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## ***2007 Microsoft® Office System Step By Step (BPG Step By Step)***

A guide to the project management tool covers such topics as estimating work time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects. Presents a guide to Office Professional 2013, describing such tasks as creating documents,

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spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint. A step-by-step guide to using Microsoft Visual Basic, covering such topics as building and customizing the user interface, managing data, Visual Studio web development with ASP.NET 4, and working with Windows Phone SDK 8.0. Dig into Microsoft® Project 2002—and discover how you can really put your project management skills to work! This supremely organized reference packs hundreds of timesaving solutions,

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troubleshooting tips, and handy workarounds in concise, fast-answer format. It's all muscle and no fluff. Find the best and fastest ways to perform everyday tasks, and challenge yourself to new levels of Microsoft Project mastery!- Ace the essentials—from defining project scope to analyzing and reporting results- Orchestrate tasks, resources, time, and costs- Enable team members to collaborate and stay on track through the Web- Manage multiple projects and subprojects- Track progress, monitor variances, save a slipping schedule!- Exchange or link project information with other Microsoft Office

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programs - Master the tools for leading enterprise-wide initiatives to success- Build custom solutions with macros and Microsoft Visual Basic® for Applications (VBA)CD-ROM FEATURES:- Intuitive HTML interface- Extensive collection of Microsoft add-ins and third-party utilities, demos, and trials- Complete eBook—easy to browse and print!- Sample chapters from other Microsoft Press® INSIDE OUT books- Web links to Microsoft Office Tools on the Web, online troubleshooters, and product support- Interactive tutorials- Microsoft Visio® auto-demos- 60-day trial version of Microsoft Project Standard edition

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"Business analysis involves understanding how organizations function to accomplish their purposes and defining the capabilities an organization requires to provide products and services to external stakeholders. ... [This guide contains] a framework that describes the business analysis tasks that must be performed in order to understand how a solution will deliver value to the sponsoring organization." - page 3. DISCOVERING COMPUTERS & MICROSOFT OFFICE 365 & OFFICE 2016: A FUNDAMENTAL COMBINED APPROACH combines strong computer concepts from the best-selling DISCOVERING COMPUTERS

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with proven step-by-step instruction on Microsoft Office365 and Office 2016 in one convenient book. This single resource delivers the best of Shelly Cashman Series -- the acclaimed Series that has effectively introduced computer skills to millions of learners. This book encourages critical thought, personalization, and experimentation with the latest Microsoft Office 2016 software. Updated and revised computer concepts content throughout this edition reflect the evolving needs of those learning computing today with an exclusive focus on the skills needed to be successful in college and careers beyond.

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Enhancements ensure this edition delivers today's most effective introduction to Microsoft Office 365 and Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven

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pedagogy to reflect the learning styles of today's students. In Microsoft Office 2010: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to



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create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The world of IT is always evolving, but in every area there are stable, core concepts that anyone just setting out needed to know last year, needs to know this year, and will still need to know next year. The purpose of the Foundations series is to identify these concepts and present them in a way that gives you the strongest possible starting point, no matter what your endeavor. Network Security Foundations provides essential

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knowledge about the principles and techniques used to protect computers and networks from hackers, viruses, and other threats. What you learn here will benefit you in the short term, as you acquire and practice your skills, and in the long term, as you use them. Topics covered include: Why and how hackers do what they do How encryption and authentication work How firewalls work Understanding Virtual Private Networks (VPNs) Risks posed by remote access Setting up protection against viruses, worms, and spyware Securing Windows computers Securing UNIX and Linux computers Securing Web and

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Gerald Keller's new APPLIED STATISTICS WITH MICROSOFT , ® EXCEL integrates Excel into the general introductory statistics course. Keller, the co-author of the market-leading STATISTICS FOR

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MANAGEMENT AND ECONOMICS, Fifth Edition, incorporates his proven three-step problem-solving process throughout this book. The first step, "Identify," is the work a statistician does before the calculations are performed, which entails organizing the experiment, gathering the data, and deciding which statistical techniques to employ. The second step, "Compute," is the computation with Excel. In this step, Keller shows the manual calculation for the simplest of techniques only. For example, he describes how to calculate the sample mean, variance, and standard deviation, how to compute the z-interval estimate of, and the z-test of. The third step, "Interpret," is the interpretation of the computer

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output, which requires an understanding of statistical concepts.

