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One of Mark Cuban's top reads for better understanding A.I. (inc.com, 2021) Your comprehensive entry-level guide to machine learning While machine learning expertise doesn't quite mean you can create your own Turing Test-proof android—as in the movie *Ex Machina*—it is a form of artificial intelligence and one of the most exciting technological means of identifying opportunities and solving problems fast and on a large scale. Anyone who masters the principles of machine learning is mastering a big part of our tech future and opening up incredible new directions in careers that include fraud detection, optimizing search results, serving real-time ads, credit-scoring, building accurate and sophisticated pricing models—and way, way more. Unlike most machine learning books, the fully updated 2nd Edition of *Machine Learning For Dummies* doesn't assume you have years of experience using programming languages such as Python (R source is also included in a downloadable form with comments and explanations), but lets you in on the ground floor, covering the entry-level materials that will get you up and running building models you need to perform practical tasks. It takes a look at the underlying—and fascinating—math principles that power machine learning but also shows that you don't need to be a math whiz to build fun new tools and apply them to your work and study. Understand the history of AI and machine learning Work with Python 3.8 and TensorFlow 2.x (and R as a download) Build and test your own models Use the latest datasets, rather than the worn out data found in other books Apply machine learning to real problems Whether you want to learn for college or to enhance your business or career performance, this friendly beginner's guide is your best introduction to machine learning, allowing you to become quickly confident using this amazing and fast-developing technology that's impacting lives for the better all over the world. Write on with Microsoft Word! If you create professional-looking documents on a regular basis, you require a mighty word processor that offers all the power and capabilities to create them. Enter Microsoft Word! Pair it with *Word For Dummies* to hone all your word-processing skills. The book is filled with useful tips and suggestions that allow you to get the most out of Word, as well as helpful information on the latest features. It also shows you how to customize and configure Word for your optimal workflow. Get details on the new Word interface; tools to quickly edit and format your documents; methods to organize your text with tables; techniques to insert charts, photos, and other graphics for visual interest; ways to automate routine document creation tasks; and how best to collaborate, share, and exchange documents with co-workers. Use Windows tools to quickly access Word and optimize your productivity Seamlessly integrate Word with other Office applications (Outlook, PowerPoint, and Excel) Employ document formatting features to create a clean layout and text presentation Exchange comments with co-workers using @mention notifications Customize the Word interface, including the dark mode feature Have a friendly, useful guide on Microsoft Word on hand when you need it With *Word For Dummies* by your side, you can once again make working with Word a pleasure. Soon, you'll be creating picture-, letter- and word-perfect documents. Turbocharge your reasoning with *Critical Thinking* Just what are the ingredients of a great argument? What is the secret to communicating your ideas clearly and persuasively? And how do you see through sloppy thinking and flim-flam? If you've ever asked any of these questions, then this book is for you! These days, strong critical thinking skills provide a vital foundation for academic success, and *Critical Thinking Skills For Dummies* offers a clear and unimposing introduction to what can otherwise be a pretty complex topic. Inside, you'll get hands-on, lively, and fun exercises that you can put to work today to improve your arguments and pin down key issues. With this accessible and friendly guide, you'll get plain-English instruction on how to identify other people's assumptions, methodology, and conclusions, evaluate evidence, and interpret texts effectively. You'll also find tips and guidance on reading between the lines, assessing validity — and even advice on when not to apply logic too rigidly! *Critical Thinking Skills For Dummies*: Provides tools and strategies from a range of disciplines great for developing your reflective thinking skills Offers expert guidance on sound reasoning and textual analysis Shows precisely how to use concept mapping and brainstorming to generate insights Demonstrates how critical thinking skills is a proven path to success as a student Whether you're undertaking reviews, planning research projects or just keen to give your brain a workout, *Critical Thinking Skills For Dummies* equips you with everything you need to succeed. "Social Security for Dummies is a must read for people of any age who want a comfortable retirement. ... The difference between a smart claiming strategy and a dumb one can cost you hundreds of thousands of dollars, so you'll want to invest in this book." —Liz Weston, personal finance columnist and author of the bestselling *Your Credit Score* and *The 10 Commandments of Money* Claim the benefits you've earned The award-winning *Social Security For Dummies*—now in its fourth edition—is the one guide you need to navigate the often-complex world of Social Security benefits. You'll learn when to start claiming, how much you can expect to receive, where to find Social Security calculators, and more. Since 1937, workers across the United States have set aside a portion of their wages to fund Social Security, which, for many of us, forms the basis of our retirement income. Despite its central importance in our lives, few of us understand how Social Security really works. That's where *Social Security For Dummies* comes in. Written in an easy-to-follow, clear language, it provides comprehensive information on how to