

Excel 2013 Shelley Comprehensive 1st Edition

Discipline is what moderns need the most and want the least. Too often young people who leave home, students who quit school, husbands and wives who seek divorce, church members who neglect services, employees who walk out on their jobs are simply trying to escape discipline. The true motive may often be camouflaged by a hundred excuses, but behind the flimsy front is the hard core of aversion to restraint and control. Much of our restlessness and instability can be traced to this basic fault in modern character. Our overflowing asylums and hospitals and jails are but symptoms of an undisciplined age. There may be many secondary causes and there may be many secondary cures, but somewhere behind them all is the need for discipline. The kind of discipline needed is far deeper than the rule of alarm clocks and time cards; it embraces self-restraint, courage, perseverance, and resiliency as the inner panoply of the soul. Many nervous and emotional disorders are the accumulated result of years of self-indulgent living. I am not thinking of the drunkards or the libertines, but of the respectable Christians who probably would be horrified at the thought of touching liquor or of indulging in gross immorality. But they are nevertheless undisciplined, and the fatal weakness is unmasked in the day of trial and adversity. A lifelong pattern of running away from difficulties, of avoiding incompatible people, of seeking the easy way, of quitting when the going gets rough finally shows up in neurotic semi-invalidism and

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incapacity. Numerous books may be read, many doctors and preachers consulted, innumerable prayers may be offered, and religious commitments made; the patient may be inundated with drugs, advice, costly treatment, and spiritual scourgings; yet none lay bare the real cause: lack of discipline. And the only real cure is to become a disciplined person.

Now you can clearly present even the most complex computational theory topics to your students with Sipser's distinct, market-leading INTRODUCTION TO THE THEORY OF COMPUTATION, 3E. The number one choice for today's computational theory course, this highly anticipated revision retains the unmatched clarity and thorough coverage that make it a leading text for upper-level undergraduate and introductory graduate students. This edition continues author Michael Sipser's well-known, approachable style with timely revisions, additional exercises, and more memorable examples in key areas. A new first-of-its-kind theoretical treatment of deterministic context-free languages is ideal for a better understanding of parsing and LR(k) grammars. This edition's refined presentation ensures a trusted accuracy and clarity that make the challenging study of computational theory accessible and intuitive to students while maintaining the subject's rigor and formalism. Readers gain a solid understanding of the fundamental mathematical properties of computer hardware, software, and applications with a blend of practical and philosophical coverage and mathematical treatments, including advanced theorems and proofs.

INTRODUCTION TO THE THEORY OF

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COMPUTATION, 3E's comprehensive coverage makes this an ideal ongoing reference tool for those studying theoretical computing. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab® is

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an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. 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.

For use in the Office Applications course. This book is also suitable for students and individuals seeking an introduction to Microsoft Word 2013. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects.

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.

Engage Students with a Project-Based Approach: GO!'s

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project-based approach teaches students to solve real problems as they practice and learn the features.

Motivate Students with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. **Teach the Course You Want in Less Time:** The GO! series' one-of-a kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students.

The acclaimed debut novel by the author of *Little Fires Everywhere*. “A taut tale of ever deepening and quickening suspense.” —O, the Oprah Magazine
“Explosive . . . Both a propulsive mystery and a profound examination of a mixed-race family.” —Entertainment Weekly
“Lydia is dead. But they don’t know this yet.” So begins this exquisite novel about a Chinese American family living in 1970s small-town Ohio. Lydia is the favorite child of Marilyn and James Lee, and her parents are determined that she will fulfill the dreams they were unable to pursue. But when Lydia’s body is found in the local lake, the delicate balancing act that has been keeping the Lee family together is destroyed, tumbling them into chaos. A profoundly moving story of family, secrets, and longing, *Everything I Never Told You* is both a gripping page-turner and a sensitive family portrait, uncovering the ways in which mothers and daughters, fathers and sons, and husbands and wives struggle, all their lives, to understand one another.

Visual QuickStart Guides, designed in an attractive tutorial and reference format, are the quickest, easiest, and most thorough way to learn applications, tasks, and

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technologies. The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone. Visually presented with copious screenshots, the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn. Microsoft Office 2013: Visual QuickStart Guide, written by best-selling author Steve Schwartz, has been extensively rewritten to provide expanded coverage of the core Office applications: Word, Excel, PowerPoint, and Outlook, provides in-depth instructions on many of the new features and changes introduced in Office 2013, and offers a thorough introduction to the Office Web Apps. Coverage of each application is jam-packed with information and tips that not only explain HOW to perform a task, but WHY you need this procedure and WHEN it's best to use it. Includes eBook In addition to concise, step-by-step explanations of core tools and tasks, with plenty of helpful screen shots to keep you on track as you work, Microsoft Office 2013 for Windows: Visual QuickStart Guide includes the eBook. You can download digital versions of this book to load on the mobile device of your choice so that you can continue learning whenever and wherever you are. We provide you with EPUB, PDF, and MOBI eBook formats to ensure that you get the experience that best suits your viewing needs.

