

## Pocket Guide Template

*Millions of people use Microsoft Word every day and, chances are, you're one of them. Like most Word users, you've attained a certain level of proficiency--enough to get by, with a few extra tricks and tips--but don't get the opportunity to probe much further into the real power of Word. And Word is so rich in features that regardless of your level of expertise, there's always more to master. If you've ever wanted a quick answer to a nagging question or had the thought that there must be a better way, then this second edition of Word Pocket Guide is just what you need. Updated for Word 2003, this compact book covers Microsoft Word's keyboard shortcuts, user interface, commands, and tasks. Following an overview of fundamental Word concepts, the guide explains how to accomplish specific tasks, such as formatting, spelling, editing, printing, customizing, and more. It also provides reference tables so you can quickly zoom in on the information you need, like keyboard shortcuts, regular expressions, and common file locations. This handy little book makes a perfect quick reference when you want to complete tasks faster without having to plow through a thousand-page tutorial. Word Pocket Guide, Second Edition is ideal for those making the move to Word 2003. In addition, it covers Word 2002, 2000, and 97. The book includes: A brief explanation of how Word works behind the scenes An extensive guide section for common tasks as well as little-known solutions Reference tables for keyboard shortcuts, regular expressions, and common file locations If you're a Word power user, help desk staff, or anyone who wants to use advanced shortcuts or solve problems, Word Pocket Guide, Second Edition is a must-have.*

*Pocket Guide to Gene Level Diagnostics in Clinical Practice is an abbreviated, pocket-size, quick-reference guide that provides a point-by-point synopsis of the vast wealth of information contained in CRC Handbook of Gene Level Diagnostics in Clinical Practice. All sections and subsections in the Pocket Guide are cross-referenced to corresponding pages in the Handbook. The book works well on its own as a quick reference, but also can be used in conjunction with the larger Handbook for detailed coverage and references to specific information. Pocket Guide to Gene Level Diagnostics in Clinical Practice also includes extensive supplements featuring material not included in the Handbook. These are intended to provide an up-dated, practical source of information useful to anyone involved in molecular diagnostic research and/or service. Supplements are cross-referenced to the main text of the Pocket Guide, that complement and enhance the material covered. Pocket Guide to Gene Level Diagnostics in Clinical Practice will be a handy reference for professionals and students in pathology, biotechnology, biology, and medicine.*

*SharePoint Office Pocket Guide is the quick path to sharing documents and building lists. Written specifically for users of Microsoft Word, Excel, and Outlook, it covers the ins and outs of SharePoint clearly and concisely. Within minutes, you'll understand how to: Create team sites, document libraries, and shared workspaces. Add web parts to create custom pages. Build searchable libraries of PDF files. Link local copies of Word and Excel files to SharePoint workspace copies. Efficiently change views from multiple authors. Review document history. Use the Explorer Views to drag-and-drop files into SharePoint quickly. Create data lists that look up values from other lists (look-up tables). Group, total, and filter list items using views. Use InfoPath form libraries to collect data. You get the how and why of the top tasks without the tedious menu-by-menu walkthroughs that take hundreds of pages but add little value. SharePoint Office Pocket Guide also includes a guide to online resources that expand your knowledge of specific topics.*

*Everything you need to know to start your own professional organizing business. Includes forms and sample documents.*

*The 9/11 Commission Report*

*Microsoft SharePoint 2013 Pocket Guide*

*Engineering Mathematics Pocket Book*

*The Rust Programming Language (Covers Rust 2018)*

*A Quick Guide to Rails*

*A Quick Guide to XML Transformations*

In Volume One of the Authors' Snarkopaedia, sentences have been painstakingly crafted together using nouns, verbs and other words, bringing you paragraphs of text. These paragraphs flow into pages of expert tips, advice and insight for authors at all levels of the publication food chain. Any book can claim to offer this type of information, but they can't give you what sets the Indies Unlimited Authors' Snarkopaedia above the rest: the "je ne sais squat" of the high decorated staff of the Snarkology Department at the Indies Unlimited Online Academy. Their groundbreaking and empirical research over the years sheds new and snarkified light on subjects ranging from book publishing and marketing to the nuts and bolts of writing and technology. If you like information to grab you by the throat and smack you in the face, the Indies Unlimited Authors' Snarkopaedia is the reference book for you.

