

Microsoft Word Made Easy 2017 Edition

Expand your political science knowledge with a book that explains concepts in a way anyone can understand! The global political climate is dynamic, at times even volatile. To understand this evolving landscape, it's important to learn more about how countries are governed. Political Science For Dummies explores the questions that political scientists examine, such as how our leaders make decisions, who shapes political policy, and why countries go to war. The book is the perfect course supplement for students taking college-level, introductory political science courses. Political Science For Dummies is a guide that makes political science concepts easier to grasp. Get a better understanding of political ideologies, institutions, policies, processes, and behavior Explore topics such as class, government, diplomacy, law, strategy, and war Learn the specialized vocabulary within the field of political science Help prepare for a range of careers, from policy analyst to legislative assistant Political science crosses into many other areas of study, such as sociology, economics, history, anthropology, international relations, law, statistics, and public policy. Those who want to understand the implications of changing political economies or how governing bodies work can look to Political Science For Dummies. It's the book that cuts through the jargon as it focuses on issues that interest readers.

Both computer rookies and hot shots can master Microsoft PowerPoint 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Microsoft enterprise began in the early 1970s by childhood friends Bill Gates and Paul Allen. From this concept grew the conglomerate that is known today as the birthplace of household software such as Microsoft Word and Microsoft Excel. They form part of what is now known as the Microsoft Office. The Office was created and Launched by the Microsoft Corporation and designed to offer convenience in the completion of everyday calculating and organizing to users of the Windows, macOS, iOS and Android systems. Microsoft Word is accompanied by Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook in the group of products offered in the Office collection. Microsoft Word was first birthed in October 1983 as W1.0 and was later followed by revised and improved versions. What pertains today is the latest version; Microsoft Word 2017.

Microsoft Excel is an incredible application, feature-rich and easy to use if you know how. It can help with the simplest of jobs, from shopping lists to presentation of data, to more complex formulas and tasks. This updated edition provides information on the basic capabilities and gives guidance on some of the more advanced techniques of Excel.

Data collection, processing, analysis, and more About This Book Your entry ticket to the world of data science with the stability and power of Java Explore, analyse, and visualize your data effectively using easy-to-follow examples A highly practical course covering a broad set of topics - from the basics of Machine Learning to Deep Learning and Big Data frameworks. Who This Book Is For This course is meant for Java developers who are comfortable developing applications in Java, and now want to enter the world of data science or wish to build intelligent applications. Aspiring data scientists with some understanding of the Java programming language will also find this book to be very helpful. If you are willing to build efficient data science applications and bring them in the enterprise environment without changing your existing Java stack, this book is for you! What You Will Learn Understand the key concepts of data science Explore the data science ecosystem available in Java Work with the Java APIs and techniques used to perform efficient data analysis Find out how to approach different machine learning problems with Java Process unstructured information such as natural language text or images, and create your own search Learn how to build deep neural networks with DeepLearning4j Build data science applications that scale and process large amounts of data Deploy data science models to production and evaluate their performance In Detail Data science is concerned with extracting knowledge and insights from a wide variety of data sources to analyse patterns or predict future behaviour. It draws from a wide array of disciplines including statistics, computer science, mathematics, machine learning, and data mining. In this course, we cover the basic as well as advanced data science concepts and how they are implemented using the popular Java tools and libraries. The course starts with an introduction of data science, followed by the basic data science tasks of data collection, data cleaning, data analysis, and data visualization. This is followed by a discussion of statistical techniques and more advanced topics including machine learning, neural networks, and deep learning. You will examine the major categories of data analysis including text, visual, and audio data, followed by a discussion of resources that support parallel implementation. Throughout this course, the chapters will illustrate a challenging data science problem, and then go on to present a comprehensive, Java-based solution to tackle that problem. You will cover a wide range of topics – from classification and regression, to dimensionality reduction and clustering, deep learning and working with Big Data. Finally, you will see the different ways to deploy the model and evaluate it in production settings. By the end of this course, you will be up and running with various facets of data science using Java, in no time at all. This course contains premium content from two of our recently published popular titles: Java for Data Science Mastering Java for Data Science Style and approach This course follows a tutorial approach, providing examples of each of the concepts covered. With a step-by-step instructional style, this book covers various facets of data science and will get you up and running quickly.

