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Retail Catalogue New Books

September to October 2021



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Lead Title

All prices are correct as at press time but are subject to change without prior notice.



September



BUSINESS & ECONOMICS

Wiley



Digital Customer Service : Transforming Customer Experience for An On-Screen World

Rick DeLisi, Dan Michaeli

9781119841906

Pub Date: 8/31/21

\$30.00 USD

256 pages

Hardcover

Business & Economics / Customer Relations

Summary: Digital Customer Service is the new standard for creating a 5-star customer experience

As much as technology has improved our lives, for many people customer service experiences still remain unnecessarily frustrating. But the advent of Digital Customer Service (DCS) promises to make these interactions seamless and effortless by creating experiences that occur entirely on a customer's own screen, even in situations where it is preferable to speak to an agent.

This book traces the evolution of customer service—as well as the evolution of customer expectations and the underlying psychol...

Contributor Bio:

RICK DELISI has been researching customer service and

Wiley



Employee Resource Group Excellence : Grow High Performing ERGs to Enhance Diversity, Equality, Belonging, and Business Impact

Robert Rodriguez

9781119813743

Pub Date: 10/19/21

\$40.00 USD

280 pages

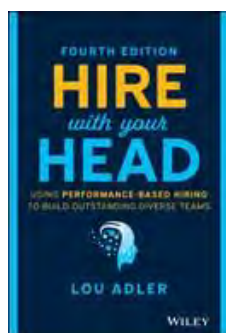
Hardcover

Business & Economics / Workplace Culture

Summary: Approximately 90% of Fortune 500 companies now have employee resource groups (ERGs). Some have had ERGs for over 30 years. Other companies are just launching their employee resource groups. Organizations with ERGs tend to have between 6 to 8 of them. When organizations have ERGs, their minimum target is to get at a minimum of 10% of their employee population belonging to an ERG. Some companies have ERGs that are quite established in an organization to the point that they have about 40% of their employees belonging to one ERG.

Yet even though ERGs are quite prevalent in corporate America...

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Hire With Your Head : Using Performance-Based Hiring to Build Outstanding Diverse Teams (4th Edition)

Lou Adler

9781119808886

Pub Date: 9/22/21

\$35.00 USD

336 pages

Hardcover

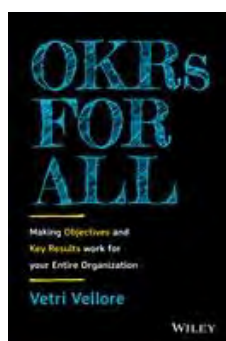
Business & Economics / Human Resources & Personnel Management

Summary: Since the talent market has undergone major changes over the past 10 years, this will be a major rewrite of the 2007 edition of Hire with Your Head, not just a chapter refresher. We'll be adding some new chapters, reorganizing the flow, modernizing the core concepts, and discussing the impact of new technologies including how Artificial Intelligence is becoming a core component of the hiring process.

Over the past few years, we have created a series of online training materials including self-paced courses, templates, scorecards and interview guides to help people master Performance-b...

Contributor Bio: Lou Adler (<https://louadlergroup.com/>) is the CEO and founder of Performance-based Hiring Learning Systems - a consulting and training firm helping recruiters and hiring managers around the world source, interview and

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OKRs for All : Making Objectives and Key Results Work for your Entire Organization

Vetri Vellore

9781119811596

Pub Date: 10/19/21

\$28.00 USD

272 pages

Hardcover

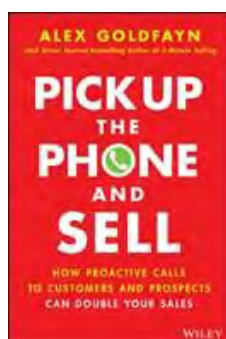
Business & Economics / Management

Summary: Transform your organization and get everyone pulling in the same direction by doing OKR's better

The spiritual successor to KPIs (key performance indicators), OKRs, or objectives and key results, are rapidly gaining popularity and helping some of the world's most successful businesses solve their strategic execution problems. However, some companies struggle with their implementation, finding that using OKRs as top-down directives changes little.

In *OKR's for All*, Objectives and Key Results (OKR) expert Vetri Vellore delivers an impactful and actionable guide on how to use OKRs for mo...

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Pick Up The Phone and Sell : How Proactive Calls to Customers and Prospects Can Double Your Sales

Alex Goldfayn

9781119814603

Pub Date: 9/22/21

\$25.00 USD

256 pages

Hardcover

Business & Economics / Sales & Selling

Summary: Unlock the power of a simple phone call to boost your sales with guidance from a world-renowned expert

In *Pick Up The Phone and Sell: How Proactive Calls To Customers and Prospects Can Double Your Sales*, sales expert, consultant, and *Wall Street Journal* bestselling author Alex Goldfayn delivers a comprehensive roadmap to one of the most important weapons in any salesperson's arsenal: the phone.

From the author of *Selling Boldly* and *5-Minute Selling*, the book teaches you techniques to supercharge your sales by making the proactive call the tip of your selling spear. In addition to criti...

Contributor Bio: Alex Goldfayn is the CEO of The Revenue Growth Consultancy, which works with organizations to

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Remote Work Technology : Keeping Your Small Business Thriving From Anywhere

Henry Kurkowski

9781119794523

Pub Date: 10/12/21

\$30.00 USD

312 pages

Paperback

Business & Economics / Industries / Computers & Information Technology

Summary: Your small business survival guide for the remote work environment

In *Remote Work Technology: Keeping Your Small Business Thriving From Anywhere*, experienced SaaS and telecommunications entrepreneur Henry Kurkowski delivers a step-by-step walkthrough for using SaaS technology and communication apps to power your small business from anywhere on the planet.

You'll learn how to capitalize on the ability to hire a geographically distributed workforce and excel at serving clients at a distance. You'll also discover why and how you need to alter your approach to management and spot the comm...

Contributor Bio: HENRY KURKOWSKI is a pioneer in managed Wi-Fi technologies and digital engagement. He has

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Small Business Revolution : How Owners and Entrepreneurs Can Succeed

Barry McCarthy

9781119802648

Pub Date: 9/28/21

\$25.00 USD

256 pages

Hardcover

Business & Economics / Small Business

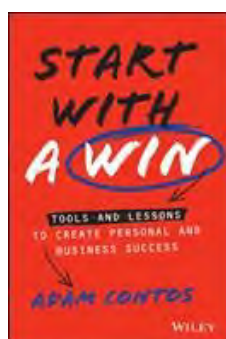
Summary: Equip your small business for dramatic growth and success in a post-COVID-19

In *Small Business Revolution: How Owners and Entrepreneurs Can Succeed*, small business expert and CEO of Deluxe Corp. Barry McCarthy delivers a stirring combination of uplifting narrative and small business instruction manual. Part instruction manual and part inspiring narrative and featuring uplifting stories from the award-winning TV show *Small Business Revolution*, this book offers readers the opportunity to learn how to endure a recession and remake their business for a post-pandemic marketplace.

Whether you...

