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How many self-help books are written by authors whose biggest success is selling self-help books? Three Simple Steps is different. Despite stock market crashes, dot-com busts, and the specter of recession, the author started a virtual company from home, using a few thousand dollars of his savings. A few years later, without ever hiring an employee or leaving his home office, he sold it for more than \$100 million. As the economy slipped into another free fall, he did this again with a company in a different field. He accomplished this through no particular genius. Rather, he studied the habits of the many successful men and women who preceded him, and developed three simple rules that, if followed diligently, virtually ensure success. Using them first to escape poverty, then to achieve a life of adventures, he finally turned them toward financial independence. Written in a straightforward and no-nonsense style, Three Simple Steps shows you how to take back control of your destiny and reshape your mind for increased creativity, serenity and achievement. While building on the wisdom of great thinkers and accomplished individuals from East and West, Three Simple Steps isn't a new age text or guide to esoteric fulfillment. Rather, it's a practical guide to real-life achievement by a pragmatic businessman who attributes his incredible successes to these very simple ideas. Three Simple Steps is a must-read guide for everyone who wants to achieve more, live better and be happier.

Arduino in easy steps is for anyone wanting to get started with Arduino - the popular circuit board that allows users to build a variety of circuits. For artists, designers, hobbyists and anyone interested in creating interactive objects or environments. Arduino is the first widespread Open Source Hardware platform. It was launched in 2005 to simplify the process of electronic prototyping and it enables everyday people with little or no technical background to build interactive products. The Arduino ecosystem is a combination of three different elements: A small electronic board manufactured in Italy that makes it easy and affordable to learn to program a microcontroller, a type of tiny computer found inside millions of everyday objects. A free software application used to program the board. An online community, connecting thousands of people with others to contribute and ask for help with projects. Arduino in easy steps begins with an explanation of what Arduino is, why it came into being and what can be done with it. We see what is required both in terms of hardware and software, plus the writing of code that makes it actually work. The Arduino environment has to be installed and set up on the user's computer and Arduino in easy steps provides full instructions for doing this with all the operating systems – Windows, Mac OS X, and Linux. The book explains what tools are required to build Arduino projects and also runs through certain techniques, such as soldering, that will be needed. Arduino in easy steps then provides a primer in basic electricity and electronics, which will help the reader to understand how electronic circuits work and how to build them. This is followed by another primer, this time on how to write the code that will enable users to program their projects, plus how to debug that code. To illustrate how to use Arduino, there is a chapter detailing a number of typical projects. For each of these projects, the required components, the schematic diagram, and the code are provided. The book also takes a look at how to extend the basic Arduino board with the use of shields. These enable the user to construct larger and more complex projects. Finally, Arduino in easy steps details where the reader can get further information and help on Arduino, advice on how and where to buy Arduino and other required electronic parts, and where to find ready-made code that can be freely downloaded.

Table of Contents Chapter One – What is Arduino? Chapter Two – The Arduino Kitbag Chapter Three – Tools Chapter Four – Installing Arduino Chapter Five – Electricity Chapter Six – Circuits Chapter Seven – Sketches Chapter Eight – Programming Chapter Nine – Debugging Chapter Ten – Projects Chapter Eleven – Expanding with Shields Chapter Twelve – Resources

Now in full colour, HTML 4 in easy steps teaches the reader how to write computer programs using the HTML language. It covers all the essential features of this complex topic and guides the reader gently through, to enable them to produce web pages and then to publish them to the Web. A comprehensive guide to everything the reader will need to get to grips with HTML, CSS and JavaScript - all in easy steps!

Are you struggling to stay afloat in a sea of paperwork, emails, meetings and an ever-growing to-do list? Are you working longer and longer hours in a vain attempt to catch up and, any time you do, they drop another pile of work on you? Don't worry, you are not alone and help is at hand. You don't need work to longer hours or even harder, you need to work smarter by making the time you spend at work really effective. You can do it and you will be amazed at how much more you can get done when you optimize your time. Effective Time Management in easy steps will show you how, not just by working more effectively now but also how to plan your future career. And you'll have more free time outside work plus the energy to enjoy it. This book will show you, in easy steps, how to:

