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More than a quick fix or another "how-to" guide, the book offers an entirely new way of attaining productivity that users at any level of expertise can put into action right away. This is "bit literacy," a method for working more productively in the digital age, with less stress.

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information generally. Mark

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Hurst, in his characteristically simple writing style, explains the principles (e.g. "let the bits go") and practices (e.g. how to get your email inbox to 0 every day) needed to thrive and survive in the digital age.

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about productivity programs, computer security, and most importantly, computer basics. This Microsoft Digital Literacy - IT Basics, Internet & Productivity Programs course contains computer literacy lessons that are useful for those who have little or no knowledge of the internet and computers.

More than a quick fix or another "how-to" guide, the book offers an entirely new way of attaining productivity that users at any level of expertise can put into action right away.

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There's finally a solution for information overload. Bit Literacy, the new book by Mark Hurst, describes how to manage e-mail, todos, photos, a media diet, and other sources of stress for people today. Bit Literacy is written for normal, non-techie users, and it doesn't require any special software or computer skills. Read the book and you'll start working more productively, so as to live a fuller life outside of work. -
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Why do companies so often fail to give customers what they want? "Customers Included" provides a roadmap for any executive or entrepreneur who wants to create better products and services. Using real-world case studies—from Apple, Google, Netflix, and Walmart to an African hand pump, a New York City park, and the B-17 bomber—the book clearly explains why including the customer is an essential ingredient of success for any team, company, or organization. Mark Hurst, a pioneer in the field of customer experience, provides practical tips for

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and applications for school and the workplace, computer security and privacy, the latest in digital lifestyle topics, and so much more. Walks you through the basics of developing essential computer technology skills Shows you how to gain the digital literacy skills required to succeed in education, at home, and in the workforce Explains how the use of smartphones and digital cameras contribute to digital literacy With the introduction of 3G and 4G services in emerging countries like India, worldwide Internet usage is increasing exponentially.

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With this technological growth comes an opportunity for people of all ages and from all walks of life to learn new skills to keep them ahead of the curve. Packed with easy-to-follow explanations and seasoned with a bit of humor and fun, Digital Literacy For Dummies makes it easy and accessible for anyone to harness the power of technology to remain relevant in school or at work.

This book addresses the rising productivity gap between the global frontier and other firms, and identifies a number of

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structural impediments
constraining business start-
ups, knowledge diffusion and
resource allocation (such as
barriers to up-scaling and
relatively high rates of
skill mismatch).

Productivity for Librarians
provides tips and tools for
organizing, prioritizing and
managing time along with
reducing stress. The book
presents a resources guide
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challenges faced by librarians, the author supplies a balanced view of a variety of tools and techniques for dealing with overwork and stress. There are many books on productivity, but none specifically targeted at library workers. We face unique challenges in our profession and this book will address these This book will not espouse a single approach to dealing with overwork and stress, but will instead present a balanced view of several tools and techniques that are of assistance This book provides a resource guide for continued learning about

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and exploration of productivity as applied to the reader's individual circumstances. The author has also created an online community for readers to share information and continue their work

Over the past decade, Internet technology, now merging into that of mobile technology, has transformed the multiple facets of life in society across the world, changing work and leisure patterns, and placing greater demands on us as active, democratic citizens. The Internet literacy handbook, intended for parents, teachers and young

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people throughout Europe, is a guide to exploiting to the fullest this complex network of information and communication. The handbook is comprised of 21 fact sheets, each covering a particular topic on Internet use, from searching for information to setting up blogs through to e-shopping and e-citizenship. These fact sheets offer teachers and parents sufficient technical know-how to allow them to share young people's and children's voyages through communication technology. They highlight ethical and safety considerations, give insight into added value in

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education, provide ideas for constructive activities in class or at home, share best practice in Internet use, and provide a wealth of definitions and links to sites that give practical examples and further in-depth information.

With contributions from leading scholars, this compelling volume offers fresh insights into literacy teaching and learning—and the changing nature of literacy itself—in today's K-12 classrooms. The focus is on varied technologies and literacies such as social networking sites, text messaging, and online

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communities. Cutting-edge approaches to integrating technology into traditional, print-centered reading and writing instruction are described. Also discussed are ways to teach the new skills and strategies that students need to engage effectively with digital texts. The book is unique in examining new literacies through multiple theoretical lenses, including behavioral, semiotic, cognitive, sociocultural, critical, and feminist perspectives.

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