

Read Book Chapter Summary Worksheet Pdf For Free

Succeeding in Business with Microsoft Excel 2013: A Problem-Solving Approach Microsoft Excel 2013: Comprehensive New Perspectives Microsoft Office 365 & Office 2019 Intermediate Summary Worksheet Critical Thinking Establishing a Methodology to Evaluate Teen Driver-training Programs Microsoft Excel 2010 Data Analysis and Business Modeling In Re Feldman Mergers, Acquisitions, and Other Restructuring Activities New Perspectives on Microsoft Office 2013, First Course New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition Microsoft Excel 2013: Illustrated Introductory Illustrated Microsoft Office 365 & Office 2016: Intermediate Illustrated Course Guide: Microsoft Excel 2013 Basic Illustrated Microsoft Office 365 & Excel 2016: Comprehensive Romeo and Juliet Fill-In-the-Blank Story Summary Worksheets and Tests Federal Register Guide for Preparing Fire Pumper Apparatus Specifications: Determining performance requirements Microsoft Office XP Activities for Oral Language Development The Emotion Regulation Skills System for Cognitively Challenged Clients AVCE Information and Communication Technology Logic In Wonderland: An Introduction To Logic Through Reading Alice's Adventures In Wonderland - Teacher's Guidebook Prescribing Silvicultural Treatments in Hardwood Stands of the Alleghenies (revised) An International Dictionary of Accounting and Taxation Licensing Royalty Rates, 2017 Edition (IL) Excel 2010 For Dummies Sourcebook: State energy conservation plan handbook Products and Priorities Maintenance, Safety, Risk, Management and Life-Cycle Performance of Bridges Insurance Solutions-Plan Well, Live Better Microsoft Office Excel 2007 5 Magic Paths to Making a Fortune in Real Estate Microsoft Office 2003 Somebody Loves You, Mr. Hatch GIS Applications in Agriculture, Volume Two Interstate Commerce Commission Reports VBA for Modelers: Developing Decision Support Systems with Microsoft Office Excel Microsoft Office 2016 Step by Step

Master the business modeling and analysis techniques that help you transform data into bottom-line results. For more than a decade, Wayne Winston has been teaching corporate clients and MBA students the most effective ways to use Excel to solve business problems and make better decisions. Now this award-winning educator shares the best of his expertise in this hands-on, scenario-focused guide—fully updated for Excel 2010! Use Excel to solve real business problems—and sharpen your edge! Model investment risks and returns Analyze your sales team's effectiveness Create best, worst, and most-likely case scenarios Compare lease vs. buy, and calculate loan terms See how price, advertising, and seasonality affect sales Manage inventory with precision Quantify the value of customer loyalty Calculate your break-even number and ROI Maximize scheduling efficiency Express "home-field advantage" in real numbers Project company growth, predict election results, and more! Plus—introduce yourself to PowerPivot for Excel Your companion web content includes: Downloadable eBook Hundreds of scenario-based practice problems All the book's sample files—plus customizable templates A new and revised edition of the commonsense guide to real estate riches More and more people are discovering that real estate investing is a safe and affordable way to increase their cash flow and build lasting wealth. If you want to achieve financial freedom, then look no further. 5 Magic Paths to Making a Fortune in Real Estate reveals the proven real estate investment strategies that many of today's millionaires used to make their fortunes. In fact, you don't even need a lot of money to start investing and start putting cash in your pocket today! Real estate expert James Lumley offers simple, straightforward explanations of the most common and lucrative approaches to property investment—including fixer-uppers, lease/options, wholesales, buy-and-hold, and single-and multifamily rentals. You'll understand all the basics of real estate and learn to use these five strategies to make a killing in any economy. Packed with new information—including sections on the IRS's simplified tax exchange rules and the capital gains exclusion--5 Magic Paths to Making a Fortune in Real Estate will show you how to: * Find foreclosed, repossessed, or condemned properties * Research the markets and perform valuations * Determine what you can safely afford * Negotiate with sellers and buyers * Find the best financing terms, including seller financing * Price and perform money-making repairs * Work with agents and contractors * And much more! For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the How and Why of Office 2003! Students master the "How and Why" of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems. Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT EXCEL 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in

