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Testing Lecture Comprehension Through Listening-to-summarize Cloze Tasks **Creating**
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ACCA Essentials P2 Corporate Reporting (International and UK) Revision Kit 2014 Pediatrics
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Pediatrics Examination and Board Review Jul 29 2019 An Engagingly Written, Case-Based Review for the Pediatrics Board Exam McGraw-Hill Education Specialty Board Review: Pediatrics is the perfect resource to help you prepare for the American Board of Pediatrics (ABP) certification or recertification examination. Written in a refreshing conversational tone, this unique review utilizes a case-based presentation that includes questions, answers, and discussion. Numerous tables, figures, and photographs encapsulate important information and make it easier for readers to study and remember. The content is weighted to match the board exam – so you can focus on what you really need to know for the highest score possible. · The 35 chapters in the book correspond to the 35 sections of the ABP content specifications · Each chapter is written by specialists in the topic · Comprehensive final exam appears at the end of the book · Great as clinical refresher · Each question is referenced to chapter content for more in-depth study

Physical Chemistry For JEE (Main & Advanced) Jun 19 2021 Our Distance Learning Program is for students who are preparing for competitive entrance exams such as JEE-Main / JEE-Advanced / NEET / AIIMS / JIPMER / KVPY / NTSE / OLYMPIAD / IMO / RMO / IJSO etc. Study material made by experienced faculty on the latest updated patterns, We updates our study material on time to time, which is suitable for all competitive entrance examinations. Study material contain complete necessary theory, solved examples, practice exercises along with board syllabus (CBSE /

State Board and other boards) on the basis of latest patterns of entrance exams and board patterns. We also provide All India Test Series, DPPs (Daily Problem Practice Papers) and Question Bank for JEE -Main / JEE-Advanced / NEET / AIIMS / JIPMER / KVPY / NTSE / OLYMPIAD / IMO / RMO / IJSO. Study material available from Class-6th to Class-12th (Physics, Chemistry, Mathematics, Biology, Science, Mental Ability) Note: Number of pages and front cover images can be changed according to the requirement needs because its update on time to time. One subject can have one, two or more modules (booklet) e.g. Class-11 Chemistry book contain three modules Module-1 (Physical Chemistry), Module-2 (Organic chemistry), Module-3 (Inorganic Chemistry).

Solution Key for Modern Introductory Analysis Jun 07 2020

Sustainability in Coffee Production Apr 17 2021 Coffee, as a commodity and through its global value chains, is the focus of much interest to achieve fair trade and equitable outcomes for producers, processors and consumers. It has iconic cultural and economic significance for Colombia, which is one of the world's major coffee producers for the global market. This book examines sustainable coffee production in Colombia, specifically the initiatives of Nestlé to create shared value. It describes the transformation of the coffee landscape by the development of economically, socially and environmentally viable and dedicated supply chains. Suppliers have been encouraged to shift production and quality paradigms, in order to develop long-term and sustainable strategies for higher value and premium quality products. This has been partially achieved by establishing a robust partnership with the Coffee Growers Federation and other public, private and social actors, thereby taking control of the institutional architecture and knowledge base that exists in the country. The book provides an important lesson of corporate social responsibility and the creation of shared value for the benefit of farmers, corporations and consumers.

Testing Lecture Comprehension Through Listening-to-summarize Cloze Tasks Dec 02 2019 This book explores the effectiveness of listen-to-summarize tasks as a tool to assess lecture comprehension ability. It especially focuses on listen-to-summarize tasks that represent listeners' meaning building and the discourse construction of the lecture for listening assessment purposes. It discusses in depth the nature of lecture comprehension and introduces the approaches to assessing it. It also presents teachers' and students' perceptions of listen-to-summarize task demands and their respective implications. By observing interactions between test-takers' cognitive processes and the task itself, the book explores the effectiveness of these tasks. It also examines the discrepancy in cognitive processes between different language competence levels in detail, shedding light upon current research on lecture comprehension assessment and offering insights into listening comprehension instruction.

