School administrators want to be better leaders, strategic planners, and stewards of their time and resources. Gary Ivory explains that technology, rather than an end in itself, is a powerful tool for administrators with these goals in mind. The compilation of expert advice in his book will walk the reader through presentation software, spreadsheets, the Internet, networks, and system models—all with an understanding of the very practical needs of administrators. For the uninitiated to whom technology appears daunting, and for those who simply want to hone their organizational and leadership skills, this book is a ready reference guide.

Here’s the easiest guide ever to computers - a book that skips the long-winded explanations and shows you how things work. Full-color screen shots walk you through each step, and self-contained, two-page lessons make learning a snap. You’ll learn to use different types of computers and software, create documents and use different programs, get online, start using e-mail, and manage your music and digital photographs A friendly character called Chip introduces each task, and sidebars offer real-world advice.

As computers have infiltrated virtually every facet of our lives, so has computer science influenced nearly every academic subject in science, engineering, medicine, social science, the arts and humanities. Michael Knee offers a selective guide to the major resources and tools central to the entire industry. A discussion of three commonly used
subject classification systems precedes an annotated bibliography of over 500 items. As computers have infiltrated virtually every facet of our lives, so has computer science influenced nearly every academic subject in science, engineering, medicine, social science, the arts and humanities. Michael Knee offers a selective guide to the major resources and tools central to the computer industry: teaching institutions, research institutes and laboratories, manufacturers, standardization organizations, professional associations and societies, and publishers. He begins with a discussion of the three subject classification systems most commonly used to describe, index, and manage computer science information: the Association for Computing Machinery, Inspec, and the Library of Congress. An annotated bibliography of over 500 items follows, grouped by material type, and featuring a mix of classic works and current sources.

Computer Networking provides a top-down approach to this study by beginning with applications-level protocols and then working down the protocol stack. Focuses on a specific motivating example of a network—the Internet—as well as introducing students to protocols in a more theoretical context. New short "interlude" on "putting it all together" that follows the coverage of application, transport, network, and datalink layers ties together the various components of the Internet architecture and identifying aspects of the architecture that have made the Internet so successful. A new chapter covers wireless and mobile networking, including in-depth coverage of Wi-Fi, Mobile IP and GSM. Also included is expanded coverage on BGP, wireless security and DNS. This book is designed for readers who need to learn the fundamentals of computer networking. It also has extensive material, on the very latest technology, making it of great interest to networking professionals.

A brand-new edition of the popular introductory textbook that explores how computer hardware, software, and networks work. Computers are everywhere. Some are highly visible, in laptops, tablets, cell phones, and smart watches. But most are invisible, like those in appliances, cars, medical equipment, transportation systems, power grids, and weapons. We never see the myriad computers that quietly collect, share, and sometimes leak personal data about us. Governments and companies increasingly use computers to monitor what we do. Social networks and advertisers know more about us than we should be comfortable with. Criminals have all-too-easy access to our data. Do we truly understand the power of computers in our world? In this updated edition of Understanding the Digital World, Brian Kernighan explains how computer hardware, software, and networks work. Topics include how computers are built and how they compute; what programming is; how the Internet and web operate; and how all of these affect security, privacy, property, and other important social, political, and economic issues. Kernighan touches on fundamental ideas from computer science and some of the inherent limitations of computers, and new sections in the book explore Python programming, big data, machine learning, and much more. Numerous color illustrations, notes on sources for further exploration, and a glossary explaining technical terms and buzzwords are included. Understanding the Digital World is a must-read for readers of all backgrounds who want to know more about computers and communications.

This title gives students an integrated and rigorous picture of applied computer science, as it comes to play in the construction of a simple yet powerful computer system.

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.

A guide to the functions and operation of computer software explains how software and hardware work together, discussing operating systems, programming languages, and database, spreadsheet, word processing, graphics, communications, Windows, and utility software products. Original.

