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with various versions and improvements throughout the years and lately Microsoft has really been pushing their user base to use their online subscription based versions rather than the desktop versions we are all used to. You might have heard of Office 365 or Microsoft 365 which are the subscription based (pay for) versions but there is also another option that you can use for free called Office for the Web (previously named Office Online), and this version just might have enough features to allow you to get your work done without costing you any money. The goal of this book is to get you up and

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Running with Office for the Web and cover all the things you need to know to get you working with these online productivity applications. It sticks with the basics yet covers all aspects of the application to help you accomplish your goals without needing to be a computer genius. The content of this book will also apply to Office 365 users. The chapters in the book cover the following topics: Chapter 1 - Getting Started Chapter 2 - OneDrive Chapter 3 - Word Chapter 4 - Excel Chapter 5 - PowerPoint Chapter 6 - Outlook, Calendar and People Chapter 7 - OneNote Chapter 8 - Additional Apps Chapter 9 -

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Chapter 10 - Extras About the Author James
Bernstein has been working with various
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Active Directory, DNS, DHCP, Networking,
Microsoft Office, Exchange, and more. He has
obtained certifications from Microsoft,
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continues to strive to learn new technologies
to further his knowledge on a variety of
subjects. He is also the founder of the
website OnlineComputerTips.com, which offers

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its readers valuable information on topics such as Windows, networking, hardware, software, and troubleshooting. Jim writes much of the content himself and adds new content on a regular basis. The site was started in 2005 and is still going strong today.

An innovative guide to living gamefully, based on the program that has already helped nearly half a million people achieve remarkable personal growth In 2009, internationally renowned game designer Jane McGonigal suffered a severe concussion.

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Unable to think clearly or work or even get out of bed, she became anxious and depressed, even suicidal. But rather than let herself sink further, she decided to get better by doing what she does best: she turned her recovery process into a resilience-building game. What started as a simple motivational exercise quickly became a set of rules for “post-traumatic growth” that she shared on her blog. These rules led to a digital game and a major research study with the National Institutes of Health. Today nearly half a million people have played SuperBetter to get stronger, happier, and healthier. But the

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Life-changing ideas behind SuperBetter are much bigger than just one game. In this book, McGonigal reveals a decade's worth of scientific research into the ways all games—including videogames, sports, and puzzles—change how we respond to stress, challenge, and pain. She explains how we can cultivate new powers of recovery and resilience in everyday life simply by adopting a more “gameful” mind-set. Being gameful means bringing the same psychological strengths we naturally display when we play games—such as optimism, creativity, courage, and determination—to real-world goals.

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Drawing on hundreds of studies, McGonigal shows that getting superbetter is as simple as tapping into the three core psychological strengths that games help you build:

- Your ability to control your attention, and therefore your thoughts and feelings
- Your power to turn anyone into a potential ally, and to strengthen your existing relationships
- Your natural capacity to motivate yourself and super-charge your heroic qualities, like willpower, compassion, and determination

SuperBetter contains nearly 100 playful challenges anyone can undertake in order to build these gameful strengths. It includes

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Stories and data from people who have used the SuperBetter method to get stronger in the face of illness, injury, and other major setbacks, as well as to achieve goals like losing weight, running a marathon, and finding a new job. As inspiring as it is down to earth, and grounded in rigorous research, SuperBetter is a proven game plan for a better life. You'll never say that something is "just a game" again.

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'A fun, interesting, and useful read!' David Allen, bestselling author of Getting Things Done Nearly all of us want to be more productive, but finding the method that works for you among the hundreds and hundreds of different tips, tricks and hacks can be a daunting prospect. After graduating college, Chris Bailey decided to dedicate a whole year to doing just that - experimenting with as many of the techniques as he could, and finding the things that work. Among the experiments that he undertook are: going several weeks on little to no sleep; cutting out caffeine and sugar; taking a daily

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Siesta; living in total isolation for 10 days; stretching his workweek to 90 hours; and getting up at 5:30 every morning, all the while monitoring the impact of his experiments on the quality and quantity of his work. The results were often surprising! This book is the result of Chris's year-long journey, distilling the lessons he learned into a few core truths about how we get things done (or, indeed, don't). Among the many counterintuitive insights Chris discovered that had the biggest impact on his productivity were striving for imperfection; scheduling less time for important tasks; the

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The second rule to distract yourself from distractions; and the concept of productive procrastination. In this accessible and fun guide, Chris Bailey offers over 30 tried-and-tested best practices that will help everyone to accomplish more - and become more awesome.

A practical guide to managing your attention--the most powerful resource you have to get stuff done, become more creative, and live a meaningful life Our attention has never been as overwhelmed as it is today. Many of us recognize that our brains struggle to multitask. Despite this, we feel compelled

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To do so anyway while we fill each moment of our lives to the brim with mindless distraction. Hyperfocus provides profound insights into how you can best take charge of your attention to achieve a greater sense of purpose and productivity throughout the day. The most recent neuroscientific research reveals that our brain has two powerful modes that can be unlocked when we use our attention effectively: a focused mode (hyperfocus), which is the foundation for being highly productive, and a creative mode (scatterfocus), which enables us to connect ideas in novel ways. Hyperfocus helps you

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access each of the two mental modes so you can concentrate more deeply, think more clearly, and work and live more deliberately every day. Chris Bailey examines such topics such as: • identifying and dealing with the four key types of distraction and interruption; • establishing a clear physical and mental environment in which to work; • controlling motivation and working fewer hours to become more productive; • taking time-outs with intention; • multitasking strategically; and • learning when to pay attention and when to let your mind wander wherever it wants to. By transforming how you

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