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KEY=EDIT - ANIYA ANDREA

BlackBerry For Dummies

John Wiley & Sons The BlackBerry is such a valuable tool, even the President is using one! Whether you've just bought your first BlackBerry or you want to get up to speed on the new models, BlackBerry For Dummies, 3rd Edition shows you how to use every fantastic feature. Packed with information to help you make the most of this amazing device, BlackBerry For Dummies explains how to send and receive e-mail and instant messages, surf the Web, take photos, make phone calls, play music, and organize your life, right from the palm of your hand. Find out how to: Get up to speed on the latest features of your BlackBerry, including Storm, Curve, Bold, Pearl Flip, and Javelin models Navigate the display screen and use the trackball, your BlackBerry's keyboard, and shortcuts Manage your appointments, keep your calendar, and handle your to-do list Use e-mail, SMS text messaging, and instant messaging, and even receive faxes Take photos, record video, and sync your BlackBerry with iTunes Back up your BlackBerry, arrange automated backups, maintain your battery, and protect your information with secure passwords Use your BlackBerry GPS Learn about the BlackBerry browser and bookmark and organize your favorite Web sites Add cool lifestyle applications and enjoy games on your BlackBerry The more you know about your BlackBerry, the more you'll decide it's indispensable. BlackBerry For Dummies, 3rd Edition tells you everything you need to know, the fun and easy way! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

How to Edit Technical Documents

ABC-CLIO "How to Edit Technical Documents" is the most concise and clearly presented discussion of the editor's role and responsibilities to the writer, the reader, and the publishing process--including changes that result from technological advances in editing. The authors describe the demands of communicating complicated information, in print and on screen, without diminishing the expressive power of language. As a result, users learn the skills necessary to become contributing members of any organization that requires informed and imaginative editors.

Technology Now: Your Companion to SAM Computer Concepts

Cengage Learning TECHNOLOGY NOW, 2nd EDITION: YOUR COMPANION TO SAM COMPUTER CONCEPTS helps you master computer concepts that are essential for success on the job and in today's digital world. Written by acclaimed author and renowned technology expert Professor Corinne Hoisington, TECHNOLOGY NOW inspires you to use technology most effectively. Hands-on activities let you try new technologies while ethical issues scenarios, critical-thinking activities, and team projects help you increase key skills with interesting challenges. Written in simple language using fun and interesting examples that relate to everyday life, this edition provides today's most current technology information in a concise, visual presentation. Key terms are highlighted and clearly defined to ensure comprehension. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Adobe Creative Suite 3 Bible

John Wiley & Sons This is one of the few books to cover integration and workflow in depth between Photoshop, Illustrator, InDesign, GoLive, Acrobat, and Version Cue Graphic design firms, ad agencies, and publishing houses typically use a collection of programs to build their designs for print or the Web, and this book shows readers how to effectively manage that workflow among applications Provides solutions for issues that working designers or design students face every day, including developing consistent color-managed workflows, moving files among the CS3 applications, preparing files for print or the Web, repurposing documents, using CS3 with Office documents, and more

Beginning SharePoint 2007

Building Team Solutions with MOSS 2007

John Wiley & Sons Microsoft Office SharePoint Server 2007 has improved and changed dramatically over previous versions of the product. The capabilities of the platform have expanded greatly with the inclusion of an automated workflow engine, web content management capabilities, and a vast number of document management enhancements. However, the value of this tool to an enterprise will depend primarily on the ability of individuals in the organization to understand the features and capabilities of the platform and effectively map those to specific business requirements. This book is designed to mentor and coach business and technical leaders in an organization on the use of SharePoint to address critical information management problems. It gives detailed descriptions and illustrations of the product's functionality and also includes realistic usage scenarios to provide contextual relevance and a personalized learning experience to the reader. The mission of this book is to provide extensive knowledge to information workers and site managers that will empower them to become SharePoint Application champions in the organization. This book should be the premiere handbook of any active or aspiring SharePoint expert. To complete the exercises in this book, you should have a basic comfort level using Microsoft Office application to create content and a general understanding of how to interact with a web site through the browser. This book is intended as a starting point for any SharePoint 2007 user whether that user has never used SharePoint before or has some familiarity with a previous version and just wants to understand the differences with the new release.

