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Volume 48 of Advances in Child Development and Behavior includes chapters that highlight some of the most recent research in the field of developmental psychology. Each chapter provides in-depth discussions, and this volume serves as an invaluable resource for developmental or educational psychology researchers, scholars, and students. Chapters highlight some of the most recent research in the area. A wide array of topics are discussed in detail. Kostensenkung durch Automatisierung ist ein wichtiges Thema in allen Reproabteilungen. Color Factory von FotoWare leistet auf diesem Gebiet Enormes, vorausgesetzt die Software ist effizient konfiguriert. Dieses Buch hilft Anwendern, die das Produkt bereits lizenziert haben, dessen Konfiguration zu optimieren und bietet Denkanstöße für Lösungen. Interessenten von Color Factory erhalten einen Überblick über Leistungen und Einsatzmöglichkeiten. Die anschauliche Darstellung der Features ermöglicht es, die Information schnell aufzunehmen. Schwerpunkt bildet die automatisierte Bildbearbeitung, die über ein sehr hohes Einsparpotenzial verfügt. Readers discover the latest advantages that Microsoft Word has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Word through experimentation, critical thought, and personalization. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Effective communication is the most powerful tool a manager can use. This is especially true for project managers who are tasked with coordinating the efforts of every project member as well as maintaining an open dialog with senior executives. Helping professionals achieve a high-level of communications expertise is the goal of this second edition book and CD-ROM package. The book explains how to energize projects, create momentum, and achieve success by talking and listening to staff members. Moreover, it teaches how to effectively communicate project status and requirements to executive management. The valuable CD-ROM supplies the "tools" to do the job right... ready-to-use documents, forms, reports, and project templates that help ensure effective, clear, and consistent communication. This second edition also includes new changes from A Guide to the Project Management Body of Knowledge (PMBOK), Fifth Edition, as well as new material on evolving tools such as social media. As new technology has found its way to the marketplace, simple approaches from years gone by are modified for cloud-sharing tools, social media, and other considerations. Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Building PowerPoint Templates Supercharge your PowerPoint® presentations with custom templates and themes! Want to create presentations that are more consistent and cost-effective? Presentations that fully reflect your branding? Then don't settle for Microsoft's "out-of-the-box" templates and themes: create your own! In this easy, hands-on guide, two PowerPoint MVPs teach you every skill and technique you'll need to build the perfect template—from planning and design, through theme building, custom layouts, colors, and deployment. Echo Swinford and Julie Terberg have distilled their immense PowerPoint knowledge into simple, step-by-step techniques you can use right now, whether you're using PowerPoint 2010 or 2007 for Windows, or PowerPoint 2011 for Mac. Well-built templates are the backbone of great presentations—whether building them for your own use or designing for thousands of users, this book will guide you through the process of creating the most effective templates. Important Note: Upgrading from older versions of PowerPoint, such as PowerPoint 2003? Your old templates may no longer work. This book will help you make the transition painlessly! • Plan new templates and themes to maximize their business value for years to come • Understand the differences between templates and themes, and how they work together • Make better choices about color, fonts, and slide layouts • Create efficient templates for individual users, teams, and large organizations • Incorporate Notes and Handout Masters into your presentation templates • Provide example slides and default settings that lead to better presentations • Use Microsoft's little-known Theme Builder to create effects and background styles • Work around hidden quirks in PowerPoint's advanced template and theme features Echo Swinford, a Microsoft PowerPoint MVP since 2000, has been a featured speaker at the Presentatio Summit (formerly PowerPoint Live) since its inception. She is the expert voice and instructor behind PowerPoint 2010 LiveLessons (Video Training), the author of Fixing PowerPoint Annoyances and co-author of The PowerPoint 2007 Complete Makeover Kit. Julie Terberg is a Microsoft PowerPoint MVP and featured speaker at the Presentation Summit. She is the owner of Terberg Design and has been designing presentations since the mid-1980s. She is co-author of Perfect Medical Presentations. As contributing author for Presentations Magazine, she won awards for her Creative Techniques columns. Visual effects and motion graphics pros of all stripes - from broadcast professionals to VFX supervisors to Web designers who need to produce occasional video segments - will welcome the dramatically accelerated features provided in the brand-new After Effects CS4. This best-selling book has been revised to cover all that's new in this upgrade: the ability to import 3D layers from Photoshop; the Cartoon effect that converts live-action footage into stylized imagery; Adobe Device Central CS4, which lets you preview and