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Chic simpleSelf-RelianceBrilliant Verbal Reasoning TestsWonderlic Basic Skills Test Practice QuestionsReduce Risk and Improve Security on IBM Mainframes: Volume 2 Mainframe Communication and Networking SecurityGeeks, Geezers, and GooglizationGoverning Operational Decisions in an Enterprise Scalable WayAdvanced Numerical Reasoning TestsEffective Succession PlanningAsk the HeadhunterBorder Patrol Entrance ExamLamb's Questions and Answers on the Marine Diesel EngineBig Data in Organizations and the Role of Human Resource ManagementExam Prep for Bundle; Shelly Cashman Series Microsoft Are You Smart Enough to Work at Google?Sql Server - Interview QuestionsImplementing High Availability and Disaster Recovery in IBM PureApplication SystemsSocial Media in Employee Selection and RecruitmentThe SupernaturalsMarine Diesel EnginesAn Experiment in the Development of Critical ThinkingPsychological Assessment With the MMPI-2Competitive Advantage21 Foundation StudiesExcel Dashboards and ReportsSanitation Enforcement AgentFour-Dimensional Education301 Smart Answers to Tough Business Etiquette QuestionsStaffing OrganizationsExcel 2010Modern MetalworkingHow to Master Psychometric TestsLoose Leaf for Computer Accounting with QuickBooks OnlineVerbal Reasoning TestsModern WoodworkingThe Subversive Copy EditorHow to Use the Internet to Get Your Next JobMultiple-Choice English PackPsychometric TestingPersonal Financial Planning

Chic simple

With a looming unemployment rate hovering around 10 percent, finding a new job may be more than you can stomach. But even in this clouded economy, employers are hitting the virtual pavement to find top-tier talent âe" some employers estimate 75 percent of their staff came through online applications. The search does not have to be daunting: How to Use the Internet to Get Your Next Job shows you how to weave through the Web in your next job search. In this book, you will learn how to conduct an effective job search by determining keywords and phrases, creating an online résumé, and also how to research potential employers. But it does not stop there: This book compiles and analyzes the major job sites âe" Monster.com, Yahoo! Hot Jobs, and CareerBuilder.com âe" as well as niche sites for every industry, from health care and administrative to accounting and public relations. This book also lists résumé banks and online newspapers to round out your Internet search. How to Use the Internet to Get Your Next Job shows how to harness the powerful search capabilities of the Internet to find (and land) your dream job, no matter what industry and no matter what level. The strategies will help you conduct a time saving, low-cost, and high-impact job search. Whether you are searching for your first job out of college or looking to change careers, How to Use the Internet to Get Your Next Job gives you the most comprehensive Internet search to help you find your best-suited job. Atlantic Publishing is a small, independent publishing company based in Ocala, Florida.

Founded over twenty years ago in the company presidentâe(tm)s garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

Self-Reliance

William Rothwell honored with the ASTD Distinguished Contribution Award in Workplace Learning and Performance. The definitive guide to a timely and timeless topic-- now fully revised and updated. As baby boomers continue to retire en masse from executive suites, managerial offices, and specialized or technical jobs, the question is—who will take their places? This loss of valuable institutional memory has made it apparent that no organization can afford to be without a strong succession program. Now in its fourth edition, Effective Succession Planning provides the tools organizations need to establish, revitalize, or revise their own succession planning and management (SP&M) programs. The book has been fully updated to address challenges brought on by sea changes such as globalization, recession, technology, and the aftereffects of the terror attacks. It features new

sections on identifying and assessing competencies and future needs; management vs. technical succession planning; and ethics and conduct; and new chapters on integrating recruitment and retention strategies with succession planning programs. This edition incorporates the results of two extensive new surveys, and includes a Quick Start guide to help begin immediate implementation as well as a CD-ROM packed with assessments, checklists, customizable guides, and other practical tools.

