

Free Quick Reference Guide Templates

Mr. Spreadsheet has done it again with 101 easy-to-apply Excel formulas 101 Ready-to-Use Excel Formulas is filled with the most commonly-used, real-world Excel formulas that can be repurposed and put into action, saving you time and increasing your productivity. Each segment of this book outlines a common business or analysis problem that needs to be solved and provides the actual Excel formulas to solve the problem—along with detailed explanation of how the formulas work. Written in a user-friendly style that relies on a tips and tricks approach, the book details how to perform everyday Excel tasks with confidence. 101 Ready-to-Use Excel Formulas is sure to become a well-thumbed reference to solve your workplace problems. The recipes in the book are structured to first present the problem, then provide the formula solution, and finally show how it works so that it can be customized to fit your needs. The companion website to the book allows readers to easily test the formulas and provides visual confirmation of the concepts presented. Teaches you how to implement the required Excel formula Explains and details how the formulas work Lets you reuse or customize the given formula to address your particular needs Helps you make the formulas a regular part of your new, more efficient workflow Specific real-world scenarios are used to demonstrate how to most effectively apply Excel and its powerful formulas to complete tasks faster and with greater accuracy than ever before. Now you can save time, automate, and be more efficient and productive with 101 Ready-to-Use Excel Formulas.

Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft: clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

Among the many different approaches to “templating” with Perl—such as Emberl, Mason, HTML::Template, and hundreds of other lesser known systems—the Template Toolkit is widely recognized as one of the most versatile. Like other templating systems, the Template Toolkit allows programmers to embed Perl code and custom macros in HTML documents in order to create customized documents on the fly. But unlike the others, the Template Toolkit is as facile at producing HTML as it is at producing XML, PDF, or any other output format. And because it has its own simple templating language, templates can be written and edited by people who don’t know Perl. In short, the Template Toolkit combines the best features of its competitors, with ease-of-use and flexibility, resulting in a technology that’s fast, powerful and extensible, and ideally suited to the production and maintenance of web content and other dynamic document systems.In Perl Template Toolkit you'll find detailed coverage of this increasingly popular technology. Written by core members of the technology's development team, the book guides you through the entire process of installing, configuring, using, and extending the Template Toolkit. It begins with a fast-paced but thorough tutorial on building web content with the Template Toolkit, and then walks you through generating and using data files, particularly with XML. It also provides detailed information on the Template Toolkit's modules, libraries, and tools in addition to a complete reference manual.Topics in the book include: Getting started with the template toolkit The Template language Template directives Filters Plugins Extending the Template Toolkit Accessing databases XML Advanced static web page techniques Dynamic web content and web applications The only book to cover this important tool, Perl Template Toolkit is essential reading for any Perl programmer who wants to create dynamic web content that is remarkably easy to maintain. This book is your surefire guide to implementing this fast, flexible, and powerful templating system.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE)

The Definitive Guide

Bootstrap Reference Guide

Microsoft Manual of Style

Creating Templates with Artisteer

101 Ready-to-Use Excel Formulas

The go-to legal resource for today's principals! New technology and world events have upended everything we once took for granted about schools, including the laws and policies that govern them. School safety concerns, curriculum challenges, the ever-changing landscape of social media, and the 2020/2021 COVID-19 crisis have made school leadership an infinitely more complex arena. Familiarity with the law is essential to help principals maintain safe and equitable communities and minimize legal risk. The 4th edition of *The Principal's Quick-Reference Guide to School Law* provides the go-to help principals need to increase their knowledge of education law in this time of change. Within its pages, leaders can access tools to help them make better decisions when educational law related issues impact their schools. Readers will find A completely revamped design for easier reference Practical examples to help demystify complex cases Updated cases studies from 2014 to today Guidance on new topics, such as vaping, sexting, student protests and walkouts An “Education Law 101 for Teachers” section to help leaders provide basic legal training for staff and teachers. Written for aspiring and current school principals, this book will answer all the “what if” questions that inevitably arise at least once in every leader’s tenure.

