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Gain the skills needed to converse in English with confidence! Conversing comfortably in a new language can seem like a daunting task. This accessible guide will help you build the skills to communicate in English with confidence. The book is packed with crystal-clear explanations, numerous realistic examples, and dozens of engaging exercises to help you hone your conversation skills. You'll learn how to introduce yourself, make appointments, strike up conversations, and much more. Practice Makes Perfect: English Conversation is organized around 12 units that present specific conversational situations and common, everyday scenarios. Each unit offers helpful instructions on correct pronunciation, grammar, syntax, and word usage. The exclusive McGraw-Hill Language app features streaming audio recordings of all dialogues in the book plus the answers to more than 100 exercises. Practice Makes Perfect: English Conversation will help you:

- Engage in dialogues that illustrate practical conversations
- Expand your English vocabulary
- Get clarification of new concepts with numerous realistic examples
- Reinforce your new conversational skills through extensive exercises
- Test your understanding of key themes in the book
- Improve your pronunciation through audio dialogs and exercises, online and via the McGraw-Hill

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Language app

This book serves as an introduction to the use of mathematics in describing collective phenomena in physics and biology. Derived from a course of innovative lectures, the book shows students early in their studies how many of the topics they have encountered – partial differential equations, differential equations, Fourier series, and linear algebra – are useful in constructing, analysing and interpreting phenomena present in the real world. Throughout, ideas are developed using worked examples and exercises with solution. The text does not assume a strong background in physics.

What will you learn from this book? Head First PMP teaches you the latest principles and certification objectives in The PMBOK® Guide in a unique and inspiring way. This updated fourth edition takes you beyond specific questions and answers with a unique visual format that helps you grasp the big picture of project management. By putting PMP concepts into context, you'll be able to understand, remember, and apply them—not just on the exam, but on the job. No wonder so many people have used Head First PMP as their sole source for passing the PMP exam. This book will help you:

- Learn PMP's underlying concepts to help you understand the PMBOK principles and pass the certification exam with flying colors
- Get 100% coverage of the latest principles and certification objectives in The PMBOK® Guide, Sixth Edition
- Make use of a thorough and effective preparation guide with hundreds of practice questions and exam strategies
- Explore the material through puzzles, games, problems, and exercises that

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make learning easy and entertaining Why does this book look so different? Based on the latest research in cognitive science and learning theory, Head First PMP uses a visually rich format to engage your mind, rather than a text-heavy approach that puts you to sleep. Why waste your time struggling with new concepts? This multi-sensory learning experience is designed for the way your brain really works.

What could happen if you were the project manager of your life? Around the world people are desperately searching for answers, direction, motivation, and purpose. Lives are in high demand but living is in low supply. The business of life needs new management and The Lifelong Project offers the solution. You will determine your wants and needs, create goals, seize your ambitions, and maximize your potential. Your Lifelong Project begins today. As the project manager of your life you have the authority to plan, control, and get things done. You'll achieve more than you ever thought possible. You'll find answers to squelch fears, dismiss doubts, and banish anxiety. Your goals will move from flimsy wishes to life-changing accomplishments. This isn't goal setting - this is goal achieving!

Use this study guide to prepare for the Project Management Professional (PMP) exam administered by the Project Management Institute (PMI). The revised third edition of the best-selling PMP in Depth, updated to the sixth edition of PMBOK, has a laser-sharp focus on the exam objectives for project managers and others who want to pass the PMP exam. No prior knowledge of project management is assumed. The chapters and

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the sections within each chapter are presented in a logical learning sequence. The concepts and topics, both simple and complex, are clearly explained when they appear for the first time. This facilitates step-wise learning, prevents confusion, and makes this book useful for those who want to get up to speed quickly to pass the PMP exam, even if you are new to the discipline of project management. This book tells the story of project management in a cohesive, concise, yet comprehensive fashion. Unlike most PMP exam books, PMP in Depth covers the material in the order in which projects are actually run in the real world. The book is an easy-to-understand guide that is valuable both before and after the exam. What You'll Learn Understand the body of knowledge required to earn the Project Management Professional (PMP) certification Acquire the knowledge needed to enter the field of project management and successfully manage projects in any field Who This Book Is For Project management practitioners preparing for the PMP exam, entry-level project managers and project team members preparing for the PMP exam, beginners who want to join the field of project management and get up to speed quickly, project managers who need a quick and easy reference to the discipline of project management, and instructors and trainers who want a textbook for the PMP exam or a course on project management

