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# Quick Study Laminated Reference Guides

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APA Guidelines - 7th Edition  
Strategic Management  
YouTube Marketing  
A Quickstudy Laminated Reference Guide  
German Grammar  
Spanish Grammar  
Chemistry  
Gre - Quantitative  
Chef's Companion  
Political Science  
Occupational Therapy  
Gre Vocabulary  
A Quickstudy Laminated Reference Guide  
Electrical Quick Reference Guide  
Geometry  
Medical Coding  
Intermediate Accounting  
Theater Appreciation  
Anatomy of the Organs  
Algorithms 2  
Quickbooks  
English Composition & Style  
Psychology Terminology  
A Quickstudy Laminated Reference Guide

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Reference  
Guides*

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## **PEREZ ELAINE**

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*APA Guidelines - 7th  
Edition* Quickstudy  
Language learning  
requires retraining  
your brain and any  
form of training  
requires focus,  
constant practice and  
especially support. This  
durable and handy  
support tool can easily

come with you  
anywhere for reference  
in an instant to review  
or use while practicing  
speaking with others.  
In 6 laminated pages  
the coverage is so  
succinct that our  
author fit the  
essentials of the Italian  
language into a  
complete and compact  
reference with the  
need-to-know details  
you would find on an

Italian language final exam. This inexpensive and expertly written tool is a must have for repetition, review, and practice on your road to better grades, language fluency or as preparation for your summer trip to Italy. 6-page laminated guide includes: Numbers The Italian Alphabet & Pronunciation Articles Capitalization in Italian & English Adverbs Nouns Adjectives Conjunctions Negatives Prepositions Pronouns Verbs: Simple & Compound Forms Finite Verbs: Forms & Function Verb Constructions: Forms & Function

**Strategic Management**  
Quickstudy Reference Guides  
Get better grades using proven tactics of the most successful

students. Learning so many subjects can be so much easier when taught how to study. This quick and easy 6 page laminated reference to those tactics can help reinforce with every review. Follow the guide and practice, practice, practice the tactics until they are habit. Harness the power of routine, build self-discipline, develop time management skills and success will follow. Practice will be easier with this guide as a road map. Once these skills are habit, you will know the road to success like the back of your hand. 6-page laminated guide includes: Start Positive, End Positive Study Habits in Class Reading at Home Studying for Specific Subjects Daily & Weekly Reviews

Discipline &  
 Organization in  
 Planning Motivation  
 Power Breaks Study  
 Aids Practice Makes  
 Perfect Collaborate:  
 Bring Together Great  
 Minds Committing  
 Knowledge to Long  
 Term Memory Study  
 Environment Final  
 Review Why You  
 Should Never Cram  
 Before the Big Day  
 Test Day: Time to  
 Shine Test-Taking Tips  
 Suggested uses:  
 Parents - Get this guide  
 early and know how to  
 help your child study  
 from a young age to  
 make your, and their,  
 lives easier and  
 ultimately more  
 successful Students -  
 Keep this guide for  
 reviewing regularly  
 until these tactics  
 become habit, then still  
 review the guide for  
 future support  
 Educators &

Administrators -  
 Consider buying in bulk  
 as a handout to  
 students to promote  
 healthy study habits,  
 boost test scores,  
 grades and student  
 success rates  
*YouTube Marketing*  
 Quickstudy Reference  
 Guides  
 Get your business up  
 and running on  
 QuickBooks Online or  
 Desktop and have a  
 quick reference always  
 handy for yourself or  
 employees. From  
 setting up a company  
 to depositing customer  
 payments and creating  
 professional quality  
 financial statements,  
 QuickBooks offers the  
 accounting tools you  
 need to stay on top of  
 business finances 24/7.  
 This flexible software  
 can be tailored to meet  
 the needs of any type  
 of business, from a  
 new solo freelancer to

an established e-tailer. In 6 laminated pages, this concise user guide will have you running smoothly with knowledge of exactly where your finances are at any moment at a value that cannot be beat. 6 page laminated guide includes:

- Getting Started
- Set Up Your Company
- Manage Your QBO Account
- Set Up Your Sales, Expenses & Advanced Information
- Creating Your Chart of Accounts
- Customize an Account
- Delete an Account
- Add an Account
- Changing Accounts
- Linking Online Bank & Credit Card Accounts
- Link Your Accounts
- Import Your Transactions
- Adding Your Products & Services
- Create an Inventory & Non-Inventory Item
- Create a Service Item
- Create a Bundle
- View a List of All Products & Services
- Vendors & Contractors
- Set Up a Vendor
- Import Multiple Vendors
- Make Changes to a Vendor Profile
- Delete a Vendor
- Set Up a Contractor
- Enter Vendor Bills
- Paying Vendors
- Pay a Vendor with QBO Bill Pay
- Pay a Vendor with a QBO Check
- Pay Vendors through Connected Bank & Credit Card Accounts
- Enter Other Vendor Payments
- Customers
- Setting Up a Customer
- Import Multiple Customers
- Make Changes to Customer Information
- Delete a Customer Invoice
- Customers Receive Payments from Customers for Invoices
- Deposit "Undeposited Funds" Reports & Financial Statements
- Create Reports & Financial Statements
- Run Accounts