each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Develop the Microsoft Office 365 and Office 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 INTERMEDIATE. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 INTERMEDIATE demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Mergers, Acquisitions, and Other Restructuring Activities: An Integrated Approach to Process, Tools, Cases, and Solutions, Tenth Edition, is the most comprehensive and cutting-edge text available on the subject. Supported by recent peer-reviewed academic research, this book provides many recent, notable deals, precedent-setting judicial decisions, government policies and regulations, and trends affecting M&As, as well as takeover strategies and tactics. Today's policies, politics and economics are reflected in the book's 40 case studies, 90% of which involve deals either announced or completed during the last several years. These cases represent friendly, hostile, highly leveraged, and cross-border transactions in ten different industries, involving public and private firms and those experiencing financial distress. Sections discuss an overview of M&As, key regulations, common strategies and tactics, how managers may choose a business strategy from available options, valuation methods and basic financial modeling techniques, the negotiating process, how deal structuring and financing are inextricably linked, how consensus is reached during the bargaining process, the role of financial models in closing the deal and strategic growth options as alternatives to domestic M&As. Provides a rigorous discussion of the strengths and limitations of financial modeling as applied to M&A and how these models can be applied in various areas Includes new academic research and updated/revised case studies Presents updated M&A tactics and strategies, along with court cases and new regulations governing business combinations, valuation methodologies and financing We are entering a new era in production agronomics. Agricultural scientists the world over call for the development of techniques that simultaneously increase soil carbon storage and reduce agriculture's energy use. In response, site-specific or precision agriculture has become the focus and direction for the three motivating forces that are changi Critical Thinking provides language teachers with a dynamic framework for encouraging critical thinking skills in explicit, systematic ways during their lessons. With the proliferation of fallacious arguments, "fake news," and untrustworthy sources in today's multimedia landscape, critical thinking skills are vital not only in one's native language, but also when engaged in the task of language learning. Written with the language teacher in mind, this book provides a springboard for teaching critical thinking skills in multicultural, multilingual classrooms. Suitable for graduate students, in-training teachers, and language curriculum developers interested in purposeful applications of critical thinking pedagogy for the second-language classroom, this volume presents classroom activities, suggestions for lesson planning, and ideas for researching the impact of critical thinking activities with second-language learners. This book is ideal as an invaluable resource for teacher-directed classroom investigations as well as graduate dissertation projects. Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. A world without accounting means confusion and chaos. Accounting is not only used in the business world, but rather it is used by everyone in all types of situations. Tax touches every aspect of our lives. People are talking about tax on the TV, the radio, newspaper, and the Internet. Life has grown, as a whole, toward higher levels of complexity. The language of accounting and taxation is also expanding: More and more new words are created, and new meanings are added to the old words. Do you know the meaning of these words: ad hoc, accounting bath, below-water, blackout, capex, carve-out, e-tax, postil, Sarbanes-Oxley, strata...? Each term has its unique meaning you may not be able to find a definition in an ordinary dictionary. "An International Dictionary of Accounting & Taxation" is a book with more than 12,000 entries drawn from accounting, auditing and taxation. Each entry has a

clear one-sentence definition right to the point. Whether you are an accountant, CPA, tax professional or amateur, you will find this dictionary of immeasurable help. Today's learners master both basic and advanced skills in Visual Basic for Applications (VBA), the programming language for Microsoft Office, with this essential tool. Albright's **VBA FOR MODELERS: DEVELOPING DECISION SUPPORT SYSTEMS WITH MICROSOFT OFFICE EXCEL, 5E** teaches how to automate common spreadsheet tasks as well as create the sophisticated management science applications needed in business today. The first half of the book introduces readers to the fundamentals of VBA for Excel. The second half of the book puts knowledge into action as it illustrates how to automate a number of management science models using VBA. Students learn to develop clean code and user-friendly interfaces for inputs and results. A new section familiarizes readers with PowerPivot and the new Excel Data Model. Novices as well as more experienced professionals will find the skills and background they need to maximize their VBA skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

