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Grant Writing For Dummies, 3rd Edition serves as a one-stop reference for readers who are new to the grant writing process or who have applied for grants in the past but had difficulties. It offers 25 percent new and revised material covering the latest changes to the grant writing process as well as a listing of where to apply for grants. Grant writers will find: The latest language, terms, and phrases to use on the job or in proposals. Ways to target the best websites to upload and download the latest and user-friendly application forms and writing guidelines. Major expansion on the peer review process and how it helps improve one's grant writing skills and successes. One-stop funding websites, and state agencies that publish grant funding opportunity announcements for seekers who struggle to find opportunities. New to third edition.

DOS made easy! Windows may rule the world of popular computing on PCs around the globe, but DOS still has a place in the hearts and minds of computer users who vaguely remember what a C prompt looks like. Even if DOS (with all its arcane commands and its drab, boring look) isn't your idea of the best way to get things done on a PC, you'll find plenty of fast and friendly help on hand with the third edition of DOS For Dummies. Here's a plain-speaking reference guide to all the command-line stuff and nonsense that makes DOS work, whether you're a native DOS user or are an occasional dabbler who needs the operating system to run all those cool games under Windows. DOS For Dummies, 3rd Edition, avoids all the technical jargon to cut to the heart of things with clear, easy-to-understand explanations and step-by-step help for * Changing disks and drives * Dealing with the DOS prompt * Managing files * Running DOS inside Windows * Installing and running DOS-based software programs * Working with the printer and serial ports * Using the mouse and keyboard * Troubleshooting problems * Understanding DOS error messages All the basic DOS commands, from APPEND to XCOPY, are demystified to make life in DOS much more bearable. This handy guide has plenty of helpful tips and tricks for bending DOS to your will, without having to dedi-

cate your life (and all your free time) to mastering this little corner of the PC. Author Dan Gookin's first edition of DOS For Dummies became an international best-seller. He considers himself a computer "guru" whose job it is to remind everyone that computers are not to be taken too seriously. His approach to computers is light and humorous, yet very informative. Gookin mixes his knowledge of computers with a unique, dry sense of humor that keeps you informed - and awake.

Chances are, you're already a Web user and use the Internet on a regular basis. You've probably seen a few impressive Web sites and now you're inspired to create a Web page of your own, but you're not sure where to start. The answer is: right here! Creating Web Pages For Dummies guides you through the process of making your own Web pages without hassle or confusion. This straightforward book shows you just how easy it is to launch a site, specialize a page, making your site interactive, and much more! In no time you will become a pro in: Web publishing basics Geocities, Google page creator, and AOL Web publishing Using Flickr, creating blogs, and selling products on eBay HTML and other handy tools to "beef up" your site Writing and formatting Web text Creating and adding graphics for your site Adding links, animation, and multimedia Designing a great-looking, complete Web site Besides getting to know the ins and outs of building a Web page, this guide offers suggestions on Web publishing, ranging from testing out your Web site and advertising your site to legal permission and displaying borrowed content. This resourceful guide also includes Web lingo worth knowing and a quick guide to HTML tags, which points out some lesser known but nevertheless useful tags. Now in its 8th edition, Creating Web Pages For Dummies will help make your Web page stand out in the crowd!

Everything you ever wanted to know about making a movie but were afraid to ask... Lights, camera, action! We all have at least one movie in us, and the amazing and affordable advances in digital technology makes it increasingly easy to make your dream a reality and share it with the world. Filmmaking for Dummies is your definitive guide to bringing a project to

life, from the comedy antics of loveable pets to the deepest, most meaningful independent film. Bryan Michael Stoller is your friend and guide, sharing his knowledge gained over 100 productions (directing and working with Dan Aykroyd, James Earl-Jones, Barbra Streisand and Drew Barrymore, among others) to show you how to take your movie from the planning and storyboarding stage, through shooting and editing, to making it available to your adoring audiences through television broadcast, streaming online or in movie theaters. For the do-it-yourselfer, the book includes tips on how to finance your project, a look at the latest software and apps, including advancements in digital technology, and for the passionate director, advice on how to hire and work with your cast and crew and find great scenic locations. Whether you want to become a professional filmmaker or just create great YouTube videos or nostalgic home movies, shooting with your smartphone or with consumer or pro-gear, this practical guide has it all. Learn how to compose your shots and when to move the camera Make the perfect pitch to sell your story Take advantage of helpful contacts and tons of new resources Get up-to-date on the latest and greatest digital technology Find the right distributor, or learn how you can be your own distributor! So, you really have no excuses to make your masterpiece. Get rolling with a copy of Filmmaking for Dummies today and start shooting for the stars!

