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Microsoft Word 2019 Step by Step

By *Lambert Joan*

MICROSOFT

The quick way to learn Microsoft Word 2019!

This is learning made easy. Get more done quickly with Word 2019.

Jump in wherever you need answers--brisk lessons and colourful screenshots show you exactly what to do, step by step.

Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures

- * Create visually appealing documents for school, business, community, or personal purposes Use built-in tools to capture and edit graphics,

- * Present data in tables, diagrams, and charts.

- * Track and compile reference materials.

- * Manage document collaboration and review.

- * Fix privacy, accessibility, and compatibility issues.

- * Supercharge your efficiency by creating custom styles, themes, and templates.

AUD RRP: \$59.99

ISBN-13: 9781509305872

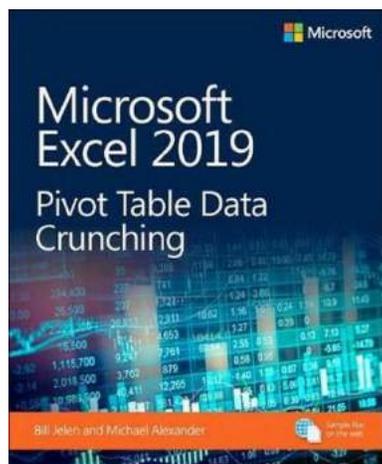
Due Date: April 2019

Pages: 624

Format: Paperback

Size: 229 X 187





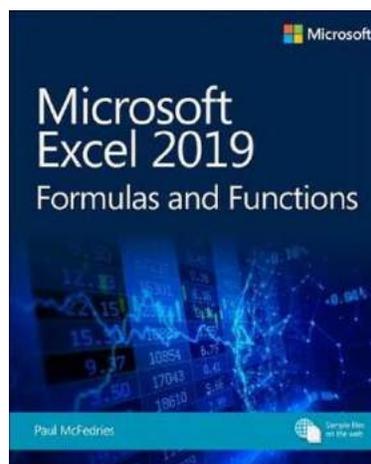
Microsoft Excel 2019 Pivot Table Data Crunching

By Jelen Bill

MICROSOFT

Use Excel 2019 pivot tables and pivot charts to produce powerful, dynamic reports in minutes instead of hours... understand exactly what's going on in your business... take control and stay in control! Even if you've never created a pivot table before, this book will help you leverage all their amazing flexibility and analytical power. Drawing on more than 40 combined years of Excel experience, Bill Jelen and Michael Alexander offer practical "recipes" for solving real business problems, help you avoid common mistakes, and present tips and tricks you'll find nowhere else! *Create, customise, and change pivot tables. * Transform huge data sets into clear summary reports. *Analyse data faster with Excel 2019's new recommended pivot tables. * Instantly highlight your most profitable customers, products, or regions. * Quickly import, clean, and shape data with Power Query build geographical pivot tables with Power Map. * Use Power View dynamic dashboards to see where your business stands. * Revamp analyses on the fly by dragging and dropping fields. *Build dynamic self-service reporting systems. * Combine multiple data sources into one pivot table. * Use Auto grouping to build date/time-based pivot tables faster vCreate data mashups with Power Pivot Automate pivot tables with macros and VBA.

AUD RRP: \$59.99	ISBN-13: 9781509307241
Due Date: January 2019	Pages: 544
Format: Paperback	Size: 229 X 187



Microsoft Excel 2019 Formulas and Functions

By McFedries Paul

MICROSOFT

Master core Excel tools for building powerful, reliable spreadsheets with Excel 2019 Formulas and Functions. Excel expert Paul McFedries shows how to use Excel core features to solve problems and get the answers you need. Using real-world examples, McFedries helps you get the absolute most out of features and improvements ranging from AutoFill to Excel's newest functions. Along the way, you discover the fastest, best ways to handle essential day-to-day tasks ranging from generating account numbers to projecting the impact of inflation. Becoming an Excel expert has never been easier! You'll find crystal-clear instructions; insider insights; even complete step-by-step projects for building timesheets, projecting cash flow, aging receivables, analysing defects, and more. * Quickly create powerful spreadsheets with range names and array formulas. * Use conditional formatting to instantly reveal anomalies, problems, or opportunities. * Analyse your data with standard tables and PivotTables. * Use complex criteria to filter data in lists. * Understand correlations between data. * Perform sophisticated what-if analyses. * Use regression to track trends and make forecasts. * Build loan, investment, and discount formulas. * Validate data, troubleshoot problems, and build more accurate, trustworthy spreadsheets.

AUD RRP: \$59.99	ISBN-13: 9781509306190
Due Date: April 2019	Pages: 512
Format: Paperback	Size: 229 X 187





Microsoft Project 2019 Step by Step

By Chatfield Carl

MICROSOFT

This is learning made easy.

Get more done quickly with Project 2019.

Jump in wherever you need answers-brisk lessons and colourful screenshots show you exactly what to do, step by step.

- * Quickly start a new plan, build task lists, and assign resources.
- * Share your plan and track your progress.
- * Capture and fine-tune work and cost details.
- * Use Gantt charts and other views and reports to visualize project schedules.
- * Share resources across multiple plans and consolidate projects.
- * Master project management best practices while you learn Project.
- * Look up just the tasks and lessons you need.

