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PERSONAL FINANCIAL LITERACY, Third Edition, covers the most current and relevant financial topics that impact today's students, including budgeting, identity theft, saving, investing, risk management, and careful use of credit. This text teaches students how to plan and manage their personal finances; how to live a financially successful life; and what their financial responsibilities are as citizens. It is aligned with the Jump\$tart Coalition's National Standards for Personal Financial Literacy. The personal focus of this course makes it relevant and meaningful to those just starting down the path to personal financial independence. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This is the definitive, must-have QuickBooks 2010 reference for every business owner and accounting professional. Not a beginner's guide, this is a high-productivity resource for solving the problems that intermediate-to-advanced QuickBooks users encounter most often. Author Laura Madeira is well-qualified to write this book: she has 20 years experience training professionals on Intuit products, and has been selected by Intuit to introduce its new

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releases to accountants and business entrepreneurs. Here, she offers real solutions for every QuickBooks accounting module, helping you achieve their true goal for QuickBooks: a clear, up-to-date understanding of where the business stands, and where it's headed. Madeira's expert consulting advice covers: data files, banking; A/R, undeposited funds, employee advances, inventory, A/P, sales tax, payroll, reporting, sharing data with accountants, and much more. Offers expert solutions, processes, and QuickBooks troubleshooting help users can't find in any other book Shows how to fix errors and problems wherever they occur, from A/R and A/P to sales tax and payroll

A practical guide to getting out of debt and understanding the option of personal bankruptcy The current credit and financial crises have prompted Joan Feeney, a preeminent Massachusetts Bankruptcy Judge, and Theodore Connolly, a Finance and Bankruptcy Attorney, to write a book that will help people handle their financial troubles. The Road Out of Debt seeks to assist those considering bankruptcy by demystifying the bankruptcy process and explaining what you can expect to gain (or lose) from it. With the insights of both a bankruptcy judge and a bankruptcy lawyer, you'll be able to determine when it's best to avoid bankruptcy, when you should seek bankruptcy protection, and, most importantly, how best to work

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through the bankruptcy process, if you so choose. With millions of Americans personally facing dire financial situations, job losses, home foreclosures, and other major financial challenges, no book could be more timely. An exceptional resource for anyone contemplating bankruptcy or otherwise trying to figure out how to handle their debt Puts the bankruptcy process in perspective and reveals specific steps to follow Discusses how to decide whether or not bankruptcy is the right path for you Written by a well-respected bankruptcy judge and bankruptcy attorney As more people find themselves entering financial difficulties, an increasing number of them will need information to help them through these problems. The Road Out of Debt provides you with the serious solutions needed to overcome a personal financial crisis.

Readers discover the latest advantages that Microsoft Word has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in

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expanding their understanding of Word through experimentation, critical thought, and personalization. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Two SharePoint MVPs provide the ultimate introduction to SharePoint 2010 Beginning SharePoint 2010: Building Team Solutions with SharePoint provides information workers and site managers with extensive knowledge and expert advice, empowering them to become SharePoint champions within their organizations. Provides expansive coverage of SharePoint topics, as well as specialty areas such as forms, excel services, records management, and web content management Details realistic usage scenarios, and includes practice examples that highlight best practices for configuration and customization Includes detailed descriptions and illustrations of SharePoint's functionality Designed to mentor and coach business and technical leaders on the use of SharePoint in addressing critical information management problems within their organizations, Beginning SharePoint 2010 is sure to become the premiere handbook for any active or aspiring SharePoint expert.

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The world of IT is always evolving, but in every area there are stable, core concepts that anyone just setting out needed to know last year, needs to know this year, and will still need to know next year. The purpose of the Foundations series is to identify these concepts and present them in a way that gives you the strongest possible starting point, no matter what your endeavor. Network Security Foundations provides essential knowledge about the principles and techniques used to protect computers and networks from hackers, viruses, and other threats. What you learn here will benefit you in the short term, as you acquire and practice your skills, and in the long term, as you use them.

