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Updated in 2018! The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: • Write letters and reports • Crunch numbers and create online data entry forms • Give presentations • Collaborate online with classmates and colleagues • Convert Microsoft Office documents to Google formats, and vice versa • Print documents, drawings, and spreadsheets • Export PDFs • Make pie charts, bar charts, and simple tables • Publish documents and spreadsheets online using the new Google Sites After covering registration, file creation and other basics, Google Drive and Docs In 30 Minutes (2nd Edition) zeroes in on the most important time-saving tips and productivity tools. Highlights include: • Converting files between Microsoft Office and Google formats. • Best practices for organizing files in Google Drive. • What to expect with collaboration and sharing. • The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides. • Accessing older versions of files. • How to publish your documents to the Web for colleagues or members of the public to view. • Functions, sorting and filtering in Google Sheets (with examples). • Using Google Forms to gather data. • Google Slides: Is it a suitable alternative to Microsoft PowerPoint? • Working with offline files. • Downloading third-party apps. The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. Google Drive and Docs In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes. Here's what readers are saying about Google Drive & Docs In 30 Minutes: "I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it." "I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled "Docs for dummies" and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly" "A clear and concise explanation of how to navigate your way through google docs." "Excellent introduction to Google drive. Well researched, easy to read, nicely organized."

'Cara Bastone is one of the most talented writers in the romance genre today. With her signature blend of heart, humor, and honesty, Cara's books remind you that the best stories begin and end with hope' Lyssa Kay Adams The audio bestseller, available for the first time in ebook! True love is on the line in Cara Bastone's charming, laugh-out-loud rom-com, perfect for fans of Netflix's Love is Blind, Jo Watson, Lauren Layne and Hannah Orenstein! 'The thing I love most about Cara Bastone's books is her ability to find the romance in ordinary lives, the swoon in simple places...just normal folks falling in love. I ADORE it' 5* reader review

..... Paint your toes. Pick up the wrong coffee and bagel order. Drive from Brooklyn to Jersey in traffic so slow you want to tear your hair out. It's amazing all the useless things I can accomplish while on hold for three hours with customer service. Three hours when I should be getting the Date-in-a-Box website ready to launch at the big business expo in a few days. Except my shiny new website is glitching, and my inner rage-monster is ready to scorch some earth...when he finally picks up. Not the robot voice I expected but a real live human named Cal. He's surprisingly helpful and really knows his stuff, even if he's a little awkward...in an adorable way. And suddenly I'm flirting with him? And I think he's flirting back. And suddenly it's been hours, and we're still on the phone talking and ordering each other takeout while he troubleshoots my website. And suddenly we're exchanging numbers and sending texts and DMs every day, leaving voice mails (who even does that anymore?!). And suddenly I'm wondering if it's possible for two people to fall in love at first talk. Because I'm falling...hard.

..... Readers are loving Call Me Maybe! 'An adorable and thoroughly enjoyable read...I didn't want it to end' 'This is a short, sweet romance that I really enjoyed. Both Cal and Vera were great characters and I loved how this book starts with their conversation which was so much fun to read!...I was rooting for them so much' 'I love the concept of this book ...I felt it captured it perfectly in ebook form. I've never read anything like it and for that I loved it!' 'A short fun read. I loved both of the main characters...Looking forward to reading more from this author'

