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Combining two books in one, Microsoft Word Introduction and Certification Study Guide serves as a training guide for Microsoft Word and a study guide for the Word Certification Exam. Students, professionals, beginners and more experienced users alike can all benefit from this manual. Learn how to create well-formatted, high-quality documents by following along with chapters that focus on six exam topics. These topics closely follow what is needed to ace the exam but also provide comprehensive information for everyday Word users. Careful descriptions and helpful tips for when and how to use important features are provided. Images and screenshots make the steps easy to follow and remember. Each topic starts out with the basics and builds to more complicated steps. Those taking the exam will find practical tips on how to locate a testing center, register for the exam, and get the best score possible, along with study materials including practice exam software and video tutorials for every outcome in the book. Whatever your reason for studying Word, this manual will develop your skills, bolster gaps in your knowledge, and give you the confidence to get certified. Why certification is important Microsoft Word Certification is an easily verifiable way to showcase your willingness to learn new skills and software, and it provides a myriad of other benefits as well. Not only can certification enhance your Word skills, it can help you get hired, boost academic performance, prepare for the demands of a job, open doors to career opportunities, and be more productive and confident working on projects at school, home, or work. Microsoft Word (Microsoft 365 Apps and Office 2019) certification is the first step to prove your skill level and open doors to career opportunities. Outline of the book The dual nature of this book helps you build a strong foundation in Word and prepares you for the exam. The first chapter gets you started right away opening Word and learning about the user interface and important terminology. For those interested in taking the exam, it includes how to register for the exam and find an exam center, tips on using your time wisely during the exam, and information on scores and retaking the exam. The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam: Manage Documents; Insert and Format Text, Paragraphs, and Sections; Manage Tables and Lists; Create and Manage References; Insert and Format Graphic Elements; and Manage Document Collaboration. Short video tutorials are included for every single outcome in the book, 95 in all, for when you need extra help or learn best by observation. Word practice exam software included Unlike any other Word exam manual available, this book includes Word practice exam software. The final chapter focuses on the practice exam software, which closely mimics the format of the real exam. Custom-built and specially designed by SDC Publications, this practice exam

software can be taken multiple times so you are comfortable with the real test software, how to mark and return to questions, question format, live in-application steps, and how the results are presented. Study materials for all learning styles • Custom-made Practice Exam Software • 95 short narrated video tutorials for every outcome in the book • End-of-chapter self-exam and review questions • 75 Flashcards • Exam Day Study Guide About the author Daniel John Stine AIA, CSI, CDT, is a registered architect with over twenty years of experience in the field of architecture. Throughout these years of professional practice, Stine has leveraged many of the Microsoft Office products to organize and manage complex projects. In addition to Microsoft Office certification study guides, Stine has written multiple books on architectural design software, all written using Microsoft Word and published by SDC Publications The must-have specifications writing reference and essential study aid for the Certified Construction Specifier (CCS) Exam The CSI Practice Guides are a library of comprehensive references specifically and carefully designed for the construction professional. Each book examines important concepts and best practices integral to a particular aspect of the building process. The CSI Construction Specifications Practice Guide is focused on the roles and responsibilities of the specifications professional in meeting the challenges of the changing world of construction. In this volume, guidelines on topics like writing quality construction specifications and product selection are meshed with best practices for managing project information, working with Building Information Modeling (BIM) and Integrated Project Delivery, and writing sustainable design specifications. Other material covered in this guide includes: The Construction Specifications Institute's collected best practices for authoring specifications Specialized guidance on presentation and management of project information in the context of Building Information Modeling and sustainable design Includes access to a password-protected web site with bonus content, including a PDF of the printed book and copies of CSI format documents, such as UniFormat and SectionFormat/PageFormat An authoritative resource for effective written communication of design intent, The CSI Construction Specifications Practice Guide presents construction professionals and students studying for the Certified Construction Specifier (CCS) Exam with a solid foundation for improving their methods of collecting and delivering important specifications data. Serves as an authoritative resource for effective writing of design intent Includes CSI's best practices for authoring specifications Offers specialized guidance on project information in the context of BIM and sustainable design The authoritative resource for the organization, preparation, use, and interpretation of construction documents encompassing the entire life cycle of a facility. This new edition considers the need for interdependent