When faced with long-term disability or chronic illness many people find the financial consequences as harrowing as the disease itself. Cooper shows that, with adequate planning, insurance should cover any and all disability-related costs. In fact by choosing the right insurance people can maximize their lifestyle and gain financial freedom. Readers will learn how to look at various insurance options - including life, disability, health, and long-term care, from a new perspective. They will discover that they do have options for reliable insurance and ultimately financial security. Cooper offers practical advice on finding insurance, evaluating its coverage, and avoiding pitfalls. Using a logical, workbook approach, this resource gives readers exercises, worksheets, and checklists to help them judge whether they are adequately prepared for dealing with disability-related costs. In a step-by-step manner they will learn how to: Catalog current illness-relevant insurance data. Evaluate the comprehensiveness and quality of existing insurance products. Improve their insurance plans She shows readers precisely how to foresee whether their present insurance plans will help them safeguard assets - even in the worst scenario. If readers find serious potential problems in their coverage, this excellent practical book offers concrete information for dealing with them to secure future financial goals. Packed with ideas and strategies, this handy guide will help readers find and purchase insurance that a typical insurance company might not make available to a disabled person. They will also find suggestions for obtaining insurance when traditional sources appear to be closed. To assist readers with the language of insurance, the book contains glossary of terms. Informed by the principles and practices of dialectical behavior therapy (DBT), this book presents skills training guidelines specifically designed for adults with cognitive challenges. Clinicians learn how to teach core emotion regulation and adaptive coping skills in a framework that promotes motivation and mastery for all learners, and that helps clients apply what they have learned in daily life. The book features ideas for scaffolding learning, a sample 12-week group curriculum that can also be used in individual skills training, and numerous practical tools, including 150 reproducible handouts and worksheets. The large-size format facilitates photocopying. Purchasers also get access to a webpage where they can download and print the reproducible materials. The quick way to get started with Microsoft Office 2016! This is learning made easy. Get more done quickly with Microsoft Word, Excel, PowerPoint, and Outlook. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook

Format documents for visual impact Quickly prepare personalized email messages and labels Build powerful workbooks for analysis and reporting Analyze alternative data sets with Quick Analysis Lens, Goal Seek, and Solver Prepare highly effective presentations Strengthen your presentations by adding tables and graphics Organize your email, scheduling, and contacts Look up just the tasks and lessons you need **ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE** engages both computer rookies and hot shots as this edition guides readers in mastering both basic and more advanced Microsoft Office 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

SUCCEEDING IN BUSINESS WITH MICROSOFT OFFICE EXCEL 2013 prepares your students to solve business problems by moving beyond the basic point and click skills to think critically about realistic business situations. When students combine software analysis with their own decision making abilities, they are more likely meet any business challenge with success. The Succeeding in Business Series emphasizes problem-solving, critical thinking, and analysis - challenging students to find efficient and effective solutions. Important Notice: Media content referenced within the product description or the product text may not be available in the

ebook version. Maintenance, Safety, Risk, Management and Life-Cycle Performance of Bridges contains lectures and papers presented at the Ninth International Conference on Bridge Maintenance, Safety and Management (IABMAS 2018), held in Melbourne, Australia, 9-13 July 2018. This volume consists of a book of extended abstracts and a USB card containing the full papers of 393 contributions presented at IABMAS 2018, including the T.Y. Lin Lecture, 10 Keynote Lectures, and 382 technical papers from 40 countries. The contributions presented at IABMAS 2018 deal with the state of the art as well as emerging concepts and innovative applications related to the main aspects of bridge maintenance, safety, risk, management and life-cycle performance. Major topics include: new design methods, bridge codes, heavy vehicle and load models, bridge management systems, prediction of future traffic models, service life prediction, residual service life, sustainability and life-cycle assessments, maintenance strategies, bridge diagnostics, health monitoring, non-destructive testing, field testing, safety and serviceability, assessment and evaluation, damage identification, deterioration modelling, repair and retrofitting strategies, bridge reliability, fatigue and corrosion, extreme loads, advanced experimental simulations, and advanced computer simulations, among others. This volume provides both an up-to-date overview of the field of bridge engineering and significant contributions to the process of more rational decision-making on bridge maintenance, safety, risk, management and life-cycle performance of bridges for the purpose of enhancing the welfare of society. The Editors hope that these Proceedings will serve as a valuable reference to all concerned with bridge structure and infrastructure systems, including students, researchers and engineers from all areas of bridge engineering.