'Ulysses' is a novel by Irish writer James Joyce. It was first serialised in parts in the American journal 'The Little Review' from March 1918 to December 1920, and then published in its entirety by Sylvia Beach in February 1922, in Paris. 'Ulysses' has survived bowdlerization, legal action and bitter controversy. Capturing a single day in the life of Dubliner Leopold Bloom, his friends Buck Mulligan and Stephen Dedalus, his wife Molly, and a scintillating cast of supporting characters, Joyce pushes Celtic lyricism and vulgarity to splendid extremes. An undisputed modernist classic, its ceaseless verbal inventiveness and astonishingly wide-ranging allusions confirm its standing as an imperishable monument to the human condition. It takes readers into the inner realms of human consciousness using the interior monologue style that came to be called stream of consciousness. In addition to this psychological characteristic, it gives a realistic portrait of the life of ordinary people living in Dublin, Ireland, on June 16, 1904. The novel was the subject of a famous obscenity trial in 1933, but was found by a U.S. district court in New York to be a work of art. The furor over the novel made Joyce a celebrity. In the long run, the work placed him at the forefront of the modern period of the early 1900s when literary works, primarily in the first two decades, explored interior lives and subjective reality in a new idiom, attempting to probe the human psyche in order to understand the human condition. This richly-allusive novel, revolutionary in its modernistic experimentalism, was hailed as a work of genius by W.B. Yeats, T.S. Eliot and Ernest Hemingway. Scandalously frank, wittily erudite, mercurially eloquent, resourcefully comic and generously humane, 'Ulysses' offers the reader a life-changing experience. Publisher : General Press

"Wish you could find giggle-inducing tween books for girls?" "Tired of young teen fiction that drags you down? Then try..." The Day I Washed My Face in the Toilet A laugh-out-loud novel that's perfect for girls and young teens! All 14-year-old Monica Bloomfield wants is to spend August at a science camp far away from her idiot sister and weird little brother. Trouble is, Monica's being dragged into the wedding party of her crabby old great aunt who lives in England-and if she wants to earn that science camp, she has to keep her siblings in line for the entire trip, plus convince her crazy Grandma to move into a nursing home pronto. Monica's determined to succeed, but things start out badly-and go downhill fast. First, her hyperactive brother overdoses on caffeine right

before their eight-hour flight to England. Then a botched wine-tasting party ends so badly that even a policeman is left speechless (and in need of a new uniform). Getting into science camp isn't going to be easy-especially with a rampaging bull, drunk parrot and the most gorgeous guy in the universe standing in her way. "The Day I Washed My Face In The Toilet" is a fast-paced tale about a girl trying to have a positive impact on her world and see social injustices corrected-with hilarious results, and one badly-mangled bridesmaid's dress. A Personal Note From The Author: Unfortunately, I came up with the title of this book-and a pretty big chunk of the plot-line-the day I washed my face in a toilet. In my defense, we were living in the middle of nowhere, and a brutal storm had left us with no hydro, no heat, no lights and no running water for almost a week. I was cold and grimy, and by the fifth day I snapped. I pulled the top off the toilet tank and peered in. The water had been sitting there for days, so it smelled really funky. Also, every chain and bobby thing in there was covered with a thick layer of (and here, I'm using the scientific term) bleck. Still, I was desperate. So I used the slimy toilet tank water and had what was probably the fastest sponge bath on record. Sadly, the curry incident happened to me, too. Shortly before I boarded an eight-hour flight from England to Canada, a friend took me out for a huge curry feast. I'd never had curry, and my intestines weren't sure what to do with the stuff, so they promptly rejected it. I developed a massive case of explosive curry farts. I kept my coat zipped up for the entire flight home, hoping that would hide the smell. It didn't. Toxic gasses trickled out through the neck of the coat, assaulting me and all of the passengers who were stuck sitting around me. Ironically, the coat made the problem worse, because it made me sweat-I was leaking curry vapors out of every pore of my body. This book is a labor of love-but it's laced with some of my most cringe-worthy experiences, too! "If you're on the look-out for great books for girls or young teens-and you don't need vampires or zombies to make you happy-then this one's for you!" Want to read more? Just scroll up and click the Look Inside feature on the top left hand side of the page.

S.A. Bodeen's *The Compound* is a 2009 Bank Street - Best Children's Book of the Year. Eli and his family have lived in the Compound for six years. The world they knew is gone. Eli's father built the Compound to keep them safe. Now, they can't get out. He won't let them.

Amid a growing global forced displacement crisis, refugees and the organizations that assist them have turned to technology as an important resource in solving problems in humanitarian settings. This report analyzes technology uses, needs, and gaps, as well as opportunities for better using technology to help displaced people and improving the operations of responding agencies.