processes of design, construction and facility use. The Fifth Edition expands the scope of the manual to meet the requirements of all participants involved in a construction project in a stage-by-stage progression, including owners, A/Es, design-builders, contractors, construction managers, product representatives, financial institutions, regulatory authorities, attorneys, and facility managers. It promotes a team model for successful implementation. Ace the PCCN(R) You Can Do it! Study Guide was designed to serve as a succinct guide following AACN's test blueprint for the PCCN(R) examination. The guide was purposefully written using only bullet points containing key information on each disease state. Consider using the accompanying guide Ace the PCCN(R) You Can Do It? Practice Review Question Book, which contains over 500 practice questions with rationale. This is a fantastic fill in work manual for teaching Forensic Science at the secondary/high school level. Alternatively a great resource for the avid forensic science fan with many techniques discussed and practical tasks throughout the book. Communication scholars must be inquisitive, seek answers, synthesize information, and make educated decisions similar to being a detective. Serving as both a training guide for Microsoft PowerPoint and a study guide for the PowerPoint certification exam, Microsoft PowerPoint Introduction and Certification Study Guide is an indispensable resource for PowerPoint users at every level of expertise. Starting with the essentials and building to more complicated steps, each chapter breaks one of five essential PowerPoint skill sets into manageable pieces. These are the exact skills measured by the exam, but the logical skill progression benefits all PowerPoint users and prepares you to create effective and compelling presentations. Concise steps and descriptions make the information easy to follow and remember. Clearly labeled screenshots and images clarify important PowerPoint features without being overwhelming. Those taking the exam will find practical tips on how to locate a testing center, register for the exam, and get the best score possible, along with study materials including practice exam software and video tutorials for every outcome in the book. Whether you are looking to develop your PowerPoint skills or to positively impact your school or work life through certification, Microsoft PowerPoint Introduction and Certification Study Guide can help you do both. Why certification is important Microsoft PowerPoint Certification is an easily verifiable way to showcase your willingness to learn new skills and software, and it provides a myriad of other benefits as well. Not only can certification enhance your PowerPoint skills, it can help get you hired, boost academic performance, prepare for the demands of the job, open doors to career opportunities, and be more productive and confident working on projects at school, home, or work. Microsoft PowerPoint (Microsoft 365 Apps and Office 2019) certification is the first step to prove your skill level

and open doors to career opportunities. Outline of the book Build a strong foundation in PowerPoint and prepare for the exam with this all-in-one manual. In the first chapter, get comfortable with PowerPoint's user interface and important terminology. A brief review of efficient practices reminds users of valuable keyboard shortcuts and commands. Those interested in taking the exam will learn how to register for the exam and find an exam center, what to expect during the exam, and get information on scoring and how to retake the exam. The subsequent chapters teach you how to independently create presentations using the core skills measured by the Microsoft PowerPoint Certification Exam: manage presentations; manage slides; insert and format text, shapes, and images; insert tables, charts, smartArt, 3D models, and media; and apply transitions and animations. Practice tasks, a self-exam and review questions after each chapter help solidify the skills you learn. Video camera icons within the text denote exercises that have a corresponding video tutorial, 85 in all, for when you need extra help or learn best by observation. Free PowerPoint practice exam software included Unlike any other PowerPoint exam manual available, this book includes free PowerPoint practice exam software. The final chapter focuses on the practice exam, which closely mimics the format of the real exam. Custom-built and specially designed by SDC Publications, the practice exam can be taken multiple times so you are comfortable with the test software, how to mark and return to questions, question format, live in-application steps, and how the results are presented. Study materials for all learning styles 50 flashcards Exam day study guide Free, custom-made Practice Exam Software 85 short narrated video tutorials for every exercise in the book About the author Daniel John Stine AIA, IES, CSI, CDT, is a registered architect with over twenty years of experience in the field of architecture. Throughout these years of professional practice, Stine has leveraged many of the Microsoft Office products to organize and manage complex projects. In addition to Microsoft Office certification study guides, Stine has written multiple books on architectural design software, all written using Microsoft Word and published by SDC Publications. Prepare for the CCSP CSI 642-541 exam with the #1-selling Cisco Certification Self-Study series. Certification candidates can review the most up-to-date topical coverage, including recent exam additions not covered in other books. A 200-question electronic exam is featured on the companion CD-ROM. Here's the book you need to prepare for Cisco's Secure Intrusion Detection (CSIDS) and SAFE Implementation (CSI) exams. This Study Guide was developed to meet the exacting requirements of today's certification candidates. In addition to the focused and accessible instructional approach that has earned Sybex the "Best Study Guide" designation in the 2003 CertCities Readers Choice Awards, this two-in-

