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**United States. National Technical
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A Guide to Computer User Support for Help Desk and Support Specialists Fred Beisse,2012-03-26 Equip current and future user support professionals with the critical people skills and exceptional technical knowledge necessary to provide outstanding support with Beisse s A GUIDE TO COMPUTER USER SUPPORT FOR HELP DESK AND SUPPORT SPECIALISTS 5E This useful guide focuses on the informational resources and technical tools students need most to function effectively in a support position Readers develop the skills to handle troubleshooting and problem solving successfully communicate with clients determine a client s specific needs and train end users as well as handle budgeting and other management priorities Clear balanced coverage in this edition highlights the latest trends and developments from Web and e mail based support to assistance with Windows 7 and cloud computing Engaging special features such as Tips and On the Web Pointers provide important insights while new Discussion Questions and Case Projects encourage active participation in the learning process Leading professional software HelpSTAR and Microsoft Office Project Professional 2010 accompany Beisse s A GUIDE TO COMPUTER USER SUPPORT FOR HELP DESK AND SUPPORT SPECIALISTS 5E to reinforce the knowledge and skills your students need for success in today s user support positions Important Notice Media content referenced within the product description or the product text may not be available in the ebook version [A Guide to Computer User Support for Help Desk & Support Specialists](#) Fred Beisse,2004 A standard for help desk professionals and those considering becoming support professionals this text focuses on key information for user support professionals including decision making communicating successfully with a client determining the client s specific needs and writing for the end user This text has been updated to reflect the latest in support industry trends especially the use of Web and email based support For those considering entering the field alternate career paths for user support workers are described This edition has retained and updated the CloseUp feature which details real life scenarios of working professionals and issues in the workplace With balanced coverage of both people skills and technical skills this book is an excellent resource for those in the technical support field **Controlling Language in Industry** Stephen Crabbe,2017-01-30 This book provides an in depth study of controlled languages used in technical documents from both a theoretical and practical perspective It first explores the history of controlled languages employed by the manufacturing industry to shape and constrain the information in technical documents The author then offers a comparative analysis of existing controlled languages and distills the best practice features of those language systems He concludes by offering innovative models that can be used to develop and trial a new controlled language This book will be of interest to linguists working in technical and professional communication as well as writers and practitioners involved in the production of technical documents for companies in multiple industries and geographical locations [Information Technology for Librarians and Information Professionals](#) , Jonathan M. Smith,2021-03-25 This comprehensive primer introduces information technology topics foundational to many services offered in today s libraries and information

centers Written by a librarian it clearly explains concepts familiar to the I T professional with an eye toward practical applications in libraries for the aspiring technologist Chapters begin with a basic introduction to a major topic then go into enough technical detail of relevant technologies to be useful to the student preparing for library technology and systems work or the professional needing to converse effectively with technology experts Many chapters also present current issues or trends for the subject matter being discussed The twelve chapters cover major topics such as technology support computer hardware networking server administration information security web development software and systems development emerging technology library management technologies and technology planning Each chapter also includes a set of pedagogical features for use with instruction including Chapter summaryList of key termsEnd of chapter question setSuggested activitiesBibliography for further readingList of web resources Those who will find this book useful include library information science students librarians new to systems or information technology responsibilities and library managers desiring a primer on information technology

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