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KEY=REFERENCE - BAILEE JUNE

Improving Classroom Discussion

The Quick-Reference Guide to Marriage & Family Counseling

Baker Books We all know of families or marriages in crisis. When those suffering in such situations turn to us for help, where do we turn? The Quick-Reference Guide to Marriage and Family Counseling provides the answers. It is an A-Z guide for assisting people-helpers--pastors, professional counselors, youth workers, and everyday believers--to easily access a full array of information to aid them in (formal and informal) counseling situations. Issues addressed by Clinton and Trent include affairs and adultery, communication in marriage, parenting, sibling rivalry, and many more. Each of the forty topics covered follows a helpful eight-part outline and identifies: 1) typical symptoms and patterns, 2) definitions and key thoughts, 3) questions to ask, 4) directions for the conversation, 5) action steps, 6) biblical insights, 7) prayer starters, and 8) recommended resources. About the series The Quick-Reference Guides are A-Z guides that assist people-helpers--pastors, professional counselors, youth workers, and everyday believers--to easily access a full array of information to aid them in (formal and informal) counseling situations. Each of the forty topics covered follows a helpful eight-part outline and identifies: 1) typical symptoms and patterns, 2) definitions and key thoughts, 3) questions to ask, 4) directions for the conversation, 5) action steps, 6) biblical insights, 7) prayer starters, and 8) recommended resources.

The NSTA Quick-Reference Guide to the NGSS, Middle School

Since the release of the first draft of the Next Generation Science Standards (NGSS), NSTA has been at the forefront in promoting the standards and helping science educators become familiar with and learning to navigate this exciting but complex document. Later, when the final version was released and states began adopting the standards, NSTA started to develop resouces that would assist educators with their implementation. Along the way, NSTA learned that even the simplest of resources, like a one-page cheat sheet, can be extremely useful. Many of those tools are collected here, including: a two-page "cheat sheet" that describes the practices, core ideas, and crosscutting concepts that make up the three dimensions described in A Framework for K-12 Science Education; an "Inside the Box" graphic that spells out all of the individual sections of text that appear on a page of the NGSS; a Venn diagram comparing the practices in NGSS, Common Core State Standards, Mathematics, and Common Core State Standards, English Language Arts; and matrices showing how the NGSS are organized by topic and disciplinary core idea. This guide also provides the appropriate performance expectations; disciplinary core ideas; practices; crosscutting concepts; connections to engineering, technology, and applications of science; and connections to nature of science.

Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Lamina

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Word 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Word 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered:Margins, Orientation, and Paper SizeMoving and Copying TextFormatting Text with the Mini Toolbar & Touch MiniBarSpacing between ParagraphsCreating Bulleted ListsChanging Bullet StyleCreating Numbered ListsTurning off Bullets or NumberingParagraph AlignmentCopying FormattingSearching using the Navigation PaneFinding and Replacing TextJumping to Other PagesDifferent Views of the Document: Read Mode, Print Layout, and Draft ViewUsing the HighlighterProofreading Using Smart Lookup and the ThesaurusCreating and Inserting Quick Part Building BlocksInserting a Cover PageCreating and Editing Headers and Footers; Suppress/Change Header or Footer on the First PageInserting a Page NumberInserting a Text Box: Drawing a Text Box, Moving, Resizing, Formatting, and Deleting a Text BoxInserting a Page BreakChecking Spelling, Grammar, AutoCorrectPreviewing and Printing DocumentsPrinting Envelopes and Labels.Also includes: Lists of Touch Actions, Selection and Movement Shortcuts, Editing and Formatting Shortcuts.

The NSTA Quick-Reference Guide to the NGSS, K-12

Since the release of the first draft of the Next Generation Science Standards (NGSS), NSTA has been at the forefront in promoting the standards and helping science educators become familiar with and learning to navigate this exciting but complex document. Later, when the final version was released and states began adopting the standards, NSTA started to develop resouces that would assist educators with their implementation. Along the way, NSTA learned that even the simplest of resources, like a one-page cheat sheet, can be extremely useful. Many of those tools are collected here, including: a two-page "cheat sheet" that describes the practices, core ideas, and crosscutting concepts that make up the three dimensions described in A Framework for K-12 Science Education; an "Inside the Box" graphic that spells out all of the individual sections of text that appear on a page of the NGSS; a Venn diagram comparing the practices in NGSS, Common Core State Standards, Mathematics, and Common Core State Standards, English Language Arts; and matrices showing how the NGSS are organized by topic and disciplinary core idea. This guide also provides the appropriate performance expectations; disciplinary core ideas; practices; crosscutting concepts; connections to engineering, technology, and applications of science; and connections to nature of science. The book's emphasis is on easy. Find the parts of the standards most relevant to you, acquaint yourself with the format, and find out what each of the differenct parts means. Indispensable to science teachers at all levels, as well as to administrators, curriculum developers, and teacher educators.

