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KEY=BY - MATTEO PETERSEN

MOS 2010 Study Guide for Microsoft Word, Excel,

PowerPoint, and Outlook Exams

Pearson Education Demonstrate your expertise with Microsoft Office 2010! This all-in-one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist (MOS) exams. With the MOS 2010 Study Guide, you get full, objective-by-objective coverage for: Exam 77-881: Microsoft Word 2010 Exam 77-882: Microsoft Excel 2010 Exam 77-883: Microsoft PowerPoint 2010 Exam 77-884: Microsoft Outlook 2010 Use the book's easy-to-follow procedures and illustrations to review the essential skills measured by the MOS exams. And you can apply what you've learned hands-on—using the downloadable files for all the book's practice tasks.

Windows 7 Plain & Simple

Microsoft Press Get the fast facts that make learning Windows 7 plain and simple! This no-nonsense guide uses easy, numbered steps and concise, straightforward language to show the most expedient way to perform tasks and solve problems in Windows 7. Here's what you'll learn to do: Run programs, control gadgets, play games. Send e-mail, browse the Web, and share your files. Organize your digital media, including photos, music, and videos. Burn CDs and DVDs; make your own movies. Set up your printer and a simple home network. Manage security settings and perform easy tune-ups and fixes. Here's how you'll learn it: Jump in wherever you need answers. Easy-to-follow steps and screenshots show you exactly what to do. Handy tips teach you new techniques and shortcuts. Quick TRY THIS! Exercises help you apply what you've learned right away.

The Indian National Bibliography

3 Jam Mahir Microsoft Office

Puspa Swara Penulis: Aris Lesmana Ukuran: 15.5 x 25.5 ISBN: 978-979-147804-05 Mengetik, membuat dokumen, meng-input data, hingga menyajikannya dalam presentasi sudah menjadi tugas anak sekolah hingga pekerja kantoran. Tugas-tugas ini umumnya memiliki tenggat waktu penyelesaian yang cepat sehingga diperlukan keahlian. Nah, permudah penyelesaian tugas dengan menguasai buku 3 Jam Mahir Microsoft Office ini. Untuk mahir mengoperasikan Word, Excel, dan PowerPoint, Anda perlu waktu minimum 3 jam dengan waktu rata-rata tiap materi 45 menit. Manfaatkan juga shortcut (kombinasi penekanan tombol keyboard

tertentu) dan gambar pada buku ini untuk mempercepat pekerjaan Anda. Dilengkapi juga informasi mengenai dunia internet. Agar makin memahami aplikasi Ms Office, pelajari CD Latihan yang disertakan pada buku ini. Selamat mencoba!

Microsoft Access 2010

Step by Step

"Topics include building an Access database from scratch or from templates; publishing your database to the Web; exchanging data with other databases and Microsoft Office documents; creating data-entry forms; using filters and queries; designing reports; using conditional formatting; preventing data corruption and unauthorized access; and other core topics."--

Optimizing Windows 7 Pocket Consultant

Pearson Education Portable and precise, this pocket-sized guide delivers ready answers for optimizing the performance of your Windows 7-based PC. Zero in on core tuning, customization, and troubleshooting tasks using quick-reference tables, instructions, and lists. Topics include system boot and startup, software and hardware, search and indexing, system health, and personalizing the interface. You'll get the focused information you need to solve problems and get the job done.

Microsoft Office Professional 2010 Step by Step

Pearson Education Teach yourself exactly what you need to know about using Office Professional 2010-one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together"

Microsoft® Word 2010 Step by Step

Microsoft Press Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more.