Provides the final report of the 9/11 Commission detailing their findings on the September 11 terrorist attacks.

Packed with information, the "Excel Pocket Guide" is a compact reference that covers such basics as creating workbooks, entering data, printing, cell formatting, and spell checking.

This book was created with over (10,000) formulas worked out to create over (1,600) pipe templates to simplify the everyday task of pipe layout and fabrication for pipefitters and welders. In this book you will find pipe templates for the following: Concentric LR 90 degree base ell supports for (1 1/2" pipe on 1 1/2" pipe) through (24" pipe on 48" pipe.) Dummy leg supports laying flat on 90 degree ells (1 1/2" pipe on 2" pipe) through (14" pipe on 48" pipe.) Eccentric LR 90 degree base ell supports (1 1/2" pipe on 2" pipe) through (24" pipe on 48" pipe.) Eccentric throat level LR 90 degree base ell support (1 1/2" pipe on 2" pipe) through (24" pipe on 48" pipe.) 22 1/2 degree lateral through 60 degree lateral (1 1/2" pipe on 1 1/2" pipe) through (24" pipe on 48" pipe.) 7 1/2 degree miters through 45 degree miters (1 1/2" pipe) through (48" pipe) Orange peel head (2" pipe) through (24" pipe) Concentric reducers (3" x 2") through (24" x 22") Eccentric reducers (3" x 2") through (24" x 22") 90 degree concentric saddle tee (1 1/2" pipe on 1 1/2" pipe) through (42" pipe on 48" pipe) 90 degree eccentric saddle tee (1 1/2" pipe on 2" pipe) through (42" pipe on 48" pipe) This book also includes pipe information on decimal equivalents charts, decimal of a foot chart, fitting to fitting make-up dimension chart, formula's for center line dimensions of trimmed elbows, chart for length and spacing dimensions for nozzles with and without reinforcing pads, multiplier constants, pipe circumference chart, pipe data charts by schedule and weights and wall thickness and weights, formula's for solving known and unknown angles, chart for dimensions of span distance for dummy legs, standard valve dimensions chart and trigonometric formula tables.

Coaching for Change

The Ultimate Template and Layout Pattern Book for Pipefitters and Welders

The Professional Organizer's Complete Business Guide

Magickal References at Your Fingertips

A Step-By-Step Guide to Designing and Typesetting Your Own Book Using Adobe Indesign

Illuminating, Engineering, and Reimagining Paper Art

*Are you tired of trying again to successfully write, market, and publish a book and not being successful? Are you looking for a map that will take you from blank page to published author as quick as possible? In this conversational and action-oriented book, Chandler Bolt presents a simple solution to the writing, marketing, and publishing process through a tried, tested, and proven book launch formula: The SPS 90-Day Way. In Published, you will find: A step-by-step guide for the entire writing process -Four different book marketing and publishing methods that will best fit your personal situation -Inspirational Interludes from various best-selling authors around the world -Best-Selling Author Tips to ensure nothing slips through the cracks -A fresh, new mindset towards authorship paired with the foundation to make real life changes Published. brings to light one of Chandler's largest core values: providing people with the ability to choose unlimited possibilities for their life, no matter their dreams. Published. equips readers with the key to unlock the story that has been burning inside them, calling them to share their wisdom with the world. Published. turns writers into authors. Don't wait. Read this book and unlock the benefits of being an author today.*