one Study Guide provides: Focused coverage on working with a Cisco Intrusion Detection System and SAFE Implementation Practical examples and insights drawn from real-world experience Leading-edge exam preparation software, including the Sybex testing engine and electronic flashcards for your Palm Authoritative coverage of all exam objectives, including: Secure Intrusion Detection: Designing a Cisco IDS protection solution Installing and configuring a Cisco IDS Sensor Tuning and customizing signatures to work optimally in specific environments Performing device management of supported blocking devices Performing maintenance operations Monitoring a protection solution for small and medium networks Managing a large scale deployment of Cisco IDS Sensors SAFE Implementation Security Fundamentals Architectural Overview Cisco Security Portfolio SAFE Small Network Design SAFE Medium Network Design SAFE Remote-User Network Implementation Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. This self-study exam preparation guide for the ITIL V3 Service Lifecycle CSI certification exam contains everything you need to test yourself and pass the Exam, including all the processes, and inputs and outputs. Exam topics are covered and insider secrets, complete explanations of all ITIL V3 subjects, test tricks and tips, numerous highly realistic sample questions, and exercises designed to strengthen understanding of ITIL V3 concepts and prepare you for exam success on the first attempt are provided. Can you imagine valuing a book so much that you send the author a "Thank You" letter? Tens of thousands of people understand why the material by The Art of Service is a worldwide best-seller. Is it their years of ITIL experience? The endless hours of ongoing research? The interviews with those who failed the exam, to identify gaps in their knowledge? Or is it the razor-sharp focus on making sure you don't waste a single minute of your time studying any more than you absolutely have to? Actually, it's all of the above. This book includes new exercises and sample questions never before in print. Offering numerous sample questions, critical time-saving tips plus information available nowhere else, this book will help you pass the ITIL V3 Service Lifecycle CSI exam on your FIRST try. Done the ITIL V3 Service Lifecycle CSI course, up to speed with the theory? Buy this. Read it. And Pass the ITIL V3 Service Lifecycle CSI Exam. Crime Scene Investigation offers an innovative approach to learning about crime scene investigation, taking the reader from the first response on the crime scene to documenting crime scene evidence and preparing evidence for courtroom presentation. It includes topics not normally covered in other texts, such as forensic anthropology and pathology, arson and explosives, and the electronic crime scene. Numerous photographs and illustrations complement text material, and a chapter-by-chapter fictional narrative also provides

the reader with a qualitative dimension of the crime scene experience. Complete, detailed preparation for the Intermediate ITIL Service Lifecycle exams ITIL Intermediate Certification Companion Study Guide is the ultimate supporting guide to the ITIL Service Lifecycle syllabus, with full coverage of all Intermediate ITIL Service Lifecycle exam objectives for Service Operation, Service Design, Service Transition, Continual Service Improvement, and Service Strategy. Using clear and concise language, this useful companion guides you through each Lifecycle module and each of the process areas, helping you understand the concepts that underlie each skill required for certification. Illustrative examples demonstrate how these skills are applied in real-life scenarios, helping you realize the importance of what you're learning each step of the way. Additional coverage includes service strategy principles and processes, governance, organization, implementation, and technology considerations, plus guidance toward common challenges and risks. ITIL is the most widely adopted approach for IT Service Management in the world, providing a practical, no-nonsense framework for identifying, planning, delivering, and supporting IT services to businesses. This study guide is the ultimate companion for certification candidates, giving you everything you need to know in a single informative volume. Review the information needed for all five Lifecycle exams Examine real-life examples of how these concepts are applied Gain a deeper understanding of each of the process areas Learn more about governance, organization, implementation, and more The Intermediate ITIL Service Lifecycle exams expect you to demonstrate thorough knowledge of the concepts, processes, and functions related to the modules. The certification is recognized around the world as the de facto standard for IT Service Management, and the skills it requires increase your value to any business. For complete, detailed exam preparation, ITIL Certification Companion Study Guide for the Intermediate ITIL Service Lifecycle Exams is an invaluable effective tool. Offers coverage of the material on CCSP exams SECUR (Exam 642-501), CSPFA (Exam 642-511), CSVPN (Exam 642-511), CSIDS (Exam 642-531), and CSI (Exam 642-541). This title contains exam objectives at the beginning of each chapter, exam tips, end-of-chapter practice questions, and photographs and illustrations. The CD-ROM contains a testing engine. A must-have reference on construction product representation and the essential study aid for the Certified Construction Product Representative (CCPR) Exam. The Construction Product Representation Practice Guide, Second Edition presents a thorough overview of the many ways in which product representatives and manufacturer and supply professionals support construction projects. Subjects addressed include effective communications, roles, and responsibilities at different phases of the project; project forms and their use for communications and

