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[Zoom For Dummies](#) Sep 04 2020 Zoom into the new world of remote collaboration While a worldwide pandemic may have started the Zoom revolution, the convenience of remote meetings is here to stay. Zoom For Dummies takes you from creating meetings on the platform to running global webinars. Along the way you'll learn how to expand your remote collaboration options, record meetings for future review, and even make scheduling a meeting through your other apps a one-click process. Take in all the advice or zoom to the info you need - it's all there! Discover how to set up meetings Share screens and files Keep your meetings secure Add Zoom hardware to your office Get tips for using Zoom as a social tool Award-winning author Phil Simon takes you beyond setting up and sharing links for meetings to show how Zoom can transform your organization and the way you work.

[Guitar All-in-One For Dummies](#) Apr 11 2021 A one-stop resource to the essentials of owning and playing the guitar If you've just bought a guitar, or you've had one for a while, you probably know it takes some time and effort to learn how to play the popular instrument. There's so much to know about owning, maintaining, and playing a guitar. Where do you even begin? In *Guitar All-in-One For Dummies*, a team of expert guitarists and music teachers shows you the essentials you need to know about owning and playing a guitar. From picking your first notes to exploring music theory and composition, maintaining your gear, and diving into the specifics of genres like blues and rock, this book is a comprehensive and practical goldmine of indispensable info. Created for the budding guitarist who wants all their lessons and advice in one place, the book will show you how to: Maintain, tune, and string your guitar, as well as decipher music notation and guitar tablature Understand guitar theory, sounds and techniques to help you learn new songs and add your style to classic tunes Practice several popular genres of guitar music, including blues, rock, and classical Access accompanying online video and audio instructional resources that demonstrate the lessons you find in the book Perfect for guitar players at any skill level, *Guitar All-in-One For Dummies* is a must-have resource for anyone who wants to get the most out of their own guitar and make great music.

[Diversity, Equity & Inclusion For Dummies](#) Feb 28 2020 Strengthen your company culture through inclusive and equitable policies and practices The global workforce and marketplace will continue to undergo dramatic demographic shifts—redefining the workplace, the workers, and how work gets done. Organizations that want to attract and retain the best talent and to capitalize on the full breath of their perspectives and experiences must first reflect our society as a whole, and secondly, must create the right kind of work environment where ALL talent can thrive. That means valuing diversity, creating more equitable policies and practices, and fostering a welcoming and inclusive culture. In *Diversity, Equity & Inclusion For Dummies*, global workforce expert, and three-time Chief Diversity and Inclusion Officer Dr. Shirley Davis unveils her extensive collection of real-world experiences, stories, case studies, checklists, assessments, tips, and strategies that will give you a deeper understanding of the business impact of DEI and how your role as a leader can contribute to your company's long term success. You'll learn: The fundamentals of DEI and how it drives business performance and impact How to conduct comprehensive DEI organizational assessments to identify systemic and institutional inequities Tactics and strategies for having necessary but difficult conversations, and how to make them impactful Skills and competencies that every leader needs in order to effectively lead the new generation of workers How to operationalize DEI across your organization, measure its impact, and sustain it long term *Diversity, Equity & Inclusion For Dummies* is a must-read guide for any leader at any level who wants to ready themselves for the workplace of the future and reap the benefits of a full spectrum diverse ideas, backgrounds, and experiences. It also belongs on the reading lists of human resources and DEI professionals actively seeking to go broader, deeper, and have greater impact in their DEI work.

[Piano For Dummies, 3rd Edition](#) Apr 23 2022 Explore the basics of the piano keyboard Read music and understand keys and time signatures Play melodies and hone your techniques If you've dreamed of playing piano, here's where to start! There's no better way to start learning music than by learning how to play piano. It doesn't matter if you've never had a lesson or need a refresher on piano basics, this book helps you discover the joy of making music on the most versatile instrument of all. Simple step-by-step instruction gets you started, guiding you from basic beginner tunes into more advanced techniques. Get acquainted, or reacquainted, with how to read music, play chords, and build your own playing style. Inside... Play your first notes Find Middle C and beyond Get started with beginner tunes Approach old lessons in a new way Navigate sharps and flats Learn more with online audio and video

[C++ All-in-One For Dummies](#) Aug 16 2021 Get ready for C++20 with all you need to know for complete mastery! Your comprehensive and updated guide to one of the world's most popular programming languages is here! Whether you're a novice or expert, you'll find what you need to get going with the latest features of C++20. The workhorse of programming languages, C++ gives you the utmost control of data usage and interface and resource allocation. If your job involves data, proficiency in C++ means you're indispensable! This edition gives you 8 books in 1 for total C++ mastery. Inside, internationally renowned expert John Paul Mueller takes you from the fundamentals of working with objects and classes to writing applications that use paradigms not normally associated with C++, such as those used for functional programming strategies. The book also includes online resources such as source code. You discover how to use a C++ GNU compiler to build applications and even how to use your mobile device for coding. Conquer advanced programming and troubleshooting Streamline your code with lambda expressions Use C++ where you need it: for gaming, enterprise applications, and Web services Uncover object secrets

including the use of design patterns Discover how to use functional programming techniques to make code concise and easy to read If you want to be your organization's C++ guru, C++ All-In-One for Dummies is where it's at!

