

Exploring Microsoft Word 2016 Comprehensive (Exploring For Office 2016 Series)

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. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

From the duo behind the massively successful and award-winning podcast *Stuff You Should Know* comes an unexpected look at things you thought you knew. Josh Clark and Chuck Bryant started the podcast *Stuff You Should Know* back in 2008 because they were curious—curious about the world around them, curious about what they might have missed in their formal educations, and curious to dig deeper on stuff they thought they understood. As it turns out, they aren't the only curious ones. They've since amassed a rabid fan base, making *Stuff You Should Know* one of the most popular podcasts in the world. Armed with their inquisitive natures and a passion for sharing, they uncover the weird, fascinating, delightful, or unexpected elements of a wide variety of topics. The pair have now taken their near-boundless "whys" and "hows" from your earbuds to the pages of a book for the first time—featuring a completely new array of subjects that they've long wondered about and wanted to explore. Each chapter is further embellished with snappy visual material to allow for rabbit-hole tangents and digressions—including charts, illustrations, sidebars, and footnotes. Follow along as the two dig into the underlying stories of everything from the origin of Murphy beds, to the history of facial hair, to the psychology of being lost. Have you ever wondered about the world around you, and wished to see the magic in everyday things? Come get curious with *Stuff You Should Know*. With Josh and Chuck as your guide, there's something interesting about everything (...except maybe jackhammers).

The quick way to learn Microsoft Outlook 2016! This is learning made easy. Get more done quickly with Outlook 2016. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures Manage your email more efficiently than ever Organize your Inbox to stay in control of everything that matters Schedule appointments, events, and meetings Organize contact records and link to information from social media sites Track tasks for yourself and assign tasks to other people Enhance message content and manage email security

Drug overdose, driven largely by overdose related to the use of opioids, is now the leading cause of unintentional injury death in the United States. The ongoing opioid crisis lies at the intersection of two public health challenges: reducing the burden of suffering from pain and

containing the rising toll of the harms that can arise from the use of opioid medications. Chronic pain and opioid use disorder both represent complex human conditions affecting millions of Americans and causing untold disability and loss of function. In the context of the growing opioid problem, the U.S. Food and Drug Administration (FDA) launched an Opioids Action Plan in early 2016. As part of this plan, the FDA asked the National Academies of Sciences, Engineering, and Medicine to convene a committee to update the state of the science on pain research, care, and education and to identify actions the FDA and others can take to respond to the opioid epidemic, with a particular focus on informing FDA's development of a formal method for incorporating individual and societal considerations into its risk-benefit framework for opioid approval and monitoring.

An Introduction to Neural Information Retrieval

MOS 2016 Study Guide for Microsoft Excel

Essential Tools for Working with Data

The Fourth Industrial Revolution

Skills for Success with Microsoft Access 2016 Comprehensive

Now readers can develop the Microsoft Excel 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE. Updated with all-new case scenarios, this complete book clearly applies the skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE help readers understand the importance of what they're learning. This edition focuses on strengthening learning outcomes and transferring skills to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The brain ... There is no other part of the human anatomy that is so intriguing. How does it develop and function and why does it sometimes, tragically, degenerate? The answers are complex. In *Discovering the Brain*, science writer Sandra Ackerman cuts through the complexity to bring this vital topic to the public. The 1990s were declared the "Decade of the Brain" by former President Bush, and the neuroscience community responded with a host of new investigations and conferences. *Discovering the Brain* is based on the Institute of Medicine conference, *Decade of the Brain: Frontiers in Neuroscience and Brain Research*. *Discovering the Brain* is a "field guide" to the brain--an easy-to-read discussion of the brain's physical structure and where functions such as language and music appreciation lie. Ackerman examines How electrical and chemical signals are conveyed in the brain. The mechanisms by which we see, hear, think, and pay attention--and how a "gut feeling" actually originates in the brain. Learning and memory retention, including parallels to

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computer memory and what they might tell us about our own mental capacity. Development of the brain throughout the life span, with a look at the aging brain. Ackerman provides an enlightening chapter on the connection between the brain's physical condition and various mental disorders and notes what progress can realistically be made toward the prevention and treatment of stroke and other ailments. Finally, she explores the potential for major advances during the "Decade of the Brain," with a look at medical imaging techniques--what various technologies can and cannot tell us--and how the public and private sectors can contribute to continued advances in neuroscience. This highly readable volume will provide the public and policymakers--and many scientists as well--with a helpful guide to understanding the many discoveries that are sure to be announced throughout the "Decade of the Brain."