Microsoft SharePoint 2007 For Dummies

John Wiley & Sons Microsoft SharePoint now has a 10 percent share of the portal market, and the new release, which features enhanced integration with Office 2007, is sure to give SharePoint a boost Offers clear instructions and soup-to-nuts coverage of this complex product, focusing instead on practical solutions to real-world SharePoint challenges Features tips, tricks, and techniques for administrators who need to install and configure a SharePoint portal as well as ordinary users who need to populate and maintain the portal and use it for collaborative projects Topics covered include setting up a SharePoint portal, matching SharePoint to business needs, managing portal content, branding, collaborating on SharePoint sites, using a portal to improve employee relations and marketing, putting expense reports and other interactive forms on a portal, and monitoring and backing up SharePoint

Idea Man

A Memoir by the Co-founder of Microsoft

Penguin UK By his early thirties, Paul Allen was a world-famous billionaire-and that was just the beginning. In 2007 and 2008, Time named Paul Allen, the cofounder of Microsoft, one of the hundred most influential people in the world. Since he made his fortune, his impact has been felt in science, technology, business, medicine, sports, music, and philanthropy. His passion, curiosity, and intellectual rigor-combined with the resources to launch and support new initiatives-have literally changed the world. In 2009 Allen discovered that he had lymphoma, lending urgency to his desire to share his story for the first time. In this long-awaited memoir, Allen explains how he has solved problems, what he's learned from his many endeavors-both the triumphs and the failures-and his

compelling vision for the future. He reflects candidly on an extraordinary life. The book also features previously untold stories about everything from the true origins of Microsoft to Allen's role in the dawn of private space travel (with SpaceShipOne) and in discoveries at the frontiers of brain science. With honesty, humor, and insight, Allen tells the story of a life of ideas made real.

Access 2010 Programmer's Reference

John Wiley & Sons A comprehensive guide to programming for Access 2010 and 2007 Millions of people use the Access database applications, and hundreds of thousands of developers work with Access daily. Access 2010 brings better integration with SQL Server and enhanced XML support; this Wrox guide shows developers how to take advantage of these and other improvements. With in-depth coverage of VBA, macros, and other programming methods for building Access applications, this book also provides real-world code examples to demonstrate each topic. Access 2010 Programmer's Reference is a comprehensive guide to the best-of-breed techniques for programming Access applications. Coverage Includes: Introduction to Microsoft Access 2010 New Features Upgrading and Converting to Access 2010 Macros in Access 2010 Using the VBA Editor VBA Basics Using VBA in Access Creating Classes in VBA Extending VBA with APIs Working with the Windows Registry Using DAO to Access Data Using ADO to Access Data Using SQL with VBA Using VBA to Enhance Forms Enhancing Reports with VBA Customizing the Ribbon Customizing the Office Backstage Working with Office 2010 Working with SharePoint Working with .NET Building Client-Server Applications with Access The Access 2010 Templates Access Runtime Deployment Database Security Access 2010 Security Features

The Lean Practitioner's Field Book

Proven, Practical, Profitable and Powerful Techniques for Making Lean Really Work

Taylor & Francis While there are numerous Lean Certification programs, most companies have their own certification paths whereby they bestow expert status upon employees after they have participated in or led a certain number of kaizen events. Arguing that the number of kaizen events should not determine a person's expert status, The Lean Practitioner's Field Book: Proven, Practical, Profitable and Powerful Techniques for Making Lean Really Work outlines a true learning path for anyone seeking to understand

essential Lean principles. The book includes a plethora of examples drawn from the personal experiences of its many well-respected and award-winning contributors. These experts break down Lean concepts to their simplest terms to make everything as clear as possible for Lean practitioners. A refresher for some at times, the text provides thought-provoking questions with examples that will stimulate learning opportunities. Introducing the Lean Practitioner concept, the book details the five distinct Lean Practitioner levels and includes quizzes and criteria for each level. It highlights the differences between the kaizen event approach and the Lean system level approach as well as the difference between station balancing and baton zone. This book takes readers on a journey that begins with an overview of Lean principles and culminates with readers developing professionally through the practice of self-reliance. Providing you with the tools to implement Lean tools in your organization, the book includes discussions and examples that demonstrate how to transition from traditional accounting methods to a Lean accounting system. The book outlines an integrated, structured approach identified by the acronym BASICS (baseline, analyze, suggest solutions, implement, check, and sustain), which is combined with a proven business strategy to help ensure a successful and sustainable transformation of your organization.

