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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.

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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.

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Google Sheets. When you need an answer fast, you will find it right at your fingertips with this Google Sheets Quick Reference Guide. Clear and easy-to-use, quick reference guides are perfect for individuals, schools, businesses, and

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as supplemental training materials.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Database Systems: The Complete Book is ideal for Database Systems and Database Design and Application courses offered at the junior, senior and graduate levels in Computer Science departments. A basic understanding of algebraic expressions and laws, logic, basic data structure, OOP concepts, and programming environments is implied. Written by well-known computer scientists, this introduction to database systems offers a comprehensive approach, focusing on database design, database use, and implementation of database applications and database

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management systems. The first half of the book provides in-depth coverage of databases from the point of view of the database designer, user, and application programmer. It covers the latest database standards SQL:1999, SQL/PSM, SQL/CLI, JDBC, ODL, and XML, with broader coverage of SQL than most other texts. The second half of the book provides in-depth coverage of databases from the point of view of the DBMS implementor. It focuses on storage structures, query processing, and transaction management. The book covers the main techniques in these areas with broader coverage of query optimization than most other texts, along with advanced topics including multidimensional and bitmap indexes, distributed transactions, and information integration techniques.

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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. GO! with Office 2016 Getting Started is an Introductory text that offers a chapter on core Office 2016 features, and then one chapter for each of the four primary applications that introduces students to the basic features of each. Using the scenario-based instructional projects students learn the basics and then apply them through mastery, problem-solving, and critical thinking projects. In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need

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to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application. NOTE: This is the standalone book(spiral bound), if you want the book/access card order the ISBN below; 0134582152 / 9780134582153 GO! with Microsoft Office 2016 Getting Started & MyITLab with Pearson eText -- Access Card -- for GO! 2016 with Technology In Action Package Package consists of: 0134444957 / 9780134444956 MyITLab with Pearson eText -- Access Card

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-- for GO! 2016 with Technology In Action 0134497066 / 9780134497068 GO! with Microsoft Office 2016 Getting Started ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products.

Learning Microsoft Office 2016 Level 1

Easy Phrasal Verbs

Learn English Verbs Through Conversations

GO! with Office 2019 Volume 1

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Calculus

Janice J. Beaty's best-selling Observing Development of the Young Child teaches its audience how to observe, record, and interpret the development of children ages three through five by utilizing a unique checklist to document each aspect of development. This proven resource discusses what these young children are like, and how to support them in their early development with exciting hands-on activities. Even though the new edition has undergone quite an extensive revision, long-time adoptees and fans of the book in its previous editions can

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rest assured that the author has preserved many of the original features while adapting them to new circumstances of today's early childhood education environment, the key issues, and new research. Streamlined from previous editions, with 12 chapters instead of 14, this practical, easy-to-use system is based on a progression of children's skill development in six major areas: emotional, social, physical, cognitive, language, and creative. Used successfully in early childhood programs all over the country since its inception, this unique and mainstay text looks at child development versus child behaviors,

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preparing its readers to become avid observers, recording what he/she sees, mastering how to interpret the data, and becoming adept at how to use the observations to plan for the young individuals they will encounter.

Drawing on their decades of teaching experience, William Briggs and Lyle Cochran have created a calculus text that carries the teacher's voice beyond the classroom. That voice-evident in the narrative, the figures, and the questions interspersed in the narrative-is a master teacher leading readers to deeper levels of understanding. The authors appeal to readers'

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geometric intuition to introduce fundamental concepts and lay the foundation for the more rigorous development that follows.

Comprehensive exercise sets have received praise for their creativity, quality, and scope.

