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KEY=SOURCE - JOHNNY ERICKSON

YOUR IPAD 2 AT WORK (COVERS IPAD 2 RUNNING IOS 5)

Que Publishing Covers iOS 5 Your iPad™ 2 atWork Supercharge your business effectiveness with iPad 2–in the office, on the road, everywhere! Got an iPad 2? Put it to work! If you're a manager, entrepreneur, or professional… a consultant, salesperson, or freelancer… this book will make you more efficient, more effective, and more successful! It's packed with easy, nontechnical business solutions you can use right now—each presented with quick, foolproof, full-color instructions. Securely connect your iPad 2 to your network; sync your email, contacts, calendar, Office documents, and smartphone; make the most of iPad 2's latest productivity apps; capture up-to-the-minute news and financial data; even discover powerful specialized apps for your job and your industry. You already know how much fun your iPad 2 is, now discover how incredibly productive it can be, too! • Secure your iPad 2 with passwords and data encryption • Discover today's most powerful low-cost iPad 2 productivity apps • Create winning sales and business presentations from your iPad 2 • Read PC and Mac files, from Microsoft Office to Adobe PDF • Manage your next project from your iPad 2 • Transform your iPad 2 into a powerful group brainstorming tool • Use your iPad 2 more efficiently on the road • Manage your company's social networking presence from your iPad 2 • Hold iPad 2—based videoconferences and virtual meetings • Transform your iPad 2 into an ebook reader, and find the best new business and productivity books online • Reduce your communications costs with FaceTime and Skype • Find the best "vertical market" apps for healthcare, real estate, construction, engineering, finance, and more • Hire programmers to build custom apps that reach new customers or improve internal business processes • Add accessories that makes your iPad 2 even more useful

HOW I RUN MY ONE-PERSON FACTORING BUSINESS

Dash Point Publishing In this ebook I open the door to my office, as it were, to you. You see in detail how I run my factoring business. I want to quickly to point out that my methods are by no means the only way to do this; however, they have worked for me for quite some time and others have patterned their successful factoring businesses on this model. You are welcome to pick and choose and adapt your own operation from mine; but you really don't need to reinvent the wheel or learn everything the hard way. If my experiences help you start and enjoy a profitable, satisfying factoring business, then this ebook has succeeded.

THE WOW FACTOR

Lulu.com Are you an employee trying to improve your job? or find you are searching for that special job? Are you running a business? Do you find your business orbiting, stagnant and/or struggling to develop? Do you need a little professional help? By reading, studying and adopting the principles written in the pages of this book, you will learn and be confident to take your business, and yourself, to the next level and double your turnover and salary in one year. Then both employees and business people will have the "it." "The WoW Factor." Showing the "Change Management" & "Style" that will take you and your business to the next level and double your income in one year. Written by David Wright.

RUNNING THE SHOW

THE ESSENTIAL GUIDE TO BEING A FIRST ASSISTANT DIRECTOR

Routledge Whether it's a crew of two hundred shooting a cast of thousands on horseback, or a crew of twelve filming one person in a room, each and every successful movie production requires a strong First Assistant Director (AD) at its helm. In this new and updated edition, veteran First AD Liz Gill walks you through the entire filmmaking process through the perspective of the First AD, from pre-production, shoot, wrap, and everything in between. This book provides invaluable insight into working as a First Assistant Director, featuring tricks-of-the-trade for breaking down a script, creating a schedule and organizing test shoots, alongside how to use turnaround time, weather cover, split days, overtime and continuous days to balance a challenging schedule and get the most from the cast, crew and the shoot. This new edition has been fully updated and expanded throughout to provide up-to-date coverage on new equipment and software, health and safety considerations and the implications of VFX. This is the essential guide to becoming a successful First Assistant Director, ideal for professional and aspiring AD's seeking to further their career, students of directing and production looking to gain a better understanding of how this department works and anyone interested in film and TV production. The accompanying eResources provide an expanded selection of sample call sheets, report templates, checklists, and other useful documents.

