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LOOSE LEAF FOR MICROSOFT OFFICE 365: IN PRACTICE, 2019 EDITION

McGraw-Hill Education

MICROSOFT OFFICE 365: IN PRACTICE, 2019 EDITION

McGraw-Hill Education **Microsoft® Office365/2019: In Practice** offers a fresh approach to teaching today's students **Microsoft® Officeskills** by clearly introducing skills in logical order: **1) Topic 2) Instruction and 3) Practice**. Nordell's **TIP** approach builds a foundation for success by helping students apply what they learn, and provides transferable skills that allow students to grasp critical thinking beyond the textbook assignments. **In Practice** seamlessly integrates with **SIMnet**, McGraw-Hill Education's learning and assessment solution, which houses content to help students practice and master computing concepts and **Microsoft® Officeskills**. **In Practice** auto-graded projects allow students to practice their skills in a live Office application, and upon completion receive immediate feedback and insights. The integration of the **In Practice** textbook series with **SIMnet**, helps meet the diverse needs of students and accommodate individual learning styles.

COMPUTING ESSENTIALS 2017

HEALTH IN PRISONS

A WHO GUIDE TO THE ESSENTIALS IN PRISON HEALTH

WHO Regional Office Europe **Based on the experience of many countries in the WHO European Region and the advice of experts, this guide outlines some of the steps prison systems should take to reduce the public health risks from compulsory detention in often unhealthy situations, to care for prisoners in need and to promote the health of prisoners and prison staff. This requires that everyone working in prisons understand how imprisonment affects health, what prisoners' health needs are, and how evidence-based health services can be provided for everyone needing treatment, care and prevention in prison. Other essential elements are being aware of and accepting internationally recommended standards for prison health; providing professional care with the same adherence to professional ethics as in other health services; and, while seeing individual needs as the central feature of the care provided, promoting a whole-prison approach to care and promoting the health and well-being of people in custody.**

MICROSOFT OFFICE 2016

IN PRACTICE ACCESS COMPLETE

McGraw-Hill/Irwin a Business Unit of the McGraw-Hill Companies Incorporated

ETHICAL AND SOCIAL ISSUES IN THE INFORMATION AGE

Springer Science & Business Media **An introduction to the social and policy issues which have arisen as a result of IT. Whilst it assumes a modest familiarity with computers, the book**

provides a guide to the issues suitable for undergraduates. In doing so, the author prompts students to consider questions such as: * How do morality and the law relate to each other? * What should be covered in a professional code of conduct for information technology professionals? * What are the ethical issues relating to copying software? * Is electronic monitoring of employees wrong? * What are the moral codes of cyberspace? Throughout, the book shows how in many ways the technological development is outpacing the ability of our legal systems, and how different paradigms applied to ethical questions often proffer conflicting conclusions. As a result, students will find this a thought-provoking and valuable survey of the new and difficult ethical questions posed by the Internet, artificial intelligence, and virtual reality.

MODELLING AND SIMULATION

EXPLORING DYNAMIC SYSTEM BEHAVIOUR

Springer Science & Business Media This book provides a balanced and integrated presentation of modelling and simulation activity for both Discrete Event Dynamic Systems (DEDS) and Continuous Time Dynamic Systems (CYDS). The authors establish a clear distinction between the activity of modelling and that of simulation, maintaining this distinction throughout. The text offers a novel project-oriented approach for developing the modelling and simulation methodology, providing a solid basis for demonstrating the dependency of model structure and granularity on project goals. Comprehensive presentation of the verification and validation activities within the modelling and simulation context is also shown.