Adobe Creative Suite 5 Design Premium All-in-One For Dummies

John Wiley & Sons The perennial Adobe Creative Suite bestseller—fully updated for Adobe CS5 Featuring eight books in one, this All-in-One For Dummies guide covers the key features and tools that you need to know in order to understand how to use each individual program within the Adobe Creative Suite—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, and Flash—to its fullest potential. Within the nearly 1,000 pages, you'll find creative inspiration as well as tips and techniques to sharpen you productivity. Dedicates a minibook to each of the programs within the latest version of Adobe Creative Suite 5—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, Flash—as well as a minibook devoted to Creative Suite basics Serves as a one-stop learning opportunity for each product inside the Design Premium Suite Walks you through creating print and web-based marketing or advertising materials or other publications Adobe Creative Suite 5 Design Premium All-in-One For Dummies is a premium resource on all Adobe Creative Suite 5 can do for you.

InfoWorld

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

Whizkids Computer Literacy 3

Rex Bookstore, Inc.

Office 2008 for Macintosh: The Missing Manual

The Missing Manual

"O'Reilly Media, Inc." Still the top-selling software suite for Mac users, Microsoft Office has been improved and enhanced to take advantage of the latest Mac OS X features. You'll find lots of new features in Office 2008 for Word, Excel, PowerPoint and Entourage, but not a page of printed instructions to guide you through the changes. Office 2008 for Macintosh: The Missing Manual gives you the friendly, thorough introduction you need, whether you're a beginner who can't do more than point and click, or a power user who's ready to tackle a few advanced techniques. To cover Word, Excel, PowerPoint and Entourage, this guide gives you four superb books in one -- a separate section each for program! You can manage your day and create professional-looking documents, spreadsheets, and presentations in

no time. Office 2008 has been redesigned so that the windows, toolbars, and icons blend in better with your other Mac applications. But there are still plenty of oddities. That's why this Missing Manual isn't shy about pointing out which features are gems in the rough -- and which are duds. With it, you'll learn how to: Navigate the new user interface with its bigger and more graphic toolbars Use Word, Excel, PowerPoint, and Entourage separately or together Keep track of appointments and manage daily priorities with the My Day feature Create newsletters, flyers, brochures, and more with Word's Publishing Layout View Build financial documents like budgets and invoices with Excel's Ledger Sheets Get quick access to all document templates and graphics with the Elements Gallery Organize all of your Office projects using Entourage's Project Center Scan or import digital camera images directly into any of the programs Customize each program with power-user techniques With Office 2008 for Macintosh: The Missing Manual, you get objective and entertaining instruction to help you tap into all of the features of this powerful suite, so you can get more done in less time.

Microsoft SharePoint 2007 For Dummies

John Wiley & Sons Microsoft SharePoint now has a 10 percent share of the portal market, and the new release, which features enhanced integration with Office 2007, is sure to give SharePoint a boost Offers clear instructions and soup-to-nuts coverage of this complex product, focusing instead on practical solutions to real-world SharePoint challenges Features tips, tricks, and techniques for administrators who need to install and configure a SharePoint portal as well as ordinary users who need to populate and maintain the portal and use it for collaborative projects Topics covered include setting up a SharePoint portal, matching SharePoint to business needs, managing portal content, branding, collaborating on SharePoint sites, using a portal to improve employee relations and marketing, putting expense reports and other interactive forms on a portal, and monitoring and backing up SharePoint

Master VISUALLY Microsoft Office 2007

John Wiley & Sons Provides instructions on the features and functions of Microsoft Office, covering Word, Excel, PowerPoint, Access, Outlook, OneNote, and Publisher.

The Instant Expert's Guide to the Apple Macintosh

Dell Publishing Company

Evaluation Guide (Windows) for MicroStrategy 9. 3. 1

MicroStrategy

JavaScript and AJAX For Dummies

John Wiley & Sons Learn to use these powerful tools together and build Web sites that work If you want to build Web pages that offer real value to your site's visitors, JavaScript and AJAX are top tools for the job. Even if you're new to Web programming, this book helps you create sites any designer will admire. With easy-to-understand steps and an emphasis on free tools, you'll be able to jump right into building a site using the same techniques as the pros. Down to basics — learn your way around JavaScript and choose an editor and test browser Manage complexity — use functions, arrays, and objects to create more sophisticated programs Page magic — discover how to control what happens on your pages, animate objects, and put pages in motion Get beautiful — Use the jQuery User Interface library to add sliders, tabbed interfaces, and custom dialogs to a site Come clean with AJAX — build AJAX requests into your programs, use jQuery, and work with AJAX data Open the book and find: How to choose a test browser How to discuss string concatenation with a straight face Tips for debugging your code How to add useful information to a dropdown list Why AJAX connections should be asynchronous The exciting possibilities of the jQuery library How to use the Aptana editor Online resources for JavaScript programmers

