



The 15 Advanced Manuals

Theme: Management	
Speaking to Inform	
1. The Speech to Inform	5-7 mins
2. Resources for Informing	5-7 mins
3. The Demonstration Talk	5-7 mins
4. A Fact-Finding Report	5-7 + 2-3 QA
5. The Abstract Concept	6-8 mins
Speeches by Management	
1. The Briefing	5-10 mins
2. The Technical Speech	8-10 mins
3. Manage and Motivate	10-12 mins
4. The Status Report	10-12 mins
5. Confrontation	5, 10 min QA
Technical Presentations	
1. The Technical Briefing	10 mins
2. The Proposal	8-10 + 3-5 QA
3. The Non-Technical Audience	10-12 mins
4. Presenting a Technical Paper	10-12 mins
5. Team Technical Presentation	20-30 mins
The Discussion Leader	
1. The Seminar Solution	20-30 mins
2. The Round Robin	20-30 mins
3. Pilot a Panel	30-40 mins
4. Make It Make-Believe	20-30 mins
5. The Workshop Leader	30-40 mins
Interpersonal Communication	
1. Conversing with Ease	10-14 mins
2. The Successful Negotiator	10-14 mins
3. Diffusing Verbal Criticism	10-14 mins
4. The Coach	10-14 mins
5. Asserting Yourself Effectively	10-14 mins

Theme: Storytelling	
Interpretive Reading	
1. Read a Story	5-10 mins
2. Interpreting Poetry	4-8 mins
3. The Monodrama	5-7 mins
4. The Play	12-15 mins
5. The Oratorical Speech	5-10 mins
Storytelling	
1. The Fable Tale	7-9 mins
2. Let's Get Personal	4-8 mins
3. The Moral of the Story	4-6 mins
4. The Teaching Story	6-8 mins
5. Bringing History to Life	7-9 mins
Special Occasion Speeches	
1. Mastering the Toast	2-3 mins
2. Speaking in Praise	5-7 mins
3. The Roast	3-5 mins
4. Presenting an Award	3-4 mins
5. Accepting an Award	5-7 mins
Humorous Speaking	
1. Warm up Your Audience	5-7 mins
2. Leave them with a Smile	5-7 mins
3. Make Me Laugh	5-7 mins
4. Keep them Laughing	5-7 mins
5. The Humorous Speech	5-7 mins
The Entertaining Speech	
1. The Entertaining Speech	5-7 mins
2. Resources for Entertainment	5-10 mins
3. Make them Laugh	5-10 mins
4. A Dramatic Talk	10-12 mins
5. Speaking After Dinner	13-15 mins

Theme: Professional	
Specialty Speeches	
1. Speak off the Cuff	5-7 mins
2. Split the Split	5-10 mins
3. Sell a Product	10-12 mins
4. Read Out Loud	12-15 mins
5. Introduce the Speaker	5-10 mins
Public Relations	
1. The Public Relations Speech	5-7 mins
2. Resources for Goodwill	5-10 mins
3. The Persuasive Approach	5-10 mins
4. Speaking Under Fire	5-8 mins
5. The Media Speech	5-10 mins
Persuasive Speaking	
1. The Effective Salesperson	5-12 mins
2. Conquering the "Cold Call"	10-14 mins
3. The Winning Proposal	5-7 mins
4. Addressing the Opposition	7-9 mins
5. The Persuasive Leader	5-8 mins
The Professional Speaker	
1. The Keynote Address	15-20 mins
2. Speaking to Entertain	15-20 mins
3. The Sales Training Speech	15-20 mins
4. The Professional Seminar	20-40 mins
5. The Motivational Speech	15-20 mins
Communicating on Television	
1. Straight Talk	3 mins
2. The Talk Show	10 mins
3. Video You're The Host	10 mins
4. The Press Conference	4-8 + 5-10 QA
5. Training On Television	5-7 + 5-7 mins