MICROSOFT EXCEL 365 COMPLETE: IN PRACTICE, 2019 EDITION

McGraw-Hill Education

MICROSOFT OFFICE 2016: IN PRACTICE

McGraw-Hill Education Randy Nordell Microsoft® Office 2016: In Practice Topic, Instruction, Practice! Microsoft® Office 2016: In Practice offers a fresh approach to teaching today's students Microsoft® Office skills by clearly introducing skills in a logical sequence: 1) Topic 2) Instruction and 3) Practice. Nordell's T.I.P.s approach builds a foundation for success by helping students practice what they learn, and provides transferable skills that allow students to grasp critical thinking beyond the textbook assignment. In Practice seamlessly integrates with SIMnet Online, McGraw-Hill's learning and assessment solution, which has 1:1 content to help students practice and master computing concepts and Microsoft® Office skills. In Practice projects in SIMgrader allow students to practice their skills in a live Office application. Students receive immediate feedback upon completion of these auto-graded projects. The integration of In Practice with SIMnet helps to meet the diverse needs of students and accommodate individual learning styles.

AUTONOMOUS HORIZONS

THE WAY FORWARD

Independently Published Dr. Greg Zacharias, former Chief Scientist of the United States Air Force (2015-18), explores next steps in autonomous systems (AS) development, fielding, and training. Rapid advances in AS development and artificial intelligence (AI) research will change how we think about machines, whether they are individual vehicle platforms or networked enterprises. The payoff will be considerable, affording the US military significant protection for aviators, greater effectiveness in employment, and unlimited opportunities for novel and disruptive concepts of operations. Autonomous Horizons: The Way Forward identifies issues and makes recommendations for the Air Force to take full advantage of this transformational technology.

LOOSELEAF FOR MICROSOFT OFFICE 365: A SKILLS APPROACH, 2019 EDITION

McGraw-Hill Education Overview Microsoft® Office Skills on Demand! Microsoft® Office 365/2019: A Skills Approach provides a unique approach to learning Office Suite by isolating skills for customized learning. Authored by the platform developers of SIMnet, McGraw-Hill Education's online training and assessment program, this textbook has 1:1 content with SIMnet activities and content. As a result, students have access to specific, isolated skills which promotes customized learning and makes Microsoft® Office 365/2019: A Skills Approach the most flexible book on the market. Additionally, the approach uses consolidated instruction with fewer steps to explain each skill, resulting in agile learning for today's

busy students! Microsoft® Office 365/2019: A Skills Approach also offers projects to allow students to practice their skills and receive immediate feedback via auto-grading within SIMnet, serving the diverse needs of students and accommodating individual learning styles.

THE BEST WHALE WATCHING IN EUROPE

A GUIDE TO SEEING WHALES, DOLPHINS AND PORPOISES IN ALL EUROPEAN WATERS

SIMULATION MODELING AND ANALYSIS

Since the publication of the first edition in 1982, the goal of Simulation Modeling and Analysis has always been to provide a comprehensive, state-of-the-art, and technically correct treatment of all important aspects of a simulation study. The book strives to make this material understandable by the use of intuition and numerous figures, examples, and problems. It is equally well suited for use in university courses, simulation practice, and self study. The book is widely regarded as the "bible" of simulation and now has more than 100,000 copies in print. The book can serve as the primary text for a variety of courses; for example: *A first course in simulation at the junior, senior, or beginning-graduate-student level in engineering, manufacturing, business, or computer science (Chaps. 1 through 4, and parts of Chaps. 5 through 9). At the end of such a course, the students will be prepared to carry out complete and effective simulation studies, and to take advanced simulation courses. *A second course in simulation for graduate students in any of the above disciplines (most of Chaps. 5 through 12). After completing this course, the student should be familiar with the more advanced methodological issues involved in a simulation study, and should be prepared to understand and conduct simulation research. *An introduction to simulation as part of a general course in operations research or management science (part of Chaps. 1, 3, 5, 6, and 9).

