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**KEY=EXPLORING - TRUJILLO EDWARD**

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## Exploring Microsoft Office Access 2016 Comprehensive

Pearson "This book offers full, comprehensive coverage of Microsoft Access." "" Beyond point-and-click The goal of the "Exploring" series 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 (r) is an online homework, tutorial, and assessment program designed for Information Technology (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 the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information."

## Exploring Microsoft Office Excel 2019 Comprehensive

Prentice Hall The Exploring Microsoft® Office 365® series moves students beyond rote tasks to a deeper comprehension of how, when, and why to apply Office skills. A market leader for over 20 years, the collection helps students achieve high-level learning outcomes by engaging them in the way they learn best -- through hands-on practice. A dozen exercises in each chapter range from multiple-choice questions to open-ended projects. Revised to reflect Microsoft Office 365, the 2019 edition is Mac compatible and adds new critical thinking assignments to help students build fundamental 21st-century skills.

## Exploring Microsoft Word 2019 Comprehensive

Pearson For courses covering introductory Microsoft(R) Word(TM). Beyond point-and-click The Exploring Microsoft(R) Office 365(R) series moves students beyond rote tasks to a deeper comprehension of how, when, and why to apply Office skills. A market leader for over 20 years, the collection helps students achieve high-level learning outcomes by engaging them in the way they learn best - through hands-on practice. A dozen exercises in each chapter range from multiple-choice questions to open-ended projects. Revised to reflect Microsoft Office 365, the 2019 edition is Mac compatible and adds new critical thinking assignments to help students build fundamental 21st-century skills. 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-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: 0135825091 / 9780135825099 Exploring: Microsoft Word 2019 Comprehensive, 1/e + MyLab IT w/ Pearson eText, 1/e Package consists of: 0135402468 / 9780135402467 MyLab IT with Pearson eText -- Access Card -- for Exploring Microsoft Office 2019, 1/e 0135436400 / 9780135436400 Exploring Microsoft Word 2019 Comprehensive, 1/e**

## Exploring Microsoft Office 2016

**Pearson 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 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 (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 the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.**

## Microsoft Office 2016 Step by Step

**Microsoft Press The quick way to get started with Microsoft Office 2016! This is learning made easy. Get more done quickly with Microsoft Word, Excel, PowerPoint, and Outlook. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format documents for visual impact Quickly prepare personalized email messages and labels Build powerful workbooks for analysis and reporting Analyze alternative data sets with Quick Analysis Lens, Goal Seek, and Solver Prepare highly effective presentations Strengthen your presentations by adding tables and graphics Organize your email, scheduling, and contacts Look up just the tasks and lessons you need**

## Human Trafficking

## A Comprehensive Exploration of Modern Day Slavery

**SAGE Publications Human Trafficking: A Comprehensive Exploration into Modern Day Slavery by Wendy Stickle, Shelby Hickman, and Christine White examines the legal, socio-cultural, historical, and political aspects of human trafficking and modern-day slavery. While most texts only cover sex trafficking and labor trafficking, this text takes a more inclusive approach, provide coverage of what is currently known about organ trafficking, child marriage, and child soldiers as well. These topics are explored within the borders of the United States as well as across the world. The reality is that this problem is not limited to one country or, even, one continent. Technology and globalization have made this an international crisis that requires a collaborative and cooperative international response. The goal of this text is to provide an accurate understanding of all forms of human trafficking and current responses to this crime. You can find additional author-created digital resources to accompany this text at <https://sagehtbook.weebly.com/>**

## Model Rules of Professional Conduct

[American Bar Association](#) **The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.**

## Strengthening Forensic Science in the United States

### A Path Forward

[National Academies Press](#) **Scores of talented and dedicated people serve the forensic science community, performing vitally important work. However, they are often constrained by lack of adequate resources, sound policies, and national support. It is clear that change and advancements, both systematic and scientific, are needed in a number of forensic science disciplines to ensure the reliability of work, establish enforceable standards, and promote best practices with consistent application. Strengthening Forensic Science in the United States: A Path Forward provides a detailed plan for addressing these needs and suggests the creation of a new government entity, the National Institute of Forensic Science, to establish and enforce standards within the forensic science community. The benefits of improving and regulating the forensic science disciplines are clear: assisting law enforcement officials, enhancing homeland security, and reducing the risk of wrongful conviction and exoneration. Strengthening Forensic Science in the United States gives a full account of what is needed to advance the forensic science disciplines, including upgrading of systems and organizational structures, better training, widespread adoption of uniform and enforceable best practices, and mandatory certification and accreditation programs. While this book provides an essential call-to-action for congress and policy makers, it also serves as a vital tool for law enforcement agencies, criminal prosecutors and attorneys, and forensic science educators.**