This book compiles selected articles from Library Media Connection to help school librarians and pre-service librarians learn about how to implement best practices for school library management. • An outstanding LIS textbook that addresses the latest standards, guidelines, and technologies for the field and offers a blueprint for developing a strong school library program • A comprehensive listing of resources that includes websites, blogs, videos, and books • Articles written by distinguished practitioners and industry icons • Suggestions for using new technologies to achieve learning outcomes • A compilation of the most useful articles from Library Media Connection

Authors Ward Cheney and David Kincaid show students of science and engineering the potential computers have for solving numerical problems and give them ample opportunities to hone their skills in programming and problem solving. NUMERICAL MATHEMATICS AND COMPUTING, 7th Edition also helps students learn about errors that inevitably accompany scientific computations and arms them with methods for detecting, predicting, and controlling these errors. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Fire Chief’s Handbook, 7th Edition continues Fire Engineering’s 82-year tradition of publishing the definitive resource for advanced fire service training. The text has been completely updated to meet the changing environment and added responsibilities of the fire service. Returning authors have rewritten their chapter to address today’s leadership and administrative concerns, while new authors are also introduced to offer new perspectives. This comprehensive guidebook is designed for firefighters, company officers, and chief officers of all ranks and department types who want the latest information on the fundamentals of leadership in the fire service, as well as managing the day-to-day operations of a fire department.

Both versions cover all introductory IT concepts topics and are appropriate for a full semester course, with or without a lab component. The comprehensive version offers

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more depth on business systems and societal issues. Designed to accommodate the computer competency needs of students from a broad spectrum of disciplines and interests, this best-selling text/supplements package provides an exceptionally well-illustrated overview of computing concepts and IT applications all in a format that allows instructors the flexibility to meet their courses' education objectives. It strikes a good balance between efficiency of presentation and content that holds students' interest and invites learning. Only topics critical to general information technology competency are covered in order to provide the breadth of topics necessary to the understanding that is applicable today and in the future.

The best-selling C++ For Dummies book makes C++ easier! C++ For Dummies, 7th Edition is the best-selling C++ guide on the market, fully revised for the 2014 update. With over 60% new content, this updated guide reflects the new standards, and includes a new Big Data focus that highlights the use of C++ among popular Big Data software solutions. The book provides step-by-step instruction from the ground up, helping beginners become programmers and allowing intermediate programmers to sharpen their skills. The companion website provides all code mentioned in the text, an updated GNU C++, the new C++ compiler, and other applications. By the end of the first chapter, you will have programmed your first C++ application! As one of the most commonly used programming languages, C++ is a must-have skill for programmers who wish to remain versatile and marketable. C++ For Dummies, 7th Edition provides clear, concise, expert instruction, which is organized for easy navigation and designed for hands-on learning. Whether you're new to programming, familiar with other languages, or just getting up to speed on the new libraries, features, and generics, this guide provides the information you need. Provides you with an introduction to C++ programming Helps you become a functional programmer Features information on classes, inheritance, and optional features Teaches you 10 ways to avoid adding bugs The book incorporates the newest C++ features into the fundamental instruction, allowing beginners to learn the update as they learn the language. Staying current on the latest developments is a crucial part of being a programmer, and C++ For Dummies, 7th Edition gets you started off on the right foot.

A practical introduction to the core mathematics required for engineering study and practice Now in its seventh edition, Engineering Mathematics is an established textbook that has helped thousands of students to succeed in their exams. John Bird’s approach is based on worked examples and interactive problems. This makes it ideal for students from a wide range of academic backgrounds as the student can work through the material at their own pace. Mathematical theories are explained in a straightforward manner, being supported by practical engineering examples and applications in order to ensure that readers can relate theory to practice. The extensive and thorough topic coverage makes this an ideal text for a range of Level 2 and 3 engineering courses. This title is supported by a companion website with resources for both students and lecturers, including lists of essential formulae, multiple choice tests, full solutions for all 1,800 further questions contained within the practice exercises, and biographical information on the 24 famous mathematicians and engineers referenced throughout the book. The companion website for this title can be accessed from www.routledge.com/cw/bird

Comprising a compendium of ergonomics methods and techniques, this text covers every aspect of human work. This edition provides a reworking of existing chapters on the framework and context of methodology, the observation of performance, task analysis,
experimental and study design, data collection, product assessment, environmental assessments, measurement of work and the evaluation of work systems. New chapters cover topics including: the human-computer interface; computer-aided design; work stress; psychophysiological function; risk evaluation; fieldwork; and participatory work design.

Becoming a master of networking has never been easier. Whether you're in charge of a small network or a large network, Networking All-in-One is full of the information you’ll need to set up a network and keep it functioning. Fully updated to capture the latest Windows 10 releases through Spring 2018, this is the comprehensive guide to setting up, managing, and securing a successful network. Inside, nine minibooks cover essential, up-to-date information for networking in systems such as Windows 10 and Linux, as well as best practices for security, mobile and cloud-based networking, and much more. Serves as a single source for the most-often needed network administration information. Covers the latest trends in networking. Get nine detailed and easy-to-understand networking minibooks in one affordable package. Networking All-in-One For Dummies is the perfect beginner’s guide as well as the professional’s ideal reference book.