- Understand what you spend your time on now and how much of it is wasted
- Identify your long-term goals and plan how to get there
- Identify the things that really matter and prioritize them
- How to use your time most effectively and organize your work
- Understand how to read, write, use the 'phone and manage emails effectively
- Learn how to say No and deal with interruptions
- Make meetings more effective
- Make the most out of home working
- Reduce stress and make the most out of life
- Develop your own personal action plan

Table of Contents Introduction Time Flies Priorities More on Time Getting Organized Saying No Distractions Effective Meetings Effective Delegation Home Working Stress Life and Everything Personal Action Plan Smart speakers are becoming more and more common in the home. These are devices that use a voice-controlled digital personal assistant to perform a range of everyday tasks. One of the most popular of these is Alexa, which operates on the Amazon Echo smart speaker. Alexa for Seniors in easy steps shows the Senior reader how to use Alexa to help with everyday tasks, and to give you peace of mind and keep you safe, including: Setting reminders and alerts for: taking medication upcoming appointments paying bills daily/weekly/monthly household tasks calling relatives and friends birthdays and anniversaries – get Alexa to remind you to send cards and presents in time ...and anything else you need reminding about Making hands-free phone calls if you can't reach the phone Setting and controlling smart home devices like smart heating and smart lighting Getting the weather forecast, latest news, and sports results Playing music and listening to the radio Playing games Doing shopping online And much, much more! Alexa for Seniors in easy steps guides you through setting up your Alexa-enabled device, so you don't have to ask the kids! Presented in larger font for easy reading – in the familiar In Easy Steps style. JavaScript in easy steps, now in its third edition, instructs the reader how to add functionality (logic) and dynamic effects (DHTML) to web pages. It contains separate chapters on all major features of the JavaScript language. There are code examples and browser screenshots illustrating each aspect of JavaScript. This popular title is updated for the Document Object Model used by modern browsers and includes examples showing how to develop Rich Internet Applications (RIAs) using the latest techniques employing Asynchronous JavaScript And XML (AJAX). Introducing JavaScript · Performing Operations · Making Statements · Using arrays · Date and Time · Doing Mathematics · Addressing Page Objects · Window Properties · Document Properties · Form Properties · Event Handler · JavaScript in DHTML · JavaScript in e-commerce Scratch Programming in easy steps, 2nd edition introduces readers to Scratch, a programming language that is widely used on the Raspberry Pi and in schools and begins with a foreword by Mitchel Resnick, Professor of Learning Research at the MIT Media Lab, which created Scratch. Scratch makes it easy to create your own games, animations, music, art or applications. It's the perfect way to learn programming because it takes away a lot of the complexity. That means you can focus on having great ideas and bringing them to life. With this book as your companion, you'll learn how to: Design, build and share your own programs Create addictive arcade games, quizzes and word games Make computer-generated art Play your favourite music and compose your own tunes Use variables, lists, loops, broadcasts and operators to create sophisticated software Avoid common programming pitfalls and bugs Interact with webcam video and the sensors on a PicoBoard Scratch Programming in easy steps, 2nd edition is fully updated for Scratch 3.0, the latest version of Scratch. Includes examples of using the micro:bit to control Scratch projects and using text-to-speech to speak aloud - new features in Scratch 3.0. This title instructs the reader how to script dynamic web pages using the popular jQuery JavaScript library, giving complete examples that illustrate each aspect with colourised source code. InDesign in easy steps, 3rd edition helps the reader to master the essentials of Adobe's InDesign, and then enjoy the full creative potential of this popular desktop publishing software. This book breaks down complex functions into easy-to-follow learning sequences. Millions of children and young people worldwide are using Scratch to make their own games and animations. Following on from the success of Scratch Programming in easy steps, Cool Scratch Projects in easy steps gives you great ideas to create computer games and other projects that'll impress your friends and family – and you'll have endless fun creating and playing them! The book provides step-by-step instructions for building projects that show off some of the cool things you can do with Scratch. It starts with two simple projects to get you started. Find out how to: • Make a game with animated cartoon characters • Build a drum machine and make random music • Use anaglyph glasses for 3D effects and 3D Art • Design amazing mazes in a 3D environment • Create your own stop motion films • Use the ScratchJr app to create games and interactive stories anywhere using your iPad or Android tablet Cool Scratch Projects in easy steps has projects for Scratch 2.0 on a PC/Mac and Scratch 1.4 on the Raspberry Pi, and includes a Raspberry Pi Camera Module project. Each project includes suggestions for customizing it, so you can make it your own! Table of Contents: Magic Mirror Gribbet! Drum Machine 12 Angry Aliens 3D Artist Space Mine 3D Maze Maker and Circuit Breaker 3D Maze Explorer 3D Maze Explorer: Finishing touches Sprites, Cameras, Action! Super Wheelie in ScratchJr Five shorties Coding for Kids in easy steps shows how to: · create web pages using HTML (HyperText Markup Language) · add style to web pages using CSS (Cascading Style Sheets) · make interactive web pages using JavaScript programming Coding for Kids in easy steps has an easy-to-follow style that demonstrates coding for web pages in clear examples. It begins by explaining how to make and test a basic web page, then demonstrates how to add text, pictures, links, tables, lists, and buttons to a web page. Next, the reader learns how to specify content color, font, position, and visibility. The book then shows how to add functionality so that web pages can react to user actions. The final chapter brings everything together with a step-