Adding Sense

Context and Interest in a Grammar of Multimodal Meaning

Cambridge University Press Through a wide range of examples, from literature to social media, the book explores how meaning and communication interact.

Microsoft Office Professional 2013

Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint.

MOS 2013 Study Guide for Microsoft Word

MOS 2013 Stud Gui Mic Wo_p1

Pearson Education Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

Microsoft Outlook 2016 Step by Step

MS Outlook 2016 Step by _p1

Microsoft Press The quick way to learn Microsoft Outlook 2016! This is learning made easy. Get more done quickly with Outlook 2016. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures Manage your email more efficiently than ever Organize your Inbox to stay in control of everything that matters Schedule appointments, events, and meetings Organize contact records and link to information from social media sites Track tasks for yourself and assign tasks to other people Enhance message content and manage email security

MOS 2013 Study Guide for Microsoft Outlook

Microsoft Press Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Outlook Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

Microsoft Excel 2010 Step by Step

Microsoft Press Experience learning made easy-and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics.

Beyond Bullet Points, 3rd Edition

Using Microsoft PowerPoint to Create Presentations That Inform, Motivate, and Inspire

Pearson Education Unlock the amazing story buried in your presentation—and forget boring, bullet-point-riddled slides forever! Guided by communications expert Cliff Atkinson, you'll walk you through an innovative, three-step methodology for increasing the impact of your presentation. Discover how to combine classic storytelling techniques with the power of visual media to create a rich, engaging experience with your audience. Fully updated for PowerPoint 2010, and featuring compelling presentation examples from classroom to boardroom, this book will help transform your presentations—and your business impact!

Virtual Victorians

Networks, Connections, Technologies

Springer Exploring how scholars use digital resources to reconstruct the 19th century, this volume probes key issues in the intersection of digital humanities and history. Part I examines the potential of online research tools for literary scholarship while Part II outlines a prehistory of digital virtuality by exploring specific Victorian cultural forms.

The Content Analysis Guidebook

SAGE Content analysis is one of the most important but complex research methodologies in the social sciences. In this thoroughly updated Second Edition of The Content Analysis Guidebook, author Kimberly Neuendorf provides an accessible core text for upper-level undergraduates and graduate students across the social sciences. Comprising step-by-step instructions and practical advice, this text unravels the complicated aspects of content analysis.

Using Microsoft InfoPath 2010 with Microsoft SharePoint 2010 Step by Step

Pearson Education The smart way to learn how to build InfoPath forms for SharePoint—one step at a time! Quickly teach yourself how to use Microsoft InfoPath 2010 to create electronic business forms for Microsoft SharePoint 2010. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Design and build InfoPath forms without writing code Add approval workflows to your InfoPath forms Integrate data from SharePoint and other company systems Create forms that offer a rich experience in the browser Build views and dashboards to display form information Create and use forms in the cloud with SharePoint Online

Extend Microsoft Access Applications to the Cloud

Microsoft Press Build new Access cloud web apps and migrate desktop databases to the cloud This is your complete, practical guide to creating Microsoft Access web apps and migrating existing databases to the cloud. Access MVP Andrew Couch guides you through the entire web app life cycle, from design through deployment and upgrades. After introducing Microsoft Office 365 and the web app development environment, he reviews key issues associated with moving data into a web app or creating cloud apps with new data. Next, he drills down into app construction, from table design to integration. You'll learn how to extend Access with Microsoft Azure SQL, PowerPivot, Visual Studio 2013, SQL Server Reporting Services (SSRS), and Apps for Office, and master important new enhancements in Office 365 SP1. Learn best practices and techniques to: Capitalize on key Office 365 features in your Access web apps Design and integrate all the features of Access web apps Make your desktop databases compatible with web app table structures

Implement and test business rules by using the Macro Programming Tools Understand how your app design translates to objects in the cloud-based Azure SQL Database Use Microsoft SQL Server Management Studio (SSMS) to connect with and manage web apps Improve reporting with PowerPivot, Visual Studio 2013, and SSRS Extend Access web apps with Apps for Office features Capitalize on Office 365 SP1 improvements in change deployment, intellectual property protection, and integration Get all code samples, including complete apps, at: <http://aka.ms/AccessApps/files> About This Book For experienced Access developers who want a deep understanding of web app design and implementation For new web app developers who want to develop Access web apps with Office 365

