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Training Guide Administering Windows Server 2012 R2 (MCSA)-Orin Thomas 2014-05-12 Fully updated for Windows Server 2012 R2! Designed to help enterprise administrators develop real-world, job-role-specific skills - this Training Guide focuses on core infrastructure administration for Windows Server 2012 R2. Build hands-on expertise through a series of lessons, exercises, and suggested practices - and help maximize your performance on the job. This Microsoft Training Guide: Focuses on job-role-specific expertise for core infrastructure administration tasks Fully updated for Windows Server 2012 R2, including new practices Provides in-depth, hands-on training you take at your own pace Creates a foundation of skills which, along with on-the-job experience, can be measured by Microsoft Certification exams such as 70-411 Topics include: Deploying and updating Windows Server 2012 R2 Managing account policies and service accounts Configuring name resolution Administering Active Directory Managing Group Policy application and infrastructure Configuring Group Policy settings and preferences Administering network policies Administering remote access Managing file services Monitoring and auditing Windows Server 2012 R2

Server Training Manual-Ryan Dahlstrom This Server Training Manual is brought to you by Bar Manuals founder and Best Selling author Ryan Dahlstrom, Certified Consulting Bar Experts by the Hospitality Association of America. If you own or manage a Bar, Nightclub or Restaurant and feel like your business should be doing better, you should purchase this Server Training Manual.

MCSE/MCSA Training Guide (70-215)-Dennis Maione 2002 With this book, readers master the skills and concepts necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows 2000 Server. Readers preparing for this exam find the Training Guide series to be the most successful self-study tool in the market.

Microsoft Outlook for Lawyers Training Manual Classroom in a Book-TeachUcomp 2020-10-27 Complete classroom training manuals for Microsoft Outlook 2019 for Lawyers. 211 pages and 120 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to effectively manage legal contacts, tasks and digital security. In addition, you'll receive our complete Outlook curriculum. Topics Covered: Getting Acquainted with Outlook 1. The Outlook Environment 2. The Title Bar 3. The Ribbon 4. The Quick Access Toolbar 5. Touch Mode 6. The Navigation Bar, Folder Pane, Reading Pane, and To-Do Bar Making Contacts 1. The People Folder 2. Customizing the Contacts Folder View 3. Creating Contacts 4. Basic Contact Management 5. Printing Contacts 6. Creating Contact Groups 7. Categorizing Contacts 8. Searching for Contacts 9. Calling Contacts 10. Mapping a Contact's Address E-Mail 1. Using the Inbox 2. Changing the Inbox View 3. Message Flags 4. Searching for Messages 5. Creating, Addressing, and Sending Messages 6. Checking Message Spelling 7. Setting Message Options 8. Formatting Messages 9. Using Signatures 10. Replying to Messages 11. Forwarding Messages 12. Sending Attachments 13. Opening Attachments 14. Ignoring Conversations The Sent Items Folder 1. The Sent Items Folder 2. Resending Messages 3. Recalling Messages The Outbox Folder 1. Using the Outbox 2. Using the Drafts Folder Using the Calendar 1. The Calendar Window 2. Switching the Calendar View 3. Navigating the Calendar 4. Appointments, Meetings and Events 5. Manipulating Calendar Objects 6. Setting an Appointment 7. Scheduling a Meeting 8. Checking Meeting Attendance Status 9. Responding to Meeting Requests 10. Scheduling an Event 11. Setting Recurrence 12. Printing the Calendar 13. Teams Meetings in Outlook 14. Meeting Notes Tasks 1. Using Tasks 2. Printing Tasks 3. Creating a Task 4. Setting Task Recurrence 5. Creating a Task Request 6. Responding to Task Requests 7. Sending Status Reports 8. Deleting Tasks Deleted Items 1. The Deleted Items Folder 2. Permanently Deleting Items 3. Recovering Deleted Items 4. Recovering and Purging Permanently Deleted Items Groups 1. Accessing Groups 2. Creating a New Group 3. Adding Members to Groups and Inviting Others 4. Contributing to Groups 5. Managing Files in Groups 6. Accessing the Group Calendar and Notebook 7. Following and Stop Following Groups 8. Leaving Groups 9. Editing, Managing and Deleting Groups The Journal Folder 1. The Journal Folder 2. Switching the Journal View 3. Recording Journal Items 4. Opening Journal Entries and Documents 5. Deleting Journal Items Public Folders 1. Creating Public Folders 2. Setting Permissions 3. Folder Rules 4. Copying Public Folders Personal and Private Folders 1. Creating a Personal Folder 2. Setting AutoArchiving for Folders 3. Creating Private Folders 4. Creating Search Folders 5. One-Click Archiving Notes 1. Creating and Using Notes Advanced Mailbox Options 1. Creating Mailbox Rules 2. Creating Custom Mailbox Views 3. Handling Junk Mail 4. Color Categorizing 5. Advanced Find 6. Mailbox Cleanup Outlook Options 1. Using Shortcuts 2. Adding Additional Profiles 3. Adding Accounts 4. Outlook Options 5. Using Outlook Help Delegates 1. Creating a Delegate 2. Acting as a Delegate 3. Deleting Delegates Security 1. Types of Email Encryption in Outlook 2. Sending Encrypted Email Managing Mail 1. Using Subfolders 2. Using Mailbox Rules to Organize Mail 3. Using Search and Search Folders to Organize Mail 4. Making Mail Easier to Search 5. Managing Reminders 6. Saving Email as PDF 7. Turning Emails into Tasks 8. AutoReply to Email 9. Auto-forward Email 10. Using Quick Parts 11. Using Quick Steps in Outlook 12. Tips to Reduce PST Folder Size 13. Adding Confidentiality Notices 14. Deferring Mail Delivery Legal Contacts 1. Using BCC for Confidentiality with Contact Groups Managing Legal Scheduling 1. Automatically Processing Meeting Requests Managing Tasks 1. Task Tracking vs. Forwarding Email 2. Viewing and Managing Task Times 3. Categorizing Tasks and Managing Views