The landmark project management reference, now in a new edition Now in a Tenth Edition, this industry-leading project management "bible" aligns its streamlined approach to the latest release of the Project Management Institute's Project

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Management Body of Knowledge (PMI®'s PMBOK® Guide), the new mandatory source of training for the Project Management Professional (PMP®) Certification Exam. This outstanding edition gives students and professionals a profound understanding of project management with insights from one of the best-known and respected authorities on the subject. From the intricate framework of organizational behavior and structure that can determine project success to the planning, scheduling, and controlling processes vital to effective project management, the new edition thoroughly covers every key component of the subject. This Tenth Edition features: New sections on scope changes, exiting a project, collective belief, and managing virtual teams More than twenty-five case studies, including a new case on the Iridium Project covering all aspects of project management 400 discussion questions More than 125 multiple-choice questions (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Quantitative Methods for the Project Manager is for professional project managers who need to know how to make everyday use of numerical analysis. It combines theory and practices and is designed to be easily applied.

An all-inclusive, self-study guide for the PMI's Project Management Professional (PMP) certification exam, this kit provides all the information project managers need to thoroughly prepare for the test. It contains the book *The PMP Exam: How to Pass on Your First Try*; hundreds of flash cards to help with memorization of key points; a

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laminated quick reference guide; a six-month online subscription to the PMP course in InSite (the top PMP e-learning site); and five audio CDs featuring experts Andy Crowe, Bill Yates, and Louis Alderman discussing the main points and concepts for the exam. The included learning materials cover all the processes, inputs, tools, and outputs that will be tested, along with insider secrets, test tricks and tips, hundreds of sample questions, and exercises designed to strengthen mastery of key concepts to help you pass the exam with confidence.

Offers instruction, examples, and exercises to build Spanish vocabulary, master the intricacies of grammar, and converse in Spanish.

The practical e-guide that gives you the skills to succeed as a project manager.

Discover how to improve your project management skills by defining a project brief, identifying stakeholders, and building a strong team. You'll also learn useful tips for initiating projects, setting deadlines, and managing your budgets. Essential Managers gives you a practical "how-to" approach with step-by-step instructions, tips, checklists, and "ask yourself" features showing you how to focus your energy, manage change, and make an impact. DK's Essential Managers series contains the knowledge you need to be a more effective manager and hone your management style. Whether you're new to project management or simply looking to sharpen your existing skills, this is the e-guide for you.

Each book covers all the necessary information a beginner needs to know about a

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particular topic, providing an index for easy reference and using the series' signature set of symbols to clue the reader in to key topics, categorized under such titles as Tip, Remember, Warning!, Technical Stuff and True Story.

Take a crash course in boosting operational efficiency! Whether a business manufactures trucks, delivers packages, or sells coffee, it lives and breathes on its operations. Without exception. Ensuring smooth, efficient processes is a challenging task--but the rewards are immense. The McGraw-Hill 36-Hour Course: Operations Management puts you on the fast track to bolstering and managing the effectiveness of your organization's operations. Complete with exercises, self-tests, and an online final exam, this virtual immersion course in operations management teaches you how to: Evaluate and measure existing systems' performance Use quality management tools like Six Sigma and Lean Production Design new, improved processes Define, plan, and control costs of projects Take this in-depth course on operations management and put your vision into action. This is the only book on the syllabus. Class begins now!

