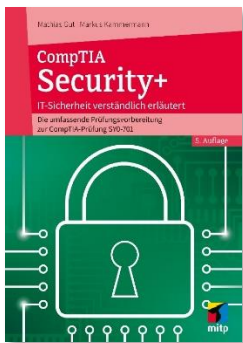


# NEW RELEASES IN JANUARY/FEBRUARY 2025

## Short overview



### **COMPTIA SECURITY+**

IT SAFETY MADE EASY

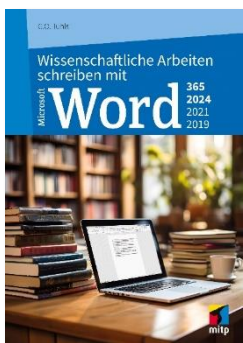
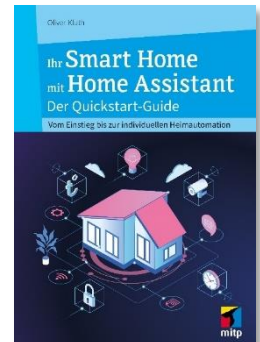
**AI NEEDS LEADERSHIP**  
SUCCESSFULLY SHAPING  
AI TRANSFORMATION IN  
THE COMPANY



### **PAPER FLOWERS**

MADE WITH CREPE  
PAPER

**YOUR SMART HOME WITH  
HOME ASSISTANT**  
THE QUICKSTART-GUIDE



### **WRITING SCIENTIFIC PAPERS WITH MICROSOFT WORD**

**WORKING EFFECTIVELY  
WITH MS TEAMS, ONENOTE,  
OUTLOOK & CO.**

COLLABORATION AND  
SELF-ORGANIZATION  
WITH MICROSOFT 365



## COMPTIA SECURITY+ IT SAFETY MADE EASY



- IN-DEPTH AND COMPREHENSIVE OVERVIEW OF IT SECURITY
- INCLUDING ALL THE LATEST CHANGES TO THE LEGAL SITUATION REGARDING DATA PROTECTION AND DATA SECURITY
- WITH PREPARATION QUESTIONS FOR EACH SUBJECT AREA

712 pages, € 59.99 (D)  
Softcover, 17 x 24 cm  
ISBN: 978-3-7475-0968-5

**Mathias Gut** is an information and cyber security expert. He is trained and certified in various areas of security issues. As a lecturer, he teaches in the field of information technology with a focus on IT security in higher vocational education. **Markus Kammermann**, a qualified ICT project manager, has been working in systems and network technology for more than twenty years. He is a lecturer in higher vocational education and author of numerous specialist books.

## **AI NEEDS LEADERSHIP**

### **SUCCESSFULLY SHAPING AI TRANSFORMATION IN THE COMPANY**



- AI BASICS FOR MANAGERS
- INTRODUCTION TO MODERN MANAGEMENT CONCEPTS IN THE CONTEXT OF AI
- STRATEGIC USE OF AI FOR CORPORATE SUSTAINABILITY

152 pages, € 29,99 (D)  
Softcover, 17 x 24 cm  
ISBN: 978-3-7475-0971-5

**Jan Ahrend** works as a freelance coach and gives specialist presentations at conferences as a change manager. Due to his many years of working with multifaceted clients - from start-ups to OTTO and Bertelsmann - he draws on a large pool of experience in digital transformation and the introduction of innovations and design thinking.

## PAPER FLOWERS MADE WITH CREPE PAPER



- MAKE DECORATIVE FLOWERS IN AN EASY WAY WITH SIMPLE MATERIALS
- FROM DAHLIAS AND EUCALYPTUS TO COMPLETE BOUQUETS WITH BINDWEED
- WITH DETAILED STEP-BY-STEP INSTRUCTIONS

120 pages, € 22 (D)  
Hardcover, 19 x 19 cm  
In full color  
ISBN: 978-3-7475-0950-0

**Marlene Birkmann** is a successful paper artist and has inspired countless fans with her social media presence “paper.lene”, showing them how to create deceptively real floral decorations. With her flower posts, she is part of the global Paper Flower Artists community.