MCSE: Planning, Implementing and Maintaining a Windows Server 2003 Environment for an MCSE Certified on Windows 2000 (Exam 70-296)-Syngress 2003-11-11 MCSE Exam 70-296 Study Guide & DVD Training System: Planning, Implementing and Maintaining a Windows Server 2003 Environment for an MCSE Certified on Windows 2000 is a one-of-a-kind integration of text, DVD-quality instructor led training, and Web-based exam simulation and remediation. This system gives you 100% coverage of the official Microsoft 70-296 exam objectives plus test preparation software for the edge you need to pass the exam on your first try. In June, 2003 Microsoft will launch beta exams for the Windows Server 2003 certification line. Exams will likely go live the following August and September. This launch is a comprehensive revamping of the MCSE (Microsoft Certified System Engineer) track with all new core exams and all new electives. In addition, the MCSA (Microsoft Certified System Administrator) certification will expand its program to include an additional upgrade exam for MCSAs wanting to become MCSEs. The launch of this new certification track means that all current MCSEs, representing an installed base of approximately 200,000 (source: MCP Magazine) will need to recertify under Windows Server 2003. In addition, any MCP looking to become an MCSE—estimates are about 1.2 million (source: MCP Magazine)—will also have to continue their certifications under the new program. Many industry experts expect the Windows 2003 certification, and product line as well, to be a more popular track since many organizations are still using NT and plan to skip 2000 and go directly to 2003. * DVD Provides a "Virtual Classroom": Get the benefits of instructor led training at a fraction of the cost and hassle. * Guaranteed Coverage of All Exam Objectives: If the topic is listed in Microsoft's Exam 70-296 objectives, it is covered here. * Fully Integrated Learning: This system includes a study guide, DVD training and Web-based practice exams.

Restaurant Server Manual-Jeffery D. Schim 2017-06-13 The restaurant Server Manual covers waitstaff training a greeter training. This is a valuable resource for your restaurant or bar. Waitstaff will learn how to create exceptional service for your guest. This restaurant server manual covers the following: -Orientation -Training your Team -Effective Training Techniques -Certified Trainers -Positive Plus / Correction Feedback -How to Prevent Guest Complaints -Guest Recovery -Food Safety & Allergens -Food Delivery Procedures -Restaurant Safety -Clean as you go -Server Job Description -Six Steps of Service -How to Roll Silverware -Silverware and Plate Placement -Point of Sale Training -Restaurant Greeter Training -Restaurant Greeter Job Description Return of Investment (ROI) Training your staff is an investment. Your customers will benefit and your bottom line will show an increase in restaurant revenue. The most important part of the restaurant server training manual is the six steps of service. Basically, your managers, servers and greeters will learn and memorize the six steps of service. Your employees will live the steps of service from shift to shift. The server steps of service begin when the customer arrives and walks through your restaurant front door and ends when they depart the restaurant. Your goal is to provide exceptional wow customer service by applying the steps of service all throughout the customer's visit.