StarOffice 6.0 Office Suite Companion

Prentice Hall Professional The practical, user-friendly, insider's guide to mastering StarOffice, which opens files in over 200 formats, including Microsoft Office Word, Excel, and PowerPoint files. This practical, comprehensive, task-based guide to making the most of StarOffice 6.0 incorporates solutions to questions from hundreds of new StarOffice users, as well as insider's tips for power users, making this the most practical, task-oriented book around.

Flash CS4: The Missing Manual

The Missing Manual

"O'Reilly Media, Inc." *Unlock the power of Flash and bring gorgeous animations to life onscreen. It's easy with Flash CS4: The Missing Manual. You'll start creating animations in the first chapter, and will learn to produce effective, well-planned visuals that get your message across. This entertaining new edition includes a complete primer on animation, a guided tour of the program's tools, lots of new illustrations, and more details on working with video. Beginners will learn to use the software in no time, and experienced Flash designers will improve their skills. Expanded and revised to cover the new version of Flash, every chapter in this book provides step-by-step tutorials to help you: Learn to draw objects, animate them, and integrate your own audio and video files Add interactivity, use special effects, learn morphing, and much more Check your work with the book's online example files and completed animations Discover new Flash toolkits and features such as Frameless Animation Use every timesaving aspect of Flash CS4, such as Library objects and Symbols Learn how to automate your drawings and animations with ActionScript 3.0 With this book, absolutely no programming is necessary to get started with Flash CS4. Flash CS4: The Missing Manual explains in jargon-free English exactly what you need to know to use Flash effectively, while avoiding common pitfalls, right from the start.*

HTML & XHTML: The Definitive Guide

The Definitive Guide

"O'Reilly Media, Inc." *HTML and its XML-based descendant, XHTML, are the fundamental languages for working on the web, and the new edition of our popular HTML guide offers web developers a better way to become fluent in these languages. HTML & XHTML: The Definitive Guide, 5th Edition is the most comprehensive, up-to-date book available on HTML and XHTML. It covers Netscape Navigator 6, Internet Explorer 6, HTML 4.01, XHTML 1.0, CSS2, and all of the features supported by the popular web browsers. Learning HTML and XHTML is like learning any new language. Most students first immerse themselves in examples. Studying others is a natural way to learn; however, it's as easy to learn bad habits through imitation as it is to acquire good ones. The better way to become HTML-fluent is through a comprehensive reference that covers the language syntax, semantics, and variations in detail and demonstrates the difference between good and bad usage. In HTML & XHTML: The Definitive Guide, the authors cover every element of HTML/XHTML in detail, explaining how each element works and how it interacts with other elements. Tips about HTML/XHTML style help you write documents ranging from simple online documentation to complex presentations. With hundreds of examples, the book gives you models for writing your own effective web pages and for mastering advanced features like style sheets and frames. HTML & XHTML: The Definitive Guide, 5th Edition, shows how to: Use style sheets to control a document's appearance Work with programmatically generated HTML Create tables, from simple to complex Use frames to coordinate sets of documents Design and build interactive forms and dynamic documents Insert images, sound files, video, Java applets, and JavaScript programs Create documents that look good on a variety of browsers Make the transition to XHTML The book comes with a handy quick-reference card listing HTML/XHTML tags.*

Dreamweaver CS6: The Missing Manual

"O'Reilly Media, Inc." *Dreamweaver CS6 is the most capable website design and management program yet, but there's no printed guide to its amazing features. That's where Dreamweaver CS6: The Missing Manual comes in. You'll learn to use every facet of this versatile program, through jargon-free explanations and 13 hands-on tutorials. The important stuff you need to know: Get A to Z guidance. Go from building simple web pages to creating rich, interactive websites. Learn state-of-the-art design. Create dynamic, visually appealing sites using JavaScript and CSS, and see how HTML5 and CSS3 fit in. Add instant interactivity. Use Dreamweaver's unique Spry technology to easily add complex layout options, like drop-down menus. Use timesaving features. Take advantage of Dreamweaver's libraries, templates, and hundreds of extensions. Go mobile. Design sites for smartphones, tablets, and desktop PCs, using the same HTML. Simplify site management. Check for broken links, streamline site-wide changes, and reorganize your site in a snap.*