Classroom Technology Tips (Quick Reference Guide)

The power of classroom technology resides not in any particular application, website, or device but in how educators employ these tools to advance student learning. In this quick reference guide, Monica Burns provides expert advice to help teachers take full advantage of EdTech's potential to enhance* Content presentation and consumption,* Content creation,* Formative assessment,* Collaborative learning, and* Access to learning opportunities outside classroom.Featuring 30+ strategic uses of classroom technology and 40+ tool recommendations, this guide provides educators across grade levels and subject areas a foundation for making their lessons more accessible, rigorous, and engaging.8.5" x 11" 3-panel foldout guide (6 pages), laminated for extra durability and 3-hole-punched for binder storage.

The Quick-Reference Guide to Sexuality & Relationship Counseling

Baker Books This A-Z guide assists people-helpers--pastors, professional counselors, youth workers, and everyday believers--to easily access a full array of information to aid them in (formal and informal) counseling situations.

Quick Reference Guide to Pediatric Care

Quick Reference Guide Significantly revised and updated, the second edition of this popular quick reference guide provides information and advice on 190 areas of current pediatric care everything from abdominal pain and ADHD, to herpes infections and headache to weight loss and wheezing. This indispensable resource delivers practical, action-oriented clinical solutions for healthcare professionals to use during or between patient encounters. Authoritative content is presented in a concise outline format that helps speed and simplify decision-making. Regardless of the patient presentation you're confronted with, you'll have quick access to the help you need to Efficiently evaluate signs and symptoms. Order the right screening/diagnostic tests. Implement approved therapeutic strategies. Prescribe safe and effective medications Recommend proven prevention measures. Confidently respond to parent questions. 35 new chapters including Anxiety Ataxia Coagulation disorders Cyanosis Drug interactions and adverse effects Fetal alcohol syndrome Fragile X syndrome Hemangiomas Hypocalcemia, hypercalcemia, and hypercalcuria Inflammatory bowel disease Klinefelter syndrome Learning disorders Metabolic disorders beyond the newborn period Munchausen syndrome by proxy: medical child abuse Pancreatitis Papulosquamous disease Pierre-Robin syndrome Prader-Willi syndrome Turner syndrome and Noonan syndrome And more...

The Quick-Reference Guide to Biblical Counseling

Baker Books Hurting people need help. But sometimes those who are faced with helping the hurting could use a little more information about the problems that needy people bring to them. The Quick-Reference Guide to Biblical Counseling provides the answers. It is an A-Z guide for assisting people-helpers--pastors, professional counselors, youth workers, and

everyday believers--to easily access a full array of information to aid them in (formal and informal) counseling situations. Issues addressed include addictions, forgiveness, sexual abuse, worry, and many more. Each of the 40 topics covered follows a helpful eight-part outline and identifies: 1) typical symptoms and patterns, 2) definitions and key thoughts, 3) questions to ask, 4) directions for the conversation, 5) action steps, 6) biblical insights, 7) prayer starters, and 8) recommended resources. About the series The Quick-Reference Guides are A-Z guides that assist people-helpers--pastors, professional counselors, youth workers, and everyday believers--to easily access a full array of information to aid them in (formal and informal) counseling situations. Each of the forty topics covered follows a helpful eight-part outline and identifies: 1) typical symptoms and patterns, 2) definitions and key thoughts, 3) questions to ask, 4) directions for the conversation, 5) action steps, 6) biblical insights, 7) prayer starters, and 8) recommended resources.

Total Participation Techniques to Engage Students (quick Reference Guid). (org117029 S25).

