# ISTM Library Information Bulletin

The purpose of this "Information Bulletin" is to spread awareness about the services and activities of the ISTM Library and Research and Management Tools available as "Open Access" for the use of all the users.

DOAJ: DIRECTORY OF OPEN ACCESS JOURNALS

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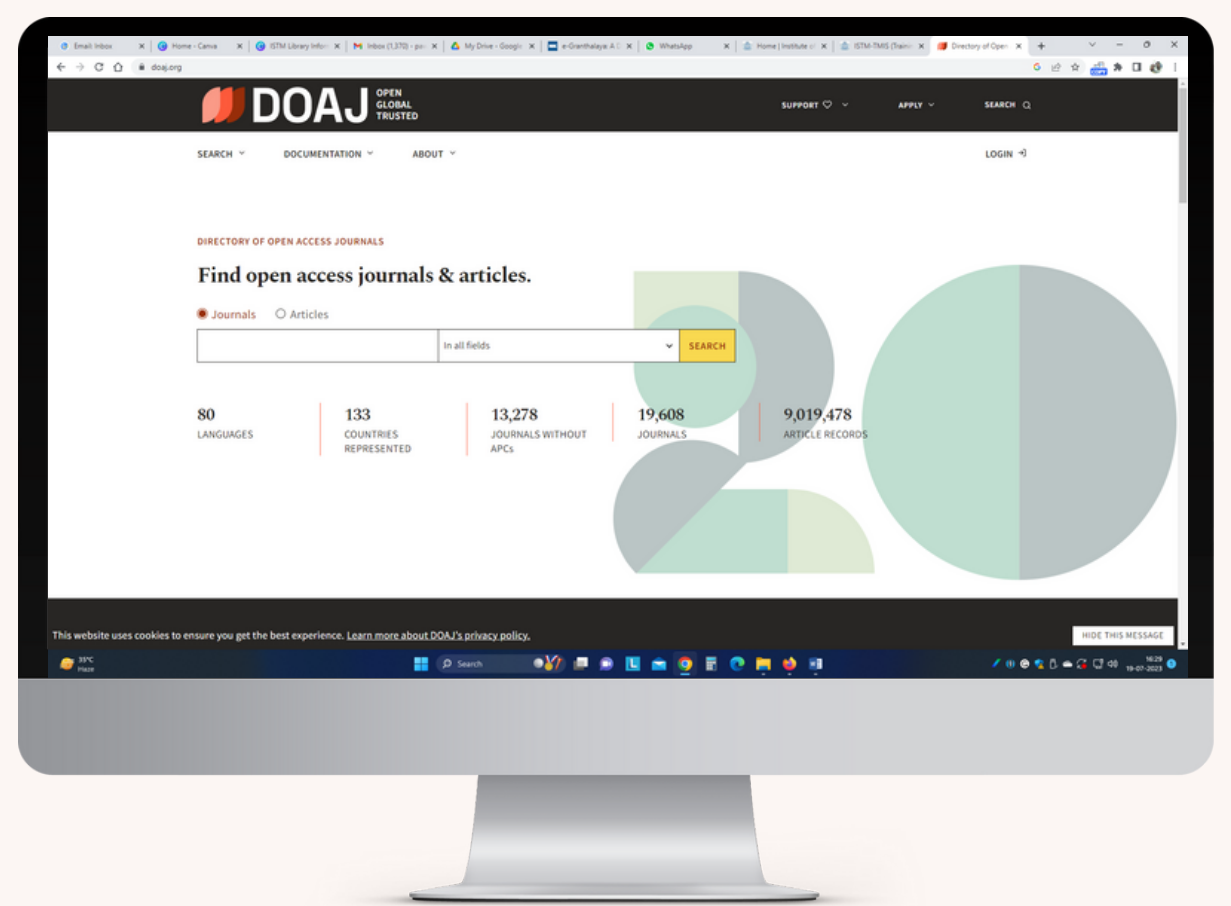
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Please stay tuned for more information in upcoming issues of this information bulletin.

Talk of Management Tools
June 2023

This section covers a one of the Management tools, useful in day to day official and personal management.

PIVOT TABLES AND PIVOT CHARTS ON EXCEL

What is PIVOT TABLE and PIVOT CHARTS?

PivotTable to summarize, analyze, explore, and present summary data. PivotCharts complement PivotTables by adding visualizations to the summary data in a PivotTable, and allow you to easily see comparisons, patterns, and trends. Both PivotTables and PivotCharts enable you to make informed decisions about critical data in your enterprise. You can also connect to external data sources such as SQL Server tables, SQL Server Analysis Services cubes, Azure Marketplace, Office Data Connection (.odc) files, XML files, Access databases, and text files to create PivotTables, or use existing PivotTables to create new tables.