Contributor Bio: Barry McCarthy (www.deluxe.com/; Minneapolis, MN) is the President and CEO of Deluxe, a provider of a full range of solutions for small business and

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Start with a Win : Tools and Lessons to Create Personal and Business Success

Adam Contos

9781119807070

Pub Date: 10/19/21

\$25.00 USD

256 pages

Hardcover

Business & Economics / Motivational

Summary: Strengthen your leadership skills and achieve success at work and at home with advice from a proven business leader

In *Start with a Win: Tools and Lessons to Create Personal and Business Success*, CEO of RE/MAX Holdings Adam Contos delivers a powerful exploration of how leaders process information and lead boldly, especially (or even) during times of crisis. Packed with the practical lessons he learned as the leader of one of the most recognized real estate brands in the world, the book shows you how leaders recognize emotion, chaos, and fear and transform those negatives into opportu...

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The High-Performing Real Estate Team : 5 Keys to Dramatically Increasing Production and Commissions

Brian Icenhower

9781119801856

Pub Date: 9/28/21

\$28.00 USD

256 pages

Paperback

Business & Economics / Real Estate / Buying & Selling Homes

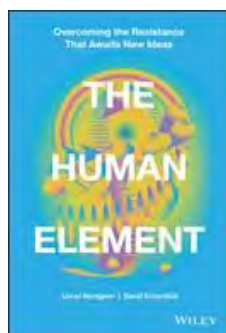
Summary: Transform your real estate business into a sales powerhouse

In *The High-Performing Real Estate Team*, experienced real estate coach Brian Icenhower shares the systems and secrets of top real estate agents and brokerages. The book offers actionable systems and processes that can be immediately implemented to take you, your fellow agents, and your team or brokerage to the next level.

Focusing on the 20% of activities that drive expansion, this book shows you how to create renewed enthusiasm, productivity, engagement, and exponential growth at your real estate team. With this book, you will...

Contributor Bio: Brian Icenhower (California; <https://therealestatetrainer.com/>) is the CEO and Founder of Icenhower Coaching & Consulting (ICC) and the creator of

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The Human Element : Overcoming the Resistance That Awaits New Ideas

Loran Nordgren, David Schonthal

9781119765042

Pub Date: 10/5/21

\$27.00 USD

240 pages

Hardcover

Business & Economics / Entrepreneurship



Summary: Watch your most innovative ideas take flight by overcoming the forces that resist change

The Human Element is for anyone who wants to introduce a new idea or innovation into the world. Most marketers, innovators, executives, activists, or anyone else in the business of creating change, operate on a deep assumption. It is the belief that the best (and perhaps only) way to convince people to embrace a new idea is to heighten the appeal of the idea itself. We instinctively believe that if we add enough value, people will eventually say "yes." This reflex leads us down a path of adding fe...

Contributor Bio: Loran Nordgran, PhD. (Chicago; https://www.kellogg.northwestern.edu/faculty/directory/nordgren_loran.aspx) is Professor of Management and Organizations, Kellogg School of Management. He is one-part behavioral scientist, one-part lec...

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The Informed Company : How to Build a Cloud-Based Data Stack to Explore and Understand Data

Dave Fowler, Matthew C. David

9781119748007

Pub Date: 10/12/21

\$26.95 USD

272 pages

Paperback

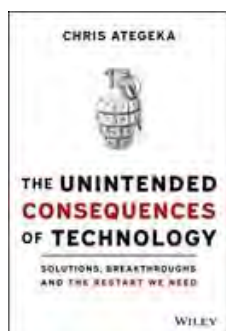
Business & Economics / Business Communication / Meetings & Presentations

Summary:

Learn how to manage a modern data stack and get the most out of data in your organization!

Thanks to the emergence of new technologies and the explosion of data in recent years, we need new practices for managing and getting value out of data. In the modern, data driven competitive landscape the "best guess" approach—reading blog posts here and there and patching together data practices without any real visibility—is no longer going to hack it. *The Informed Company* provides definitive direction on how best to leverage the modern data stack, including cloud computing, columnar storage, ...

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The Unintended Consequences of Technology : Solutions, Breakthroughs, and the Restart We Need

Chris Ategeka

9781119817598

Pub Date: 10/12/21

\$28.00 USD

224 pages

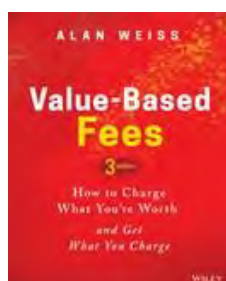
Hardcover

Business & Economics / Business Ethics

Summary: Discover the technologies and trends that threaten humanity and our planet--- and how we can rein them back in, together

In *The Unintended Consequences of Technology: Solutions, Breakthroughs and the Restart We Need*, accomplished tech entrepreneur Chris Ategeka delivers an insightful and eye-opening exploration of the challenges and the opportunities at the intersection of technology, society and our planet. Detailing both positive and negative technology use cases that on one hand have made humanity better, but on the other hand pose a serious threat to individuals and groups across t...

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Value-Based Fees : How to Charge What You're Worth and Get What You Charge (3rd Edition)

Alan Weiss

9781119776925

Pub Date: 9/22/21

\$75.00 USD

272 pages

Hardcover

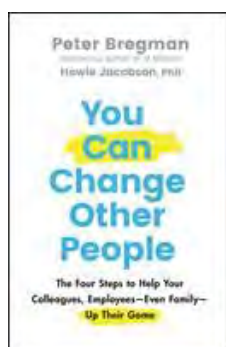
Business & Economics / Consulting

Summary: In the 13 years since the second edition was published, we've seen the following developments which dramatically impact consultants starting in the profession or veterans in the profession.

- Remote means of delivering services, from workshops to facilitation, from strategy to M&A work.
- A waning of the power and reputé of huge firms because of their cost and ponderous work methods, and a reception of less expensive, quicker small firms and solo practitioners. The mammals are scurrying amidst the dying dinosaurs.
- A globalization of economy (that will resume post-pandemic) making expor...

Contributor Bio: Alan Weiss, PhD (East Greenwich, RI) is a consultant, speaker, and bestselling author. His firm, Summit Consulting Group, Inc. (alanweiss.com), is one of the

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You Can Change Other People : The Four Steps to Help Your Colleagues, Employees-- Even Family-- Up Their Game

Peter Bregman, Howard Jacobson

9781119816539

Pub Date: 9/22/21

\$25.00 USD

272 pages

Hardcover

Business & Economics / Management

Summary: Discover how to change the lives of the people around you

In *You Can Change Other People*, the world's #1 executive coach, Peter Bregman, and Howie Jacobson, Ph.D., share the Four Steps to help the people around you make positive change — even if they've been stuck for years.

The authors rely on over 50 years of collective professional experience to show you exactly what to say to influence those around you for the better. Changing the way you talk will stop you from being perceived as a critic, and turn you into a welcomed and effective ally. You'll learn how to:

- Disarm their defensiveness...