## Learning to Teach in the Secondary School

### A Companion to School Experience

[Routledge](#) **For all undergraduate, postgraduate and school-based routes to qualified teacher status, Learning to Teach in the Secondary School is an essential introduction to the key skills and knowledge needed to become a secondary teacher. Underpinned by evidence-informed practice and focussing on what you need to know to thrive in the classroom, the eighth edition is fully updated in light of changes in the field, covers new topics and provides additional guidance on topics such as developing your resilience, using digital technologies, closing the achievement gap and using data to inform your teaching and pupil learning. The text includes a wealth of examples and tasks to demonstrate how to successfully apply theory to practice and how to critically reflect on and analyse your practice to maximise pupil learning. The wide range of pedagogical features supports both school- and university-based work up to Masters level. Written by experts in the field, the 37 concise units create unit-by-unit coverage that can be dipped into, offering guidance on all aspects of learning to teach including: Managing your workload Lesson planning Curriculum Motivating pupils Promoting behaviour for learning Assessment, marking and feedback Special educational needs and disabilities (SEND) Applying for jobs, developing as a professional and networking Learning to Teach in the Secondary School provides practical help and guidance for many of the situations and potential challenges you are faced with in school. The text is extended by a companion website that includes additional information as well as specific units covering England, Northern Ireland, Scotland and Wales. Supported by the subject-specific titles in the Learning to Teach Subjects in the Secondary School Series, it is an essential purchase for every aspiring secondary school teacher.**

## Mastering VBA for Microsoft Office 2016

[John Wiley & Sons](#) Enhance productivity in any Office application with zero programming experience Mastering VBA for Microsoft Office 2016 helps you extend the capabilities of the entire Office suite using Visual Basic for Applications (VBA). Even if you have no programming experience, you'll be automating routine computing processes quickly using the simple, yet powerful VBA programming language. Clear, systematic tutorials walk beginners through the basics, while intermediate and advanced content guides more experienced users toward efficient solutions. This comprehensive guide starts at the beginning to get you acquainted with VBA so you can start recording macros right away. You'll then build upon that foundation to utilize the full capabilities of the language as you use loops and functions, message boxes, input boxes, and dialog boxes to design your own Office automation program. Add-ins, embedded macros, content controls, and more give you advanced tools to enhance productivity, and all instruction is backed by real-world practice projects in Word, Excel, Outlook, and PowerPoint. Productivity is the name of the game, and automating certain computing tasks is an easy solution with significant impact for any business. This book shows you how, with step-by-step guidance and expert insight. Expand Office 2016 functionality with macros Learn how to work with VBA and the entire Office suite Create effective code, even with no programming experience Understand ActiveX, XML-based files, the developer tab, and more VBA is designed to be understandable and accessible to beginners, but powerful enough to create specialized business applications. If you're ready to begin exploring the possibilities, Mastering VBA for Microsoft Office 2016 gets you started right away.

## In Praise of Walking: A New Scientific Exploration

[W. W. Norton & Company](#) "A surprisingly fascinating scientific consideration of humanity's most ordinary activity." —Ron Charles, Washington Post In this "wonderful" (John Brandon, Forbes) book, neuroscientist Shane O'Mara invites us to marvel at the benefits walking confers on our bodies and brains, and to appreciate the advantages of this uniquely human skill. From walking's evolutionary origins, traced back millions of years to life forms on the ocean floor, to new findings from cutting-edge research, he reveals how the brain and nervous system give us the ability to balance, weave through a crowded city, and run our "inner GPS" system. Walking is good for our muscles and posture; it helps to protect and repair organs, and can slow or turn back the aging of our brains. With our minds in motion we think more creatively, our mood improves, and stress levels fall. Walking together to achieve a shared purpose is also a social glue that has contributed to our survival as a species. As our lives become increasingly sedentary, O'Mara makes the case that we must start walking again—whether it's up a mountain, down to the park, or simply to school and work. In Praise of Walking illuminates the joys, health benefits, and mechanics of walking, and reminds us to get out of our chairs and discover a happier, healthier, more creative self.