*This Pocket Guide provides a concise introduction to the IT4IT™ Reference Architecture, Version 2.1, an Open Group Standard. The IT4IT standard provides vendor-neutral, technology-agnostic, and industry-agnostic reference architecture formanaging the business of IT, enabling insight for continuous improvement.This Pocket Guide is based on the IT4IT Reference Architecture Version 2.1. What'smore, it's authoritative with material derived from the official IT4IT documentationand contributions from members of the IT4IT Forum.The audience for this Pocket Guide is:• Individuals who require a basic understanding of the IT Value Chain and IT4ITReference Architecture• IT Professionals who are responsible for delivering services in a way that isflexible, traceable, and cost-effective• IT Professionals / Practitioners who are focused on instrumenting the ITmanagement landscape• IT leaders who are concerned about their operating model• Enterprise Architects who are responsible for IT business transformationTopics covered include:• An introduction to the IT4IT Reference Architecture, the structure of the IT4ITstandard, and the positioning of the IT4IT standard in the standards landscape• The IT Value Chain and IT4IT Reference Architecture concepts, including ValueStreams• The Strategy to Portfolio (S2P) Value Stream• The Requirement to Deploy (R2D) Value Stream• The Request to Fulfill™ (R2F) Value Stream*

*Free your imagination and express your creativity with this softcover journal book. Blank with lined pages. Perfect for your thoughts and feelings. Ideal for note-taking, to-do lists, personal reflections, dreams, memories, observations and creative writing projects. \* Measures 6" x 9" \* Softcover \* 160 pages \* Black and white interior \* Lined pages; college-ruled spacing SEARCH "Premise Content" for more journals and sketch journals.*

*Presents the basic principles and tools of paper craft and provides detailed instructions for twenty art projects.*

*Excel Pocket Guide*

*The Proven Path from Blank Page to Published Author*

*Final Report of the National Commission on Terrorist Attacks Upon the United States*

*Implementing IT Governance - A Pocket Guide*

*Golden Age Heroes to Ink and Draw! Character Template - Pocket Book!*

*Vest-pocket Guide to Business Writing*

Book Design Made Simple gives DIY authors, small presses, and graphic designers-novices and experts alike-the power to design their own books. It's the first comprehensive book of its kind, explaining every step from installing Adobe◆ InDesign◆ right through to sending the files to press. For those who want to design their own books but have little idea how to proceed, Book Design Made Simple is a semester of book design instruction plus a publishing class rolled into one. Let two experts guide you through the process with easy step-by-step instructions, resulting in a professional-looking top-quality book.

Change Management Pocket Guide: This pocket guide contains over thirty concepts, models, figures, assessments, tools, templates, checklists, plans, a roadmap and glossary structured around the ten-step a2B Change Management Framework®. About this Book: This pocket guide is a practical, hands-on guide built around the a2B Change Management Framework® (a2BCMF®) with over thirty models, tool and change concepts. It is designed to support change practitioners delivering hands-on organisational change. The pocket guide supports a programme approach to organisational change, starting with 'change definition' (strategy alignment) and moving through to 'closing and sustain' the change. The ten-step a2BCMF® is supported by over thirty concepts, a change adoption model, a behavioural change model, figures, assessments, tools, templates, checklists and plans, as well as a roadmap and glossary. It covers the key change management concepts such as sponsorship, communications, readiness, resistance and adoption. The assessments provide valuable input on whether the team should progress from one critical a2BCMF® step to the next. Other Leadership of Change® Volumes: Leadership of Change Volumes: The volumes in this series are intended to be leading practice in organisational change management and implementation, which supports strategy execution. Volume 1 - Change Management Fables Volume 3 - a2B Change Management Handbook Change Management Fables: Ten fables about the leadership paradox of implementing organisational change management versus delivering normal day-to-day operations. About this Book: Leaders go about their daily task of implementing the organisation's strategy to deliver financial results. All of a sudden there is a change explosion that disrupts normal day-to-day operations. This is the leadership paradox: implementing change versus delivering day-to-day operations. Leaders then need to adjust their focus to implement the change, so that the organisation stays ahead of the competition and continues to deliver revenue to its shareholders.Change Management Handbook: This handbook contains over fifty concepts, models, figures, assessments, tools, templates, checklists, plans, a roadmap and glossary structured around the ten-step a2B Change Management Framework® each with a practical case study. About this Book: This handbook is for growth mindset leaders, senior managers, students, HR professionals and change management practitioners who want to deliver organisational change while their organisation continues with day-to-day operations.