Brilliant Verbal Reasoning Tests

This IBM® Redbooks® publication introduces operational decision governance and describes in detail how to implement it using the IBM Operational Decision Manager (ODM) platform. ODM allows businesses to automate and manage day-to-day operational decisions. It provides an integrated repository and management components for line-of-business, subject-matter experts to directly participate in the definition and governance of rules-based decision logic, organized in decision services. Governance of changes to decision services is of particular importance and value. This book describes how organizations can choose between the built-in ODM decision governance framework or a custom governance based on manually managed branches. Related topics, such as access control, permissions and user management, are covered and give a full view on decision service governance. You will find this book valuable if you are using or considering the usage of an

operational decision management system in your organization, either with ODM on-premises or ODM on Cloud offerings. This book was written to help assist the following target audience in applying Decision Management technology successfully: IT Project Managers need to understand how decision governance differs from IT Governance, and how ODM straddles both worlds to facilitate agile change. IT Technical Architects need to understand how to architect ODM to sit inside both the IT and business worlds. Business Analysts need to understand the processes for changing business policies using ODM Decision Center. Business Rule Development Teams need to understand the best way to structure rule projects for scalability and maintainability.

Wonderlic Basic Skills Test Practice Questions

Reduce Risk and Improve Security on IBM Mainframes: Volume 2 Mainframe Communication and Networking Security

Named One of Riffle's Ten Best Haunted House Books of All Time Built at the turn of the twentieth century by one of the richest and most powerful men in the world tucked away in the pristine Pocono Mountains, Summer Place, a retreat for the rich and famous, seems the very essence of charm and beauty, "a scene borrowed

from a wondrous fairytale of gingerbread houses, bright forests, and glowing, sunny meadows." But behind the yellow and white trimmed exterior lurks an evil, waiting to devour the unwary Seven years ago, Professor Gabriel Kennedy's investigation into paranormal activity at Summer Place ended in tragedy, and destroyed his career. Now, Kelly Delaphoy, the ambitious producer of a top-rated ghost-hunting television series, is determined to make Summer Place the centerpiece of an epic live broadcast on Halloween night. To ensure success, she needs help from the one man who has come face-to-face with the evil that dwells in Summer Place, a man still haunted by the ghosts of his own failure. Disgraced and alienated from the academic community, Kennedy wants nothing to do with the event. But Summer Place has other plans As Summer Place grows stronger, Kennedy, along with the paranormal ghost hunting team, The Supernaturals, sets out to confrontand if possible, destroythe evil presence dwelling there.

Geeks, Geezers, and Googlization

Governing Operational Decisions in an Enterprise Scalable Way

This IBM Redbooks publication describes and demonstrates common, prescriptive scenarios for setting up disaster recovery for common workloads using IBM

WebSphere Application Server, IBM DB2, and WebSphere MQ between two IBM PureApplication System racks using the features in PureApplication System V2. The intended audience for this book is pattern developers and operations team members who are setting up production systems using software patterns from IBM that must be highly available or able to recover from a disaster (defined as the complete loss of a data center).

Advanced Numerical Reasoning Tests

This book offers an examination of the strengths and limitations psychometric testing, with coverage of diverse methods of test development and application. It explores a variety of topics related to the field, including test construction, use and applications in human resources and training, assessment and verification of training courses, and consulting and includes applications for clinical psychology, performance psychology, and sport and exercise psychology across a range of professions (research, teaching, coaching, consulting, and advising).

Effective Succession Planning

Southern Music

Ask the Headhunter

Each year writers and editors submit over three thousand grammar and style questions to the Q&A page at The Chicago Manual of Style Online. Some are arcane, some simply hilarious—and one editor, Carol Fisher Saller, reads every single one of them. All too often she notes a classic author-editor standoff, wherein both parties refuse to compromise on the "rights" and "wrongs" of prose styling: "This author is giving me a fit." "I wish that I could just DEMAND the use of the serial comma at all times." "My author wants his preface to come at the end of the book. This just seems ridiculous to me. I mean, it's not a post-face." In The Subversive Copy Editor, Saller casts aside this adversarial view and suggests new strategies for keeping the peace. Emphasizing habits of carefulness, transparency, and flexibility, she shows copy editors how to build an environment of trust and cooperation. One chapter takes on the difficult author; another speaks to writers themselves. Throughout, the focus is on serving the reader, even if it means breaking "rules" along the way. Saller's own foibles and misadventures provide ample material: "I mess up all the time," she confesses. "It's how I know things." Writers, Saller acknowledges, are only half the challenge, as copy editors can also make trouble for themselves. (Does any other book have an index entry that says "terrorists. See copy editors"?) The book includes helpful sections on e-mail etiquette, work-flow management, prioritizing, and organizing computer files. One chapter even addresses the special concerns of freelance editors. Saller's

emphasis on negotiation and flexibility will surprise many copy editors who have absorbed, along with the dos and don'ts of their stylebooks, an attitude that their way is the right way. In encouraging copy editors to banish their ignorance and disorganization, insecurities and compulsions, the Chicago Q&A presents itself as a kind of alter ego to the comparatively staid Manual of Style. In The Subversive Copy Editor, Saller continues her mission with audacity and good humor.