The Waiter & Waitress and Waitstaff Training Handbook-Lora Arduser 2017-01-19

MCSE Training Kit-Microsoft Corporation 2001 Official training kit teaches IT professionals how to design network security solutions in Windows 2000 as they prepare for MCP Exam 70-220, a core elective on the new Windows 2000 MCSE track. Balances conceptual information with practical application: students learn through an integrated system of skill-building tutorials, case study examples and self assessment tools.

The Secrets to Restaurant Management and Staff Training-Christine J. Lueders 2017

MCSE Training Kit (Exam 70-224)-Kay Unkroth 2001 This official "MCSE Training Kit" teaches IT professionals how to set up and support Exchange 2000 Servers as they prepare for the corresponding MCP exam. An economical alternative to classroom instruction, this kit enables students to set their own pace and learn by doing. Searchable version of complete kit materials on CD-ROM.

Microsoft® Office SharePoint® Server 2007: A Beginner's Guide-Ron Gilster 2007-09-11 A step-by-step guide to Microsoft Office SharePoint Server 2007 describes how to set up and configure SharePoint Server, ways to collect and store data, how to build lists and libraries, and how to create portals and Web pages.

Dreamweaver CS6: The Missing Manual-David McFarland 2012-07-16 A guide to the Web design program covers such topics as text formatting, Cascading Style Sheets, links, images, tables, page layout, HTML, forms, site management, templates, and JavaScript.

Perl Template Toolkit-Darren Chamberlain 2003-12-23 Among the many different approaches to "templating" with Perl—such as Emberl, Mason, HTML::Template, and hundreds of other lesser known systems—the Template Toolkit is widely recognized as one of the most versatile. Like other templating systems, the Template Toolkit allows programmers to embed Perl code and custom macros into HTML documents in order to create customized documents on the fly. But unlike the others, the Template Toolkit is as facile at producing HTML as it is at producing XML, PDF, or any other output format. And because it has its own simple templating language, templates can be written and edited by people who don't know Perl. In short, the Template Toolkit combines the best features of its competitors, with ease-of-use and flexibility, resulting in a technology that's fast, powerful and extensible, and ideally suited to the production and maintenance of web content and other dynamic document systems. In Perl Template Toolkit you'll find detailed coverage of this increasingly popular technology. Written by core members of the technology's development team, the book guides you through the entire process of installing, configuring, using, and extending the Template Toolkit. It begins with a fast-paced but thorough tutorial on building web content with the Template Toolkit, and then walks you through generating and using data files, particularly with XML. It also provides detailed information on the Template Toolkit's modules, libraries, and tools in addition to a complete reference manual. Topics in the book include: Getting started with the template toolkit The Template language Template directives Filters Plugins Extending the Template Toolkit Accessing databases XML Advanced static web page techniques Dynamic web content and web applications The only book to cover this important tool, Perl Template Toolkit is essential reading for any Perl programmer who wants to create dynamic web content that is remarkably easy to maintain. This book is your surefire guide to implementing this fast, flexible, and powerful templating system.

MCSE instructor resource manual (70-215)-Greg Dawson 2001-04

What I Know about Running Coffee Shops-Colin Harmon 2017

The 27 Challenges Managers Face-Bruce Tulgan 2014-09-09 For more than twenty years, management expert Bruce Tulgan has been asking, "What are the most difficult challenges you face when it comes to managing people?"