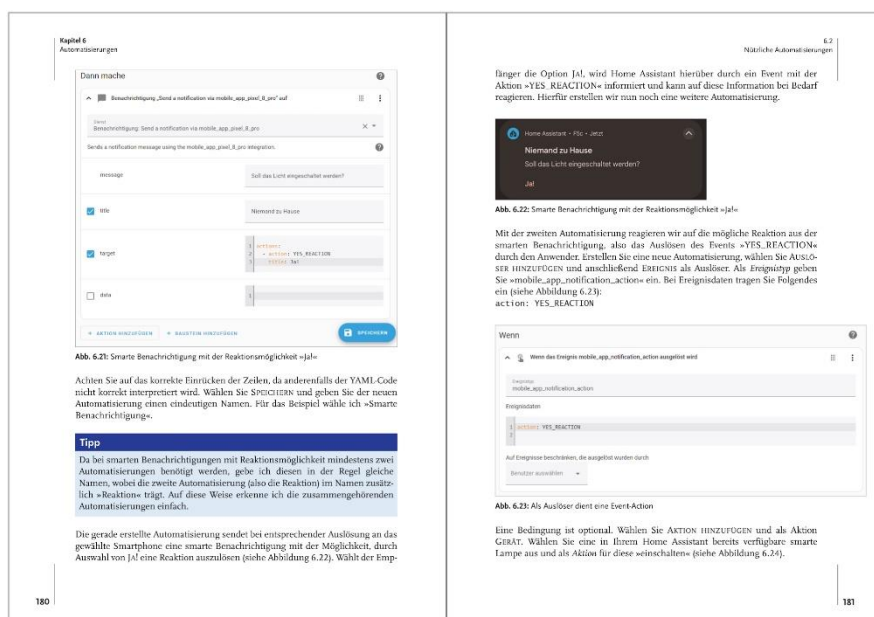
## YOUR SMART HOME WITH HOME ASSISTANT THE QUICKSTART-GUIDE



- FIRST STEPS FROM INSTALLATION AND CONFIGURATION TO ADDING NEW SMART HOME DEVICES
- AUTOMATIONS AND SMART SCRIPTS WITH SCENES, BLUEPRINTS AND YAML CODE
- NUMEROUS MUST-HAVE SETTINGS AND PRACTICAL TIPS FOR THE PERFECT SMART HOME

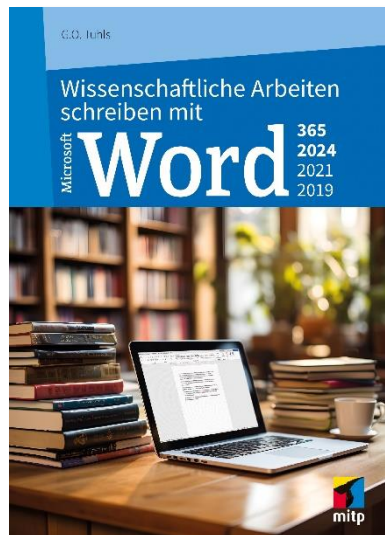
320 pages, € 27 (D)  
Softcover, 17 x 24 cm  
In full color  
ISBN: 978-3-7475-0911-1

Oliver Kluth has been working with home assistants on a daily basis since 2018 and shares his experiences and tips based on them at [smarterkram.de](https://smarterkram.de) and on YouTube. His focus is on bringing his own smart home into the best possible harmony with family life - without having to sacrifice convenience.





# WRITING SCIENTIFIC PAPERS WITH MICROSOFT WORD



- STEP BY STEP TO PERFECTLY FORMATTED PAPERS FOR ALL SUBJECT AREAS
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- FROM TABLES AND GRAPHICS TO FORMULAS AND BIBLIOGRAPHY

424 pages, € 26 (D)  
Softcover, 17 x 24 cm  
ISBN: 978-3-7475-0938-8

G.O. Tuhls has worked for many years as an Office trainer specializing in communication, presentations and correspondence and supports Word and PowerPoint users as a helper and moderator in the "Microsoft Answers" forum.

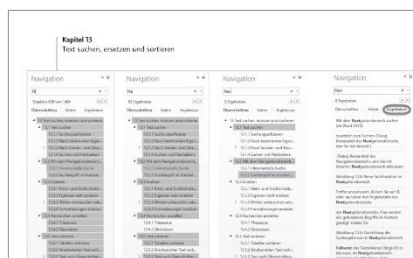


Abb. 13.5: Interne Suche und Suchergebnisse im Kontext (rechts)

## 13.2.2 Suchbegriff im Kontext anzeigen

Eine weitere Erleichterung beim Suchen bietet das Register **ERGEBNISSE** des Navigationsbereichs. Hier werden alle gefundenen Begriffe im Kontext gezeigt, so dass Sie bereits hier erkennen können, welche Fundstelle für Sie relevant ist.

## 13.3 Ersetzen

Die Erweiterung der Suchfunktion ist das Ersetzen, also ein Austausch eines gefundenen Begriffs gegen einen anderen. Dazu

- öffnen Sie in der **ERWEITERTEN SUCHE** das Register **ERSETZEN** oder
- rufen Sie den **ERSETZEN**-Dialog direkt mit **START | Gruppe BEARBEITEN: ERSETZEN** auf oder
- drücken Sie **STRG + H**.

Die Bedienung der **ERSETZEN**-Funktionen ist identisch mit der Suchfunktion.

