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Develop and deliver a robust employee training and development program Training and Development For Dummies gives you the tools you need to develop a strong and effective training and development program. Covering the latest in talent development, this informative guide addresses classroom, virtual, and blended learning to open up your options and help you design the program that's right for your company. You'll explore the different modes of formal learning, including social learning, m-learning, and MOOCs, and delve into the benefits and implementation of self-directed and informal learning. The discussion covers mentoring and coaching, rotational and stretch assignments, and how to align talent development with the company's needs. You'll learn how to assess employee skills, design and deliver training, and evaluate each step of the process to achieve the goals of both the employee and the organization. Most employees have some weaknesses in their skill sets. A robust training program allows you to strengthen those skills, and a development program brings all employees up to the highest possible level of productivity and success. This book helps you create consistency in your company by developing and delivering the exact training and development program your people need. Develop a strong training and development program Foster a supportive and innovative work environment Learn about social learning, m-learning, and MOOCs Assess and evaluate your staff more effectively A great training and development program boosts performance, productivity, job satisfaction, and quality of services, while reducing costs and supervision. Investing in your employees gives an excellent ROI, as talent development is a primary driver behind both motivation and loyalty. Training and Development For Dummies shows you how to reap these benefits, with step by step guidance and essential expert insight. Tackle training and development the fun and easy way so you can share your specialized knowledge with others Millions of Americans train others as part of their jobs. Whether you're an employee training your co-workers on a new process or skill, a volunteer asked to train new volunteers, a chef training your staff, or a paramedic giving CPR training, it's just as important to know how to teach others as it is to know what you're talking about. It doesn't matter how much you know about your subject if you can't share it with others. And that's where Training For Dummies comes in—it offers all the nuts and bolts of training for anyone who has to educate others on any subject and in any field—and it's written in plain English. Covering all the modern, interactive instructional methods and dynamic training approaches available, this hands-on guide will help you inspire trainees and keep them engaged throughout the training program. You'll discover: How to master the jargon of training The keys to using audio and visual aids effectively How to prepare for the training certification process Helpful ways to evaluate your results and improve your tactics Tips, techniques, and tidbits for enhancing your training sessions Methods that improve trainee participation Alternatives to the traditional lecture method Tactics for gauging and managing group dynamics Strategies for addressing problems in the classroom Hints for understanding and adapting to different learning styles Resources and other extra material you can immediately use The book has a part dedicated to the training profession, so if you're interested in becoming a professional trainer, you'll learn how to upgrade your skills and knowledge and what the trainer certification process entails. You'll also gain a perspective on other aspects of the field of training. Additionally, Training For Dummies shows you ways to inject humor into your training sessions, ideas for saving time in the training room, and icebreakers that actually break the ice. Get your own copy to start flexing your training muscle today. Your one-stop guide to becoming a product management prodigy Product management plays a pivotal role in organizations. In fact, it's now considered the fourth most important title in corporate America—yet only a tiny fraction of product managers have been trained for this vital position. If you're one of the hundreds of thousands of people who hold this essential job—or simply aspire to break into a new role—Product Management For Dummies gives you the tools to increase your skill level and

manage products like a pro. From defining what product management is—and isn't—to exploring the rising importance of product management in the corporate world, this friendly and accessible guide quickly gets you up to speed on everything it takes to thrive in this growing field. It offers plain-English explanations of the product life cycle, market research, competitive analysis, market and pricing strategy, product roadmaps, the people skills it takes to effectively influence and negotiate, and so much more. Create a winning strategy for your product Gather and analyze customer and market feedback Prioritize and convey requirements to engineering teams effectively Maximize revenues and profitability Product managers are responsible for so much more than meets the eye—and this friendly, authoritative guide lifts the curtain on what it takes to succeed. The updated edition of the bestselling guide to Android app development If you have ambitions to build an Android app, this hands-on guide gives you everything you need to dig into the development process and turn your great idea into a reality! In this new edition of *Android App Development For Dummies*, you'll find easy-to-follow access to the latest programming techniques that take advantage of the new features of the Android operating system. Plus, two programs are provided: a simple program to get you started and an intermediate