Whether you're a current project manager seeking to validate the skills and knowledge acquired through years of practical experience or a newcomer to the PM field looking to strengthen your resume, the PMP® certification from the Project Management Institute (PMI®) provides you with the means to do so. This updated edition of the best-selling PMP®: Project Management Professional Study Guide was developed to help you prepare for this challenging exam, and includes additional study tools designed to

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reinforce understanding of critical subject areas. Key Topics Include: Project Initiation. Determining project goals, identifying constraints and assumptions, defining strategies, producing documentation. Project Planning. Refining a project, creating a WBS, developing a resource management plan, establishing controls, obtaining approval. Project Execution. Committing and implementing resources, managing and communicating progress, implementing quality assurance procedures. Project Control. Measuring Performance, taking corrective action, ensuring compliance, reassessing control plans, responding to risk event triggers. Project Closing. Documenting lessons learned, facilitating closure, preserving records and tools, releasing resources. Professional Responsibility. Ensuring integrity, contributing to knowledge base, balancing stakeholder interests, respecting differences. Note:CD-ROM/DVD and other supplementary materials are not included as part of eBook file. (PMI, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Project estimating plays a vital role in project management. Typically completed in the initial planning stages, accurate project estimation can be a difficult task. Organizations and project managers should use these initial estimates to baseline the project schedule and cost, then refine these estimates as the project develops. Accurate estimation and refinement of the estimates leads to better and earlier decision making, thus maximizing value.Developed within the framework of A Guide to the Project

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Management Body of Knowledge (PMBOK® Guide) &– Sixth Edition and other PMI standards, the Practice Standard for Project Estimating &– Second Edition focuses on providing models for the project management profession in both plan-driven and change-driven adaptive (agile) life cycles. This practice standard describes the aspects of project estimating that are recognized as good practice on most projects most of the time and that are widely recognized and consistently applied. PMI practice standards describe processes, activities, constraints, inputs, and outputs for specific discipline subject areas and are targeted to all practitioners within projectized organizations, not just project managers.

Updated concepts and tools to set up project plans, schedule work, monitor progress- and consistently achieve desired project results. In today's time-based and cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project- from developing the goals and objectives to managing the project team- and make project management work in any company. This updated second edition includes: * New material on the Project Management Body of Knowledge (PMBOK) * Do's and don'ts of implementing

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scheduling software* Coverage of the PMP certification offered by the Project Management Institute* Updated information on developing problem statements and mission statements* Techniques for implementing today's project management technologies in any organization-in any industry.

Say goodbye to dry presentations, grueling formulas, and abstract theories that would put Einstein to sleep -- now there's an easier way to master the disciplines you really need to know. McGraw-Hill's Demystified Series teaches complex subjects in a unique, easy-to-absorb manner, and is perfect for users without formal training or unlimited time. They're also the most time-efficient, interestingly written "brush-ups" you can find. Organized as self-teaching guides, they come complete with key points, background information, questions at the end of each chapter, and even final exams. You'll be able to learn more in less time, evaluate your areas of strength and weakness and reinforce your knowledge and confidence. This self-teaching guide brings business statistics down to an understandable level, using practical examples. Coverage includes: probability, analysis of variance, designed experiments, preparing statistical reports, basic statistical procedures, and much more.

This fully integrated study resource is completely updated for the PMBOK, Sixth Edition This highly effective self-study guide contains all of the information you need to prepare for the latest version of the challenging Project Management Professional exam.

Electronic content includes the Total Tester customizable exam engine, worksheets,

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reference PDFs, and more than an hour of video training from the author. Fully updated for the Sixth Edition of the PMI Project Management Body of Knowledge (PMBOK® Guide), PMP Project Management Professional Study Guide, Fifth Edition contains more than 900 accurate practice exam questions. Each chapter includes a list of objectives covered, a chapter review, key terms, a two-minute drill, and a self-test with detailed explanations for both the correct and incorrect answer choices. • Offers 100% coverage of all official objectives for the PMP exam • Downloadable full-color, memory card for studying anywhere • Written by a project management consultant and bestselling author

