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Be a new face on Facebook! If you're new to the Facebook user community, don't be shy: you're joining around 2.7 billion users (roughly two-and-a-half Chinas) worldwide, so you'll want to make sure you're being as sociable as possible. And with more functionality and ways to say hello—like

3-D photos and Video Chat rooms—than ever before, Facebook For Dummies is the perfect, informative companion to get and new and inexperienced users acquainted with the main features of the platform and comfortable with sharing posts, pictures (or whatever else you find interesting) with friends, family, and the world beyond! In a chatty, straightforward style, your friendly hosts, Carolyn Abram and Amy Karasavas—both former Facebook employees—help you get settled in with the basics, like setting up your profile and adding content, as well as protecting your privacy when you want to decide who can and can't see your posts. They then show you how to get involved as you add new friends, toggle your newsfeed, shape your timeline story, join groups, and more. They even let you in on ways to go pro and use Facebook for work, such as building a promo page and showing off your business to the world. Once you come out of your virtual shell, there'll be no stopping you! Build your profile and start adding friends Send private messages and instant notes Share your memories Tell stories about your day Set your privacy and curate your news feed Don't be a wallflower: with this book you have the ideal icebreaker to get the party started so you can join in with all the fun! 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. You don't need a white tiger, expensive props, or hours of preparation to do magic. With a little practice, some clever misdirection (which lays at the heart of all magic tricks), and showmanship, you can surprise family, friends, and coworkers using a few everyday items! If you're looking to saw a beautiful women in half or make buildings disappear, we're sorry, but this book isn't you. But if you want to act out little miracles that you can perform on the spur of the moment with items that are usually within reach, then Magic For Dummies can show you how. Magic For Dummies features more than 90 easy-to-perform deceptions, illusions, and sleights of hand for any event or occasion. You'll discover how to perform entertaining card tricks, coin tricks, disappearing acts, as well as the always-popular mind reading trick. You'll even see how easy it is to make money disappear as well as melt a saltshaker! Chock-full of show-stopping tricks, Magic For Dummies will: Get you started with easy-to-learn magic tricks Let you turn a restaurant into a your stage with tricks that include utensils, mugs, and even food Show you how to use a deck of cards to perform endless magic tricks Make you the life of the party with tricks such as "Call This Number," "The Strength Test," and "The Phantom Photo" Get you out of tough situations by giving you ten things to say when things go wrong Filled with photos, patter, and presentation tips for every trick in the book, Magic For Dummies offers a great

opportunity to become familiar with some of the coolest magic tricks ever performed. With the help of author David Pogue and the stunning tricks contributed by thirty-five of America's top professional magicians, you'll be leaving your friends, family, and coworkers spellbound at your mastery of the mystical arts. 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.

A little birdy told us you needed to know more about Mastodon

Ready to escape the drama of existing social media platforms and try something new and awesome in the world of social media? In Mastodon For Dummies, experienced tech trainers Chris Minnick and Mike McCallister show you exactly how to use Mastodon, the hot decentralized social media offering on the web and destination for thousands of social media migrants. Learn how to sign up for the service on your choice of server and get familiar with the rules of what's sure to become your new

favorite app. You'll discover how to connect with other people, attract your own followers, and make yourself right at home in the Mastodon community. In the book, you'll find: Easy-to-follow instructions on how to choose the Mastodon server that suits you best Instructions for establishing new connections on a new social platform and learning the rules of the road Tips for conducting business on Mastodon and making a home for your home-based business or brand on the social media service Step-by-step guides on launching your very own server If you're ready to leave old social platforms in the rear-view and try something new, grab a copy of Mastodon For Dummies. 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. Ready, set, code! A user-friendly guide introducing the C programming language to new and intermediate coders The C programming language and its direct descendants are widespread and among the most popular programming languages used in the world today. The