negotiate the sometimes labyrinthine system and claim everything you qualify for. You'll learn how to: · Navigate the Social Security website · Know which options you qualify for · Use Social Security calculators · Get answers to frequently asked questions Retirement is the time for you to kick back, relax, and enjoy the fruits of your labors—*Social Security For Dummies* makes it easier. Praise for *Social Security For Dummies*: "Social Security for Dummies is a must read for people of any age who want a comfortable retirement. Jonathan Peterson does a great job of explaining this complicated system and helps you understand how to get the most from the benefits you've earned. The difference between a smart claiming strategy and a dumb one can cost you hundreds of thousands of dollars, so you'll want to invest in this book." —Liz Weston, personal finance columnist and author of *The Ten Commandments of Money* "This is your go-to book on Social Security. Chock-full of useful tips, easy to use, and well organized, it answers all your questions about Social Security." —Steve Vernon, author of *Money for Life: Turn Your IRA and 401(k) Into a Lifetime Retirement Paycheck* and CBS *MoneyWatch* commentator "Social Security for Dummies is indispensable for anyone who wants to get the best possible deal from Social Security — and that means all of us, young and old, because everyone will need Social Security benefits in this era of disappearing pensions and dwindling savings. Strategies for single people, for married couples, for survivors, for divorced people: You can find expert advice on all these subjects and more in this easy-to-understand guide to a very complex subject." — Bob Rosenblatt, editor of *HelpwithAging.com* and Senior Fellow at the National Academy of Social Insurance Find FREE chapter quizzes online Discover important events that shaped the nation Get to know the superstars of the past Don't miss a moment of U.S. history The United States is undergoing a period of intense political and social change. From the rise of the Tea Party to social media's effect on American life and politics, this new edition fills in the gaps of this nation's story. This book guides you through the events that shaped the nation, from pre-Columbian civilizations to the 21st century. It's all here—you'll find all the wars, leaders, and eras that explain and demonstrate how the past influences the future. Inside... Get an overview of U.S. history Learn about major movements Discover how the U.S. came of age Explore iconic cultural moments Find out how the country faced adversity Get to know historical U.S. documents FREE 1-year access to chapter quizzes online! 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. The fun and easy way to take your Italian language skills to the next level The tips, techniques, and information presented here give students, travelers, and businesspeople a primer on how to speak Italian. Complete with updates, a bonus CD, and the traditional *For Dummies* user-friendly format, this new edition of *Italian For Dummies* gives you reliable lessons, practice, and language learning techniques for speaking Italian with ease and confidence. Featuring a revamped, user-friendly organization that builds on your knowledge and ability, *Italian For Dummies* offers expanded coverage of the necessary grammar, major verb tenses, and conjugations that beginners need to know. Plus, you'll get a fully updated and expanded audio CD that includes real-life conversations; a refreshed and expanded mini-dictionary; more useful exercises and practice opportunities; and more. Builds on your skills and ability as you learn Covers the grammar, verb tenses, and conjugations you need to know Includes a mini-dictionary Audio CD includes real-life conversations If you're looking to reach a comfort level in conversational Italian, *Italian For Dummies* gets you comfortably speaking this Romantic language like a native. Play, watch, and understand America's favorite pastime Baseball continues to be a popular game both as a spectator sport and as a pastime. Since the publication of *Baseball For Dummies*, 3rd Edition, baseball teams have changed, new MLB stadiums have been built, and rules have been updated. This updated 4th Edition brings you the latest information on the players, the places, and above all, the game. *Baseball For Dummies* is for baseball fans at all levels, from players and coaches to spectators who love the game. *Baseball Hall of Fame* player Joe Morgan explains baseball with remarkable insight, using down-to-earth language so everyone from the casual observer to the die-hard fan can gain a fuller appreciation of the sport. Improve your hitting, pitching, and fielding Find a baseball team to play on, from Little League on up Evaluate stats, players, and records Coach baseball or umpire effectively Get more out of a trip to the ballpark The latest on baseball stats and sabermetrics Complete with Morgan's personal lists of top-ten toughest pitchers, smartest players, and most strategic managers, *Baseball For Dummies* gives you all the inside tips, facts, and stats so you can have Major League fun! Make your 3D world a reality Some of the dramatic visual effects you've seen in top-grossing movies and heralded television series got their start in Blender. This book helps you get your own start in creating three-dimensional characters, scenes, and animations in the popular free and open-source tool. Author Jason van Gumster shares his insight as an independent animator and digital artist to help Blender newcomers turn their ideas into three-dimensional drawings. From exporting and sharing scenes to becoming a part of the Blender community, this accessible book covers it all! Create 3D characters—no experience required Build scenes with texture and real lighting features Animate your creations and share them with the world Avoid common rookie mistakes This book is the ideal starting place for newcomers to the world of 3D modeling and animation. The tools you need to follow your dream of starting and running an online business! With the right knowledge and resources, you can