Topics covered include: Why and how hackers do what they do How encryption and authentication work How firewalls work Understanding Virtual Private Networks (VPNs) Risks posed by remote access Setting up protection against viruses, worms, and spyware Securing Windows computers Securing UNIX and Linux computers Securing Web and email servers Detecting attempts by hackers

Prepare for the MCSA Windows Server 2012 R2 Exams Microsoft's new version of the MCSA certification for Windows Server 2012 R2 requires passing three exams (or one Upgrade exam if you have your MCSA or MCITP in Windows Server 2008). This value-priced study guide includes more than 1,000 pages of quality exam-prep content,

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covering 100% of the objective domains of all three exams (as well as the Upgrade exam, 70-417). In addition, you get access to an interactive practice test environment with more than 500 questions, electronic flashcards, and videos showing how to perform the more difficult tasks. Both first-time MCSA candidates and those wishing to upgrade from Server 2008 certification will benefit from this complete test-prep guide. Completely updated to cover the Windows Server 2012 R2 Exams Provides a comprehensive study guide for all three MCSA Windows Server 2012 R2 exams: 70-410, 70-411, and 70-412, as well as the Upgrade exam: 70-417 Covers installing and configuring Windows Server 2012; deploying and configuring DNS service; administering Active Directory; creating and managing Group Policy Objects; and configuring server roles and features, Hyper-V, and core networking services Explains basic networking concepts, DHCP, deploying and maintaining servers, configuring a network policy server infrastructure and high availability in Windows Server 2012, and much more Features real-world scenarios, hands-on exercises, practice exam questions, electronic flashcards, and over an hour of video demonstrations Covers all exam objectives MCSA Windows Server 2012 R2 Complete Study Guide arms you with all the information you must master to achieve MCSA certification on Windows Server 2012

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R2.

QuickBooks 2008 Solutions Guide for Business Owners and Accountants contains a wealth of information useful to both the business owner and the accountant who services such businesses. To make finding the right information easier, the book is organized into chapters specific to each accounting module in QuickBooks. The author has worked many years with businesses that use QuickBooks to manage their financials and knows that every company has its own unique needs, yet all share one common goal—to more accurately track how the business is performing financially. The goal of this book is to provide easy-to-read and easy-to-follow QuickBooks “consulting” advice that business owners, bookkeepers, or accountants can use. After reading the chapters in this book, business owners and accountants will be able to efficiently troubleshoot a QuickBooks data file and make needed corrections, so they can accurately report how the business is performing financially. This book helps you o Get started with a QuickBooks data file and learn how to modify the file you already have o Analyze your data and troubleshoot reports o Review and correct any data errors in your balance sheet accounts such as Banking, A/R, Undeposited Funds, Employee Advances, Inventory, A/P, Sales Tax, and Open Bal Equity Account o Use the tools in QuickBooks to properly review your payroll data and

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avoid costly mistakes o Efficiently share your business data with your accountant o Make the most of the QuickBooks reporting tools

Laura Madeira graduated from Florida Atlantic University with a major in accounting and is a certified trainer for Intuit's Certified Trainer Network. As a member of this select group, she provides training to accountants and consultants each fall when the new version of QuickBooks is released. She also is a guest instructor for Intuit at many trade shows throughout the year, and she writes published QuickBooks technical documentation and presentations for Intuit. Laura owns a software and accounting firm that has for more than 20 years helped a large variety of businesses manage their financials using Intuit's QuickBooks software (Intuit's Quicken in those early years). In fact, she has been training users on QuickBooks since the very first version was released many years ago.