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. Teach the Windows 10 content YOU want in LESS TIME! This book provides a solid introduction to

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Windows 10. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects for students and a one-of-a-kind supplements package. The GO! series is the right solution for you and your students in today's fast-moving, mobile environment. GO! focuses on today's mobile worker wherever, whenever, and from whatever device. It covers Office Online, Office 365 collaboration, and touch devices, so students are prepared to work in any environment. Windows 10 is a new approach to operating systems for the more mobile world we live in. With Windows 10, apps, services, and content move across devices seamlessly, and updates will be delivered regularly. There are a variety of enhancements from Windows 10, and there are significant changes from Windows 7. To guide both new and experienced users of earlier versions, the GO! series takes project-based approach, which allows students to explore the core functionality of Windows 10, while learning how to use it effectively.

Discover how to fully utilize the latest version of Microsoft Office with the focused approach found in Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions of students like you. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach designed to address your needs, no matter

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what your learning style. A trademark step-by-step, screen-by-screen approach helps expand your understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition delivers some of today's most effective educational materials specifically designed to capture your attention, improve retention, and prepare you for success in working with Microsoft Office 2016.

Discover how to utilize the most advanced features within the latest version of Microsoft Office with Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED continues the Series' strong history of innovation with an enhanced learning approach designed to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach helps readers expand their understanding of higher-level Microsoft Office 2016 skills through experimentation, critical thought, and personalization. This new edition promises to capture and hold readers' attention, improve retention, and prepare readers for success in working with the most advanced aspects of Microsoft Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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

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book. GO! with Office 2016 Getting Started is an Introductory text that offers a chapter on core Office 2016 features, and then one chapter for each of the four primary applications that introduces students to the basic features of each. Using the scenario-based instructional projects students learn the basics and then apply them through mastery, problem-solving, and critical thinking projects. In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application. NOTE: This is the standalone book(spiral bound), if you want the book/access card order the ISBN below; 0134582152 / 9780134582153 GO! with Microsoft Office 2016 Getting Started & MyITLab with Pearson eText -- Access Card -- for GO! 2016 with Technology In Action Package Package consists of: 0134444957 / 9780134444956 MyITLab with Pearson eText -- Access Card -- for GO! 2016 with Technology In Action 0134497066 / 9780134497068 GO! with Microsoft Office 2016 Getting Started ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that

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you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products.

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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. Skills for Success is written with today's students in mind. The book provides step-by-step guidance in an

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easy-to-use format. Each skill is presented on a two-page spread with clearly numbered steps and clear instruction. Key skills required to get started with Microsoft Office are covered, giving readers a complete introduction to the core tools.

Part of the highly successful Shelly Cashman series, this text provides a complete overview of HTML and leads the user through a clear, step-by-step, screen-by-screen approach to learning. Readers learn how to create a Web page using HTML, format the page, add graphics, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A Journey From Lost to Found. At 26, Cheryl Strayed thought she had lost everything. In the wake of her mother's rapid death from cancer, her family disbanded and her marriage crumbled. With nothing to lose, she made the most impulsive decision of her life: to walk eleven-hundred miles of the west coast of America - from the Mojave Desert, through California and Oregon, and into Washington State - and to do it alone. She had no experience of long-distance hiking and the journey was nothing more than a line on the map. This account captures the agonies - both mental and physical - of her incredible journey.

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. For use in the Office Applications course. This book is just the standalone book. The primary goal of the GO! Series, aside from teaching computer applications,

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is ease of implementation, with an approach that is based on clearly defined projects. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. Teach the Course You Want in Less Time: The GO! series' one-of-a kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students. NOTE: This is the standalone book, if you want the book/access code order the ISBN below; ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products. NOTE: Make sure to use the dashes shown on the Access Card Code when entering the code. 0133908755 / 9780133908756 GO! with Microsoft Excel 2013 Comprehensive & MyITLab with Pearson eText -- Access Card -- for GO! with Office 2013 Package * Package consists of: 0133417336 / 9780133417333 GO! with Microsoft Excel 2013 Comprehensive

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Introduce your students to the important new features that the latest version of Microsoft Office has to offer with the focused approach found in Cable/Freund/Monk/Sebok/Starks/Vermaat's MICROSOFT Office 365 & OFFICE 2019 INTRODUCTORY. Part of the acclaimed Shelly Cashman Series, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft Office. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Allegra thinks being at a performing-arts high school will change her life and make her a better dancer. But high school is still high school, complete with cliques, competition and cruelty. Allegra's refuge comes in the form of a class she doesn't want to take, music theory, taught by a very young, very attractive male teacher. Soon all Allegra can think about is music composition, and Mr. Rochelli. But has she misunderstood his attention, or is he really her soul mate?