take action to start the online business you've been dreaming of. This comprehensive guide provides tips and tricks for turning your dream into a reality. The sixth edition of *Starting an Online Business: All-in-One For Dummies* will teach you the basics and beyond. It will prepare you to set up your business website, offer your products in an online store, and keep accurate books. The authors help you navigate the primary legal, accounting, and security challenges related to running an online business. Fund your business for success and future growth Use SEO strategically to drive traffic to a well-designed site Market your business effectively as an entrepreneur Stand out, build customer relationships, and sell on social media Keep up with ecommerce trends to stay a step ahead With some guidance, you can find your market niche, create a business plan, and decide on a revenue model. Then, it's time to set up shop! Starting an Online Business can help bring your dream of an online business to life and guide you on the road to success. Your guide to the most up-to-date selling strategies and techniques No matter your skill level, this new edition of *Selling For Dummies* helps you lay the foundation for sales success with the latest information on how to research your prospects, break down the steps of the sales process, follow up with customers, and so much more. Selling, when done right, is more than a job—it's an art. With the help of *Selling For Dummies*, you'll discover how to stand head-and-shoulders above the crowd by knowing your clients, and approaching selling with passion and a positive attitude. The book covers making killer sales pitches and presentations, using the latest technologies to your advantage, establishing goals and planning your time efficiently, partnering with others, addressing clients' concerns, and closing more sales. Includes expert tips for harnessing the power of the Internet to increase sales Covers the latest selling strategies and techniques in the Digital Age Explains how mastering selling skills can benefit all areas of your life Explores the newest prospecting and qualification strategies If you're brand new to the sales scene or a seasoned salesperson looking to win more clients and close more sales, *Selling For Dummies* sets you up for success. A value-packed guide to speaking, reading, and writing in Spanish *Spanish All-in-One For Dummies* is the first *Dummies All-in-One* title in the foreign language category—nearly 800 pages of expert instruction to help people master Spanish basics and beyond. This comprehensive volume features content from all *For Dummies* Spanish language instruction titles, including *Spanish For Dummies*, *Intermediate Spanish For Dummies*, *Spanish Verbs For Dummies*, and *Spanish For Dummies Audio Set*. The book's audio CD provides readers with an effective tool to help them start speaking Spanish from day one. Plus, the practical exercises give readers greater confidence in communicating in Spanish, whether traveling or in business. Decode one of the most complex books in the Bible! 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! * The complete solution! This revolution in product design incorporates 6 books in 1 straightforward desk reference. Provides in depth coverage of the many features and specifications of XML, the data interchange standard of choice. * XML All in One For Dummies is a true desk reference designed to guide readers through the features and specifications of the leading edge XML dialects and help them develop their own custom Web applications all under one cover. * Covers XML basics, using DTD's with XML, XML namespaces, XML schemas, styling XML documents, XML's linking languages, XML tools, using XML in the real world, and more. * The first two editions of XML For Dummies have sold more than 85,000 units. * According to Microsoft's CEO Steve Ballmer "XML will become the universal medium by which Web sites and users of Web sites communicate." * Written by NIIT a global training, IT consulting and software development organization. NIIT trains over 150,000 individuals each year in Information Technology areas. * The *For Dummies* series a repeat winner, now with more than 100 million books in print. Your ultimate go-to project management bible Perform Be Agile! Time-crunch! Right now, the business world has never moved so fast and project managers have never been so much in demand—the Project Management Institute has estimated that industries will need at least 87 million employees with the full spectrum of PM skills by 2027. To help you meet those needs and expectations in time, *Project Management All-in-One For Dummies* provides with all the hands-on information and advice you need to take your organizational, planning, and execution skills to new heights. Packed with on-point PM wisdom, these 7 mini-books—including the bestselling *Project Management and Agile Project Management For Dummies*—help you and your team hit maximum productivity by razor-honing your skills in sizing, organizing, and scheduling projects for ultimate effectiveness. You'll also find everything you need to overdeliver in a good way when choosing the right tech and software, assessing risk, and dodging the pitfalls that can snarl up even the best-laid plans. Apply formats and formulas and checklists Manage Continuous Process Improvement Resolve conflict in teams and hierarchies Rescue distressed projects For nearly 5,000 years, people have practiced Tai Chi as a way to prolong life, build strength and stamina, improve concentration, and achieve psychological balance. Hundreds of millions of satisfied customers can't be wrong. Whether you already dabble in Tai Chi and would like to get a deeper understanding of the basics, or you're only thinking about trying it and want to find out more before you take the plunge, *Tai Chi For Dummies* is for you. In plain English, Therese Iknioan and Manny Fuentes demystify Tai Chi principles and practices for Westerners. They unravel exotic sounding terms and concepts and break down movements in ways that more traditional instructors and authors either can't or