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### VB8KP9 - ANGIE MIDDLETON

The fast and easy way to get things done with Office Perplexed by PowerPoint? Looking to excel at Excel? From Access to Word—and every application in between—this all-encompassing guide provides plain-English guidance on mastering the entire Microsoft Office suite. Through easy-to-follow instruction, you'll quickly get up and running with Excel, Word, PowerPoint, Outlook, Access, Publisher, Charts and Graphics, OneNote, and more—and make your work and home life easier, more productive, and more streamlined. Microsoft Office is the leading productivity tool in the world. From word processing to business communication to data crunching, it requires a lot of knowledge to operate it—let alone master it. Luckily, Office 2016 All-in-One For Dummies is here to deliver the breadth of information you need to complete basic tasks and drill down into Office's advanced features. Create customized documents and add graphic elements, proofing, and citations in Word Build a worksheet, create formulas, and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages, tasks, contacts, and calendars in Outlook Clocking in at over 800 pages, Office 2016 All-in-One For Dummies will be the singular Microsoft Office resource you'll turn to again and again.

In 'How to Write for Success: Best Writing Advice I Received.' the author shares with new and aspiring authors her knowledge gained over the years. The book begins with her trials, errors, and successes, and moves on to the essentials of writing a book to which readers will gravitate. She covers plotting, writing dialogue and narrative, building your story world, choosing a book title, writing the blurb, what an author should do before and after publishing, choosing categories, creating an author brand, book marketing, and most of all how to get sales and reviews. It does not end there. She shows how you can achieve recognition in an author's world and become successful. You can become a best-selling author. You can become an award-winning author. The author emphasizes it is up to each individual to apply what they have learned in the book to achieve their dreams and goals. There is a segment on frequently asked questions with answers, that no aspiring author would want to miss. Seasoned authors can also learn something from this book. Be proud to be an Author. Read an extract of a Review from Readers Favorite: Author Brenda Mohammed gives the reader valuable nuggets of truth to use within their own writing career in How To Write For Success. There is a brief introduction listing the various books the author has written and her ability to encompass different types of literature. The purpose of this book is to show readers that the author has a passion to help other readers fulfill their lifelong dream of writing their own book. I really appreciated the personal stories of how the author writes her own material and how important research is, even before one begins to write. She also lists several Facebook groups she has joined to help promote both her material and herself as an author. One of the best statements I appreciated within this book is: "A book description is your sales page. It will sell your book. Make sure it is engaging and can turn a browse into a buy." This is great and valuable information for a writer to understand. There is also listed the importance of copyrighting the material, getting an ISBN number, etc. Whoever gets the ISBN number is considered the publisher. The author has the choice of getting their own or letting the publisher get it for them. Pre-orders are very important to an author. Creating excitement before the book is even printed is huge. There are also many listed things that one can do following publication. Branding yourself is also very important. People must know about you and your material, how to find it and consider reading it. I really enjoyed all the links provided in the e-book, allowing the reader to go to various publishers, writing aids, Facebook groups, etc. This is an asset to any writer at any level, given the detailed information, but for the beginner, it is a must-have!

Accessible, straightforward answers to more than 100 questions about teens' legal rights and responsibilities. "Can I be prosecuted for comments I make online?" "What are my rights as an undocumented teen?" "When can I get a tattoo?" These questions—and many more—are asked and answered in What Are My Rights? Teens often have questions about the justice system but don't always know where to turn for answers. This book provides those answers, exploring more than 100 legal questions pertaining specifically to teens. This revised and updated fourth edition includes fresh facts, updated statistics, and brand-new questions and answers. Using a straightforward tone and drawing on examples from real-life juvenile court cases, Judge Tom Jacobs helps readers learn about the laws that affect them, appreciate their legal rights, and consider their responsibilities. Teens & the Law Series The Teens & the Law series familiarizes young readers with our legal system, dispels myths and mysteries, and shows that the law is by and for the people—including teens. The books cover numerous important legal issues pertaining to young people, such as the rights of minors; the rights to privacy and freedom of expression; the rights of gay and lesbian students; the rights of students with disabilities; the rights of parents, schools, and workplaces; the voting and political system; abortion; living wills; traffic laws; curfews; probation; and juvenile versus adult court. Crimes discussed include forgery, obscene conduct, defamation, vandalism, gang-related crimes, gambling, theft, underage drinking, drug and weapon possession, hacking, cyberbullying, sexual harassment, rape, hate crimes, arson, threats, and violence. Each book offers discussion points, tips and advice, detailed resources, emergency hotlines, and probing questions for further reflection.

