

Your Office Getting Started With Advanced Problem Solving Cases Your Office For Office 2016 Series

GETTING STARTED IN THE COMPUTERIZED MEDICAL OFFICE: FUNDAMENTALS AND PRACTICE will help prepare your students to work with any practice management software used in medical offices today. The book follows the flow of information as patients are scheduled and seen in a medical office, through procedure posting, billing and collections. Content within the book is grouped by subject for easy reading, followed by immediate application of the concepts to the software. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. 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. For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. Your Office is the Office Applications textbook that bridges the gap between skill and application, and empowers students to master Office 2010 as a tool to solve problems and make decisions. The cases progress students from learning the skills in each Office Application to using the applications as tools to make business decisions. The Your Office series' unique modular structure provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops, challenging students to really retain what they learned as opposed to learning and then forgetting soon after. The series scenario introduces a large global business (the resort and

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spa) made up of smaller businesses (golf pro shop, spa, restaurants, event planning, etc) featured in the cases that run throughout all four applications. This approach gives students a solid understanding of how an organization works by exposing them to how individuals in all facets of a business interact with tools like Microsoft Office and use information to make decisions. ****This is a one-chapter supplement.****

The Unbeatable, Updated, Comprehensive Guidebook For First-Time Consultants Getting Started In Consulting More people than ever are making the jump from corporate offices to home offices, taking control of their futures, being their own bosses, and starting their own consultancies. Consulting is a bigger business than ever and growing every day. For almost a decade, Alan Weiss's Getting Started in Consulting has been an indispensable resource for anyone who wants to strike out on his own and start a new consulting business. It provides a rich source of expert advice and practical guidance, and it shows you how you can combine low overhead and a high degree of organization to add up to a six- or even seven-figure income. You'll learn everything you need to know about financing your business, marketing your services, writing winning proposals, meeting legal requirements, setting fees, keeping the books, and much more. This new Third Edition of Getting Started in Consulting is more comprehensive, up to date, and practical than ever. In addition to the nuts-and-bolts basics, you'll also get a wealth of new information and resources: How to leverage new technologies to lower your business costs and increase your profits A budget sampler that shows you how best to maximize an initial start-up investment of \$5,000, \$10,000, or \$20,000 Free downloadable tools and forms to help you design and start your business quickly and easily New interviews with consultants who achieved rapid success, including their personal stories and most

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effective techniques Brand-new references, examples, and appendices If your dream in life is to get out of the office and out on your own, consulting is a great way to make it happen. Make sure you do it right—and do it profitably—with *Getting Started in Consulting*, Third Edition. This is a two-workshop book that gives a brief overview of Windows 8.1. Make Microsoft Office, Your Office The Your Office series prepares you to use both technical and soft skills in the real world. Our modern approach weaves the technical content into realistic business scenarios and focuses on using Office as a decision-making tool. Students learn best by doing, so you will be active from page 1. There is plenty of guidance at first, but the case exercises will ask more from you as the book progresses. Innovative features help you progress from a basic understanding to mastery of each application, empowering you to perform with confidence in Windows 8, Word, Excel, Access, and PowerPoint, even on mobile devices. No matter what career path you're on, the Your Office series will give you the foundation to succeed.

The *Touring Musician* helps performers at all levels of experience to take control of their careers. Packed with practical information, this invaluable handbook guides musicians in applying sound business practices to band travel by evaluating assets, creating an action plan, researching, negotiating, and booking venues, arranging transportation and lodgings, managing personal and tour finances, and getting publicity. The *Touring Musician* includes: * Point-by-point advice about how to set up a small business * Eleven sample worksheets and checklists, in a ready-to-photocopy format, that will help keep you and your information organized * Samples of the major types of legal documents involved in booking a band * A step-by-step chapter showing you how to book and route a sample tour, including five calendars

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and five budgets * Plus solid advice about how to research your venue contacts, negotiate gigs and fees, manage your band finances, coordinate your promotional activities, and much, much more.