Im Feld **SUCHEN NACH:** tragen Sie den gesuchten Begriff ein, im Feld **ERSETZEN DURCH:** den neuen Begriff. Mit einem Klick auf **WEITERES ERSETZEN** starten Sie die Suche.



Abb. 13.6: ERSETZEN-Dialog

Beachten Sie bei der Behandlung der Treffer diese Bedienweisen:

- Ein Klick auf **WEITERES ERSETZEN** übergeht den Treffer beim Ersetzen.
- Ein Klick auf **ERSETZEN** ersetzt den Treffer durch den neuen Begriff und springt sofort zum nächsten Treffer weiter.
- Ein Klick auf **ALLE ERSETZEN** wandelt alle Treffer ohne Nachfrage in die Neufassung um.

Die erweiterten Suchoptionen sind nach einem Klick auf **ERWEITERN** auch für das Ersetzen vorhanden und lassen sich sowohl für den Suchbegriff als auch für den Ersatztext verwenden.

## 13.3.1 Klein- und Großschreibung beim Ersetzen

Klein- und Großschreibung wird beim Ersetzen an die Schreibweise des gefundenen Begriffs angepasst. Ein Sachbegriff »ersetzen« mit dem Ersatzbegriff »austauschen« ersetzt »Ersetzen« durch »Austauschen« und »ersetzen« durch »austauschen«.

Aber: Eine Suche nach »Maß« mit dem Ersatzbegriff »Bierhumpen« ersetzt »Maß« durch »Bierhumpen«, aber auch das Verb »maße« durch »hierhumpen«. Um dem zu begegnen, können Sie in den erweiterten Optionen die Suchbedingung **GROSS- UND KLEINSCHREIBUNG BEACHTEN** aktivieren. Damit wird als Treffer nur gewertet, was exakt der Schreibweise im Feld **SUCHEN NACH:** entspricht.

## 13.3.2 Ergänzen statt ersetzen

Gelegentlich muss ein Suchbegriff nicht ersetzt, sondern ergänzt werden. Haben Sie z. B. beim Schreiben Ihres Textes mehrfach nur den Hauptautor einer Quelle angeführt, möchten diesen Hinweis in der Endfassung aber um »und andere« ergänzen, geben Sie im **ERSETZEN**-Feld zunächst ein **&** ein, gefolgt vom Ergänzungstext, im Falle des Beispiels also: »& und andere«. Word lässt dann den Suchbegriff an den Fundstellen stehen und trägt die Ergänzung nach.



# NEW RELEASES IN MARCH 2025

## Short overview

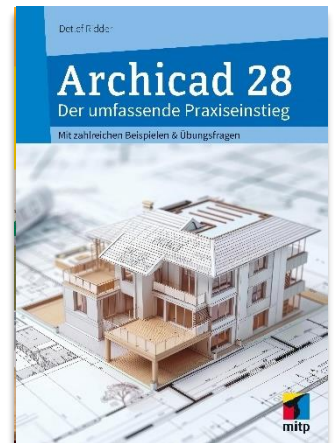


### **CHATGPT IN SCHOOL**

MODERN TEACHING  
WITH AI

### **ARCHICAD 28**

THE COMPREHENSIVE  
PRACTICAL  
INTRODUCTION



### **PROGRAMMING 3D- GAMES WITH UNITY**

EASY WITHOUT PRIOR  
KNOWLEDGE

### **PLOTTING ON ACRYLIC**

OVER 30 CREATIVE  
PROJECTS TO DECORATE  
AND GIVE AS GIFTS



### **CRAFT PROJECTS WITH PAPER PUNCHES**

OVER 25 IDEAS FOR  
DECORATING AND  
GIFTING

## CHATGPT IN SCHOOL MODERN TEACHING WITH AI



- PREPARE LESSONS AND CORRECT SCHOOLWORK WITH AI TOOLS
- DATA PROTECTION-COMPLIANT USE OF AI IN THE CLASSROOM
- NUMEROUS PRACTICAL EXAMPLES FOR DIFFERENT SCHOOL TYPES AND SUBJECTS

296 pages, € 27 (D)  
Softcover, 17 x 24 cm  
ISBN: 9-783-7475-0877-0

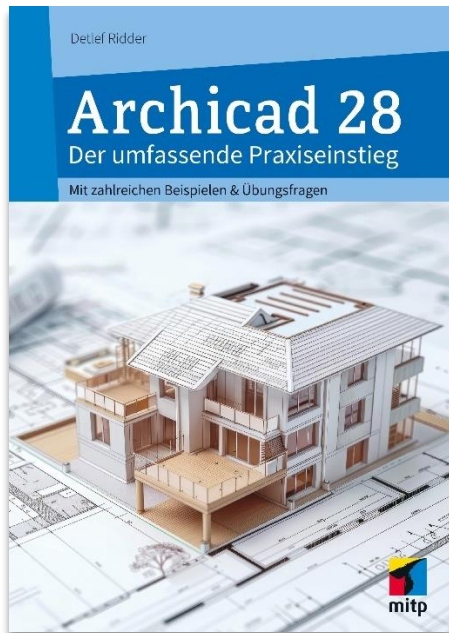
**Barbara Engelke** works as a teacher and subject supervisor for German at a Bavarian grammar school. In her educational work, she is committed to introducing young people to new challenges and equipping them with the necessary skills for the future.