program that uses more advanced aspects of the Android platform. Android mobile devices currently account for nearly 80% of mobile phone market share worldwide, making it the best platform to reach the widest possible audience. With the help of this friendly guide, developers of all stripes will quickly find out how to install the tools they need, design a good user interface, grasp the design differences between phone and tablet applications, handle user input, avoid common pitfalls, and turn a "meh" app into one that garners applause. Create seriously cool apps for the latest Android smartphones and tablets Adapt your existing apps for use on an Android device Start working with programs and tools to create Android apps Publish your apps to the Google Play Store Whether you're a new or veteran programmer, *Android App Development For Dummies* will have you up and running with the ins and outs of the Android platform in no time. Develop faster with DevOps DevOps embraces a culture of unifying the creation and distribution of technology in a way that allows for faster release cycles and more resource-efficient product updating. *DevOps For Dummies* provides a guidebook for those on the development or operations side in need of a primer on this way of working. Inside, DevOps evangelist Emily Freeman provides a roadmap for adopting the management and technology tools, as well as the culture changes, needed to dive head-first into DevOps. Identify your organization's needs Create a DevOps framework Change your organizational structure Manage projects in the DevOps world *DevOps For Dummies* is essential reading for developers and operations professionals in the early stages of DevOps adoption. Your one-stop guide to programming with Java If you've always wanted to program with Java but didn't know where to start, this will be the java-stained reference you'll turn to again and again. Fully updated for the JDK 9, this deep reference on the world's most popular programming language is the perfect starting point for building things with Java—and an invaluable ongoing reference as you continue to deepen your knowledge. Clocking in at over 900 pages, *Java All-in-One For Dummies* takes the intimidation out of learning Java and offers clear, step-by-step guidance on how to download and install Java tools; work with variables, numbers, expressions, statements, loops, methods, and exceptions; create applets, servlets, and *JavaServer* pages; handle and organize data; and so much more. Focuses on the vital information that enables you to get up and running quickly with Java Provides details on the new features of JDK 9 Shows you how to create simple Swing programs Includes design tips on layout, buttons, and labels Everything you need to know to program with Java is included in this practical, easy-to-use guide! Everything you need to get running with IaaS for Amazon Web Services Modern businesses rely on Infrastructure-as-a-Service (IaaS)—a setup in which someone else foots the bill to create application environments—and developers are expected to know how to write both platform-specific and IaaS-supported applications. If you're a developer who writes desktop and web applications but have little-to-no experience with cloud development, this book is an essential tool in getting started in the IaaS environment with Amazon Web Services. In *Amazon Web Services For Developers For Dummies*, you'll quickly and easily get up to speed on which language or platform will work best to meet a specific need, how to work with management consoles, ways you'll interact with services at the command line, how to create applications with the AWS API, and so much more. Assess development options to produce the kind of result that's actually needed Use the simplest approach to accomplish any given task Automate tasks using something as simple as the batch processing features offered by most platforms Create example applications using JavaScript, Python, and R Discover how to use the XML files that appear in the management console to fine tune your configuration Making sense of Amazon Web Services doesn't have to be as difficult as it seems—and this book shows you how. Start building powerful programs with Java 6—fast! Get an overview of Java 6 and begin building your own programs Even if you're new to Java programming—or to programming in general—you can get up and running on this wildly popular language in a hurry. This book makes it easy! From how to install and run Java to understanding classes and objects and juggling values with arrays and collections, you will get up to speed on the new features of Java 6 in no time. Discover how to Use object-oriented programming Work with the changes in Java 6 and JDK 6 Save time by reusing code Mix Java and Javascript with the new scripting tools Troubleshoot code problems and fix bugs All on the bonus CD-ROM Custom build of JCreator and all the code files used in the book Bonus chapters not included in the book Trial version of Jindent, WinOne, and NetCaptor freeware System Requirements: For details and complete system requirements, see the CD-ROM appendix. Note: CD-ROM/DVD and other supplementary materials are not included as

