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Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) TeachUcomp Inc. New to Microsoft Office 2016 or 2013? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version. **DITA for Print** XML Press As DITA has become more and more popular, demand has increased for tools that can provide high quality PDFs from DITA content. The DITA Open Toolkit provides a basic PDF capability, but nearly any real-world application will require customization. Leigh White's book, DITA for Print has become the go-to reference for building a print customization plugin for the DITA Open Toolkit. This second edition covers Open Toolkit, version 2, including customizing the DITA 1.3 troubleshooting topic type, localization strings, bookmarks, and the new back-cover functionality. DITA for Print is for anyone who wants to learn how to create PDFs using the DITA Open Toolkit without learning everything there is to know about XSL-FO, XSLT, or XPath, or even about the DITA Open Toolkit itself. DITA for Print is written for nonprogrammers, by a non-programmer, and although it is written for people who have a good understanding of the DITA standard, you don't need a technical background to get custom PDFs up and running quickly. **PROC**

TEMPLATE Made Easy A Guide for SAS Users (Hardcover Edition) This straightforward guide to PROC TEMPLATE shows you how to build your own custom styles and tables in SAS. You'll learn how to create new styles to match your organization's standards or simply to increase your report's aesthetic potential build custom tables with complex structures and traffic lighting to make them easier to read and interpret manage your templates and share them with other SAS users Written for all levels of users, PROC TEMPLATE Made Easy guides you through the process of writing templates. Beginners will benefit from learning how to do so from the ground up. Intermediate and advanced users will learn the more complex features of PROC TEMPLATE as well as how to use styles in the Base SAS reporting procedures. This book explains how PROC TEMPLATE saves templates and teaches you how to create shareable template stores, allowing you to customize your working environment. The visual appendixes of all style attributes and graph colors serve as an essent

Teaching Perinatal Care: A Practical Guide Friesen Press This multi-authored handbook—the first of its kind—focuses on methods and strategies for teaching perinatal care. Each chapter is inspired by presentations and workshops presented at the biennial National Forum on Teaching Competence in Family Medicine Maternity Care, which began in Toronto, Canada, in 2014. Full of insightful advice, step-by-step guides, and helpful visual models, Teaching Perinatal Care covers a wide range of subjects, including . . . Techniques for teaching during labour and birth Mentorship in the context of perinatal care How to engage the uninterested learner Teaching across generational divides Strategies for teaching virtually How best to evaluate learners Ideal for those involved in family medicine, obstetrics, and midwifery, this guide will prove to be a cornerstone resource in perinatal care education. Whether you are a seasoned educator or new to the discipline, teaching in a university hospital or in the community, this pioneering guidebook will provide you with a wealth of practical, hands-on techniques. **Docs for Developers An Engineer's Field Guide to Technical Writing** Apress Learn to integrate programming with good documentation. This book teaches you the craft of documentation for each step in the software development lifecycle, from understanding your users' needs to publishing, measuring, and maintaining useful developer documentation. Well-documented projects save time for both developers on the project and users of the software. Projects without adequate documentation suffer from poor developer productivity, project scalability, user adoption, and accessibility. In short: bad documentation kills projects. Docs for Developers demystifies the process of creating great developer documentation, following a team of software developers as they work to launch a new product. At each step along the way, you learn through examples, templates, and principles how to create, measure, and maintain documentation—tools you can adapt to the needs of your own organization. What You'll Learn Create