The third edition of Fundamentals of Information Technology is a 'must have' book not only for BCA and MBA students, but also for all those who want to strengthen their knowledge of computers. The additional chapter on MS Office is a comprehensive study on MS Word, MS Excel and other components of the package. This book is packed with expert advice from eminent IT professionals, in-depth analyses and practical examples. It presents a detailed functioning of hardware components besides covering the software concepts. A broad overview of Computer architecture, Data representation in the computer, Operating systems, Database management systems, Programming languages, etc., has also been included. An additional chapter on

Mobile Computing and other state-of-the-art innovations in the IT world have been incorporated. Not only that, the latest Internet technologies have also been covered in detail. One should use this book to acquire computer literacy in terms of how data is represented in a computer, how hardware devices are integrated to get the desired results, how the computer can be networked for interchanging data and establishing communication. Each chapter is followed by a number of review questions.

Illustrates the new features of Windows 10.

This eBook bundle is the one stop shop to all your business start-up needs! Starting a Business For Dummies is the bestselling guide from business start-up expert Colin Barrow, covering everything budding entrepreneurs need to know to get their business up and running. Whether readers are just starting out, planning a new venture, setting up at home or extending a current business online, this book is all they need to succeed. Business Plans For Dummies maps out a realistic business plan from scratch — so your business vision can become a reality. This fully updated guide leads you through all aspects of business planning, from clarifying objectives and finding funding, to researching customer behaviour and developing an e-presence. Understanding Business Accounting For Dummies takes you through all the key elements of UK business accounting, covering everything from evaluating profit margins and establishing budgets to controlling cash flow and writing financial reports.

NetSuite is an easy-to-use, customizable enterprise software for running your business. Part I explains NetSuite basics everyone should know. Part II focuses on tracking money (accounting, AR, AP, and managing inventory). Parts III, IV, and V explain how to sell and market your products, take care of customers, and sell goods online with NetSuite. Part VI describes how to gauge your progress using dashboards and analytics. Bonus chapters provide information about scripting, customization, and setting up your Web site (see the Downloads tab). Table of contents: Part I: NetSuite Basics Part II: Using NetSuite's Various Components Part III: How to use NetSuite for your specific business Part IV: Configuring NetSuite Part V: Getting organized with NetSuite. Bringing it all together Part VI: Advanced stuff Part VII: The Part of Tens

Serious about jamming, understanding, and creating guitar-driven music? Easy. With an approachable and engaging style, Guitar Theory For Dummies goes beyond guitar basics, presenting the guidance in-

termediate to advanced players need to improve their improvisational and compositional skills. Plus, with access to audio tracks and video instruction online you can master the concepts and techniques covered in the book. Key content coverage includes: pentatonic and major scale patterns; the CAGED chord system, chord progressions, and playing by numbers; roots, keys, and applying scales, plus modes and modal scales; intervals and chord extensions; popular song references and theory applications that help you understand how to play popular music and contemporary guitar styles, and create music of your own. This title also features companion audio tracks and video content hosted online at Dummies.com The expert instruction and easy-to-digest information provides comprehensive guidance on how to apply music theory concepts to fretted instruments If you already have a handle on the basics and want to know more about the building blocks and theory behind guitar music, Guitar Theory For Dummies has you covered.

You've experienced the shiny, point-and-click surface of your Linux computer—now dive below and explore its depths with the power of the command line. The Linux Command Line takes you from your very first terminal keystrokes to writing full programs in Bash, the most popular Linux shell. Along the way you'll learn the timeless skills handed down by generations of gray-bearded, mouse-shunning gurus: file navigation, environment configuration, command chaining, pattern matching with regular expressions, and more. In addition to that practical knowledge, author William Shotts reveals the philosophy behind these tools and the rich heritage that your desktop Linux machine has inherited from Unix supercomputers of yore. As you make your way through the book's short, easily-digestible chapters, you'll learn how to:

- * Create and delete files, directories, and symlinks
- * Administer your system, including networking, package installation, and process management
- * Use standard input and output, redirection, and pipelines
- * Edit files with Vi, the world's most popular text editor
- * Write shell scripts to automate common or boring tasks
- * Slice and dice text files with cut, paste, grep, patch, and sed

Once you overcome your initial "shell shock," you'll find that the command line is a natural and expressive way to communicate with your computer. Just don't be surprised if your mouse starts to gather dust. A featured resource in the Linux Foundation's "Evolution of a SysAdmin"

Set up a secure network at home or the office Fully revised to cover Windows 10

and Windows Server 2019, this new edition of the trusted Networking For Dummies helps both beginning network administrators and home users to set up and maintain a network. Updated coverage of broadband and wireless technologies, as well as storage and back-up procedures, ensures that you'll learn how to build a wired or wireless network, secure and optimize it, troubleshoot problems, and much more. From connecting to the Internet and setting up a wireless network to solving networking problems and backing up your data—this #1 bestselling guide covers it all. Build a wired or wireless network Secure and optimize your network Set up a server and manage Windows user accounts Use the cloud—safely Written by a seasoned technology author—and jam-packed with tons of helpful step-by-step instructions—this is the book network administrators and everyday computer users will turn to again and again.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, Analyzing Data with Power BI and Power Pivot for Excel (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details:<http://aka.ms/analyzingdata/details>. Learn more about Power BI at <https://powerbi.microsoft.com/>.

