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Covering the basic reporting and analysis functions that most BI users perform in their day-to-day work, this practical book simplifies the use of Tableau software functionality for novice users so that they can create powerful data visualizations easily and quickly. -- "Leads the reader through the design process, linking theory to practice."--Provided by publisher. MySQL Explained is a step-by-step tutorial for everyone who's ready to learn about the database software most commonly used for storing information behind some of today's most popular websites and online applications. Written especially for people outside the technology field, MySQL Explained provides the background information you need to get familiar

with database theory and the principles behind organizing data. This book starts from the ground up, helping the reader to understand the very definition of a database, the forms it can take and the different options for storing information. By the end of this book, you'll understand the reasons for choosing MySQL, the options for installing it and the tools that it offers to store and safeguard your data. If you are in any way involved in designing or managing a website or data solution of any kind, you owe it to yourself to understand the tools involved. Quality database management systems are essential in today's data-driven world and such essential tools should not be a mystery to those who depend on them. MySQL Explained can help you unravel the mystery and learn more about a technology that will be around for a long time to come. Have you ever had a business idea and wondered if it would work? Author David Ceolin has spent over 30 years around business ideas as a banker, entrepreneur, and investor. His book, The Idea Guide, is a step-by-step business planning system that has received excellent reviews from over a dozen small business associations and periodicals. For example, Profit Magazine calls The Idea Guide "a useful detailed handbook for analyzing business ideas". An easy-to-understand guide ideal even for beginners, each step of the book covers a different business planning element like pricing, creating features and benefits, determining potential market size, writing a marketing plan, hiring employees, analyzing breakeven points, completing financial forecasts, planning operations and more. Each step of the book uses the same consistent format: 1) Easy-to-understand background on the various business planning topics such as product, competition, finances, marketing, sales, personnel, and more. 2) Easy-to-follow examples of other businesses. 3) Planning questions that help you organize your thoughts and ideas to turn into a plan. 4) Evaluator's Thoughts: the insider tips of potential partners, banks, investors as they analyze your idea. The appendix of The Idea Guide even shows you how to turn your answers into a customized business plan ready to show potential partners, suppliers, investors, and banks. More than 100,000 entrepreneurs rely on this book for detailed, step-by-step instructions on building successful, scalable, profitable startups. The National Science Foundation pays hundreds of startup teams each year to follow the process outlined in the book, and it's taught at Stanford, Berkeley, Columbia and more than 100 other leading universities worldwide. Why? The Startup Owner's Manual guides you, step-by-step, as you put the Customer Development process to work. This method was created by renowned Silicon Valley startup expert Steve Blank, co-creator with Eric Ries of the "Lean Startup" movement and tested and refined by him for more than a decade. This 608-page how-to guide includes over 100 charts, graphs, and diagrams, plus 77 valuable checklists that guide you as you drive your company toward profitability. It will help you:

- Avoid the 9 deadly sins that destroy startups' chances for success
- Use the Customer Development method