Border Patrol Entrance Exam

Psychometric tests are used by the majority of medium to large-sized organizations to assess the abilities of clerical, technical, graduate and executive job candidates. There is also an increasing trend for universities to use them as part of their admissions procedure. This best-selling guide provides the perfect introduction to tests and test making. Now with more practice questions, it covers ability tests and personality questionnaires, giving you a detailed insight into the world of psychometrics. It will help you to understand the main types of test, increase your test making confidence, develop strategies and explore your work-style and personality. With guidance on testing on the internet and practice graduate and university admissions tests, as well as a leadership-style questionnaire, it is an essential read for those who want to stand out from other applicants.

Lamb's Questions and Answers on the Marine Diesel Engine

Are you looking for essential information on how to pass a verbal reasoning test? Practise & Pass Professional: Verbal Reasoning Tests is essential reading for anyone who wants to shine during any recruitment process that includes the verbal reasoning test. Companies increasingly use verbal reasoning tests to help narrow down short lists of job applicants so it is vital you are prepared to pass this test to increase your chances of getting the job. Verbal Reasoning Tests is written by business psychologists who specialise in recruitment and is packed full of hundreds of real-life tests so you know what to expect and can practise the verbal reasoning tests yourself to maximise your chances of passing. The tests are supported with tips and advice so that you are completely at ease with the process and can take the test feeling confident and capable. Don't let the verbal reasoning test jeopardise your job application; with the advice and tips in this book you'll be well-prepared to perform at your very best and win the job you deserve. Practise & Pass Professional is a new series from Trotman that ensures you prepare for and pass key recruitment selection tests. Each workbook is packed with hundreds of real test questions used in graduate and professional recruitment, as well as insider advice and tips on how you can practise and pass. Written by recruitment specialists, you will find all the answers at your fingertips so you pass with flying colours.

Big Data in Organizations and the Role of Human Resource Management

A compact guide to shopping for spectacles, offering practical information. This is one of the small format titles in the Chic Simple series of guides to living in the 90s.

Exam Prep for Bundle; Shelly Cashman Series Microsoft

The Sanitation Enforcement Agent Passbook(R) prepares you for your test by allowing you to take practice exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: remembering new information; understanding the order in which to do things; understanding written language; communicating information to another person; recognizing the existence of a problem; applying general rules to a specific situation or identifying a common element in several different situations; recognizing where you are in relation to the space you are in and using a map or diagram to get from one position to another; and more.

Are You Smart Enough to Work at Google?

This updated and revised comprehensive guide features the most up-to-date and complete information available on the Border Patrol application process and on what to expect on the exam.

Sql Server - Interview Questions

Your text simplified as the essential facts to prepare you for your exams. Over 2,000 higly probable test items.

Implementing High Availability and Disaster Recovery in IBM PureApplication Systems

This timely resource offers fresh research on companies' use of social media platforms—from Twitter and Facebook to LinkedIn and other career sites—to find and hire personnel. Its balanced approach explains why and how social media are commonly used in both employee recruitment and selection, exploring relevant theoretical constructs and practical considerations about their appropriateness and validity. Contributors clarify a confusing cyberscape with recommendations and best practices, legal and ethical issues, pitfalls and problems, and possibilities for standardization. And the book's insights on emerging and anticipated developments will keep the reader abreast of the field as it evolves. Included in the

coverage: · Social media as a personnel selection and hiring resource: Reservations and recommendations. · Game-thinking within social media to recruit and select job candidates. · Social media, big data, and employment decisions. · The use of social media by BRIC nations during the selection process. · Legal concerns when considering social media data in selection. · Online exclusion: Biases that may arise when using social media in talent acquisition. · Is John Smith really John Smith? Misrepresentations and misattributions of candidates using social media and social networking sites. Social Media in Employee Selection and Recruitment is a bedrock reference for industrial/organizational psychology and human resources academics currently or planning to conduct research in this area, as well as for academic libraries. Practitioners considering consulting social media as part of human resource planning or selection system design will find it a straight-talking guide to staying competitive.