Regardless of industry or job title, managers cite the same core issues—27 recurring challenges: the superstar whom the manager is afraid of losing, the slacker whom the manager cannot figure out how to motivate, the one with an attitude problem, and the two who cannot get along, to name just a few. It turns out that when things are going wrong in a management relationship, the common denominator is almost always unstructured, low substance, hit-or-miss communication. The real problem is that most managers are "managing on autopilot" without even realizing it—until something goes wrong. And if you are managing on autopilot, then something almost always does. The 27 Challenges Managers Face shows exactly how to break the vicious cycle and gain control of management relationships. No matter what the issue, Tulgan shows that the fundamentals are all you need. The very best managers hold ongoing one-on-one conversations that make expectations clear, track performance, offer feedback, and hold people accountable. For every workplace problem—even the most awkward and difficult—The 27 Challenges Managers Face shows how to tailor conversations to solve situations familiar to every manager. Tulgan offers clear approaches for turning around bad attitudes, reducing friction and conflict, improving low performers, retaining top performers, and even addressing your own personal burnout. The 27 Challenges Managers Face is an indispensable resource for managers at all levels, one anyone managing anyone will want to keep on hand. One challenge at a time, you'll see how the most effective managers use the fundamentals of management to proactively resolve (nearly) any problem a manager could face.

The Wine Bible-Karen MacNeil 2015-10-13 Announcing the completely revised and updated edition of The Wine Bible, the perennial bestselling wine book praised as "The most informative and entertaining book I've ever seen on the subject" (Danny Meyer), "A guide that has all the answers" (Bobby Flay), "Astounding" (Thomas Keller), and "A magnificent masterpiece of wine writing" (Kevin Zraly). Like a lively course from an expert teacher, The Wine Bible grounds the reader deeply in the fundamentals while layering on informative asides, tips, amusing anecdotes, definitions, glossaries, photos (all new for this edition), maps, labels, and recommended bottles. Karen MacNeil's information comes directly through primary research; for this second edition she has tasted more than 10,000 wines and visited dozens of wine regions around the world. New to the book are wines of China, Japan, Mexico, and Slovenia. And through it all the reader becomes ever more informed—and, because of the author's unique voice, always entertained: "In great years Pétrus is ravishing, elegant, and rich—Ingrid Bergman in red satin." Or, describing a Riesling: "A laser beam. A sheet of ice. A great crackling bolt of lightning."

Infrastructure as Code-Kief Morris 2016-06-09 Virtualization, cloud, containers, server automation, and software-defined networking are meant to simplify IT operations. But many organizations adopting these technologies have found that it only leads to a faster-growing sprawl of unmanageable systems. This is where infrastructure as code can help. With this practical guide, author Kief Morris of ThoughtWorks shows you how to effectively use principles, practices, and patterns pioneered through the DevOps movement to manage cloud age infrastructure. Ideal for system administrators, infrastructure engineers, team leads, and architects, this book demonstrates various tools, techniques, and patterns you can use to implement infrastructure as code. In three parts, you'll learn about the platforms and tooling involved in creating and configuring infrastructure elements, patterns for using these tools, and practices for making infrastructure as code work in your environment. Examine the pitfalls that organizations fall into when adopting the new generation of infrastructure technologies Understand the capabilities and service models of dynamic infrastructure platforms Learn about tools that provide, provision, and configure core infrastructure resources Explore services and tools for managing a dynamic infrastructure Learn specific patterns and practices for provisioning servers, building server templates, and updating running servers

BIM Handbook-Chuck Eastman 2011-03-25 "The BIM Handbook is an extensively researched and meticulously written book, showing evidence of years of work rather than something that has been quickly put together in the course of a few months. It brings together most of the current information about BIM, its history, as well as its potential future in one convenient place, and can serve as a handy reference book on BIM for anyone who is involved in the design, construction, and operation of buildings and needs to know about the technologies that support it. The need for such a book is indisputable, and it is terrific that Chuck Eastman and his team were able to step up to the plate and make it happen. Thanks to their efforts, anyone in the AEC industry looking for a deeper understanding of BIM now knows exactly where to look for it." —AECbytes book review, August 28, 2008

(www.aecbytes.com/review/2008/BIMHandbook.html) DISCOVER BIM: A BETTER WAY TO BUILD BETTER BUILDINGS Building Information Modeling (BIM) offers a novel approach to design, construction, and facility management in which a digital representation of the building process is used to facilitate the exchange and interoperability of information in digital format. BIM is beginning to change the way buildings look, the way they function, and the ways in which they are designed and built. The BIM Handbook, Second Edition provides an in-depth understanding of BIM technologies, the business and organizational issues associated with its implementation, and the profound advantages that effective use of BIM can provide to all members of a project team. Updates to this edition include: Completely updated material covering the current practice and technology in this fast-moving field Expanded coverage of lean construction and its use of BIM, with special focus on Integrated Project Delivery throughout the book New insight on the ways BIM facilitates sustainable building New information on interoperability schemas and collaboration tools Six new case studies Painting a colorful and thorough picture of the state of the art in building information modeling, the BIM Handbook, Second Edition guides readers to successful implementations, helping them to avoid needless frustration and costs and take full advantage of this paradigm-shifting approach to construct better buildings that consume fewer materials and require less time, labor, and capital resources.

