German For Dummies

Intermediate German For DummiesDigital Marketing For DummiesGerman For Dummies, Enhanced EditionGERMAN FOR DUMMIES (With CD)German Shepherds For DummiesOffice 365 For DummiesItalian For DummiesDutch For DummiesCybersecurity For DummiesPHP, MySQL, & JavaScript All-in-One For DummiesLearn German for Beginners & DummiesBuddhism For DummiesThe Everything Essential German BookPortuguese For DummiesPaleo Workouts For DummiesSpeak German in 90 DaysPolish For DummiesTime Management For Dummies, 2nd EditionStatistics Essentials For DummiesGerman Essentials For DummiesGerman For Dummies Audio SetGerman All-in-One For DummiesGermany For DummiesThe Everything Learning German BookGerman Phrases For DummiesBeginning Programming with Python For DummiesRussian For DummiesKorean For DummiesBeer For DummiesFirst German ReaderDeep Learning For DummiesPublishing E-Books For DummiesCRM For DummiesFrench For DummiesSmart Cities For DummiesPython for Data Science For DummiesStory-Based Inquiry: A Manual for Investigative JournalistsGerman For DummiesAccounting All-in-One For DummiesIntermediate German For Dummies

Intermediate German For Dummies

The fun and friendly guide to all things beer Beer has always been one of the world's most popular beverages; but recently, people have embraced the rich complexities of beer's many varieties. Now, with Beer For Dummies you can quickly and enjoyably educate your palate—from recognizing the characteristics of ales, lagers, and other beer styles to understanding how to taste and evaluate beer. The author, a beer connoisseur, shares his own expertise on this subject, revealing his picks for the best beer festivals, tastings, and events around the world as well as his simple tips for pouring, storing, and drinking beer like an expert brewmeister. New coverage on the various styles of beer found around the world including: real ale, barrel aged/wood aged beer, organic brews, and extreme beer Updated profiles on the flavor and body of each beer, explaining why beers taste the way they do, as well as their strengths and ideal serving temperatures How to spot the best beers by looking at the bottle, label, and a properly poured beer in its ideal glass The essentials on beer-and-food pairings and the best ways to introduce beer into your cooking repertoire From information on ingredients like hops, malt, and barley to the differences between lagers and ales, this friendly guide gives you all the information you need to select and appreciate your next brew.

Digital Marketing For Dummies

The fast and easy way to learn Python programming and statistics Python is a general-purpose programming language

created in the late 1980s—and named after Monty Python—that's used by thousands of people to do things from testing microchips at Intel, to powering Instagram, to building video games with the PyGame library. Python For Data Science For Dummies is written for people who are new to data analysis, and discusses the basics of Python data analysis programming and statistics. The book also discusses Google Colab, which makes it possible to write Python code in the cloud. Get started with data science and Python Visualize information Wrangle data Learn from data The book provides the statistical background needed to get started in data science programming, including probability, random distributions, hypothesis testing, confidence intervals, and building regression models for prediction.

German For Dummies, Enhanced Edition

German For Dummies uses the renowned Berlitz approach to get you up and running with the language - and having fun too! Designed for the total beginner, this guide - with dialogue and pronunciation audio CD included - introduces you to basic grammar, then speedily have you talking about: Dining out; Shopping; The office; Planning a trip; Recreation; Partying; Trains, planes, and automobiles.Table of contents· Getting Started.· German in Action· German on the Go· The Part of Tens

GERMAN FOR DUMMIES (With CD)

Russian is spoken by nearly 450 million people, and demand for Russian-speakers is growing. This introductory course includes an audio CD with practice dialogues-just the ticket for readers who need basic Russian for business, school, or travel. Serafima Gettys, PhD (Newark, CA), is Coordinator of the Foreign Language Program at Lewis University. Andrew Kaufman, PhD (Charlottesville, VA), is a Visiting Assistant Professor at the University of Virginia. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

German Shepherds For Dummies

Learn to speak German? Easy. German All-in-One For Dummies conveniently combinestitles from the German Dummies library into one handy guide thatcovers all of the bases of the German language. For those lookingto master fluency in this popular language, this book and CD comboare an efficient and logical choice. German All-in-One For Dummies brings together contentfrom German For Dummies, 2nd Edition, German For Dummies AudioSet, German Phrases For Dummies, Intermediate German ForDummies, and German Essentials For Dummies. ??Plus, itincludes a new CD that allows for even more opportunities topractice speaking the language, as well as additional content ongrammar and usage to empower you to use and speak German like anative. Offers instruction and practice exercises for both speaking andwriting German Helps

you prepare to demonstrate proficiency in conversationalGerman If you want to improve your German, whether it's for work,travel, or enjoyment, German All-in-One For Dummies has youcovered.

