

The Step By Step Guide To The Vlookup Formula In Microsoft Excel Volume 3 The Microsoft Excel Step By Step Training Guide Series

Communication scholars must be inquisitive, seek answers, synthesize information, and make educated decisions similar to being a detective. More than 100,000 entrepreneurs rely on this book for detailed, step-by-step instructions on building successful, scalable, profitable startups. The National Science Foundation pays hundreds of startup teams each year to follow the process outlined in the book, and it's taught at Stanford, Berkeley, Columbia and more than 100 other leading universities worldwide. Why? The Startup Owner's Manual guides you, step-by-step, as you put the Customer Development process to work. This method was created by renowned Silicon Valley startup expert Steve Blank, co-creator with Eric Ries of the "Lean Startup" movement and tested and refined by him for more than a decade. This 608-page how-to guide includes over 100 charts, graphs, and diagrams, plus 77 valuable checklists that guide you as you drive your company toward profitability. It will help you:

- Avoid the 9 deadly sins that destroy startups' chances for success
- Use the Customer Development method to bring your business idea to life
- Incorporate the Business Model Canvas as the organizing principle for startup hypotheses
- Identify your customers and determine how to "get, keep and grow" customers profitably
- Compute how you'll drive your startup to repeatable, scalable profits.

The Startup Owner's Manual was originally published by K&S Ranch Publishing Inc. and is now available from Wiley. The cover, design, and content are the same as the prior release and should not be considered a new or updated product.

This book provides guidance to readers for how to conduct an integrative review. Over the decades, with the expansion of evidence-based practice (EBP), the evolution of methods used in reviews has resulted in a wide spectrum of review types. Due to the overlapping characteristics of the various review methods, confusion exists related to terminology, descriptions and methods of each type. To fill this gap, this book examines components necessary to conduct a rigorous integrative review from formulating questions through dissemination of the results of the review. Each chapter focuses on one component or step in this process and is written in a straightforward and readable manner. An integrative review is considered by many as an actual research study, hence it should be approached following established research methods involving well-defined steps. The integrative review is often compared with the systematic review. Both are used in healthcare research and follow a systematic process in reviewing literature and developing recommendations, but there are important differences that are addressed in the book. Evidence-based practice (EBP) demands high quality, rigorous evidence for nurse clinicians to make informed decisions with and for

their patients. In nursing education, the integrative review is a frequent capstone project for graduate students and forms the basis for many doctoral projects. The Integrative review process should be valid, reliable and transparent and this book provides clear guidelines for writing an integrative review for students, educators, clinicians, and researchers. This book is a useful addition to courses for both undergraduate and graduate level writers of integrative reviews. In academia, a likely adoption would be in graduate research and research methods courses, and baccalaureate honor courses.

UPDATED - SECOND EDITION (JUNE 2021) We spend so much of our digital lives using a computer but often don't give enough attention to its setup and configuration. That's a missed opportunity since doing it well can supercharge your productivity and safeguard your important data. The topics discussed in this book not only apply to a new computer, but can be used to verify that your current computer is optimized for productivity and security as well. The steps I discuss include everything you need to know and do to get the best Windows user experience. The book is written mostly as a step-by-step guide, covering the following steps: Step 0: Pre-Setup Step 1: Setup Computer and Create Administrator and Guest Accounts Step 2: Make a System Image Step 3: Install Antivirus Software Step 4: Remove Crapware Step 5: Update the Operating System (OS) Step 6: Import Data Files from Your Old Computer Step 7: Install Printers and Other Peripherals Step 8: Install and Configure Browser(s) of Choice Step 9: Install Your Preferred Software Step 10: Perform a Full Security Scan and run CCleaner Step 11: Create a System Backup Step 12: Organize, Protect, Sync and Backup Your Data Step 13: Working More Productively with Your Computer Step 14: Protect Your Computer against Loss or Theft Step 15: Use and Look for Problems Step 16: Care for Your Laptop Step 17: Prepare Your Old Computer Scattered throughout the book you will find hundreds of links to useful resources. I have further added appendices about caring for your computer, putting your computer to use when idle, and basic troubleshooting ideas.