Regarded as one of the most difficult languages to learn for native English speakers by the U.S. State Department, Arabic is gaining both prominence and importance in America. Recent world events have brought more and more Americans and other English speakers into contact with Arabic-speaking populations, and governments and businesses are increasingly aware of the importance of basic Arabic language skills. Arabic for Dummies provides you with a painless and fun way to start communicating in Arabic. Why should you learn Arabic? Well, besides the fact that over 200 million people in more than 22 nations use it to communicate, there are tons of reasons to get up to speed this 1,400 year old language, including: Nearly all of the Middle-East speaks Arabic or one of its dialects Basic Arabic skills are extremely useful for anyone traveling to, doing business in, or serving in the Middle East It is the language in which the Koran

is written There is a rich, centuries-old literary tradition in Arabic Arabic For Dummies presents the language in the classic, laid-back For Dummies style. Taking a relaxed approach to this difficult language, it's packed with practice dialogues and communication tips that will have you talking the talk in no time. You'll get the scoop on: The Arabic alphabet, pronunciation, basic grammar, and the rules of transliteration The history of the language and information on classical Arabic and its dialects How to make small talk and make yourself understood when dining, shopping, or traveling around town How to communicate on the phone and in business conversations Handy words and phrases for dealing with money, directions, hotels, transportation, and emergencies Arabic culture and etiquette, including ten things you should never do in Arabic countries The book also includes an Arabic-English dictionary, verb tables, and an audio CD with dialogues from the book to help you perfect your pronunciation. Written by a native Arabic speaker who helped start a year-round Arabic department at Middlebury College, Arabic For Dummies is just what you need to start making yourself understood in Arabic. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

One look at Excel 2007, with its new Office Button, Quick Access toolbar, and Ribbon, and you realize you're not in Kansas anymore. Well, have no fear— Excel 2007 For Dummies is here! If you've never worked with a computer spreadsheet, or if you've had some experience with earlier versions of Excel but need help transitioning, here you'll find everything you need to create, edit, format, and print your own worksheets (without sacrificing your sanity!). Excel 2007 For Dummies covers all the fundamental techniques, concentrating on only the easiest, most user-friendly ways to get things done. You'll discover how to: Rearrange, delete and insert new information Keep track of and organize data in a single worksheet Transfer data between the sheets of different workbooks Create a chart using the data in a worksheet Add hyperlinks and graphics to worksheets And more! Plus, in keeping with Excel 2007's more graphical and colorful look, Excel 2007 For Dummies has taken on some color of its own, with full-color plates in the mid-section of the book illustrating exactly what you'll see on your screen. Whether you read it from cover to cover or skip to the sections that answer your specific questions, the simple guidance in this book will have you excelling at home or in the office no time.

PCs are leaving the stores and landing on

desktops faster than ever. Unfortunately, while PC technology has improved, the reference material included with most new PCs has not. Now you can throw away that jargon-filled owner's manual and replace it with Illustrated Computer Dictionary For Dummies, 4th Edition. Acclaimed computing authors Dan and Sandra Gookin take readers by the hand and lead them on a journey through their new toy (uh, I mean tool). Illustrated Computer Dictionary For Dummies, 4th Edition covers all the terms new (and old) users want to know about in a humorous and typical Gookin and For Dummies style.

Much has happened in the world of Windows 95 since what had to be the biggest software product launch ever. Now, Windows 95 For Dummies is here in a completely updated information-packed second edition. So, whether you're new to Windows 95 or just ready to get back to it, you'll find what you need to work productively and get the most out of your PC investment in Windows 95 For Dummies, 2nd Edition. Turn here to get the latest on accessing the Internet and the World Wide Web with Windows 95, taking advantage of plug-and-play capabilities when adding new hardware, and sharing information among favorite application programs, such as Word, Excel, and Access. Microsoft made Windows 95 powerful; Windows 95 For Dummies, 2nd Edition, makes it easy.