Receivable Reports  
Run Accounts Payable  
Reports Run Financial  
Statements Invite Your  
Accountant to Your  
QBO Account

### **A Quickstudy**

#### **Laminated**

#### **Reference Guide**

Quickstudy Reference  
Guides

Increase your score on the GRE with a tool that is easy to review and less expensive than any other study aid. Whether taking the exam while in college, after your undergrad, or with some time in-between, a 6-page laminated guide can go anywhere for review of concepts you will learn in exam prep courses or through test-taking books. This thorough and slick breakdown of the mathematical and reasoning concepts for conquering this section of the test is so handy

and concise that you can review anywhere in record time. 6-page laminated guide includes: Exam Overview Arithmetic Integers, Exponents, Order of Operations Scientific Notation Adding Radicals Fractions, Percents, Absolute Value Rounding Numbers, Proportions & Ratios Distance, Speed & Time Averages Algebra Solving Algebraic Equations Binomials & Trinomials Geometry Angles, Points, Lines Shapes Areas & Perimeters Volumes & Surface Area Data Interpretation Graphs, Standard Deviation Probability Independent vs. Dependent Variables Mean, Median, Mode & Range Word Problems Measurement Scoring Suggested uses:

Review Anywhere - exam prep books are huge, with much space used for sample questions, this guide focuses on how to answer - keep in your bag or car to review any place, any time

The Whole Picture - with 6 pages, it is easy to jump to one section or another to go

straight to the core of the concept you need for answering

questions Last Review - many people use our guides as a last review before they enter an exam

### **German Grammar**

Quickstudy Reference Guides

This recently updated guide thoroughly covers the process of conducting business activities, using diagrams and concise outlining.

*Spanish Grammar*

Quickstudy Reference Guides

No anatomical reference is as inexpensive and as loaded with meticulously detailed, beautifully illustrated structures of the human organs, clearly and concisely labeled for easy identification.

There are over 10 million QuickStudy anatomy guides in print, all with

Illustrations by award-winning and best-selling medical illustrator Vincent Perez, whose life

mission is cataloging the beauty and detail of our complicated

body systems for the medical professional, the formative student and the inquisitive layperson. 6-page laminated guide

includes illustrated and labeled: Organs - Full

Torso Anterior	compact and easily
Respiratory & Urinary	reviewed on a daily
Male & Female	basis Administrative -
Urogenital Systems	use for billing and
Respiratory Tracts	coding Doctors - use
Right Kidney Left	guide to educate
Adrenal Gland Anterior	patients or for
Digestive Hepatic	reference with staff
Portal Veins Stomach	<i>Chemistry</i> Quickstudy
Small Intestine	Quick reference to the
(Schematic), Large	essentials for students
Intestine Anterior	and professionals in a
Circulatory System	field of study and
Thoracic, Neck & Head	practice that requires
Veins/Arteries Anterior	such a large range of
Heart & Vessels	knowledge that a go-to
Posterior Heart	refresher for the core
Anterior Thoracic	facts is just what you
Nerves Phrenic &	need. Author Devon
Vagus Nerves Spinal	Breithart, MS, OTR/L
Nerves, Spinal Chord	selected the most
Lymphatic System	useful answers for
Deep Abdominal &	students to reference
Inguinal Nodes Dorsal	that also make for a
Spleen Stomach &	great tool for the busy
Pancreas Large	professional. In 6
Intestine Lymphatics	laminated pages you
Arm Axilla & Thorax	can keep the most
Lymphatics Heart &	important core
Lungs Suggested uses:	elements of your
Students - handy	education at your
reference that is	fingertips for easy and



quick review at a moment's notice in the classroom, as a last-minute review or during marathon study sessions. Once in career mode, this durable tool will last as a desk reference and refresher for years to come, all while being the least expensive study aid you'll ever buy. 6 page laminated guide includes: Areas of Occupation Frames of Reference OT Approaches to Intervention OT Settings Body Systems Musculoskeletal System Nervous System Cardiovascular System Integumentary System Endocrine System Respiratory System Pediatrics Mental Health Common Precautions after Surgery Body Signs & Ranges Common Medications & Side

Effects OT Evaluation Dysphagia Diet Documentation & Reimbursement Commonly Encountered Medical Acronyms Common Adaptive Equipment *Gre - Quantitative* Quickstudy Reference Guides Guide to how "elements of style" function in the composition and editing process of writing. Useful for any student from middle school through college as a quick-reference writing tool.