KACHING: HOW TO RUN AN ONLINE BUSINESS THAT PAYS AND PAYS

John Wiley & Sons The Web is a powerful "money button" that can connect you with vast networks of customers, solidify your business image, and create continual growth. The key is in knowing how to install that button effectively. In an era of blogging, social networking, message boards, and web sites for every subject under the sun, it's difficult to figure out which internet tools are the ones that will make your virtual register go "KaChing!" It's also important to create an overall strategy with these tools that will maximize your time and web usage. Fortunately Joel Comm, one of the world's leading experts in making money online, delivers tips, tactics, and commonsense guidelines to customize your Internet approach with KaChing. From walking you through the best blogging tools for your needs to exploring the many avenues of Twitter, LinkedIn, and web networking, Comm demystifies the many options the Web has to offer—and helps you clarify your business strategy to better reach targeted audiences. KaChing will show you: 7 web content types that work together People who can help you generate content that gets hits, mailing lists, and merchandising Advertising strategies that connect you with contacts, partner sites, and customers YouTube, webinar, and other online video tools Branding approaches that speak to your customer base Search engine optimization (SEO) tips that get your web site and business more attention With case studies from a wide array of industries, branding concepts that help you focus your business voice and customer base, and ideas on how to expand your business into new areas, KaChing gives you the know-how that will build and maintain internet-generating income for years to come.

BEGINNING UBUNTU LINUX

NATTY NARWHAL EDITION

Apress This sixth edition of Beginning Ubuntu Linux introduces all of us—newbies, power users and system administrators—to the Natty Narwhal Ubuntu release. Based on the bestselling fifth edition, this edition introduces the new Unity interface while not neglecting the finely-tuned administration techniques for new users present in previous editions. Whether you aim to use it in the home or in the office, you'll be introduced to the complete world of Ubuntu Linux, from simple word processing to using cloud services. You'll learn how to control the Ubuntu system which you just installed as you are guided through common tasks, such as configuring the system's graphical user interface, listening to audio CDs and MP3s, producing documents, using VoIP and chat, and of course, general system maintenance. Emilio also introduces the improved software center and Ubuntu's multitouch capabilities. This book supplies a series of comprehensive tutorials on Ubuntu administration and security—essential for any Ubuntu user—while not neglecting matters pertaining to office applications and the Cloud.

SAFETY AT STREET WORKS AND ROAD WORKS

A CODE OF PRACTICE

This publication sets out the statutory requirements for signing, lighting, and guarding at street works and road works. This is the core reference manual for utility companies, local authorities, street work contractors and others whose day-to-day business involves street works (works by statutory undertakers and other utility companies etc) and road works (works to maintain or repair road infrastructure). The code, which covers all of the UK and includes national variations, is now compulsory for highway/road authorities in England, Wales and Northern Ireland. It applies to all single carriageway roads and dual carriageways with a speed limit of 40 mph or less. The code is now divided into three parts: Basic Principles, Operations, and Equipment and Vehicles; site layout diagrams have been redrawn to make them easier to understand. There is: increased emphasis on using risk assessment and guidance on what to consider in such assessments; strengthened guidance on providing for pedestrians and cyclists and new guidance on traffic control measures related to road closures, one-way working and temporary road obstructions; enhanced advice on other traffic control measures including works near tramways and railways, and mobile/short duration works; and updated advice on high visibility clothing and the signing and conspicuity requirements for work vehicles. Effective from 1 October 2014 when it will supersede the 2001 edition (ISBN 9780115519581).

