

## Laser A2 Workbook

**Millions of users create and share Excel spreadsheets every day, but few go deeply enough to learn the techniques that will make their work much easier. There are many ways to take advantage of Excel's advanced capabilities without spending hours on advanced study. Excel Hacks provides more than 130 hacks -- clever tools, tips and techniques -- that will leapfrog your work beyond the ordinary. Now expanded to include Excel 2007, this resourceful, roll-up-your-sleeves guide gives you little known "backdoor" tricks for several Excel versions using different platforms and external applications. Think of this book as a toolbox. When a need arises or a problem occurs, you can simply use the right tool for the job. Hacks are grouped into chapters so you can find what you need quickly, including ways to: Reduce workbook and worksheet frustration -- manage how users interact with worksheets, find and highlight information, and deal with debris and corruption. Analyze and manage data -- extend and automate these features, moving beyond the limited tasks they were designed to perform. Hack names -- learn not only how to name cells and ranges, but also how to create names that adapt to the data in your spreadsheet. Get the most out of PivotTables -- avoid the problems that make them frustrating and learn how to extend them. Create customized charts -- tweak and combine Excel's built-in charting capabilities. Hack formulas and functions -- subjects range from moving formulas around to dealing with datatype issues to improving recalculation time. Make the most of macros -- including ways to manage them and use them to extend other features. Use the enhanced capabilities of Microsoft Office 2007 to combine Excel with Word, Access, and Outlook. You can either browse through the book or read it from cover to cover, studying the procedures and scripts to learn more about Excel. However you use it, Excel Hacks will help you increase productivity and give you hours of "hacking" enjoyment along the way.**

**Laser A2 : [new level]. Class audio CD : includes material for KETLASER FOR KAZAKHSTAN A2 WORKBOOK PACK. Laser A1+Class Audio CDs MacMillan**

**Colourful boxes and tables present language clearly Lively, illustrated exercises and games make practice fun and effective Pre-tests identify students difficulties Regular revision sections and progress tests consolidate language learning CD-ROMs provide more grammar practice and games Teachers Guide includes answer keys and extra photocopiable test**

**Laser 3rd Edition B2 Student's Book and CD-ROM with MPO**

**Excel Hacks**

**Gateway 2nd Edition - Build Up to B1**

**Laser A1+ 3E SB + CD + MPO Pack**

***The Workbook of Excavation***

***Cambridge English Empower. Student's Book (A2)***

Shyness is a common problem that comes with a high price. If you suffer from shyness or social anxiety you might avoid social situations and may have trouble connecting with others due to an extreme fear of humiliation, rejection, and judgment. As a shy person, you may also experience panic attacks that make it even more likely that you'll avoid social situations. With *The Mindfulness and Acceptance Workbook for Social Anxiety and Shyness*, the authors' acceptance and commitment therapy (ACT) program for overcoming shyness has become available to the public for the first time. This program has been found to be highly effective in research studies for the treatment of social anxiety disorder and related subclinical levels of shyness. In the first section, you will confront performance fears, test anxiety, shy bladder, and interpersonal fears—fundamental symptoms of social anxiety. The second part helps you learn psychological flexibility to improve your ability to accept the feelings, thoughts, and behavior that may arise as you learn to work past your anxiety. By keeping your values front and center, you will gradually learn to move beyond your fears and toward greater social confidence. This book has been awarded The Association for Behavioral and Cognitive Therapies Self-Help Seal of Merit — an award bestowed on outstanding self-help books that are consistent with cognitive behavioral therapy (CBT) principles and that incorporate scientifically tested strategies for overcoming mental health difficulties. Used alone or in conjunction with therapy, our books offer powerful tools readers can use to jump-start changes in their lives.

No other description available.

Libro para el alumno con código de acceso a “Laser Practice Online” con práctica adicional online de exámenes que permite a los estudiantes y sus profesores evaluar y realizar un seguimiento de los progresos.

**ACADEMIC PROGRESS GCC SPEAKING AND LISTENING LEVEL 2 STUDENT BOOK AND MYENGLISHLAB.**

**Basic Spanish**

**Tips & Tools for Streamlining Your Spreadsheets**

**Laser B2**

**לוסיפו רויצ, תוקיתע, הקיאדוי, פסכ ירבד, מיטישכת**

Gateway is an academically-rich five-level course designed to lead teenage students to success in school-leaving and university entrance exams and prepare them for university and the world of work.