"Drupal 7 is an amazingly powerful web content management system. But many newcomers find it confusing, and most Drupal books are just too complicated to help. If you want to spend less time struggling with complex instructions, and more time building sites that make you proud, this is the book for you! Top Drupal trainer Stephen Burge teaches everything you need to know--and nothing you don't need to know! You'll master Drupal one easy step at a time, through a complete, real-world sample project. You'll find crystal-clear visuals, simple explanations, perfect analogies--all extensively tested with real Drupal beginners. Drupal 7 Explained requires absolutely no experience with Drupal, content management, website construction, programming, scripting, or even HTML."-- Adobe Photoshop is a complex but incredibly powerful piece of software that allows you to create all sorts of amazing effects. Photoshop Fundamentals is the essential guide to getting started with Adobe Photoshop. Packed with tutorials, illustrations and procedures to help you make sense of the software. We'll take a

look at purchasing, downloading and installing Photoshop, getting acquainted with the interface Touching up and repairing photographs A look at using Camera RAW, removing lens distortion and making photos look more professional Also we'll explore using Photoshop's tools to manipulate images and create special effects Get to grips with the infamous layers concept and begin to create multi-layer projects, experiment with filters Create 3D objects and build a 3D scene, inserting 3D models into a 3D scene, exploring different image formats and resolution A look at image types, from bitmaps to vectors Recording and using automated actions, using automated actions in batch processing when you need to process lots of images, and much more...

The Step-by-step Guide to Sustainability PlanningHow to Create and Implement Sustainability Plans in Any Business Or OrganizationEarthscan

Do less reading and more writing! This workbook was designed to get you writing your research articles and publishing in peer-reviewed journals right now. With this workbook, you will actually write as you read. Each chapter ends with a summary of important points and fill-in exercises that will lead you write a complete draft of your research article. This book was written by a scientist for scientists. Dr. Luz Claudio understands the pressures of academia and the need for all scientists to publish or perish. With over 25 years of experience teaching and mentoring students at all educational levels, she has distilled the essential and practical knowledge you need to succeed in becoming a published scientist. If you are a graduate student, postdoctoral fellow, junior faculty, physician affiliated with an academic institution, a government researcher, a leader of a community-based organization or a principal investigator mentoring future scientists, you need this guide. The workbook can be used on its own or as a companion to the online course: WriteScienceNow.com

A Step-by-Step Guide to Qualitative Data Coding is a comprehensive qualitative data analysis guide. It is designed to help readers to systematically analyze qualitative data in a transparent and consistent manner, thus promoting the credibility of their findings. The book examines the art of coding data, categorizing codes, and synthesizing categories and themes. Using real data for demonstrations, it provides step-by-step instructions and illustrations for analyzing qualitative data. Some of the demonstrations include conducting manual coding using Microsoft Word and how to use qualitative data analysis software such as Dedoose, NVivo and QDA Miner Lite to analyze data. It also contains creative ways of presenting qualitative findings and provides practical examples. After reading this book, readers will be able to: Analyze qualitative data and present their findings Select an appropriate qualitative analysis tool Decide on the right qualitative coding and categorization strategies for their analysis Develop relationships among categories/themes Choose a suitable format for the presentation of the findings It is a great resource for qualitative research instructors and undergraduate and graduate students who want to gain skills in analyzing qualitative data or who plan to conduct a qualitative study. It is also useful for researchers and practitioners in the social and health sciences fields.

Writing a book is easier than you think! Blogger to Author: Turn Your Content into a Book teaches bloggers and other content creators how to turn their content into a book. It walks authors-to-be through every step of the writing and self publishing process, including planning, writing, promoting, and publishing. Blogger to Author is the ultimate road map to help you get your book published.

