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Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013, and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool. The important stuff you need to know: Create professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs, and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in Microsoft's SkyDrive.
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documents and forms with Adobe Acrobat DC. Each of the 13 lessons in this step-by-step, project-based guide contains a project that builds on their growing knowledge of the program, while end-of-chapter review questions reinforce each lesson. This cross-platform (Mac and Windows) book shows students how to collaborate effectively through electronic reviews, easily share their work across multiple platforms and devices (including via the new Adobe Document Cloud service), and speed up their production and business task workflow with Acrobat DC. All of the book's screenshots have been updated for the new edition, showing users how to navigate the completely overhauled user interface-- a selling point for existing users of the software. Readers will also learn how to use the new Tool pane so they can easily convert files (Microsoft Office documents and graphics) to PDF and then learn how to directly edit text and images in their PDFs. They'll also learn how to use the newly refreshed tools to build PDF or web forms, speed up business workflow by gathering feedback and approval via online document reviews. And they'll learn how to create interactive forms and track responses within Acrobat, how to add signatures and security to their PDF files, and much more. All of the project files used in the book's lessons are available for readers to download at peachpit.com.
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This is a pedagogical introduction to the coordinate-free approach in basic finite-dimensional linear algebra. The reader should be already exposed to the array-based formalism of vector and matrix calculations. This book makes extensive use of the exterior (anti-commutative, "wedge") product of vectors. The coordinate-free formalism and the exterior product, while somewhat more abstract, provide a deeper understanding of the classical results in linear algebra. Without cumbersome matrix calculations, this text derives the standard properties of determinants, the Pythagorean formula for multidimensional volumes, the formulas of Jacobi and Liouville, the Cayley-Hamilton theorem, the Jordan canonical form, the properties of Pfaffians, as well as some generalizations of these results.
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Advances in Information Retrieval Microsoft Press

This instructive book takes you step by step through ways to track, merge, and manage both open source and commercial software projects with Mercurial, using Windows, Mac OS X, Linux, Solaris, and other systems. Mercurial is the easiest system to learn when it comes to distributed revision control. And it's a very flexible tool that's ideal whether you're a lone programmer working on a small project, or part of a huge team dealing with thousands of files. Mercurial permits a countless variety of development and collaboration methods, and this book offers several concrete suggestions to get you started. This guide will help you: Learn the basics of working with a repository, changesets, and revisions Merge changes from separate repositories Set up Mercurial to work with files on a daily basis, including which ones to track Get examples and tools for setting up various workflow models Manage a project that's making progress on multiple fronts at once Find and fix mistakes by isolating problem sources Use hooks to perform actions automatically in response to repository events Customize the output of Mercurial Mercurial: The Definitive Guide maintains a strong focus on simplicity to help you learn Mercurial quickly and thoroughly.
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Collect, Combine, and Transform Data Using Power Query in Excel and Power BI Cambridge University Press

Statistical Computation for Programmers, Scientists, Quants, Excel Users, and Other Professionals Using the open source R language, you can build powerful statistical models to answer many of your most challenging questions. R has traditionally been difficult for non-statisticians to learn, and most R books assume far too much knowledge to be of help. R for Everyone, Second Edition, is the solution. Drawing on his unsurpassed experience teaching new users, professional data scientist Jared P. Lander has written the perfect tutorial for anyone new to statistical programming and modeling. Organized to make learning easy and intuitive, this guide focuses on the 20 percent of R functionality you'll need to accomplish 80 percent of modern data tasks. Lander's self-contained chapters start with the absolute basics, offering extensive hands-on practice and sample code. You'll download and install R; navigate and use the R environment; master basic program control, data import, manipulation, and visualization; and walk through several essential tests. Then, building on this foundation, you'll construct several complete models, both linear and nonlinear, and use some data mining techniques. After all this you'll make your code reproducible with LaTeX, RMarkdown, and Shiny. By the time you're done, you won't just know how to write R programs, you'll be ready to tackle the statistical problems you care about most. Coverage includes Explore R, RStudio, and R packages Use R for math: variable types, vectors, calling functions, and more Exploit data structures, including data.frames, matrices, and lists Read many different types of data Create attractive, intuitive statistical graphics Write user-defined functions Control program flow with if, ifelse, and complex checks Improve program efficiency with group manipulations Combine and reshape multiple datasets Manipulate strings using R's facilities and regular expressions Create normal, binomial, and Poisson probability distributions Build linear, generalized linear, and nonlinear models Program basic statistics: mean, standard deviation, and t-tests Train machine learning models Assess the quality of models and variable selection Prevent overfitting and perform variable selection, using the Elastic Net and Bayesian methods Analyze univariate and multivariate time series data Group data via K-means and hierarchical clustering Prepare reports, slideshows, and web pages with knitr Display interactive data with RMarkdown and htmlwidgets Implement dashboards with Shiny Build reusable R packages with devtools and Rcpp Register your product at informit.com/register for convenient access to downloads, updates, and corrections as they become available.

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Harness the power of Adobe InDesign's data merge and style panel. Whether you're creating custom mail-outs or other mail-merge needs, familiarize yourself with this powerful InDesign panel in this in-depth, step-by-step guide. This book shows you how to easily create, edit, and print data merged documents that match specific branding and style guidelines. You'll learn how to combine MS Excel to create a faster workflow and quickly turn your Adobe InDesign CC 2017 files into printer-ready files. In this book, we'll also take a look at how to apply paragraph and character styles to your text and how you can alter formatting using Global Regular Expressions Print (GREPs). With Data Merge and Styles for Adobe InDesign CC 2017 as your guide, you'll see how to save time and money by learning all the peculiarities and powerful features of Adobe InDesign data merge. By the end of this book, you'll be able to streamline your workflow and avoid using MS Word's mail merge and back-and-forth edits. What You'll Learn Create custom print media with text styles using Adobe InDesign CC 2017 Work with GREPs in conjunction with Character and Paragraph Styles to customize data Build a numbering sequence for tickets Create single and multiple data merges Who This Book Is For Students, graphic designers, and corporate administrators who need to create documents for events.

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Class-tested and coherent, this textbook teaches classical and web information retrieval, including web search and the related areas of text classification and text clustering from basic concepts. It gives an up-to-date treatment of all aspects of the design and implementation of systems for gathering, indexing, and searching documents; methods for evaluating systems; and an introduction to the use of machine learning methods on text collections. All the important ideas are explained using examples and figures, making it perfect for introductory courses in information retrieval for advanced undergraduates and graduate students in computer science. Based on feedback from extensive classroom experience, the book has been carefully structured in order to make teaching more natural and effective. Slides and additional exercises (with solutions for lecturers) are also available through the book's supporting website to help course instructors prepare their lectures.

R Markdown Sergei Winitzki

R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tufte handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, rmarkdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, Dynamic Documents with R and knitr, bookdown: Authoring Books and Technical Documents with R Markdown, and blogdown: Creating Websites with R Markdown. J.J. Allaire is the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including rmarkdown, flexdashboard, learnr, and radix. Garrett Grolemund is the co-author of R for Data Science and author of Hands-On Programming with R. He wrote the lubridate R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse.

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