Category Business Finance Covers QuickBooks 2008 User Level Intermediate–Advanced Front cover quote: “Laura Madeira has created an extremely valuable QuickBooks resource that belongs on every business and accountant’s bookshelf” –Rich Walker, CPA, Intuit Accountant Relations

Computer and Information Security Handbook, Third Edition, provides the most current and complete reference on computer security available in one volume. The book offers deep coverage of an

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extremely wide range of issues in computer and cybersecurity theory, applications, and best practices, offering the latest insights into established and emerging technologies and advancements. With new parts devoted to such current topics as Cloud Security, Cyber-Physical Security, and Critical Infrastructure Security, the book now has 100 chapters written by leading experts in their fields, as well as 12 updated appendices and an expanded glossary. It continues its successful format of offering problem-solving techniques that use real-life case studies, checklists, hands-on exercises, question and answers, and summaries. Chapters new to this edition include such timely topics as Cyber Warfare, Endpoint Security, Ethical Hacking, Internet of Things Security, Nanoscale Networking and Communications Security, Social Engineering, System Forensics, Wireless Sensor Network Security, Verifying User and Host Identity, Detecting System Intrusions, Insider Threats, Security Certification and Standards Implementation, Metadata Forensics, Hard Drive Imaging, Context-Aware Multi-Factor Authentication, Cloud Security, Protecting Virtual Infrastructure, Penetration Testing, and much more. Written by leaders in the field Comprehensive and up-to-date coverage of the latest security technologies, issues, and best practices Presents methods for analysis, along with problem-solving techniques for implementing

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practical solutions

The absolute essentials to passing the CPA exam—for the 120,000 candidates who take the test each year. This tightly focused study guide cuts away all the excess information to simply give CPA candidates what they need to know now! Presenting the absolute key points and precise steps to take in preparing for the CPA exam. The Wiley CPA Examination Review Fast Track Study Guide includes sample questions and solutions that will help CPA candidates master the CPA exam. Wiley CPA Examination Review Fast Track Study Guide includes test-taking strategies, tips, and techniques to help improve the test-takers skills as well as highlighted key words and a detailed index for each section. This Second Edition has been completely updated to include GASB 34, 35, and the newly released FASBs. Topics are cross-referenced to the Wiley CPA Examination Review 44 modules. Joe Ben Hoyle (Richmond, VA) is Chair of the Accounting Department at the Robins School of Business at the University of Richmond. He is the President of Hoyle CPA, a successful layout CPA review course in the state of Virginia.

**BUSINESS LAW: PRINCIPLES AND PRACTICES, 9E** has been revised dramatically to enhance learning! The 9th edition offers a new learning system with clear learning objectives to guide students. The fresh two-color design engages

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students with its contemporary features: Ethics in a Business Setting, You React, and the Self-Check Quizzes. The case examples are presented in readable segments to be clear, current, and jargon-free. Co-authored by Arnold J. Goldman, a practicing attorney and William D. Sigismond, a veteran business law educator, this straightforward text shows students about the law using fascinating cases and ethical dilemmas. Hypothetical examples immediately follow discussion of concepts to further reinforce understanding. The new edition is updated throughout to reflect recent changes in the law, covering legal rights and responsibilities in both the public and private sectors. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The second edition of the Impact Evaluation in Practice handbook is a comprehensive and accessible introduction to impact evaluation for policy makers and development practitioners. First published in 2011, it has been used widely across the development and academic communities. The book incorporates real-world examples to present practical guidelines for designing and implementing impact evaluations. Readers will gain an understanding of impact evaluations and the best ways to use them to design evidence-based policies and programs. The updated version covers the

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newest techniques for evaluating programs and includes state-of-the-art implementation advice, as well as an expanded set of examples and case studies that draw on recent development challenges. It also includes new material on research ethics and partnerships to conduct impact evaluation. The handbook is divided into four sections: Part One discusses what to evaluate and why; Part Two presents the main impact evaluation methods; Part Three addresses how to manage impact evaluations; Part Four reviews impact evaluation sampling and data collection. Case studies illustrate different applications of impact evaluations. The book links to complementary instructional material available online, including an applied case as well as questions and answers. The updated second edition will be a valuable resource for the international development community, universities, and policy makers looking to build better evidence around what works in development.