**Ulrich Engelke** works as a management consultant for online marketing with a focus on SEO. He is particularly interested in technical innovations and their economic and social impact



## **ARCHICAD 28**

### THE COMPREHENSIVE PRACTICAL INTRODUCTION



- INTRODUCTION TO THE MOST IMPORTANT OPERATING ELEMENTS
- WITH MANY PRACTICAL DESIGN EXAMPLES
- NUMEROUS EXERCISE QUESTIONS WITH SOLUTIONS

480 pages, € 44,99 (D)  
Softcover, 17 x 24 cm  
ISBN: 9-783-7475-0895-4

**Detlef Ridder** gives training courses on AutoCAD, Inventor, Revit and Archicad as well as CNC and has already published numerous books on these topics.

## PROGRAMMING 3D GAMES WITH UNITY EASY WITHOUT PRIOR KNOWLEDGE



- DEVELOP COMPLETE 2D AND 3D GAMES STEP BY STEP
- ANIMATE CHARACTERS AND DESIGN LANDSCAPES AND BUILDINGS
- LEARNING TO PROGRAM BY PLAYING FOR BEGINNERS

416 pages, € 27 (D)  
Softcover, 17 x 24 cm  
ISBN: 9-783-7475-0923-4

**Hans-Georg Schumann** is a retired computer science and mathematics teacher and successful author of specialist books.

## PLOTTING ON ACRYLIC

### OVER 30 CREATIVE PROJECTS TO DECORATE AND GIVE AS GIFTS



- BEAUTIFUL IDEAS FOR DECORATIONS AND GIFTS FOR ALL SEASONS
- NUMEROUS VALUABLE TIPS AND TRICKS FOR WORKING WITH ACRYLICS
- DETAILED STEP-BY-STEP INSTRUCTIONS WITH LOTS OF PICTURES FOR ALL PROJECTS

120 pages, € 22 (D)  
Hardcover, 19 x 19 cm  
In full color  
ISBN: 9-783-7475-0986-9

**Isabelle Hahne** runs the company Hadisch GmbH together with her husband and founded her own product line Hadisch Homestyle in 2022, where she sells unique acrylic blanks for plotting and crafting from the leftovers of plastic production in a sustainable way.

#### Caketopper »Unkraut«



#### Was du benötigst:

- Basics
- Plotterdatei »Caketopper« von woodway\_zwei\_8
- Vinylfolie in deiner Wunschfarbe und Übertragungsfolie
- Verzierung nach Belieben

#### Aus dem Hadisch-Shop:

- 1x Caketopper Black, Variante: Kreis (P-210012)



1 Schneide die Datei »Caketopper« mit deinem Plotter aus Vinylfolie. Bei der Farbe sind deiner Kreativität keine Grenzen gesetzt. Ich habe mich in diesem Projekt für ein klassisches Weiß entschieden.

Eine goldfarbene Folie wirkt auf den Caketoppern der Black Serie sehr edel.

2 Nach dem Entgittern wird der Plott auf die Übertragungsfolie übertragen.

#### Hinweis

Vor dem Aufkleben nochmal prüfen, ob du die Schutzfolie vom Acrytrolling abgezogen hast.

## CRAFT PROJECTS WITH PAPER PUNCHES OVER 25 IDEAS FOR DECORATING AND GIFTING



- BEAUTIFUL DECORATION IDEAS, GREETING CARDS AND GIFTS FOR THE WHOLE YEAR
- COMBINE DIFFERENT PAPER PUNCHES AND MATERIALS FOR CREATIVE CRAFT PROJECTS
- WITH DETAILED INSTRUCTIONS, SUITABLE FOR BEGINNERS AND ADVANCED CRAFTERS

120 pages, € 22 (D)  
Hardcover, 19 x 19 cm  
In full color  
ISBN: 9-783-7475-0979-1

**Petra Prüssing**, who is actually a self-employed master ceramist, spent her professional life working creatively with clay until 2020. Her idea for the previously unknown folding technique of paper was born earlier, but received a creative boost during the Corona period. She developed the folding punches further and they have since established themselves in the craft sector.