Learn the fundamentals of PowerShell to build reusable scripts and functions to automate administrative tasks with Windows About This Book Harness the capabilities of the PowerShell system to get started quickly with server automation Learn to package commands into a reusable script and add control structures and parameters to make them flexible Get to grips with cmdlets that allow you to perform administration tasks efficiently Who This Book Is For This book is intended for Windows administrators or DevOps users who need to use PowerShell to automate tasks. Whether you know nothing about PowerShell or know just enough to get by, this guide will give you what you need to go to take your scripting to the next level. What You Will Learn Learn to verify your installed version of PowerShell, upgrade it, and start a PowerShell session using the ISE Discover PowerShell commands and cmdlets and understand PowerShell formatting Use the PowerShell help system to understand what particular cmdlets do Utilise the pipeline to perform typical data manipulation Package your code in scripts, functions, and modules Solve common problems using basic file input/output functions Find system information with WMI and CIM Automate IIS functionality and manage it using the WebAdministration module In Detail Windows PowerShell is a task-based command-line shell and scripting language designed specifically for system administration. Built on the .NET Framework, Windows PowerShell helps IT professionals and power users control and automate the administration of the Windows operating system and applications that run on Windows. PowerShell is great for batch importing or deleting large sets of user accounts and

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will let you collect a massive amount of detailed system information in bulk via WMI (Windows Management Instrumentation). Getting Started with PowerShell is designed to help you get up and running with PowerShell, taking you from the basics of installation, to writing scripts and web server automation. This book, as an introduction to the central topics of PowerShell, covers finding and understanding PowerShell commands and packaging code for reusability, right through to a practical example of automating IIS. It also includes topics such as installation and setup, creating scripts, automating tasks, and using Powershell to access data stores, registry, and file systems. You will explore the PowerShell environment and discover how to use cmdlets, functions, and scripts to automate Windows systems. Along the way, you will learn to perform data manipulation and solve common problems using basic file input/output functions. By the end of this book, you will be familiar with PowerShell and be able to utilize the lessons learned from the book to automate your servers. Style and approach A practical learning guide, complete with plenty of activities, examples and screenshots. What can you do with the Raspberry Pi, a \$35 computer the size of a credit card? All sorts of things! If you're learning how to program, or looking to build new electronic projects, this hands-on guide will show you just how valuable this flexible little platform can be. This book takes you step-by-step through many fun and educational possibilities. Take advantage of several preloaded programming languages. Use the Raspberry Pi with Arduino. Create Internet-connected projects. Play with multimedia. With Raspberry Pi, you can do all of this and more. Get acquainted with hardware features on the Pi's board Learn enough Linux to move around the operating system Pick up the basics of Python and Scratch—and start programming Draw graphics, play sounds, and handle mouse events with the Pygame framework Use the

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Pi's input and output pins to do some hardware hacking Discover how Arduino and the Raspberry Pi complement each other Integrate USB webcams and other peripherals into your projects Create your own Pi-based web server with Python Exploring Microsoft[registered] PowerPoint[registered] 2002, this title presents hands-on exercises in each chapter, with step-by-step, in chapter reviews of the topics covered. New integrated exercises provide practice using multiple applications together! With in-text boxes, get tips on pitfalls and shortcuts to make using Office XP easier! It includes an on-line resource to explore Microsoft[registered] Office XP. Use the interactive study guide, the student data files, and the on-line exercises.

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. For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. Your Office is the Office Applications textbook written for instructors who want more than a 'skill & drill' book that enables students to learn discreet tasks but fails to illustrate the big picture of how these skills work together. Your Office bridges the gap between skill and application, and empowers students to master Office 2010 as a tool to solve problems and make decisions. The cases progress students from learning the skills in each Office Application to using the applications as tools to make business decisions. The unique modular structure

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provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops, challenging students to really retain what they learned as opposed to learning and then forgetting soon after. The series scenario introduces a large global business (the resort and spa) made up of smaller businesses (golf pro shop, spa, restaurants, event planning, etc) featured in the cases that run throughout all four applications. This approach gives students a solid understanding of how an organization works by exposing them to how individuals in all facets of a business interact with tools like Microsoft Office and use information to make decisions. For a behind-the-scenes look at Your Office, visit <http://www.youtube.com/user/YourOffice2010> **This is a one-chapter supplement.**

Your Office Getting Started with Project Management Pearson Higher Ed
This two-workshop book provides an overview of key project management topics and skills, using Microsoft Project 2013 to give students hands-on learning. Make Microsoft Office, Your Office The Your Office series prepares you to use both technical and soft skills in the real world. Our modern approach weaves the technical content into realistic business scenarios and focuses on using Office as a decision-making tool. Students learn best by doing, so you will be active from

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page 1. There is plenty of guidance at first, but the case exercises will ask more from you as the book progresses. Innovative features help you progress from a basic understanding to mastery of each application, empowering you to perform with confidence in Windows 8, Word, Excel, Access, and PowerPoint, even on mobile devices. No matter what career path you're on, the Your Office series will give you the foundation to succeed.