Cunningham's classic introduction to Wicca is about how to live life magically, spiritually, and wholly attuned with nature. It is a book of sense and common sense, not only about magick, but about religion and one of the most critical issues of today: how to achieve the much needed and wholesome relationship with our Earth. Cunningham presents Wicca as it is today: a gentle, Earth-oriented religion dedicated to the Goddess and God. Wicca also includes Scott Cunningham's own Book of Shadows and updated appendices of periodicals and occult suppliers.

THE NEW YORK TIMES BESTSELLING SERIES • The highly anticipated finale to the *A Good Girl's Guide to Murder* series, the instant bestsellers that read like your favorite true crime podcast or show. By the end of this mystery series, you'll never think of good girls the same way again... Pip is about to head to college, but she is still haunted by the way her last investigation ended. She's used to online death threats in the wake of her viral true-crime podcast, but she can't help noticing an anonymous person who keeps asking her: Who will look for you when you're the one who disappears? Soon the threats escalate and Pip realizes that someone is following her in real life. When she starts to find connections between her stalker and a local serial killer caught six years ago, she wonders if maybe the wrong man is behind bars. Police refuse to act, so Pip has only one choice: find the suspect herself—or be the next victim. As the deadly game plays out, Pip discovers that everything in her small town is coming full circle . . .and if she doesn't find the answers, this time she will be the one who disappears. . .

From the bestselling author of *The Ascent of Money* and *The Square and the Tower* "A dazzling history of Western ideas." —*The Economist* "Mr. Ferguson tells his story with characteristic verve and an eye for the felicitous phrase." —*Wall Street Journal* "[W]ritten with vitality and verve . . . a tour de force." —*Boston Globe* Western civilization's rise to global dominance is the single most important historical phenomenon of the past five centuries. How did the West overtake its Eastern rivals? And has the zenith of Western power now passed? Acclaimed historian Niall Ferguson argues that beginning in the fifteenth century, the West developed six powerful new concepts, or "killer applications"—competition, science, the rule of law, modern medicine, consumerism, and the work ethic—that the Rest lacked, allowing it to surge past all other competitors. Yet now, Ferguson shows how the Rest have downloaded the killer apps the West once monopolized, while the West has literally lost faith in itself. Chronicling the rise and fall of empires alongside clashes (and fusions) of civilizations, *Civilization: The West and the Rest* recasts world history with force and wit. Boldly argued and teeming with memorable characters, this is Ferguson at his very best.

The Thicket: A Path Begins is a spellbinding tale about a girl, the Thicket, and the power of magic. Fans of Neil Gaiman will love this thrilling new world. When Kara Westfall was five years old, her mother was convicted of the worst of all crimes: witchcraft. Years later, Kara and her little brother, Taff, are still shunned by the people of their village, who believe that nothing is more evil than magic...except, perhaps, the mysterious forest that covers nearly the entire island. It has many names, this place. Sometimes it is called the Dark Wood, or Sordyr's Realm. But mostly it's called the Thicket. The villagers live in fear of the Thicket and the terrible creatures that live there. But when an unusual bird lures Kara into the forbidden forest, she discovers a strange book with unspeakable powers. A book that might have belonged to her mother. And that is just the beginning of the story. Supports the Common Core State Standards Publishers Weekly Best Book IndieBound Indie Next List Publishers Weekly Flying Start Amazon's Big Spring Books Washington Post Summer Book Club

A bibliographical history of newspaper development.

In the Wolf's Lair . . . Determined to stop her wayward brother from squandering their dwindling fortune, Lady Eliza Brentford decides to follow him to his favorite den of depravity. There, among the candlelight and raucous revelry, she encounters her brother's role model in debauchery, the notorious Marquess of Haddan, Gryffin Dwight. Staring into his smoldering green eyes, Eliza can't help but find the rakehell nobleman seductively charming-and sinfully attractive. In a *Lover's Paradise* . . . When Gryffin appears on Eliza's estate as a guest of her brother, a stolen kiss among the garden's blooms leads to a night of unbridled passion. Suddenly the lovely widow feels herself opening up, like the petals of a rose. Could this master of seduction possibly feel true emotion for Eliza? Or is he leading her down the garden path to an Eden of delights no woman can resist-and a fall no woman can escape?