### Blume aus Toilettenpapierrollen





## **WORKING EFFECTIVELY WITH MS TEAMS, ONENOTE, OUTLOOK & CO. COLLABORATION AND SELF-ORGANIZATION WITH MICROSOFT 365**



- ORGANIZE YOUR DAY-TO-DAY WORK WITH THE RIGHT APPS FOR YOUR PERSONAL REQUIREMENTS
- OPTIMIZE TEAM COLLABORATION AND WORKFLOW
- WORK FLEXIBLY ON THE MOVE WITH MOBILE APPS

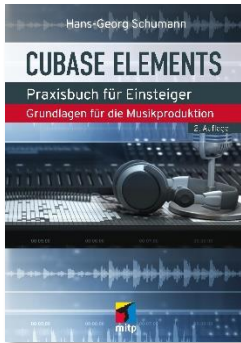
416 pages, € 34,99 (D)  
Softcover, 17 x 24 cm  
In full color  
ISBN: 978-3-7475-0865-7

**Helmut Gräfen** is an organizational consultant, trainer, coach and sought-after expert for Microsoft 365. With his consulting and training company team babel AG®, he offers support for productive work with Microsoft 365, especially with MS Teams and MS SharePoint Online, among other things



# NEW RELEASES IN APRIL/MAY 2025

## Short overview

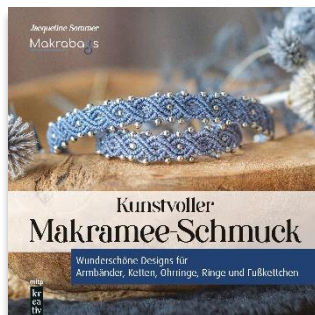
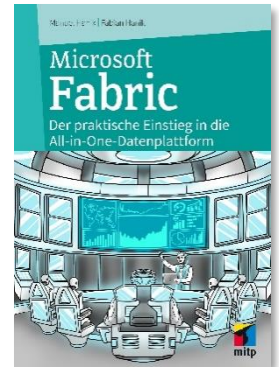