test animations for mobile devices, and more. Designed around a single complex project that's broken down into manageable lessons, this book mimics a real-world workflow - but one that readers tackle at their own pace. Contains all the lesson files and footage readers need to complete the lessons. All of Peachpit's eBooks contain the same content as the print edition. You will find a link in the last few pages of your eBook that directs you to the media files. Helpful tips: · If you are able to search the book, search for "Where are the lesson files?" · Go to the very last page of the book and scroll backwards. · You will need a web-enabled device or computer in order to access the media files that accompany this ebook. Entering the URL supplied into a computer with web access will allow you to get to the files. · Depending on your device, it is possible that your display settings will cut off part of the URL. To make sure this is not the case, try reducing your font size and turning your device to a landscape view. This should cause the full URL to appear. Wouldn't it be great if you could have two of the world's most accomplished and sought-after graphic artists sitting next to you at your computer as you navigate the infinite possibilities of Adobe Illustrator CS2? How to Wow with Illustrator CS2 is the next-best thing. Two Illustrator powerhouses—Ron Chan and Barbara Obermeier—both renowned graphic designers and trainers, have developed an effective way to help you reach your full creative potential. Ron and Barbara guide you step-by-step through real-world techniques, with an emphasis on uncompromising quality, last-minute flexibility, and go-home-at-night speed! You'll learn tips and techniques on everything from sophisticated typography to commercial graphics approaches using Illustrator CS2. You're given the inspiration and know-how at every stage of the creative process in order to learn How to Wow! This book begins with the essentials of Illustrator, including effectively working with layers and tools and integrating with other applications, and then moves on to innovative ideas for making your graphics and typography dazzle the eye. You'll encounter fascinating techniques for giving your work that competitive, professional edge. C++11 has arrived: thoroughly master it, with the definitive new guide from C++ creator Bjarne Stroustrup, C++ Programming Language, Fourth Edition! The brand-new edition of the world's most trusted and widely read guide to C++, it has been comprehensively updated for the long-awaited C++11 standard. Extensively rewritten to present the C++11 language, standard library, and key design techniques as an integrated whole, Stroustrup thoroughly addresses changes that make C++11 feel like a whole new language, offering definitive guidance for leveraging its improvements in performance, reliability, and clarity. C++ programmers around the world recognize Bjarne Stoustrup as the go-to expert for the absolutely authoritative and exceptionally useful information they need to write outstanding C++ programs. Now, as C++11 compilers arrive and development organizations migrate to the new standard, they know exactly where to turn once more: Stoustrup's C++ Programming Language, Fourth Edition. Inside Content: 1 Revision of Functions in C. 2 Revision of Functions in C. 3 Revision of Pointers in C. 4 Revision of Pointers in C. 5 Revision of Structure, Union, Enum in C. 6 C++ Introduction & Difference between C & C++. 7 Difference between C & C++ (continued). First C++ Program (Average of 2 numbers), Scope Resolution Operator. 8 Difference between Pointers & Reference. Program to Swap two numbers using Call by Value, by Address & by Reference. 9 Generic Pointers, Rules of Reference, Constant (Value, Variable, Pointer, Reference), Constant Argument, Returning Constant Values, Return by Reference. 10 Dynamic Memory Allocation (One, Multi Dimensional Array) using New & Delete Operators. 11 Function Overloading, Function Calling Steps, Default Arguments. 12 Inline Functions 13 Operator Overloading, Program to Add & Multiply Two Complex Numbers. 14 Program to Add & Multiply Two Matrices. 15 Revision of Class 4 to 12. 16 Classes & Objects, Difference between Structure & Class. 17 "this" Pointer, Functions defined outside the Class v/s Inline Function, Structure of C++ Program. 18 Constructors & Destructors 19 Static & Constant members 20 Operator Overloading Unary(++/--), Rules, Operators that cannot be Overloaded. 21 Binary Operator Overloading (Add & Multiply Two Complex Numbers). 22 Binary Operator Overloading (Add & Multiply Two Matrices). 23 Copy Constructor, Equal Operator Overloading 24 Friend Function, , >> Operator Overloading 25 Overloaded Type Conversion Operator (Basic to Object & Object to Basic). 26 Overloaded Type Conversion Operator (Object of One Class to Object of another Class). 27 Data Structure through C++ (Stack & Queue) 28 Console Input/ Output Streams. 