QuickBooks 2009 Solutions Guide This is the definitive, must-have reference for every business owner, entrepreneur, accountant, and bookkeeper who relies on QuickBooks 2009. Not a beginner's guide, it's a high-productivity resource for solving the problems that intermediate-to-advanced QuickBooks users encounter most often. Author Laura Madeira is superbly qualified to write this book: she has twenty years experience training

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professionals on Intuit products and has been selected by Intuit to introduce its new releases to accountants and entrepreneurs. Here, she offers real solutions for every QuickBooks accounting module, helping readers achieve their true goal for QuickBooks: a clear, up-to-date understanding of where the business stands, and where it's headed. Thoroughly updated for QuickBooks 2009, this book brings together indispensable, start-to-finish techniques for troubleshooting QuickBooks data files and fixing QuickBooks mistakes wherever they occur. Drawing on her unsurpassed experience, Madeira offers expert advice on every facet of QuickBooks accounting: data files, banking, A/R, undeposited funds, employee advances, inventory, A/P, sales tax, payroll, reporting, sharing data with accountants, and much more. This book will help you :

- Quickly set up accurate charts of accounts — or improve existing ones
- Use QuickBooks reports to understand the most important trends in your business
- Correct data errors in any balance sheet account, from A/R and A/P to taxes and inventory
- How to use the New for 2009! Client Data Review feature for accountants.
- Properly review your payroll data and avoid expensive mistakes
- Efficiently share business data with your accountant
- Troubleshoot beginning balance differences, reconciliation errors, and many other problems
- Learn to use the Intuit Statement Writer tool, New for

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2009! Laura Madeira is founder of ACS, Inc., located in the greater Dallas, Texas area and an Intuit Solutions Provider that specializes in on-site and Internet-assisted accounting software implementation, set-up, training and troubleshooting. She has over twenty years of experience helping companies maintain accurate and timely accounting and financial information through one-on-one consulting, group classes, and web-based training. Madeira currently writes technical documentation and presentations for the QuickBooks product line as a member of the Intuit Accounting Professionals Trainer/Writer Network. She has also served on Intuit's Accountant and Customer Advisory Council and was a guest speaker for the QuickBooks Developer Network. Her "QuickBooks at Year-End" document has been distributed by Intuit at several national events and is one of Intuit's most requested training and presentation documents. Her expertise with QuickBooks and other Intuit software has been featured nationally in an Advisor Spotlight and widely-distributed promotional literature. She holds Intuit's Advanced Certified, Point of Sale Certified designations, as well as a bachelor of science in accounting from Florida Atlantic University. Category Business Finance Covers QuickBooks 2009 User Level Intermediate—Advanced Explaining the real-world of mergers, acquisitions, and restructuring based on his own academic

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knowledge and experience, Donald DePamphilis shows how deals are done, rather than just explaining the theory behind them.

Wiley CPA Exam Review 34th Edition ? 2007-2008  
Volume 1 Outlines and Study Guides \* Covers all four sections of the CPA examination point by point \* Stresses important topical areas to study for each part \* Helps establish a self-study preparation program \* Divides exam into 45 manageable study units \* Provides an outline format supplemented by brief examples and illustrations \* Makes material easy to read, understand, and remember \* Includes timely, up-to-the-minute coverage for the computerized exam \* Explains step-by-step examples of the "solutions approach" \* Contains all current AICPA content requirements for all four sections of the exam  
Volume 2 Problems and Solutions \* Offers selected problems from all four examination sections \* Contains rationale for correct or incorrect multiple-choice answers \* Covers the new simulation-style problems-offering more than 75 practice questions \* Details a "solutions approach" to each problem \* Updates unofficial answers to reflect current laws and standards \* Groups multiple-choice questions into topical categories within modules for easy cross-referencing \* Provides a sample examination for each of the four exam parts  
The computer-based CPA exam is here! Are you ready?  
The 34th Edition of the Wiley CPA Exam Review is

