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physical fitness is often defined as the ability to perform typical activities and chores such as raking leaves or cleaning windows without getting fatigued achieving this level of fitness requires a regimen of moderate aerobic activity such as walking cycling swimming or jogging for only 20 to 30 minutes 3 or 4 days a week currently only one fourth of the u s population is engaged in light to moderate physical activity this statistic is alarming since research has shown that physical activity is linked to reducing risk of chronic diseases such as diabetes cancer and heart disease now the leading causes of death in the united states the fitness and exercise sourcebook provides the layperson with the latest information regarding physical activity and its benefits to healthy living

mcgraw hill technology education s professional approach series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they ll face each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations the office 2003 texts complete instruction in all skill sets and activities for the appropriate microsoft office specialist certification mos exams

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this highly visual project based book features hands on exercises that are built around a running case study the features common to all office 97 applications are overviewed at the beginning of the text to familiarize readers with the entire integrated software suite

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accompanying cd roms contain a resource library of additional figures and animations to supplement the text and a working demonstration version of vhi pc kits which allows students to choose from thousands of exercises to create customize and print easy to read professional looking exercise routines for clients page 4 of cover

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