The quick way to get started with Microsoft Office 2016! This is learning made easy. Get more done quickly with Microsoft Word, Excel, PowerPoint, and Outlook. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format documents for visual impact Quickly prepare personalized email messages and labels Build powerful workbooks for analysis and reporting Analyze alternative data sets with Quick Analysis Lens, Goal Seek, and Solver Prepare highly effective presentations Strengthen your presentations by adding tables and graphics Organize your email, scheduling, and contacts Look up just the tasks and lessons you need

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 Project 2019 Step by Step
Microsoft SharePoint 2016 Step by Step
Shelly Cashman Series Microsoft Office 365 & Publisher 2016: Comprehensive, Loose-leaf Version
Exploring Microsoft Office 2016
New Perspectives Microsoft Office 365 & Excel 2016: Intermediate

ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 2016:

COMPREHENSIVE engages both computer rookies and hot shots as this edition guides readers in mastering advanced Microsoft PowerPoint 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 complete 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 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 book offers full, comprehensive coverage of Microsoft Excel. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. 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.

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect

your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

Designed for a new generation of learners "Skills for Success" teaches students the way they prefer to learn software instead of reading big blocks of text, they rather see and do. Using the hallmark visual layout, students complete an entire skill in just two pages. Step-by-step instructions are aligned with full size screen image to guide students as they progress through each new skill. No matter what device they are using desktop or tablet or their current skill level, students will learn what they need to get started quickly. Note: You are purchasing a standalone product; MyMathLab does not come packaged with this content. Students, if interested in purchasing this title with MyMathLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. "

Microsoft Outlook 2016 Step by Step

Supporting Parents of Children Ages 0-8

Microsoft Word Simple Projects

Microsoft Office 2016 Step by Step

Parenting Matters

For many researchers, Python is a first-class tool mainly because of its libraries for storing, manipulating, and gaining insight from data. Several resources exist for individual pieces of this data science stack, but only with the Python Data Science Handbook do you get them all—IPython, NumPy, Pandas, Matplotlib, Scikit-Learn, and other related tools. Working scientists and data crunchers familiar with reading and writing Python code will find this comprehensive desk reference ideal for tackling day-to-day issues: manipulating, transforming, and cleaning data; visualizing different types of data; and using data to build statistical or machine learning models. Quite simply, this is the must-have reference for scientific computing in Python. With this handbook, you ' ll learn how to use: IPython and Jupyter: provide computational environments for data scientists using Python NumPy: includes the ndarray for efficient storage and manipulation of dense data arrays in Python Pandas: features the DataFrame for efficient storage and manipulation of labeled/columnar data in Python Matplotlib: includes capabilities for a flexible range of data visualizations in Python Scikit-Learn: for efficient and clean Python implementations of the most important and established machine learning algorithms

Preparing students for real-world practice, MACHINE TRANSCRIPTION AND

DICTATION, 6E provides an abundance of practice for developing the listening,

keying, and formatting skills required to transcribe business documents. It also helps students sharpen their business English proficiency. English Skills Reviews and Applications in each chapter emphasize grammar, capitalization, word usage, spelling, and proofreading skills inherent within the documents to be transcribed. Realistic documents represent various fields of employment. Packaged with the textbook, a Transcription CD includes all the dictation plus Express Scribe and Windows Media Player software, enabling students to use a foot pedal, mouse, or keypad to advance through the documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Microsoft Word 16 ComprehensivePrentice Hall

Deep Work

Pain Management and the Opioid Epidemic

Microsoft Office 2019 Step by Step

Exploring Microsoft Word 2016 Comprehensive

New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive

Discover the latest advancements in Microsoft Publisher 2016 with MICROSOFT OFFICE 365 & PUBLISHER 2016: COMPREHENSIVE -- the new edition in the leading Shelly Cashman Series. For more than three decades, the Shelly Cashman Series has effectively introduced computer