A PivotTable is an interactive way to quickly summarize large amounts of data. You can use a PivotTable to analyze numerical data in detail, and answer unanticipated questions about your data. A PivotTable is especially designed for:

- Querying large amounts of data in many user-friendly ways.
- Subtotaling and aggregating numeric data, summarizing data by categories and subcategories, and creating custom calculations and formulas.
- Expanding and collapsing levels of data to focus your results, and drilling down to details from the summary data for areas of interest to you.
- Moving rows to columns or columns to rows (or "pivoting") to see different summaries of the source data.
- Filtering, sorting, grouping, and conditionally formatting the most useful and interesting subset of data enabling you to focus on just the information you want.
- Presenting concise, attractive, and annotated online or printed reports.

What is PIVOT TABLE and PIVOT CHARTS?

1. Select the cells you want to create a PivotTable from.

Note: Your data should be organized in columns with a single header row. See the Data format tips and tricks section for more details.

2. Select Insert > PivotTable.

3. This will create a PivotTable based on an existing table or range.

Note: Note: Selecting Add this data to the Data Model will add the table or range being used for this PivotTable into the workbook's Data Model.

4. Choose where you want the PivotTable report to be placed. Select New Worksheet to place the PivotTable in a new worksheet or Existing Worksheet and select where you want the new PivotTable to appear.

5. Click **OK**.
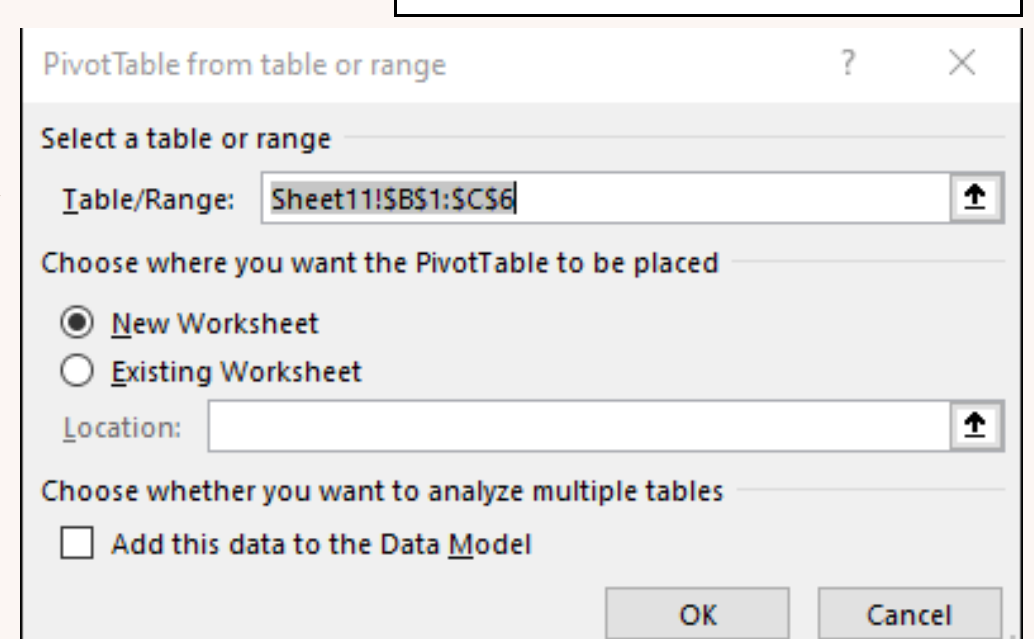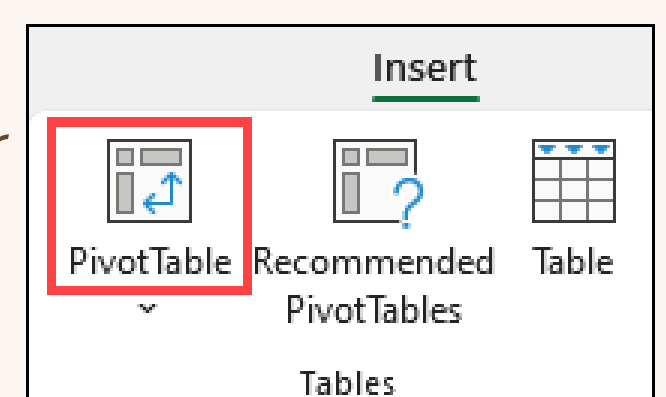
Source of image and text: https://support.microsoft.com/
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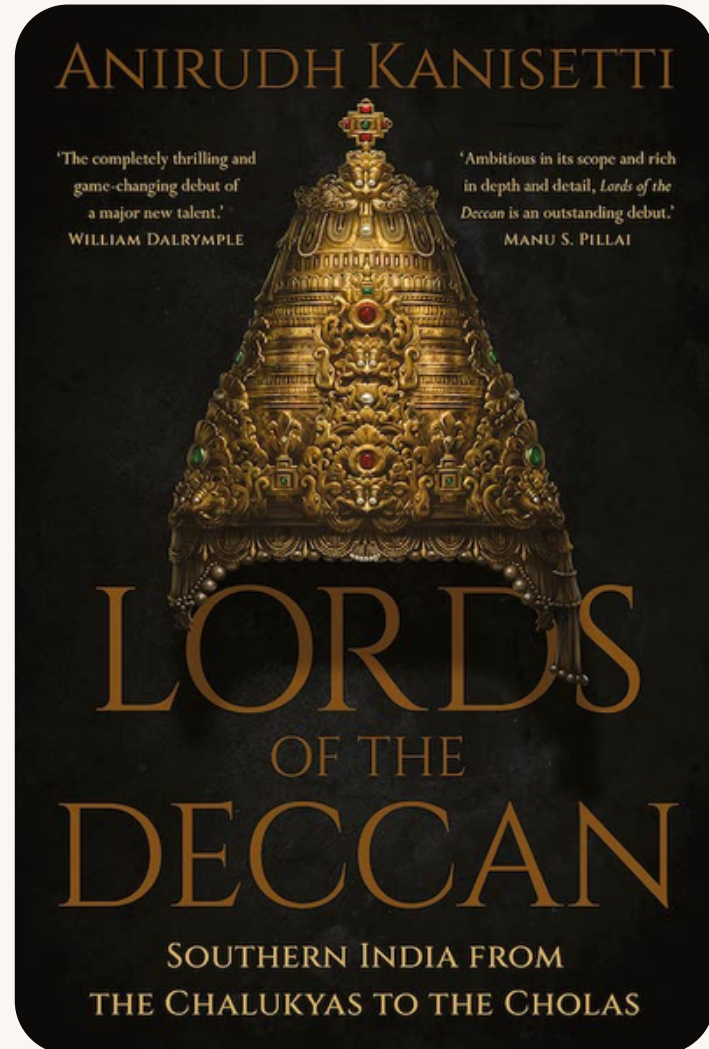
Stay tuned for more information.

