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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. It's true that some people spend years studying German before they finally get around to speaking the language. But here's a better idea. Skip the years of study and jump right to the speaking part. Sound crazy? No, it's language hacking. Unlike most traditional language courses that try to teach you the rules of German, #LanguageHacking shows you how to learn and speak German through proven memory techniques, unconventional shortcuts and conversation strategies perfected by one of the world's greatest language learners, Benny Lewis, aka the Irish Polyglot. Using the language hacks -shortcuts that make learning simple - that Benny mastered while learning his 11 languages and his 'speak from the start' method, you will crack the language code and exponentially increase your language abilities so that you can get fluent faster. It's not magic. It's not a language gene. It's not something only "other people" can do. It's about being smart with how you learn, learning what's indispensable, skipping what's not, and using what you've learned to have real conversations in German from day one. The Method #LanguageHacking takes a modern approach to language learning, blending the power of online social collaboration with traditional methods. It focuses on the conversations that learners need to master right away, rather than presenting language in order of difficulty like most courses. This means that you can have conversations immediately, not after years of study. Each of the 10 units culminates with a speaking 'mission' that prepares you to use the language you've learned to talk about yourself. Through the language hacker online learner community, you can share your personalized speaking 'missions' with other learners - getting and giving feedback and extending your learning beyond the pages of the book . You don't need to go abroad to learn a language any

more. Now fully revised and updated and featuring more than 55,000 entries, these foreign language dictionaries feature hundreds of new words reflecting today's cultural, political, and technological changes plus contemporary idioms and expressions. Revised reissue. "Méthode d'apprentissage du français pour anglophones. The book that changed the conversation on the contemporary museum With a range of truly blended resources, this book offers complete coverage and support through a variety of printed and electronic media. By working closely with AQA, Nelson Thornes have produced resources that will give students and teachers all they need to work through the specification with complete confidence. Learn modern German in 100 lively and entertaining lessons. In just five months, you will be able to hold a conversation with German speakers. The audio recordings, made by professional voice-over artists, are invaluable for picking up the rhythms of the spoken language. Workbook and CD Package German For Dummies uses the renowned Berlitz approach to get you up and running with the language - and having fun too! Designed for the total beginner, this guide - with dialogue and pronunciation audio CD included - introduces you to basic grammar, then speedily have you talking about: Dining out; Shopping; The office; Planning a trip; Recreation; Partying; Trains, planes, and automobiles. Table of contents · Getting Started. · German in Action · German on the Go · The Part of Tens It's true that some people spend years studying Spanish before they finally get around to speaking the language. But here's a better idea. Skip the years of study and jump right to the speaking part. Sound crazy? No, it's language hacking. Unlike most traditional language courses that try to teach you the rules of Spanish, #LanguageHacking shows you how to learn and speak Italian through proven memory techniques, unconventional shortcuts and conversation strategies perfected by one of the world's greatest language learners, Benny Lewis, aka the Irish Polyglot. Using the language hacks -shortcuts that make learning simple - that Benny mastered while learning his 11 languages and his 'speak from the start' method, you will crack the language code and exponentially increase your language abilities so that you can get fluent faster. It's not magic. It's not a language gene. It's not something only "other people" can do. It's about being smart with how you learn, learning what's indispensable, skipping what's not, and using what you've learned to have real conversations in Spanish from day one. The Method #LanguageHacking takes a modern approach to language learning, blending the power of online social collaboration with traditional methods. It focuses on the conversations that learners need to master right away, rather than presenting language in order of difficulty like most courses. This means that you can have conversations immediately, not after years of study. Each of the 10 units culminates with a speaking 'mission' that prepares you to use the language you've learned to talk about yourself. Through the language hacker online learner community, you can share your personalized speaking 'missions' with other learners - getting and giving feedback and extending your learning beyond the pages of the book . You don't need to go abroad to learn a language any more. An unmissable collection of eight unconventional and captivating short stories for young and adult learners. "I love Olly's work - and you will too!" - Barbara Oakley, PhD, Author of New York Times bestseller A Mind for Numbers Short Stories in German for Beginners has been