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SQL in easy steps, 4th edition *SQL in Easy Steps* **CSS in Easy Steps** **C++ Programming in easy steps, 4th edition** **PHP in Easy Steps** *Windows 10 in easy steps, 4th Edition* **PHP in easy steps, 4th edition** C Programming in easy steps, 4th edition *MacBook in easy steps, 4th Edition* *CSS in easy steps, 4th edition* *Visual Basic in easy steps, 4th Edition* **iPad for Seniors in easy steps, 4th edition** Building a PC in easy steps, 4th edition *iPhone for Seniors in easy steps, 4th Edition* Simple Steps for Fourth Grade **Windows 10 for Seniors in Easy Steps** *Autoharp Method - In Four Easy Steps* **C++ Programming in Easy Steps** **C++ Programming in Easy Steps** **Us Gouache in 5 Easy Steps** C++ PROGRAMMING IN EASY STEPS. **Java in Easy Steps** **Draw Superheroes in 4 Easy Steps** *iPhone for Seniors in Easy Steps* *Draw Animals in 4 Easy Steps* *Weight Training Made Easy* **PHP & MySQL in easy steps** *Windows 10 in Easy Steps* C Programming in easy steps, 5th edition **Find Your Passion and Purpose** *Java in easy steps, 7th edition* **4 Easy Steps to More Effective Writing** **C# Programming in Easy Steps 2nd Edition** *C++ Programming in easy steps, 5th Edition* *Four Steps to Effective Negotiations* *How to Find Your Joy and Purpose* *How to Build the Master Schedule in 10 Easy Steps* **From Struggling Students to Successful Writers in 7 Easy Steps** *How to Find Your Passion and Purpose* **New York Teachers' Monographs**

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Do your readers want to draw animals such as cats, dolphins or koala bears? While illustrator Tom LaBaff shows them how to draw these and many other animals in four easy steps, author Stephanie LaBaff shows readers how to write a story to go along with their artwork. PHP and MySQL in easy steps will teach the user to write PHP server-side scripts and how to make MySQL database queries. It has an easy-to-follow style that will appeal to: anyone who wants to begin producing data-driven web pages.web developers wanting to add database interaction to their web sites.the programmer who quickly wants to add PHP and MySQL to their skills set.the hobbyist who wants to begin creating scripts for upload to their own ISP.the student, and to those seeking a career in computing, who

need a fundamental understanding of server-side programming with PHP and MySQL. PHP & MySQL in easy steps demonstrates by example how to produce data-driven web pages using the powerful PHP scripting language and the popular free MySQL database server. The book examples provide clear syntax-highlighted code showing how to selectively insert and extract data from databases for presentation on your web browser. PHP & MySQL in easy steps begins by explaining how to install a free web server, the PHP interpreter, and MySQL database server, to create an environment in which you can produce your very own data-driven server-side web pages. You will learn how to write PHP server-side scripts and how to make MySQL database queries. Examples illustrate how to store and retrieve Session Data, how to provide a Message Board, and how to create an E-Commerce Shopping Cart. This book assumes you have no previous experience of any programming or scripting language so is ideal for the newcomer to PHP and MySQL technologies. This book is targeted to the needs of Business Professionals and as such should also be considered as excellent supplemental reading for the Business Student. It introduces the author's easy-to-use four step methodology for developing and executing a Writing Plan. The underlying premise of the book is that the key to more effective writing is to develop such a plan prior to actually writing. The methodology which is called Plan Driven Writing (PDW) was used to write this book and therefore the book actually serves as an excellent case study on how PDW can be used to write a book. Additionally, a series of four Chapter End problem-sets guide the reader through the PDW process for a topic that the reader selects. The objective of this approach is to provide the reader with the skill level needed to freely use the PDW methodology on future projects subsequent to reading the book. C++ Programming in easy steps instructs you how to program in the powerful C++ language, giving complete examples that illustrate each aspect with full colour screenshots and colourised code. Now, in its fourth