Reference Guide for Essential Oils

Abundant Health

PSU: Quick Reference Guide and Exam Questions

Sidharth Bathia Welcome! Congratulations on taking the first important step towards preparing for the Exam! This book is a quick Reference Guide created for the PSU (Professional Scrum with User Experience) Examinations. The guide highlights all the important information present on : 1) The Scrum Guide Nov 2020) 2) The Book Lean UX: Designing Great Products with Agile Teams by Jeff Gothelf and Josh Seiden. The Guide also contains Questions and Answers which will help you prepare for the PSU Exam. The PSU I certification assessment focuses primarily on validating that one has a fundamental level of understanding about how to integrate modern UX practices into Scrum and to work effectively within Scrum Teams. Note: 1) Information and Content found on the Scrum Guide is repeated on this Reference guide. 2) This Reference guide is not a text book or a replacement to the Scrum Guide or to the Lean UX book. It's simply your workbook which has content (present on the Scrum guide and on the Lean UX Book) presented systematically to understand and memorize for the exam. 3) The Reference guide also has questions and answers which will help you prepare for the PSU exam. 4) Your feedback is much appreciated. Please feel free to email ScrumReferenceGuides@gmail.com in case of any questions. 5) % of the book is available for you to see before you buy it in the "Look Inside" Amazon Feature. This will help you understand exactly what you are buying. The Scrum.org the PSU (Professional Scrum with User Experience) is 60-minute time boxed assessments where you will answer 80 multiple choice questions (in English), similar to the Scrum Open Assessment. You get one attempt (upon payment of fee) and you decide when and where to the exam. There is no expiration date. You are not required to attend an assessment center and can take it from the comfort of your own home. If you do not pass the exam, you can retake the exam, however you would have to pay the fees again. Following are the steps for taking (and passing) the Scrum.org PSU (Professional Scrum with User Experience) assessment and obtaining the certification: 1. If you are new to Scrum and have never been part of a Scrum team, taking a course is recommended. Attend a Scrum.org Professional Scrum Master or Professional Scrum Product Owner course and review these notes upon completion of the course. 2. Read the Scrum Guide and Lean UX book together with this Reference book. The Scrum Guide is extremely condensed and thus we have decomposed and categorized the most important information present on the Scrum Guide in this Reference Guide. 3. All the important information present in the SCRUM Guide is in this quick Reference Guide. 4. Read the Book Lean UX: Designing Great Products with Agile Teams by Jeff Gothelf and Josh Seiden 5. Go through the questions and answers at the bottom of the book. 6. Take the Scrum Open Assessment (https://www.scrum.org/open-assessments) until you can do the assessment quickly and score close to 100% three times in a row.

Quick Reference Guides

10 Indispensable, Reproducible Guides for Students to Use for Reference, Research, and Review

Teaching Resources 10 easy-to-make mini-books to give students access to important information, rules, rubics, and much more.

Managing Your Classroom with Restorative Practices (Quick Reference Guide)

ASCD

Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips and Shortcut

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Project 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.The following topics are covered: Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Examining the Critical Path, Showing Slack, Hiding Negligible Amounts of Slack.Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes.Using a Different Relationship Type, Lag & Lead Time, Changing Relationship Type or Lag, Creating Recurring Tasks, Splitting Tasks.Using the Timeline Pane: Showing or Hiding the Timeline Pane, Adding a Task to a Timeline Bar, Adding Another Timeline Bar, Changing Length of a Timeline Bar, Changing Color of a Task in the Timeline, Moving Milestone Text, Sharing a Timeline.Adding Resources on the Fly, Noting a Resource's Vacation or Special Hours, Noting a Resource's Variant Rate, Getting a Task Done Faster.Changing Calculation of Task Values, Permitting Overtime for a Task, Booking Additional Resources to a Task, Using Effort-Driven Scheduling, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly, Viewing Different Field Collections.Showing or Deleting a Progress Line, Monitoring Progress, Accessing a Subproject File, Communicating Plans and Progress.

Docs for Developers

An Engineer's Field Guide to Technical Writing

Apress Learn to integrate programming with good documentation. This book teaches you the craft of documentation for each step in the software development lifecycle, from understanding your users' needs to publishing, measuring, and maintaining useful developer documentation. Well-documented projects save time for both developers on the project and users of the software. Projects without adequate documentation suffer from poor developer productivity, project scalability, user adoption, and accessibility. In short: bad documentation kills projects. Docs for Developers demystifies the process of creating great developer documentation, following a team of software developers as they work to launch a new product. At each step along the way, you learn through examples, templates, and principles how to create, measure, and maintain documentation—tools you can adapt to the needs of your own organization. What You'll Learn Create friction logs and perform user research to understand your users' frustrations Research, draft, and write different kinds of documentation, including READMEs, API documentation, tutorials, conceptual content, and release notes Publish and maintain documentation alongside regular code releases Measure the success of the content you create through analytics and user feedback Organize larger sets of documentation to help users find the right information at the right time Who This Book Is For Ideal for software developers who need to create documentation alongside code, or for technical writers, developer advocates, product managers, and other technical roles that create and contribute to documentation for their products and services.