MCSE Instructor Resource Manual (70-220)-Nathan Maxwell 2001

MySQL Reference Manual-Michael Widenius 2002 This comprehensive reference guide offers useful pointers for advanced use of SQL and describes the bugs and workarounds involved in compiling MySQL for every system.

Web Design Tools and Techniques-Peter Kentie 2002 Discusses current and evolving HTML standards; how to use HTML to format and display tables and images; choosing JPEG versus GIF graphics; and platform, bandwidth, and operating system concerns.

Windows Server 2012 Unleashed-Rand Morimoto 2012-09-16 This is the most comprehensive and realistic guide to Windows Server 2012 planning, design, prototyping, implementation, migration, administration, and support.

Extensively updated, it contains unsurpassed independent and objective coverage of Windows Server 2012's key innovations, including improved virtualization components, enhanced security tools, new web and management resources, and Windows 8 integration. Windows Server 2012 Unleashed reflects the authors' extraordinary experience implementing Windows Server 2012 in large-scale environments since its earliest alpha releases, reaching back more than two years prior to its official launch. Microsoft MVP Rand Morimoto and his colleagues fully address every aspect of deploying and operating Windows Server 2012, including Active Directory, networking and core application services,

security, migration from Windows Server 2003/2008, administration, fault tolerance, optimization, troubleshooting, and much more. Valuable for Windows professionals at all skill levels, this book will be especially indispensable for intermediate-to-advanced level professionals seeking expert, in-depth solutions. Every chapter contains tips, tricks, best practices, and lessons learned from actual deployments: practical information for using Windows Server 2012 to solve real business problems. Plan and migrate from Windows Server 2003 and 2008 Leverage powerful capabilities that are truly new in Windows Server 2012 Install Windows Server 2012 and the GUI-less Windows Server Core Upgrade to Windows Server 2012 Active Directory Utilize advanced AD capabilities including federated forests and identity management Plan and deploy network services, from DNS and DHCP to IPv6, IPAM, and IIS Protect systems and data with server-level security, transport-level security, and security policies Deliver true end-to-end secured anytime/anywhere access to remote/mobile clients Efficiently configure and manage users, sites, OUs, domains, and forests through Server Manager console Create more fault-tolerant environments with DFS, clustering, and Network Load Balancing Leverage major Hyper-V virtualization improvements in availability, redundancy, and guest support Manage Active Directory more efficiently with Active Directory Administrative Center, Best Practice Analyzer, and PowerShell scripts Systematically tune, optimize, debug, and troubleshoot Windows Server 2012 SAP R/3 Handbook, Third Edition-Jose Hernandez 2005-12-23 Implement a comprehensive, integrated application platform Take full advantage of the power, flexibility, and adaptability of SAP -- the premier solution for service-based, enterprise-scale business processes. SAP R/3 Handbook, Third Edition offers complete coverage of installation, implementation, operation, and support. You'll get full details on all the components, including SAP Web Application Server, SAP NetWeaver, the ABAP workbench, and more. Administration, security, and integration with other systems is also covered. ESSENTIAL SKILLS FOR SAP TECHNICAL CONSULTANTS Get an overview of SAP business, integration, and collaboration solutions Understand SAP Web Application Server architecture Get details on the SAP NetWeaver platform Access SAP systems through the SAP presentation interface Use the ABAP workbench development environment Handle system administration and implement security Manage system-wide changes with the Transport Management System (TMS) Analyze performance and troubleshoot SAP solutions E-learning Methodologies-Beatrice Ghirardini 2011 The "E-Learning Methodologies" guide will support professionals involved in the design and development of e-learning projects and products. The guide reviews the basic concepts of e-learning with a focus on adult learning, and introduces the various activities and roles involved in an e-learning project. The guide covers methodologies and tips for creating interactive content and for facilitating online learning, as well as some of the technologies used to create and deliver e-learning. Interactive Data Visualization for the Web-Scott Murray 2017-08-03 Create and publish your own interactive data visualization projects on the web—even if you have little or no experience with data visualization or web development. It's inspiring and fun with this friendly, accessible, and practical hands-on introduction. This fully updated and expanded second edition takes you through the fundamental concepts and methods of D3, the most powerful JavaScript library for expressing data visually in a web browser. Ideal for designers with no coding experience, reporters exploring data journalism, and anyone who wants to visualize and