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**Skills for Success with Office 2013** [Pearson Higher Ed](#) For use in the Office Applications course or readers that need to get started with Microsoft Office 2013. Skills for Success is the Microsoft Office 2013 standalone textbook that recognizes how readers learn today! The Office Skills text that was designed with today's students-and the way today's readers use an Office textbook-in mind. With Skills for Success , Microsoft Office 2013 is at your fingertips! With Office 2013, Microsoft is taking the office to the cloud. You can now open and save your files from any computer without a USB flash drive. The Skills for Success series shows students how to get the most out of Office 2013 no matter what device they are using—a traditional desktop or tablet. Whether you are tapping and sliding with your finger or clicking and dragging with the mouse, Skills for Success shows you the way. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalized Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Designed for a New Generation of Learners: The Skills for Success series is specifically designed to enhance usability and fit the work style of today's students. Support for Students and Instructors: Supplements enhance the learning process for students, while instructor resources are designed to make your life easier. NOTE: This is the standalone book, if you want the Book/Access Card order the ISBN below: 0133894266 / 9780133894264 Skills for Success with Office 2013 Volume 1 & MyITLab with Pearson eText -- Access Card -- for Skills for Success with Office 2013 Package Package consists of: 0133512118 / 9780133512113 Skills for Success with Office 2013 Volume 1 0133775046 / 9780133775044 MyITLab with Pearson eText -- Access Card -- for Skills for Success with Office 2013 New Perspectives in Information Systems and Technologies, Volume 2 [Springer Science & Business Media](#) This book contains a selection of articles from The 2014 World Conference on Information Systems and Technologies (WorldCIST'14), held between the 15th and 18th of April in Funchal, Madeira, Portugal, a global forum for researchers and practitioners to present and discuss recent results and innovations, current trends, professional experiences and challenges of modern Information Systems and Technologies research, technological development and applications. The main topics covered are: Information and Knowledge Management; Organizational Models and Information Systems; Intelligent and Decision Support Systems; Software Systems, Architectures, Applications and Tools; Computer Networks, Mobility and Pervasive Systems; Radar Technologies; Human-Computer Interaction; Health Informatics and Information Technologies in Education. Skills for Success with Office 2013 Volume 1 & MyITLab with Pearson eText -- Access Card -- For Skills for Success with Office 2013 Package [Prentice Hall](#) 0133894266 / 9780133894264 Skills for Success with Office 2013 Volume 1 & MyITLab with Pearson eText -- Access Card -- for Skills for Success with Office 2013 Package Package consists of: 0133512118 / 9780133512113 Skills for Success with Office 2013 Volume 1 0133775046 / 9780133775044 MyITLab with Pearson eText -- Access Card -- for Skills for Success with Office 2013 Skills for Success with Microsoft Office 2010 [Pearson College Division](#) This package contains: 0131392557: myitlab with Pearson eText -- Access Card -- for Skills for Success with Office 2010 0132840324: Skills for Success with Office 2010, Volume 1 0133378454: Microsoft Office 2010 180-Day Trial, Spring 2013 University Physics Volume 1 (Chs. 1-20), Myitlab with Pearson EText, Skills for Success with Office 2010, Volume 1, and Microsoft Office 2010 180-Day Trial, Spring 2013 [Prentice Hall](#) This package contains: 01032119560: myitlab with Pearson eText -- Access Card -- for Office 2010 0013283863X: Technology In Action Introductory 0132840324: Skills for Success with Office 2010, Volume 1 0133378454: Microsoft Office 2010 180-Day Trial, Spring 2013 Exploring Microsoft Office 2013, Volume 1 Microsoft Office 2013 [Pearson Higher Ed](#) 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 Word, Excel, Access, and PowerPoint, with an additional Windows 8 chapter. Move students beyond the 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, any time. 