Codependency is much more widespread than originally thought. You don't even have to be in a relationship. Codependents have trouble accepting themselves, so they hide who they are to be accepted by someone else. Codependency for Dummies is the most comprehensive book on the topic to date. It describes the history, symptoms, causes, and relationship dynamics of codependency and provides self-assessment questionnaires. The majority of the book is devoted to healing and lays out a clear plan for recovery with exercises, practical advice, and helpful daily reminders to help you know, honor, protect, and express yourself. It clarifies deep psychological dynamics that underlie codependency, yet is written in a conversational style that's easily understandable by everyone. You will learn: How to raise your self-esteem The difference between care-giving and codependent care-taking The difference between healthy and dysfunctional families How to set boundaries How to separate responsibility for yourself and for others How to overcome guilt and resentment

Make Excel work for you Excel 2019 All-In-One For Dummies offers eight books in one!! It is completely updated to reflect

the major changes Microsoft is making to Office with the 2019 release. From basic Excel functions, such as creating and editing worksheets, to sharing and reviewing worksheets, to editing macros with Visual Basic, it provides you with a broad scope of the most common Excel applications and functions—including formatting worksheets, setting up formulas, protecting worksheets, importing data, charting data, and performing statistical functions. The book covers importing data, building and editing worksheets, creating formulas, generating pivot tables, and performing financial functions, what-if scenarios, database functions, and Web queries. More advanced topics include worksheet sharing and auditing, performing error trapping, building and running macros, charting data, and using Excel in conjunction with Microsoft Power BI (Business Intelligence) to analyze, model, and visualize vast quantities of data from a variety of local and online sources. Get familiar with Worksheet design Find out how to work with charts and graphics Use Excel for data management, analysis, modeling, and visualization Make sense of macros and VBA If you're a new or inexperienced user looking to spend more time on your projects than trying to figure out how to make Excel work for you, this all-encompassing book makes it easy!

Covers accessing and distilling PDF files; converting MicrosoftOffice documents; capturing paper documents and Web pages; printing, annotating, editing and securing PDF files; extracting text and graphics; cataloging and distributing PDF files; creating interactive forms; and building multimedia presentations. Readers can convert any document to this universal file format, preserving all the fonts, formatting, graphics, and color of the source document regardless of the application and platform used to create it. PDF files can be published and distributed anywhere: in print, attached to e-mail, on corporate servers, posted on Web sites, or on CD-ROM Adobe PDF is the emerging workflow standard in the \$400 billion publishing industry and plays a key role in financial services, regulated industries, and government, with more than 155 agencies worldwide sharing Adobe PDF files.

The best-selling C++ For Dummies book makes C++ easier! C++ For Dummies, 7th Edition is the best-selling C++ guide on the market, fully revised for the 2014 update. With over 60% new content, this updated guide reflects the new standards, and includes a new Big Data focus that highlights the use of C++ among popular Big Data software solutions. The book provides step-by-step instruction from the

ground up, helping beginners become programmers and allowing intermediate programmers to sharpen their skills. The companion website provides all code mentioned in the text, an updated GNU_C++, the new C++ compiler, and other applications. By the end of the first chapter, you will have programmed your first C++ application! As one of the most commonly used programming languages, C++ is a must-have skill for programmers who wish to remain versatile and marketable. C++ For Dummies, 7th Edition provides clear, concise, expert instruction, which is organized for easy navigation and designed for hands-on learning. Whether you're new to programming, familiar with other languages, or just getting up to speed on the new libraries, features, and generics, this guide provides the information you need. Provides you with an introduction to C++ programming Helps you become a functional programmer Features information on classes, inheritance, and optional features Teaches you 10 ways to avoid adding bugs The book incorporates the newest C++ features into the fundamental instruction, allowing beginners to learn the update as they learn the language. Staying current on the latest developments is a crucial part of being a programmer, and C++ For Dummies, 7th Edition gets you started off on the right foot.

Includes a list of more than 100 recordings for your jazz collection The fun and easy way to explore the world of jazz Jazz is America's greatest music, but with over a century's worth of styles and artists, where do you begin? Relax! This hep cat's guide delivers the scoop on the masters and their music -- from Duke Ellington to Charlie Parker to Wynton Marsalis. It's just what you need to tune in to the history and musical structure of jazz and become a more savvy listener. Discover how to * Understand the traits and roots of jazz * Tune in to jazz styles, from big band to bebop * Listen to great jazz artists * Catch a live jazz performance * Succeed in a jazz ensemble Praise for Jazz For Dummies "Now you can finally know about one of . . . America's greatest contributions to world culture." --Jon Faddis, jazz trumpeter "Fun to read. . . . An important stepping stone to understanding this complex and profound music." --James Moody, jazz saxophonist "Dirk Sutro is madly in love with jazz and . . . he knows what he's talking about." --"Chubby" Jackson, jazz bassist The easy way to learn programming fundamentals with Python Python is a remarkably powerful and dynamic programming language that's used in a wide variety of application domains. Some of its key distin-

guishing features include a very clear, readable syntax, strong introspection capabilities, intuitive object orientation, and natural expression of procedural code. Plus, Python features full modularity, supporting hierarchical packages, exception-based error handling, and modules easily written in C, C++, Java, R, or .NET languages, such as C#. In addition, Python supports a number of coding styles that include: functional, imperative, object-oriented, and procedural. Due to its ease of use and flexibility, Python is constantly growing in popularity—and now you can wear your programming hat with pride and join the ranks of the pros with the help of this guide. Inside, expert author John Paul Mueller gives a complete step-by-step overview of all there is to know about Python. From performing common and advanced tasks, to collecting data, to interacting with package—this book covers it all! Use Python to create and run your first application Find out how to troubleshoot and fix errors Learn to work with Anaconda and use Magic Functions Benefit from completely updated and revised information since the last edition If you've never used Python or are new to programming in general, Beginning Programming with Python For Dummies is a helpful resource that will set you up for success.