## Occupational Outlook Handbook

## Microsoft Office Word 2007 Step by Step

[Pearson Education](#) Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

## Environmental Issues Concerning Hydraulic Fracturing

[Academic Press](#) Environmental Issues Concerning Hydraulic Fracturing, Volume One captures the state-of-the-art research currently used to evaluate the potential impact of unconventional gas and oil gas extraction processes. Topics in this comprehensive guide on the topic include chapters on The Human Health Implications of Unconventional Oil and

**Gas Development, The use of Noble Gas Analysis and other Forensic Techniques in Characterizing Contamination Pathways Associated with Oil and Gas Development, Well Integrity, Contamination Mechanisms and Groundwater Impacts Associated with Unconventional Oil and Gas Development, and Advances in Fracturing and Well Construction: Improving Efficiency and Reducing Risks.** This serial explores a wide breadth of emerging and state-of-the-art technologies used to study the potential environmental impact and various processes in the massive industrial process of shale exploration and resource extraction. Covers a wide breadth of emerging and state-of-the-art technologies Includes contributions from an International board of authors Provides a comprehensive set of reviews, covering the potential impact of unconventional gas and oil gas extraction processes

## Criminology

Cengage Learning **Written by bestselling author Larry Siegel, CRIMINOLOGY, 8th Edition, guides you through the fast-paced field of modern criminology, its most current research and fascinating examples that help you understand criminological theory. Details on the crimes of real-life people illustrate concepts, while unbiased coverage of even the most controversial topics -- ranging from responses to sexual assault on campus to cybercrime -- enables you to form your own opinions about current issues and events. The 8th Edition offers insights into racial bias, political crime, terrorism following the U.S. withdrawal from Afghanistan, green-collar crime, ransomware attacks, human trafficking, the impact of the COVID-19 pandemic and more. In addition, features such as Crime of the Century provide in-depth discussions of notorious crimes that captivated the public and shaped the way we view the true meaning of justice. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

## Information Services Today

### An Introduction

Rowman & Littlefield **This second edition of Information Services Today: An Introduction demonstrates the ever-changing landscape of information services today and the need to re-evaluate curriculum, competency training, and one's personal learning network in order to stay abreast of current trends and issues, and more significantly, remain competent to address the changing user needs of the information community. Specifically, the book • provides a thorough introduction, history, and overall state of the field, • gives a diverse and global perspective of what it means to be a library and information professional today, • addresses why information organizations and information and technological literacy are more important today than ever before, • discusses how technology has influenced the ways that information professionals provide information resources and services in today's digital environment, • highlights current issues and trends and provides expert insight into emerging challenges, innovations, and opportunities for the future, and, • identifies career management strategies and leadership opportunities in the information profession. The new edition features chapter updates to address changes in information services, introducing new topics such as strategic planning, change management, design thinking, advocacy, and data management and analysis, and includes new contributing authors. The book begins with an overview of libraries and their transformation as information and technological hubs within their local and digital communities. It covers the various specializations within the field - emphasizing the exciting yet complex roles and opportunities for information professionals in a variety of information environments. With that foundation in place, it presents the fundamentals of information services, delves into management skills needed by information professionals today, and explores emerging issues related to the rapid development of new technologies. The book addresses how libraries and information centers serve different kinds of communities, highlighting the unique needs of increasingly diverse users and how information organizations and information professional's work to fulfill those needs. This book provokes discussion, critical thinking, and interaction to facilitate the learning process. The content and supplemental materials - discussion questions, rich sets of online accessible materials, multimedia webcast interviews featuring authors from this book discussing the trends and issues in their respective areas, and chapter presentation slides for use by instructors - give readers the opportunity to develop a deeper understanding of and engagement with the topics. Additionally, this book recognizes the broad range of environments that people with Master of Library and Information Science (MLIS) degrees work in, which include both libraries and other information environments. Thus, this book does not only focus on libraries, but instead encompasses ALL kinds of information organizations.**