### **Chef's Companion**

Quickstudy Reference Guides Highly relevant on today's world stage, this succinct guide to systems of government and the analysis of political activity and behavior can support students taking the

course and anyone interested in understanding these systems that ultimately determine our way of life. Comprehensive 6 page laminated guide will boost grades and is a fact filled gold mine for political conversations and debates backed by the high qualifications of our coauthors, both professors and honorees in the field of U.S. and international politics. 6 page laminated guide includes: World Governments by Country Theories of World Politics Three Levels of Analysis Modern International System International Law International Political Economy United Nations Arms Control Actors in World Politics War Philosophy of the Social Sciences

Major U.S. Foreign Policy Events: 2000-2018 What Kind of Country is the United States? The Three Branches of the Federal Government How a Bill Becomes a Law  
*Political Science*  
 Quickstudy  
 Basic algebraic concepts. Useful for any student in pre-algebra and beyond as a reference tool.  
Occupational Therapy  
 Quickstudy  
 Students and working professionals will find this guide filled with top to bottom essentials of management to be the most comprehensive and utilitarian tool for study or reference. Expertly written and designed to fit in 6 laminated pages, the condensed outline format covers the

essence of a management college course. Organized for quick access to the answers you need for class, tests, or for reference to mainstays of a working day - a quick review of core concepts and the full listing of key factors for anything from human resources to operations can keep you on your toes. By sticking to facts and eliminating fluff, we give you a great return on investment through better grades and better business as well as laminated durability to ensure this guide will last through college and your career. 6 page laminated guide includes: Who is a Manager? Factors Affecting Management Evolution of Management Making

Decisions Economic Considerations Work Groups & Teams General Operations Changing Environments Human Resources Planning for the Future Organizing, Staffing & Coordinating Leading the Organization Controlling Direction & Operations Communications International Business Ethical Reasoning in Business Management in the 21st Century  
**Gre Vocabulary**  
 Quickstudy Take the mystery out of basic math with the latest edition of BarCharts' best-selling Math Review QuickStudy guide. With updated content and an additional panel of information, Math Review includes hard-to-remember formulas and properties, along

with numerous examples and illustrations to improve understanding. This comprehensive math guide will assist you way beyond your high school and college years.

### **A Quickstudy**

#### **Laminated**

#### **Reference Guide**

Quickstudy Reference Guides

This useful guide presents different key facts about each of the 50 states that make up America.

#### Electrical Quick

#### Reference Guide

Quickstudy

Increase your score on the GRE with a tool that is highly portable, easy to review and less expensive than any other study aid.

Vocabulary is of huge importance for reading and interpreting text then knowing and

understanding context while analyzing written material. The exam features fill-in-the-blank questions where you choose the best word for context, a nuanced skill that depends on vocabulary knowledge which will be thoroughly tested in the verbal reasoning section of the exam - which can be much harder without a review of the most challenging words you may encounter as possible answers.

Being organized alphabetically by word root allows you to understand the root to better decode words that are not memorized or already in your common vocabulary. Whether taking the exam while in college, after your undergrad, or with some time in-between,

this 6-page laminated guide of those all-important roots and vocabulary words can go anywhere. 6-page laminated guide includes: Over 800 GRE Vocabulary Words Organized Alphabetically by Word Root Top GRE Vocabulary Words Geometry Geometry Guaranteed to boost test scores and grades. The essentials of this branch of mathematics are an important foundation that future more advanced math is built upon. Using this as a review and reinforcement tool is quick and easy to do daily or weekly, keeping all concepts fresh once you move deeper into the subject. For complete coverage, get the Geometry Part 2

QuickStudy guide and use the two guides to study, reference, review and ace the grade. 6-page laminated guide includes: Geometric Formulas Undefined Terms Defined Terms Space Shapes Lines Planes Line Segments Rays Angles Suggested uses: Quick Reference - instead of digging into the textbook to find a core answer you need while studying, use the guide to reinforce quickly and repeatedly Memory - refreshing your memory repeatedly is a foundation of studying, have the core answers handy so you can focus on understanding the concepts Test Prep - no student should be cramming, but if you are, there is no better tool for that final review Math Review

For the professional electrician or anyone looking to have basic electrical knowledge, this 3-panel (6-page) guide is a handy resource to have at the ready. Color-coded sections feature comprehensive, easy-to-understand information on receptacles, conductors, wires and other electrical elements. In addition, each section is enhanced by charts, illustrations, diagrams, formulas and equations. Safety rules are indicated with easy-to-spot icons.

