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- Guide to RRB Junior Engineer Mechanical 2nd Edition has 5 sections: General Intelligence & Reasoning, General Awareness, General Science, Arithmetic and Technical Ability. •

Each section is further divided into chapters which contains theory explaining the concepts involved followed by MCQ exercises. • The book provides the 2015 Solved Paper. • The detailed solutions to all the questions are provided at the end of each chapter. • The General Science section provides material for Physics, Chemistry and Biology till class 10. • There is a special chapter created on Computer Knowledge in the Technical section. • There is a special chapter created on Railways in the general awareness section. • The book covers 100% syllabus as prescribed in the notification of the RRB exam. • The book is also very useful for the Section Engineering Exam. By popular demand, fans of Ray have requested the recipes in this new collection. As always, the dishes are easy to make, economical and perfect for busy families. 8 full-color photos. Healthy, diabetes-friendly recipes for people with active lives and busy schedules. Chock full of recipes specifically designed for those with diabetes. Diabetic Meals in 30 Minutes - Or Less! Can get your meal plan on track in no time. The updated 4th Edition of the Bestselling book '52 SSC Mathematics Topic-wise Solved Papers' consists of past solved papers of major SSC Exams - SSC CGL, 10+2 CHSL, Sub-Inspector, and Multi Tasking from 2010 to 2021. • The coverage of the papers has been kept RECENT (2010 to 2021) as they actually reflect the changed pattern of the SSC exams. • In all there are 52 Question papers from 2010 to 2021 which have been provided topic-wise

along with detailed solutions. • Practicing these questions, aspirants will come to know about the pattern and toughness of the questions asked in the examination. In the end, this book will make the aspirants competent enough to crack the uncertainty of success in the Entrance Examination. • The strength of the book lies in the originality of its question papers and Errorless Solutions. The solution of each and every question is provided in detail (step-by-step) so as to provide 100% concept clarity to the students. Updated in 2018! The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: • Write letters and reports • Crunch numbers and create online data entry forms • Give presentations • Collaborate online with classmates and colleagues • Convert Microsoft Office documents to Google formats, and vice versa • Print documents, drawings, and spreadsheets • Export PDFs • Make pie charts, bar charts, and simple tables • Publish documents and spreadsheets online using the new Google Sites After covering registration, file creation and other basics, Google Drive and Docs In 30 Minutes (2nd Edition) zeroes in on the most important time-saving tips and

productivity tools. Highlights include: • Converting files between Microsoft Office and Google formats. • Best practices for organizing files in Google Drive. • What to expect with collaboration and sharing. • The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides. • Accessing older versions of files. • How to publish your documents to the Web for colleagues or members of the public to view. • Functions, sorting and filtering in Google Sheets (with examples). • Using Google Forms to gather data. • Google Slides: Is it a suitable alternative to Microsoft PowerPoint? • Working with offline files. • Downloading third-party apps. The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. Google Drive and Docs In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes. Here's what readers are saying about Google Drive & Docs In 30 Minutes: "I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become

my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it." "I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled "Docs for dummies" and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly" "A clear and concise explanation of how to navigate your way through google docs." "Excellent introduction to Google drive. Well researched, easy to read, nicely organized." The book covers all the aspects of Data Interpretation & Data Sufficiency. The book is divided into 7 chapters. Each chapter describes the concepts related to the chapter along with numerous Solved Examples. The theory portion is followed by 5 levels of exercises in each chapter: 1. Concept Applicator 2. Concept Builder 3. Concept Cracker 4. Concept Deviator 5. Concept Eliminator The past questions of major exams like CAT/ XAT/ IIFT/ SNAP are covered in the book. "Written in plain English, with lots of step-by-step instructions and screenshots ... Instructions apply to recent versions of Excel including Excel 2013, Excel for Office 365 and Excel Online"--Publisher's description. • Best Selling Topic Wise Book for

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Nine critical LinkedIn profile elements* Six additional profile elements you should include * Why keywords are so important for your profile* How to improve a basic profile* How to address unemployment on LinkedIn* Real-world examples of successful profiles* How to connect with other people on LinkedIn* Crafting personalized connection invitations* Stranger danger on LinkedIn* Other ways to get noticed on LinkedIn* Best practices for using LinkedIn's search engine* Participation strategies for LinkedIn Groups * Five ways to find a job on LinkedIn * InMail and other paid LinkedIn services* How to turn off LinkedIn notificationsThe revised edition of *LinkedIn In 30 Minutes* is for people who are new to LinkedIn, as well as those who have created basic profiles and now want to take their LinkedIn efforts to the next level. While *LinkedIn In 30 Minutes* is not intended to be a comprehensive guide, it provides a solid foundation of registration basics, critical profile elements, and networking best practices that can help you land a new job or advance your career. The guide is easy to approach -- it's filled with step-by-step instructions written in plain English and a touch of humor. There are lots of screenshots and best practices that you can use to turn an uninspiring profile into a winner! Explains how teachers can make real improvements in their classroom by concentrating on basic skills in three critical areas. If it's on the math section of the GRE, it's in this book! *Math Workout for the GRE*, 2nd