documentation; and information needed to become the ultimate construction product trusted advisor. Test Prep Books' PAX Study Guide Book 2019 & 2020: PAX RN & PN Study Book and Practice Test Questions for the NLN Pre Admission RN & PN Exam Made by Test Prep Books experts for test takers trying to achieve a great score on the PAX test. This comprehensive study guide includes: -Verbal -Math -Science -Practice Questions Practice makes perfect! -Detailed Answer Explanations Figure out where you went wrong and how to improve! Studying can be hard. We understand. That's why we created this guide. Each section of the test has a comprehensive review created by Test Prep Books. These reviews go into detail to cover all of the PAX test. The Test Prep Books PAX practice test questions are followed by answer explanations. If you miss a question, it's important to understand why. That way, you can avoid missing it again in the future. The answer explanations will help you learn from your mistakes. Knowing the latest test-taking strategies is essential for the exam. A test taker has to understand the material that is being covered. They also must be familiar with test strategies. These strategies are necessary to properly use the time provided. They also help test takers complete the test without making any errors. Test Prep Books has provided the top test-taking tips. Anyone planning to take this exam should take advantage of this Test Prep Books study guide. Purchase it today to receive access to: -Review materials -PAX exam practice questions -Test-taking strategies

Scores of talented and dedicated people serve the forensic science community, performing vitally important work. However, they are often constrained by lack of adequate resources, sound policies, and national support. It is clear that change and advancements, both systematic and scientific, are needed in a number of forensic science disciplines to ensure the reliability of work, establish enforceable standards, and promote best practices with consistent application. Strengthening Forensic Science in the United States: A Path Forward provides a detailed plan for addressing these needs and suggests the creation of a new government entity, the National Institute of Forensic Science, to establish and enforce standards within the forensic science community. The benefits of improving and regulating the forensic science disciplines are clear: assisting law enforcement officials, enhancing homeland security, and reducing the risk of wrongful conviction and exoneration. Strengthening Forensic Science in the United States gives a full account of what is needed to advance the forensic science disciplines, including upgrading of systems and organizational structures, better training, widespread adoption of uniform and enforceable best practices, and mandatory certification and accreditation programs. While this book provides an essential call-to-action for congress and policy makers, it also serves as a vital tool for law enforcement agencies, criminal



prosecutors and attorneys, and forensic science educators. This book will be part of the CWNP suite of official titles, which also includes the CWTS: Certified Wireless Technology Specialist Official Study Guide, CWNA: Certified Wireless Network Administrator Official Study Guide, CWSP: Certified Wireless Security Professional Official Study Guide, and CWDP: Certified Wireless Design Professional Official Study Guide. This handy study guide will not only prepare the reader for the CWAP exam, but will also show the reader how to troubleshoot and analyze complex enterprise WLAN environments. The CWAP Study Guide will provide a real world perspective to give the reader the information they need to pass the exam. The book will cover all the exam objectives for the CWAP exam, including: 802.11 Physical (PHY) Layer Frame Formats and Technologies 802.11 MAC Layer Frame Formats and Technologies 802.11 Operation and Frame Exchanges Spectrum Analysis and Troubleshooting Protocol Analysis and Troubleshooting The book will include in-depth coverage of the exam objectives, as well as hands-on exercises using the Wireshark protocol analyzer software and Fluke Network's Spectrum analyzer software. Also included will be custom flash animations, chapter review questions, a detailed glossary, and a pre-assessment test. The CD includes two bonus exams and over 150 flashcards. CSI Today Series 2, is a blog that has been transgressed into a readable book. Some blog related items remain to make this book have an interesting look. All expressed attributes are copy written under Amazon.com and the author Ron Damon Young, MSCJ. If you have any questions or would like to contact the Writer, they can be reached at ryoung114@yahoo.com. CSI Today is a comprehensive study guide for students, teachers, and law enforcement agents alike. CSI Today has newly designed information bubbles, pictures with sub heading, and a full glossary. Adding nearly 600 more pages and a full reference of the Declaration of Independence and the Constitution plus Amendments will make CSI Today Your one stop Policing Reference. Other attributes that came from the first version are easy readability lists and graphics that allow you to understand the vitality of the sequencing of police enforcement. Some of the topics covered in distinct form are computer and their aid to Police, An understanding of area protection, Abstract analysis of policing, Jailing facilities, Juvenile facilities, measuring of crime rates, Crime Scene Inspection, and Preventive measures are some of what is explained in CSI Today Vol.2. This book possesses information that is concurrent to being successful in the Criminal Justice field, such as learning how to read and write studies and perform important Investigative procedures that are commonly used to catch and indict criminals and suspects accused of crimes. CSI Today teaches Criminologist how to use scientific techniques to analyze physical and analytical evidence from the crime scene. Use of chemical