COMPUTING ESSENTIALS 2021

USING INFORMATION TECHNOLOGY

MICROSOFT® OFFICE 2013: A SKILLS APPROACH

McGraw-Hill Education Office Skills on Demand! Microsoft® Office 2013: A Skills Approach provides a unique approach to learning Office skills by isolating skills for customized learning. Created from the learning side from SIMnet Online, McGraw-Hill's online training and assessment program, this textbook has 1:1 content with SIMnet. As a result, students have access to specific, isolated skills which creates the customized learning and makes Microsoft® Office 2013: A Skills Approach the most flexible book on the market. Additionally, the book's approach uses consolidated instruction with fewer steps to explain each skill, resulting in easier learning for today's students! Microsoft® Office 2013: A Skills Approach also offers projects to allow students to practice their skills and receive immediate feedback via autograding in the SIMgrader component. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles.

VIRTUAL REALITY

SCIENTIFIC AND TECHNOLOGICAL CHALLENGES

National Academies Press Despite widespread interest in virtual reality, research and development efforts in synthetic environments (SE)â€"the field encompassing virtual environments, teleoperation, and hybridsâ€"have remained fragmented. Virtual Reality is the first integrated treatment of the topic, presenting current knowledge along with thought-provoking vignettes about a future where SE is commonplace. This volume discusses all aspects of creating a system that will allow human operators to see, hear, smell, taste, move about, give commands, respond to conditions, and manipulate objects effectively in a real or virtual environment. The committee of computer scientists, engineers, and psychologists on the leading edge of SE development explores the potential applications of SE in the areas of manufacturing, medicine, education, training, scientific visualization, and teleoperation in hazardous environments. The committee also offers recommendations for development of improved SE technology, needed studies of human behavior and evaluation of SE systems, and government policy and infrastructure.

DELIVERING CONSISTENCY AND AUTOMATION WITH OPERATIONAL RUNBOOKS

IBM Redbooks There is a greater need today to integrate and unify IT delivery through tools that provide capabilities in advanced analytics and automation. IBM® has recently introduced two integrated services on the software as a service (SaaS) model that effectively combine advanced analytics capabilities with automation. These two services are IBM Alert Notification service and the IBM Runbook Automation service. Both services are available to everyone including existing IBM Netcool® Operations Insight™ customers. IBM Alert Notification is a separately available SaaS service to deliver alert notification. IBM Runbook Automation is also a new SaaS service to deliver Runbook Automation. IBM Runbook Automation is a hybrid service that is designed for both cloud and on-premises integrations. This IBM Redpaper™ publication provides a technical overview of these two services and explains the concepts within the context of scenarios and use cases. The target audience for this paper is network specialists, network operators, and network administrators.

THE METAPHYSICS OF VIRTUAL REALITY

Oxford University Press Computers have dramatically altered life in the late twentieth century. Today we can draw on worldwide computer links, speeding up communications by radio, newspapers, and television. Ideas fly back and forth and circle the globe at the speed of electricity. And just around the corner lurks full-blown virtual reality, in which we will be able to immerse ourselves in a computer simulation not only of the actual physical world, but of any imagined world. As we begin to move in and out of a computer-generated world, Michael Heim asks, how will the way we perceive our world change? In *The Metaphysics of Virtual Reality*, Heim considers this and other philosophical issues of the Information Age. With an eye for the dark as well as the bright side of computer technology, he explores the logical and historical origins of our computer-generated world and speculates about the future direction of our computerized lives. He discusses such topics as the effect of word-processing on the English language (while word-processors have led to increased productivity, they have also led to physical hazards such as repetitive motion syndrome, which causes inflamed hand and arm tendons). Heim looks into the new kind of literacy promised by Hypertext (technology which allows the user to link audio and video elements, the disadvantages including disorientation and cognitive overload). And he also probes the notion of virtual reality, "cyberspace"--the computer-simulated environments that have captured the popular imagination and may ultimately change the way we define reality itself. Just as the definition of interface itself has evolved from the actual adapter plug used to connect electronic circuits into human entry into a self-contained cyberspace, so too will the notion of reality change with the current technological drive. Like the introduction of the automobile, the advent of virtual reality will change the whole context in which our knowledge and awareness of life are rooted. And along the way, Heim covers such intriguing topics as how computers have altered our thought habits, how we will be able to distinguish virtual from real reality, and the appearance of virtual reality in popular culture (as in *Star Trek's* holodeck, William Gibson's *Neuromancer*, and Stephen King's *Lawnmower Man*). Vividly and entertainingly written, *The Metaphysics of Virtual Reality* opens a window on a fascinating world that promises--or threatens--to become an integral part of everyday life in the 21st century. As Heim writes, not only do we face a breakthrough in the technology of computer interface, but we face the challenge of knowing ourselves and determining how the technology should develop and ultimately affect the society in which it grows.