friction logs and perform user research to understand your users' frustrations Research, draft, and write different kinds of documentation, including READMEs, API documentation, tutorials, conceptual content, and release notes Publish and maintain documentation alongside regular code releases Measure the success of the content you create through analytics and user feedback Organize larger sets of documentation to help users find the right information at the right time Who This Book Is For Ideal for software developers who need to create documentation alongside code, or for technical writers, developer advocates, product managers, and other technical roles that create and contribute to documentation for their products and services. **Exploring Medical and Public Health Preparedness for a Nuclear Incident Proceedings of a Workshop** National Academies Press The National Academies of Sciences, Engineering, and Medicine held a workshop on August 22-23, 2018, in Washington, DC, to explore medical and public health preparedness for a nuclear incident. The event brought together experts from government, nongovernmental organizations, academia, and the private sector to explore current assumptions behind the status of medical and public health preparedness for a nuclear incident, examine potential changes in these assumptions in light of increasing concerns about the use of nuclear warfare, and discuss challenges and opportunities for capacity building in the current threat environment. This publication summarizes the presentations and discussions from the workshop. **Using Computers in the Law Office** Cengage Learning Focusing on how computers can make paralegals and legal professionals more productive on the job, this updated Seventh Edition of the #1 book on the market offers comprehensive treatment of computer concepts, including coverage of both basic software programs like Word, Excel, and PowerPoint, to more advanced applications using AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector. Real-life examples, pertinent tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations help students develop key knowledge and skills. Each topic is presented in a clear and organized manner and includes examples of how the software is actually used on the job. The detailed Hands-on Exercises include Basic, Intermediate, and Advanced assignments to allow for a variety of skill levels. These extensive exercises allow students to apply their knowledge and practice using computers to complete realistic legal work. This edition reflects the ever-changing rules and decisions affecting the legal process (gathering evidence, managing files, filing with courts, working on electronic copyright issues, presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **Introduction to Computers for Healthcare Professionals** Jones & Bartlett Publishers "An ideal resource for introductory computer courses for healthcare professionals, the text provides a comprehensive approach to digital literacy with the incorporation of social media tools. The Sixth Edition features an extensive revision of each chapter to reflect Microsoft Office® 2010 and Windows® 7 updates, as well as computer-assisted communication"--Back cover. **Educational modules on clinical use of blood** World Health Organization The Educational modules on clinical use of blood is to provide accessible learning materials that will assist prescribers of blood and other staff involved in clinical transfusion to make appropriate clinical decisions on transfusion and contribute to wider efforts to optimize clinical practice of transfusion. The target audience for this material includes medical staff and students across a range of clinical areas, nurses and midwives. It may also be useful for staff, including laboratory scientists or technicians who work in blood transfusion laboratories preparing or testing blood for transfusion, or managing inventories of blood products, or other settings where information about how blood is used may be relevant. **Practices and Performance Measures for Local Public Agency Federally Funded Highway Projects** Transportation Research Board "TRB's National Cooperative Highway Research Program (NCHRP) Synthesis 442: Practices and Performance Measures for Local Public Agency Federally Funded Highway Projects explores what performance measures, delivery practices, strategies, and tools are currently used in relation to federally-funded local public agency (LPA) highway project development and delivery, and how they are used to measure success in project administration. " -- Publisher's description. **SEDM Resource Index, Form #01.008** Sovereignty Education and Defense Ministry (SEDM) Master index of all Forms, Litigation Tools, Response Letters, and Exhibits grouped by resource type and then Item Number. Does not include Member Subscription Library content. **Cite Them Right The essential referencing guide** Palgrave Macmillan This book is renowned as the most comprehensive yet easy-to-use guide to referencing available. Tutors rely on the advice to guide their students in the skills of identifying and referencing information sources and avoiding plagiarism. This new edition has new and expanded content, especially in relation to latest electronic sources. **AWS Certified Developer Official Study Guide Associate (DVA-C01) Exam** John Wiley & Sons Foreword by Werner Vogels, Vice President and Corporate Technology Officer, Amazon The AWS exam has been updated. Your study guide should be, too. The AWS Certified Developer Official Study Guide-Associate Exam is your ultimate preparation resource for the latest exam! Covering all exam objectives, this invaluable resource puts a team of AWS experts at your side with expert guidance, clear explanations, and the wisdom of experience with AWS best practices. You'll master core services and basic architecture, and equip yourself to develop, deploy, and debug cloud-based applications using AWS. The AWS Developer certification is earned by those who demonstrate the technical knowledge and skill associated with best practices for building secure, reliable cloud-based applications using AWS technology. This book is your official exam prep companion, providing everything you need to know to pass with flying colors. Study the AWS Certified Developer Exam objectives Gain expert insight on core AWS services and best practices Test your understanding of key concepts with challenging chapter questions Access online study tools including electronic flashcards, a searchable glossary, practice exams, and more Cloud computing offers businesses the opportunity to replace up-front capital infrastructure expenses with low, variable costs that scale as they grow. This customized responsiveness has negated the need for far-future infrastructure planning, putting thousands of servers at their disposal as needed—and businesses have responded, propelling AWS to the number-one spot among cloud service providers. Now these businesses need qualified AWS developers, and the AWS certification validates the exact skills and knowledge they're looking for. When you're ready to get serious about your cloud credentials, the AWS Certified Developer Official Study Guide-Associate Exam is the resource you need to pass the exam with flying colors. NOTE: As of October 7, 2019, the accompanying code for hands-on exercises in the book is available for downloading from the secure Resources area in the online test bank. You'll find code for Chapters 1, 2, 11, and 12. **Effective Delivery of Small-scale Federal-aid Projects** Transportation Research Board TRB's National Cooperative Highway Research Program (NCHRP) Synthesis 414: Effective Delivery of Small-Scale Federal-Aid Projects examines