What the book covers: *Laptops For Seniors For Dummies*, 5th Edition covers basic information for new laptop owners in the seniors demographic who need a gentle, hand-holding, step-by-step approach to getting started. Series features: This bestselling title uses a larger font and large figures to make the book easy to read. The book assumes no prior knowledge and starts with selecting the right laptop or tablet, shows how the various parts connect together, how to use

the keyboard and mouse, finding your way around the new Anniversary version of the Windows 10 operating system, using the touchscreen capabilities, using the Internet for shopping, social networking, emailing friends and family, researching, traveling, staying safe online, using files and folders, using office applications, and so on. General layout: Chapter openers present the tasks covered with associated page numbers to help readers find material fast No extraneous elements such as sidebars and text on parts pages Short introductions with standard headings Whats Inside: Chapters include: Buying A Laptop, Setting Up Your Computer, Getting Around Windows 10, Managing Power, Setting Up Your Display, Getting Help with Vision, Hearing and Dexterity Challenges, Setting Up Printers and Scanners, Connecting with Contana, Working with Software Programs, Working with Files and Folders, Working with Windows Apps, Understanding Internet Basics, Hitting the Road with Your Laptop, Browsing the Web, Staying Safe While Online, Keeping in Touch with Mail, Working in the Cloud, Connecting with Other People, Getting Visual: Using the Video, Photos, and Camera Apps, Playing Music in Windows 10, Working with Networks, Protecting Windows, and Maintaining Windows

A TikTok sensation, this rom-com about a young woman who agrees to fake date a colleague and bring him to her sister's wedding has "everything you could want in a romance" (Helen Hoang, New York Times bestselling author). Catalina Martín desperately needs a date to her sister's wedding. Especially since her little white lie about her American boyfriend has spiralled out of control. Now everyone she knows—including her ex and his fiancée—will be there and eager to meet him. She only has four weeks to find someone willing to cross the Atlantic and aid in her deception. New York to Spain is no short flight and her raucous family won't be easy to fool. Enter Aaron Blackford—her tall, handsome, condescending colleague—who surprisingly offers to step in. She'd rather refuse; never has there been a more aggravating, blood-boiling, and insufferable man. But Catalina is desperate, and as the wedding draws nearer, Aaron looks like her best option. And she begins to realize he might not be as terrible in the real world as he is at the office. France, 1685. Catherine Gillet knows her brother, Jules, wants to protect her from the sinister threats of the French crown. But Jules is involved in a potentially deadly enterprise, one connected with an encoded document. When his actions put the whole family at risk, will Catherine find a way to save them? Virginia, present day. Renee Talbot, a direct descendant of Catherine's, is fascinated by the document that's been part of her family legacy for more than three centuries. Certain its pages hold hidden secrets, she takes a closer look—and makes a shocking discovery. But when memories of a childhood trauma are rekindled, she's forced to seek answers of a different kind. Inspired by the faith and bravery of Catherine, can Renee find the truth and face her deepest fears at last? From the authors of the Christy Award-winning *The Amish Midwife* comes an epic story of two women, centuries apart, each discovering her own hidden bravery, standing for what she believes in, and finding love in unexpected places.

Illustrates the new features of Windows 10.

Books for All Kinds of Readers Read HowYouWant offers the widest selection of on-demand, accessible format editions on the market today. Our 7 different sizes of EasyRead are optimized by increasing the font size and spacing between the words and the letters. We partner with leading publishers around the globe. Our goal is to have accessible editions simultaneously released with publishers' new books so that all readers can have access to the books they want to read. To find more books in your format visit www.readhowyouwant.com

After her father died, Penelope retreated from polite society and buried herself in her books. But now her older brother wants to take even that away from her! As long as her brother is managing her inheritance, Penelope is bound by his wishes. So she decides to go out and find a husband who will let her do what she wants! Just as she leaves on her journey, a drunk man throws himself in front of her carriage. He seems to come from a good family, though, and he's quite handsome... Penelope recognizes that this is her chance and talks him into marrying her...but she had no idea just who he is!