Sustainability is now the greatest business imperative, yet how do you actually develop and implement a sustainability plan if you aren't an expert?From the authors of the award-winning handbook The Business Guide to Sustainability comes this highly practical guide to designing

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and implementing a customized sustainability plan in any business, organization or government department of any type and scale. This step-by-step guide explains how to create a sustainability plan and sustainability report. Each chapter has two vital sections. The first contains background reading, tips and case examples to help you be successful. The second presents a set of methods each with step-by-step instructions and a selection matrix to help choose the best methods. The book also contains sample worksheets and exercise materials that can be copied for organization-wide use.

The craft of bookbinding has a long history and tradition. It has developed through the ages and is now enjoying a period of renewed popularity and creativity. Whether you are a beginner or an established bookbinder wishing to refresh your memory, this practical book introduces the techniques with step-by-step instructions and photographs. It explains how to transform a few sheets of paper and some thread into a book to be proud of. For the more experienced, the author also covers how to work with leather to create classic, professional bindings. Topics covered include single-section bindings; paperback and hardback; multi-section bindings; full cloth case, photograph album, quarter leather binding with paper or cloth-covered sides, and wrap-around structure; containers; phase box, slipcase and portfolio case. Lavishly illustrated with over 300 colour photographs.

MACHINE LEARNING - PYTHON Buy the Paperback version of this book, and get the Kindle eBook version included for FREE! Do You Want to Become An Expert Of Machine Learning?? Start Getting this Book and Follow My Step by Step Explanations! Click Add To Cart Now! This book is for anyone who would like to learn how to develop machine-learning systems. We will cover the most important concepts about machine learning algorithms, in both a theoretical and a practical way, and we'll implement many machine-learning algorithms using the Scikit-learn library in the Python programming language. In the first chapter, you'll learn the most important concepts of machine learning, and, in the next chapter, you'll work mainly with the classification. In the last chapter you'll learn how to train your model. I assume that you've knowledge of the basics of programming This book contains illustrations and step-by-step explanations with bullet points and exercises for easy and enjoyable learning. Benefits of reading this book that you're not going to find anywhere else: Introduction to Machine Learning Classification How to train a Model Different Models Combinations Don't miss out on this new step by step guide to Machine Learning. All you need to do is scroll up and click on the BUY NOW button to learn all about it!

Have you ever wanted to write a book? Have you started to write your book, but weren't able to finish? Are you ready to learn how to get a book published? Discover inside secrets to: - Writing a book fast - Where and how to start writing your book - Finding the time in your busy life to write and finish a book Publishing a book the easy way Achieving real and practical writing results This book is for those of us who want to write regardless of what others say about our ability to write. It is for those of us who want a step-by-step guide to the process and strategies to finishing and publishing a book. The book is specially formulated to be a tool to support your success. If you want to avoid mistakes and prevent costly pitfalls, whether those pitfalls be measured in time and/or money wasted, then this book is for you. This book is all about achieving real and practical writing results. You will only become a writer/author through the act of writing. This is your golden opportunity to stop talking about writing a book and actually do it. Only when your book is finished will you truly understand the authority and respect authorship demands and how the title of "author" can open up new channels of achievement and profit. Learn How to Write a Book Outline In Garrett Pierson's book "How to Write a Book ASAP" you'll find the system to creating a book outline that guarantees your success. Writing a book outline is essential to your book writing and publishing success and the process that Garrett lays out is by far the best for any author to follow. Need to Write Your Book Fast? Whether you want to write a book in a weekend or you desire to learn how to write