29 Revision of Class 14 to 26 30 Inheritance 31 Inheritance 32 Virtual Functions (Polymorphism) 33 Templates 34 Exception Handling 35 File Handling 36 File Handling 37 Nested Classes (Kind of Relationship using Inheritance, has a Relationship using Composition & Containership) 38 New Features of ANSI C++(bool, wchar\_t, new cast operators, typeid, mutable, explicit, namespace) 39 Revision of Class 28 to 36 40 Design and Development Using C++ (Bonus Chapters) Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT PUBLISHER 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT PUBLISHER 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. This book is dedicated to everyone who has ever tried to keep up with the rapid-fire actions of a busy meeting while making sure nothing got lost, ignored, folded, spindled, or mutilated. Where rules are quoted, they are substantially in conformance with the rules contained in Robert's Rules of Order Newly Revised, eleventh edition (Da Capo Press 2011), also called RONR, and American Institute of Parliamentarians Standard Code of Parliamentary Procedure (McGraw Hill, 2012), also called AIPSC. However, for clarity and ease of use by the average member, some of the more detailed points of these books have been omitted. For complex situations, we suggest that the reader refer to the association's specific parliamentary authority. Additional information has been included that is based on the author's experience with boards of directors and organizations throughout the country. InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects. The fastest, easiest, most comprehensive way to learn Adobe Photoshop Lightroom 2. 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. The lessons in Adobe Photoshop Lightroom 2 Classroom in a Book cover the basics of learning Adobe Photoshop Lightroom, Adobe's toolbox for professional photographers, which provides one easy application for managing, adjusting, and presenting large volumes of digital photographs. Countless tips and techniques, extra-credit exercises, and mini-tutorials help you become more productive and adept using Adobe Photoshop Lightroom. Follow the book from start to finish, or choose only those lessons that interest you. All of Peachpit's eBooks contain the same content as the print edition. You will find a link in the last few pages of your eBook that directs you to the media files. Helpful tips: If you are able to search the book, search for "Where are the lesson files?" Go to the very last page of the book and scroll backwards. You will need a web-enabled device or computer in order to access the media files that accompany this ebook. Entering the URL supplied into a computer with web access will allow you to get to the files. Depending on your device, it is possible that your display settings will cut off part of the URL. To make sure this is not the case, try reducing your font size and turning your device to a landscape view. This should cause the full URL to appear. Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT PUBLISHER 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT PUBLISHER 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Using a clear, straightforward approach, this book provides a patient-oriented approach to complaint handling that can be used by all staff in an office, clinic, or system. Readers will learn how to develop a system for documenting patient complaints and comments, as well as strategies for monitoring and analyzing the information documented by patient claims. Other tools include a mechanism for changing behaviors of health care providers and improving delivery systems, strategies for dealing with difficult and abusive patients, and sample scripted transcripts for dealing with the most common types of complaints heard by health care practitioners. With a solid service recovery system in place, health care organizations and practices can meet accreditation agency standards for grievance processes, and, as a result, greatly reduce risk management claims. Resolving Patient Complaints: A Step-by-Step Guide to Effective Service Recovery provides managers, physicians, and employees with the skills and tools necessary to implement a service recovery process to respond to and review patient complaints and concerns about quality of care. Author Liz Osborne draws on her 15 years of experience as manager of a patient relations department in a large HMO to give expert advice on addressing patient dissatisfaction appropriately and effectively. Enhanced by hundreds of sample illustrations, this updated guide to the modeling of the human body takes readers through the entire modeling and animation process for both male and female figures and is accompanied by a CD-ROM containing framework files in various file formats, sample textures, exercises to reinforce techniques, and other features. Original. (All Users) Medical informatics is a field which continues to evolve with developments and improvements in foundational methods, applications, and technology, constantly offering opportunities for supporting the customization of healthcare to individual patients. This book presents the proceedings of the 16th World Congress of Medical and Health Informatics (MedInfo2017), held in Hangzhou, China, in August 2017, which also marked the 50th anniversary of the International Medical Informatics Association (IMIA). The central theme of MedInfo2017 was "Precision Healthcare through Informatics", and the scientific program was divided into five tracks: connected and digital health; human data science; human, organizational, and social aspects; knowledge management and quality; and safety and patient outcomes. The 249 accepted papers and 168 posters included here span the breadth and depth of sub-disciplines in biomedical and health informatics, such as clinical informatics; nursing informatics; consumer health informatics; public health informatics; human factors in healthcare; bioinformatics; translational informatics; quality and safety; research at the intersection of biomedical and health informatics; and precision medicine. The book will be of interest to all those who wish to keep pace with advances in the