THE ASSISTANT LIGHTING DESIGNER'S TOOLKIT

CRC Press What are the do's and don'ts of being a good assistant lighting designer? What are focus tapes, and how do I use them? What is the best method for creating a magic sheet? What should be found in every assistant's kit? How do I make that first important leap into this professional career? Answer these questions and many more with The Assistant Lighting Designer's Toolkit. This definitive guide unlocks the insider-secrets used to succeed as a professional assistant lighting designer (ALD) – whether choosing assisting as a career or while transitioning to another. This book outlines, step-by-step, the challenges the ALD faces during every phase of production. Never before has a resource existed that views the design process through the eyes of the assistant. Intermingled among the nuts and bolts of the paperwork and essential procedures, top industry professionals reveal tips for personal survival in this challenging career – both domestically and abroad as well as in other careers in lighting. Within these pages are the industry secrets rarely taught in school! The author's website can be found at http://www.aldtoolkit.com/.

CIRCULAR NO. A-11: PREPARATION, SUBMISSION, AND EXECUTION OF THE BUDGET

Government Printing Office

HOW TO RUN A SMALL FACTORING BUSINESS

Dash Point Publishing This practical, hands-on manual teaches everything you need to know about starting and running a small factoring business. With common sense directions and first-person experiences giving a "been there" flavor to each page, you'll learn how factoring small receivables can be a lucrative, enjoyable business and an excellent tool for investing retirement or discretionary investment funds.

DISCOVERING COMPUTERS ©2016

Cengage Learning The popular DISCOVERING COMPUTERS is now revised, based on customer feedback, to reflect the evolving needs of today's Introductory Technology students. This exciting new edition maintains proven hallmarks that ensure students know what they need to be successful digital citizens in college and beyond. This edition offers the latest coverage of today's digital world with an emphasis on enterprise computing, ethics, Internet search skills, mobile computing, various operating systems, browsers and security. Critical thinking and problem-solving exercises throughout the text reinforce key skills, while end-of-chapter activities provide hands-on practice. DISCOVERING COMPUTERS provides the content your students need, presented in a way that ensures their success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

LAW OFFICE TECHNOLOGY: A THEORY-BASED APPROACH

Cengage Learning Gain a thorough understanding of the important role of technology in today's legal setting with Lusk/Traina Donnes' LAW OFFICE TECHNOLOGY: A THEORY-BASED APPROACH, 9E. This theory-based companion guide perfectly complements the practical lessons included in the National Society for Legal Technology's (NSLT) Legal Technology Certificate program. With this guide, you examine the theory behind technology and its applications as you study why and when to use software tools in the legal profession. This focus on why software is used seamlessly supports NSLT's practical approach that emphasize how to use software. Engaging narratives integrate the latest developments as you explore the reasons to use software. Meaningful discussions also delve into ethical considerations before using software tools. This critical content supplements any software training you receive with interesting readings that enhance your overall understanding of technology at work in law today. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

EXCELLENCE IN EXECUTION

HOW TO IMPLEMENT YOUR STRATEGY

Morgan James Publishing Excellence in Execution is about how to execute strategy. Leaders today recognize that they need to have the ability to craft strategy and that they require the skills to execute it. But almost all books, blogs, talks, articles and other material discuss "why" execution is important, not how to achieve excellence in execution. Excellence in Execution aims to start where almost all leave off. It takes the reader on the implementation journey and is in two parts. Part One addresses "Transforming the Approach." It focuses on changing the current thinking and attitude of leaders. Two thirds of strategy execution still fail and a different approach is required. A new language and terms are introduced such as, Strategy Cadence, Execution Juxtaposition, Decoding the Execution Challenge, Mavericks Network, Review Rhythm and the Three Themes Broad of Execution. Part Two is about "Making It Your Own" and explains how to do this by providing the required mindset, skillset and toolset. It explains in detail what is required to:

PREPARATION, SUBMISSION, AND EXECUTION OF THE BUDGET

COMDEX LINUX & OPEN OFFICE COURSE KIT 2008 EDITION (W/CD)

Dreamtech Press Training Kit for Linux Fundamentals, OpenOffice (Writer, Calc, Impress), Draw, GIMP & Internet. No previous computer knowledge required. Unique 3-Stage Self-learning System with CD.The book is your first stage in learning. All the concepts are explained to you in clear, simple language along with hundreds of illustrations and graphics. Unlike in the other books, your learning doesn t stop here. Here you can actually practice what you havelearnt. To do this, move to the next mode.