enduring popularity of C continues because C programs are fast, concise, and run on many different systems. Flexible and efficient, C is designed for a wide variety of programming tasks: system-level code, text processing, graphics, telecommunications, and many other application areas. C All-in-One Desk Reference For Dummies is for beginning and intermediate C programmers and provides a solid overview of the C programming language, from the basics to advanced concepts, with several exercises that give you real-world practice. C All-in-One Desk Reference For Dummies covers everything users need to get up to speed on C programming, including advanced topics to take their programming skill to the next level. Inside you'll learn The entire development cycle of a C program: designing and developing the program, writing source code, compiling the code, linking the code to create the executable programs, debugging, and deployment The intricacies of writing the code-- the basic and not-so-basic building blocks that make up the source code Thorough coverage of keywords, program flow, conditional statements, constants and variables, numeric values, arrays, strings, functions, pointers, debugging, prototyping, and more Dozens of sample programs you can adapt and modify for your own use Written in plain English, this friendly guide also addresses some advanced programming topics, such as Programming for the Linux/Unix console Windows and Linux programming Graphics programming Games programming Internet and network programming Hardware programming projects The book includes a handy appendix that shows you how to set up your computer for programming, how to select and use a text editor, and fix up the compiler, to ensure you're ready to work the author's examples. Written by Dan Gookin, the author of the first-ever For Dummies book (and several others) who's known for presenting complex material in an easy-to-understand way, this comprehensive guide makes learning the C programming language simple and fun. Grab your copy of C All-in-One Desk Reference For Dummies, so you can start coding your own programs.

Now, you can find the happiness you want and live “the good life” you deserve by applying the helpful information in *Happiness For Dummies*, the ultimate guide to achieving bliss! You’ll discover proven techniques for living a meaningful, healthy, and productive life no matter what your life circumstances happen to be. Positive concepts and techniques will help you change key behaviors, foster good habits, and be in sync with your surroundings. This helpful guide will give you the chance to assess your happiness and understand what it means to be happy at each stage of self-actualization. You’ll learn why having positive emotions can improve your health and well-being. And, you will find out what happiness isn’t and how to avoid confusing happiness with culturally valued outcomes like wealth, power, and success. Pursue what you want, seize the day, find benefits in life’s challenges, and live a coherent lifestyle. Find out how to: Assess your current capacity for happiness Live the life that you want Overcome common obstacles to happiness Identify your strengths and virtues Improve your emotional and spiritual life Create meaningful social ties and learn to be alone Find the silver lining Complete with lists of ten ways to raise a happy child, ten common roadblocks to happiness, and ten personal habits to foster happiness, *Happiness For Dummies* is your one-stop, easy-to-follow guide to being happy and living your best life. Learn to speak German? Easy. *German All-in-One For Dummies* conveniently combines titles from the *German Dummies* library into one handy guide that covers all of the bases of the German language. For those looking to master fluency in this popular language, this book and CD combo are an efficient and logical choice. *German All-in-One For Dummies* brings together content from *German For Dummies*, 2nd Edition, *German For Dummies Audio Set*, *German Phrases For Dummies*, *Intermediate German For Dummies*, and *German Essentials For Dummies*. ??Plus, it includes a new CD that allows for even more opportunities to practice speaking the language, as well as additional content on grammar and usage to empower you to use and speak German like a

native. Offers instruction and practice exercises for both speaking and writing German Helps you prepare to demonstrate proficiency in conversational German If you want to improve your German, whether it's for work, travel, or enjoyment, German All-in-One For Dummies has you covered. The bestselling guide—now in a new edition A computer provides a great resource for learning new things and keeping in touch with family and friends, but it may seem intimidating at first. The bestselling Computers For Seniors For Dummies is here to help the 50+ set conquer and overcome any uncertainty with clear-cut, easy-to-understand guidance on how to confidently navigate your computer and the Windows 10 operating system. Featuring large text and images, it's never been easier for seniors to smoothly click their way around a new PC. Even if you don't know a mouse from a megabyte, this book walks you through all the steps to choosing, setting up, and successfully using your new computer. Begin with learning how to turn the computer on and use the keyboard, and from there you'll progress to effortlessly finding your way around the new Windows 10 operating system. Explore all you can do with a computer: Research topics of interest Keep in touch with loved ones Shop securely online Find recipes and diet tips If you've just purchased your first computer and need a plain-English introduction to getting started, Computers For Seniors For Dummies has you covered. Always wanted to build a robot but didn't know where to start? This user-friendly guide shows what robots can do, how they work, and more Ready to enter the world of robotics? Then this book is for you! If you don't know much about electronics, high-tech tools, or computer programming, that's okay. If you can work with some basic tools (such as pliers, a screwdriver, and a cutting knife), have a computer and know your way around it, and want to make a robot, you're in the right place. Robot Building For Dummies walks you through building your very own little metal assistant from a kit, dressing it up, giving it a brain, programming it to do things, and even making it talk. In this hands-on guide that's illustrated with step-by-step