part of eBook file. The fun and friendly guide to creating applications on the Android platform The popularity of the Android market is soaring with no sign of slowing down. The open nature of the Android OS offers programmers the freedom to access the platform's capabilities and this straightforward guide walks you through the steps for creating amazing Android applications. Android programming expert Donn Felker explains how to download the SDK, get Eclipse up and running, code Android applications, and submit your finished products to the Android Market. Featuring two sample programs, this introductory book explores everything from the simple basics to more advanced aspects of the Android platform. Takes you soup through nuts of developing applications for the Android platform Begins with downloading the SDK, then explains how to code Android applications and submit projects to the Android Market Written by Android guru Donn Felker, who breaks every aspect of developing applications for the Android platform into easily digestible pieces No matter your level of programming experience, Android Application Development For Dummies is an ideal guide for getting started with developing applications for the Android platform. The one-stop resource for all your Python queries Powerful and flexible, Python is one of the most popular programming languages in the world. It's got all the right stuff for the software driving the cutting-edge of the development world—machine learning, robotics, artificial intelligence, data science, etc. The good news is that it ' s also pretty straightforward to learn, with a simplified syntax, natural-language flow, and an amazingly supportive user community. The latest edition of Python All-in-One For Dummies gives you an inside look at the exciting possibilities offered in the Python world and provides a springboard to launch yourself into wherever you want your coding career to take you. These 7 straightforward and friendly mini-books assume the reader is a beginning programmer, and cover everything from the basic elements of Python code to introductions to the specific applications where you'll use it. Intended as a hands-on reference, the focus is on practice over theory, providing you with examples to follow as well as code for you to copy and start modifying in the "real world"—helping you get up and running in your area of interest almost right away. This means you'll be finishing off your first app or building and remote-controlling your own robot much faster than you can believe. Get a thorough grounding in the language basics Learn how the syntax is applied in high-profile industries Apply Python to projects in enterprise Find out how Python can get you into hot careers in AI, big data, and more Whether you're a newbie coder or just want to add Python to your magic box of tricks, this is the perfect, practical introduction—and one you'll return to as you grow your career. Master your mind, manage stress and boost your productivity! Mindfulness at Work For Dummies provides essential guidance for employees at all levels of an organization who are seeking more focus and clarity in their work. It explains how mindfulness can help employers wishing to implement mindful practices into the workplace, and provides leaders and mentors within an organization with the tools they need to become more effective leaders and coaches. The audio download contains guided mindfulness exercises and meditations suited to workplace scenarios, a core feature of mindfulness programmes. Mindfulness at Work For Dummies includes: An introduction to mindfulness, and how it can help improve working behaviour An explanation of how the brain retains new mindful working patterns... with a bit of practice! Useful tips on incorporating mindfulness into your working day How organisations can benefit from implementing mindful approaches to work Guidance for leaders on how mindfulness can help develop their leadership qualities Learn to build and optimize attractive, functional web sites for smartphones Today, mobile devices outnumber desktop and laptop computers three to one. Skill in developing web sites that work on mobile devices is in demand, and this friendly, step-by-step guide shows how to build and optimize sites using HTML5 and other standard web development tools. Building web sites that work for all types of smartphones and tablets, including iPhones, iPads, Android devices, and BlackBerry devices is a skill much in demand as mobile devices outpace both desktop and laptop computers, and this book gets you started. Guides you through creating and optimizing mobile sites with HTML, CSS, and JavaScript Covers HTML5, WebKit extensions, platform variations, accommodating different browsers, security issues, and making mobile sites richer with Flash, graphics, and video Includes code for differences in mobile app design and navigation, including touch devices HTML, CSS, and JavaScript Mobile Web Development For Dummies makes it easy to start developing great sites for mobile devices. Provides information on Android programming, covering such topics as creating an Android application, using the Eclipse Workbench, Java, XML, broadcast receivers, and the Android Market. See all the things coding can accomplish The demand for people with coding know-how exceeds the number of people who understand the languages that power technology. Coding All-in-One For Dummies gives you an ideal place to start when you're ready to add this valuable asset to your professional repertoire. Whether you need to learn how coding works to build a web page or an application or see how coding drives the data revolution, this resource introduces the languages and processes you'll need to know. Peek inside to quickly learn the basics of simple web languages, then move on to start thinking like a professional coder and using languages that power big applications. Take a look inside for the steps to get started with updating a website, creating the next great mobile app, or exploring the world of data science. Whether you're looking for a complete beginner's guide or a trusted resource for when you encounter problems with coding, there's something for you! Create code for the web Get the tools to create a mobile app Discover languages that power data science See the future of coding with machine learning tools With the demand for skilled coders at an all-time high, Coding All-in-One For Dummies is here to propel coding newbies to the ranks of professional programmers. Create awesome iOS and Android apps with a single tool! Flutter is an app developer ' s dream come true.