edition, C++ Programming in easy steps begins by explaining how to download and install a free C++ compiler so you can quickly begin to create your own executable programs by copying the book's examples. It demonstrates all the C++ language basics before moving on to provide examples of Object Oriented Programming. The book concludes by demonstrating how you can use your acquired knowledge to create programs graphically in the free Microsoft Visual C++ Express Integrated Development Environment (IDE). C++ Programming in easy steps has an easy-to-follow style that will appeal to anyone who wants to begin programming in C++. It will appeal to programmers moving from another programming language, and to the student who is studying C++ programming at school or college, and to those seeking a career in computing who need a fundamental understanding of object oriented programming. C Programming in easy steps has an easy-to-follow style that will appeal to anyone who wants to begin programming in C, from programmers moving from another programming language, to the student who is studying C programming at school or college, or to those seeking a career in computing who need a fundamental understanding of procedural programming. C Programming in easy steps begins by explaining how to download and install a free C compiler so that you can quickly begin to create your own executable programs by copying the book's examples. You need have no previous knowledge of any programming language so it's ideal for the newcomer to computer programming. Each chapter builds your knowledge of C. C Programming in easy steps contains separate chapters on the major features of the C language. There are complete example programs that demonstrate each aspect of C together with screenshots that illustrate the output when that program has been executed. The sample code provided all has colored syntax-highlighting for clearer understanding. By the end of this book you will have gained a sound understanding of the C language and be able to write your own C

programs and compile them into executable files that can be run on any compatible computer. Fully updated and revised since the third edition, which was published in April 2009. Table of Contents 1) Getting started 2) Storing variable values 3) Setting constant values 4) Performing operations 5) Making statements 6) Employing functions 7) Pointing to data 8) Manipulating strings 9) Building structures 10) Producing results Reference Section For those who want more than the standard pre-built PC. Pre-built systems are often a compromise between what the manufacturers want to sell you and what you want to buy. One solution is to build it yourself. Buying a copy of Building a PC in easy steps is the first step in the right direction to build a PC. Written in concise and easy-to-understand style, this book will take you by the hand and walk you through all the stages of building and setting up a computer: Buying the parts and avoiding sales scams; mastering and installing each component (CPU, memory, video, etc); altering default settings in the BIOS for optimum performance, installing and configuring device drivers. The troubleshooting chapter is invaluable in the event of problems. By the time you've finished, you will have a computer that's tailored to your exact requirements with no superfluous features or functions. This fourth edition covers Windows 8 and 8.1 This book takes readers into the world of drawing superheroes and their gadgets in only four steps. Readers will discover how to draw superheroes that use fire, ice, water, mind control, or any combination that you choose. Then, they'll use author Stephanie LaBaff's story prompts to create their own superhero story. Focus Your Energy and Time to Achieve Outstanding Personal and Professional Results With Absolute Health, Certainty and Excitement. Discover how to find your joy and purpose. Provides information for readers on the features and functions of Java. 15-Minute Watercolor Masterpieces, Anna's first book, is one of our strongest selling titles. She made watercolor approachable, fun and easier than ever—and now she's doing the same with the

latest painting trend, gouache. A marriage between acrylics and watercolor, gouache is the next big thing in the art world—it's easier to control than watercolor and allows for richer pigments and easy fixes, making it a great option for beginners. Anna shows you just how magical gouache can be—and each of her 50 projects can be completed in just five easy-to-follow steps. Divided into chapters on beautiful landscapes, colorful flowers and plants, cute animals and more, readers will have a big variety of projects to choose from. And each step is accompanied by an image, making it even easier for readers to follow along. Anna is the founder of DearAnnArt, an online art community with hundreds of thousands of followers.