Updated and expanded, this sixth edition is an essential resource for lawyers who work with clients and conduct business transactions in this area. The guide includes new chapters on types of licenses, software development agreements, and software development kits and application program interfaces. New and updated model forms are available on an accompanying website that you can access allowing you to customize for your own practice needs.

Important Notice: The digital edition of this book is missing some of the images or content found in the physical edition. An introductory computer literacy text for nurses and other healthcare students, Introduction to Computers for Healthcare Professionals explains hardware, popular software programs, operating systems, and computer-assisted communication. The Fifth Edition of this best-selling text has been revised and now includes content on online storage, communication, and online learning including info on PDA's, iPhones, IM, and other media formats, and another chapter on distance learning including video conferencing and streaming video.


The mystery is revealed at last in detailed color diagrams and explanations, graphically depicting the technologies that make the Internet work and how they fit together. You’ll be able to understand and even one-up your computer geek friends after reading chapters on the Internet's underlying architecture, communication on the Internet, how the Web works, multimedia, and security and parental controls. For anyone interested in the Internet. Annotation copyrighted by Book News, Inc., Portland, OR

An introduction to using Macintosh computers covers start-up, the desktop, the mouse, menus, command keys, windows, icons, folders, applications programs, printing, fonts,
and desk accessories.

Fully updated for this 7th annual edition, the Good Small Business Guide 2013 is packed with essential advice for small business owners or budding entrepreneurs. Offering help on all aspects of starting, running and growing a small business, including: planning, setting up or acquiring a business, getting to grips with figures, marketing, selling online, and managing yourself and others. Containing over 140 easy-to-read articles and an extensive information directory this fully updated guide offers help on all aspects of starting and growing a small business. Features a foreword from the National Chairman of the Federation of Small Businesses.

The new edition of this popular text has been extensively revised and updated throughout. It will continue to provide the trainee or practising anesthetist with all the information, both background and practical, that will be needed in the busy clinical setting or during revision for qualifying examinations. Major changes for the new edition include increased international relevance, made possible by the extensive input of a new American co-editor and the selection of well known contributing authors from around the world. The content is thus applicable to all trainees studying for, and passing, the variety of different certifying examinations for practising anesthesia in a wide range of locales. The book presents both the basic science underlying modern anesthetic practice and up-to-date clinical anesthetic management techniques in a comprehensive, but concise and accessible, style. Reviews are well referenced throughout to guide the reader towards additional information beyond the scope of this text. The book will continue to provide in a single volume all the information relevant to the physician in training, and serve as a convenient and reliable reference for the anaesthetist to use after training.


This guide offers students an overview of computer science principles, and provides a solid foundation for those continuing their study in this dynamic and exciting discipline. New features of this edition include: a chapter on computer security providing readers with the latest information on preventing unauthorized access; types of malware and anti-virus software; protecting online information, including data collection issues with Facebook, Google, etc.; security issues with mobile and portable devices; a new section on cloud computing offering readers an overview of the latest way in which businesses and users interact with computers and mobile devices; a rewritten section on social networks including new data on Google+ and Facebook; updates to include HTML5; revised and updated Did You Know callouts are included in the chapter margins; revisions of recommendations by the ACM dealing with computer ethic issues. --