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. NOTE: This is just the spiral bound book with access card that includes the online. content that used to be on the CD/DVD. ALERT: If the student wants access to MyITLab, they would need to order the package ISBN that includes the book and the MyITLab access card. There are many packages that include MyITLab so the student should request the ISBN from their instructor before purchasing. Several versions of Pearson's MyLab & Mastering products exist for each title, and registrations are not transferable. To register for and use Pearson's MyLab & Mastering products, you may also need a Course ID, which your instructor will provide. One of the packages 013381016X / 9780133810165 Exploring Microsoft Office 2013, Volume 1 & MyITLab -- Access Card -- for Exploring Microsoft Office 2013 Package Package consists of 0133142671 / 9780133142679 Exploring Microsoft Office 2013, Volume 1 0133775143 / 9780133775143 MyITLab without Pearson eText -- Access Card -- for Exploring Microsoft Office 2013 (Replacement Card) Exploring Microsoft Office 2013 [Pearson College Division](#) Ideal for students and individuals seeking an introduction to Microsoft Office 2013. The Exploring series charts readers beyond the “point and click,” helping them understand WHY they use Microsoft Office skills along with HOW they perform them. The latest edition provides an easy-to-follow map through each chapter to help readers learn, study, and review efficiently and be successful in this class and beyond. The entire approach allows students to map their way quickly and easily through the book, focusing on the key objectives, and using their own efficient study habits as a model for success. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalize Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Move Beyond the Point and Click: Students can move beyond the basics of the software at a faster pace, without sacrificing coverage of fundamental skills. Extend Learning Beyond the Classroom: A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students can access anytime, anywhere. Skills for Success with Office 2013 Volume 1 & Skills for Success with Windows 7 Getting Started & Myitlab with Pearson Etext -- Access Card Package [Pearson](#) 0133978680 / 9780133978681 Skills for Success with Office 2013 Volume 1 & Skills for Success with Windows 7 Getting Started & MyITLab with Pearson eText -- Access Card Package Package consists of: 0133512118 / 9780133512113 Skills for Success with Office 2013 Volume 1 0133775046 / 9780133775044 MyITLab with Pearson eText -- Access Card -- for Skills for Success with Office 2013 0135112907 / 9780135112908 Skills for Success with Windows 7 Getting Started Skills for Success With Office 2013 Myitlab With Pearson Etext Access Card [Prentice Hall](#) For use in the Office Applications course or readers that need to get started with Microsoft Office 2013. Skills for Success is the Microsoft Office 2013 textbook that recognizes how readers learn today! The Office Skills text that was designed with today's students-and the way today's readers use an Office textbook-in mind. With Skills for Success, Microsoft Office 2013 is at your fingertips! \* With Office 2013, Microsoft is taking the office to the cloud. You can now open and save your files from any computer without a USB flash drive. \* The Skills for Success series shows students how to get the most out of Office 2013 no matter what device they are using-a traditional desktop or tablet. \* Whether you are tapping and sliding with your finger or clicking and dragging with the mouse, Skills for Success shows you the way. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: \*Break through to improved results with MyITLab(r) Skills for Success with Microsoft Office 2016 [Prentice Hall](#) 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 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. Training Intensity, Volume and Recovery Distribution Among Elite and Recreational Endurance Athletes [Frontiers Media SA](#) 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 Lync Server 2013 [Pearson Education](#) The most comprehensive, realistic, and useful guide to Microsoft Lync Server 2013, today's leading Unified Communications system. Four expert Lync consultants and implementers bring together in-the-trenches guidance for all facets of planning, integration, deployment, and administration. The authors introduce Microsoft Lync Server 2013, outline what it can do, and review the key

improvements Microsoft has made in this version. They cover every form of communication Lync Server can manage, including IP voice, instant messaging, audio/video conferencing, web conferencing, and more. You'll find expert guidance on planning infrastructure, managing day-to-day operations, server roles, multi-platform clients, security, troubleshooting, and much more. Microsoft Lync Server 2013 Unleashed contains a new section on Office 365 and Lync Online, a chapter covering coexistence between on-premise and Office 365 Lync deployments, and another introducing Lync online configuration and administration. Throughout, the authors combine theory, step-by-step configuration instructions, and best practices from real enterprise environments. They identify common mistakes and present proven solutions and workarounds. Simply put, they tell you what works--and show how it's done. Detailed information on how to...