Master the mathematics of project management! With McGraw-Hill's PMP® Certification Mathematics, you have what you need to ace the toughest area of the Project Management Professional (PMP) certification test—math and statistics. The book provides in-depth descriptions of every math concept covered on the exam, along with all relevant calculations and practical problem-solving strategies. Complete with sample questions and step-by-step solutions, McGraw-Hill's PMP® Certification Mathematics helps you build a solid foundation in the subject—whether you're planning to take the test or a practicing professional looking to refresh your skills. Target Your Studying —Focuses strictly on the critical math concepts and questions “Experience” the Test —CD-ROM provides on-screen practice in the actual test format Assess Your Performance —Explains what you got right and wrong . . . and why Avoid Mistakes

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—Describes the most common errors—and how to avoid them Stay Up to Date —Aligns with the latest PMBOK (Project Management Body of Knowledge) throughout

The Humongous Books are typically 464 pages and contain 650 to 1,000 completed problems. They are designed to look like textbooks with problems and answers that have had handwritten notes added by a mentor, peer, or previous student who clarified the process, formula, and steps that went into solving the problem. The Humongous Book of SAT Math Problems takes a typical SAT study guide of solved math problems and provides easy-to-follow margin notes that add missing steps and simplify the solutions, thereby preparing students to solve all types of problems that appear in both levels of the SAT math exam.

This book is written for the student who wishes to learn not only the concepts of computer graphics but also its meaningful implementation. It is a comprehensive text on Computer Graphics and is appropriate for an introductory course in the subject. Recognizing the importance of selecting and pursuing programs, projects, and operational work that add sustainable business value that benefits end users, the Project Management Institute (PMI®) issued its first Standard on Portfolio Management in 2006. In 2014, it launched the Portfolio Management Professional (PfMP®) credential—which several of the experts who contributed to this book earned—to recognize the advanced expertise required of practitioners in the field. Presenting information that is current with The Standard for Portfolio Management, Third Edition

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(2013); Portfolio Management: A Strategic Approach supplies in-depth treatment of the five domains and identifies best practices to ensure the organization has a balanced portfolio management that is critical to success. Following PMI's standard, the book is organized according to its five domains: strategic alignment, governance, portfolio performance management, portfolio risk management, and portfolio communications management. Each chapter presents the insight of different thought leaders in academia and business. Contributors from around the world, including the Americas, Europe, the Middle East, Africa, and Australia, supply a global perspective as to why portfolio management is essential for all types of organizations. They provide guidelines, examples, and models to consider, along with discussion and analysis of relevant literature in the field. Most chapters reference PMI standards, complement their concepts, and expand on the concepts and issues that the standards mention in passing or not at all. Overall, this is a must-have resource for anyone pursuing the PfMP® credential from PMI. For executives and practitioners in the field, it provides the concepts you will need to address the ever-changing complexities that impact your work. This book is also suitable as a textbook for universities offering courses on portfolio management.

Publisher's Note: Products purchased from Third Party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitlements included with the product. The most hands-on, practical workbook for learning to read, write and

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Speak Spanish flawlessly Practice, practice, practice—and improve your ability to read, write and speak Spanish as it's really used. Practice Makes Perfect: Complete Spanish Grammar, Premium Fourth Edition has everything you need to progress from beginning to advanced fluency, from clear explanations and practical examples to all the practice required for language mastery. This updated, new edition boasts enhanced audio support online and via mobile app, ensuring you'll speak the language as well as you write and speak it. In addition to recordings of the answers of more than 200 exercises in the book, the McGraw-Hill Language Lab app now includes audio for hundreds of example sentences throughout the book, along with text-to-speech pronunciation for all vocabulary flashcard lists. Practice Makes Perfect Complete Spanish Grammar, Premium Fourth Edition features:

- 350 exercises in 26 units covering all aspects of Spanish grammar, with explanations that include useful/helpful comparisons with English grammar
- Author has a proven teaching record, with extensive experience as an educator and curriculum developer
- Clear explanations and thorough exercises
- Recordings of exercise answers, and, new to this edition: example sentences and vocabulary lists
- Exercises for use either in the classroom use or for individual study

The fundamentals of project management with a wide assortment of business applications. "Project Management" takes a decision-making, business-oriented approach to the management of projects, which is reinforced throughout the text with current examples of project management in action. And because understanding project

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management is central to operations in various industries, this text also addresses project management within the context of a variety of successful organizations, whether publicly held, private, or not-for-profit.