Offers a practical approach for creating a master schedule and features sample forms, worksheets, anecdotes, and mini case studies throughout, plus exercises that demonstrate each step. The iPad is a tablet computer that is stylish, versatile and easy to use, and there is no reason why it should be the preserve of the younger generation. iPad for Seniors in easy steps is updated to cover the new iOS 8. Learn all the essentials you need to know: Choose the right model for you Navigate around with Multi-Touch gestures Master Settings and apps to stay organized Find, download and explore exciting apps Use your iPad to make traveling stress-free Email, share photos and video chat for free Access and share your music, books and videos Locate family members and stay in touch Access your documents from anywhere A handy guide for any Senior new to the iPad, covering iOS 8, presented in larger type for easier reading. MacBook in easy steps, now in its fourth edition, makes exploring the MacBook inspiring and a pleasure. More specifically, this primer:

- Demystifies Mac jargon and MacBook versions
- Explains the Dock, Desktop and the Finder
- Highlights the new features in OS X Yosemite
- Shows how to customize your MacBook
- Guides you through Safari and Mail
- Demonstrates the Launchpad
- Illustrates how to enjoy the digital lifestyle
- Teaches how to manage music with iTunes
- Reveals all about finding and obtaining

Apps • Shows how to use Family sharing and Handoff • Addresses battery issues and security • Covers using MacBook for work & for leisure Use this guide to accelerate your learning and take control of your new MacBook! Covers OS X Yosemite. C++ Programming in easy steps, 5th Edition shows you how to program in the powerful C++ language. Now, in its fifth edition, this guide gives complete examples that illustrate each aspect with colourized source code. C++ Programming in easy steps, 5th Edition begins by explaining how to install a free C++ compiler so you can quickly begin to create your own executable programs by copying the book's examples. It demonstrates all the C++ language basics before moving on to provide examples of Object Oriented Programming (OOP). C++ is not platform-dependent, so programs can be created on any operating system. Most illustrations in this book depict output on the Windows operating system purely because it is the most widely used desktop platform. The examples can also be created on other platforms such as Linux or macOS. The book concludes by demonstrating how you can use your acquired knowledge to create programs graphically using a modern C++ Integrated Development Environment (IDE), such as Microsoft's Visual Studio Community Edition. C++ Programming in easy steps, 5th Edition has an easy-to-follow style that will appeal to: anyone who wants to begin programming in C++ programmers moving from another programming language students who are studying C++ Programming at school or college those seeking a career in computing who need a fundamental understanding of object oriented programming This book makes no assumption that you have previous knowledge of any programming language so it is suitable for the beginner to programming in C++, whether you know C or not. Contents: Getting started Performing operations Making statements Handling strings Reading and writing files Pointing to data Creating classes and objects Harnessing polymorphism Processing macros Programming visually Focus Your Energy and

Time to Achieve Outstanding Personal and Professional Results With Absolute Certainty and Excitement. What if you could increase your success, health and happiness with a few simple steps? How would your life be different if you had more energy, motivation, confidence and self-belief? What if you could hit your business, personal and financial targets easily? Imagine waking up every morning looking forward to your day, working and living with purpose, passion and profit. Amazon bestselling author of "Mid-Life Career Rescue," and award-winning artist, Cassandra Gaisford provides simple but powerful and easy to implement ways to find your passion and purpose. Based on survey research, personal achievements and her professional expertise and success as a psychologist, career and life coach helping people achieve outstanding results - including lawyers, teachers, back-to-work mums, accountants, school leavers and creative entrepreneurs - Gaisford answers the question: how to do less and achieve more. In this book, you'll learn: Why successful people follow their passion, not their pension How to identify your REAL priorities How working with passion can cure many modern-day ills - depression, anxiety, overwhelm and boredom How passion and purpose reduces stress How to be happy and successful How to double your productivity effortlessly How to boost your self-esteem and supercharge the confidence needed to make an inspired change How to change jobs and find a career you will enjoy, including self-employment How to discover your signature gifts and talents and confirm your work-related strengths How identifying your PPT will increase profit, peace and prosperity BONUS: "Find Your Passion Workbook" BONUS: "Living with Purpose Workbook" BONUS: "Making Decisions and Choosing Your Best-Fit Career Workbook" If you're like many people who don't know what they are passionate about or what gives your life meaning and purpose, this book will help provide the answers. If you have been told it's not realistic to work and live with passion, this book will help change your