### **CUBASE ELEMENTS**

HANDS-ON GUIDE FOR  
BEGINNERS

### **MICROSOFT FABRIC**

THE PRACTICAL  
INTRODUCTION TO THE  
ALL-IN-ONE DATA  
PLATFORM



### **ARTISTIC MACRAMÉ JEWELRY**

BEAUTIFUL DESIGNS  
FOR BRACELETS,  
NECKLACES,  
EARRINGS, RINGS AND  
ANKLETS

### **GIMP 3**

PRACTICAL KNOWLEDGE  
FOR BEGINNERS

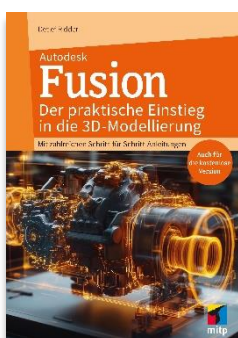


### **CROCHET GNOMES FROM CHENILLE**

SWEET GONKS FROM  
SCANDINAVIAN  
TRADITION

### **PLOTTING WITH CRICUT MAKER 4**

OVER 60 CREATIVE  
PROJECTS AND IDEAS



### **AUTODESK FUSION**

THE PRACTICAL  
INTRODUCTION INTO  
3D-MODELING

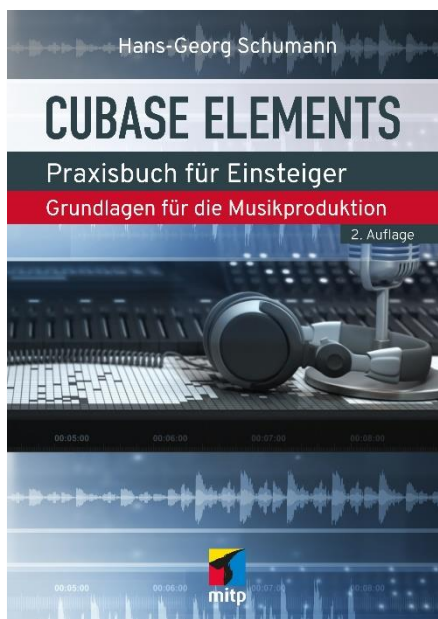
### **EXCEL HACKS**

250 PRACTICAL  
SOLUTIONS FOR  
MICROSOFT EXCEL AND  
LIBRE OFFICE CALC



# CUBASE ELEMENTS

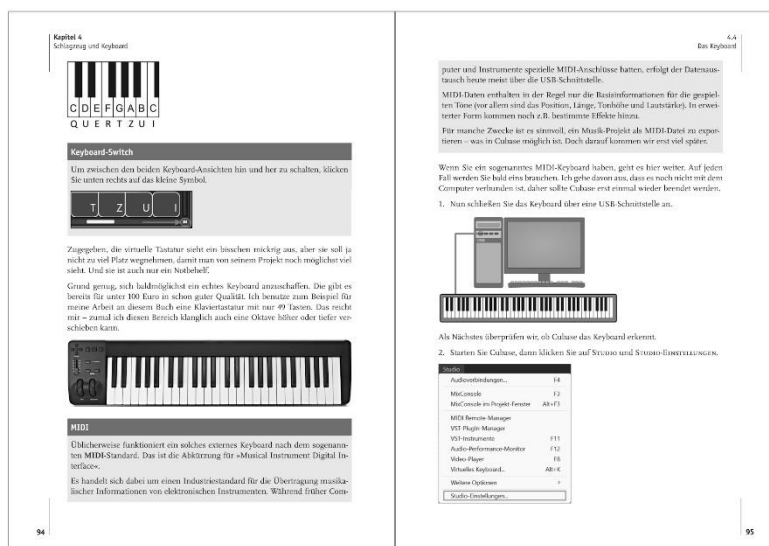
## HANDS-ON GUIDE FOR BEGINNERS



- PRODUCE YOUR OWN MUSIC EASILY WITH CUBASE ELEMENTS 14
- USE VIRTUAL AND EXTERNAL INSTRUMENTS FOR SOUND DESIGN
- EASY-TO-FOLLOW INSTRUCTIONS BASED ON A COMPLETE SONG EXAMPLE

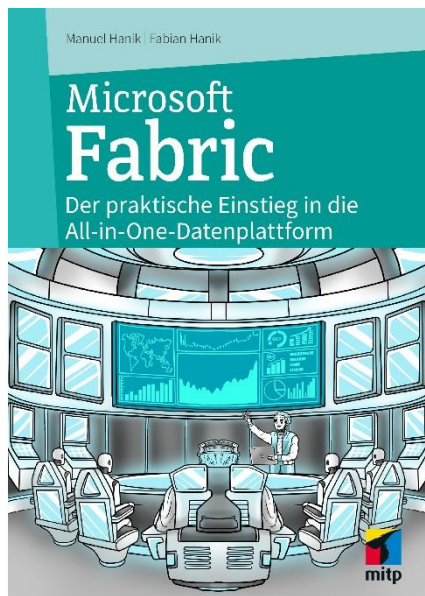
328 pages, € 26 (D)  
Softcover, 17 x 24 cm  
ISBN: 978-3-7475-1006-3

**Hans-Georg Schumann** is a successful author and Cubase expert since the first versions. He has also published his own music with the John Nobbrook Band.



# MICROSOFT FABRIC

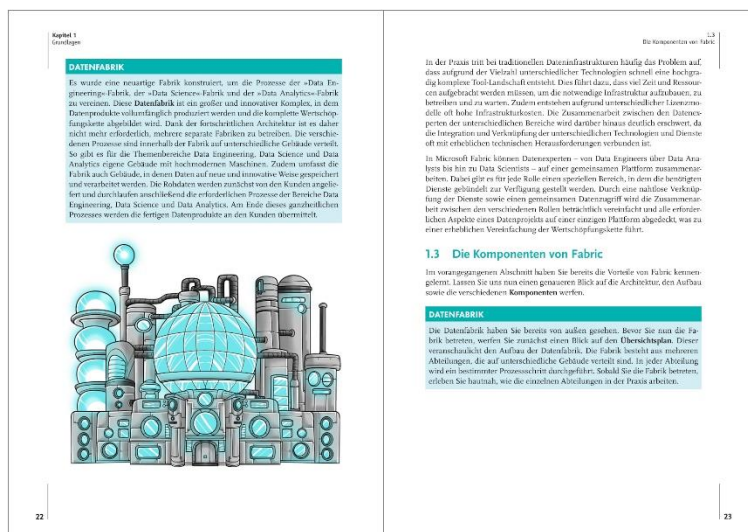
## THE PRACTICAL INTRODUCTION TO THE ALL-IN-ONE DATA PLATFORM



- PRACTICAL INTRODUCTION FOR DATA ENGINEERS, DATA SCIENTISTS, DATA ANALYSTS, STUDENTS, PROSPECTIVE DATA EXPERTS AND DECISION-MAKERS
- FROM DATA STORAGE AND PROCESSING TO DATA SCIENCE AND DATA VISUALIZATION WITH POWER BI
- NUMEROUS VISUALIZATIONS AND A CONSISTENT EXAMPLE PROJECT FACILITATE UNDERSTANDING

240 pages, € 34,99 (D)  
Softcover, 17 x 24 cm  
In full color  
ISBN: 978-3-7475-0954-8