written especially for students from beginner to intermediate level, designed to give a sense of achievement, and most importantly - enjoyment! Mapped to A2-B1 on the Common European Framework of Reference, these eight captivating stories will both entertain you, and give you a feeling of progress when reading. What does this book give you? · Eight stories in a variety of exciting genres, from science fiction and crime to history and thriller - making reading fun, while you learn a wide range of new vocabulary · Controlled language at your level, including the 1000 most frequent words, to help you progress confidently · Authentic spoken dialogues, to help you learn conversational expressions and improve your speaking ability · Pleasure! It's much easier to learn a new language when you're having fun, and research shows that if you're enjoying reading in a foreign language, you won't experience the usual feelings of frustration - 'It's too hard!' 'I don't understand!' · Accessible grammar so you learn new structures naturally, in a stress-free way Carefully curated to make learning a new language

easy, these stories include key features that will support and consolidate your progress, including · A glossary for bolded words in each text · A bilingual word list · Full plot summary · Comprehension questions after each chapter. As a result, you will be able to focus on enjoying reading, delighting in your improved range of vocabulary and grasp of the language, without ever feeling overwhelmed or frustrated. From science fiction to fantasy, to crime and thrillers, Short Stories in German for Beginners will make learning German easy and enjoyable. NATIONAL BESTSELLER • For anyone who wants to learn a foreign language, this is the method that will finally make the words stick. "A brilliant and thoroughly modern guide to learning new languages."—Gary Marcus, cognitive psychologist and author of the New York Times bestseller *Guitar Zero* At thirty years old, Gabriel Wyner speaks six languages fluently. He didn't learn them in school—who does? Rather, he learned them in the past few years, working on his own and practicing on the subway, using simple techniques and free online resources—and here he wants to show others what he's discovered. Starting with pronunciation, you'll learn how to rewire your ears and turn foreign sounds into familiar sounds. You'll retrain your tongue to produce those sounds accurately, using tricks from opera singers and actors. Next, you'll begin to tackle words, and connect sounds and spellings to imagery rather than translations, which will enable you to think in a foreign language. And with the help of sophisticated spaced-repetition techniques, you'll be able to memorize hundreds of words a month in minutes every day. This is brain hacking at its most exciting, taking what we know about neuroscience and linguistics and using it to create the most efficient and enjoyable way to learn a foreign language in the spare minutes of your day. These workbooks provide detailed, step-by-step grammar support for independent work. Varied activities track Student Book grammar coverage, while transition and exam-style practice sections provide further reinforcement. Separate book is available for AS. The GHG Protocol Corporate Accounting and Reporting Standard helps companies and other organizations to identify, calculate, and report GHG emissions. It is designed to set the standard for accurate, complete, consistent, relevant and transparent accounting and reporting of GHG emissions. Do you want to learn Swedish the fast, fun and easy way? And do you want to master daily conversations and speak like a native? Then this is the book for you. Learn Swedish: Must-Know Swedish Slang Words & Phrases by SwedishPod101 is designed for Beginner-level learners. You learn the top 100 must-know slang words and phrases that are used in everyday speech. All were hand-picked by our team of Swedish teachers and experts. Here's how the lessons work: • Every Lesson is Based on a Theme • You Learn Slang Words or Phrases Related to That Theme • Check the Translation & Explanation on How to Use Each One And by the end, you will have mastered 100+ Swedish Slang Words & phrases! Build your confidence in your German skills with practice, practice, practice! From present tense regular verbs to double object pronouns, this comprehensive guide and workbook covers all those aspects of German grammar that you might find a little intimidating or hard to remember. Practice Makes Perfect: Complete German Grammar focuses on the practical aspects of German as it's really spoken, so you are not bogged down by unnecessary technicalities. Each unit features crystal-clear explanations, numerous realistic examples, and dozens of engaging exercises in a variety of formats--including multiple choice, fill-in sentences and passages, sentence rewrites, and creative writing--perfect for whatever your learning style. Whenever possible, explanations include comparisons you to understand the basic logic behind the rules and to remember correct usage. This new edition includes: Time-saving vocabulary panels that eliminate having to look words up Advice on how to avoid common mistakes A detailed answer key for quick, easy progress checks Offering a winning formula for getting a handle on German grammar right away, Practice Makes Perfect: Complete German Grammar your ultimate resource for learning to speak German the way the native speakers do. Exam Revision Notes provide students with the perfect foundation for successful revision. The core topics common to the main AS/A-level specifications are covered in the form of concise and highly relevant notes. This helps students to identify the areas they need to revise, allowing them time to develop the higher level skills of analysis and evaluation. The Notes are accompanied by short commentaries that develop key points, identify common pitfalls and offer advice for tackling each topic. Have you been trying to learn German and simply can't find the way to expand your vocabulary? Do your teachers recommend you boring textbooks and complicated stories that you don't really understand? Are you looking for a way to learn the language quicker without taking shortcuts? If you answered "Yes!" to at least one of those previous questions, then this book is for you! We've compiled the

