

Free pdf Rn pocket guide Full PDF

if you use linux in your day to day work this popular pocket guide is the perfect on the job reference the third edition features new commands for processing image files and audio files running and killing programs reading and modifying the system clipboard and manipulating pdf files as well as other commands requested by readers you'll also find powerful command line idioms you might not be familiar with such as process substitution and piping into bash linux pocket guide provides an organized learning path to help you gain mastery of the most useful and important commands whether you're a novice who needs to get up to speed on linux or an experienced user who wants a concise and functional reference this guide provides quick answers selected topics include the filesystem and shell file creation and editing text manipulation and pipelines backups and remote storage viewing and controlling processes user account management becoming the superuser network connections audio and video installing software programming with shell scripts the first half of this book is designed as a mini dictionary or glossary of common terms used in planning measuring and managing performance the second half includes tips and techniques for reviewing performance diagnosing problems deciding on action plans and evaluating links between measures and strategies this succinct and handy guide will be a constant companion as you engage in performance management in your organization hr an excellent book by an excellent author this 56 page book is a great tool for managers who need a quick reference during any type of business meeting where results are discussed or plans are developed the author does a great job of covering virtually all core facets of performance management in a text that takes less than one day to read ray digiacomo jr san juan capistrano california this easy to use reference provides nurses with practical material that is useful in the day to day care of men with prostate cancer this pocket guide is divided into four sections and covers epid a smart travel companion this pocket guide to scrum is the one book for everyone who wants to learn or re learn about scrum the book describes the framework as it was designed and intended with a strong focus on the purpose to the rules and adding an historical perspective to scrum and the agile movement as the balance of society keeps shifting from industrial labor to digital work complexity and unpredictability keep increasing the need for agility through scrum increases equally in and beyond software and product development this 3rd edition of scrum a pocket guide while introducing some changes in terminology more than ever offers the clarity and insights on scrum that many organizations need more than ever it will help people and their organizations properly shape their scrum regardless of their domain or business scrum a pocket guide is an extraordinarily competent book it flows with insight understanding and perception this should be the de facto standard handout for all looking for a complete yet clear overview of scrum without being bothered by irrelevancies ken schwaber scrum co creator the author gunther verheyen is a seasoned scrum practitioner 2003 he has been employing scrum since 2003 he was partner to ken schwaber and director of the professional scrum series at scrum org he is the founder of ullizee inc and engages with people and organizations as an independent scrum caretaker on a journey of humanizing the workplace with scrum there is something for everyone in italy whether you're seeking roman ruins renaissance art designer chic mountain climbing or simply good food and wine you can find it here take berlitz pocket guide italy with you it's a concise full colour travel guide small enough to pop in your pocket big enough to contain all the information you need it introduces the country's fascinating history and culture then takes you on a journey from rome through tuscan and umbria via venice milan and naples to the beautiful islands of sicily and sardinia all the main attractions are described and plotted on detailed maps the best of italy and

a perfect day in rome sections are full of ideas to help you set your priorities and enjoy your trip to the full as well as ideas for sports entertainment and shopping there are plenty of restaurant recommendations and a range of accommodation options to suit all budgets the a to z of practical information provides all the travel advice you ll need including key words and phrases in italian berlitz pocket guide sydney is the best compact guide to this harbour city combining concise practical information on where to go and what to see with great full colour photographs that bring australia s premier city to life berlitz pocket guide turkey combines authoritative narrative detail with colour photography to help uncover the country s extraordinary mix of culture history and glorious landscape it provides visitors with everything they need to know about turkey s key attractions from the minarets and bazaars that decorate vibrant istanbul to its remarkable range of archaeological sites its varied landscape and picturesque beaches practical maps on the cover flaps help those wishing to explore to get around to inspire you the book offers a rundown of top 10 attractions followed by an itinerary for a perfect tour of the country the what to do chapter is snapshot of ways to spend your spare time from nightlife and shopping to sports the book provides all the essential background information including a brief history of the country and an eating out chapter covering its mouth watering cuisine there are carefully chosen listings of the best hotels and restaurants and an a z of all the practical information you ll need the flip mino and minohd are the best selling family of affordable and simple to use digital camcorders in the u s since its launch in 2007 flip video has sold over 1 5 million camcorders the flip minohd is the world s smallest high definition camcorder at just over three oz the minohd records up to 60 minutes of hd video and comes along with flipshare software this software allows flip owners to plug the camcorder s signature flip out usb arm into any computer for easy drag and drop video organizing editing and sharing on youtube myspace aol video or via email loaded with plenty of tips and techniques the flip mino pocket guide shows readers how to effectively capture video and organize and edit the footage for optimal playback all flip models are covered including flip mino flip minohd flip ultra and flip video the mac os x lion pocket guide is an indispensable quick reference guide that is packed with bite sized chunks of practical information for people who want to jump in and start working and playing with os x lion the attractive price and accessible content make this the perfect learning companion and reference guide written by mac expert jeff carlson this essential guide features snappy writing eye catching graphics and an elegant design that walks readers through the most common os x lion tasks the mac os x lion pocket guide covers all of the key new features of os x lion including multi touch gestures launchpad mission control the app store mail and much more from michelangelo s david to the uffizi gallery to the world class eateries dotted around the city florence has an abundance of culture that attracts visitors from all over the world berlitz pocket guide florence is a concise full colour travel guide that combines lively text with vivid photography to highlight the best that this iconic city has to offer inside florence pocket guide where to go details all the key sights in the city while handy maps on the cover flaps help you find your way around and are cross referenced to the text top 10 attractions gives a run down of the best sights to take in during your stay in florence perfect tour provides an itinerary of the city what to do is a snapshot of ways to spend your spare time from soaking up culture at one of the city s many galleries to sampling some of the local gelato ice cream essential information about the history and culture of florence eating out covers the city s best cuisine curated listings of the best hotels and restaurants a z of all the practical information you ll need about berlitz berlitz draws on years of travel and language expertise to bring you a wide range of travel and language products including travel guides maps phrase books language learning courses dictionaries and kids language products berlitz pocket guide mallorca the world renowned pocket travel guide by berlitz now with a free bilingual dictionary compact concise and packed full of essential information about where to go and what to do this is an ideal on the move

