

1. Record Nr.	UNINA9910452463503321
Autore	Weverka Peter
Titolo	Office 2013 all-in-one for dummies [[electronic resource] /] / by Peter Weverka
Pubbl/distr/stampa	Hoboken, N.J., : Wiley, 2013
ISBN	1-118-55024-2
Descrizione fisica	1 online resource (819 p.)
Collana	--For dummies Office 2013 all-in-one for dummies
Disciplina	005.5
Soggetti	Business - Computer programs Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Office 2013 All-in-One For Dummies; About the Author; Contents at a Glance; Table of Contents; Introduction; What's in This Book, Anyway?; What Makes This Book Different; Foolish Assumptions; Conventions Used in This Book; Icons Used in This Book; Book I: Common Office Tasks; Chapter 1: Office Nuts and Bolts; A Survey of Office Applications; Starting an Office Program; Finding Your Way Around the Office Interface; Saving Your Files; Navigating the Save As and Open Windows; Opening and Closing Files; Reading and Recording File Properties; Locking a File with a Password Chapter 2: Wrestling with the TextManipulating the Text; Changing the Look of Text; Quick Ways to Handle Case, or Capitalization; Entering Symbols and Foreign Characters; Creating Hyperlinks; Chapter 3: Speed Techniques Worth Knowing About; Undoing and Repeating Commands; Zooming In, Zooming Out; Viewing a File Through More Than One Window; Correcting Typos on the Fly; Entering Text Quickly with the AutoCorrect Command; Book II: Word 2013; Chapter 1: Speed Techniques for Using Word; Introducing the Word Screen; Creating a New Document; Getting a Better Look at Your Documents Selecting Text in Speedy WaysMoving Around Quickly in Documents; Inserting a Whole File into a Document; Entering Information Quickly in a Computerized Form; Chapter 2: Laying Out Text and Pages; Paragraphs and Formatting; Inserting a Section Break for Formatting Purposes; Breaking a Line; Starting a New Page; Setting Up and

Changing the Margins; Indenting Paragraphs and First Lines; Numbering the Pages; Putting Headers and Footers on Pages; Adjusting the Space Between Lines; Adjusting the Space Between Paragraphs; Creating Numbered and Bulleted Lists; Working with Tabs; Hyphenating Text

Chapter 3: Word Styles All About Styles; Applying Styles to Text and Paragraphs; Creating a New Style; Modifying a Style; Creating and Managing Templates; Chapter 4: Constructing the Perfect Table;

Talking Table Jargon; Creating a Table; Entering the Text and Numbers; Selecting Different Parts of a Table; Laying Out Your Table; Aligning Text in Columns and Rows; Merging and Splitting Cells; Repeating Header Rows on Subsequent Pages; Formatting Your Table; Using Math Formulas in Tables; Neat Table Tricks; Chapter 5: Taking Advantage of the Proofing Tools; Correcting Your Spelling Errors

Checking for Grammatical Errors in Word Getting a Word Definition; Finding and Replacing Text; Researching a Topic Inside Word; Finding the Right Word with the Thesaurus; Proofing Text Written in a Foreign Language; Translating Foreign Language Text; Chapter 6: Desktop Publishing with Word; Experimenting with Themes; Sprucing Up Your Pages; Making Use of Charts, Diagrams, Shapes, Clip Art, and Photos; Working with the Drawing Canvas; Positioning and Wrapping Objects Relative to the Page and Text; Working with Text Boxes; Dropping In a Drop Cap; Watermarking for the Elegant Effect

Putting Newspaper-Style Columns in a Document

Sommario/riassunto

Home and business users around the globe turn to Microsoft Office and its core applications every day. Whether you're a newcomer or a veteran Office user, this friendly-but-informative guide provides in-depth coverage on all the newest updates and enhancements to the Office 2013 suite. With an overview of tools common to all Office applications and self-contained minibooks devoted to each Office application, Office 2013 All-in-One For Dummies gets you up to speed and answers the questions you'll have down the road. Explores the new Office interface and explains how it works a

2. Record Nr.	UNINA9910463494703321
Autore	Meakins Felicity
Titolo	A grammar of Bilinarra : an Australian aboriginal language of the Northern Territory // Felicity Meakins, Rachel Nordlinger
Pubbl/distr/stampa	Boston ; ; Berlin : , : De Gruyter Mouton, , [2014] ©2014
ISBN	1-61451-274-4
Descrizione fisica	1 online resource (558 p.)
Collana	Pacific linguistics, , 1448-8310 ; ; volume 640
Altri autori (Persone)	Nordlinger Rachel <1969->
Disciplina	499/.15
Soggetti	Pama-Nyungan languages - Australia - Northern Territory - Grammar Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Front matter -- Preface -- Acknowledgements -- Table of contents -- List of tables -- List of figures -- List of abbreviations -- Conventions used in transcription and glossing -- Conventions used in transcription and glossing -- Recording metadata -- Map -- Chapter 1 The language and its speakers -- Chapter 2 Phonology -- Chapter 3 Parts of speech -- Chapter 4 Nominals 1: Nouns, case, adnominal and derivational morphology -- Chapter 5 Nominals 2: Demonstratives, interrogatives, directionals and possessives -- Chapter 6 Pronouns -- Chapter 7 Inflecting verbs and coverbs -- Chapter 8 Syntax of simple sentences -- Chapter 9 Complex sentences -- Appendix -- Word list -- List of suffixes -- List of enclitics -- References -- Index of subjects -- Index of suffixes and clitics by gloss
Sommario/riassunto	This volume provides the first comprehensive description of Bilinarra, a Pama-Nyungan language of the Victoria River District of the Northern Territory (Australia). Bilinarra is a highly endangered language with only one speaker remaining in 2012 and no child learners. The materials on which this grammatical description is based were collected by the authors over a 20 year period from the last first-language speakers of the language, most of whom have since passed away. Bilinarra is a member of the Ngumpin subgroup of Pama-Nyungan which forms a part of the Ngumpin-Yapa family, which also includes Warlpiri. It is non-configurational, with nominals commonly omitted, arguments

cross-referenced by pronominal clitics and word order grammatically free and largely determined by information structure. In this grammatical description much attention is paid to its morphosyntax, including case morphology, the pronominal clitic system and complex predicates. A particular strength of the volume is the provision of sound files for example sentences, allowing the reader access to the language itself.