Millions of teachers worldwide use the Understanding by Design® (UbD) curriculum planning framework to create units of instruction that develop and deepen student learning. This quick reference guide from UbD co-creator, Jay McTighe covers UbD’s key tenets and three-stage “backward design” process and introduces the framework’s design templates and quality standards. It also explains key vocabulary and explores essential aspects of unit construction, including Focusing instruction and assessment on “big ideas” and essential questions; Creating authentic performance tasks that reveal evidence of understanding; and Designing meaningful learning events that help students acquire targeted knowledge and skills, understand important ideas, and be prepared to transfer those understandings to meet new challenges in and beyond the classroom.Featuring FAQs, indicators of success, and links to additional resources, the Fundamentals of Understanding by Design is for anyone looking to get started with UbD and for current users seeking a handy resource to keep their design work on track.8.5” x 11” 3-panel foldout guide (6 pages), laminated for extra durability and 3-hole-punched for binder storage.

Geared toward the intermediate to advanced Excel 2016 user, this example-rich 4-page laminated card/guide provides explanations and context for many powerful Excel 2016 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel’s troubleshooting features. Written with Beezix’s trademark focus on clarity, accuracy, and the user’s perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide.Topics include:Controlling Order of PrecedenceConditionally Summing/Counting Data (SUMIF, COUNTIF)Being Precise (Rounding functions)Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT)New Functions for Office 365, Mobile & Online (CONCAT, TEXTJOIN, IFS, MAXIFS/MINIFS, SWITCH)Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE)Changing Results: IF, AND, OR, NOTTTable Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH)Error Recovery (ISNA, ISERROR)Array Formulas (Single Cell & Multi-Cell Arrays)Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS, EDATETIME)Using a Formula for Data Validation/Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows.

Examples: Summing Selected Data; Being Precise; Merging Text & Numbers; Table Lookups; Table Lookups with IF and ISERROR; Dates & Times; Single- and Multi-Cell Arrays.

Virtual Training Tools and Templates

The Missing Manual

A Guide for Personal, Professional and Business Users Including Application Software on CD-ROM

R Markdown

The Step-By-Step Guide for Building a Great Company

The Unofficial Cheat Sheet Reference for Google Docs

This book is aimed at those studying and working in the field of health care, including nurses and the professions allied to medicine, who have little prior knowledge of statistics but for whom critical review of research is an essential skill.

“This reference guide will help you find the code necessary to build common components, see a list of all the CSS classes, and get the color values in RGB and hexadecimal format”--Back cover.

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2016 Quick Reference Guide. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Bowker’s Law Books and Serials in Print

Responsive Web Design and Development Basics for Beginners

A Quick Reference Guide to Solving Your Branding Problems and Strengthening Your Market Position

Google Docs Reference and Cheat Sheet

Lean Six Sigma: International Standards and Global Guidelines

A Manual for Writers of Dissertations

“Lean Six Sigma: International Standards and Global Guidelines” is a “how-to” book for the global professional.

It's not the quantity of clinical documentation that matters—it's the quality. Is your clinical documentation improvement (CDI) program identifying your outliers? Does your documentation capture the level of ICD-10 coding specificity required to achieve optimal reimbursement? Are you clear on how to fix your coding and documentation shortfalls? Providing the most complete and accurate coding of diagnoses and site-specific procedures will vastly improve your practice's bottom line. Get the help you need with the Clinical Documentation Reference Guide. This start-to-finish CDI primer covers medical necessity, joint/shared visits, incident-to-billing, preventative care visits, the global surgical package, complications and comorbidities, and CDI for EMRs. Learn the all-important steps to ensure your records capture what your physicians perform during each encounter. Benefit from models to effectively communicate CDI concerns and protocols to your providers. Leverage the practical and effective guidance in AAPC's Clinical Documentation Reference Guide to triumph over your toughest documentation challenges. Prevent documentation deficiencies and keep your claims on track for optimal reimbursement. Understand the legal aspects of documentation Anticipate and avoid documentation trouble spots Keep compliance issues at bay Learn proactive measures to eliminate documentation problems Work the coding mantra—specificity, specificity, specificity Avoid common documentation errors identified by CERT and RACs Know the facts about EMR templates—and the pitfalls of auto-populate features Master documentation in the EMR with guidelines and tips Conquer CDI time-based coding for E/M The Clinical Documentation Reference Guide is approved for use during the CDEO® certification exam.