guide for exploring mallorca from top tourist attractions like valldemossa the coves del drac and monestir de lluc to cultural gems including the gorgeous town of deia picturesque walks in the serra de tramuntana and the marvelous gothic cathedral in palma plan your perfect trip with this practical all in one travel guide features of this travel guide to mallorca inspirational itineraries discover the best destinations sights and excursions highlighted with stunning photography historical and cultural insights delve into the country s rich history and culture and learn all about its people art and traditions practical full colour map with every major sight and listing highlighted the full colour maps make on the ground navigation easy key tips and essential information from transport to tipping we ve got you covered dictionary quick reference bilingual language guide to help you with vocabulary covers palma de mallorca the western corner the west coast the north and northeast the central plain the east and southeast get the most out of your trip with berltz phrase book dictionary spanish about berltz berltz draws on years of travel and language expertise to bring you a wide range of travel and language products including travel guides maps phrase books language learning courses dictionaries and kids language products what if the next consultant you hired came with an instruction manual filled with strategies to maximize your end of the relationship that s exactly what this pocket guide is a practical how to guide to taking full advantage of what the right consultant can provide disorderly rowdy exhilarating naples the capital of the italian south is like nowhere else the bay of naples has its own charms from the dazzling island of capri to slumbering volcanoes world class archaeological sites and the stunning amalfi coast berltz pocket guide naples capri and the amalfi coast is a thoroughly updated full colour travel guide that combines lively text with vivid photography to highlight the best that the region has to offer inside pocket guide naples capri the amalfi coast where to go details all the key sights in the region while handy maps on the cover flaps help you find your way around and are cross referenced to the text top 10 attractions gives a run down of the best sights to take in on your trip perfect day provides an itinerary of the city of naples what to do is a snapshot of ways to spend your spare time from strolling naples maze of cobbled alleys in search of baroque masterpieces or a slice of authentic pizza to living the high life in capri or visiting the evocative ruins at pompeii essential information on naples culture including a brief history of the region eating out covers the region s best cuisine curated listings of the best hotels and restaurants a z of all the practical information you ll need about berltz berltz draws on years of travel and language expertise to bring you a wide range of travel and language products including travel guides maps phrase books language learning courses dictionaries and kids language products this is the official pocket guide for the togaf standard 10th edition from the open group building on over 25 years of development and constant input from the open group architecture forum s global community of enterprise architecture thought leaders the togaf standard 10th edition expands the material available to architecture practitioners to make adoption of best practices easier with greatly expanded guidance and how to material it enables organizations to operate in an efficient and effective way across a broad range of use cases including agile enterprises and digital transformation the togaf standard is the most prominent and reliable enterprise architecture standard ensuring consistent standards methods and communication among enterprise architecture professionals those professionals who are fluent in the togaf approach enjoy greater industry credibility job effectiveness and career opportunities the togaf approach helps practitioners avoid being locked into proprietary methods utilize resources more efficiently and effectively and realize a greater return on investment this official pocket guide provides an overview of the contents and purpose of the togaf standard in a condensed form as such it does not cover every aspect of the standard in detail but provides highlights and key reference information topics covered include a high level introduction to the togaf standard introducing the modular togaf documentation set the togaf library and the togaf framework guidance on how to read the standard an

introduction to the general how to information provided in the togaf standard including guidance for practitioners and how to use the standard in the digital enterprise an overview of guidance to support the establishment of an enterprise architecture team an overview of the guidance provided in the togaf standard for specific topic domains including security architecture business architecture data information architecture agile methods and reference models and methods an introduction to the togaf fundamental content documents provided in the togaf standard which describe the concepts considered to be universally applicable to the togaf framework including o key techniques of the adm cycle o guidelines for adapting the togaf adm for different usage scenarios o the architecture content framework o enterprise architecture capability and guidance the togaf architecture development method adm including summary phases for each of the adm phases an overview of adm deliverables this pocket guide to scrum is the one book for everyone who wants to learn or re learn about scrum the book describes the framework as it was designed and intended with a strong focus on the purpose to the rules and adding an historical perspective to scrum and the agile movement several elements that were described in the first edition of scrum a pocket guide 2013 were later added to the official scrum guide the most noticeable ones are the scrum values 2016 and the description of the 3 questions of the daily scrum as a good yet optional practice 2017 as the balance of society keeps shifting from industrial labor to digital work complexity and unpredictability keep increasing the need for agility through scrum increases equally in and beyond software and product development this 2nd edition of scrum a pocket guide offers the clarity and insights on scrum that many organizations need today and in the foreseeable future scrum a pocket guide is an extraordinarily competent book it flows with insight understanding and perception this should be the de facto standard handout for all looking for a complete yet clear overview of scrum without being bothered by irrelevancies ken schwaber scrum co creator the author gunther verheyen is a seasoned scrum practitioner 2003 throughout his standing career as a consultant gunther has employed scrum in diverse circumstances he was partner to ken schwaber and director of the professional scrum series at scrum org he is the founder of ullizee inc and engages with people and organizations as an independent scrum caretaker here is your essential companion to apple s iphone the iphone pocket guide fourth edition covers all iphone models including the new iphone 3g s the iphone pocket guide fourth edition was written based on the iphone 3 0 software and the iphone 3g s and the content accurately reflects the design of your iphone 3g s and how you will use it author christopher breen has been covering the ipod and iphone from the first day of their releases this affordably priced pocket guide incorporates snappy writing and eye catching graphics as breen steers you through how to set up and quickly start using your phone ipod internet device download applications from the app store make and receive calls and send text messages with your phone keep everything in sync between your windows pc or mac and your iphone e mail family and friends using your carrier s wireless network or a wi fi hotspot listen to songs and podcasts and watch movies and tv shows and youtube browse the using the built in safari browser figure out where you are with the iphone s location services fix common problems and learn what to do if you can t fix them yourself if you ve ever wanted a quick and easy guide to verbs and adverbs commas and apostrophes clauses and prepositions then this is a must have book for you easing readers gently into the study of the structure of english grammar a pocket guide covers common questions such as is it 10 items or less or 10 items or fewer should i say if i were you or if i was you can you start a sentence with and or because when do you use whom what is the difference between lie and lay is it i feel bad or i feel badly using examples from everyday speech and writing this handy book cracks the code of off putting grammatical jargon so that readers can enjoy learning how to think and talk about grammar with practice exercises a glossary and suggestions for further reading grammar a pocket guide is the perfect foundation for anyone wanting to improve his or her