Contributor Bio: Peter Bregman is a bestselling author and executive coach to leaders at many of the world's premier organizations, including Allianz, American Express, Brunswick,

FINANCE & ACCOUNTING

Wiley



Interest Rate Risk in the Banking Book : A Best Practice Guide to Management and Hedging

Beata Lubinska

9781119755012

Pub Date: 11/8/21

\$90.00 USD

272 pages

Hardcover

Business & Economics / Finance

Series: Wiley Finance

Summary: Introduces practical approaches for optimizing management and hedging of Interest Rate Risk in the Banking Book (IRRBB) driven by fast evolving regulatory landscape and market expectations.

Interest rate risk in the banking book (IRRBB) gained its importance through the regulatory requirements that have been growing and guiding the banking industry for the last couple of years. The importance of IRRBB is shifting for banks, away from 'just' a regulatory requirement to having an impact on the overall profitability of a financial institution. *Interest Rate Risk in the Banking Book* sheds...

Contributor Bio: Beata Lubinska is Head of Market Risk at MeDirect Group in London, where her focus is on Interest Rate Risk in the Banking Book (IRRBB), Market Risk and Balance Sheet Management. She has over 15 years of

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Millionaire Expat : How To Build Wealth Living Overseas (3rd Edition)

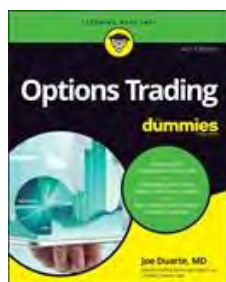
Andrew Hallam
9781119840107
Pub Date: 9/22/21
\$22.95 USD
352 pages
Paperback
Business & Economics / Finance



Summary: This book provides updates for stock market investors living and working overseas. It also includes new research on happiness studies, pertaining to wealth and income, while providing new ideas of where expats can affordably retire well overseas. This Third Edition of *Millionaire Expat*, the world's only book showing expats how to build wealth overseas with index funds, is a guide for everyone, no matter where they are from. Hallam explains how to find an honest financial advisor: one that invests with index funds instead of commission paying windfalls. You don't want an advisor? Fair...

Contributor Bio: Andrew Hallam is a personal finance columnist and former international high school teacher. He built a million-dollar investment portfolio on a teachers salary. He is the author of the international bestseller, *Millionaire Teacher* ...

For Dummies



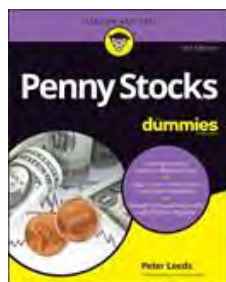
Trading Options For Dummies (4th Edition)

Joe Duarte
9781119828303
Pub Date: 9/28/21
\$29.99 USD
432 pages
Paperback
Business & Economics / Investments & Securities / Options

Summary: *Trading Options For Dummies* covers the common types of options available for trading and helps investors choose the right ones for their investing needs. Readers will find out how to weigh option costs and benefits, combine options to reduce risk, build a strategy that allows them to gain no matter the market conditions, broaden retirement portfolio with index, equity, and ETF options.

Contributor Bio: Dr. Joe Duarte (Dallas, TX) is a financial writer, private investor and trader, and former money manager/president of River Willow Capital Management. His work has been quoted in Barron's, Marketwatch.com, and The Wall Street Journal...

For Dummies



Penny Stocks For Dummies (3rd Edition)

Peter Leeds
9781119828860
Pub Date: 10/12/21
\$29.99 USD
400 pages
Paperback
Business & Economics / Personal Finance / Investing

Summary: Want big returns? Look at small stocks!

Penny stocks are low-cost equities that often make large price moves, potentially leading to big gains—or losses—for investors. *Penny Stocks For Dummies* will help you determine whether this wild ride is right for you. With this hands-on guide, you can grasp the basics, find smart investments, avoid scams, and look for big success, even if you only have pocket change to start out with.

This latest edition takes you right into today's unique penny stock market. You'll learn how to read penny stock charts, evaluate the strength of small companies, ...

**Sort Your Money Out : and Get Invested**

Glen James

9780730396505

Pub Date: 11/8/21

\$26.00 USD

232 pages

Paperback

Business & Economics / Personal Finance

Summary: It's time to learn how to manage your money and understand investing

In *Sort Your Money Out: and Get Invested*, former financial adviser and host of the *my millennial money* podcast Glen James shares a life-changing approach to the major milestones of your personal finances, such as dealing with debt, embracing a realistic spending plan that works, buying your first home, investing in shares and creating the plan you need for long-term financial success. You'll get the accessible and friendly help you need to get smart with your money, and equip you with the skills and tools to understand...

GENERAL CONSUMER**For Dummies****Anger Management For Dummies** (3rd Edition)

Laura L. Smith

9781119828273

Pub Date: 9/28/21

\$24.99 USD

416 pages

Paperback

Self-Help / Self-Management / Anger Management

Summary: Anger is a completely normal, usually healthy, human emotion. But when it gets out of control and turns destructive, it can lead to problems—problems at work, in personal relationships, and in the overall quality of life. *Anger Management For Dummies* shares specific anger management methods, skills, and exercises that will help readers identify the sources of anger and release themselves from their grip. Featuring new and updated coverage of road rage, air rage, office rage, and dealing with angry children.

Contributor Bio: Laura L. Smith, Ph.D. (Corrales, NM) is a clinical psychologist. She is a former President of the New Mexico Psychological Association. She has considerable experience in school and clinical settings dealing with children and adults ...

For Dummies**Doodle Dogs For Dummies**

Miriam Fields-Babineau

9781119822257

Pub Date: 10/19/21

\$24.99 USD

368 pages

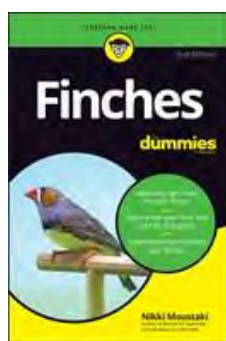
Paperback

Pets / Dogs / Breeds

Summary: SIT! STAY! SNUGGLE!

Let *Doodle Dogs For Dummies* guide new pet owners through every step of the process. From picking out the perfect pup, to feeding, potty training, grooming, and acclimating Fido to his new home, Dummies is the dog trainer you've been missing. Understand the differences between Labradoodles, Sheepadoodles, Double Doodles and more!

For Dummies



Finches For Dummies (2nd Edition)

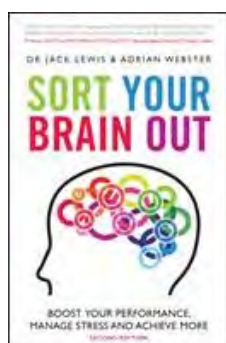
Nikki Moustaki
9781119755319
Pub Date: 9/28/21
\$14.99 USD
96 pages
Paperback
Pets / Birds

Summary: Explore the wide world of finches

Finches For Dummies is your entry into the fascinating world of finches. Canaries are probably the most well-known type of finch, but finches are a widely diverse species of birds. They actually encompass several hundred different types of birds, including Gouldians, goldfinches, zebra finches, and owl finches. They also come in an amazing variety of shapes, colors, and sizes. Some are very vocal; some are not. How you care for your finch depends on its species, size, and temperament. But no need to stress. *Finches For Dummies* is here to help you find...

