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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!

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MACHINE LEARNING FOR DUMMIES

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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.

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BANJO FOR DUMMIES

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NIKON D90 FOR DUMMIES

For Dummies Your Nikon D90 digital camera offers professional-quality features like 11-point autofocus, Live View, and

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shortcuts and timesaving options you have right at your fingertips. **Mac OS X Panther Timesaving Techniques For Dummies** gets you up to speed fast with over 60 timesaving techniques! While it includes keyboard shortcuts to expedite basic tasks, it goes further and shows you how to customize your Mac so it works faster for the way you work and the types of things you work on. Step-by-step instructions help you: Perfect your keyboard and mouse navigation techniques, so you can get where you want to go faster Use keyboard shortcuts and create shortcuts of your own Customize the Finder, Windows, and the Dock Handle files, aliases, favorites, and icons so you always know what's what and what's where Get proficient and efficient with Safari and Internet Explorer Web browsers, searches, e-mail, and more Mac OS X Panther Timesaving Techniques For Dummies was written by Larry Ullman, and Marc Liyanage. Larry is the Director of Digital Media Technologies at DMC Insights, Inc., author of four other computer books, and an obsessive Mac tinkerer. Marc is a senior software engineer at FutureLAB AG. He has programmed Macs professionally for 15 years and writes Cocoa software for fun! (No, you probably don't need to know what that is, but if you want to, you'll find it in the book.) With an easy style and lots of screen shots, they show you how to: Make the most of multimedia Take advantage of services—at least a dozen handy little tools available in many of your applications like the Grab utility for taking screen shots and Mail Services Save time online with AutoFill forms Make the most of iChat, for communicating with your buddies and iTunes for managing your music collection Use iPhoto to manage your digital library, create photo albums, present photographs online, edit images, and more Configure and use Rendezvous to network computers and devices, locate people in iChat, listen to other music collections in iTunes, and more Have your computer and your cell phone talk to each other using Bluetooth wireless communications Mac OS X Panther Timesaving Techniques For Dummies covers topics from A (ACC file format) to Z (Zingg application, contextual menus), literally. The index is 20 pages, with three columns to a page. That's a lot of tips! You pick and choose the ones to use—the ones that will save you time and help you make the most of the features and options of Mac OS X Panther.

OFFICE 2019 ALL-IN-ONE FOR DUMMIES

John Wiley & Sons **One book that does the work of nine!** Knowing your way around Microsoft Office requires you to be part mathematician, part storyteller, and part graphic designer—with some scheduling wizard and database architect sprinkled in. So what do you do if these talents don't come naturally to you? Fear not! Office 2019 All-in-One For Dummies fills in the gaps and helps you create easy-to-read Word documents, smash numbers in Excel, tell your tale with PowerPoint, and keep it all organized with Outlook. With additional books covering Access, OneNote, and common Office tasks, this is the only Office book you need on your shelf. Get insight into tools common to all Office applications

Find full coverage of Word, Excel, PowerPoint, Outlook, and Access Benefit from updated information based on the newest software release Discover the tricks Office pros use to enhance efficiency If you need to make sense of Office 2019 and don't have time to waste, this is the all-in-one reference you'll want to keep close by!

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ORGANIC CHEMISTRY I FOR DUMMIES

John Wiley & Sons **Organic Chemistry I For Dummies, 2nd Edition (9781119293378)** was previously published as **Organic Chemistry I For Dummies, 2nd Edition (9781118828076)**. 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. The easy way to take the confusion out of organic chemistry Organic chemistry has a long-standing reputation as a difficult course. Organic Chemistry I For Dummies takes a simple approach to the topic, allowing you to grasp concepts at your own

pace. This fun, easy-to-understand guide explains the basic principles of organic chemistry in simple terms, providing insight into the language of organic chemists, the major classes of compounds, and top trouble spots. You'll also get the nuts and bolts of tackling organic chemistry problems, from knowing where to start to spotting sneaky tricks that professors like to incorporate. Refreshed example equations New explanations and practical examples that reflect today's teaching methods Fully worked-out organic chemistry problems Baffled by benzines? Confused by carboxylic acids? Here's the help you need—in plain English!

LOGIC FOR DUMMIES

John Wiley & Sons **Logic** concepts are more mainstream than you may realize. There's logic every place you look and in almost everything you do, from deciding which shirt to buy to asking your boss for a raise, and even to watching television, where themes of such shows as CSI and Numbers incorporate a variety of logistical studies. **Logic For Dummies** explains a vast array of logical concepts and processes in easy-to-understand language that make everything clear to you, whether you're a college student or a student of life. You'll find out about: Formal Logic Syllogisms Constructing proofs and refutations Propositional and predicate logic Modal and fuzzy logic Symbolic logic Deductive and inductive reasoning **Logic For Dummies** tracks an introductory logic course at the college level. Concrete, real-world examples help you understand each concept you encounter, while fully worked out proofs and fun logic problems encourage you students to apply what you've learned.