share data, this step-by-step guide will also help you expand your web programming skills by teaching you the basics of HTML, CSS, JavaScript, and SVG. Learn D3 4.x—the latest D3 version—with downloadable code and over 140 examples Create bar charts, scatter plots, pie charts, stacked bar charts, and force-directed graphs Use smooth, animated transitions to show changes in your data Introduce interactivity to help users explore your data Create custom geographic maps with panning, zooming, labels, and tooltips Walk through the creation of a complete visualization project, from start to finish Explore inspiring case studies with nine accomplished designers talking about their D3-based projects Templates For Managing Training Projects-Willis H. Thomas, PhD, PMM 2014-12-29 Are you reinventing the wheel each time you create a training project? Organize your way to efficiency with project management templates and tools specifically designed for training professionals. This book is at its core a bank of training knowledge. Each customizable template is practical to use on training-related projects or ongoing operations. In this book you will find: forms to help you manage all aspects of your training project helpful information to guide you as you institute an information system for your training department templates that help you deliver business results and business success. Using good forms correctly can greatly increase productivity and consistency within a distributed network of project team members. Whether you are a project manager who has training responsibilities, or a trainer responsible for managing projects, this guide offers tools you need to maximize efficiency. Server/workstation Expert- 2001 Excel 2013: The Missing Manual-Matthew MacDonald 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses. Oracle WebLogic Server 12c Administration Handbook-Sam R. Alapati 2014-05-16 Best Practices for Oracle WebLogic Server 12c Configuration and Administration Maintain a high-performance enterprise application framework using the detailed information in this authoritative resource. Through expert instruction and real-world examples, Oracle WebLogic Server 12c Administration Handbook fully explains the latest management tools and techniques. Learn how to work from the Oracle WebLogic Server Administration Console or command line, configure servers and clusters, deploy applications, and optimize application performance. Tuning, troubleshooting, and load balancing are thoroughly covered in this Oracle Press guide. Install Oracle WebLogic Server 12c or perform an upgrade Manage domains, server instances, networks, and virtual hosts Work with the WebLogic Scripting Tool feature and Node Manager Build custom network channels and resource adapters Monitor performance with the WebLogic Diagnostics Framework feature Prioritize requests using Oracle WebLogic Server Work Managers Configure Oracle WebLogic clusters and migrate servers and services Deploy web applications, Enterprise JavaBeans, and Java EE modules Establish security realms and authenticate and authorize users Allocate memory, optimize throughput, and tune the Java Virtual Machine The Checklist Manifesto-Atul Gawande 2010-04-01 The New York Times bestselling author of Better and Complications reveals the surprising power of the ordinary checklist We live in a world of great and increasing complexity, where even the most expert professionals struggle to master the tasks they face. Longer training, ever more advanced technologies—neither seems to prevent grievous errors. But in a hopeful turn, acclaimed surgeon and writer Atul Gawande finds a remedy in the humblest and simplest of techniques: the checklist. First introduced decades ago by the U.S. Air Force, checklists have enabled pilots to fly aircraft of mind-boggling sophistication. Now innovative checklists are being adopted in hospitals around the world, helping doctors and nurses respond to everything from flu epidemics to avalanches. Even in the immensely complex world of surgery, a simple ninety-second variant has cut the rate of fatalities by more than a third. In riveting stories, Gawande takes us from Austria, where an emergency checklist saved a drowning victim who had spent half an hour underwater, to Michigan, where a cleanliness checklist in intensive care units virtually eliminated a type of deadly hospital infection. He explains how checklists actually work to prompt striking and immediate improvements. And he follows the checklist revolution into fields well beyond medicine, from disaster response to investment banking, skyscraper construction, and businesses of all kinds. An intellectual adventure in which lives are lost and saved and one simple idea makes a tremendous difference, The Checklist Manifesto is essential reading for anyone working to get things right. MCSE Training Guide (70-220)-Roberta Bragg 2000 A contributing editor to "MCP Magazine" gives complete coverage of the Windows 2000 Network Security Design exam, one of the three core electives which much be taken by all MCSE candidates. This exam is new to the MCSE track and in this book readers will find the solid, focused exam preparation material for which "Training Guide" series