Learn or refresh core statistical methods for business with SAS® and approach real business analytics issues and techniques using a practical approach that avoids complex mathematics and instead employs easy-to-follow explanations. Business Statistics Made Easy in SAS® is designed as a user-friendly, practice-oriented, introductory text to teach businesspeople, students, and others core statistical concepts and applications. It begins with absolute core principles and takes you through an

overview of statistics, data and data collection, an introduction to SAS®, and basic statistics (descriptive statistics and basic associational statistics). The book also provides an overview of statistical modeling, effect size, statistical significance and power testing, basics of linear regression, introduction to comparison of means, basics of chi-square tests for categories, extrapolating statistics to business outcomes, and some topical issues in statistics, such as big data, simulation, machine learning, and data warehousing. The book steers away from complex mathematical-based explanations, and it also avoids basing explanations on the traditional build-up of distributions, probability theory and the like, which tend to lose the practice-oriented reader. Instead, it teaches the core ideas of statistics through methods such as careful, intuitive written explanations, easy-to-follow diagrams, step-by-step technique implementation, and interesting metaphors. With no previous SAS experience necessary, *Business Statistics Made Easy in SAS®* is an ideal introduction for beginners. It is suitable for introductory undergraduate classes, postgraduate courses such as MBA refresher classes, and for the business practitioner. It is compatible with SAS® University Edition.

Both computer rookies and pros can thoroughly master Microsoft Word 2016 applications quickly and efficiently with *ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016: COMPREHENSIVE*. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the Microsoft Word 2016 skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application to ensure readers gain a full understanding of Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

ILLUSTRATED MICROSOFT OFFICE 365 & ACCESS 2016: INTERMEDIATE engages both computer rookies and hot shots as this edition guides readers in mastering basic and more advanced Microsoft Access 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide gets you going with the latest version of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. In this leading book about the world's number one word processing application, Dan Gookin talks about using Microsoft Word in friendly, easy-to-follow terms. Focusing on the needs of the beginning Word user, it provides everything you need to know about Word?without any painful jargon. Inside: Discover

useful keyboard shortcuts Create and edit text with ease Apply fancy formatting Build your own templates Mix in graphics and tables Juggle multiple documents Review edits and add comments Master the art of mail merge

Microsoft Word is an incredible application, feature-rich and easy to use if you know how. It can help with the simplest of jobs from letters and essays to complex documents using calculations or images. This book provides information on the basic capabilities with guidance on more advanced techniques. The 2017 edition updated to include Word 2016.

Get up and running fast with the PowerPoint 2019 PowerPoint continues to be the go-to tool for business presentations. The software helps anyone who needs to communicate clearly by creating powerful and effective slideshow presentations featuring data in the form of charts, clip art, sound, and video. You can even use it to create presentations for the Web. In PowerPoint 2019 For Dummies, expert Doug Lowe shows you how to use this popular tool to make show-stopping presentations that will get your message across — and your audience excited. Create a slide presentation with special effects Work with master slides and templates Collaborate with other users in the cloud Add charts, clip art, sound, and video Want to learn to use PowerPoint quickly and efficiently? Look no further!

Wait—you took that amazing picture? Taking a photo is as simple as point and click. Taking a good photo takes a bit more know-how, and Android Smartphone Photography For Dummies is your quick-and-easy guide. No matter what model of Android phone you have, this book teaches you to produce high-quality images using the powerhouse camera you carry in your pocket every day. You'll learn the photography techniques pros use, like how to recognize beautiful outdoor lightning, how to capture moving subjects, and how to make stuff look good. Whatever kind of photos you want to take, this book will help you identify the gear and the apps you need for stunning results. With Dummies as your friendly instructor, you'll be wowing your friends and family before you know it. Explore your phone's camera, including little-known advanced features that will make a big difference in your images Figure out how to edit your pictures, correct lighting imbalances, apply neat filters, remove blemishes, and more Learn the basic principles of photography and apply your knowledge to outdoor photography, action shots, and still life Plus: capture video, organize your images, share photos online, choose a phone tripod, and protect your camera from the elements Dummies makes it easy for Android users of all skill levels to morph into masterful image-makers.