mindset. If you're too busy, too tired, too stressed out to read a lengthy book, this concise guide comes to your rescue. Quit just existing and start really living! Buy this book now to start achieving outstanding personal and professional results with absolute certainty and excitement. Pick up your copy today by clicking the BUY NOW button at the top of this page! 'C++ Programming in Easy Steps' instructs how to program in the powerful C++ language, assuming no prior knowledge of programming. C Programming in easy steps, 5th edition has an easy-to-follow style that will appeal to anyone who wants to begin programming in C, from programmers moving from another programming language, to the student who is studying C programming at school or college, or to those seeking a career in computing who need a fundamental understanding of procedural programming. C Programming in easy steps, 5th edition begins by explaining how to download and install a free C compiler so that you can quickly begin to create your own executable programs by copying the book's examples. You need have no previous knowledge of any programming language so it's ideal for the newcomer to computer programming. Each chapter builds your knowledge of C. C Programming in easy steps, 5th edition contains separate chapters on the major features of the C language. There are complete example programs that demonstrate each aspect of C together with screenshots that illustrate the output when that program has been executed. The free, downloadable sample code provided via the In Easy Steps website all has coloured syntax-highlighting for clearer understanding. By the end of this book you will have gained a sound understanding of the C language and be able to write your own C programs and compile them into executable files that can be run on any compatible computer. Fully updated and revised since the fourth edition, which was published in April 2012 – now covers the GNU Compiler version 6.3.0 and Windows 10. Table of Contents: Getting started Storing variable values Setting constant values Performing operations Making

statements Employing functions Pointing to data Manipulating strings Building structures Producing results Reference Section CSS in easy steps, 4th edition begins by explaining how Cascading Style Sheets (CSS) can determine the presentation of elements within HTML documents. Examples show how style sheet rules can control content position and appearance, and provide dynamic effects with animation, transformations, and transitions. You will also learn how to design responsive web pages that look great viewed on any device. Each chapter builds your knowledge of style sheets. By the end of this book you will have gained a sound understanding of CSS and be able to create your own exciting interactive web pages. CSS in easy steps, 4th edition contains examples that provide clear syntax-highlighted code showing how to selectively style elements of an HTML document and how to endow elements with interactive functionality, to illustrate each aspect of CSS. CSS in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin creating stylish web pages. It will appeal to programmers who want to quickly learn the latest style sheet techniques, and to the student who is studying website design at school or college, and to those seeking a career in web development who need a thorough understanding of CSS. Table of Contents: 1. Get Started in CSS 2. Manage the Box Model 3. Manipulate Text Styles 4. Organize Tables and Lists 5. Generate Effects 6. Control the Web Page 7. Apply Custom Styles 8. Design with Grids 9. Design for Devices Simple Steps for Fourth Grade helps your child master math and language arts skills such as addition, subtraction, numbers, multiplication, division, fractions, decimals, measurement, geometry, place value, grammar, punctuation, capitalization, usage, and sentence structure. --A standards-based resource that simplifies key concepts for easy understanding, Simple Steps for Fourth Grade provides learners with easy-to-follow units, clear explanations, skill-reinforcing activities, and an answer key to check accuracy. By preparing students for today's rigorous academic standards, this