Success as a Mediator For Dummies May 13 2021 Everything you need to enter the exciting field of legal mediation To be an effective mediator, it's essential to possess the ability to take control of animated situations, offer advice, and facilitate discussion—all the while remaining neutral without formulating biased judgment. Success as a Mediator For Dummies helps you acquire these attributes and much more. Aspiring mediators will learn the importance of upholding an honorable reputation, the skills, personality traits, and characteristics of a good mediator, and how to effectively market a successful mediation career. Plus, you'll get practical advice about finding work in the field, realistic salary information, and tips on as tips on identifying whether you have the skills and tools to become a good mediator. The steps necessary to become a mediator (education, training, licensing, states-specific requirements, etc.) How your education and professional background can enhance your mediation work Sample rules and standards of conduct All the steps necessary to build and market a successful private practice in mediation, or flourish as a mediator in a law firm, corporation, school, or non-profit organization Whether you have a background in law or an interest in legal careers, Success as a Mediator For Dummies gives you everything you need to enter the exciting field of legal mediation.

GitHub For Dummies May 01 2020 Code collaboratively with GitHub Once you've learned the basics of coding the next step is to start sharing your expertise, learning from other coding pros, or working as a collaborative member of development teams. GitHub is the go-to community for facilitating coding collaboration, and GitHub For Dummies is the next step on your journey as a developer. Written by a GitHub engineer, this book is packed with insight on how GitHub works and how you can use it to become a more effective, efficient, and valuable member of any collaborative programming team. Store and share your work online with GitHub Collaborate with others on your team or across the international coding community Embrace open-source values and processes Establish yourself as a valuable member of the GitHub community From setting up GitHub on your desktop and launching your first project to cloning repositories, finding useful apps on the marketplace, and improving workflow, GitHub For Dummies covers the essentials the novice programmer needs to enhance collaboration and teamwork with this industry-standard tool.

Phonetics For Dummies Oct 18 2021 The clear and easy way to get a handle on the science of speech The science of how people produce and perceive speech, phonetics has an array of real-world applications, from helping engineers create an authentic sounding Irish or Canadian accent for a GPS voice, to assisting forensics investigators identifying the person whose voice was caught on tape, to helping a film actor make the transition to the stage. Phonetics is a required course among students of speech pathology and linguistics, and it's a popular elective among students of telecommunications and forensics. The first popular guide to this fascinating discipline, Phonetics For Dummies is an excellent overview of the field for students enrolled in introductory phonetics courses and an ideal introduction for anyone with an interest in the field. Bonus instructional videos, video quizzes, and other content available online for download on the dummies.com product page for this book.

Getting Your Book Published For Dummies Nov 30 2022 There's never been a better time to be an author. Books like the Harry Potter series create a media phenomenon, with people lining up and camping outside bookstores to purchase newly released titles. Yet book sales overall – not just those of mega-sellers – are on the rise, as more and more people seek knowledge and entertainment through reading. The Library of Congress currently registers about 60,000 new titles for copyright each year. 60,000 books by 60,000 authors. Imagine yourself as one. Getting Your Book Published For Dummies is your complete guide to realizing whatever gem of an idea you've been carrying with you. If you've ever thought, "this would make a really good book," be it the next great American novel or a guide to naming babies, here's your chance to put pen to paper and find out! Written from both sides of the editor's desk – by a widely published writer and a HarperCollins veteran publisher – this guide puts in your hand the advice you need to: Pick an idea Approach the publisher Craft proposals and queries Work with agents, or act as your own Self-publish Negotiate a contract Create the actual book Sell your published book Full of examples, proposals, query letters, and war stories drawn from the authors' extensive experience, Getting Your Book Published For Dummies shows you how to clear all the hurdles faced by today's writers – freeing up precious time for you to refine your manuscript. You'll get the inside scoop on: Titling your book Major publishers, smaller houses, niche publishers, university presses, and spiritual and religious publishers The 12 elements of a successful nonfiction proposal How editors read queries Submitting fiction Publishing outside the box And much more Getting Your Book Published For Dummies is the clear, A-Z handbook that makes the entire process plain and practicable. You don't need to be a celebrity. You don't need to be some kind of publishing insider. All you need to do is write.

NFTs For Dummies Jul 03 2020 Get a grip on NFTs and learn how to get in the game It's not often that a brand-new investment comes along that revolutionizes how we buy and sell digital assets. But that's what non-fungible tokens (NFTs) did. Built on blockchain tech, NFTs are shaking up the world of digital commodity investing. And you can get your slice of the pie before everyone jumps into the arena. In NFTs For Dummies, you'll find straightforward answers to critical aspects of the NFT phenomenon. You'll learn exactly what non-fungible tokens really are, how you can find them, and even how to create your own valuable NFTs. You'll also discover: How to find reliable and safe NFT marketplaces where you can be sure you're dealing with reputable buyers and sellers A peek behind the NFT curtain to see how NFTs work and what, exactly, you own when you buy or make an NFT Discussions of the kinds of digital properties that can be converted into an NFT Perfect for anyone who wants to learn about the market for buying, selling, and creating crypto collectibles, NFTs For Dummies is the only resource you'll need to get a handle on this cutting-edge tech and start making it work for you.