From the New Arrivals
June 2023

This section covers a short description and/or review of one or two book(s) from the New arrivals section along with the cover pages of some of the latest trending periodicals available in the library.

LORDS OF THE DECCAN

Format	Book (Hardcover)
Author	Kanisetti, Anirudh
Pub. & Desc.	New Delhi: Juggernaut c2022, 460p. : .23.5cm.
ISBN	978–93–9116–505–5
Class No	915.40354

Its all about: The history of the vast Indian subcontinent is usually told as a series of ephemeral moments when a large part of modern–day India was ruled by a single sovereign. There is an obsession with foreign invasions and the polities of the Gangetic plains, while the histories of the rest of the subcontinent have been reduced to little more than dry footnotes. Now, in this brilliant and critically acclaimed debut book, Anirudh Kanisetti shines a light into the darkness, bringing alive for the lay–reader the early medieval Deccan, from the sixth century CE to the twelfth century CE, in all its splendour and riotous glory.

To know more and read this book, please visit us @ ISTM Library.

जागो ग्राहक जागो !

Format	Book (Hardcover)
Author	अग्रवाल, प्रमोद कुमार
Pub. & Desc.	दिल्ली: प्रभात प्रकाशन c2014, 127p: 22cm
ISBN	978–93–5408–049–6
Class No	381.33

Its all about: जागो ग्राहक, जागो पुस्तक में सामान्य उपभोक्ताओं को उपभोक्ता सक अधिनियम, 1986 में प्रदत्त उपभोक्ता के अधिकारों के विषय में सरल एवं स्पष्ट भाषा में जानकारी दी गई है। जहाँ एक ओर लेखक ने उपभोक्ता की समस्याओं का विवरण दिया है, वहीं दूसरी ओर उसकी अधिकांश समस्याओं का सहज समाधान भी दिया है। विभिन्न दोषयुक्त सेवाओं/वस्तुओं को उदाहरणों द्वारा दरशाया गया है और उनके समाधान संबंधी कुछ प्रमुख निर्णयों को भी पुस्तक में जगह दी गई है। चूंकि लेखक स्वयं पश्चिम बंगाल सरकार में उपभोक्ता विषयक विभाग के प्रधान सचिव रह चुके हैं, उन्होंने पुस्तक में उपभोक्ता के हितार्थ सरकार द्वारा चलाए जा रहे विभिन्न कार्यक्रमों, जागरूकता संबंधी प्रयासों एवं उपभोक्ता संबंधी विधिक पेचीदगियों का सुंदर समन्वय किया है। जागरूक उपभोक्ता ही उपभोक्ता आंदोलन का सजग प्रहरी है।