HIGH QUALITY CARE FOR ALL

NHS NEXT STAGE REVIEW FINAL REPORT

The Stationery Office This review incorporates the views and visions of 2,000 clinicians and other health and social care professionals from every NHS region in England, and has been developed in discussion with patients, carers and the general public. The changes proposed are locally-led, patient-centred and clinically driven. Chapter 2 identifies the challenges facing the NHS in the 21st century: ever higher expectations; demand driven by demographics as people live longer; health in an age of information and connectivity; the changing nature of disease; advances in treatment; a changing health workplace. Chapter 3 outlines the proposals to deliver high quality care for patients and the public, with an emphasis on helping people to stay healthy, empowering patients, providing the most effective treatments, and keeping patients as safe as possible in healthcare environments. The importance of quality in all aspects of the NHS is reinforced in chapter 4, and must be understood from the perspective of the patient's safety, experience in care received and the effectiveness of that care. Best practice will be widely promoted, with a central role for the National Institute for Health and Clinical Excellence (NICE) in expanding national standards. This will bring clarity to the high standards expected and quality performance will be measured and published. The review outlines the need to put frontline staff in control of this drive for quality (chapter 5), with greater freedom to use their expertise and skill and decision-making to find innovative ways to improve care for patients. Clinical and managerial leadership skills at the local level need further development, and all levels of staff will receive support through education and training (chapter 6). The review recommends the introduction of an NHS Constitution (chapter 7). The final chapter sets out the means of implementation.

SAMSUNG GALAXY S FOR DUMMIES

John Wiley & Sons *Colorful guide to getting more out of your Galaxy S smartphone! Now that you've got your new Galaxy S smartphone, you've got to figure out how to use it! If you're baffled by the technology and the documentation, this book can help. Written in the fun but clear and thorough For Dummies style, this book answers all your questions. You'll find out how to do all the fun stuff: texting, social networking, using the camera, how to watch movies, and more. And you'll also learn how to handle the "housekeeping": synching your phone with your PC, using business applications, downloading apps, accessing the calendar, what all the widgets mean, and much more. Helps you get up to speed on any Samsung Galaxy S smartphone, including the Fascinate, Epic, Captivate, Vibrant, and other Galaxy S phones Clarifies the basics of how to use the phone, how the technology works, how to configure everything, and how to make it totally yours Delivers a full slate of how-tos, tricks, features, and techniques, all in full color Covers setup and configuration, texting, e-mailing, taking and sharing pictures, playing games, buying and installing apps, personal and business apps, and more Includes tips on making the most of multimedia features—games, music, movies, photos, and more You'll get gobs more from your Galaxy S with the help of Samsung Galaxy S For Dummies.*

UP AND RUNNING WITH AUTOCAD 2012

2D AND 3D DRAWING AND MODELING

Academic Press *"Throughout the book, the following methods are used to present material: - Explain the new concept or command and why it is important. - Cover the command step by step (if needed), with your input and AutoCAD responses shown so you can follow and learn them. - Give you a chance to apply just-learned knowledge to a real-life exercise, drawing, or model. - Test yourself with end-of-chapter quizzes and drawing exercises that ask questions about the essential knowledge"--Provided by publisher.*