The Lawyer's Guide to Writing Well

Univ of California Press This eminently practical volume demystifies legal writing, outlines the causes and consequences of bad writing, and prescribes straightforward, easy-to-apply remedies that will make your writing readable. Complete with usage notes that address lawyers' most common errors, this well-organized book is both an invaluable tool for practicing lawyers and a sensible grounding for law students. This much-revised second edition contains a set of editing exercises (and a suggested revision key with explanations) to test your skill. This book is a definitive guide to becoming a better writer—and a better lawyer.

SharePoint 2007 How-To

Sams Publishing *SharePoint® 2007 How-To* Ishai Sagi *Real Solutions for SharePoint Users* *SharePoint 2007 How-To* delivers quick, to-the-point answers to common problems and tasks in SharePoint 2007. You'll find answers to the most common end-user tasks, as well as some of the more complex problems and tasks faced by content and site managers. From the basics of navigating a site, to more complex tasks such as customizing a site and managing site security, *SharePoint 2007 How-To* is a focused resource that provides access to all the answers you need—now! *Fast, Accurate, and Easy to Use!* . Discover all the core SharePoint components and their practical uses and applications . Learn the essentials for navigating a SharePoint site . Find fresh ideas for working with the various SharePoint file formats . Perform detailed searches within SharePoint . Manage personal sites . Create organized lists and document libraries that are easy to navigate . Modify and customize list views by using filtering, grouping, and sorting . Control user access by managing permissions for lists, libraries, files, and other components . Implement and track custom workflows within SharePoint . Create subsites for enhanced content management . Customize the look and feel of a site using custom settings, themes, and content types . Manage site permissions and settings for a more secure environment Ishai Sagi is a SharePoint expert who has been working in Microsoft SharePoint since its initial release in 2001. Currently, Ishai is a SharePoint developer and solutions architect in Canberra, Australia. He spends his spare time leading the Canberra SharePoint user group. Since the Microsoft SharePoint launch in 2001, Ishai has trained numerous end users, administrators, and developers in using Microsoft SharePoint or developing solutions for the platform. He has spoken at Microsoft conferences in countries around the world, including Spain, Israel, and Australia. Ishai was the recipient of the Microsoft Most Valuable Professional (MVP) award for SharePoint in 2007, 2008, and 2009. Ishai also is the author of a popular SharePoint blog for developers at <http://www.sharepoint-tips.com> and manages the Canberra SharePoint User Group website at <http://www.sharepointusers.org.au/Canberra/default.aspx>. Category: Microsoft Servers/SharePoint User Level: Beginner—Intermediate

Sams Teach Yourself Adobe Acrobat 5 in 24 Hours

Sams Publishing Provides instructions on how to use and create PDF files from electronic documents, review and edit PDF files, organize documents, devise multimedia presentations, and add security to PDF files and documents.

Getting Started with LibreOffice 5.1

Lulu.com LibreOffice is a freely-available, full-featured office suite that runs on Windows, Linux, and Mac OS X computers. This book is for anyone who wants to get up to speed quickly with LibreOffice 5.1. It introduces Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector drawings), Math (equation editor), and Base (database). This book was written by volunteers from the LibreOffice community. Profits from the sale of this book will be used to benefit the community.

Motorola Xoom: The Missing Manual

"O'Reilly Media, Inc." Motorola Xoom is the first tablet to rival the iPad, and no wonder with all of the great features packed into this device. But learning how to use everything can be tricky—and Xoom doesn't come with a printed guide. That's where this *Missing Manual* comes in. Gadget expert Preston Gralla helps you master your Xoom with step-by-step instructions and clear explanations. As with all *Missing Manuals*, this book offers refreshing, jargon-free prose and informative illustrations. Use your Xoom as an e-book reader, music player, camcorder, and phone. Keep in touch with email, video and text chat, and social networking apps. Get the hottest Android apps and games on the market. Do some work with Google Docs, Microsoft Office, or by connecting to a corporate network. Tackle power-user tricks, such as barcode scanning, voice commands, and creating a Wi-Fi hotspot. Sync your Xoom with a PC or a Mac.