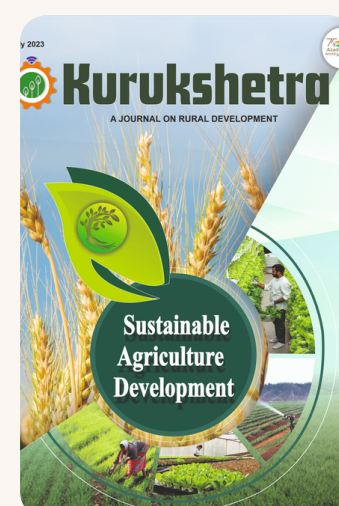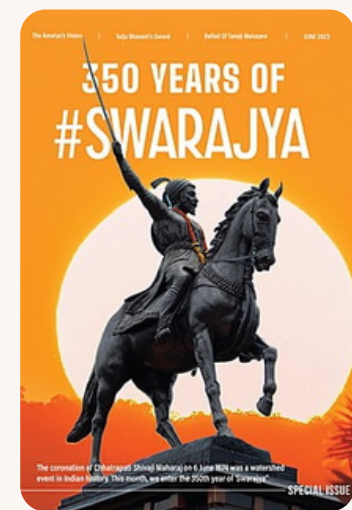To know more and read this book, please visit us @ ISTM Library.