**Skills in English Reading Level 1 Teacher's Book** The Garnet Education Skills in English series was highly

commended in the Duke of Edinburgh English Speaking Union English Language Book Award in 2004. Do you have to read texts in English as part of your studies? Then you need Skills in English Reading. This course builds the skills that help you do reading research in English. At Level 2, you learn how to: skim for the main idea; skim for the topic of paragraphs; read for an established purpose; understand non-text markers; distinguish fact from opinion; make inferences - 'read between the lines'; recognise the author's point of view; apply ideas to real-world situations; transfer information, e.g., text to outline; and react to a text. As well as preparing students for entry into English-medium study, the Skills in English Course is ideal for students who wish to improve their scores in skills-based examinations for university entry requirements, such as the International English Language Testing System (IELTS). Rather than focusing on exam preparation, Skills in English teaches the necessary skills as part of a systematic programme of language development. Skills in English courses are also available in Listening, Speaking and Writing. See the Skills in English website at [skillsinenglish.com](http://skillsinenglish.com) for additional materials and help.

**Key Features**  
Reading texts a maximum of 500 words  
Listening texts a maximum of 800 words  
Speaking tasks up to five paragraphs, with writing assignments between five and ten well-structured paragraphs  
Test booklets containing theme tests, a revision test after five units, plus an end-of-course test  
Teacher's Book containing full answer keys, methodology notes and transcript of listening material  
Accompanying Teacher's Book, Student Test Pack and Teacher Test Booklet also available.

**Destination B1: Grammar and Vocabulary** has been designed for intermediate students at B1 (Threshold) level on the Council of Europe's Common European Framework Scale. It is the ideal grammar and vocabulary practice books for all students preparing to take any B1 level exam: e.g. Cambridge PET and for students working towards B2 level exams in the future.

**Laser A2 : [new level]. Class audio CD** : includes material for KET

**Destination C1 & C2**

**My Skills Book**

**Grammar & Vocabulary**

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**Gateway B1 Student Book**

*Grammar Explorer prepares students for academic success through captivating National Geographic content and assignments that mirror the requirements of academic life. Going beyond clear grammar charts and instruction, Grammar Explorer challenges students to think critically while using grammar in their listening, speaking, reading, and writing. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

***The features of this volume include: a systematic approach to word formation; a focus on grammar, providing essential FC grammar practice; a list of collocations and patterns; and a phrasal verb reference section with definitions from the Macmillan English Dictionary for Advanced Learners.***

***This is a new level in the Laser series, designed to help students in the transition towards more exam-related study. The Audio CD contains all the songs featured in the Student's Book for classroom Workbook with Key***

***The Mindfulness and Acceptance Workbook for Social Anxiety and Shyness  
Grammar Explorer 3***

***FCE. .... Teacher's book***

***Round Up 5 Sb, 3Ed***

***Sterling Test Prep GRE Physics Practice Questions***

Helps students prepare and practise for their school-leaving exams and equips them with lifelong learning and study skills. Taking an inductive approach to Grammar, this title revises and extends the students' knowledge of grammar and vocabulary through varied skills-based activities that recycle, revise, evaluate and develop language skills.

Oehlert's text is suitable for either a service course for non-statistics graduate students or for statistics majors. Unlike most texts for the one-term grad/upper level course on experimental design, Oehlert's new book offers a superb balance of both analysis and design, presenting three practical themes to students: • when to use various designs • how to analyze the results • how to recognize various design options Also, unlike other older texts, the book is fully oriented toward the use of statistical software in analyzing experiments.

Captivating Discovery Education(TM) video and stimulating global topics spark curiosity and engage teenage learners.

Eyes Open Level 3 Student's Book

A First Course in Design and Analysis of Experiments

GATEWAY 2ND EDITION A1+ WORKBOOK.