DOS For Dummies Oct 30 2022 Windows may rule the world of popular computing on PCs around the globe, but DOS still has a place in the hearts and minds of computer users who vaguely remember what a C prompt looks like. Even if DOS (with all its arcane commands and its drab, boring look) isn't your idea of the best way to get things done on a PC, you'll find plenty of fast and friendly help on hand with the third edition of DOS For Dummies. Here's a plain-speaking reference guide to all the command-line stuff and nonsense that makes DOS work, whether you're a native DOS user or are an occasional dabbler who needs the operating system to run all those cool games under Windows. DOS For Dummies, 3rd Edition, avoids all the technical jargon to cut to the heart of things with clear, easy-to-understand explanations and step-by-step help for Changing disks and drives Dealing with the DOS prompt Managing files Running DOS inside Windows Installing and running DOS-based software programs Working with the printer and serial ports Using the mouse and keyboard Troubleshooting problems Understanding DOS error messages All the basic DOS commands, from APPEND to XCOPY, are demystified to make life in DOS much more bearable. This handy guide has plenty of helpful tips and tricks for bending DOS to your will, without having to dedicate your life (and all your free time) to mastering this little corner of the PC. Author Dan Gookin's first edition of DOS For Dummies became an international best-seller. He considers himself a computer "guru" whose job it is to remind everyone that computers are not to be taken too seriously. His approach to computers is light and humorous, yet very informative. Gookin mixes his knowledge of computers with a unique, dry sense of humor that keeps you informed - and awake.

Business Writing For Dummies Sep 28 2022 A guide to successful business communication describes how to draft effective letters, emails, and proposals; adapt one's writing style to an audience; and self-edit and troubleshoot documents.

Screenwriting For Dummies Dec 08 2020 Write a great script and get it into the hands of the Hollywood players! So you want to be a screenwriter? Whether you want to write a feature film or a TV script or adapt

your favorite book, this friendly guide gives you expert advice in everything from creating your story and developing memorable characters to formatting your script and selling it to the studios. You get savvy industry tips and strategies for getting your screenplay noticed! The screenwriting process from A to Z -- from developing a concept and thinking visually to plotline, conflicts, pacing, and the conclusion Craft living, breathing characters -- from creating the backstory to letting your characters speak to balancing dialogue with action Turn your story into a script -- from developing an outline and getting over writer's block to formatting your screenplay and handling rewrites Prepare for Hollywood -- from understanding the players and setting your expectations to polishing your copy and protecting your work Sell your script to the industry -- from preparing your pitch and finding an agent to meeting with executives and making a deal Open the book and find: The latest on the biz, from entertainment blogs to top agents to box office jargon New story examples from recently released films Tips on character development, a story's time clock, dramatic structure, and dialogue New details on developing the nontraditional screenplay -- from musicals to animation to high dramatic style Expanded information on adaptation and collaboration, with examples from successful screenwriting duos

Microsoft 365 For Dummies Mar 23 2022 Amp up your collaboration skills and rock the modern workplace by harnessing the power of Microsoft 365 with this one-stop guide to the world's leading productivity platform The Microsoft 365 productivity solution for the workplace is a cloud-based service with many features for effective and secure collaboration virtually or in person. Whether you start your day with meetings in Teams, respond to Outlook emails, create documents with Office apps, or even automate your work with artificial intelligence, Microsoft 365 has you covered. But first, you must unlock the potential of this powerful solution to showcase your ability to keep up with the modern workplace and make an impact in your organization. To do that, you need Microsoft 365 For Dummies! This book walks you through the steps to get your work done anytime, anywhere, on any device, with Microsoft Teams as the central hub. Discover how to chat online in real time; conduct online meetings; co-author documents in the cloud; develop no-code applications; and even prioritize your well-being. The insights and step-by-step guidance in Microsoft 365 For Dummies will help you stay connected and engaged with your colleagues. Level up your teamwork game with the latest meeting and collaboration best practices from Microsoft Teams Stretch your use of Office apps (Word, Excel, PowerPoint, Outlook, and OneNote) by infusing artificial intelligence into your everyday tasks Save time (and look really smart) by automating your work with the Power Platform apps Take a break from work and focus on your health and well-being at home or in the office Whether you're a Microsoft 365 newbie or a superuser looking for details on what's new, Microsoft 365 For Dummies is the friendly and authoritative how-to book you need. Discover the benefits of cloud technology today!