Periodicals trending this week in the Library

From the New Arrivals
June 2023
Hanging in New Arrival Display this month
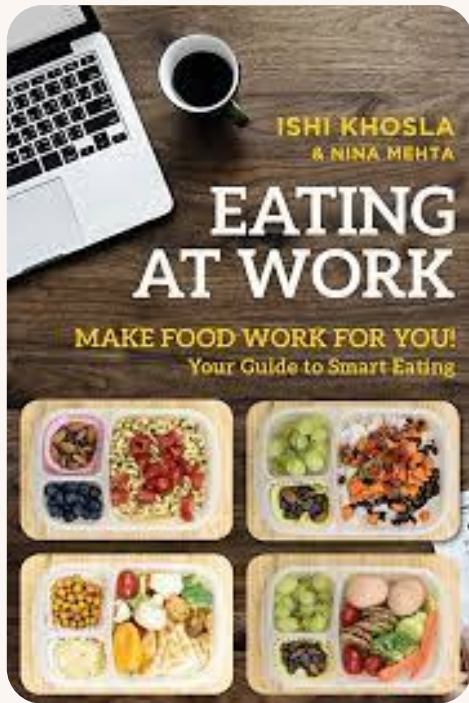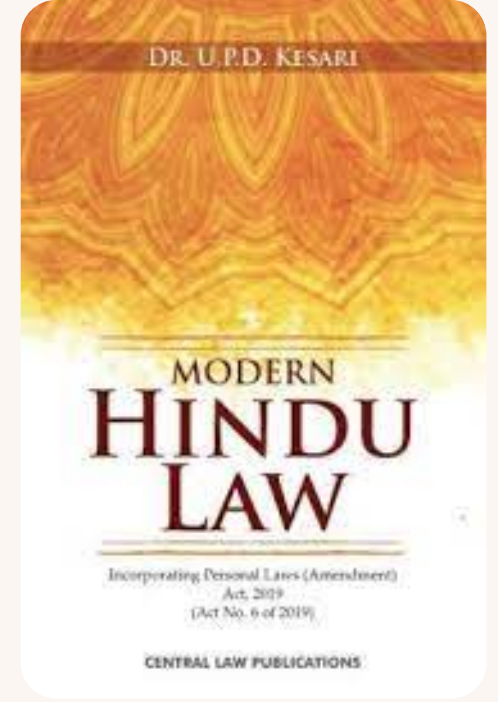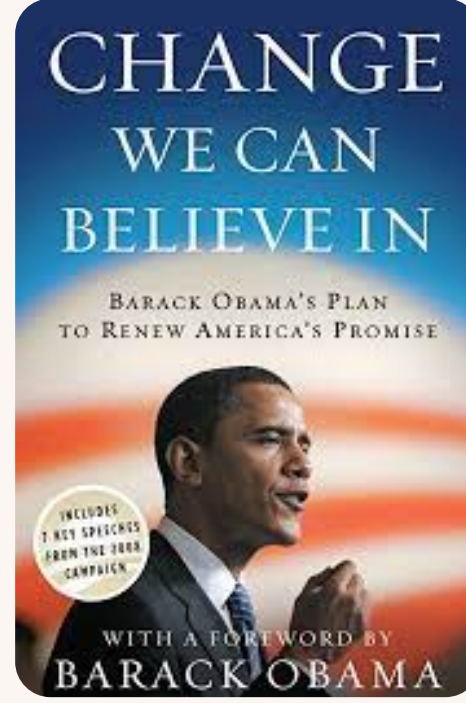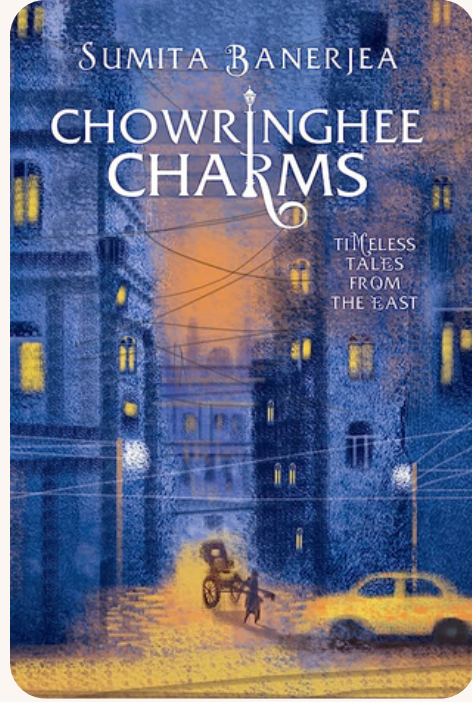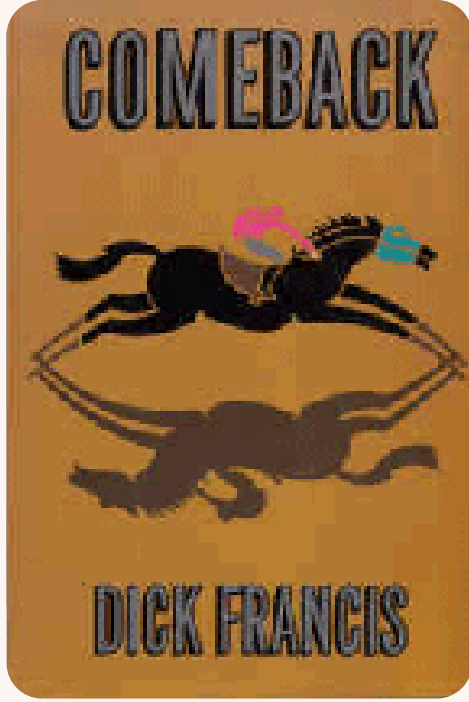