AUD RRP: \$59.99

ISBN-13: 9781509307425

Due Date: January 2019

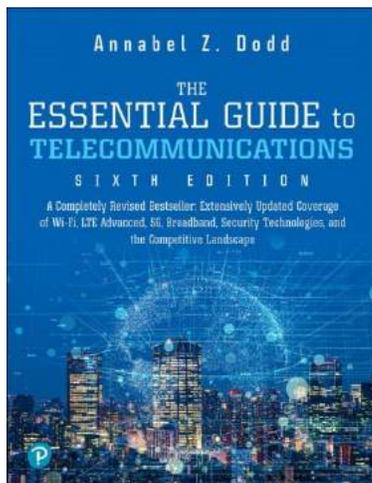
Pages: 576

Format: Paperback

Size: 229 X 187



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Essential Guide to Telecommunication

By Dodd Annabel Z.

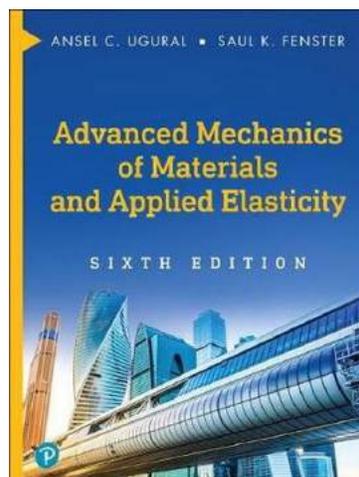
PRENTICE HALL

Completely updated and now in its sixth edition, The Essential Guide to Telecommunications is the world's top-selling nontechnical guide to the fast-changing telecommunications industry.

Writing in plain, easy-to-understand language, telecom expert Annabel Dodd demystifies today's most significant telecom and networking technologies, standards, and architectures. She introduces leading providers worldwide, explains where they fit in a fast-changing marketplace, and presents their key strategies. Extensive updates to this edition include new coverage of Software Defined Networking (SDN) and Network Function Virtualization (NFV), extensive new wireless updates (including LTE), and updates to telecom/network security threats and countermeasures.

The Essential Guide to Telecommunications, Sixth Edition is the ideal single source resource for everyone who needs to understand this crucial industry, from novices and students to new employees, sales/marketing professionals, operations staff, managers, and technologists who need to understand where their work fits in the broader picture.

AUD RRP: \$71.95	ISBN-13: 9780134506791
Due Date: April 2019	Pages: 672
Format: Paperback	Size: 232 X 178



Advanced Mechanics of Materials and Applied Elasticity

By Ugural Ansel

PRENTICE HALL

This systematic exploration of real-world stress analysis has been completely updated to reflect state-of-the-art methods and applications now used in aeronautical, civil, and mechanical engineering, and engineering mechanics.

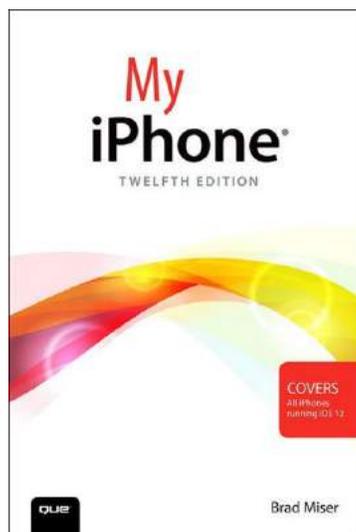
Distinguished by its exceptional visual interpretations of solutions.

Advanced Mechanics of Materials and Applied Elasticity offers in-depth coverage for both students and engineers.

The authors carefully balance comprehensive treatments of solid mechanics, elasticity, and computer-oriented numerical methods-preparing readers for both advanced study and professional practice in design and analysis.

AUD RRP: \$225.00	ISBN-13: 9780134859286
Due Date: April 2019	Pages: 750
Format: Hardback	Size: 232 X 178





My iPhone

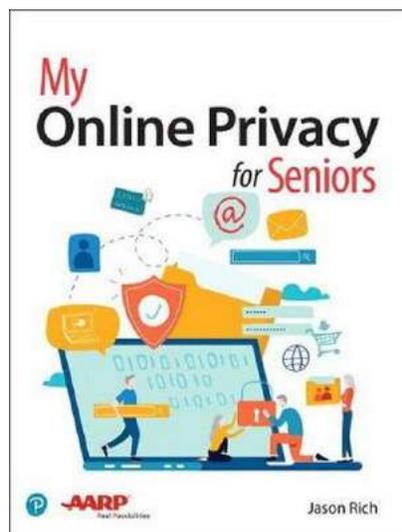
By Miser Brad

QUE

Full-colour, step-by-step tasks walk you through getting and keeping your iPhone working just the way you want. The tasks include how to:

- *Connect to the Internet, Bluetooth devices, Wi-Fi networks, and other iPhones, iPod touches, and iPads; take advantage of Airdrop to instantly share with other iOS and Mac users around you.
- * Use Siri to get information, write texts and emails, set reminders/appointments, and more just by speaking to your iPhone.
- *Communicate via phone, FaceTime, conference calls, text, email, and more.
- *Make your text messages come alive by adding Digital Touches and effects and sharing photos and video.
- *Listen to music, use the Wallet to manage boarding passes and loyalty cards; pay for purchases safely and securely with Apple Pay; and use other great iPhone apps.
- *Capture and edit photos and video; use great camera features such as burst, timed and time-lapse video, slow-motion video, and Live Photos.
- *View your photos in memories and use them for wallpaper and for your contacts or share them via email, Airdrop, or texts; use iCloud to automatically save and share your photos.
- *Find, download, install, and use awesome iPhone apps