Rails 2.1 brings a new level of stability and power to this acclaimed web development framework, but keeping track of its numerous moving parts is still a chore. Rails Pocket Reference offers you a painless alternative to hunting for resources online, with brief yet thorough explanations of the most frequently used methods and structures supported by Rails 2.1, along with key concepts you need to work through the framework's most tangled corners. Organized to help you quickly find what you need, this book will not only get you up to speed on how Rails works, it also provides a handy reference you can use anywhere, anytime. Inside, you'll find essential information on how to: Install Rails with RubyGems Build, compile, and process files with Rake Test Rails applications using assertions and fixtures Use Rails with Ajax Connect objects to a database using ActiveRecord Make web requests with the Action Controller framework Use REST web service APIs And much more. Save yourself hours of frustration. If you use Rails daily and just want the facts -- fast -- this is your book.

Redefine your notion of what a book can be with Inspiration of Book, a collection of over 150 of the most imaginative and innovative books ever made. Some of the books within are crafted from outlandish materials, such as wood, fabric, coconuts or clam shells, others are designed in a way that is counter-intuitive to how most of us envision a book, like books with glow-in-the-dark pages, Snoop Doggs smokeable book, and the worlds first fully edible book. These books provoke the senses, inspire memories and stimulate our emotions. Hand-made or commercially produced, designed as works of art or as interactive toys, the books showcased in Inspiration of Book push the boundaries of the printed word and turn the act of reading a book into a full-body experience.

SharePoint Office Pocket Guide

A Landscape Book

Indies Unlimited: Authors' Snarkopaedia

Excel 2007 Pocket Guide

The Instant-answer Source for Today's Business Writer

A Quick Reference to Common Tasks

*Current research indicates that approximately 70% of all organizational change initiatives fail. This includes mergers and acquisitions, introductions of new technologies, and changes in business processes. Leadership is critical in initiating, driving and sustaining change to produce business results, and executive coaching is the best way to support leaders at all levels. Coaching for Change introduces a model for executive coaching that provides the tools and resources to support leaders in driving organization change. In this book, a number of coaching and change models are explored with the goal of integrating them into a framework that can be applied to the individual, team or organization. Bennett and Bush explain the theories behind both coaching and change, and include practical sections on developing coaching skills. A companion website supports this book as a learning tool, featuring a curriculum, instructor guides, powerpoint presentations and more. Coaching for Change is a valuable book for students in coaching, change management or organizational development courses, as well as professionals who want to develop their skills to drive successful change within their organizations.*

*Fast, accurate answers to all your business writing questions will be at your fingertips when you put this handy, carry-it-anywhere resource to work for you. Packed with practical guidance and real-world examples, it helps you write better business documents in half the time; design proposals that get the results you want; generate e-mail that commands attention; use new technology with confidence; write with greater clarity and impact; avoid redundancy, stiff phrasing, and "bureaucratic" writing; make every word count; handle complex technical topics with ease; learn the fine art of sending bad news; avoid embarrassing mistakes in grammar and usage; organize formal documents for impact; use visuals to maximum effect; and choose the best formatting techniques.*

*This guide to WordPerfect for Windows covers all the information for WordPerfect quickly and then gets right to the tasks people need to know how to do with the application. Fast, expert advice guides the reader through complicated tasks and through setting up WordPerfect for maximum productivity.*