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a book in 30 days, 60 days, 90 days or even two years, this book will show you the exact steps to finishing your book fast. You will find all the right ingredients to get started, why you shouldn't start writing until you're ready, detailed strategies to organization and self-control, a crash course in the basic writing process, clear steps to finishing your book fast and staying laser focused, traditional publishing vs. Self-publishing and what is right for you, how to become the authority in your market when your book is finished, plus much more! When reading this book you'll also discover: How everyday people just like you and I, have finished and published their book in record time... The ONE skill you need to master ... To leapfrog confusing details, and get started FAST... How to craft a proven time management system to create all the time you need to write your book... How you can finish your book in as little as 30 days using a 7-step system that really works... 5 roadblocks that 97% of writers encounter and how to overcome them immediately... The BIGGEST MYTH of writing a book flattened and debunked instantly... A multi-channel market positioning technique that can skyrocket you from no one to famous in no time at all... And Much More... You've waited long enough. Let's get started, you'll be glad you did! Learn how to write a book ASAP. Click the buy button today. What's Your Book? is an aspiring author's go-to guide for getting from idea to publication. Brooke Warner is a publishing expert with thirteen years' experience as an acquiring editor for major trade houses. In her book, she brings her unique understanding of book publishing (from the vantage point of coach, editor, and publisher) to each of the book's five chapters, which include understanding the art of becoming an author, getting over common hurdles, challenging counterproductive mindsets, building an author platform, and ultimately getting published. Brooke is known for her straightforward delivery, honest assessments, and compassionate touch with authors. What's Your Book? contains the inspiration and information every writer needs to publish their first or next book.

Ten projects help artists achieve immediately gratifying results. Each one is broken down into simple steps and includes traceable drawings.

Book Design Made Simple gives DIY authors, small presses, and graphic designers-novices and experts alike-the power to design their own books. It's the first comprehensive book of its kind, explaining every step from installing Adobe InDesign right through to sending the files to press. For those who want to design their own books but have little idea how to proceed, Book Design Made Simple is a semester of book design instruction plus a publishing class rolled into one. Let two experts guide you through the process with easy step-by-step instructions, resulting in a professional-looking top-quality book

CD-ROM contains: Examples presented in text.

The skill of good essay writing is essential if you are to achieve the kind of grades you want in the courses you are studying. This is true whether you are studying at GCSE, AS or A levels at school or college, or trying to gain a degree at university. The advice and practical guidance you receive in this book will enable you to improve your grade assessments by putting into practice some simple, but invaluable principles of essay writing. These approaches will work for you whether you are facing assessment in timed exam conditions or being judged by coursework assignments. This book will take you step by step from your opening to your closing paragraph, so that you focus your thoughts on answering the assignment appropriately and relevantly. It also contains ten sample essays and useful chapters on grammar, accuracy and spelling.

Lean User Testing A Pragmatic Step-by-Step Guide to User Tests If you believe in agile software development and delivering value to your customers and your company, reading this book is the right decision as it will greatly support your process to identify and create valuable, feasible and usable products. "We Know What We Need to Build" Who hasn't yet heard that dreaded, gut feeling-based notion in the past? To my experience, it is rarely valid, but more often an expression of an outdated thinking, that values output over outcome, that believes in

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requirement documents and micromanaging the product team. This book, however, is dedicated to completely different approach, that Steve Blank once wrapped up in his famous quote: "There are No Facts Inside Your Building - Get Outside." And you should do so as early as possible in the process -it is the most important task of any product team. This book is therefore a deliberately short, focused, pragmatic manual for everyone, who designs, develops or markets software: Product manager, engineers and designers (UX/UI). It is based on hundreds of user interviews that I have run up to now and provides all you need to know to start your own user interview initiative in about two hours of your time. Save up to 90% of Typical User Interview Costs And there is more good news: The lean user testing approach will save up to 90% of the costs compared to outsourcing user interviews to a professional usability agency, but will return at least 80% of possible insights. Avoid Building Expensive Features Nobody Wants No more flying blind in the early stages: Test your hypotheses quickly and turn product discovery into your advantage over the competition. Learn how to avoid wasting money on software nobody wants and how to deliver value instead. Obsolete features aren't just expensive to build. They also need to be maintained and probably be removed at a later stage again, not to mention their opportunity costs: Imagine what you could have built instead. Gain More Runway for Your Startup Optimizing the cycle-time of your product hypotheses will focus available engineering and product management resources on valuable, usable and feasible features, thus extending your runway and improving your standing for the next funding round. Improve Communication with Stakeholders User tests greatly simplify the communication with stakeholders - theinterviews, you will be running, are your product organization's first line of defense when it comes to turning down unreasonable feature requests. About the Author The author has worked for many years as a product manager and agile coach (Scrum, Lean Startup, Lean Change). During that time, he developed B2C as well as B2B software, mainly for startups, including a former Google subsidiary. He originally studied chemistry, business administration, and law. However, he has never worked in a laboratory. Instead, back in 1996, he released the first online shop software with SAP R/3 connectivity, only to learn that the early bird does not necessarily catch the worm. After his move to Berlin, Germany, he founded a marketplace for local service. In 2011, Entrepreneurs Club Berlin e.V. followed, as did Startup Camp Berlin- one of the largest German startup conferences today. His latest project, Age Of Product - Invent For Your Customers, focuses on the exchange of knowledge between product people, designers, and developers. It is about lessons learned and best practices on how to identify which product to build and how to build it in an efficient way. Age Of Product will host events and workshops in Berlin from autumn 2015 on and might also organize a new conference in the near future."

