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Benefits: * Quick and highly visual introduction to Windows XP. * Highly visual, two page spreads diagram important skills at a glance. * 2-3 contact hours -- perfect for a seminar or as part of a microcomputer applications course. * Terrific as a reference for future use. Computer Architecture/Software Engineering The Design is clean

and the approach is simple; a list of steps to move users through Office XP tasks. Extensive end-of-project exercises reinforce what readers have learned. Easy to use, clear, concise instructions are accompanied by numbered screens, text is in black and white for flexible and inexpensive customization. The Essentials Series for Microsoft Office XP has been rewritten and redesigned - hands-on tutorials with a project orientation are designed to give users a thorough knowledge of software applications. Extensive end-of-project exercises emphasize hands-on skill development. For anyone interested in updating their software applications skills. Peter Norton's Complete Guide to Microsoft Windows XP is a comprehensive, user-friendly guide written in the highly acclaimed Norton style. This unique approach teaches the features of Windows XP with clear explanations of the many new technologies designed to improve your system performance. The book demonstrates all of the newest features available for increasing your OS performance. You will find Peter's Principles, communications, networking, printing, performance, troubleshooting, and compatibility tips throughout the book. Whether you're just starting out or have years of experience, Peter Norton's Guide to Microsoft Windows XP has the answers, explanations, and examples you need. REA's Essentials provide quick and easy access to critical information in a variety of different fields, ranging from the most basic to the most advanced. As its name implies, these concise, comprehensive study guides summarize the essentials of the field covered. Essentials are helpful when preparing for exams, doing homework and will remain a lasting reference source for students, teachers, and professionals. Algebra & Trigonometry II includes logarithms, sequences and series, permutations, combinations and probability, vectors, matrices, determinants and systems of equations, mathematical induction and the binomial theorems, partial fractions, complex numbers, trigonometry, trigonometric functions, solving triangles, inverse trigonometric functions and trigonometric equations, and an introduction to analytic geometry. With a presentation style that is clear and straightforward, the text uses examples that are real, relevant, and manageable in size so that students can focus on applications rather than become overwhelmed by computations. This text is just one offering in Jones and Bartlett's unique Essential Public Health Series. Important Notice: The digital edition of this book is missing some of the images or content found in the physical edition. Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Publisher 2002 skills. This total-immersion, quick-start, hands-on tutorial walks readers step by step, mouse-click by mouse-click,

keystroke by keystroke through basic, intermediate, and advanced features of the Windows XP operating system (XP Professional, specifically). Well-illustrated with abundant screen-shots and spiral-bound for stay-flat convenience at the keyboard, it contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format—with each lesson rooted in a practical “on the job” scenario. An accompanying CD-ROM includes data files; typing tests with automatic scoring; keyboarding course; and computer literacy basics. **KEY TOPICS:** Getting Started with Windows XP. Organization. Use Windows Programs. More Windows Programs. Customize Windows XP. More Customization. System Maintenance. Digital Media and Workgroups. For anyone who wants to master the Windows XP operating system. Master the basics of Microsoft Office quickly and easily with this Visual QuickStart Guide. Previous editions of this book have sold over 50,000 copies worldwide Organized and presented specifically for busy professionals who need to get right to work A reasonably priced, easy-to-reference guide to the essentials of Microsoft Office The standard suite of business applications, now up20010803d for the new Windows XP platform, Microsoft Office XP for Windows is a full-featured word-processing, spreadsheet, database, presentation, and information management package. Office XP for Windows: Visual QuickStart Guide guides users right to the most frequently-used tasks in Word, Excel, Access, PowerPoint, and Outlook, using clear, step-by-step instructions and illustrated with hundreds of helpful screen shots. For users who don't have the time or resources to wade through long passages of text and just want a quick reference to the essentials of each Office application, this is the ideal guide. Steve Sagman has written or co-written over 17 books on computing, including Microsoft Office 2000 for Windows: Visual QuickStart Guide. His books have sold well over a million copies, and have been translated into 12 languages. He has written for PC Computing, Computer Shopper, PC Week, PC World, and PC Magazine. This book presents up-to-date knowledge of dynamic analysis in engineering world. To facilitate the understanding of the topics by readers with various backgrounds, general principles are linked to their applications from different angles. Special interesting topics such as statistics of motions and loading, damping modeling and measurement, nonlinear dynamics, fatigue assessment, vibration and buckling under axial loading, structural health monitoring, human body vibrations, and vehicle-structure interactions etc., are also presented. The target readers include industry professionals in civil, marine and mechanical