Published by OpenStax College, U.S. History covers the breadth of the chronological history of the United States and also provides the necessary depth to ensure the course is manageable for instructors and students alike. U.S. History is designed to meet the scope and sequence requirements of most courses. The authors introduce key forces and major developments that together form the American experience, with particular attention paid to considering issues of race, class and gender. The text provides a balanced approach to U.S. history, considering the people, events and ideas that have shaped the United States from both the top down (politics, economics, diplomacy) and bottom up (eyewitness accounts, lived experience).

Fall is here and Kate is determined to save her flowers from the winter cold. Mom shows her how to scoop the flowers out of the ground, transplant them into pots, and give them water. Kate pots a couple flowers . . . and then some more...and a few more. With Mom distracted on the phone, Kate has filled the house with flowers, but Dad's sneezes mean the flowers have to go! Kate realizes she needs to find a new place for her flowers to spend the winter, but where?

This book compiles spectroscopy methods under high pressure to investigate different systems such as guest-host interactions, chemical reactions, multiferroics, lanthanide ions and-doped glasses or in general inorganic materials. Among others, luminescence studies, inelastic scattering as well as infrared and Raman studies under high pressure are discussed and described regarding various applications.

If want to learn how to use Microsoft Sway, My Office Sway is your must-have companion. This friend-

ly, quick, full-color, 100% practical tutorial walks you through various tasks for building your own multimedia web presentations—even if you have no design skills. If you're ready to start creating your own Sways on your computer, tablet, or phone, My Office Sway is ready to help. In addition, this book is part of Que's Content Update Program. As Microsoft updates features of Sway, sections of this book will be updated or new sections will be added to match the updates to the software. Every task is presented step-by-step, using carefully annotated, colorful screenshots, all numbered so there's no chance of getting lost or confused. Everything's clearly organized in modular, self-contained chapters designed to help you get started quickly. Throughout, the book is packed with helpful tips, lists, and quick solutions to the problems you're most likely to encounter.

I hope that you will find the information helpful, useful and profitable. The information in this ebook on various aspects of self-publishing and related subjects is organized into 15 chapters of about 500-600 words each. I hope that it will interest those who like to write and are interested in publishing their own books themselves. As an added bonus, I am granting you permission to use the content on your own website or in your own blogs and newsletter, although it is better if you rewrite them in your own words first. You may also split the book up and resell the articles. In fact, the only right that you do not have is to resell or give away the book as it was delivered to you.

In Dreaming of Lions, the author shares stories from her life, from South West Africa (now Namibia) in the 1950s to the Kalahari Desert, where she conducted fieldwork among the Ju/wa Bushmen. Her skills as an observer and a writer put to the test on these and many occasions working with dogs, cats, cougars, deer, and with personal struggles, she has become the author of many books full of insightful observations.

A 34-week course for the classroom or at home. Step-by-step instructions for each of the 33 fun projects are provided, along with 1 day of practice after each lesson. Students learn Word, Excel, PowerPoint and Publisher using the 2016 versions.