UP AND RUNNING WITH AUTOCAD 2012

2D DRAWING AND MODELING

Academic Press *Get "Up and Running" with AutoCAD using Gindis' combination of step-by-step instruction, examples, and insightful explanations. The emphasis from the beginning is on core concepts and practical application of AutoCAD in architecture, engineering and design. Equally useful in instructor-led classroom training or self-study, the book is written with the student in mind by a long-time AutoCAD user and instructor based on what works in the industry and the classroom Strips away complexities and reduces AutoCAD to easy-to-understand basic concepts Explains "why" something is done, not just "how": the theory behind each concept or command is discussed prior to engaging AutoCAD so the student has a clear idea of what they are attempting to do All basic commands are documented step-by-step: what the user types in and how AutoCAD responds is spelled out in discrete and clear steps with numerous screen shots Extensive supporting graphics (screen shots) and a summary with a self-test section and topic specific drawing exercises are included at the end of each chapter Also available in a 2D+3D version with 10 additional chapters covering 3D concepts. ISBN for the 2D+3D version is 978-012-387029-2*

CAREERS FOR DUMMIES

John Wiley & Sons *Feeling stuck? Find out how to work toward the career of your dreams If you're slogging through your days in a boring or unrewarding job, it may be time to make a big change. Careers For Dummies is a comprehensive career guide from a top career coach and counselor that will help you jump start your career and your life. Dive in to learn more about career opportunities, with a plethora of job descriptions and the certifications, degrees, and continuing education that can help you build the career you've always wanted. Whether you're entering the workforce for the first time or a career-oriented person who needs or wants a change, this book has valuable information that can help you achieve your career goals. Find out how you can build your personal brand to become more attractive to potential employers, how to create a plan to "get from here to there" on your career path, and access videos and checklists that help to drive home all the key points. If you're not happy in your day-to-day work now, there's no better time than the present to work towards change. Get inspired by learning about a wide variety of careers Create a path forward for a new or better career that will be rewarding and fun Determine how to build your personal brand to enhance your career opportunities Get tips from a top career coach to help you plan and implement a strategy for a more rewarding work life Careers For Dummies is the complete resource for those looking to enhance their careers or embark on a more rewarding work experience.*

UP AND RUNNING WITH AUTOCAD 2013

2D AND 3D DRAWING AND MODELING

Academic Press *Up and Running with AutoCAD 2013 by Elliot Gindis is an easy-to-learn introduction to AutoCAD featuring step-by-step instructions that explain both the why and the how for using this industry standard software package. The book strips away complexities, both real and perceived, and reduces AutoCAD to easy-to-understand basic concepts. All concepts are explained first in theory, and then shown in practice, helping the reader understand what it is they are doing and why, before they do it. The book is divided into three parts, guiding students through the subject matter from the beginning stages of using the software through advanced AutoCAD, including 3D features. Chapters deal with topics such as: layers, colors, linetypes, and properties; text, Mtext, editing, and style; blocks, Wblocks, dynamic blocks, groups, and purge; importing and exporting data; Boolean operations; Dview, walk and fly, animation, and action recording; and lighting and rendering. Also included is an extensive Appendix for each part, detailing additional useful CAD-related information not often found in other text books. In addition, the book contains supporting graphics (screen shots); a summary with a self-test section at the end of each chapter; drawing examples and exercises; and two running "projects" that the student works on as he/she progresses through the chapters . This book will appeal to beginner through advanced users of AutoCAD; architectural engineers, drafting, civil/construction engineers, and mechanical engineers; and students taking drafting/engineering drawing courses in engineering and engineering technology programs. Strips away complexities, both real and perceived and reduces AutoCAD to easy-to-understand basic concepts Teaches only what is essential to operating AutoCAD first, thereby immediately building student confidence All basic commands are documented step-by-step, meaning that what the student needs to type in and how AutoCAD responds is all spelled out in discrete and clear steps with screen shots added as needed Using the author's extensive multi-industry knowledge of what is important and widely used in practice versus what is not, the material is presented by immediately immersing the student in practical, critically essential knowledge, with no padding of text or filler material All concepts are explained first in theory, and only then is AutoCAD introduced and the actual "button pushing" discussed. This is one of the key concepts in having students understand exactly what it is they are doing and why, before they do it*