Expert judgment is a major source of information that can provide vital input to project managers, who must ensure that projects are completed successfully, on time, and on budget. Too often, however, companies lack detailed processes for finding and consulting with experts—making it hard to match the required know-how with the project at hand. In *Expert Judgment in Project Management: Narrowing the Theory-Practice Gap*, Paul S. Szwed provides research that will help project managers become more adept at using expert judgment effectively.

CAPM Exam Prep Seminar Participant Workbook. This workbook is used in conjunction with our online CAPM Exam Prep course.

"2 practice tests + proven strategies + online"--Cover.

Join project management researcher-practitioners from Pennsylvania State University and the Stevens Institute of Technology as they go inside five different organizations from across the business spectrum in search of the answers. These dramatically different organizations, which ranged from financial services and telecommunications, to technology and government-based R&D, all shared one thing: the reliance upon effective project portfolio management for their success. In this landmark study, researchers were granted unprecedented access to reams of internal project

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documentation and hours of one-on-one time with key personnel, from C-Suite and project management executives to front-line staff. This enabled the team to assemble the inside story of how project portfolios were actually managed in each of these organizations, and identify what worked and what didn't. Using this understanding and a comprehensive literature review as a foundation, they created an empirically grounded definition of project portfolio management effectiveness that can be applied to organizations of all kinds. They were then able to identify the five critical process, organizational, and human factors that impact project portfolio management effectiveness and propose common-sense criteria for accurately measuring it.

A concise, yet comprehensive guide to the CAPM exam assumes no prior knowledge of project management and defines and explains all concepts, simple and complex, when they appear the first time. Original.

This up-to-date self-study system offers 100% coverage of every topic on the CAPM and PMP exams Thoroughly revised for the current PMI Project Management Body of Knowledge (PMBOK Guide), this up-to-date resource offers complete coverage of all the material included on the Certified Associate in Project Management and Project Management Professional exams. You'll find learning objectives at the beginning of each chapter, exam tips, and practice exam questions with in-depth answer explanations. Written by a leading project

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management consultant and trainer, CAPM/PMP Project Management Certification All-in-One Exam Guide, Fourth Edition will help you pass the exams with ease and will also serve as an essential on-the-job reference. Covers all exam topics, including:

- Project integration management
- Managing the project scope
- Managing project time, costs, and quality
- Managing project resources
- Managing project communications
- Managing project risks
- Project procurement management
- Managing project stakeholders
- Project management processes

Electronic content includes:

- 750 CAPM and PMP practice exam questions—test yourself by exam domain or take a complete exam
- Bonus process review quiz
- Video training from the author
- Process ITTO Quick Review Guide
- PMP Memory Sheets
- Secured Book PDF

McGraw-Hill's PMP Certification Mathematics McGraw Hill Professional

This is the first book written specifically for the new PMI-ACP exam. It is a single, compact reference that will help the reader prepare for and pass the certification exam. Contents include: Understanding Agile, The PMI-ACP Exam, The Agile Manifesto, Project Justification, Teams & Team Space, Agile Planning, Working with Agile, Coaching with Agile, Agile Methodologies, How to Pass the PMI-ACP Exam, Glossary of Terms, 2 Simulated Exams with Answers.