- Plan for any type of deployment, from simple to highly complex--including virtualized environments
- Walk step-by-step through installation, and understand important new changes in the installation process
- Overcome obstacles to successful migration from older versions of Lync or Microsoft Office Communications Server
- Manage server roles, including Front End, Edge, Monitoring, Archiving, and Director roles
- Efficiently administer Lync Server 2013 through the Lync Server Management Shell
- Leverage Lync Server 2013's significantly improved capabilities as a PBX replacement and videoconferencing solution
- Integrate Lync with third-party video platforms, voice/video gateways, and cloud services
- Evaluate the option of providing Lync services through Microsoft Office 365 hosting
- Make the most of Lync Server 2013's dramatically upgraded web, mobile, and desktop clients

Skills for Success With Microsoft Office 2010 This package contains: 0131392557: myitlab with Pearson eText -- Access Card -- for Skills for Success with Office 2010 0132840324: Skills for Success with Office 2010, Volume 1 The Sustainable City VIII (2 Volume Set) Urban Regeneration and Sustainability *WIT Press* With majority of the Earth's people now urban dwellers, and cities being the most efficient habitat for the utilisation of resources, it is imperative that we continue to support standards of living and efficiencies of urban areas. However, the urbanisation process has not been without its problems. While much has been done to address the original issues surrounding the quality of urban life, new challenges continue to arise. It is no longer sustainable to achieve improvements by means that require greater and greater energy consumption as we did in the past. Despite their complexity, however, cities are a great laboratory for architects, engineers, and other key professionals to apply new ideas and new technology to meet our requirements for more sustainable city environments. Containing papers presented at the latest in a series of conferences organised by the Wessex Institute of Technology, these proceedings, split in to two volumes address not just environmental, architectural, and engineering concerns, but also quality of life, security, risk, and heritage. The diversity of topics and the case studies based on existing projects make the book an important contribution to the literature on urban planning. New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition *Cengage Learning* Readers develop the Microsoft Excel 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 EXCEL 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Excel 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 Excel 2013 as NEW PERSPECTIVES MICROSOFT EXCEL 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. Occupant Behaviour in Buildings: Advances and Challenges *Bentham Science Publishers* Occupant behaviour in buildings is a point of interest for building designers around the world. Functional buildings have a significant energy demand; therefore, improving the thermal and energy performance of such buildings requires knowledge about the variables that influence them. However, to increase the potential for improving thermal and energy performance of buildings, studies must also consider the occupant's interactions with the built environment. The occupant behaviour influences the conditions of the internal environment through the occupation of indoor building spaces and through the interaction with building elements, such as air-conditioning, lighting, blinds and windows. Occupant Behaviour in Buildings: Advances and Challenges brings together reviews of these influential aspects, presenting updates on advances and questions that pose challenges in our current understanding of behavioural modeling and its application to building design. Special topics covered in the book include methods to survey occupant behavior, building design choices, occupant behaviour impact on a building's thermal and energy efficiency, and, finally, a simulation of occupants in a building. Key Features- Presents up-to-date information on occupant behaviour in buildings- Eight chapters, written by renowned researchers, provide readers with useful insights on the subject- Includes a case study of buildings in Brazil- Structured reader-friendly content- References for further reading This reference is an informative resource for students and professionals in architecture, civil engineering, building information design, and urban planning. Readers interested in social and behavioural sciences will also gain insights on research methods that are helpful in investigating human behavior in urban dwellings. O'Leary Series: Microsoft Office 2003 Volume I *McGraw-Hill/Irwin* Tim and Linda O'Leary are the well-known husband and wife author team behind Microsoft Office 2003 Applications . Their goal is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life. The O'Leary Office XP and Office 2003 texts are crafted to be the true step-by-step way for students to develop