For introductory courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. Your Office is the Office Applications textbook written for instructors who want more than a 'skill & drill' book that enables students to learn discreet tasks but fails to illustrate the big picture of how these skills work together. Your Office bridges the gap between skill and application, and empowers students to master Office 2010 as a tool to solve problems and make decisions. The cases progress students from learning the skills in each Office Application to using the applications as tools to make business decisions. The unique modular structure provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops, challenging students to really retain what they learned as opposed to learning and then forgetting soon after. The series scenario introduces a large global business (the resort and spa) made up

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The book on hedge fund basics, completely updated to reflect today's post-crisis industry The hedge fund industry has been reeling in the wake of recent Ponzi schemes and insider trading scandals as well as the loss of billions of dollars in assets under management due to fund closures. Getting Started in Hedge Funds, Third Edition focuses on the current state of the industry; how hedge funds did or did not survive the subprime and subsequent credit crisis; and, what the future holds for investors. Getting Started in Hedge Funds, Third Edition also provides readers with a brief overview of the industry's history, and describes the inner-workings of these complex investment vehicles, including how to start a hedge fund, and what new regulations means for managers and investors. • Profiles 10 highly successful hedge fund managers • Addresses the Madoff scandal, as well

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as other lesser known Ponzi schemes, and analyzes the ripple effect felt throughout the industry as a result of these and other scandals. Despite the performance of some of these funds in the last few years, hedge funds are here to stay. In this Third Edition, *Getting Started in Hedge Funds*, Strachman provides an updated "how-to" guide for investors interested in hedge funds in this era of "new normal."

For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the How and Why of Office 2003! Students master the "How and Why" of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems.

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. This two-workshop book provides an overview of key project management topics and skills, using Microsoft Project 2013 to give students hands-on learning. Make Microsoft Office, Your Office The Your Office series prepares you to use both technical and soft skills in the real world. Our modern approach weaves the technical content into realistic business scenarios and focuses on using Office as a decision-making tool. Students learn best by doing, so you will be active from

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This completely revised second edition of the popular, jargon-free guide to greener working practices highlights the opportunities for achieving cost savings and environmental improvements to enhance competitiveness in organizations of all sizes, with specific guidance for small businesses. The manual sets out effective and simple mechanisms to encourage participation and commitment from both staff and suppliers. It builds on the sound advice of the first edition, with a wide range of new case studies from different sectors including retailers, hotels and hospitality, schools and educational institutions, airports and prisons, as well as plenty of office based examples. Written with the busy office manager in mind, the manual offers clear and reliable independent information and easy-to-follow guidelines for businesses of all sizes. Profiles are provided of useful organizations who can help together with their contact details and website information.

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Get to grips with the complete range of Office 2019 applications, explore solutions to common challenges, and discover best practices for working productively. Key Features Explore MS Office to enhance productivity and boost your professional development. Get up and running with the new and improved features in Microsoft Office 2019. Discover how to overcome common challenges when working with Office 2019 applications. Book Description Learn Microsoft Office 2019 provides a comprehensive introduction to the latest versions of Microsoft Word, Excel, PowerPoint, Access, and Outlook. With the help of illustrated explanations, this Microsoft Office book will take you through the updated Office 2019 applications and guide you through implementing them using practical examples. You'll start by exploring the Word 2019 interface and creating professional Word documents using elements such as citations and cover pages, tracking changes, and performing mail merge. You'll then learn how to create impressive PowerPoint presentations and advance to performing calculations and setting up workbooks in Excel 2019, along with discovering its data analysis features. Later chapters will focus on Access 2019, assisting you in everything from organizing a database to constructing advanced queries. You'll then get up to speed with Outlook, covering how to create and manage tasks, as well as how to handle your mail and contacts effortlessly. Finally, you'll find