Introductory Statistics is designed for the one-semester, introduction to statistics course and is geared toward students majoring in fields other than math or engineering. This text assumes students have been exposed to intermediate algebra, and it focuses on the applications of statistical knowledge rather than the theory behind it. The foundation of this textbook is Collaborative Statistics, by Barbara Illowsky and Susan Dean. Additional topics, examples, and ample opportunities for practice have been added to each chapter. The development choices for this textbook were made with the guidance of many faculty members who are deeply involved in teaching this course. These choices led to innovations in art, terminology, and practical applications, all with a goal of increasing relevance and accessibility for students. We strove to make the discipline meaningful, so that students can draw from it a working knowledge that will enrich their future studies and help them make sense of the world around them. Coverage and Scope Chapter 1 Sampling and Data Chapter 2 Descriptive Statistics Chapter 3 Probability Topics Chapter 4 Discrete Random Variables Chapter 5 Continuous Random Variables Chapter 6 The Normal Distribution Chapter 7 The Central Limit Theorem Chapter 8 Confidence Intervals Chapter 9 Hypothesis Testing with One Sample Chapter 10 Hypothesis Testing with Two Samples Chapter 11 The Chi-Square Distribution Chapter 12 Linear Regression and Correlation Chapter 13 F Distribution and One-Way ANOVA

This combination reference book and history covers the inroads and achievements made on professional ball fields by Latin American athletes, the Major Leagues' greatest international majority. Following an "on this date in Hispanic baseball history" format, the author takes a commemorative look at generations of players from Mexico, the Caribbean and Central and South America, from the earliest pioneers through the well-known stars of today. There are two appendices: first Latinos by franchise; and an extensive chronological listing of Latino milestones by country. The book is fully indexed by players, teams, ballparks, and other contributors to Latino baseball history.

'A must-have for sufferers, medics, caterers and restaurant staff' - Ian Marber This authoritative, accessible and supportive book will help you to find out if you or child need to avoid gluten, and how to set about getting a diagnosis. If you do need to avoid gluten - or if you already know you or a family member are coeliac - it will help you to understand labelling, to shop safely (and affordably), to eat out without fear, and to make the best healthy, gluten-free choices for your diet. There is plenty of psychological and emotional support, and insight into managing everyday challenges, from safe travel to personal care and other non-food exposures. The book also gives some insight into the latest research into coeliac disease, and possible future developments for managing the condition, giving continued hope that the newest, groundbreaking therapies may transform the lives of coeliacs ten years hence. Practical, readable and with a Foreword by Coeliac UK, this book is indispensable for anyone seeking the very latest information and advice on how to live the best possible gluten-free life.

Your life is like a book, partially written, with new chapters yet to write. You can't rewrite the past, but the pages in your future are blank, and what you write on them will be determined by your actions in the here and now. You can choose to live in the past or be an architect of a future that is like a lump of soft clay, waiting to be shaped by your thoughts and actions. This book provides a collection of useful insights and techniques you can use to unlock the power of your mind and change your life in immediate and gratifying ways. You will learn time-honored solutions for healing and letting go of your past, living your life fully in the present, and empowering yourself to build a bright future that brings prosperity, good health, and happiness within your reach. Based on a popular course taught by the author to more than 500,000 people at Virtual University, each chapter in the book offers an inspiring mix of insights, tutorials, and simple methods you can use to bring positive energy and light into your life. Learn how to overcome negative thinking, banish fear and dis-ease from your life, boost your confidence, and achieve your hopes and dreams. Time-proven techniques discussed include rhythm breathing, deep relaxation, visualization, meditation, and tips for stress management and harnessing the power of positive thought. The book will also give you insights into how your thoughts can affect your physical and emotional well-being, how to deal with seeds of karma planted in your spiritual garden long ago, and how to seek the spiritual so that you bring light and happiness in your own life and the lives of those around you.

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courages readers to expand their understanding of Microsoft Publisher 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce key features, improve retention, and prepare readers for success with the latest Microsoft Publisher 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A toolkit of proven strategies and practices for building capacity and creating transformation Recent years have seen a proliferation of information on how to make change—in business, in social and environmental movements, and on a more personal scale. But, even with all this attention, two out of three change efforts fail to achieve their desired result. How can you make your own effort buck this trend? In *Parachuting Cats into Borneo*, change-management experts Axel Klimek and Alan AtKisson offer crisp, concise, and targeted advice for success. They expose the most significant impediments—helping readers recognize their habitual patterns of thinking and perceiving a situation, critique their own beliefs regarding change, and then move beyond these unhelpful patterns using improved systems thinking. Named after a classic tale of unintended consequences, *Parachuting Cats into Borneo* delivers tools that help leaders and others keep their change initiatives on track. The advice imparted will help you move away from agonizing over immediate problems toward stoking action, identifying collaborators, focusing at the right level for your cause, and aiding others in pursuing their change. Klimek and AtKisson draw from their decades of helping corporations, networks, governments, and NGOs reach their change goals to demonstrate how to use system-based change tools to their maximum advantage. A closing section is devoted to change making in the realm of sustainability, where complexity abounds but the right tools, used well, can help us tackle some of the most significant challenges of our time.