The A to Z guide to getting the most from your iPad Your iPad is a magical piece of technology connecting you to the rest of the world pretty much anytime and anywhere. Super thin and (well, almost) light as a feather, it allows you to keep up with your day to day duties, stay in touch with family and friends, catch up with work, relax with books and movies, or even create your own works of art! Given all it's capable of, it's essential to have a guide to help you make the most of your device. The latest edition of iPad and iPad Pro for Dummies helps users of all experience levels navigate this amazing looking glass. Assuming no prior knowledge, it takes you from the basics—including getting to know the iPad and adding useful accessories such as keyboards and pencils—to setting up email, connecting with other devices, maintaining files, and researching and installing the best apps for you. Discover the simple steps to get up and running Make your iPad work better and faster for you Explore the features of the brand new iPadOS Get easy fixes to common problems Pick up your copy today and find out just how sweet life in Apple tablet form can be!

Create, edit, and publish scientific manuscripts with less efforts using Word 2016. This tutorial will guide you through the process of book formatting till it is ready for publishing. Important topics are visualized in pictures. The book is compiled as a practical guide for fast creation and formatting of manuscripts that are heavy on math, numbered equations, figures, tables of contents, indices, containing self-referenced links, etc. These aspects are usually encountered writing books, scientific books, dissertations, papers, proposals, papers for a class, etc. Such

formatting style likewise, can be followed for self-publishing of scientific or fiction, electronic or print books. The tutorial is also available for the current version of Word 2019 and previous versions of Word: Word 2013, Word 2010, Word 2007. Last update: January 12 2019 Length: 129 pages 41 color pictures with guide lines

Inventor? Find out if you're the first to file a patent, online and in the library In the past, if you wanted to assess the novelty of an idea, you had to wade through the patent database at the U.S. Patent and Trademark Office (PTO) in Virginia -- or hire a lawyer to do a patent search for \$500 and up. The cost and inconvenience of these searches often meant that good ideas were left to rot on the vine. In *Patent Searching Made Easy*, find the plain-English information you need to: verify the patent status of an idea search Patent and Trademark Depository Libraries use online patent search services A physicist, engineer, and patent searching expert, author David Hitchcock gives you the vocabulary, instructions and strategies you need to search for a patent quickly and easily. He explains how the PTO classifies different types of inventions, so that you can assign your idea to the right class, compare it to related ideas, and then determine if it's novel enough to qualify for a patent. *Patent Searching Made Easy* shows you how do patent searches yourself, on the Internet, at little or no cost. Plus, you'll learn how to: prepare for online searches with the right hardware, software and computer skills access online patent searching resources narrow online searches with keywords and Boolean logic perform database searches at Patent and Trademark Depository Libraries (PTDLs) do microfiche searches at PTDLs search fee-based patent databases on the Internet search international patent offices, and do advanced searches at the PTO and PTDL. Written for both inventors and business owners interested in expanding their product line through the license, distribution or manufacture of other people's ideas, *Patent Searching Made Easy* is the easiest way for you to determine the answer to that all-important question, "Am I the first?"

Health Sciences Literature Review Made Easy: The Matrix Method, Fifth Edition describes the practical and useful methods for reviewing scientific literature in the health sciences. Please note that an access code to supplemental content such as Appendix C: Data Visualization is not included with the eBook purchase. To access this content please purchase an access code at www.jblearning.com/catalog/9781284133943/.

In today's fast-paced and global workplace, project management takes on new meaning. Virtual meetings, portable technology, and tighter budgets add to the risk of project failure. Yet businesses must continue forward with new products or services, meet demands, and market their goods. These goals depend on effective project management. When project management fails, businesses often follow. *Project Management Made Simple and Effective* teaches you the principles of successful project management so you can adapt to this environment. You'll learn different techniques for leading project teams and getting the attention of busy executives. You'll also learn how to avoid common problems that can create havoc with the most experienced project teams. Applying a Portfolio Approach Managing Stakeholders Defining Scope Identifying the Critical Path Measuring Status of the Schedule, Scope, and Budget Resolving Conflicts that Occur During a Project The author and contributors also share useful, easy-to-use templates that may be downloaded from their website. Whether you're an experienced Project Manager or someone leading their first work team, *Project Management Made Simple and Effective* gives you the practical tools, insights, and advice to be successful project managers.