*The issues, opportunities and challenges of aligning information technology more closely with an organization and effectively governing an organization's Information Technology (IT) investments, resources, major initiatives and superior uninterrupted service is becoming a major concern of the Board and executive management in enterprises on a global basis. An integrated and comprehensive approach to the alignment, planning, execution and governance of IT and its resources has become critical to more effectively align, integrate, invest, measure, deploy, service and sustain the strategic and tactical direction and value proposition of IT in support of organizations. Much has been written and documented about the individual components of IT Governance such as strategic planning, demand (portfolio investment) management, program and project management, IT service management and delivery, strategic sourcing and outsourcing, performance management and metrics, like the balanced scorecard, compliance and others. Much less has been written about a comprehensive and integrated IT Business Alignment, Planning, Execution and Governance approach. This new title fills that need in the marketplace and gives readers a structured and practical solutions using the best of the best principles available today. The book is divided into nine chapters, which cover the three critical pillars necessary to develop, execute and sustain a robust and effective IT governance environment - leadership and proactive people and change agents, flexible and scalable IT and enabling technology. Each of the chapters also covers one or more of the following action oriented topics: demand management and alignment (the why and what of IT strategic planning, portfolio investment management, decision authority, etc.); execution management (includes the how - Program/Project management, IT Service Management and Delivery with IT Infrastructure Library (ITIL) and Strategic Sourcing and outsourcing); performance, risk and contingency management (e.g. includes COBIT, the balanced scorecard and other metrics and controls); and leadership, teams and people skills. Endorsements "Selig has brought together his years of practical experience and his academic training to produce a valuable resource on how to successfully manage IT. He uses IT governance as the local point for executing best practices to create alignment between IT and the business. In today's marketplace, where no organization can compete effectively without alignment, this book can become the executive handbook for IT management"Christine V. Bullen, Senior Lecturer, Howe School of Technology Management, Stevens Institute of Technology "Dr. Selig has written an extremely comprehensive book on IT Governance. It is so comprehensive that today's IT leader need look at few other sources to ensure that they have nailed what it takes to lead a world-class IT organization. It provides details, yet serves as a easily reference-able road-map for today's busy IT executives! It's a great desktop companion!"Stu Warner, Executive Vice President and CIO, Li & Fong, U.S.A. "Dr. Selig's book on this topic is a great resource for all IT practitioners and brings together every critical aspect relating to IT governance. This book lays out a roadmap to executing within a solid governance model. It looks at all aspects of establishing, marinating, growing and sustaining an IT ecosystem. The combination of case studies and disciplined approaches to building well structured processes, committed leaders and change agents will help the board, executive management and most of all, CIO and IT professionals think through what has worked, what can work and how to deploy IT governance successfully. I very much enjoyed reading the chapters. I think you have a great book and I look forward to reading it when it comes out!"Dick LeFave, CIO, Sprint Nextel "In an era when strong IT governance is an increasingly critical component of visionary business and technology leadership, Dr Selig's book provides a welcome compendium of successful practices. Experienced leaders will find it a valuable reference, while early-career managers will appreciate the clear, actionable framework for developing high-quality, sustainable governance models of their own"Hank Zupnick, CIO, GE Real Estate "Dr Selig's book is a well thought out and comprehensive reference guide on the successful governance of IT in context of the larger business. It successfully combines practical check lists and governance models with real world insights in an easy to read format.The book is organized into logical sections that make it easy to find topics of relevance. This book will be useful when setting up a new governance model or challenging and improving what is in place today. It is written in a format that allows the reader to stand back from the detail and look a the bigger picture, recognizing that an integrated approach to IT governance is critical to the overall health of a successful business.Dr Selig has captured this complex topic in a way that will prove a valuable reference for all levels of Executives and managers that are involved in IT governance" Nicholas Willcox, Director IT, Unilever Americas "Dr. Selig's blend of executive IT and senior level business experience in major companies combined with many years of teaching experience and research effort have enabled him to create a unique book that blends many different components and perspectives on IT Governance into a single framework. Written for senior and aspiring IT and business leaders, his book draws upon practical experience, research, and best practices as well as the collective wisdom of the many senior IT leaders he has interacted with in teaching IT Governance. A live star rating!"James R. Shea, Director, Syracuse University, Center for Business Information Technologies "Dr. Selig has created a veritable IT Governance Encyclopedia for the 21st century IT executive. If something isn't covered here, you probably don't need to know it!"Peter Schay, Executive VP, The Advisory Council*

*The Pocket Guide to Rituals*

*With a Guide to Abbreviation of Bibliographic References ; for the Guidance of Authors, Editors, Compositors, and Proofreaders*

*SqEME Process Management - A Pocket Guide*

*Playing with Paper*

*Word Pocket Guide*

*Lulu Journal*

Golden Age Heroes to Ink and Draw! Guidebook is both a time killer and a visual manual in which the reader takes action in first person and learn how to design characters in a retro style recalling the one of the best authors of the Golden Age of Comics. Aspiring artists and fans of old comics can test or hone their skills on over 40 original illustrations of Golden Age Heroes and Heroines that are now in the Public Domain. All illustrations come in their final, fully inked version and in a less advanced stage of graphic development providing an initial guide to finalize art and have fun! A separate Guidebook that goes along with the current Template Book is also available for all readers...