techniques to identify samples from suspects' including hair, tissue, blood, and bones. CSI Today analyzes the crime scene finding clues that are vital to solve crimes some of which includes, making impressions of shoes, tires, etc. and testify in court. CSI Today also reviews planning, director, and or coordinative activities with such fields, as electronic data processing, information systems, systems analysis, and computer programming. Areas of Specialization\*Crime Scene Investigation\*Crime Scene Technician\*Guard and Police Activities\*Writing Report \*Analytical Work \*Locating Places on Maps This book possesses information that is concurrent to being successful in the Criminal Justice field showing studies and Investigative procedures that are commonly used to catch and indict criminals and suspects accused of crimes. Criminalists use scientific techniques to analyze physical evidence from a crime. Use of chemical techniques to identify samples of suspects' hair, tissue, blood and bones. Analyze the crime scene, make impressions of shoes, tires, etc. and testify in court. Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Target Audience State and Federal agencies that employ criminalists seek those with a master's degree or Ph.D. in forensic science and criminalistics. Course training should include laboratory pathology, biochemistry, criminology and criminal justice. State licensing is generally required People can enter this occupation with more than one type of credentials. The following are the most common: Bachelor Degree, Master Degree or Most Common Majors/Areas of Study: Criminal Investigation Science Criminal Justice, Criminology Forensic Science and Technology, Police & Security Officer Training, Security Management. Duties include performing chemical analyses of specimens of human fluids and tissues to establish the identity of persons involved in a criminal case. Perform microscopic analysis of fibers taken as samples from the suspect's clothing and compare it with fibers found at the crime scene. Determine what arguments a suspect's defense lawyers can bring up in a court trial. They perform tests needed to establish the person's guilt or innocence. The must-have reference on construction product representation and the essential study aid for the Certified Construction Product Representative (CCPR) Exam The CSI Practice Guides are a library of comprehensive references specifically and carefully designed for the construction professional. Each book examines important concepts and best practices integral to a particular aspect of the building process. The CSI Construction Product Representation Practice Guide is an authoritative resource for the principles and best practices of effective construction product representation. This easy-to-follow guide includes: Coverage of the construction process and the roles the construction product representative can play in it Information that clients require to select appropriate

products to meet project requirements Knowledge, preparation, and use of construction documents The role the product representative plays in an Integrated Product Delivery (IPD) workflow Access to a password-protected website with bonus content, including a PDF of the printed book and copies of CSI format documents, such as UniFormat and SectionFormat /PageFormat The CSI Construction Product Representation Practice Guide is an essential resource for building product manufacturers, sales representatives, and related professionals and a valuable study aid to help prepare for the Certified Construction Product Representative (CCPR) Exam. Preparing for the Canadian Securities Exam just got easier with the Canadian Securities Exam Fast-Track Study Guide from Wiley. Whether your career aspirations lie in banking, financial planning, the mutual fund industry, or a brokerage, you can't avoid taking the Canadian Securities Exam. But there's a lot of material to know for the day of the examination, and it can be a daunting task to assimilate such a wide body of knowledge. The Wiley Canadian Securities Exam Fast-Track Study Guide is a quick-review tool that covers all the basics you need to pass the exam. This concise study aid presents "quick hits" of the key points you need to know, in language that's easy to understand and follow: a compact study aid that summarizes the essential, "need-to-know" information highlights important topics features multiple choice review questions at the end of each chapter makes material easy to read, understand, and remember includes two practice exams solutions to review questions and the practice exams are cross-referenced to appropriate discussions in the CSC textbook for further review of problem areas. This edition has been completely updated and revised to reflect recent changes to the course and the exams. It features updates throughout, new questions, new practice exams, and an entirely new chapter on hedge funds. Don't let the stress and amount of material you need to know for the exam overwhelm you. Prepare yourself with the Wiley Canadian Securities Exam Fast-Track Study Guide. It's the perfect quick-review tool to wrap up your studying and to help you focus on doing your best on the exam. Get the must-have reference on standards and best practices for the delivery of a construction project. The CSI Practice Guides are a library of comprehensive references specifically and carefully designed for the construction professional. Each book examines important concepts and best practices integral to a particular aspect of the construction process. Laying the foundation for this series, The CSI Project Delivery Practice Guide provides fundamental knowledge for the documentation, administration, and successful delivery of construction projects. It also serves as the pivotal starting point for understanding CSI's core values, as well as a useful study aid for those wishing to obtain the Construction Documents Technologist certificate. This easy-