Photoshop CC

Visual QuickStart Guide (2014 release)

Peachpit Press This bestselling guide from authors Elaine Weinmann and Peter Lourekas has been the go-to tutorial and reference book for photography/design professionals and the textbook of choice in college classrooms for decades. This edition includes their trademark features of clear, concise, step-by-step instructions; hundreds of full-color images; screen captures of program features; and supplemental tips and sidebars in every chapter. New and updated Photoshop CC features are clearly marked with bright red stars in both the table of contents and main text.

Mastering VBA for Microsoft Office 365

John Wiley & Sons Customize and ramp-up Office 365 applications The revised 2019 edition of Mastering VBA Microsoft Office 365 offers an accessible guide that shows how to extend the capabilities of Office 365 applications with VBA programming. Written in clear terms and understandable language, the book includes systematic tutorials and contains both intermediate and advanced content for experienced VB developers. Designed to be comprehensive, the book addresses not just one Office application, but the entire Office suite. To enhance understanding, the content is explored in real-world projects in Word, Excel, Outlook, and PowerPoint. Since the technical programming methods in the Office applications continue to evolve, the updated 2019 edition reviews the changes to the program. Code libraries, the API, and the object model for each Office program have been modified during the three years since the last version of this book. Various elements within VBA have been deprecated or replaced, and the surface UI changed as well. The updated 2019 edition covers topics such as: • Recording macros and getting started with VBA • Learning how to work with VBA • Using loops and functions • Using message boxes, input boxes, and dialog boxes • Creating effective code • XML-based files, ActiveX, the developer tab, content controls, add-ins, embedded macros, and security Written for all levels of Microsoft Office 365 users, Mastering VBA Microsoft Office 365: 2019 Edition explains how to customize and automate the Office suite of applications.

Simply Office 2010

John Wiley & Sons Wanting to make the most of Microsoft Office 2010? But not sure exactly what it has to offer? Then look no further as this clear, concise guide is the ideal companion for fast and efficient learning. Simply Office 2010 runs you through the main features of the Office applications with simple, step-by-step instructions that show you how to tackle dozens of Microsoft Office tasks, whilst offering practical examples and advice. The simple, yet elegant design features a multitude of images as well as tips & tricks to make this a perfect reference for all ages and abilities. If you are new to Microsoft Office you will find the gentle approach to the software provides a non-intimidating and easy to follow resource that helps you to get to grips with the application quickly - just follow all instructions on screen at your own speed. Each application in the Office suite is covered, including: Word Excel Outlook Publisher PowerPoint Using Office Internet and graphics tools Packed with advice and screen shots, this full-colour visual tutorial is excellent value for money. Learn something new today - read it, try it and become your own expert with Simply Office 2010!

InfoWorld

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

Microsoft Expression Design Step by Step

Microsoft Press The smart way to learn Microsoft Expression Design—one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, and hands-on exercises to master the fundamentals of creating professional-looking designs and illustrations with the powerful tools that Expression Design delivers. You'll learn how to produce high-quality effects by using the Live Effects feature, how to use a variety of brush types, and how to work with vector images. With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction, building and practicing the skills you need, just when you need them! Includes an easy-search companion CD with files for practicing the book's lessons, a complete eBook, and more! For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Microsoft CRM For Dummies

John Wiley & Sons The ideal introductory guide to Microsoft's much anticipated entry into the Customer Relationship Management (CRM) software marketplace Discusses the key features of Microsoft's CRM software, including tools to help businesses sell more effectively, manage all customer communications in one place, track and convert leads, make informed decisions faster, and provide consistent service Provides expert tips and tricks to make the software work more effectively Explains how to achieve increased customer satisfaction, customer loyalty, and more profitable customer relationships Author is considered one of a handful of global experts on CRM for small- and medium-sized businesses

The Idealist Guide to Nonprofit Careers for First-time Job Seekers

Idealist.org

SharePoint 2003 User's Guide

*Apress * Provides a "real world" view and best practices around using SharePoint 2003 technologies to meet business needs. * Seth Bates was the technical reviewer for both of Scot Hillier's books. * Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios.*