"Microbiology covers the scope and sequence requirements for a single-semester microbiology course for non-majors. The book presents the core concepts of microbiology with a focus on applications for careers in allied health. The pedagogical features of the text make the material interesting and accessible while maintaining the career-application focus and scientific rigor inherent in the subject matter. Microbiology's art program enhances students' understanding of concepts through clear and effective illustrations, diagrams, and photographs. Microbiology is produced through a collaborative publishing agreement between OpenStax and the American Society for Microbiology Press. The book aligns with the curriculum guidelines of the American Society for Microbiology."—BC Campus website.

Find out how America's Government Publishing Office (GPO) transformed through technology to embrace the digital age *Keeping America Informed: US GPO A Legacy of Service to the Nation 1861-20016* is the updated historical book that describes GPO's transition from traditional monotype and linotype printing to the digital technology of the 21st Century. Highlights include the role the agency has played in the production and dissemination of Federal Government information, from the Emancipation Proclamation, to the Warren Commission and 9/11 Commission Reports, to the latest in secure passport and smart card technologies. This updated volume includes new engaging pages with authoritative text to showcase the dedication of its employees, past and present, GPO's critical contribution to all federal organizations, Congress, and to the well-being of the American people throughout its history. American citizens of all ages may enjoy this story of traditional publishing and the printing industry transformation to the digital publishing era through the GPO and how they broaden their reach to access Federal Government information by offering print and digital formats to meet the needs of Americans around the globe with mobile technology. This Federal agency, formerly known as the U.S. Government Printing Office (GPO), was established in 1861. It transitioned to the new agency name, the U.S. Government Publishing Office (GPO), in December 2013 with the U.S. Congress approval. GPO is the Federal Government's official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the U.S. Government. The GPO is responsible for the production and distribution of information products and services all three branches of the Federal Government, including U.S. passports for the Department of State as well as the official publications of Congress, the White House, and other Federal agencies in digital and print formats. GPO provides for permanent public access to Federal Government information at no charge through [www.govinfo.gov](http://www.govinfo.gov), partnerships with approximately 1,150 libraries nationwide participating in the Federal Depository Library Program, and our secure online bookstore [www.bookstore.gpo.gov](http://www.bookstore.gpo.gov) For more information, please visit [www.gpo.gov](http://www.gpo.gov)

Did you ever consider self-publishing your own book but were daunted by the complex process of actually doing it? Self-published author and expert Carla King gives a simple step-by-step guide to self-publishing your book as an e-book or print book. Plot your success by choosing the reputable tools and services recommended here, along with techniques that will help your book succeed in the market that you choose.

A leading innovation scholar explains the growing phenomenon and impact of free innovation, in which innovations developed by consumers and given away "for free." In this book, Eric von Hippel, author of the influential *Democratizing Innovation*, integrates new theory and research findings into the framework of a "free innovation paradigm." Free innovation, as he defines it, involves innovations developed by consumers who are self-rewarded for their efforts, and who give their designs away "for free." It is an inherently simple grassroots innovation process, unencumbered by compensated transactions and intellectual property rights. Free innovation is already widespread in national economies and is steadily increasing in both scale and scope. Today, tens of millions of consumers are collectively spending tens of billions of dollars annually on innovation development. However, because free innovations are developed during consumers' unpaid, discretionary time and are given away rather than sold, their collective impact and value have until very recently been hidden from view. This has caused researchers, governments, and firms to focus too much on the Schumpeterian idea of innovation as a producer-dominated activity. Free innovation has both advantages and drawbacks. Because free innovators are self-rewarded by such factors as personal utility, learning, and fun, they often pioneer new areas before producers see commercial potential. At the same time, because they give away their innovations, free innovators generally have very little incentive to invest in diffusing what they create, which reduces the social value of their efforts. The best solution, von Hippel and his colleagues argue, is a division of labor between free innovators and producers, enabling each to do what they do best. The result will be both increased producer profits and increased social welfare—a gain for all.