writing and communication the ipad is a game changing product that reinvented the way we interact with digital content and the versatile portable powerful ergonomically and functionally designed it s the perfect companion for digital media with photos music movies email and hundreds of thousands of apps the ipad helps you organize explore and maximize your digital world inexpensive and to the point the ipad pocket guide is a complete companion to all the features and functions of the ipad including facetime hd video mail safari photos and video app store ibooks maps notes calendar contacts and more it will help you get up and running with easy to understand instructions and then show you hidden gems and tips to make you a true ipad expert berlitz pocket guide japan the world renowned pocket travel guide by berlitz now with a free bilingual dictionary get olympic ready with this iconic pocket guide to japan that comes with a free dictionary the perfect pocket guidebook to accompany travellers tokyo 2020 olympic adventure compact concise and packed full of essential information about where to go and what to do this is an ideal on the move guide for exploring japan from top tourist attractions like mount fuji deer in nara and nightlife in osaka to cultural gems including taking in tokyo s edo tokyo museum exploring the historical centre of kamakura and relaxing in an onsen hot spring plan your perfect trip with this practical all in one travel guide features of this travel guide to japan inspirational itineraries discover the best destinations sights and excursions highlighted with stunning photography historical and cultural insights delve into the country s rich history and culture and learn all about its people art and traditions practical full colour map with every major sight and listing highlighted the full colour maps make on the ground navigation easy key tips and essential information from transport to tipping we ve got you covered dictionary quick reference bilingual language guide to help you with vocabulary covers tokyo kanto kansai chubu western honshu and shikoku kyushu northern honshu hokkaido get the most out of your trip with berlitz phrase book dictionary japanese about berlitz berlitz draws on years of travel and language expertise to bring you a wide range of travel and language products including travel guides maps phrase books language learning courses dictionaries and kids language products even film diehards have a tough time resisting the instant gratification of the digital camera today s digital cameras are more affordable then ever before and they deliver high quality images that are a snap to share plus you can take risks with a digital camera you never would with a film camera you waste nothing there s no film required and because you only print the pictures you need digital photography is cost effective and environmentally friendly but to take full advantage of a digital camera you need to be an experienced photographer and an expert at digital photography too with more than 15 years of experience as a photojournalist author derrick story brings you digital photography pocket guide 3rd edition for everyone who owns or will own a digital camera and that pretty much means everyone this is the perfect on the go guide for taking top notch digital photos in this third edition of the bestselling pocket guide story expands on the basic photography techniques that he introduced in earlier editions including an explanation of each camera component and what it does tips for choosing just the right settings for your needs and much more this indispensable guide covers everything from how to shoot sports action close ups and night shots to dealing with image resolution archiving and memory cards affordable and portable digital photography pocket guide 3rd edition offers full color photographs screen shots and line art illustrating all the topics in the guide s three main sections digital camera components standard camera functions and how do i contents are labeled a to z for quick reference there s also a comprehensive table of contents and index so you ll waste no time flipping to the specific information you need whether you want to transfer images make a quicktime movie or just figure out what purpose that mystery setting on your camera serves there s even a section of easy to read reference tables for quick look up of white balance settings exposure compensation camera mode explanations and plenty more

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a concise yet complete and passionate reference about scrum the book demonstrates his core view that scrum is about a journey a journey of discovery and fun he designed the book to be a helpful guide on that journey ken schwaber scrum co creator says that this book currently is the best available description of scrum around the book combines some rare characteristics it describes scrum in its entirety yet places it in a broader context of past and future the author focuses on the subject scrum in a way that it truly supports the reader the book has a language and style in line with the philosophy of scrum the book shows the playfulness of scrum david starr and ralph jocham professional scrum trainers and early agile adopters say that this is the ultimate book to be advised as follow up book to the students they teach scrum to and to teams and managers of organizations that they coach scrum to the itil pocket guides of van haren publishing are since long recognized as the industry classic guide on the topic of itil in many languages over the years this authoritative guide has earned its place on the bookshelves and in the briefcases of industry experts as they implement best practices within their organizations this pocket guide will provide readers with an understanding of the itil 4 service management framework by understanding the key concepts of service management understanding how the seven itil guiding principles can help an organization adopt and adapt service management understanding the four dimensions of service management understanding the purpose and components of the itil service value system understanding the six activities of the service value chain and how they interconnect knowing the purpose and key terms of 15 of the 34 itil practices understanding seven of these 15 itil practices in detail all exam requirements for the itil 4 foundation exam are covered in this pocket guide it also provides support for everyone who has knowledge of previous itil editions and is looking for a bridge to the new edition itil 4 took a big leap into the modern world of it service management covering the latest principles and practices in a customer focused service centric way enabling agile principles for maximum support of any business bron flaptekst uitgeversinformatie learn need to know information on more than 300 dental instruments dental instruments a pocket guide 6th edition makes it quick and easy for dental assistants and hygienists to master the identification and use of instruments and equipment used in everyday practice it includes nearly 700 photographs and illustrations along with monographs describing each instrument s use characteristics practice considerations and sterilization it s also easy to review and to assess your knowledge thanks to the flashcard style flip book format this spiral bound guide is ideal both for study and for chairside reference clear consistent format includes a photo of each instrument along with its name functions characteristics practice notes and sterilization with chapters progressing from basic instruments to more specialized instruments nearly 700 high quality photographs and illustrations include both full and close up views to help you quickly and accurately identify and differentiate dental instruments flashcard format makes it easy to quiz yourself and assess your knowledge of dental instruments pocket size spiral binding and velcro closure makes the book ideal for on the go study and ease of use interactive review activities on the evolve companion website include chapter quizzes as well as tray setup exercises and questions new content includes modern sickle scalers invisalign cad cam for orthodontics magnified cameras for endodontics temporary anchorage devices cordless prophylaxis handpieces and more new images of instruments include modern professional photographs specifically many close up views of instrument tips and high quality drawings of details that cannot be shown in a photograph expanded in use photos and illustrations show instruments or equipment within the context of dental care rich text format or rtf is the internal markup language used by microsoft word and understood by dozens of other word processors rtf is a universal file format that pervades practically every desktop because rtf is text it s much easier to generate and process than binary doc files any programmer working with word processing documents needs to learn enough rtf to get around whether it s to format text for word or almost any other word processor to

make global changes to an existing document or to convert word files to or from another format rtf pocket guide is a concise and easy to use tutorial and quick reference for anyone who occasionally ends up mired in rtf files as the first published book to cover the rtf format in any detail this small pocket guide explains the syntax of rtf with examples throughout including special sections on unicode rtf and mshelp rtf and several full programs that demonstrate how to work in rtf effectively most word processors produce rtf documents consisting of arcane and redundant markup this book is the first step to finding order in the disorder of rtf