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The definitive research paper guide, *Writing Research Papers* combines a traditional and practical approach to the research process with the latest information on electronic research and presentation. This market-leading text provides students with step-by-step guidance through the research writing process, from selecting and narrowing a topic to formatting the finished document. *Writing Research Papers* backs up its instruction with the most complete array of samples of any writing guide of this nature. The text continues its extremely thorough and accurate coverage of citation styles for a wide variety of disciplines. The fourteenth edition maintains Lester's successful approach while bringing new writing and documentation updates to assist the student researcher in keeping pace with electronic sources.

For introductory courses in Microsoft(R) Office.

Seamless digital instruction, practice, and assessment
For over 17 years, instructors have relied upon the GO! series to teach Microsoft Office successfully. The series uses a project-based approach that clusters learning objectives around projects, rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so students always know where to go on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they're needed. Updated to Office 365, GO! with Microsoft(R) Office 365(R), 2019 Edition, Introductory adds tips for Mac users, revised instructional projects, and improved coverage of the what, why, and how of

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skills application. Also available with MyLab IT By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content. Students, if interested in purchasing this title with MyLab IT, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the physical text and MyLab IT, search for: 013576887X / 9780135768877 GO! with Office 2019 Introductory, 1 /e + MyLab IT w/ Pearson eText, 1/e Package consists of: 0135417813 / 9780135417812 GO! with Microsoft Office 365, 2019 Edition Introductory, 1/e 0135651263 / 9780135651261 MyLab IT with Pearson eText -- Access Card -- for GO! with Microsoft Office 365, 2019 Edition, 1/e

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of

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today's students. In Microsoft Office 2010: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. 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. Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and

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One of the most influential and imaginative sci-fi writers turns his attention to London - with dazzling results. 'Part-detective story, part-cultural snapshot . . . all bound by Gibson's pin-sharp prose' Arena

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_____ Cayce Pollard owes her living to her pathological sensitivity to logos. In London to consult for the world's coolest ad agency, she finds herself catapulted, via her addiction to a mysterious body of fragmentary film footage, uploaded to the Web by a shadowy auteur, into a global quest for this unknown "garage Kubrick". Cayce becomes involved with an eccentric hacker, a vengeful ad executive, a defrocked mathematician, a Tokyo Otaku-coven known as Eye of the Dragon and, eventually, the elusive Kubrick himself. William Gibson's novel is about the eternal mystery of London, the coolest sneakers in the world, and life in (the former) USSR. _____ 'A compelling, humane story with a sympathetic heroine searching for meaning and consolation in a post-everything world' Daily Telegraph 'A big novel, full of bold ideas . . . races along like an expert thriller' GQ 'It's dialogue and characterization will amaze you. A wonderfully detailed, reckless journey of espionage and lies' USA Today 'Electric, profound. Gibson's descriptions of Tokyo, Russia and London are surreally spot-on' Financial Times "For over 17 years, instructors have relied upon the GO! series to teach Microsoft Office successfully. The series uses a project-based approach that clusters learning objectives around projects, rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-

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follow Microsoft Procedural Syntax so students always know where to go on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they're needed. Updated to Office 365, GO! with Microsoft® Office 365®, Excel 2019 Comprehensive adds tips for Mac users, revised instructional projects, and improved coverage of the what, why, and how of skills application."--Publisher's web page.

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. GO! with Office 2016 Getting Started is an Introductory text that offers a chapter on core Office 2016 features, and then one chapter for each of the four primary applications that introduces students to the basic features of each. Using the scenario-based instructional projects students learn the basics and then apply them through mastery, problem-solving, and critical thinking projects. In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better

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than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application. MyITLab for this text provides students and instructors with access to the eText, chapter quizzes, testbanks, and other instructor resources.