Social Media in Employee Selection and Recruitment

The Supernaturals

Now beyond its eleventh printing and translated into twelve languages, Michael Porter's The Competitive Advantage of Nations has changed completely our

conception of how prosperity is created and sustained in the modern global economy. Porter's groundbreaking study of international competitiveness has shaped national policy in countries around the world. It has also transformed thinking and action in states, cities, companies, and even entire regions such as Central America. Based on research in ten leading trading nations, The Competitive Advantage of Nations offers the first theory of competitiveness based on the causes of the productivity with which companies compete. Porter shows how traditional comparative advantages such as natural resources and pools of labor have been superseded as sources of prosperity, and how broad macroeconomic accounts of competitiveness are insufficient. The book introduces Porter's "diamond," a whole new way to understand the competitive position of a nation (or other locations) in global competition that is now an integral part of international business thinking. Porter's concept of "clusters," or groups of interconnected firms, suppliers, related industries, and institutions that arise in particular locations, has become a new way for companies and governments to think about economies, assess the competitive advantage of locations, and set public policy. Even before publication of the book, Porter's theory had guided national reassessments in New Zealand and elsewhere. His ideas and personal involvement have shaped strategy in countries as diverse as the Netherlands, Portugal, Taiwan, Costa Rica, and India, and regions such as Massachusetts, California, and the Basque country. Hundreds of cluster initiatives have flourished throughout the world. In an era of intensifying global competition, this

pathbreaking book on the new wealth of nations has become the standard by which all future work must be measured.

Marine Diesel Engines

Do you need to pass an upcoming verbal reasoning test? Brilliant Verbal Reasoning Tests will ensure you feel prepared and ready to succeed on the day. Verbal reasoning tests are increasingly a part of the recruitment process, but taking verbal reasoning tests is something most of us dread, let alone practise. Brilliant Verbal Reasoning Tests will give you all the practise you need. You'll gain experience with real practice questions and answers, become familiar with all the common tests, both general and organization-specific, and feel comfortable with a range of difficulty levels. Written by an experienced psychologist who has designed and administered verbal reasoning tests for many years, you'll find a variety of effective strategies, tactics and tips to achieve peak performance. Free online resources can be found at http://wps.pearsoned.co.uk/ema_uk_pp_williams_verbalreas_1/

An Experiment in the Development of Critical Thinking

Baby Boomers are lingering in the workplace. Gen Xers are growing impatient. Gen

Ys are knocking at HR's door in record numbers. And technology, including social media, is transforming the mode and pace of communication. The workplace has become a potential battlefield between four generations struggling to exert their influence and hold on to their world views and attitudes. This convergence of young, old, and technology is simultaneously creating opportunity and crisis. In Geeks, Geezers and Googlization, readers will learn from workforce management expert/author Ira S. Wolfe about how each generation defines itself, the unintentional consequences of generational crowding, and how to turn this generational and technology convergence into a strategic opportunity. "Yes, there have been many books written on the generations. This could be the only one you'll really need to keep on your shelf." Beverly Kaye, CEO/Founder Career Systems International "FABULOUS book!! Outstanding! This will be the best read that any organization can have for their leaders. I just love it! Read it in one sitting!!" Gloria Washington, Regional Training Manager Dollar Tree Stores Inc "The elephant in the room has been exposed. This is a must read for every Company President and HR Professional." Amos Dienner, HR / Safety Manager Smucker Company

Psychological Assessment With the MMPI-2

A finely honed abridgement of Emerson's principal essays with an introduction that clarifies the essence of Emerson's ideas and establishes their relevance to our own

troubled era. This is the first truly accessible edition of Emerson's work, revealing him to be one of America's wisest teachers.

Competitive Advantage

This guide to job hunting teaches readers: how to become a powerful candidate by looking beyond the job description; how to use the four questions to distinguish a right interview from a wrong one; how trying to get a job can land you in the wrong job; where and how to gain the inside edge needed to interview confidently and convincingly; how to control the interview to one's advantage; how to make the prospective employer see the applicant as the solution to his/her problems; and how to win the job by doing the job.