ETHICS IN COMPUTING

A CONCISE MODULE

Springer This textbook raises thought-provoking questions regarding our rapidly-evolving computing technologies, highlighting the need for a strong ethical framework in our computer science education. *Ethics in Computing* offers a concise introduction to this topic, distilled from the more expansive *Ethical and Social Issues in the Information Age*. **Features:** introduces the philosophical framework for analyzing computer ethics; describes the impact of computer technology on issues of security, privacy and anonymity; examines intellectual property rights in the context of computing; discusses such issues as the digital divide, employee monitoring in the workplace, and health risks; reviews the history of computer crimes and the threat of cyberbullying; provides coverage of the ethics of AI, virtualization technologies, virtual reality, and the Internet; considers the social, moral and ethical challenges arising from social networks and mobile communication technologies; includes discussion questions and exercises.

CORPORATE FINANCE

McGraw-Hill College

SURVEILLANCE VALLEY

THE SECRET MILITARY HISTORY OF THE INTERNET

Icon Books Featured as a Guardian Long Read in December 2018 **EVERYTHING WE HAVE BEEN TOLD ABOUT THE DEMOCRATIC NATURE OF THE INTERNET IS A MARKETING PLOY.** As the Cambridge Analytica scandal has shown, private corporations consider it their right to use our data (and by extension, us) which ever way they see fit. Tempted by their appealing organisational and diagnostic tools, we have allowed private internet corporations access to the most intimate corners of our lives. But the internet was developed, from the outset, as a weapon. Looking at the hidden origins of many internet corporations and platforms, Levine shows that this is a function, not a bug of the online experience. Conceived as a surveillance tool by ARPA to control insurgents in the Vietnam War, the internet is now essential to our lives. This book investigates the troubling and unavoidable truth of its history and the unfathomable power of the corporations who now more or less own it. Without this book, your picture of contemporary society will be missing an essential piece of the puzzle.

BUSINESS COMMUNICATION

DEVELOPING LEADERS FOR A NETWORKED WORLD

ENTITY-ORIENTED SEARCH

Springer This open access book covers all facets of entity-oriented search—where “search” can be interpreted in the broadest sense of information access—from a unified point of view, and provides a coherent and comprehensive overview of the state of the art. It represents the first synthesis of research in this broad and rapidly developing area. Selected topics are discussed in-depth, the goal being to establish fundamental techniques and methods as a basis for future research and development. Additional topics are treated at a survey level only, containing numerous pointers to the relevant literature. A roadmap for future research, based on open issues and challenges identified along the way, rounds out the book. The book is divided into three main parts, sandwiched between introductory and concluding chapters. The first two chapters introduce readers to the basic concepts, provide an overview of entity-oriented search tasks, and present the various types and sources of data that will be used throughout the book. Part I deals with the core task of entity ranking: given a textual query, possibly enriched with additional elements or structural hints, return a ranked list of entities. This core task is examined in a number of different variants, using both structured and unstructured data collections, and numerous query formulations. In turn, Part II is devoted to the role of entities in bridging unstructured and structured data. Part III explores how entities can enable search engines to understand the concepts, meaning, and intent behind the query that the user enters into the search box, and how they can provide rich and focused responses (as opposed to merely a list of documents)—a process known as semantic search. The final chapter concludes the book by discussing the limitations of current approaches, and suggesting directions for future research. Researchers and graduate students are the primary target audience of this book. A general background in information retrieval is sufficient to follow the material, including an understanding of basic probability and statistics concepts as well as a basic knowledge of machine learning concepts and supervised learning algorithms.