The official book on the Rust programming language, written by the Rust development team at the Mozilla Foundation, fully updated for Rust 2018. The Rust Programming Language is the official book on Rust: an open source systems programming language that helps you write faster, more reliable software. Rust offers control over low-level details (such as memory usage) in combination with high-level ergonomics, eliminating the hassle traditionally associated with low-level languages. The authors of The Rust Programming Language, members of the Rust Core Team, share their knowledge and experience to show you how to take full advantage of Rust's features--from installation to creating robust and scalable programs. You'll begin with basics like creating functions, choosing data types, and binding variables and then move on to more advanced concepts, such as: • Ownership and borrowing, lifetimes, and traits • Using Rust's memory safety guarantees to build fast, safe programs • Testing, error handling, and effective refactoring • Generics, smart pointers, multithreading, trait objects, and advanced pattern matching • Using Cargo, Rust's built-in package manager, to build, test, and document your code and manage dependencies • How best to use Rust's advanced compiler with compiler-led programming techniques You'll find plenty of code examples throughout the book, as well as three chapters dedicated to building complete projects to test your learning: a number guessing game, a Rust implementation of a command line tool, and a multithreaded server. New to this edition: An extended section on Rust macros, an expanded chapter on modules, and appendices on Rust development tools and editions.

"This compendium of essential formulae, definitions, tables and general information provides the mathematical information required by students, technicians, scientists and engineers in day-to-day engineering practice. All the essentials of engineering mathematics - from algebra, geometry and trigonometry to logic circuits, differential equations and probability - are covered, with clear and succinct explanations and illustrated with over 300 line drawings and 500 worked examples based in real-world application. The emphasis throughout the book is on providing the practical tools needed to solve mathematical problems quickly and efficiently in engineering contexts." --Publisher.

Customize and ramp-up Office 365 applications The revised 2019 edition of Mastering VBA Microsoft Office 365 offers an accessible guide that shows how to extend the capabilities of Office 365 applications with VBA programming. Written in clear terms and understandable language, the book includes systematic tutorials and contains both intermediate and advanced content for experienced VB developers. Designed to be comprehensive, the book addresses not just one Office application, but the entire Office suite. To enhance understanding, the content is explored in real-world projects in Word, Excel, Outlook, and PowerPoint. Since the technical programming methods in the Office applications continue to evolve, the updated 2019 edition reviews the changes to the program. Code libraries, the API, and the object model for each Office program have been modified during the three years since the last version of this book. Various elements within VBA have been deprecated or replaced, and the surface UI changed as well. The updated 2019 edition covers topics such as: • Recording macros and getting started with VBA • Learning how to work with VBA • Using loops and functions • Using message boxes, input boxes, and dialog boxes • Creating effective code • XML-based files, ActiveX, the developer tab, content controls, add-ins, embedded macros, and security Written for all levels of Microsoft Office 365 users, Mastering VBA Microsoft Office 365, 2019 Edition explains how to customize and automate the Office suite of applications.

Mastering VBA for Microsoft Office 365

Change Management Pocket Guide

DocuNotes

Document Collaboration in Action

Suggestions to Medical Authors and A.M.A. Style Book

The IT4IT™ Reference Architecture, Version 2.1 — A Pocket Guide

JavaScript is an object-oriented scripting language that enables you to modify a document's structure, styling, and content in response to user actions. This handy pocket serves as both a quick introduction to the language and acts a valuable reference. It's packed with tips as well as JavaScript syntax, methods, and properties. Concise and inexpensive, it's exactly the guide many web designers and developers need.

