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**KEY=WORK - CESAR ANDREW**

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## Business Visualization

### Effective Charts for Organizations

*New Riders Publishing Information visualization is a language. Like any language, it can be used for multiple purposes. A poem, a novel, and an essay all share the same language, but each one has its own set of rules. The same is true with information visualization: a product manager, statistician, and graphic designer each approach visualization from different perspectives. Data at Work was written with you, the spreadsheet user, in mind. This book will teach you how to think about and organize data in ways that directly relate to your work, using the skills you already have. In other words, you don't need to be a graphic designer to create functional, elegant charts, this book will show you how. Although all of the examples in this book were created in Microsoft Excel, this is not a book about how to use Excel. Data at Work will help you to know which type of chart to use and how to format it, regardless of which spreadsheet application you use and whether or not you have any design experience. In this book, you'll learn how to extract, clean, and transform data; sort data points to identify patterns and detect outliers; and understand how and when to use a variety of data visualizations including bar charts, slope charts, strip charts, scatterplots, bubble charts, boxplots, and more. Because this book is not a manual, it never specifies the steps required to make a chart, but the relevant charts will be available online for you to download, with brief explanations of how they were created.*

## Data at Work

### Best practices for creating effective charts and information graphics in Microsoft Excel

*New Riders Information visualization is a language. Like any language, it can be used for multiple purposes. A poem, a novel, and an essay all share the same language, but each one has its own set of rules. The same is true with information visualization: a product manager, statistician, and graphic designer each approach visualization from different perspectives. Data at Work was written with you, the spreadsheet user, in mind. This book will teach you how to think about and organize data in ways that directly relate to your work, using the skills you already have. In other words, you don't need to be a graphic designer to create functional, elegant charts: this book will show you how. Although all of the examples in this book were created in Microsoft Excel, this is not a book about how to use Excel. Data at Work will help you to know which type of chart to use and how to format it, regardless of which spreadsheet application you use and whether or not you have any design experience. In this book, you'll learn how to extract, clean, and transform data; sort data points to identify patterns and detect outliers; and understand how and when to use a variety of data visualizations including bar charts, slope charts, strip charts, scatter plots, bubble charts, boxplots, and more. Because this book is not a manual, it never specifies the steps required to make a chart, but the relevant charts will be available online*

for you to download, with brief explanations of how they were created.

## PC Mag

*PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.*

## Microsoft Manual of Style

*Pearson Education Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.*

## PC Mag

*PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.*

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*InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.*

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## Excel 2013: The Missing Manual

*"O'Reilly Media, Inc." The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.*

## Personal Computer Magazine

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## Computerworld

*For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.*

## InfoWorld

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## Macworld

### Preparing Data for Analysis with JMP

*SAS Institute An introduction on how to use JMP to manage data for analysis. The book is organized within a framework of statistical investigations and model-building (where data acquisition and prep commonly eat up something like 75% of the effort and time) and in doing so illustrates the new data handling features in JMP, such as Query Builder.*

## PC Mag

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## Rise of the DEO

### Leadership by Design

*New Riders The majority of companies, their employees and their leaders navigate a space where competitors appear overnight, customers demand innovations monthly, business plans rarely last a full year and career ladders have been replaced by trampolines. This environment of constant change will only accelerate in the future and traditional business leaders are ill equipped to deal with it. Just as we took our cues from MBAs and the military in casting the ideal CEO of the 20th century, we can look to design - in its broadest form - to model our future leader, the DEO. These leaders possess characteristics, behaviors and mindsets that allow them to excel in unpredictable, fast-moving and value-charged conditions. They are catalysts for transformation and agents of change. A hybrid of strategic business executive and creative problem-solver, the DEO is willing to take on anything as an object of design and looks at ALL problems as design challenges. Readers will learn not only why this form of leadership is essential to the success of modern organizations, but also what characteristics are best suited to this role. Through intimate conversations with leading DEOs, we explore the mindsets, communities, processes and practices common to creative business leaders. The book lays out—graphically and through example—how DEOs run their companies and why this approach makes sense now. We help readers identify these skills in themselves and their colleagues, and we guide them in using these skills to build, revive or reinvent the next generation of great companies and organization.*