Books and Pamphlets, Including Serials and Contributions to Periodicals Aug 22 2021

ECRM2013-Proceedings of the 12th European Conference on Research Methods Nov 05 2022
Complete proceedings of the 13th European Conference on Research Methodology for Business and Management Studies ECRM 2013 PRINT version Published by Academic Conferences and Publishing International Limited.

McGraw-Hill's SAT 2013 Jul 21 2021 Your complete SAT preparation resource, now with free online coaching videos! McGraw-Hill's SAT, 2013 Edition, revised and improved, is a complete SAT coaching program that focuses on building your reasoning skills as the best preparation for the exam. Packed with targeted instruction and hundreds of problem-solving exercises, it also offers full-length practice SATs in print and online, with complete explanations for every question. Prepare for exam day with: 4 full-length practice SATs in the book, with fully explained answers 2 complete interactive practice tests online 20 free coaching videos online Pull-out "Smart Cards" for easy subject review 16-page Welcome section Detailed 10-week study plan Test-taking practice with questions just like those on the real SAT

Highlighting the Importance of Big Data Management and Analysis for Various Applications Feb 13 2021 This book addresses the impacts of various types of services such as infrastructure, platforms, software, and business processes that cloud computing and Big Data have introduced

into business. Featuring chapters which discuss effective and efficient approaches in dealing with the inherent complexity and increasing demands in data science, a variety of application domains are covered. Various case studies by data management and analysis experts are presented in these chapters. Covered applications include banking, social networks, bioinformatics, healthcare, transportation and criminology. Highlighting the Importance of Big Data Management and Analysis for Various Applications will provide the reader with an understanding of how data management and analysis are adapted to these applications. This book will appeal to researchers and professionals in the field.

Water, Rhetoric, and Social Justice Apr 29 2022 *Water, Rhetoric, and Social Justice: A Critical Confluence* examines how individuals and communities have responded on a global scale to present day water crises as matters of social justice, through oratory, mass demonstration, deliberation, testimony, and other rhetorical appeals. This book applies critical communication methods and perspectives to interrogate the pressing yet mind-boggling dilemma currently faced in environmental studies and policy: that clean water, the very stuff of life, which flows freely from the tap in affluent areas, is also denied to huge populations, materially and fluidly exemplifying the currents of justice, liberty, and equity. Contributors highlight discourse and water justice movements in nonofficial spheres from activists, artists, and the grassroots. In extending the technical, economic, moral, and political conversations on water justice, this collection applies special focus on the novel rhetorical concepts and responses not necessarily unique to but especially enacted in water justice situations. Scholars of rhetoric, sociology, activism, communication, and environmental studies will find this book particularly useful.

Biology Olympiad Stage 1 - NSEB 9 year Solved Papers by Career Point Kota Nov 24 2021 Whenever a student decides to prepare for any examination, her/his first and foremost curiosity is about the type of questions that he/she has to face. We feel great pleasure to present this book "Biology Olympiad Stage 1 - NSEB 9 year solved papers" before you. Wherein, we have made an attempt to provide year wise collection of questions asked in NSEB with answers and solutions to the majority of questions. Solutions to the questions have been written in such a manner that the students will be able to understand the application of the concepts and can answer some other related questions too. We firmly believe that the book in this form will definitely help a genuine, hardworking student. We have tried our best to keep errors out of this book however, comments and suggestions from the readers will be highly appreciated and incorporated in the subsequent editions. We wish to utilize the opportunity to place on record our special thanks to all members of the Content Development team for their efforts to make this wonderful book.

Unbroken Teacher's Resource Guide Dec 26 2021 Written for young adults, the *Urban Underground* series confronts issues that are of great importance to teens, such as friendship, loyalty, drugs, gangs, abuse, urban blight, bullies, and self-esteem to name a few. More than entertainment, these books can be a powerful learning and coping tool when a struggling reader connects with credible characters and a compelling storyline. The highly readable style and mature topics will appeal to young adult readers of both sexes and encourage them to finish each novel. The Teacher's Resource Guides provide 10 pages of activities and reproducible worksheets per novel to support the books and extend students' reading skills. Simply select and print the activities that you need. A key at the end of each guide provides answers and sample responses. The activities give lower-level readers the tools to construct, extend, and examine the meaning of text.