MANAGERIAL ACCOUNTING

Ingram Garrison - Your guide through the challenging waters of managerial accounting. For centuries, the lighthouse has stood as a beacon of guidance for mariners at sea. More than an aid to navigation, the lighthouse symbolizes safety, permanence, reliability, and the comforts of the familiar. For this reason, we have chosen to illustrate the Canadian eighth edition of *Managerial Accounting* by Garrison, Chesley, Carroll and Webb with an image that encapsulates the greatest strengths of this market leading text. Garrison is your guide through the challenging waters of managerial accounting. It identifies the three functions managers must perform within their organizations—plan operations, control activities, and make decisions—and explains what accounting information is necessary for these functions, how to collect it, and how to interpret it. *Managerial Accounting* focuses, now as in the past, on three qualities: Relevance, Balance and Clarity. The authors' steady focus on these core elements has led to tremendous results! As seafarers look to the lighthouse for direction along unfamiliar shore, so too can Garrison act as a compass for students seeking to master this course.

FUNDAMENTALS OF TELECOMMUNICATIONS

John Wiley & Sons The Second Edition of this critically-acclaimed text continues the standard of excellence set in the first edition by providing a thorough introduction to the fundamentals of telecommunication networks without bogging you down in complex technical jargon or math. Although focusing on the basics, the book has been thoroughly updated with the latest advances in the field, including a new chapter on metropolitan area networks (MANs) and new sections on Mobile Fi, ZigBee and ultrawideband. You'll learn which choices are now available to an organization, how to evaluate them and how to develop strategies that achieve the best balance among cost, security and performance factors for voice, data, and image communication.

HEARTS AND MINES

THE US EMPIRE'S CULTURE INDUSTRY

UBC Press The US security state is everywhere in cultural products: in army-supported news stories, TV shows, and video games; in CIA-influenced blockbusters and comics; and in State Department ads, broadcasts, and websites. Hearts and Mines examines the rise and reach of the US Empire's culture industry - a nexus between the US's security state and media firms and the source of cultural products that promote American strategic interests around the world. Building on Herbert I. Schiller's classic study of US Empire and communications, Tanner Mirrlees interrogates the symbiotic geopolitical and economic relationships between the US state and media firms that drive the production of imperial culture.

ESSENTIALS OF BUSINESS STATISTICS

COMMUNICATING WITH NUMBERS

Revised edition of the authors' Essentials of business statistics, c2014.

ADVANCES IN SOFTWARE ENGINEERING, EDUCATION, AND E-LEARNING

PROCEEDINGS FROM FECS'20, FCS'20, SERP'20, AND EEE'20

Springer Nature This book presents the proceedings of four conferences: The 16th International Conference on Frontiers in Education: Computer Science and Computer Engineering + STEM (FECS'20), The 16th International Conference on Foundations of Computer Science (FCS'20), The 18th International Conference on Software Engineering Research and Practice (SERP'20), and The 19th International Conference on e-Learning, e-Business, Enterprise Information Systems, & e-Government (EEE'20). The conferences took place in Las Vegas, NV, USA, July 27-30, 2020 as part of the larger 2020 World Congress in Computer Science, Computer Engineering, & Applied Computing (CSCE'20), which features 20 major tracks. Authors include academics, researchers, professionals, and students. This book contains an open access chapter entitled, "Advances in Software Engineering, Education, and e-Learning". Presents the proceedings of four conferences as part of the 2020 World Congress in Computer Science, Computer Engineering, & Applied Computing (CSCE'20); Includes the tracks Computer Engineering + STEM, Foundations of Computer Science, Software Engineering Research, and e-Learning, e-Business, Enterprise Information Systems, & e-Government; Features papers from FECS'20, FCS'20, SERP'20, EEE'20, including one open access chapter.