instructions and written in plain English, you get an overview of robotics and the tools, technology, and skills you need to become a robot builder. You'll discover The various approaches to robot building, such as building from scratch or starting with a kit The mechanical parts of a robot and how they fit together The components of an efficient workspace and how to set one up Programming basics you need to enter and download commands into your robot How to add a controller, which lets you download software programs to your robot Using an editor program to connect to your robot The importance of preparing the parts of a robot kit and then assembling the chassis, wheels, and sensor whiskers The fun of making your robot functional by adding motion detection, light sensors, and more How to troubleshoot common problems and fix them to save your robot's life Along the way, you'll gather tidbits about robot history, enthusiasts' groups, a list of parts suppliers, and all-important safety tips. As an added bonus, Robot Building For Dummies comes with rebates for your robot building kit – no more waiting, grab your copy and start building your robot today.

Your guide to learning Active Directory the quick and easy way Whether you're new to Active Directory (AD) or a savvy system administrator looking to brush up on your skills, Active Directory for Dummies will steer you in the right direction. Since its original release, Microsoft's implementation of the lightweight directory access protocol (LDAP) for the Windows Server line of networking software has become one of the most popular directory service products in the world. If you're involved with the design and support of Microsoft directory services and/or solutions, you're in the right place. This comprehensive guide starts by showing you the basics of AD, so you can utilize its structures to simplify your life and secure your digital environment. From there, you'll discover how to exert fine-grained control over groups, assets, security, permissions, and policies on a Windows network and efficiently configure, manage, and update the network. With coverage of security improvements, significant user interface changes, and updates to the AD

scripting engine, password policies, accidental object deletion protection, and more, this plain-English book has everything you need to know. You'll learn how to: Navigate the functions and structures of AD Understand business and technical requirements to determine goals Become familiar with physical components like site links, network services, and site topology Manage and monitor new features, AD replication, and schema management Maintain AD databases Avoid common AD mistakes that can undermine network security With chapters on the ten most important points about AD design, ten online resources, and ten troubleshooting tips, this user-friendly book really is your one-stop guide to setting up, working with, and making the most of Active Directory. Get your copy of Active Directory For Dummies and get to work.

Basic maths for dummies offers the content people need to improve their basic maths skills. Filled with real world examples and written by a mathematician who specialises in tutoring adults and students, the book also provides practical advice on overcoming maths anxiety and a host of tips, tricks and memory aids. Get answers to your legal questions — in plain English! Find out how to protect your family, your money, your job, and your rights If you're like most people, you probably don't know much about your legal rights and responsibilities — until you run smack-dab into a messy legal problem. Now revised and updated, this friendly guide helps you get a handle on a wide range of everyday legal issues, decipher legal mumbo-jumbo — and come out on top. Discover how to: Protect your child support rights Arm yourself against identity theft Clean up your credit and improve your credit score Hire the right attorney for your needs Draw up wills and living wills Get up to lightning speed with this fully updated, bestselling guide to using Salesforce.com! Salesforce.com For Dummies, 7th Edition gives you an edge in building relationships and managing your company's sales, marketing, customer service, and support operations. You'll learn how to maximize the new user interface to organize contacts, schedule business appointments, use forecasting tools to predict

upcoming sales, make accurate projects based on past performance, and more. Written by Salesforce.com insiders with years of expertise in CRM services, this new edition covers the latest enhancements to Salesforce.com, the world's most popular customer relationship management software. You'll find out how to determine the right configuration to suit your business needs, and how to use apps, widgets, and tools to personalize your system. Then, you'll explore prospecting leads, managing accounts and partners, developing contacts, tracking products, calculating forecasts, and utilizing service and support. Customize the new user interface with apps, widgets, and tools Prospect leads, drive sales, and provide outstanding customer service Manage contacts, identify opportunities, and analyze your results Collaborate with colleagues using Chatter More than 150,000 companies worldwide use Salesforce.com as their CRM solution—if you're a new or existing user looking to maximize the potential of the new UI, this book has everything you need. Learn how to drive the coolest laptop on the planet You took the plunge, paid extra, and—even though it looks and feels like perfection—have that fleeting doubt: is my MacBook really worth the investment? You'll be pleased to know that the answer is totally yes, and MacBook For Dummies is the ultimate way to learn the thousand and one reasons why the MacBook Pro or Air you now own is a modern masterpiece—as well as the ten thousand and one (and counting) things you can do with it. With its super-smooth performance, top-shelf LED screen, rugged reliability, and powerful, trouble-free operating system, you're going to have a lot of fun. Keeping jargon to a minimum, Mark L. Chambers—prolific tech author and all-round Mac whiz—gives you a friendly, step-by-step welcome to everything MacBook, from reviewing the hardware and powering up for the first time to getting familiar with files, security settings, launching apps, and entering the digital netherworld of iCloud. Then, with the basics reassuringly in place, you can begin your journey to power-user mastery in whatever areas of MacBook-ing you're most interested in, from doing the accounts in