## Integrated Space for African Society

### Legal and Policy Implementation of Space in African Countries

**Springer Nature** This book provides an overview of the space sector in African countries, from a legal and policy point of view, analysing how the African Union's Space Policy and Strategy (ASPS) is implemented and highlighting the various space activities in each country. Against this backdrop, it investigates the ASPS, identifying its policy goals identified and discussing its strategy. Moreover, it explores the on-going regional cooperation programmes, the continent's leading space actors and their roles, and the space-related regional fora and organizations, reflecting on various initiatives, including the African Leadership Conference on Space Science and Technology for Sustainable Development (ALC), the Regional African Satellite Communications Organisation (RASCOCOM), and the African Resource Management Satellite Constellation (ARMS-C). As such, it is a valuable source of information on space capacities in African countries.

## Local Government in Australia

### History, Theory and Public Policy

**Springer** This book offers a general introduction to and analysis of the history, theory and public policy of Australian local government systems. Conceived in an international comparative context and primarily from within the discipline of political studies, it also incorporates elements of economics and public administration. Existing research tends to conceptualise Australian local government as an element of public policy grounded in an 'administrative science' approach. A feature of this approach is that generally normative considerations form only a latent element of the discussions, which is invariably anchored in debates about institutional design rather than the normative defensibility of local government. The book addresses this point by providing an account of the terrain of theoretical debate alongside salient themes in public policy.

## New Perspectives on Microsoft Word 2013, Comprehensive Enhanced Edition

**Cengage Learning** Readers develop the Microsoft Word 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT WORD 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Word 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Word 2013 as NEW PERSPECTIVES MICROSOFT WORD 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Advances in Research, Theory and Practice in Work-Integrated Learning

### Enhancing Employability for a Sustainable Future

**Routledge** Work-integrated learning (WIL) is a key strategy for enhancing student employability outcomes and lifelong learning capabilities. This timely publication critically reflects on existing scholarship and practice in WIL, discusses contemporary insights, provides a synopsis of resonating themes, and recommends areas for future research and practice. The book aims to position WIL as a strategic imperative for enabling a sustainable workforce through strengthening graduate capacity both in Australia and globally. The collection of edited scholarly chapters were compiled by 59 researchers, practitioners, and experts in WIL, and supported by the peak national professional body for WIL in Australia, the

**Australian Collaborative Education Network (ACEN).** The chapters cover a range of pertinent topics such as teaching and learning, stakeholder engagement, maximizing learning outcomes, diverse forms of WIL practice, support and infrastructure, and future directions. Specific areas of interest include governance and leadership, student equity and wellbeing, quality and evaluation and interdisciplinary WIL. This book is essential reading for researchers, practitioners, workplace and community partners, university leaders, and policy makers, as the practice of WIL continues to expand in the higher education sector.

## Aerospace Robotics III

**Springer** This book includes extended versions of original works on aerospace robotics presented at the Conference on Aerospace Robotics (CARO) in Warsaw. It presents recent advances in aerospace robotics, such as manipulators, which are widely used in space for orbital operations, for example, the Mobile Servicing System on the International Space Station and the Shuttle Remote Manipulator System. Such manipulators are operated by astronauts and mounted on large platforms, making the influence of manipulator motion on the state of the platform insignificant. Application of manipulators for capture maneuvers in unmanned On-Orbit Servicing or Active Debris Removal missions requires reliable control algorithms that take into account the free-floating nature of the manipulator-equipped spacecraft. As such the book presents possibilities for using space manipulators for exploration and a variety of space operations. Further, it discusses new methods for the control of autonomous unmanned aerial vehicles (UAV) using vision systems and sensor fusion methodologies. Such autonomous flying vehicles could be used for materials deliveries and emergencies, as well as surveying and servicing.