Office 365 For Dummies

Dutch is spoken by 23 million people, mainly in the Netherlands and Belgium, and is an official EU language. For English speakers, written Dutch can be fairly straightforward to pick up, although the pronunciation can be more of a challenge. This simple guidebook and audio CD covers Dutch grammar, pronunciation and everyday phrases, making this vibrant language more accessible to English speakers – whether you're just visiting or planning to stay on a long-term basis. Dutch For Dummies is the essential guide for everyone from students and holidaymakers, to those wanting to speak Dutch for business purposes. From numbers and vocabulary to greetings, popular expressions and proper etiquette, this clear, easy-to-follow guide will have you speaking Dutch like a native in no time. Dutch For Dummies includes: Audio CD to assist learning Introductory grammar and vocabulary Meeting and getting to know people Dining out, shopping, leisure time and the workplace Dealing with emergencies Tips on how to pick up Dutch quickly Note: CD files are available to download when buying the eBook version

Italian For Dummies

Dutch For Dummies

Take a deep dive into deep learning Deep learning provides the means for discerning patterns in the data that drive online business and social media outlets. Deep Learning for Dummies gives you the information you need to take the mystery out of the topic—and all of the underlying technologies associated with it. In no time, you'll make sense of those increasingly confusing algorithms, and find a simple and safe environment to experiment with deep learning. The book develops a sense of precisely what deep learning can do at a high level and then provides examples of the major deep learning application types. Includes sample code Provides real-world examples within the approachable text Offers hands-on activities to make learning easier Shows you how to use Deep Learning more effectively with the right tools This book is perfect for those who want to better understand the basis of the underlying technologies that we use each and every day.

Cybersecurity For Dummies

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 distinguishing 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.

PHP, MySQL, & JavaScript All-in-One For Dummies

The fun and easy way to learn the fascinating language of Germanwith integrated audio clips! German For Dummies, Enhanced Edition uses therenowned Berlitz approach to get you up and running with thelanguage-and having fun too! Designed for the total beginner, thisguide introduces you to basic grammar and then speedily has youmaking conversation. Integrated audio clips let you listen andlearn as you hear pronunciations and real-life conversations. Funand games sections ease your way into German fluency, phoneticspellings following expressions and vocabulary improve yourpronunciation, and helpful boxes and sidebars cover cultural quirksand factoids. Master the nuts and bolts of German grammar Learn phrases that make you sound German-and know whatnever to say in German Whether you're just looking for a greeting besides "Guten tag"or you want to become a foreign exchange student, this enhancededition of German For Dummies gives you what you need tolearn the language-as much as you like, as fast as you like!

Learn German for Beginners & Dummies

Specially chosen for their power to evoke German life and culture, these short, simple readings include poems, stories, essays, and anecdotes by Goethe, Hesse, Heine, Schiller, and others.

Buddhism For Dummies

Introduces conversational German, with useful phrases for greeting others, making small talk, and shopping, as well as tips

on improving grammar and vocabulary.

The Everything Essential German Book

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 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.