streamlined methods for meeting federal funding requirements for small-scale highway projects. The report explores ways that state departments of transportation work with local agencies to implement small projects eligible for federal funding. Appendix G to NCHRP Synthesis 414 is available only in the pdf version of the report. **Perl Template Toolkit** "O'Reilly Media, Inc." Among the many different approaches to "templating" with Perl--such as Embperl, Mason, HTML::Template, and hundreds of other lesser known systems--the Template Toolkit is widely recognized as one of the most versatile. Like other templating systems, the Template Toolkit allows programmers to embed Perl code and custom macros into HTML documents in order to create customized documents on the fly. But unlike the others, the Template Toolkit is as facile at producing HTML as it is at producing XML, PDF, or any other output format. And because it has its own simple templating language, templates can be written and edited by people who don't know Perl. In short, the Template Toolkit combines the best features of its competitors, with ease-of-use and flexibility, resulting in a technology that's fast, powerful and extensible, and ideally suited to the production and maintenance of web content and other dynamic document systems. In Perl Template Toolkit you'll find detailed coverage of this increasingly popular technology. Written by core members of the technology's development team, the book guides you through the entire process of installing, configuring, using, and extending the Template Toolkit. It begins with a fast-paced but thorough tutorial on building web content with the Template Toolkit, and then walks you through generating and using data files, particularly with XML. It also provides detailed information on the Template Toolkit's modules, libraries, and tools in addition to a complete reference manual. Topics in the book include: Getting started with the template toolkit The Template language Template directives Filters Plugins Extending the Template Toolkit Accessing databases XML Advanced static web page techniques Dynamic web content and web applications The only book to cover this important tool, Perl Template Toolkit is essential reading for any Perl programmer who wants to create dynamic web content that is remarkably easy to maintain. This book is your surefire guide to implementing this fast, flexible, and powerful templating system. **A Pre-event Recovery Planning Guide for Transportation** Transportation Research Board "TRB's National Cooperative Highway Research Program (NCHRP) Report 753: A Pre-Event Recovery Planning Guide for Transportation is designed to help transportation owners and operators in their efforts to plan for recovery prior to the occurrence of an event that impacts transportation systems. The guide includes tools and resources to assist in both pre-planning for recovery and implementing recovery after an event. NCHRP Report 753 is intended to provide a single resource for understanding the principles and processes to be used for pre-event recovery planning for transportation infrastructure. In addition to the principles and processes, the guide contains checklists, decision support tools, and resources to help support pre-event recovery planning."--Publisher description. **Publication Manual of the American Psychological Association 6th edition Microsoft Word 2013 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc. Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Word 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft Word 2013 Quick Reference Guide. Simple and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts. **Crystal Reports XI Official Guide** Sams Publishing The authorized guide to the latest edition of the #1 business intelligence software product - Crystal Reports. More than 16 million licenses of Crystal Reports have been shipped to date. This book is a reference designed to provide hands-on guidance for the latest release of the product suite. The latest version of Crystal Reports and the Business Objects enterprise reporting suite delivers vast product enhancements and a tighter integration that will drive upgrades from licensees. Brand new features (e.g. Dynamic and Cascading Parameter Generation) will also appeal to new audiences. Over 1 million new Business Intelligence licensees will be migrating to the Crystal Enterprise Reporting platform, as this is the first release of the software with the existing Business Objects (BO) products being integrated into the Crystal infrastructure. As Business Objects insiders, the authors bring unique and valuable real-world perspectives on implementations and uses of the Crystal Reports product. The book also includes content, tutorials and samples for reporting within the Microsoft Visual Studio.NET and J2EE development environments and also on top of the SAP Business Information Warehouse (BW) and the Peoplesoft platform. Advanced content on report distribution and integration into the secured managed reporting solution known as Business Objects Enterprise XI, is also now included in this definitive user guide with coverage on the new Web Services SDK. **SAP BW Certification A Business Information Warehouse Study Guide** John Wiley & Sons Provides an overview to the exam's topics, including a "Need to Know" list that identifies areas that must be understood in-depth. Includes exercises that can be performed, usually with a smallest BW server. Contains practice test questions that assess the reader's knowledge of the current exam topics. Serves as a complement to the classroom training provided by SAP. **R Markdown The Definitive Guide** CRC Press R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tufte handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, rmarkdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, Dynamic Documents with R and knitr, bookdown: Authoring Books and Technical Documents with R Markdown, and blogdown: Creating Websites with R Markdown. J.J. Allaire is the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including rmarkdown, flexdashboard, learnr, and radix. Garrett Grolemund is the co-author of R for Data Science and author of Hands-On Programming with R. He wrote the lubridate R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse. **XSLT 1.0 Pocket Reference A Quick Guide to XML Transformations** "O'Reilly Media, Inc." XSLT is an essential tool for converting XML into other kinds of documents: HTML, PDF file, and many others. It's a critical technology for XML-based platforms such as Microsoft .NET, Sun Microsystems' Sun One, as well as for most web browsers and