to bring your business idea to life • Incorporate the Business Model Canvas as the organizing principle for startup hypotheses • Identify your customers and determine how to "get, keep and grow" customers profitably • Compute how you'll drive your startup to repeatable, scalable profits. The Startup Owner's Manual was originally published by K&S Ranch Publishing Inc. and is now available from Wiley. The cover, design, and content are the same as the prior release and should not be considered a new or updated product. Master Joomla! Hands-On, Step-by-Step, Using Easy, Practical Examples Today, millions of websites rely on Joomla!—from personal sites to those of huge organizations like General Electric, Porsche, and the United Nations. Now, using Joomla! 3, you too can create websites that are mobile-ready, responsive, flexible, powerful, and secure—even if you're an absolute beginner. In Joomla! 3 Explained, top Joomla! trainer Stephen Burge teaches you everything you need to know. Burge has taught thousands of Joomla! newcomers and thousands more who've experimented with Joomla! but haven't mastered it yet. Nobody knows more about guiding you up the Joomla! learning curve. You'll master Joomla! 3 hands-on, through a complete case study, crystal-clear visuals, simple explanations, and on-target analogies, all extensively tested with real Joomla! beginners. Burge walks you through installing Joomla! 3, planning sites that are easy to use and manage, adding content, and incorporating powerful site features without programming. Finally, Burge shows you how to run your site securely and efficiently, no matter how big or popular it becomes! First Published in 2008. Routledge is an imprint of Taylor & Francis, an informa company. "Some argue the big advances in our impact on design and usability will come from better methods. Some argue they will come from earlier involvement in the development process. The biggest impact, however, will come as more and more companies realize the benefits of user-centered design and embrace it. Eric offers a practical road map to get there."--Arnie Lund, Director of Design and Usability, Microsoft Corporation "This book is a great how-to manual for people who want to bring the benefits of improved usability to their companies. It's thorough yet still accessible for the smart businessperson. I've been working with user-centered design for almost 20 years and I found myself circling tips and tricks."--Harley Manning, Research Director, Forrester Research "This book should be required reading for all executive champions of change. It does an excellent job in laying the foundation for incorporating usability engineering concepts and best practices into corporations. Business success in the new economy will greatly depend on instituting the changes in design methods and thinking that are so clearly and simply put forth in this very practical and useful book."--Ed Israelski, Program Manager--Human Factors, Abbott Laboratories "For those of us who have evangelized usability for so many years, we finally have a book that offers meaningful insights that can only come from years of practical

experience in the real world. Here is a wonderful guide for all who wish to make usability a "way of life" for their companies."--Felica Selenko, Principal Technical Staff Member, AT&T "Dr. Schaffer's mantra is that the main differentiator for companies of the future will be the ability to build practical, useful, usable, and satisfying applications and sites. This is a book that provides the road map necessary to allow your organization to achieve these goals." --Colin Hynes, Director of Site Usability, Staples, Inc. "Eric's methodology helped RBC Royal Bank's online banking complete a new user interface, and provided a blueprint for making usable designs a routine part of our development process. The site became successful in making money, saving money, and increasing customer satisfaction--evidencing the effectiveness of his approach."--Carolyn Burke, Senior Manager, e-Commerce and Payments Strategy, RBC Royal Bank of Canada "If you're tasked with bringing usability to a large organization, this book is for you (and your boss). Informed by years of case studies and consulting experience, Eric provides the long view, clearly describing what to expect, what to avoid, and how to succeed in establishing user-centered principles at your company."--Pat Malecek, User Experience Manager, AVP, CUA, A.G. Edwards & Sons, Inc. "Usability issues are a key challenge for user-interface development of increasingly complex products and services. This book provides much-needed insights to help managers achieve their key objectives and to develop more successful solutions."--Aaron Marcus, President, Aaron Marcus and Associates At one time, computer hardware was the key differentiator in information technology--what gave an organization its competitive edge. Then, as hardware prices fell, software took center stage. Today, software has become a broadly shared commodity, and a new differentiator has emerged--usability. Applications, including Web sites, are usable if they are practical, useful, easy to work with, and satisfying. Usability is now the factor likeliest to give an organization a distinct advantage. Institutionalization of Usability shows how to make user-centered design and development a routine practice within an enterprise. Other excellent books explain precisely how to make software usable; this book builds on that foundation, and focuses instead on how to get usability recognized and incorporated into an organization's values and culture. Based on author Eric Schaffer's extensive experience, the book provides a solid methodology for institutionalizing usability, guiding readers step by step with practical advice on topics like organizational change, milestones, toolsets, infrastructure, and staffing requirements needed to achieve fully mature usability engineering. Learn how to: Educate your organization about the importance of usability Hire and coordinate usability staff and consultants Plan the standards, design, and implementation phases Retrofit a method that has added user-centered activities Recruit participants for usability interviews and testing Select the right staff and project to showcase--by timeline, user impact, and visibility Evangelize,