Microsoft Office application skills. The text design emphasizes step-by-step instructions with full screen captures that illustrate the results of each step performed. Each Tutorial (chapter) combines conceptual coverage with detailed software-specific instructions. A running case that is featured in each tutorial highlights the real-world applications of each software program and leads students step-by-step from problem to solution. Engineering Geology for Society and Territory - Volume 8 Preservation of Cultural Heritage *Springer* This book is one out of 8 IAEG XII Congress volumes, and deals with the preservation of cultural heritage. In 1972, the World Heritage Convention linked in a single framework the concepts of nature conservation and the preservation of cultural sites. Since then, engineering geology is enlarging its contributions to national and international projects on this topic and is extending its interests to key issues like: safeguarding of monuments and sites from geotechnical perspectives; advanced monitoring; investigations on cultural landscapes; development of geo-databases for cultural heritage classification; studies on the interactions between humankind, natural landscape evolution and cultural heritage; analysis of weathering and deterioration of rock properties of monuments; risk analysis of sites affected by natural hazards and many others. With the contributions in this book, engineering geologists, conservation scientists and further experts from other natural, social and economic sciences, as well as representatives of international organizations and national and local administrative authorities exchange their ideas and practices on culture heritage preservation by presenting both local case studies and multidisciplinary international projects. The Engineering Geology for Society and Territory volumes of the IAEG XII Congress held in Torino from September 15-19, 2014, analyze the dynamic role of engineering geology in our changing world and build on the four main themes of the congress: Environment, processes, issues and approaches. The congress topics and subject areas of the 8 IAEG XII Congress volumes are: Climate Change and Engineering Geology. Landslide Processes. River Basins, Reservoir Sedimentation and Water Resources. Marine and Coastal Processes. Urban Geology, Sustainable Planning and Landscape Exploitation. Applied Geology for Major Engineering Projects. Education, Professional Ethics and Public Recognition of Engineering Geology. Preservation of Cultural Heritage. Strategic Management in the 21st Century [3 volumes] *ABC-CLIO* Covering both practical and theoretical aspects of strategic management, this three-volume work brings the complex topic down to earth and enables readers to gain competitive business advantages in their marketplace. Excel Power Pivot and Power Query For Dummies *John Wiley & Sons* A guide to PowerPivot and Power Query no data cruncher should be without! Want to familiarize yourself with the rich set of Microsoft Excel tools and reporting capabilities available from PowerPivot and Power Query? Look no further! Excel PowerPivot & Power Query For Dummies shows you how this powerful new set of tools can be leveraged to more effectively source and incorporate 'big data' Business Intelligence and Dashboard reports. You'll discover how PowerPivot and Power Query not only allow you to save time and simplify your processes, but also enable you to substantially enhance your data analysis and reporting capabilities. Gone are the days of relatively small amounts of data--today's data environment demands more from business analysts than ever before. Now, with the help of this friendly, hands-on guide, you'll learn to use PowerPivot and Power Query to expand your skill-set from the one-dimensional spreadsheet to new territories, like relational databases, data integration, and multi-dimensional reporting. Demonstrates how Power Query is used to discover, connect to, and import your data Shows you how to use PowerPivot to model data once it's been imported Offers guidance on using these tools to make analyzing data easier Written by a Microsoft MVP in the lighthearted, fun style you've come to expect from the For Dummies brand If you spend your days analyzing data, Excel PowerPivot & Power Query For Dummies will get you up and running with the rich set of Excel tools and reporting capabilities that will make your life--and work--easier. Principles of Information Systems *Cengage Learning* Delivering the latest research and most current coverage available, PRINCIPLES OF INFORMATION SYSTEMS, 12E equips students with a solid understanding of the core principles of IS and how it is practiced. Covering the latest developments from the field and their impact on the rapidly changing role of today's IS professional, the twelfth edition includes expanded coverage of mobile solutions, an increased focus on energy and environmental concerns, new discussions on the growing use of cloud computing across the globe, a stronger career emphasis, and a fully updated running