Life for Real Dummies Jan 21 2022 A tongue-in-cheek parody of the "For Dummies" series covers life's baffling mysteries, including sex, religion, television, etiquette, taxes, and golf

Chemistry For Dummies Dec 28 2019 Chemistry For Dummies, 2nd Edition (9781119293460) was previously published as Chemistry For Dummies, 2nd Edition (9781118007303). While this version features a new Dummies cover and design, the content is the same as the prior release and should not be considered a new or updated product. See how chemistry works in everything from soaps to medicines to petroleum We're all natural born chemists. Every time we cook, clean, take a shower, drive a car, use a solvent (such as nail polish remover), or perform any of the countless everyday activities that involve complex chemical reactions we're doing chemistry! So why do so many of us desperately resist learning chemistry when we're young? Now there's a fun, easy way to learn basic chemistry. Whether you're studying chemistry in school and you're looking for a little help making sense of what's being taught in class, or you're just into learning new things, Chemistry For Dummies gets you rolling with all the basics of matter and energy, atoms and molecules, acids and bases, and much more! Tracks a typical chemistry course, giving you step-by-step lessons you can easily grasp Packed with basic chemistry principles and time-saving tips from chemistry professors Real-world examples provide everyday context for complicated topics Full of modern, relevant examples and updated to mirror current teaching methods and classroom protocols, Chemistry For Dummies puts you on the fast-track to mastering the basics of chemistry.

Relaxation For Dummies Jul 27 2022 New ways to embrace relaxation every day! Relaxation For Dummies provides a straightforward guide to understanding the importance of relaxation in our readers' day-to-day lives. Covering a variety of simple relaxation techniques, including meditation, breathing techniques, hypnotherapy, guided imagery and yoga, this book shows readers how to use physical and emotional relaxation to combat a range of issues including stress, anxiety, phobias and fears. The book is accompanied by an audio CD that provides accompanying relaxation exercises for readers to follow. Relaxation For Dummies: Shows readers how to understand the meaning of relaxation Provides relaxation strategies to help you take it easy Teaches the benefits of healthy breathing Allows the reader to harness the powers of Yoga and Tai Chi to increase well-being Note: CD files are available to download when buying the e-Book version

The Book of Revelation For Dummies Oct 25 2019 Are you baffled by the Book of Revelation? Understand the purpose, key themes, and symbolism of the most fascinating book in the Bible with The Book of Revelation For Dummies, an easy-to-understand guide that will help you grasp the enduring messages of Revelation and apply them to your life. You will understand what Revelation says about the past, present, and future, and how it relates to the rest of the Bible. You will learn how this mysterious book of the Bible fits into a historical context. You'll discover all kinds of interesting facts about the apostle John and learn about the details of his world. You will be able to choose a perspective for interpreting this book of the Bible and decipher the many haunting symbols. There is no need to read this reference guide from cover to cover; simply browse the table of contents or flip through the pages to find the answers and assistance that you need. Discover how to: Interpret the prophecy of the Revelation Place it in historical context Understand how it relates to other books in the Bible Unravel the details of the apostle John's life and world Choose a perspective for understanding See the grander scheme of things Complete with lists of the ten most commonly asked questions about end times and the ten rules of thumb for interpreting scripture, The Book of Revelation For Dummies will help you understand and decode one of the most perplexing books in the Bible!

Desktop Publishing & Design For Dummies Jun 13 2021 "A ...For Dummies book from the foremost authority on desktop publishing and design is a dream come true." — Dan Gookin, Bestselling Author of DOS For Dummies® "Desktop Publishing & Design For Dummies provides the reader with all the basics for successful design in a simple, step-by-step manner." — Jill Robbins Israel, Editor-in-Chief, Technique Magazine Includes Newsletter "How-To" Insert! With all the desktop publishing software and books around, it seems like anyone can be a designer these days. But it's not so easy to whip up a well-designed brochure or newsletter without some guidance. Design guru Roger C. Parker reveals simple yet innovative techniques so you can create persuasive presentations, snazzy brochures, and informative newsletters — all without using an expensive design firm. Ask for IDG Books' ...For Dummies® Books, the Fun and Easy Way to Find Out about Computers. Also look for IDG Books' PCs For Dummies®, 4th Edition, the fun and easy way to get started on your PC right away, and PageMaker® 6.5 For Dummies®, Internet Edition, the fast and friendly way to publish documents on the Web! Inside, find helpful advice on how to: Apply basic design building blocks to any of the popular desktop publishing and page layout programs Choose the right computer hardware and software Scan photographs and place them on your page Take the mystery out of choosing the right typeface and type size for headlines, sub-heads, body copy, and captions Effectively use color in your publications — and know what to avoid Set up your files correctly to avoid service bureau hassles Speak the language with a glossary of over 200 important design terms Save time and money with numerous efficiency tips Plus, a special insert that provides a step-by-step introduction to the process of creating a newsletter

Entrepreneurship For Dummies Sep 24 2019 Today's business marketplace is filled with news of small business and entrepreneurs making it big. Entrepreneurship For Dummies brings everything the reader needs to get started in business into one package. From developing an opportunity and coming up with a concept to actually creating the company, this book guides readers step-by-step. Included are all the procedures necessary to create a successful business. Learn how to know your customer, test and protect your product, test distribution, and create a business plan. Discover how to find the best legal structure, business model, organization plan, marketing plan, and financial plan.