2000 Most Common Words in German, a list of terms that will expand your vocabulary to levels previously unseen. Did you know that -- according to an important study -- learning the top two thousand (2000) most frequently used words will enable you to understand up to 84% of all non-fiction and 86.1% of fiction literature and 92.7% of oral speech? Those are amazing stats, and this book will take you even further than those numbers! In this book: A detailed introduction with tips and tricks on how to improve your learning A list of 2000 of the most common words in German and their translations An example sentence for each word - in both German and English Finally, a conclusion to make sure you've learned and supply you with a final list of tips Don't look any further, we've got what you need right here! In fact, we're ready to turn you into a German speaker... are you ready to get involved in becoming one? The German Language is easy and difficult to learn at the same time. This a contradictory statement though. Easy if you learn it the right way and difficult if you try to learn it through short cuts. Let this be clear there is no short cut to learning only, shorter methods to learn. Pass your A1, A2 and B1 and B2 level examination in 3 months only. Required is just will power and enough interest to follow and practice the suggestions in the book. This book is good for both the teachers and the students, who often have to search and waste time and energy for "what should be taught?" or "What all I must learn" to clear my certifications. Pass your A1, A2 and B1 and B2 level examination in 3 months only. Required is just a sincere approach and enough interest to follow and practice the suggestions in the book. The book is good for both the teachers and the students, who often have to search and waste time and energy for "what should be taught?" or "What all I must learn" to clear my certifications. There has been a tremendous change in methods of teaching a language over the years. In developed countries, the cost books and access to modern learning systems still come at a huge cost, despite the availability. Besides the pressure of learning quickly has risen with demand in making oneself available for the opportunity. This may arise out of travel requirement, receive a client or altogether to present oneself as a prospective candidate at the knock of the hour. This book offers a solution to those who wish to take the capsule approach to cut down on the learning curve by saving both on investments in the form of time and money. Sincere effort is still required with some guidance German can be mastered in a matter of just 3 months. This book offers explanations of grammatical terms and functions as they apply to English and German. It illustrates the similarities and differences between the two languages and stresses the common linguistics pitfalls for English speakers. It includes review exercises with answers at the back. Dear readers, this material will be helpful for those preparing for Goethe-Zertifikat A2 level exam. It contains three sections: 1. Text message samples. 2. Letter samples. 3. Cliches or reference phrases for A2 level letter writing. This tutorial will also provide you as a bonus with some exam preparation materials concerning its integral part SPEAKING. Besides, the main recommendations on writing letters are added to be taken into consideration while writing letters and text messages. In order to pass an international language exam successfully one has to prepare for it in advance. Even if you took an appropriate level language course or learned with a private tutor individually or in a group or if you are quite confident and have considerable experience in communication with native speakers - despite this you should prepare for the exam. As you know international exams in German consist of four parts: LISTENING, READING, WRITING and SPEAKING. While preparing for the exam one need to focus on WRITING as exactly in this part you can demonstrate your knowledge, skills and capacities in the best way. In today's format of Start Deutsch A2 or Goethe-Zertifikate A2 part WRITING has found a new look: filling in a regular form that was expected by those who had taken Goethe- Zertifikate A1 level exam was replaced by writing a text message. Developed from celebrated Harvard statistics lectures, Introduction to Probability provides essential language and tools for understanding statistics, randomness, and uncertainty. The book explores a wide variety of applications and examples, ranging from coincidences and paradoxes to Google PageRank and Markov chain Monte Carlo (MCMC). Additional Every year more and more students save countless hours and dollars through the College-Level Examination Program® (CLEP®). CLEP helps students demonstrate college-level knowledge and earn college credit for that knowledge at more than 2,900 institutions that have CLEP policies. The sixteenth edition is the only source of complete information about the computer-based CLEP exams, containing sample questions and answers for all thirty-four exams, a CD tutorial for the Windows computer format, and test-taking tips and strategies. How do museums confront the violence of European colonialism, conquest, dispossession, enslavement, and genocide? Benny Lewis, who speaks over