Packed with computer-aided designs, information on new types of fabrics, and specially commissioned photos, this comprehensive guide maintains its original appeal, while enticing a whole new generation of readers.

One of the most complete and comprehensive books written on "C" language, this text requires no prior knowledge of programming, no mathematical skills, and no prior training in problem-solving. A Step-by-Step Guide to C Programming has a workbook-like approach so readers can pace themselves. The following features make this book unique: the approach is informal, and each concept is explained by example; explanations are organized like lecture notes; most examples are code complete; readers learn how to put segments of codes together, not just how to use functions and syntax; advice on good programming practices is included; one- and two-dimensional arrays are presented; and the importance of how to write portable functions is stressed.

Do you want to develop iPhone apps but don't know where to start? If you want to learn Swift programming from Scratch, this short book is for you. Learn Swift for iPhone iOS development, no programming development experience is required. Download your copy NOW!!Book

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ObjectivesThis book is about Swift programming. The following are the objectives of the author: To familiarize you with the basics of Swift programming language. To equip you with Swift programming skills, both beginner and advanced skills. To help you understand the difference between Swift and Objective-C. To help you appreciate the power of Swift as a programming language for the development of mobile applications. Who this Book is for? The author intends to benefit any of the following groups of people: Anybody who wants to learn basic Swift programming skills. Anybody who needs to advance their Swift programming skills. Anybody who needs to learn iOS app development for iOS 9 and above. Professors, lecturers or tutors who are looking to find better ways to explain Swift programming to their students in the simplest and easiest way. Students and academicians, especially those focusing on Swift programming, computer science and software development. **Requirements**The author expects you to have a computer installed with Mac OS X. If you don't have a MacBook, you can consider creating a Mac OS X virtual machine on your computer. What is inside the book? SWIFT BASICS SWIFT DATA TYPES SWIFT VARIABLES AND CONSTANTS SWIFT OPERATORS DECISION MAKING SWIFT LOOPS SWIFT FUNCTIONS SWIFT CLASSES SWIFT METHODS SWIFT ARRAYS SWIFT DICTIONARY SWIFT SETS SWIFT CLOSURES From the back coverThe author begins by introducing the readers to the foundations of the Swift programming language. The aim is to help them the individuals who developed the language, how the Swift compiler works. The reader has been guided on what they require so as to program in Swift. The author has then discussed the basics of Swift including writing comments, writing and running the first Swift program, Swift syntax, etc. The various features provided by Swift have been discussed in depth, including data types, variables, constants, loops, decision making, functions, operators, object oriented programming features, etc. The author has organized the book into chapters, with each chapter having many sub-chapters. Swift codes have been added, alongside thorough explanations of the code and images showing the expected output upon the execution of every script. The author begins with the basics of Swift and ends by discussing the complex features provided by the programming language. A step-by-step approach has been employed in every chapter for ease of understanding.