Microsoft Publisher 2017 version was released in the last quarter of 2016 and has been significantly improved since the previous version was released. It now offers users great layout tools along with new typography tools as is referred to as 'a lightweight alternative to Adobe InDesign' with its layout software. Publisher is great for desktop publishing and features some of the best templates to date. It has been highly reviewed for its ability to produce long- form publications though it falls short in its graphic support capabilities. Microsoft Publisher is still

one of the best layout software for at-home use.

Both computer rookies and pros can master Microsoft Access 2016 efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & ACCESS 2016:

COMPREHENSIVE. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page.

Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that clearly outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application to ensure readers gain a complete understanding of Microsoft Access 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Get the best results from your camera Shoot breathtaking portraits and action photos Take control of color, focus, and exposure Shoot like a pro with your Canon dSLR Photographers who like full control over all aspects of their images use digital SLR cameras—and the Canon EOS Rebel T8i/850D gives you that power plus the ability to shoot video in 4k resolution and edit images right in the camera. In twelve easy-to-follow chapters, veteran photography author Julie Adair King helps you understand the basics of photography, the tools in your camera, and proven techniques that will produce shots that even pros will envy. Inside... Customize your camera Get a grip on technical stuff Choose the best shooting mode Solve exposure problems Manipulate image focus Record 4k video Shoot and convert RAW photos Connect to a smartphone or tablet Uses step-by-step instructions and sample screen pictures to teach basic functions, including formatting, editing, and enhancing documents

Time-tested advice on Windows 10 Windows 10 For Dummies remains the #1 source for readers looking for advice on Windows 10. Expert author Andy Rathbone provides an easy-to-follow guidebook to understanding Windows 10 and getting things done based on his decades of experience as a Windows guru. Look inside to get a feel for the basics of the Windows interface, the Windows apps that help you get things done, ways to connect to the Internet at home or on the go, and steps for customizing your Windows 10 experience from the desktop wallpaper to how tightly you secure your computer. • Manage user accounts • Customize the start menu • Find and manage your files • Connect to a printer wirelessly Revised to cover the latest round of Windows 10 updates, this trusted source for unleashing everything the operating system has to offer is your first and last stop for learning the basics of Windows!

Today we all have less time and smaller dollars. I have addressed this by writing seven good short stories so, Hitchcock, you can turn in your grave. I have renewed short story forms in this collection of works simply entitled A Short and Essays.

Make extra money—and your guests extra happy—with Airbnb! You've got that

spare tower, mansion, apartment, couch, or perhaps even treehouse (really—there are more than 2,400 treehouses listed on Airbnb). You're a polite, clean, and tolerant host. And you want to make some money. Congratulations, you're fully qualified to become part of the Airbnb revolution! Whether you're looking to break into the business, or have already started and are researching ways of making your guests feel even more pampered as you grow your reputation and income, Airbnb for Dummies is the perfect venue for you. And this applies whether you currently own property or not! Sit back in your lounge recliner and let the owners and founders of Learnairbnb.com show you the ins and outs of the short-term rental boom that connects hosts with travelers looking for more economical and personal travel experiences across the world. Sip a refreshing drink as you learn how to manage the day-to-day—from maintaining listings to keeping things clean for your guests—and how to maximize and increase your profits. Make an attractive listing Perfect your pricing Profit without a property Create amazing guest experiences So, get hold of a copy, read it in your favorite spot, and watch as the money and excited guests beat a path to your door!

If you: need to process information quickly and accurately want to produce professional looking reports and presentations want to produce spreadsheets, charts and graphs need a self-teaching approach then Excel 97 for Windows Made Simple is for you! By a combination of tutorial approach, with tasks to do and easy steps, the MADE SIMPLE series of Computer Books from British publisher Butterworth-Heinemann, using British authors and designed for a European audience, stands above all others.