kyoto is steeped in history tradition and beauty that reflect the changing seasons more than any other city in the world there are 2 000 temples and shrines to visit and the intricate culture of geisha tea houses zen gardens and artisan crafts are just as important today as they were a thousand years ago there are beautiful restaurants in centuries old houses but also some of the best street food in the world in this pocket size travel guide seasoned travellers steve and michelle offer a curated list of the very best cultural shopping eating and drinking experiences in kyoto as well as a few suggested field trips in surrounding areas with a beautiful design vibrant images and detailed reviews you ll easily navigate the city s ancient pathways through to its bonsai gardens konnichi wa and welcome to kyoto the greatest leaders and geniuses in history were mischief makers they were the brave women who looked at how unfair the world was and said i can do better than that they were the stalwart men who saw stupidity and asked why do we have to do it that way and they were the delightful children who ganged up on the neighborhood bully and hit him with wet noodles until he said uncle yes history s mischief makers had the courage to point out that things like slavery global warming and turtleneck sweaters are bad and they also pulled off some of the greatest hoaxes and practical jokes of all time their achievements include the boston tea party the war of the worlds radio broadcast of 1938 and the cheese whiz disaster of 2008 in honor of them we introduce the pocket guide to mischief the perfect addition to any prankster s collection as well as a fun filled how to for the budding troublemaker in all of us learn the essentials of tropical fish with this useful and portable reference book the tremendous abundance of fish seen during a single scuba dive or snorkeling session in the tropics is just staggering indeed in some areas there are dozens of species inhabiting only one or two hectares of reef but whether you get underwater view marine life from the comfort of a glass bottomed boat or just visit an aquarium handy pocket guide to tropical coral reef fishes provides an excellent introduction to 68 of the most commonly encountered tropical reef fishes written by dr gerald allen international authority on reef fishes it features stunning color shots by some of the world s best underwater photographers periplus handy pocket guides are practical field guides useful for identifying various natural objects ranging from plants and animals to gemstones and seashells each page of each title throughout the series is filled with clear precise photographs and informative text scientific and local language names are given using the award winning incredibly easy style this pocket sized guide provides time starved nurses with critical information on managing approximately 100 of the most challenging chronic disorders the book delivers information quickly in a streamlined bulleted format with numerous illustrations recurring logos and memory joggers chapters are organized alphabetically by disorder name coverage of each disorder includes causes pathophysiology diagnosis complications treatment options and special considerations logos include i see i see illustrating pathology through graphics and flowcharts this is intense focusing on acute episodes and head of the class offering essential patient teaching information test zone self assessment questions appear at the back of the book concise and easy to use this handy pocket guide to xp is a must have quick reference for anyone implementing a test driven development environment millions of people use microsoft word every day and chances are you re one of them like most word users you ve attained a certain level of proficiency enough to get by with a few extra tricks and tips but don t get the opportunity to probe much further into the real

power of word and word is so rich in features that regardless of your level of expertise there s always more to master if you ve ever wanted a quick answer to a nagging question or had the thought that there must be a better way then this second edition of word pocket guide is just what you need updated for word 2003 this compact book covers microsoft word s keyboard shortcuts user interface commands and tasks following an overview of fundamental word concepts the guide explains how to accomplish specific tasks such as formatting spelling editing printing customizing and more it also provides reference tables so you can quickly zoom in on the information you need like keyboard shortcuts regular expressions and common file locations this handy little book makes a perfect quick reference when you want to complete tasks faster without having to plow through a thousand page tutorial word pocket guide second edition is ideal for those making the move to word 2003 in addition it covers word 2002 2000 and 97 the book includes a brief explanation of how word works behind the scenes an extensive guide section for common tasks as well as little known solutions reference tables for keyboard shortcuts regular expressions and common file locations if you re a word power user help desk staff or anyone who wants to use advanced shortcuts or solve problems word pocket guide second edition is a must have this handy pocket guide by mobile device expert jason o grady will steer readers through the secrets to using the latest phones on the market incorporating the android platform some of the common features across the phones are expected to be qwerty or touch screen keyboard google search browsing google apps im text email digital camera youtube videos music player android market and more with this essential companion readers will be mastering their google phones in no time the essential mammal guide to take on safari covering every african land mammal originally published in 2004 the kingdon pocket guide to african mammals quickly became the field guide of choice to take on african safaris its compact format makes it ideal for use in the field while its coverage is the most comprehensive currently possible in this format adapted from the kingdon field guide to african mammals the greatly condensed text focuses on essential information such as identification and distribution while the author s superb illustrations have been rearranged into an easy to use plate format and placed opposite the text complex and more obscure groups like the bats and certain rodent families are summarised by genera over 500 maps plot the distribution of all larger species and for smaller mammals the maps show distribution by genus this is a completely revised second edition of this popular guide the information and taxonomy have been updated to follow the newly published second edition of the kingdon field guide to african mammals 2015 and this new edition of the pocket guide contains several new species and illustrations the maps have been completely replaced and there are now 200 more maps than in the original edition

Linux Pocket Guide

2016-06-01

if you use linux in your day to day work this popular pocket guide is the perfect on the job reference the third edition features new commands for processing image files and audio files running and killing programs reading and modifying the system clipboard and manipulating pdf files as well as other commands requested by readers you'll also find powerful command line idioms you might not be familiar with such as process substitution and piping into bash linux pocket guide provides an organized learning path to help you gain mastery of the most useful and important commands whether you're a novice who needs to get up to speed on linux or an experienced user who wants a concise and functional reference this guide provides quick answers selected topics include the filesystem and shell file creation and editing text manipulation and pipelines backups and remote storage viewing and controlling processes user account management becoming the superuser network connections audio and video installing software programming with shell scripts

Pocket Guide to Performance Management

2009-10-29

the first half of this book is designed as a mini dictionary or glossary of common terms used in planning measuring and managing performance the second half includes tips and techniques for reviewing performance diagnosing problems deciding on action plans and evaluating links between measures and strategies this succinct and handy guide will be a constant companion as you engage in performance management in your organization hr an excellent book by an excellent author this 56 page book is a great tool for managers who need a quick reference during any type of business meeting where results are discussed or plans are developed the author does a great job of covering virtually all core facets of performance management in a text that takes less than one day to read ray digiacomo jr san juan capistrano california

Pocket Guide to Prostate Cancer

2001

this easy to use reference provides nurses with practical material that is useful in the day to day care of men with prostate cancer this pocket guide is divided into four sections and covers epid

Scrum – A Pocket Guide – 3rd edition

2021-01-26

a smart travel companion this pocket guide to scrum is the one book for everyone who wants to learn or re learn about scrum the book describes the framework as it was designed and intended with a strong focus on the purpose to the rules and adding an

historical perspective to scrum and the agile movement as the balance of society keeps shifting from industrial labor to digital work complexity and unpredictability keep increasing the need for agility through scrum increases equally in and beyond software and product development this 3rd edition of scrum a pocket guide while introducing some changes in terminology more than ever offers the clarity and insights on scrum that many organizations need more than ever it will help people and their organizations properly shape their scrum regardless of their domain or business scrum a pocket guide is an extraordinarily competent book it flows with insight understanding and perception this should be the de facto standard handout for all looking for a complete yet clear overview of scrum without being bothered by irrelevancies ken schwaber scrum co creator the author gunther verheyen is a seasoned scrum practitioner 2003 he has been employing scrum since 2003 he was partner to ken schwaber and director of the professional scrum series at scrum.org he is the founder of ullizee inc and engages with people and organizations as an independent scrum caretaker on a journey of humanizing the workplace with scrum