Contributor Bio: Nikki Moustaki, M.A., M.F.A. (North Bay Village, FL), is a renowned avian care and behavior consultant, working with clients to heal strained relationships between themselves and their feathered friends. She has

Capstone



Sort Your Brain Out : Boost Your Performance, Manage Stress and Achieve More (2nd Edition)

Jack Lewis
9780857088871
Pub Date: 10/4/21
\$13.99 USD
336 pages
Paperback
Self-Help

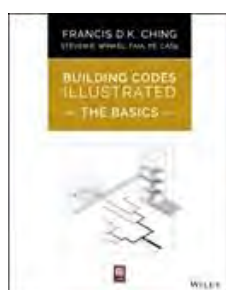
Summary: Every human being on this planet has the most incredible device in the known universe residing within their skull. Yet despite all of us having more or less the same make and model, the vast majority of users are completely unaware of its stunning capabilities; let alone its phenomenal ability to adapt. The human brain adapts to the demands of pretty much any environment.

But brains don't only adapt to accommodate good behaviours, they adapt to perform ANY regularly repeated behaviour without even thinking about it. Whether it is something useful like safely steering a car whilst your ...

Contributor Bio: Dr Jack Lewis is a brain scientist, television presenter, speaker, trainer, writer and consultant in neuroforming. He has a doctorate in neuroscience and published academic research in Journals and carried out much research on the su...

PROFESSIONAL

Wiley



Building Codes Illustrated : The Basics

Francis D. K. Ching, Steven R. Winkel
9781119772514
Pub Date: 10/5/21
\$49.95 USD
224 pages
Paperback
Architecture / Design, Drafting, Drawing & Presentation
Series: Building Codes Illustrated



Summary: A visual introduction to the fundamentals of the 2021 International Building Code

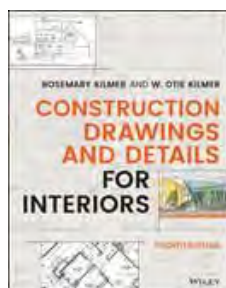
In *Building Codes Illustrated: The Basics*, architectural illustration expert Francis D.K. Ching and California architect and engineer Steven R. Winkel deliver a concise visual introduction to the 2021 International Building Code (IBC) distilled from the industry bestseller *Building Codes Illustrated*. With clear language and Frank Ching's distinctive illustrations, the book offers readers a sound understanding of the foundations of the IBC.

Restructured and condensed to serve as a companion textbook for s...

Contributor Bio:

Francis D.K. Ching is Professor Emeritus at the University of Washington. He has over 35 years of teaching experience

Wiley



Construction Drawings and Details for Interiors (4th Edition)

Rosemary Kilmer, W. Otie Kilmer

9781119714347

Pub Date: 10/19/21

\$67.50 USD

512 pages

Paperback

Architecture / Interior Design

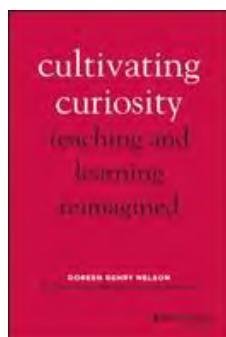
Summary: Discover foundational concepts and the latest developments in interior construction documents

In the newly revised Fourth Edition of *Construction Drawings and Details for Interiors*, distinguished interior design professors Rosemary Kilmer and W. Otie Kilmer deliver a comprehensive and practical perspective on the preparation and understanding of construction documents. The authors use a highly visual presentation and offer extensive sample drawings and details, as well as photographs, to show readers the fundamentals of drafting, drawing types, plans, and schedules, and computer-aided...

Contributor Bio:

Rosemary Kilmer, ASID, IDEC, LEED®AP, RID, is Professor Emeritus of Interior Design at Purdue

Jossey-Bass



Cultivating Curiosity : Teaching and Learning Reimagined

Doreen Gehry Nelson

9781119824169

Pub Date: 9/22/21

\$35.00 USD

336 pages

Hardcover

Education / Learning Styles

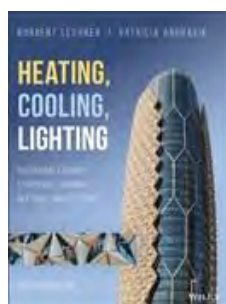
Summary: Give your students a leg up and improve learning outcomes with this revolutionary, hands-on approach to teaching

In *Cultivating Curiosity: Teaching and Learning Reimagined*, distinguished educator and author Doreen Gehry Nelson inspires anyone yearning to break away from formulaic teaching. Told from dozens of powerful and personal perspectives, the effectiveness and versatility of the Doreen Nelson Method of Design-Based Learning described in the book is backed by years of quantitative and qualitative data.

You'll learn how applying this cross-curricular methodology can transform your K...

Contributor Bio: Doreen Gehry Nelson (Los Angeles, CA) is the founding director of the Design-Based Learning Project at Center X at the UCLA Graduate School of Education s

Wiley



Heating, Cooling, Lighting : Sustainable Design Strategies Towards Net Zero Architecture (5th Edition)

Norbert M. Lechner, Patricia Andrasik

9781119585749

Pub Date: 8/24/21

\$135.00 USD

816 pages

Hardcover

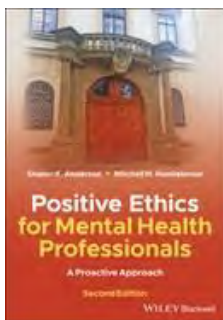
Architecture / Design, Drafting, Drawing & Presentation

Summary: The essential guide to environmental control systems in building design

For over 25 years *Heating, Cooling, Lighting: Sustainable Design Strategies Towards Net Zero Architecture* has provided architects and design professionals the knowledge and tools required to design a sustainable built environment at the schematic design stage. This Fifth Edition offers cutting-edge research in the field of sustainable architecture and design and has been completely restructured based on net zero design strategies. Reflecting the latest developments in codes, standards, and rating systems for energy...

Contributor Bio:

NORBERT LECHNER, LEED AP (Chapel Hill, NC) Architect and Professor Emeritus of Architecture in the Building



Positive Ethics for Mental Health Professionals : A Proactive Approach (2nd Edition)

Sharon K. Anderson, Mitchell M. Handelsman
9781119628422

Pub Date: 8/17/21

\$25.00 USD

192 pages

Paperback

Medical / Ethics

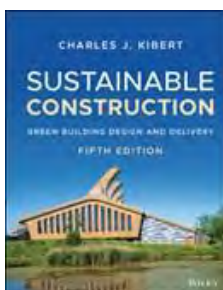
Summary: Develop a practical and comprehensive view of professional ethics

In the newly updated Second Edition of *Positive Ethics for Mental Health Professionals: A Proactive Approach*, distinguished psychologists Drs. Sharon K. Anderson and Mitchell M. Handelsman deliver an insightful guide for mental health professionals and trainees to strengthen and/or develop their professional and ethical identities.

Utilizing the same informal and inviting tone of the first edition, Anderson and Handelsman share the literature and provide positive discussions, exercises, case scenarios, and writing assignments...

Contributor Bio:

SHARON K. ANDERSON, PhD, is a Professor of Counseling and Career Development at Colorado State University. Dr.