CIRCULAR NO. A-11, PREPARATION, SUBMISSION, AND EXECUTION OF THE BUDGET, AUGUST 2009, *

LINUX BIBLE 2010 EDITION

BOOT UP TO UBUNTU, FEDORA, KNOPPIX, DEBIAN, OPENSUSE, AND 13 OTHER DISTRIBUTIONS

John Wiley & Sons *The definitive guide to the basics of one of the most popular operating systems in the world Whether you're a first-time Linux user or you're migrating from another operating system, this book is an ideal introductory guide for getting comfortable with the building-block nature of Linux. Written by bestselling author Christopher Negus, this guide is packed with in-depth descriptions on the basics of Linux desktops, servers, and programming tools and gets you up to speed on all the new and exciting features of the newest version: Linux 2010. Negus walks you through transitioning from Windows or Mac and helps you find the Linux distribution that best meets your needs. You'll explore more than 18 Linux distributions, including the latest versions of Ubuntu, Fedora, Debian, OpenSUSE, Slackware, Knoppix, Gentoo, Mandriva, SLAX, and more. Plus, you'll discover how to set up secure, fully functioning Linux server systems and get up-to-date installation advice. Topics Covered: Getting off the Ground with Linux Running a Linux Desktop Learning System Administration Skills Setting Up Linux Servers Choosing and Installing Different Linux Distributions Programming in Linux Linux Bible 2010 Edition walks you through the details of the various Linux distributions and updates you on the latest networking, desktop, and server enhancements. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.*

PC MAG

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

PLANNING AND IMPLEMENTING A REAL-TIME AIR POLLUTION MONITORING AND OUTREACH PROGRAM FOR YOUR COMMUNITY

THE AIRBEAT PROJECT OF ROXBURY, MASSACHUSETTS

DIANE Publishing

DR. JORDAN METZL'S RUNNING STRONG

THE SPORTS DOCTOR'S COMPLETE GUIDE TO STAYING HEALTHY AND INJURY-FREE FOR LIFE

Rodale Step into my office if you want to run faster, stronger, and pain-free. Whether you're a new runner training for your first race or an experienced marathoner, this cutting-edge book will keep you on the road and running faster. With comprehensive, illustrated information on running health and injury prevention, this book also includes access to videos addressing such issues as shin splints, plantar fasciitis, stress fractures, and runner's knee. Not only will runners be able to read about how they can treat and prevent hundreds of medical and nutritional issues, they'll be able to walk into a top-level video consultation 24 hours per day, 7 days per week, from anywhere in the world!

BEGINNING UBUNTU LINUX

FROM NOVICE TO PROFESSIONAL

Apress This edition is the update to the best-selling first edition introducing Ubuntu Linux. Adapted from the best-selling first edition, this book guides readers through the most commonly desired yet confusing concepts and tasks confronted by new Linux users. The book is purposely focused on end users to satisfy the growing interest in migrating away from Windows to the increasingly mature Linux desktop platform. The book serves as a guide to a rapid and transparent familiarization of those features most treasured by general and power desktop users alike.

PREVENT STRATEGY

The Stationery Office The Prevent strategy, launched in 2007 seeks to stop people becoming terrorists or supporting terrorism both in the UK and overseas. It is the preventative strand of the government's counter-terrorism strategy, CONTEST. Over the past few years Prevent has not been fully effective and it needs to change. This review evaluates work to date and sets out how Prevent will be implemented in the future. Specifically Prevent will aim to: respond to the ideological challenge of terrorism and the threat we face from those who promote it; prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and work with sectors and institutions where there are risks of radicalization which need to be addressed

SOCIAL MEDIA FOR LAWYERS

THE NEXT FRONTIER

American Bar Association Many lawyers view social media as a passing fad, but lawyers who dismiss social media do so at their peril. This cutting-edge guide shows lawyers how to use a practical, goal-centric approach to social media. By enabling lawyers to identify the social media platforms and tools that fit their practice, lawyers can implement them easily, efficiently, and ethically. Written by two lawyers, this book is designed with both the novice and advanced user in mind.

