

1. Record Nr.	UNINA9910154893803321
Autore	Harris Paul E.
Titolo	99 Tricks and Traps for Microsoft Project 2013 and 2016 : The Casual User's "Survival Guide"
Pubbl/distr/stampa	Eastwood Harris Pty Ltd
ISBN	1-925185-34-6
Descrizione fisica	1 online resource (viii, 122 p.) : ill
Disciplina	658.4040285536
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Sommario/riassunto	<p>This book has been superseded by "99 Tricks and Traps for Microsoft Project 2013, 2016 and 2019" 9781925185652. The casual user's survival guide For users who understand the basics and want a brief text to demonstrate the less intuitive functions. The book is aimed at Project Management Professionals who are casual or new users and understand the software basics but require a short and snappy guide. It is the sort of book that may be read without a computer on the bus, train or plane. This book quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft Project 2013 and 2016 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate. About the Author: Paul Harris is the founder and director of Eastwood Harris Pty Ltd, a Melbourne Australia consulting firm that serves project management professionals, engineers and large organizations around the world. Eastwood Harris offers high level consulting and training on</p>

project management and controls. Harris is the author of more than a dozen books on project management software and is a Certified Cost Engineer, a certified PRINCE2 Practitioner and a member of the Project Management Institute (PMI). Visit his web site at <http://www.eh.com.au>.

2. Record Nr.	UNINA9910162859503321
Autore	Villoldo Alberto
Titolo	Illumination : the shaman's way of healing
Pubbl/distr/stampa	[Place of publication not identified], : Hay House, 2010
ISBN	1-4019-2791-2
Descrizione fisica	1 online resource (183 pages)
Disciplina	299.8/144
Soggetti	Shamanism Spiritual healing Eastern Religions Religion Philosophy & Religion
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Bibliographic Level Mode of Issuance: Monograph
Nota di contenuto	The hunter and the hunted -- Taming the prehistoric brain -- Archetypal death and the great awakening -- The stages of initiation -- Seven demons and seven angels -- Vanquishing the demons of youth -- Vanquishing the demons of maturity -- The initiations of youth -- The initiations of maturity -- The shaman's gifts : building personal power.
Sommario/riassunto	Illumination guides the reader on a healing journey, forged by the timeless wisdom of indigenous cultures and the latest theories of neurobiology. Through various stages in this journey of initiation, we grow to understand the causes of our suffering and how to free ourselves from the pain and drama of our unhealed emotions. Life itself invites us to be initiated through many means--the possibility of love, the loss of a parent or friend, the birth of a child, or a serious health

crisis. True initiation is empowered by facing personal challenges and experiencing the spiritual rebirth--or illumination--that follows. Unifying this book is the sacred process of transforming toxic emotions into sources of power and grace. Illumination shows us how to bid a joyful goodbye to the people and places we have met, discovering a sacred space where the spirit inhabits, uniting the body and soul. When we learn to let go from difficult situations and problems, to accept our lives as they are, we can begin to identify with a self that is eternal. Recounting his own experiences, tracing the mythologies of an array of cultures, and expanding his inquiry into the field of neurobiology, Alberto Villoldo shows readers how they can benefit from these sacred practices.

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