21 Foundation Studies

11+ Practice Papers prepare children for the secondary school selection tests. This pack focuses on the Multiple-choice tests and mirrors the real tests in both format and level. •Contains practice tests for focused preparation •Identifies areas of weakness and strength •Includes detailed parental notes

Excel Dashboards and Reports

Organized to follow the textbook on a chapter-by-chapter basis, providing questions to help the student review the material presented in the chapter. This supplement is a consumable resource, designed with perforated pages so that a given chapter can be removed and turned in for grading or checking.

Sanitation Enforcement Agent

Are you Smart Enough to Work at Google? guides readers through the surprising solutions to dozens of the most challenging interview questions. Learn the importance of creative thinking, how to get a leg up on the competition, what your Facebook page says about you, and much more. You are shrunk to the height of a nickel and thrown in a blender. The blades start moving in 60 seconds. What do you do? If you want to work at Google, or any of America's best companies, you need to have an answer to this and other puzzling questions. Are you Smart Enough to Work at Google? is a must read for anyone who wants to succeed in today's job market.

Four-Dimensional Education

What should students learn to best prepare for the twenty-first century? In this book, the Center for Curriculum Redesign (CCR) describes a framework built to

address this question, so that curriculum is redesigned for versatility and adaptability, to thrive in our volatile present and uncertain future. The framework focuses on knowledge (what to know and understand), skills (how to use that knowledge), character (how to behave and engage in the world), and meta-learning (how to reflect on and adapt by continuing to learn and grow). This book is essential for teachers, department heads, heads of schools, administrators, policymakers, standard setters, curriculum and assessment developers, and other thought leaders and influencers, who seek to develop a thorough understanding of the needs and challenges we all face, and to help devise innovative solutions.

301 Smart Answers to Tough Business Etiquette Questions

User-friendly yet sophisticated, Psychological Assessment With the MMPI-2 will be welcomed by practicing psychologists, researchers, and students alike. This long-awaited second edition constitutes the single most comprehensive and up-to-date textbook of MMPI-2 interpretation. Completely rewritten to address the changes to the original instrument that resulted in the MMPI-2 in l989, it describes in detail all the MMPI-2 scales--clinical, supplementary, and content--and offers empirically-grounded and clinically-tested recommendations for their use. The last decade has seen an explosion of research, as well as a steady accumulation of experiential wisdom; bridging the gap between behavioral science and practice, the authors review all the major findings and their implications and draw on rich clinical

material to illuminate the issues. This second edition: * helps users with forensic interests including attorneys needing a reference for expert review; * gives step-by-step advice on interpreting profiles; * includes treatment recommendations in the explanation of every code pattern; * provides extensive guidance on report-writing for new users; * compares the most current MMPI-2 computer reports; * features numerous tables, figures, and appendices for all the MMPI-2 scales including the newer validity measures; and * incorporates 570 references (235 completely new).

Staffing Organizations

This IBM® Redbooks® publication documents the strength and value of the IBM security strategy with IBM z Systems hardware and software (referred to in this book by the previous product name, IBM System z®). In an age of increasing security consciousness and more dangerous and advanced persistent threats, System z provides the capabilities to address today's business security challenges. This book explores how System z hardware is designed to provide integrity, process isolation, and cryptographic capability to help address security requirements. We highlight the features of IBM z/OS® and other operating systems that offer a variety of customizable security elements. We also describe z/OS and other operating systems and additional software that use the building blocks of System z hardware to meet business security needs. We explore these from the perspective of an enterprise security architect and how a modern mainframe must

fit into an enterprise security architecture. This book is part of a three-volume series that focuses on guiding principles for optimized mainframe security configuration within a holistic enterprise security architecture. The intended audience includes enterprise security architects, planners, and managers who are interested in exploring how the security design and features of the System z platform, the z/OS operating system, and associated software address current issues, such as data encryption, authentication, authorization, network security, auditing, ease of security administration, and monitoring.

Excel 2010

Big data are changing the way we work. This book conveys a theoretical understanding of big data and the related interactions on a socio-technological level as well as on the organizational level. Big data challenge the human resource department to take a new role. An organization's new competitive advantage is its employees augmented by big data.