train and mentor staff, and support the community Whether you are an executive leading the institutionalization process, a manager supporting the transition, or an engineer working on usability issues, Institutionalization of Usability will help you to build usability into your software practices. An illustrated guide to the art of bookmaking, offering step-by-step instructions for fifteen projects, including scrolls, accordion books, bound single sheets, soft and hardcovers, albums, and portfolios. Is your monster misbehaving? Is he eating your favorite shirts? Is he using your hairbrush to clean his teeth? Is he annoying your family on car trips? Never fear those monster mishaps again! Laura Numeroff and Nate Evans, the world's leading experts on monsters and the mischief they make, have created the ultimate 10-Step Guide to Living With Your Monster. A portion of the proceeds from Laura Numeroff's 10-Step Guide To Living With Your Monster will be donated to the Michael J. Fox Foundation for Parkinson's Research. A unique and exciting approach to botanical illustration, this beginner guide demonstrates everything you need to know about capturing beautiful botanical specimens on paper. Each exercise guides the reader through a different aspect of botanical illustration, breaking the whole process down into simple, easy-to-follow stages. Whether you are a beginner looking for advice on composition and how to plot out your initial drawings, an experienced artist looking to develop your skills at colour mixing and working with unusual colours, or an old hand looking to capture more challenging and complex textures and shapes, there is something for botanical artists of all levels. Acclaimed artists Rosie Martin and Meriel Thurstan ran the popular botanical painting course at the Eden Project and have filled this fantastically illustrated guide with practical and inspirational worksheets, colour swatches, sketches and stunning finished paintings. If you're looking for straight talk on branding-what it is, what it isn't, and how it's done-this book is for you. Branding your company takes more than adding a logo. This book walks you through how to: * Build a memorable brand identity * Create strong messaging that connects with customers * Identify and communicate your differentiators * Attract customers who share your vision To create a brand, you need to project a vision and reputation worthy of loyalty. Use the sixteen steps in this book to build your brand, and transform your business into a strong competitor that will attract the target customers you've been searching for. A sewing reference for both beginners and experts explains more than five hundred fundamental sewing techniques, which are presented alphabetically and fully illustrated Do You Love DIY Projects? Cricut Machine is Your Dream Come True, and This Guide Will Show You the Easiest Way to Use It Have you recently acquired the Cricut machine? You are not sure what exactly to do with it? Would you like to learn and start creating art with it? If so, then this guide will show you the easiest way to do so. Cricut machine is an excellent tool for persons who are looking to express their

artistic personalities through fun DIY projects. But people often get the Cricut machine as a gift, and they are not sure how to use it. It doesn't matter to which group you belong, because this book has everything you need to get started in no time. All the information you'll ever need is here - in one place. You don't have to scour the internet for information or figure all things by yourself. With these step-by-step guides, you'll master the Cricut machine just by following simple instructions - it's that easy. When you do, there are dozens of DIY projects and inspirations for you to start doing awesome projects. Cricut is a fantastic hobby - it is a great way to surprise your loved ones and friends with unique gifts. As a bonus, you can also earn some serious money if you decide to follow the path of entrepreneurship. Here is what this beginner's guide to Cricut can offer you: Step-by-step guide to get everything up and running in no time Tutorial for the Cricut machine and Cricut Space Design Tips and tricks for easier usage of Cricut machine Tutorials and exercises for developing skills Dozens of beginner-level DIY projects And much more! If you are looking for an easy way to learn how to use the Cricut machine, all you have to do is to follow the simple step-by-step guides found inside - it's that easy. So what are you waiting for? Scroll up, click on "Buy Now with 1-Click," and Get Your Copy Now! Get Started with Game Programming Fast Getting started with Unity can be tedious if the resource that you are using doesn't have an approach tailored to your needs. In the past, I have seen how a simple yet detailed approach to teaching Unity can make a real difference to a student's ability to create games confidently and successfully and I have made sure that everything has been included in this book to make your journey enjoyable and to guarantee your success in the creation of video games with Unity. How this book is different With this book, you will not only learn about Unity but you will also enjoy the journey without the frustration. This book includes six chapters that painlessly guide you through the necessary skills to master Unity's interface, use its core features, and create and navigate through realistic 2D and 3D environments. It assumes no prior knowledge on your part and ensures that you have all the information and explanations that you need every step of the way. All the information is introduced progressively. This book is for parents or teachers who would like to introduce their children or students to game development; it is also for hobbyist just getting started with Unity, or aspiring indie game developers. What this book offers This book includes all the features that will guarantee your success as an aspiring game developer: > A book truly designed for beginners This book also assumes that you can't be expected to learn everything at once; this is why you will build all your skills incrementally. In addition, if you are more of a visual learner, you will gain access to a FREE video training that covers all the topics and features introduced in the book so that you can see how it is done. > You will be kept motivated throughout the book This