The social, political, and cultural consequences of attempts to cheat death by freezing life. As the planet warms and the polar ice caps melt, naturally occurring cold is a resource of growing scarcity. At the same time, energy-intensive cooling technologies are widely used as a means of preservation. Technologies of cryopreservation support global food chains, seed and blood banks, reproductive medicine, and even the preservation of cores of glacial ice used to study climate change. In many cases, these practices of freezing life are an attempt to cheat death. Cryopreservation has contributed to the transformation of markets, regimes of governance and ethics, and the very relationship between life and death. In *Cryopolitics*, experts from anthropology, history of science, environmental humanities, and indigenous studies make clear the political and cultural consequences of extending life and deferring death by technoscientific means. The contributors examine how and why low tem-

peratures have been harnessed to defer individual death through freezing whole human bodies; to defer nonhuman species death by freezing tissue from endangered animals; to defer racial death by preserving biospecimens from indigenous people; and to defer large-scale human death through pandemic preparedness. The cryopolitical lens, emphasizing the roles of temperature and time, provokes new and important questions about living and dying in the twenty-first century. Contributors Warwick Anderson, Michael Bravo, Jonny Bunning, Matthew Chrulew, Soraya de Chadarevian, Alexander Friedrich, Klaus Hoeyer, Frédéric Keck, Eben Kirksey, Emma Kowal, Joanna Radin, Deborah Bird Rose, Kim TallBear, Charis Thompson, David Turnbull, Thom van Dooren, Rebecca J. H. Woods

This is the first attempt to bring together diverse scholars, using different lenses, to study South Africa's Border War. As a book, it is critical in approach, provides deeper reflection, and focuses specifically on the SADF experience of the war. The result is a more complex picture of the war's dynamics and its legacies. Although South Africa is a vastly different country today, the study of the Border War opens a range of questions, also relevant to contemporary deployments such as in Lesotho (1998) and the Central African Republic (2013). It includes the debate on participation in foreign conflicts; on the deployment, design and preparation of appropriate, modern armed forces and their use as foreign policy instruments in far-off theatres; on military planning; and, as the historical controversies regarding the battles at Cuito Cuanavale and Bangui illustrate, on the interface between foreign campaigning and domestic politics.

An introduction to a broad range of topics in deep learning, covering mathematical and conceptual background, deep learning techniques used in industry, and research perspectives. "Written by three experts in the field, *Deep Learning* is the only comprehensive book on the subject." —Elon Musk, cochair of OpenAI; cofounder and CEO of Tesla and SpaceX *Deep learning* is a form of machine learning that enables computers to learn from experience and understand the world in terms of a hierarchy of concepts. Because the computer gathers knowledge from experience, there is no need for a human computer operator to formally specify all the knowledge that the computer needs. The hierarchy of concepts allows the computer to learn complicated concepts by building them out of simpler ones; a graph of these hierarchies would be many layers deep. This book introduces a broad range of topics in deep learning. The text offers mathematical and conceptual background, covering relevant concepts in linear algebra, probability theory and information theory, numerical computation, and machine learning. It describes deep learning techniques used by practitioners in industry, including deep feedforward networks, regularization, optimization algorithms, convolutional networks, sequence modeling, and practical methodology; and it surveys such applications as natural language processing, speech recognition, computer vision, online recommendation systems, bioinformatics, and videogames. Finally, the book offers research perspectives, covering such theoretical topics as linear factor models, autoencoders, representation learning, structured probabilistic models, Monte Carlo methods, the partition function, approximate inference, and deep generative models. *Deep Learning* can be used by undergraduate or graduate students planning careers in either industry or research, and by software engineers who want to begin using deep learning in their products or platforms. A website offers supplementary material for both readers and instructors.