AUD RRP: \$37.95	ISBN-13: 9780789760395
Due Date: February 2019	Pages: 704
Format: Paperback	Size: 0 X 0



My Online Privacy for Seniors

By Rich Jason

QUE

My Online Privacy for Seniors is an exceptionally easy and complete guide to protecting your privacy while you take advantage of the extraordinary resources available to you through the Internet and your mobile devices. It approaches every topic from a senior's point of view, using meaningful examples, step-by-step tasks, large text, close-up screen shots, and a custom full-colour interior designed for comfortable reading. Top beginning technology author Jason R. Rich covers all you need to know to:

- * Safely surf the Internet (and gain some control over the ads you're shown).
- * Protect yourself when working with emails.
- * Securely handle online banking and shopping.
- * Stay safe on social media, and when sharing photos online.
- * Safely store data, documents, and files in the cloud.
- * Secure your entertainment options.
- * Customize security on your smartphone, tablet, PC, or Mac Work with smart appliances and home security tools.
- * Protect your children and grandchildren online.
- * Take the right steps immediately if you're victimized by cybercrime, identity theft, or an online scam.
- * You don't have to avoid today's amazing digital world: you can enrich your life, deepen your connections, and keep yourself safe.

AUD RRP: \$44.99	ISBN-13: 9780135381212
Due Date: February 2019	
Format: Paperback	Size: 232 X 178





Adobe Photoshop Elements Classroom in a Book

By Carlson Jeff

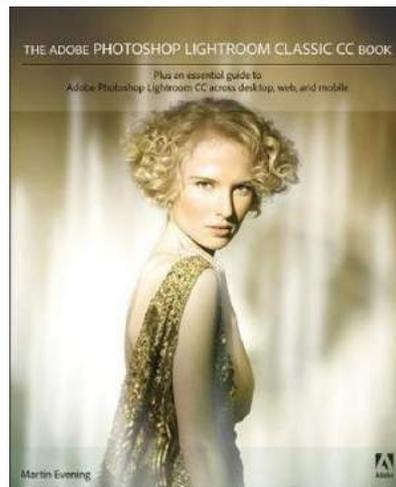
ADOBE PRESS

Adobe Photoshop Elements 2019 Classroom in a Book is the most thorough and comprehensive way for you to master Adobe's industry-leading consumer-targeted photo-editing software. Each chapter in this step-by-step, lesson-based guide contains a project that builds on your growing knowledge of the program, while end-of-chapter review questions reinforce each lesson. You will learn the basics of editing your images with Photoshop Elements and learn how to best use the program's many new features.

This edition covers many new and improved features in Adobe Photoshop Elements 2019, from the Auto Curate feature that makes it easier than ever to organize and find your photos by analysing your library to present just the best images, to a revamped slide show, and new tools that will help you make complex selections in moments or improve a portrait by opening closed eyes. New exercises explore enhancements in the Organizer, an improved selection workflow, and several of the latest guided edits.

You'll discover new tools that let you expand your creativity. And you'll learn how to print, export, and share your images.

AUD RRP: \$75.00	ISBN-13: 9780135298633
Due Date: January 2019	Pages: 328
Format: Paperback	Size: 232 X 187



The Adobe Photoshop Lightroom Classic CC Book

By Evening Martin

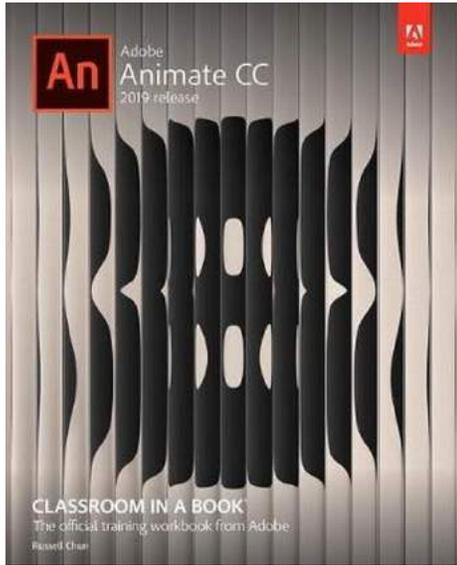
ADOBE PRESS

Adobe Photoshop Lightroom was designed from the ground up with digital photographers in mind, offering powerful editing features in a streamlined interface that lets photographers import, sort, and organise images. In this completely updated bestseller, author Martin Evening describes features in Lightroom CC / Lightroom Classic in detail from a photographer's perspective. As an established commercial and fashion photographer, Martin knows firsthand what photographers need for an efficient workflow. He has been working with Lightroom from the beginning, monitoring the product's development and providing valued feedback to Adobe. As a result, Martin knows the software inside and out, from image selection to image editing and image management. In this book he'll teach you how to:

- * Work efficiently with images shot in raw or JPEG formats.
- * Import photographs with ease and sort them according to your workflow.
- * Create and manage a personal image and video library.
- * Quickly apply tonal adjustments to multiple images.
- * Export images for print or Web as digital contact sheets or personal portfolios.