book ensures that you stay motivated by giving you the right amount of information and challenge in each chapter; we all know that it's hard to keep motivated when learning a new skill, so this book always contextualizes the knowledge with an example (so that you feel it's relevant), and also makes sure that you get to challenge yourself, if you need to, with optional challenges present at the end of each chapter. > You will never feel lost or overwhelmed You will have the opportunity to learn and use Unity at your own pace and to become comfortable with its interface. This is because every single new concept introduced will be explained. Every step is explained in great details so that you never feel lost. All the concepts are introduced progressively so that you don't feel overwhelmed. > You will learn by doing With this book, you will build your own 2D and 3D environments and you will spend more time creating than reading, to ensure that you can apply the concepts covered in each section. All chapters include step-by-step instructions with examples that you can use straight-away. What you will learn After completing this book, you will be able to: Feel comfortable with Unity's core features. Apply transformations (e.g., rotate, or scale). Create a 3D Maze with lights, walls, and textures. Create an island with trees, sandy beaches, mountains, and water. Use cameras and vehicles. Create a 2D platform game (with no scripting). Export your games to the web. Still not sure? Scroll to the top of this page and click on the book's cover to "look inside" this book to see the topics covered, learn more about Patrick's background and determine if reading "Unity from Zero to Proficiency (Foundations)" will be a worthwhile investment. If you want to get started with Unity today, then buy this book now The majority of people who try to make money online fail. They fail because there are SO MANY ways to make money online they get lost and overwhelmed. Making money online isn't hard. You simply need to know where to go and what methods actually work. In The BEST Book on How to Make Money Online I show you proven methods that have made millionaires out of everyday people, as well as the tools you'll need to create additional income streams. And no, you won't become a millionaire overnight BUT you will discover that there is money to be made online and the more you learn the more money you'll make. So get your copy of The BEST Book on How to Make Money Online and start your journey to financial independence, "Out-of-the-box PR campaigns" for authors to get their books to legions of readers from "one of the best publicists in the business" (James Rollins, #1 New York Times bestselling author). From the rise of ebooks to the impact of online retail sales to the wide acceptance of self-publishing as a natural path, countless authors are writing books and then wondering what to do with them. Self-published authors need to know how to bring their book to market themselves and reach audiences without a publisher's marketing or publicity department behind them. Even published authors want to supplement the

work of in-house publicity managers and develop a direct relationship with everyone from the media to potential fans. As the head of her own independent PR firm, Kaye Publicity, Dana Kaye has been a driving force behind numerous bestselling authors across all genres, from thriller authors like Gregg Hurwitz and Jamie Freveletti to children's authors like Liz Climo and Claudia Gray, and now she brings her insights to you. Kaye walks writers through all of their options, taking the anxiety out of the pitching process and teaching them how to be their own best promoters. Sharp, intuitive, and user-friendly, Dana Kaye's guide is a must-have for all authors with bestselling aspirations. "There's a reason I didn't hire an outside publicist through my first ten books. It's because I hadn't yet met Dana. Smart, no-nonsense, creative, and to the point, she's the best in the business."—Gregg Hurwitz, New York Times bestselling author of Orphan X

Designed with students, for students Eight steps, two pathways, one book. The Fifth Edition of the bestseller Research Methodology has reimaged, redesigned, and fully renovated how a textbook can help students achieve success in their methods course or research project. Eight steps: Foolproof for any beginner researcher, the book breaks the process of designing and doing a research project into achievable stages. It delivers students from research problem to their written research report at the pace they need, with clear explanations, DIY tasks, helpful visualizations and study skills support. Two pathways: With an innovative, beautiful design, regular progress checkpoints have been built into the book and its online resources. As students proceed through the 8 steps, each chapter provides regular opportunities for students to check understanding or give themselves a challenge. Each pathway then gives them the resources they need. Confused? Stop, practise with quizzes and flashcards, or use a video to look at a concept a different way. Up for a challenge? Access a wealth of additional material including research articles, readings, case studies, activities, bibliography tools and inspiration to pursue your curiosity, impress your lecturer, and nail your assignments. With this one book, every student gets what they need to succeed. It is the perfect essential text for students and beginner researchers across the social sciences. **THE ESSENTIAL RESOURCE FOR SELLING YOUR BOOK** If you want to publish a book, you must present it to agents and publishers with a knock-your-socks-off proposal. Whether you're seeking a traditional press to publish your self-published book or trying to win over an agent for your graphic novel, memoir, or nonfiction title, you need an irresistible proposal. The better your proposal, the better the editor, publisher, and deal you will get. Nailing your proposal requires an understanding of how publishers work and how to brand yourself, build a platform, and structure your book. You'll learn it all in this breezy top-to-bottom revision of the classic 100,000-copy best-seller. Inside How to Write a Book Proposal 5th Edition, you will find:

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coaching process. You learn how to help your client refine key results that look like tasks into key results that reflect measurable outcomes. In addition to sample training workshop agendas and coaching emails, Lamorte introduces the first comprehensive list of OKRs coaching questions. The field book covers how to: Structure an OKRs coaching engagement using a three-phased approach. Avoid common pitfalls such as cascading OKRs based on the org chart. Ensure your client asks the right questions at each step of the OKRs cycle. Perfect for external coaches and business mentors looking for a repeatable structure to help their clients succeed with OKRs, The OKRs Field Book is also an indispensable resource for internal coaches looking to support their organization's OKRs program. What's Your Book? is an aspiring author's go-to guide for getting from idea to publication. Brooke Warner is a publishing expert with thirteen years' experience as an acquiring editor for major trade houses. In her book, she brings her unique understanding of book publishing (from the vantage point of coach, editor, and publisher) to each of the book's five chapters, which include understanding the art of becoming an author, getting over common hurdles, challenging counterproductive mindsets, building an author platform, and ultimately getting published. Brooke is known for her straightforward delivery, honest assessments, and compassionate touch with authors. What's Your Book? contains the inspiration and information every writer needs to publish their first or next book. There has truly never been a better time to be an author. For the first time, authors have direct access to their readers via the Internet. They can create a community of fans who are eagerly awaiting (and talking to their friends about) their next book. But where should authors start? How should they sort through the dizzying range of online options? Where is it most worth spending time; what is a 'must do' and what is a 'might do'? Enter Fauzia Burke, a digital book marketing pioneer and friend of overwhelmed writers everywhere. She not only makes the job of building an online brand doable but proves that it can be fun and fulfilling, too. Burke takes authors step by step through the process of identifying their unique personal brand, defining their audience, clarifying their aspirations and goals, and setting priorities. Once that foundation is established, she walks them through the process of developing a personalized, sustainable long-term online marketing plan. She offers advice on designing a successful website, building a mailing list of superfans, blogging, creating an engagement strategy for social media, and more. 'Once you build your brand,' Burke writes, 'no one can take it away from you.' An author's digital brand is a conversation about their book that builds their community one relationship at a time. By following Burke's expert advice, any author can conquer the Internet and still get his or her next manuscript in on time. CD-ROM contains: Examples presented in text. Create beautiful handmade scrapbooks, photo albums, diaries, blank books, and more! As the sixth volume of the Jossey-Bass Guides to

