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The number of psychiatric researchers does not seem to be keeping pace with the new
opportunities that exist in brain and behavioral medicine. An Institute of Medicine committee
conducted a broad review of the state of patient-oriented research training in the corner of
the psychiatry residency and considered the obstacles to such training and strategies for
overcoming those obstacles. Careful consideration was given to the demands of clinical
training. The committee concluded that barriers to research training span three categories:
regulatory, institutional, and personal factors. Recommendations to address these issues are
presented in the committee's report, including calling for research literacy requirements, for
research training curricula tailored to psychiatry residency programs of various sizes. The
roles of senior investigators and departmental leadership are emphasized in the report on
the importance of longitudinal training (e.g., from medical school through residency and
fellowship). As there appears to be great interest among numerous stakeholders and a
for better tracking data, an overarching recommendation calls for the establishment of a
national body to coordinate and evaluate the progress of research training in psychiatry.
Maybe you got Access as part of Microsoft Office and wonder what it can do for your
household; maybe you're a small business manager and don't have a techie on staff to

the office in Microsoft Access. Regardless, you want to quickly get your feet wet--but not in over your head--and Access 2003 for Starters: The Missing Manual is the book to make that happen. Far more than a skimpy introduction but much less daunting than a weighty textbook, Access 2003 for Starters: The Missing Manual demystifies databases and explains how to design and create them with ease. It delivers everything you need--and nothing you don't--to use Access right away. It's your expert guide to the Access features that are most vital and most useful, and it's your trusted advisor on the more in-depth features that are saved for developers and programmers. Access is sophisticated and powerful enough for professional developers but easy and practical enough for everyday users like you. This Missing Manual explains all the major features of Access 2003, including designing and creating databases, organizing and filtering information, and generating effective forms and reports. Bestselling authors, database designers, and programmers Scott Palmer, Ph.D. and Kate Chase are your guides for putting the world's most popular desktop data management program to work. Their clear explanations, step-by-step instructions, plenty of illustrations, and timesaving advice help you get up to speed quickly and painlessly. Whether you're starting out or you know you've been avoiding aspects of the program and missing out on much of what it can do, this friendly, witty book will gently immerse you in Microsoft Access. Keep it handy, as you'll undoubtedly refer to it again and again.

Emergency and Trauma Care is written for Australian emergency care providers including paramedics, emergency nurses, pre-hospital care providers, nurse practitioners, general practice nurses and all other health practitioners including occupational therapists and physiotherapists who are caring for trauma patients. This book follows the patient journey from pre-hospital to definitive care. Using a body systems approach, each chapter provides comprehensive coverage of all aspects of adult and paediatric emergencies. Implications for clinical practice is supported by chapters of professional practice, clinical skills, research, evidence-based practice, and ethical and cultural issues. Clinical assessment, physiology, management and rationale for intervention of common and not so common emergency presentations are provided, with each chapter providing clear and relevant examples for both Paramedics and Nurses. Emergency and Trauma Care brings together a team of highly respected clinical practitioners and academics to deliver the most up-to-date text dealing with the practical procedures and evidence experienced by emergency and trauma care providers every day. Chapter 2 Pre-hospital care overview in Australia and NZ Chapter 10 Scene assessment, management and rescue Chapter 11 Pre-Hospital Clinical Reasoning, Triage and Communication Pre-hospital and emergency nursing considerations included in all relevant chapters Chapter 5 Cultural Considerations in Emergency Care addresses cultural diversity, beliefs and values and focuses on Aboriginal and Torres Strait Islander health and Maori health Chapter 19 Resuscitation includes advanced life support, airway management and incorporates the Australian Resuscitation Council guidelines Chapter 37 People with disabilities provides assessment, examination and communication strategies for working with clients with intellectual and physical disabilities Section 5 focuses on examination and communication strategies for working with unique population groups, including the elderly, disabled, obstetric and paediatric patients Section 6 details major trauma assessment and management