Java All-in-One For Dummies Sep 16 2021 Your one-stop guide to programming with Java If you've always wanted to program with Java but didn't know where to start, this will be the java-stained reference you'll turn to again and again. Fully updated for the JDK 9, this deep reference on the world's most popular programming language is the perfect starting point for building things with Java—and an invaluable ongoing reference as you continue to deepen your knowledge. Clocking in at over 900 pages, Java All-in-One For Dummies takes the intimidation out of learning Java and offers clear, step-by-step guidance on how to download and install Java tools; work with variables, numbers, expressions, statements, loops, methods, and exceptions; create applets, servlets, and JavaServer pages; handle and organize data; and so much more. Focuses on the vital information that enables you to get up and running quickly with Java Provides details on the new features of JDK 9 Shows you how to create simple Swing programs Includes design tips on layout, buttons, and labels Everything you need to know to program with Java is included in this practical, easy-to-use guide!

Digital Marketing For Dummies Dec 20 2021 Get digital with your brand today! Digital Marketing for Dummies has the tools you need to step into the digital world and bring your marketing process up to date. In this book, you'll discover how digital tools can expand your brand's reach and help you acquire new customers. Digital marketing is all about increasing audience engagement, and the proven strategy and tactics in this guide can get your audience up and moving! You'll learn how to identify the digital markets and media that work best for your business—no wasting your time or money! Discover how much internet traffic is really worth to you and manage your online leads to convert web visitors into paying clients. From anonymous digital prospect to loyal customer—this book will take you through the whole process! Learn targeted digital strategies for increasing brand awareness Determine the best-fit online markets for your unique brand Access downloadable tools to put ideas into action Meet your business goals with proven digital tactics Digital marketing is the wave of the business future, and you can get digital with the updated tips and techniques inside this book!

Facebook For Dummies Nov 18 2021 There's no time like the present: get started on Facebook today with this friendly beginner guide! Facebook is constantly changing and evolving, replacing old features and introducing new ones. And while it can difficult to keep up with everything that it has to offer, its ever-changing features allow you to jump in and get started at any time! This edition of the popular For Dummies guide to Facebook covers the latest updates and guides new users into the Facebook experience quickly and easily. It explores the new look for photos and videos, the updated features in messaging service, expanded options for Timeline user profile, updates to popular Facebook apps, and much more. Covers Facebook's relaunched mobile application and integration with Windows 8 Offers a straightforward approach to demystifying Facebook for newbies Features expanded updates on the photo/video sharing services, timeline profile, and more Updates all the changes to existing Facebook apps that are used by millions of people every day Helps Facebook newcomers get up to speed and use the site safely and confidently Facebook For Dummies, 5th Edition is the resource you need to get the most from your Facebook experience.

Writing Without Bullshit Aug 23 2019 Joining the ranks of classics like *The Elements of Style* and *On Writing Well*, *Writing Without Bullshit* helps professionals get to the point to get ahead. It's time for *Writing Without Bullshit*. *Writing Without Bullshit* is the first comprehensive guide to writing for today's world: a noisy environment where everyone reads what you write on a screen. The average news story now gets only 36 seconds of attention. Unless you change how you write, your emails, reports, and Web copy don't stand a chance. In this practical and witty book, you'll learn to front-load your writing with pithy titles, subject lines, and opening sentences. You'll acquire the courage and skill to purge weak and meaningless jargon, wimpy passive voice, and cowardly weasel words. And you'll get used to writing directly to the reader to make every word count. At the center of it all is the Iron Imperative: treat the reader's time as more valuable than your own. Embrace that, and your customers, your boss, and your colleagues will recognize the power and boldness of your thinking. Transcend the fear that makes your writing weak. Plan and execute writing projects with confidence. Manage edits and reviews flawlessly. And master every modern format from emails and social media to reports and press releases. Stop writing to fit in. Start writing to stand out. Boost your career by writing without bullshit.

U.S. History For Dummies Jun 01 2020 Now revised the easy-to-understand guide to the story of America Want to better understand U.S. History? This friendly book serves as your tour guide through the important events of America's past and present, introducing you to the people who helped to shape history. From pre-Columbus to the American Revolution, from Watergate to Iraq to Barack Obama, you'll discover fascinating details that you won't find in dry history texts! They're coming to America explore early civilizations, meet Native Americans, and see how the development of the English colonies led to slavery and the American Revolution From Thomas Jefferson to Abraham Lincoln examine the contributions of great Americans as well as the discovery of gold, the birth of California, the Civil War, and Manifest Destiny America grows up be there during the conquering of the West, industrial development, and the invention of the light bulb and the telephone The impact of the World Wars understand the sweeping changes these epochal events brought to America and the rest of the world The Cold War, Camelot, and Clinton take a closer look at the Korean War and communism, the fabulous '50s, JFK, Vietnam, Nixon and Watergate, Reaganomics, and the Clinton years From the '90s to now witness the birth of the microchip, the impact of hanging chads in a presidential election, the largest terrorist attack on American soil, and the growing economic crisis Open the book and find: Ten important events that defined American culture Interesting Americans, from presidents to gangsters to sports heroes How America fought to win independence from England Details about all the major wars and their long-term effects Insight into the roots of slavery Inventions that changed life for Americans The impact of the atomic bomb The Bill of Rights and the Declaration of Independence