AUD RRP: \$120.00	ISBN-13: 9780135447390
Due Date: January 2019	Pages: 768
Format: Paperback	Size: 0 X 0





Adobe Animate CC Classroom in a Book

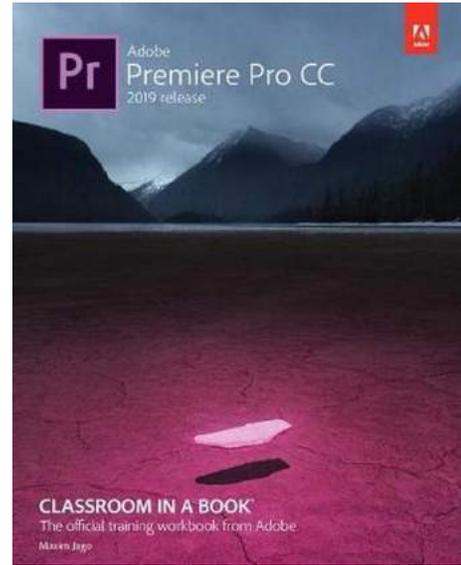
By *Chun Russell*

ADOBE PRESS

Creative professionals seeking the fastest, easiest, most comprehensive way to learn Adobe Animate choose Adobe Animate CC Classroom in a Book (2019 release) from Adobe Press. The 11 project-based step-by-step lessons in this book show users the key techniques for working in Animate.

Adobe Animate CC provides more expressive tools, powerful controls for animation, and robust support for playback across a wide variety of platforms. Create interactive virtual reality immersive environments with new VR 360 and VR Panorama documents. Gain advanced control over character animations with layer parenting and AI-driven lip syncing. Learn to focus the action on different parts of the Stage with the Camera tool and create a realistic sense of space with the Layer Depth panel. Support for SVG, WebGL, HTML5, animated GIFs, and HD video, and seamless collaboration with other designers and with other Adobe applications through Creative Cloud libraries make Adobe Animate the ideal development environment for creative animation and multimedia.

AUD RRP: \$89.99	ISBN-13: 9780135298886
Due Date: February 2019	Pages: 304
Format: Paperback	Size: 232 X 187



Adobe Premiere Pro CC Classroom in a Book

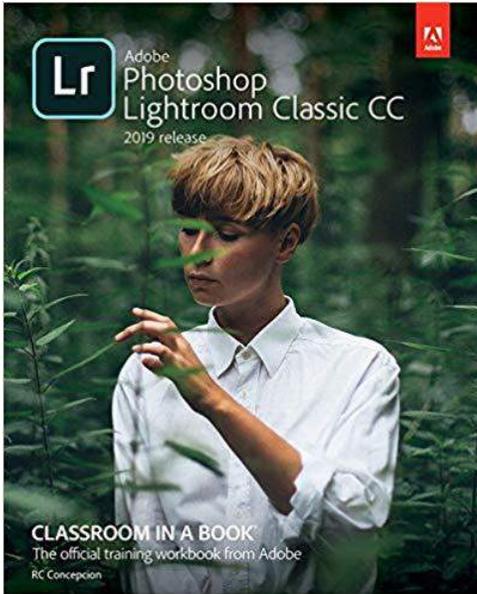
By *Jago Maxim*

ADOBE PRESS

Creative professionals seeking the fastest, easiest, most comprehensive way to learn Adobe Premiere Pro CC (2018 release) choose Adobe Premiere Pro CC Classroom in a Book (2019 release) from Adobe Press. The 18 project-based lessons in this book show users step-by-step the key techniques for working in Premiere Pro. Learn to edit video in Adobe Premiere Pro CC 2019 and get the most out of your workflow. Learn how to take a project from beginning to end, organise media, add audio, create transitions, produce titles and captions, and add effects. Take your projects further by sweetening and mixing sound, compositing footage, adjusting colour, using advanced editing techniques, managing projects, working with 360 videos for VR headsets, animating graphics and video, exporting, and much more. Workflows incorporating Adobe Photoshop, Adobe After Effects, and Adobe Audition expand your creative options.

AUD RRP: \$89.99	ISBN-13: 9780135298893
Due Date: Feb 2019	Pages: 480
Format: Paperback	Size: 232 X 187





Adobe Lightroom CC Classroom in a Book

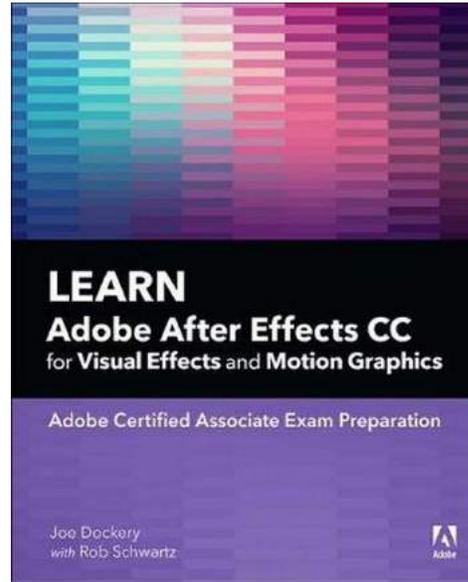
By Evans John (Loughborough University UK)

ADOBE PRESS

The fastest, easiest, most comprehensive way to learn Adobe Photoshop Lightroom Classic CC! Classroom in a Book(R), the best-selling series of hands-on software training workbooks, offers what no other book or training program does--an official training series from Adobe, developed with the support of Adobe product experts. Adobe Photoshop Lightroom Classic CC Classroom in a Book contains lessons that cover the basics and beyond, providing countless tips and techniques to help you become more productive with the program. You can follow the book from start to finish or choose only those lessons that interest you.