Sustainable Construction : Green Building Design and Delivery (5th Edition)

Charles J. Kibert

9781119706458

Pub Date: 9/28/21

\$105.00 USD

672 pages

Hardcover

Business & Economics / Development / Sustainable Development

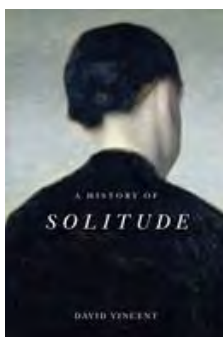
Summary: Discover the latest edition of the leading textbook on sustainable construction and green buildings

In the newly revised Fifth Edition of *Sustainable Construction: Green Building Design and Delivery*, the late Dr. Charles J. Kibert delivers a rigorous overview of the design, construction, and operation of high-performance green buildings. In the leading textbook on sustainable building, the author provides thoroughly updated information on everything from materials selection to building systems.

Updated to reflect the latest building codes and standards, including LEED v4.1, the book offers...

Contributor Bio: Charles J. Kibert Ph.D., P.E., (Gainesville, FL) is the Director of the Powell Center for Construction and Environment at the University of Florida and a Professor in

SOCIAL SCIENCES & HUMANITIES



A History of Solitude

David Vincent

9781509536597

Pub Date: 8/23/21

\$19.95 USD

352 pages

Paperback

History

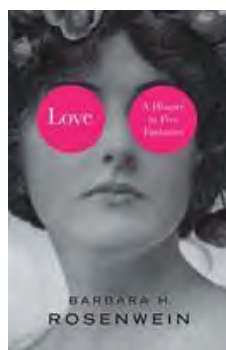
Summary: Solitude has always had an ambivalent status: the capacity to enjoy being alone can make sociability bearable, but those predisposed to solitude are often viewed with suspicion or pity.

Drawing on a wide array of literary and historical sources, David Vincent explores how people have conducted themselves in the absence of company over the last three centuries. He argues that the ambivalent nature of solitude became a prominent concern in the modern era. For intellectuals in the romantic age, solitude gave respite to citizens living in ever more complex modern societies. But while the s...

Contributor Bio:

David Vincent is Professor Emeritus and former Pro Vice Chancellor at The Open University.

Markup Note: Asia: This Polity title is on special Trade



Love : A History in Five Fantasies

Barbara H. Rosenwein

9781509531837

Pub Date: 11/15/21

\$25.00 USD

200 pages

Hardcover

History

Summary: We make sense of love with fantasies, stories that shape feelings that are otherwise too overwhelming, incoherent, and wayward to be tamed. For love is a complex, bewildering, and ecstatic emotion covering a welter of different feelings and moral judgements.

Drawing on philosophy, fiction, art, letters, memoirs, and evidence from everyday life, historian Barbara H. Rosenwein explores five of our most enduring fantasies of love: Like-minded union, transcendent rapture, selfless giving, obsessive longing, and insatiable desire. Each has had a long and kaleidoscopic history with lasting e...

Contributor Bio:

Barbara H. Rosenwein is Professor Emerita at Loyola University Chicago.



My Secret Brexit Diary : A Glorious Illusion

Michel Barnier, Robin Mackay

9781509550869

Pub Date: 10/4/21

\$35.00 USD

450 pages

Hardcover

Political Science / World / European

Summary: In June 2016, the people of the United Kingdom voted to leave the European Union. As the EU's chief negotiator, for four years Michel Barnier had a seat at the table as the two sides thrashed out what 'Brexit' would really mean. The result would change Britain and Europe forever.

During the 1600 days of complex and often acrimonious negotiations, Michel Barnier kept a secret diary. He recorded his private hopes and fears, and gave a blow-by-blow account as the negotiations oscillated between consensus and disagreement, transparency and lies.

From Brussels to London, from Dublin to Nicos...

Contributor Bio:

Michel Barnier was the chief Brexit negotiator for the European Union and head of the European Commission's Task Force for Relations with the United Kingdom.



Nature's Evil : A Cultural History of Natural Resources

Alexander Etkind, Sara Jolly

9781509547586

Pub Date: 10/18/21

\$35.00 USD

300 pages

Hardcover

History

Series: New Russian Thought

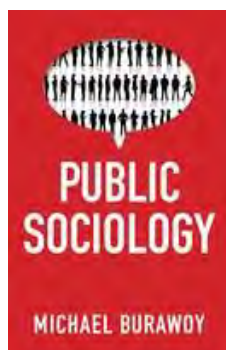
Summary: This bold and wide-ranging book views the history of humankind through the prism of natural resources – how we acquire them, use them, value them, trade them, exploit them. History needs a cast of characters, and in this story the leading actors are peat and hemp, grain and iron, fur and oil, each with its own tale to tell.

The uneven spread of available resources was the prime mover for trade, which in turn led to the accumulation of wealth, the growth of inequality and the proliferation of evil. Different sorts of raw material have different political implications and give rise to di...

Contributor Bio:

Alexander Etkind is Professor of History at the European University Institute.

Markup Note: Asia: This Polity title is on special Trade discount



Public Sociology

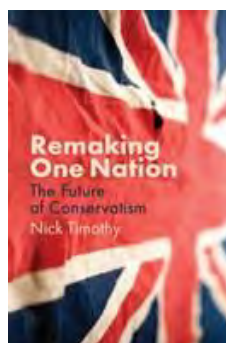
Michael Burawoy
9781509519156
Pub Date: 10/25/21
\$19.95 USD
232 pages
Paperback
Social Science / Sociology

Summary: As one of the leading proponents of the view that sociology's mission must be to engage the world outside of the university, Michael Burawoy has helped to revolutionize the theory and practice of sociology across the western world. *Public Sociology* is Burawoy's most thoroughgoing attempt to explore what a truly committed, engaged sociology should look like in the twenty-first century.

Burawoy looks back on the defining moments of his intellectual journey, exploring his pivotal early experiences as a researcher, such as his fieldwork in a Zambian copper mine and a Chicago factory. He re...

Contributor Bio:

Michael Burawoy is a professor at the University of California, Berkeley, and former President of both the American Sociological Association and the International



Remaking One Nation : The Future of Conservatism

Nick Timothy
9781509539185
Pub Date: 7/26/21
\$16.95 USD
304 pages
Paperback
Political Science / World / European

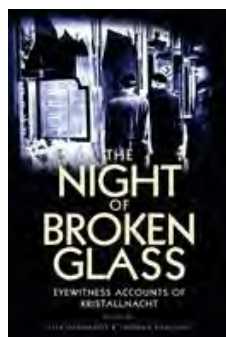
Summary: In these divided and divisive times, what is the future course for our politics?

In this ground-breaking book, Nick Timothy, one of Britain's leading conservative thinkers and commentators, explores the powerful forces driving great changes in our economy, society and democracy. Drawing on his experience at the top of government, Timothy traces the crisis of Western democracy back to both the mistaken assumptions of philosophical liberalism and the rise of ideological ultra-liberalism on left, right and centre.

Sparing no sacred cows, he proposes a new kind of conservatism that respec...