Use this study guide to prepare for the Certified Associate in Project

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Management (CAPM) exam, based on PMBOK's sixth edition, administered by the Project Management Institute (PMI). The revised and updated second edition of the best-selling CAPM in Depth has a laser-sharp focus on the exam objectives for project managers and others who want to pass the CAPM exam. No prior knowledge of project management is assumed. The chapters and the sections within each chapter are presented in a logical learning sequence. The concepts and topics, both simple and complex, are clearly explained when they appear for the first time. This facilitates step-wise learning, prevents confusion, and makes this book useful for those who want to get up to speed quickly to pass the CAPM exam, even if you are new to the discipline of project management. This book tells the story of project management in a cohesive, concise, yet comprehensive fashion. Unlike most CAPM exam books, this book is not just an exam-cram book. It is an easy-to-understand guide that is a valuable reference both before and after the exam. What You'll Learn Understand the body of knowledge required to earn the Certified Associate in Project Management (CAPM) certification Acquire the knowledge needed to successfully manage projects in any field Who This Book Is For Project management practitioners preparing for the CAPM exam, entry-level project managers and project team members preparing for the CAPM exam, beginners who want to join the field of

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project management and get up to speed quickly, project managers who need a quick and easy reference to the discipline of project management, instructors and trainers who need a textbook for a course on project management

Endorsed by the American Pharmacists Association (APhA), *The Pharmacy Technician, 7e*, is a valuable tool for pharmacy technician students. This applied, accessible book is a practical text for understanding the principles, career concepts, and pharmacy skills needed to be a successful pharmacy technician. It offers clear, concise information to help students learn the material and pass the national certification exams: the Pharmacy Technician Certification Exam (PTCE), and the Exam for Certification of Pharmacy Technicians (ExCPT). This book was designed to be accompanied by *The Pharmacy Technician, Workbook & Certification Review, 7e*, to help prepare for the certification exams. This textbook aligns with the Fifth Edition of the American Society of Health-System Pharmacists (ASHP) Model Curriculum for Pharmacy Technician Education and Training Programs and the 2020 content outline for the Pharmacy Technician Certification Examination (PTCE).

Get the edge you need on the reading sections of the SAT The SAT is coming up, and you need extra help to tackle the tough reading section. Revised and updated, McGraw-Hill's *Conquering SAT Critical Reading, Second Edition*,

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provides the most complete, in-depth review available for all of the reading comprehension questions on the SAT. Reading skills are explained and carefully demonstrated with numerous examples. You'll get practice with intensive SAT-style drills and full-length sample test sections. A companion website offers additional SAT practice and test information. Specially created by a nationally known test-prep expert, this first-rate guide has everything you need to get ready for this difficult part of the SAT, and to help you achieve your best reading score ever. McGraw-Hill's Conquering SAT Critical Reading includes : 1 diagnostic exam and 4 practice SAT Critical Reading exams Complete coverage of all SAT reading comprehension problem types Extra help with SAT reading if you are having difficulties Link to more SAT practice online at companion website Topics include: All about Taking the SAT, Planning Your SAT Training Program, Diagnostic SAT Critical Reading Exam, Strategies for Sentence Completion Questions, Strategies for Critical Reading Comprehension Questions, SAT Critical Reading Practice Exam, SAT Critical Reading Practice Exam II, SAT Critical Reading Practice Exam III, SAT Critical Reading Practice Exam, Glossary, Build Your SAT Vocabulary

In digital marketing, your goal is to funnel your potential customers from the point of making them aware of your website, through engagement and conversion, and

ultimately retaining them as loyal customers. Your strategies must be based on careful analysis so you know what is working for you at each stage. Adobe Analytics with SiteCatalyst Classroom in a Book teaches effective techniques for using Adobe SiteCatalyst to establish and measure key performance indicators (KPIs) tailored to your business and website. For each phase of marketing funnel analytics, author Vidya Subramanian walks you through multiple reports, showing you how to interpret the data and highlighting implementation details that affect data quality. With this essential guide, you'll learn to optimize your web analytics results with SiteCatalyst. Adobe Analytics with SiteCatalyst Classroom in a Book contains 10 lessons. The book covers the basics of learning Adobe SiteCatalyst and provides countless tips and techniques to help you become more productive with the program. You can follow the book from start to finish or choose only those lessons that interest you. Classroom in a Book®, the best-selling series of hands-on software training workbooks, helps you learn the features of Adobe software quickly and easily. Classroom in a Book offers what no other book or training program does—an official training series from Adobe Systems Incorporated, developed with the support of Adobe product experts.

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