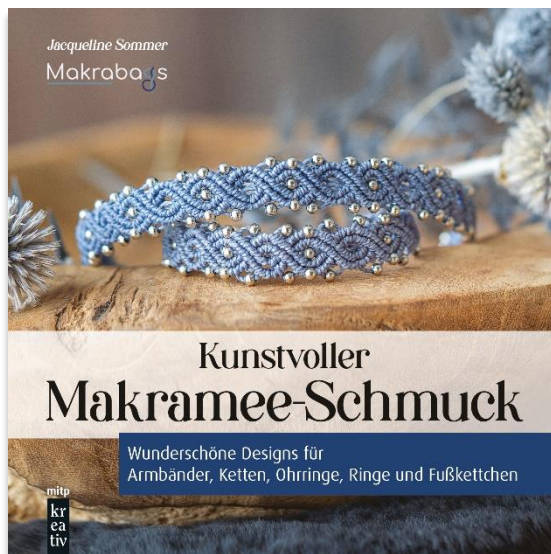
**Manuel Hanik** has several years of professional experience in the fields of data science and data engineering, **Fabian Hanik** in the fields of business intelligence and data analytics. Both authors have already implemented several data projects in the financial and automotive industries as well as in e-commerce.





## ARTISTIC MACRAMÉ JEWELRY

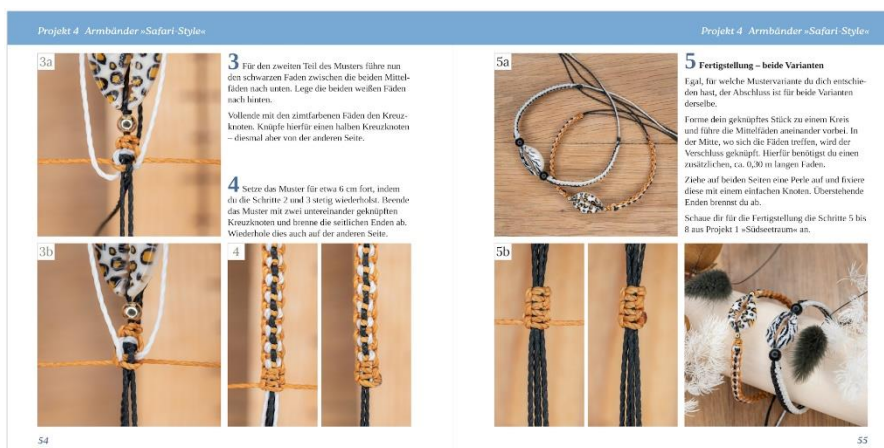
### BEAUTIFUL DESIGNS FOR BRACELETS, NECKLACES, EARRINGS, RINGS AND ANKLETS



- INDIVIDUAL PIECES OF JEWELRY MADE FROM MICRO-MACRAMÉ FOR ALL OCCASIONS
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- INCLUDES MATERIAL OVERVIEW AND VIDEO INSTRUCTIONS

120 pages, € 22 (D)  
Hardcover, 19 x 19 cm  
In full color  
ISBN: 978-3-7475-0988-3

**Jacqueline Sommer** has already infected countless visitors to her Instagram page “Makrabags” with her passion for the traditional art of knotting. Away from the hustle and bustle of everyday life, she enjoys the creative work with natural materials and, of course, the creative contact with other “knot fans”.



## **GIMP 3** PRACTICAL KNOWLEDGE FOR BEGINNERS



- IMAGE EDITING EXPLAINED STEP BY STEP
- FROM THE FIRST USE OF THE VARIOUS TOOLS AND LAYERS TO PROFESSIONAL PHOTO RETOUCHING
- PRACTICAL WITH MANY COMPREHENSIBLE EXAMPLES

304 pages, € 24,99 (D)  
Softcover, 14,8 x 21 cm  
In full color  
ISBN: 978-3-7475-0553-3

**Winfried Seimert** is an IT lecturer, consultant and author of numerous specialist books, particularly on the topics of software and operating systems. He always has the comfort of the user in mind and explains in a practical manner. Thanks to their well thought out structure, his books have been very popular for many years.



## CROCHET GNOMES FROM CHENILLE

### SWEET GONKS FROM SCANDINAVIAN TRADITION



- SUPER CUTE SMALL AND LARGE GNOMES WITH LOVELY DETAILS FOR EVERY SEASON
- CREATE YOUR OWN PERSONAL FAVORITE: WITH A RINGED HAT OR ACCESSORIES SUCH AS FLOWERS, BEES AND MUCH MORE
- ALL INSTRUCTIONS ARE SUITABLE FOR BEGINNERS AND ADVANCED CROCHET FANS

64 pages, € 14,99 (D)  
Hardcover, 14,9 x 20,9 cm  
In full color  
ISBN: 978-3-7475-1032-2

The crochet patterns are created by designers from the **Woolhouse** team. Woolhouse sells high-quality yarns from Great Britain and needlework accessories and is known for its knitting and crochet instructions.