With Google's open source toolkit, you can easily build beautiful apps that work across platforms using a single codebase. This flexibility allows you to get your work out to the widest possible audience. With Flutter already being used by thousands of developers worldwide in a market where billions of apps are downloaded every year, now is the right time to get ahead of the curve with this incredible tool. Flutter for Dummies is your friendly, ground-up route to creating multi-platform apps. From how to construct your initial frameworks to writing code in Dart, you'll find the essentials you need to ride the Flutter revolutionary wave to success. This book includes how to create an intuitive and stunning UI, add rich interactivity, and easily pull in data. You'll also see how Flutter features like Hot Reload—providing sub-second refreshes as you refine your work—help you make sure your app is a delight to use. Start simple: follow steps to build a basic app. It's alive! Keep connected to online data. It moves! Make things fun with animated features. Get the word out: use tips to expand your audience. Whether you're a fledgling developer or an expert wanting to add a slick feather to your programming cap, join the Flutter revolution now and soar above the rest! A complete and comprehensive guide to why kids behave and think the way they do—and how to bring out the best in them. In the U.S., more than 10% of children are diagnosed with psychiatric disorders, while countless others remain undiagnosed. Defining what is "normal" and what is not is of great concern to anyone who works with, guides, nurtures, teaches, or parents children. With new discoveries in mental disorders that affect children, *Child Psychology & Development For Dummies* provides an informational guide to cognitive development at every stage of a child's life, as well as how to diagnose, treat, and overcome the cognitive barriers that impede learning and development. How to identify and treat mental disorders. Covers behavior disorders, autism, attention deficit disorder, reading disabilities, bipolar disorder, and more. Guidance on helping a child control impulses, develop self esteem, and have good relationships. An essential guide for parents, teachers, and caregivers, *Child Psychology & Development For Dummies* provides a detailed overview of an average child's cognitive development, how to detect abnormalities, and what to do next. Take control of your career today. Want to get ahead in the workplace? Learn new skills and increase your visibility as a leader in your company with the help of this practical, hands-on guide to professional development. You'll find new techniques for being a better leader, tips for writing better emails, rules for running more effective meetings, and much more. Plus, you'll discover how to give presentations that will keep your audience engaged and learn to be a more mindful person. Combined from seven of the best For Dummies books on career development topics, *Career Development All-in-One For Dummies* is your one-stop guide to taking control of your career and improving your professional life. Perfect on its own or as part of a formal development program, it gives you everything you need to advance your career. Become a better leader. Manage your time wisely. Write effective business communications. Manage projects more effectively. Success is an individual responsibility—so put your professional future in your own hands with this guide! *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. The global consumer product market is exploding. In 2006 alone, 150,000 new products were brought to market. Now for the bad news: of those, fewer than 5% were hits, and fewer than 15% will even exist five years from now. Written for small business owners and entrepreneurs looking for an inside track on new product development, *New Product Development for Dummies* offers you a unique opportunity to learn from two consummate insiders the secrets of successfully developing, marketing and making a bundle from a new product or service. You learn proven techniques for sizing up market potential and divining customer needs. You get tested-in-the-trenches strategies for launching a new product or service. And you get a frank, in-depth appraisal of the most challenging issues facing new product developers today, including the need to collaborate with global partners, optimizing technology development for a 21st century marketplace, getting start-up capital in an increasingly competitive environment, and much more. Key topics covered include: Developing a winning NPD strategy. Generating bold new ideas for products and services. Understanding what your customers really want. Keeping projects on track, on budget, and on-time. Building effective cross-functional teams. Planning and executing a blockbuster launch. Collaborating with global partners. Maximizing your chances for success. No matter what size or type of business you're in, this book provides you with

an unbeatable competitive advantage in the booming global marketplace for new products and services. A fun and easy guide to creating the next great Facebook app! Want to build the next runaway Facebook app like Farmville or Mafia Wars? Interested in leveraging Facebook app development as part of a marketing strategy? Whether you want to build your own Facebook app from scratch, extend an existing Facebook app, or create a game, this book gets you up and running in no time. Master the Facebook toolkit, get acquainted with the Facebook Markup and Query languages, navigate the Facebook API—even learn how to make money with your new app! Shows you how to build the next great Facebook application with just basic HTML and scripting skills Delves into what makes a good app and what makes a lucrative app Explores how to create Facebook apps for marketing and viral reach, creating apps that can make money, and Facebook game development Reviews the Facebook toolkit and gets you started with the My First Facebook application Covers Facebook Markup and Query languages, navigating the Facebook API, and how to create a compelling interface Create the next killer Facebook app with this