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Enhanced Microsoft Word 2013: Comprehensive Misty E. Vermaat 2015-04-08 Readers discover the latest advantages that Microsoft Word has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Word through experimentation, critical thought, and personalization. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Learn & Use Movie Making in Your Classroom Eric LeMoine 2008-09-15 Integrate technology into four content areas (language arts, science, social studies, and math) with the help of this invaluable resource featuring 36 content-based lessons organized around key technology skills. This resource also includes a concise overview of effective use of the latest technology in today's classroom, an introduction into software applications, and a Teacher Resource CD including data collection grids, graphic organizers, sample projects, and rubric templates. Movie Making in Your Classroom is correlated to the Common Core State Standards and supports core concepts of STEM instruction.

Effective Project Management in easy steps, 2nd edition John Carroll 2012-02-10 Effective Project Management in easy steps will show you how to make sure your project is successful. It focuses on the key skills a manager needs to develop for a smooth running project, and a timely arrival at the finishing line. It includes examples for most key documents such as the terms of reference, business case and project plan. It addresses team building and good communications. It covers the typical project stages with helpful lists of applicable tasks and deliverables, which effectively provides a blueprint for planning an entire project. This up-to-date primer covers all key trends in project management including a chapter on Agile Project Management. If you're a first time project manager, let this book take you through the essential project stages in easy steps, and take note of the applicable tasks and deliverables. If you're an experienced project manager, this book provides a valuable source of inspiration for making projects run smoothly and satisfactorily. Covering risk-management together with insights on how to plan, lead, organize and control a project - simply a fountain of knowledge!

Microsoft Access 2010 Complete Pasewark and Pasewark 2012-09-20 Provide a thorough introduction of the most important Microsoft Access 2010 skills to beginning students with Microsoft Access 2010 Complete, part of the Origins Series. This text includes features that make learning easy and enjoyable, yet challenging for students. Students will be engaged with activities that range from simulations to case studies that challenge and sharpen problem-solving skills while gaining the hands-on practice needed to be confident and successful computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Computerworld 1993-11-08 For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

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Microsoft Outlook 2013: Complete Steven M. Freund 2013-08-13 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT OUTLOOK 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT OUTLOOK 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Effective Marketing in easy steps Catriona MacKay 2011-08-05 Whether you are already in a marketing job, aspire to having one or want to grow your business, Effective Marketing in easy steps will help you to become a successful marketer. By keeping it simple, Catriona MacKay has combined her own business experience with established best practice to give you a practical guide to marketing. Her great marketing tips and advice will help you: • write a successful marketing plan • avoid making costly mistakes • encourage good marketing practice at work • use what you know to make your business grow • devise effective marketing for today's market including how to use online resources Essential for those who want to grasp the key marketing skills without getting bogged down in academic theories. Includes worksheets to get you started. Contents Customers, Competitors & All That Jazza Snapshot In TimeThe Marketer's ToolboxFollow Me ... I Have A Plan!King Pee (Products & Services)Queen Pee (Pricing)Prince Pee (Promotion)Princess Pee (Place)All The Litte Pees (Process, People)Come Closer, Come CloserOnline, On Time!Simply The Best!Heroes and Villains!

Adobe Photoshop CS5: Comprehensive Gary B. Shelly 2010-11-11 Part of the highly successful Shelly Cashman Series, ADOBE PHOTOSHOP CS5: COMPREHENSIVE follows the proven Shelly Cashman Series step-by-step, screen-by-screen approach to learning the Photoshop CS5 software. In this text, you will find features designed to engaged students, improve retention, and prepare them for future success. Students are encouraged to expand their understanding of the Photoshop CS5 software and graphic design concepts through experimentation, exploration and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical-thinking and problem-solving skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Introducing Windows 10 for IT Professionals Ed Bott 2016-02-18 Get a head start evaluating Windows 10--with technical insights from award-winning journalist and Windows expert Ed Bott. This guide introduces new features and capabilities, providing a practical, high-level overview for IT professionals ready to begin deployment planning now. This edition was written after the release of Windows 10 version 1511 in November 2015 and includes all of its enterprise-focused features. The goal of this book is to help you sort out what's new in Windows 10, with a special emphasis on features that are different from the Windows versions you and your organization are using today, starting with an overview of the operating system, describing the many changes to the user experience, and diving deep into deployment and management tools where it's necessary.