engineering, as well as researchers and students in this area. Lees' Process Safety Essentials is a single-volume digest presenting the critical, practical content from Lees' Loss Prevention for day-to-day use and reference. It is portable, authoritative, affordable, and accessible — ideal for those on the move, students, and individuals without access to the full three volumes of Lees'. This book provides a convenient summary of the main content of Lees', primarily drawn from the hazard identification, assessment, and control content of volumes one and two. Users can access Essentials for day-to-day reference on topics including plant location and layout; human factors and human error; fire, explosion and toxic release; engineering for sustainable development; and much more. This handy volume is a valuable reference, both for students or early-career professionals who may not need the full scope of Lees', and for more experienced professionals needing quick, convenient access to information. Boils down the essence of Lees'—the process safety encyclopedia trusted worldwide for over 30 years Provides safety professionals with the core information they need to understand the most common safety and loss prevention challenges Covers the latest standards and presents information, including recent incidents such as Texas City and Buncefield A comprehensive and accessible guide to creating music on one's home computer covers all the software and hardware needed to produce any type of music, accompanied by professional tips, detailed explanations, helpful advice, and essential information. Original. RF & Microwave Design Essentials This book is an indispensable tool for the RF/Microwave engineer as well as the scientist in the field working on the high frequency circuit applications. You will discover:] Electricity Fundamentals] Wave propagation] Amplifier Design] Gain Equations] CAD Examples] S-Parameters] Circuit Noise] RF Design] Circuit Stability] Transmission Lines] RF/Microwave Bands] Matching Circuit Design] Smith Chart Applications] BJT and FET Circuit Design] Advanced RF/Microwave Concepts "The most realistic and inspiring book with invaluable practical insights." Dr. S. K. Ramesh, Dean of Engineering, California State University, Northridge "A completely unique book that unlocks the mysteries of our microwave world." Paul Luong, Senior Microwave Engineer ATK Mission Systems, Inc. The CD-ROM provides design worksheets and menus as well as actual design examples in a Microsoft(R) Excel Environment, where the student can design or analyze RF/Microwave circuits easily and efficiently. A full-color guide to key Windows 7 administration concepts and topics Windows 7 is the leading desktop software, yet it can be a difficult concept to grasp, especially for those

new to the field of IT. Microsoft Windows Operating System Essentials is an ideal resource for anyone new to computer administration and looking for a career in computers. Delving into areas such as fundamental Windows 7 administration concepts and various desktop OS topics, this full-color book addresses the skills necessary for individuals looking to break into a career in IT. Each chapter begins with a list of topic areas to be discussed, followed by a clear and concise discussion of the core Windows 7 administration concepts and skills necessary so you can gain a strong understanding of the chapter topic areas. The chapters conclude with review questions and suggested labs, so you can gauge your understanding of the chapter's contents. Offers in-depth coverage of operating system configurations Explains how to install and upgrade client systems Addresses managing applications and devices Helps you understand operating system maintenance Covers the topics you need to know for the MTA 98-349 exam The full-color Microsoft Windows 7 Essentials proves itself to be an invaluable resource on Windows 7 and features additional learning tutorials and tools. Essentials of Biostatistics in Public Health, Third Edition provides a fundamental and engaging background for students learning to apply and appropriately interpret biostatistics applications in the field of public health. Many examples are drawn directly from the author's remarkable clinical experiences with the renowned Framingham Heart Study, making this text practical, interesting, and accessible for those with little mathematical background. The examples are real, relevant, and manageable in size so that students can easily focus on applications rather than become overwhelmed by computations. Revised and updated to reflect recent research and statutory changes, the Ninth Edition of Sue Titus Reid's Criminal Justice Essentials provides a comprehensive and concise overview of the U.S. criminal justice system. Represents the most thorough, legally accurate, and best-researched overview of the U.S. criminal justice system available today Anchored within the framework of the legal system and consistently includes legal decisions as a basis for much of its direction Accurately interprets the legal decisions which are cited Features references to current affairs Available in full color, including over 100 color photographs First published in 1992, Essentials of Engineering Mathematics is a widely popular reference ideal for self-study, review, and fast answers to specific questions. While retaining the style and content that made the first edition so successful, the second edition provides even more examples, new material, and most importantly, an introduction to using two of the most prevalent software packages in engineering:

Maple and MATLAB. Specifically, this edition includes: Introductory accounts of Maple and MATLAB that offer a quick start to using symbolic software to perform calculations, explore the properties of functions and mathematical operations, and generate graphical output New problems involving the mean value theorem for derivatives Extension of the account of stationary points of functions of two variables The concept of the direction field of a first-order differential equation Introduction to the delta function and its use with the Laplace transform The author includes all of the topics typically covered in first-year undergraduate engineering mathematics courses, organized into short, easily digestible sections that make it easy to find any subject of interest. Concise, right-to-the-point exposition, a wealth of examples, and extensive problem sets at the end each chapter--with answers at the end of the book--combine to make Essentials of Engineering Mathematics, Second Edition ideal as a supplemental textbook, for self-study, and as a quick guide to fundamental concepts and techniques. With this edition of Special Edition Using Office XP there is a continual emphasis on realistic applications and uses of the program features. While there are many other big books in the Office market today, there are few that tailor coverage uniquely for the intermediate to advanced Office user as Special Edition Using does, delivering more focused value for the customer. It has been updated to reflect Office XP's Smart tags, collaboration features, speech and dictation tools, built-in recovery features, "add network place" wizard and much more Computer Architecture/Software Engineering Take the Fundamental First Step to Mastering Microsoft(r) Office XP! Deciphering the basics of Office XP has never been easier, thanks to the Sybex Simply Visual method of teaching. Now you can use this proven method to master the essentials of Microsoft's newest revision of its popular suite of business applications. Using easy-to-read screens and illustrations and to-the-point explanations, this book takes you task by task through each program's user interface, key features, and tools, and gets you up to speed on all of Office's newest features. Learn by Seeing: Easy-to-read examples and illustrations show you, screen by screen, the essential tasks and features of Microsoft Office XP. Learn by Doing: Hands-on lessons guide you step by step through fundamental tasks in Office XP. Learn the Skills You Need: Microsoft Office XP Simply Visual covers the program's most commonly used elements. This book will teach you how to * Format and enhance Word documents * Design Excel spreadsheets * Manage Access data * Create slide shows in PowerPoint * Use Outlook to share information and schedule meetings * Use Office XP to

create Web pages * Use Office XP's speech- and handwriting-recognition tools ...and much more. An accessible undergraduate introduction to the concepts and methods in pattern recognition, machine learning and deep learning. This eBook is designed to provide detailed information on the use and administration of the CentOS 5.x Linux distribution. For those new to CentOS, the book covers the basics of configuring the desktop environment, resolving screen resolution issues and configuring the email client to send and receive email messages via web based services such as GMail. Installation topics such as dual booting with Microsoft Windows and configuring wireless networking are covered together with all important security topics such as configuring a firewall. For the more experienced user, topics such as configuring email and web servers, Xen and KVM virtualization, Secure Shell (SSH), remote desktop access and file sharing are covered in detail to provide a thorough overview of this enterprise class operating system. The Perfect Preparation and Review Resource MCSA/MCSE: Windows XP Professional Fast Pass is the streamlined tool you need to hone in on critical XP information at this key stage in the certification process (exam 70-270). The enclosed CD lets you practice, practice, practice, and you'll keep the book at your side right up until you begin the exam. Coverage includes: Installing Windows XP Professional Implementing and conducting administration of resources Implementing, managing, monitoring, and troubleshooting hardware devices and drivers Monitoring and optimizing system performance and reliability Configuring and troubleshooting the desktop environment Implementing, managing, and troubleshooting network protocols and services Configuring, managing, and troubleshooting security Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. TRENDS IN LINGUISTICS is a series of books that open new perspectives in our understanding of language. The series publishes state-of-the-art work on core areas of linguistics across theoretical frameworks as well as studies that provide new insights by building bridges to neighbouring fields such as neuroscience and cognitive science. TRENDS IN LINGUISTICS considers itself a forum for cutting-edge research based on solid empirical data on language in its various manifestations, including sign languages. It regards linguistic variation in its synchronic and diachronic dimensions as well as in its social contexts as important sources of insight for a better understanding of the design of linguistic systems and the ecology and evolution of language. TRENDS IN LINGUISTICS publishes monographs and outstanding dissertations as well as edited volumes, which provide the