Note: This is the standalone book if you want the book/access card order the ISBN below:

0321665880 / 9780321665881 Multivariable Calculus Plus MyMathLab -- Access Card

Package Package consists of: 0321431308 / 9780321431301 MyMathLab/MyStatLab -- Glue-in Access Card 0321654064 / 9780321654069

MyMathLab Inside Star Sticker 0321664159 /

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9780321664150 Multivariable Calculus

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. GO! with Office 2016 is the right approach to learning for today's fast-moving, mobile environment. The GO! Series focuses on the job and success skills students need to succeed in the workforce. With GO! All in One, you can teach Computer Concepts and Applications together - the way it is in the real world! Engage your students right away by focusing on jobs and incorporating cloud

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computing and collaboration in a logical way. And, put concepts into action using a unique, integrated, jobs-focused, unit approach, or take an IC3 approach to help prepare students to take the IC3 exams. By using jobs-related projects, students learn Microsoft Office in the context of a real work environment. With these projects, students learn the how and why at the moment they need to know, and they never get lost because the GO! Series using Microsoft procedural syntax. MyITLab ® is designed with the learner in mind. It provides access to all of the resources, including the interactive eText

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with videos, IT Concepts simulations, and quick check quizzes built in, plus the Grader Projects and Simulations for Microsoft applications Designed for a new generation of learners Skills for Success teaches students the way they prefer to learn software-instead of reading big blocks of text, they'd rather see and do. Using the hallmark visual layout, students complete an entire skill in just two pages. Step-by-step instructions are aligned with full size screens image to guide students as they progress through each new skill. No matter what device they are using-desktop or tablet-or their current

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skill level, students will learn what they need to get started quickly. Note: You are purchasing a standalone product; MyMathLab does not come packaged with this content. Students, if interested in purchasing this title with MyMathLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Introduction to Computers

Looseleaf for Microsoft Office 365: A Skills Approach, 2019 Edition

Algebra

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Skills for Success with Microsoft Office 2016 The Complete Book

In today's technological age, computer literacy is important for everyone, and now learning the basics is easier than ever. This title engages students by combining a unique teaching approach with rich companion media.

Elayn Martin-Gay firmly believes that every student can succeed, and her developmental math textbooks and video resources are motivated by this belief. Algebra: A Combined Approach , Fourth Edition was written to provide students with a solid foundation in algebra and help them effectively transition to their next

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mathematics course. The new edition offers new resources like the Student Organizer and now includes Student Resources in the back of the book to help students on their quest for success.

For introductory courses in Microsoft(R) Office.

Seamless digital instruction, practice, and assessment

For over 17 years, instructors have relied upon the GO! series to teach Microsoft Office successfully. The series uses a project-based approach that clusters learning objectives around projects, rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so students always know where to go

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on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they're needed. Updated to Office 365, GO! with Microsoft(R) Office 365(R), 2019 Edition, Introductory adds tips for Mac users, revised instructional projects, and improved coverage of the what, why, and how of skills application. Also available with MyLab IT By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-

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to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content. Students, if interested in purchasing this title with MyLab IT, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the physical text and MyLab IT, search for: 013576887X / 9780135768877 GO! with Office 2019 Introductory, 1 /e + MyLab IT w/

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Mrs Bartolotti is quite used to receiving surprises in the post as she's very forgetful! But this one beats the lot - Conrad, a perfect, factory-made child who never does anything wrong. And when the men from the factory realise that the child has been delivered to the wrong address, they come to take him back. Conrad doesn't want to go. So Mrs Bartolotti comes up with a plan, and

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Conrad is unrecognisable . . .

A Combined Approach

Userchain

Observing Development of the Young Child

GO! with Microsoft Office 2019 Getting Started

Unstoppable

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book covers introductory Microsoft Word, Excel, Access, and PowerPoint, with an additional Windows 10 chapter.

Beyond point-and-click The goal of the Exploring series

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is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab ® is an online homework, tutorial, and assessment program designed for Information Technology

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(IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for

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hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own.

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New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab ® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more

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quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Is there anything that electric chemistry can't overcome?
The past may be gone, but love has a way of holding on in

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this “thoughtful romance” (School Library Journal) told in alternating Before and After chapters. The summer before freshman year, Kelsey and David became inseparable best friends—until the night a misunderstanding turned Kelsey into the school joke and everything around her crumbled, including her friendship with David. So when Kelsey’s parents decide to move away, she can’t wait to start over and leave the past behind. But David’s not quite ready for her to leave. Now it’s senior year and Kelsey has a new group of friends, genuine popularity, and a hot boyfriend. Her life is perfect. That is, until David’s family moves to town. Old

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feelings bubble to the surface and threaten to destroy Kelsey's second chance at happiness. The more time she spends with David, the more she realizes she never let him go. And maybe she never wants to...