is known. The CD-ROM features test simulation software. Measure What Matters-John Doerr 2018-04-24 #1 New York Times Bestseller Legendary venture capitalist John Doerr reveals how the goal-setting system of Objectives and Key Results (OKRs) has helped tech giants from Intel to Google achieve explosive growth—and how it can help any organization thrive. In the fall of 1999, John Doerr met with the founders of a start-up whom he'd just given \$12.5 million, the biggest investment of his career. Larry Page and Sergey Brin had amazing technology, entrepreneurial energy, and sky-high ambitions, but no real business plan. For Google to change the world (or even to survive), Page and Brin had to learn how to make tough choices on priorities while keeping their team on track. They'd have to know when to pull the plug on losing propositions, to fail fast. And they needed timely, relevant data to track their progress—to measure what mattered. Doerr taught them about a proven approach to operating excellence: Objectives and Key Results. He had first discovered OKRs in the 1970s as an engineer at Intel, where the legendary Andy Grove ("the greatest manager of his or any era") drove the best-run company Doerr had ever seen. Later, as a venture capitalist, Doerr shared Grove's brainchild with more than fifty companies. Wherever the process was faithfully practiced, it worked. In this goal-setting system, objectives define what we seek to achieve; key results are how those top-priority goals will be attained with specific, measurable actions within a set time frame. Everyone's goals, from entry level to CEO, are transparent to the entire organization. The benefits are profound. OKRs surface an organization's most important work. They focus effort and foster coordination. They keep employees on track. They link objectives across silos to unify and strengthen the entire company. Along the way, OKRs enhance workplace satisfaction and boost retention. In Measure What Matters, Doerr shares a broad range of first-person, behind-the-scenes case studies, with narrators including Bono and Bill Gates, to demonstrate the focus, agility, and explosive growth that OKRs have spurred at so many great organizations. This book will help a new generation of leaders capture the same magic. The Curious Barista's Guide to Coffee-Tristan Stephenson 2015-03-12 The definitive guide to the extraordinary world of coffee from growing and roasting to brewing and serving the perfect cup. This is the ultimate guide to the history, science and cultural influence of coffee according to coffee aficionado and master storyteller Tristan Stephenson. You'll explore the origins of coffee, the rise of the coffee house and the evolution of the café before discovering the varieties of coffee, and the alchemy responsible for transforming a humble bean into the world's most popular drink. You'll learn how to roast coffee at home in the fascinating Roasting section before delving into the Science and Flavour of Coffee and finding out how sweetness, bitterness, acidity and aroma all come together. You'll then get to grips with grinding before learning about the history of the espresso machine and how to make the perfect espresso in the Espresso chapter. Discover how espresso and milk are a match made in heaven, yielding such treasures as the Latte, Cappuccino, Flat white and Macchiato; you'll also find out how to pour your own Latte art. Other Brewing Methods features step-by-step guides to classic brewing techniques to bring the coffee to your table, from a Moka pot and a French press to Aeropress and Siphon brewing. Finally, why not treat yourself to one of Tristan's expertly concocted recipes. From an Espresso Martini to a Pumpkin Spice Latte and Coffee Liqueur to Butter Coffee, this really is the essential anthology for the coffee enthusiast. Smart Business Intelligence Solutions with Microsoft SQL Server 2008-Lynn Langit 2009 Get the end-to-end instruction you need to design, develop, and deploy more effective data integration, reporting, and analysis solutions using SQL Server 2008--whether you're new to business intelligence (BI) programming or a seasoned pro. With real-world examples and insights from an expert team, you'll master the concepts, tools, and techniques for building solutions that deliver intelligence--and business value--exactly where users want it. Discover how to: Manage the development life cycle and build a BI team Dig into SQL Server Analysis Services, Integration Services, and Reporting Services Navigate the Business Intelligence Development Studio (BIDS) Write queries that rank, sort, and drill down on sales data Develop extract, transform, and load (ETL) solutions Add a source code control system Help secure packages for deployment via encryption and credentials Use MDX and DMX Query Designers to build reports based on OLAP cubes and data mining models Create and implement custom objects using .NET code View reports in Microsoft Office Excel and Office SharePoint Serverook Registries for Evaluating Patient Outcomes-Agency for Healthcare Research and Quality/AHRQ 2014-04-01 This User's Guide is intended to support the design, implementation, analysis, interpretation, and quality