Microsoft Access 2010 Inside Out

Microsoft Press You're beyond the basics, so dive right in and really put your database skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Access 2010 -- and challenge yourself to new levels of mastery! Master essential data management and design techniques Import and link to data from spreadsheets, databases, text files, and other sources Use action queries to quickly insert, update, or delete entire sets of data Create custom forms to capture and display data Design reports to calculate, summarize, and highlight critical data--and learn advanced techniques Automate your application with macros and Visual Basic for Applications (VBA) Use Access Services to extend your database application to the Web Try out the sample client and web database applications in both 32-bit and 64-bit versions A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. The sample client and web database applications are provided in both 32-bit and 64-bit versions. Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Documents, Presentations, and Worksheets

Using Microsoft Office to Create Content That Gets

Noticed

Pearson Education Get expert techniques and best practices for creating professional-looking documents, slide presentations, and workbooks. And apply these skills as you work with Microsoft Word, PowerPoint, and Excel in Office 2010 or Office for Mac 2011. This hands-on guide provides constructive advice and advanced, timesaving tips to help you produce compelling content that delivers—in print or on screen. Work smarter—and create content with impact! Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional-quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic for Applications (VBA) and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes: All the book's sample files for Word, PowerPoint, and Excel Files containing Microsoft Visio samples—Visio 2010 is required for viewing

Microsoft Outlook 2013 Step by Step

Pearson Education Experience learning made easy—and quickly teach yourself how to stay organized and stay connected using Outlook 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you them! Includes downloadable practice files and a companion eBook. Set up your email and social media accounts Send, search, filter, and organize messages Manage one or more calendars, and share your schedule Help protect your inbox and outbox Create and track tasks, to-do lists, and appointments

Office 2019 For Dummies

John Wiley & Sons Now updated and revised to cover the latest features of Microsoft Office 2019 The world's leading suite of business productivity software, Microsoft Office helps users complete common business tasks, including word processing, email, presentations, data management and analysis, and much more. Whether you need accessible instruction on Word, Excel, PowerPoint, Outlook, or Access—or all of the above—this handy reference makes it easier. In Office X For Dummies, you'll get help with typing and formatting text in Word, creating and navigating an Excel spreadsheet, creating a powerful PowerPoint presentation, adding color, pictures, and sound to a presentation, configuring email with Outlook, designing an Access database, and more. Information is presented in the

straightforward but fun language that has defined the Dummies series for more than twenty years. Get insight into common tasks and advanced tools Find full coverage of each application in the suite Benefit from updated information based on the newest software release Make your work life easier and more efficiently If you need to make sense of Office X and don't have time to waste, this is the trusted reference you'll want to keep close at hand!

Primal Leadership

Unleashing the Power of Emotional Intelligence

Harvard Business Press Annotation.

MOS 2016 Study Guide for Microsoft Excel

Microsoft Press This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

Constituent Imagination

Militant Investigations//collective Theorization

AK Press From the ivory tower to the barricades! Radical intellectuals explore the relationship between research and resistance.

Microsoft Access 2013 Step by Step

Pearson Education Experience learning made easy—and quickly teach yourself how to build your own database with Access 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. Build a database from scratch or ready templates Create easy-to-use data-entry forms Write queries to extract and manipulate data Design reports to summarize data in effective ways Import data from other databases and documents