authoring tools. As useful as XSLT is, however, most people have a difficult time getting used to its peculiar characteristics. The ability to use advanced techniques depends on a clear and exact understanding of how XSLT templates work and interact. The XSLT 1.0 Pocket Reference from O'Reilly wants to make sure you achieve that level of understanding. With its concise approach, this handy pocket guide quickly gets you up to speed on XSLT 1.0 so you can convert XML like a seasoned pro. In addition to covering the basics of stylesheet structure, it also explains how to: use template rules create a result tree apply conditional processing transform multiple source documents employ number formatting Thanks to their convenient, quick-reference format, O'Reilly's Pocket References spare you from having to hunt through larger books for answers. They deliver just what you need to get the job done in a timely fashion. And the XSLT 1.0 Pocket Reference is no different--it's the ideal companion to have at your desk when you need an answer fast.

Publication Manual of the American Psychological Association American Psychological Association (APA) The Publication Manual of the American Psychological Association is the style manual of choice for writers, editors, students, and educators in the social and behavioral sciences, nursing, education, business, and related disciplines.

The Green Book Appraisal and Evaluation in Central Government : Treasury Guidance Stationery Office This new edition incorporates revised guidance from H.M Treasury which is designed to promote efficient policy development and resource allocation across government through the use of a thorough, long-term and analytically robust approach to the appraisal and evaluation of public service projects before significant funds are committed. It is the first edition to have been aided by a consultation process in order to ensure the guidance is clearer and more closely tailored to suit the needs of users.

Bioterrorism A Guide for Hospital Preparedness CRC Press In the battle against bioterrorism, one of the greatest challenges is finding the ideal balance between complacency and overreaction. The goal is to be so well prepared that we can prevent catastrophic outcomes in the event of a bioterrorist attack, while strengthening our ability to prevent and treat naturally-occurring infectious diseases. Bioterrorism: A Guide for Hospital Preparedness provides critical guidelines for health providers on effectively preparing for bioterrorism. The book presents information on all aspects of dealing with bioterrorism including the likeliest biological agents to be used, means of determining that an attack is taking place, diagnosis and management of specific diseases, and mechanisms of reporting to public health authorities. The text reviews cooperative planning for private practitioners, methods for protecting hospital and office staff and other patients in the event of an attack, approaches to handling the psychological effects of terrorism, special considerations concerning the care of children, and strategies for answering questions posed by the public and the media. It also includes data from national and regional exercises in assessing preparedness, with suggestions for implementing lessons learned from these exercises. With bioterrorism on the fine line between risk and reality, it is essential for health care providers to be properly equipped for every situation. This comprehensive guide features solid strategies for establishing and maintaining an attainable level of preparation in the ever-present risk of bioterrorism.

Macromedia Flash Enabled Flash Design & Development for Devices New Riders This is the only book available on Flash development for multiple devices, asit guides Flash designers and developers in creating content and applicationsfor multiple devices with Flash and other tools.