Surface For Dummies John Wiley & Sons Good Girl, Bad Blood The Sequel to a Good Girl's Guide to Murder Delacorte Press

From managing social media stress to dealing with pandemics and other events beyond your control, this fully revised and updated edition of *The Anxiety Workbook for Teens* has the tools you need to put anxiety in its place. In our increasingly uncertain world, there are plenty of reasons for anyone to feel anxious. And as a teen, you're also dealing with academic stress, social and societal pressures, and massive changes taking place in your body, brain, and emotions. The good news is that there are a lot of effective techniques you can use—both on your own and with the help of a therapist or counselor—to reduce your feelings of anxiety and keep them from taking over your life. Now fully revised and updated, this second edition of *The Anxiety Workbook for Teens* provides the most up-to-date strategies for managing fear, anxiety, and worry, so you can reach your goals and be your best. You'll find new skills to help you handle school pressures and social media overload, develop a positive self-image, recognize your anxious thoughts, and stay calm in times of extreme uncertainty. The workbook also includes resources for seeking additional help and support if you need it. While working through the activities in this book, you'll find tons of ways to help you both prevent and handle your anxiety. Some of the activities may seem unusual at first. You may be asked to try doing things that are very new to you. Just remember—these are tools, intended for you to carry with you and use over and over throughout your life. The more you practice using them, the better you will become at managing anxiety. If you're ready to change your life for the better and get your anxiety under control, this workbook can help you start today. In these increasingly challenging times, teens need mental health resources more than ever. With more than 1.6 million copies sold worldwide, Instant Help Books for teens are easy to use, proven-effective, and recommended by therapists.

Risk everything . . . for love with this #1 New York Times bestseller. What if you couldn't touch anything in the outside world? Never breathe in the fresh air, feel the sun warm your face . . . or kiss the boy next door? In *Everything, Everything*, Maddy is a girl who's literally allergic to the outside world, and Olly is the boy who moves in next door . . . and becomes the greatest risk she's ever taken. My disease is as rare as it is famous. Basically, I'm allergic to the world. I don't leave my house, have not left my house in seventeen years. The only people I ever see are my mom and my nurse, Carla. But then one day, a moving truck arrives next door. I look out my window, and I see him. He's tall, lean and wearing all black—black T-shirt, black jeans, black sneakers, and a black knit cap that covers his hair completely. He catches me looking and stares at me. I stare right back. His name is Olly. Maybe we can't predict the future, but we can predict some things. For example, I am certainly going to fall in love with Olly. It's almost certainly going to be a disaster. *Everything, Everything* will make you laugh, cry, and feel everything in between. It's an innovative, inspiring, and heartbreakingly romantic debut novel that unfolds via vignettes, diary entries, illustrations, and more. And don't miss Nicola Yoon's *The Sun Is Also A Star*, the #1 New York Times bestseller in which two teens are brought together just

when it seems like the universe is sending them in opposite directions.

The highly anticipated sequel to the instant New York Times bestseller, *A Good Girl's Guide to Murder!* More dark secrets are exposed in this addictive, true-crime fueled mystery. Pip is not a detective anymore. With the help of Ravi Singh, she released a true-crime podcast about the murder case they solved together last year. The podcast has gone viral, yet Pip insists her investigating days are behind her. But she will have to break that promise when someone she knows goes missing. Jamie Reynolds has disappeared, on the very same night the town hosted a memorial for the sixth-year anniversary of the deaths of Andie Bell and Sal Singh. The police won't do anything about it. And if they won't look for Jamie then Pip will, uncovering more of her town's dark secrets along the way... and this time everyone is listening. But will she find him before it's too late?

"Contains 50 essays with analysis from successful Ivy League applicants, tips on how to select the best topic, what Ivy League admission officers want to see in your essay, 25 mistakes that guarantee failure and tips from Ivy League students on how to write a successful essay"--

A Suquamish Indian chief describes his people's respect and love for the Earth, and concern for its destruction.

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