Modern Metalworking

Organized to follow the textbook on a chapter-by-chapter basis, providing questions to help the student review the material presented in the chapter. This

supplement is a consumable resource, designed with perforated pages so that a given chapter can be removed and turned in for grading or checking.

How to Master Psychometric Tests

Wonderlic Basic Skills Test Practice Questions are the simplest way to prepare for the Wonderlic Basic Skills Test. Practice is an essential part of preparing for a test and improving a test taker's chance of success. The best way to practice taking a test is by going through lots of practice test questions. Our Wonderlic Basic Skills Test Practice Questions give you the opportunity to test your knowledge on a set of questions. You can know everything that is going to be covered on the test and it will not do you any good on test day if you have not had a chance to practice. Repetition is a key to success and using practice test questions allows you to reinforce your strengths and improve your weaknesses. Detailed answer explanations are also included for each question. It may sound obvious, but you have to know which questions you missed (and more importantly why you missed them) to be able to avoid making the same mistakes again when you take the real test. That's why our Wonderlic Basic Skills Test Practice Questions include answer keys with detailed answer explanations. These in-depth answer explanations will allow you to better understand any questions that were difficult for you or that you needed more help to understand.

Loose Leaf for Computer Accounting with QuickBooks Online

Give your students a competitive advantage with Computer Accounting with QuickBooks Online from best-selling author, Donna Kay. Computer Accounting with QuickBooks Online uses the authors hallmark 3-step (eXplore, Practice, Mater), hands-on approach to focus on the learner, making mastery of QuickBooks Online as streamlined and flexible as possible. Computer Accounting with Quickbooks Online doesn't require a software download or local install. It can be used on MAC AND PC, and every student can request a free one-year license to the QuickBooks Online software. CONNECT is also available for Computer Accounting with QuickBooks Online, saving the instructor time by providing auto-graded exercises for students, assessing accuracy of their work in the Quickbooks software. Student Free Registration Request URL: https://intuit.me/mh-online Instructor Version: https://www.intuit.com/partners/education-program/registration/educators/quickbooks-online/

Verbal Reasoning Tests

Presents a guide to professional etiquette in business situations, covering such topics as meetings, email, social networking, travel, dress, and restaurants in a question and answer format.

Modern Woodworking

The Subversive Copy Editor

Heneman and Judge's Staffing Organizations, 7/e, is based on a comprehensive staffing model. Components of the model include staffing models and strategy, staffing support systems (legal compliance, planning, job analysis and rewards), core staffing systems (recruitment, selection, employment), and staffing system and retention management. Up-to-date research and business practices are the hallmarks of this market leading text. In-depth applications (cases and exercises) at the end of chapters provide students with skill-building and practice in key staffing activities and decision-making. A comprehensive running case involving a fictitious retailing organization provides even greater opportunity for in-depth analysis and skill building. Students also have the opportunity to address ethical issues at the end of each chapter.

How to Use the Internet to Get Your Next Job

Our manuals facilitate your learning by providing structured interaction with the software itself.

Multiple-Choice English Pack

Psychometric Testing

Personal Financial Planning

The go to resource for how to use Excel dashboards and reports to better conceptualize data Many Excel books do an adequate job of discussing the individual functions and tools that can be used to create an "Excel Report." What they don't offer is the most effective ways to present and report data. Offering a comprehensive review of a wide array of technical and analytical concepts, Excel Reports and Dashboards helps Excel users go from reporting data with simple tables full of dull numbers, to presenting key information through the use of high-impact, meaningful reports and dashboards that will wow management both visually and substantively. Details how to analyze large amounts of data and report the results in a meaningful, eye-catching visualization Describes how to use different perspectives to achieve better visibility into data, as well as how to slice data into various views on the fly Shows how to automate redundant reporting and analyses Part technical manual, part analytical guidebook, Excel Dashboards and

Reports is the latest addition to the Mr. Spreadsheet's Bookshelf series and is the leading resource for learning to create dashboard reports in an easy-to-use format that's both visually attractive and effective.

ROMANCE ACTION & ADVENTURE MYSTERY & THRILLER BIOGRAPHIES & HISTORY CHILDREN'S YOUNG ADULT FANTASY HISTORICAL FICTION HORROR LITERARY FICTION NON-FICTION SCIENCE FICTION