0133908755 / 9780133908756 GO! with Microsoft Excel 2013 Comprehensive & MyITLab with Pearson eText -- Access Card -- for GO! with Office 2013 Package Package consists of 0133417336 / 9780133417333 GO! with Microsoft Excel 2013 Comprehensive 0133775062 / 9780133775068 MyITLab with Pearson eText -- Access Card -- for GO! with Office 2013

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach

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now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The original 1818 text of Mary Shelley's classic novel, with annotations and essays highlighting its scientific, ethical, and cautionary aspects. Mary Shelley's *Frankenstein* has endured in the popular imagination for two hundred years. Begun as a ghost story by an intellectually and socially precocious eighteen-year-old author during a cold and rainy summer on the shores of Lake Geneva, the dramatic tale of Victor Frankenstein and his stitched-together creature can be read as the ultimate parable of scientific hubris. Victor, “the modern Prometheus,” tried to do what he perhaps should have left to Nature: create life. Although the novel is most often discussed in literary-historical terms—as a seminal example of romanticism or as a groundbreaking early work of science fiction—Mary Shelley was keenly aware of contemporary scientific developments and incorporated them into her story. In our era of synthetic biology, artificial intelligence,

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robotics, and climate engineering, this edition of Frankenstein will resonate forcefully for readers with a background or interest in science and engineering, and anyone intrigued by the fundamental questions of creativity and responsibility. This edition of Frankenstein pairs the original 1818 version of the manuscript—meticulously line-edited and amended by Charles E. Robinson, one of the world's preeminent authorities on the text—with annotations and essays by leading scholars exploring the social and ethical aspects of scientific creativity raised by this remarkable story. The result is a unique and accessible edition of one of the most thought-provoking and influential novels ever written. Essays by Elizabeth Bear, Cory Doctorow, Heather E. Douglas, Josephine Johnston, Kate MacCord, Jane Maienschein, Anne K. Mellor, Alfred Nordmann

GO! with Microsoft Excel 2013

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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

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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. "

The most comprehensive DIY window book on the market *The Complete Photo Guide to Window Treatments* makes it easy to choose and construct today's most popular window treatments - 20 styles of valances, swags, and cornices; 20 styles of curtains and draperies; plus 10 types of window shades. Room photographs show each style in a variety of decorating styles, fabrics, and hardware. Each project has step-by-step instructions from beginning to end: measuring the window, cutting the fabric with confidence, sewing or constructing the project, and installing the treatment the professional way. Over 500 how-to photographs and diagrams make it easy to have professional results. This is the big book of DIY window treatments!

In what promises to be one of the most current and comprehensive textbooks on the topic of ticket operations and sales management, James T. Reese, Jr. and a collection of academicians and practitioners provide insight, practical tips, and first-hand accounts of what it takes to excel in this growing and ever-changing industry. The textbook opens with the history of ticket operations, tracking the evolution of the sports ticket from the tesserae of ancient Rome to the virtual ticket widely used today. Each chapter analyzes a separate component of ticket operations, providing students with

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an inside look at the industry. Material covered includes technological advances, pricing, legal aspects, distribution, and customer service. Two chapters are also devoted to providing guidance for preparing for and securing internships and jobs.

PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS, 7TH EDITION prepares students seeking entry-level assistant positions or who are transitioning to a job with greater responsibility.

Instruction and activities target new technology and build communication and human relation skills. Emphasis on critical thinking, creative problem solving, and professional development prepare students for challenges they will face in today's global market place.

The seventh edition has been reorganized to offer more thorough coverage of key topics ranging from new technologies, the changing workplace, leadership, and personal finance. This text is packed with professional pointers, technology, and practical activities that prepare students for success in today's global workplace.

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The Oxford Handbook of Percy Bysshe Shelley takes stock of current developments in the study of a major Romantic poet and prose-writer, and seeks to advance Shelley studies beyond the current state of scholarship. It consists of forty-two chapters written by a prestigious international cast of established and emerging scholar-critics, and offers the most wide-ranging single-volume body of writings on Shelley. The volume builds on the

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textual revolution in Shelley studies, which has transformed understanding of the poet, as critics are able to focus on what Shelley actually wrote. This Handbook is divided into five thematic sections: Biography and Relationships; Prose; Poetry; Cultures, Traditions, Influences; and Afterlives. The first section reappraises Shelley's life and relationships, including those with his publishers through whom he sought to reach an audience for the 'Ashes and sparks' of his thought, and with women, creative collaborators as well as muse-figures; the second section gives his under-investigated prose works detailed attention, bringing multiple perspectives to bear on his shifting and complex conceptual positions, and demonstrating the range of his achievement in prose works from novels to political and poetic treatises; the third section explores Shelley's creativity and gift as a poet, emphasizing his capacity to excel in many different poetic genres; the fourth section looks at Shelley's response to past and contemporary literary cultures, both English and international, and at his immersion in science, music, theatre, the visual arts, and tourism and travel; the fifth section concludes the volume by analysing Shelley's literary and cultural afterlife, from his influence on Victorians and Moderns, to his status as the exemplary poet for Deconstruction. The Oxford Handbook of Percy Bysshe Shelley brings out the relevance to Shelley's own work of his dictum that 'All high poetry is infinite' and shows how he continues to generate original critical responses.

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