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The expectations and duties of the modern-day administrative assistant are higher and more stressful than ever before. The Administrative Assistant's and Secretary's Handbook will help professionals everywhere come out on top. From managing the phones, coordinating meetings, and preparing presentations to planning events, crafting clear business communications, and deciphering legal documents, administrative assistants need to be everything to everyone, all the time--and all with a smile. They spend all day helping others, but who is going to help them? For office professionals seeking to improve their performance and enhance their value to employers, this handbook is the definitive source of help for these true jack-of-all-trades. In The Administrative Assistant's and Secretary's Handbook, you will find information on topics such as: Creating graphics, charts, and presentations; Microsoft Word, Excel, Outlook, and Publisher; Web conferencing; Electronic and paper filing systems; Recordkeeping; Meeting planning and management; Business math and much more! Extensively updated with new information on Windows 8, Microsoft Office 2013, Apple OS, mobile computing, computer & software troubleshooting, data security, Google Calendar, Google Drive, Google Docs, and Microsoft Web Applications, this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers.

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A common misconception in the Mac community is that the Mac is more secure than other operating systems. While this might be true in many cases, the fact that people actually use the computers is often not considered in this analysis. When sharing is enabled or remote control applications are installed, then a variety of security threats are established. This book enables users of the Mac to enable services while not sacrificing the security of their systems.

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This book contains cutting-edge research material presented by researchers, engineers, developers, and practitioners from academia and industry at the International Conference on Computational Intelligence, Cyber Security and Computational Models (ICC3) organized by PSG College of Technology, Coimbatore, India during December 19-21, 2013. The materials in the book include theory and applications to provide design, analysis, and modeling of the key areas. The book will be useful material for students, researchers, professionals, as well academicians in understanding current research trends and findings and future scope of research in computational intelligence, cyber security, and computational models.

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In Bug-Free Computing you will discover simple techniques anyone can use to protect your computer against attacks from viruses, worms, Trojan horses, spyware and more. Unless you know enough to stay ahead of these threats, you are at risk.

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Wouldn't it be a waste to go on a spectacular, exoticvacation abroad and just hang out at the hotel pool? Wouldn't it be a waste to buy a new iPod, download four favorite songs, andplay them over and over? Most people with Office 2003 are wasting a lot of software powerand a lot of time. They do the same routine things in the sameroutine ways and haven't begun to explore the capabilities ofOffice 2003. If you're one of them, Office 2003 TimesavingTechniques For Dummies gets you out of your rut and intoaction. It provides over 70 timesaving techniques for Word, Excel,Access, Outlook, and PowerPoint. (Most of the tips work with Office2000 and Office XP, too.) You'll customize Office to meetyour needs and start working like a pro in no time with easy-to-usetricks, tips, and techniques for: Streamlining your toolbars (Word alone has dozens to choosefrom) Setting up Outlook,

searching with folders, organizing with flags, and dealing with spam Taking proper security measures, including using and updating an antivirus package and avoiding potentially dangerous file extensions Editing and laying out impressive Word documents Using keyboard shortcuts Diving into more advanced Office skills such as writing macros, setting up templates, and using multimedia with PowerPoint Using Excel to build self-verifying spreadsheets Running totals and subtotals in Access Combining applications to print holiday greetings and run an electronic newsletter Written by Woody Leonhard, author of *Windows XP Timesaving Techniques For Dummies* and the bestseller *Windows XP All-in-One Desk Reference For Dummies*, this guide helps you eliminate extra steps and little annoyances and do things you probably didn't know you could do, such as: Building e-mail stationery Calculating sales tax with the Lookup Wizard Making professional labels Encrypting messages Recording narration for PowerPoint presentations Complete with an index that lets you find what you want, fast. Office 2003 Timesaving Techniques For Dummies helps you get up to speed and down to work. After all, time is waste!

Computational Intelligence, Cyber Security and Computational Models AMACOM Div American Mgmt Assn

Written specifically for business managers. Emphasizes issues over technology.

InfoWorld

Now in its third edition, Harlan Carvey has updated *Windows Forensic Analysis Toolkit* to cover Windows 7 systems. The primary focus of this edition is on analyzing Windows 7 systems and on processes using free and open-source tools. The book covers live response, file analysis, malware detection, timeline, and much more. The author presents real-life experiences from the trenches, making the material realistic and showing the why behind the how. New to this edition, the

companion and toolkit materials are now hosted online. This material consists of electronic printable checklists, cheat sheets, free custom tools, and walk-through demos. This edition complements *Windows Forensic Analysis Toolkit, 2nd Ed.* (ISBN: 9781597494229), which focuses primarily on XP. Complete coverage and examples on Windows 7 systems Contains Lessons from the Field, Case Studies, and War Stories Companion online material, including electronic printable checklists, cheat sheets, free custom tools, and walk-through demos

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Advanced Analysis Techniques for Windows 8

A common misconception in the Mac community is that Mac's operating system is more secure than others. While this might be true in certain cases, security on the Mac is still a crucial issue. When sharing is enabled or remote control applications are installed, Mac OS X faces a variety of security threats. *Enterprise Mac Security: Mac OS X Snow Leopard* is a definitive, expert-driven update of the popular, slash-dotted first edition and was written in part as a companion to the SANS Institute course for Mac OS X. It contains detailed Mac OS X security information, and walkthroughs on securing systems, including the new Snow Leopard operating system. Using the SANS Institute course as a sister, this book caters to both the beginning home user and the seasoned security professional not accustomed to the Mac, establishing best practices for Mac OS X for a wide audience. The authors of this book are seasoned Mac and security professionals, having built many of the largest network infrastructures for Apple and spoken at both DEFCON and Black Hat on OS X security.

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