How To Draw Cute girls: The Step By Step Guide To Drawing 12 Cute Girls Easily (BOOK 2). Hurry up and get YOUR book NOW? Does your child love drawing cute girls? If your child wants to learn how to draw cute girls, then this book is perfect for him or her. This book is great for anyone interested in cartooning, from the aspiring animator looking for how-to instruction to the expert illustrator seeking inspiration. In this book, you will learn how to draw a lot of cute girls in a step-by-step manner. "How to Draw Cute Girls" will also help you realize your artistic potential and expose you to the pure joy of drawing! Once your little one masters their first drawing, they'll be so excited about their experience that they are sure to want more! As their drawing skills improve with practice, they'll learn to draw cute girls in different poses and moods. To maximize the fun, you can draw together with your little one, and maybe also involve an older sibling. The possibilities are endless! At the end of this book you and your child will be able to Draw ANY cute girls you want in whatever pose you desire. Who this book is for: Who ever want to learn drawing in easy method, they can take my book. Kids or beginners. This book is for any person who want to be a great artist... This book is for newbies. Who are not familiar with basic techniques of drawing. **Reviews From Former Students** ?????? " I'm pleased with the book and find the illustrations and explanations quite helpful, clear, concise and thorough. Great tutorial book. Very helpful to me. " -- Albert Martin -- ?????? " Gave this as a gift to a young aspiring artist (my little daughter) with a love of drawing cute girls. She absolutely loved it and find it useful! " -- Edward Gray -- ?????? " An amazing book, and filled with step-by-step instructions on creating these awesome cute girls. " -- Sharon Smith -- ?????? " My Grandson really enjoyed drawing these cool girls. The book gave him good insight and

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instructions on how to draw various characters easily. " -- Dennis Thompson -- Don't delay any more seconds, scroll back up, click the "BUY NOW WITH 1-CLICK" button NOW and start mastering drawing cute girls TODAY! Tags: how to draw cute girls, how to draw cute girls for kids, drawing cute girls for kids

People who love kids spend a sizeable amount of their adult life obsessing about how their lives would be with kids in it. They wonder how they can be good parents and be their kids' ultimate companion. They actively or passively prepare for this period of their lives and try to figure out ways to connect with their kids. The kids came with a need to express themselves, and it turns out that drawing is one of these needs. Herein lies the problem; the parent cannot draw. If this is your story, we understand how hard it is for you to confront that wrong notion that you cannot be there for your kids. You do not have to feel this way because you can always get help. Now, that help has come in the form of this drawing book. You do not have to feel like you are not doing enough for your kids in the area of creative expression because now, you can always bring out this book and guide them on how to use it to fulfill their drawing needs. The best part of this is that you will be doing it together; you learn as they learn and at the same time, you get to connect with them on a deeper level. So yes, you may not have much artistic or drawing skill, but you can help your kids develop theirs, and this book and the drawing guides in it will help you get them there. You and your kids are about to have the most amazing creative experience - one that you will talk about for years to come.

Are you tired of your job? Do you want to make more money? Would you love to spend more time doing what you want to instead of what you have to? If you are ready to create an additional stream of income to fall back on then this is the book for you! From Tax Preparer to Business Owner is the BEST book available for starting a tax business. Based on detailed case-studies, personal success strategies, and a lot of research, Shola Adesimilolu provides a step-by-step guide anyone can use to create and launch a profitable tax service. It doesn't matter if you just want to make a little money on the side, or create a legacy that will survive generations from now, owning a tax service gives you options. I GUARANTEE after reading this book you will leave with everything you need to start your own successful tax preparation business or get a full refund