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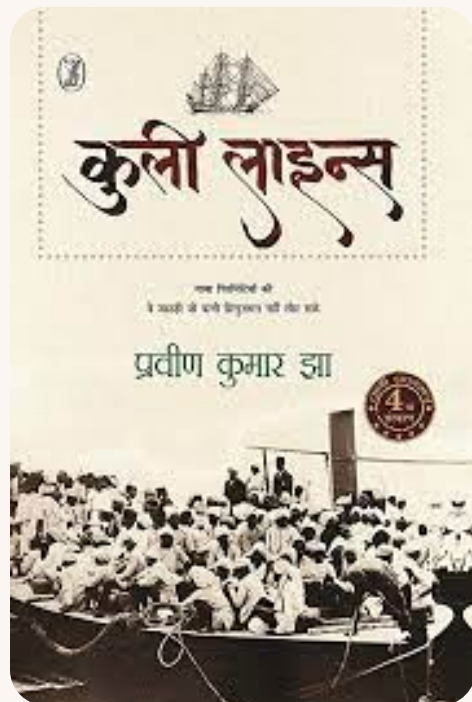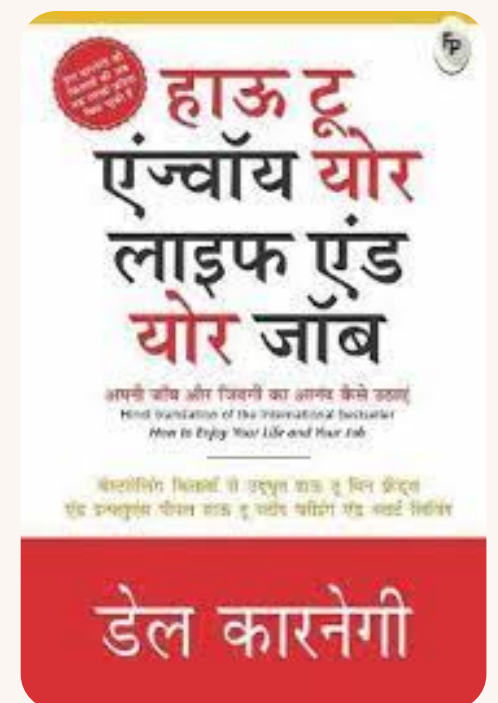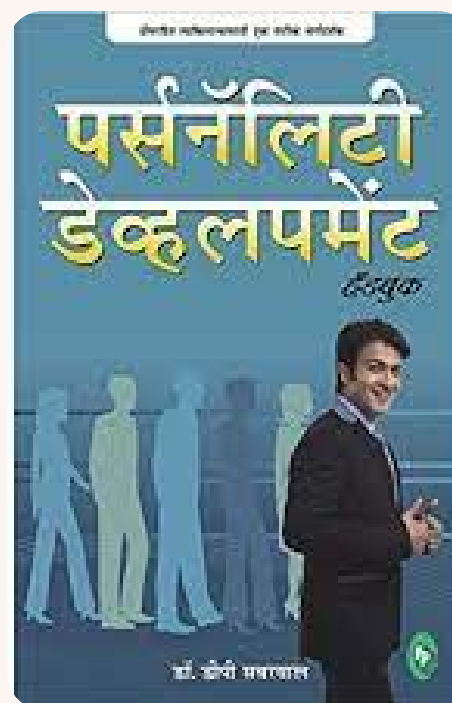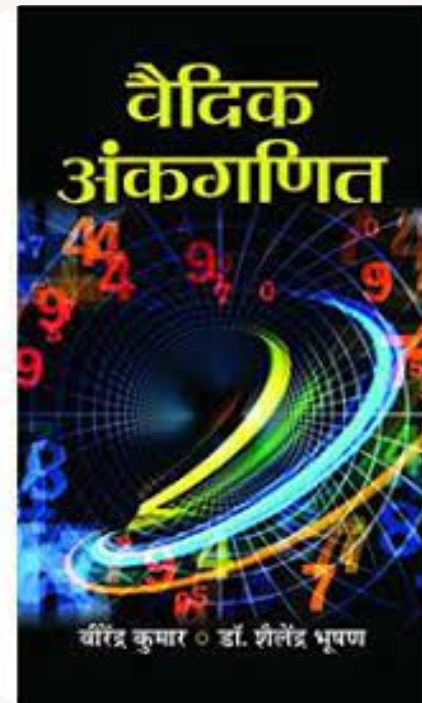pawan.shrivastav@gov.in / library-istm@gov.in or @ 26737712
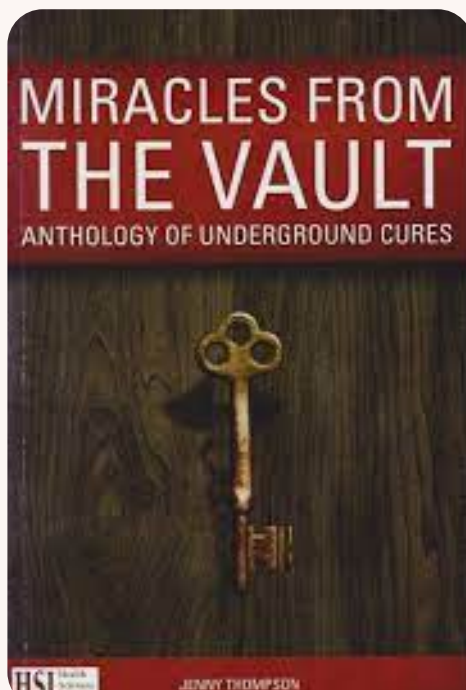
BOOK REVIEW
June 2023
BOOK: ALMOND BY WON PYUNG SOHN