Berlitz: Italy Pocket Guide

2014-01-22

there is something for everyone in italy whether you re seeking roman ruins renaissance art designer chic mountain climbing or simply good food and wine you can find it here take berlitz pocket guide italy with you it s a concise full colour travel guide small enough to pop in your pocket big enough to contain all the information you need it introduces the country s fascinating history and culture then takes you on a journey from rome through tuscan and umbria via venice milan and naples to the beautiful islands of sicily and sardinia all the main attractions are described and plotted on detailed maps the best of italy and a perfect day in rome sections are full of ideas to help you set your priorities and enjoy your trip to the full as well as ideas for sports entertainment and shopping there are plenty of restaurant recommendations and a range of accommodation options to suit all budgets the a to z of practical information provides all the travel advice you ll need including key words and phrases in italian

Berlitz: Sydney Pocket Guide

2011-11-02

berlitz pocket guide sydney is the best compact guide to this harbour city combining concise practical information on where to go and what to see with great full colour photographs that bring australia s premier city to life

Berlitz: Turkey Pocket Guide

2012-02-01

berlitz pocket guide turkey combines authoritative narrative detail with colour photography to help uncover the country s extraordinary mix of culture history and glorious landscape it provides visitors with everything they need to know about turkey s key attractions from the minarets and bazaars that decorate vibrant istanbul to its remarkable range of archaeological sites its varied landscape and picturesque beaches practical maps on the cover flaps help those wishing to explore to get around to

inspire you the book offers a rundown of top 10 attractions followed by an itinerary for a perfect tour of the country the what to do chapter is snapshot of ways to spend your spare time from nightlife and shopping to sports the book provides all the essential background information including a brief history of the country and an eating out chapter covering its mouth watering cuisine there are carefully chosen listings of the best hotels and restaurants and an a z of all the practical information you ll need

The Flip Mino Pocket Guide

2009-08-05

the flip mino and minohd are the best selling family of affordable and simple to use digital camcorders in the u s since its launch in 2007 flip video has sold over 1 5 million camcorders the flip minohd is the world s smallest high definition camcorder at just over three oz the minohd records up to 60 minutes of hd video and comes along with flipshare software this software allows flip owners to plug the camcorder s signature flip out usb arm into any computer for easy drag and drop video organizing editing and sharing on youtube myspace aol video or via email loaded with plenty of tips and techniques the flip mino pocket guide shows readers how to effectively capture video and organize and edit the footage for optimal playback all flip models are covered including flip mino flip minohd flip ultra and flip video

Mac OS X Lion Pocket Guide

2011-07-21

the mac os x lion pocket guide is an indispensable quick reference guide that is packed with bite sized chunks of practical information for people who want to jump in and start working and playing with os x lion the attractive price and accessible content make this the perfect learning companion and reference guide written by mac expert jeff carlson this essential guide features snappy writing eye catching graphics and an elegant design that walks readers through the most common os x lion tasks the mac os x lion pocket guide covers all of the key new features of os x lion including multi touch gestures launchpad mission control the app store mail and much more

Berlitz Pocket Guide Florence (Travel Guide eBook)

2016-10-01

from michelangelo s david to the uffizi gallery to the world class eateries dotted around the city florence has an abundance of culture that attracts visitors from all over the world berlitz pocket guide florence is a concise full colour travel guide that combines lively text with vivid photography to highlight the best that this iconic city has to offer inside florence pocket guide where to go details all the key sights in the city while handy maps on the cover flaps help you find your way around and are cross referenced to the text top 10 attractions gives a run down of the best sights to take in during your stay in florence perfect tour provides an itinerary of the city what to do is a snapshot of ways to spend your spare time from soaking up culture at one of the city s many galleries to sampling some of the local gelato ice cream essential information about the history and culture of florence eating out

covers the city's best cuisine curated listings of the best hotels and restaurants a z of all the practical information you'll need about berlitz berlitz draws on years of travel and language expertise to bring you a wide range of travel and language products including travel guides maps phrase books language learning courses dictionaries and kids language products

Berlitz Pocket Guide Mallorca (Travel Guide eBook)

2019-11-01

berlitz pocket guide mallorca the world renowned pocket travel guide by berlitz now with a free bilingual dictionary compact concise and packed full of essential information about where to go and what to do this is an ideal on the move guide for exploring mallorca from top tourist attractions like valldemossa the coves del drac and monestir de lluc to cultural gems including the gorgeous town of deia picturesque walks in the serra de tramuntana and the marvelous gothic cathedral in palma plan your perfect trip with this practical all in one travel guide features of this travel guide to mallorca inspirational itineraries discover the best destinations sights and excursions highlighted with stunning photography historical and cultural insights delve into the country's rich history and culture and learn all about its people art and traditions practical full colour map with every major sight and listing highlighted the full colour maps make on the ground navigation easy key tips and essential information from transport to tipping we've got you covered dictionary quick reference bilingual language guide to help you with vocabulary covers palma de mallorca the western corner the west coast the north and northeast the central plain the east and southeast get the most out of your trip with berlitz phrase book dictionary spanish about berlitz berlitz draws on years of travel and language expertise to bring you a wide range of travel and language products including travel guides maps phrase books language learning courses dictionaries and kids language products

The Manager's Pocket Guide to Using Consultants

2007

what if the next consultant you hired came with an instruction manual filled with strategies to maximize your end of the relationship that's exactly what this pocket guide is a practical how to guide to taking full advantage of what the right consultant can provide

Berlitz Pocket Guide Naples, Capri & the Amalfi Coast (Travel Guide eBook)

2017-07-01

disorderly rowdy exhilarating naples the capital of the italian south is like nowhere else the bay of naples has its own charms from the dazzling island of capri to slumbering volcanoes world class archaeological sites and the stunning amalfi coast berlitz pocket guide naples capri and the amalfi coast is a thoroughly updated full colour travel guide that combines lively text with vivid photography to highlight the best that the region has to offer inside pocket guide naples capri the amalfi coast where to go details all the key sights in the region while handy maps on the cover flaps help you find your way around and are cross referenced to

the text top 10 attractions gives a run down of the best sights to take in on your trip perfect day provides an itinerary of the city of naples what to do is a snapshot of ways to spend your spare time from strolling naples maze of cobbled alleys in search of baroque masterpieces or a slice of authentic pizza to living the high life in capri or visiting the evocative ruins at pompeii essential information on naples culture including a brief history of the region eating out covers the region s best cuisine curated listings of the best hotels and restaurants a z of all the practical information you ll need about berlitz berlitz draws on years of travel and language expertise to bring you a wide range of travel and language products including travel guides maps phrase books language learning courses dictionaries and kids language products