blast injury, and trauma to specific body regions Essentials outline the main points add in each chapter Practice tips assist with communication skills, procedures and assessment Case studies supported by questions throughout Summaries and Key points, review qu web links and references provide for consolidation and further research. Evolve resour include Power point slides, 30 additional Case studies, image bank, web links Three paramedic specific chapters (including scene assessment and management) Vols. 1 and cover U.S. law enforcement. Vol. 3 contains articles on individual foreign nations, toget with topical articles on international law enforcement. A new 'Multi-Coloured Manual' book is a successor to and replacement for the highly respected manual and handbook benefits of flood and coastal risk management, produced by the Flood Hazard Research Centre at Middlesex University, UK, with support from Defra and the Environment Agen builds upon a previous book known as the "multi-coloured manual" (2005), which itself a synthesis of the blue (1977), red (1987) and yellow manuals (1992). As such it expa updates this work, to provide a manual of assessment techniques of flood risk manag benefits, indirect benefits, and coastal erosion risk management benefits. It has three aims. First it provides methods and data which can be used for the practical assessme schemes and policies. Secondly it describes new research to update the data and impr techniques. Thirdly it explains the limitations and complications of Benefit-Cost Analysi guide decision-making on investment in river and coastal risk management schemes. For many biologists, statistics are an anathema; but statistical analysis of quantitative and qualitative data is of considerable importance. Although spreadsheet software provides diverse range of statistical tools, users are usually unsure which technique should be This book provides the basic statistical theory and practice to understand the types of frequently needed for the assessment of microbiological data. No prior knowledge of statistical techniques is required. Even when data can be given to a professional statis for analysis, the microbiologist needs to have at least a general understanding of the underlying basis of statistical procedures in order to communicate effectively with the statistician. The book contains many worked examples to illustrate the use of the tech and provides a plethora of references both to standard statistical works and to relevant original scientific papers on food microbiology. Basil Jarvis has had many years of experience in academic, research and industrial food microbiology and is a Past Preside the Society for Applied Microbiology. He has published several edited books and more t 200 scientific articles concerned with food microbiology NEW to this edition - chapter Measurement Uncertainty in Microbiology, Statistical Process Control, Food Safety Objectives, Risk Assessment and Microbiological Criteria and a chapter on Validation of Microbiological Methods by Dr Sharon Brunelle, AOAC consultant Includes additional figures and tables together with many worked examples to illustrate the use of specif procedures in the analysis of data obtained in the microbiological examination of foods emergence of the World Wide Web, smartphones, and Computer-Mediated Communica (CMCs) profoundly affect the way in which people interact online and offline. Individual who engage in socially unacceptable or outright criminal acts increasingly utilize techn to connect with one another in ways that are not otherwise possible in the real world

shame, social stigma, or risk of detection. As a consequence, there are now myriad opportunities for wrongdoing and abuse through technology. This book offers a comprehensive and integrative introduction to cybercrime. It is the first to connect the disparate literature on the various types of cybercrime, the investigation and detection of cybercrime and the role of digital information, and the wider role of technology as a facilitator for social relationships between deviants and criminals. It includes coverage of theoretical and methodological perspectives, computer hacking and digital piracy, economic crime and online fraud, pornography and online sex crime, cyber-bullying and cyber-stalking, cyber-terrorism and extremism, digital forensic investigation and its legal context, cyber policy. This book includes lively and engaging features, such as discussion questions, brief examples of unique events and key figures in offending, quotes from interviews with offenders and a full glossary of terms. It is supplemented by a companion website that includes further students exercises and instructor resources. This text is essential reading for courses on cybercrime, cyber-deviancy, digital forensics, cybercrime investigation and the sociology of technology.

Aliens live among us. Thousands of species of nonnative flora and fauna have taken up residence within U.S. borders. Our lawns sprout African grasses, our roadsides flower with European weeds, and our homes harbor Asian, European, and African pests. Misguided enthusiasts deliberately introduced carp, kudzu, and starlings. And the American cowboy spread such alien life forms as cows, horses, tumbleweed, and anthrax, supplanting and supplementing the often unexpected ways "Native" Americans influenced the environment. *Aliens in the Backyard* recounts the origins and impacts of these and other nonindigenous species on our environment and pays overdue tribute to the resolve of those who have to survive in the face of challenge and change. In considering the new home that immigrant species have made for themselves on the continent, John Leland departs from those environmentalists who universally decry the invasion of outsiders. Instead Leland finds that uncovering stories of alien arrivals and assimilation is a more intriguing—and ultimately beneficial—endeavor. Mixing natural history with engaging anecdotes, Leland cuts through problematic myths coloring our grasp of the natural world and suggests that how the species have reshaped our landscape is now as much a part of our shared heritage as our presidents and politics. Simultaneously he poses questions about which of our iconic icons are truly American (not apple pie or Kentucky bluegrass; not Idaho potatoes or Big Ivy). Leland's ode to survival reveals how plant and animal immigrants have made the continent as much an environmental melting pot as its famed melding of human cultures, and he asks us to reconsider what it means to be American. This publication contains a substantial amount of detail about the broad history of the development of econometric software and the personal recollections of many people. For economists, the computer has increasingly become the primary applied research tool, and it is software that makes the computer a reference for microbiologists wanting to know which media to use for the detection of microbes in foods and how to check their performance. Each year it is estimated that approximately 40,000 people in the U.S. are newly infected with HIV. In the late 1990s the number of deaths from AIDS dropped 43% as a result of highly active antiretroviral therapy. Unfortunately, the complex system currently in place for financing and delivering public