Now updated! Your personal tour guide to the history of the world Want to know more about global history? This concise guide explains in clear detail all the major players and events that have made the world what it is today. Covering the entirety of human history, this comprehensive resource highlights important developments in everything from religion and science to art and war — giving you an understanding of how the 21st-century world came to be. Begin to connect with the past — label the eras as you meet the Neanderthals, home in on Homer, raise Atlantis, and preserve Pharaohs Find strength in numbers — trace the growth from ancient civilizations to today's global community and discover what makes societies succeed or fail Discover the impact of thought — explore the rise of religion, the roots of philosophy, and the advance of science — and how our feelings and beliefs continually redefined us Know the global consequences of war — ride with the Greeks and the Romans, arm yourself with the cavalry, dig the trenches, and follow the paths humans took to wage modern war Meet the movers and shakers — from great leaders and courageous revolutionaries to ruthless tyrants and unsung heroes Examine significant events of the 21st century — from 9/11 and the Afghanistan and Iraq wars to climate change, Hurricane Katrina, and the

economic rise of China, India, and Brazil Open the book and find: A detailed overview of history The development of the world's religions Reviews of essential historical documents, from the Bible to the Bill of Rights The invention of writing and art Scientific developments that revolutionized the world Capsule biographies of people who changed history — and a few who were changed by it Ten unforgettable dates in world history

One of the fastest ways to learn Linux is with this perennial favorite Eight previous top-selling editions of Linux For Dummies can't be wrong. If you've been wanting to migrate to Linux, this book is the best way to get there. Written in easy-to-follow, everyday terms, Linux For Dummies 9th Edition gets you started by concentrating on two distributions of Linux that beginners love: the Ubuntu LiveCD distribution and the gOS Linux distribution, which comes pre-installed on Everex computers. The book also covers the full Fedora distribution. Linux is an open-source operating system and a low-cost or free alternative to Microsoft Windows; of numerous distributions of Linux, this book covers Ubuntu Linux, Fedora Core Linux, and gOS Linux, and includes them on the DVD. Install new open source software via Synaptic or RPM package managers Use free software to browse the Web, listen to music, read e-mail, edit photos, and even run Windows in a virtualized environment Get acquainted with the Linux command line If you want to get a solid foundation in Linux, this popular, accessible book is for you. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

The high-level language of R is recognized as one of the most powerful and flexible statistical software environments, and is rapidly becoming the standard setting for quantitative analysis, statistics and graphics. R provides free access to unrivalled coverage and cutting-edge applications, enabling the user to apply numerous statistical methods ranging from simple regression to timeseries or multivariate analysis. Building on the success of the author's bestselling Statistics: An Introduction using R, The R Book is packed with worked examples, providing an all inclusive guide to R, ideal for novice and more accomplished users alike. The book assumes no background in statistics or computing and introduces the advantages of the R environment, detailing its applications in a wide range of disciplines. Provides the first comprehensive reference manual for the R language, including practical guidance and full coverage of the graphics facilities. Intro-

duces all the statistical models covered by R, beginning with simple classical tests such as chi-square and t-test. Proceeds to examine more advanced methods, from regression and analysis of variance, through to generalized linear models, generalized mixed models, time series, spatial statistics, multivariate statistics and much more. The R Book is aimed at undergraduates, postgraduates and professionals in science, engineering and medicine. It is also ideal for students and professionals in statistics, economics, geography and the social sciences.

THE LOST ART OF DOS COMMANDS Short for Microsoft Disk Operating System, MS-DOS, is a non-graphical command line system derived from the 86-DOS which was originally created for IBM compatible computers. MS-DOS was originally written by Tim Paterson, and was introduced to the world by Microsoft; When IBM first launched its revolutionary personal computer, the IBM PC, in August of 1981. It came with a 16-bit operating system from Microsoft, MS-DOS 1.0. This was Microsoft's first operating system, and it also became the first widely used operating system for the IBM PC and its clones. Believe it or not MS-DOS 1.0 was merely a renamed version of what was known as QDOS (Quick and Dirty Operating System), which Microsoft ended up buying from a company in Seattle. The Lost Art of DOS Commands shows you how to up your game, or DOS-Fu if you will, and really drives home that DOS is one art form that should never be lost!