SOCIAL SECURITY FOR DUMMIES

John Wiley & Sons **Social Security For Dummies, 2nd Edition (9781119293330)** was previously published as **Social Security For Dummies, 2nd Edition (9781118967560)**. 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. Praise for **Social Security For Dummies**: "Social Security for Dummies is a must read for people of any age who want a comfortable retirement. Jonathan Peterson does a great job of explaining this complicated system and helps you understand how to get the most from the benefits you've earned. The difference between a smart claiming strategy and a dumb one can cost you hundreds of thousands of dollars, so you'll want to invest in this book." —Liz Weston, personal finance columnist and author of *The 10 Commandments of Money* "This is your go-to book on Social Security. Chock-full of useful tips, easy to use, and well organized, it answers all your questions about Social Security." —Steve Vernon,

author of *Money for Life: Turn Your IRA and 401(k) Into a Lifetime Retirement Paycheck* and CBS MoneyWatch commentator "Social Security for Dummies is indispensable for anyone who wants to get the best possible deal from Social Security—and that means all of us, young and old, because everyone will need Social Security benefits in this era of disappearing pensions and dwindling savings. Strategies for single people, for married couples, for survivors, for divorced people: You can find expert advice on all these subjects and more in this easy-to-understand guide to a very complex subject." — Bob Rosenblatt, editor of HelpwithAging.com and Senior Fellow at the National Academy of Social Insurance About the book: Take the mystery out of Social Security and maximize your benefits when you retire Social Security For Dummies is the definitive resource to navigating the often-complex world of Social Security retirement benefits and the U.S. Social Security Administration. If you're nearing retirement age, or assisting someone who is, this guide will show you how to avoid common pitfalls, determine when you should claim your benefits, and figure out how much you can expect to receive each month. This newest edition provides updates to relevant dates and resources as well as an in-depth look at policy changes that will affect those about to retire. Packed with information that will help you make decisions that will maximize your financial well-being, this great resource makes it easy to understand everything you need to know quickly and easily. Understand new Social Security Administration policies and what they mean for you Determine how to incorporate Social Security into your overall retirement plan Get answers to common questions Find resources to use when you're stumped With Social Security For Dummies, you can take charge of your retirement and successfully navigate the U.S. Social Security Administration.

EINSTEIN FOR DUMMIES

John Wiley & Sons *Genius demystified, the Dummies way!* In 1905, Albert Einstein revolutionized modern physics with his theory of relativity. He went on to become a twentieth-century icon—a man whose name and face are synonymous with "genius." Now, at last, ordinary readers can explore Einstein's life and work in this new For Dummies guide. Physicist Carlos Calle chronicles Einstein's career and explains his work—including the theories of special and general relativity—in language that anyone can understand. He shows how Einstein's discoveries affected everything from the development of the atom bomb to the theory of quantum mechanics. He sheds light on Einstein's personal life and beliefs, including his views on religion and politics. And he shows how Einstein's work continues to affect our world today, from nuclear power to space travel to artificial intelligence.

HOME DECORATING FOR DUMMIES

For Dummies Do you long to create picture-perfect rooms but can't quite seem to achieve them? Do you want better functioning spaces for working, playing, or living? Do you clamor to express your personal style? If you said "yes" to any of these questions, you've turned to the right source for real answers from the pros. Home Decorating For Dummies, 2nd Edition is for all kinds of people in all kinds of decorating situations, including: First-time buyers or renters. You have a whole new place to decorate. Where do you start? Second- or third-time home buyers. Whether you've gone up or down in size, stayed in the same region or moved to a whole new one, you need to know how to make your old furniture work in a new setting, how to add furnishings, and how to make your style seem fresh. Newly blended families. He has furniture, she has furniture, they have furniture. Can it all work together harmoniously? Indeed! And anyone else who loves decorating. Don't forget: Imagination counts. Each part of Home Decorating For Dummies, deals with a broad area of decorating, and each chapter contains specific and detailed information. You'll discover tips on Basic planning - where to begin when you want to start decorating Creating surface interest - the effects of color, pattern, and texture, and the problems created by too much or too little of them Creating backgrounds - what you need to know about the special decorating requirements of your walls Tackling tough rooms - how to effectively decorate rooms that have special functional requirements Accessorizing with art and other stuff - adding the final flourishes to every space in your place Home Decorating For Dummies, 2nd Edition contains all the basics - including how to figure out what you can spend; how to spend it; and the latest and greatest in styles, trends, and technology. What do you do with your space next? The possibilities are endless.