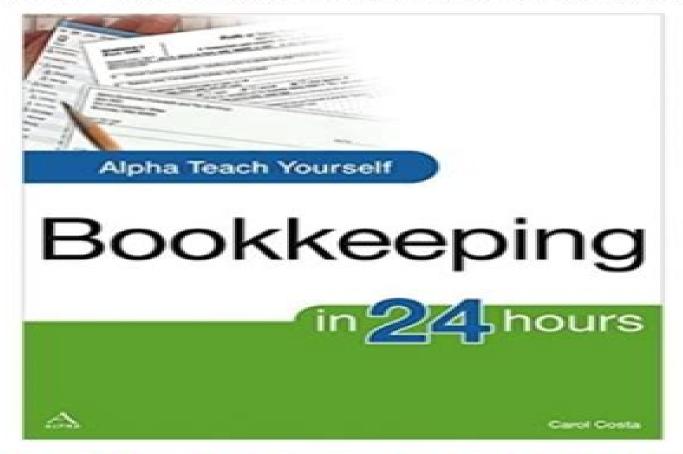
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## **Alpha Teach Yourself Keeping In 24 Hours**

T. Michael Clark

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Alpha Teach Yourself the Bible in 24 Hours W. Terry Whalin,2002-08 Written in the Alpha Teach Yourself in 24 Hours format this book gives a structured approach to learning about the people events and stories that shape Christian belief Each of the 24 chapters is designed to take about an hour to study including the corresponding Bible text and the quiz Alpha Teach Yourself Management Skills in 24 Hours Patricia Buhler,2001 One of the biggest challenges a person faces

in his her career is becoming a manager Not only must a manager lead they must motivate organize and innovate It can include reading financial statements organizing teams resolving disputes and understanding the overall organizational culture of a company Macmillan Teach Yourself Management Skills in 24 Hours offers new managers a well organized structured approach to self training Covering everything from negotiation and project management to interviewing techniques and performance appraisals this title offers 24 straightforward chapters each of which can be read and studied in about an hour Alpha Teach Yourself Project Management Nancy Mingus, PMP,2001-11-01 Now you don't have to be an MBA or advanced specialist to learn the principles of project management Alpha Teach Yourself Project Management in 24 Hours gives readers a lesson by lesson approach to learning the ins and outs of budgets team building and tracking Recognizing that most projects are managed electronically or online today the author also shows better and more efficient ways to track and achieve goals Discover how to build a team for a successful project Learn how to create an accurate and usable budget and stick to it Understand how to define the scope of your project and its goals Learn how to develop workable project schedules and tracking systems See how to create project management charts documents and standards Know why it s important to evaluate your project success and learn to measure it effectively Alpha Teach Yourself Estate Planning in 24 Hours Keith R. Lyman, 2001-07 Learn simple strategies for managing your estate Sams Teach Yourself Adobe Premiere 6.5 in 24 Hours Jeff Sengstack, 2003 Sams Teach Yourself Adobe Premiere 6.5 in 24 Hours offers practical advice from an author with a strong writing background solid teaching experience and extensive television production credentials Rather than simply presenting a collection of disconnected lessons Sams Teach Yourself Adobe Premiere 6 5 in 24 Hours always reminds its readers of the big picture and what they re trying to accomplish The book includes not only instruction on the basics of using Premiere 6 5 but also tips on shooting high quality video creating professional voice overs and effective methods Adobe Premiere 6 5 brings high end video editing to the PC 90% of Premiere users use Windows Anyone with a Windows PC who wants to venture into anything more than very simple video editing will eventually turn to Premiere 6 5 The planned new version of Premiere version 6 5 slated for release in late summer 2002 will garner significant attention in part because it will add DVD authoring to its extensive feature set The opportunity to create DVDs from home movies to Hollywood productions on PCs is a dramatic development and Premiere 6.5 will be at the forefront of the emerging technology The author has been working closely with Adobe advising them on DVD software issues Sams Teach

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