Microsoft PowerPoint 2013: Comprehensive Susan L. Sebok 2013-11-19 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Understanding Computers: Today and Tomorrow, Comprehensive Deborah Morley 2012-02-13 Understanding Computers: Today and Tomorrow gives your students a classic introduction to computer concepts with a modern twist! Known for its emphasis on industry insight and societal issues, this text makes concepts relevant to today's career-focused students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Resources in Education 1998

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State of Wisconsin Title I ESEA Evaluation Report ... Wisconsin. Department of Public Instruction 1981

Practical Accounts and Bookkeeping in easy steps Alex Byrne 2012-06-12 Practical Accounts and Bookkeeping in easy steps provides assistance for anyone unfamiliar with accounts either already in the business world or waiting for that crucial moment to enter it. From understanding accounts and why they are important, the legal documents required when preparing accounts, what happens if accounts are not submitted in time and when accounts need to be sent to authorities, to the more complex scenarios of creating a balance sheet using sales ledgers, purchase ledgers and nominal ledgers, this book shows you how in easy to follow steps. This book will help you make sense of the 'daunting' accounts world. It will help you to spot problems in the accounts and explain them to others using the correct terminology. It will show you how to get to grips with Double Entry bookkeeping, and its importance, together with how computer software has been designed to simplify the processes. This book is certain to help the non-accountant understand businesses finances, assisting in making your company as successful as possible.

Effective Communications in easy steps Nick Vandome 2012-07-06 We all communicate, every day, all of the time. So why can communications go so wrong in the workplace? Sometimes it is because the wrong methods are used at the wrong times, and sometimes it is because the communications process becomes too complicated and bogged down in corporate jargon. Effective Communications in easy steps offers clarity in the world of corporate communications. There is no blue-sky, synergy-based, customer-centric thinking here; just informed, clear, practical and common sense advice on how to use communications to actually get the right message across to the correct audience. Written by two communications experts, with over 25 years experience between them, the book will show you how to: Create a practical Communications Strategy that works Understand how, and why, to evaluate your strategy Build and maintain websites that keep delivering Unravel the mysteries of social media Explode the myths about communications at work Get your message across using the right channel to engage your audience. Communications in the workplace should be a simple thing and, with Effective Communications in easy steps to guide you, it really can be.

Ebook: Survey of Operating Systems Jane Holcombe 2014-10-16 McGraw-Hill is proud to introduce the fourth edition of Jane and Charles Holcombe's, Survey of Operating Systems. This title provides an introduction to the most widely used desktop operating systems (including Windows 8, Mac OS, and Linux) and includes a more visual approach with more illustrations and a more interactive approach with hands-on activities to result in students building a successful foundation for IT success.

Microsoft Publisher 2013: Complete Joy L. Starks 2013-08-12 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT PUBLISHER 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT PUBLISHER 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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New Perspectives on Microsoft Word 2013, Comprehensive Enhanced Edition S. Scott Zimmerman 2015-04-13 Readers develop the Microsoft Word 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT WORD 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Word 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Word 2013 as NEW PERSPECTIVES MICROSOFT WORD 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Expository Dictionary of Bible Words Stephen D. Renn 2005 Accompanying CD-ROM contains ... "Searchable hyperlinked version of [the text]; Scripturelink Bible Study software for PC and PDA, which integrates the text ... with the following Bible texts and reference works: Bibles: King James version (Webster) with Strong's numbering, Young's literal, The Modern language Bible; commentaries: Matthew Henry's concise commentary, Gray's concise commentary; dictionaries: Smith's Bible dictionary, International standard Bible dictionary; topical: Nave's topical Bible, Torrey's New topical textbook; background: Bible history Old Testament, The life and times of Jesus the Messiah, Sketches of Jewish social life, The temple, its ministry and services; maps: Lightning Bible atlas, map backgrounds and site data."--P. [1174].