Characters:
1. Yunjae—16 years old teenage Korean boy
2. Gon—Another teenage Korean boy, transfer student
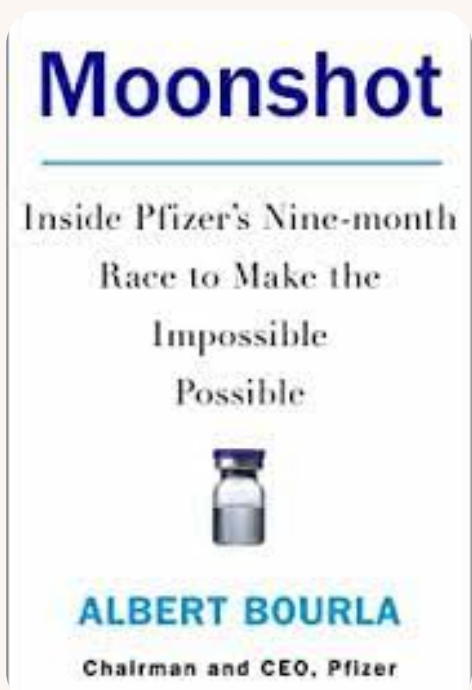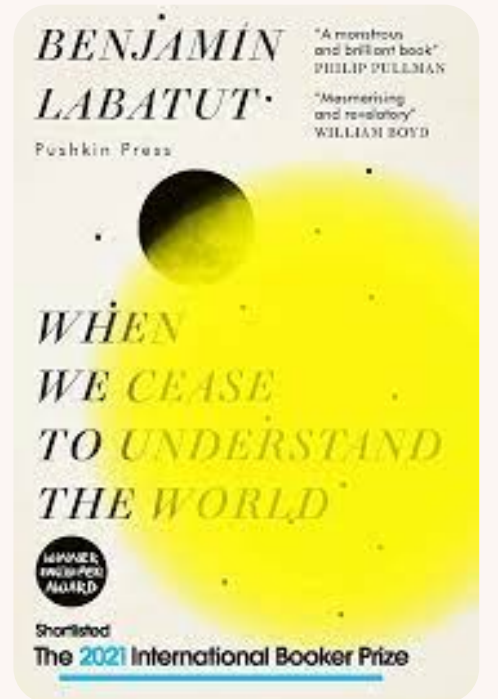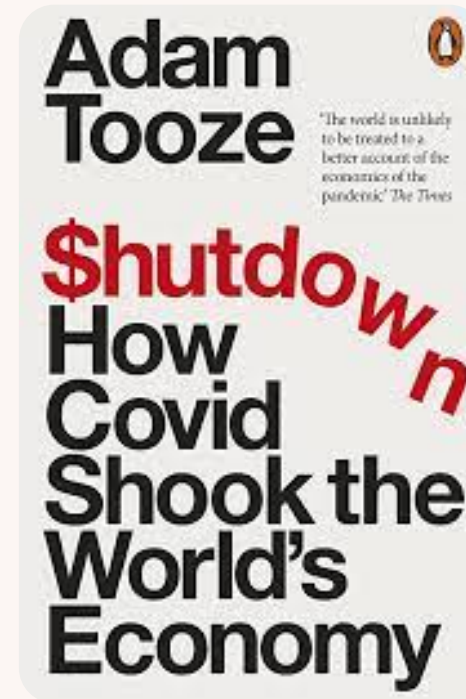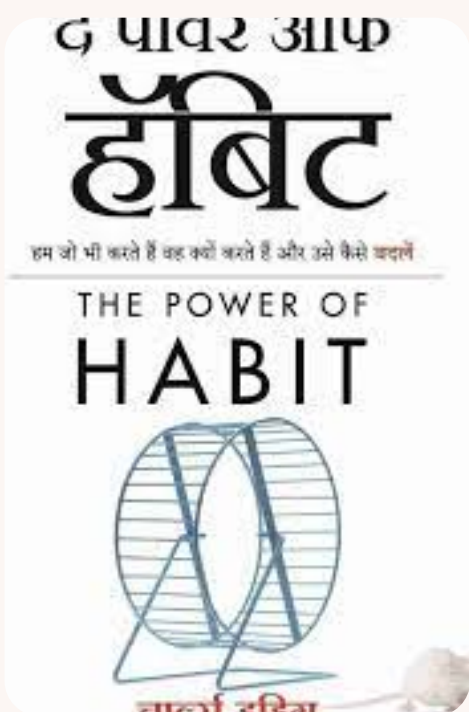3. Yunjae's mother
4. Yunjae's grandmother