ICLLE 2019 Oct 04 2022 As an annual event, International Conference on Language, Literature, and Education in Digital Era (ICLLE) 2019 continued the agenda to bring together researcher, academics, experts and professionals in examining selected theme by language, literature and education in digital era. In 2019, this event held in 19-20 July 2019 at Padang, Indonesia. The conference from any kind of stakeholders related with Language and literature especially in education. Each contributed paper was refereed before being accepted for publication. The double-blind peer reviewed was used in the paper selection.

An Annotated Bibliography for Consumer and Homemaking Education Jan 27 2022

STEAM Makers Mar 05 2020 Build the essential 4—creativity, collaboration, communication, and critical thinking! Go beyond theory and learn how to systematically integrate STEAM and Maker spaces that prepare students for real-world experiences. This engaging resource outlines step-by-step processes to help anyone start their STEAM and Maker journey. Includes charts, checklists, web links, and profiles to help you make meaningful subject area connections and tap your students' natural curiosity. You'll learn to: Integrate STEAM and Making into daily practice Differentiate instruction for all learners Align with core standards and The Next Generation Science Standards

ACCA Essentials P2 Corporate Reporting (International and UK) Revision Kit 2014 Aug 29 2019 The examining team reviewed P2 Practice & Revision Kit provides invaluable guidance on how to approach the exam and contains many of the long, case study questions that you will find in the exam. Three mock exams provide you with more essential practice and marking schemes show you how the examiner awards marks.

Patient Safety and Quality Improvement in Healthcare Jan 15 2021 This text uses a case-based approach to share knowledge and techniques on how to operationalize much of the theoretical underpinnings of hospital quality and safety. Written and edited by leaders in healthcare, education, and engineering, these 22 chapters provide insights as to where the field of improvement and safety science is with regards to the views and aspirations of healthcare advocates and patients. Each chapter also includes vignettes to further solidify the theoretical underpinnings and drive home learning. End of chapter commentary by the editors highlight important concepts and connections between various chapters in the text. Patient Safety and Quality Improvement in Healthcare: A Case-Based Approach presents a novel approach towards hospital safety and quality with the goal to help healthcare providers reach zero harm within their organizations.

Complete IELTS Bands 6.5-7.5 Student's Pack (Student's Book with Answers with CD-ROM and Class Audio CDs (2)) Apr 05 2020 Complete IELTS combines the very best in contemporary classroom practice with stimulating topics aimed at young adults wanting to study at university. The Student's Pack consists of the Student's Book with Answers with CD-ROM and the Audio CDs which contain all the material for the listening activities. The Student's Book with Answers contains 8 topic-based units with stimulating activities to ensure that students gain skills practice for each of the four papers of the IELTS exam. It also contains a complete IELTS practice test to allow students to familiarise themselves with the format of the exam. The CD-ROM contains additional skills, grammar, vocabulary and listening exercises.

Process Data in Educational and Psychological Measurement, 2nd Edition Feb 02 2020 Publisher's note: In this 2nd edition: The following article has been added: Jiao H, He Q and Veldkamp BP (2021) Editorial: Process Data in Educational and Psychological Measurement. *Front. Psychol.* 12:793399. doi: 10.3389/fpsyg.2021.793399 The following article has been added: Reis Costa D, Bolsinova M, Tijmstra J and Andersson B (2021) Improving the Precision of Ability Estimates Using Time-On-Task Variables: Insights From the PISA 2012 Computer-Based Assessment of Mathematics. *Front. Psychol.* 12:579128. doi: 10.3389/fpsyg.2021.579128 The following article has been removed: Minghui L, Lei H, Xiaomeng C and Potm?šilc M (2018) Teacher Efficacy, Work Engagement, and Social Support Among Chinese Special Education School Teachers. *Front. Psychol.* 9:648. doi: 10.3389/fpsyg.2018.00648

Office 2013: The Missing Manual Jul 01 2022 Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013, and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool. The important stuff you need to know: Create professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick

Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs, and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in Microsoft's SkyDrive.