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## The Functional Art

### An introduction to information graphics and visualization

*New Riders Unlike any time before in our lives, we have access to vast amounts of free information. With the right tools, we can start to make sense of all this data to see patterns and trends that would otherwise be invisible to us. By transforming numbers into graphical shapes, we allow readers to understand the stories those numbers hide. In this practical introduction to understanding and using information graphics, you'll learn how to use data visualizations as tools to see beyond lists of numbers and variables and achieve new insights into the complex world around us. Regardless of the kind of data you're working with—business, science, politics, sports, or even your own personal finances—this book will show you how to use statistical charts, maps, and explanation diagrams to spot the stories in*

the data and learn new things from it. You'll also get to peek into the creative process of some of the world's most talented designers and visual journalists, including Condé Nast Traveler's John Grimwade, National Geographic Magazine's Fernando Baptista, The New York Times' Steve Duenes, The Washington Post's Hannah Fairfield, Hans Rosling of the Gapminder Foundation, Stanford's Geoff McGhee, and European superstars Moritz Stefaner, Jan Willem Tulp, Stefanie Posavec, and Gregor Aisch. The book also includes a DVD-ROM containing over 90 minutes of video lessons that expand on core concepts explained within the book and includes even more inspirational information graphics from the world's leading designers. The first book to offer a broad, hands-on introduction to information graphics and visualization, *The Functional Art* reveals:

- Why data visualization should be thought of as "functional art" rather than fine art
- How to use color, type, and other graphic tools to make your information graphics more effective, not just better looking
- The science of how our brains perceive and remember information
- Best practices for creating interactive information graphics
- A comprehensive look at the creative process behind successful information graphics
- An extensive gallery of inspirational work from the world's top designers and visual artists

On the DVD-ROM: In this introductory video course on information graphics, Alberto Cairo goes into greater detail with even more visual examples of how to create effective information graphics that function as practical tools for aiding perception. You'll learn how to: incorporate basic design principles in your visualizations, create simple interfaces for interactive graphics, and choose the appropriate type of graphic forms for your data. Cairo also deconstructs successful information graphics from *The New York Times* and *National Geographic* magazine with sketches and images not shown in the book. All of Peachpit's eBooks contain the same content as the print edition. You will find a link in the last few pages of your eBook that directs you to the media files. Helpful tips: If you are able to search the book, search for "Where are the lesson files?" Go to the very last page of the book and scroll backwards. You will need a web-enabled device or computer in order to access the media files that accompany this ebook. Entering the URL supplied into a computer with web access will allow you to get to the files. Depending on your device, it is possible that your display settings will cut off part of the URL. To make sure this is not the case, try reducing your font size and turning your device to a landscape view. This should cause the full URL to appear.

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## MacUser

## EBOOK: Management Information Systems - Global edition

McGraw Hill The benchmark text for the syllabus organised by technology (a week on databases, a week on networks, a week on systems development, etc.) taught from a managerial perspective. O'Brien's *Management Information Systems* defines technology and then explains how companies use the technology to improve performance. Real world cases finalise the explanation

## Backpacker

*Backpacker* brings the outdoors straight to the reader's doorstep, inspiring and enabling them to go more places and enjoy nature more often. The authority on active adventure, *Backpacker* is the world's first GPS-enabled magazine, and the only magazine whose editors personally test the hiking trails, camping gear, and survival tips they publish. *Backpacker's* Editors' Choice Awards, an industry honor recognizing design, feature and product innovation, has become the gold standard against which all other outdoor-industry awards are measured.

## Network World

For more than 20 years, *Network World* has been the premier provider of information, intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations. Readers are responsible for designing, implementing and managing the voice, data and video systems their companies use to support everything from business critical applications to

employee collaboration and electronic commerce.

## Kiplinger's Personal Finance

The most trustworthy source of information available today on savings and investments, taxes, money management, home ownership and many other personal finance topics.

## First Look 2007 Microsoft Office System

Microsoft Press Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

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## ABA Journal

The ABA Journal serves the legal profession. Qualified recipients are lawyers and judges, law students, law librarians and associate members of the American Bar Association.

## Presentation Zen

# Simple Ideas on Presentation Design and Delivery

Pearson Education FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — [presentationzen.com](http://presentationzen.com) — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. Presentation Zen challenges the conventional wisdom of making "slide presentations" in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simpler, more effective presentations.

## InfoWorld