This book is designed to start with simple examples that progressively develop the reader's confidence to take on more complex tasks. There is very little theoretical discussion about computer science, operations research algorithms, mathematics, or finance. The thrust of the book is to teach the reader to break complex tasks down into simple tasks. It then looks to implement those simple tasks into VBA code using a critical subset of the features of the language. The tentative contents is: (1) Why? What? Who? Where? and How? (2) Common Sense (3) Securitizing A Loan Portfolio (4)

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Understanding the Excel Waterfall (5) Designing the VBA Model (6) Laying the Model Groundwork (7) Recorded Macros: A First Look at the VBA Language (8) Writing Menus: An Introduction to Data, Ranges, Arrays, and Objects (9) Controlling the Flow of the Model (10) Building Messaging Capabilities (11) Designing the Model's Reports (12) Main Program and Menus (13) Writing the Collateral Selection Code (14) Calculating the Cash Flows (15) Running the Waterfall: Producing Initial Results (16) Debugging the Model (17) Validating the Model (18) Running the Model (19) Building Additional Capabilities (20) Documentation of the Model (21) Managing the Growth of the Model (22) Building Portfolio

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Monitoring Model (23) Valuation Techniques: How do we Determine Price? (24) Challenging Times For the Deal (25) Parting Admonitions

This guidebook will help airport managers with small or minimal budgets to develop a marketing program for their general aviation or commercial service airport. The Guidebook discusses the basics of marketing, takes the reader through the process of developing and implementing a plan, presents approaches to marketing and public relations, provides worksheets and concludes with a selection of instructive case studies. The Guidebook provides ideas about how to regularly communicate with tenants and the community, how to



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effectively position the airport in the region, and how to develop and retain airport activity. Airport managers and those responsible for marketing and working with communities will find many useful worksheets and tools to assess their individual situation, set goals, and select from low cost strategies to deliver their message. This well-researched guidebook, with its easy to use techniques and worksheets along with real-world examples, will help those in the airport community to create and sustain a positive and persuasive airport identity and message.

You're beyond the basics, so dive right in and customize, automate, and extend Access—using Visual Basic for

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Applications (VBA). This supremely organized reference is packed with hundreds of time-saving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts use VBA to exploit the power of Access—and challenge yourself to new levels of mastery! Enhance your application with VBA built-in functions and SQL code Use the Access Object Model to work with data in forms and reports Manipulate data using SQL, queries, and recordsets with Data Access Objects (DAO) Create classes for handling form and control events Connect your Access database to different sources of data Effectively plan how to upsize an existing Access database to Microsoft SQL Server

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Dynamically update Microsoft Excel spreadsheets from the database Migrate your Access database directly to the cloud using SQL Azure

An in-depth knowledge of how to configure Cisco IP network security is a MUST for anyone working in today's internetworked world "There's no question that attacks on enterprise networks are increasing in frequency and sophistication..."-Mike Fuhrman, Cisco Systems Manager, Security Consulting Managing Cisco Network Security, Second Edition offers updated and revised information covering many of Cisco's security products that provide protection from threats, detection of network security incidents, measurement of

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vulnerability and policy compliance and management of security policy across an extended organization. These are the tools that network administrators have to mount defenses against threats. Chapters also cover the improved functionality and ease of the Cisco Secure Policy Manger software used by thousands of small-to-midsized businesses and a special section on the Cisco Aironet Wireless Security Solutions. Security from a real-world perspective Key coverage of the new technologies offered by the Cisco including: 500 series of Cisco PIX Firewall, Cisco Intrusion Detection System, and the Cisco Secure Scanner Revised edition of a text popular with CCIP (Cisco Certified Internetwork Professional)

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students Expanded to include separate chapters on each of the security products offered by Cisco Systems A managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little brushing-up now and then. As customer loyalty increasingly becomes a thing of the past, customer relationship management (CRM) has become one today's hottest topics. Customer relationships management: A strategic approach supplies easy-to-apply solutions to common CRM problems, including how to maximize impact from CRM technology, which data warehousing techniques are most effective and how to create and manage both short-and long-term

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relationships. This book acquaints student focuses on the strategic side of customer relationship management. The text provides students with and understanding of customer relationship management and its applications in the business fields of marketing and sales.