Numbers to perfecting that soon-to-be-released cinematic classic (with original score) using iMovie and GarageBand. Get familiar with the latest macOS, Big Sur Communicate with Messages and FaceTime Stream music, movies, and TV shows Manage and edit photos and video clips Whether you're a PC convert, Mac veteran, or completely new to the astonishing potential of the MacBook world, you'll find everything you need to get the most out of the technical marvel that's now at your command. Get the most out of your iPhone X Apple's iPhone X represents such a radical departure from all previous models of the globally known iPhone that it needs its own book to help users navigate the new features. Luckily, iPhone X For Dummies is here to provide the guidance you need to figure out the features of your new iPhone and the software that powers it. Written by the experts who've created all previous editions of iPhone For Dummies, this book takes a deep dive into this fabulous new phone and its unique controls. It then delves into iOS 11 and how it works on the iPhone X. It leaves no stone unturned and offers all the in-depth coverage you need to make your iPhone X work for you—right out of the box! Control your iPhone X with iOS 11 gestures Explore advanced camera tools that produce stunning photos Set up face recognition to access your phone with a smile Charge your iPhone wirelessly If you've invested in this awesome new device, you deserve to get the very most out of it. And this book shows you how! Get up to speed quickly on the latest in user experience strategy and design UX For Dummies is a hands-on guide to developing and implementing user experience strategy. Written by globally-recognized UX consultants, this essential resource provides expert insight and guidance on using the tools and techniques that create a great user experience, along with practical advice on implementing a UX strategy that aligns with your organisation's business goals and philosophy. You'll learn how to integrate web design, user research, business planning and data analysis to focus your company's web presence on the needs of your customers, gaining the skills you need to be effective in the

field of user experience design. Whether it's the interface, graphics, industrial design, physical interaction or a user manual, being anything less than on point can negatively affect customer satisfaction and retention. User experience design fully encompasses traditional human-computer interaction design, and extends it to address all aspects of a product or service as perceived by users. UX For Dummies provides comprehensive guidance to professionals looking to understand and apply effective UX strategies. Defines UX and offers assistance with determining users and modelling the user experience Provides details on creating a content strategy and building information architectures Explores visual design and designing for specific channels Delves into UX testing and methods for keeping your site relevant The UX field is growing rapidly as companies realise that meeting your business goals requires a web presence aligned with customer needs. This alignment demands smart strategy and even smarter design. Consultants, designers and practitioners must all be on board if the result is to be cohesive and effective. UX For Dummies provides the information and expert advice you need to get up to speed quickly. Find workplace success There are some things that will never go out of style, and good business skills are one of them. With the help of this informative book, you'll learn how to wear multiple hats in the workplace no matter what comes your way—without ever breaking a sweat. Compiled from eight of the best Dummies books on business skills topics, Business Skills All-in-One For Dummies offers everything you need to hone your abilities and translate them into a bigger paycheck. Whether you're tasked with marketing or accounting responsibilities—or anything in between—this all-encompassing reference makes it easier than ever to tackle your job with confidence. Manage a successful operation Write more effectively Work on the go with Microsoft Office 365 Deal with marketing, accounting, and projects with ease If you've ever dreamed about being able to juggle all your work responsibilities without ever dropping the ball, the book is for you. Make Microsoft's