The TOGAF® Standard, 10th Edition – A Pocket Guide

2022-04-24

this is the official pocket guide for the togaf standard 10th edition from the open group building on over 25 years of development and constant input from the open group architecture forum s global community of enterprise architecture thought leaders the togaf standard 10th edition expands the material available to architecture practitioners to make adoption of best practices easier with greatly expanded guidance and how to material it enables organizations to operate in an efficient and effective way across a broad range of use cases including agile enterprises and digital transformation the togaf standard is the most prominent and reliable enterprise architecture standard ensuring consistent standards methods and communication among enterprise architecture professionals those professionals who are fluent in the togaf approach enjoy greater industry credibility job effectiveness and career opportunities the togaf approach helps practitioners avoid being locked into proprietary methods utilize resources more efficiently and effectively and realize a greater return on investment this official pocket guide provides an overview of the contents and purpose of the togaf standard in a condensed form as such it does not cover every aspect of the standard in detail but provides highlights and key reference information topics covered include a high level introduction to the togaf standard introducing the modular togaf documentation set the togaf library and the togaf framework guidance on how to read the standard an introduction to the general how to information provided in the togaf standard including guidance for practitioners and how to use the standard in the digital enterprise an overview of guidance to support the establishment of an enterprise architecture team an overview of the guidance provided in the togaf standard for specific topic domains including security architecture business architecture data information architecture agile methods and reference models and methods an introduction to the togaf fundamental content documents provided in the togaf standard which describe the concepts considered to be universally applicable to the togaf framework including o key techniques of the adm cycle o guidelines for adapting the togaf adm for different usage scenarios o the architecture content framework o enterprise architecture capability and guidance the togaf architecture development method adm including summary phases for each of the adm phases an overview of adm deliverables

Scrum – A Pocket Guide – 2nd edition

2019-02-16

this pocket guide to scrum is the one book for everyone who wants to learn or re learn about scrum the book describes the

framework as it was designed and intended with a strong focus on the purpose to the rules and adding an historical perspective to scrum and the agile movement several elements that were described in the first edition of scrum a pocket guide 2013 were later added to the official scrum guide the most noticeable ones are the scrum values 2016 and the description of the 3 questions of the daily scrum as a good yet optional practice 2017 as the balance of society keeps shifting from industrial labor to digital work complexity and unpredictability keep increasing the need for agility through scrum increases equally in and beyond software and product development this 2nd edition of scrum a pocket guide offers the clarity and insights on scrum that many organizations need today and in the foreseeable future scrum a pocket guide is an extraordinarily competent book it flows with insight understanding and perception this should be the de facto standard handout for all looking for a complete yet clear overview of scrum without being bothered by irrelevancies ken schwaber scrum co creator the author gunther verheyen is a seasoned scrum practitioner 2003 throughout his standing career as a consultant gunther has employed scrum in diverse circumstances he was partner to ken schwaber and director of the professional scrum series at scrum.org he is the founder of ullizee inc and engages with people and organizations as an independent scrum caretaker

The iPhone Pocket Guide

2009-09-25

here is your essential companion to apple's iPhone the iPhone Pocket Guide fourth edition covers all iPhone models including the new iPhone 3G S the iPhone Pocket Guide fourth edition was written based on the iPhone 3.0 software and the iPhone 3G S and the content accurately reflects the design of your iPhone 3G S and how you will use it author christopher breen has been covering the iPod and iPhone from the first day of their releases this affordably priced pocket guide incorporates snappy writing and eye catching graphics as breen steers you through how to set up and quickly start using your phone iPod internet device download applications from the app store make and receive calls and send text messages with your phone keep everything in sync between your windows PC or mac and your iPhone e mail family and friends using your carrier's wireless network or a wi fi hotspot listen to songs and podcasts and watch movies and tv shows and youtube browse the using the built in safari browser figure out where you are with the iPhone's location services fix common problems and learn what to do if you can't fix them yourself

Grammar: A Pocket Guide

2010-10-04

if you've ever wanted a quick and easy guide to verbs and adverbs commas and apostrophes clauses and prepositions then this is a must have book for you easing readers gently into the study of the structure of english grammar a pocket guide covers common questions such as is it 10 items or less or 10 items or fewer should i say if i were you or if i was you can you start a sentence with and or because when do you use whom what is the difference between lie and lay is it i feel bad or i feel badly using examples from everyday speech and writing this handy book cracks the code of off putting grammatical jargon so that readers can enjoy learning how to think and talk about grammar with practice exercises a glossary and suggestions for further

reading grammar a pocket guide is the perfect foundation for anyone wanting to improve his or her writing and communication

The iPad and iPad mini Pocket Guide

2012-12-04

the ipad is a game changing product that reinvented the way we interact with digital content and the versatile portable powerful ergonomically and functionally designed it s the perfect companion for digital media with photos music movies email and hundreds of thousands of apps the ipad helps you organize explore and maximize your digital world inexpensive and to the point the ipad pocket guide is a complete companion to all the features and functions of the ipad including facetime hd video mail safari photos and video app store ibooks maps notes calendar contacts and more it will help you get up and running with easy to understand instructions and then show you hidden gems and tips to make you a true ipad expert

Berlitz Pocket Guide Japan (Travel Guide eBook)

2020-04-01

berlitz pocket guide japan the world renowned pocket travel guide by berlitz now with a free bilingual dictionary get olympic ready with this iconic pocket guide to japan that comes with a free dictionary the perfect pocket guidebook to accompany travellers tokyo 2020 olympic adventure compact concise and packed full of essential information about where to go and what to do this is an ideal on the move guide for exploring japan from top tourist attractions like mount fuji deer in nara and nightlife in osaka to cultural gems including taking in tokyo s edo tokyo museum exploring the historical centre of kamakura and relaxing in an onsen hot spring plan your perfect trip with this practical all in one travel guide features of this travel guide to japan inspirational itineraries discover the best destinations sights and excursions highlighted with stunning photography historical and cultural insights delve into the country s rich history and culture and learn all about its people art and traditions practical full colour map with every major sight and listing highlighted the full colour maps make on the ground navigation easy key tips and essential information from transport to tipping we ve got you covered dictionary quick reference bilingual language guide to help you with vocabulary covers tokyo kanto kansai chubu western honshu and shikoku kyushu northern honshu hokkaido get the most out of your trip with berlitz phrase book dictionary japanese about berlitz berlitz draws on years of travel and language expertise to bring you a wide range of travel and language products including travel guides maps phrase books language learning courses dictionaries and kids language products

