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Microsoft Word è un software sofisticato che consente di creare documenti funzionali, puliti ed eleganti. Spesso però, ci si limita all'uso delle funzionalità di base, sottostimando le potenzialità del software e perdendo tempo in noiose e ripetitive operazioni. Questo libro è un'ottima guida per imparare a padroneggiare Word nella versione 2016: dalle operazioni più semplici, come la creazione di un documento e la formattazione del testo, fino alla gestione di scritti complessi, con sezioni, note, sommario, intestazioni e piè di pagina. Il testo è pensato sia per chi si avvicina per la prima volta a un programma di videoscrittura, sia per chi proviene da una versione precedente di Word e vuole approfondire le novità dell'edizione 2016.

The first comprehensive guide to women's promotion and use of textual culture, in manuscript and print, in Renaissance Italy.

The most comprehensive guide to Microsoft Word 2016 If you're a professional who uses Word, but aren't aware of its many features or get confused about how they work best, Word 2016 For Professionals For Dummies answers all your burning questions about the world's number-one word processing software. Offering in-depth coverage of topics you won't find in Word 2016 For Dummies, this guide focuses on the professional's needs, giving you all you need to know not only do your job well, but to do it even better. As Microsoft continues to hone Word with each new release, new features are added beyond basic word processing. From using Word to create blog posts to importing data from Excel to expertly flowing text around objects, it covers the gamut of Word's more advanced capabilities—including those you probably don't know exist. Whether you're looking to use Word to build a master document, collaborate and share, publish an ebook, or anything in between, the thorough, step-by-step guidance in Word 2016 For Professionals For Dummies makes it easier. Discover neat Word editing tips and tricks to create complex documents Share documents and collaborate with others Format text, paragraphs, and pages like never before Add Excel charts and graphics to Word documents Create an ebook Essential reading for the Word power user who wants to be more productive and efficient at work, this handy guide gives you the boost to take your skills to the next level.

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Un manuale pensato e scritto per gli studenti e per i professionisti del settore non profit. Dopo una panoramica che esplora il profilo socio-culturale del mondo del non profit, il testo affronta le dimensioni della comunicazione del Terzo Settore. Da quelle più classiche come l'ufficio stampa e la comunicazione organizzativa a quelle emergenti come storytelling, fund raising, nuovi media e valutazioni di impatto sociale. Una guida essenziale per conoscere tutti gli aspetti fondamentali, teorici e pratici di un settore in costante crescita.

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ⓂRewritingⓂ is one of the most crucial but at the same time one of the most elusive concepts of literary scholarship. In order to contribute to a further reassessment of such a notion, this volume investigates a wide range of medieval and early modern literary transformations, especially focusing on texts (and contexts) of Italian and French Renaissance literature. The first section of the book, "Rewriting", gathers essays which examine medieval and early modern rewritings while also pointing out the theoretical implications raised by such texts. The second part, "Rewritings in Early Modern Literature", collects contributions which account for different practices of rewriting in the Italian and French Renaissance, for instance by analysing dynamics of repetition and duplication, verbatim reproduction and free reworking, textual production and authorial self-fashioning, alterity and identity, replication and multiplication. The volume strives at shedding light on the complexity of the relationship between early modern and ancient literature, perfectly summed up in the motto written by Pietro Aretino in a letter to his friend the painter Giulio Romano in 1542: "Essere modernamente antichi e anticamente moderni".

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