comprehensive resource is ideal for supporting classroom learning and enhancing home school curriculum. --A unique workbook series that offers step-by-step guidance, Simple Steps breaks down essential concepts so that learners can develop a deep understanding of both math and ELA skills for improved academic performance. -- With Simple Steps for Fourth Grade, your child is one step closer to complete school success! CSS in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin creating stylish web pages. It begins by explaining how Cascading Style Sheets (CSS) can determine the presentation of elements within HTML documents. Examples show how style sheet rules can control content position and appearance, and provide dynamic effects with animation, transformations, and transitions. You will also learn how to design responsive web pages that look great viewed on any device. Each chapter builds your knowledge of style sheets. By the end of this book you will have gained a sound understanding of CSS and be able to create your own exciting interactive web pages. CSS in easy steps, 4th edition contains examples that provide clear syntax-highlighted code showing how to selectively style elements of an HTML document and how to endow elements with interactive functionality, to illustrate each aspect of CSS. CSS in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin creating stylish web pages. It will appeal to programmers who want to quickly learn the latest style sheet techniques, and to the student who is studying website design at school or college, and to those seeking a career in web development who need a thorough understanding of CSS. begins by explaining how Cascading Style Sheets (CSS) can determine the presentation of elements within HTML documents. Examples show how style sheet rules can control content position and appearance, and provide dynamic effects with animation, transformations, and transitions. You will also learn how to design responsive web pages that look great viewed on any device. Each

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Visual Basic in easy steps, 4th edition shows you how to quickly create Windows applications using the latest free Visual Studio Community 2015 programming environment. This book gives you code examples, screenshots, and step-by-step instructions that illustrate each aspect of Visual Basic. Visual Basic in easy steps, 4th edition begins by describing the Visual Studio Community 2015 installation process, then introduces form controls, application properties, the programming language, and problem-solving techniques. Next, the book illustrates by example, how to build and deploy a complete Windows application. A chapter is devoted to scripting with Visual Basic. This first shows you how to create 'macros' for Word and Excel in Microsoft Office, using Visual Basic for Applications (VBA), then demonstrates how to manipulate files and data within the Windows operating system using VBScript. You will learn how to incorporate external data into your applications from text files, Excel spreadsheets, XML documents, live RSS web feeds, and SQL databases. You need have no previous knowledge of any programming language so it's ideal if you're a newcomer to Windows programming. Each chapter builds your knowledge of Visual Basic. By the end of this book you will have gained a sound understanding of Visual Basic programming and be able to create your own interactive applications. Visual Basic in easy steps, 4th

edition has an easy-to-follow style that will appeal to anyone who wants to begin Windows programming. It will appeal to programmers who want to quickly learn the latest Visual Basic techniques, and to the student who is studying computing at school or college, and to those seeking a career in Information Technology who need a thorough understanding of Visual Basic programming. SQL (Structured Query Language) is THE standard language used world-wide for database communication on all popular database software. It allows the storage and manipulation of data both on Windows platforms and on Unix-based platforms, such as Linux. SQL in easy steps, 4th edition begins by explaining how to download and install the free MySQL database server on both Windows and Linux platforms. This allows you to establish an environment in which to develop and administer your own databases. This book makes no assumption that you will have previous knowledge of any programming or scripting language so it's ideal for the newcomer to SQL. Each chapter builds your knowledge of executing database queries. The book contains exciting chapters on how to selectively extract data from within one, or more, databases and there are complete examples that illustrate each aspect of SQL. By the end of this book you will have gained a sound understanding of the Structured Query Language and be able to write your own SQL scripts to insert, extract, and manipulate data. SQL in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin using databases. It is suitable for those with little or no experience of SQL. This book will appeal to all who need a fundamental understanding of database administration with SQL:

- Web developers wanting to add database interaction to their web sites
- Programmers wanting to add SQL to their skills set
- Hobbyists who want to begin creating SQL scripts for upload to their own ISP
- Students or those seeking a career in computing.