Portuguese For Dummies

If you need to start speaking German Fast, but you don't have a lot of time to study the language, German For Dummies Audio Set is the quick-learning solution for you. These three sixty-minute CDs feature fast, focused instruction that gets you quickly up to speed on essential vocabulary and language structure. This practical, portable audio set is designed to help you learn to speak German in a hurry and with no fuss, whether you're at home or on the road. From basic greetings and expressions to grammar and conversations, you'll grasp the essentials and start communicating right away! Plus, you can follow along with the handy 96-page portable guide. It's filled with words and phrases you'll hear on the CD and also includes a mini dictionary. You can practice at your own pace and skip around to focus on immediate needs. Discover how to: Get started with basic words and phrases Handle greetings and introductions Form sentences and practice parts of speech Ask questions and understand the answers Build your own vocabulary Talk about numbers, time, and the calendar Handle real-world situations Ask for directions Get help at a hotel, the bank, a store Heading for Germany, Austria, Switzerland, or any other German speaking country? German For Dummies Audio Set is packed with all of the must-have expressions and phrases, you need to conduct business or have a great vacation!

Paleo Workouts For Dummies

Protect your business and family against cyber attacks Cybersecurity is the protection against the unauthorized or criminal use of electronic data and the practice of ensuring the integrity, confidentiality, and availability of information. Being "cyber-secure" means that a person or organization has both protected itself against attacks by cyber criminals and other online scoundrels, and ensured that it has the ability to recover if it is attacked. If keeping your business or your family safe from cybersecurity threats is on your to-do list, Cybersecurity For Dummies will introduce you to the basics of becoming cyber-secure! You'll learn what threats exist, and how to identify, protect against, detect, and respond to these threats, as well as how to recover if you have been breached! The who and why of cybersecurity threats Basic cybersecurity concepts What to do to be cyber-secure Cybersecurity careers What to think about to stay cybersecure in the future Now is the time to identify vulnerabilities that may make you a victim of cyber-crime — and to defend yourself before it is too late.

Speak German in 90 Days

Get digital with your brand today! Digital Marketing for Dummies has the tools you need to step into the digital world and bring your marketing process up to date. In this book, you'll discover how digital tools can expand your brand's reach and help you acquire new customers. Digital marketing is all about increasing audience engagement, and the proven strategy and tactics in this guide can get your audience up and moving! You'll learn how to identify the digital markets and media that work best for your business—no wasting your time or money! Discover how much internet traffic is really worth to you and manage your online leads to convert web visitors into paying clients. From anonymous digital prospect to loyal customer—this book will take you through the whole process! Learn targeted digital strategies for increasing brand awareness Determine the best-fit online markets for your unique brand Access downloadable tools to put ideas into action Meet your business goals with proven digital tactics Digital marketing is the wave of the business future, and you can get digital with the updated tips and techniques inside this book!

Polish For Dummies

Time Management For Dummies, 2nd Edition

Want to speak German but don't know where to start? This book is for you! Don't waste money buying ten different books when you can learn everything you need in this one book. Don't waste money taking classes at a school when you can teach yourself. Why buy a similarly priced book that only teaches basic entry level German grammar when you can master the language with this one book? With Speak German in 90 Days, all of the prep work is done for you. Each daily lesson will teach you not only what, but how to study. Speak German in 90 Days is a comprehensive self study guide, and teaches the

equivalent of two years of a college level German class. It can also be used by intermediate students to brush up on grammar and vocabulary. The content includes: How to Study - Tips and tricks on how to study and what to study to learn and retain the language quickly. Pronunciation - An easy and accurate guide for American English speakers. Grammar - All essential grammar taught in two years of a college level German course Vocabulary - Over 1000 of the most common German words Vocabulary nuances - Explanations of how to use vocabulary that you can't find in a dictionary or other text books. Idiomatic expressions. New to the 2nd Edition: New Foreword. Reorganized chapter layout for ease of understanding. Added grammar cards to each chapter to help memorize grammar structures. Clarified grammar explanations. For questions or comments please send an email to speakgerman90@gmail.com

Statistics Essentials For Dummies

German Essentials For Dummies

Start speaking Korean the fun and easy way with Korean For Dummies, a no-nonsense guide to Korean culture and the basics of Korean language. Pick up basic phrases and commonly used words so that you can converse with Koreans in both business and personal situations. You'll learn Korean for everyday life and task-specific expressions for Korean on the go. In addition, you'll discover important and fascinating aspects of Korean culture. This handy guide won't burden you with lists of grammar rules; just look up the phrases and cultural phrases that you need or read through the whole book for a general overview. You'll be able to place material in a daily context with cultural tidbits, phonetic spelling of Korean words, and the recorded Korean dialogues on the accompanying CD. Exercises will jog your memory and reinforce everything that you learn. Find out how to: Use basic phrases and words correctly Converse intelligently about Korean culture Do business with a Korean company Say task-specific expressions Pronounce Korean words Put material in a real-world context Make a good first impression with Koreans Complete with lists of ten ways to learn Korean quickly, ten phrases to make you sound Korean, ten expressions that Koreans like to use, and ten things you should never do around a Korean, Korean For Dummies is your one-stop guide to speaking basic Korean and understanding the fundamentals of Korean culture.