won't. And with the help of crystal-clear illustrations and step-by-step instructions, they get you on track with a Tai Chi fitness program guaranteed to help you: Increase balance and flexibility Combat fatigue and reduce stress Tone muscles Unlock your power centers and boost energy Improve focus and concentration Breathe "mindfully" and meditate Enhance your sense of inner peace and well-being Discover just how easy it can be to make Tai Chi and its sister discipline Qigong part of your everyday life. With this friendly reference as your guide you'll quickly master the basic movements and forms, as well as: Tai Chi's Yang 24-Movement Form Qigong and Push Hands techniques Techniques that help speed recovery from specific injuries Tai Chi movements for aerobic exercise Exercise is good for the body and soul. Now let Therese Iknioan and Manny Fuentes show you how to energize, find inner peace, and tone your muscles with the gentle art of Tai Chi. The ultimate guide to understanding biology Have you ever wondered how the food you eat becomes the energy your body needs to keep going? The theory of evolution says that humans and chimps descended from a common ancestor, but does it tell us how and why? We humans are insatiably curious creatures who can't help wondering how things work—starting with our own bodies. Wouldn't it be great to have a single source of quick answers to all our questions about how living things work? Now there is. From molecules to animals, cells to ecosystems, *Biology For Dummies* answers all your questions about how living things work. Written in plain English and packed with dozens of enlightening illustrations, this reference guide covers the most recent developments and discoveries in evolutionary, reproductive, and ecological biology. It's also complemented with lots of practical, up-to-date examples to bring the information to life. Discover how living things work Think like a biologist and use scientific methods Understand lifecycle processes Whether you're enrolled in a biology class or just want to know more about this fascinating and ever-evolving field of study, *Biology For Dummies* will help you unlock the mysteries of how life works. A fully updated new edition of the fun and easy guide to getting up and running on Twitter With more than half a billion registered users, Twitter continues to grow by leaps and bounds. This handy guide, from one of the first marketers to discover the power of Twitter, covers all the new features. It explains all the nuts and bolts, how to make good connections, and why and how Twitter can benefit you and your business. Fully updated to cover all the latest features and changes to Twitter Written by a Twitter pioneer who was one of the first marketers to fully tap into Twitter's business applications Ideal for beginners, whether they want to use Twitter to stay in touch with friends or to market their products and services Explains how to incorporate Twitter into other social media and how to use third-party tools to improve and simplify Twitter The fast and easy way to learn how to manage people, projects, and teams Being a manager can be an intimidating and challenging task. Managing involves teaching new skills to employees, helping land a new customer, accomplishing an important assignment, increasing performance, and much more. The process of management can be very challenging at times, but it can also bring you a sense of fulfillment that you never imagined possible. *Managing For Dummies*, 3rd Edition is perfect for all levels of managers. This clearly written, easy-to-understand guide gives you practical advice on the most important aspects of managing, such as delegating as opposed to ordering, improving employees' performances, getting your message across, understanding ethics and office policies, team building and collaboration, and much more. Tips and advice for new and experienced managers All-new chapters on employee encouragement and corporate social responsibility Guidance on managing employees by leveraging the power of the Internet Managing in today's lightning-speed business world requires that you have the latest information and techniques for getting the job done. *Managing For Dummies*, 3rd Edition provides you with straightforward

advice and up-to-the-minute strategies for dealing with anything that comes your way. An easy-to-follow guide to introductory physics, from the Big Bang to relativity All science, technology, engineering, and math majors in college and university require some familiarity with physics. Other career paths, like medicine, are also only open to students who understand this fundamental science. But don't worry if you find physics to be intimidating or confusing. You just need the right guide! In *Physics I For Dummies*, you'll find a roadmap to physics success that walks you through every major topic in introductory physics, including motion, energy, waves, thermodynamics, electromagnetism, relativity, and more. You'll learn the basic principles and math formulas of physics through clear and straightforward examples and instruction, and without unnecessary jargon or complicated theory. In this book, you'll also find: Up-to-date examples and explanations appearing alongside the latest discoveries and research in physics, discussed at a level appropriate for beginning students All the info found in an intro physics course, arranged in an intuitive sequence that will give first-year students a head start in their high school or college physics class The latest teaching techniques to ensure that you remember and retain what you read and practice in the book *Physics I For Dummies* is proof that physics can fun, accessible, challenging, and rewarding, all at the same time! Whether you're a high school or undergraduate student looking for a leg-up on basic physics concepts or you're just interested in how our universe works, this book will help you understand the thermodynamic, electromagnetic, relativistic, and everything in between. Add your voice to the podcasting revolution! The world is tuning into podcasts in larger and larger numbers. When you're ready to add