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small is beautiful if you have an eye for an opportunity while most big fund managers and private investors seek the apparent safety of the largest stocks the best investment ideas can be found among nearly 2 000 smaller companies whose shares are quoted on the london stock exchange the book is packed full of case studies demonstrating the successes failures and potential of small companies each succinctly presents the lessons to be learnt from their experience all investors looking to widen their portfolios will welcome this highly informative book covering an area of the stock market that is too often neglected by pundits investors and the press

ratios made simple looks at ratios from the perspective of an investor ratios are given in nine chapters where each chapter looks at a different aspect that may concern an investor these include return profitability and volatility

this book will start with the basics of how foreign exchange works but will include clear ideas told with simplicity to cut through the jargon many diagrams and real life examples are included

get the most out of your pda with this step by step guide how to do everything with your palm handheld fifth edition covers the latest features tools and utilities and explains how to customize your pda hotsync with your pc and use the date book calendar address book to do list and memo pad you ll learn how to access e mail and the turn your pda into a mobile office watch movies listen to music secure your pda and so much more regardless of which palm os handheld you own you ll find out how to maximize its capabilities from this easy to follow book

second edition featuring a brand new foreword if you had put 10 000 in buffett s original investing partnership at its inception in 1956 you would have collected about 293 738 by the time he dissolved it at the end of 1969 he had never suffered a down year even in the severe bear markets of 1957 1962 1966 and 1969 when the partnership was wound up you could have elected to stay with buffett as a shareholder of berkshire hathaway inc which was spun off from the partnership and became buffett s investing vehicle in that event your 10 000 would by the end of 1986 have turned into well over 5 million so john train introduces the remarkable story of warren buffett in his classic text the midas

touch first published in 1987 the midas touch was one of the first books to recognise warren buffett s spectacular record and to attempt to explain how he achieved his success it is short lucid and written with style and wit a worthy testimony to its remarkable subject from the back cover of the book this is the book that tells readers how to invest like the man known as the wizard of omaha forbes and the investor with the midas touch warren buffett is the most successful investor alive the only member of the forbes 400 to have earned his fortune entirely through investing bestselling author john train analyzes the strategies based on the value approach that have guided buffett in his remarkable career strategies that work even though buffett operates a thousand miles from wall street

this book provides straightforward quantitative strategies that any investor can implement with little work using simple free or low cost tools and services but what exactly is quantitative investing there are various possible definitions of quantitative investing but the author defines it as identifying reasonable and measurable hypotheses about behaviours of the financial market so as to make investment decisions with an acceptable confidence in expected returns and risks the main advantages in using quantitative models are that they make the investment process independent of opinions and emotions the most important factor for an individual investor and make it reproducible by anyone at any time the most important factor for a fund with a set of good strategies quantitative investing allows one to act in the market at specific pre planned times it is possible to work on this just once a week or month and ignore charts and the news it removes most of the doubts and emotions with the discipline of keeping a long term vision and sensible money management this book will show you how

with improved security tighter integration with microsoft office and outlook a tool for creating and embedding 3d data and much more adobe acrobat 7 is the productivity tool you ve been dreaming of this thoroughly updated task based guide ensures that you can turn your dream productivity tool into a reality with acrobat 7 veteran author jennifer alsbach steps you through all the acrobat 7 professional essentials from the basics of creating organizing and viewing electronic documents streamlining document reviews and using the program s editing and reviewing tools to more advanced functions like using digital signatures creating interactive forms using acrobat s engineering and prepress tools and protecting sensitive documents this guide s got it covered both beginners and more advanced users who are looking for a convenient reference will find what they need here in straightforward language clear steps and practical tips peppered by loads of visual aids

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the classic text on how nurses can use technology to improve patient care and every aspect of their job performance education and career written by leaders in nursing informatics this comprehensive up to date text explores the ever growing role technology plays in the field of nursing offering theoretical background to help you understand how informatics serves many aspects of the profession essential of nursing informatics also gives you practical help in unlocking computing s benefits both now and into the future numerous case studies and examples add real world relevance to the material an internationally recognized contributor team provides information and insights not found in any other text on essential topics such as the application of computers to nursing administration education and research electronic medical records emrs and personal health records phrs coding and government clinical and private sector system requirements completely revised and updated with the latest information on specialized softwares and contributions the fifth edition of essentials of nursing informatics covers computer systems information theory current issues in informatics continuum of care information technology systems educational applications research applications international perspectives including europe canada pacific rim asia south america and south africa the future of informatics