German For Dummies Audio Set

Explore the engine that drives the internet It takes a powerful suite of technologies to drive the most-visited websites in the world. PHP, mySQL, JavaScript, and other web-building languages serve as the foundation for application development and programming projects at all levels of the web. Dig into this all-in-one book to get a grasp on these in-demand skills, and figure out how to apply them to become a professional web builder. You'll get valuable information from seven handy books

covering the pieces of web programming, HTML5 & CSS3, JavaScript, PHP, MySQL, creating object-oriented programs, and using PHP frameworks. Helps you grasp the technologies that power web applications Covers PHP version 7.2 Includes coverage of the latest updates in web development Perfect for developers to use to solve problems This book is ideal for the inexperienced programmer interested in adding these skills to their toolbox. New coders who've made it through an online course or boot camp will also find great value in how this book builds on what you already know.

German All-in-One For Dummies

Your hands-on guide to this widely practiced and ancient religion Buddhism, one of the world's most widely practiced religions, is a fascinating yet complex eastern religion that is rapidly spreading throughout western civilization. What does it mean to be a Buddhist? What are the fundamental beliefs and history behind this religion? Buddhism For Dummies explores these questions and more in this updated guide to Buddhist culture. You'll gain an understanding of the origins of this ancient practice and how they're currently applied to everyday life. Whether you're a searcher of truth, a student of religions, or just curious about what makes Buddhism such a widely practiced religion, this guide is for you. In plain English, it defines the important terms, explains the key concepts, and explores in-depth a wide range of fascinating topics. New and expanded coverage on all the schools of Buddhism, including Theravada, Tibetan, and Mahayana The continuing relevance of the Dalai Lama Updated coverage on daily observances, celebrations, styles, practices, meditation, and more Continuing the Dummies tradition of making the world's religions engaging and accessible to everyone, Buddhism For Dummies is your essential guide to this fascinating religion. Buddhism For Dummies (9781119643265) was previously published as Buddhism For Dummies (9781118023792). 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.

Germany For Dummies

Statistics Essentials For Dummies (9781119590309) was previously published as Statistics Essentials For Dummies (9780470618394). 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. Statistics Essentials For Dummies not only provides students enrolled in Statistics I with an excellent high-level overview of key concepts, but it also serves as a reference or refresher for students in upper-level statistics courses. Free of review and ramp-up material, Statistics Essentials For Dummies sticks to the point, with content focused on key course topics only. It provides discrete explanations of essential concepts taught in a typical first semester college-level statistics course, from odds and error margins to confidence intervals and conclusions. This guide is also a perfect reference for parents who need to review critical statistics concepts as they help high school students with homework assignments, as well as for adult learners headed back into the classroom

who just need a refresher of the core concepts. The Essentials For Dummies Series Dummies is proud to present our new series, The Essentials For Dummies. Now students who are prepping for exams, preparing to study new material, or who just need a refresher can have a concise, easy-to-understand review guide that covers an entire course by concentrating solely on the most important concepts. From algebra and chemistry to grammar and Spanish, our expert authors focus on the skills students most need to succeed in a subject.