Purchase of this book includes valuable online features. Follow the instructions in the book's Getting Started section to unlock access to: Downloadable lesson files you need to work through the projects in the book Web Edition containing the complete text of the book, interactive quizzes, and videos that walk you through the lessons step by step, and updated material covering new feature releases from Adobe.

AUD RRP: \$89.99	ISBN-13: 9780135298657
Due Date: March 2019	Pages: 416
Format: Paperback	Size: 232 X 187



Learn Adobe After Effects CC for Visual Effects and Motion Graphics, 1/e

By Dockery Joe

ADOBE PRESS

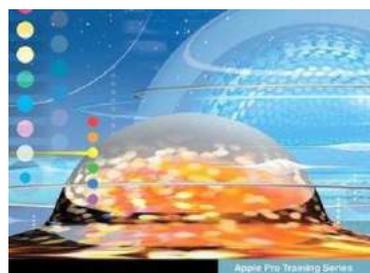
This study guide uses text integrated with video to help learners gain real-world skills that will get them started in their career in in animation and creative compositing and lays the foundation for taking the Premiere Pro ACA exam.

A mix of project-based lessons, practical videos, and regular assessments throughout prepares beginning learners for an entry-level position in a competitive job market.

Written by an instructor with classroom teaching experience, the book covers all of the objectives of the latest Adobe After Effects CC Adobe Certified Associate Exam.

AUD RRP: \$99.99	ISBN-13: 9780135426036
Due Date: March 2019	Pages: 288
Format: Paperback	Size: 0 X 0





macOS Support Essentials 10.14

Supporting and Troubleshooting macOS Mojave

Arek Dreyer and Adam Karneboge



Title 700

By Karneboge Adam

PEACHPIT

This is the official curriculum of the Apple Mojave 101: OS X Support Essentials 10.14 course and preparation for Apple Certified Support Professional (ACSP) 10.14 certification-as well as a top-notch primer for anyone who needs to support, troubleshoot, or optimize macOS Mojave.

This guide provides comprehensive coverage of Mojave and is part of the Apple Pro Training series-the only Apple-certified books on the market. Designed for support technicians, help desk specialists, and ardent Mac users, this guide takes you deep inside macOS Mojave.

Readers will find in-depth, step-by-step instruction on everything from installing and configuring High Sierra to managing networks and system administration. Whether you run a computer lab or an IT department, you'll learn to set up users, configure system preferences, manage security and permissions, use diagnostic and repair tools, troubleshoot peripheral devices, and more-all on your way to preparing for the industry-standard ACSP certification. This is a step-by-step guide that works through lessons designed to teach practical, real-world tasks, with lesson files let you practice as you learn.

AUD RRP: \$99.99	ISBN-13: 9780135390580
Due Date: February 2019	Pages: 944
Format: Paperback	Size: 232 X 187



ENGINEERING DESIGN AND GRAPHICS WITH SOLIDWORKS

JAMES D. BETHUNE

Engineering Design and Graphics with SolidWorks

By Bethune James D.

PEACHPIT

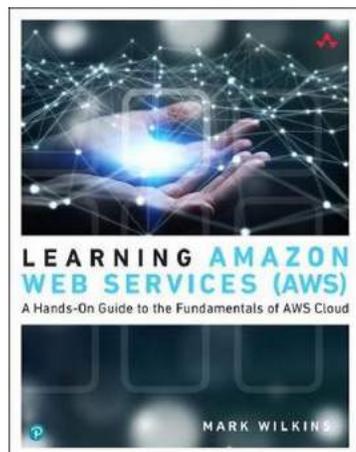
Updated throughout to reflect new SOLIDWORKS 2019 features, Engineering Design and Graphics with SOLIDWORKS shows students how to use SOLIDWORKS to create engineering drawings and designs, including dimensioning, tolerancing, and the use of standard parts and tools.

Each chapter contains step-by-step sample problems that show students how to apply its concepts it presents. These and other pedagogical features are designed to help students learn more quickly and retain concepts more successfully: * Chapter-opening objectives Chapter-ending summaries and exercise problems. * Many illustrations throughout, with clear explanations. * Hundreds of practical exercise projects of varying difficulty, helping students learn by doing. * Flexibility for instructors: with hundreds of problems, instructors can assign different problems within the same class and from year to year without repetition. * ANSI standards support. * Uses ANSI standards for dimensions and tolerances, showing how designs are defined for production and the importance of proper tolerances. * Step-by-step approach. * Helps students learn at their own pace.