case. Learning firsthand how information systems can increase profits and reduce costs, students explore new information on e-commerce and enterprise systems, artificial intelligence, virtual reality, green computing, and other issues reshaping the industry. The text introduces the challenges and risks of computer crimes, hacking, and cyberterrorism. It also presents some of the most current research on virtual communities and global IS work solutions as well as social networking. A long-running example illustrates how technology was used in the design, development, and production of this text. No matter where students' career paths may lead, PRINCIPLES OF INFORMATION SYSTEMS, 12E can help them maximize their success as employees, decision makers, and business leaders. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. The Great Power Competition Volume 3 Cyberspace: The Fifth Domain *Springer Nature* For millennia, humans waged war on land and sea. The 20th century opened the skies and the stars, introducing air and space as warfare domains. Now, the 21st century has revealed perhaps the most insidious domain of all: cyberspace, the fifth domain. A realm free of physical boundaries, cyberspace lies at the intersection of technology and psychology, where one cannot see one's enemy, and the most potent weapon is information. The third book in the Great Power Competition series, Cyberspace: The Fifth Domain, explores the emergence of cyberspace as a vector for espionage, sabotage, crime, and war. It examines how cyberspace rapidly evolved from a novelty to a weapon capable of influencing global economics and overthrowing regimes, wielded by nation-states and religious ideologies to stunning effect. Cyberspace: The Fifth Domain offers a candid look at the United States' role in cyberspace, offering realistic prescriptions for responding to international cyber threats on the tactical, strategic, and doctrinal levels, answering the questions of how can we respond to these threats versus how should we respond? What are the obstacles to and consequences of strategic and tactical response options? What technological solutions are on the horizon? Should the U.S. adopt a more multi-domain offensive posture that eschews the dominant "cyber vs. cyber" paradigm? To answer these questions, experts examine the technological threats to critical infrastructure; cyber operations strategy, tactics, and doctrine; information influence operations; the weaponization of social media; and much more. Business Engineering and Service Design, Second Edition *Business Expert Press* This book provides the foundations of BE, reviews the disciplines integrated within its methodology, and presents plentiful evidence of its power by giving detailed application cases, including impressive results in private and public situations. Service Excellence in Organizations, Volume I Eight Key Steps to Follow and Achieve It *Business Expert Press* This book explores the basic tenets of service excellence, opening to distinguish customer service from service excellence, and explore the driving aspects of strategy and philosophy. The brand promise to customers creates expectations; hooks targeted and segmented customers into a relationship. Service operations deliver expectations, delight, or on occasion, disappointment, and marketing responds to create

loyalty, further delight, or recover the relationship. Freshness of product or service offering, the injection of a characterful sense of fun, and sensitive personalization of service combine to deliver an authentic, pleasurable and memorable service experience prompting much sought loyalty and advocacy. In turn, staff are happy, profits rise and the organization has long-term sustainability. The first volume offers some theoretical background, while the second suggests mechanisms, tools, and techniques to help embed to excellence as the foundation of value that the organization delivers. Both contain practical examples and a self-assessment diagnostic tool to identify organizational areas of strength, and aspects to improve. Project 2013 In Depth [Pearson Education](#) Project 2013 In Depth is the beyond-the-basics, beneath-the-surface guide for every serious Project 2013 user who wants to get more done in less time. Renowned Microsoft Project expert Scott Daley provides specific, tested, proven solutions to the problems experienced users run into every day: challenges other books ignore or oversimplify. Daley thoroughly explores all aspects of working with Project 2013, including planning, scheduling, resource assignments, budgeting, collaboration, workload analysis, progress reporting, completion, closure, and much more. He especially focuses on tools for efficiently performing complex project management tasks, and on Project 2013's most significant new improvements, including its new cloud, online, and mobile options. Like all In Depth books, Project 2013 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples, with nothing glossed over or left out. Combining learning, reference, and