Make Your Accounting Tasks Easier & Expand Your Business' Horizons Exponentially Using this Comprehensive Guide to QuickBooks for Intermediates! Are you ready to take your QuickBooks knowledge to the next level? Brace yourself, your financial accounting responsibilities are about to get easier! Now that you've got the basics down pat, it's time to elevate your expertise to intermediate level! In "QuickBooks" by Camile Davis, you can now master crucial accounting solutions for your business! This second installment is crafted with intermediate learners like you in mind. Written in simple language, you can now easily build on basic lessons and learn new salient concepts. These include payroll, invoices, expenses, inventories, and receipt preparations, among many others! Over the course of this step-by-step guide, intermediate learners like you will: Easily make informed financial position forecasts and make necessary changes to influence a healthier outlook Determine your business' financial health with one glance and instantly access all the information at any time Learn how to make specific account entries and determine the value they contribute to your financial statements Avoid unnecessary headaches and stress by effectively automating recurring transactions with just one click Successfully scale up your business irrespective of the size of your operations and achieve your milestones And so much more! Accounting for your entire business can be a real pain in the neck. While QuickBooks saves you time on accounting, this book eliminates the learning curve and saves you even MORE time. The less time you spend on accounting tasks, the more you'll have in positioning your business towards a better future! Using step-by-step instructions on how you can get around, "QuickBooks" is easily any intermediate learner's go-to guide! Scroll up, Click on "Buy Now with 1-Click", and Expand Your Business' Horizons

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Today!

Written specifically for students with no previous experience of research and research methodology, the Third Edition of Research Methodology breaks the process of designing and doing a research project into eight manageable steps and provides plenty of examples throughout to link theory to the practice of doing research. The book contains straightforward, practical guidance on: - Formulating a research question - Ethical considerations - Carrying out a literature review - Choosing a research design - Selecting a sample - Collecting and analysing qualitative and quantitative data - Writing a research report The third edition has been revised and updated to include extended coverage of qualitative research methods in addition to the existing comprehensive coverage of quantitative methods. There are also brand new learning features such as reflective questions throughout the text to help students consolidate their knowledge. The book is essential reading for undergraduate and postgraduate students in the social sciences embarking on qualitative or quantitative research projects.

This book aims to capture the fundamentals of computer programming without tying the topic to any specific programming language. To the best of the authors' knowledge there is no such book in the market.

"Tea, in all its varieties, offers just as much subtlety and complexity as fine wine, and in many countries around the globe, the tea service is one of the highest expressions of culture. Tea Sommelier will provide the knowledge and practical tips you need to feel at home in the world of tea, in 160 easy lessons. Topics include the varieties of tea and where they are grown, how to select and prepare tea, how to taste and serve it, how to pair tea with food, and how to cook with tea. Stylish illustrations on every page add extra enjoyment to the process of becoming a true tea sommelier."--Provided by publisher.

"A fine book for self-publishers set to take advantage of today's best entry to self-publishing." Aaron Shepard, author of *Aiming at Amazon*. This book cuts through all the hype that surrounds the publishing industry. Learn how to register your own publishing imprint and reap the benefits of passive income that successful writing provides. This book shows you, step-by-step, how to set up your own publishing company and self-publish your own nonfiction book WITHOUT the expense of inventory or pricey "writing services" that bogus vanity publishers sell to authors. Using CreateSpace, an Amazon affiliate company, you can self-publish with very few costs up front. Stop dreaming and start living; get your book published and distributed the easy way, and keep ALL the profits for yourself! See the official website for this book and learn more about the authors at: www.stepbystepselfpublishing.net

Your dream wedding starts with this first simple step. Your wedding day marks the beginning of a new and exciting chapter in your life, so you'll want to make sure it's as wonderful as you always dreamed it would be. This book will guide you through all the organisational detail of your wedding preparations so that you'll feel completely confident about the many choices and decisions you will have to make. Written and designed in a logical, easy-to-use style, it concentrates on the practical aspects of preparing for your big day and is divided into three parts: * The Countdown Calendar, detailing all the vital steps at each stage of the preparations * The Action Plans, showing the step-by-step sequences needed to organise the transport, flowers, photography and all the other essentials * The Checklists, providing lots of space for you to record all the relevant information, so that you can track your progress and ensure that nothing has been overlooked If you follow this book step by step, you'll feel confident that your big day will be a great success and one that you'll remember for the rest of your life.