Macarthur's Quick Reference Guide to the Bible

A Book-By-Book Overview of Essential Bible Information

MacArthur's Quick Reference Guide to the Bible is an essential tool for anyone who want to seriously study the bible deeply, faithfully, and effectively. This valuable companion to reading the Bible will help you develop good Bible-reading habits and a better understanding of the depth and breadth of God's Word.

MacArthur's Quick Reference Guide to the Bible

Thomas Nelson Noted pastor/teacher John MacArthur takes you through the key aspects of the Bible in this guide for students. For all 66 books, key doctrines, highlighted people, geographic, historical, and cultural background, cross references, how Christ is pictured, character/attributes of God, explanations of key words and interpretive challenges will be

examined.In addition, the guide will include: "Why I Believe the Bible" How to interpret each type of literature Charts, timelines, maps "Where to Find It" index of favorite passages and key Bible events, stories, and teachings Doctrinal studies (concise, with references and brief explanations) Index of people in the Bible Topical Index "How to Study the Bible" article

Word Quick Reference Guides

1-2-3 Magic

3-Step Discipline for Calm, Effective, and Happy Parenting

Sourcebooks, Inc. "Dr. Phelan's strategies have seen a resurgence in the parenting world. Maybe that's why you feel like everywhere you go, you keep overhearing other moms say to their misbehaving children, 'That's one. That's two. That's three.' And then you watch in disbelief as their kid actually stops!" — PopSugar Moms Are you the parent of a strong-willed child? Is bedtime a nightly battle? Are you looking to discipline without stress? Since kids don't come with a manual, 1-2-3 Magic is the next best thing. Dr. Thomas Phelan has developed a quick, simple and scientifically proven way to parent that actually works! Using his signature 1-2-3 counting method, Dr. Phelan helps parents to curb obnoxious behaviors like tantrums and meltdowns, whining and pouting, talking back, sibling rivalry and more in toddlers, preschoolers and middle schoolers. He guides parents through drama-free discipline methods that include handling time outs in public, the appropriate length of a time out, and what to do if your child resists the time out. Dr. Phelan also covers how to establish positive routines around bedtime, dinnertime, homework and getting up and out in the morning, and tips for strengthening your relationship with your kids. For decades, millions of parents from all over the world have used the award-winning 1-2-3 Magic technique to raise happier families and put the fun back into parenting. 1-2-3 Magic is one of Healthline's Best Parenting Books of 2017, a 2016 Mom's Choice Award Winner, a 2016 National Parenting Product Award Winner and a 2016 Family Choice Award Winner.

Hand Rehabilitation

A Quick Reference Guide and Review

Mosby Incorporated HAND REHABILITATION: A Quick Reference Guide and Review provides a comprehensive overview of hand rehabilitation in a quick reference, question and answer format. It guides the reader from basic information about the anatomy of the hand through more complex topics, including the most advanced treatment techniques available in hand rehabilitation and all commonly seen hand pathologies. * Covers basic information about the anatomy of the hand and more complex topics such as advanced treatment techniques, providing information readers need in one source. * Organizes chapters in a building block fashion, beginning with anatomy and progressing to clinical application, allowing the reader to learn basic concepts prior to moving on to clinical application. * Provides readers with a bulleted list of topics at the beginning of each chapter, giving them a quick overview of chapter coverage. * Includes "clinical gems" in each chapter, providing the reader with helpful hints and important facts to remember related to certain subjects or questions. * Features a detailed Quick Reference Guide in the front of the book, so readers can easily find information on any topic or question they might need answered. * Contains an icon after each advanced question/answer, alerting the reader to more difficult topic areas that may require further study. * Provides references so readers can quickly find more detailed information on a particular subject. * Reinforces difficult concepts by providing multiple questions of the same type or providing them in various formats. * Includes case studies throughout as questions/answers to help the reader learn how to apply topics in a clinical situation. * Includes 224 figures emphasizing important topics and helping the reader visualize material. * Features several appendices at the end of the book, including: Drugs Commonly Encountered in Hand Therapy, Nutrition, Resource List of Vendors, Internet Web Sites, and Practice Questions. * Contains a removable slide rule on the back cover, which can be detached and used in self-testing. * Features a group of 22 expert contributors from a wide range of disciplines.

