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MOS 2016 Study Guide for Microsoft PowerPoint Microsoft Press **Advance your everyday proficiency with PowerPoint 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 2016 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage presentations Insert and format text, shapes, and images Insert tables, charts, SmartArt, and media Apply transitions and animations Manage multiple presentations About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. Fixing PowerPoint Annoyances How to Fix the Most Annoying Things About Your Favorite Presentation Program** "O'Reilly Media, Inc." **If you're vexed and perplexed by PowerPoint, pick up a copy of Fixing PowerPoint Annoyances. This funny, and often opinionated, guide is chock full of tools and techniques for eliminating all the problems that drive audiences and presenters crazy. There's nothing more discouraging than an unresponsive audience--or worse, one that snickers at your slides. And there's nothing more maddening than technical glitches that turn your carefully planned slide show into a car wreck. Envious when you see other presenters effectively use nifty features that you've never been able to get to work right? Suffer no more! Fixing PowerPoint Annoyances by Microsoft PowerPoint MVP Echo Swinford rides to the rescue. Microsoft PowerPoint is the most popular presentation software on the planet, with an estimated 30 million presentations given each day. So no matter how frustrated you get, you're not about to chuck the program in the Recycle Bin. Fixing PowerPoint Annoyances, presents smart solutions to a variety of all-too-familiar, real-world annoyances. The book is divided into big categories, with annoyances grouped by topic. You can read it cover to cover or simply jump to the chapter or section most relevant to you. Inside its pages you'll learn how to create your own templates, work with multiple masters and slide layouts, and take advantage of various alignment and formatting tools. You'll also learn how to import Excel data; insert graphics, PDF, and Word content; create, edit, and format organization charts and diagrams; use action settings and hyperlinks to jump to other slides; and add sound, video, and other types of multimedia to spark up your presentations. Entertaining and informative, Fixing PowerPoint Annoyances is filled with humorous illustrations and packed with sidebars, tips, and tricks, as well as links to cool resources on the Web. Introduction to Transgender Studies** Columbia University Press **This is the first introductory textbook intended for transgender/trans studies at the undergraduate level. The book can also be used for related courses in LGBTQ, queer, and gender/feminist studies. It encompasses and connects global contexts, intersecting identities, historic and contemporary issues, literature, history, politics, art, and culture. Ardel Haefele-Thomas embraces the richness of intersecting identities—how race, ethnicity, sexual orientation, class, nation, religion, and ability have cross-influenced to shape the transgender experience and trans culture across and beyond the binary. Written by an accomplished teacher with experience in a wide variety of higher learning institutions, this new text inspires readers to explore not only contemporary transgender issues and experiences but also the global history of gender diversity through the ages. Introduction to Transgender Studies features: -A welcoming approach that creates a safe space for a wide range of students, from those who have never thought about gender issues to those who identify as transgender, trans, nonbinary, agender, and/or gender expansive. -Writings from the Community essays that relate the chapter theme to the lived experiences of trans and LGB people and allies from different parts of the world. -Key concepts, film and media suggestions, topics for discussion, activities, and ideas for writing and research to engage students and serve as a review at exam time. -Instructors' resources that will be available that include key teaching points with discussion questions, activities, research projects, tips for using the media suggestions, PowerPoint presentations, and sample syllabi for various course configurations. Intended for introductory transgender, LGBTQ+, or gender studies courses through upper-level electives related to the expanding field of transgender studies, this text has been successfully class-tested in community colleges and public and private colleges and universities. MOS Study Guide for Microsoft PowerPoint Exam MO-300** Microsoft Press **Advance your everyday proficiency with PowerPoint 2019, and earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 2019 certification, this official**

Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage presentations and slides Insert and format text, shapes, and images Create and manage references Insert and format graphic elements Manage multiple presentations About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. Sm Exploring Ms Powerpoint 200 Managerial Accounting Freeload Press, Inc. Microsoft Office 2011 for Mac: Introductory Cengage Learning Introduce your students to the new generation of Microsoft Office for Mac 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 2011 for Mac, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2011 for Mac: 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 2011 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. MOS 2016 Study Guide for Microsoft Excel Microsoft Press 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. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. Microsoft PowerPoint 2013: Introductory Cengage Learning 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 POWERPOINT 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 POWERPOINT 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. 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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. Microsoft PowerPoint 2013: Complete Cengage Learning 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 POWERPOINT 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. 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Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of PowerPoint through

experimentation, critical thought, and personalization. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Microsoft Office 2010: Introductory Cengage Learning 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 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. Evaluation and Testing in Nursing Education Third Edition Springer Publishing Company Designated a Doody's Core Title and Essential Purchase! "Without question, this book should be on every nurse educator's bookshelf, or at least available through the library or nursing program office. Certainly, all graduate students studying to be nurse educators should have a copy." --Nursing Education Perspectives "This [third edition] is an invaluable resource for theoretical and practical application of evaluation and testing of clinical nursing students. Graduate students and veteran nurses preparing for their roles as nurse educators will want to add this book to their library." Score: 93, 4 stars --Doody's "This 3rd edition. . . .has again given us philosophical, theoretical and social/ethical frameworks for understanding assessment and measurement, as well as fundamental knowledge to develop evaluation tools for individual students and academic programs." -Nancy F. Langston, PhD, RN, FAAN Dean and Professor Virginia Commonwealth University School of Nursing All teachers need to assess learning. But often, teachers are not well prepared to carry out the tasks related to evaluation and testing. This third edition of Evaluation and Testing in Nursing Education serves as an authoritative resource for teachers in nursing education programs and health care agencies. Graduate students preparing for their roles as nurse educators will also want to add this book to their collection. As an inspiring, award-winning title, this book presents a comprehensive list of all the tools required to measure students' classroom and clinical performance. The newly revised edition sets forth expanded coverage on essential concepts of evaluation, measurement, and testing in nursing education; quality standards of effective measurement instruments; how to write all types of test items and establish clinical performance parameters and benchmarks; and how to evaluate critical thinking in written assignments and clinical performance. Special features: The steps involved in test construction, with guidelines on how to develop test length, test difficulty, item formats, and scoring procedures Guidelines for assembling and administering a test, including design rules and suggestions for reproducing the test Strategies for writing multiple-choice and multiple-response items How to develop test items that prepare students for licensure and certification examinations Like its popular predecessors, this text offers a seamless blending of theoretical and practical insight on evaluation and testing in nursing education, thus serving as an invaluable resource for both educators and students. Auto Upkeep Basic Car Care, Maintenance, and Repair (Homeschool Paperback Text Curriculum Kit) Rolling Hills Pub What's in the kit? The Auto Upkeep Homeschool Curriculum Kit 3rd Edition (c) 2013 consists of: * Auto Upkeep Textbook - 200 FULL COLOR pages - 20 Easy-to-Read Chapters with over 400 Illustrations * Auto Upkeep Workbook - 152 FULL COLOR pages - 32 Hands-on and Internet-based Activities with over 200 Illustrations * Homeschool Resource CD which includes a Course Syllabus Outline, PowerPoint Presentations, Lab Activities, Study Questions, Chapter Tests, Exams & Final, and Answer Keys What units are covered by the curriculum? From choosing an insurance policy to performing basic maintenance and repair, Auto Upkeep is the do-it-yourself automotive guide for the driver in you. Auto Upkeep helps keep you safe and your vehicle reliable by providing easy-to-follow information with detailed pictures and drawings. Discover how to choose a quality repair facility, buy a car, handle roadside emergencies, diagnose common problems, and communicate effectively with technicians – all while saving money.1 – Introduction and How Cars Work 2 – Buying an Automobile 3 – Automotive Expenses 4 – Repair Facilities 5 – Safety Around the Automobile 6 – Basic Tools 7 – Auto Care and Cleaning 8 – Fluid Level Check 9 – Electrical System 10 – Lubrication System 