Since 2001, the CERT® Insider Threat Center at Carnegie Mellon University's Software Engineering Institute (SEI) has collected and analyzed information about more than seven hundred insider cyber crimes, ranging from national security espionage to theft of trade secrets. The CERT® Guide to Insider Threats describes CERT's findings in practical terms, offering specific guidance and countermeasures that can be immediately

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applied by executives, managers, security officers, and operational staff within any private, government, or military organization. The authors systematically address attacks by all types of malicious insiders, including current and former employees, contractors, business partners, outsourcers, and even cloud-computing vendors. They cover all major types of insider cyber crime: IT sabotage, intellectual property theft, and fraud. For each, they present a crime profile describing how the crime tends to evolve over time, as well as motivations, attack methods, organizational issues, and precursor warnings that could have helped the organization prevent the incident or detect it earlier. Beyond

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identifying crucial patterns of suspicious behavior, the authors present concrete defensive measures for protecting both systems and data. This book also conveys the big picture of the insider threat problem over time: the complex interactions and unintended consequences of existing policies, practices, technology, insider mindsets, and organizational culture. Most important, it offers actionable recommendations for the entire organization, from executive management and board members to IT, data owners, HR, and legal departments. With this book, you will find out how to Identify hidden signs of insider IT sabotage, theft of sensitive information, and fraud Recognize insider



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threats throughout the software development life cycle Use advanced threat controls to resist attacks by both technical and nontechnical insiders Increase the effectiveness of existing technical security tools by enhancing rules, configurations, and associated business processes Prepare for unusual insider attacks, including attacks linked to organized crime or the Internet underground By implementing this book's security practices, you will be incorporating protection mechanisms designed to resist the vast majority of malicious insider attacks.

Drawing on the work of the Roundtable on Evidence-Based Medicine, the 2007 IOM Annual Meeting

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assessed some of the rapidly occurring changes in health care related to new diagnostic and treatment tools, emerging genetic insights, the developments in information technology, and healthcare costs, and discussed the need for a stronger focus on evidence to ensure that the promise of scientific discovery and technological innovation is efficiently captured to provide the right care for the right patient at the right time. As new discoveries continue to expand the universe of medical interventions, treatments, and methods of care, the need for a more systematic approach to evidence development and application becomes increasingly critical. Without better information about the

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effectiveness of different treatment options, the resulting uncertainty can lead to the delivery of services that may be unnecessary, unproven, or even harmful. Improving the evidence-base for medicine holds great potential to increase the quality and efficiency of medical care. The Annual Meeting, held on October 8, 2007, brought together many of the nation's leading authorities on various aspects of the issues - both challenges and opportunities - to present their perspectives and engage in discussion with the IOM membership.

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## Environment

*A practical guide to building fully operational financial cash flow models for structured finance transactions Structured finance and securitization deals are becoming more commonplace on Wall Street. Up until now, however, market participants have had to create their own models to analyze these deals, and new entrants have had to learn as they go. Modeling Structured Finance Cash Flows with Microsoft Excel provides readers with the information they need to build a cash flow*

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*model for structured finance and securitization deals. Financial professional Keith Allman explains individual functions and formulas, while also explaining the theory behind the spreadsheets. Each chapter begins with a discussion of theory, followed by a section called "Model Builder," in which Allman translates the theory into functions and formulas. In addition, the companion website features all of the modeling exercises, as well as a final version of the model that is created in*

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*the text. Note: Companion website and other supplementary materials are not included as part of eBook file.*

*Control Your Day (CYD) provides a fresh new way to manage email and tasks in Microsoft Outlook using the GTD concepts David Allen made famous in his book Getting Things Done. This book presents the concepts and benefits of CYD and then provides the step by step instructions to allow you to take back control of your Email Inbox and your life. The average worker spends 28% of their time on email.*

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*If you were able to reduce that by just 3% through the ideas presented in this book, you would get back 7 days of your life a year.*

*Building on the successful top-down approach of previous editions, the Sixth Edition of Computer Networking continues with an early emphasis on application-layer paradigms and application programming interfaces (the top layer), encouraging a hands-on experience with protocols and networking concepts, before working down the protocol stack to more*



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*abstract layers. This book has become the dominant book for this course because of the authors' reputations, the precision of explanation, the quality of the art program, and the value of their own supplements.*

*Today's learners master both basic and advanced skills in Visual Basic for Applications (VBA), the programming language for Microsoft Office, with this essential tool. Albright's VBA FOR MODELERS: DEVELOPING DECISION SUPPORT SYSTEMS WITH MICROSOFT OFFICE EXCEL, 5E*

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*teaches how to automate common spreadsheet tasks as well as create the sophisticated management science applications needed in business today. The first half of the book introduces readers to the fundamentals of VBA for Excel. The second half of the book puts knowledge into action as it illustrates how to automate a number of management science models using VBA. Students learn to develop clean code and user-friendly interfaces for inputs and results. A new section familiarizes readers with PowerPivot and the new Excel*

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*Data Model. Novices as well as more experienced professionals will find the skills and background they need to maximize their VBA skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

*To function in modern society complex data must be absorbed and understood at a breakneck pace. The most efficient way to do this is through data-based graphics. This book is an exploration and*