by-step example that builds a fun web page containing an interactive game for PC, tablet, or smartphone. Coding for Kids in easy steps assumes the reader has no previous coding experience so is ideal for the newcomer to HTML, CSS, and JavaScript technologies. Get the FREE downloadable sample code to easily check and correct your own code. Table of Contents: Get started with web pages Create web page content Make lists and tables React to clicks Get started with style sheets Get started with scripts Build blocks of code Use built-in functions Grab web page objects Put it all together Python in easy steps, 2nd edition instructs you how to program in the powerful Python language, giving complete examples that illustrate each aspect with colorized source code. Python in easy steps, 2nd edition begins by explaining how to install the free Python interpreter so you can quickly begin to create your own executable programs by copying the book's examples. It demonstrates all the Python language basics before moving on to provide examples of Object Oriented Programming (OOP) and CGI scripting to handle web form data. The book concludes by demonstrating how you can use your acquired knowledge to create and deploy graphical windowed applications. Python in easy steps, 2nd edition makes no assumption you have previous knowledge of any programming language so it's ideal for the newcomer to computer programming. It has an easy-to-follow style that will appeal to programmers moving from another programming language, and to the student who is studying Python programming at school or college, and to those seeking a career in computing who need a fundamental understanding of computer programming. The Python 3.x language is under active development so frequent new releases are made available as small improvements are added to the language and Python in easy steps, 2nd edition features the very latest versions of Python at the time of publication. Python development is one of evolution, rather than revolution, so the examples provided in the book can be used in subsequent releases – simply download the latest version of Python then follow the easy steps. Python is the language used to program the Raspberry Pi - covered by Raspberry Pi in easy steps and Raspberry Pi 3 in easy steps. This second edition is updated to cover Python 3.10. Chromebooks in easy steps illustrates all the clever features of this versatile, budget-friendly alternative to a Windows laptop or MacBook. Covering all Chromebook models, it:

- Demystifies what a Chromebook is and how it differs from other types of laptops and tablets.
- Shows how to get your Chromebook up and running in no time.
- Guides you through the Chrome web browser, Gmail and other key apps such as Docs, Sheets, and Slides.
- Reveals how to make video calls using a variety of services, to stay in touch with friends and family.
- Shows how to connect your Chromebook to external devices including printers.
- Demonstrates how to upload and organise your photos, videos, and documents in the Cloud.
- Covers how to make documents available offline when you don't have an internet connection.
- Guides you through how to watch TV and movies, and how to download and use Android apps and games.
- Provides guidance on maintenance and troubleshooting. Ideal for anyone new to the Chromebook, including Senior readers.