NETWORKS OF NETWORKS: THE LAST FRONTIER OF COMPLEXITY

Springer The present work is meant as a reference to provide an organic and comprehensive view of the most relevant results in the exciting new field of Networks of Networks (NetoNets). Seminal papers have recently been published posing the basis to study what happens when different networks interact, thus providing evidence for the emergence of new, unexpected behaviors and vulnerabilities. From those seminal works, the awareness on the importance understanding Networks of Networks (NetoNets) has spread to the entire community of Complexity Science. The reader will benefit from the experience of some of the most well-recognized leaders in this field. The contents have been aggregated under four headings; General Theory, Phenomenology, Applications and Risk Assessment. The reader will be impressed by the different applications of the general paradigm that span from physiology, to financial risk, to transports. We are currently making the first steps to reduce the distance between the language and the way of thinking of the two

communities of experts in real infrastructures and the complexity scientists. Although this path may prove to be long, it is extremely promising, both in extending our understanding of complex systems and in finding concrete applications that can enhance the life quality of millions of people.

MODERNIZING LEARNING

BUILDING THE FUTURE LEARNING ECOSYSTEM

LOOSE LEAF FOR COMPUTING ESSENTIALS 2021

McGraw-Hill Education The rate of change in the digital information age is clearly increasing, and computer literacy is becoming a prerequisite. The goal of the 28th edition of **Computing Essentials** is to provide students with an introductory understanding of the concepts necessary for success and to instill an appreciation for the effect of information technology on people, privacy, ethics, and our environment. Today's students put much effort toward the things that are relevant to them, yet it is sometimes difficult to engage them in other equally important topics like personal privacy and technological advances. Each chapter highlights a most promising career in IT including webmaster, software engineer, and database administrator by presenting job titles, responsibilities, educational requirements, and salary ranges. Students see the material relate directly to potential career paths. Each chapter describes how its content is relevant to students' lives today and critical to their future. Each chapter presents practical tips related to key concepts through the demonstration of interesting and relevant applications. Topics presented focus first on outputs rather than processes and then dive into the concepts and processes. Motivation and relevance are the keys. This text has several features specifically designed to engage and demonstrate the relevance of technology in our lives. These elements are combined with thorough coverage of the concepts and sound pedagogical devices. The text uses graphics to reinforce key concepts and offers unique features and benefits found in few other texts: **Making IT Work for You** addresses topics and discussion questions that cover issues like online entertainment, gaming, virtual assistants, and the mobile office. **Look to the Future** boxes in each chapter have been revised to show that the expected breakthroughs of tomorrow are rooted in today's advances. **Why Should I Read This?** sections present a visually engaging and concise presentation of the chapter's relevance to the reader's life in the digital world. **Visual summaries** review major concepts covered throughout the chapter. **Environment** marginal boxes cover topics like plagiarism, editing images to promote a message, and the use of monitoring software. **Privacy** marginal boxes cover topics like protecting personal information on a free Wi-Fi network or disposing of an outdated computer to help students think critically and communicate effectively. **Ethics** marginal boxes cover related technologies and topics like proper disposal of older monitors, empty inkjet cartridges, and old computers. **Concept Check** segments cue students to note which topics have been covered and to self-test their understanding of the material presented. Brief discussions at the close of each chapter address recent technological advancements related to the chapter material. A test bank with more than 2,200 questions is categorized by level of learning. **Using IT at MoviesOnline**, a case study of a fictitious organization, provides an up-close look at what students might find on the job in the real world. **New to This Edition** Every chapter's **Making IT Work for You**, **Privacy**, **Ethics**, and **Environment** features have been carefully reevaluated, enhanced, or replaced. Every chapter's **Look to the Future** feature has been revised to show that tomorrow's expected breakthroughs are rooted in today's advances. Expanded coverage includes Web 1.0, 2.0, and 3.0; social media; Windows 10; VR hardware; cloud storage; cybersecurity; drones and robotics; and gaming. Updated and expanded descriptions of programming languages highlight popular choices.