The Everything Learning German Book

The fun and easy way to take your Italian language skills to thenext level The tips, techniques, and information presented here givestudents, travelers, and businesspeople a primer on how to speakItalian. Complete with updates, a bonus CD, and the traditionalFor Dummies user-friendly format, this new edition ofItalian For Dummies gives you reliable lessons, practice,and language learning techniques for speaking Italian with ease andconfidence. Featuring a revamped, user-friendly organization that builds onyour knowledge and ability, Italian For Dummies offersexpanded coverage of the necessary grammar, major verb tenses, andconjugations that beginners need to know. Plus, you'll get a fullyupdated and expanded audio CD that includes real-lifeconversations; a refreshed and expanded mini-dictionary; moreuseful exercises and practice opportunities; and more. Builds on your skills and ability as you learn Covers the grammar, verb tenses, and conjugations you need toknow Includes a mini-dictionary Audio CD includes real-life conversations If you're looking to reach a comfort level in conversationalItalian, Italian For Dummies gets you comfortably speakingthis Romantic language like a native.

German Phrases For Dummies

The core concepts you need to write and speak German Learning a new language is a fun and challenging feat for students at every level. Perfect for those just starting out or returning to German after some time away, German Essentials For Dummies focuses on core concepts taught (and tested on!) in a typical introductory German course. From adjectives and adverbs to understanding tenses and asking questions, you'll skip the suffering and score high marks at exam time with the help of German Essentials For Dummies. Designed for students (and parents) who want the key concepts and a few examples—without the review, ramp-up, and anecdotal content—German Essentials For Dummies is a perfect solution for exam-cramming, homework help, and reference. Focuses on everything from grammar, vocabulary, and pronunciations to verb forms and tenses Perfect for a refresher or a quick reference Aids you in writing assignments, tests, and conversational German If you have some knowledge of German and want to polish your skills, German Essentials For Dummies focuses on just the core concepts you need to communicate effectively.

Beginning Programming with Python For Dummies

Everybody thinks they know the German Shepherd. Many of us grew up with Rin Tin Tin, or we saw German Shepherds in nightly news reports breaking up riots, or we saw them in neighbors' backyards protecting children. But that only scratches the surface of one of the most fascinating and confusing breeds on earth. Whether it's selection, nutrition, routine health care, training, competition, or just having fun, there's more to it with a German Shepherd than with other breeds. And if you're thinking about adding one to your family, or you already have one, you need to know all you can about this breed. Which is where German Shepherds For Dummies comes in. Is this noble and intelligent breed the right dog for you and your family? German Shepherds For Dummies provides the answer to this and all your questions about getting, caring for, and living with this loveable breed. Lifelong German Shepherd owner and longtime German Shepherd breeder, trainer, and exhibitor, Carline Coile, PhD ,gets you up and running with what you need to know to: Find and communicate with reputable breeders Choose the right German Shepherd for you Housebreak and socialize your new puppy Educate yourself and your dog Handle behavioral problems Participate in competitions Dr. Coile provides insights into the German Shepherd temperament and loads of sensible, easy-to-follow advice, along with fun facts and Shepherd trivia, amusing and informative anecdotes, and tips on how to have a great time with your dog. Discover how to: Understand how to communicate with your German Shepherd Train your German Shepherd Find a good trainer and attend classes Deal with hereditary health problems Feed and exercise your German Shepherd Recognize, prevent and treat common health problems Have loyal friend for life The indispensable guide for you and your German Shepherd, German Shepherds For Dummies is the only book you'll need to help you have the best possible experience with this handsome and sensitive breed of dog.

Russian For Dummies

Learn to speak and write German like a pro! Need a quick introduction to the German language? Whether you're planning a vacation, adding a valuable second language to your resume, or simply brushing up on your skills, The Everything Essential German Book is your perfect guide for learning to speak and write in German. This portable guide covers the most important basics, including: The German alphabet and translation Greetings and conversation starters Common questions and answers Verb tenses and sentence structure With step-by-step instructions, pronunciation guides, and practical exercises, you'll find learning German can be easy and fun! You'll be speaking--and understanding--German in no time!

Korean For Dummies

The fun and easy way to learn the fascinating language of Germanwith integrated audio clips! German For Dummies,

Enhanced Edition uses therenowned Berlitz approach to get you up and running with thelanguage-and having fun too! Designed for the total beginner, thisguide introduces you to basic grammar and then speedily has youmaking conversation. Integrated audio clips let you listen andlearn as you hear pronunciations and real-life conversations. Funand games sections ease your way into German fluency, phoneticspellings following expressions and vocabulary improve yourpronunciation, and helpful boxes and sidebars cover cultural quirksand factoids. Master the nuts and bolts of German grammar Learn phrases that make you sound German-and know whatnever to say in German Whether you're just looking for a greeting besides "Guten tag"or you want to become a foreign exchange student, this enhancededition of German For Dummies gives you what you need tolearn the language-as much as you like, as fast as you like!