Table of Contents: 1. Introducing Chromebooks 2. Getting Up and Running 3. Navigating the Chrome OS Desktop 4. Keyboard and Touchpad 5. Using the Chrome Browser 6. Communicating with Gmail 7. Google Drive 8. Office and Productivity 9. Media and Entertainment 10. Adding and Managing Apps 11. Video Calling 12. Casting and Connecting 13. Maintenance and Troubleshooting HTML5 in easy steps, 2nd edition instructs you how to employ the latest development for web page design with HyperText Markup Language (HTML5). Modern web browsers have united to support exciting new features of the HTML5 standard that allows easy creation of stunning web pages and engaging interactive applications. Contains examples and screenshots that illustrate each feature of HTML5, describing how to incorporate meta information about a document within its 'head' section and how to add structured 'body' content. You'll learn how to create web pages to display text, images, lists, tables, hyperlinks, forms, audio, and video - and also how to write script instructions that draw and animate graphics on embedded 'canvas' areas. Ideal for novices and professionals alike, this is a guide to using CSS. Users are guided step-by-step through the package and icons are used to highlight things to remember, warnings and useful tidbits of information. Kids teaching kids how to make the world happier, prettier, friendlier, kinder, safer, smarter, accepting, and loving. It's easy! HOW TO CHANGE THE WORLD IN 12 EASY STEPS was inspired by Eva Kor, a child survivor of Auschwitz. She always stressed to young audiences that even though a child, they had the power to change the world. Easy, simple gestures from picking up a piece of trash on the sidewalk, tidying a bedroom, accepting someone who is different, along with other gestures of kindness and thoughtfulness can make a big difference. The book could also serve as a starting point for a conversation on prejudice. Marie Letourneau's illustrations capture the warmth at the heart of this book, making it a fun, but life-changing read. What!? A "Self-Help" book on How to Suffer!? You must be kidding. Well YES and NO. YES in that it's a satirical roast of self-help books that promise everything and tell you it'll be easy (and it never is). NO in that it turns out that looking at and dealing with suffering is the Gorilla in the room that everyone avoids, to our own undoing. And YES there is some kidding around, as a humorous approach is the best way to sneak up on the mothership of bad times: Suffering. And NO you won't have to suffer to read it! Following the 10 Easy Steps (just

do the opposite and don't suffer) there is the Suffering Hall of Fame, and then the 6 Slippery Steps to End, or at least change, your suffering state. Chapters include: Buddha Kicks the Habit (of Suffering), The Power of Not-Now, Beyond the Roast – Let's Get Real and The Pseudo Science of Suffering –in which you learn how to construct and use your very own Sufferometer. It's a lot for one little book, but then again it is a subject which consumes, directs and shapes so much of what we all do, and/or try not to do, in every day life. This is an introduction to the use of the Linux operating system and some of the popular applications that are bundled with most Linux distributions. This book aims to be the perfect hand-holding guide for those who have some experience of the Windows operating system but now want to explore Linux for the first time. The book begins by relating the evolution of Linux and examines various popular distributions such as RedHat, Mandrake and SuSE. It advises how to prepare a computer so that Linux can be installed alongside a Windows operating system - this means that Linux need not replace the familiar Windows environment. Step-by-step instructions are provided to allow the reader to install Linux on their own computer. These include screenshots of each step together with clear explanations and useful tips.

Chapter 1: Introducing Linux
Chapter 2: Installing Linux
Chapter 3: Configuring hardware for Linux
Chapter 4: Exploring the KDE desktop
Chapter 5: Surfing the web
Chapter 6: Touring the Linux file structure
Chapter 7: Handling files
Chapter 8: Working in a Linux office suite
Chapter 9: Creating graphics
Chapter 10: Playing sound and video
Chapter 11: Using the Linux shell
Chapter 12: Scripting for the shell
Chapter 13: Extending your Linux system