Microsoft Windows Operating System Essentials Tom Carpenter 2011-12-14 A full-color guide to key Windows 7 administration concepts and topics Windows 7 is the leading desktop software, yet it can be a difficult concept to grasp, especially for those new to the field of IT. Microsoft Windows Operating System Essentials is an ideal resource for anyone new to computer administration and looking for a career in computers. Delving into areas such as fundamental Windows 7 administration concepts and various desktop OS topics, this full-color book addresses the skills necessary for individuals looking to break into a career in IT. Each chapter begins with a list of topic areas to be discussed, followed by a clear and concise discussion of the core Windows 7 administration concepts and skills necessary so you can gain a strong understanding of the chapter topic areas. The chapters conclude with review questions and suggested labs, so you can gauge your understanding of the chapter's contents. Offers in-depth coverage of operating system configurations Explains how to install and upgrade client systems Addresses managing applications and devices Helps you understand operating system maintenance Covers the topics you need to know for the MTA 98-349 exam The full-color Microsoft Windows 7 Essentials proves itself to be an invaluable resource on Windows 7 and features additional learning tutorials and tools.

United States Government Information for Business 1994

Working Mother 1994-12 The magazine that helps career moms balance their personal and professional lives.

Windows 7 Desktop Support and Administration Darril Gibson 2010-07-02 A manual for Windows 7 desktop technicians and administrators It is estimated that 90 percent of the world's computers run Windows. Desktop technicians and administrators need this comprehensive manual to guide them through their daily work with Windows 7. While this Sybex guide is packed with information you'll need to know for the MCITP certification exam, it is equally valuable in real-world situations you will encounter on the job. Covers troubleshooting, hardware and software applications, large-scale desktop environment management, and planning and configuring the desktop infrastructure using Windows 7 Provides plenty of relevant information for those seeking MCITP certification, including full coverage of the exam objectives for both Desktop Support Technician and Desktop Administrator exams Includes a CD with valuable study tools for the MCITP exams including video walkthroughs, flashcards, and two practice exams. Windows 7 Desktop Support and Administration provides knowledge that will be needed on certification exams and remains a valuable reference for support and administrative personnel on the job. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Daily Graphic Yaw Boadu-Ayeboafah 2006-06-12

Computerworld 1995-12-26 For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

New Perspectives on Adobe Photoshop CS5, Comprehensive Jane Hosie-Bounar 2011-05-19 NEW PERSPECTIVES ON ADOBE PHOTOSHOP CS5, COMPREHENSIVE offers a critical-thinking approach to teaching Photoshop. This text explains and reinforces design software concepts and skills through the New Perspectives' signature case-based, problem-solving pedagogy. Students will transcend point-and-click skills to take full advantage of the software's utility. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on Microsoft Word 2013, Comprehensive S. Scott Zimmerman 2013-12-02 With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Word 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on Microsoft Windows 7, Brief June Jamrich Parsons 2009-12-17 NEW PERSPECTIVES ON MICROSOFT WINDOWS 7 takes a critical-thinking approach to teaching Windows 7 concepts and skills. In addition to in-depth coverage of essential topics, this book also covers some of the coolest new features to the Windows Operating System including Live TV and Windows Touch. The New Perspectives Series has also added new pedagogical elements to help students with all learning styles absorb key information. The Visual Overview at the beginning of each tutorial gives students a visual look at the content, as well as a study guide for later use. ProSkill Boxes and Exercises provide students with information and practice on Professional Skills that relate to that tutorial's content. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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