Are your virtual training tools ready for a tune-up? You've discovered the best way to reach remote audiences without boarding a single plane. And you've learned that an effective virtual training program is relatively short, highly relevant, and extremely engaging. Now you need the tried-and-true tools that will make your next program an all-out success. Virtual Training Tools and Templates: An Action Guide to Live Online Learning offers proven resources for delivering top-notch virtual training programs. Make expert trainer Cindy Huggett's professional array of virtual tools your own, and discover new perspectives from a range of training trailblazers. You'll find their real-world lessons learned and get full access to their secrets of the trade. Starting with a simple four-step process (get started, get ready, get buy-in, and get going), Huggett helps you select the right technology, then offers detailed sections on how to design content, develop activities, and work with both facilitators and producers. And if you're wondering how to prepare participants and evaluate program results, Huggett does not disappoint. Follow along as she guides you with new and relevant tips, tools, and templates every step of the way. A virtual training pioneer, Huggett wrote this book for you—instructional designers, facilitating trainers, learning coordinators, and training managers. And she continues to experiment with creative techniques and hone her skills so you can jump in with confidence. This complete guide builds on the author's popular *The Virtual Training Guidebook*—use them together or on their own to delve into Huggett's holistic approach to virtual training.

The Principal's Quick-Reference Guide to School Law

Maxwell Quick Medical Reference

Microsoft PowerPoint 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)

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

An Engineer's Field Guide to Technical Writing

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide. Simple and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

Microsoft Excel 2016 Functions and Formulas Quick Reference Card (4-Page Cheat Sheet Focusing on Examples and Context for Intermed

Interpreting Statistical Findings: A Guide For Health Professionals And Students

An Action Guide to Live Online Learning

The Startup Owner's Manual

Bootstrap 4 Quick Start

Brand Aid

Want to improve the design of your website or web application without having to write CSS styles from scratch? Learning HTML and CSS is a lot more challenging than it used to be. Responsive web design adds more layers of complexity to design and develop websites. In this book you will become familiar with the new cards component, setting up the new flexbox grid layout, customizing the look and feel, how to follow the mobile-first development workflow, and more! Web designer and developer Jacob Lett has built 100+ websites and WordPress themes. Let him show you exactly how to build responsive layouts that look great in every browser and device. He shares what you can't learn from the official documentation... the process of actually building a full layout. This book is focused on the workflow and does not duplicate what you can already find in the official documentation. This book will show you how to reference the documentation and use it effectively in your projects. BONUS: Includes a link to download a free cheat sheets bundle and a 1 hour training video.Who is this for?You're an absolute beginner and want to become a web developer.You learned HTML and CSS 5-10 years ago but are new to responsive web design basics.You have used Bootstrap before but want to learn new techniques and workflow.What will I learn?Learn what responsive web design is, the history behind it, and how the Bootstrap 4 frontend framework makes it easier to implement.Learn the web design process and workflow necessary to make a responsive website and application with Bootstrap 4.Learn what's new in Bootstrap 4 with a deep focus on CSS3 Flexbox, Cards, and the responsive grid layout.What will I build?Responsive Marketing Homepage - Topics covered: responsive images, image cards, parallax background images, Google fonts, carousel cross-fade, and vertical centered text.Bootstrap Admin Dashboard - Topics covered: 100% height sidebar, card deck, FontAwesome icons, responsive charts and tables, and custom navigation tree menu.How is this training unique?Learn by doing as you build two professional responsive layouts examples step-by-step.Focused on the workflow vs duplicating what you can find in the official documentation. This book will show you how to reference the documentation and use it effectively in your projects.Uses hyperlinks to point to code demos, snippets, videos, and external resources.What do I need?Some experience with HTML and CSS is helpful but not necessary.Does not require knowing Sass, command line, responsive layouts using Bootstrap 4. Buy the Bootstrap 4 Quick Start today and start building responsive layouts in less time and with less effort!

Creating stunning templates with Artisteer is a practical, step-by-step guide which will show you how to create professional-looking websites on your own.This book is great for enthusiasts, Artisteer users, and individuals who want to create professional-looking websites without paying for professional services and expensive tools. The book also shows you how to speed up your work and automate time-consuming tasks.