financed HIV care undermines the significant advances that have been made in the development of new technologies to treat it. Many HIV patients experience delays in other services that would support adhering to treatment. As a result, each year opportunities are missed that could reduce the mortality, morbidity, and disability suffered by individuals with HIV infections. Public Financing and Delivery of HIV/AIDS Care examines the current standard of care for HIV patients and assesses the extent the system currently used for financing and delivering care allows individuals with HIV to actually receive it. The book recommends an expanded federal program for the treatment of individuals with HIV, administered at the state level. This program would provide timely access and consistent benefits with a strong focus on comprehensive and continuous care and access to antiretroviral therapy. It could help improve the quality of life of HIV/AIDS patients, as well as reduce the number of deaths among those infected. In April 2003, The Association for Learning Technology (ALT) celebrated its tenth anniversary and this book has been produced in order to commemorate this landmark achievement. It represents a collaboration between key members of ALT and members of ALT's sister organisations: SURF in Holland and ASCILITE in Australia. The aims of the book are to use the topic of "institutional implementation" to present a review of the impact of learning technology on tertiary education over the past few years; and to highlight and discuss key changes and developments that are shaping present and future activities and consider the implications for individual enthusiasts who work in the field of learning technology. The book outlines the context in which individual enthusiasts have operated and institutional implementation has occurred over the last ten years. Four key themes are highlighted throughout the book: * the individual enthusiast and their role in institutional implementation; * the institutional enthusiast and their role in local and global e-learning initiatives; * finding the evidence to justify enthusiasm and underpin implementation; * reinventing the individual enthusiast. You can rely on this complete reference to identify interventions commonly associated with specific nursing diagnoses across the client's life span, and to help plan, individualize, and document client care. Using the standard nursing language of NANDA, NIC, and NOC, this manual's listing of diagnoses follows NANDA's own sequencing - alphabetized by key term; prioritized interventions; and covers almost 900 disorders and health conditions with associated nursing diagnoses. It covers: the newest diagnoses by NANDA; more diagnoses and almost 100 disorders and conditions; all diagnosis listings follow NANDA's own sequencing; outcomes that include Client Will (Include Specific Time Frame) statements in Nursing documentation; focus provided at the end of every diagnosis; Spotlights Concept Mapping for creating and documenting care to enhance critical thinking skills when planning client care; and, interventions that are prioritized, with helpful icons indicating specialized interventions. The book features a free Pocket Minder with a complete listing of nursing diagnoses, with page references to the book. How do you spell "Mendelssohn"? Where do you place the hyphen in "Beethoven" if it breaks between two lines? Is it "premiere" or "première"? The answers and much more can be found in this completely revised and updated resource for authors, students, editors, concert producers—anyone who deals with classical music in print. This essential volume covers some of the thorniest issues of musical discourse: how to go