Free, downloadable source code is available from our website so you can check the code against your own work, and get

started straight away! Learn to use your new iPhone quickly: Messaging, calls and emails, video calls with FaceTime, use iCloud and Family Sharing, explore the iTunes Music Library and much more! Covers iPhones with iOS 11. In full colour and straightforward, jargon-free language, iPhone for Seniors in easy steps, 4th edition, gives you all the information you need to get up and running with your new iPhone and quickly feel you are in control of it. iPhone for Seniors in easy steps, 4th edition covers everything you need to know to keep fully connected. With your iPhone in your pocket you are only ever a couple of taps away from friends and family. Learn how to: Make and receive phone calls Text with the Messages app, including a variety of new fun features Make video calls with FaceTime Set up and use email accounts Use Settings to customise your iPhone exactly to your style and requirement Use Apple Pay on your iPhone to pay securely – no need to carry your wallet all the time Master the newly designed Control Center Explore the entire iTunes Music library, share music, videos, apps, calendars and photos with family members – stay in the loop with children and grandchildren! Apps are at the heart of the iPhone and iPhone for Seniors in easy steps, 4th edition gives a comprehensive introduction to using the preinstalled apps. It then shows how to find and download apps from the Apple App Store for: Going on vacation Online shopping Social networking Hobbies Music and videos Books Photos Keeping up-to-date with everyday tasks, through the use of the Notes, Calendar, Contacts and Reminders apps Health and wellbeing, using the Health app that is designed to collate a range of health and fitness information An in-depth chapter on iCloud, Apple's online storage, sharing and backup service, explains how iCloud works and shows how it can automatically store your data and share your photos so you don't have to worry about losing information should anything happen to your iPhone. This 4th edition of this popular title is updated to cover the latest operating system, iOS 11, and its array of new features. It

is illustrated using the iPhone 8, but is suitable for all iPhones with iOS 11. It is written in larger type, for easier reading, and with the Senior reader in mind. Some of the enhancements to iOS 11 include: The enhancements to the Dock The newly designed App Switcher and Control Center A new camera on the iPhone 8 The improvements to multitasking to improve productivity, including Drag and Drop capabilities The new File app for organizing and accessing documents The newly designed virtual keyboard for streamlining text and data input The newly designed App Store iPhone for Seniors in easy steps, 4th edition takes the mystery out of using your iPhone and shows how it can become your most useful digital companion, ready to help keep you in touch, up-to-date and entertained. Covers iOS 11 - released September 2017 C# Programming in easy steps, 2nd edition guides the reader through C# language basics, including variables, arrays, logic, looping, methods, and classes, and how to install the Visual Studio Community Edition. Then it moves on to Object Oriented Programming. SQL (Structured Query Language) is THE standard language used world-wide for database communication on all popular database software. It allows the storage and manipulation of data both on Windows platforms and on Unix-based platforms, such as Linux. SQL in easy steps, 4th edition begins by explaining how to download and install the free MySQL database server on both Windows and Linux platforms. This allows you to establish an environment in which to develop and administer your own databases. This book makes no assumption that you will have previous knowledge of any programming or scripting language so it's ideal for the newcomer to SQL. Each chapter builds your knowledge of executing database queries. The book contains exciting chapters on how to selectively extract data from within one, or more, databases and there are complete examples that illustrate each aspect of SQL. By the end of this book you will have gained a sound understanding of the Structured Query Language and be able

to write your own SQL scripts to insert, extract, and manipulate data. SQL in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin using databases. It is suitable for those with little or no experience of SQL. This book will appeal to all who need a fundamental understanding of database administration with SQL: Web developers wanting to add database interaction to their web sites Programmers wanting to add SQL to their skills set Hobbyists who want to begin creating SQL scripts for upload to their own ISP Students or those seeking a career in computing. Free, downloadable source code is available from our website so you can check the code against your own work, and get started straight away! Part One of this highly regarded method includes basic music theory and details Evo's easy 4-step method. Part Two includes rhythm strumming instructions, melody chord changes, and lyrics to 18 well-known American folk songs and southern fiddle tunes in the keys of G, F, C major, and A modal (keys that are provided on standard 12, 15 and 21 bar harps). Also included are instructions for transposing to other keys. All songs are included on a solo performance CD for the purpose of ear training and accompaniment. Windows 10 in easy steps, 4th Edition shows you everything you will need to know to get up to speed with Windows 10. Covers the update released April 2018 Windows 10 in easy steps, 4th Edition provides full-color and comprehensive coverage of the latest Windows operating system, and shows how to get the most out of it, whether you are using a desktop computer or a mobile device. It details the new features and shows how these integrate with the more traditional elements of the operating system, including:

- Upgrading to Windows 10 and personalizing it for your needs
- Getting to grips with the Windows 10 interface, navigating with the Start menu, the Start button, and the Taskbar
- Customizing the live tiles feature, so that you can create your own look and feel
- Accessing and downloading apps, and how to work with them and organize them
- Working with files and folders, using OneDrive for

free storage and sharing files · Using Cortana, the Personal Digital Assistant, to search your computer or the web, or to perform actions like opening apps or documents · Getting online with the web browser, Microsoft Edge, and keeping in touch by email and Skype · Perfecting photos, viewing movies, playing music and games. It also covers the new features in the April 2018 Update, including: · Timeline, which enables you to view all of your open apps as thumbnails, and also carry on working with them on other compatible devices. · New features in the My People app, including being able to drag and drop contacts to and from the Taskbar. · Using Share Nearby to share content with nearby devices without having to physically attach them, using Bluetooth. · Microsoft Edge's redesigned version of the Hub for viewing items such as Favorites. Windows 10 is one of the most significant upgrades in Microsoft's history and Windows 10 in easy steps, 4th Edition is ideal for newbies and for those wanting to quickly grasp the essentials in the new April 2018 Update version. Table of Contents · Introducing Windows 10 · Getting Started · Working with Apps · Standard Controls · Customizing Windows · File Explorer · Managing Files and Folders · Digital Lifestyle · Microsoft Edge Browser · Keeping in Touch · Networking and Sharing · System and Security Windows 10 in easy steps - Special Edition, 3rd Edition builds on Windows 10 in easy steps and Windows 10 for Seniors in easy steps, taking the user to the next level. Written to help non-technical PC-users to make the most of their Windows 10 computer, all in the familiar In Easy Steps style. If you have been told it's not realistic to work and live with passion, this book will help change your mindset. Quit just existing and start really living! Buy this book now to start achieving outstanding personal and professional results with absolute certainty and excitement. iPhone for Seniors in easy steps, 4th edition covers everything the reader needs know to keep fully connected. The book shows how to: Make and receive phone calls Text with the Messages app, including a variety of new

fun features Make video calls with FaceTime Set up and use email accounts Use Settings to customise your iPhone exactly to your style and requirements Use Apple Pay on your iPhone to pay securely - no need to carry your wallet all the time Master the newly designed Control Center Explore the entire iTunes Music library, share music, videos, apps, calendars and photos with family members - stay in the loop with children and grandchildren! An in-depth chapter on iCloud, Apple's online storage, sharing and backup service, explains how iCloud works and shows how it can automatically store your data and share your photos so you don't have to worry about losing information should anything happen to your iPhone. Written with the Senior reader in mind, and presented in larger type for easier reading. Covers all models of iPhone with iOS 12. Java in easy steps, 7th edition instructs you how to easily create your own Java programs. The book contains separate chapters on the major features of the Java language. Complete example programs with colourized code illustrate each important aspect of Java programming – all in easy steps. This book assumes no previous knowledge of any programming language so it's ideal for the newcomer to computer programming. Each chapter builds your knowledge of Java. By the end of this book you will have gained a sound understanding of the Java language and be able to write your own Java programs and compile them into executable files that can be run on any Java-enabled device. This 7th edition of Java in easy steps covers the many exciting features of Java, including:

- How to quickly run statements in the interactive shell named jshell - similar to the Python interpreter
- How to make programs with the javac compiler and execute them with the java runtime.
- How to produce interactive Windows apps that can be easily distributed as jar program bundles.
- How to create mobile device apps using Java functionality within the Android operating system.