ten languages—all self-taught—runs the largest language-learning blog in the world, Fluent In 3 Months. Lewis is a full-time "language hacker," someone who devotes all of his time to finding better, faster, and more efficient ways to learn languages. Fluent in 3 Months: How Anyone at Any Age Can Learn to Speak Any Language from Anywhere in the World is a new blueprint for fast language learning. Lewis argues that you don't need a great memory or "the language gene" to learn a language quickly, and debunks a number of long-held beliefs, such as adults not being as good of language learners as children. Explains how to learn foreign languages, offering practical advice for overcoming the obstacles. Learn to speak and write German like a pro! Need a quick introduction to the German language? Whether you're planning a vacation, adding a valuable second language to your resume, or simply brushing up on your skills, The Everything Essential German Book is your perfect guide for learning to speak and write in German. This portable guide covers the most important basics, including: The German alphabet and translation Greetings and conversation starters Common questions and answers Verb tenses and sentence structure With step-by-step instructions, pronunciation guides, and practical exercises, you'll find learning German can be easy and fun! You'll be speaking--and understanding--German in no time! Suitable for both independent study and class use, this text comprises an accessible reference grammar and related exercises in a single volume. Want to practice your German vocab through laughter? Want a quick tool for doing revisions before the German exam? Here you are! No more pain on learning German!! This book is exactly for you! Whether you are children or adults, this book is simply suitable for you! Travelflips flashcards empower travelers and language enthusiasts with useful words and phrases they can master in just a few days. This pocket-sized flashcard kit includes everything you need to quickly build essential vocabulary for your upcoming voyage. The Cambridge Advanced Learner's Dictionary gives the vital support which advanced students need, especially with the essential skills: reading, writing, listening and speaking. In the book: \* 170,000 words, phrases and examples \* New words: so your English stays up-to-date \* Colour headwords: so you can find the word you are looking for quickly \* Idiom Finder \* 200 'Common Learner Error' notes show how to avoid common mistakes \* 25,000 collocations show the way words work together \* Colour pictures: 16 full page colour pictures On the CD-ROM: \* Sound: recordings in British and American English, plus practice tools to help improve pronunciation \* UNIQUE! Smart Thesaurus helps you choose the right word \* QUICKfind looks up words for you while you are working or reading on screen \* UNIQUE! SUPERwrite gives on screen help with grammar, spelling and collocation when you are writing \* Hundreds of interactive exercises German Grammar in Context, 3rd Edition includes updated textual examples which provide the basis for an

accessible and engaging approach to learning grammar. Using authentic texts from a variety of contemporary sources such as newspapers, magazines, poems, TV and film scripts, books or online sources, each chapter explores a key aspect of German grammar. Following each text, exercises are provided to reinforce understanding and build effective comprehension and communication skills. Helpful keyword boxes translate difficult vocabulary in the texts, and recommended reading sections offer advice on additional grammar resources and website links. German Grammar in Context is an essential resource for students at CEFR level B1–C2 and Intermediate–Advanced High on the ACTFL scale. It is suitable for both classroom use and independent study. A Frequency Dictionary of German is an invaluable tool for all learners of German, providing a list of the 4,034 most frequently used words in the language. Based on a 4.2 million-word corpus which is evenly divided between spoken, fiction and non-fiction texts, the dictionary provides a detailed frequency-based list plus alphabetical and part of speech indexes. All entries in the rank frequency list feature the English equivalent, a sample sentence plus an indication of major register variation. The dictionary also contains twenty-one thematically organized lists of frequently used words on a variety of topics as well as eleven special vocabulary lists. A Frequency Dictionary of German aims to enable students of all levels to maximize their study of German vocabulary in an efficient and engaging way. PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &– Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector. A revolutionary guidebook to achieving peace of mind by seeking the roots of human behavior in character and by learning principles rather than just practices. Covey's method is a pathway to wisdom and power. Contains 12 grammar units with language examples in German and instructions in English. Each unit in this photocopiable book consists of three sections: Patterns and Rules, Practice and Exam Focus.