Synopsis: "Almond" is a story about a young 16 years old teenage Korean boy who was born with a disorder Alexithymia. Alexithymia, a disorder in which the person's brain part called amygdala is not fully developed. In this disorder, the person can't feel emotions like sadness, happiness, anger, sorrow, jealousy & other emotions. This story is about how Yunjae discovers himself alongwith a boy named Gon, who is same as Yunjae but opposite to what Yunjae feels. This is the story about how two different person started to understand each other & rely on each other.

Why Almond: Yunjae's brain part called Amygdala is size of Almonds. His mother made him eat Almonds from all over the world to help his brain part grow but nothing happen.

Context: This the story about a young Korean boy, Yunjae who is 16 years old living with his mother and grandmother. They were living together on the roof top of their bookstore. Yunjae was born with Alexithymia, a rare condition in which a person can't understand emotions, rely/respond to emotions. Yunjae never know about emotions because he didn't even know what emotions are. Once on a Christmas eve, Yunjae's family got into a violent attack which was not supposed to happen on the best day. The event left Yunjae very shocked that he stopped responding on everything. Yunjae's mother felt devastated as his son is no longer capable of understanding anything, But she kept hope in her son and start teaching him about emotions. She prints every letter with emotions on it about happiness, sadness, sorrow, jealousy. She teaches him to react an emotions. His mom and grandmother teaches him about—'How to react when someone is appreciating you' and 'when to say thankyou'.Yunjae's family supported him. Yunjae is a calm boy, he is intelligent but he didn't know how to respond to other.As time passes, Yunjae finally started to react but his reaction was not real, they were fake emotions. He has to pretend.

About the Author: Won—Pyung Sohn is a Korean director, script writer and novelist. This is the debut novel of Won—Pyung Son. The Author focussed on the problem of difference in children. Because the Author herself gave birth to a kid thinking if her kid is different— will she accept it? Can she take care of kid even if the kid is different from other. By focussing on this subject she created two character—Yunjae & Gon.

My favourite line from book: "Mom wanted me to live a normal life. Sometime I get confused what that actually means, though." and " But Books are quiet. They remain dead silent until somebody flips open a page."
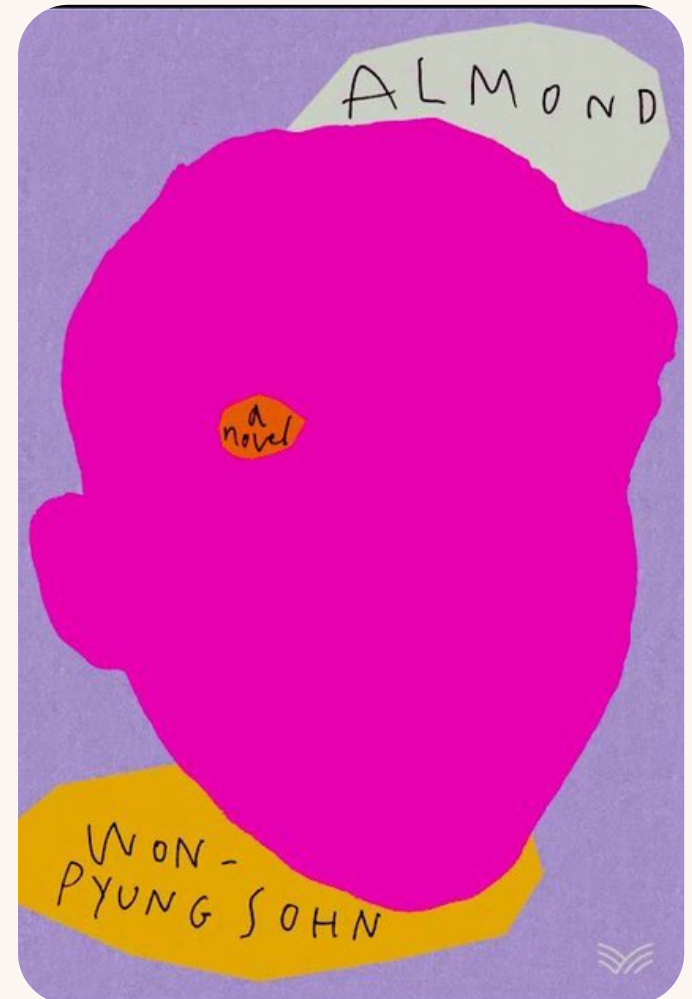
Why you should read this book?

It is an interesting story. It tells you to how to line life happily even if you in problem or have troubled past or any other problem. And how friendship matter so much in their life. "Almond"— Because the boy Yunjae his troubled disorder that his part of Brain 'Amygdala is like almond shaped.

The first half if about Yunjae & his life and how his life was. But the second half is more focused about Yunjae & a transfer student Gon.

Gon was a rude, angry faced person. He was a transfer student. Gon started to bully Yunjae. Gon started to tease Yunjae. But Yunjae always remain calm, watching his reaction on bullying, Gon started to feel bad about Yunjae. Gon started to understand Yunjae as he sees both of them common, one with no emotions & other with negative emotions. Gon has a troubled past that's why he was always angry & rude to others but seeing Yunjae's calm personality. Gon finally decided to become friend with Yunjae.

This story revolves around Yunjae and Gon's friendship & finding their true self. Both were born with difference. This story is about living life like a normal person even if you have problems in your life. This book interests me because of their personality, their lifestyle, the hardwork, the problems they faced and still how they managed to live like a normal. This story gives me essence of life & how to live life better even if you have troubled past or you living with conditions.

by Aayushi , Intern, ISTM