This book offers the librarian a practical guide to library service to LGBTQ teens - from collection development, understanding terminology, dealing with censorship issues, programming and outreach, readers' advisory, and even to creating welcoming displays, librarians will find the tools they need to offer exceptional services for LGBTQ teens.

INSTANT NEW YORK TIMES BESTSELLER An urgent warning about the growing threat to our democracy from a twenty-year police veteran and former Trump supporter who nearly lost his life during the insurrection of January 6th. When Michael Fanone self-deployed to the Capitol on January 6, 2021, he had no idea his life was about to change. When he got to the front of the line, he urged his fellow officers to hold it against the growing crowd of insurrectionists—until he found himself pulled into the mob, tased until he had a heart attack, and viciously beaten with a Blue Lives Matter flag as shouts to kill him rang out. Now, Fanone is ready to tell the full story of that fateful day, along with exploring our country's most critical issues as someone who has had firsthand experience with many of them. A self-described redneck who voted for Trump in 2016, Fanone's closest friend was an informant—a Black, transgender, HIV-positive woman who has helped him mature and rethink his methods as a police officer. With his unique insight as an undercover detective and intense desire to do the right thing no matter the cost, Fanone provides a nuanced look into everything from policing to race to politics in a way that is accessible across all party lines. Determined to make sure no one forgets what happened at the Capitol on January 6th, Fanone has written a timely call to action for anyone who wants to preserve our democracy for future generations.

This volume is a tribute to the career of Professor Mirjo Salvini on the occasion his 80th birthday, composed of 62 papers written by his colleagues and students. The majority of contributions deal with research in the fields of Urartian and Hittite Studies, the topics that attracted Prof. Salvini most during his long and fruitful career.

Including One Month of Kid-Friendly Meal Plans and Detailed Shopping Lists to Make Life Easier As the rate of chronic illness skyrocketed, more and more parents are faced with the sobering reality of restrictive diets. And because everyone is busy, many families come to rely on store-bought "healthy" products to make life simpler, but many of these are loaded with sugar and hidden toxins. When faced with her own family health crisis, mother and health coach Leah Webb realized that in order to consistently provide high quality food for her family, nearly 100 percent of their meals would need to be homemade. But when she looked for a resource to guide her, most cookbooks that offered recipes "free" of allergenic foods were also high in processed starches, flours, and sugar. Webb, like so many parents, was looking for a cookbook that offered deeply nutritious, kid-friendly, whole foods recipes that were also easy, but there wasn't one--so she wrote it herself. The *Grain-Free, Sugar-Free, Dairy-Free Family Cookbook* offers a new system to preparing food and approaching the kitchen that gets kids involved in cooking, which encourages excitement around food (a major challenge with restrictive diets). The recipes are rich in healthy fats, nutrient-dense vegetables, ferments, and grass-fed meats, and include snacks, school lunches, and delicious sweet treats that rival the flavors of sugar-dense desserts. By following Leah's meal plans, parents will be sure to please everyone in the family and make cooking on a restrictive diet enjoyable and doable over a long period of time. Families that know they would like to rid themselves of grain, sugar, and dairy, but are intimidated by starting, will find Webb's advice and troubleshooting invaluable. The cookbook outlines family-tested methods that make for effective and efficient preparation, including everyday basic recipes that will become part of a cook's intuitive process over time. The best part is that although Leah prepares nearly every single one of her family's breakfasts, lunches, dinners, and snacks using whole food ingredients, she only spends four to six hours on food preparation per week. Through stocking her freezer, prepping the kitchen, shopping and cooking in bulk, and consistently planning meals, this diet plan is not only possible; it is manageable and fulfilling. Prepare for this cookbook to radically change your life.