problem-solving, it's the only Project 2013 book you need! Exam Ref 70-695 Deploying Windows Devices and Enterprise Apps (MCSE) [Microsoft Press](#) Prepare for Microsoft Exam 70-695--and help demonstrate your real-world mastery of deploying enterprise apps and devices. Designed for experienced IT pros ready to advance their status, Exam Ref focuses on the critical-thinking and decision-making acumen needed for success at the MCSE level. Focus on the expertise measured by these objectives: Implement the operating system deployment infrastructure Implement a Lite-Touch deployment Implement a Zero-Touch deployment Create and maintain desktop images Prepare and deploy the application environment This Microsoft Exam Ref: Organizes its coverage by exam objectives Features strategic, what-if scenarios to challenge you Assumes you have experience with Windows client operating systems, Windows Server, System Center 2012 R2 Configuration Manager, and enterprise client management--plus familiarity with connecting to Microsoft SQL Server, using Windows PowerShell, and configuring applications. Practice-Driven Research on Enterprise Transformation 6th Working Conference, PRET 2013, Utrecht, The Netherlands, June 6, 2013, Proceedings [Springer](#) This volume constitutes the proceedings of the 6th Working Conference on Practice-Driven Research on Enterprise Transformation (PRET), held in Utrecht, The Netherlands, on June 6, 2013, co-located with the Enterprise Transformation Track of the 21st European Conference on Information Systems (ECIS). Successful enterprises have well-defined managerial responsibilities and understandable project priorities and enable their processes to be sufficiently agile, even improvisational and continuously changing. They do not solely rely on only mechanistic or purely organic processes and structures, but see enterprise transformation as a combination of deliberate and organic change. This year's papers represent this hybrid view. Moreover, most of them are based on practical cases, which will further contribute to our understanding of enterprise transformation. The eight papers presented in this volume were allocated to tracks on: practical experiences with methods and techniques; cases in enterprise transformation; and enterprise architecture in practice. Harvard Law Review: Volume 131, Number 4 - February 2018 [Quid Pro Books](#) Psychology for Business Success [4 volumes] [ABC-CLIO](#) This comprehensive, four-volume work presents practical, up-to-date recommendations in areas impacting all job applicants and employees, including work/life balance, diversity management, performance, recruitment, training programs, and employee conflict. Standard and Poors 500 Guide 2013 [McGraw Hill Professional](#) The most up-to-date and accurate market intelligence for superior investment decisions—from the world's premier financial index! Standard & Poor's 500 Guide, 2013 Edition, contains hard-to-find data and analysis on the bluest of blue chip stocks—from Abbot Labs and GE to Microsoft and Yahoo! Comprehensive and fully updated information—from year-to-year stock values to overall company performance—make this the only resource you need to optimize your investment performance. Standard & Poor's provides the respected Standard & Poor's ratings and stock rankings, advisory services, data guides, and several closely watched and widely reported gauges of stock market activity. Business Economics [Routledge](#) The Eurozone crisis and the age of austerity, as well as challenges to the environment as a result of economic growth have highlighted the need for a greater understanding of those facets of economics that are of most use to businesses and their decision makers. This book introduces all of the relevant theoretical aspects of the subject and applies them to real-life examples of economics that are of particular interest to students today, including: the impact of globalization; the way in which 'green' perspectives can be built into decision making and how the financial crisis has challenged economists, politicians and business people to rethink their existing ideas. Replete with illuminating case studies, and benefitting from features such as activities, review questions and further reading, Business Economics introduces the theory and practice of economics for non-specialist students new to the topic. Strategic Approaches to Successful Crowdfunding [IGI Global](#) The integration of technology into entrepreneurial initiatives has led to the use of online communities to raise funds for projects and ventures. Through the use of social media platforms and the social web, crowdfunding has provided an innovative, large-scale fundraising solution for both personal and professional initiatives. Strategic Approaches to Successful Crowdfunding brings together a collection of research-based chapters relating to the use of the social web to raise funds and provide financial support for start-up companies, individual pursuits, and philanthropic endeavors. Focusing on a diverse set of topics relating to e-commerce, capital investment, peer-to-peer lending, digital philanthropy, and virtual communities, this timely publication is an essential reference source for academicians, researchers, professionals, and graduate students interested in understanding the dynamics, best practices, and managerial solutions for drawing funds and financial support from online communities. 