approachable, fun guide! The bestselling guide to WordPress, fully updated for newest version of WordPress WordPress, the popular, free blogging platform, has been updated with new features and improvements. Bloggers who are new to WordPress will learn to take full advantage of its flexibility and usability with the advice in this friendly guide. Previous editions have sold nearly 50,000 copies, and interest in blogging continues to explode. WordPress is a state-of-the-art blog platform that emphasizes aesthetics, Web standards, and usability WordPress For Dummies, 3rd Edition covers both the free-hosted WordPress.com version and WordPress.org, which requires users to purchase Web hosting services Written by an expert who works directly with the developers and cofounder of WordPress Shows readers how to set up and maintain a blog with WordPress and how to use all the new features Like its earlier editions, WordPress For Dummies, 3rd Edition helps bloggers quickly and easily take advantage of everything this popular blogging tool has to offer. A complete guide to understanding how you think, and discovering how to think differently. Personal Development All-in-One For Dummies is a complete guide to the key techniques that help you master your thoughts: Neuro-linguistic Programming (NLP), Cognitive Behavioural Therapy (CBT), Life Coaching and Hypnotherapy. Discover the basic principles of each approach and receive sensible, practical and effective expert advice on how each one can help you challenge negative beliefs and change your attitudes. Whether you wish to conquer an anxiety, beat an addiction or simply think more positively, here you will find proven and popular methods that you can use to make major changes - improving your personal power and creating the life you want. Personal Development All-in-One For Dummies will include: Book I: Essential Concepts Exploring the Key Themes of NLP Understanding Cognitive Behavioural Therapy Examining Hypnotherapy Introducing Life Coaching Book II: Neuro-Linguistic Programming Taking Charge of Your Life Creating Rapport Reaching Beyond the Words People Say Exploring the Amazing Power of Your Senses Opening The Toolkit Understanding the Psychology Behind Your Habits and Behaviours Book III: Cognitive Behavioural Therapy Correcting Your Thinking Overcoming Obstacles to Progress Putting CBT into Action Taking a Fresh Look at Your Past Setting Your Sights on Goals Book IV: Hypnotherapy Taking A Separate View of Yourself Considering How Hypnotherapy Can Help Feeling Good Expanding the Reach of Hypnotherapy Practising Self-Hypnosis Book V: Life Coaching Introducing Your Coaching Journey Visualising Your Whole-Life Goals Becoming Your Best Self Focusing on the Elements of Your Life Physical, Mental and Emotional Wellbeing Developing and Growing The global consumer product market is exploding. In 2006 alone, 150,000 new products were brought to market. Now for the bad news: of those, fewer than 5% were hits, and fewer than 15% will even exist five years from now. Written for small business owners and entrepreneurs looking for an inside track on new product development, New Product Development for Dummies offers you a unique opportunity to learn from two consummate insiders the secrets of successfully developing, marketing and making a bundle from a new product or service. You learn proven techniques for sizing up market potential and divining customer needs. You get tested-in-the-trenches strategies for launching a new product or service. And you get a frank, in-depth appraisal of the most challenging issues facing new product developers today, including the need to collaborate with global partners, optimizing technology development for a 21st century marketplace, getting start-up capital in an increasingly competitive environment, and much more. Key topics covered include: Developing a winning NPD strategy Generating bold new ideas for products and services Understanding what your customers really want Keeping projects on track, on budget, and on-time Building effective cross-functional teams Planning and executing a blockbuster launch Collaborating with global partners Maximizing your chances for success No matter what size or type of business you ' re in, this book provides you with an unbeatable competitive advantage in the booming global marketplace for new products and services. Understand why you feel and act the way you do Psychology For Dummies is a fun, user-friendly guide to the basics of human behavior and mental processes. In plain English—and using lots of everyday examples—psychologist Dr. Adam Cash cuts through the jargon to explain what psychology is all about and what it tells you about why you do the things you do. With this book as your guide, you'll: gain profound insights into human nature; understand yourself better; make sense of individual and group behaviors; explore different approaches in psychology; recognize problems in yourself and others; make informed choices when seeking psychological counseling; and much more. Shows you how understanding human psychology can help you make better decisions, avoid things that cause stress, manage your time to a greater degree, and set goals Helps you make informed choices when seeking psychological counseling Serves as an invaluable supplement to