International Handbook of E-Learning Volume 2 Implementation and Case Studies Routledge The International Handbook of e-Learning, Volume 2 provides a comprehensive compendium of implementation and practice in all aspects of e-learning, one of the most significant ongoing global developments in the entire field of education. Covering the integration, challenges, implications, and context-appropriate use of open education networks, blended learning, mobile technologies, social media, and other platforms in a variety of unique international settings, these thirty contributions illustrate the wide-ranging applications and solutions made possible by this rapidly growing new paradigm. Case studies are driven by empirical research and attention to cultural specificity, while future research needs are discussed in relation to both confirmed practice and recent changes in the field. The book will be of interest to anyone seeking to create and sustain meaningful, supportive learning environments within today's anytime, anywhere framework, from teachers, administrators, and policy makers to corporate and government trainers.

Higher grounds RTI Press To address chronically low primary school completion rates and the disconnect between learners' skills at the end of primary school and the skills learners need to thrive in secondary school identified in many low- and middle-income countries, more investment is needed to improve the quality of teaching and learning in upper primary grades. Accordingly, we provide guidelines for improving five components of upper primary education: (1) In-service teacher professional development and pre-service preparation to improve and enhance teacher quality; (2) a focus on mathematics, literacy, and core content-area subjects; (3) assessment for learning; (4) high-quality teaching and learning materials; and (5) positive school climates. We provide foundational guiding principles and recommendations for intervention design and implementation for each component. Additionally, we discuss and propose how to structure and design pre-service teacher preparation and in-service teacher training and ongoing support, fortified by materials design and assessment, to help teachers determine where learners are in developmental progressions, move learners towards mastery, and differentiate and support learners who have fallen behind. We provide additional suggestions for integrating a whole-school climate curriculum, social-emotional learning, and school related gender-based violence prevention strategies to address the internal and societal changes learners often face as they enter upper primary.

MHRA Style Guide A Handbook for Authors, Editors, and Writers of Theses MHRA Now in its second edition, the MHRA Style Guide is an indispensable tool for authors and editors of scholarly books, contributors to academic publications, and students preparing theses. The Style Guide succeeds the best-selling MHRA Style Book, five editions of which were published from 1971 to 1996. Though originally designed for use in connection with the publications of the Modern Humanities Research Association, the Style Book became a standard book of reference, particularly in the humanities, and has been adopted by many other authors, editors, and publishers. This new edition of the Style Guide has been revised and updated by a subcommittee of the MHRA. It provides comprehensive guidance on the preparation of copy for publication and gives clear and concise advice on such matters as spelling (including the spelling of proper names and the transliteration of Slavonic names), abbreviations, punctuation, the use of capitals and italics, dates and numbers, quotations, notes, and references. Chapters on indexing, the preparation of theses and dissertations, and proof correcting are also included

FULL STUDENT GUIDE TO THE HARVARD REFERENCING STYLE Easy Harvard Formatting Step by Step CreativeCloud Publications A guide on HARVARD formatting for students. Format your academic paper step by step. HARVARD format guidelines, tips, and examples. Guide to citing and writing in HARVARD format for students. HARVARD formatting and HARVARD style guide. HARVARD