Genetics? No Problem! Jan 03 2020 Shortlisted for the HE Bioscience Teacher of the Year Award 2019: Kevin O'Dell, Author of *Genetics? No Problem!* The analysis and interpretation of data is fundamental to the subject of genetics and forms a compulsory part of the undergraduate genetics curriculum. Indeed, the key skills that a genetics student requires are an ability to design and understand experimental strategies and to use problem-solving skills to interpret experimental results and data. *Genetics? No Problem!* provides students with a graded set of problems that aim to enthuse, challenge and entertain the reader. The book is divided into three sections – introductory; intermediate and advanced – each with 10 problems. For first level students there will be short genetics problems embedded in a wide range of scenarios, such as murder mysteries. As the book progresses, the stories will get longer and the science will get progressively more complex to challenge final year students and enable the reader to identify genetic disease in obscure organisms as well as designing and testing treatments and cures. *Genetics? No Problem!*: Takes a unique, innovative approach that provides students with a set of graded problems designed to develop both their skills, and their ability to tackle problems with confidence Includes problems embedded in a narrative, written in an interesting, informative and entertaining style by an Author with a proven track record in teaching, research and communication Is well illustrated in full colour throughout. The book will prove invaluable to all students of genetics across a range of disciplines needing to get to grips with the analysis and interpretation of data that is fundamental to the subject.

India 2014 Oct 12 2020

Innovative Strategies for Heritage Language Teaching Sep 30 2019 Melding cutting-edge research with practical innovations in teaching practice, the contributors to this volume confront the limitations of existing approaches in heritage language learning to introduce new solutions informed by linguistic, sociolinguistic, and educational research on heritage languages. The result is a unique and essential text, the only comprehensive guide for the HL classroom based on the latest theory and research with practical suggestions for the classroom.

Multimedia and Web Technology May 19 2021 A textbook on computer science

How to Pass National 5 Lifeskills Maths Oct 24 2021 Exam Board: SQA Level: National 5 Subject: Lifeskills Maths First Teaching: September 2013 First Exam: Summer 2014 Get your best grade with the SQA endorsed guide to National 5 Lifeskills Maths. This book contains all the advice and support you need to revise successfully for your National 5 exam. It combines an overview of the course syllabus with advice from a top expert on how to improve exam performance, so you have the best chance of success. - Refresh your knowledge with complete course notes - Prepare for the exam with top tips and hints on revision technique - Get your best grade with advice on how to gain those vital extra marks

Parliamentary Debates (Hansard). Jun 27 2019

Creating Economic Space for Social Innovation Oct 31 2019 This book draws upon economic and sociological theory to provide a comprehensive discussion of economic space for social innovation, addressing especially marginalized groups and the long-term projects, programmes, and policies that have emerged and evolved within and across European states. It approaches the explanatory and normative questions raised by this topic via a novel approach: the Extended Social Grid Model (ESGM). Taking inspiration from the fields of economic sociology and ethics, this model shows that social innovation processes must be structural, and require change in power relations, if marginalization is to be effectively dealt with via social innovation. Part I of the book sets out the ESGM, including an exposition on the model along with background chapters on innovation, power and marginalization, ethics and social innovation, and empirical methods. Part II explores the

model with a focus on social innovation trajectories of social housing, drinking water provision, employment, education, and food provision. It also explores the operationalization of the model with a view to agency and empowerment, as well as social innovation policy in Europe and the use of social impact bonds as a tool for financing social innovation. Part III revisits the ESGM and considers the explanatory adequacy and fruitfulness of the model for innovation research and for theorizing social innovation, addressing questions on the role and limitations of participation in social innovation for the marginalized, the role of capital for creating economic space for capabilities, and how we can approach the social impact of social innovation. This collection of essays presents a diverse range of perspectives on understanding and addressing the key issue of marginalization, and offers key recommendations for policy makers engaging with social innovation across the European Union and beyond.

SpiritLed Woman Bible-Mev Mar 29 2022 FEED YOUR HUNGER FOR MORE OF GOD. The SpiritLed Woman Bible was developed for the woman in passionate pursuit of God. It's for the woman who wants to know God more deeply and fulfill His plan for her life. It is specifically designed to increase her hunger for God and to help her get to know Him more intimately.