Edition is completely updated for the August 2011 changes to the GRE. Comprehensive and engaging, it includes: • More than 200 practice questions (each linked to answers & explanations for easy on-device viewing) • Step-by-step strategies for cracking tricky Quantitative Comparison and Data Analysis questions • Complete coverage of the changes to the Quantitative Reasoning section • Detailed, comprehensive explanations for every question • Key strategies and techniques for mastering the math portion of the exam Includes section "Numismatic supplement," no. 5-45 (previously issued in the society's *Journal*, later in its *Journal*, 3rd ser.). If you have a backyard, or even a sunny porch or balcony, you can grow your own hops, brewing herbs, and malt grains to enhance the flavor, aroma, and uniqueness of your home-brewed beer — and ensure that you have the freshest, purest, best ingredients possible. Simple instructions from experts Joe and Dennis Fisher guide you through every step of the process, from setting up your first hop trellis to planting and caring for your herbs, harvesting and drying them, malting grain, and brewing more than 25 recipes specifically designed for homegrown ingredients. This fully updated second edition includes a new section featuring color photography of the plants, expanded information on growing hops in small spaces, innovative trellising ideas, an expanded section on malting, new profiles of prominent grower/brewers, and up-to-date information on

grain-growing best practices. • This is the first book based on the Past papers of AFCAT in which the questions are divided in a Topic-wise manner. • The book covers all the AFCAT papers since its inception in 2011. In all a total of 10 papers are covered in the book. • The AFCAT Solved Papers from 2011 to 2016 are divided into 15 chapters. This will help the students in understanding the importance of each and every chapter and will provide the know-how that what kind of questions have come from the chapter. • The book is further empowered with 5 Practice Sets based on the exact pattern of latest AFCAT exams. • The book also provides an update on Current Affairs. List of members in v. 1-10. Various institutes and associations across the country conduct Mathematics Olympiads & Competitions for Class 2 students. This specialized book has been designed to provide relevant and the best study material for the preparation for Class 2 students preparing for Mathematics Olympiads and competitions. This book has been designed to give the students an insight and proficiency into almost all the areas of mathematics asked in various Mathematics Olympiads. The present book has been divided into eight chapters namely Knowing Our Numbers, Operations on Numbers, Time & Calendar, Money, Measurement, Geometry, Pattern and Data Handling. The book contains complete theory exactly on the pattern of various Mathematics Olympiads with sufficient number of solved examples set according to the

pattern and level of Mathematics Olympiads. Exercises have also been given in the book. Problems from recently held Olympiads have also been given in the book. The book also contains two practice sets designed on the lines of the questions asked in the precious years? mathematics Olympiads questions. Also answers to solutions for the practice sets have been provided at the end. As the book contains ample study as well as practice material, it for sure will help aspirants score high in the upcoming Mathematics Olympiads and competitions for Class 2 students. The 5-Minute Clinical Consult, 2011 provides rapid-access information on the diagnosis, treatment, and follow-up of over 900 medical conditions. This best-selling clinical content is accessible online with the enhanced, quarterly-updated site or on your mobile device, to ensure instant point-of-care access to information in whichever format best suits your needs. The content has been updated to include 20 new topics, more evidence-based medicine ratings, expanded clinical pearls and patient education sections, additional complementary and alternative medicine material, and updated ICD-9 codes highlighted within the text. The online content has been enhanced and now contains a better and faster search functionality providing answers in 30 seconds or less. It continues to have fully searchable content of the book with links to PubMed, plus additional topics not covered in the print book. The online content also has over 1,000 English and Spanish patient

handouts from AAFP; full-color images; videos of medical procedures and physical therapy; a new dermatology library; drug databases from Facts & Comparisons including monographs, images, interactions and updates; and laboratory information from the new edition of Wallach's Interpretation of Diagnostic Tests. This content is updated quarterly with new topics, medical procedure videos, more diagnostic images, drugs, and more. You can access all your 5-Minute Consult content using any web enabled mobile device, including Blackberry, Windows Mobile, Android, Palm, Windows PC, iPhone, or iPod Touch. Begin integrating the 5-Minute content into your daily workflow today. What is Dropbox, and how can you get the most out of Dropbox on your computer, phone, or tablet? In Dropbox In 30 Minutes (2nd Edition), award-winning technology journalist Ian Lamont uses step-by-step instructions, screenshots, and a touch of humor to explain everything from basic installation steps to best practices for Dropbox sharing. The second edition of this popular Dropbox manual includes updated chapters as well as additional sections describing new features of the Dropbox apps for Windows and Mac PCs and laptops, iOS devices (including iPhones and iPads), and Android phones and tablets. The guide also covers many useful features of the Dropbox website. In addition, the popular "Rogue FAQ" for Dropbox has been expanded. The contents of this Dropbox book include:* Dropbox system requirements* How

Dropbox works conceptually* Installation for Windows, Macs, iOS and Android* Saving files to Dropbox* Working with folders/groups of files* Opening a file or folder from a second computer* Dropbox mobile: Downloading/uploading files* How to automatically transfer photos and videos from your phone to your Dropbox account* Limited sharing via links* Sharing folders with other Dropbox users"Dropbox In 30 Minutes" also includes an unofficial FAQ that answers the following questions:* How can I get free space?* How secure is Dropbox?* How do I delete Dropbox?* Why is Dropbox taking so long to sync?* Dropbox Packrat, Dropbox for Business, and Pro accounts * Help! I accidentally deleted an important file! How can I recover it?* What happens when the same file is opened simultaneously on more than one computer?* Are the paid Dropbox accounts worth it?* Why would I want to link my Facebook account to Dropbox?* What are third-party apps, and how do they relate to Dropbox?* Dropbox and the DMCAThousands of satisfied readers have purchased the Dropbox paperback book or downloaded the ebook edition. While Dropbox In 30 Minutes intended for beginners, even experienced users will discover a few new tips and tricks. Buy your copy today! Updated! Learn how to master Dropbox, a desktop and mobile app for storing and sharing photos, documents, spreadsheets, and other computer files. Topics include installation, collaboration, security, and the

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