products such as
Teams, Word, Excel, PowerPoint,
and many others. SharePoint For

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update on how to make the most of
all the new SharePoint and Office
features—while still building on the
great and well-reviewed content in
the prior editions. The book shows
those new to SharePoint or new to
SharePoint 2019 how to get up and

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admins Learn how SharePoint
Online can get you started in
minutes without the hassle and

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to do all this: Customize your team
site's layout, features, and apps
Manage and share ideas,
documents, and data Capture and
organize content into lists and
libraries Automate business
processes with built-in workflows
Use social features to

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intelligence features Publish
Instruction: Tips Shortcuts
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SharePoint with Excel, Access,
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Organized for easy navigation, this helpful guide is designed to be used both as a start-to-finish tutorial and as a handy desk reference when you run into unfamiliar territory. Whether

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you're upgrading from a previous version or using the Office suite of applications for the first time, this book has you covered every step of the way. You'll find the answers you need, new tools you can use, and the step-by-step guidance that helps you get it right on the first

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try. Get acquainted with the Office
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dozens of tasks Compose
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organize your email, and more

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This book provides the ideal
rundown of Microsoft Office's full
feature set and capabilities. Even
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they were missing. If you need to
get things done with minimal
interruption to your workflow,

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guide showing step-by-step
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perspective, this guide will
be a valuable resource to
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applications that run on
Windows. PowerShell is great
for batch importing or deleting
large sets of user accounts
and will let you collect a
massive amount of detailed
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PowerShell, covers finding

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commands and packaging

code for reusability, right

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of automating IIS. It also
includes topics such as
installation and setup, creating
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using Powershell to access
data stores, registry, and file

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systems. You will explore the PowerShell environment and discover how to use cmdlets, functions, and scripts to automate Windows systems. Along the way, you will learn to perform data manipulation

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and solve common problems using basic file input/output functions. By the end of this book, you will be familiar with PowerShell and be able to utilize the lessons learned from the book to automate

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