Surface work—and play—just the way you want it to Microsoft's Surface tablet has the features and personality you're looking for, with a robust environment for business computing that doesn't skimp on fun. *Surface for Dummies, 2nd Edition* explains how Windows 8.1 Pro and Windows RT differ, and helps you decide which Surface model is best for you. Step by step, this book walks you through both the hardware and software features of the Surface, including the touch cover and type cover, Windows RT and Windows 8.1 Pro operating systems, and the coveted Office Home & Student 2013 software suite that's bundled with the Surface. Written by bestselling author Andy Rathbone, this easy-to-access book is filled with information on how to use the tablet, figure out the operating system, navigate the app environment, and take advantage of your exciting new Surface. The book is your personal guide to one the fastest, sleekest, and most powerful tablets on the market. Surface is designed to be thin, light, and with hours of battery life so you can power through your day with ease. With this handy reference, you'll be able to make quick work of your to-do list and have fun all at the same time!

- Create: release your inner artist with Fresh Paint, a touch-based art app
- Share: Multiple accounts offer privacy and security so you can share your Surface, but not your stuff
- Enjoy: Snap apps side by side to multi-task on the vivid HD screen
- Discover: New apps in the Windows Store so you can work efficiently and get more done

With *Surface For Dummies, 2nd Edition* you can navigate and enhance your entire Surface experience! Python is one of the most powerful, easy-to-read programming languages around, but it does have its limitations. This general purpose, high-level language that can be extended and embedded is a smart option for many programming problems, but a poor solution to others. *Python For Dummies* is the quick-and-easy guide to getting the most out of this robust program. This hands-on book will show you everything you need to know about building programs, debugging code, and simplifying development, as well as defining what actions it can perform. You'll wrap yourself around all of its

advanced features and become an expert Python user in no time. This guide gives you the tools you need to: Master basic elements and syntax Document, design, and debug programs Work with strings like a pro Direct a program with control structures Integrate integers, complex numbers, and modules Build lists, stacks, and queues Create an organized dictionary Handle functions, data, and namespace Construct applications with modules and packages Call, create, extend, and override classes Access the Internet to enhance your library Understand the new features of Python 2.5 Packed with critical idioms and great resources to maximize your productivity, Python For Dummies is the ultimate one-stop information guide. In a matter of minutes you'll be familiar with Python's building blocks, strings, dictionaries, and sets; and be on your way to writing the program that you've dreamed about! Get the skinny on your morning joe Do you swear by your morning jolt of caffeine but are hard-pressed to tell a siphon from a slow dripper? No problem: just order a fresh copy of Coffee For Dummies for a smooth blend of fun facts and practical advice to give an extra shot of flavor to your appreciation of the second-most valuable commodity on planet Earth—and filter out all that excess grind in your knowledge. This warm and welcoming serving from passionate coffee guru Major Cohen—a Specialty Coffee Association certified instructor, and now retired highly respected former Starbucks coffee educator and program manager—takes you on a rocket-fueled journey from the origins of the liquid bean's popularity to best ways to prepare and enjoy coffee in your own home. You'll learn how to evaluate the advantages of different coffee styles and makers, and how even the smallest detail—varietal, roast type, texture—can influence how good that cupped lightning tastes on your tongue. Evaluate different roasts or brews Navigate menus for the best deals Learn how to speak “coffee” and order your half-cap-low-fat-no-sugar-add-whip with confidence Save money with the best store apps Meet some of the unknown pioneers of coffee that have made our coffee world of today See how you might think bigger about

your coffee spend changing the world The average American spends over \$1000 on their daily brain juice every year: why not hire Coffee For Dummies as your personal barista and get more for your money—and from each invigorating sip. The complete guide to mastering the art of effective body language Body Language For Dummies is your ideal guide to understanding other people, and helping them understand you. Body language is a critical component of good communication, and often conveys a bigger message than the words you say. This book teaches you how to interpret what people really mean by observing their posture, gestures, eye movements, and more, and holds up a mirror to give you a clear idea of how you're being interpreted yourself. This updated third edition includes new coverage of virtual meetings, multicultural outsourcing environments, devices, and boardroom behaviours for women, as well as insight into Harvard professor Amy Cuddy's research into how body language affects testosterone and cortisol, as published in the Harvard Business Review.. Body language is a fascinating topic that reveals how the human mind works. Image and presentation are crucial to successful communication, both in business and in your personal life. This book is your guide to decoding body language, and adjusting your own habits to improve your interactions with others. Become a better communicator without saying a word Make a better first (and second, and third...) impression Learn what other people's signals really mean Transform your personal and professional relationships Realising what kind of impression you give is a valuable thing, and learning how to make a more positive impact is an incredibly useful skill. Whether you want to improve your prospects in job seeking, dating, or climbing the corporate ladder, Body Language For Dummies helps you translate the unspoken and get your message across. See how XML works for business needs and RSS feeds Create consistency on the Web, or tag your data for different purposes Tag -- XML is it! XML tags let you share your format as well as your data, and this handy guide will show you how. You'll soon