Crunch numbers, create spreadsheets, and get up to speed on Excel 2010! This friendly book gets you started with the basics of Excel 2010, such as creating a spreadsheet from scratch, selecting commands from the Ribbon, customizing the Quick Access toolbar, creating simple formulas, moving and copying data with drag and drop, using the AutoCorrect and AutoFill features, and more. Navigate effectively — see how the Ribbon interface and the Backstage View give you access to all the tools you need for every task Be a mover and a shaker — move and copy data with cut, copy, and paste or drag and drop Summing up — total columns and rows of numbers with the AutoSum button Making it pretty — format data tables, adjust column widths and row heights, hide columns and rows, and format with Styles or the Format Painter Safety net — save your work and recover spreadsheets after a computer crash Open the book and find: What's new in Excel 2010 How to surf an Excel 2010 worksheet and workbook Instructions for entering data in a worksheet Tips for keeping your data secure How to enter and edit formulas with built-in functions Tips for undoing or deleting data entry mistakes Learn to: Get comfortable with Excel 2010 and Backstage View Create and edit spreadsheets Format cells, create formulas, and fix data entry errors Copy, cut, move, paste, or delete data With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Get on the fast track to mastering Excel Want to find success in your profession or business? Master the timesaving tools you'll need in the real world, like Excel 2007. Whether you're a student, a professional, or an entrepreneur, you can learn Excel with this start-to-finish guide. Gain solid skills as you go from station to station in a series of clear-cut tutorials on Excel spreadsheet basics, integration with other applications, macro creation, and more. Start your journey today on The L Line. Get the basics of the new user interface and how to create spreadsheets Apply formulas, build charts, and explore pivot tables Filter, sort, analyze, and validate your data Customize Excel, create macros, and use add-ins All aboard for valuable online extras Visit the L Line Web site at www.wiley.com/go/theline for valuable online supplementary materials: Test bank with challenging review questions PowerPoint(r) slides with chapter outlines Free sample files Along The L Line Complete tutorial coverage with step-by-step instruction Ample illustrations and examples Real-world case studies, applications, and hints for avoiding pitfalls Practice exams that let you evaluate your progress This valuable reference presents the -going- royalty rate for virtually any product, including over 1,500 products and services in ten lucrative categories--art, celebrity, character and entertainment, collegiate, corporate, designer, event, sports, nonprofit and music. The essential reference for both beginning and more experienced licensing professionals. By Gregory J. Battersby, Charles W. Grimes Knowing the -going- royalty rate for virtually any product is as simple as reaching for the newly published Licensing Royalty Rates, 2017 Edition . Setting a royalty rate too high can scare away potential licensees, while accepting a lower rate can cost licensors hundreds of thousands of dollars. Licensing Royalty Rates, 2017 Edition provides all the information you need to calculate the