JavaScript in easy steps, 6th edition instructs the user how to create exciting web pages that employ the power of JavaScript to provide functionality. You need have no previous knowledge of any scripting language so it's ideal for the newcomer to JavaScript. By the end of this book you will have gained a sound understanding of JavaScript and be able to add exciting dynamic scripts to your own web pages. JavaScript in easy steps, 6th edition begins by explaining how to easily incorporate JavaScript code in an HTML document. Examples demonstrate how to use built-in JavaScript functions to work with Math, date and time, random numbers, cookies, text strings, and elements of web pages via the Document Object Model (DOM). You will learn how JavaScript is used with HTML submission forms and how JavaScript Object Notation (JSON) is used for asynchronous browser-server communication. The book examples provide clear syntax-highlighted code showing how to create behaviors for an HTML document to endow components with interactive functionality, to illustrate each aspect of JavaScript. JavaScript in easy steps, 6th edition has an easy-to-follow style that will appeal to anyone who wants to add functionality to their web pages. It will appeal to programmers who want to quickly add JavaScript to their skills set, and to the student who is studying website design at school or college, and to those seeking a career in web development who need an understanding of client-side scripting. Fully updated since the previous edition, which was published in 2013. Table of Contents: 1. Get Started in JavaScript 2. Perform Useful Operations 3. Manage the Script Flow 4. Use Script Objects 5. Control Numbers and Strings 6. Address the Window Object 7. Interact with the Document 8. Create Web Applications 9. Produce Script Magic

C# Programming in easy steps, 2nd edition guides the reader through C# language basics, including variables, arrays, logic, looping, methods, and classes, and how to install the Visual Studio Community Edition. Then it moves on to Object Oriented Programming. GO Programming in easy steps has an easy-to-follow style that will appeal to anyone who wants to begin coding computer programs with Google's Go programming language. The code in the listed steps within the book is color-coded making it easier for beginners to grasp. You need have no previous knowledge of any computer programming language so it's ideal for the newcomer. GO Programming in easy steps instructs you how to write code to create your own computer programs. It contains separate chapters demonstrating how to store information in data structures, how to control program flow using control structures, and how to create re-usable blocks of code in program functions. There are complete step-by-step example programs that demonstrate each aspect of coding, together with screenshots that illustrate the actual output when each program is executed. GO Programming in easy steps begins by explaining how to easily create a programming environment on your own computer, so you can quickly begin to create your own working programs by copying the book's examples. After demonstrating the essential building blocks of computer programming it describes how to use data abstraction for object-oriented programming and demonstrates how to code goroutines and channels for concurrency in your programs. Table of Contents 1. Get Started 2. Store Values 3. Perform Operations 4. Control Flow 5. Produce Functions 6. Build Structures 7. Create Arrays 8. Harness Time 9. Manage Data 10. Handle Input 11. Employ Concurrency 12. Request Responses

The bills are piling up... The kids need a ride to practice... And you're eating on the run. Thankfully, there are Simple Steps to make a woman feel calm again. Many women crave a sense of order and control, but have no idea how to attain it-and find themselves overwhelmed with a thousand daily details. Now, the women who established the popular Simple Steps program show readers how to calm and simplify their life in just ten weeks. Each week, women will learn a new Simple Step for addressing key areas in their lives: weight, health, home, and spirit. And before they know it,