## PLOTTING WITH CRICUT MAKER 4

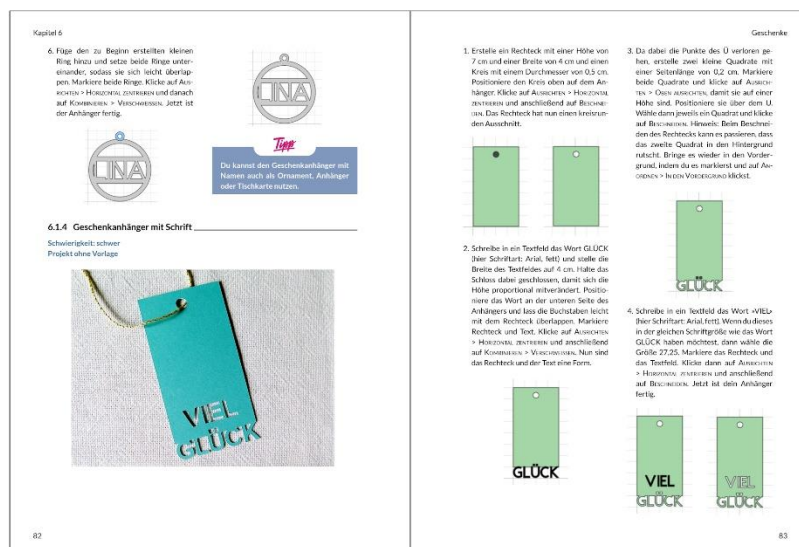
### OVER 60 CREATIVE PROJECTS AND IDEAS



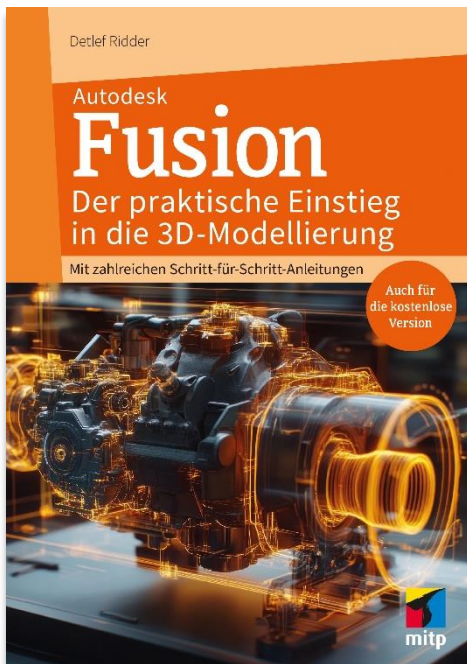
- DETAILED INSTRUCTIONS FOR CREATIVE PROJECTS INCLUDING OPTIONS FOR INDIVIDUALIZATION
- USE OF VARIOUS MATERIALS SUCH AS PAPER, PHOTO CARDBOARD AND FOIL FOR STICKING AND IRONING ON
- GREAT IDEAS FOR GIFTS AND FOR YOUR OWN HOME: GIFTS, GIFT WRAPPING AND DECORATIONS, LABELS AND STICKERS FOR ORGANIZATION AND FOR BULLET JOURNALS

160 pages, € 19,99 (D)  
Softcover, 19 x 26 cm  
In full color  
ISBN: 978-3-7475-1079-7

**Myriam Schlag** studied psychology as well as graphic design and journalism - the perfect combination for writing books about creative projects. She has loved being creative, crafting and designing things since she was a child. With the plotter, she has found the ideal tool to realize her ideas and share them with others.



## **AUTODESK FUSION** THE PRACTICAL INTRODUCTION TO 3D MODELING



- LEARN AUTODESK FUSION WITH REAL-WORLD PROJECTS
- EASY-TO-UNDERSTAND STEP-BY-STEP COLORFULL TUTORIALS
- SUITABLE FOR THE FREE HOME USER VERSION AND THE FULL VERSION

336 pages, € 29,99 (D)  
Softcover, 17 x 24 cm  
In full color  
ISBN: 978-3-7475-0874-9

**Detlef Ridder** has many years of experience in CAD and has already published numerous books on AutoCAD, Inventor, Revit and Archicad. He gives training courses on these programs and on CNC and therefore knows which topics are particularly important for beginners.

# **EXCEL HACKS**

## 250 PRACTICAL SOLUTIONS FOR MICROSOFT EXCEL AND LIBRE OFFICE CALC



- COMBINE EXCEL OR CALC FUNCTIONS EFFECTIVELY TO SOLVE EVERYDAY TASKS
- EASY-TO-UNDERSTAND STEP-BY-STEP INSTRUCTIONS FOR EVERYDAY LIFE AND WORK
- FOR DOWNLOAD: ALL SOLUTIONS AS SPREADSHEETS FOR IMMEDIATE USE

352 pages, € 26 (D)  
Softcover, 17 x 24 cm  
ISBN: 978-3-7475-1063-6

**Franz Böhm** has been working intensively with Microsoft Excel and the free variants OpenOffice/LibreOffice Calc for over 20 years and therefore knows the similarities, but also the differences between these programs.