recommendations. *HARVARD handbook for students. HARVARD Style Manual. HARVARD - the easy way. General guidelines with examples for in-text citations and references list. Easy step-by-step formatting.* **Health cluster guide a practical handbook** World Health Organization **IBM Intelligent Operations Center 1.6 Programming Guide** IBM Redbooks IBM® Intelligent Operations Center is an integrated solution. It provides a rich set of capabilities and line of business tools that business users with domain expertise and no technical background can use without customization. IBM Intelligent Operations Center also provides services and extension points that developers can use to extend the IBM Intelligent Operations Center standard functions and develop capabilities specific to the domain and client requirements. IBM Intelligent Operations Center includes an application-based programming model that supports all the interactions with the solution components. The programming model is based on industry standard Representational State Transfer (REST) and Java technologies. IBM Intelligent Operations Center includes a full set of REST and Java application programming interfaces (APIs) that provide a simplified development environment and make the platform easy to extend and customize for a large community of developers. This IBM Redbooks® publication gives a broad understanding of the IBM Intelligent Operations Center 1.6.0.1 programming model and available extension points. Many of the chapters describe working examples and usage scenarios that demonstrate how to extend the IBM Intelligent Operations Center base platform. This book includes sample code that can be downloaded from the IBM Redbooks website. The target audience for this book consists of solution architects, developers, technical consultants, and solution administrators who will learn the following information: The options available to extend the IBM Intelligent Operations Center solution programmatically How to configure customizations tailored to specific customer requirements How to use the available configuration tools to configure the solution without requiring programming Readers of this book will benefit from the IBM Redbooks publication IBM® Intelligent Operations Center 1.5 to 1.6 Migration Guide , SG24-8202. **Illustrated Course Guide: Microsoft Word 2013 Intermediate** Cengage Learning Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. **Bootstrap 4 Quick Start Responsive Web Design and Development Basics for Beginners** Bootstrap Creative Want to improve the design of your website or web application without having to write CSS styles from scratch? Learning HTML and CSS is a lot more challenging than it used to be. Responsive web design adds more layers of complexity to design and develop websites. In this book you will become familiar with the new cards component, setting up the new flexbox grid layout, customizing the look and feel, how to follow the mobile-first development workflow, and more! Web designer and developer Jacob Lett has built 100+ websites and WordPress themes. Let him show you exactly how to build responsive layouts that look great in every browser and device. He shares what you can't learn from the official documentation... the process of actually building a full layout. This book is focused on the workflow and does not duplicate what you can already find in the official documentation. This book will show you how to reference the documentation and use it effectively in your projects. **BONUS:** Includes a link to download a free cheat sheets bundle and a 1 hour training video. Who is this for? You're an absolute beginner and want to become a web developer. You learned HTML and CSS 5-10 years ago but are new to responsive web design basics. You have used Bootstrap before but want to learn new techniques and workflow. What will I learn? Learn what responsive web design is, the history behind it, and how the Bootstrap 4 frontend framework makes it easier to implement. Learn the web design process and workflow necessary to make a responsive website and application with Bootstrap 4. Learn what's new in Bootstrap 4 with a deep focus on CSS3 Flexbox, Cards, and the responsive grid layout. What will I build? Responsive Marketing Homepage - Topics covered: responsive images, image cards, parallax background images, Google fonts, carousel cross-fade, and vertical centered text. Bootstrap Admin Dashboard - Topics covered: 100% height sidebar, card deck, FontAwesome icons, responsive charts and tables, and custom navigation tree menu. How is this training unique? Learn by doing as you build two professional responsive layouts examples step-by-step. Focused on the workflow vs duplicating what you can find in the official documentation. This book will show you how to reference the documentation and use it effectively in your projects. Uses hyperlinks to point to code demos, snippets, videos, and external resources. What do I need? Some experience with HTML and CSS is helpful but not necessary. Does not require knowing Sass, command line, or Photoshop. A computer with Google Chrome. A text editor like Atom and an internet connection. You want to build a beautiful website or user interface that works on all major browsers. Let Jacob show you how step by step. If you like detailed step by step guides, plenty of examples, and printable cheat sheets, then you'll love Jacob Lett's approach at how he creates responsive layouts using Bootstrap 4. Buy the Bootstrap 4 Quick Start today and start building responsive layouts in less time and with less effort! **Proposal Guide for Business Development Professionals** Shipley Associates **Workplace Mentoring Guide** Interactive Publications This Guide has been developed for workplace supervisors or colleagues who are responsible for mentoring in the workplace. It will take you through the process of establishing and developing a mentoring relationship with a learner in a workplace. By working through this Guide, you will cover the following topics: 1. An introduction to workplace mentoring 2. Developing a mentoring plan 3. Facilitating a mentoring relationship 4. Monitoring a mentoring relationship 5. Evaluating the effectiveness of mentoring **Behavioral Outcomes & Guidelines Sourcebook A Practical Guide to Measuring, Managing and Standardizing Mental Health and Substance Abuse Treatment** Faulkner & Gray, Incorporated **Be Ready - A Guide for Developing Comprehensive Emergency Response Plans for Organizations** Lulu.com The worst may never happen, but if it does - are you ready for it? The key to an effective response is having a plan. This guide can assist schools, businesses, and communities develop their emergency response plans so that they can be better prepared.