science, education, and practice of biomedical and health informatics worldwide. Explains how to use the multimedia animation program to manage layer speed, transition, create templates, animate backgrounds, and import movies. Visual informatics is a field of interest not just among the information technology and computer science community, but also other related fields such as engineering, medical and health informatics and education starting in the early 1990s. Recently, the field is gaining more attention from researchers and industry. It has become a multi-disciplinary and trans-disciplinary field related to research areas such as computer vision, visualization, information visualization, real-time image processing, medical image processing, image information retrieval, virtual reality, augmented reality, -pressive visual mathematics, 3D graphics, multimedia-fusion, visual data mining, visual ontology, as well as services and visual culture. Various efforts have been invested in different research, but operationally, many of these systems are not present in the mass market and thus knowledge and research on these phenomena within the mentioned areas need to be shared and disseminated. It is for this reason that the Visual Informatics Research Group from Universiti - bangsaan Malaysia (UKM) decided to spearhead this initiative to bring together experts in this very diversified but important research area so that more concerted efforts can be undertaken not just within the visual informatics community in Malaysia but from other parts of the world, namely, Asia, Europe, Oceania, and USA. This first International Visual Informatics Conference (IVIC 2009) was conducted collaboratively, by the visual informatics research community from the various public and private institutions of higher learning in Malaysia, and hosted by UKM. Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Written by recognized experts in the study of proteins, Proteomics for Biological Discovery begins by discussing the emergence of proteomics from genome sequencing projects and a summary of potential answers to be gained from proteome-level research. The tools of proteomics, from conventional to novel techniques, are then dealt with in terms of underlying concepts, limitations and future directions. An invaluable source of information, this title also provides a thorough overview of the current developments in post-translational modification studies, structural proteomics, biochemical proteomics, microfabrication, applied proteomics, and bioinformatics relevant to proteomics. Presents a comprehensive and coherent review of the major issues faced in terms of technology development, bioinformatics, strategic approaches, and applications. Chapters offer a rigorous overview with summary of limitations, emerging approaches, questions, and realistic future industry and basic science applications. Discusses higher level integrative aspects, including technical challenges and applications for drug discovery. Accessible to the novice while providing experienced investigators essential information. Proteomics for Biological Discovery is an essential resource for students, postdoctoral fellows, and researchers across all fields of biomedical research, including biochemistry, protein chemistry, molecular genetics, cell/developmental biology, and bioinformatics. First published in 2012. Focal Press is an imprint of the Taylor & Francis Group, an informa business. Instant InDesign is the first comprehensive guide to Adobe InDesign that focuses exclusively on the art of template design and production. You'll learn everything you need to know—from key design principles and basic template architecture to advanced automation techniques. With practical tips and real-world examples, you'll discover how to translate your great ideas into industrial-strength templates. Magazine, newspaper, book, and catalog publishers, as well as ad agencies, graphic design firms, and independent designers can all use this guide to boost productivity and enhance their creative process. Instant InDesign is the best single resource for fast and efficient page layout and production. This comprehensive guide shows you step by step how to: Use the powerful new features in InDesign CS3—text variables, frame fitting options, and table styles—to create templates for ads, brochures, books, magazines, catalogs, and more. Make the most of master pages, paragraph and character styles, nested styles, object styles, and table styles to automate formatting. Optimize the use of typography, graphics and images, color, object libraries, and layers in your templates. Work with the new transparency options and nondestructive effects in InDesign CS3. Set up Data Merge and XML-based templates to automate page production. Utilize and modify the templates that ship with InDesign CS3. Use Adobe Bridge to manage your text, image assets, and templates. "Adobe After Effects CS6 Classroom in a Book contains 14 lessons. The book covers the basics of learning Adobe After Effects and provides countless tips and techniques to help you become more productive with the program"—P. [4] of cover. This book contains papers on a wide range of topics in the area of kinematics, mechanisms, robotics, and design, addressing new research advances and innovations in design education. The content is divided into five main categories headed 'Historical Perspectives', 'Kinematics and Mechanisms', 'Robotic Systems', 'Legged Locomotion', and 'Design Engineering Education'. Contributions take the form of survey articles, historical