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solutions to commonly encountered issues and best practices for streamlining various workplace tasks. By the end of this book, you'll have learned the essentials of Office business apps and be ready to work with them to boost your productivity. What you will learn Use PowerPoint 2019 effectively to create engaging presentations Gain working knowledge of Excel formulas and functions Collaborate using Word 2019 tools, and create and format tables and professional documents Organize emails, calendars, meetings, contacts, and tasks with Outlook 2019 Store information for reference, reporting, and analysis using Access 2019 Discover new functionalities such as Translator, Read Aloud, Scalable Vector Graphics (SVG), and data analysis tools that are useful for working professionals Who this book is for Whether you're just getting started or have used Microsoft Office before and are looking to develop your MS Office skills further, this book will help you to make the most of the different Office applications. Familiarity with the Office 2019 suite will be useful, but not mandatory.

This book is written for anyone who has been inspired by the idea of Team-Based Learning (TBL) through his or her reading, a workshop, or a colleague's enthusiasm, and then asks the inevitable question: how do I start? Written by five authors who use TBL in their teaching and who are internationally recognized as

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mentors and trainers of faculty making the switch to TBL, the book also presents the tips and insights of 46 faculty members from around the world who have adopted this teaching method. TBL is a uniquely powerful form of small group learning. It harnesses the power of teams and social learning with accountability structures and instructional sequences. This book provides the guidance, from first principles to examples of practice, together with concrete advice, suggestions, and tips to help you succeed in the TBL classroom. This book will help you understand what TBL is and why it is so powerful. You will find what you need to plan, build, implement, and use TBL effectively. This book will appeal to both the novice and the expert TBL teacher.

Install, configure, and support your XenApp systems with the power of Citrix XenApp About This Book Familiarize yourself with Citrix applications and desktop virtualization Maintain and troubleshoot your XenApp environment to minimize system downtime A hands-on, step-by-step guide with a practical approach and real-world examples to get you up and running with XenApp systems Who This Book Is For This book is intended for IT administrators and consultants who want to build application and desktop virtualization solutions for their employers and customers. No prior knowledge of Citrix technologies is required. What You Will Learn Make the use case for Citrix XenApp and design your first system Prepare

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your existing IT infrastructure for XenApp and learn what licenses you need
Install and configure the XenApp infrastructure Enable access with StoreFront and NetScaler Gateway Enable load balancing with NetScaler Maintain servers and publish applications and desktops Manage printing in a Citrix environment Troubleshoot your environment using advanced tools and methodologies employed by Citrix Escalation Teams In Detail If you want to effectively deploy the various components of Citrix XenApp to create an enterprise environment for application and desktop delivery, this hands-on guide is perfect for you. You start off by understanding the need and benefits of Citrix XenApp with respect to Virtualization technology. After this, you will get to grips with the requirement analysis and designing aspect of building XenApp systems and all the necessary installation and configuration procedures for Citrix XenApp, StoreFront and NetScaler Gateway are explained one by one in detail. Step-by-step, you will learn to deploy your first XenApp with the Machine Creation Services method and Provisioning Services method. After this, you will explore the administering part of applications and systems, followed by printing in the XenApp environment. Next, you will learn all the trips and tricks required to troubleshoot and support the XenApp environment. By the end of this book, you will be ready to go live with your new XenApp environment. Style and approach This is a step-by-step

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guide to technical implementations in a conversational and easy-to-follow style. Each component is deployed sequentially until a full solution is built. Basic as well as advanced features of the product are explored to appeal to the widest possible audience interested in the topic.

Dwarf Fortress may be the most complex video game ever made, but all that detail makes for fascinating game play, as various elements collide in interesting and challenging ways. The trick is getting started. In this guide, Fortress geek Peter Tyson takes you through the basics of this menacing realm, and helps you overcome the formidable learning curve. The book's focus is the game's simulation mode, in which you're tasked with building a dwarf city. Once you learn how to establish and maintain your very first fortress, you can consult the more advanced chapters on resource management and training a dwarf military. You'll soon have stories to share from your interactions with the Dwarf Fortress universe. Create your own world, then locate a site for an underground fortress Equip your party of dwarves and have them build workshops and rooms Produce a healthy food supply so your dwarves won't starve (or go insane) Retain control over a fortress and dozens of dwarves, their children, and their pets Expand your fortress with fortifications, stairs, bridges, and subterranean halls Construct fantastic traps, machines, and weapons of mass destruction

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Getting Started in Small Business IT For Dummies (Custom)

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. The Your Office series prepares readers to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Windows 10 is a new approach to operating systems for the more mobile world we live in. With Windows 10, apps, services, and content move across devices seamlessly, and updates will be delivered regularly. There are a variety of enhancements from

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Windows 10, and there are significant changes from Windows 7. To guide both new and experienced users of earlier versions, the Your Office series takes a problem-solving approach, which challenges students to use the software as a decision-making tool.

Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items.

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. Teach the Windows 10 content YOU want in LESS TIME! This book provides a one-chapter overview of Windows 10. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects for students and a one-of-a-kind supplements package. The GO! series is the right solution for you and your students in today's fast-moving, mobile environment. GO! focuses on today's mobile worker wherever, whenever, and from whatever device. It covers Office Online, Office 365 collaboration, and touch devices, so students are prepared to work in any environment. Windows 10 is a new approach to operating systems for the more mobile world we live in. With Windows 10, apps, services, and content move across devices seamlessly, and updates will be

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delivered regularly. There are a variety of enhancements from Windows 10, and there are significant changes from Windows 7. To guide both new and experienced users of earlier versions, the GO! series takes project-based approach, which allows students to explore the core functionality of Windows 10, while learning how to use it effectively.

All the tips and tools you need to start, grow, and sustain a successful forensic psychology practice Getting Started in Forensic Psychology Practice is the first book of its kind aimed at those mental health professionals and recent graduates interested in entering the growing and lucrative field of forensic psychology. User-friendly and full of helpful tips, this handy guide provides you with tools and techniques for starting a thriving forensic psychology practice, or incorporating a forensic specialty into your current practice. This comprehensive resource includes information on:

- * The difference between clinical and forensic practice
- * Advantages and disadvantages of forensic practice
- * Preparing for forensic psychological practice
- * Planning a forensic psychology business
- * How to market your practice
- * What lawyers look for in forensic psychologists as expert witnesses
- * Ethics, professional competence, and risk management issues
- * Performing evaluations
- * Testifying in court and depositions

In addition, Getting Started in Forensic Psychology Practice also features several helpful appendices

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that include sample evaluations and reports, as well as detailed discussions of child custody evaluation and assessment. Covering everything from advice on how to dress for court to major concerns such as the problems of insanity defenses, *Getting Started in Forensic Psychology Practice* puts the best solutions and information at your fingertips. Whether you're a recent graduate or a seasoned practitioner, this invaluable resource will help you minimize the uncertainty of establishing your forensic practice while maximizing the rewards. Get the most out of your Google Chromebook *Chromebook For Dummies* walks you through setting up your Chromebook, transitioning from traditional computers, customizing a Chromebook to fit your needs, navigating the many apps and their uses, and applying advanced settings and features. This book documents the features of all Chromebooks, approaching them from the point of view of a smart person who is intimidated by the technology. Offers extensive and practical information Covers all portable computers powered by Chrome OS Helps make it easy to drive these fast, user-friendly devices Includes coverage of the latest features in the Chrome operating system You'll end up keeping this book close at hand, referring to it often as you explore the features of your Chromebook.

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access codes, or print supplements that may come packaged with the bound book. This is a two-workshop book that provides an overview of key business communication topics and skills, using Office 2013 to give students hands-on learning. Real world problem solving for business and beyond The Your Office series prepares students to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for

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the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

(Please note that this material was also published as *Your Camera Loves You: Learn to Love it Back*, Peachpit Press [978-0-321-78410-0].) If you're not thrilled with the photos you're getting from your digital camera—whether it's a point-and-shoot or a DSLR—the answer isn't a new camera. It's learning to use the one you've got! After all, it's not the camera that takes great shots—it's the person behind the camera. In *Getting Started in Digital Photography: From Snapshots to Great Shots*, photographer and instructor Khara Plicanic teaches the basics of photography and digital camera functions that you can apply to any camera, anywhere, any time—answering questions like: What do all those different modes mean and when do I use them? What's a megapixel and why should I care? Follow along with Khara, and you will: Learn about shutter speed, aperture, and shooting modes Improve those yellow dingy photos of your kids' indoor sporting events Fix the exposure on shots that are too dark or too bright Move beyond the Auto mode to take advantage of your camera's settings Discover that the key to great shots is to learn your way around your camera By the time you're finished, you'll know how to best use the features of whatever camera you already have to take great shots. And once you've got the shots, show them off! Join the