right rate every time. The data in Licensing Royalty Rates is compiled using information from the U.S. Patent and Trademark Office. After careful review by a blue-ribbon panel of expert licensing consultants uniquely qualified to know what the appropriate rate range is for specific properties in each licensing category, the information is organized into four time-saving sections that give researchers fast access to comprehensive statistical and analytical data: Royalty rate listing alphabetically by licensed product --provides a detailed alphabetical listing of products and their suggested rate range across all product categories. Royalty rate listing by international trademark class--lets you quickly identify subtle royalty rate differences between similar products within specific international trademark classes. Checklist of licensed products and services--offers a quick-reference to products with a high potential for licensing. Comprehensive list of licensed products and services--presents a detailed list of all surveyed products and services within a trademark class for preparing intent-to-use trademark applications. This detailed information gives both beginning and more experienced licensing professionals the confidence needed to negotiate the maximum allowable rate regardless of the product, the market and the parameters of the specific deal itself. The fourteen Romeo & Juliet Story Summary Worksheets in this book have been written to help students understand the key points of this classic tale by William Shakespeare. Each two-page spread contains an answer key and a corresponding student page, and each worksheet covers a part of the play that can be read during a classroom period lasting approximately forty minutes. The Appendix section includes five tests, one for each act of the play, along with the corresponding answer keys. Each test contains story ordering activities, as well as questions which require that the students write in full and complete sentences. Other types of questions, which differ from test to test, include character identification, multiple choice, true-false, and short-answer questions. For courses in Word, Excel, Access, PowerPoint, Office XP, and Windows 98 and higher. The Select MS Office 2002 Series is certified to core and expert levels of Microsoft Office XP, it has a project-based, step-by-step approach, and is customizable in the RightPHit Program.* The authors have developed the material to reflect the most recent Microsoft Office User Specialist (MOUS) guidelines and objectives-Prepares students with the skills necessary to be productive in today's job market. * Intro texts prepare students to take core-level exam in Microsoft Office 2002 applications and advanced texts prepare students to take the expert level exam in Microsoft Office 2002 applications. * Organization-The series consists of intro and advanced texts for the primary Microsoft Office applications. Each book consist of 6-8 projects that are intended to be taught as a comprehensive unit, but can also be covered separately. * NEW-Project opening pages-Further comprehension and perspective for each project. * In addition to the Running Case, these openers include photos and expand on concepts illustrated by the programs. Students become engaged by interesting facts and scenarios. * Overview of Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE engages both computer rookies and today's pros as this edition guides readers in thoroughly mastering advanced Microsoft Excel 2016 skills. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application to ensure readers gain a complete understanding of Microsoft Excel 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. This book covers the first three mandatory units of the new AVCE in Information and Communication Technology award: Unit 1 - Presenting Information Unit 2 - ICT Serving Organisations Unit 3 - Spreadsheet Design It provides students with all the knowledge required to successfully complete these units. This guidebook is for college instructors who teach a course in Introduction to Logic at a teachers college or provide a workshop in this subject for in-service mathematics teachers. It can also be used by high school mathematics teachers for teaching students who are capable and interested in Logic.Learning is based on reading Alice's Adventures in Wonderland, and discussing quotes from that book as a trigger for developing basic notions in Logic. This guidebook includes

the student's worksheets with exemplary solutions, the background in elementary logic, and pedagogical comments. There is a student's workbook that accompanies this guidebook which includes the student's worksheets without solutions. Ordinary textbooks for such a course are purely mathematical in their nature, and students usually find the course difficult, boring and very technical. Our approach is likely to motivate the students through reading the classic novel *Alice's Adventures in Wonderland*, written by Lewis Carroll who was not only one of the best storytellers but also a logician. [Click here for Student's Workbook](#) An anonymous valentine changes the life of the unsociable Mr. Hatch, turning him into a laughing friend who helps and appreciates all his neighbors. "The goal of this research project was to develop a methodology to assist the Wisconsin Department of Transportation (WisDOT) in the evaluation of effectiveness of teen driver education programs over the short and long terms. The research effort was divided into two phases. Phase I focused on the development of an evaluative methodology that was based upon a review of the relevant literature and Wisconsin-specific policies and available data sources. This review culminated in a program assessment tool focused on four contributing areas of teen driver training and education: 1) Guardian Involvement; 2) Driver Education and Training Curricula Requirements; 3) GDL Coordination; and 4) Instructor Qualifications. The proposed methodology was presented to the Project Oversight Committee and was validated through two rounds of pilot testing using materials provided by programs and schools under the oversight of both WisDOT and the Wisconsin Department of Public Instruction. The resulting methodology informed the Phase II implementation plan recommendations. Work products included within this report are an annotated bibliography; a knowledge base documenting best practices and Wisconsin-specific data sources; a methodology that may be used to analyze and evaluate the effectiveness of driver-training programs as they relate to the demonstrated safety and behavior of teen drivers in Wisconsin; and a three-phase implementation plan."--Technical report documentation page. With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, *New Perspectives* helps you develop the Microsoft Office 2013 skills you need to be successful in college and beyond. Updated with all new case-based tutorials, *New Perspectives Microsoft Office 2013* engages you in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical thinking. As always, *New Perspectives* improves learning outcomes and transference of skills by helping you understand the importance of what you're learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

digitaltutorials.jrn.columbia.edu