Contributor Bio:

Nick Timothy is a columnist for the *Daily Telegraph* and the *Sun* and a former Chief of Staff to Theresa May.



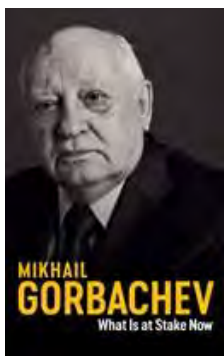
The Night of Broken Glass : Eyewitness Accounts of Kristallnacht

Thomas Karlauf, Uta Gerhardt
9780745650852
Pub Date: 8/23/21
\$19.95 USD
360 pages
Paperback
History / Modern / 20Th Century

Summary: November 9th 1938 is widely seen as a violent turning point in Nazi Germany's assault on the Jews. An estimated 400 Jews lost their lives in the anti-Semitic pogrom and more than 30,000 were imprisoned or sent to concentration camps, where many were brutally mistreated. Thousands more fled their homelands in Germany and Austria, shocked by what they had seen, heard and experienced. What they took with them was not only the pain of saying farewell but also the memory of terrible scenes: attacks by mobs of drunken Nazis, public humiliations, burning synagogues, inhuman conditions in ...

Contributor Bio:

Uta Gerhardt is a German sociologist and professor emeritus at the University of Heidelberg. She studied sociology, philosophy and history at the universities of Frankfurt am Main and Berlin. In 1969, she obtained a Ph.D. at the Univ...



What Is at Stake Now : My Appeal for Peace and Freedom

Mikhail Gorbachev, Jessica Spengler
9781509543229
Pub Date: 8/23/21
\$9.95 USD
140 pages
Paperback
Political Science / Political Process

Summary: Thirty years after the end of the Cold War, world peace is at risk again. The United States has withdrawn from the disarmament treaty with Russia, Europe is disintegrating, China is surging forward and a wave of nationalism and populism is destabilizing established political institutions and endangering hard-won liberties. Moreover, the coronavirus pandemic has brought into sharp relief the fragility of the global order and the speed with which it can slide into chaos.

In view of this dangerous and unpredictable state of affairs, Mikhail Gorbachev, the last great statesman of the 1...

Contributor Bio:

Mikhail Gorbachev was the last leader of the Soviet Union, serving as General Secretary of the Communist Party from 1985 to 1991 and President of the USSR from 1990 to 1991. He played a pivotal role in bringing an end to the Cold War...



World Politics since 1989

Jonathan Holslag
9781509546725
Pub Date: 11/1/21
\$30.00 USD
416 pages
Hardcover
History / World

Summary: 1989 ushered in a new age of freedom and prosperity. Thirty years later, the golden era is over. What went wrong? How did the age of globalization - of growing connectivity, affluence and growth - give way?

Jonathan Holslag navigates through the calm seas and rip tides of global politics from the Cold War to now. He tells a story of faltering momentum and squandered opportunities that explains how the West's sources of strength were lost to rising consumerism, unbalanced trade, and half-hearted diplomatic engagement. All the while, other powers, like China and Russia, grew stronger. Wi...

Contributor Bio:

Jonathan Holslag is a professor of international politics at the Free University of Brussels, where he teaches diplomatic history and international politics. He guest lectures at various civilian and military academies across the wor...



Alexa For Dummies (2nd Edition)

Paul McFedries
9781119822080
Pub Date: 8/31/21
\$24.99 USD
320 pages
Paperback
Computers / Computerized Home & Entertainment

Summary: HEY ALEXA, ORDER THAT DUMMIES BOOK

Alexa For Dummies, 2nd Edition will teach readers all about their new Alexa-enabled device, from set-up to insider tips and tricks.

Updates for this edition include coverage of all Echo devices, including the latest Echo, Echo Dot and Echo Show, Echo Studio, Echo Flex, Echo Loop, Echo Buds, and Echo Frames. There is also information on multilingual mode, updated privacy coverage, and Alexa Guest Connect.

Contributor Bio: PAUL MCFEDRIES (Toronto, Canada) runs Logophilia Limited, a technical writing company, and has been writing computer books for more than 25 years. He is



Beginning Programming with Java For Dummies (6th Edition)

Barry Burd
9781119806912
Pub Date: 9/28/21
\$29.99 USD
576 pages
Paperback
Computers / Languages / Java

Summary: Become a Java wizard with this popular programming guide

Consider *Beginning Programming with Java For Dummies* your indispensable guide to learning how to program in one of the most popular programming languages—Java! Java is an invaluable language to master, as it's widely used for application development, including Android, desktop, and server-side applications.

Beginning Programming with Java For Dummies is written specifically for newbies to programming. The book starts with an overview of computer programming and builds from there; it explains the software you need, walks you thr...

Contributor Bio: Dr. Barry Burd (Madison, NJ) holds a M.S.

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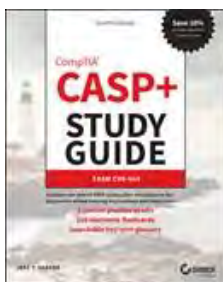
CASP+ CompTIA Advanced Security Practitioner Practice Tests : Exam CAS-004

(2nd Edition)
Nadean H. Tanner
9781119813057
Pub Date: 8/31/21
\$40.00 USD
400 pages
Paperback
Computers / Security

Summary: Prepare for success on the challenging CASP+ CAS-004 exam

In the newly updated Second Edition of *CASP+ CompTIA Advanced Security Practitioner Practice Tests Exam CAS-004*, accomplished cybersecurity expert Nadean Tanner delivers an extensive collection of CASP+ preparation materials, including hundreds of domain-by-domain test questions and two additional practice exams.

Prepare for the new CAS-004 exam, as well as a new career in advanced cybersecurity, with Sybex's proven approach to certification success. You'll get ready for the exam, to impress your next interviewer, and excel at ...



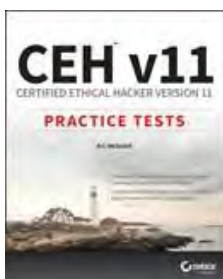
CASP+ CompTIA Advanced Security Practitioner Study Guide : Exam CAS-004

(4th Edition)
Jeff T. Parker
9781119803164
Pub Date: 10/19/21
\$60.00 USD
624 pages
Paperback
Computers / Certification Guides

Summary: Prepare to succeed in your new cybersecurity career with the challenging and sought-after CASP+ credential

In the newly updated Fourth Edition of *CASP+ CompTIA Advanced Security Practitioner Study Guide Exam CAS-004*, risk management and compliance expert Jeff Parker walks you through critical security topics and hands-on labs designed to prepare you for the new CompTIA Advanced Security Professional exam and a career in cybersecurity implementation. Content and chapter structure of this Fourth edition was developed and restructured to represent the CAS-004 Exam Objectives.

From opera...