The health and fitness industry is huge, highly competitive, and often confusing to navigate. This one-of-a-kind book helps you make sense of the chaos, laying out a clear roadmap for career success—for both established professionals and anyone just getting started. With thousands of certifications, seminars, websites, and gurus promising advice, it's difficult for even the best pros to turn their passion for health and fitness into meaningful—and measurable—success. Enter Change Maker. In this definitive career guide, John Berardi—co-founder of Precision Nutrition, founder of Change Maker Academy, and one of the most successful people in the history of the health and fitness industry—shares his blueprint for becoming the ultimate change maker, one with a powerful purpose, an enthusiastic client base, and the ability to fund your own ideal lifestyle. Whether you're new to the industry and looking for a head-start, or you're already an expert but need a fresh approach, consider this your go-to career guide. With six helpful steps, this book covers the range of logistical, financial, psychological, and practical issues that every health and fitness pro needs to know, including how to: • Choose your specialty based on your unique strengths • Identify what your clients really want and deliver it every time • Build new relationships and become a next-level coach • Get new clients, make more money, and manage a thriving business • Nurture and protect your most precious asset, your reputation • Create a life-long, growth-oriented continuing education plan If you work as a trainer, nutritionist, functional medicine doctor, group instructor, rehab specialist, or health coach—or you eventually want to—this step-by-step guide will help you turn your passion for health and fitness into work you find joy in, your clients into raving fans, and your career into something powerful, meaningful, and change-making.

PRINCE2® - Quick Reference Cards set of 5

The Software Encyclopedia 2000

InfoWorld

Docs for Developers

A Guide to Advancing Thinking Through Writing in All Subjects and Grades

Perl Template Toolkit

Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

More than 100,000 entrepreneurs rely on this book for detailed, step-by-step instructions on building successful, scalable, profitable startups. The National Science Foundation pays hundreds of startup teams each year to follow the process outlined in the book, and it's taught at Stanford, Berkeley, Columbia and more than 100 other leading universities worldwide. Why?

The Startup Owner's Manual guides you, step-by-step, as you put the Customer Development process to work. This method was created by renowned Silicon Valley startup expert Steve Blank, co-creator with Eric Ries of the "Lean Startup" movement and tested and refined by him for more than a decade. This 608-page how-to guide includes over 100 charts, graphs, and diagrams, plus 77 valuable checklists that guide you as you drive your company toward profitability. It will help you: • Avoid the 9 deadly sins that destroy startups' chances for success • Use the Customer Development method to bring your business idea to life • Incorporate the Business Model Canvas as the organizing principle for startup hypotheses • Identify your customers and determine how to "get, keep and grow" customers profitably • Compute how you'll drive your startup to repeatable, scalable profits. The Startup Owner's Manual was originally published by K&S Ranch Publishing Inc. and is now available from Wiley. The cover, design, and content are the same as the prior release and should not be considered a new or updated product.

PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &– Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide •Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.) •Provides an entire section devoted to tailoring the development approach and processes •Includes an expanded list of models, methods, and artifacts •Focuses on not just delivering project outputs but also enabling outcomes, and •Integrates with PMIStandards™ for information and standards application content based on project type, development approach, and industry sector.

Turn Your Passion for Health and Fitness into a Powerful Purpose and a Wildly Successful Career

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

The Fundamentals of Understanding by Design (Quick Reference Guide)

The Software Encyclopedia

Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)

Word 2007

New to Microsoft Office 2016 or 2013? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as

supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of

R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tuftt handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parametrized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, markdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, Dynamic Documents with R and knitr, bookdown: Authoring Books and Technical Documents with R Markdown, and blogdown: Creating Websites with R Markdown. J.J. Allaire is the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including markdown, flexdashboard, learnr, and radix. Garrett Grolmund is the co-author of R for Data Science and author of Hands-On Programming with R. He wrote the lubricate R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse.

Learn to integrate programming with good documentation. This book teaches you the craft of documentation for each step in the software development lifecycle, from understanding your users' needs to publishing, measuring, and maintaining useful developer documentation. Well-documented projects save time for both developers on the project and users of the software. Projects without adequate documentation suffer from poor developer productivity, project scalability, user adoption, and accessibility. In short: bad documentation kills projects. Docs for Developers demystifies the process of creating great developer documentation, following a team of software developers as they work to launch a new product. At each step along the way, you learn through examples, templates, and principles how to create, measure, and maintain documentation tools you can adapt to the needs of your own organization. What You'll Learn Create friction logs and perform user research to understand your users' frustrations Research, draft, and write different kinds of documentation, including READMEs, API documentation, tutorials, conceptual content, and release notes Publish and maintain documentation alongside regular code releases Measure the success of the content you create through analytics and user feedback Organize larger sets of documentation to help users find the right information at the right time Who This Book Is For Ideal for software developers who need to create documentation alongside code, or for technical writers, developer advocates, product managers, and other technical roles that create and contribute to documentation for their products and services.