Simple Heuristics that Make Us Smart

Oxford University Press Simple Heuristics That Make Us Smart invites readers to embark on a new journey into a land of rationality that differs from the familiar territory of cognitive science and economics. Traditional views of rationality tend to see decision makers as possessing superhuman powers of reason, limitless knowledge, and all of eternity in which to ponder choices. To understand decisions in the real world, we need a different, more psychologically plausible notion of rationality, and this book provides it. It is about fast and frugal heuristics--simple rules for making decisions when time is pressing and deep thought an unaffordable luxury. These heuristics can enable both living organisms and artificial systems to make smart choices, classifications, and predictions by employing bounded rationality. But when and how can such fast and frugal heuristics work? Can judgments based simply on one good reason be as accurate as those based on many reasons? Could less knowledge even lead to systematically better predictions than more knowledge? Simple Heuristics explores these questions, developing computational models of heuristics and testing them through experiments and analyses. It shows how fast and frugal heuristics can produce adaptive decisions in situations as varied as choosing a mate, dividing resources among offspring, predicting high school drop out rates, and playing the stock market. As an interdisciplinary work that is both useful and engaging, this book will appeal to a wide audience. It is ideal for researchers in cognitive psychology, evolutionary psychology, and cognitive science, as well as in economics and artificial intelligence. It will also inspire anyone interested in simply making good decisions.

Proceedings of Integrated Intelligence Enable Networks and Computing

IIENC 2020

Springer Nature This book presents best selected research papers presented at the First International Conference on Integrated Intelligence Enable Networks and Computing (IIENC 2020), held from May 25 to May 27, 2020, at the Institute of Technology, Gopeshwar, India (Government Institute of Uttarakhand Government and affiliated to Uttarakhand Technical University). The book includes papers in the field of intelligent computing. The book covers the areas of machine learning and robotics, signal processing and Internet of things, big data and renewable energy sources.

Hacking Exposed 7 : Network Security Secrets & Solutions, Seventh Edition

Network Security Secrets & Solutions, Seventh Edition

McGraw Hill Professional The latest tactics for thwarting digital attacks “Our new reality is zero-day, APT, and state-sponsored attacks. Today, more than ever, security professionals need to get into the hacker’s mind, methods, and toolbox to successfully deter such relentless assaults. This edition brings readers abreast with the latest attack vectors and arms them for these continually evolving threats.” --Brett Wahlin, CSO, Sony Network Entertainment “Stop taking punches--let’s change the game; it’s time for a paradigm shift in the way we secure our networks, and Hacking Exposed 7 is the playbook for bringing pain to our adversaries.” --Shawn Henry, former Executive Assistant Director, FBI Bolster your system’s security and defeat the tools and tactics of cyber-criminals with expert advice and defense strategies from the world-renowned Hacking Exposed team. Case studies expose the hacker’s latest devious methods and illustrate field-tested remedies. Find out how to block infrastructure hacks, minimize advanced persistent threats,

neutralize malicious code, secure web and database applications, and fortify UNIX networks. Hacking Exposed 7: Network Security Secrets & Solutions contains all-new visual maps and a comprehensive "countermeasures cookbook." Obstruct APTs and web-based meta-exploits Defend against UNIX-based root access and buffer overflow hacks Block SQL injection, spear phishing, and embedded-code attacks Detect and terminate rootkits, Trojans, bots, worms, and malware Lock down remote access using smartcards and hardware tokens Protect 802.11 WLANs with multilayered encryption and gateways Plug holes in VoIP, social networking, cloud, and Web 2.0 services Learn about the latest iPhone and Android attacks and how to protect yourself

The Truth Machine

A Novel of Things to Come

Ballantine Books Prepare to have your conception of truth rocked to its very foundation. It is the year 2004. Violent crime is the number one political issue in America. Now, the Swift and Sure Anti-Crime Bill guarantees a previously convicted violent criminal one fair trial, one quick appeal, then immediate execution. To prevent abuse of the law, a machine must be built that detects lies with 100 percent accuracy. Once perfected, the Truth Machine will change the face of the world. Yet the race to finish the Truth Machine forces one man to commit a shocking act of treachery, burdening him with a dark secret that collides with everything he believes in. Now he must conceal the truth from his own creation . . . or face his execution. By turns optimistic and chilling--and always profound--The Truth Machine is nothing less than a history of the future, a spellbinding chronicle that resonates with insight, wisdom . . . and astounding possibility. "PROFOUND." --Associated Press

Autonomous Horizons

The Way Forward

Independently Published Dr. Greg Zacharias, former Chief Scientist of the United States Air Force (2015-18), explores next steps in autonomous systems (AS) development, fielding, and training. Rapid advances in AS development and artificial intelligence (AI) research will change how we think about machines, whether they are individual vehicle platforms or networked enterprises. The payoff will be considerable, affording the US military significant protection for aviators, greater effectiveness in employment, and

unlimited opportunities for novel and disruptive concepts of operations. Autonomous Horizons: The Way Forward identifies issues and makes recommendations for the Air Force to take full advantage of this transformational technology.