HWM

Singapore's leading tech magazine gives its readers the power to decide with its informative articles and in-depth reviews.

PC MAG

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

PC MAG

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

ADOBE ACROBAT 5

THE PROFESSIONAL USER'S GUIDE

Apress Professional graphics designers will welcome this practical guide to Acrobat 5 because it tells why and when to use processes, as well as how. Includes projects, tutorials and demonstrations.

EBOOK: USING INFORMATION TECHNOLOGY COMPLETE EDITION

McGraw Hill EBOOK: Using Information Technology Complete Edition

MICROSOFT OFFICE 365 COMPLETE CERTIFICATION KIT - CORE SERIES FOR IT

Emereo Publishing Uncover the latest software package provided as a service by Microsoft. Get a head start and explore the subscription-based software concepts surrounding Microsoft Office 365 tools and techniques. Become a valued member of your organization by learning the benefits and advantages of implementing Microsoft Office 365, and the ways in which it allows any business to collaborate and share information. This certification validates that you know specific methods, models, and/or tools. This is essential to professionals in order to be updated on the latest multimedia trends, and to add to their Microsoft Office 365 toolbox. The industry is facing a bold, new world with the amazing developments of Microsoft Office 365, and the challenges and the opportunities this presents are unprecedented. The Microsoft Office 365 Complete Certification Kit serves as a complete introductory guide for anyone looking to grasp a better understanding of Microsoft Office 365 concepts and their practical application in any environment. The Art of Service's introductory Microsoft Office 365 training and certification helps IT practitioners develop the skills that are crucial, as businesses embark on this massive transformation. It provides an industry credential for IT professionals to help them transform into the world of Microsoft Office 365. This training and certification enables you to move both the industry and business forward, and to quickly take advantage of the benefits that Microsoft Office 365 applications present. Take the next step: Get Certified! The Art of Service IT Service Management programs are the #1 certification programs in the information management industry. Being proven means investing in yourself and formally validating your knowledge, skills, and expertise by the industry's most comprehensive learning and certification program. The Microsoft Office 365 Complete Certification Kit course prepares you for Microsoft Office 365 Certification. Why register? - Easy and Affordable. - Learning about Microsoft Office 365 technologies has never been more affordable. - Latest industry trends explained. - Acquire valuable skills and get updated about the industry's latest trends right here. Today. - Learn from the Experts. The Art of Service offers education about Microsoft Office 365 and 300 other technologies by the industry's best. - Learn at your own pace. Find everything right here, when you need it, and from wherever you are. What will you learn? - Learn the important concepts, tools, and uses of Microsoft Office 365. p> - Learn about the benefits of implementing Microsoft Office 365 tools and techniques in your work place. - Examine Microsoft Desktop Applications. - Learn about specific platforms that utilize Microsoft Office 365. - Explore the tricks of the trade when it comes to Microsoft Office 365 technology. Course Outline The topics covered in this course are: - Introduction to Microsoft office 365 - Desktop Applications - Useful Microsoft

Tools - Microsoft Office - Platforms that use Microsoft Office Contact Hours: The recommended minimum contact hours to pass the certification test is 18 hours. Delivery: The program combines presentations supported by trainer audio. Each module is followed by quizzes and exercises (marking scheme provided) to test your knowledge and competency, and to enhance understanding of the key concepts. A certificate is awarded to your successful passing of the final exam (80% pass requirement) and completion of the course. This is an eLearning Program. Your access details to the eLearning course are in the book. Program Materials: - Multimedia presentations - Downloadable resources (PDF documents) - End of module review questions to assess your content knowledge