CEH v11 : Certified Ethical Hacker Version 11 Practice Tests (2nd Edition)

Ric Messier

9781119824510

Pub Date: 9/28/21

\$40.00 USD

224 pages

Paperback

Computers / Security / Network Security

Summary: Master CEH v11 and identify your weak spots

CEH: Certified Ethical Hacker Version 11 Practice Tests are the ideal preparation for this high-stakes exam. Five complete, unique practice tests are designed to help you identify weak spots in your understanding, so you can direct your preparation efforts efficiently and gain the confidence—and skills—you need to pass. These tests cover all section sections of the exam blueprint, allowing you to test your knowledge of Background, Analysis/Assessment, Security, Tools/Systems/Programs, Procedures/Methodology, Regulation/Policy, and Ethics. Co...

Contributor Bio: Ric Messier (GCIH, GSEC, CEH, CISSP, CCSP, MS) began his interest in information security in high school but cemented it when he was a freshman at the University of Maine, Orono, when he took advantage of a



Professional C# and .NET (2021)

Christian Nagel

9781119797203

Pub Date: 9/28/21

\$60.00 USD

912 pages

Paperback

Computers / Languages / C#

Summary: Get the latest coverage of the newest features in C#9 and .NET 5

In *Professional C# and .NET: 2021 Edition*, Microsoft MVP for Visual Studio and Development Technologies and veteran developer, Christian Nagel, delivers a comprehensive tour of the new features and capabilities of C#9 and .NET 5.

Experienced programmers making the transition to C# will benefit from the author's in-depth explorations to create Web- and Windows applications using ASP.NET Core, Blazor, and WinUI using modern application patterns and new features offered by .NET including Microservices deployed to Docker ima...

Contributor Bio: Christian Nagel (Guntramsdorf, Austria) is a Microsoft MVP for Visual Studio and Development Technologies, software architect, and veteran developer who



Ransomware Protection Playbook

Roger A. Grimes

9781119849124

Pub Date: 10/12/21

\$28.00 USD

200 pages

Paperback

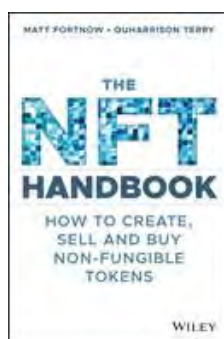
Computers / Security / Network Security

Summary: Avoid becoming the next ransomware victim by taking practical steps today

Colonial Pipeline. CWT Global. Brenntag. Travelex. The list of ransomware victims is long, distinguished, and sophisticated. And it's growing longer every day.

In *Ransomware Protection Playbook*, computer security veteran and expert penetration tester Roger A. Grimes delivers an actionable blueprint for organizations seeking a robust defense against one of the most insidious and destructive IT threats currently in the wild. You'll learn about concrete steps you can take now to protect yourself or your organizatio...

Wiley



The NFT Handbook : How to Create, Sell and Buy Non-Fungible Tokens

Matt Fortnow, QuHarrison Terry

9781119838388

Pub Date: 10/12/21

\$25.00 USD

200 pages

Paperback

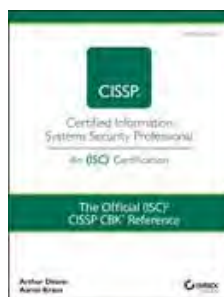
Business & Economics / E-Commerce

Summary: *The NFT Handbook* is a detailed guide on how to create, sell and buy non-fungible tokens without the need for a technical background. Learn exactly what NFTs are, how they evolved, and why they have value.

We'll delve into the different types and aspects of NFTs and discuss the different NFT marketplaces and the pros and cons of each.

- **Create Your Own NFTs:** Step by step instructions on all aspects of NFT creation, including what types of content to use, where to source content, adding artistic design, writing the NFT's description, adding optional unlockable content and setting an option...

Sybex



The Official (ISC)2 CISSP CBK Reference (6th Edition)

Deane, Aaron Kraus

9781119789994

Pub Date: 9/8/21

\$90.00 USD

1000 pages

Hardcover

Computers / Security / Network Security

Summary: The only official, comprehensive reference guide to the CISSP

Thoroughly updated for 2021 and beyond, this is the authoritative common body of knowledge (CBK) from (ISC)² for information security professionals charged with designing, engineering, implementing, and managing the overall information security program to protect organizations from increasingly sophisticated attacks. Vendor neutral and backed by (ISC)², the CISSP credential meets the stringent requirements of ISO/IEC Standard 17024.

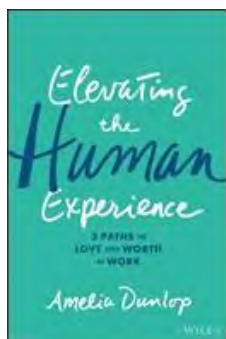
This CBK covers the current eight domains of CISSP with the necessary depth to apply them to t...

Contributor Bio: (ISC) is a global, not-for-profit organization dedicated to maintaining a common Body of Knowledge for information security and certifying industry



October





Elevating the Human Experience : Three Paths to Love and Worth at Work

Amelia Dunlop

9781119791348

Pub Date: 10/26/21

\$30.00 USD

224 pages

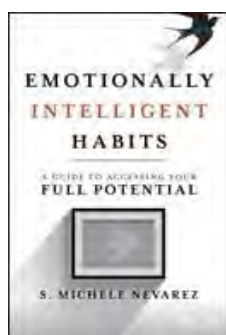
Hardcover

Business & Economics / Management

Summary: *Elevating the Human Experience: Three Paths to Love and Worth at Work* is a book for anyone who knows what it is to struggle to feel loved and worthy when showing up at work. It is for people who struggle to bring their authentic identities to work, because they are female, Black, brown, gay, or any of these intersections. It is also for the people who have no idea what it may feel like to struggle every day just to feel loved and worthy, but love people and lead people who do.

With equal parts courage and insight, Amelia Dunlop tells her story of what it means to discover her own sen...

Wiley



Emotionally Intelligent Habits : A Guide to Accessing Your Full Potential

S. Michele Nevarez

9781119800200

Pub Date: 11/9/21

\$26.00 USD

240 pages

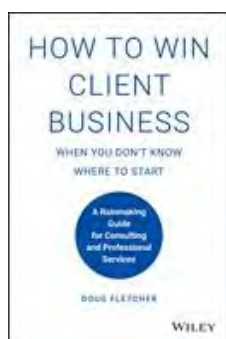
Hardcover

Business & Economics / Training

Summary: Discover the hidden inner workings of your mind so you can break unhelpful habits and set yourself on the path to achieving your full potential.

Emotionally Intelligent Habits reveals how our ingrained mental tendencies can either help or hinder us, depending on how conscious we are of their influence over our lives. Whether we seek to set and achieve our desired outcomes, improve our relationships, or live in alignment with what we value most, we need emotional intelligence (EI) to identify and overcome the mental patterns that may be keeping us stuck. In this book, you'll embark on 1...