evaluation of registries created to increase understanding of patient outcomes. For the purposes of this guide, a patient registry is an organized system that uses observational study methods to collect uniform data (clinical and other) to evaluate specified outcomes for a population defined by a particular disease, condition, or exposure, and that serves one or more predetermined scientific, clinical, or policy purposes. A registry database is a file (or files) derived from the registry. Although registries can serve many purposes, this guide focuses on registries created for one or more of the following purposes: to describe the natural history of disease, to determine clinical effectiveness or cost-effectiveness of health care products and services, to measure or monitor safety and harm, and/or to measure quality of care. Registries are classified according to how their populations are defined. For example, product registries include patients who have been exposed to biopharmaceutical products or medical devices. Health services registries consist of patients who have had a common procedure, clinical encounter, or hospitalization. Disease or condition registries are defined by patients having the same diagnosis, such as cystic fibrosis or heart failure. The User's Guide was created by researchers affiliated with AHRQ's Effective Health Care Program, particularly those who participated in AHRQ's DEcIDE (Developing Evidence to Inform Decisions About Effectiveness) program. Chapters were subject to multiple internal and external independent reviews. Ten Strategies of a World-Class Cybersecurity Operations Center-Carson Zimmerman 2014-07-01 Ten Strategies of a World-Class Cyber Security Operations Center conveys MITRE's accumulated expertise on enterprise-grade computer network defense. It covers ten key qualities of leading Cyber Security Operations Centers (CSOCs), ranging from their structure and organization, to processes that best enable smooth operations, to approaches that extract maximum value from key CSOC technology investments. This book offers perspective and context for key decision points in structuring a CSOC, such as what capabilities to offer, how to architect large-scale data collection and analysis, and how to prepare the CSOC team for agile, threat-based response. If you manage, work in, or are standing up a CSOC, this book is for you. It is also available on MITRE's website, www.mitre.org. The Definitive Guide to DAX-Alberto Ferrari 2015-10-14 This comprehensive and authoritative guide will teach you the DAX language for business intelligence, data modeling, and analytics. Leading Microsoft BI consultants Marco Russo and Alberto Ferrari help you master everything from table functions through advanced code and model optimization. You'll learn exactly what happens under the hood when you run a DAX expression, how DAX behaves differently from other languages, and how to use this knowledge to write fast, robust code. If you want to leverage all of DAX's remarkable power and flexibility, this no-compromise "deep dive" is exactly what you need. Perform powerful data analysis with DAX for Microsoft SQL Server Analysis Services, Excel, and Power BI Master core DAX concepts, including calculated columns, measures, and error handling Understand evaluation contexts and the CALCULATE and CALCULATETABLE functions Perform time-based calculations: YTD, MTD, previous year, working days, and more Work with expanded tables, complex functions, and elaborate DAX expressions Perform calculations over hierarchies, including parent/child hierarchies Use DAX to express diverse and unusual relationships Measure DAX query performance with SQL Server Profiler and DAX Studio Learning Web Design-Jennifer Robbins 2018-05-11 Do you want to build web pages but have no prior experience? This friendly guide is the perfect place to start. You'll begin at square one, learning how the web and web pages work, and then steadily build from there. By the end of the book, you'll have the skills to create a simple site with multicolumn pages that adapt for mobile devices. Each chapter provides exercises to help you learn various techniques and short quizzes to make sure you understand key concepts. This thoroughly revised edition is ideal for students and professionals of all backgrounds and skill levels. It is simple and clear enough for beginners, yet thorough enough to be a useful reference for experienced developers keeping their skills up to date. Build HTML pages with text, links, images, tables, and forms Use style sheets (CSS) for colors, backgrounds, formatting text, page layout, and even simple animation effects Learn how JavaScript works and why the language is so important in web design Create and optimize web images so they'll download as quickly as possible NEW! Use CSS Flexbox and Grid for sophisticated and flexible page layout NEW! Learn the ins and outs of Responsive Web Design to make web pages look great on all devices NEW! Become familiar with the command line, Git, and other tools in the modern web developer's toolkit NEW! Get to know the super-powers of SVG graphics Running a Bar For Dummies-Ray Foley 2011-02-25

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