11 – Fuel System 12 – Cooling System and Climate Control 13 – Ignition System 14 – Suspension, Steering, and Tires 15 – Braking System 16 – Drivetrain 17 – Exhaust and Emission System 18 – Alternative Fuels and Designs 19 – Automotive Accessories 20 – Common Problems and Roadside Emergencies What are the hands-on and internet-based activities? Chapter 1 Car Identification Activity – Identify an automobile by make, model, year, and type.Chapter 2 Buying a New Automobile Activity – Differentiate between MSRP, dealer invoice, and dealer cost.Buying a Used Automobile Activity – Research prices, reliability ratings, recalls, technical service bulletins, and safety ratings. Chapter 3 Automotive Expenses Activity – Calculate automotive expenses.Chapter 4 Repair Facilities Activity – Choose a quality repair facility. Interpret a repair invoice.Chapter 5 Automotive Safety Activity – Identify the location of emergency and safety equipment.Chapter 6 Basic Tools Activity – Identify basic tools that are used in automotive shops.Chapter 7 Interior Cleaning Activity – Clean the inside of a vehicle.Exterior Cleaning Activity – Clean the outside of a vehicle.Waxing Activity – Wax the finish on a vehicle.Chapter 8 Fluid Level Check Activity – Safely check the fluid level in various vehicle components.Chapter 9 Battery Activity – Safely clean and test the battery.Charging Activity – Safely test the alternator.Starting Activity – Safely test the starter.Chapter 10 Oil and Filter Change Activity – Safely change the oil and filter on a vehicle.Chapter 11 Fuel System Activity – Identify the components of the fuel system. Change the air filter, CCV filter, PCV valve, and fuel filter.Chapter 12 Air Conditioning Activity – Inspect and identify the components within the

air conditioning system.Cabin Air Filter Activity – Replace the cabin air filter on a vehicle.Cooling System Activity – Safely test, inspect, and service the cooling system. Observe thermostat operation.Chapter 13 Ignition System Activity – Install spark plugs. Inspect, test, and install spark plug wires. Inspect and install distributor cap and rotor on conventional or distributor systems.Chapter 14 Suspension and Steering Activity – Safely inspect and perform basic service procedures on suspension and steering components.Tire Inspection and Rotation Activity – Safely inspect tires for wear and rotate tires.Chapter 15 Brake Inspection Activity – Safely inspect disc brakes.Chapter 16 Drivetrain Activity – Safely inspect drivetrain components.Chapter 17 Exhaust and Emissions Activity – Safely inspect exhaust and emission components.Chapter 18 Payback Period Activity – Calculate payback period.Chapter 19 Auto Accessories Activity – Estimate the cost of accessories for a vehicle.Chapter 20 Changing a Flat Tire Activity – Safely change a spare tire.Jump-Starting Activity – Safely jump-start a vehicle.Lighting Activity – Replace various lights on a vehicle.Replacing Wipers Activity – Replace wipers on a vehicle.On-Board Diagnostics Activity – Retrieve diagnostic trouble codes (DTCs) from an OBD II system. Introduction to Software Testing Cambridge University Press Extensively class-tested, this textbook takes an innovative approach to software testing: it defines testing as the process of applying a few well-defined, general-purpose test criteria to a structure or model of the software. It incorporates the latest innovations in testing, including techniques to test modern types of software such as OO, web applications, and embedded software. The book contains numerous examples throughout. An instructor's solution manual, PowerPoint slides, sample syllabi, additional examples and updates, testing tools for students, and example software programs in Java are available on an extensive website. Managing Information Technology in a Global Economy IGI Global Today, opportunities and challenges of available technology can be utilized as strategic and tactical resources for your organization. Conversely, failure to be current on the latest trends and issues of IT can lead to ineffective and inefficient management of IT resources. Managing Information Technology in a Global Economy is a valuable collection of papers that presents IT management perspectives from professionals around the world. The papers introduce new ideas, refine old ones and possess interesting scenarios to help the reader develop company-sensitive management strategies. Theories of Counseling and Psychotherapy An Integrative Approach SAGE Publications A step forward from the traditional textbook on counseling theories, Theories of Counseling and Psychotherapy: An Integrative Approach offers students a comprehensive overview of past and current approaches to psychotherapy and counseling, with a modern approach to theories of psychotherapy. An extensive array of mainstream theories, as well as contemporary approaches such as narrative, feminist, LGBT, and post-modern, are covered. Author Elsie Jones-Smith helps readers to construct their integrated approach to psychotherapy by learning how to develop a broad range of therapeutic expertise to meet the needs of a culturally diverse clientele. In addition to listing and describing theories, this text compares and contrasts them to show their strengths and weaknesses. The Third Edition includes a