Beer For Dummies

Do you have a habit of coming to work early, staying late, and working on your weekends? How many times have you used the excuse "There's just not enough time in the day to get everything done?" Probably more often than you'd care to admit! Well, now you don't need any excuses for not accomplishing everything you've set out to do -- not when you have Time Management For Dummies, 2nd Edition, as your trusty resource. You'll be amazed at what you can get done each and every day when you discover the timesaving tips, techniques, ideas, and strategies in this book. If you want to become more effective, efficient, and productive, then this book is one of the best time investments you can make. Dubbed ?Mr. Neat the Clutterbuster? by USA Today, author Jeffrey J. Mayer gives you hundreds of timesaving tips that can help you save at least an hour a day. You also find the latest word on time-management tools as well as valuable tips on organizing your life at home and improving your ability to communicate effectively. So if you want to be more productive, get better organized, and still make it home in time for dinner, then discover how to pace yourself with Time Management For Dummies, 2nd Edition.

First German Reader

Have you ever wanted to learn the third most taught language in the world? If you are a native English speaker, you will be surprised at how easy it can be to learn the German language. Easy to understand and simple phonetics will keep you eager, and interested to learn more. Let this book work hand in hand with you to accomplish your goal of learning German. The following chapters will discuss basic grammar rules, sentence structure, and everyday phrases for easy learning. It includes the alphabet, numbers list, and extensive vocabulary lists. It will even help you put sentences together on your own! Also, it includes short stories to help with your reading comprehension and get you used to the flow of the language. This book covers everything you need to know to start learning the German language. Let's start today! Willkommen!

Deep Learning For Dummies

Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365 combines the familiar Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere, anytime Office 365 is the key to office productivity — and now you can put it to use for you!

Publishing E-Books For Dummies

The ultimate quick and easy guide to learning Polish Polish can be a difficult language to master. It is pronounced phonetically and has several unique characters in its alphabet, but with Polish For Dummies in hand, you'll find yourself speaking like a local in no time. Packed with practical lessons, handy cultural facts, and essential references (including a Polish-English mini-dictionary and lists of common verbs), this guide is specially designed to get you speaking Polish with confidence. With advice on speaking Polish within the construction, teaching, and public sector industries, this book is a truly practical tool for anyone wanting to speak the language either professionally or socially. Includes sections dedicated to Polish in action, Polish on the go, and Polish in the workplace A companion audio CD contains Polish conversations spoken by native Polish speakers in a variety of everyday contexts, perfect for learning Polish on the go A Polish-English dictionary is included to provide quick access to the most common words With easy-to-follow instruction and exercises that give you the language to communicate during day-to-day experiences, readers of Polish For Dummies will learn the words and verbal constructions they need to communicate with friends and colleagues at home, find directions on holiday, and more. Note - CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

CRM For Dummies

French For Dummies

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.

Smart Cities For Dummies

From the Bavarian Alps to the Rhine, from Berlin to the Black Forest, Germany is packed with beer gardens, castles, art, culture, and a hopping nightlife. Take it all in with this handy guide to your perfect Teutonic adventure: Complete coverage of the big cities and small towns, from Berlin and Munich to the spa town of Baden-Baden The best castles and palaces, including the fairy-tale-style castles Neuschwanstein and Linderhof Suggestions for kid-friendly attractions, hotels, and restaurant The country's best wines and wine regions Like every For Dummies travel guide, Germany For Dummies, Third Edition includes: Down-to-earth trip-planning advice What you shouldn?t miss?and what you can skip The best hotels and restaurants for every budget Lots of detailed maps

Python for Data Science For Dummies

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.

