

# User Guide

## 使用手冊

*Accessibility Hints*



Performance at the Speed of Change



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**books24x7** Personal Folder 個人資料夾：收藏與管理個人讀物。

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View by: Business Topics

- Business Skills
- Corporate Case Studies & Interviews
- Employee Training & Development
- Finance & Accounting
- Human Resources
- International Business
- Management & Leadership
- Marketing & Sales
- Project Management
- Quality & Manufacturing Management
- Team Skills
- Technology in Business

**Upcoming Webinars**

See all upcoming webinar events

**Good to Know**

ExecBlueprints Excerpts  
Browse all Collections  
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**books24x7** Search 檢索：輸入檢索詞彙。

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CEO's Top Pics

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Recommended

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Business Topics: Business Skills

Subtopics:

- Career Development (149)
- Communication/Negotiations (218)
- Creative Thinking (86)
- Decision-Making & Problem-Solving (106)
- Ethics (44)
- Presentation Skills (81)
- Supervisory Skills (47)
- Work-Life Balance (47)
- Writing Skills (49)

瀏覽次主題。

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Browse Topics  
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 Creative Thinking  
 Decision-Making & Problem-Solving  
 Ethics  
 Presentation Skills  
 Supervisory Skills  
 Time Management & Productivity  
 Work-Life Balance  
 Writing Skills  
 Corporate Case Studies & Interviews

打開次主題即可瀏覽列於主題之下的書籍。

Business Skills: Career Development

Titles: [1-10] 11-20 21-30 31-... (of 177)

Filter Options

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The Art of Woo: Using Strategic Persuasion to Sell Your Ideas (A Summary)

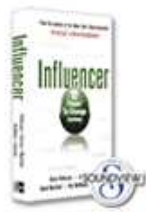
book authors: G. Richard Shell and Mario Moussa  
 Soundview Executive Book Summaries © 2008

The authors of The Art of Woo introduce a four-step process as a systematic, repeatable strategy for putting your ideas across that will win people over rather than defeat them. Read this summary to gain an understanding of the concepts in the book.



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business topics  
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 Communication/Negotiations  
 Creative Thinking  
 Decision-Making & Problem-Solving  
 Ethics  
 Presentation Skills  
 Supervisory Skills  
 Time Management & Productivity  
 Work-Life Balance  
 Writing Skills



Influencer: The Power To Change Anything (A Summary)

book authors: Kerry Patterson, Joseph Grenny, David Maxfield, Ron McMillan and Al Switzler  
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In Influencer, the authors present powerful influence principles and strategies that can be replicated and that others can learn. Read this summary to gain an understanding of the concepts in the book.



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點選GO執行檢索。

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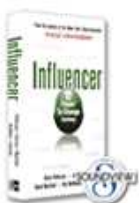
**The Art of Woo: Using Strategic Persuasion to Sell Your Ideas (A Summary)**

book authors: G. Richard Shell and Mario Moussa  
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  - Career Development
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  - Presentation Skills
  - Supervisory Skills
  - Time Management & Productivity
  - Work-Life Balance
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**Search Results**

178 titles found for query:

creating charts in excel in All Content All Collections

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Titles: [1-10] 11-20 21-30 31... (of 178) Filter Options



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by Joli Ballew, S. E. Slack and Jerri Ledford



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install Office 2007 to keeping it up to es, and integration with Vista, the best reasing produ

以及高關聯性的章節。

**Top Section Hits (of 6 in this title)**

- Chapter 18: Exploring Additional New Features in Excel (Creating Formulas with Ease)
- Chapter 9: Obtaining Immediate Results with Styles and Galleries (Creating and Saving Your Own Quick Style)
- Index (T)

Relevant Chapters in the [Table of Contents](#)

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View by: Business Topics

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- Employee Training & Development
- Finance & Accounting
- Marketing & Sales
- Project Management



您可以將任何的內容新增至個人書籤中。

點選 bookmark 即可將閱讀中的內容儲存至書籤中。

除了加入書籤之外，還可在閱讀中做註記。

Content

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Chapter 4

Understanding Backup Media

- CDs and DVDs
- External Hard Drives
- Flash Drives
- Network Drives
- Internet Options
- Copying Files Manually
- Backing Up E-mail
- Using Search Folders
- Summary

Search Hits

Chapter 4 - Backing Up Your Data

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## Chapter 4: Backing Up Your Data

If you've ever had a hard drive crash, you know how important it is to back up your data. If you to have a hard drive crash, consider yourself lucky. Your computer or hard drive will give out sometime, probably when you can least afford it. Knowing this, the time to create your first backup is not when your hard drive starts whirring and making painful noises. You need to have a backup plan in place at all times, have the items on hand you need to make the plan work, and take time to implement the plan on a regular basis.

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Mary Jones | Akara Consulting

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Personal Folders

- Default
- Corporate Folders
- CEO's Top Pics
- System Folders
- What's New
- Top Titles
- Recommended
- History
- Manage Folders

Create Bookmark Note

PC Magazine Office 2007 Solutions

Add title to folder Default or to new folder

Bookmark

Section Chapter 4 - Backing Up Your Data

Label Chapter 4 - Backing Up Your Data

Notes

也可將書籤的內容儲存至 個人資料夾 (Personal Folder) 中。

更可針對書籤做註記或筆記，便於瀏覽參考。

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點選 Settings 編輯個人帳號設定。

## User Settings

## Password

## Set your Personal Preferences

## User Information

User Name: mjones (cannot be modified at this time)

Password: [Change Password](#)First Name:  e.g. JaneLast Name:  e.g. DoeE-Mail Address: 

## Collections

- AnalystPerspectives
  - GovEssentials
  - OfficeEssentials
  - FinancePro
  - Oracle Press
  - Well-BeingEss
- New Book Alerts 新書通知設定

## E-mail Options

## Sharing a Link:

- Automatically launch my email client when sharing a link

## New Book Alerts:

Book Alert options: 

- All Collections