they'll be breathing easier...and living better than ever before. The Raspberry Pi is an inexpensive programmable credit-card sized computer that plugs into your TV and a keyboard. It can be used for many of the things that your PC does, like spreadsheets, word-processing and playing games, but its real purpose is to inspire children (and adults) to learn how to program. Over five million Raspberry Pis have been sold worldwide, so far! Raspberry Pi 3 in easy steps starts with the basic components you'll need, setting up the system and logging into the console. Then, in easy steps, it introduces you to the Raspbian operating system that is optimized for the Raspberry Pi. You'll learn how to customize the look and feel of your system, how to navigate the file system, and how to use the powerful system 'shell' to make things happen for you. The new GPIO interface is fully described, and the new NOOBS installer is also described for setup. Raspberry Pi 3 in easy steps enables complete beginners to create their very own computer programs with the Scratch visual programming environment. It also instructs programming in the high-level (human-readable) Python programming language, which is processed by the Python 'interpreter' to produce results fast. Examples demonstrate how to use the included Python 'pygame' module, to make your own games, and how to use the included 'Tkinter' module to create graphical windowed apps. Raspberry Pi 3 in easy steps also illustrates how to control electrical input and output on the Raspberry Pi header from Python scripts, including lighting a lamp, adding more buttons and controlling projects. With the knowledge gained from this book the reader can confidently advance to any future electronic Raspberry Pi project or other explore other programming environments. Covers the latest versions of Python. Java in easy steps, 7th edition instructs you how to easily create your own Java programs. The book contains separate chapters on the major features of the Java language. Complete example programs with colorized code illustrate each important aspect of Java programming - all in easy steps. This book assumes no previous knowledge of any programming language so it's ideal for the newcomer to computer programming. Each chapter builds your knowledge of Java. By the end of this book you will have gained a sound understanding of the Java language and be able to write your own Java programs and compile them into executable files that can be run on any Java-enabled device. This 7th edition of Java in easy steps covers the many exciting features of Java, including: How to quickly run statements in the interactive shell named jshell - similar to the Python interpreter. How to make programs with the javac compiler and execute them with the java runtime. How to produce interactive Windows apps that can be easily distributed as jar program bundles. How to create mobile device apps using Java functionality within the Android operating system. All examples illustrated in the book work in Oracle JDK and OpenJDK. Windows 11 for Seniors in easy steps is written with older citizens in mind and takes you through Windows 11 essentials, a step at a time. Windows 10 in easy steps, 6th edition is updated for the forthcoming Windows 10 Autumn/Fall 2021 (21H2) release, and provides full-color and comprehensive coverage of the latest Windows operating system and shows how to get the most out of it, whether you are using a desktop computer or a mobile device. It details the new features and shows how these integrate with the more traditional elements of the operating system, including:Upgrading to Windows 10 and personalizing it for your needs.Getting to grips with the Windows 10 interface, navigating with the Start menu, the Start button, and the Taskbar.Customizing the live tiles feature, so that you can create your own look and feel.Accessing and downloading apps, and how to work with them and organize them.Working with files and folders, and using OneDrive for free storage and sharing files.Using Cortana, the Personal Digital Assistant, to search your computer or the web or to perform actions like opening apps or documents.Getting online with the web browser, Microsoft Edge, and keeping in touch by email and Skype.Perfecting photos, viewing movies, and playing music and games.Windows 10 is one of the most significant upgrades in Microsoft's history and Windows 10 in easy steps, 6th edition is ideal for newbies and for those wanting to quickly grasp the essentials in the 21H2 update. Without doubt HTML5 is the future of the web and HTML5 in easy steps demonstrates all you can achieve NOW in the latest browsers - all described in easy to follow steps. HTML5 in easy steps instructs you how to employ the latest development for web page design with HyperText Markup Language (HTML5). Modern web browsers have united to support exciting new features of the HTML5 standard that allows easy creation of stunning web pages and engaging interactive applications. HTML5 in easy steps contains examples and screenshots that illustrate each feature of HTML5, describing how to incorporate meta information about a document within its 'head' section and how to add structured 'body' content. You'll learn how to create web pages to display text, images, lists, tables, hyperlinks, forms, audio, and video - and also how to write script instructions that draw and animate graphics on embedded 'canvas' areas. Each chapter builds your knowledge so by the end of the book you'll have gained a sound understanding of HTML5. HTML5 in easy steps has an easy-to-follow style that will appeal to anyone looking to create compelling web pages for the latest browsers. Ideal for programmers who need to quickly learn the latest HTML5 techniques, students learning website design at school or college, those seeking a career in web development who need a thorough understanding of HTML5, and the enthusiast eager to build the latest HTML5 features into their