Table of Contents · Getting started · Performing operations · Making statements · Directing values · Manipulating data · Creating classes ·

Importing functions · Building interfaces · Recognizing events · Deploying programs

Do you want to learn how to negotiate or simply improve your negotiation skills? Follow the author through the pages as he explains how anyone can learn to successfully negotiate. Whether it is children negotiating with their parents for more television time or employees negotiating with their boss for a raise, you can learn how to do it professionally and with ease. In this book, you will learn how to prepare for negotiations, exchange and discuss the issues, bargain with your counterpart a then close and commit to the negotiations. If you are looking for an easy-to-follow book written in plain English, then this book is for you. Dr Joyce Vedral, one of America's leading fitness experts, offers an easy-to-follow guide to weight training. The book is intended for beginners of any age of weight.

PHP in easy steps, 4th edition demonstrates every aspect of the language you'll need to produce professional web programming results. Its examples provide clear syntax-highlighted code, which is freely downloadable, showing PHP language basics including variables, arrays, logic, looping, functions and classes.

· Install a free web server and the PHP interpreter to create an environment in which you can produce your own data-driven web pages.

· Write PHP server-side scripts; master PHP operators and control structures; process HTML form data; get cookies and session data; access Web Services APIs over HTTP... and much more!

PHP in easy steps, 4th edition is ideal for PHP newbies who want to quickly learn the fundamentals of server-side programming with PHP and create interactive web pages. Also, useful for PHP pros who want to grasp the new PHP 8 features and achieve optimum performance! Updated for PHP 8.

Table of Contents: 1. Getting started 2. Storing values 3. Performing operations 4. Testing conditions 5. Employing functions 6. Manipulating strings 7. Building classes 8. Handling files 9. Producing forms 10. Preserving data 11. Adding Web Services

Windows 11 for Seniors in easy steps is written with older citizens

in mind and takes you through Windows 11 essentials, a step at a time. This Volume, is the first of 2 volumes that are being released together, but under separate covers. Volume 1, contains the instructional guide to teach special education students and English language learners to be successful writers, in 7 easy steps. In view of the increasing educational dropout rate of these special populations, this unique, simple program offers encouragement, hope, and success to students who are struggling in developing their writing skills. Not only is this program easy to learn and remember, but students are able to increase their writing skills in shorter periods of time. This Volume contains five, no-frills, bare-bones lesson plans along with teacher comments. It also includes reproducible Master Guide Sheets, and student Self-evaluation forms. The simplified color coding system is used as a consistent, predictable routine in each writing activity. This program, like no other, promotes student self-confidence and renewed interest in learning. The words, "I can't write" turn into "Yes, I can!" However, the best kept secret is that these 7 easy steps will help all students. Listen to what the kids are saying: "I had a lot of fun with Steps 1 to 7. They really helped me with my work," (comments from an 8th grade student). "The first thing I learned was Steps 1-7. I learned how to write better paragraphs," (comments from an 8th grade student). "I learned how to web my ideas using complete sentences," (comments from an 8th grade student). "I did really well on my writing assessment because I used the 7 steps," (comments from a 9th grade student) "I couldn't write a complete sentence. With these steps, I can write complete paragraphs and essays for Language Arts and Geography. I did well in my writing test, too," (comments from a 9th grade student). Listen to what teachers are saying: "I have been in meetings where parents have commented how effective her writing program has been with helping their kids. I've often heard parents express their gratitude for their child's success due to Ms. Posey's teaching," (comments from a junior high teacher). "After the 9th graders took

the writing assessment, several of the students commented on how good they felt about their writing abilities that were a direct result of the efforts of Ms. Posey," (comments from a junior high teacher).

"Her strategies and writing techniques resulted in 50% improvement, an impressive increase, in the scores of resource students for the 9th grade direct writing assessment. This is the highest achievement I've seen in my 30 years of teaching," (comments from a secondary special education teacher).

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