your own voice to the mix, this book will help you find your niche. Featuring top tech information, production insight, and promotional tips, this best-selling podcasting reference shares the latest on podcasting trends and new audience demographics. Written by a pair of podcasting pioneers, *Podcasting For Dummies* will help you refine your podcast idea, identify your audience, and get the scoop on how to record, edit, and share your work. You'll also learn how to apply the methods top podcasters monetize and market their work. Record your voice and conduct high-quality interviews for your new or existing podcast Edit, upload, and share podcast episodes online—and find people who will listen Learn how to make money as a podcaster or live streamer Discover interesting and original podcasts to inspire your own work *Podcasting For Dummies* is your friendly tutor in the art of audio content creation. So start talking! Everything you need to bring home a new puppy *Across America* and beyond, tails are wagging with anticipation. Why? Because puppies and the people who love them are eager for the update of *Puppies for Dummies*. Originally released and welcomed as a positive, loving alternative to the alpha dog philosophy of a popular celebrity trainer, *Puppies for Dummies* is now updated and more relevant than ever. This new edition covers the latest puppy training gadgets, tricks, and tips and offers expanded coverage on the latest training techniques, including new studies on positive reinforcement methods. This edition continues to provide readers with the trusted and proven advice that has made previous editions a success. Integrate a puppy in your life Explore the latest science of dogs Train a happy, healthy pup Raise and nurture a loving dog Rather than saying: "Uh oh, now what?!" new pet owners can be equipped with the best advice. The bestselling PC reference on the planet—now available in its 13th edition Completely updated to cover the latest technology and software, the 13th edition of *PCs For Dummies* tackles using a computer in friendly, human terms. Focusing on the needs of the beginning computer user, while also targeting those who are familiar with PCs, but need to get up to speed on the latest version of Windows. This hands-on guide takes the dread out of working with a personal computer. Leaving painful jargon and confusing terminology behind, it covers Windows 10 OS, connecting to and using services and data in the cloud, and so much more. Written by Dan Gookin, the original *For Dummies* author, it tells you how to make a PC purchase, what to look for in a new PC, how to work with the latest operating system, ways to protect your files, what you can do online, media management tips, and even basic topics you're probably too shy to ask a friend about. Determine what you need in a PC and how to set it up Configure your PC, hook up a printer, and connect to the Internet Find your way around Windows 10 OS with ease and confidence Play movies and music, view photos, and explore social media If you're a first-time PC user at home or at work or just need to brush up on the latest technological advancements, the new edition of this bestselling guide gets you up and running fast. Your no-fuss guide to the essentials of Spanish! Learning a new language is a fun and challenging feat for students at every level. Perfect for those just starting out or returning to Spanish after time away, *Spanish Essentials For Dummies* focuses on core concepts taught (and tested on!) in a typical introductory Spanish course. From adjectives and adverbs to understanding tenses and asking questions, students will skip the suffering and score high marks at exam time with the help of *Spanish Essentials For Dummies*. This guide is also a perfect reference for parents who need to review critical Spanish concepts as they help students with homework assignments, as well as for adult learners headed back to the classroom who just want to be brush up on the core concepts. The *Essentials For Dummies Series* *Dummies* is proud to present our new series, *The Essentials For Dummies*. Now students who are prepping for exams, preparing to study new material, or who just need a refresher can have a concise, easy-to-understand review guide that covers an entire course by concentrating solely on the most important concepts. From algebra and chemistry to grammar and Spanish, our expert authors focus on the skills students most need to succeed in a subject. All the essential information in one place Starting a Business All-in-One *For Dummies*, 3rd Edition is a treasure trove of useful information for new and would-be business owners. With content compiled from over ten best-selling *For Dummies* books, this guide will help with every part of starting your own business—from legal considerations to business plans, bookkeeping, and beyond. Whether you want to open a franchise, turn your crafting hobby into a money-maker, or kick off the next megahit startup, everything you need can be found inside this easy-to-use guide. This book covers the foundations of accounting, marketing, hiring, and achieving success in the first year of business in any industry. You'll find toolkits for doing all the paperwork, plus expert tips for how to make it work, even when the going is rough. Access six books in one, covering the whole process of starting and running a new business Learn how to easily jump the hurdles that many new business owners face Tackle taxes, determine the best business model for you, and create a solid plan Keep the engine running with marketing tips, accounting ideas, and the basics on how to be a manager This book is perfect for any new or veteran entrepreneur looking to build a business from the ground up. The fast and easy way to master the art of bookkeeping If you're a business owner or an employee who manages finances, the latest edition of *Bookkeeping For Dummies* is for you. This handy guide gives you clear and concise information on how to keep track of accounts, prepare balance sheets, organize ledgers or journals, create financial statements, and so much more. Packed with the most