Digital Photography Pocket Guide

2005-08-23

even film diehards have a tough time resisting the instant gratification of the digital camera today s digital cameras are more affordable than ever before and they deliver high quality images that are a snap to share plus you can take risks with a digital camera you never would with a film camera you waste nothing there s no film required and because you only print the pictures

you need digital photography is cost effective and environmentally friendly but to take full advantage of a digital camera you need to be an experienced photographer and an expert at digital photography too with more than 15 years of experience as a photojournalist author derrick story brings you digital photography pocket guide 3rd edition for everyone who owns or will own a digital camera and that pretty much means everyone this is the perfect on the go guide for taking top notch digital photos in this third edition of the bestselling pocket guide story expands on the basic photography techniques that he introduced in earlier editions including an explanation of each camera component and what it does tips for choosing just the right settings for your needs and much more this indispensable guide covers everything from how to shoot sports action close ups and night shots to dealing with image resolution archiving and memory cards affordable and portable digital photography pocket guide 3rd edition offers full color photographs screen shots and line art illustrating all the topics in the guide s three main sections digital camera components standard camera functions and how do i contents are labeled a to z for quick reference there s also a comprehensive table of contents and index so you ll waste no time flipping to the specific information you need whether you want to transfer images make a quicktime movie or just figure out what purpose that mystery setting on your camera serves there s even a section of easy to read reference tables for quick look up of white balance settings exposure compensation camera mode explanations and plenty more

Excel

2004-02

excel

The iPad Pocket Guide

1900

this is the ebook version of the printed book if the print book includes a cd rom this content is not included within the ebook version quickly master all the features and functions of the ipad with this handy well crafted pocket guide versatile portable powerful ergonomically and functionally designed the ipad is the perfect companion for digital media with photos music movies e mail and more than 150 000 apps the ipad will help you organize explore and maximize your digital world and that s where this book steps in handy inexpensive and to the point it s a complete com

Osaka Pocket Precincts

2020-07-21

a handy pocket sized guide to the best of osaka plus daytrips further afield osaka is japan s third largest city often thought of as tokyo s brash messy and always hungry cousin known for its street food friendly locals and a thriving band scene osaka also knows how to go large at night neon signs guide you to tiny bars live music and unique places to drink and dance osaka pocket precincts is crammed with all the tips you ll need to shop eat drink and explore this frenetic city from the world class osaka

aquarium osaka castle harry potter world and spa world a super sento bathing complex to the giant effigies of puffer fish crabs and gyoza dumplings that line the colorful streets around dotonbori head to old town shinsekai for japan s favorite street foods okonomiyaki takoyaki and kushikatsu shop with osaka s design crowd on hip orange street stopping for the perfect cup of syphoned coffee or craft beer this curated guide covers all the major areas the best ramen hotspots vintage shops backstreet bars and coffee joints sprinkled throughout the city maps are included to help you navigate the city streets and attractions and you ll find recommended field trips outside the city to nara wakayama the spiritual retreat of mount koya and arima onsen slip this guide into your pocket and head off to experience the very best of osaka

Berlitz Pocket Guide Norway

2018-09-01

berlitz pocket guides iconic style a bestselling brand this is the quintessential pocket sized travel guide to norway and now comes with a bi lingual dictionary newly updated of berlitz norway now with a nifty new dictionary over 45 million copies sold across the series worldwide high production values fresh colour coded design full colour throughout with glossy maps on the inside cover flaps content overview top ten attractions and perfect day itinerary suggestions including jotunheimen national park and oslo insightful overview of landscape history and culture essential practical information on everything from eating out to getting around

The HTML Pocket Guide

2010-05-27

this handy low priced book is packed with html xhtml definitions and tips including those for html5 elements in depth snappy writing and illustrative code samples walk readers through html uses and element definitions handy pocket size provides a convenient reference for html coders a true companion to standards compliant design the html pocket guide is for both beginning users who want an introduction to html and more advanced users who are looking for a convenient reference while html5 is still under development browser manufacturers are already supporting many of its features in google chrome firefox opera safari and the upcoming internet explorer 9 so now is the time to start learning about it the html pocket guide is a valuable companion to creating standards compliant markup that will help designers and developers quickly define content and meaning accessible convenient and inexpensive this pocket guide is exactly what web designers and developers need

Google 

2003-10

google hacks 

The iPod touch Pocket Guide

2010-11-04

here is your essential companion to apple s ipod touch the ipod touch pocket guide second edition offers real world guidance and practical advice on how to set up and quickly start using your pocket sized computer download apps from the app store make facetime video calls take pictures and record video clips keep everything in sync between your windows pc or mac and your touch e mail family and friends using your carrier s wireless network or a wi fi hotspot listen to songs and podcasts and watch movies and tv shows and youtube browse the using the built in safari browser figure out where you are with the ipod touch s location services



2007-05

this pocket guide is the one book to read for everyone who wants to learn about scrum the book covers all roles rules and the main principles underpinning scrum and is based on the scrum guide edition 2013 a broader context to this fundamental description of scrum is given by describing the past and the future of scrum the author gunther verheyen has created a concise yet complete and passionate reference about scrum the book demonstrates his core view that scrum is about a journey a journey of discovery and fun he designed the book to be a helpful guide on that journey ken schwaber scrum co creator says that this book currently is the best available description of scrum around the book combines some rare characteristics it describes scrum in its entirety yet places it in a broader context of past and future the author focuses on the subject scrum in a way that it truly supports the reader the book has a language and style in line with the philosophy of scrum the book shows the playfulness of scrum david starr and ralph jocham professional scrum trainers and early agile adopters say that this is the ultimate book to be advised as follow up book to the students they teach scrum to and to teams and managers of organizations that they coach scrum to

Scrum – A Pocket Guide

2013-10-01

the itil pocket guides of van haren publishing are since long recognized as the industry classic guide on the topic of itil in many languages over the years this authoritative guide has earned its place on the bookshelves and in the briefcases of industry experts as they implement best practices within their organizations this pocket guide will provide readers with an understanding of the itil 4 service management framework by understanding the key concepts of service management understanding how the seven itil guiding principles can help an organization adopt and adapt service management understanding the four dimensions of service management understanding the purpose and components of the itil service value system understanding the six activities of the service value chain and how they interconnect knowing the purpose and key terms of 15 of the 34 itil practices

understanding seven of these 15 itil practices in detail all exam requirements for the itil 4 foundation exam are covered in this pocket guide it also provides support for everyone who has knowledge of previous itil editions and is looking for a bridge to the new edition itil 4 took a big leap into the modern world of it service management covering the latest principles and practices in a customer focused service centric way enabling agile principles for maximum support of any business bron flaptekst uitgeversinformatie

ITIL®4

2019

learn need to know information on more than 300 dental instruments dental instruments a pocket guide 6th edition makes it quick and easy for dental assistants and hygienists to master the identification and use of instruments and equipment used in everyday practice it includes nearly 700 photographs and illustrations along with monographs describing each instrument s use characteristics practice considerations and sterilization it s also easy to review and to assess your knowledge thanks to the flashcard style flip book format this spiral bound guide is ideal both for study and for chairside reference clear consistent format includes a photo of each instrument along with its name functions characteristics practice notes and sterilization with chapters progressing from basic instruments to more specialized instruments nearly 700 high quality photographs and illustrations include both full and close up views to help you quickly and accurately identify and differentiate dental instruments flashcard format makes it easy to quiz yourself and assess your knowledge of dental instruments pocket size spiral binding and velcro closure makes the book ideal for on the go study and ease of use interactive review activities on the evolve companion website include chapter quizzes as well as tray setup exercises and questions new content includes modern sickle scalers invisalign cad cam for orthodontics magnified cameras for endodontics temporary anchorage devices cordless prophylaxis handpieces and more new images of instruments include modern professional photographs specifically many close up views of instrument tips and high quality drawings of details that cannot be shown in a photograph expanded in use photos and illustrations show instruments or equipment within the context of dental care