Online Teaching and Learning series, Conquering the Content provides a highly-practical blue-print for course development and content presentation for web-based courses. While providing guidance for incorporating learning theory into online courses, this book primarily furnishes online instructors with the practical templates, learning guides, and sample files to construct and manage their course content. Unlike other books about online instruction that cover theories of teaching and learning, instructional design, or even graphic design this book gives the "how to" of preparing an online course by focusing on content. The much needed step-by-step guidance in this book will result in fully formed courses where high-quality content is the central feature. Effective Health Risk Messages provides step-by-step instructions for developing theoretically-based campaigns that work. Worksheets are provided at the end of each chapter to provide practical experience. Business-to-business markets are markets where one business markets and sells products and services for an organisation's own use or to sell on to other businesses for their own use. This text provides an overview of business-to-business marketing. If you're thinking about starting your own business then keep reading... 2 comprehensive manuscripts in 1 book How to Start a Business: Step-By-Step Start from Business Idea and Business Plan to Having Your Own Small Business, Including Home-Based Business Tips, Sole Proprietorship, LLC, Marketing and More LLC: The Ultimate Guide to Starting a Limited Liability Company, and How to Deal with LLC Accounting and LLC Taxes Are you excited to start a business? Do you have an idea, or are just fascinated with the idea of launching and growing your own enterprise? If so, then congratulations! Starting a business can be a remarkable journey that can change your life for the better. But before you start, remember the following... You don't know what you don't know. And what you don't know can be a huge roadblock in business. You see, most people who start a business make the same mistakes - with both their planning and execution. You may even make costly yet avoidable errors which cause you to lose huge amounts of money. But now, you can stay informed with insider tips, usually only known to successful businesspeople, which will guide you and help you to avoid pitfalls. Tips the majority of Americans don't know about. Part 1 of this book includes: A step-by-step guide to walk you through the process of launching your business from start to finish Amazing tips for creating and developing your idea The truth about business plans and all you need to know about the topic Quick and powerful questions regarding legal structures so you can discover the best one for you 7 secrets that makes a remarkable brand 4 powerful strategies for effective branded marketing Valuable insights into funding Proven business administration tips so you can avoid getting into trouble A simple guide to scaling your business And much, much more! Some of the topics that are discussed in part 2 of this book are: LLC's Explained, Pros, Cons LLC Case Law: A Cautionary Tale LLC and Piercing the

Corporate Veil Steps to Starting an LLC LLC State-Specific Guidelines LLC Hiring Tips LLC Accounting Explained LLC Taxes And Much More So, what are you waiting for? Get this book now and learn more about how to start a business! Turn your eyes to the skies for this starry-eyed spectacular! Take this practical page-turner on your out-of-this-world adventure to experience cosmic wonders, key constellations, and intergalactic information. Includes crystal-clear visuals, easy-to-read maps, and top tips, you'll have no problems navigating the starry night with this indispensable guide. Discover the most important constellations visible in the Northern Hemisphere, read the amazing stories behind each constellation, recognize the constellations of the zodiac, and experience the Milky Way as never before. Learn how to spot planets, galaxies, and nebulas in our Universe, as mind-blowing patterns in the sky are revealed in unprecedented detail. *Star Finder!* is the complete guide for aspiring astronomers and rising stars everywhere. A step by step guide for beginners who are looking to start an online business. This book provides the very first steps in creating an account with Go Daddy. It illustrates how to create an email address and install a WordPress website using the Go Daddy tools within their cPanel. The book has pictures to show exactly what to look when following these steps. At the end of this process you will have an account with Go Daddy, an email to your domain and a WordPress website installed.

A widowed therapist explores grief, loss, and our innate resilience, drawing on neuroscience and personal experience to lead the bereaved through the five stages of healing After studying to become a therapist and crisis intervention counselor—even doing her master's thesis on the stages of bereavement—Christina Rasmussen thought she understood grief. But it wasn't until losing her husband to cancer in her early 30s that she truly grasped the depths of sorrow and pain that accompany loss. Using the knowledge she gained while wading through her own grief and reading hundreds of neuroscience books, Rasmussen began to look at experiences in a new way. She realized that grief plunges you into a gap between worlds—the world before loss and the world after loss. She also realized how easy it is to become lost in this gap. In *Second Firsts*, Rasmussen walks you through her Life Reentry process to help you break grief's spiral of pain, so you can stop simply surviving and begin to live again. She shows you that loss can actually be a powerful catalyst to creating a life that is in alignment with your true passions and values. The resilience, strength, and determination that have gotten you through this difficult time are the same characteristics that will help you craft your wonderful new life. Her method, which she has used successfully with thousands of clients, is based on the science of neuroplasticity and focuses on consciously releasing pain in ways that both honor suffering and rewire the brain to change your perception of the world and yourself. Using practical exercises and stories drawn from her own life and those of her

clients, Rasmussen guides you through five stages of healing that help you open up to new possibilities. From acknowledging your fear, to recognizing where you stand now, to taking active steps toward a new life, Rasmussen helps you move past the pain and shows that it's never too late to step out of the gap and experience life again—as if for the first time.

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