Shelly Cashman Series Microsoft Windows 10: Intermediate

Cengage Learning Discover the latest advantages that Microsoft Office has to offer with most recent book in the acclaimed Shelly Cashman Series: MICROSOFT WINDOWS 10: INTERMEDIATE. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT WINDOWS 10: INTERMEDIATE continues the Series' strong history of innovation with a hallmark learning approach specifically designed to address the learning styles of today's learners. Effective features engage readers, improve retention, and prepare learners for success in working with MS Windows 10. The book's trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of the Microsoft Windows 10 operating system through experimentation, exploration, and learning by doing. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Unofficial Guide to Microsoft Office Word 2007

John Wiley & Sons The inside scoop... for when you want more than the official line! Microsoft Office Word 2007 may be the top word processor, but to use it with confidence, you'll need to know its quirks and shortcuts. Find out what the manual doesn't always tell you in this insider's guide to using Word in the real world. How do you use the new Ribbon? What's the best way to add pictures? From deciphering fonts to doing mass mailings, first get the official way, then the best way from an expert. Unbiased coverage on how to get the most out of Word 2007, from applying templates and styles to using new collaboration tools Savvy, real-world advice on creating document for the Web, saving time with macros, and punching up docs with SmartArt. Time-saving techniques and practical guidance on working around Word quirks, avoiding pitfalls, and increasing your productivity. Tips and hacks on how to customize keyboard shortcuts, how to embed fonts, and quick ways to get to Help. Sidebars and tables on TrueType versus Printer fonts, Word 2007 View modes, and tabs in Word 2007. Watch for these graphic icons in every chapter to guide you to specific practical information. Bright Ideas are smart innovations that will save you time or hassle. Hacks are insider tips and shortcuts that increase productivity. When you see Watch Out! heed the cautions or warnings to help you avoid common pitfalls. And finally, check out the Inside Scoops for practical insights from the author. It's like having your own expert at your side!

FCS Marketing Communication L4

Pearson South Africa

Android Unplugged

IDG Consumer and SMB Inc Are you a little at sea on how to use your new Android device? Don't feel bad. While Google's phone and tablet operating system is powerful and flexible, it's easy to flounder in its ocean of options and features. Here are some tips for Android that will help you get the most out of your device without having to take a course at your local Learning Annex.

Introduction to Computers for Healthcare Professionals

Jones & Bartlett Learning Introduction to Computers for Health Care Professionals, Seventh Edition is a contemporary computer literacy text geared toward nurses and other healthcare students.

Ubuntu

Up and Running

"O'Reilly Media, Inc." A guide to Ubuntu covers such topics as installation, configuration, the filesystem, the command line, system maintenance and security, networking, using OpenOffice.org, Web browsing, and playing games.

The Essential B2B eCommerce Guide

TradeTech Solutions Ltd This Guide has been written to cover all aspects of the reality of B2B eCommerce. The emphasis is on practical advice for British SMEs that can bring you immediate economic benefits.

Civil Litigation

Cengage Learning Succeed in your role as a paralegal with CIVIL LITIGATION, Seventh Edition. Practical, easy-to-understand, and thoroughly up-to-date, this proven book helps you grasp the details of today's litigation practice, covers the litigation process in a range of contexts, and demonstrates the relationship of litigation to other legal specialties. Each chapter includes exercises focusing on two cases, giving you the opportunity to work the cases from beginning to end, simulating an on-the-job experience. You'll also find sample documents (such as complaints, answers, interrogatories, and deposition summaries) that familiarize you with the documents you will encounter in the litigation law office. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Mac OS X Help Line, Tiger Edition

Peachpit Press With every update, Mac OS X grows more powerful, more dependable, and easier to use--and Mac OS X Tiger is no exception. But along with the new features come fresh issues--new areas to troubleshoot, new functionality to unravel, and new glitches waiting to confound even the savviest Mac users. Not to worry. Best-selling author and Mac guru Ted Landau turns his diagnostician's eye on Mac OS X Tiger, arming readers with fix-it knowledge This popular fix-it classic offers more troubleshooting information, tips, and hacks than any other single volume. Chock-full of detailed, understandable advice for maintaining and troubleshooting Mac OS X Tiger, this comprehensive reference is where users will turn before they head to the repair shop. Readers will find solutions for every Mac OS X problem under the sun plus the technical grounding they need to turn a diagnostic eye on their own operating systems. Filled with tips, tools, and preventive measures, the guide includes in-depth coverage of Library directories and folders, file and font maintenance, crash prevention and recovery, and more.