Story-Based Inquiry: A Manual for Investigative Journalists

Save time, save money, and grow your business with more effective CRM CRM For Dummies is the small business leader's guide to managing customer interactions. Customer relationship management is a critical part of any business, and it encompasses everything from business strategy and HR to sales, marketing, events, and more. Solutions exist for businesses of any size, but how do you know which one is right for you? What features do you need? Do you have the people and processes in place to get the most out of whichever one you choose? This book is designed to help business leaders better understand effective CRM and identify the right solution for their business—but it's about much more than software; effective CRM requires appropriate team structures, intradepartmental collaboration, and process efficiency. Packed with tactics and strategies that will save your company thousands of dollars and man-hours, these chapters answer the most pressing questions that will make the biggest impact on your sales. Building relationships with current and future customers is the critical point of business. This book helps you bring sales, marketing, and operations together to work toward that common goal, and shows you the tools and techniques that make your efforts more effective. Define your market segments, buyer personas, and voice Build an effective internal structure, and choose the right CRM solution Optimize leads and conduct effective email marketing Streamline processes, automate where possible, and employ analytics Your customers are the lifeblood of your company; you need to reach them, engage them, and retain them—without wasting precious time or money. CRM For Dummies gets you up to speed on the latest, most effective CRM tools and techniques to help your business succeed.

German For Dummies

Paleo workouts that are heavy on results—and low onequipment investment Paleo Workouts For Dummies offers a program ofback-to-the-Stone-Age exercises with specially designed workoutsthat burn fat, fight disease, and increase energy. The paleoworkouts found in this step-by-step guide, promote sound activitieswith a strong emphasis on practicing and masteringfundamental/primitive human movements such as squats, hinges,pushes/pulls, sprints, crawls, and more. Paleo Workouts For Dummies caters to the anti-gym crowdwho want a convenient program that can be used anywhere,

anytime.In addition, vital details on healthy Paleolithic foods thatmaximize energy levels for the intense workout routines arecovered. Companion workout videos can be accessed, for free, atDummies.com The video content aids you in mastering paleo moves andtechniques covered in the book Offers a complete cardiovascular and strength workout By focusing on the primal movements that humans evolved toperform, Paleo Workouts For Dummies is for anyone followinga paleo diet routine as well as those curious about how to maximizetheir paleo workouts.

Accounting All-in-One For Dummies

Become empowered to build and maintain smarter cities At its core, a Smart City is a collection of technological responses to the growing demands, challenges, and complexities of improving the quality of life for billions of people now living in urban centers across the world. The movement to create smarter cities is still in its infancy, but ambitious and creative projects in all types of cities—big and small—around the globe are beginning to make a big difference. New ideas, powered by technology, are positively changing how we move humans and products from one place to another; create and distribute energy; manage waste; combat the climate crisis; build more energy efficient buildings; and improve basic city services through digitalization and the smart use of data. Inside this book you'll find out: What it really means to create smarter cities How our urban environments are being transformed Big ideas for improving the quality of life for communities Guidance on how to create a smart city strategy The essential role of data in building better cities The major new technologies ready to make a difference in every community Smart Cities will give you the knowledge to understand this important topic in depth and be ready to be an agent of change in your community.

Intermediate German For Dummies

Orderdas beste Bier at Oktoberfest! Hitch a ride on der Autobahn! Say "Wilkommen" to your neuen deutschen Freunde! Learning to sprechen Sie Deutsches is fun and far easier than you might think. With this guide, you will make sense of this fascinating language in no time. This practical, hands-on Buch comes with easy-to-understand lessons, useful exercises, and embedded audio for pronunciation help. Building on the German language's close relation to English, this eBook includes everything from basic introductions to verb conversions. You will learn to: Order food with ease. Ask how much items cost. Understand direct and indirect objects. Use superlatives to communicate more effectively. Know when to use passive voice. Also, this eBook is enhanced with audio icons throughout which allow you to hear correct pronunciation or participate in various exercises so you can perfect your German pronunciation and understanding with ease! Whether you want to sample das stoutest Lager or converse with your grandparents in their native tongue, you'll soon discover just how easy it is to learn German!

ROMANCE ACTION & ADVENTURE MYSTERY & THRILLER BIOGRAPHIES & HISTORY CHILDREN'S YOUNG ADULT FANTASY HISTORICAL FICTION HORROR LITERARY FICTION NON-FICTION SCIENCE FICTION