classroom learning From Freud to forensics, anorexia to xenophobia, Psychology For Dummies takes you on a fascinating journey of self discovery. Provides information to create applications using Objective-C for the iPhone SDK. From ATMs to the personal finance, online shopping to networked information management, databases permeate every nook and cranny of our highly-connected, information-intensive world. Databases have become so integral to the business environment that, nowadays, it's next to impossible to stay competitive without the assistance of some sort of database technology—no matter what type or size of business you run. But developing your own database can be very tricky. In fact, whether you want to keep records for a small business or run a large e-commerce website, developing the right database system can be a major challenge. Which is where this friendly guide comes in. From data modeling methods and development tools to Internet accessibility and security, Database Development For Dummies shows you, step-by-step, everything you need to know about building a custom system from the ground up. You'll discover how to: Model data accurately Design a reliable functional database Deliver robust relational databases on time and on budget Build a user-friendly database application Put your database on the Web In plain English, author Allen Taylor acquaints you with the most popular data modeling methods, and he shows you how to systematically design and develop a system incorporating a database and one or more applications that operate on it. Important topics he explores include: Understanding database architecture and how it has evolved Recognizing how database technology affects everyday life Using a structured approach to database development Creating an appropriate data model Developing a reliable relational design Understanding the complexities you're likely to encounter in designing a database and how to simplify them Implementing your design using Microsoft Access 2000, SQL Server and other powerful database development tools Keeping your database secure Putting your database on the Internet Today's powerful, low-cost database development tools make it possible for virtually anybody to create their own database. Get Database Development For Dummies and discover what it takes to design, develop and implement a sophisticated database system tailored to you and your company's current and future data storage and management needs. If you've got incredible iOS ideas, get this book and bring them to life! iOS 7 represents the most significant update to Apple's mobile operating system since the first iPhone was released, and even the most seasoned app developers are looking for information on how to take advantage of the latest iOS 7 features in their app designs. That's where iOS App Development For Dummies comes in! Whether you're a programming hobbyist wanting to build an app for fun or a professional developer looking to expand into the iOS market, this book will walk you through the fundamentals of building a universal app that stands out in the iOS crowd. Walks you through joining Apple's developer program, downloading the latest SDK, and working with Apple's developer tools Explains the key differences between iPad and iPhone apps and how to use each device's features to your advantage Shows you how to design your app with the end user in mind and create a fantastic user experience Covers using nib files, views, view controllers, interface objects, gesture recognizers, and much more There's no time like now to tap into the power of iOS — start building the next big app today with help from iOS App Development For Dummies! Publish, market, and sell your own e-book Although creating an e-book seems fairly straightforward, it is not. You need to select and create a variety of formats that will be read on a variety of e-reader devices—and market and sell your book in a variety of ways. Before you take the plunge, get this practical guide. With clear instruction and sensible advice, it will help you navigate the often confusing, time-consuming, and costly world of self-publishing an e-book. The book gives you solid marketing tips for selling your e-book, including using blogging and social media and how to build an online platform. It also discusses key technologies you'll encounter, including Smashwords, iBooks Author, Amazon, Microsoft Word, Open Office, Calibre, WordPress, E-junkie, and others. Helps readers navigate the confusing, time-consuming, and often costly world of self-publishing an e-book Provides both technical how-tos as well as solid marketing advice on how to sell your e-book using Facebook, Twitter, Goodreads, and other social media sites Covers essential technologies, such as Smashwords, iBooks Author, Amazon, Microsoft Word, Open Office, Calibre, WordPress, and E-junkie Explores e-book devices, including Kindle, Kobo, Sony Reader, Nook, iPad, and other tablets Delves into the nitty-gritty of e-book formats Before you self-publish your e-book, start first with Publishing eBooks For Dummies. Speak the languages that power the web With more high-paying web development jobs opening every day, people with coding and web/app building skills are having no problems finding employment. If you're a would-be developer looking to gain the know-how to build the interfaces, databases, and other features that run modern websites, web apps, and mobile apps, look no further. Web Coding & Development All-in-One For Dummies is your go-to interpreter for speaking the languages that handle those tasks. Get started with a refresher on the rules of coding before diving into the languages that build interfaces, add interactivity to the web, or store and deliver data to sites. When you're ready, jump into guidance on how to put it all together to build a site or create an app. Get the lowdown on coding basics Review HTML and CSS Make sense of JavaScript, jQuery, PHP, and MySQL Create code for web and mobile apps There's a whole world of opportunity out there for developers—and this fast-track boot camp is here to help you acquire the skills you need to take your career to new heights! Students need to learn to manage their time, organize their studies, understand, learn, and convey a lot of information — and they need to learn to do it quickly. Whether you're fresh out of school, or a mature student returning to education, you now don't need to feel alone! With Study Skills For Dummies, you'll be given the know-how and confidence to achieve consistent results every time — and a lack of preparation

