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Office 2013: The Missing Manual Nancy Conner,Matthew MacDonald,2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft s SkyDrive

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Microsoft Excel Text Book Manish Soni,2024-11-10 Join us on this exploration of Excel s features and functionalities and let it become your go to tool for all things data Whether you re a novice seeking the basics or a seasoned user aiming to refine your skills these pages are designed to be your guide and companion in the world of Excel

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Geology and Resource Potential of the Congo Basin Maarten J. de Wit, François Guillocheau, Michiel C. J. de Wit, 2015-01-02 This book summarizes the geomorphology geology geochronology geophysics and mineral resources of the Congo Basin one of the world's most enigmatic and poorly understood major intra continental sedimentary basins and its flanking areas of Central Africa It provides an up to date analysis of the large region's origin and evolution The book's nineteen chapters take the reader through the entire basement history as well as the Basin's ca 700 million years of cover

sequences Starting from its Archean cratons and Proterozoic mobile belts and proceeding through the Phanerozoic sequences including the most recent Cenozoic successions the book also explores the present drainage systems and the subtle but complex topography of the Congo Basin It also presents and evaluates new basin models and related dynamic processes as well as revised correlation schemes with its Gondwana counterparts in South America all of which provide key insights into its rich diamond deposits and other mineral wealth which are documented in the final chapters A specific feature of this book is its synthesis performed by teams of active experts of a vast amount of geoscientific data previously only recorded in research reports company reports survey bulletins and scattered journal articles and books The sheer size of the Congo Basin ca 1 8 million km² or just under half the area of the EU and Central Africa some 7 million km² or more than 70% of the area of the USA will make this a sought after source of information and inspiration on this unique region

Crustal Evolution of India and Antarctica N.C. Pant ,S. Dasgupta ,2017-10-13 The Proterozoic aeon involved at least three major continental readjustments India and Antarctica appear in most models of supercontinent reconstructions but their relative position has been the subject of debate High resolution petrological and geochronological data especially from the Proterozoic mobile belts provide the principal means of resolving this issue The ice covered nature of Antarctica allows only limited access to the rocks and then only in coastal tracts so detailed studies in more accessible Proterozoic terrains in India assume added significance This volume a follow up to the XII International Symposium on Antarctic Earth Science Goa a SCAR symposium provides new data from selected locations in east Antarctica Enderby Land and Dronning Maud Land and from India including the Eastern Ghats Mobile Belt EGMB Chota Nagpur Gneissic Complex the Khasi Hills and the Aravalli Delhi Mobile Belt The presented geochronological data constrained by petrological studies are expected to provide new insights especially into the EGMB east Antarctica connection and the rate of continental readjustments in the post Rodinia break up

Antarctica and Supercontinent Evolution S.L. Harley,I.C.W. Fitzsimons,Y. Zhao ,2014-01-24 Antarctica preserves a rock record that spans three and a half billion years of history and has a remarkable story to tell about the evolution of our Earth from the hottest crustal rocks yet found in an orogenic system to the assembly and breakup of Gondwana in the Phanerozoic This volume highlights our improved understanding of the tectonic events that have shaped Antarctica and how these potentially relate to supercontinent assembly and fragmentation The internal constitution of the East Antarctic Shield is assessed using information available from the basement geology and from detritus preserved as Mesozoic sediments in the Trans Antarctic Mountains Accretionary orogenesis along the proto Pacific margin of Antarctica is examined and the volumes of intracrustal melting compared with juvenile magma additions in these complex orogenic systems assessed This special volume demonstrates the diversity of approaches required to elucidate and understand crustal evolution and evaluate the supercontinent concept

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