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*celebration of graphical methods of data presentation. Visual Revelations' principal purpose is to enlighten, inform, and amuse the reader regarding the shortcomings of common graphical practices; particularly how they can misinform while simultaneously providing models of wonderful graphics. There are many examples of the best graphic practice, graphs that go beyond conveying, facts, and structure to be able to carry emotion as well. Aimed at an educated, lay audience, this volume benefits anyone who*

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*must either convey or receive quantitative information, including designers, statisticians, and people in the media. A step-by-step guide to implementing and closing securitization transactions*

*Securitization is still in wide use despite the reduction in transactions. The reality is that investors and institutions continue to use this vehicle for raising funds and the demand for their use will continue to rise as the world's capital needs increase. The Mechanics of Securitization specifically analyzes and*

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*describes the process by which a bank successfully implements and closes a securitization transaction in the post subprime era. This book begins with an introduction to asset-backed securities and takes you through the historical impact of these transactions including the implications of the recent credit crisis and how the market has changed. Discusses, in great detail, rating agency reviews, liaising with third parties, marketing the deals, and securing investors Reviews due diligence and cash flow analysis*

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*techniques Examines credit and cash considerations as well as how to list and close deals Describes the process by which a bank will structure and implement the deal, and how the process is project managed and tested across internal bank departments While securitization transactions have been taking place for over twenty-five years, there is still a lack of information on exactly how they are processed successfully. This book will put you in a better position to understand how it all happens, and show you how to*

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*effectively implement an ABS transaction yourself.*

*(Black & White version) Fundamentals of Business was created for Virginia Tech's MGT 1104 Foundations of Business through a collaboration between the Pamplin College of Business and Virginia Tech Libraries.*

*This book is freely available at:*

*<http://hdl.handle.net/10919/70961> It is licensed with a Creative Commons-NonCommercial ShareAlike 3.0 license.*

*Includes approximately nine hours of instruction accompanied by screen shots*



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*and illustrations, offering readers a thorough grounding of the basic functions of Visual Basic. Original. (All Users).*

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Discover how to fully utilize the latest version of Microsoft Office with the focused approach found in Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016:

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INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions of students like you. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach designed to address your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach helps expand your understanding of Microsoft Office 2016 through experimentation, critical

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thought, and personalization. This new edition delivers some of today's most effective educational materials specifically designed to capture your attention, improve retention, and prepare you for success in working with Microsoft Office 2016.

In the realm of health care, privacy protections are needed to preserve patients' dignity and prevent possible harms. Ten years ago, to address these concerns as well as set guidelines for ethical health research, Congress called

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for a set of federal standards now known as the HIPAA Privacy Rule. In its 2009 report, *Beyond the HIPAA Privacy Rule: Enhancing Privacy, Improving Health Through Research*, the Institute of Medicine's Committee on Health Research and the Privacy of Health Information concludes that the HIPAA Privacy Rule does not protect privacy as well as it should, and that it impedes important health research.

Part travelogue and part scientist's notebook, *The Last Speakers* is the

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poignant chronicle of author K. David Harrison's expeditions around the world to meet with last speakers of vanishing languages. The speakers' eloquent reflections and candid photographs reveal little-known lifeways as well as revitalization efforts to teach disappearing languages to younger generations. Thought-provoking and engaging, this unique book illuminates the global language-extinction crisis through photos, graphics, interviews, traditional wisdom never before translated into

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English, and first-person essays that thrillingly convey the adventure of science and exploration.

In the last ten years IT has brought fundamental changes to the way the world works. Not only has it increased the speed of operations and communications, but it has also undermined basic assumptions of traditional business models and increased the number of variables. Today, the survival of major corporations is challenged by a world-wide marketplace, international operations, outsourcing,

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global communities, a changing workforce, security threats, business continuity, web visibility, and customer expectations. Enterprises must constantly adapt or they will be unable to compete. Fred Cummins, an EDS Fellow, presents IT as a key enabler of the agile enterprise. He demonstrates how the convergence of key technologies—including SOA, BPM and emerging enterprise and data models—can be harnessed to transform the enterprise. Cummins mines his 25 years experience to provide IT leaders, as well as enterprise



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architects and management consultants, with the critical information, skills, and insights they need to partner with management and redesign the enterprise for continuous change. No other book puts IT at the center of this transformation, nor integrates these technologies for this purpose. Shows how to integrate and deploy critical technologies to foster agility  
Details how to design an enterprise architecture that takes full advantage of SOA, BPM, business rules, enterprise information management, business models,