AUD RRP: \$160.00	ISBN-13: 9780135401750
Due Date: March 2019	
Format: Paperback	Size: 276 X 216

Illustration: B&W Throughout





Learning Amazon Web Services (AWS)

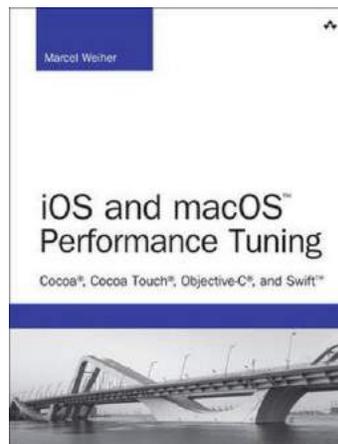
A Hands-On Guide to the Fundamentals of AWS Cloud

By Wilkins Mark

ADDISON WESLEY

Learning Amazon Web Services (AWS) is a clear, complete, practical, and hands-on introduction to the world's leading cloud platform -- a perfect resource for everyone who needs to understand AWS, whatever their previous IT background. Top cloud trainer and evangelist Mark Wilkins covers all you need to know to succeed with AWS, introducing each key concept in the context of a book-length case study. He teaches best practices that fully align with Amazon's Well Architected Framework, the basis of all AWS certifications -- making this guide a valuable learning tool for those seeking to demonstrate their expertise by pursuing formal certification. Wilkins introduces new concepts based on how they are presented in the AWS self-service portal, making his coverage even easier to learn from and practice with. Coverage includes: *The big picture: What AWS is, how it has evolved, and how it can help you. * Foundation Core Services: compute, network, storage, and databases Implementing AWS Compute Services and EC2 instances (and understanding their pricing). * Enforcing AWS security, compliance, and control. * Leveraging AWS Networking Services, including VPC, CIDR, DHCP, NAT, Internet gateways, endpoints, and VPNs. * Utilizing AWS cloud storage and databases

AUD RRP: \$59.99	ISBN-13: 9780135298343
Due Date: January 2019	Pages: 400
Format: Paperback	Size: 229 X 178



Cocoa and Objective-C Performance Tuning

By Weiher Marcel

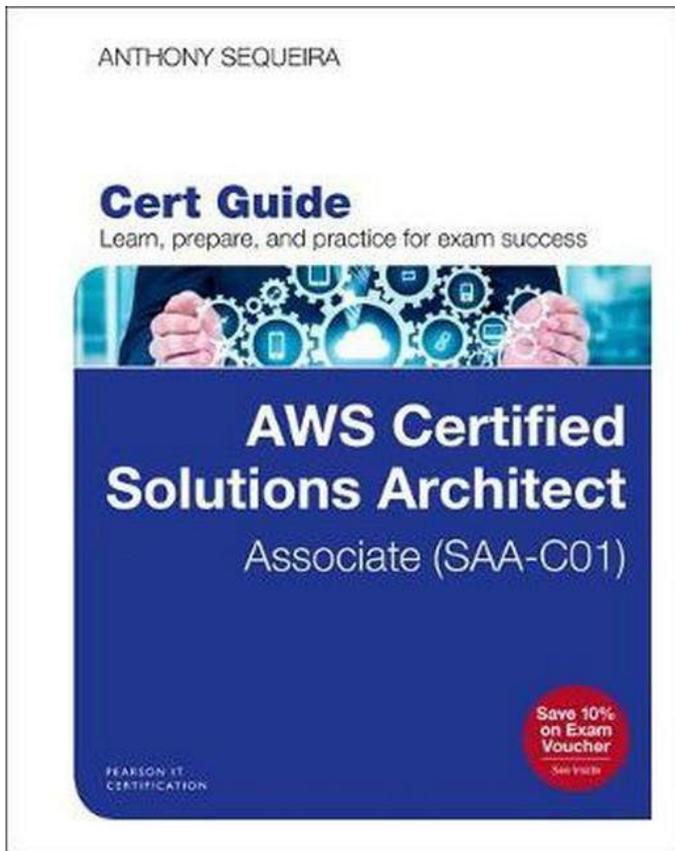
ADDISON WESLEY

Suddenly, program optimization is crucial again. Yesterday's "automatic" increases in computer performance have effectively stopped. iOS devices such as the iPhone, iPad, iPod touch, and Apple TV have dramatically fewer resources: their limited resources must be used as frugally as possible.

Now, in Cocoa and Objective-C Performance, Marcel Weiher draws on more than 20 years of experience optimizing software for Apple devices, drilling down to the code level to systematically address optimization of CPU, memory, disk and network I/O and graphics. The only book focused entirely on Cocoa and Objective-C performance optimization, this book is strongly empirically based, identifying concrete issues that can be discovered via measurement, and then addressed through the application of specific techniques and a deep understanding of proven underlying principles. Weiher presents insights you won't find anywhere else - most of which can be easily applied to both Mac and iOS development. He also identifies a series of common pitfalls and misconceptions associated with OS X and iOS performance, revealing why they are wrong, explaining the actual realities, and showing developers how to reflect those realities in more efficient code.

AUD RRP: \$69.95	ISBN-13: 9780321842848
Due Date: April 2019	Pages: 310
Format: Paperback	Size: 229 X 178





AWS Certified Solutions Architect - Associate (SAA-C01) Cert Guide

By Sequeira Anthony

PEARSON IT CERT

The AWS Certified Solutions Architect Associate certification demonstrates your expertise in architecting and deploying secure and robust applications on the world's leading cloud platform, Amazon Web Services.