will become a thing of the past. Discover how to excel at: Note-taking, speed-reading and essay-writing Improving your memory, critical thinking and analysis Using the internet to supplement study Exam skills and developing the best learning strategy to fit your specific needs and abilities Conquer the world of Android app development Android has taken over the mobile and TV markets and become unstoppable! Android offers a vast stage for developers to serve millions—and rake in the profits—with diverse and wide-ranging app ideas. Whether you're a raw recruit or a veteran programmer, you can get in on the action and become a master of the Android programming universe with the new edition of *Android Application Development For Dummies All-in-One*. In addition to receiving guidance on mobile and TV development, you'll find overviews of native code, watch, car, Android wear, and other device development. This friendly, easy-to-follow book kicks off by offering a fundamental understanding of Android's major technical ideas, including functional programming techniques. It moves on to show you how to work effectively in Studio, program cool new features, and test your app to make sure it's ready to release to a waiting world. You'll also have an opportunity to brush up on your Kotlin and develop your marketing savvy. There are millions of potential customers out there, and you want to stand out from the crowd! Understand new features and enhancements Get development best-practices Know your Android hardware Access online materials With a market share like Android's, the stakes couldn't be higher. *Android Application Development For Dummies All-in-One* levels the field and gives you the tools you need to take on the world. The first introductory book to developing apps for the BlackBerry If you're eager to start developing applications for the BlackBerry, then this is the hands-on book for you! Aimed directly at novice developers, this beginner guide introduces you to the basics of the BlackBerry API and shows you how to create a user interface, store and sync data, optimize code, manage applications, connect to a network, create enterprise applications using MDS Studio, create Web content, and more. Packed with examples, this straightforward guide takes you from the beginning of the BlackBerry application cycle completely to the end. Guides you through the process of developing applications for the BlackBerry Presents an overview of the BlackBerry, including detailed explanations on the architecture and an in-depth look at the programming API Introduces MDS Studio, which is the latest tool from RIM for building enterprise applications Offers novice developers numerous reusable code examples that can be immediately used Explains how to store and sync data, optimize code, manage applications, connect to networks, and more BlackBerry Application Development For Dummies puts you well on your way to creating BlackBerry apps the fun and easy way! The bestselling guide to building a knockout Web site, newly updated An effective Web site is the key to success for every venture from class reunions to major corporations. And since Web technology changes rapidly, *Building a Web Site For Dummies, 4th Edition* is fully updated for the cutting-edge tools and trends. If you need to build and maintain a Web site, even if your experience is severely limited, this book makes it easy and fun. You'll learn to plan, design, create, launch, and maintain your site using the most up-to-date tools. A quality Web presence is essential in today's marketplace, and many individuals charged with creating one are unaware of the challenges This guide gives novice Web designers the tools and know-how to plan, design, and build effective Web sites Provides a nuts-and-bolts guide to site-building, including coverage of HTML, WYSIWYG construction software, CSS, and navigation plans Shows how to spruce up your site with topnotch graphics, video, and great content Guides you through getting your site online, promoting it, and even making money from it *Building a Web Site For Dummies, 4th Edition* is the tool every first-time Web designer needs to build a professional-looking site. Create games with graphics that pop for the web and mobile devices! HTML5 is the tool game developers and designers have been eagerly awaiting. It simplifies the job of creating graphically rich, interactive games for the Internet and mobile devices, and this easy-to-use guide simplifies the learning curve. Illustrated in full color, the book takes you step by step through the basics of HTML5 and how to use it to build interactive games with 2D graphics, video, database capability, and plenty of action. Learn to create sports and adventure games, pong games, board games, and more, for both mobile devices and the standard web. Learn to use the new HTML5 technology that makes it easier to create games with lots of action, colorful 2D graphics, and interactivity—for both the web and mobile devices Test and debug your games before deploying them Take advantage of how HTML5 allows for SQL-like data storage, which is especially valuable if you're not well versed in database management Explore creating games suitable for community activity and powerful, profitable games that require large amounts of data Whether you want to build games as a fun hobby or hope to launch a new career, this full-color guide covers everything you need to know to make the most of HTML5 for game design. Use scrum in all aspects of life Scrum is an agile project management framework that allows for flexibility and collaboration to be a part of your workflow. Primarily used by software developers, scrum can be used across many job functions and industries. Scrum can also be used in your personal life to help you plan for retirement, a trip, or even a wedding or other big event. Scrum provides a small set of rules that create just enough structure for teams to be able to focus their innovation on solving what might otherwise be an insurmountable challenge. *Scrum For Dummies* shows you how to assemble a scrum taskforce and use it to implement this popular Agile methodology to make projects in your professional and personal life run more smoothly—from start to finish. Discover what scrum offers project and product teams Integrate scrum into your agile project management strategy Plan your retirement or a family reunion using scrum Prioritize for releases with sprints No matter your career path or job title, the principles of scrum are designed to make your life easier. Why not give it a try? Make your every wish Alexa's command with this in-