websites. SQL (Structured Query Language) is THE standard language used world-wide for database communication on all popular database software. It allows the storage and manipulation of data both on Windows platforms and on Unix-based platforms, such as Linux. SQL in easy steps, 4th edition begins by explaining how to download and install the free MySQL database server on both Windows and Linux platforms. This allows you to establish an environment in which to develop and administer your own databases. This book makes no assumption that you will have previous knowledge of any programming or scripting language so it's ideal for the newcomer to SQL. Each chapter builds your knowledge of executing database queries. The book contains exciting chapters on how to selectively extract data from within one, or more, databases and there are complete examples that illustrate each aspect of SQL. By the end of this book you will have gained a sound understanding of the Structured Query Language and be able to write your own SQL scripts to insert, extract, and manipulate data. SQL in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin using databases. It is suitable for those with little or no experience of SQL. This book will appeal to all who need a fundamental understanding of database administration with SQL: Web developers wanting to add database interaction to their web sites Programmers wanting to add SQL to their skills set Hobbyists who want to begin creating SQL scripts for upload to their own ISP Students or those seeking a career in computing. Free, downloadable source code is available from our website so you can check the code against your own work, and get started straight away! Are you making the most of this feature-packed spreadsheet? Excel 2019 in easy steps starts with the basics and then reveals the key clever features on offer – all in easy steps! Areas covered include: · Creating, editing and manipulating worksheets · Formulas, Functions, Tables, and importing data · Handy templates to give you a head start · Macros for everyday tasks to save time · Charts to get an overview of your data · What-if, Goal Seek and Optimization · Using the Excel Online app to share and collaborate on spreadsheets and workbooks · Adding images and illustrations to your spreadsheet to impress your colleagues! This primer illustrates how to use Excel to manage your finance and data effectively and easily – both at home and at work. Whether you're upgrading to Excel 2019 or new to spreadsheets, use this guide to get more out of Microsoft Excel! Table of Contents: 1. Introduction 2. Begin with Excel 3. Manage Data 4. Formulas and Functions 5. Excel Tables 6. Advanced Functions 7. Control Excel 8. Charts 9. Macros in Excel 10. Templates and Scenarios 11. Links and Connections PHP and MySQL in easy steps will teach the user to write PHP server-side scripts and how to make MySQL database queries. It has an easy-to-follow style that will appeal to: anyone who wants to begin producing data-driven web pages.web developers wanting to add database interaction to their web sites.the programmer who quickly wants to add PHP and MySQL to their skills set.the hobbyist who wants to begin creating scripts for upload to their own ISP.the student, and to those seeking a career in computing, who need a fundamental understanding of server-side programming with PHP and MySQL. PHP & MySQL in easy steps demonstrates by example how to produce data-driven web pages using the powerful PHP scripting language and the popular free MySQL database server. The book examples provide clear syntax-highlighted code showing how to selectively insert and extract data from databases for presentation on your web browser. PHP & MySQL in easy steps begins by explaining how to install a free web server, the PHP interpreter, and MySQL database server, to create an environment in which you can produce your very own data-driven server-side web pages. You will learn how to write PHP server-side scripts and how to make MySQL database queries. Examples illustrate how to store and retrieve Session Data, how to provide a Message Board, and how to create an E-Commerce Shopping Cart. This book assumes you have no previous experience of any programming or scripting language so is ideal for the newcomer to PHP and MySQL technologies. Résumé : Offering an invaluable tool for both newcomers and those upgrading from older versions, this clear, concise and colorful visual reference guide uses detailed images and easy-to-follow instructions to quickly get you up to speed with Word 2016. -- CSS in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin creating stylish web pages. It begins by explaining how Cascading Style Sheets (CSS) can determine the presentation of elements within HTML documents. Examples show how style sheet rules can control content position and appearance, and provide dynamic effects with animation, transformations, and transitions. You will also learn how to design responsive web pages that look great viewed on any device. Each chapter builds your knowledge of style sheets. By the end of this book you will have gained a sound understanding of CSS and be able to create your own exciting interactive web pages. CSS in easy steps, 4th edition contains examples that provide clear syntax-highlighted code showing how to selectively style elements of an HTML document and how to endow elements with interactive functionality, to illustrate each aspect of CSS. CSS in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin creating stylish web pages. It will appeal to programmers who want to quickly learn the latest style sheet techniques, and to the student who is studying website design at school or college, and to those seeking a career in web development who need a thorough