new chapter on trauma-informed counseling/psychotherapy and provides updated references, sections, and studies reflecting the latest developments within the helping professions. Included with this title: The password-protected Instructor Resource Site (formally known as SAGE Edge) offers access to all text-specific resources, including a test bank and editable, chapter-specific PowerPoint® slides. Learn more. VIDEO DEMONSTRATIONS AVAILABLE WITH THIS TEXT: INSTRUCTORS! Theories of Counseling and Psychotherapy in Action Video Demonstrations are available to bundle with this text for only $15 more! In this rich video compilation, SAGE author Dr. David Hutchinson demonstrates a range of established and newer techniques as he helps a single client, Tyler, a mixed-race adolescent who is facing various challenges. Demonstrations include the following approaches: Person-Centered Motivational Interviewing Cognitive-Behavioral Feminist Existential Multicultural Strengths-Based Neuroscience/Biological Watch this sample clip discussing multicultural approaches to learn more. Use Slimpack + Hardcover bundle ISBN: 978-1-0718-1997-5 Skills for Success with PowerPoint 2013 Comprehensive Prentice Hall For use in the PowerPoint course Skills for Success is the Microsoft Office 2013 textbook that recognizes how students learn today! The Office Skills text that was designed with today's students—and the way today's students use an Office textbook—in mind. With Skills for Success , Microsoft Office 2013 is at your fingertips! With Office 2013, Microsoft is taking the office to the cloud. You can now open and save your files from any computer without a USB flash drive. The Skills for Success series shows students how to get the most out of Office 2013 no matter what device they are using —a traditional desktop or tablet. Whether you are tapping and sliding with your finger or clicking and dragging with the mouse, Skills for Success shows you the way. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalized 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. Designed for a New Generation of Learners: The Skills for Success series is specifically designed to enhance usability and fit the work style of today's students. Support for Students and Instructors: Supplements enhance the learning process for students, while instructor resources are designed to make your life easier. Instructors Manual Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing Enhanced Discovering Computers ©2017 Cengage Learning Readers learn to maximize the use of mobile devices, make the most of online tools for collaboration and communications, and fully utilize today's Internet capabilities with the latest edition of DISCOVERING COMPUTERS ENHANCED. Learners see how technology skills assist in gaining employment and advancing careers. This edition highlights Web Development, creating a strong web presence, and the latest Windows 10 information. The authors emphasize actionable content with a proven learning structure and practice to reinforce key skills. Self-assessments open each chapter, enabling readers to target study and learn more in less time. DISCOVERING COMPUTERS ENHANCED presents the content needed to succeed in a way that ensures understanding. Important Notice: Media content referenced within the

product description or the product text may not be available in the ebook version. IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide John Wiley & Sons Master word processing, spreadsheets, and presentations ahead ofthe IC3 exam IC3: Internet and Computing Core Certification KeyApplications Study Guide is your ideal study guide when youwant to focus on the Key Applications exam module in preparationfor the IC3. This book covers common features and functions, wordprocessing, spreadsheets, and presentations, all presented in aclear, concise style. Hands-on examples and self-paced exercisesshow you how to perform critical tasks needed to pass the exam, andthe companion website offers a diverse set of study tools includingthe Sybex test engine, a preassessment test, hundreds of practicequestions, videos, and access to over one hundred electronicflashcards. Test your skills and solidify your understanding of KeyApplications for the IC3. Master the functions common to all programs, and the mostcommon features Review the basics of word processing, with formatting andautomation Understand spreadsheets, and how to manipulate data withformulas Brush up on the creation and formatting of simplepresentations When you are serious about certification, IC3 providesthe practice that inspires self-confidence. Enhanced Discovering Computers ©2017, Essentials Cengage Learning Readers learn to maximize the use of mobile devices, make the most of online tools for collaboration and communications, and fully utilize today's Internet capabilities with the latest edition of DISCOVERING COMPUTERS ESSENTIALS ENHANCED. Learners see how technology skills assist in gaining employment and advancing careers. This edition highlights the most recent developments with new emphasis on Web Development, creating a strong web presence, and the latest Windows 10 information. The authors emphasize actionable content with a proven learning structure and practice to reinforce key skills. Self-assessments open each chapter, enabling readers to target study and learn more in less time. DISCOVERING COMPUTERS ESSENTIALS ENHANCED presents the content needed to succeed in a way that ensures understanding. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Abnormal Psychology Contrasting Perspectives Bloomsbury Publishing Giving an overview of different approaches to the assessment and treatment of psychological disorders, this textbook retains important diagnostic perspectives, including the DSM-5, ICD-10, ICD-11 and PDM. It also widens the scope of coverage beyond mainstream psychiatric models to include psychological, biological, historical, sociocultural and therapeutic approaches. Contemporary and well-balanced, this book provides an even-handed and holistic foundation, allowing students to develop a strong critical mindset while retaining a robust research-driven orientation. Abnormal Psychology: Contrasting Perspectives: - features an innovative structure organized by presenting problem, examining each in a broad context of traditional psychiatric and alternative approaches - is grounded in lived experience of disorder: shining a spot-light on service-users through 'Case Examples' scenarios and 'Lived Experience' perspective pieces - supports student learning and critical thinking through engaging 'Controversial Question', 'Try it Yourself' and 'In Depth' - is supported by an impressive online support features including lecture slides, a test bank, instructor manual, student study guide, multiple choice self-test quizzes, flashcard activities and more. This book is ideal for undergraduate and postgraduates students on abnormal psychology, psychopathology, mental health or clinical psychology courses. Accompanying online resources for this title can be found at bloomsburyonlineresources.com/abnormal-psychology. These resources are designed to support teaching and learning when using this textbook and are available at no extra cost. Instructors Manual with Test Item File Prentice Hall Test of Faith Resources for Schools The Stapleford Centre Computer Networking A Top-Down Approach Addison-Wesley Longman Computer Networkingprovides 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. Saunders 2018-2019 Strategies for Test Success - E-Book Passing Nursing School and the NCLEX Exam Elsevier Health Sciences Get more than just practice questions; get comprehensive test and nursing school preparation that's proven to help you succeed! Written by the most trusted expert in NCLEX exam prep, Saunders 2018-2019 Strategies for Test Success: Passing Nursing School and the NCLEX Exam, 5th Edition is an invaluable guide that teaches you how to master the things that matter most on the NCLEX exam and your nursing school exams: critical thinking, problem solving, and time management. In this guide you'll find not only 1,200 practice questions and rationales that reflect the latest NCLEX-RN and NCLEX-PN test plans, but you'll also get a wealth of proven tips and real-world hints to help you overcome text anxiety, develop effective study habits, and confidently evaluate and identify the correct answer for a variety of test question types, including alternate item formats. It's a must-have resource for any nursing student who needs not just practice, but well-rounded preparation! A Reducing Test Anxiety chapter offers simple strategies to control test-induced stress and gain the confidence needed to pass exams. A Developing Study Skills chapter provides helpful tips on improving time management for more efficient exam preparation. 1,200 review questions are included in the book and online, providing a 2-in-1 approach to learning strategies and test-taking skills UNIQUE! Student-to-Student Hints highlight real life strategies that have helped other students graduate from nursing school and pass the NCLEX exam. Helpful Tips for the Nursing Student highlight the most important concepts needed for exam success. Online practice questions let you apply the strategies learned from the text in a realistic electronic testing environment. Emphasis on comprehensive test preparation helps you develop, refine, and apply the reasoning skills

you need to succeed throughout nursing school and on the NCLEX examination. Priority concepts for each question help you link your concept-based classes and NCLEX prep. Chapters on specific question content — such as prioritization, pharmacology, triage/disaster management, and delegation — offer numerous examples to prepare you for higher-level questions. A fun, 4-color design features cartoons and bold designs to help engage visual learners. NEW! Thoroughly updated content reflects the most current NCLEX-RN and NCLEX-PN test plans. NEW! Experience level coding for questions designates each question as beginning, intermediate, or experienced to help focus your learning throughout all points of your nursing school career. NEW! Increased focus on clinical judgement incorporates strategies for clinical judgement, question data, and question abnormalities into the NCLEX-style questions. NEW! Expanded client-centered options address the increasing import of the patient-centered care QSEN competency on the NCLEX Exam. NEW! Additional coverage of interprofessionalism is incorporated. Computers Information Technology in Perspective Pearson Education 