ORGANIC CHEMISTRY

STRATEGIC MANAGEMENT

CONCEPTS AND CASES

McGraw-Hill Europe Combining quality and user-friendliness with rigor and relevance, Frank T. Rothaermel synthesizes theory, empirical research, and practical applications in a **breakthrough new text** designed to prepare students for the types of challenges they will face as managers in the globalized and turbulent business environment of the 21st century. This new textbook, written with a single, strong voice, weaves together classic and cutting-edge theory with in-chapter cases and strategy highlights, to teach students how companies gain and sustain competitive advantage. **OneBook...OneVoice...OneVision**

BIOLOGY

McGraw-Hill Science, Engineering & Mathematics **Take a New Look at Raven!** "BIOLOGY" is an authoritative majors textbook focusing on evolution as a unifying theme. In revising the text, McGraw-Hill consulted with numerous users, noted experts and professors in the field. "Biology" is distinguished from other texts by its strong emphasis on natural selection and the evolutionary process that explains biodiversity. The new 8th edition continues that tradition and advances into modern biology by featuring the latest in cutting edge content reflective of the rapid advances in biology. That same modern perspective was brought into the completely new art program offering readers a dynamic, realistic, and accurate, visual program. To view a sample chapter, go to www.ravenbiology.com

MICROSOFT POWERPOINT 97

McGraw-Hill College

PROMOTING HEALTH

A PRACTICAL GUIDE TO HEALTH EDUCATION

John Wiley & Sons **Abstract:** This easy-to-read health education guide is designed to be used as a basic, comprehensive text, as a self-teaching aid, and as a source of materials and ideas for group teaching by course tutors. Concepts of assessing health education needs, setting priorities and planning programs are also discussed. Thirty-eight exercises, quizzes and study questions, numerous case-studies and cartoons are included.

HOLE'S ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY

McGraw-Hill College **Designed for the one-semester anatomy and physiology course, "Hole's Essentials of Human Anatomy and Physiology" assumes no prior science knowledge and supports core topics with clinical applications, making difficult concepts relevant to students pursuing careers in the allied health field. The unparalleled teaching system is highly effective in providing students with a solid understanding of the important concepts in anatomy and physiology.**

EXCEL 2002 FOR DUMMIES

For Dummies **Just because electronic spreadsheets like Excel 2002 have become almost as commonplace on today's personal computers as word processors and games doesn't mean that they're either well understood or well used. If you're one of the many folks who has Office XP on your computer but doesn't know a spreadsheet from a bedsheet, this means that Excel 2002 is just sitting there taking up a lot of space. Well, it's high time to change all that. One look at the Excel 2002 screen (with all its boxes, buttons, and tabs), and you realize how much stuff is going on there. Excel 2002 For Dummies will help you make some sense out of the rash of icons, buttons, and boxes that you're going to be facing day after day. And when you ready to go beyond spreadsheet basics, this guide will also introduce you to Conjuring up charts Inserting graphics Designing a database Converting spreadsheets into Web pages Most of all, Excel 2002 For Dummies covers the fundamental techniques that you need to know in order to create, edit, format, and print your own worksheets. In this book, you'll find all the information that you need to keep your head above water as you accomplish the everyday tasks that people do with Excel. This down-to-earth guide covers all these topics and more: Creating a spreadsheet from scratch Document recovery Formatting fundamentals Making corrections (and how to undo them) Retrieving data from your spreadsheets Protecting your documents Demystifying formulas Now, even if your job doesn't involve creating worksheets with a lot of fancy financial calculations or lah-dee-dah charts, you probably have plenty of things for which you could and should be using Excel. For instance, you may have to keep lists of information or maybe even put together tables of information for your job. Excel is a great list keeper and one heck of a table maker. You can use Excel anytime you need to keep track of products that you sell, clients who you service, employees who you oversee, or you name it.**

UNDERSTANDING BUSINESS

THE CORE