be using this markup language to create everything from Web sites to business forms, discovering schemas and DOCTYPES, wandering the Xpath, teaming up XML with Office 2003, and more. Discover how to * Make information portable * Use XML with Word 2003 * Store different types of data * Convert HTML documents to XHTML * Add CSS to XML * Understand and use DTDs

A straight-talking guide to decoding the intricacies of flirting Many people are mortified by their flirting skills and get flustered when dealing with people they're attracted to. This easy-to-follow manual to mastering the art of flirting offers indispensable advice on working the dating scene and reinvigorating your love life. Exploring key areas including listening and communication skills, body language and self-image, *Flirting For Dummies* provides readers with all the tools they need to boost their self-confidence and engage with people in a natural and charming way. *Flirting For Dummies*: Features black and white photographs to provide examples of flirting in action Gives advice on getting to grips with flirting basics and how to get noticed Covers how to develop a killer rapport with body language Provides advice on taking the next step Gives 'Top Ten' tips such as opening lines and flirting faux pas About the author Elizabeth Clark is a renowned flirting and charisma expert. She has featured on ITV's *Des & Mel*, *BBC Breakfast*, and in a host of radio shows and press articles. Elizabeth is the founder of *Rapport Unlimited*- a company specialising in presentation skills training and keynote speaking. 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. 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. Coding For Dummies, (9781119293323) was previously published as Coding For Dummies, (9781118951309). While this version features a new Dummies cover and design, the content is the same as the prior release and should not be considered a new or updated product. Hands-on exercises help you learn to code like a pro No coding experience is required for Coding For Dummies, your one-stop guide to building a foundation of knowledge in writing computer code for web, application, and software development. It doesn't matter if you've dabbled in coding or never written a line of code, this book guides you through the basics. Using foundational web development languages like HTML, CSS, and JavaScript, it explains in plain English how coding works and why it's needed. Online exercises developed by Codecademy, a leading online code training site, help hone coding skills and demonstrate results as you practice. The site provides an environment where you can try out tutorials built into the text and see the actual output from your coding. You'll also gain access to end-of-chapter challenges to apply newly acquired skills to a less-defined assignment. So what are you waiting for? The current demand for workers with coding and computer science skills far exceeds the supply Teaches the foundations of web development languages in an easy-to-understand format Offers unprecedented opportunities to practice basic coding languages Readers can access online hands-on exercises and end-of-chapter assessments that develop and test their new-found skills If you're a student looking for an introduction to the basic concepts of coding or a professional looking to add new skills, Coding For Dummies has you covered. 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. The fast and easy way to ace your statics course Does the study of statics stress you out? Does just the thought of mechanics make you rigid? Thanks to this book, you can find balance in the study of this often-intimidating subject and ace even the most challenging university-level courses. Statics For Dummies gives you easy-to-follow, plain-English explanations for everything you need to grasp the study of statics. You'll get a thorough introduction to this foundational branch of engineering and easy-to-follow coverage of solving problems involving forces on bodies at rest; vector algebra; force systems; equivalent force systems; distributed forces; internal forces; principles of equilibrium; applications to trusses, frames, and beams; and friction. Offers a comprehensible introduction to statics Covers all the major topics you'll encounter in university-level courses Plain-English guidance help you grasp even the most confusing concepts If you're currently enrolled in a statics course and looking for a friendlier way to get a handle on the subject, Statics For Dummies has you covered. Head's up - this book was published in 1994! Check out Excel 2019 For Dummies for the most up-to-date information! I imagine you

landed here because you're trying to figure out Excel and know the For Dummies books are a great way to find fast answers. Just so you know, this edition of Excel For Dummies covers a version of the application that's been updated 10 times since we published the book. For the most current info, search for "Excel 2019 For Dummies." The good news is Excel hasn't changed so much in all those years, so a lot of this book is still usable. We're humbled that people still give it great reviews. The better news is there's a version of Excel For Dummies for every version of the application released since then. If you don't want to take your chances on a book published before there was a Google or an Amazon, look for the version of the book specific to the version of Excel you're using, such as Excel 2019 All-in-One For Dummies. Your ultimate one-stop networking reference