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revised and updated for the new computerized exam, containing AICPA sample test questions released as recently as April 2007. To help candidates prepare for the new exam format, this edition includes a substantial number of the new simulation-type questions. Passing the CPA exam on your first attempt is possible! We'd like to help. Get Even More Information Online: You'll find a wide range of aids for doing your best on the CPA exam at [wiley.com/cpa](http://wiley.com/cpa), including content updates, CPA exam study and test-taking tips, and more. All Wiley CPA Exam Review products are listed on the site. Take your books to the cloud with the ultimate guide to Xero Xero For Dummies is your one-stop resource for working with this revolutionary accounting software. Whether you're brand new to Xero or converting from another program, you'll get up and running in a flash; if you're already using Xero, this book will show you how to take advantage of the software's full functionality. Easy to use and deceptively powerful, Xero is so much more than a spreadsheet — it can help you streamline reporting; manage inventory; simplify accounts; and organise suppliers, customers and more. Automatic imports, intuitive coding and seamless synching across multiple business platforms gets the paperwork done quickly so you can get back to running your business. This new third edition includes coverage of the newest features, including

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updates on payroll, purchase orders, reporting and inventory so you can optimise your system to help your business thrive. Xero's cloud-based single-ledger accounting system is user-friendly and efficient, but expert guidance will help you get the absolute most out of the software's features and functionality. This book shows you every nook and cranny, with screenshots and best practices, so you can let Xero handle the books while you focus on running your business. Fine-tune your set-up, or convert from another accounting program Manage daily activities with contacts, accounts, sales and payables Master weekly and monthly reporting routines Track inventory, monitor your business and get the most out of Xero You didn't start your business in order to become an accountant, but bookkeeping is critically important to the short- and long-term health of your company. Xero simplifies the process and saves you time, and Xero For Dummies helps you leverage every feature Xero has to offer. In addition to the book, visit [www.dummies.com/go/xerofd3e](http://www.dummies.com/go/xerofd3e) for an online-only appendix you can download for free, which gives you all the info you need to master your payrun. Discover a comprehensive introduction to IT technical support as Andrews/Dark/West's **COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 10E** explains how to work with users as well as install, maintain, troubleshoot and network

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computer hardware and software. This step-by-step, highly visual best-selling approach uses CompTIA A+ Exam objectives as a framework to prepare you for 220-1001 and 220-1002 certification exams. Each chapter covers core and advanced topics while emphasizing practical application of the most current technology, techniques and industry standards. You study the latest hardware, security, Active Directory, operational procedures, basics of scripting, virtualization, cloud computing, mobile devices and Windows 10 as you prepare for success as an IT support technician or administrator. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

"This book discusses the exponential growth of information size and the innovative methods for data capture, storage, sharing, and analysis for big data"--Provided by publisher.

"This book gives a general coverage of learning management systems followed by a comparative analysis of the particular LMS products, review of technologies supporting different aspect of educational process, and, the best practices and methodologies for LMS-supported course delivery"--Provided by publisher.

The #1 CPA exam review self-study leader The CPA exam review self-study program more CPA candidates turn to take the test and pass it, Wiley CPA Exam Review 39th Edition contains more than 4,200 multiple-choice questions and includes complete information on the Task Based

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Simulations. Published annually, this comprehensive two-volume paperback set provides all the information candidates need to master in order to pass the new Uniform CPA Examination format. Features multiple-choice questions, new AICPA Task Based Simulations, and written communication questions, all based on the new CBT-e format. Covers all requirements and divides the exam into 47 self-contained modules for flexible study. Offers nearly three times as many examples as other CPA exam study guides. With timely and up-to-the-minute coverage, Wiley CPA Exam Review 39th Edition covers all requirements for the CPA Exam, giving the candidate maximum flexibility in planning their course of study—and success.

This study guide for server administrators preparing to take the Microsoft Certified Technology Specialist (MCTS) exam 70-662 provides instruction and reference material on subjects covered by this business intelligence specialization certification test. Topics discussed include installing Exchange Server 2010, mailboxes, distribution groups, configuring client access, logging and reports, transport servers and Exchange in high-availability environments. Each chapter includes screen shots and code examples, and a companion CD-ROM includes additional material and sample data sets as well as practice tests for each section. Access to four networked Exchange servers is required to use the provided practice materials and advice on creating virtual servers is included. Aimed at songwriters, recording artists, and music entrepreneurs, this text explains the basics of digital music law. Entertainment attorney Gordon offers practical tips for online endeavors such as selling song downloads or creating an Internet radio station. Other topics include (for example) web site building, promoting through peer-to-peer networks, etc.