opportunity to address controversial topics from different empirical and theoretical viewpoints. High quality standards are ensured through anonymous reviewing. This text combines the topics generally found in main-stream elementary statistics books with the essentials of the underlying theory. The book begins with an axiomatic treatment of probability followed by chapters on discrete and continuous random variables and their associated distributions. It then introduces basic statistical concepts including summarizing data and interval parameter estimation, stressing the connection between probability and statistics. Final chapters introduce hypothesis testing, regression, and non-parametric techniques. All chapters provide a balance between conceptual understanding and theoretical understanding of the topics at hand. This book describes various aspects of nanoscience and nanotechnology. It begins with an introduction to nanoscience and nanotechnology and includes a historical prospective, nanotechnology working in nature, man-made nanomaterial and impact of nanotechnology illustrated with examples. It goes on to describes general synthetic approaches and strategies and also deals with the characterization of nanomaterial using modern tools and techniques to give basic understanding to those interested in learning this emerging area. It then deals with different kinds of nanomaterial such as inorganics, carbon based-, nanocomposites and self-assembled/supramolecular nano structures in terms of their varieties, synthesis, properties etc. In addition, it contains chapters devoted to unique properties with mathematical treatment wherever applicable and the novel applications dealing with information technology, pollution control (environment, water), energy, nanomedicine, healthcare, consumer goods etc. REA's Essentials provide quick and easy access to critical information in a variety of different fields, ranging from the most basic to the most advanced. As its name implies, these concise, comprehensive study guides summarize the essentials of the field covered. Essentials are helpful when preparing for exams, doing homework and will remain a lasting reference source for students, teachers, and professionals. Algebra & Trigonometry II includes logarithms, sequences and series, permutations, combinations and probability, vectors, matrices, determinants and systems of equations, mathematical induction and the binomial theorems, partial fractions, complex numbers, trigonometry, trigonometric functions, solving triangles, inverse trigonometric functions and trigonometric equations, and an introduction to analytic geometry. First published in 1940, this book discusses aspects of psychophysics and also focuses on the area of correlation. Just right for your

level! Skills that are right for your needs. Instruction that is right for your level. The essentials series is your no-nonsense approach to learning Office XP applications at the basic, intermediate and advanced levels. Reinforce what you learn! Practice and reinforce skills with extensive end-of-project exercises. Checkout the extensive end-of-project exercises that emphasize hands-on-learning and reinforce skills while checking your comprehension. Fully customizable! Mix and match any project at any level on-line to target the skill sets you need to achieve your goals. Be sure to visit www.prenhall.com/essentials Essential Computer and it Fundamentals for Engineering And S Essentials of Software Engineering, Third Edition is a comprehensive, yet concise introduction to the core fundamental topics and methodologies of software development. Ideal for new students or seasoned professionals looking for a new career in the area of software engineering, this text presents the complete life cycle of a software system, from inception to release and through support. The authors have broken the text into six distinct sections covering programming concepts, system analysis and design, principles of software engineering, development and support processes, methodologies, and product management. Presenting topics emphasized by the IEEE Computer Society sponsored Software Engineering Body of Knowledge (SWEBOK) and by the Software Engineering 2004 Curriculum Guidelines for Undergraduate Degree Programs in Software Engineering, the second edition of Essentials of Software Engineering is an exceptional text for those entering the exciting world of software development. This book is a reasonably priced, unintimidating guide to the essentials of Microsoft Office. Organized and presented specifically for busy professionals who need to use the applications immediately, it guides you right to the information you need. All the most important tasks in each program are covered, using clear, step-by-step instructions, and illustrated with hundreds of helpful screenshots. Office XP promises a wealth of exciting new features, and "Microsoft Office XP for Windows: Visual QuickStart Guide" lets you put them to work for you in a hurry. Office XP is an upgrade of Office 2000, with new context-sensitive Smart Tags and task panes. It covers all the main components of Office such as Word, Excel, PowerPoint and Outlook, as well as features such as working with text and using tools that will enable you to gain a better understanding of the potential of the system. Inclusion of screen shots and basic steps throughout makes this an ideal guide introductory guide to the software.

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