Dental Instruments - E-Book

2017-01-21

rich text format or rtf is the internal markup language used by microsoft word and understood by dozens of other word processors rtf is a universal file format that pervades practically every desktop because rtf is text it s much easier to generate and process than binary doc files any programmer working with word processing documents needs to learn enough rtf to get around whether it s to format text for word or almost any other word processor to make global changes to an existing document or to convert word files to or from another format rtf pocket guide is a concise and easy to use tutorial and quick reference for anyone who occasionally ends up mired in rtf files as the first published book to cover the rtf format in any detail this small pocket guide explains the syntax of rtf with examples throughout including special sections on unicode rtf and mshelp rtf and several full programs that demonstrate how to work in rtf effectively most word processors produce rtf documents consisting of arcane and

redundant markup this book is the first step to finding order in the disorder of rtf

RTF Pocket Guide

2003-07-22

kyoto is steeped in history tradition and beauty that reflect the changing seasons more than any other city in the world there are 2000 temples and shrines to visit and the intricate culture of geisha tea houses zen gardens and artisan crafts are just as important today as they were a thousand years ago there are beautiful restaurants in centuries old houses but also some of the best street food in the world in this pocket size travel guide seasoned travellers steve and michelle offer a curated list of the very best cultural shopping eating and drinking experiences in kyoto as well as a few suggested field trips in surrounding areas with a beautiful design vibrant images and detailed reviews you ll easily navigate the city s ancient pathways through to its bonsai gardens konnichi wa and welcome to kyoto

Kyoto Pocket Precincts

2017-09-05

the greatest leaders and geniuses in history were mischief makers they were the brave women who looked at how unfair the world was and said i can do better than that they were the stalwart men who saw stupidity and asked why do we have to do it that way and they were the delightful children who ganged up on the neighborhood bully and hit him with wet noodles until he said uncle yes history s mischief makers had the courage to point out that things like slavery global warming and turtleneck sweaters are bad and they also pulled off some of the greatest hoaxes and practical jokes of all time their achievements include the boston tea party the war of the worlds radio broadcast of 1938 and the cheese whiz disaster of 2008 in honor of them we introduce the pocket guide to mischief the perfect addition to any prankster s collection as well as a fun filled how to for the budding troublemaker in all of us

The Pocket Guide to Mischief

2008-02-01

learn the essentials of tropical fish with this useful and portable reference book the tremendous abundance of fish seen during a single scuba dive or snorkeling session in the tropics is just staggering indeed in some areas there are dozens of species inhabiting only one or two hectares of reef but whether you get underwater view marine life from the comfort of a glass bottomed boat or just visit an aquarium handy pocket guide to tropical coral reef fishes provides an excellent introduction to 68 of the most commonly encountered tropical reef fishes written by dr gerald allen international authority on reef fishes it features stunning color shots by some of the world s best underwater photographers periplus handy pocket guides are practical field guides useful for identifying various natural objects ranging from plants and animals to gemstones and seashells each page of each title throughout the series is filled with clear precise photographs and informative text scientific and local language names are given

Handy Pocket Guide to Tropical Coral Reef Fishes

2014-11-04

using the award winning incredibly easy style this pocket sized guide provides time starved nurses with critical information on managing approximately 100 of the most challenging chronic disorders the book delivers information quickly in a streamlined bulleted format with numerous illustrations recurring logos and memory joggers chapters are organized alphabetically by disorder name coverage of each disorder includes causes pathophysiology diagnosis complications treatment options and special considerations logos include i see i see illustrating pathology through graphics and flowcharts this is intense focusing on acute episodes and head of the class offering essential patient teaching information test zone self assessment questions appear at the back of the book

Chronic Disorders

2008-02-01

concise and easy to use this handy pocket guide to xp is a must have quick reference for anyone implementing a test driven development environment

Extreme Programming Pocket Guide

2003

millions of people use microsoft word every day and chances are you re one of them like most word users you ve attained a certain level of proficiency enough to get by with a few extra tricks and tips but don t get the opportunity to probe much further into the real power of word and word is so rich in features that regardless of your level of expertise there s always more to master if you ve ever wanted a quick answer to a nagging question or had the thought that there must be a better way then this second edition of word pocket guide is just what you need updated for word 2003 this compact book covers microsoft word s keyboard shortcuts user interface commands and tasks following an overview of fundamental word concepts the guide explains how to accomplish specific tasks such as formatting spelling editing printing customizing and more it also provides reference tables so you can quickly zoom in on the information you need like keyboard shortcuts regular expressions and common file locations this handy little book makes a perfect quick reference when you want to complete tasks faster without having to plow through a thousand page tutorial word pocket guide second edition is ideal for those making the move to word 2003 in addition it covers word 2002 2000 and 97 the book includes a brief explanation of how word works behind the scenes an extensive guide section for common tasks as well as little known solutions reference tables for keyboard shortcuts regular expressions and common file locations if you re a word power user help desk staff or anyone who wants to use advanced shortcuts or solve problems word pocket guide second edition is a must have

Word Pocket Guide

2004-04-26

this handy pocket guide by mobile device expert jason o grady will steer readers through the secrets to using the latest phones on the market incorporating the android platform some of the common features across the phones are expected to be qwerty or touch screen keyboard google search browsing google apps im text email digital camera youtube videos music player android market and more with this essential companion readers will be mastering their google phones in no time

The Google Phone Pocket Guide

2009-06-25

the essential mammal guide to take on safari covering every african land mammal originally published in 2004 the kingdon pocket guide to african mammals quickly became the field guide of choice to take on african safaris its compact format makes it ideal for use in the field while its coverage is the most comprehensive currently possible in this format adapted from the kingdon field guide to african mammals the greatly condensed text focuses on essential information such as identification and distribution while the author s superb illustrations have been rearranged into an easy to use plate format and placed opposite the text complex and more obscure groups like the bats and certain rodent families are summarised by genera over 500 maps plot the distribution of all larger species and for smaller mammals the maps show distribution by genus this is a completely revised second edition of this popular guide the information and taxonomy have been updated to follow the newly published second edition of the kingdon field guide to african mammals 2015 and this new edition of the pocket guide contains several new species and illustrations the maps have been completely replaced and there are now 200 more maps than in the original edition

The Kingdon Pocket Guide to African Mammals

2020-09-17

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