describing musical works and procedures in prose, the rules for citations in notes and bibliography, and proper preparation of such materials as musical examples, tables, and illustrations. One section discusses program notes, another explains the requirements for submitting manuscripts and electronic files. A new section outlines best practices for writers. An appendix lists common problem words. Telegeoinformatics is a new discipline resulting from the integration of mobile computing with wired and wireless communications. Telegeoinformatics (including GIS and GPS), and remote sensing techniques and technologies. Users of telegeoinformatics from every field will need a comprehensive reference to solve multiple types of problems involving location. Do video games cause violent, aggressive behavior? Can online games help us learn? When it comes to video games, these are often the types of questions raised by popular media, policy makers, scholars, and the general public. In this collection, international experts review the latest research findings in the field of digital studies and weigh in on the actual physical, social, and psychological effects of video games. Taking a broad view of the industry from the moral panic of its early days up to recent controversies surrounding games like Grand Theft Auto, contributors explore the effects of video games through a range of topics including health hazards/benefits, education, violence, aggression, addiction, cognitive performance, and gaming communities. Interdisciplinary and accessibly written, *The Video Game Debate* reveals that the arguments surrounding the video game industry are far from black and white, and opens the door to richer conversation and debate amongst students, policy makers, and scholars alike. *Reward Management* is a comprehensive guide to all elements of reward in the workplace. From the theoretical frameworks and context of reward through to practical application in the workplace, this book provides essential information for both students of reward management and practitioners involved in reward management in organizations. Covering all the key areas of reward management including pay structures and pay setting, job evaluation and employee benefits, *Reward Management* is a key book for anyone studying the Level 7 CIPD reward management module or a postgraduate qualification in HR. This book also includes guidance on non-financial reward and new coverage of the gender pay gap, executive reward and pay ratio reporting. There is also extensive discussion of international reward including the impact of different cultures on reward, benefits for multi-local talent, rewarding expatriates and how one size of reward doesn't fit all. Accompanying online resources include lecturer guides, lecture slides and multiple choice questions for students. *NCHRP synthesis 371* explores the state of the practice for managing transportation infrastructure assets other than pavements and bridges, and documents gaps in knowledge and areas in need of potential further research. The causes, consequences and control of land use change have become topics of enormous importance in contemporary society. Not only is urban land use and sprawl a hot-button issue, but issues of rural land use have also been in the headlines. Policy makers and scholars are starting to realize that many environmental and economic issues have the question of land use at their very core. Comprising papers from a conference sponsored by the Northeast Regional Center for Rural Development, *Land Use Problems and Conflicts* draws together some of the most up-to-date research in this area. Sections are devoted to problems in the United States and Europe, the consequences of such problems, land use-related data and

alternative solutions to conflict. With a lineup including some of the best scholarship on the subject to date, this volume will be of use to those studying environmental and land use in addition to policy makers and economists. This is the third volume of the five-volume series "Engineering Tools for Environmental Risk Management". The book series deals with the following topics: • Environmental deterioration and pollution, management of environmental problems • Environmental toxicology – a tool for managing chemical substances and contaminated environment • Assessment and monitoring tools, risk assessment • Risk reduction measures and technologies • Case studies for demonstrating the application of engineering tools The authors aim to describe interactions and optimize risk management by providing a broad scientific overview of the environment, its human and the associated local, regional and global environmental problems; interpreting the holistic approach used in solving environmental protection issues; striking a balance between nature's needs and engineering capabilities; understanding interactions between regulation, management and engineering; obtaining information about novel technologies and innovative engineering tools. This third volume provides an overview on the basic principles, concepts, practices and tools of environmental monitoring and contaminated site assessment. The volume focuses on those engineering tools that enable integrated site assessment, decision making and ensure an efficient control of the environment. Some topics supporting sustainable land use and efficient environmental management are listed below: • Efficient management and regulation of contaminated land and the environment; • Early warning environmental monitoring; • Assessment of contaminated land: the best practices; • Environmental sampling; • Risk characterization and contaminated matrix assessment; • Integrated application of physical, chemical, biological, ecological and (eco) toxicological characterization methods; • Direct toxicity assessment (DTA) and decision making; • On-line analyzers, electrodes and biosensors for assessment and monitoring of waters.; • In situ real-time measurement tools for soil and contaminated sites; • Rapid on-site methods for contaminant and toxicity assessment kits; • Engineering tools from omics technologies, microprocessors to heavy machinery; • Dynamic characterization of subsurface soil and groundwater using membrane interface probes, optical and X-ray fluorescence and EPR; • Wastewater characterization; • Geochemical modeling: methods and applications; • Environmental assessment using cyclodextrins. This book series focuses on the state-of-the-art knowledge about the environment and its conscious and structured application in environmental engineering, management and decision making. Addresses measurements in new fields such as cellular and molecular biology. Equips readers with the necessary background in electric circuits. Statistical coverage shows how to determine trial sizes. National Cooperative Highway Research Program (NCHRP) Synthesis 340: Convertible Roadways and Lanes examines the characteristics and operational requirements, costs and benefits of convertible roadways and lanes. This book constitutes the refereed proceedings of the 17th European Symposium on Programming, ESOP 2008, held in Budapest, Hungary, March/April 2008, as part of ETAPS 2008, the European Joint Conferences on Theory and Practice of Software. The 25 revised full papers presented together with the abstracts of an invited talk and two tool presentations were carefully reviewed and selected from 104

