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models for how action learning can be successfully employed but also offer inspiration and potential starting points and guidelines for other businesses that face similar problems The book concludes with a cross case analysis that pinpoints the ingredients necessary for breakthrough problem solving via action learning **Your Office** Amy Kinser, Brant Moriarity, Patti Hammerle, Jennifer Nightingale, Eric Kinser, 2014-07-25 This book is the perfect complement to the Excel or Access Comprehensive texts particularly for instructors looking for more complex real world cases for students to work through Included are 15 total cases 6 Excel 6 Access and 3 integrated Make Microsoft Office Your Office The Your Office series prepares you to use both technical and soft skills in the real world Our modern approach weaves the technical content into realistic business scenarios and focuses on using Office as a decision making tool Students learn best by doing so you will be active from page 1 There is plenty of guidance at first but the case exercises will ask more from you as the book progresses Innovative features help you progress from a basic understanding to mastery of each application empowering you to perform with confidence in Windows 8 Word Excel Access and PowerPoint even on mobile devices No matter what career path you re on the Your Office series will give you the foundation to succeed Also available with MyITLab MyITLab is an online homework tutorial and assessment program designed to work with this text to engage students and improve results Within its structured environment students practice what they learn test their understanding and pursue a personalized study plan that helps them absorb course material and understand difficult concepts Note You are purchasing a standalone product MyITLab does not come packaged with this content MyITLab is not a self paced technology and should only be purchased when required by an instructor If you would like to purchase both the physical text and MyITLab contact your Pearson representative *Using Statistics in the Social and Health Sciences with SPSS and Excel* Martin Lee Abbott, 2016-07-28 Provides a step by step approach to statistical procedures to analyze data and conduct research with detailed sections in each chapter explaining SPSS and Excel applications This book identifies connections between statistical applications and research design using cases examples and discussion of specific topics from the social and health sciences Researched and class tested to ensure an accessible presentation the book combines clear step by step explanations for both the novice and professional alike to understand the fundamental statistical practices for organizing analyzing and drawing conclusions from research data in their field The book begins with an introduction to descriptive and inferential statistics and then acquaints readers with important features of statistical applications SPSS and Excel that support statistical analysis and decision making Subsequent chapters treat the procedures commonly employed when working with data across various fields of social science research Individual chapters are devoted to specific statistical procedures each ending with lab application exercises that pose research questions examine the questions through their application in SPSS and Excel and conclude with a brief research report that outlines key findings drawn from the results Real world examples and data from social and health sciences research are used throughout the book allowing readers to reinforce their comprehension of the material Using

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