This is your most concise, practical reference to deploying, configuring, and running SharePoint 2013. Perfect for admins at all levels, it covers both technical topics and business solutions. SharePoint MVP Ben Curry focuses on the crucial step-by-step information for performing day-to-day tasks quickly, reliably, and well. No obscure settings, abstract theory, or hype...just help you can really trust--and really use! Install SharePoint Server 2013 Configure farms and databases Create and extend web applications Set up and scale service applications Deploy and manage sites/collections Implement BI solutions Integrate Excel Services and PowerPivot Configure enterprise content types and metadata Deploy Enterprise Search Manage documents and web content Brand your site Deliver social tools, including microblogging Back up and restore

Adobe Photoshop Elements 8 marries sophisticated capabilities with a user-friendly interface. That's why it's a good choice for just about anyone who wants to enhance and improve their photos. This pocket guide offers a quick introduction to Elements 8 and acts as a handy reference. Both Mac and Windows versions are covered along with new features such as People Recognition, Auto-Analyzer, any-size photo reconstruction, one-step color and lighting adjustments, multiple computer photo library synchronization, and more. Other sections include common editing tasks, quick fixes, managing images in Organizer (Windows) and Bridge (Mac), and saving and sharing photos.

The perfect guide to charting! The popular Davis's Notes format makes sure that you always have the information you need close at hand to ensure your documentation is not only complete and thorough, but also meets the highest ethical and legal standards. You'll even find coverage of the nuances that are relevant to various specialties, including pediatric, OB/GYN, psychiatric, and outpatient nursing.

Book Design Made Simple

XSLT 1.0 Pocket Reference

Amazing Hands-On Literature Projects for Secondary Students

Saw 15 Stunning Projects and Endless Variations

Published

Power User's Pocket Guide to WordPerfect for Windows

Pagans are familiar with celebrating the eight Sabbats of the Wheel of the Year with rituals, but are often at a loss of how to create rituals to celebrate other special occasions in their lives. The Pocket Guide to Rituals helps you create these rituals, to honor events from birth, marriage, and death, to seasonal miracles such as the first snowfall or the first spring blooms. Connor breaks down the process of creating rituals one step at a time to help you create complete, cohesive rituals to perform by yourself or in groups. She covers dozens of different kinds of rituals, eliminating the guesswork while encouraging creativity. The entry for each ritual includes details on six elements: theme; colors; crystals and stones; incense, oils, and herbs; altar decorations; and a sample of a completed ritual.

Mastering VBA for Microsoft Office 365John Wiley & Sons

XSLT is an essential tool for converting XML into other kinds of documents: HTML, PDF file, and many others. It's a critical technology for XML-based platforms such as Microsoft .NET, Sun Microsystems' Sun One, as well as for most web browsers and authoring tools. As useful as XSLT is, however, most people have a difficult time getting used to its peculiar characteristics. The ability to use advanced techniques depends on a clear and exact understanding of how XSLT templates work and interact. The XSLT 1.0 Pocket Reference from O'Reilly wants to make sure you achieve that level of understanding. With its concise approach, this handy pocket guide quickly gets you up to speed on XSLT 1.0 so you can convert XML like a seasoned pro. In addition to covering the basics of stylesheet structure, it also explains how to: use template rules create a result tree apply conditional processing transform multiple source documents employ number formatting Thanks to their convenient, quick-reference format, O'Reilly's Pocket References spare you from having to hunt through larger books for answers. They deliver just what you need to get the job done in a timely fashion. And the XSLT 1.0 Pocket Reference is no different--it's the ideal companion to have at your desk when you need an answer fast.

"At last! Product-based assessments designed for secondary students! Here's all you need to make literature response engaging, fun, and thoughtful! Twelve comprehensive project ideas, step-by-step directions, templates, photos, and assessment rubrics give middle and high school teachers a ready-to-go resource for creating Amazing Hands-on Literature Projects for Secondary Students. By applying core standards and different levels of critical thinking to assignments, you'll create learners who read, analyze, and synthesize while using multiple intelligences and different forms of writing to comprehend and respond to text. From assignment design to project grading, author and high school English teacher Deirdre Godin keeps student choice and differentiated instruction at the core to engage learners like never before. Included CD provides reproducibles and color photos for all projects."