Publishing E-Books For Dummies Jan 01 2023 Publish, market, and sell your own e-book Although creating an e-book seems fairly straightforward, it is not. You need to select and create a variety of formats that will be read on a variety of e-reader devices--and market and sell your book in a variety of ways. Before you take the plunge, get this practical guide. With clear instruction and sensible advice, it will help you navigate the often confusing, time-consuming, and costly world of self-publishing an e-book. The book gives you solid marketing tips for selling your e-book, including using blogging and social media and how to build an online platform. It also discusses key technologies you'll encounter, including Smashwords, iBooks Author, Amazon, Microsoft Word, Open Office, Calibre, WordPress, E-junkie, and others. Helps readers navigate the confusing, time-consuming, and often costly world of self-publishing an e-book Provides both technical how-tos as well solid marketing advice on how to sell your e-book using Facebook, Twitter, Goodreads, and other social media sites Covers essential technologies, such as Smashwords, iBooks Author, Amazon, Microsoft Word, Open Office, Calibre, WordPress, and E-junkie Explores e-book devices, including Kindle, Kobo, Sony Reader, Nook, iPad, and other tablets Delves into the nitty-gritty of e-book formats Before you self-publish your e-book, start first with Publishing eBooks For Dummies.

Italian All-in-One For Dummies May 25 2022 Learn to speak Italian like a native? Easy. Italian All-in-One For Dummies appeals to those readers looking for a comprehensive, all-encompassing guide to mastering the Italian language. It contains content from all For Dummies Italian language instruction titles, including Italian For Dummies, Intermediate Italian For Dummies, Italian Verbs For Dummies, Italian

Phrases For Dummies, Italian Grammar For Dummies, and Italian For Dummies Audio Set. Offers readers interested in learning Italian a valuable reference to all aspects of this popular language The content appeals to students, travelers, and businesspeople who visit Italian-speaking countries An online companion site allows you to download audio tracks allows for more practice opportunities, as well as additional content empowering you to speak Italian like a native Whether you're a pure beginner or have some familiarity with the language, Italian All-in-One For Dummies, with downloadable audio practice online, is your ticket to speaking, and writing, Italian.

Mindfulness For Dummies Jun 25 2022 How to reduce stress, anxiety, high blood pressure, and even chronic pain-by refocusing your mind A cutting-edge meditation therapy that uses self-control techniques, mindfulness has taken off across the globe as a way of overcoming negative thoughts and emotions and achieving a calmer, more focused state of mind. Written by a professional mindfulness trainer, this practical guide covers the key self-control techniques designed to help you achieve a more focused and contented state of mind, while maximizing the health benefits of mindfulness—from reducing stress, anxiety, and high blood pressure to overcoming depression and low self-esteem and battling chronic pain and insomnia. Includes self-control techniques (such as body posture, sitting practice and breathing exercises) and routines Includes an audio CD featuring narrated meditations and exercises Introducing you to a new and powerful form of meditation therapy, *Mindfulness For Dummies* outlines how to use it in your everyday life to achieve a new level of self-awareness and self-understanding and reap the long-term rewards of better health. Note: CD files are available to download when buying the eBook version

Sewing For Dummies Nov 26 2019 The most complete guide to sewing basics People are always looking for ways to cut expenses and be creative and stylish at the same time. Learning to sew is a great way to arm yourself with the skills to repair and create clothing and furnishings for yourself and your family for little to no cost. But learning how to sew and how to choose the tools and supplies to begin sewing can be confusing. Now, you can turn to this hands-on, friendly guide for the most up-to-date information, the best techniques, and fun projects for learning (or brushing up on) the art of sewing. Easy-to-follow instructions and step-by-step illustrations make it easier to learn Fresh new patterns, projects, stitches, and techniques for fashion and the home Budget-conscious tips for breathing new life into existing garments Complete with a section on common sewing mistakes and how to avoid them, *Sewing For Dummies*, 3rd edition gives you the confidence and know-how to sew like a pro.

Product Management For Dummies Nov 06 2020 Your one-stop guide to becoming a product management prodigy Product management plays a pivotal role in organizations. In fact, it's now considered the fourth most important title in corporate America—yet only a tiny fraction of product managers have been trained for this vital position. If you're one of the hundreds of thousands of people who hold this essential job—or simply aspire to break into a new role—*Product Management For Dummies* gives you the tools to increase your skill level and manage products like a pro. From defining what product management is—and isn't—to exploring the rising importance of product management in the corporate world, this friendly and accessible guide quickly gets you up to speed on everything it takes to thrive in this growing field. It offers plain-English explanations of the product life cycle, market research, competitive analysis, market and pricing strategy, product roadmaps, the people skills it takes to effectively influence and negotiate, and so much more. Create a winning strategy for your product Gather and analyze customer and market feedback Prioritize and convey requirements to engineering teams effectively Maximize revenues and profitability Product managers are responsible for so much more than meets the eye—and this friendly, authoritative guide lifts the curtain on what it takes to succeed.