### Medical Coding

Quickstudy  
Guaranteed to boost test scores and grades. The essentials of this branch of mathematics are an important foundation that future more advanced math is

built upon. Using this as a review and reinforcement tool is quick and easy to do daily or weekly, keeping all concepts fresh once you move deeper into the subject. For complete coverage, get the Geometry Part 2 QuickStudy guide and use the two guides to study, reference, review and ace the grade. 6-page laminated guide includes: Geometric Formulas Undefined Terms Defined Terms Space Shapes Lines Planes Line Segments Rays Angles Suggested uses: Quick Reference - instead of digging into the textbook to find a core answer you need while studying, use the guide to reinforce quickly and repeatedly  
Memory - refreshing your memory

repeatedly is a foundation of studying, have the core answers handy so you can focus on understanding the concepts Test Prep - no student should be cramming, but if you are, there is no better tool for that final review

### *Intermediate*

*Accounting* Quickstudy Reference Guides

BarCharts' best-selling quick reference to chemistry has been updated and expanded in this new edition.

With updated content and an additional panel of information, this popular guide is not only an essential companion for students in introductory chemistry courses but also a must-have refresher for students in higher-level courses. Author Mark D. Jackson, PhD, a

scientist and university chemistry professor, has a gift for making the complicated subject of chemistry interesting and easy to understand--without the fluff. In this new edition, you will find more coverage of the subject, helpful illustrations, chemical problems, and practical applications, making this a study tool you won't want to be without.

Theater Appreciation Quickstudy Reference Guides

Updated for 2018 ICD-10 CM

(International Classification of Diseases, Clinical Modification)

guidelines, this 6 page laminated guide covers core essentials of coding clearly and succinctly. Author Shelley C. Safian, PhD,

RHIA, CCS-P, COC, CPC-I, AHIMA-approved ICD-10-CM/PCS trainer used her knowledge and experience to provide the largest number of valuable facts you can find in 6 pages, designed for you to find answers fast with color coded sections, and bulleted lists. A must for students seeking coding certification and a great desktop refresher for professionals for classifying and coding diagnoses, symptoms and procedures recorded in conjunction with hospital care. 6-page laminated guide includes: General Coding Conventions & Official Guidelines Instructional Notations Chapter-Specific Official Guidelines Selection of Principal Diagnosis Reporting Additional Diagnoses Diagnostic Coding & Reporting Guidelines for Outpatient Services Steps to Coding Diagnoses Using the ICD-10-CM Manual Documentation of Complications of Care Rules of Compliance External Cause Codes Sequencing Multiple Codes Correctly What to Code & What Not to Code The Process of Abstracting Medical Coding ICD-10-PCS Selection of Principal Procedure ICD-10-PCS Coding Conventions ICD-10-PCS Sections & Subsections Medical & Surgical Section: Guidelines Obstetrics Section: Guidelines New Technology Section: Guidelines ICD-10-PCS Terms Anatomy of the Organs Quickstudy Updated for 2018 ICD-10 guidelines, this



6 page laminated guide covers core essentials of coding clearly and succinctly. Author Shelley C. Safian, PhD, RHIA, CCS-P, COC, CPC-I, AHIMA-approved ICD-10-CM/PCS trainer used her knowledge and experience to provide the largest number of valuable facts you can find in 6 pages, designed so that answers can be found fast with color coded sections, and bulleted lists. A must for students seeking coding certification and a great desktop refresher for professionals. 6-page laminated guide includes: General Coding & Legal Guidelines Coding Tips Conditions & Diagnoses Diagnosis Coding Pathology & Laboratory

Reimbursement & Billing Tips Coding Evaluation & Management Services ICD-10 Terms, Notations & Symbols Wounds & Injuries Important Resources Anesthesia, Surgery & Radiology Diagnostic Coding  
*Algorithms 2*  
Quickstudy Reference Guides  
6-page laminated guide to the settings and features of Windows 10 that will optimize your system for you, with guidance for managing and securing your computer as well. Whether you are a beginner or experienced user, learn about new features or discover and use some of Windows functions for the first time. Joan Lambert, author of multiple books on the

Microsoft Office Suite, creator of many Lynda.com videos and an experienced corporate trainer used her experience and knowledge to cover the most relevant functions for users at different levels.

Suggested uses: \*  
Workplace - handy desk reference used to find functions quickly \*

Company Training - reduce help-desk calls and keep productivity flowing for a team or for your entire company \*

Students/Teachers/Parents - help with the learning curve in a classroom or at home \*

College Students - make sure you are set-up, secure and using features that can make your life easier

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