up-to-date bookkeeping practices, tax information, and small-business laws, *Bookkeeping For Dummies* is an accessible, invaluable resource you'll turn to again and again. Accurate and complete bookkeeping is crucial to any -business owner—but jumping in headfirst without knowing your accounts from your balance sheets can confuse even the most astute businessperson. That's where *Bookkeeping For Dummies* helps! Written in the familiar and friendly tone that has defined the *For Dummies* brand for more than twenty years, this clear and comprehensive guide covers everything you'll encounter as you set out to tackle your company's books, ensuring you're on the right track and saving you tons of headaches along the way. So what are you waiting for? It's time to hit the books! Offers easy-to-follow instructions to keep track of your business' financial well-being Covers managing assets and liabilities Includes updated QuickBooks screenshots and Excel spreadsheets Provides guidance on producing balance sheets and creating financial statements Whether you're just starting out with bookkeeping—or a bookkeeper who needs to brush up on your skills—*Bookkeeping For Dummies* sets you up for success. Get up and running on the Internet—the fast and easy way If you're an Internet newcomer and want to get up to speed without all the intimidating technical jargon, *The Internet For Dummies* has you covered. With over 5,000,000 copies sold*, *The Internet For Dummies* is the #1 choice for Internet newcomers. Inside, you'll discover how to make the most of the Internet, get accustomed to popular sites, find the information and items you need fast, and stay away from the bad stuff floating around online. Catches you up on the latest online trends, from social networking sites to blogs and more Includes the latest on Google Chrome, getting good search results, and sharing files Covers choosing and connecting to an Internet provider, establishing an e-mail account, getting on the web, and finding the sites that matter most Now in its 14th edition, *The Internet For Dummies* covers the latest social networking tools, browser features, connection options, safety features, and so much more. Starting out with the basics, it walks you through getting online, picking an Internet provider, getting to know the different web browsers, dealing with e-mail and connecting with friends, finding the hottest sites to share photos and videos—and everything in between. *Includes all formats and all editions A complete guide to writing and selling your novel So you want to write a novel? Great! That's a worthy goal, no matter what your reason. But don't settle for just writing a novel. Aim high. Write a novel that you intend to sell to a publisher. *Writing Fiction for Dummies* is a complete guide designed to coach you every step along the path from beginning writer to royalty-earning author. Here are some things you'll learn in *Writing Fiction for Dummies: Strategic Planning: Pinpoint where you are on the roadmap to publication; discover what every reader desperately wants from a story; home in on a marketable category; choose from among the four most common creative styles; and learn the self-management methods of professional writers. Writing Powerful Fiction: Construct a story world that rings true; create believable, unpredictable characters; build a strong plot with all six layers of complexity of a modern novel; and infuse it all with a strong theme. Self-Editing Your Novel: Psychoanalyze your characters to bring them fully to life; edit your story structure from the top down; fix broken scenes; and polish your action and dialogue. Finding An Agent and Getting Published: Write a query letter, a synopsis, and a proposal; pitch your work to agents and editors without fear. Writing Fiction For Dummies takes you from being a writer to being an author. It can happen—if you have the talent and persistence to do what you need to do. No matter what you want to write, *Scrivener* makes it easier. Whether you're a planner, a seat-of-the-pants writer, or something in between, *Scrivener* provides tools for every stage of the writing process. *Scrivener For Dummies* walks you step-by-step through this popular writing software's best features. This friendly *For Dummies* guide starts with the basics, but even experienced scriveners will benefit from the helpful tips for getting more from their favourite writing software. Walks you through customizing project templates for your project needs Offers useful advice on compiling your project for print and e-book formats Helps you set up project and document targets and minimize distractions to keep you on track and on deadline Explains how to storyboard with the corkboard, create collections, and understand their value Shows you how to use automated backups to protect your hard work along the way From idea inception to manuscript submission, *Scrivener For Dummies* makes it easier than ever to plan, write, organize, and revise your masterpiece in *Scrivener*. Sell on Amazon and Make Them Do the Heavy Lifting Selling on Amazon has become one of the most popular ways to earn income online. In fact, there are over 2 million people selling on Amazon worldwide. Amazon allows any business, no matter how small, to get their products in front of millions of customers and take advantage of the largest fulfillment network in the world. It also allows businesses to leverage their first-class customer service and storage capabilities. Selling on Amazon *For Dummies* walks owners through the process of building a business on Amazon—a business that can be built almost anywhere in the world, as long as you have access to a computer and the internet. The basics of selling on Amazon Using FBA Getting started Deciding what to sell Conducting product research Finding your way around Seller Central Product sourcing, shipping and returns, Amazon subscription, fees, sales tax, and more How to earn ROIs (Returns on Your Investments) Selling on Amazon *For Dummies* provides the strategies, tools, and education you need, including turnkey solutions focused on sales, marketing, branding, and