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book's Flickr group, share your photos, and discuss how you get your own great shots at flickr.com/groups/gettingstartedfromsnapshotstogreatshots

Popular illustrator Lee Crutchley is no stranger to creative blocks. Whether he's working for a corporate client or creating his own art, Crutchley has faced that blank page (and tablet screen) more times than he can count -- and through trial and error and sheer force of will, he's come up with a range of lively prompts, activities, and challenges that help to shift the perspective and get those creative juices flowing again in new and surprising ways. This upbeat, interactive, and very cool book will be any creative person's best friend -- filled with inspiration, humor, wisdom, commiseration, and help whenever the reader needs it most.

There has never been more opportunity for financial planners--or more reasons for financial professionals to consider switching the direction of their careers into this lucrative field. Today's planners will cash in on the huge surge of baby boomers preparing for retirement in the decades ahead. And as the number and complexity of investments rises, more individuals will look to financial advisers to help manage their money. In the new paperback edition of this guide, Jeffrey H. Rattiner, a practicing financial planner and educator, provides a complete, systematic, turnkey framework for the aspiring planner to follow. Starting from the key question, "Why do you want to be a financial planner?" the author guides you

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through the development of an effective infrastructure and client management system for your practice. The many essential concepts are clearly illustrated with examples from practicing professionals. Throughout this handbook, Rattiner provides personal insights on how and why a planner must develop a solid understanding of client needs before building a comprehensive financial plan. *Getting Started as a Financial Planner* has everything one needs to know—from how to set up a practice and communicate with clients to how to manage investments and market services—in order to launch a career in financial planning and to attain success in this high-growth profession.

For introductory courses in Microsoft(R) Office. Seamless digital instruction, practice, and assessment For over 17 years, instructors have relied upon the GO! series to teach Microsoft Office successfully. The series uses a project-based approach that clusters learning objectives around projects, rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so students always know where to go on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they're needed. Updated to Office 365, *GO! with Microsoft(R) Office 365(R)*, 2019 Edition, *Getting Started* adds tips for Mac users, revised instructional projects,

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and improved coverage of the what, why, and how of skills application. Also available with MyLab IT By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content.

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realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

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R is rapidly becoming the standard software for statistical analyses, graphical presentation of data, and programming in the natural, physical, social, and engineering sciences. *Getting Started with R* is now the go-to introductory guide for biologists wanting to learn how to use R in their research. It teaches readers how to import, explore, graph, and analyse data, while keeping them focused on their ultimate goals: clearly communicating their data in oral presentations, posters, papers, and reports. It provides a consistent workflow for using R that is simple, efficient, reliable, and reproducible. This second edition has been updated and expanded while retaining the concise and engaging nature of its predecessor, offering an accessible and fun introduction to the packages `dplyr` and `ggplot2` for data manipulation and graphing. It expands the set of basic statistics considered in the first edition to include new examples of a simple regression, a one-way and a two-way ANOVA. Finally, it introduces a new chapter on the generalised linear model. *Getting Started with R* is suitable for undergraduates, graduate students, professional researchers, and practitioners in the biological sciences.

The Complete, Authoritative Guide to Getting Started in Tax Consulting Tax consulting

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and return preparation is a fast-paced, dynamic industry-one that promises high earning potential. In this book, tax advisor Gary Carter shows you just what it takes to become an in-demand tax consultant. You'll discover how to break into the tax business, even with relatively limited education and training, and build a path to your new career with Carter's five-step formula for success. Brimming with expert advice from tax professionals and featuring up-to-the-minute coverage of everything from qualifications and employment opportunities to Internet resources, *Getting Started in Tax Consulting* shows you how to:

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- * Formulate your business plan for starting a tax practice
- * Find a niche for your tax services
- * Choose between a sole proprietorship, a partnership, a C corporation, an S corporation, and a limited liability company
- * Set your fees and market your services
- * Perform research-an essential skill of the tax professional
- * Make the IRS your partner and advisor-not your adversary
- * Start a Web-based tax service

Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365 combines the familiar Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. *Office 365 For Dummies* offers a basic overview of cloud computing and goes on to cover Microsoft

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cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere, anytime Office 365 is the key to office productivity — and now you can put it to use for you!

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