to-follow guide: Is a great introduction to the construction process for the new practitioner. Functions as a ready reference for the experienced construction professional. Packaged with the book is an access code which allows access to a password-protected web site with bonus content, including a PDF of the printed book and samples of CSI format documents, such as UniFormat and SectionFormat/PageFormat. The CSI Project Delivery Practice Guide offers general information all construction professionals need for understanding their roles in the delivery of a construction project. Key principles are presented and discussed in detail to allow the reader to take full advantage of material covered in depth by the more specialized CSI Practice Guides. If you can own only one Practice Guide, this is the one to get. This title is primarily intended for networking professionals pursuing the CCSP certification and preparing for the CSI 642-541 exam, one of five CCSP component exams. The materials, however, appeal to an even broader range of networking professionals seeking a better understanding of the Cisco SAFE Blueprint. The exam and course, known as Cisco SAFE Implementation (CSI), cover a broad range of networking security topics in the context of the overall Cisco SAFE Blueprint that guides network managers and engineers in determining which security solutions should be deployed throughout a given network. The SAFE strategy provides the foundation for migrating to secure, affordable, converged networks. It enables companies to cost-effectively deploy a modular, scalable security framework in stages and to deliver integrated network protection via high-level security products and services. CCSP CSI Exam Certification Guide (CCSP Self-Study) combines leading edge coverage of security concepts with all the proven learning and exam preparation features of the Exam Certification Guide Series from Cisco Press including the CD-ROM testing engine with over 200 questions, pre- and post-chapter quizzes and a modular book and CD organization that breaks concepts down into smaller, easy-to-absorb blocks of information. This is a guide to recommended practices for crime scene investigation. The guide is presented in five major sections, with sub-sections as noted: (1) Arriving at the Scene: Initial Response/Prioritization of Efforts (receipt of information, safety procedures, emergency care, secure and control persons at the scene, boundaries, turn over control of the scene and brief investigator/s in charge, document actions and observations); (2) Preliminary Documentation and Evaluation of the Scene (scene assessment, "walk-through" and initial documentation); (3) Processing the Scene (team composition, contamination control, documentation and prioritize, collect, preserve, inventory, package, transport, and submit evidence); (4) Completing and Recording the Crime Scene Investigation (establish debriefing team, perform final survey, document the scene); and (5) Crime Scene Equipment (initial

responding officers, investigator/evidence technician, evidence collection kits). Crime scene investigation is hotter than ever, and kids everywhere will love learning about how their favorite detectives use science to figure out unsolvable thefts, arsons, mysteries, and more. CSI Expert!: Forensic Science for Kids includes more than 25 in-depth activities on fingerprinting, evidence collection, blood-stain identification, forensic careers, ballistics, and much more. The author of the best-selling Crime Scene Detective series combines more than a decade of experience teaching forensic science to middle school students with the latest technology and research in criminal investigations in the intriguing standards-based scientific study included in CSI Expert! Students will love collecting dental impressions, studying their classmates' fingerprints, looking at tool marks left at the scene of the crime, analyzing mysterious powders, and discovering the various types of counterfeit checks. Each lesson includes a realistic case for students to crack using the knowledge they've learned about analyzing forensic evidence, and the book also includes an assessment assignment that teachers can employ to test their students' learning. Both kids and teachers will be able to easily implement the book's hands-on, detailed, and exciting forensic science experiments using everyday materials. After completing these activities, kids will be begging for more fun science learning! Grades 5-8

A concise and practical guide to preparing for the Canadian Securities Exam For anyone dreaming of a career in the Canadian finance industry, whether in banking, brokerage, financial planning, or mutual funds, passing the Canadian Securities Exam is the first step on the path to success. But there's a lot of material to know and almost everyone needs a helping hand. Thankfully, the Canadian Securities Exam Fast-Track Study Guide is the perfect quick-review tool covering all the basics you need to know. It includes "quick hits" of the key points in language that's straightforward and easy to understand. Fully updated to cover the latest topics added to the CSC curriculum, this is the perfect study guide for staying cool under pressure and getting the best score you can. An ideal way to prepare for the Canadian Securities Exam, this handy guide will have you fully prepped and ready to go in no time flat. An affordable, compact study guide that simply summarizes must-know information Features 400 sample questions, including multiple choice chapter review questions and two full practice exams, as well as cross-referencing to the CSC textbook Written by a professor of finance and the Director of the Master of Management in Finance program at Queen's School of Business, Queen's University Ideal for finance students who need a quick review of the vital information they need to pass the Canadian Securities Exam Everything you need to prepare for the ITIL exam – Accredited to 2011 syllabus The ITIL (Information Technology Infrastructure Library) exam is the ultimate