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Students will gain an understanding of the essential computer concepts they need to know to help them be successful in today's computing world. Important Notice: Media content referenced within the product description

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Go! All in One

For introductory courses in Microsoft(R) Office. Seamless digital instruction, practice, and assessment For over 17 years, instructors have relied upon the GO! series to teach Microsoft Office successfully. The series uses a project-¿based approach that clusters learning objectives around projects, rather than

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software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so students always know where to go on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they're needed. Updated to Office 365, GO! with Microsoft(R) Office 365(R), 2019 Edition, Getting Started adds tips for Mac users, revised instructional projects, and improved coverage of the what, why, and how of skills application. Also available with MyLab IT By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive

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This custom edition is published specifically for Swinburne University.

"For over 17 years, instructors have relied upon the GO! series to

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teach Microsoft Office successfully. The series uses a project-based approach that clusters learning objectives around projects, rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so students always know where to go on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they're needed. Updated to Office 365, GO! with Microsoft® Office 365®, Excel 2019 Comprehensive adds tips for Mac users, revised instructional projects, and improved coverage of the what, why, and how of skills application."--Publisher's web page.

For courses in Microsoft(R) Office applications. Designed for a

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new generation of learners Trusted for over 15 years, Skills for Success with Microsoft Office 365, 2019 Edition, Introductory , teaches students software the way they prefer to learn it -- by seeing and doing, rather than reading blocks of text. Each skill is presented in a highly visual two-page spread with step-by-step instructions so students can easily follow along. Real-world projects build critical thinking, problem-solving, and collaborative skills, while meeting MOS objectives. The 2019 edition includes new Skills 1-10 Instructional Grader projects requiring students to read the book and complete projects in tandem. It also has a wealth of new Mac OS(R) tips and best practices to ensure all students can learn and apply the skills effectively. Also available with MyLab IT By combining trusted

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author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content. Students, if interested in purchasing this title with MyLab IT, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If

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GO! with Office 2016

GO! All in One

GO! with Office 365 Getting Started

Technology in Action, Complete

Introductory Management Accounting

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Do you have problems with phrasal verbs? Don't panic! You're not alone. Many English learners find phrasal verbs difficult to remember. The secret to learning phrasal verbs is to use them in daily conversation, not just memorize them for grammar tests! This book contains over 450 everyday conversations and more than 200 exercises which will show you how to really use phrasal verbs like a native speaker. For free phrasal verb lists, examples and exercises please take a look at my website, www.phrasalverbsexamples.com I hope you enjoy using this book. Dan Shepherd BSc MSc

Intended primarily for courses in computer concepts and office applications, this text also provides practical content to current and aspiring industry professionals. This book teaches computer concepts and applications together. It

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engages readers rightaway by using a jobs-focused approach that integrates computer concepts and applications into practical combinations of concepts and skills in the context of a job. With this approach, readers learn how to work in the real world where they will solve problems using computer concepts and skills related to the Internet, Microsoft Office 2013 applications, collaboration, social media, and cloud computing.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly

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defined projects for students and a one-of-a-kind supplements package. **This is a one-chapter book supplement that is designed to be packaged with an Office 2010 or Computer Concepts textbook. **

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Financial Management for Public, Health, and Not-for-profit Organizations

ALEKS Users Guide

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Canada in the Global Environment

GO! All in One: Computer Concepts and Applications

Discrete Mathematics and Its Applications

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photographs, enlivened with applications that focus on issues at play in today's world, focused on learning-by-doing, and seamlessly integrated with MyEconLab. These are the hallmarks of this ninth edition of *Economics: Canada in the Global Environment*. Learning Microsoft Office® 2016, Level 1 Teaches advanced skills of the Microsoft® Office suite 2016 (Word, Excel, PowerPoint and Access) in the context of business scenarios. Covers core level certification for Word and Excel, PowerPoint and Access. Streamlined chapters and short lessons underscore real-life business settings • What You Will Learn. Each lesson starts with

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an overview of the learning objectives covered in the lesson. • Words to Know. Key terms are included and defined at the start of each lesson and then highlighted in the text. • What You Can Do. Concise notes for learning the computer concepts. • Try It. Hands-on practice activities provide brief procedures to teach all necessary skills. • Practice. These projects give students a chance to create documents, spreadsheets, database objects, and presentations by entering information. Steps provide all the how-to information needed to complete project. • Apply. Each lesson concludes with a project that challenges students to apply what they have learned.