## The Rise and Decline of the Post-Cold War International Order

**Oxford University Press** This book surveys the evolution of the international order in the quarter century since the end of the Cold War through the prism of developments in key regional and functional parts of the 'liberal international order 2.0' (LIO 2.0) and the roles played by two key ordering powers, the United States and the People's Republic of China. Among the partial orders analysed in the individual chapters are the regions of Europe, the Middle East and East Asia and the international regimes dealing with international trade, climate change, nuclear weapons, cyber space, and international public health emergencies, such as SARS and ZIKA. To assess developments in these various segments of the LIO 2.0, and to relate them to developments in the two other crucial levels of political order, order within nation-states, and at the global level, the volume develops a comprehensive, integrated framework of analysis that allows systematic comparison of developments across boundaries between segments and different levels of the international order. Using this framework, the book presents a holistic assessment of the trajectory of the international order over the last decades, the rise, decline, and demise of the LIO 2.0, and causes of the dangerous erosion of international order over the last decade.

## Microsoft Word Simple Projects

**Teacher Created Resources**

## The Big Book of Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Collaboration

**McGraw Hill Professional** Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and

engaged.

## The Institutionalisation of Evaluation in Europe

[Springer Nature](#) This book examines the progress of institutionalisation of evaluation in European countries from various perspectives. . It describes both prior developments and current states of evaluation in 16 European countries and across the European Union (EU), focussing on three dimensions, namely the political, social and professional systems. These detailed country reports, which have been written by selected researchers and authors from each of the respective countries, lead to a concluding comparison and synthesis. This is the first of four volumes of the compendium The Institutionalisation of Evaluation to be followed by volumes on the Americas, Africa and Australasia. The overall aim is to provide an interdisciplinary audience with cross-country learning to enable them to better understand the institutionalisation of evaluation in different nations, world regions and different sectors.

## Health Visiting E-Book

[Elsevier Health Sciences](#) This popular book encompasses contemporary theory and practice relevant to effective health visiting across all four nations of the United Kingdom, now and into the future. Now in its third edition, the text has been completely rewritten and updated by new editors Patricia Burrows and Jean Cowie to reflect the many changes that have occurred as health visiting practice evolves. These include a strong focus on parental and child emotional and mental health wellbeing; speech, language and communication development for children; the impact of trauma and adverse childhood experiences; and the relevance of technology to health visiting practice. The book is strongly grounded in evidence and is suitable both for student health visitors as well as qualified practitioners wishing to further their practice and academic development. Written by experts in their field and evidence-based throughout Comprehensive coverage of all areas of health visiting to reflect the growing role of the health visitor New practical focus on skills such as child assessment and effective communication Case studies and practice examples to relate theory to practice 'Thinking spaces' that enable practice reflection Videos to make learning enjoyable

## The Public Productivity and Performance Handbook

[Routledge](#) A productive society is dependent upon high-performing government. This third edition of The Public Performance and Productivity Handbook includes chapters from leading scholars, consultants, and practitioners to explore all of the core elements of improvement. Completely revised and focused on best practice, the handbook comprehensively explores managing for high performance, measurement and analysis, costs and finances, human resources, and cutting-edge organizational tools. Its coverage of new and systematic management approaches and well-defined measurement systems provides guidance for organizations of all sizes to improve productivity and performance. The contributors discuss such topics as accountability, organizational effectiveness after budget cuts, the complementary roles of human capital and "big data," and how to teach performance management in the classroom and in public organizations. The handbook is accompanied by an online companion volume providing examples of performance measurement and improvement manuals across a wide variety of public organizations. The Public Performance and Productivity Handbook, Third Edition, is required reading for all public administration practitioners, as well as for students and scholars interested in the state of the public performance and productivity field.

## United Nations Disarmament Yearbook 2016

[United Nations](#) The United Nations Disarmament Yearbook, volume 41 (Part II): 2016, with a foreword by the High Representative for Disarmament Affairs, summarizes developments and trends in 2016 on key issues of multilateral consideration at the international and regional levels; reviews the activity of the General Assembly, the Conference on Disarmament and the Disarmament Commission; and contains a handy timeline of highlights of multilateral disarmament in 2016.