certification for IT service management. This essential resource is a complete guide to preparing for the ITIL Foundation exam and includes everything you need for success. Organized around the ITIL Foundation (2011) syllabus, the study guide addresses the ITIL Service Lifecycles, the ITIL processes, roles, and functions, and also thoroughly explains how the Service Lifecycle provides effective and efficient IT services. Offers an introduction to IT service management and ITIL V3 service strategy Highlights the topics of service design and development and the service management processes Reviews the building, testing, authorizing, documenting, and implementation of new and changed services into operation Addresses creating and maintaining value for customers through monitoring and improving services, processes, and technology Download valuable study tools including practice exams, flashcards, a glossary of key terms and more. If you prefer self-study over the more expensive training course, but you don't want to skimp on information or preparation, then this study guide is for you. The bestselling MCSA 70-470 study guide, updated for the latest exam MCSA Windows Server 2016 Study Guide is your ultimate resource for Exam 70-740. Covering 100% of all exam objectives, this study guide goes far beyond concept review with real-world scenarios containing expert insights, chapter review questions, hands-on practice exercises while the Sybex interactive learning environment provides additional last minute review through practice exams, electronic flashcards, and searchable glossary. This new edition has been fully updated to align with the Windows Server 2016 exam, featuring authoritative coverage of installation, configuration, server roles, Hyper-V, core network services, Active Directory, Group Policy, security, remote access, disaster recovery, and more. The vast majority of servers around the world use Windows Server, and the 2016 release includes a host of new features and updates. This study guide has been updated to prepare you for these changes so you can be confident on exam day and beyond. Study 100% of Exam 70-740 objectives Gain hands-on practice performing critical tasks Link concept to practice through real-world scenarios Access to the Sybex interactive learning environment Whether you want to sit for the exam, or simply improve your job performance, this Sybex study guide will give you the expert insight to learn the key concepts and latest updates to Windows Server 2016. IT services are prevalent throughout virtually all businesses. Most enterprises and many government functions are totally dependent upon reliable and responsive IT services to underpin vital business, community and social functions. IT services have become mainstream and managing them to deliver value is the core message of ITIL V3, and the emphasis in ITIL V3 on service catalogue management is a direct result of the growing requirement for business and IT to work together sharing data,

information and knowledge about demand for services, service capabilities and patterns of business activity. The Service Catalogue Management process is now a very important management field complete with its own terminology and vital concepts. This study guide outlines the concepts and principles underlying the service catalogue; discusses a project plan approach and reporting considerations; describes the value of a sound business case and the key relationships and touch points in the service catalogue management process. By intelligence officials for intelligent people Whether your career aspirations lie in banking, financial planning, the mutual fund industry or a brokerage, you can't avoid taking the Canadian Securities Exam. But there's a lot of material to know for the day of the examination, and it can be a daunting task to assimilate such a wide body of knowledge. The Wiley Canadian Securities Exam Fast-Track Study Guide is a quick-review tool that covers all the basics you need to know to pass the exam. It presents "quick hits" of the key points you need to know, in language that's easy to understand and follow. This concise study aid: summarizes the essential, "need-to-know" information highlights important topics features multiple choice review questions at the end of each chapter makes material easy to read, understand and remember includes two practice exams and double the number of review questions in the last edition This edition has been completely updated and revised to reflect recent changes to the course and the exams. It features updates throughout, new questions and new practice exams, and it has been restructured for ease of use and comprehension. Don't let the stress and amount of material you need to know for the exam overwhelm you. Prepare yourself with the Wiley Canadian Securities Exam Fast-Track Study Guide. It's the perfect quick-review tool to wrap up your studying and help you focus on doing your best on the exam. "Oh, it's like CSI...": A Qualitative Study of Job Satisfaction Experiences of Forensic Scientists goes beyond the glamorous portrayals of CSI professionals on television to highlight the real sources of job satisfaction among forensic scientists. Drawing on interviews with current forensic scientists, this book concludes that forensic scientists experience the most satisfaction in helping victims, the community, and society at large. Get the must-have reference on construction contract administration -- and the essential study aid for the Certified Construction Contract Administrator (CCCA) Exam. The CSI Construction Contract Administration Practice Guide: Takes an in-depth look at standard contract documents and their successful use in construction projects. Provides expert commentary on various standard forms and their use in documenting design decisions made during project construction and providing for clear project communications. Discusses the roles and responsibilities of all parties to construction agreements and their effective management.