Answer Key to Accompany Intermediate Algebra for College Students Sep 10 2020

Fundamentals of Machine Design: Dec 14 2020 Written in a user-friendly manner, the text provides detailed discussions on design principles of belts, pulleys, ropes, chain drives and gear boxes. The text being a follow-up to the first volume, discusses properties, types, advantages and selection aspects of belt drives, flat belt pulleys, grooved pulleys and rope drives. It then explains construction aspects, classification, properties and the design procedure of important bearings including hydrodynamic and rolling bearings. It goes on to discuss several types of I.C. engine parts including cylinder, piston, connecting rod, crank shaft, valve gears, flywheels, clutches and brakes. Advantages and applications of worm and worm wheel drives and pressure vessels are also included.

The Economics of the Global Defence Industry May 07 2020 This book makes an original contribution to our knowledge of the world's major defence industries. Experts from a wide range of different countries – from the major economies of North America and Western Europe to developing economies and some unique cases such as China, India, Singapore, South Africa and North Korea – describe and analyse the structure, conduct and performance of the defence industry in that country. Each chapter opens with statistics on a key nation's defence spending, its spending on defence R&D and on procurement over the period 1980 to 2017, allowing for an analysis of industry changes following the end of the Cold War. After the facts of each industry, the authors describe and analyse the structure, conduct and performance of the industry. The analysis of 'structure' includes discussions of entry conditions, domestic monopoly/oligopoly structures and opportunities for competition. The section on 'conduct' analyses price/non-price competition, including private and state funded R&D, and 'performance' incorporates profitability, imports and exports together with spin-offs and technical progress. The conclusion explores the future prospects for each nation's defence industry. Do defence industries have a future? What might the future defence firm and industry look like in 50 years' time? This volume is a vital resource and reference for anyone interested in defence economics, industrial economics, international relations, strategic studies and public procurement.

State, Foreign Operations, and Related Programs Appropriations for 2013: Department of State; USAID; Department of Treasury international programs; United Nations and other international organizations; Policy and assistance review of the Arab Spring countries; Western Hemisphere security challenges May 31 2022

face2face Starter Teacher's Book with DVD Nov 12 2020 face2face Second edition is the flexible, easy-to-teach, 6-level course (A1 to C1) for busy teachers who want to get their adult and young adult learners to communicate with confidence. The Starter Teacher's Book offers detailed teaching notes for every lesson, keys to exercises and extra teaching notes. It also guides teachers through the Student's Book DVD-ROM, and relates face2face to CEFR levels and English Profile.

Additionally, busy teachers can access photocopiable progress tests and communicative class activities. The free DVD in the Second edition Starter Teacher's Book offers classroom videos integrated with the Real World lessons in the Student's Book, as well as the entire content of the Teacher's Book in PDF format.

Japanese Contractors in Overseas Markets Sep 22 2021 This book explores the differences in cultural attributes and management factors to enable managers working for Japanese contractors to reduce misunderstandings and misinterpretations when communicating with project team members from different cultural backgrounds. It focuses on Japanese contractors operating in Singapore, since the Singapore construction industry has, for many years, been one of the largest overseas construction markets for the top-5 Japanese contractors. Using Hofstede's national cultural framework for the cultural studies in construction project management, it reveals various real-world management practices and discusses national cultural differences relating to managers working for Japanese contractors in Singapore as well as the communication weaknesses of current management practices and styles. The results presented provide useful lessons for Japanese contractors operating in Singapore, as well as other parts of the world, to bridge cultural and communication gaps.

Catalog of Copyright Entries Aug 10 2020

Bayesian Psychometric Modeling Aug 02 2022 A Single Cohesive Framework of Tools and Procedures for Psychometrics and Assessment Bayesian Psychometric Modeling presents a unified Bayesian approach across traditionally separate families of psychometric models. It shows that Bayesian techniques, as alternatives to conventional approaches, offer distinct and profound advantages in achieving many goals of psychometrics. Adopting a Bayesian approach can aid in unifying seemingly disparate—and sometimes conflicting—ideas and activities in psychometrics. This book explains both how to perform psychometrics using Bayesian methods and why many of the activities in psychometrics align with Bayesian thinking. The first part of the book introduces foundational principles and statistical models, including conceptual issues, normal distribution models, Markov chain Monte Carlo estimation, and regression. Focusing more directly on psychometrics, the second part covers popular psychometric models, including classical test theory, factor analysis, item response theory, latent class analysis, and Bayesian networks. Throughout the book, procedures are illustrated using examples primarily from educational assessments. A supplementary website provides the datasets, WinBUGS code, R code, and Netica files used in the examples.