C#.net Quick Reference Guide

Quickstudy C#.net programming language. Guide assumes that all readers have a general understanding of programming languages.

Guided Writing

Practical Lessons, Powerful Results

Heinemann Educational Books Guided Writing is your handbook for the newest, most effective way to move students into independent writing. Lori Oczkus provides everything you need to support children in the fledgling phase between carefully modeled group writing and their first solo pieces. Guided Writing explains how to observe which stage of writing development your writers are in, how to challenge them to stretch their writing into the next developmental phase, and how to provide specific teaching that helps them achieve goals they can't reach alone. Guided Writing includes motivational and instructional ideas; organizational and classroom management principles for whole class, peer group, or teacher-led small group instruction; graphic organizers; and techniques for any literacy classroom as well as ready-to-use, engaging, scaffolded lessons across several commonly taught genres: poetry personal narrative patterned writing expository writing. This comprehensive resource is linked to the widely used six-traits model of instruction and includes dozens of examples of student work, reproducible worksheets, student-friendly activities, teacher-friendly assessment rubrics, and creative ways for students to share their writing - absolutely everything you need to make guided writing your favorite and most effective instructional method. Discover Guided Writing for yourself. See the powerful effect smart, scaffolded instruction can have on your writers, and watch them make a smooth transition to independent writing with confidence and competence.

高等数学复习

大学生学习考试指导丛书. 专科

Quick Reference Guides

Geometry

Guaranteed to boost test scores and grades. The essentials of this branch of mathematics are an important foundation that future more advanced math is built upon. Using this as a review and reinforcement tool is quick and easy to do daily or weekly, keeping all concepts fresh once you move deeper into the subject. For complete coverage, get the Geometry Part 2 QuickStudy guide and use the two guides to study, reference, review and ace the grade. 6-page laminated guide includes: Geometric Formulas Undefined Terms Defined Terms Space Shapes Lines Planes Line Segments Rays Angles Suggested uses: Quick Reference - instead of digging into the textbook to find a core answer you need while studying, use the guide to reinforce quickly and repeatedly Memory - refreshing your memory repeatedly is a foundation of studying, have the core answers handy so you can focus on understanding the concepts Test Prep - no student should be cramming, but if you are, there is no better tool for that final review

Building Code Quick Reference Guide

A Schematic Building Design Timesaver

Professional Publications Incorporated

Microsoft Office 2016 Basics Quick Reference Guide Laminated Cheat Sheet Training Guide

New to Microsoft Office? Upgrading from a previous version? Designed with the busy professional in mind, this two-page laminated quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

First Publisher 3.0 Quick Reference Guide

DDC Publishing

OneNote 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Car

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft OneNote 2016. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using OneNote 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: About OneNoteNavigating NotebooksSaving in OneNoteSections and PagesAdding a SectionAdding a PageDeleting a Section or Page Moving or Copying a Section or PageRenaming a SectionRenaming a PageSelecting Multiple Containers or ObjectsCreating Text NotesMoving Text Notes on a PageMerging Text NotesUnfiled Quick NotesCreating TablesWorking With Image-Based NotesCreating an Audio or Video NoteEmailing a New Note to OneNoteCreating a Handwritten Note or SketchDeleting a Hand Drawn Character or ShapeInserting ImagesScreen ClipsSizing ImagesCreating HyperlinksAttaching a FileSending to OneNoteAdding TagsAdding Tasks to OutlookSearching in OneNoteSearching for TextSearching for TagsSearching for Audio and Video NotesThe Search Results PaneCreating a Shared NotebookTurning Synchronization OffTurning Synchronization On/Manual SynchronizationEditing and Reading Shared NotebooksAlso includes a list of keyboard shortcuts.