Packaged with the book is an access code which provides access to a password-protected Web site with bonus content, including a PDF of the printed book and copies of CSI format documents, such as UniFormat and SectionFormat/PageFormat. This easy-to-follow guide offers invaluable tips all construction professionals can immediately put to use for improving the overall skill and efficiency of document preparation that accurately conveys stated goals, ensuring that all interested individuals receive fair representation throughout the entire construction process. Part of the CSI Practice Guides, a library of comprehensive references specifically and carefully designed for the construction professional. Each book examines important concepts and best practices integral to a particular aspect of the building process. Official self-study test preparation guide for the CCSP CSI exam 642-541. This study guide helps you master all the topics on the CCSP CSI exam, including. Complete, detailed preparation for the Intermediate ITIL Service Lifecycle exams ITIL Intermediate Certification Companion Study Guide is the ultimate supporting guide to the ITIL Service Lifecycle syllabus, with full coverage of all Intermediate ITIL Service Lifecycle exam objectives for Service Operation, Service Design, Service Transition, Continual Service Improvement, and Service Strategy. Using clear and concise language, this useful companion guides you through each Lifecycle module and each of the process areas, helping you understand the concepts that underlie each skill required for certification. Illustrative examples demonstrate how these skills are applied in real-life scenarios, helping you realize the importance of what you're learning each step of the way. Additional coverage includes service strategy principles and processes, governance, organization, implementation, and technology considerations, plus guidance toward common challenges and risks. ITIL is the most widely adopted approach for IT Service Management in the world, providing a practical, no-nonsense framework for identifying, planning, delivering, and supporting IT services to businesses. This study guide is the ultimate companion for certification candidates, giving you everything you need to know in a single informative volume. Review the information needed for all five Lifecycle exams Examine real-life examples of how these concepts are applied Gain a deeper understanding of each of the process areas Learn more about governance, organization, implementation, and more The Intermediate ITIL Service Lifecycle exams expect you to demonstrate thorough knowledge of the concepts, processes, and functions related to the modules. The certification is recognized around the world as the de facto standard for IT Service Management, and the skills it requires increase your value to any business. For complete, detailed exam preparation, ITIL Certification Companion Study Guide for the Intermediate ITIL Service Lifecycle Exams is an invaluable effective tool. Gale Researcher



Guide for: Overview of Criminal Investigation and Forensic Science is selected from Gale's academic platform Gale Researcher. These study guides provide peer-reviewed articles that allow students early success in finding scholarly materials and to gain the confidence and vocabulary needed to pursue deeper research. Using case studies complete with migration plans that show how to modify examples into your unique network, this work takes the mystery out of network security by using proven examples of sound security best practices. Every action performed by a crime scene investigator has an underlying purpose: to both recover evidence and capture scene context. It is imperative that crime scene investigators must understand their mandate—not only as an essential function of their job but because they have the immense responsibility and duty to do so. Practice Crime Scene Processing and Investigation, Third Edition provides the essential tools for what crime scene investigators need to know, what they need to do, and how to do it. As professionals, any investigator's master is the truth and only the truth. Professional ethics demands an absolute adherence to this mandate. When investigators can effectively seek, collect, and preserve information and evidence from the crime scene to the justice system—doing so without any agenda beyond seeking the truth—not only are they carrying out the essential function and duty of their job, it also increases the likelihood that the ultimate goal of true justice will be served. Richly illustrated—with more than 415 figures, including over 300 color photographs—the Third Edition of this best-seller thoroughly addresses the role of the crime scene investigator in the context of: Understanding the nature of physical evidence, including fingerprint, biological, trace, hair and fiber, impression, and other forms of evidence Assessing the scene, including search considerations and dealing with chemical and bioterror hazards Crime scene photography; scene sketching, mapping, and documentation; and the role of crime scene analysis and reconstruction Bloodstain pattern analysis and discussion of the body as a crime scene Special scene considerations, including fire, buried bodies, and entomological evidence Coverage details the importance of maintaining objectivity, emphasizing that every action the crime scene investigator performs has an underlying purpose: to both recover evidence and capture scene context. Key features: Outlines the responsibilities of the responding officer, from documenting and securing the initial information to providing emergency care Includes three new chapters on light technology and crime scene processing techniques, recovering fingerprints, and castings Addresses emerging technology and new techniques in 3-D Laser scanning procedures in capturing a scene Provides a list of review questions at the end of each chapter Practice Crime Scene Processing and Investigation, Third Edition includes practical, proven methods to be used at any crime scene to

ensure that evidence is preserved, admissible in court, and persuasive. Course ancillaries including PowerPoint® lecture slides and a Test Bank are available with qualified course adoption.

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