Addressing Special Educational Needs and Disability in the Curriculum: Maths Mar 17 2021 The SEND Code of Practice (2015) reinforced the requirement that all teachers must meet the needs of all learners. This topical book provides practical, tried and tested strategies and resources that will support teachers in making maths lessons accessible and interesting for all pupils, including those with special needs. The author draws on a wealth of experience to share his understanding of special educational needs and disabilities and show how the maths teacher can reduce or remove any barriers to learning. Offering strategies that are specific to the context of maths teaching, this book will enable teachers to: adopt a 'problem solving' approach to ensure students use and apply mathematics at all times during their learning develop students' understanding of mathematical ideas structure lessons to empower and actively engage students create a mutually supportive classroom which maximises learning opportunities plan the classroom layout and display to enhance learning, for example displaying number lines, vocabulary lists and pupils' work successfully train and fully use the support of their teaching assistants. An invaluable tool for continuing professional development, this text will be essential for secondary maths teachers (and their teaching assistants) seeking guidance specific to teaching maths to all pupils, regardless of their individual needs. This book will also be of interest to secondary SENCOs, senior management teams and ITT providers. In addition to free online resources, a range of appendices provide maths teachers with a variety of pro forma and activity sheets to support effective teaching. This is an essential tool for maths teachers and teaching assistants, and will help to deliver successful,

inclusive lessons for all pupils.

Study Guide for Understanding Nursing Research E-Book Jul 09 2020 Use this practical study guide to get more out of Grove & Gray's Understanding Nursing Research, 8th Edition! With chapters corresponding to the textbook, this workbook provides exercises that build your knowledge and boost your critical appraisal skills. It offers hands-on practice in applying nursing research to evidence-based practice while reinforcing the steps of the research process. Like the textbook, this edition includes a stronger emphasis on critical appraisal — with an appendix of three published research studies referenced in exercises throughout the book. Time-tested and innovative exercises reinforce key concepts with fill-in-the-blank, matching, and multiple-choice questions, with exercises including Terms and Definitions, Linking Ideas, Web-Based Information and Resources, and Conducting Critical Appraisals to Build an Evidence-Based Practice. Critical Appraisal activities provide opportunities to apply your research knowledge to evaluate the quantitative, qualitative, and mixed methods studies located in the appendices. Appraisal Guidelines provide step-by-step guidance in critically appraising published research literature. Quick-reference printed tabs in the print edition make it easy to locate the Answer Key and each of the book's three published studies in the appendices. Answer Key is provided for the exercises in each chapter, allowing you to check your understanding and learn from your mistakes. NEW! Increased focus on critical appraisal for evidence-based practice corresponds to the emphasis on critical appraisal in the text. NEW! Updated content corresponds to the 8th edition of Grove & Gray's Understanding Nursing Research textbook. NEW! Updated full-text articles reflect the most current, high-quality research studies.

NTSE 10 Year-wise Class 10 Stage 2 Solved Papers (2010 - 19) Feb 25 2022 NTSE 10 Year-wise Class 10 Stage 2 Solved Papers (2010 - 19) consists of past 10 years Solved papers of Stage 2 (2010 -2019). The book provides solutions to each and every questions immediately after the question paper.

Enhanced Computer Concepts and Microsoft Office 2013 Illustrated Sep 03 2022 Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest ENHANCED COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED. This all-in-one book makes the computer concepts and skills your students need to know easily accessible. Key application skills are clearly demonstrated using the user-friendly two-page spread found in the popular Microsoft Office 2013 Illustrated Introductory, First Course. Today's most up-to-date technology developments and concepts are clarified using the distinctive step-by-step approach from the Computer Concepts Illustrated Brief book. This edition highlights updated Office 365 content with Integrated Applications Projects and a Student Success Guide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.