Statistics For Dummies Feb 19 2022 The fun and easy way to get down to business with statistics Stymied by statistics? No fear? this friendly guide offers clear, practical explanations of statistical ideas, techniques, formulas, and calculations, with lots of examples that show you how these concepts apply to your everyday life. *Statistics For Dummies* shows you how to interpret and critique graphs and charts, determine the odds with probability, guesstimate with confidence using confidence intervals, set up and carry out a hypothesis test, compute statistical formulas, and more. Tracks to a typical first semester statistics course Updated examples resonate with today's students Explanations mirror teaching methods and classroom protocol Packed with practical advice and real-world problems, *Statistics For Dummies* gives you everything you need to analyze and interpret data for improved classroom or on-the-job performance.

SolidWorks For Dummies Aug 28 2022 Whether it's your first venture into 3D technical drawing software or you're switching to SolidWorks from something else, you're probably excited about what this CAD program has to offer. Chances are, you figure it's going to take awhile to get the hang of it before you can begin cranking out those perfectly precise 3D designs. *SolidWorks For Dummies*, 2nd Edition, can help you dramatically shorten that get-acquainted period! *SolidWorks For Dummies*, 2nd Edition will help you get up and running quickly on the leading 3D technical drawing software. You'll see how to set up SolidWorks to create the type of drawings your industry requires and how to take full advantage of its legendary 3D features. You'll discover how to: Work with virtual prototypes Understand the user interface Use templates and sketch, assemble, and create drawings Automate the drawing process Review drawings and collaborate with other team members Define and edit sketches Create dimensions and annotations Print or plot your drawings Leverage existing designs Sample files on the bonus CD-ROM show you how to apply the latest version of SolidWorks and accomplish specific tasks. Even if you're brand-new to CAD software, *SolidWorks For Dummies*, 2nd Edition will have you feeling like a pro in no time. You'll find you've entered a whole new dimension. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Data Science For Dummies Aug 04 2020 Discover how data science can help you gain in-depth insight into your business - the easy way! Jobs in data science abound, but few people have the data science skills needed to fill these increasingly important roles. *Data Science For Dummies* is the perfect starting point for IT professionals and students who want a quick primer on all areas of the expansive data science space. With a focus on business cases, the book explores topics in big data, data science, and data engineering, and how these three areas are combined to produce tremendous value. If you want to pick-up the skills you need to begin a new career or initiate a new project, reading this book will help you understand what technologies, programming languages, and mathematical methods on which to focus. While this book serves as a wildly fantastic guide through the broad, sometimes intimidating field of big data and data science, it is not an instruction manual for hands-on implementation. Here's what to expect: Provides a background in big data and data engineering before moving on to data science and how it's applied to generate value Includes coverage of big data frameworks like Hadoop, MapReduce, Spark, MPP platforms, and NoSQL Explains machine learning and many of its algorithms as well as artificial intelligence and the evolution of the Internet of Things Details data visualization techniques that can be used to showcase, summarize, and communicate the data insights you generate It's a big, big data world out there—let *Data Science For Dummies* help you harness its power and gain a competitive edge for your organization.

Writing Sci-Fi, Fantasy, & Horror For Dummies Jul 15 2021 Take your shot at becoming the next Tolkien, Asimov, or King with this simple roadmap to transforming your fiction into works of art Writing Sci-Fi, Fantasy, & Horror For Dummies is your skeleton key to creating the kind of fiction that grips readers and compels them to keep turning pages (even if it's well past their bedtime!) You'll start with the basics of creative writing—including character, plot, and scene—and strategies for creating engaging stories in different forms, such as novels, short stories, scripts, and video games. After that, get beginner-friendly and straightforward advice on worldbuilding, before diving headfirst into genre-specific guidance for science fiction, horror, and fantasy writing. This book also offers: Strategies for editing and revising your next work to get it into tip-top shape for your audience Ways to seek out second opinions from editors, experts, and even sensitivity readers Techniques for marketing and publication, working with agents, and advice for

writers going the self-publishing route The perfect beginner's guide for aspiring writers with an interest in horror, fantasy, or science fiction, Writing Sci-Fi, Fantasy, & Horror For Dummies is the first and last resource you need before you start building your next story about faraway lands, aliens, and fantastic adventures.

2021 / 2022 ASVAB For Dummies Jan 27 2020 Own the ASVAB test with the #1 guide on the market! Passing the ASVAB test is the essential ticket to getting into your dream branch of the military—and a good score can determine the shape of your career. A stellar performance can also help you get grants and bonuses for school, so—no pressure! But don't be daunted: like any military operation, having the right plan of attack and equipment are key—and as the number-one-selling guide year after year that's packed with all the information you need to win, the latest edition ASVAB For Dummies takes care of both of these in one! In a friendly, straightforward style, Angie Papple Johnston—who passed the test herself in 2006 to join the Army—provides in-depth reviews of all nine test subjects. Don't worry if you slept through some of this material in school; you'll find a complete refresher on everything you'll be expected to know—plus full explanations for every answer, drill exercises, and strategy cheat sheets for verbal, math, and general sciences. You'll also get tips on how to pinpoint areas where you need to develop mental muscle and to strengthen your test-taking skills. And if this weren't already giving you some pretty awesome firepower, you can also go online to reinforce your game using flashcards and customizable practice tests calibrated to address areas where you need help the most. Match your skills against practice problems Drill your math, science, and English knowledge to perfection Master test strategy and tactics Get one-year access to additional practice tests, flashcards, and videos online Whatever your aim for your military career, this book provides the perfect training ground for you to be the very best you can be on the day of the test!