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through steps that tell them what to do, without all the how-to information. In the Apply projects, students must show they have mastered each skill set. • Each chapter ends with two assessment projects, Critical Thinking and Portfolio Builder, which incorporate all the skills covered throughout the chapter.

Provides for each text chapter: an overview, study tips, chapter review formatted for easy note taking, and a self-test including a variety of test questions and problems (with full solutions and explanations).

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Education from McGraw-Hill over the World Wide Web. ALEKS delivers precise assessments of your math knowledge, guides you in the selection of appropriate new study material, and records your progress toward mastery of goals. ALEKS interacts with you much as a skilled human tutor would, moving between explanation and practice as needed, correcting and analyzing errors, defining terms and changing topics on request. By accurately assessing your knowledge, ALEKS focus clearly on what you are ready to learn next, helping you master the course content more quickly and easily.

Macroeconomics

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GO! with Microsoft Office 2016 Getting Started
Last Year's Mistake

Conrad, the Factory-Made Boy

Exploring Microsoft Office 2016

For introductory courses in computer concepts and Microsoft(R) Office. Seamless Microsoft Office instruction, practice, and assessment - coupled with computer concepts With GO! All in One: Computer Concepts and Applications , you can teach computer concepts and applications together - the way they're meant to be used. Engage students with jobs-related projects that teach Microsoft Office in the context of a real workplace. Put concepts into action using a jobs-focused, unit-based approach, or take an IC3-based approach to prepare

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associate with people such as sports superstars, those who do whatever it takes to inspire others and lead teams to the greatest of victories. Sometimes, an idea or person can become unstoppable. Unstoppable, like Charles Lindbergh crossing the Atlantic in a solo flight when no one had thought it was possible or track star Roger Bannister breaking the four-minute mile barrier. Not everyone can be an explorer or a great athlete, but anyone can be unstoppable in their chosen endeavors in life. If you are willing to possess an unwavering determination to succeed and a consistent willingness to learn and evolve, you can become unstoppable and triumph too. This book is about a personal struggle, one in which the author awoke from a coma after a terrible accident and faced a life of permanent paralysis. A long battle of driven determination resulted in Yanni Raz

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regaining his health and becoming a self-made millionaire after migrating from his native Israel to the United States. Through careers as a musician, a Starbucks barista, a salesman, a real estate whiz, a professional poker player and a hard money lender, Yanni learned reliable principles and the skills necessary for success. Unstoppable covers many topics including controlling your life, making the best decisions, creating new opportunities, properly assessing signals, expertly negotiating, and succeeding by storytelling across the media landscape. You'll learn about integrity in business, asset diversification, and many other life tips that thousands of people learn from Yanni on a daily basis. It is time to become fearless and lead a powerful life. With Yanni's new book Unstoppable, you can do just that.

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One of the few books that addresses financial and managerial accounting within the three major areas of the public sector--government, health, and not-for-profit--the Second Edition provides the fundamentals of financial management for those pursuing careers within these fields. KEY TOPICS: "With a unique presentation that explains the rules specific to the public sector, this book outlines the framework for readers to access and apply financial information more effectively. Employing an engaging and user-friendly approach, this book clearly defines essential vocabulary, concepts, methods, and basic tools of financial management and financial analysis that are imperative to achieving success in the field. This book is intended for financial managers and general managers who are required to obtain, understand, and use accounting information

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to improve the financial results of their organizations, specifically within the areas of government or public policy and management, not-for-profit management, and health policy and management.

Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now

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