Understanding the world of R programming and analysis has never been easier. Most guides to R, whether books or online, focus on R functions and procedures. But now, thanks to *Statistical Analysis with R For Dummies*, you have access to a trusted, easy-to-follow guide that focuses on the foundational statistical concepts that R addresses—as well as step-by-step guidance that shows you exactly how to implement them using R programming. People are becoming more aware of R every day as major institutions are adopting it as a standard. Part of its appeal is that it's a free tool that's taking the place of costly statistical software packages that sometimes take an inordinate amount of time to learn. Plus, R enables a user to carry out complex statistical analyses by simply entering a few commands, making sophisticated analyses available and understandable to a wide audience. *Statistical Analysis with R For Dummies* enables you to perform these analyses and to fully understand their implications and results. Gets you up to speed on the #1 analytics/data science software tool. Demonstrates how to easily find, download, and use cutting-

edge community-reviewed methods in statistics and predictive modeling. Shows you how R offers intel from leading researchers in data science, free of charge. Provides information on using R Studio to work with R. Get ready to use R to crunch and analyze your data—the fast and easy way!

Windows may rule the world of popular computing on PCs around the globe, but DOS still has a place in the hearts and minds of computer users who vaguely remember what a C prompt looks like. Even if DOS (with all its arcane commands and its drab, boring look) isn't your idea of the best way to get things done on a PC, you'll find plenty of fast and friendly help on hand with the third edition of *DOS For Dummies*. Here's a plain-speaking reference guide to all the command-line stuff and nonsense that makes DOS work, whether you're a native DOS user or are an occasional dabbler who needs the operating system to run all those cool games under Windows. *DOS For Dummies*, 3rd Edition, avoids all the technical jargon to cut to the heart of things with clear, easy-to-understand explanations and step-by-step help for Changing disks and drives, Dealing with the DOS prompt, Managing files, Running DOS inside Windows, Installing and running DOS-based software programs, Working with the printer and serial ports, Using the mouse and keyboard, Troubleshooting problems, Understanding DOS error messages. All the basic DOS commands, from APPEND to XCOPY, are demystified to make life in DOS much more bearable. This handy guide has plenty of helpful tips and tricks for bending DOS to your will, without having to dedicate your life (and all your free time) to mastering this little corner of the PC. Author Dan Gookin's first edition of *DOS For Dummies* became an international best-seller. He considers himself a computer "guru" whose job it is to remind everyone that computers are not to be taken too seriously. His approach to computers is light and humorous, yet very informative. Gookin mixes his knowledge of computers with a unique, dry sense of humor that keeps you informed - and awake.

Demystifying the power of the Oracle 12c database The Oracle database is the industry-leading relational database management system (RDMS) used from small companies to the world's largest enterprises alike for their most critical business and analytical processing. Oracle 12c includes industry leading enhancements to enable cloud computing and empowers users to manage both Big Data and traditional data structures faster and cheaper than ever before.

Oracle 12c For Dummies is the perfect guide for a novice database administrator or an Oracle DBA who is new to Oracle 12c. The book covers what you need to know about Oracle 12c architecture, software tools, and how to successfully manage Oracle databases in the real world. Highlights the important features of Oracle 12c. Explains how to create, populate, protect, tune, and troubleshoot a new Oracle database. Covers advanced Oracle 12c technologies including Oracle Multitenant—the "pluggable database" concept—as well as several other key changes in this release. Make the most of Oracle 12c's improved efficiency, stronger security, and simplified management capabilities with *Oracle 12c For Dummies*.

A complete guide and reference to five major Linux distributions. Linux continues to grow in popularity worldwide as a low-cost, reliable operating system for enterprise use. Nine minibooks in this guide cover everything administrators need to know about the five leading versions: Ubuntu, Fedora Core, OpenSUSE, Mint, and Mandriva. The companion DVD includes full Ubuntu installations and ISO images for the other four, saving hours of downloading time. The open source Linux operating system is gaining market share around the world for both desktop and server use; this soup-to-nuts guide covers installation and everything else administrators need to know about Ubuntu, Fedora Core, OpenSUSE, Mint, and Mandriva. Nine self-contained minibooks cover Linux basics, desktops, networking, Internet, administration, security, Linux servers, programming, and scripting. Updated to cover the newest versions of the five top distributions, with complete installation instructions and a DVD including the full Ubuntu installations and ISO images for the others. Linux users and administrators will be able to install and sample five popular Linux flavors with the information in *Linux All-in-One For Dummies*. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Windows is the world's most popular operating system, and *Windows For Dummies* is the bestselling computer book ever. When you look at *Windows XP For Dummies*, 2nd Edition, it's easy to see why. Here's all the stuff you want to know, served up in plain English and seasoned with a few chuckles. But make no mistake, this book means business. Author Andy Rathbone listened to what you wanted to know, and this edition is loaded with additional information about E-mail, faxing, and troubleshooting. Maximizing security features. Customizing and upgrading Windows XP Multimedia applications—CDs, dig-