depth guide to the wildly popular Amazon smart speaker You might be thinking, “ All I have to do is plug in my Echo device and start using it! ” And you ’ d be right. But if you really want to explore what that compact little device can do, then Alexa For Dummies is your go-to resource. This book shows you how to customize your device to respond to your requests and enhance your life. Alexa For Dummies takes you on a tour of all things Alexa: its capabilities, tools, settings, and skills. Go beyond the basics of playing music, calling friends, reading the news, and checking the weather. You ’ ll learn how to make Alexa private and secure, connect it to your smart home devices, and even make it sound like Samuel L. Jackson, if you feel like it. You can also extend its capabilities by adding new skills. Customize your device to respond to your voice Troubleshoot when a light is signaling something ’ s wrong Add skills to play music and audiobooks Create routines to turn on lights, adjust the thermostat, set your security alarm, and lock your doors Sync your smart devices throughout your home Use Alexa to connect to a Zoom meeting or phone call with your friends or family No matter which device you have—Echo, Echo Dot, Echo Show, Echo Studio, Echo Flex, Echo Loop, Echo Buds, or Echo Frames—Alexa For Dummies is the perfect companion. Ready to get started? Say “ Hey, Alexa, order Alexa For Dummies! ” Ever since people began to realize the true meaning of happiness, peace, satisfaction, and success, they have constantly been in pursuit of it. Despite countless disasters, people have crafted ingenious ways to improve the quality of their lives. When it comes to achieving a feeling of inner peace, people often feel lost. Despite groundbreaking improvements in science, psychology, neuroscience, and other useful resources to learn from, people tend to feel buried under the weight of their expectations. Why does this happen? And why is it such a common phenomenon? It's because you are constantly evolving, and if you don ’ t change, you get stuck. In turn, this keeps you from being able to improve and achieve greater things in life. The first step is to acknowledge that you are growing and changing. Now is the time for you to take control, evaluate your goals, values, and desires, and work towards accomplishing them by playing to your strengths and addressing your weaknesses. The fun and friendly guide to creating applications on the Android platform The popularity of the Android market is soaring with no sign of slowing down. The open nature of the Android OS offers programmers the freedom to access the platform's capabilities and this straightforward guide walks you through the steps for creating amazing Android applications. Android programming expert Donn Felker explains how to download the SDK, get Eclipse up and running, code Android applications, and submit your finished products to the Android Market. Featuring two sample programs, this introductory book explores everything from the simple basics to more advanced aspects of the Android platform. Takes you soup through nuts of developing applications for the Android platform Begins with downloading the SDK, then explains how to code Android applications and submit projects to the Android Market Written by Android guru Donn Felker, who breaks every aspect of developing applications for the Android platform into easily digestible pieces No matter your level of programming experience, Android Application Development For Dummies is an ideal guide for getting started with developing applications for the Android platform. Retain outstanding talent with a successful training and development program One of the best ways to retain great talent in your business is to deliver a strong training and development program—and this book gives you the tools to do just that. Featuring the latest strides in talent development, such as social learning, hybrid training, creating videos, and more, it arms you with everything you need to upskill employees to be more effective, productive, satisfied, and loyal. Develop a robust training and development program Foster a supportive and innovative work environment Use mentoring, coaching, and informal learning effectively Align learning to your organization ’ s needs Engage your employees with a motivating training program using the helpful guidance in Training & Development For Dummies! Growing a small business requires more than just sales Business Development For Dummies helps maximise the growth of small- or medium-sized businesses, with a step-by-step model for business development designed specifically for B2B or B2C service firms. By mapping business development to customer life cycle, this book helps owners and managers ensure a focus on growth through effective customer nurturing and management. It's not just sales! In-depth coverage also includes strategy, marketing, client management, and partnerships/alliances, helping you develop robust business practices that can be used every day. You'll learn how to structure, organise, and execute an effective development plan, with step-by-step expert guidance. Realising that you can't just "hire a sales guy" and expect immediate results is one of the toughest lessons small business CEOs have to learn. Developing a business is about more than just gaining customers – it's about integrating every facet of your business in an overarching strategy that continually works toward growth. Business Development For Dummies provides a model, and teaches you what you need to know to make it work for your business. Learn the core concepts of business development, and how it differs from sales Build a practical, step-by-step business development strategy Incorporate marketing, sales, and customer management in general planning Develop and implement a growth-enhancing partnership strategy Recognising that business development is much more than just sales is the first important step to sustained growth. Development should be daily – not just when business starts to tail off, or you fall into a cycle of growth and regression. Plan for growth, and make it stick – Business Development For Dummies shows you how.

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