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and governance Outlines IT's critical mission in providing an integration infrastructure and key services, while optimizing technology adoption throughout the enterprise Illustrates concepts with examples and cases from large and small commercial enterprises Shows how to create systems that recognize and respond to the need for change Identifies the unique security issues that arise with SOA and shows how to deploy a framework of technologies and processes that address them

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The U.S. information technology (IT) research and development (R&D) ecosystem was the envy of the world in 1995. However, this position of leadership is not a birthright, and it is now under pressure. In recent years, the rapid globalization of markets, labor pools, and capital flows have encouraged many strong national competitors. During the same period, national policies have not sufficiently buttressed the ecosystem, or have generated side effects that have reduced its effectiveness. As a result,

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the U.S. position in IT leadership today has materially eroded compared with that of prior decades, and the nation risks ceding IT leadership to other nations within a generation. Assessing the Impacts of Changes in the Information Technology R&D Ecosystem calls for a recommitment to providing the resources needed to fuel U.S. IT innovation, to removing important roadblocks that reduce the ecosystem's effectiveness in generating innovation and the fruits of innovation, and to becoming a lead innovator and user of IT. The book

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examines these issues and makes recommendations to strengthen the U.S. IT R&D ecosystem.

In a world of increasing dependence on information technology, the prevention of cyberattacks on a nation's important computer and communications systems and networks is a problem that looms large. Given the demonstrated limitations of passive cybersecurity defense measures, it is natural to consider the possibility that deterrence might play a useful role in preventing cyberattacks against the

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United States and its vital interests. At the request of the Office of the Director of National Intelligence, the National Research Council undertook a two-phase project aimed to foster a broad, multidisciplinary examination of strategies for deterring cyberattacks on the United States and of the possible utility of these strategies for the U.S. government. The first phase produced a letter report providing basic information needed to understand the nature of the problem and to articulate important

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questions that can drive research regarding ways of more effectively preventing, discouraging, and inhibiting hostile activity against important U.S. information systems and networks. The second phase of the project entailed selecting appropriate experts to write papers on questions raised in the letter report. A number of experts, identified by the committee, were commissioned to write these papers under contract with the National Academy of Sciences. Commissioned papers were discussed at a public workshop

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held June 10-11, 2010, in Washington, D.C., and authors revised their papers after the workshop. Although the authors were selected and the papers reviewed and discussed by the committee, the individually authored papers do not reflect consensus views of the committee, and the reader should view these papers as offering points of departure that can stimulate further work on the topics discussed. The papers presented in this volume are published essentially as received from the authors, with some



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proofreading corrections made as limited time allowed.

This Microsoft Official Academic Course (MOAC) IT Professional curriculum prepares certification students for success every step of the way. This 70-413 Designing and Implementing a Server Infrastructure exam course is the first of a series of two exams Microsoft Certified Solutions Associates (MCSE) candidates are required to pass to gain the MCSE: Windows Server 2012 and Windows Server 2012 R2 certification. These MCSE exams test the

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skills and knowledge necessary to design, implement, and maintain a Windows Server 2012 infrastructure in an enterprise scaled, highly virtualized environment. Passing these exams confirms students' ability to plan, configure, and implement the Windows Server 2012 services, such as server deployment, server virtualization, and network access and infrastructure. This complete ready-to-teach MOAC program is mapped to all of the exam objectives. This book provides a general introduction as well as a selected survey of key

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advances in the fascinating field of plant cell and tissue culture as a tool in biotechnology. After a detailed description of the various basic techniques employed in leading laboratories worldwide, follows an extended account of important applications in, for example, plant propagation, secondary metabolite production and gene technology. Additionally, some chapters are devoted to historical developments in this domain, metabolic aspects, nutrition, growth regulators, differentiation and the

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development of culture systems. The book will prove useful to both newcomers and specialists, and even “old hands” in tissue culture should find some challenging ideas to think about.

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This book is an exciting history of the personal computer revolution. Early personal computing, the "first" personal computer, invention of the microprocessor at Intel and the first microcomputer are detailed. It also traces the evolution of the personal computer from the software

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hacker, to its use as a consumer appliance on the Internet. This is the only book that provides such comprehensive coverage. It not only describes the hardware and software, but also the companies and people who made it happen. Based on unprecedented access to the corporation's archives, *The Intel Trinity* is the first full history of Intel Corporation—the essential company of the digital age—told through the lives of the three most important figures in the company's history: Robert Noyce, Gordon Moore, and Andy Grove. Often hailed the “most important company in the world,” Intel remains, more than four decades after its inception, a defining company of the global digital

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