







shows stress is the single most reported obstacle to academic success in college (CHRONICLE OF HIGHER EDUCATION, 2009). This is especially true of first-year students. In surveys conducted by the American College Health Association (2009) and the Cooperative Institutional Research Program (2009), half of all students reported feeling plagued by stress in the previous year. One-third found that there were times they were so overwhelmed that they could barely function on a daily basis. EXCELLING IN COLLEGE encourages students to perform their best using critical-thinking skills and stress management. By using exercises, in-class activities, and videos, readers learn how to manage these challenges in order to better maintain relationships with family and friends. These skills are not only helpful during college but also carry through the post-academic career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

With iWork '09, Apple's productivity applications have come of age. Unfortunately, their user guides are stuck in infancy. That's where iWork '09: The Missing Manual comes in. This book quickly guides you through everything you need to know about the Pages word-processor, the Numbers spreadsheet, and the Keynote presentation program that Al Gore and Steve Jobs made famous. Friendly and entertaining, iWork '09: The Missing Manual gives you crystal-clear and jargon-free explanations of iWork's capabilities, its advantages over similar programs -- and its limitations. You'll see these programs through an objective lens that shows you which features work well and which don't. With this book, you will: Produce stunning documents and cinema-quality digital presentations Take advantage of Mac OS X's advanced typography and graphics capabilities Learn how to use the collection of themes and templates included with iWork Get undocumented tips, tricks, and secrets for each program Integrate with other iLife programs to use photos, audio, and video clips Learn why iWork is the topic most requested by Missing Manual fans. One of the few sources available on Apple's incredible suite of programs, iWork '09: The Missing Manual will help you get the best performance out of Pages, Numbers, Keynote, and more in no time.

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/Microsoft Office Word 2010 by Linda Silva features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/Microsoft Office Word 2010 is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

Teacher as Researcher is a complete guide for teachers involved in a case study or action research in their classroom. The purpose of this book is to offer a set of research tools for teachers to follow through the inquiry process and provide effective solutions to significant problems in their classroom.

"Clinical and translational research is a crucial link to the improvement of clinical care and practice. Many of the elements that are involved--physicians, nurses, pharmacists, laboratory testing, medical records--are also involved in the delivery of care to patients. Yet in the conduct of clinical research, these elements are arrayed in different configurations and constrained by rules and regulations that are distinct from those that guide the practice of medicine. In parallel with these considerations, the conduct of clinical research demands a specific skill set. Specialized tools are required to formulate and design informative clinical trials and to interpret the findings from such experiments"--Provided by publisher.

The main problems that prevent fast and high-quality document processing in electronic document management systems are insufficient and unstructured information, information redundancy, and the presence of large amounts of undesirable user information. The human factor has a significant impact on the efficiency of document search. An average user is not aware of the advanced option of a query language and uses typical queries. Development of a specialized software toolkit intended for information systems and electronic document management systems can be an effective solution of the tasks listed above. Such toolkits should be based on the means and methods of automatic keyword extraction and text classification. The categorization (or classification) of texts into predefined categories has witnessed a booming interest in the last 10 years due to the increased availability of documents in digital form and the ensuing need to organize them. Thus, research on keyword extraction, advancements in the field, and possible future solutions is of great importance in current times. Developing a Keyword Extractor and Document Classifier: Emerging Research and Opportunities presents an information extraction mechanism that can process many kinds of inputs, realize the type of text, and understand the percentage of the keywords that has to be stored. This mechanism then supports information extraction and information categorization mechanisms. This module is used to support a text summarization mechanism, which leads—with the help of the keyword extraction module—to text categorization. It employs lexical and information retrieval techniques to extract phrases from the document text that are likely to characterize it and determines the category of the retrieved text to present a summary to the users. This book is ideal for practitioners, stakeholders, researchers, academicians, and students who are interested in the development of a new keyword extractor and document classifier method.

Technical writers often use visual displays of heirarchical information to create structures that users can easily understand and navigate. electronic outlining turns out to be an efficient way to focus a meeting on developing an agreed-upon structure for a document. What electronic outlining demonstrates is that in writing we are always involved in a larger conversation.

The self-descriptive title, A Universal Template For Research Position and Life Experience Papers, implies that there is a position that writers take in even the simplest of essays. As such, Template provides an opportunity to accomplish two tasks at once: consider the definitive differences between Research, Position, and Experience papers, and explore the issues that



integrate research into teaching will find the book highly relevant to their work. The emphasis on using technology as a means to link research and teaching will be of great interest and practical benefit to learning technologists, science educators and university policymakers. Together with the companion volume Geoscience Research and Outreach: Schools and Public Engagement, this book showcases the key role that geoscience research plays in a wide spectrum of educational settings.

Guide on writing and submitting a scientific paper for graduates to professionals.

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