Gold Experience A2 Teacher's Book

Gateway A2

Using Acceptance and Commitment Therapy to Free Yourself from Fear and Reclaim Your Life

*Focus is a rich, varied and clearly structured upper secondary course that provides motivating content and a reliable exam preparation path. Its methodology is built around the concept of 3Ms - Motivation, Memory and Meaning that underpin the benefits of the course for learners and signal its pedagogical effectiveness to teachers.*

*Contains comprehensive coverage of reading, writing, listening and speaking skills. In this title, the CD-ROM reinforces the material learnt with unit-specific exercises. It also offers a wealth of extra information and exercises online and provides useful preparation for students working towards school-leaving exams.*

*One day, Haruhi, a scholarship student at exclusive Ouran High School, breaks an \$80,000 vase that belongs to the "Host Club," a mysterious campus group consisting of six super-rich (and gorgeous) guys. To pay back the damages, she is forced to work for the club, and it's there that she discovers just how wealthy the boys are and how different they are from everybody else. -- VIZ Media*

*FCE. .... Student's book. / Malcolm Mann*

*The Social Studies and Geography Tool Kit*

*Gateway A2 Student Book*

*English World 1*

*Focus AmE 2 Students' Book and MyEnglishLab Pack*

*Destination B1*

**Destination C1 & C2 : Grammar and Vocabulary is the ideal grammar and vocabulary practice book for all advanced students preparing to take any C1 & C2 level exam: e.g. Cambridge CAE and Cambridge CPE.**

**Contains lessons on Spanish grammar followed by related exercises, with reading texts that encourage an understanding of the culture of Spanish-speaking countries.**

**Experience The Fun In Learning English Gold Experience is a fast-paced course that engages and motivates teenagers with its wide variety of contemporary topics. Contexts such as the internet, social media and television are relevant to students' lives and content-rich CLIL subjects help students learn about the world.**

**Laser A2 : [new level]. Teacher's book : includes material for KET ; with DVD-ROM and Digibook**

**Pinocchio, the Tale of a Puppet**

**Workbook**

**Laser**

**Skills in English**

## **LASER FOR KAZAKHSTAN A2 WORKBOOK PACK.**

GRE Physics practice questions with the most complete explanations and step-by-step solutions - guaranteed higher GRE Physics score! . Last updated Jan 8, 2016. "We regularly update and revise the content based on readers' feedback and latest test changes. The most current version is only available directly from Amazon and Barnes & Noble. " . To achieve a GRE Physics score, you need to develop skills to properly apply the knowledge you have and quickly choose the correct answer. You must solve numerous practice questions that represent the style and content of the GRE Physics. This GRE Physics prep book contains over 1,300 practice questions with detailed explanations and step-by-step solutions. It is the most complete and comprehensive study tool that will teach you how to approach and solve a multitude of physics problems. This book consists of: - 12 diagnostic tests to help you identify your strengths and weaknesses to optimize your preparation strategy - topical practice question sets to drill down on each topic from a variety of angles and formula applications - test-taking strategies to maximize your performance on the test day - sheets of formulae, equations, variables and units to know for each topic ----- The practice questions that comprise this book will help you to: - master important GRE Physics topics - assess your knowledge of topics tested on the GRE Physics - improve your test-taking skills - prepare for the test comprehensively and cost effectively ----- These practice questions cover the following physics topics tested on the GRE Physics: Kinematics & dynamics Force, motion, gravitation Equilibrium and momentum Work & energy Waves & periodic motion Sound Fluids & solids Light & optics Heat & thermodynamics Atomic & nuclear structure Laboratory methods

Pinocchio, The Tale of a Puppet follows the adventures of a talking wooden puppet whose nose grew longer whenever he told a lie and who wanted more than anything else to become a real boy.As carpenter Master Antonio begins to carve a block of pinewood into a leg for his table the log shouts out, "Don't strike me too hard!" Frightened by the talking log, Master Cherry does not know what to do until his neighbor Geppetto drops by looking for a piece of wood to build a marionette. Antonio gives the block to Geppetto. And thus begins the life of Pinocchio, the puppet that turns into a boy.Pinocchio, The Tale of a Puppet is a novel for children by Carlo Collodi is about the mischievous adventures of Pinocchio, an animated marionette, and his poor father and woodcarver Geppetto. It is considered a classic of children's literature and has spawned many derivative works of art. But this is not the story we've seen in film but the original version full of harrowing adventures faced by Pinnocchio. It includes 40 illustrations.

Laser A1+

Level 2. Reading course book

Gateway B1

Use of English

Class Audio CDs

A Grammar and Workbook