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 Steve Schwartz, 2010-04-16 Microsoft's Office 2008 is packed with new tools that will help users work smarter and more efficiently such as the new Elements Gallery Word's publication layout tools Excel's ledger sheets templates for common financial tasks Entourage's improved Exchange Server support and My Day for tracking appointments and to do items In this latest updated edition of the bestselling Visual Quick Start Guide for Microsoft Office veteran author Steve Schwartz guides the user along with clear concise instructions and loads of visual aids that make learning easy and painless

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processes procedures buildings budgets high stakes mistakes mission statements strategies schedules curricula faculty and residents Residency program faculty are faced with many challenges and this book gives them and others who are interested or involved in residency programs a clear and comprehensive breakdown of family medicine graduate medical education The volume opens with detailed overviews of several family medicine organizations that support residency programs and faculty Subsequent chapters cover a range of topics including best practices in resident assessment and evaluation and best practices pertinent to the development of teaching and administrative skills for faculty Furthermore chapters explain necessary residency education accreditation requirements which includes the understanding of the accreditation requirements board certification requirements Medicare graduate medical education funding policies and Centers for Medicare and Medicaid Services CMMS billing regulations All authors have been family medicine residency program directors or faculty or have been intimately involved in residency program education Graduate Medical Education in Family Medicine offers residency program directors faculty and residency administrators a wide ranging and comprehensive overview of family medicine residency education as well as specific administrative and educational best practices for residency education This book will also be useful to those physicians with experience in their clinical field but not in educational pedagogy and andragogy *Spark Your Career in Book Publishing* Traci Maynigo,2007 **Microsoft Office**

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