skills to millions. MICROSOFT OFFICE 365 & PUBLISHER 2016: COMPREHENSIVE continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Publisher 2016 through experimentation, critical thought, and personalization. This new edition delivers educational materials specifically designed to introduce more advanced and key features, improve retention, and prepare readers for success with the latest Microsoft Publisher 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Now readers can develop the Microsoft PowerPoint 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & POWERPOINT 2016: COMPREHENSIVE. Updated with all-new case scenarios, this complete book clearly applies the skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & POWERPOINT 2016: COMPREHENSIVE help readers understand the importance of what they're learning. This edition focuses on strengthening learning outcomes and transferring skills to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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**Illustrated Microsoft Office 365 & Excel 2016: Comprehensive
MS SharePoint 2016 Step _p1
Illustrated Microsoft Office 365 & PowerPoint 2016: Comprehensive
Head Start Program Performance Standards
Stuff You Should Know**

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 book covers introductory Microsoft Word, Excel, Access, and PowerPoint, with an additional Windows 10 chapter. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. 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.

This is learning made easy. Get more done quickly with Office 2019. Jump in wherever you need answers - brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format Word documents for maximum visual impact Build powerful, reliable Excel workbooks for analysis and reporting Prepare highly effective PowerPoint presentations Use Outlook to organize your email, calendar, and contacts Includes downloadable practice files

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In the United States, some populations suffer from far greater disparities in health than others. Those disparities are caused not only by fundamental differences in health status across segments of the population, but also because of inequities in factors that impact health status, so-called determinants of health. Only part of an individual's health status depends on his or her behavior and choice; community-wide problems like poverty, unemployment, poor education, inadequate housing, poor public transportation, interpersonal violence, and decaying neighborhoods also contribute to health inequities, as well as the historic and ongoing interplay of structures, policies, and norms that shape lives. When these factors are not optimal in a community, it does not mean they are intractable: such inequities can be mitigated by social policies that can shape health in powerful ways. Communities in Action: Pathways to Health Equity seeks to delineate the causes of and the solutions to health inequities in the United States. This report focuses on what communities can do to promote health equity, what actions are needed by the many and varied stakeholders that are part of communities or support them, as well as the root causes and structural barriers that need to be overcome.

Exploring Microsoft PowerPoint 2016 Comprehensive
Word For Dummies

Illustrated Microsoft Office 365 & Access 2016: Comprehensive
Microsoft Word 16 Comprehensive

Efficient Query Processing for Scalable Web Search will be a valuable reference for researchers and developers working on This tutorial provides an accessible, yet comprehensive, overview of the state-of-the-art of Neural Information Retrieval.

DISCOVERING COMPUTERS & MICROSOFT OFFICE 365 & OFFICE 2016: A FUNDAMENTAL COMBINED APPROACH combines strong computer concepts from the best-selling DISCOVERING COMPUTERS with proven step-by-step instruction on Microsoft Office365 and Office 2016 in one convenient book. This single resource delivers the best of Shelly Cashman Series -- the acclaimed Series that has effectively introduced computer skills to millions of learners. This book encourages critical thought, personalization, and experimentation with the latest Microsoft Office 2016 software. Updated and revised computer concepts content throughout this edition reflect the evolving needs of those learning computing today with an exclusive focus on the skills needed to be successful in college and careers beyond. Enhancements ensure this edition delivers today's most effective introduction to Microsoft Office 365 and Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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

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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.

Decades of research have demonstrated that the parent-child dyad and the environment of the family—which includes all primary caregivers—are at the foundation of children's well-being and healthy development. From birth, children are learning and rely on parents and the other caregivers in their lives to protect and care for them. The impact of parents may never be greater than during the earliest years of life, when a child's brain is rapidly developing and when nearly all of her or his experiences are created and shaped by parents and the family environment. Parents help children build and refine their knowledge and skills, charting a trajectory for their health and well-being during childhood and beyond. The experience of parenting also impacts parents themselves. For instance, parenting can enrich and give focus to parents' lives; generate stress or calm; and create any number of emotions, including feelings of happiness, sadness, fulfillment, and anger. Parenting of young children today takes place in the context of significant ongoing developments. These include: a rapidly growing body of science on early childhood, increases in funding for programs and services for families, changing demographics of the U.S. population, and greater diversity of family structure. Additionally, parenting is increasingly being shaped by technology and increased access to information about parenting. Parenting Matters identifies parenting knowledge, attitudes, and practices associated with positive developmental outcomes in children ages 0–8; universal/preventive and targeted strategies used in a variety of settings that have been effective with parents of young children and that support the identified knowledge, attitudes, and practices; and barriers to and facilitators for parents' use of practices that lead to healthy child outcomes as well as their participation in effective programs and services. This report makes recommendations directed at an array of stakeholders, for promoting the wide-scale adoption of effective programs and services for parents and on areas that warrant further research to inform policy and practice. It is meant to serve as a roadmap for the future of parenting policy, research, and practice in the United States.

