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Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

**Launching a Business The First 100 Days** Business Expert Press This book focuses on the steps a new business owner must take in the first 100 days of starting a business to establish a lasting and successful enterprise. If you're thinking of opening up your own business, you'll need this book. This is a hands-on book that focuses on the tasks that you or any new business owner must complete in the first 100 days of launching a business. Think of it this way: Imagine you've conceived a business idea, written a business plan, raised seed capital, and are set to launch your business on October 1. Now, what would you actually do on October 1, October 2, October 3, and so forth? How would you set your priorities? How would you know which tasks are the most urgent? Although the answers to these questions vary depending on the business, there are a set of key activities that all businesses must accomplish to get their businesses off to a good (and legally proper) start. This book provides examples that include securing proper business licenses and permits; setting up a bookkeeping system; negotiating a lease; buying insurance; entering into contracts with vendors; recruiting and hiring employees; and making the first sale. Broader issues such as developing a business model and building a brand will also be touched upon, but the primary focus of this book is getting you focused on the practical issues that you'll need, as a new business owner, to accomplish, and accomplish correctly, and to get your business off to a good start. To help you prioritize and track the activities that must be completed at the onset of a business, this book will teach you how to set up a "First 100 Days Plan," with the template (titled First 100 Days Plan) included in this book. **QuickBooks 2002** Crisp Pub Incorporated An affordable, easily scannable one-day training guide designed for use in instructor-led training courses. **Hacking Multifactor Authentication** John Wiley & Sons Protect your organization from scandalously easy-to-hack MFA security "solutions" Multi-Factor Authentication (MFA) is spreading like wildfire across digital environments. However, hundreds of millions of dollars have been stolen from MFA-protected online accounts. How? Most people who use multifactor authentication (MFA) have been told that it is far less hackable than other types of authentication, or even that it is unhackable. You might be shocked to learn that all MFA solutions are actually easy to hack. That's right: there is no perfectly safe MFA solution. In fact, most can be hacked at least five different ways. **Hacking Multifactor Authentication** will show you how MFA works behind the scenes and how poorly linked multi-step authentication steps allows MFA to be hacked and compromised. This book covers over two dozen ways that various MFA solutions can be hacked, including the methods (and defenses) common to all MFA solutions. You'll learn about the various types of MFA solutions, their strengths and weaknesses, and how to pick the best, most defensible MFA solution for your (or your customers') needs. Finally, this book reveals a simple method for quickly evaluating your existing MFA solutions. If using or developing a secure MFA solution is important to you, you need this book. Learn how different types of multifactor authentication work behind the scenes See how easy it is to hack MFA security solutions—no matter how secure

they seem Identify the strengths and weaknesses in your (or your customers') existing MFA security and how to mitigate Author Roger Grimes is an internationally known security expert whose work on hacking MFA has generated significant buzz in the security world. Read this book to learn what decisions and preparations your organization needs to take to prevent losses from MFA hacking. **Biomechanics For Dummies** John Wiley & Sons A thorough explanation of the tenets of biomechanics At once a basic and applied science, biomechanics focuses on the mechanical cause-effect relationships that determine the motions of living organisms. Biomechanics for Dummies examines the relationship between biological and mechanical worlds. It clarifies a vital topic for students of biomechanics who work in a variety of fields, including biological sciences, exercise and sports science, health sciences, ergonomics and human factors, and engineering and applied science. Following the path of a traditional introductory course, Biomechanics for Dummies covers the terminology and fundamentals of biomechanics, bone, joint, and muscle composition and function, motion analysis and control, kinematics and kinetics, fluid mechanics, stress and strain, applications of biomechanics, and black and white medical illustrations. Offers insights and expertise in biomechanics to provide an easy-to-follow, jargon-free guide to the subject Provides students who major in kinesiology, neuroscience, biomedical engineering, mechanical engineering, occupational therapy, physical therapy, physical education, nutritional science, and many other subjects with a basic knowledge of biomechanics Students and self-motivated learners interested in biological, applied, exercise, sports, and health sciences should not be without this accessible guide to the fundamentals. **QuickBooks 2005 The Missing Manual** "O'Reilly Media, Inc." Explains how to use QuickBooks to set-up and manage bookkeeping systems, track invoices, pay bills, manage payroll, generate reports, and determine job costs. **Principles of Management** Principles of Management is designed to meet the scope and sequence requirements of the introductory course on management. This is a traditional approach to management using the leading, planning, organizing, and controlling approach. Management is a broad business discipline, and the Principles of Management course covers many management areas such as human resource management and strategic management, as well as behavioral areas such as motivation. No one individual can be an expert in all areas of management, so an additional benefit of this text is that specialists in a variety of areas have authored individual chapters. Contributing Authors David S. Bright, Wright State University Anastasia H. Cortes, Virginia Tech University Eva Hartmann, University of Richmond K. Praveen Parboteeah, University of Wisconsin-Whitewater Jon L. Pierce, University of Minnesota-Duluth Monique Reece Amit Shah, Frostburg State University Siri Terjesen, American University Joseph Weiss, Bentley University Margaret A. White, Oklahoma State University Donald G. Gardner, University of Colorado-Colorado Springs Jason Lambert, Texas Woman's University Laura M. Leduc, James Madison University Joy Leopold, Webster University Jeffrey Muldoon, Emporia State University James S. O'Rourke, University of Notre Dame