understanding of CSS. begins by explaining how Cascading Style Sheets (CSS) can determine the presentation of elements within HTML documents. Examples show how style sheet rules can control content position and appearance, and provide dynamic effects with animation, transformations, and transitions. You will also learn how to design responsive web pages that look great viewed on any device. Each chapter builds your knowledge of style sheets. By the end of this book you will have gained a sound understanding of CSS and be able to create your own exciting interactive web pages. CSS in easy steps, 4th edition contains examples that provide clear syntax-highlighted code showing how to selectively style elements of an HTML document and how to endow elements with interactive functionality, to illustrate each aspect of CSS. CSS in easy steps, 4th edition will appeal to programmers who want to quickly learn the latest style sheet techniques, and to the student who is studying website design at school or college, and to those seeking a career in web development who need a thorough understanding of CSS. The Raspberry Pi is a cheap, basic, programmable credit-card sized computer that plugs into your TV and a keyboard. It can be used for many of the things that your PC does, like spreadsheets, word-processing and playing games, but its real purpose is to inspire children (and grown-ups) to learn how to program. Over two million Raspberry Pis have been sold worldwide. The Raspberry Pi comes in two models: Model A has RAM, one USB port and no Ethernet (network connection) Model B has 256Mb RAM, two USB ports and an Ethernet port Raspberry Pi in easy steps starts with the basic components you'll need, the desktop and how to command the system. Then in easy steps, it shows how to use Python to create games, develop windowed apps using Tkinter, add animations using Scratch, control electrical input and output, and much more. Use Raspberry Pi in easy steps to have fun going back to basics and creating your own applications. HTML in easy steps, 9th edition demonstrates all you can achieve NOW in the latest browsers - all described in easy steps. Python in easy steps instructs you how to program in the powerful Python language, giving complete examples that illustrate each aspect with colourized source code. Python in easy steps begins by explaining how to install the free Python interpreter so you can quickly begin to create your own executable programs by copying the book's examples. It demonstrates all the Python language basics before moving on to provide examples of Object Oriented Programming (OOP) and CGI scripting to handle web form data. The book concludes by demonstrating how you can use your acquired knowledge to create and deploy graphical windowed applications. Python in easy steps makes no assumption you have previous knowledge of any programming language so it's ideal for the newcomer to computer programming. It has an easy-to-follow style that will appeal to programmers moving from another programming language, and to the student who is studying Python programming at school or college, and to those seeking a career in computing who need a fundamental understanding of computer programming. Python is the language used to program the Raspberry Pi - covered by Raspberry Pi in easy steps. Coding for Beginners in easy steps has an easy-to-follow style that will appeal to anyone, of any age, who wants to begin coding computer programs. You need have no previous knowledge of any computer programming language so it's ideal for the newcomer, including youngsters needing to learn programming basics for the school curriculum. Coding for Beginners in easy steps instructs you how to write code to create your own computer programs. It contains separate chapters demonstrating how to store information in data structures, how to control program flow using control structures, and how to create re-usable blocks of code in program functions. There are complete step-by-step example programs that demonstrate each aspect of coding, together with screenshots that illustrate the actual output when each program has been executed. Coding for Beginners in easy steps begins by explaining how to easily create a programming environment on your own computer, so you can quickly begin to create your own working programs by copying the book's examples. After demonstrating the essential building blocks of computer programming it describes how to code powerful algorithms and demonstrates how to code classes for Object Oriented Programming (OOP). The examples throughout this book feature the popular Python programming language but additionally the final chapter demonstrates a comparison example in the C, C++, and Java programming languages to give you a rounded view of computer coding. The code in the listed steps within the book is colour-coded to precisely match the default colour-coding of the Python IDLE editor, making it easier for beginners to grasp. By the end of this book you will have gained a sound understanding of coding and be able to write your own computer programs that can be run on any compatible computer. The "Bourne Again SHell" (Bash) is a powerful command-line shell interface that lets you communicate directly with the kernel at the heart of a computer's operating system for total control. Bash is the default shell for Unix-based operating systems Linux, Mac OS X, and Raspbian on Raspberry Pi devices, and is also available to Windows users on the Windows Subsystem for Linux (WSL) . This book will show you how to use the Bash command-line interface and how to employ Bash's programming abilities. Complete examples illustrate each aspect with colorized source code and full-color screenshots depict the actual output. Bash in easy steps begins by demonstrating Bash commands for system navigation and file manipulation so you will quickly become familiar with the command-line interface. It

explains all the BASH basics before moving on to describe advanced features such as command history, command-line editing, and environment customization. The book then introduces Bash programming with examples of flow control, command switches, input/output, and debugging - allowing you to create your own executable programs by copying the examples. Bash in easy steps has an easy-to-follow style that will appeal to:

- Users who are completely new to Unix-based operating systems
- Casual users who wish to expand their knowledge of their computer system
- Those who would like to learn coding skills by writing useful shell scripts
- The student who is studying programming at school or college
- Those seeking a career in computing and need a fundamental understanding of the BASH interpreter on Unix-based operating systems

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