# Integrated Approaches to STEM Education

## An International Perspective

**Springer Nature** This book provides a platform for international scholars to share evidence for effective practices in integrated STEM education and contributes to the theoretical and practical knowledge gained from the diversity of approaches. Many publications on STEM education focus on one or two of the separate STEM disciplines without considering the potential for delivering STEM curriculum as an integrated approach. This publication analyzes the efficacy of an integrated STEM curriculum and instruction, providing evidence to examine and support various integrations. The volume focuses on the problems seen by academics working in the fields of science, technology, engineering and mathematics (STEM) and provides valuable, high quality research outcomes and a set of valued practices which have demonstrated their use and viability to improve the quality of integrated STEM education.

# Exploration and Production of Oceanic Natural Gas Hydrate

## Critical Factors for Commercialization

**Springer** This second edition provides extensive information on the attributes of the Natural Gas Hydrate (NGH) system, highlighting opportunities for the innovative use and modification of existing technologies, as well as new approaches and technologies that have the potential to dramatically lower the cost of NGH exploration and production. Above all, the book compares the physical, environmental, and commercial aspects of the NGH system with those of other gas resources. It subsequently argues and demonstrates that natural gas can provide the least expensive energy during the transition to, and possibly within, a renewable energy future, and that NGH poses the lowest environmental risk of all gas resources. Intended as a non-mathematical, descriptive text that should be understandable to non-specialists as well as to engineers concerned with the physical characteristics of NGH reservoirs and their production, the book is written for readers at the university graduate level. It offers a valuable reference guide for environmentalists and the energy community, and includes discussions that will be of great interest to energy industry professionals, legislators, administrators, regulators, and all those concerned with energy options and their respective advantages and disadvantages.

# A Textbook of Children's and Young People's Nursing - E-Book

**Elsevier Health Sciences** This innovative textbook provides a concise and accessible guide for undergraduate students specializing in children and young people's nursing in the UK and further afield. Each chapter has been fully updated to reflect current knowledge and practice. The wide range of topics covered includes all the essentials, such as contemporary child health policy and legal issues; knowledge and skills for practice; and caring for children with special needs. Students will learn how to recognize the deteriorating child, use procedural play and distraction, and consider the mental health of children and young people. A Textbook of Children's and Young People's Nursing is written by multidisciplinary experts, rooted in child-centred healthcare within a family context, and draws upon best contemporary practice. It is an invaluable resource that will help nursing students provide effective, evidence-based care. Key points, summary boxes and clearly defined aims, objectives and learning outcomes to support learning Conversation boxes to enliven the text Patient scenarios to relate theory to practice New chapters on skin health and the use of therapeutic play Suggestions for seminar discussion topics to help teachers Resource lists and online resources for further study or research Online slides to complement chapters within book

# Indonesia's Foreign Policy and Grand Strategy in the 21st Century

## Rise of an Indo-Pacific Power

**Routledge** This book examines the changes in Indonesian foreign policy during the 21st century as it seeks to position itself as a great power in the Indo-Pacific region. The rise of 21st-century Indonesia is becoming a permanent fixture in both the domestic and global discourses. Though there has been an increasing level of discussion on Indonesia's emerging power status, there has been little discussion on how the country is debating and signalling its new-found status. This book combines the insights of both neo-classical realism and social identity theory to discuss a reset in an emerging Indonesia's foreign policy during the 21st century while emphasizing domestic drivers and constraints of its international behaviour. There are three key organizing components of the book - emerging power, status signalling and the Indo-Pacific region. The Indo-Pacific region constitutes a spatial framing of the book; the emerging power provides an analytical category to explain Indonesia's changing international status; and status signalling explains multiple facets of international behaviour through which the country is projecting its new status. Though leaders are adding different styles and characteristics to the rising Indonesia narrative, there are a few unmistakable overarching trends that highlight an increasing correlation between the country's rising power and growing ambition in international behaviour. This book is built around four key signalling strategies of Indonesia as an emerging power - expanded regional canvas, power projection, leadership projection, and quest for great power parity. They represent Indonesia's growing desire for a status-consistent behaviour, its response to the prevailing strategic uncertainty in the Indo-Pacific region and its attempt to advance its strategic interests. This book will be of much interest to students of South-East Asian politics, strategic studies, international diplomacy, security studies and IR in general.