AWS Certified Solutions Architect Associate Cert Guide is the comprehensive self-study resource for Amazon's valuable new exam.

Designed for all AWS Certified Solutions Architect Associate candidates, this guide covers every exam objective concisely and logically, with extensive teaching features designed to promote retention and understanding.

This guide offers comprehensive, up-to-date coverage of all AWS Certified Solutions Architect Associate topics related to:

- * Designing and deploying scalable, highly available, and fault-tolerant systems on AWS.
- * Lifting and shifting existing on-premises applications to AWS.
- * Managing ingress and egress of data to and from AWS.
- * Selecting appropriate AWS services based on data, compute, database, or security requirements.
- * Appropriately using AWS architectural best practices.
- * Estimating AWS costs and identifying cost-control mechanisms.
- * Improving performance with caching and designing for elasticity.
- * Implementing features for operational excellence, and more.

AUD RRP: \$75.00

ISBN-13: 9780789760494

Due Date: February 2019

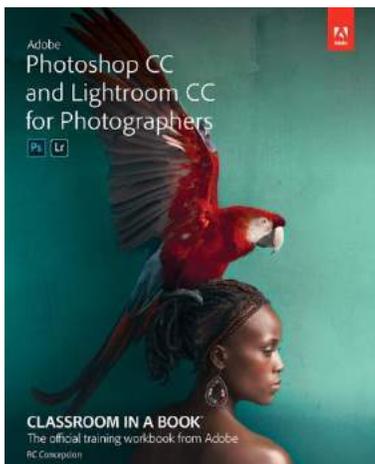
Pages: 416

Format: Mixed media product

Size: 0 X 0



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Adobe Photoshop CC and Lightroom CC for Photographers Classroom in a Book

By *Conception Rafael*

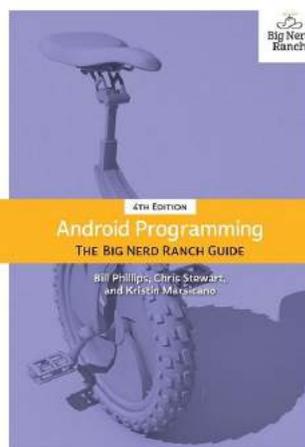
PEARSON (US)

Adobe Lightroom CC and Photoshop CC for Photographers Classroom in a Book contains lessons that cover the basics and beyond, providing countless tips and techniques to help you become more productive with the programs. You can follow the book from start to finish or choose only those lessons that interest you.

Using Lightroom CC and Photoshop CC together can dramatically speed your workflow and decrease editing time. This book teaches you exactly when to use each program and how to pass images back and forth between them at the highest possible quality. You'll learn how to import, organize, correct and add creative colour effects in Lightroom using global and local editing tools, as well as how to merge multiple exposures and stitch panoramas.

In Photoshop, you'll learn practical techniques for combining photos, pro-level retouching, creating precise selections, masking, turning a photo into a painting and pencil sketch, and adding creative blur effects. Back in Lightroom, you'll learn how to show off your masterpieces by exporting them en masse, sharing via social media, creating fine art-style signed print layouts, slideshows, photo book, and web gallery projects.

AUD RRP: \$89.99	ISBN-13: 9780135495070
Due Date: March 2019	Pages: 400
Format: Paperback	Size: 0 X 0



Android Programming

By *Phillips Bill*

PEARSON (US)

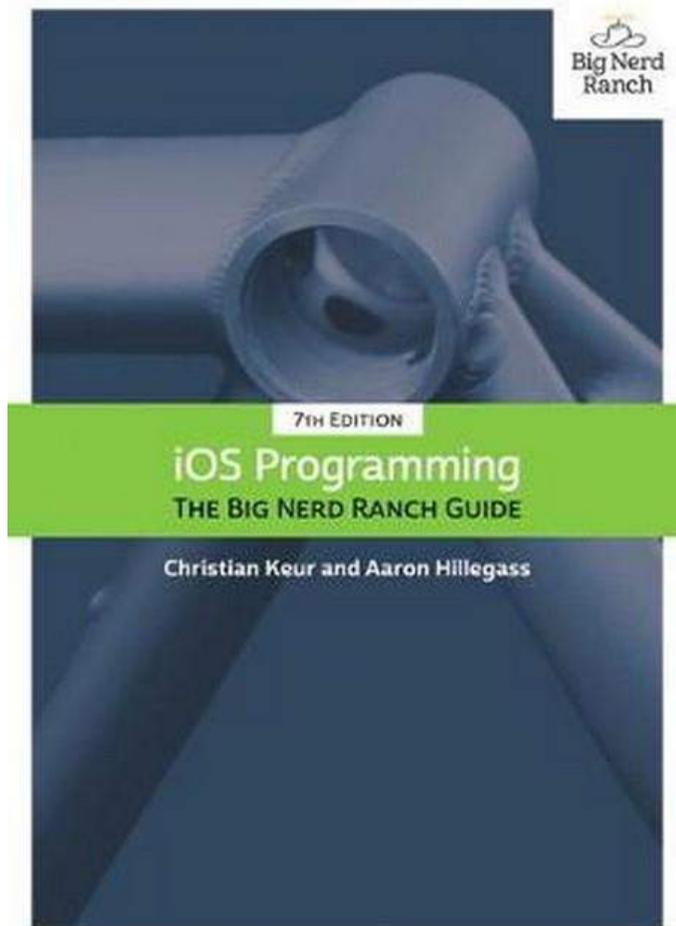
Android Programming: The Big Nerd Ranch Guide is an introductory Android book for programmers with Java experience.