marketplace development to analyze and maximize opportunities. Everything you need to know about your playful new pet Thinking of getting a ferret? It's not unusual—millions of people worldwide keep ferrets as pets, and they've been domesticated for around 2,500 years! While they're quiet for a lot of the day (catching up on important beauty sleep), when they're awake, they're lively, affectionate, and curious—and require lots of quality interaction with their humans. And that's why a happy ferret is a well-trained one, whose owner knows everything there is to know about its needs! *Ferrets For Dummies*, 3rd Edition is here to make sure you become just that kind of owner, fully equipped to give your little friend the best possible home. It's packed with practical information on feeding, housing, health, medical care, and much more. You'll also find the latest on diet, dental hygiene, common ailments, and how to build an enjoyable and engaging environment for your smart, energetic new pet. There's even a section on how to get to know your ferret properly (spotting those little mood swings) and how to introduce it to play well with friends and family. Make sure a ferret's the pet for you Ferret-proof your home Keep a clean house Find the right vet Whether you have a jill (female), a hob (male), or a full "business" of ferrets (several), *Ferrets For Dummies* helps you ferret out whatever you need to know—and ensure that your fuzzy new pal is a healthy, happy member of the household. Make your data work for you! *Tableau For Dummies* brings order to the chaotic world of data. Understanding your data and organizing it into formats and visualizations that make sense to you are crucial to making a real impact on your business with the information that's already at your fingertips. This easy-to-use reference explores the user interface, and guides you through the process of connecting your data sources to the software. Additionally, this approachable, yet comprehensive text shows you how to use graphs, charts, and other images to bring visual interest to your data, how to create dashboards from multiple data sources, and how to export the visualizations that you have developed into multiple formats that translate into positive change for your business. The mission of *Tableau Software* is to grant you access to data that, when put into action, will help you build your company. Learning to use the data available to you helps you make informed, grounded business decisions that can spell success for your company. Navigate the user interface to efficiently access the features you need Connect to various spreadsheets, databases, and other data sources to create a multi-dimensional snapshot of your business Develop visualizations with easy to use drag and drop features Start building your data with templates and sample workbooks to spark your creativity and help you organize your information *Tableau For Dummies* is a step-by-step resource that helps you make sense of the data landscape—and put your data to work in support of your business. Delve into your data for the key to success Data mining is quickly becoming integral to creating value and business momentum. The ability to detect unseen patterns hidden in the numbers exhaustively generated by day-to-day operations allows savvy decision-makers to exploit every tool at their disposal in the pursuit of better business. By creating models and testing whether patterns hold up, it is possible to discover new intelligence that could change your business's entire paradigm for a more successful outcome. *Data Mining for Dummies* shows you why it doesn't take a data scientist to gain this advantage, and empowers average business people to start shaping a process relevant to their business's needs. In this book, you'll learn the hows and whys of mining to the depths of your data, and how to make the case for heavier investment into data mining capabilities. The book explains the details of the knowledge discovery process including: Model creation, validity testing, and interpretation Effective communication of findings Available tools, both paid and open-source Data selection, transformation, and evaluation *Data Mining for Dummies* takes you step-by-step through a real-world data-mining project using open-source tools that allow you to get immediate hands-on experience working with large amounts of data. You'll gain the confidence you need to start making data mining practices a routine part of your successful business. If you're serious about doing everything you can to push your company to the top, *Data Mining for Dummies* is your ticket to effective data mining. 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. A complete and friendly guide to technical writing! Let's face it, a lot of technical documentation reads as if it had been translated into English from Venutian by a native speaker of gibberish. Which is annoying for you and expensive for the manufacturer who pays with alienated customers and soaring technical support costs. That's why good technical writers are in such big demand worldwide. Now, *Technical Writing For Dummies* arms you with the skills you need to cash in on that demand. Whether you're contemplating a career as a technical writer, or you just got tapped for a technical writing project, this friendly guide is your ticket to getting your tech writing skills up to snuff. It shows you step-by-step how to: Research and organize information for your documents Plan your project in a technical brief Fine-tune and polish your writing Work collaboratively with your reviewers Create great user manuals, awesome abstracts, and more Write first-rate electronic documentation Write computer- and Web-based training courses Discover how to write energized technical documents that have the impact you want on your readers. *Wordsmith Sheryl Lindsell-Roberts* covers all the bases, including: All about the red-hot market for technical writing and how to get work as a technical writer The ABCs of creating a strong technical document, including preparing a production schedule, brainstorming, outlining, drafting, editing, rewriting, testing, presentation, and