## The Desecularisation of the City

### London's Churches, 1980 to the Present

**Routledge** Major cities have long been seen as centres of secularisation. However, the number of congregations in London grew by 50% between 1979 and the present. London's churches have been characterised more by growth than by decline in the decades since 1980. The Desecularisation of the City provides the first academic survey of churches in London over recent decades, linking them to similar developments in other major cities across the West. Produced by a large team of scholars from a range of disciplines, this volume offers a striking and original portrait of congregational life in London since 1980. Seventeen chapters explore the diverse localities, ethnicities and denominations that make up the church in contemporary London. The vitality of London's churches in the last four decades shows that secularisation is far from inevitable in the cities of the future. This study necessitates a significant reassessment of the dominant academic portrayal of Christianity in Britain and the West, which has, mostly, depicted cities as secular spaces within a secularising culture. It will be of great interest to scholars working across a wide range of disciplines, including history, sociology, religious studies and theology.

## Exploring Getting Started with Microsoft Outlook 2016

**Pearson** 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 is a one-chapter book that gives a brief overview of Microsoft Outlook 2016, focusing on email communication. Beyond point-and-click The goal of the Exploring series 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 (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 the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

## Transforming Early Head Start Home Visiting A Family Life Education Approach

**Routledge** Research on home visiting shows that Early Head Start (EHS) home-based programs benefit from additional training and resources that streamline philosophy and content. In this essential guide, Walsh and Mortensen propose that alignment with Family Life Education's (FLE) strengths-based methodology results in greater consistency through a model of prevention, education, and collaboration with families. This text is the first to outline linkages between FLE and EHS home visiting. It explores a qualitative study of FLE integrated in a current EHS home-based program and application of FLE methodology to home visiting topics. This approach will influence professional practice and provide a foundation for developing evidence-based home visiting practices. Online content accompanies the text, with videos demonstrating the FLE approach in action and discussion questions to encourage engagement with and understanding of the core material. **Transforming Early Head Start Home Visiting: A Family Life Education Approach** is essential reading for upper-level undergraduate and masters students in family studies and early childhood education, as well as practitioners working with children and families.

## Sustainable Futures in the Built Environment to 2050 A Foresight Approach to Construction and Development

**John Wiley & Sons** Brings together leading thinking on issues of new professional practice and on the future of a sustainable built environment This book focuses on both construction and development issues, and examines how we can transition to a sustainable future by the year 2050—bringing together leading research and practice at building, neighbourhood, and city levels. It deftly analyses how emerging socio-economic, technological, and environmental trends will influence the built environment of the future. The book covers a broad spectrum of interests across the scales of buildings, communities and cities, including how professional practice will need to adapt to these trends. The broader context is provided by an analysis of emergent business models and the changing requirements for expert advice from clients. **Sustainable Futures in the Built Environment to 2050: A Foresight Approach to Construction and Development** features chapters covering: data and trends, including historical data and UK and international case studies; policies and practice related to the field; current state of scientific understanding; key challenges; key technological advances (including disruptive and systemic technological innovations); change issues and critical uncertainties; and future visions. It provides: A strong conceptual framework based on a 'Foresight' approach Discussion of the key data and trends that underpin each chapter Coverage of both construction and property development Specially commissioned chapters by academics and practitioners A synthesis of the main findings in the book and key insights for the future to 2050 **Sustainable Futures in the Built Environment to 2050: A Foresight Approach to Construction and Development** is an important book for postgraduate students and researchers, construction, real estate and property development specialists, engineers, planners, architects, foresight and futures studies specialists, and anyone involved in sustainable buildings.

## US Foreign Policy Towards the Middle East The Realpolitik of Deceit

**Routledge** This book offers a realist critique of US foreign policy towards the Middle East in the past decade. It critically examines four core foundations of contemporary US Middle East policy: US relations with Saudi Arabia after the Arab Spring; US diplomacy towards Iran and the Obama administration's policy of engagement; the road to, and aftermath of, the 2003 US-led invasion of Iraq; and US policy towards nuclear-armed Israel. Because of a closely guarded bipartisan consensus, these four core foundations of contemporary US Middle East policy have largely evaded public criticism and scrutiny. This book argues that US strategy towards the Middle East has rarely been guided by order, stability and the national interest. Rather, successive administrations have created a house of cards built on a series of deceptions and constructed perceptions or myths. Combined, these four

aspects of US Middle East policy have ushered in a decade of political violence, instability, sectarian divisions and an imbalance of power which has culminated in the territorial disintegration of Iraq and countries in the Levant as well as the rise of ISIS. Moving forward requires a rational pursuit of the national interest based on realist principles. This book will be of much interest to students of US foreign policy, Middle Eastern politics, security studies and IR in general.