Both computer rookies and hot shots can master Microsoft Word 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the Word 2016 skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE engages both computer rookies and today's pros as this edition guides readers in thoroughly mastering advanced Microsoft Excel 2016 skills. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own

computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application to ensure readers gain a complete understanding of Microsoft Excel 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Become your own iPhone guru Your first time using an iPhone comes with a lot of excitement. It can also be a bit intimidating. After all, it's jam-packed with apps and cool features, but there's no handy manual to help you unravel all the device's mysteries. iPhone For Seniors For Dummies can help you take your first iPhone steps and save you the trouble of finding someone to answer your questions. It features the tasks that you most likely want to do—like chatting on FaceTime, shooting videos and photos, and connecting on social media. It also introduces you to the App store so that you can break away from the iPhone's pre-installed apps and really personalize your shiny gadget. The easy-to-follow steps in this book with its accompanying illustrations help you manage, personalize, and communicate using your iPhone. You discover how to do everything from shopping online and organizing appointments to taking and sharing pictures and downloading and listening to your favorite music. It provides help with brand new iPhone models as well as older devices, including how to upgrade older iPhones with the latest software. Topics include how to: Swipe, tap, and scroll through the iPhone interface Capture memorable photos and home videos Find apps in the App store Customize your iPhone's accessibility features Bypass the keyboard and use Siri Read books and listen to music Keep your iPhone working If you're new to the iPhone or just need a reminder on how to do a few things, iPhone For Seniors For Dummies gives you all the tips and tricks you need. You'll soon be swiping and tapping its screen as if you've been doing it forever.

With the continuous growth of consumer spending in leisure and rapid number of internet penetration, traveling has become a trending lifestyle for all travellers of all ages. Airlines, accommodations, and service providers have evolve significantly to cater this social-savvy generation of travellers with wide range of low cost/affordable options. Now, exotic and lavish destinations such as Europe , China , USA , South Asia are within their reach with option to book with low cost carrier flights or booking under tour packages Today, with the millennial increasing ability to work flexibly , travellers are much more likely to throw some leisure time into their business trip which brought on further changes as new enhancement in technology has also enabled these adventurers to easily plan their travel and share their travel experiences online, another behaviour that put brands and e-commerce players on a greater pace of travel market competition. Always looking for better pricing against value, travellers are exchanging traditional hotel stays for more affordable options. Acceptance to an Airbnb's accommodation offer is often more affordable and also creates a more authentic experience. Before you can understand how the travel industry is changing, you

have to look at the people who are changing it and what they value. Millennials are traveling for business more than former generations and ensuring the travel industry caters to their needs. This book will be dedicated to these globetrotters, curious explorers, leisure-seekers. It will take us to an adventure on how traveling enriches their cultural sense, hoping that it would inspire and excite all Wannabes to start their own journey.

Get the most out of the powerful new Samsung Galaxy S20 With its superfast refresh rate for seamless browsing and spectacularly enhanced camera—among many other goodies—there's a lot to enjoy about your sleek new Samsung S20. Whether you're a Samsung newbie or an upgrading customer, Samsung Galaxy S20 for Dummies is the perfect guide to the latest generation. From the basics, like setup and security, to the fun, like the supercool Single Take mode, this book has you covered from the moment you take your new smartphone out of its shiny new box. Want to watch movies? Navigate your way around with GPS? Say hello to family and friends on social media? All the easy-to-follow tips and tricks that make it fast and fun are pages away! Configure and personalize your new phone Get going with the best features, apps, and games Shoot eye-popping photo and video with 30x zoom and nighttime mode Sync with your other devices Whatever you want to use it for gaming with friends, in-app conferencing or emailing for work, shooting home movies, sending witty Tweets—or even making phone calls—this friendly, no-nonsense how-to is the best guide to your galaxy. Enjoy! Microsoft Publisher 2017: Made Easy First Rank Publishing

Both computer rookies and hot shots can master Microsoft Office and Access 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & ACCESS 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Access is the popular database system that is developed by Microsoft. This is a powerful database system that many persons use worldwide for their database needs including application development. The program can be used to build database engines that will support the operations of software. The database structure can be made flexible so the information can be copied from other databases into your created database. While maintaining the database in Microsoft Access, the user can be assuring that their data will be organized in such a way it can be queried and reported on to produce results as needed. It can also be secured to prevent unauthorized access to the data if it is sensitive. When using this software, the database can be made scalable to grow as

needed, reliable to provide data with integrity and sharing capabilities to enable large teams to work on a common project.

The essential guide to Microsoft Powerpoint with step-by-step guides on how to use templates, add slide transitions and insert graphics and videos, helping you to create high-quality multi-media presentations.