submissions and address fundamental issues in the specification, analysis, and implementation of programming languages and systems. The papers are organized in top sections on static analysis, security, concurrency and program verification. This key text brings together a team of leading contributors to address the complex issues of security, reconciliation and reconstruction in post conflict societies. Security, Reconstruction and Reconciliation is organized into four main sections: the social, political, and economic dimensions of conflict the impact of conflict on women and children reconstruction and human rights violations disarmament, demobilization, reintegration, post-war reconstruction and the building of a capable state and the role of the international community in the process. The chapters offer a detailed and succinct exposition of the challenges facing conflict societies by articulating the vision of a new society. With a foreword by Franco the UN Secretary General's Special Representative on Internally Displaced Persons, the authors discuss the issues in the context of possible solutions and lessons learnt in the past. This new book is a valuable resource for researchers, policy makers and students in the field of conflict resolution, security studies, law and development. Combining theory with practice this book explores the key operational issues facing people wanting to move into electronically-enabled agribusiness. Combining theory with real life examples it outlines what exactly "electronically-enabled" agribusiness is, why agribusiness wants to embrace the electronic era, and how it can go about doing it. It discusses cutting edge innovations in business systems such as precision farming and livestock electronic identification, risk management, supply and value chain management, knowledge management and e-governance. It also reviews the underlying technological challenges, e-enabled business models and e-strategy management concepts and innovative education programs. Find your next career with COMPARATIVE HEALTH INFORMATION MANAGEMENT, 4e. Updated for the fourth edition, this book explores a variety of professional settings where opportunities abound including hospitals, ambulatory clinics and medical offices, veterinary practices, home health care, long-term care, and correctional facilities, as well as emerging practice areas in consulting and cancer registry. Focused on the challenges of managing and protecting the flow of information across sites, chapters introduce the health care system today, and then discuss the specifics of the many HIM roles available to you, enhancing discussions with key terms, test questions, web links, and more to add meaning to concepts. Additional features include realistic case studies to help you solve problems, and new "Professional Spotlight" vignettes for an inside view of actual professionals in their HIM careers. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. "This encyclopedia provides a thorough examination of concepts, technologies, policies, training, and applications of ICT in support of economic and regional developments around the globe"--Provided by publisher. Addressing the complexity, flexibility, and controversies of qualitative research's many genres, Designing Qualitative Research, Sixth Edition gives students, research managers, policy analysts, and applied researchers clear, easy-to-understand guidance on designing qualitative research. While maintaining a focus on the proposal stage, this best-selling book takes readers from selecting a research genre through building a conceptual framework, data collection and

interpretation, and arguing the merits of the proposal. Extended discussions cover strategies that researchers can use to address the challenges posed by postmodernists, feminist critical race theorists, as well as others who interrogate historical qualitative inquiry. This book also includes thoughtful discussion on trustworthiness and ethics, in addition to strategies for dealing with time, resource, and political stressors inherent to the research process. Throughout this book, authors Catherine Marshall and Gretchen B. Rossman emphasize the importance of being systematic but also inspire readers with potential "Aha!" moments and opportunities to do research in close connection with people and communities. The user-friendly favorite first published in 2003, is now updated in its Fourth Edition for today's osCommerce (Open Source Merchant) 2.3.1. Shows you how set up and manage an online store with NO PROGRAMMING by logging into your private Admin and filling in the forms. The most beloved book in our series is now new and improved. The book is loaded with tons of checklists, cheatsheets, tips and large, clear, fully filled-in screenshots so you know exactly what to do: - Our famous Admin Menu Cheatsheets helps you quickly find the menus you want. - Dozens of Quick Checklists guide you through any task. - Install your store in 15 minutes with our Quick Install Guide chapter. - 30-Minute Quick Start Guide helps you populate your store with products, store logo etc. - Choose a payment processor and shipper with detailed reviews, pricing and instructions for opening accounts for each. - What you MUST know about your store's security in non-technical terms. - Advanced users can install and customize a template, multiple languages and multiple currencies. - How to find a good technical pro, web host or template provider. All books in this ShowMe Guides series are written in plain language for NON-TECHNICAL online store owners, NO programming skills is required. We don't just tell you how to do it, we SHOW YOU with actual screenshots of a real store. On each topic, see pictures showing you how it looks in the Admin AND how it looks in your store. That's why this popular series is called the ShowMeGuides(TM). BONUS! A FREE full-color companion Ebook offer is included with each paperback. See book for details. Over 1,600 total pages