## Comprehensive Women's Mental Health

Cambridge University Press This is a comprehensive, up-to-date and evidence-based review of women's mental health. It starts by considering the social and cultural contexts of women's lives today before addressing how developmental aspects pertain to mental health, exploring biological, evolutionary and psychosocial parameters. The heart of the book contains a series of chapters with a clinical emphasis. These aim to elucidate causal mechanisms for gender differences in mental disorder considering hormonal and environmental influences. The therapeutic implications of gender are then addressed in some detail, with a focus on inter-partner and other forms of violence, substance misuse, personality disorder and post-traumatic stress disorder. The book concludes with a detailed section considering psychosis and its sequelae in women and their families. The book's scope is intended to be broad, and it is aimed at a clinical audience including psychiatrists and general physicians, as well as mental health nurses, psychologists, social workers and occupational therapists.

## The Global Muslim Brotherhood in Britain

## Non-Violent Islamist Extremism and the Battle of Ideas

Routledge Since 2011, with the British Government's counter-radicalisation strategy, Prevent, non-violent Islamist groups have been considered a security risk for spreading a divisive ideology that can lead to radicalisation and violence. More recently, the Government has expressed concerns about their impact on social cohesion, entryism, and women's rights. The key protagonists of non-violent Islamist 'extremism' allegedly include groups and individuals associated with the Muslim Brotherhood and Jama'at-i-Islami. They have been described as part of the 'global Muslim Brotherhood', but do they constitute a singular phenomenon, a social movement? This book shows that such groups and individuals do indeed comprise a movement in Britain, one dedicated to an Islamic 'revival'. It shows how they are networked organisationally, bonded through ideological and cultural kinship, and united in a conflict of values with the British society and state. Using original interviews with prominent revivalist leaders, as well as primary sources, the book also shows how the movement is not so much 'Islamist' in aspiring for an Islamic state, but concerned with institutionalising an Islamic worldview and moral framework throughout society. The conflict between the Government and the global Muslim Brotherhood is apparent in a number of different fields, including education, governance, law, and counterterrorism. But this does not simply concern the direction of Government policy or the control of state institutions. It most fundamentally concerns the symbolic authority to legitimise a way of seeing, thinking and living. By assessing this multifaceted conflict, the book presents an exhaustive and up-to-date analysis of the political and cultural fault lines between Islamic revivalists and the British authorities. It will be useful for anyone studying Islam in the West, government counter-terrorism and counter-extremism policy, multiculturalism and social cohesion.

## The Mueller Report

## The Final Report of the Special Counsel on Russian Interference in the 2016 Presidential Election

Courier Dover Publications This is the full Mueller Report, as released on April 18, 2019, by the U.S. Department of Justice. A reprint of the report exactly as it was issued by the government, it is without analysis or commentary from any other source and with nothing subtracted except for the material redacted by the Department of Justice. The mission of the Mueller investigation was to examine Russian interference in the 2016 Presidential election, consisting of possible links, or "collusion," between the Donald Trump campaign and

**the Russian government of Vladimir Putin as well as any allegations of obstruction of justice in this regard. It was also intended to detect and prosecute, where warranted, any other crimes that surfaced during the course of the investigation. The report consists of a detailed summary of the various investigations and inquiries that the Special Counsel and colleagues carried out in these areas. The investigation was initiated in the aftermath of the firing of FBI Director James Comey by Donald Trump on May 9, 2017. The FBI, under Director Comey, had already been investigating links between Russia and the Trump campaign. Mueller submitted his report to Attorney General William Barr on March 22, 2019, and the Department of Justice released the redacted report one month later.**