HOW TO WRITE TECHNICAL REPORTS

UNDERSTANDABLE STRUCTURE, GOOD DESIGN, CONVINCING PRESENTATION

Springer Science & Business Media *Technical Reports are usually written according to general standards, corporate - sign standards of the current university or company, logical rules and practical - periences. These rules are not known well enough among engineers. There are many books that give general advice in writing. This book is specialised in how to write Technical Reports and addresses not only engineers, but also natural sci- th tists, computer scientists, etc. It is based on the 6 edition published in 2008 by st Vieweg in German and is now published as 1 edition by Springer in English. Both authors of the German edition have long experience in educating en- neers at the University of Applied Sciences Hannover. They have held many l- tures where students had to write reports and took notes about all positive and negative examples that occurred in design reports, lab work reports, and in theses. Prof. Dr. Lutz Hering has worked for VOLKSWAGEN and DAIMLER and then changed to the University of Applied Sciences Hannover where he worked from 1974 until 2000. He held lectures on Technical Drawing, Construction and Design, CAD and Materials Science. Dr. Heike Hering worked nine years as a Technical Writer and was responsible for many CAD manuals in German and English. She is now employed at TÜV NORD Akademie, where she is responsible for E-Learning projects, technical documentation and software training and supervises students who are writing their theses. Prof. Dr. -Ing.*

LINUX TRANSFER FOR POWER USERS

A ROADMAP FOR MIGRATING TO LINUX FOR EXPERIENCED WINDOWS USERS

Hentzenwerke *Today's experienced computer user doesn't have time to set up and learn a new operating system and programs alone. This book shows an ordinary computer user who is comfortable with using Microsoft Windows and associated popular applications how Linux works and how using it is similar in many ways to their current software. Then it guides them through the wonderful world of popular Linux applications that perform the same day to day functions they're used to on their Windows computer - word processing, spreadsheets, presentations, graphics processing, email, Internet browsing, pictures, music and video, and more.*

STRENGTHENING FORENSIC SCIENCE IN THE UNITED STATES

A PATH FORWARD

National Academies Press *Scores of talented and dedicated people serve the forensic science community, performing vitally important work. However, they are often constrained by lack of adequate resources, sound policies, and national support. It is clear that change and advancements, both systematic and scientific, are needed in a number of forensic science disciplines to ensure the reliability of work, establish enforceable standards, and promote best practices with consistent application. Strengthening Forensic Science in the United States: A Path Forward provides a detailed plan for addressing these needs and suggests the creation of a new government entity, the National Institute of Forensic Science, to establish and enforce standards within the forensic science community. The benefits of improving and regulating the forensic science disciplines are clear: assisting law enforcement officials, enhancing homeland security, and reducing the risk of wrongful conviction and exoneration. Strengthening Forensic Science in the United States gives a full account of what is needed to advance the forensic science disciplines, including upgrading of systems and organizational structures, better training, widespread adoption of uniform and enforceable best practices, and mandatory certification and accreditation programs. While this book provides an essential call-to-action for congress and policy makers, it also serves as a vital tool for law enforcement agencies, criminal prosecutors and attorneys, and forensic science educators.*

MENTAL CAPACITY ACT 2005 CODE OF PRACTICE

[LARGE PRINT 2007 FINAL EDITION]

The Stationery Office *The Mental capacity Act 2005 provides a statutory framework for people who lack the capacity to make decisions for themselves, or for people who want to make provision for a time when they will be unable to make their own decisions. This code of practice, which has statutory force, provides information and guidance about how the Act should work in practice. It explains the principles behind the Act, defines when someone is incapable of making their own decisions and explains what is meant by acting in someone's best interests. It describes the role of the new Court of Protection and the role of Independent Mental Capacity Advocates and sets out the role of the Public Guardian. It also covers medical treatment and the way disputes can be resolved.*

THE LAWYER'S GUIDE TO WORKING SMARTER WITH KNOWLEDGE TOOLS

American Bar Association *This ground-breaking guide introduces lawyers and other professionals to a powerful class of software that supports core aspects of legal work. The author discusses how technologies like practice systems, work product retrieval, document assembly, and interactive checklists help people work smarter. If you are looking to work more effectively, this book provides a clear roadmap, with many concrete examples and thought-provoking ideas.*