Pediatric Palliative Care

Oxford University Press, USA Pediatric palliative care is a field of significant growth as health care systems recognize the benefits of palliative care in areas such as neonatal intensive care, pediatric ICU, and chronic pediatric illnesses. Pediatric Palliative Care, the fourth volume in the HPNA Palliative Nursing Manuals series, highlights key issues related to the field. Chapters address pediatric hospice, symptom management, pediatric pain, the neonatal intensive care unit, transitioning goals of care between the emergency department and intensive care unit, and grief and bereavement in pediatric palliative care. The content of the concise, clinically focused volumes in the HPNA Palliative Nursing Manuals series is one resource for nurses preparing for specialty certification exams and provides a quick-reference in daily practice. Plentiful tables and patient teaching points make these volumes useful resources for nurses.

The Take

A gripping crime thriller of family lies and betrayal

Hachette UK In this family, if you want something, you take it. THE TAKE by No.1 Sunday Times bestselling author Martina Cole won the British Book Award for best Crime Thriller of the Year and was adapted for television with an all-star cast including Tom Hardy, Brian Cox and Charlotte Riley. 'Martina tells it like it really is' - Sun. Fresh out of prison, Freddie Jackson wants to rule the underworld. His wife Jackie wants her husband back and in her bed only. Jackie's sister Maggie wants to be with Jimmy, Freddie's cousin. And Jimmy has big gangland ambitions of his own. Everyone in the Jackson family wants something. And there's no such thing as loyalty. You might have seen THE TAKE and THE RUNAWAY on TV - but that certainly doesn't mean you know what happens in the books!

Microsoft Access 2010 VBA Programming Inside Out

Pearson Education You're beyond the basics, so dive right in and customize, automate, and extend Access—using Visual Basic for Applications (VBA). This supremely organized reference is packed with hundreds of time-saving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts use VBA to exploit the power of Access—and challenge yourself to new levels of mastery! Enhance your application with VBA built-in functions and SQL code Use the Access Object Model to work with data in forms and reports Manipulate data using SQL, queries, and recordsets with Data Access Objects (DAO) Create classes for handling form and control events Connect your Access database to different sources of data Effectively plan how to upsize an existing Access database to Microsoft SQL Server Dynamically update Microsoft Excel spreadsheets from the database Migrate your Access database directly to the cloud using SQL Azure

Managing Change

A Strategic Approach to Organisational Dynamics

Pearson Education "This text is unique in demonstrating clearly the linkages between corporate strategy, organisational behaviour and the management of change. This is an ideal undergraduate text that will also be valuable for experienced managers on masters programmes." David Buchanan, Professor of Organisational Behaviour, Cranfield School of Management "This is the essential and definitive text on change management. It integrates the vast sweep of organisational theory and practice in a highly readable way. Every student and practitioner must have this." Michael Griffin, Director of Human Resources, King's College Hospital NHS Trust Globalisation. Mergers and Acquisitions. New technologies. New competitors. Rapid growth. Rapid decline. Economic boom. Financial crisis. In order to maximise their success, organisations today need to adapt to a turbulent environment. Yet one of the world's leading consultancies, Bain & Co, claims that the failure rate of change management projects is around 70 per cent. Managing change is not easy. The purpose of this leading textbook is to help you understand and consider the theoretical approaches to change and to make sense of these in the light of practical examples. Managing Change is written for students on modules covering management, strategy and organisational change as part of undergraduate and postgraduate programmes.