Advanced Access Manuals

Jessica J Manson



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Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational
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Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup
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Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE
Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and
OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a
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Macros 6 Editing Named Data Macros 7 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1
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Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar Access 2013: The Missing Manual Matthew MacDonald, 2013-04-11 Unlock the secrets of Access 2013 and discover how to use your data in creative ways With this book's easy step by step instructions you'll learn how to build and maintain a full featured database and even turn it into a web app You also get tips and practices from the pros for good database design ideal whether you're using Access for business school or at home The important stuff you need to know Build a database with ease Organize and update lists documents catalogs and other types of information Create your own web app Let your whole team work on a database in the cloud Share your database on a network Link your Access database to SQL Server or SharePoint Customize the interface Make data entry a breeze by building your own templates Find what you need fast Search sort and summarize huge amounts of data in minutes Put your info to use Turn raw info into well formatted printed reports Dive into Access programming Automate complex tasks and solve common challenges Advanced Reporting Guide for MicroStrategy 9.2.1m MicroStrategy Product Manuals, MicroStrategy, 2011-12-20 *Advanced Emergency Medical Technician Transition Manual* American Academy of Orthopaedic Surgeons (AAOS), AAOS, Rhonda Hunt, 2013-06-19 The ideal resource for states needing to transition practicing EMT Intermediates to the new AEMT level Advanced Emergency Medical Technician Transition Manual bridges the gap between the knowledge and skills based on the 1985 National Standard Curriculum and those in the 2009 National EMS Education Standards Advanced Emergency Medical Technician Transition Manual offers focused discussions on critical knowledge areas and new skills Each chapter opens with a summary of what EMTs should already know about the topic as well as a brief overview of the content that is new or addressed in greater depth in the National EMS Education Standards Case studies at the end of each chapter help students test their critical thinking skills and gauge comprehension This concise program can be used for continuing education or bridge courses to the National EMS Education Standards Listen to a Podcast with AEMT Transition Manual author Rhonda Beck to learn more about this training program Listen now http://d2jw81rkebrcvk.cloudfront.net/assets/multimedia/audio/Beck_AEMT.mp3 *70-412 Configuring Advanced Windows Server 2012 Services R2 Lab Manual* Microsoft Official Academic Course, 2015-03-30 This is the print lab manual adjacent to the 70-412 Configuring Advanced Windows Server 2012 R2 Services textbook 70-412 Configuring Advanced Windows Server 2012 R2 Services covers the third of three exams required for Microsoft Certified Solutions Associate MCSA Windows Server 2012

certification This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment The three MCSA exams collectively validate the skills and knowledge necessary for implementing managing maintaining and provisioning services and infrastructure in a Windows Server 2012 environment This Microsoft Official Academic Course is mapped to the 70 412 Configuring Advanced Windows Server 2012 Services exam skills including the recent R2 objectives This textbook focuses on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Services such as advanced configuring tasks necessary to deploy manage and maintain a Windows Server 2012 infrastructure It covers such skills as fault tolerance certificate services and identity federation In addition this book also covers such valuable skills as Implementing Advanced Network Services Implementing Advanced File Services Implementing Dynamic Access Control Implementing Network Load Balancing Implementing Failover Clustering Implementing Disaster Recovery Implementing Active Directory Certificate Services AD CS Implementing Active Directory Federation Services AD FS The MOAC IT Professional series is the Official from Microsoft turn key Workforce training program that leads to professional certification and was authored for college instructors and college students MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas Instructor readiness student software student assessment instruction resources and learning validation With the Microsoft Official Academic course program you are getting instructional support from Microsoft materials that are accurate and make course delivery easy Request your sample materials today

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Cardiovascular Manual for the Advanced Practice Provider Richard Musialowski, Krista Allshouse, 2023-12-01 This book provides a comprehensive overview of cardiology topics for the advanced care provider Chapters cover topics that advanced care providers need to master before practicing in the field of cardiology Chapters are organized by cardiology topic with each chapter written by an APP in conjunction with a physician who each specialize in the chapter specific areas Coverage spans across the field of cardiology including basic anatomy and physiology coronary artery disease electrophysiology structural and valvular heart diseases cardiomyopathies and heart failure and ambulatory cardiology and preventative care Chapters will include online references including guidelines and images *Cardiology Manual for the Advanced Practice Provider* is a valuable resource for established APPs PAs and NPs those starting practice in cardiology and internal medicine APP Fellows in the fields of cardiology and internal medicine and those in PA NP programs

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