perspectives, commentaries on trends on education or research, original research contributions, and papers on design education. This volume celebrates the achievements of Professor Kenneth Waldron who has made innumerable and invaluable contributions to these fields in the last fifty years. His leadership and his pioneering work have influenced thousands of people in this discipline. "This book is the Bible for anyone who needs to manage large data collections. It's required reading for our search gurus at Infoseek. The authors have done an outstanding job of incorporating and describing the most significant new research in information retrieval over the past five years into this second edition." Steve Kirsch, Cofounder, Infoseek Corporation "The new edition of Witten, Moffat, and Bell not only has newer and better text search algorithms but much material on image analysis and joint image/text processing. If you care about search engines, you need this book: it is the only one with full details of how they work. The book is both detailed and enjoyable; the authors have combined elegant writing with top-grade programming." Michael Lesk, National Science Foundation "The coverage of compression, file organizations, and indexing techniques for full text and document management systems is unsurpassed. Students, researchers, and practitioners will all benefit from reading this book." Bruce Croft, Director, Center for Intelligent Information Retrieval at the University of Massachusetts In this fully updated second edition of the highly acclaimed Managing Gigabytes, authors Witten, Moffat, and Bell continue to provide unparalleled coverage of state-of-the-art techniques for compressing and indexing data. Whatever your field, if you work with large quantities of information, this book is essential reading—an authoritative theoretical resource and a practical guide to meeting the toughest storage and access challenges. It covers the latest developments in compression and indexing and their application on the Web and in digital libraries. It also details dozens of powerful techniques supported by mg, the authors' own system for compressing, storing, and retrieving text, images, and textual images. mg's source code is freely available on the Web. Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT PUBLISHER 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT PUBLISHER 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Best practices book that focuses on the alignment of policies and procedures to the vision, strategy plan, and core processes of an organization. This book focuses on finding actual content for your policies and procedures. GIMP is a free alternative to Adobe Photoshop with tons of professional-grade features. But with so many powerful tools and menu options, GIMP can be difficult to master. Whether you're struggling to get started or trying to master some of GIMP's more complex features, you'll find the answers you're looking for in The Book of GIMP. The tutorials in the first half of the book walk you through essential GIMP skills, like resizing and cropping images, touching up spots and scratches, and customizing your work area. Illustrated, step-by-step instructions show you how to: —Improve the lighting and composition of images —Remove distortions and noise to make old and damaged photos look like new —Create stunning panoramas and digital collages using a series of photos —Make, edit, and export custom textures, logos, and animated GIFs —Work with selections, channels, and masks to edit images like a pro —Create colorful digital art, layer by layer The book's second half offers a comprehensive reference to GIMP's many features, including color balancing, masks, filters, and plug-ins. You'll find tools described in unparalleled detail, with coverage of nearly every option and parameter. With illustrated tutorials and detailed references, The Book of GIMP is sure to become your one-stop guide to just about everything GIMP. This business book is written for solopreneurs and small companies. Simple, practical, effective and customer-pleasing business tools are arranged in eight operational groups. These 255 tools focus on small, one-percent improvements. The book layout and design facilitate rapid information retrieval and simple tool evaluation and implementation. This is a fast-read professional resource that is brief, clear and easy on the eyes. Introduce your

students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Presents time-saving techniques and tips for users of Adobe Illustrator CS, exploring the software's basic tools and latest features with full-color examples and samples from leading Illustrator artists and designers. Explains how to use the Microsoft Office suite to create letters, documents, spreadsheets, presentations, e-mail, and Web sites. Develop a winning business proposal Plan and use a repeatable proposal process Use tools and templates to accelerate your proposals Get the intel on bids and proposals Congratulations! You have in your hands the collected knowledge and skills of the professional proposal writer – without having to be one! Inside, you'll find out how to unlock what these professionals know and apply it to your own business to improve the way you capture new customers and communicate with existing ones! Inside... Develop a great proposal Focus on the customer Know your competition Plan your approach Use tools and templates Write persuasively Overcome misconceptions Expand your skills Avoid proposal killers

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