Everything you need to know for the Solutions Architect -

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Associate Exam, fully updated The AWS Certified Solutions Architect Study Guide: Associate (SAA-C01) Exam is your complete and fully updated resource to the AWS Solutions Architect - Associate certification. This invaluable Sybex study guide covers all relevant aspects of the AWS Solutions Architect job role, including mapping multi-tier architectures to AWS services, loose coupling and stateless systems, applying AWS security features, deploying and managing services, designing large scale distributed systems, and many more. Written by two AWS subject-matter experts, this self-study guide and reference provides all the tools and information necessary to master the exam, earn your certification, and gain insights into the job of an AWS Solutions Architect. Efficient and logical presentation of exam objectives allows for flexible study of topics, and powerful learning tools increase comprehension and retention of key exam elements. Practice questions, chapter reviews, and detailed examination of essential concepts fully prepare you for the AWS Solutions Architect – Associate certification. The certification is highly valued in IT and cloud computing professionals. Now in a new edition—reflecting the latest changes, additions, and updates to the AWS Solutions Architect – Associate certification exam guide—this book is your complete, one-stop resource: Access the Sybex interactive learning environment and test bank, including chapter tests, practice exams, electronic flashcards, and a searchable glossary of key terms. Learn all the components of the AWS exam and know what to expect on exam day Review challenging exam topics and focus on the areas that need improvement Expand your AWS skillset and keep pace with current cloud computing technologies The AWS Certified Solutions Architect Study Guide: Associate (SAA-C01) Exam enables you to validate your skills, increase your competitive advantage, and take the next step on your career path.

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Comprehensive and up-to-date content and superior study tools make this guide a must-have resource for those seeking AWS Solutions Architect – Associate certification.

Small Basic is a free, beginner-friendly programming language created by Microsoft. Inspired by BASIC, which introduced programming to millions of first-time PC owners in the 1970s and 1980s, Small Basic is a modern language that makes coding simple and fun. Learn to Program with Small Basic introduces you to the empowering world of programming. You'll master the basics with simple activities like displaying messages and drawing colorful pictures, and then work your way up to programming games! Learn how to:

- Program your computer to greet you by name
- Make a game of rock-paper-scissors using If/Else statements
- Create an interactive treasure map using arrays
- Draw intricate geometric patterns with just a few lines of code
- Simplify complex programs by breaking them into bite-sized subroutines

You'll also learn to command a turtle to draw shapes, create magical moving text, solve math problems quickly, help a knight slay a dragon, and more! Each chapter ends with creative coding challenges so you can take your skills to the next level. Learn to Program with Small Basic is the perfect place to start your computer science journey.

The previous edition of this book marked the shift in technology from video to digital camera use with microscope use in biological science. This new edition presents some of the optical fundamentals needed to provide a quality image to the digital camera. Specifically, it covers the fundamental geometric optics of finite- and infinity-corrected microscopes, develops the concepts of physical optics and Abbe's theory of image formation, presents the principles of Kohler illumination, and finally reviews the fundamentals of fluorescence and fluorescence microscopy. The second group of chapters deals with digital and video fundamentals:

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how digital and video cameras work, how to coordinate cameras with microscopes, how to deal with digital data, the fundamentals of image processing, and low light level cameras. The third group of chapters address some specialized areas of microscopy that allow sophisticated measurements of events in living cells that are below the optical limits of resolution. Expands coverage to include discussion of confocal microscopy not found in the previous edition Includes "traps and pitfalls" as well as laboratory exercises to help illustrate methods

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. Introduce your students to the latest that Microsoft Office has

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to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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