more Types of technical documents, including user manuals, abstracts, spec sheets, evaluation forms and questionnaires, executive summaries, and presentations Writing for the Internet—covers doing research online, creating multimedia documents, developing computer-based training and Web-based training, and writing online help Combining examples, practical advice, and priceless insider tips on how to write whiz-bang technical documents, *Technical Writing For Dummies* is an indispensable resource for newcomers to technical writing and pros looking for new ideas to advance their careers. Tried-and-true information and tips for selling like a pro Are you looking to enter the world of sales, or are you already a salesperson who's looking for new tips and tactics to expand your business? Whether you're in charge of your own selling career or you're responsible for training and managing a professional sales force, *Selling All-In-One For Dummies* features everything you need to know to improve your results. This valuable selling resource includes new ways to effectively network and prospect through the power of all the social media networking sites such as LinkedIn, Twitter, and Facebook, as well as ways to optimize sales success through Webinars; the latest tips and advice to build an appealing image; proven questioning methods that close sales; updated advice on keeping clients' business and building their loyalty; and how to adapt presentations and techniques. Proven methods and techniques that will lead to bigger sales and more loyal customers Advice on separating yourself from the pack Plus four chapters on selling in specialized areas from biotechnology to real estate *Selling All-In-One For Dummies* is the authoritative guide to navigating the ever-changing and growing sales arena. 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. Learn to: Increase your reading speed and comprehension Use speed techniques for any type of reading material Improve your silent reading skills Recall more of what you read The fun and easy way® to become a more efficient, effective reader! Want to read faster — and recall more of what you read? This practical, hands-on guide gives you the techniques you need to increase your reading speed and retention, whether you're reading books, e-mails, magazines, or even technical journals! You'll find reading aids and plenty of exercises to help you read faster and better comprehend the text. Yes, you can speed read — discover the skills you need to read quickly and effectively, break your bad reading habits, and take in more text at a glance Focus on the fundamentals — widen your vision span and see how to increase your comprehension, retention, and recall Advance your speed-reading skills — read blocks of text, heighten your concentration, and follow an author's thought patterns Zero in on key points — skim, scan, and preread to quickly locate the information you want Expand your vocabulary — recognize the most common words and phrases to help you move through the text more quickly Open the book and find: Tried-and-true techniques from *The Reader's Edge*® program How to assess your current reading level Tools and exercises to improve your reading skills Speed-reading fundamentals you must know Helpful lists of prefixes, suffixes, roots, and prime words A speed-reading progress worksheet Exercises for eye health and expanded reading vision Tips for making your speed-reading skills permanent Improve your project management skills and accomplish more in no time at all In these days when projects seem to be bigger and more challenging than ever before, you need to make sure tasks stay on track, meet the budget, and keep everyone in the loop. Enter *Project Management For Dummies*. This friendly guide starts with the basics of project management and walks you through the different aspects of leading a project to a successful finish. After you've navigated your way through a couple of projects, you'll have the confidence to tackle even bigger (and more important) projects! In addition to explaining how to manage projects in a remote work environment, the book offers advice on identifying the right delivery approach, using social media in project management, and deploying agile project management. You'll also discover: What's new in project management tools and platforms so you can choose the best application for your team How to perfect your project management business document with an emphasis on strategy and business knowledge Details on the shift from process-based approaches to more holistic, principle-based strategies focused on project outcomes Examples of how to turn the strategies into smooth-flowing processes Best practices and suggestions for dealing with difficult or unexpected situations If you're planning to enroll in a project management course or take the *Project Management Professionals Certification* exam, *Project Management For Dummies* is the go-to resource to help you prepare. And if you simply want to improve your outcomes, this handy reference will have you and your team completing project goals like ninjas! Your comprehensive guide to speaking, reading, and writing in French French is a beautiful language*

but can be quite difficult to learn. Whether you need to learn the language for a French class, or for business or leisure travel, French for Dummies All-In-One makes it easier. With nearly 800 pages, French All-in-One For Dummies is for those readers looking for a comprehensive guide to help them immerse themselves in the French language. Culls vital information from several Dummies titles, offering you a comprehensive, all-encompassing guide to speaking and using French. Includes French Canadian content and enhanced practiced opportunities. Its accompanying audio CD provides you with an effective tool to start speaking French right away. Both new students of French and experienced speakers can benefit from the wealth of information that has been included in French All-in-One For Dummies. CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

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