The Photoshop Elements 8 Pocket Guide

Leadership of Change Volume 2

Clinical Pocket Guide to Effective Charting

Pocket Guide to Gene Level Diagnostics in Clinical Practice

The JavaScript Pocket Guide

Moving to Excel 2007 is not a routine upgrade. Microsoft's regular redesign of the application's user interface has led to confusion among many who people who have relied on Excel for years. Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost. With this book in hand, you'll be able to find your favorite Excel tools quickly. It's packed with information to guide beginners through the basics of creating spreadsheets and entering data, while providing advanced users with information on formulas, pivot tables, and more. Inside, you'll find: A visual guide to the new "Ribbon" interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks in Excel, such as working with files, editing data, formatting, summarizing and displaying data Convenient techniques for connecting data across workbooks and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas, which reveal at a glance the many possibilities Excel 2007 provides for easy calculation. Tasks in the book are presented as answers to "How do I...?" questions -- such as "How do I change the formatting of part of a cell's contents?" -- followed by concise instructions for performing the task. You'll learn ways to customize Excel to fit your needs, and how to share workbooks and collaborate with others. And much more. Don't let Excel 2007 baffle you. Pick up this convenient pocket guide and learn to navigate this redesigned application with ease.

Covers the word processing program's keyboard shortcuts, user interface, commands, and tasks for both beginners and advanced users.

Create 15 stunning tote bag designs using two reusable templates. The 15 tote bag designs are created using the templates contained within the book. Using two templates, you can create 15 very different bags; each made using different techniques, pockets, straps and fastenings, to create 15 very different results. The templates can also be used for your own further design variations, as you mix and match the techniques covered within the book; Debbie gives advice on how to adapt and create your own unique designs. Each project in the book is explained using Debbie's trademark style and step-by-step photography, and there is also a comprehensive techniques section and a guide to using the templates.

The Complete Idiot's Pocket Guide to Word for Windows distills the most essential information from the original Idiot's Guide and presents it in a handy lightweight guide. Organized by task, the book provides a fast and easy refresher on how to start the program, create and edit a document, add a few fancy touches, save it, print it, and get on with your life.

Build a Bag Book: Tote Bags (paperback Edition)

Rails Pocket Reference

Inspiration of Book

The Complete Idiot's Pocket Guide to Word for Windows

Quilting Basics Pocket Guide

***This pocket guide is a practical book and provides compulsory reading material for anyone who wants to learn more about SqEME® process management, or intends using SqEME. It acts as an instructive guide, with directives and tips showing an efficient approach for structuring, mastering and improving processes; supported by real life case studies. This pocket guide explains the essentials of SqEME® process management. As a methodology, SqEME ® views processes from four different perspectives known as 'windows'. The content of this title is broken down into these four 'windows': Constitution; Correspondence; Chemistry; Construction; The language and drawing conventions for SqEME are dealt with as key issues. SqEME® is an open standard for developing a processed-centred architecture of an enterprise. It may be reproduced freely by any organization wishing to use it to develop a governance structure on the quality of their business processes. SqEME® Process Management is a method that facilitates discussion of the design of the organization, in a subtle but unambiguous way. Processes have to hold a prominent place in observing organizations; how are the different parts of the organization tuned to each other and how does adequate communication take place? SqEME® as a methodology views processes from four different perspectives. SqEME® calls these 'windows', by means of which one seeks for the Constitution, Chemistry, Correspondence and Construction of the enterprise. SqEME® is the result of more than twenty years experience with the management of business processes within various organizations. SqEME® has been applied successfully in industry (chemistry, automotive, construction, paper), in the business sector (IT service, healthcare), in the non-profit sector, and in public companies such as the Prosecution Counsel, County Councils and local authorities. The SqEME® Foundation is a platform for discussing the method and its application, where insights into the basic assumptions and backgrounds are shared: [www.sqeme.org](http://www.sqeme.org).***