Master IT hardware and software installation, configuration, repair, maintenance, and troubleshooting and fully prepare for the CompTIA® A+ 220-901 and 220-902 exams. This all-in-one textbook and lab manual is a real-world guide to learning how to connect, manage, and troubleshoot multiple devices in authentic IT scenarios. Thorough instruction built on the CompTIA A+ 220-901 and 220-902 exam objectives includes coverage of Linux, Mac, mobile, cloud, and expanded troubleshooting and security. For realistic industry experience, the author also includes common legacy technologies still in the field along with non-certification topics like Windows 10 to make this textbook THE textbook to use for learning about today’s tools and technologies. In addition, dual emphasis on both
tech and soft skills ensures you learn all you need to become a qualified, professional, and customer-friendly technician. Dozens of activities to help “flip” the classroom plus hundreds of labs included within the book provide an economical bonus—no need for a separate lab manual. Learn more quickly and thoroughly with all these study and review tools: Learning Objectives provide the goals for each chapter plus chapter opening lists of A+ Cert Exam Objectives ensure full coverage of these topics. Hundreds of photos, figures, and tables to help summarize and present information in a visual manner in an all-new full color design. Practical Tech Tips give real-world IT Tech Support knowledge. Soft Skills best practice advice and team-building activities in each chapter cover all the tools and skills you need to become a professional, customer-friendly technician in every category. Review Questions, including true/false, multiple choice, matching, fill-in-the-blank, and open-ended questions, assess your knowledge of the learning objectives. Hundreds of thought-provoking activities to apply and reinforce the chapter content and “flip” the classroom if you want. More than 140 Labs allow you to link theory to practical experience. Key Terms identify exam words and phrases associated with each topic. Detailed Glossary clearly defines every key term. Dozens of Critical Thinking Activities take you beyond the facts to complete comprehension of topics. Chapter Summary provides a recap of key concepts for studying. Certification Exam Tips provide insight into the certification exam and preparation process.

• The thoroughly revised & updated 7th edition of "Comprehensive Guide to IBPS-CWE Bank PO Exam" has been designed specially for the CWE Bank PO stage 1 & 2 of the exam. • The book covers all the sections of the Preliminary & Main PO exam - English Language, Quantitative Aptitude, Reasoning Ability, Computer Aptitude, and Banking Knowledge & General Awareness. • The book provides well illustrated theory with exhaustive fully solved examples for learning. This is followed with an exhaustive collection of solved questions in the form of Exercise. • The book incorporates fully solved 2012, 2013, 2014, 2015, 2016 & 2017 IBPS PO question papers with solutions. • The Current Affairs section has been updated with the latest questions so as to provide an updated book to the aspirants.

Classroom resource material allowing the integration of mathematics history into undergraduate mathematics teaching.

This Companion explores the remarkable variety of forms that Shakespeare’s life and works have taken over the course of four centuries, ranging from the early modern theatrical marketplace to the age of mass media, and including stage and screen performance, music and the visual arts, the television serial and popular prose fiction. The book asks what happens when Shakespeare is popularized, and when the popular is Shakespeareanized; it queries the factors that determine the definitions of and boundaries between the legitimate and illegitimate, the canonical and the authorized and the subversive, the oppositional, the scandalous and the inane. Leading scholars discuss the ways in which the plays and poems of Shakespeare, as well as Shakespeare himself, have been interpreted and reinvented, adapted and parodied, transposed into other media, and act as a source of inspiration for writers, performers, artists and film-makers worldwide.

The thoroughly Revised & Updated 7th edition of the book "Comprehensive Guide to SBI Bank PO Exam" is based on the new pattern - Preliminary and Main. The book covers all the 3 sections asked in the Preliminary Exam and the 4 sections asked in the Main exam -
English Language, Data Analysis & Interpretation, Reasoning & Computers and General/Banking/Economy Awareness. The theory of the book has been updated as per the various questions asked in the past examination as conducted by the SBI. The book provides well illustrated theory with exhaustive fully solved examples for learning. This is followed with an exhaustive collection of solved questions in the form of Exercise. The book provides separate sections for General Awareness including Banking Knowledge, Computer Knowledge and Marketing Aptitude. The book incorporates fully solved 2011 - 2017 papers.

A practical introduction to the core mathematics principles required at higher engineering level John Bird’s approach to mathematics, based on numerous worked examples and interactive problems, is ideal for vocational students that require an advanced textbook. Theory is kept to a minimum, with the emphasis firmly placed on problem-solving skills, making this a thoroughly practical introduction to the advanced mathematics engineering that students need to master. The extensive and thorough topic coverage makes this an ideal text for upper level vocational courses. Now in its seventh edition, Engineering Mathematics has helped thousands of students to succeed in their exams. The new edition includes a section at the start of each chapter to explain why the content is important and how it relates to real life. It is also supported by a fully updated companion website with resources for both students and lecturers. It has full solutions to all 1900 further questions contained in the 269 practice exercises.

In order to develop your artistic skills to the best of your ability, you first must understand the science and the fundamentals of photography. Whether you are a student of photography or a seasoned professional, this thoroughly updated edition of the classic text Basic Photographic Materials and Processes will provide all of the scientific information that you need. Full color throughout for the first time, this third edition covers new topics including digital resolution, digital sensor technology, scanner technology, color management, and tone reproduction.