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 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. Saunders 2020-2021 Strategies for Test Success - E-Book Passing Nursing School and the NCLEX Exam Elsevier Health Sciences Help alleviate your pre-test jitters with this essential nursing resource! Written by the most trusted experts in NCLEX® prep, Saunders 2020-2021 Strategies for Test Success, 6th Edition introduces tools for overcoming text anxiety and tactics for developing effective study habits. Essentially, it teaches you how to master the things that matter most on your nursing school exams: critical thinking, problem solving, and time management. This essential guide features over 1,200 practice questions and rationales to help you tackle anything from a routine quiz to the NCLEX. It also includes a wealth of proven tips and real-world hints to help you confidently evaluate and identify the correct answer for a variety of test question types, including alternate item formats. Plus, additional questions on the Evolve website gives you even more preparation material! 1,200 review questions are included in the book and online, providing a 2-in-1 approach to learning strategies and test-taking skills Increased focus on critical thinking uses different strategies to help you develop clinical judgment skills, and the ability to question data, and client abnormalities. Helpful Tips for the Nursing Student highlight the most important concepts needed for exam success. UNIQUE! Student-to-Student Hints highlight real life strategies that have helped other students graduate from nursing school and pass the NCLEX® exam. Practice questions coded for the beginning, intermediate, or experienced student, making this book a useful tool throughout your nursing school career. Clearly defined cognitive levels help if you are unfamiliar with this terminology and its significance. Coverage of Interprofessionalism discussed where appropriate throughout text. Priority concepts for each question help you to link your concept-based classes and NCLEX® prep. A fun, 4-color design features cartoons and bold designs to help engage visual learners. NEW! Clinical Judgment Situations and Next Generation NCLEX® (NGN) practice questions included on Evolve site let you apply strategies from the text in a realistic electronic testing environment. Laboratory Testing for Ambulatory Settings - E-Book A Guide for Health Care Professionals Elsevier Health Sciences Learn the lab testing skills you need to know! Laboratory Testing for Ambulatory Settings: A Guide for Health Care Professionals, 2nd Edition provides in-depth coverage of the most common procedures and techniques of all the new CLIA waived, point-of-care tests along with some moderately complex tests. Clear, step-by-step instructions and full-color photographs make it easy to master each test and procedure. Written by noted educators Marti Garrels and Carol S. Oatis, this edition adds a new chapter on toxicology and information on five new procedures. A companion Evolve website lets you practice clinical laboratory skills. Complete coverage includes the most common CLIA waived tests for any healthcare professional in the ambulatory setting. A "triad" organization gives chapters a consistent, easy-to-follow format: Fundamental Concepts: basic information related to tests and procedures. CLIA Waived Procedures: step-by-step instructions for CLIA waived tests. Advanced Concepts: further application of basic knowledge and skills towards a higher level of critical thinking and decision making, such as handling non-CLIA waived tests. Procedure boxes provide clear step-by-step instructions along with numerous full-color photos and illustrations. Key terms are defined and reinforced within each chapter. Common abbreviations associated with CLIA waived testing are cited at the beginning of chapters. 7-10 review questions conclude each chapter, to reinforce learning. A companion Evolve website includes various activities and exercises to enhance learning with problem-solving scenarios. A workbook matches the chapters in the textbook, offering activities and exercises to reinforce laboratory concepts, terminology, and procedures. Skills sheets help you work through the competency-based procedures, and meet government standards for good laboratory practice. Sold separately. Over 60 new photographs and drawings clarify topics and show examples of laboratory specimens so you will be able to identify them on the job. New chapter on toxicology. More extensive coverage of working with the microscope prepares you for the lab. Updated, expanded information about quality control and quality assurance provides relevant information so you can accurately and effectively perform in the lab. Updates on proper collection and processing of urine specimens, microbiology specimens, blood capillary and venipuncture specimens, which includes new urine culture using vacutainer system, new drawings for urine and influenza specimen collections, and the latest order of blood draw including the plasma separator tube, ensure that you have the most current information. Five new procedures with corresponding skill check-off sheets help you understand the most up-to-date protocols: Clinitek

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