Application and Use: Commanders, security and antiterrorism personnel, planners, and other members of project planning teams will use this book to establish project specific design criteria for DoD facilities, estimate the costs for implementing those criteria, and evaluating both the design criteria and the options for implementing it. The design criteria and costs will be incorporated into project program documents. Throughout the world there is a growing demand for high quality public services to support socio-economic development. Infrastructure is central to improving the level of public services and the quality of the built environment. But in key areas such as transportation, energy, water, healthcare, education and communications, public resources are not sufficient to keep pace with this demand. As the public sector struggles to keep up, the private sector is increasingly involved in the procurement of economic and social infrastructure. Until now, procurement strategies have often concentrated on the mechanisms and the "bricks and mortar" without a thorough analysis of the processes and their implications for service delivery. The result is that all too often infrastructure projects are implemented in an ad hoc and fragmented way. In this ground-breaking book, Rodney Howes and Herbert Robinson present a holistic approach to infrastructure provision that facilitates infrastructure delivery and

continuously improving the level and quality of services. Critical issues of policy and strategy, implementation, and operational aspects are examined within the context of sustainable infrastructure, emphasizing the importance of procuring infrastructure within an overall national or regional development policy and strategy, the authors have demonstrated the importance of linking investment and resource decisions to local social, economic and environmental goals. With each chapter carefully written to reflect part of the infrastructure delivery chain, the book is illustrated with practical examples and case studies from around the world, this book provides a new blueprint for infrastructure investment and resource management. * Strategic local infrastructure provision * A global approach illustrated with international case studies

sustainability AND growth at the heart of investment strategy TRB's National Cooperative Highway Research Program (NCHRP) Synthesis 352: Value Engineering Applications in Transportation examines the current value engineering (VE) practices of highway transportation agencies in the United States and Canada. Value engineering (VE) is the systematic review of a project, product, or process to improve performance, quality, and reduce life cycle cost by an independent multidisciplinary team of specialists. The report identifies and reports best practices, key strengths, and challenges of current VE study processes and agency programs, and offers guidance on applying and improving the effectiveness of VE on transportation projects and programs. No other health information management book covers health information management practice in such a wide variety of settings. From ambulatory care to long-term care, from dental practice to veterinary practice, from home health care to health care in correctional facilities, Comparative Health Information Management, Second Edition provides a comprehensive survey of current health information practice. Each chapter includes diagnostic aids as well as opportunities for more in-depth analysis of subject matter to enhance practice. Maybe you got Access as part of Microsoft Office and wonder what it can do for you at home or in your household; maybe you're a small business manager and don't have a techie on staff to help you set up the office in Microsoft Access. Regardless, you want to quickly get your feet wet--but you're a bit overwhelmed in over your head--and Access 2003 for Starters: The Missing Manual is the book to read. It happens. Far more than a skimpy introduction but much less daunting than a weighty textbook, Access 2003 for Starters: The Missing Manual demystifies databases and explains how to design and create them with ease. It delivers everything you need--and nothing you don't--to use Access right away. It's your expert guide to the Access features that are most vital and most useful, and it's your trusted advisor on the more in-depth features that are usually saved for developers and programmers. Access is sophisticated and powerful enough for professional developers but easy and practical enough for everyday users like you. This Missing Manual explains all the major features of Access 2003, including designing and creating databases, organizing and filtering information, and generating effective forms and reports. Bestselling authors, database designers, and programmers Scott Palmer, Ph.D. and Kate Chase are your guides for putting the world's most popular desktop data management program to work. Their clear explanations, step-by-step instructions, plenty of illustrations, and timesaving advice help you get up to speed quickly and painlessly. Whether you're just starting out or you know you've been avoiding aspects of the program and missing out on much of what it can do, this friendly, witty book will gently immerse you in Microsoft

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