Based on Big Nerd Ranch's popular Android Bootcamp, this guide will lead you through the wilderness using hands-on example apps combined with clear explanations of key concepts and APIs.

This book focuses on practical techniques for developing apps compatible with Android Oreo and Android "P." Write and run code every step of the way, using Android Studio to create apps that integrate with other apps, download and display pictures from the web, play sounds, and more. Each chapter and app has been designed and tested to provide the knowledge and experience you need to get started in Android development. A nuts and bolts guide to learning how to develop Android applications, from the experts at the Big Nerd Ranch Teaches Android app development by developing actual, working apps Suitable for any programmer who knows Java, whether they have previous experience with mobile development or not. Loaded with real-world sample code. The material has been developed and classroom-tested at the Big Nerd Ranch

AUD RRP: \$62.95	ISBN-13: 9780135245125
Due Date: February 2019	Pages: 624
Format: Hardback	Size: 232 X 187





iOS Programming

The Big Nerd Ranch Guide

By Keur Christian

PEARSON (US)

iOS Programming: The Big Nerd Ranch Guide leads you through the essential concepts, tools, and techniques for developing iOS applications.

After completing this book, you will have the know-how and the confidence you need to tackle iOS projects of your own.

Based on Big Nerd Ranch's popular iOS training and its well-tested materials and methodology, this bestselling guide teaches iOS concepts and coding in tandem.

The result is instruction that is relevant and useful.

Throughout the book, the authors explain what's important and share their insights into the larger context of the iOS platform.

You get a real understanding of how iOS development works, the many features that are available, and when and where to apply what you've learned.

AUD RRP: \$75.00

ISBN-13: 9780135264027

Due Date: February 2019

Pages: 416

Format: Paperback

Size: 235 X 178



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ISBN13	AUTHOR	TITLE	AU\$ RRP	IMPRINT	QTY
9781509305872	<i>Lambert Joan</i>	Microsoft Word 2019 Step by Step	59.99	MICROSOFT	
9781509307241	<i>Jelen Bill</i>	Microsoft Excel 2019 Pivot Table Data Crunching	59.99	MICROSOFT	
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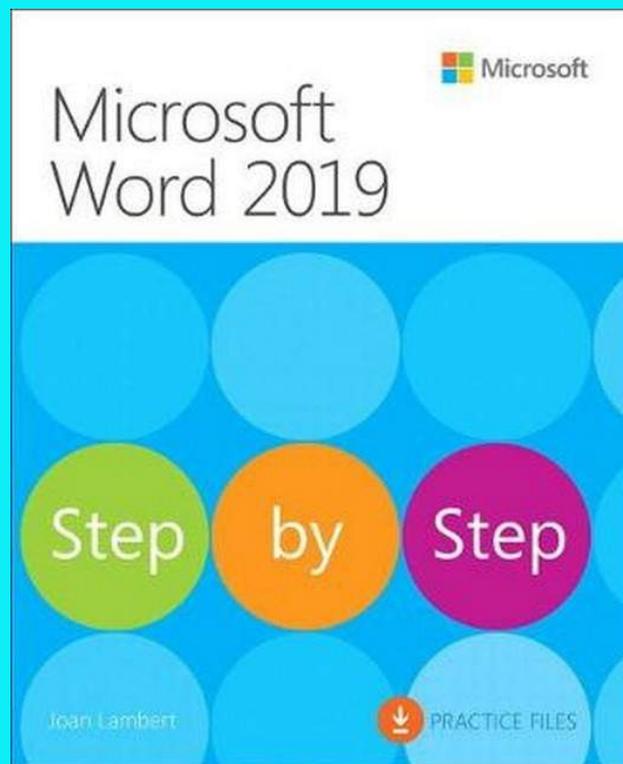
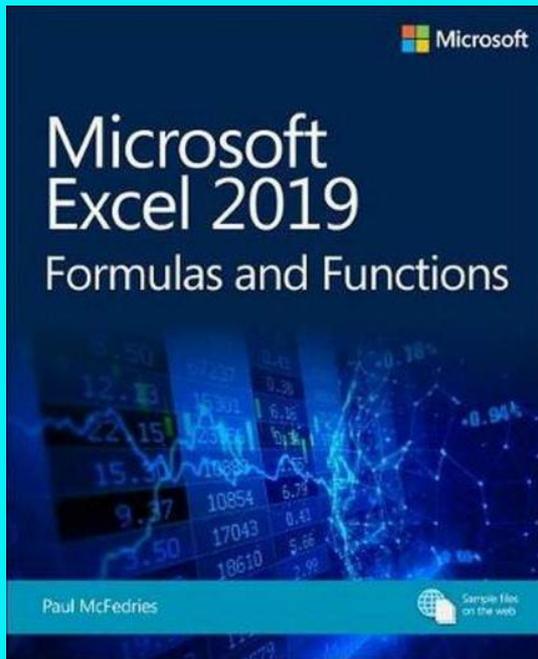
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