Calculus For Dummies Mar 30 2020 Calculus For Dummies, 2nd Edition (9781119293491) was previously published as Calculus For Dummies, 2nd Edition (9781118791295). While this version features a new Dummies cover and design, the content is the same as the prior release and should not be considered a new or updated product. Slay the calculus monster with this user-friendly guide Calculus For Dummies, 2nd Edition makes calculus manageable—even if you're one of the many students who sweat at the thought of it. By breaking down differentiation and integration into digestible concepts, this guide helps you build a stronger foundation with a solid understanding of the big ideas at work. This user-friendly math book leads you step-by-step through each concept, operation, and solution, explaining the "how" and "why" in plain English instead of math-speak. Through relevant instruction and practical examples, you'll soon learn that real-life calculus isn't nearly the monster it's made out to be. Calculus is a required course for many college majors, and for students without a strong math foundation, it can be a real barrier to graduation. Breaking that barrier down means recognizing calculus for what it is—simply a tool for studying the ways in which variables interact. It's the logical extension of the algebra, geometry, and trigonometry you've already taken, and Calculus For Dummies, 2nd Edition proves that if you can master those classes, you can tackle calculus and win. Includes foundations in algebra, trigonometry, and pre-calculus concepts Explores sequences, series, and graphing common functions Instructs you how to approximate area with integration Features things to remember, things to forget, and things you can't get away with Stop fearing calculus, and learn to embrace the challenge. With this comprehensive study guide, you'll gain the skills and confidence that make all the difference. Calculus For Dummies, 2nd Edition provides a roadmap for success, and the backup you need to get there.

Slack For Dummies Jan 09 2021 Say goodbye to the old, inefficient way of working Have you ever wondered what it would feel like to be less overwhelmed, more efficient, and more engaged at work? Imagine being able to quickly and easily locate key documents and conversations. Every day, more than twelve million employees need not wonder. By using a remarkably useful, flexible, popular, affordable, and intuitive tool called Slack, they have fundamentally changed how they work. Slack For Dummies provides an approachable road map to understanding how to use Slack to maximum effect. This easy-to-use reference guide explores the Slack user interface and its key features. It walks you through the process of setting up workspaces, channels, and threads. It also offers insight on how to get your colleagues on board with this modern way of communicating and collaborating. Navigate Slack's user interface and understand its key features Guide you through the process of creating workspaces, channels, and threads Provide additional context to group and individual messages Extend the power of Slack with third-party apps and integrations Improve employee morale and productivity Slack For Dummies is a full-color, step-by-step resource that will change the way that you communicate and collaborate with your colleagues—for the better and for good.

Scanners For Dummies Mar 11 2021 Fully updated to cover new hardware and technology Here's how to choose a scanner, set it up, and start capturing images Flatbed or sheet-fed? USB or FireWire? And what the heck is a dpi, anyway? This handy guide tells you all that and more - everything you need to know to get the most use, and fun, out of your scanner. Choose the right image editing software, share photos online, even get the scoop on tricks the experts use. All this on the bonus CD-ROM * Evaluation versions of Paint Shop Pro and Photo Album * Adobe Photoshop Elements and Acrobat Professional tryout versions * Mac GraphicConverter and VueScan trial versions * SnapCopier(TM) and Ulead PhotoImpact XL trial versions Discover how to: * Buy the right scanner for your needs * Choose your software * Fine-tune your scans * Select and install extra equipment * Edit images like a pro * Keep your scanner happy and healthy

Marketing For Dummies Oct 06 2020 An introduction to marketing discusses such topics as designing a marketing program, research, advertising, sales, social media, and telemarketing.

Navigating Your Later Years For Dummies Feb 07 2021 Make your later years your best! As many people live longer, they have more choices than ever before to make their later years more fulfilling. With AARP's Navigating Your Later Years For Dummies, Portable Edition, you discover the many options you have for living independently, getting the best healthcare, and determining what legal papers and insurance you need. You don't need to make these types of decisions alone. This handy resource also gives you expert advice on how to review your choices and discuss them with loved ones. This practical guide gives you advice on how to Downsize and declutter your home, talking to your family about what they want—and don't want Decide whether to stay in your home or move to a retirement community Create wills, trusts, advance directives, and living wills Determine when it's time to let someone else do the driving Facing the changes that come with aging can be tough, but you can make the most of this special time of your life. Navigating Your Later Years For Dummies, Portable Edition, gives you the information you need to stroll confidently into your future.

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