100 People Who Changed 20th-Century America [2 volumes] [ABC-CLIO](#) To what extent does a person's own success result in social transformation? This book offers 100 answers, providing thought-provoking examples of how American culture was shaped within a crucial time period by individuals whose lives and ideas were major agents of change. Loose Leaf for Microsoft Office 365: In Practice, 2019 Edition [McGraw-Hill Education](#) Exploring Microsoft Office Excel 2016 Comprehensive [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 offers full, comprehensive coverage of Microsoft Excel. 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. Pro Exchange 2013 SP1 PowerShell Administration For Exchange On-Premises and Office 365 [Apress](#) Pro Exchange 2013 SP1 PowerShell Administration is your one-stop resource for both basic and advanced administration of Exchange Server 2013 Service Pack 1 and Exchange Online, Microsoft's best-selling hosted Exchange service. The industry shift that is currently happening toward 'the cloud' is not just about hosting your applications somewhere else. It's also driving automation and standardization of technical solutions, which in turn is leading to greater productivity. Embracing PowerShell will help you administer your existing environment more efficiently and also teach you valuable 'cloud-ready' skills as well. This book is your best-in-class companion for gaining a deep, thorough understanding of managing all facets of Exchange 2013 Service Pack 1 with PowerShell. Authors Michel de Rooij and Jaap Wesselius, both Microsoft messaging MVPs, take you through tips, tricks, and little known facts that will make your administration life simpler and more effective. Along with revealing what's new in Exchange Server 2013, this well-paced, deeply engaging tutorial provides detailed deployment guidance, for upgraders and migrators as well as for organizations entirely new to the Exchange platform. The book details how all of the major Exchange components fit together, from SMTP messages to all kinds of clients. It also provides in-depth configuration examples with an eye toward creating scalable, reliable, and secure installations. Additionally, this guide covers the tools and techniques for monitoring an Exchange environment and troubleshooting when things go wrong. Discover how to automate time consuming management tasks, configure a Hybrid environment with an on-premises Exchange deployment, and more today with Pro Exchange 2013 SP1 PowerShell Administration. Teaches you the basics of PowerShell and provides a foundation for more advanced scripting Deploy an Office 365 tenant in hybrid mode with your existing Exchange servers Learn how to manage Exchange Online with Remote PowerShell Excel 2013: The Missing Manual ["O'Reilly Media, Inc."](#) The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses. Business Challenges in the Changing Economic Landscape - Vol. 2 Proceedings of the 14th Eurasia Business and Economics Society Conference [Springer](#) This book is the second of the two volumes featuring selected articles from the 14th Eurasia Business and Economics conference held in Barcelona, Spain, in October 2014. Peer-reviewed articles in this second volume present latest research findings and breakthroughs in the areas of General Management, Human Resource Management, Marketing, SMEs, and Entrepreneurship. The contributors are both distinguished and young scholars from different parts of the World. Intellectual Property Law and Policy Volume 12 [Bloomsbury Publishing](#) This is the 17th Annual volume in the series collecting the presentations and discussion from the Annual Fordham IP Conference. The contributions, by leading world experts, analyse the most pressing issues in copyright, trademark and patent law as seen from the perspectives of the USA, the EU, Asia and WIPO. This volume, in common with its predecessors, makes a valuable and lasting contribution to the discourse in IP law, as well as trade and competition law. The contents, while always informative, are also critical and questioning of new developments and policy concerns. Praise for the series: "This must be one of the most enjoyable and thought-provoking conferences in the IP field. The high quality of the speakers is matched by the intense, audience-led debates and challenges which follow." The Honourable Mr Justice Laddie, Royal Courts of Justice, London "Faculty for this conference are always well-known 'names', well respected leaders in their fields, speaking with a combination of candor and timeliness that is unrivaled by any other forum of its kind." Honorable Marybeth Peters, Register of Copyrights, United States Copyright Office.