

# Paperless A Macsparky Field Guide

The Flourishing Teacher Blending Leadership DEVONthink The Expert Way Mac at Work iPad at Work Christina Bieber Lake Stephen J. Valentine Jeremy P. Jones David Sparks David Sparks

The Flourishing Teacher Blending Leadership DEVONthink The Expert Way Mac at Work iPad at Work *Christina Bieber Lake Stephen J. Valentine Jeremy P. Jones David Sparks David Sparks*

drawing on more than twenty years of teaching experience christina bieber lake helps you rediscover your passion for the teaching profession creatively structured around the typical rhythms of the academic calendar this book offers refreshing and practiced advice about how to flourish in the midst of the teaching life

an organizational approach to more effective school leadership online and off leadership especially in a school setting is too important to be merely intuitive in this generous book steve and reshan outline a new way of thinking for a new kind of leader recommended seth godin author of what to do when it s your turn and it s always your turn if you re a school leader blending leadership is the book you need to guide your thinking in today s increasingly networked educational environment your students and staff may have varying degrees of comfort with technology but this book will give you solid guidance on how to lead them both online and offline and chart a path to the future daniel h pink author of drive blending leadership provides all school leaders with a unique approach to utilizing technology for more effective learning and leadership as the online aspects of schools become just as important as their brick and mortar counterparts leaders must be as effective screen to screen as they are face to face drawing from research experience and real world examples this book explores and unpacks six core beliefs necessary for the blended leader to succeed between email websites apps updates tweets attachments infographics youtube and unceasing notifications most people are inundated with digital detritus and they either grow to ignore it or get swept under it effective blended leaders see these distractions as spurs to action models test cases remixable commodities and learning opportunities blending leadership gives you the perspective you need to excel and the knowledge to leverage the tools at your disposal

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bridge the gap between using a mac at home and at the office now that you love your mac at home you want to use one at the office without missing a beat of productivity or professionalism this unique guide shows you how you ll find best mac business practices for handling word processing spreadsheet and presentation creation task and project management and graphics the book also explores topics such as hardware maintenance how to synchronize with multiple computers data backup and communication with windows networks covers the nuts and bolts of using a mac at work including synchronizing with multiple computers backing up data and communicating with windows networks goes beyond simple coverage of microsoft office or iwork to show you how to professionally create and interact with typical office systems and documents provides best software and best practices for creating and using spreadsheets word processing documents and slide presentations on a mac gives you helpful guidelines and suggestions that can be lacking in an office where the it department is focused primarily on pcs find out the best ways to use your mac in the office and get more productive than ever

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