ital music and photos, video, and more Answers to questions asked by thousands of Windows users If you're just getting started with Windows XP, you'll find Windows XP For Dummies, 2nd Edition is a lot easier than trying to get the fourth-grader next door to explain it to you. (Andy Rathbone is a lot more patient.) There's a whole section devoted to "Windows XP Stuff Everybody Thinks You Already Know," so you can get the hang of the basics quickly and in the privacy of your own home. And if you've been around a couple of generations of Windows, you'll be especially interested in how to squeeze maximum security from the beefed-up anti-spam and firewall features in Service Pack 2. Windows XP For Dummies, 2nd Edition is sort of like a buffet—you can sample everything, or just stick with the stuff you know you like. You'll find out how to Locate programs and files, organize your information, and fax, scan, or print documents Get online safely, send and receive e-mail, work with Internet Explorer's security toolbar, and steer clear of pop-ups, viruses, and spam Make Windows XP work the way you want it to, share your computer while maintaining your privacy, set up a network, and perform routine maintenance Transfer and organize pictures from your digital camera, edit digital video, and create custom CDs of your favorite tunes Use Windows XP's troubleshooting wizards and become your own computer doctor With its task-oriented table of contents and tear-out cheat sheet, Windows XP For Dummies, 2nd Edition is easy to use. You can quickly find what you want to know, and you just may discover that this book is as important to your computer as the power cord.

A sequel to DOS for Dummies, this book covers the latest version of the biggest selling DOS in history. Other titles in this series include Excel for Dummies, Word for Dummies, and More Windows for Dummies.

Your guide to understanding the basics of an MBA Want to get an MBA? The Complete MBA For Dummies, 2nd Edition, is the practical, plain-English guide that covers all the basics of a top-notch MBA program, helping you to navigate today's most innovative business strategies. From management to entrepreneurship to strategic planning, you'll understand the hottest trends and get the latest techniques for motivating employees, building global partnerships, managing risk, and manufacturing. This fun, easy-to-access guide is full of useful information, tips, and checklists that will help you lead, manage, or participate in any business at a high level of competence. You'll find out how to use

databases to your advantage, recognize and reward your employees, analyze financial statements, and understand the challenges of strategic planning in a global business environment. You'll also learn the basic principals of accounting, get a grip on the concepts behind stocks and bonds, and find out how technology has revolutionized everything from manufacturing to marketing. Discover how to: Know and respond to your customers' needs Handle budgets and forecasts Recruit and retain top people Establish and run employee teams Use Sarbanes-Oxley to your company's advantage Negotiate with the best of them Build long-term relationships with clients Avoid common managerial mistakes Improve cash flow Market your products and services Make the most of your advertising dollar Once you know what an MBA knows, the sky's the limit. Read The Complete MBA For Dummies, 2nd Edition, and watch your career take off!

The #1 bestselling beginner's guide to computer networking—now in a new edition Need networking know-how, but don't know where to turn? Run—don't walk—to the no-nonsense networking guidance offered in this friendly guide! Whether you're a networking administrator or an everyday computer user looking to set up a network in your home or office, Networking For Dummies seamlessly gets you connected with the basics and gives you the knowledge to work out whatever kinks may come your way—in no time. A network can make everything in your home or office run more smoothly and easily, but setting one up can be challenging for even the most computer-savvy people. Well, relax—this bestselling guide has you covered! Inside, you'll find step-by-step instructions on setting up and maintaining a network, working with broadband and wireless technologies, ensuring you're following best practices with storage and backup procedures, building a wired or wireless network, and much more. Set up a network for all major operating systems Secure, optimize, and troubleshoot your network Create an intranet and use the Cloud safely Make sense of the latest updates to Windows 10 Don't let a thorny networking issue get the best of you! Heed the simple guidance in this friendly guide and effectively network your way to more effective shared data and resources.

This guide offers nine books in one, covering every aspect of the two required A+ exams, plus customisable test-prep software on CD-ROM.

Need to brush up on your German? Intermediate German For Dummies is your key to success in becoming confident in both written and spoken German. It gives you

the straight talk and nitty-gritty detail that will see you successfully through any major or minor roadblocks to communicating in German. This friendly, hands-on workbook is loaded with practical examples and useful exercises so you can practice how native speakers use the language. From vocabulary and numbers to juggling tenses, you'll get a clear understanding of the nuances of German style and usage that will have you writing and speaking in no time. Plus, you'll find multiple charts that provide conjugations for all types of German verbs. You'll get up to speed with German grammar, master essential differences between German and English language usage, and be able to communicate effectively when traveling or conducting business. Discover how to: Use fundamental German grammar, from nouns, adjectives, and adverbs to pronouns, prepositions, and conjunctions Select and conjugate German verbs correctly Understand the importance of grammatical gender in German Avoid the most common writing mistakes Use numbers and express dates and times Name countries and nationalities in German Expand your German vocabulary exponentially Get comfortable with the subjunctive Combine verbs with confidence and competence If you're heading to any German-speaking country, sharpen your German-language skills the fun and easy way with Intermediate German For Dummies.