Designed to replace that groaning shelf-load of dull networking books you'd otherwise have to buy and house, *Networking All-in-One For Dummies* covers all the basic and not-so-basic information you need to get a network up and running. It also helps you keep it running as it grows more complicated, develops bugs, and encounters all the fun sorts of trouble you expect from a complex system. Ideal both as a starter for newbie administrators and as a handy quick reference for pros, this book is built for speed, allowing you to get past all the basics—like installing and configuring hardware and software, planning your network design, and managing cloud services—so you can get on with what your network is actually intended to do. In a friendly, jargon-free style, Doug Lowe—an experienced IT Director and prolific tech author—covers the essential, up-to-date information for networking in systems such as Linux and Windows 10 and clues you in on best practices for security, mobile, and more. Each of the nine minibooks demystifies the basics of one key area of network management. Plan and administrate your network Implement virtualization Get your head around networking in the Cloud Lock down your security protocols

The best thing about this book? You don't have to read it all at once to get things done; once you've solved the specific

issue at hand, you can put it down again and get on with your life. And the next time you need it, it'll have you covered. Does just thinking about the laws of motion make your head spin? Does studying electricity short your circuits? Do the complexities of thermodynamics cool your enthusiasm? Thanks to this book, you don't have to be Einstein to understand physics. As you read about Newton's Laws, Kepler's Laws, Hooke's Law, Ohm's Law, and others, you'll appreciate the For Dummies law: The easier we make it, the faster people understand it and the more they enjoy it! Whether you're taking a class, helping kids with homework, or trying to find out how the world works, this book helps you understand basic physics. It covers: Measurements, units, and significant figures Forces such as displacement, speed, and acceleration Vectors and physics notation Motion, energy, and waves (sound, light, wave-particle) Solids, liquids, and gases Thermodynamics Electromagnetism Relativity Atomic and nuclear structures

Steven Holzner, Ph.D. earned his B.S. at MIT and his Ph.D. at Cornell, where he taught Physics 101 and 102 for over 10 years. He livens things up with cool physics facts, real-world examples, and simple experiments that will heighten your enthusiasm for physics and science. The book ends with some out-of-this world physics that will set your mind in motion: The possibility of wormholes in space The Big Bang How the gravitational pull of black holes is too strong for even light to escape May the Force be with you!

A solid introduction to the practices, plans, and skills required for developing a smart system architecture Information architecture combines IT skills with business skills in order to align the IT structure of an organization with the mission, goals, and objectives of its business. This friendly introduction to IT architecture walks you through the myriad issues and complex decisions that many organizations face when setting up IT systems to work in sync with business procedures. Veteran IT professional and author Kirk Hausman explains the business value behind IT architecture and provides you with an action plan for implementing IT architecture procedures in

an organization. You'll explore the many challenges that organizations face as they attempt to use technology to enhance their business's productivity so that you can gain a solid understanding of the elements that are required to plan and create an architecture that meets specific business goals. Defines IT architecture as a blend of IT skills and business skills that focuses on business optimization, business architecture, performance management, and organizational structure Uncovers and examines every topic within IT architecture including network, system, data, services, application, and more Addresses the challenges that organizations face when attempting to use information technology to enable profitability and business continuity While companies look to technology more than ever to enhance productivity, you should look to IT Architecture For Dummies for guidance in this field. "A must for anyone interested in the Roman Empire and its impact on world history." —Tony Robinson, star of Blackadder and Time Team This entertaining and informative guide is the perfect introduction to the amazing world of ancient Rome and its emperors, epic wars, awesome architecture, heroes, and villains. With a complete rundown of Roman history alongside fascinating insights into the lives of everyday Romans, you'll discover the amazing people and events involved in the rise and fall of one of the greatest of all ancient civilizations and how its influence is felt around the world today. If you've tuned into any of several TV shows focused on Rome and want to learn more about this fascinating part of history, The Romans For Dummies is the book for you. Schoolteachers and lecturers looking for light-hearted inspiration for lessons will also benefit from this riotous Roman adventure chronicling the rise and fall of the Empire. The Romans For Dummies is an accessible guide written in plain English giving you the fascinating facts of this ancient civilization. You'll learn about the following (and more): How Roman society was divided into classes The assemblies that ruled Rome Why villas were important to the Romans Details about the Roman army, including a Roman soldier's equipment