Discovering the Brain

Occupational Outlook Handbook

New Perspectives Microsoft Office 365 & Word 2016: Comprehensive Pathways to Health Equity

MS Outlook 2016 Step by _p1

Between the 18th and 19th centuries, Britain experienced massive leaps in

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technological, scientific, and economical advancement

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For courses covering introductory Microsoft(R) Word(TM). Beyond point-and-click The Exploring Microsoft(R) Office 365(R) series moves students beyond rote tasks to a deeper comprehension of how, when, and why to apply Office skills. A market leader for over 20 years, the collection helps students achieve high-level learning outcomes by engaging them in the way they learn best - through hands-on practice. A dozen exercises in each chapter range from multiple-choice questions to open-ended projects. Revised to reflect Microsoft Office 365, the 2019 edition is Mac compatible and adds new critical thinking assignments to help students build fundamental 21st-century skills. 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. Students, if interested in purchasing this title with MyLab IT, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the physical text and MyLab IT, search for: 0135825091 / 9780135825099 Exploring: Microsoft Word 2019 Comprehensive, 1/e + MyLab IT w/ Pearson eText, 1/e Package consists of: 0135402468 / 9780135402467 MyLab IT with Pearson eText -- Access Card -- for Exploring Microsoft Office 2019, 1/e 0135436400 / 9780135436400 Exploring Microsoft Word 2019 Comprehensive, 1/e

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demonstrates the importance of the extensive skills highlighted within each module. This edition focuses on strengthening learning outcomes and transferring the complete skills readers are mastering to other applications and disciplines for further success. 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 & Word 2016: Comprehensive

Engineering Fundamentals: An Introduction to Engineering, SI Edition

New Perspectives Microsoft Office 365 & PowerPoint 2016: Comprehensive

Shelly Cashman Series Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach

The Big Book of Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Collaboration

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The book offers full, comprehensive coverage of Microsoft Word. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of

auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. 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.

Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of Give and Take). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In Deep Work, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, Deep Work takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. Deep Work is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

*Balancing Societal and Individual Benefits and Risks of Prescription Opioid Use
Exploring Microsoft Word 2019 Comprehensive
Communities in Action*

Machine Transcription & Dictation

Python Data Science Handbook

The quick way to learn Microsoft Project 2019! This is learning made easy. Get more done quickly with Microsoft Project 2019. Jump in wherever you need answers—brisk lessons and informative screenshots show you exactly what to do, step by step. Other Project users will want to grab this book as well. Quickly start new plans, build task lists, and assign resources View resource capacity and track progress Capture and fine-tune work and cost details Visualize schedules with Gantt charts and other views and reports Consolidate projects, and share resources across plans Manage modern Agile projects (James Mills, Jr., contributor) Customize Project to maximize your efficiency Leverage improvements to task linking, timelines, and accessibility Master PM best practices while

you learn Project Look up just the tasks and lessons you need

Specifically designed as an introduction to the exciting world of engineering, **ENGINEERING FUNDAMENTALS: AN INTRODUCTION TO ENGINEERING** encourages students to become engineers and prepares them with a solid foundation in the fundamental principles and physical laws. The book begins with a discovery of what engineers do as well as an inside look into the various areas of specialization. An explanation on good study habits and what it takes to succeed is included as well as an introduction to design and problem solving, communication, and ethics. Once this foundation is established, the book moves on to the basic physical concepts and laws that students will encounter regularly. The framework of this text teaches students that engineers apply physical and chemical laws and principles as well as mathematics to design, test, and supervise the production of millions of parts, products, and services that people use every day. By gaining problem solving skills and an understanding of fundamental principles, students are on their way to becoming analytical, detail-oriented, and creative engineers. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Exploring Microsoft Office Excel 2016 Comprehensive

New Perspectives Microsoft Office 365 & Access 2016: Comprehensive

An Incomplete Compendium of Mostly Interesting Things

Rules for Focused Success in a Distracted World