Updated for the latest database management systems -- including MySQL 6.0, Oracle 11g, and Microsoft's SQL Server 2008 - this introductory guide will get you up and running with SQL quickly. Whether you need to write database applications, perform administrative tasks, or generate reports, Learning SQL, Second Edition, will help you easily master all the SQL fundamentals. Each chapter presents a self-contained lesson on a key SQL concept or technique, with numerous illustrations and annotated examples. Exercises at the end of each chapter let you practice the skills you learn. With this book, you will: Move quickly through SQL basics and learn several advanced features Use SQL data statements to generate, manipulate, and retrieve data Create database objects, such as tables, indexes, and constraints, using SQL schema statements Learn how data sets interact with queries, and understand the importance of subqueries Convert and manipulate data with SQL's built-in functions, and use conditional logic in data statements Knowledge of SQL is a must for interacting with data. With Learning SQL, you'll quickly learn how to put the power and flexibility of this language to work.

Head's up - this book was published in 1994! Check out Excel 2019 For Dummies for the most up-to-date information! I imagine you landed here because you're trying to figure out Excel and know the For Dummies books are a great way to find fast answers. Just so you know, this edition of Excel For Dummies covers a version of the application that's been updated 10 times since we published the book. For the most current info, search for "Excel 2019 For Dummies." The good news is Excel hasn't changed so much in all those years, so a lot of this book is still usable. We're humbled that people still give it great reviews. The better news is there's a version of Excel For Dummies for every version of the application released since then. If you don't want to take your chances on a book published before there was a Google or an Amazon, look for the version of the book specific to the version of Excel you're using, such as Excel 2019 All-in-One For Dummies.

Some copies of A+ Certification All-in-One For Dummies (9781119255710) were printed without access codes to the online test bank. If you did not receive a PIN with your book, please visit www.dummies.com/go/getaccess to request one. All the knowledge you need to pass the new A+ exam A+ is the gateway certification into many IT careers and can be essential in order to start your occupation off on the right foot in the exciting and rapidly expanding field of information

technology. Luckily, the 9 minibooks in CompTIA A+ Certification All-in-One For Dummies make it easier to prepare for this all-important exam so you can pass with flying colors! It quickly and easily gets you up to speed on everything from networking and computer repair to troubleshooting, security, permissions, customer service—and everything in between. The CompTIA A+ test is a rigorous exam, but the experts who wrote this book know exactly what you need to understand in order to help you reach your certification goal. Fully updated for the latest revision of the exam, this comprehensive guide covers the domains of the exam in detail, reflecting the enhanced emphasis on hardware and new Windows content, as well as the nuts and bolts, like operating system basics, recovering systems, securing systems, and more.

- Find new content on Windows 8, Mac OS X, Linux, and mobile devices
- Get test-taking advice for the big day
- Prepare for the A+ exam with a review of the types of questions you'll see on the actual test
- Use the online test bank to gauge your knowledge—and find out where you need more study help

With the help of this friendly, hands-on guide, you'll learn everything necessary to pass the test, and more importantly, to succeed in your job!

ACT! 2005 will help you manage your business contacts and relationships (not just with customers, but also with prospects, vendors, and suppliers) more efficiently

and effectively. But there is a catch—you have to ACTivate it. ACT! 2005 for Dummies helps you get your ACT together with basic information about fields, records, files, and navigation, and step-by-step guidelines for: Setting up and customizing databases Using the calendar to plan your schedule Using the alarm to alert you to things to ACT on, whether it's checking on a huge order or remembering a customer's birthday (so you'll get another huge order) Protecting your database by assigning specific security levels to users or password-protecting it Creating reports and broadcast e-mails Written by Karen S. Fredricks, an ACT! Certified Consultant, ACT! Premier Trainer, and self-professed ACT! FanACTic, ACT! 2005 For Dummies covers both ACT! Standard Edition 2005 and ACT! Premium Edition 2005. It shows and tells you how to: Use ACT! Notes and ACT! Histories to maintain records of all communications and activities Tag contacts (to designate whether they are interested in a new product, whether they like golf, whether they rate a glorious gift basket at Christmas or get the automatic fruit cake, or whatever) Integrate with Excel, Outlook, and other programs Use ACT! reporting and forecasting tools to manage and track sales Contacts and relationships are the key to any successful business. With ACT! 2005 helping you manage them, you can focus on building your business. Wouldn't it be nice to have a lot of new customers to add to ACT! 2005?