Book + Content Update Program Microsoft's Publisher 2016 enables you to create professional-quality publications that help you succeed! If you want to make the most of Publisher, My Publisher 2016 is your must-have companion. Friendly, quick, and packed with real-world advice, it walks you through every task you'll want to perform, including: Getting started with Publisher 2016, and understanding what's new in this release Creating a new publication from scratch, or starting with content

from other sources Making the most of Publisher's professional layouts with wizards and templates Incorporating online and social media content into your publications Adding professional effects and backgrounds Creating great newsletters, fliers, brochures, forms, business and greeting cards, banners, and many other publications Building customized emails with Publisher's mail merge Discovering shortcuts to build your publications faster and more efficiently Every task is presented step-by-step, using carefully annotated, full-color screenshots, all numbered so there's no chance of getting lost or confused. Everything's clearly organized in modular, self-contained chapters designed to help you get more powerful results from Microsoft Publisher, and get them faster. Throughout, the book is packed with helpful tips and lists - plus quick solutions to the problems you're most likely to encounter. In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of Publisher 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit [www.quepublishing.com/CUP](http://www.quepublishing.com/CUP). How to access the free web edition: Follow the instructions within the book to learn how to register your book to access the FREE Web Edition.

Whether we're aware of it or not, our minds, bodies, and souls often seek out what's comfortable. Erin Straza's detox program will allow you to recognize false versions of comfort and embrace God's true comfort. Discover the secret to countering the comfort addiction and become available as God's agent of comfort to serve a world that longs for his justice and mercy.

In this fascinating book, New Yorker business columnist James Surowiecki explores a deceptively simple idea: Large groups of people are smarter than an elite few, no matter how brilliant—better at solving problems, fostering innovation, coming to wise decisions, even predicting the future. With boundless erudition and in delightfully clear prose, Surowiecki ranges across fields as diverse as popular culture, psychology, ant biology, behavioral economics, artificial intelligence, military history, and politics to show how this simple idea offers important lessons for how we live our lives, select our leaders, run our companies, and think about our world.

Learn all the ins and outs of SharePoint 2016, launch your site, collaborate with coworkers, and go mobile There's no doubt about it, SharePoint is a complex creature. But when broken down into easily digestible chunks, it's not quite the beast it appears to be right out of the gate—that's where SharePoint 2016 For Dummies comes in! Written in plain English and free of intimidating jargon, this friendly, accessible guide starts out by showing you just what SharePoint 2016 is, translating the terminology, and explaining the tools. Then it helps you create a site, work with apps, and master basic SharePoint administration. Next, you'll learn to use SharePoint 2016 to get social, go mobile, manage content, and connect with others through working with Office 365, archiving documents, developing workflows, and so much more. SharePoint is truly one of Microsoft's crown jewels. Launched in 2001, it offers organizations a secure place to store, organize, share, and access information under the Microsoft Office system umbrella—all in a single portal. Whether you're new to SharePoint 2016 or new to SharePoint altogether, SharePoint 2016 For Dummies is the fast and painless way to get a site up and running, branded, and populated with content. Plus, this new edition adds the need-to-know information for administrators, techsumers, and page admins who want to leverage the cloud-based features online, either as a standalone product or in conjunction with an existing SharePoint infrastructure. Get up to speed with SharePoint 2016 and take advantage of new features Set up and effectively manage your SharePoint site Use SharePoint 2016 in the Cloud with SharePoint Online Leverage SharePoint 2016 capabilities to drive business value If you want to learn SharePoint from the ground up, get your site going, and start collaborating, SharePoint 2016 For Dummies will be the dog-eared reference you'll turn to again and again.

Book + Content Update Program My Office 2016 introduces readers to this new version of the suite and shows them how to get the most out of the apps. The book clearly explains what to expect from the new version of Office, what the program limitations are, and discusses best practices for using the apps. My Office 2016 teaches readers how to use Word, Excel, PowerPoint, Outlook, Access, and OneDrive in an easy-to-follow, task-based format. Topics covered include how to use the main features that come with each Office application, how to synchronize documents between devices, and how to collaborate with others. • Master core skills you can use in every Office 2016 program • Quickly create visual documents with advanced formatting and graphics • Build complex documents with columns, footnotes, headers, and tables • Enter and organize Excel data more accurately and efficiently • Quickly move, copy, delete, and format large amounts of data with Excel ranges • Use charts to make data more visual, intuitively understandable, and actionable • Add pizzazz to PowerPoint slide shows with animations and transitions • Use Outlook 2016 to efficiently manage your email, contacts, and calendar • Bring all your ideas and notes together in a OneNote notebook • Start building useful Access 2016 databases • Customize your Office applications to work the way you do • Store and share your Office files in the cloud with Microsoft OneDrive • Collaborate with others, including people using other versions of Office In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of Office 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be

delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit [www.quepublishing.com/CUP](http://www.quepublishing.com/CUP). How to access the free web edition: Follow the instructions within the book to learn how to register your book to access the FREE Web Edition.

Beyond the Basics... Beneath the Surface...In Depth Do more in less time! Whatever your Microsoft Office experience, don't let Office 2016 make you feel like a beginner! This book is packed with intensely useful knowledge, tips, and shortcuts you just won't find anywhere else. It's the fastest, best way to master Office 2016's full power, and the great new features built into Word, Excel, PowerPoint, Outlook, Publisher, and OneNote. This friendly, expert guide will make you way more productive... whether you're creating documents, analyzing data, delivering presentations, designing newsletters, taking quick notes, or managing your life! Take full advantage of Office 2016's cloud integration Use Insights for Office to quickly access information Easily create complex Word documents, from books to mail merges Coauthor Word documents with collaborators in real time Build flexible, reliable Excel workbooks with formulas and functions Transform data into insight with Excel charts and PivotTables Discover best practices for creating great PowerPoint slides, handouts, and notes Take advantage of the new Tell Me Box, which provides access to contextual and traditional Office help features including the new Insights pane Use Outlook 2016's Clutter feature to clear away low-priority email Create visually compelling documents of all kinds with Publisher 2016 Gather, organize, share, and use knowledge with OneNote 2016 Get more done faster by integrating OneNote with other Office 2016 components Discover Microsoft's new mobile Word, Excel, and PowerPoint apps for Windows 10 All In Depth books offer Comprehensive coverage, with detailed solutions Practical, real-world examples with nothing glossed over or left out Troubleshooting help for tough problems you can't fix on your own This book is part of Que's Content Update Program. As Microsoft updates features of Office, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

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JACK REACHER IS DEAD. OR IS HE? In this fast-paced, riveting thriller, former FBI agent and current private investigator Lauren Pauling receives a mysterious message saying Jack Reacher is dead. The body of a man was found and in his pocket was a toothbrush and an ATM card with the name Jack Reacher. Soon, Pauling is on the hunt for a killer and the case quickly collides with Michael Tallon, who is looking into the disappearance of young woman. Pauling and Tallon are thrown into a sordid world of drug traffickers and professional killers. As Pauling tries to solve the mystery of the dead man who may or may not be Jack Reacher, she finds herself a target in a complex web of murder, betrayal and vengeance. A USA TODAY BESTSELLING SERIES "Fast-paced, engaging, original." -New York Times bestselling author Thomas Perry "Engrossing!" -USA Today bestselling author Rick Murcer "Furiously paced. Great action." -New York Times bestselling author Ben Lieberman "Swept me along for the ride." -Edgar-nominated author Craig McDonald

Jan & Dean were among the most successful artists of the late 1950s through the mid-1960s, with hits including "Baby Talk," "Surf City," "Dead Man's Curve" and "The Little Old Lady (From Pasadena)." Slapstick humor and offbeat personas were a big part of their shtick, but Jan Berry was serious when it came to the studio. This book chronicles Jan's career as a songwriter and arranger--and his tenure as producer for Jan & Dean and other acts--with day-by-day entries detailing recording sessions, single and album releases, concerts and appearances, film and television projects, behind-the-scenes business and legal matters, chart positions and more. Extensive commentary from Berry's family, friends and colleagues is included. Studio invoices, contract details, tape box notes, copyright information and other particulars shed light on how music was made in the Hollywood studio system of the 1960s.