Social Studies Quick Reference Guides

Microsoft PowerPoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts -

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office PowerPoint 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.The following topics are covered:Adding a New Slide; Changing a Slide's Layout; Switching Between Standard and Widescreen Format; Custom Slide Size and Orientation; Entering Text; Starting a Line without a Bullet; Moving Between Text Areas with the Keyboard; Adding Other Text on the Slide; Changing Level of Indention; Text Formatting; Using Presentation Views: Normal View, Outline View, Slide Sorter View.Applying Design Themes; Changing Background of a Slide; Adding a Header or Footer; Creating Speaker Notes.Using the Slide Master; Suppressing Slide Master Objects.Adding Clip Art and Online Images; Creating a Chart; Creating an Org Chart; Adding and Deleting Org Chart Boxes; Drawing Shapes; Resizing a Shape or Picture; Rotating Objects; Moving a Shape; Adding Text to Shapes; Selecting Shapes; Changing Color, Fill Pattern, or Line Style of a Shape or Line; Using Eyedropper to Match Colors; Duplicating Shapes; Animating an Object.Running a Slide Show; Assigning Transition Effects and Timings for a Slide Show; Changing Slide Show Settings; Printing.Also includes a list of Touch Actions, Text Selection and Movement and Slide Show Shortcuts.

Acroabt DC 2018 Introductory Quick Reference Training Guide Laminated Cheat Sheet Training Guide

Designed with the busy professional in mind, this four-page laminated quick reference guide provides step-by-step instructions in the basic features of Adobe Acrobat DC. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 43 topics covered, this guide is ideal for someone new to Adobe Acrobat.Topics Include: The Acrobat DC Environment; Interface Basics; Creating PDFs; Editing PDFs; Interactive and Multimedia Content; Collaborating; Optical Character Recognition; Document Protection and Security; Keyboard Shortcuts

Quick Reference Guide for Microsoft Word 97

Written to aid those working with the latest version of Microsoft's popular word processor, this book illustrates keystrokes and gives brief instructions that allow readers to find the answers they need in seconds instead of minutes. Unique hardcover spiral allows the title to be displayed on the spine.

PowerPoint Quick Reference Guides

Designing and Using Essential Questions

MCT Quick Reference Guide

This handy book is a working reference for practitioners using the MCT metric. MCT is a time-based metric that supports continuous improvement projects, since it quantifies an organization's total system-wide waste. Properly used, MCT does not need to be data-intensive and can be relatively easy to apply. Thus, by comparing "before" and "after" values, MCT provides a simple yet powerful metric with which to measure improvement.Although the origins of MCT are in manufacturing - the acronym stands for Manufacturing Critical-path Time - the metric can be used in many other contexts including insurance, banking, health care, and other industries.This Guide provides the key rules and guidelines for using MCT. It serves as a reminder of the main points as well as a checklist to ensure that you have taken into account the major items needed for MCT calculation and use.Practitioners will appreciate the concise and easy-to-follow format. In particular, the formatting and binding of the Guide allows you to lay the Guide flat and easily reference all the points for a given topic at one time.This Guide is a "must-have" for anyone using MCT in continuous improvement projects!

The Quick-Reference Guide to Sexuality & Relationship Counseling

Baker Books One of the foremost counseling needs in our day is help with sexuality and relationship issues. But sometimes those who are faced with helping the hurting could use a little more information about the problems that people bring to them. The Quick-Reference Guide to Sexuality and Relationship Counseling provides the answers. It is an A-Z guide for assisting people-helpers--pastors, professional counselors, youth workers, and everyday believers--to easily access a full array of information to aid them in (formal and informal) counseling situations. Each of the 40 topics covered follows a helpful eight-part outline and identifies: 1) typical symptoms and patterns, 2) definitions and key thoughts, 3) questions to ask, 4) directions for the conversation, 5) action steps, 6) biblical insights, 7) prayer starters, and 8) recommended resources. About the series The Quick-Reference Guides are A-Z guides that assist people-helpers--pastors, professional counselors, youth workers, and everyday believers--to easily access a full array of information to aid them in (formal and informal) counseling situations. Each of the forty topics covered follows a helpful eight-part outline and identifies: 1) typical symptoms and patterns, 2) definitions and key thoughts, 3) questions to ask, 4) directions for the conversation, 5) action steps, 6) biblical insights, 7) prayer starters, and 8) recommended resources.

AHCPR Quick Reference Guides

Google Forms Quick Reference Training Guide Laminated Cheat Sheet

Designed with the busy professional in mind, this 2-page quick reference guide provides step-by-step instructions in Google Forms. When you need an answer fast, you will find it right at your fingertips with this Google Forms Quick Reference Guide. Clear and easy-to-use, quick reference guides are perfect for individuals, schools, businesses, and as supplemental training materials.