Both computer rookies and hot shots can master Microsoft Office and Excel 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & Excel 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Get ready for academic and workplace success! This robust learning package integrates advanced word processing, document formatting and design, and communication skills within a single text, along with a strong emphasis on honing skills by competing projects in a realistic office environment. Using Microsoft Word 2016, you will format advanced business correspondence, tables, reports, mail merge files, graphics, and a broad range of common document types, including meeting, travel, news, legal, medical, and human resources/employment, as well as practicing real-time co-authoring on OneDrive. The text includes nine modular projects and two comprehensive projects to help you apply what you learn and prepare you to be productive immediately when beginning your professional career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

need to create and design your own Web pages that include both text and graphics want your own Web page up and running quickly and efficiently would like to know how to include Java applets on your Web pages need a self-teaching approach want results fast...then this book is for you!

A full-color, step-by-step guide to get fit, prevent injury and end pain using your foam roller Foam rolling is not just a fad; if you're active in sport or work out regularly, you know how crucial it is to keep your muscles limber and pain-free to stay active and mobile. As a form of Myofascial Release Therapy, foam rolling is an effective technique for unlocking your tight muscles and restrictive myofascial connective tissue. Foam rolling helps increase your overall body mobility and joint range of motion, decreases pain and shortens recovery times—and it generally supercharges your body to reap the benefits of your active lifestyle! Written in an easy-to-follow, no-jargon style by NFL physical therapist and trainer for 26 years Mike Ryan, Foam Rolling For Dummies shares proven roller tips

usually reserved for professional athletes to help you quickly restore healthy harmony between your muscles and joints. Once you know the science behind foam rolling, you'll understand how to use specific body-rolling techniques to address specific problems and goals, whether they're eliminating painful muscle trigger points, loosening tight fascia, improving body flexibility, or just relaxing muscles faster after a workout. Enhance athletic performance Improve injury prevention Learn rapid roller techniques Manage fibromyalgia Reduce soft tissue injuries Understand your myofascial system Reduce painful muscles Whether you want to maximize your fitness program, manage your muscle pain or pursue other health goals, this guide puts on a roll for an enhanced body—and an enhanced life.

ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE engages both computer rookies and hot shots as this edition guides readers in mastering both basic and more advanced Microsoft Word 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This book outlines some logistical maneuvers and their doctrinal relationship to the operation, and provides some new ideas. The lessons are formatted in a fashion that offers the reader the doctrinal concept that the operation or function is based on, and then presents new theories on how to better execute the logistical function or capability as it relates to tactical operations. Even though combat maneuver may be more exciting to discuss, logistical maneuver is just as effective in its results to maintain combat power. And isn't that the real key to successfully sustaining any decisive action operation to maintain combat power across the battlefield? And the only way to achieve this effect is to understand the different ways to execute logistical maneuver to support the mission. As I have pointed out on more than one occasion, you cannot have one without the other.

Explore the vast yet compact world on your wrist! So you've bought an Apple Watch and you've been having a really great time talking to your wrist, but now you're wondering what other sorts of fun trouble you can find. For that, the updated edition of *Apple Watch For Dummies* is your perfect guide, providing a friendly overview of the latest series of Apple Watches on the new OS. Whatever you want to achieve—peak health via sleep-tracking and an app-based fitness plan, the ability to navigate your way out of a scary forest at night using the GPS and torch functions, or just a convenient method of finding your

iPhone—everything you need to know about the amazing device on your wrist is right here at your fingertips. Marc Saltzman—journalist, lecturer, TV personality, and host of “Gear Guide,” a tech-focused video that reaches 60 million viewers a year—expertly guides you through the wrist-based virtual world opened up by Apple’s compact wonder-gadget, taking you from the basics of the interface and buttons, through to practical applications like Apple Pay, and then on to the nifty stuff, like chatting to friends on Walkie Talkie, checking your blood oxygen levels, or unlocking your hotel room door with a casual flick of your wrist. Get au fait with display and buttons Keep in touch via calls, texts, and more Manage your media, finances, health, work, and more Dive into the wonderful world of apps Whatever it is you think you’ll use your Apple Watch for, you’ll end up doing much, much more.

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