Clinical Documentation Reference Guide - First Edition

The Writing Revolution

Scalable Templating for the Web

PC Mag

a guide for health professionals and students

Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)

A catchy business name and a smart logo may get you a few clicks, but to create a sustaining image for your organization and build continual success will require the perfect branding statement. The essence of an organization begins with establishing its brand, therefore it is absolutely essential to get it right. Brand managers, marketers, and executives have long turned to the trusted principles in Brand Aid to troubleshoot their branding problems. Written by an acknowledged branding expert with 30 years of experience building world-class brands, this must-have guide covers topics ranging from research and positioning to brand equity management and architecture strategy. The latest edition has collected illuminating case studies, best practices, and the latest research in order to offer invaluable advice on every aspect of brand management, including: • The 6 most powerful sources of brand differentiation • 5 elements that trigger brand insistence • Turning brand strategy into advertising • Online branding • Social responsibility, sustainability, and storytelling • 60 nontraditional marketing techniques • And more! An organization cannot afford to get their branding wrong. With the treasure trove of techniques, templates, and rules of thumb found in Brand Aid, it won't!

This handy reference and cheat sheet contains top tips and easy-to-read annotated screenshots of Google Docs, the free online word processor and Microsoft Word alternative. The four-panel reference is printed on 8.5 by 11 inch high-quality card stock, perfect for desks, walls, and shelves. It has holes for three-ring binders. Topics include: • Annotated screenshots of the Google Docs home page and formatting toolbar • Google Docs basics, from document creation to margin adjustments • Templates and page styles • Inserting images, comments, headers & footers, and more • How to import Microsoft Word, .rtf, or .txt files • How to activate Office Compatibility Mode • How to convert to Microsoft Word, PDF, and other formats • How to edit documents while offline • How to use Office Compatibility Mode • Keyboard shortcutsNote that the Google Docs Reference and Cheat Sheet does not cover Google Drive, Google Sheets, Google Slides, or other applications in Google's free online office suite. The Google Docs Reference and Cheat Sheet was created by the author of the top-selling guide Google Drive & Docs In 30 Minutes.

Docs for DevelopersAn Engineer's Field Guide to Technical WritingApress

Bootstrap 4 and 3 Cheat Sheets Collection

Change Maker

Reducing Liability, Litigation, and Other Potential Legal Traps

In the Best Practice Free zone you can find 30 useful PRINCE2-templates (author: PUG-NL). Available as free download, click here> Summary of 2009 PRINCE 2 approach Sturdy, easy to carry booklet with Quick Reference Cards based on PRINCE2 2009 Edition Gives you the possibility to get, in one glance, familiar with the specifics of PRINCE2 edition 2009; the Themes, the Principles and its Process Model Contains the complete PRINCE2 Edition 2009 Process schemes (complete scheme and a tailoring example), PRINCE2 Edition 2009 Management Product Model, Tailoring PRINCE2 to the project environment and more Clever fold out with tabs for each subject Printed on water proof material: it withstands coffee stains, etc. Only available as a set of 5 booklets Endorsed by PRINCE User GROUP NL Ideal for training purposes Related Books: Project Management Based on PRINCE2™ 2009 Edition PRINCE2 2009 Edition - A Pocket Guide

"HELP! My Students Can't Write!" Why You Need a Writing Revolution in Your Classroom and How to Lead It. The Writing Revolution (TWR) provides a clear method of instruction that you can use no matter what subject or grade level you teach. The model, also known as The Hochman Method, has demonstrated, over and over, that it can turn weak writers into strong communicators by focusing on specific techniques that match their needs and by providing them with targeted feedback. Insurmountable as the challenges faced by many students may seem, TWR can make a dramatic difference. And the method does more than improve writing skills. It also helps: Boost reading comprehension Improve organizational and study skills Enhance speaking abilities Develop analytical capabilities TWR is as much a method of teaching writing. There's no separate writing block and no separate writing curriculum. Instead, teachers of all subjects adapt the TWR strategies and activities to their current curriculum and weave them into their content instruction. But perhaps what's most revolutionary about the TWR method is that it takes the mystery out of learning to write well. It breaks the writing process down into manageable chunks and then has students practice the chunks they need, repeatedly, while also learning content.