an updated edition of the guide to understanding rape as a cultural phenomenon with survivor resources and strategies for addressing the epidemic with the advent of the

metoo and time s up movements and almost daily new reports about rape both on and off campuses robin warshaw s i never called it rape is even more relevant today than when it was first published in 1988 the sad truth is that statistics on date rape have not changed in more than thirty years that our culture enables rape is not just shown by the numbers the outbreak of complaints against alleged rapists from bill cosby and harvey weinstein to matt lauer and president donald trump has further amplified this horrifying reality with more than 80 000 copies sold to date i never called it rape serves as a guide to understanding rape as a cultural phenomenon providing women and men with strategies to address our rape endemic it gives survivors the context and resources to help them heal from their experiences and pulls the wool from all our eyes regarding the pervasiveness of rape and sexual assault in our society featuring a new preface by feminist icon gloria steinem and a new foreword by salamishah tillet phd rutgers university professor of african american studies and creative writing

the standard setting reference in medical toxicology trusted as the leading evidencebased resource for poison emergencies a doody s core title for 2017 for decades one name has been synonymous with the most respected rigorous perspectives on medical toxicology and the treatment of poisoned and overdosed patients goldfrank s toxicologic emergencies presented in full color goldfrank s delivers essential patientcenteredcoverage of every aspect of poison management the editors and authors are recognized as preeminent scholars in their specialties and provide unmatched coverage of all aspects of toxicologic emergencies from pharmacology and clinical presentation to cutting edge treatment strategies goldfrank s toxicologic emergencies tenth edition begins with an examination of medical toxicology principles and techniques it then reviews the biochemical molecular and pathophysiologic basis of toxicology followed by an intense focus on toxicologic principles related to special patient populations features case studies enhance your understanding of the clinical application of the text material practical focus on the pathophysiologic basis of medical toxicology the antidotes in depth sections delivers the expertise of toxicologists across the world as they present treatments for critically ill poisoned and overdosed patients and allow you to easily identify key issues relating to the use of complex and often unfamiliar therapies the principles of risk management medicolegal decision making patient safety post mortem toxicology and the assessment of ethanol induced impairment described in chapters and special considerations emphasize the interface between medical toxicology the law and quality care

this completely updated eighteenth edition tackles the latest issues and demands of the twenty first century texting tweeting and all forms of social media from social networking to social graces the name emily post has been the definitive source on etiquette for generations of americans that tradition continues with the 18th edition of etiquette which welcomes a new generation of posts anna post lizzie post and daniel post senning the great great grandchildren of emily post led by peggy post author of the 16th and seventeenth editions of etiquette this team shows how twenty first century manners are a combination of kindness confidence and awareness new trends topics and societal hot zones include when is it okay to unfriend someone on facebook if i m in a middle seat on an airplane do i automatically get both armrests a business client is sick with a cold am i obligated to shake his hand is it rude for guests to tweet from a wedding do i have to buy a gift if i attend a destination wedding can i email a condolence note should i cover up my tattoo for a job interview the posts don t stint on classic conundrums either emily post s etiquette includes advice on names and titles dress codes invitations table manners workplace frustrations and weddings according to the posts though times have changed the principles of good manners remain constant above all

manners are a sensitive awareness of the feelings of others being considerate respectful and honest is more important than knowing which fork to use whether it s a handshake or a fist bump it s the underlying sincerity and good intentions of the action that matter most

the collins college outline for introduction to business provides students with a detailed overview of the basic business studies curriculum this guide covers business foundations the global economy company structure and formation personnel and production management labor management relations marketing concepts and logistics statistical analysis financial strategies careers in business and much more completely revised and updated by dr h james williams introduction to business includes practical test yourself sections with answers and complete explanations at the end of each chapter also included are bibliographies for further reading as well as charts graphs and illustrations the collins college outlines are a completely revised in depth series of study guides for all areas of study including the humanities social sciences mathematics science language history and business featuring the most up to date information each book is written by a seasoned professor in the field and focuses on a simplified and general overview of the subject for college students and where appropriate advanced placement students each collins college outline is fully integrated with the major curriculum for its subject and is a perfect supplement for any standard textbook

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