"If I could give an aspiring writer one piece of advice, it would be to read this book." — Hugh Howey, New York Times best selling author of *Wool* "Tim Grahl is fast becoming a legend, almost single-handedly changing the way authors around the world spread ideas and connect with readers. If you've got a book to promote, stop what you're doing right now and start

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reading *Your First 1000 Copies*." — Daniel H. Pink, New York Times bestselling author of *Drive* and *When "Your First 1000 Copies is a must-read for authors trying to build a connection with their readers."* — Dan Heath & Chip Heath, co-authors of *Made to Stick, Switch, and Decisive* "I watched in awe as Tim Grahl had 5 clients on the New York Times bestseller list in the same week. There is no one I trust more to learn about book marketing." - Pamela Slim, Author, *Body of Work* "Tim was an early pioneer in teaching book authors how Internet marketing actually works." - Hugh MacLeod, author of *Ignore Everybody and Evil Plans* Imagine if you had a direct connection with thousands of readers who loved reading your books. And imagine if those readers eagerly awaited the launch of your next book. How would that direct relationship with your readers change your writing career? How would you feel knowing that every time you started a new book project, you already had people excited to buy it and ready to recommend it to others? In *Your First 1000 Copies*, seasoned book marketing expert Tim Grahl walks you through how successful authors are using the online marketing tools to build their platform, connect with readers and sell more books. Tim has worked with over 100 different authors from top best sellers such as Hugh Howey, Daniel Pink, Barbara Corcoran Charles Duhigg, Chip and Dan Heath, Ramit Sethi and Pamela Slim to authors just get started on their first writing project. He has worked with authors across all fiction and non-fiction genres. Along with his client work, he has studied many other successful authors to learn what works and what doesn't. The result is *Your First 1000 Copies* where he walks you through the Connection System, a plan that every author can immediately start using. The plan looks like this: - Permission - How to open up communication with your readers where you can reliably engage them and invite them to be involved. - Content - How to use content to engage with current readers and connect with new ones. - Outreach - How to ethically and politely introduce yourself to new readers. - Sell - How all of these steps can naturally lead to book sales without being pushy or annoying This is a system that any author can immediately put in place to start building their platform. Whether you're a seasoned author looking to step into the new publishing landscape, or you're a brand new author, *Your First 1000 Copies* will give you the tools to connect with readers and sell more books.

This guide, "How to Fence" will allow anyone the knowledge they need to know to begin a new hobby in fencing. Including pictures of samples such as footwork, weapons and strategies this guide could help the beginning fencer with techniques and more. This guide can also give the person who would love to try a new hobby a glimpse into the benefits of a sport that will offer excellent cardiovascular workouts. Pictures of various weapons and parts of weapons will give the beginner an idea of the different choices out there when they decide to not buy a whole weapon, but make their own. Also included are helpful instructions on how to keep your weapons and other articles in great shape so you won't have to replace them all the time. Not only will the reader have access to all this information, but they'll also learn that there are many places where you can set up an area and practice their fencing. Get a group of friends together who may be interested in learning something new and an open area and break out the swords, you just might be able to begin learning fencing. It's not as hard as you thought it might be! About the Expert John Beeler has been fencing for over 21 years, and is an avid lover of the sport. He has been teaching Christine the sport for almost a year now. With each of their loves of the sport, they thought it would be nice to let others know how easy it was to get into fencing. Between John's knowledge of the sport and Christine's writing ability, they have put together an instruction manual that can have anyone, of any age beginning the new hobby of fencing. John and Christine are also hoping to one day begin their own fencing school. HowExpert publishes quick 'how to' guides on all topics from A to Z by everyday experts.

Narcotics Anonymous Step Working Guides are meant to be used by NA members at any stage of recovery, whether it's the first time through the steps, or whether they have been a

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guiding force for many years. This book is intentionally written to be relevant to newcomers and to help more experienced memebers develop a deeper understanding of the Twelve Steps.

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