The wonder of Roman architecture, cities, roads, aqueducts, and sewers Everything you ever wanted to know about gladiators and then some The importance of Roman temples, shrines, and the gods How Rome became a republic, an empire, and then collapsed Additionally, you'll learn about turning points in Roman history, (mostly) good and (some) bad Romans, Rome's greatest enemies, and great places to visit you won't want to miss on your next Roman holiday. Grab a copy of *The Romans For Dummies* to discover this and so much more. Guy de la Bédoyère is a historian, archaeologist, and Roman expert, he is well known for his numerous books and appearances on TV, especially Channel 4's *Time Team*. Time-tested advice on *Windows 10 For Dummies* remains the #1 source for readers looking for advice on Windows 10. Expert author Andy Rathbone provides an easy-to-follow guidebook to understanding Windows 10 and getting things done based on his decades of experience as a Windows guru. Look inside to get a feel for the basics of the Windows interface, the Windows apps that help you get things done, ways to connect to the Internet at home or on the go, and steps for customizing your Windows 10 experience from the desktop wallpaper to how tightly you secure your computer.

- Manage user accounts
- Customize the start menu
- Find and manage your files
- Connect to a printer wirelessly

Revised to cover the latest round of Windows 10 updates, this trusted source for unleashing everything the operating system has to offer is your first and last stop for learning the basics of Windows! Strum a tune on your ukulele—no Hawaiian shirt required! Picture it now: the sun sets over the shimmering sea, and, as the beach bar falls quiet, you begin strumming Queen Liliuokalani's "Aloha 'Oe" to a mesmerized crowd. ... Okay, while this doesn't happen every day for ukulele-players, you'll still have a lot of fun learning your favorite tunes on your ukulele. Widely associated with Hawaiian music, the ukulele has exploded in popularity in recent years as kids and adults alike have started their music education with a uke or added it to their collection of

instruments. Learning to play this versatile instrument is made easier for the experience and inexperienced alike with this new edition of Ukulele For Dummies. Following its straightforward instructions, you'll pick your way from the basics of purchasing your ukulele and accessories to confidently strumming through simple chord progressions and jamming through various styles and standards, including pop, folk, and those much-loved holiday favorites. Aloha, Santa Claus! Buy the right ukulele for you Perfect your pick and fret Practice with downloadable audio Get the best ukulele apps Whatever you want from your ukulele adventure—strumming on the beach or adding its island style to your distinctive new pop sound—Ukulele For Dummies will have you making a big splash with this tiny instrument in aloha no time at all! 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. 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 Go from beginner to builder quickly with this hands-on JavaScript guide Coding with JavaScript For Dummies provides easy, hands-on instruction for anyone looking to learn this popular client-side language. No experience? No problem! This friendly guide starts from the very beginning and walks you through the basics, then shows you how to apply what you've learned to real projects. You'll start building right away, including web page elements and simple applications, so you can immediately see how JavaScript is used in the real world. Online exercises allow you to test your code and expand your skills, and the easy-to-follow instruction provides step-by-step guidance toward understanding the JavaScript syntax, applications, and language. JavaScript enhances static web pages by providing dynamic elements that can adapt and react to user action. It's a need-to-know tool for aspiring web designers, but anyone can benefit from understanding this core development language. Coding with JavaScript For Dummies takes you from beginner to builder quickly as you: Learn what JavaScript does, how it works, and where to use it Master the core elements of JavaScript and

immediately put it to work Build interactive web elements and try out your code online Create basic applications as you apply JavaScript to the app development workflow Anytime a website responds to your movement around the screen, that's JavaScript. It makes websites more functional, more beautiful, and more engaging, and your site visitors will demand nothing less. If you want to build a better website, you need JavaScript. If you need JavaScript, Coding with JavaScript For Dummies gets you started off quickly and painlessly, with plenty of hands-on practice.

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