Wiley



How to Win Client Business When You Don't Know Where to Start : A Rainmaking Guide for Consulting and Professional Services

Doug Fletcher

9781119676904

Pub Date: 10/26/21

\$29.00 USD

240 pages

Hardcover

Business & Economics / Development / Business Development

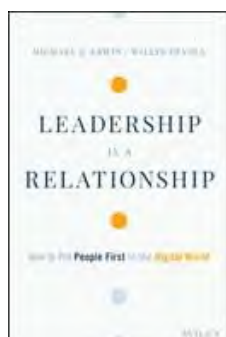
Summary: Dramatically grow your client base following pragmatic and insightful advice by bestselling author Doug Fletcher

How to Win Client Business When You Don't Know Where to Start: A Rainmaking Guide for Consulting and Professional Services serves as an invaluable and indispensable guide for everyone in the business of selling professional and consulting services. Author Doug Fletcher dives deeply into the five skills required to "make it rain":

- Create Your Personal Brand Identity
- Demonstrate Your Professional Expertise
- Build Your Professional Ecosystem
- Develop Trust-Based Relationships
- Practice...

Contributor Bio:

Wiley



Leadership is a Relationship : How to Put People First in the Digital World

Mike Erwin, Willys DeVoll

9781119806134

Pub Date: 11/9/21

\$25.00 USD

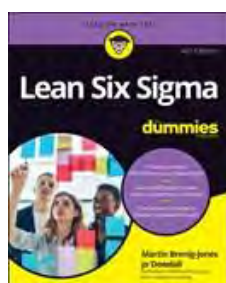
256 pages

Hardcover

Business & Economics / Leadership

Summary: The glut of information that floods our brains each day has quietly taken a very important victim: interpersonal relationships. Strong relationships are crucial for our health and flourishing, and leaders who proactively value relationships are building stronger, healthier, and more successful organizations. In this book, the authors document just how seriously the Information Age has compromised our connection to other people, and offer a compelling, story-based solution.

By interviewing a group of successful and internationally prominent leaders from different careers, backgrounds, s...



Lean Six Sigma For Dummies (4th Edition)

Martin Brenig-Jones, Jo Dowdall

9781119796718

Pub Date: 10/19/21

\$29.99 USD

400 pages

Paperback

Business & Economics / Decision-Making & Problem Solving

Summary: The Future of Work is Now

Lean Six Sigma has revolutionized the workplace for over thirty years—not only through improving profit margins, but by engaging employees in the work of improving their own processes. Studies show that employees who feel they're able to positively impact an organization will perform better, be more accountable, and lead happier lives. *Lean Six Sigma For Dummies*, 4th Edition is the essential guide to implementing Lean Six Sigma strategies on your own team. With handy checklists and helpful tips, this book will set you well on the way to process improvement in ...

Contributor Bio: **Martin Brenig-Jones** is Managing Director of Catalyst Consulting, Europe's leading provider of Lean Six Sigma solutions. He is an expert in Quality and

Wiley

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Psychological Quotient : An Entrepreneur's Guide to Building Emotional Resilience

Mahendra Ramsinghani

9781119839736

Pub Date: 11/2/21

\$28.00 USD

Hardcover

Business & Economics / Corporate Finance / Venture Capital

Summary: This book which can be presented as a "Rough Guide to Emotional Resilience" addresses the unspoken challenges of a business leader's journey. Business leaders often struggle with dark nights and suffer from anxiety, depression, and possible mental breakdowns. The author will help readers to identify early warnings, offers tools and techniques to build their endurance, the ability to be vulnerable yet stay resilient. Most importantly, this book draws lessons of endurance from over hundred company founders and how they wrestled with their emotional demons. In a world where passion is th...

Wiley



Resilience By Design : How to Survive and Thrive in a Complex and Turbulent World

Ian Snape, Mike Weeks

9781119794936

Pub Date: 10/26/21

\$35.00 USD

368 pages

Paperback

Business & Economics / Personal Success



Summary: *Resilience By Design* is the world's most detailed, evidence backed how-to manual that bridges the gap between neuroscience theory and practical techniques that can be used every day. It presents step-by-step explanations with real life stories from people on the front lines who are regarded as the resilient elite. *Resilience By Design* will enable you to say goodbye to unwanted stress for good, replacing it with clarity, resilience, improved performance and wellbeing.

Resilience By Design challenges the notion that stress is out there in our environment. As such, it carries the opport...

Contributor Bio: Dr. Ian Snape (AUS; frontlinemind.com) is a former research leader and executive at the Australian Antarctic division. He has led 13 polar expeditions and has Black Belts in Taekwondo and Hapkido, is an accomplished ski mountaineer, ...

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Successful Black Entrepreneurs Case Studies from Harvard Business School

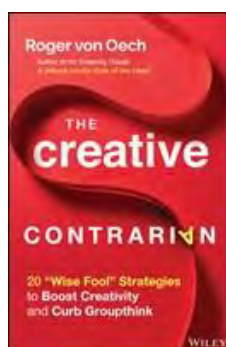
Steven Rogers,
9781119806738
Pub Date: 9/24/21
\$60.00 USD
256 pages
Hardcover

Summary: A few years ago, while serving as a Professor at Harvard Business School, Rogers created a new course titled "Black Business Leaders and Entrepreneurship." After learning of the new course, a white professor asked, "Why do we need this course? What is the difference between Black and white entrepreneurs?" In response, Rogers identified the following differences:

- Black entrepreneurs cannot access capital from traditional financial institutions including banks and private equity firms
- Many Black entrepreneurs who want to sell to white customers must practice "racial concealment..."

Contributor Bio: **Steven Rogers** retired from Harvard Business School in 2019 where he was the "MBA Class of 1957 Senior Lecturer" in General Management. He taught Entrepreneurial Finance and a new course that he created, titled "Black Business Leaders..."

Wiley



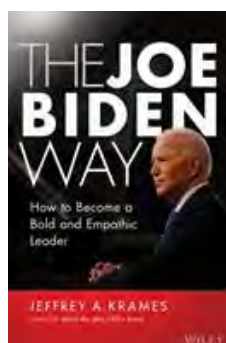
The Creative Contrarian : 20 "Wise Fool" Strategies to Boost Creativity and Curb Groupthink

Roger von Oech
9781119843269
Pub Date: 10/26/21
\$25.00 USD
208 pages
Hardcover
Business & Economics / Decision-Making & Problem Solving

Summary: *The Creative Contrarian* presents 20 strategies to provoke your thinking, enhance your creativity, break out of groupthink, or convey prudent warnings in a changing and unpredictable world. The Wise Fool is the archetypal contrarian known for creativity, candor, irreverence, and humor. The book helps you Stay Foolish by taking a whack at the assumptions that keep you mired in conventional and stale solutions. By employing Wise Fools, kings, pharaohs, and emperors stimulated their creativity and considered alternatives. This book will help you see the world from the Wise Fools point of ...



Wiley



The Joe Biden Way : How to Become a Bold and Empathic Leader

Jeffrey Krames
9781119832355
Pub Date: 11/9/21
\$29.00 USD
188 pages
Hardcover
Business & Economics / Leadership

Summary: Discover what sets leaders like President Biden apart from the rest

In *The Joe Biden Way: How to Become a Bold and Empathic Leader*, bestselling author and leadership expert Jeffrey Krames provides readers with leadership secrets gleaned from one of the most transformative and successful presidents in modern times: Joseph Robinette Biden, Jr.

In this book, the author sets out 7 lessons in inspiring leadership that have helped the 46th President of the United States carry his powerful message to the White House and deliver it to hundreds of millions of people. You'll learn how to:

- Lead wit...

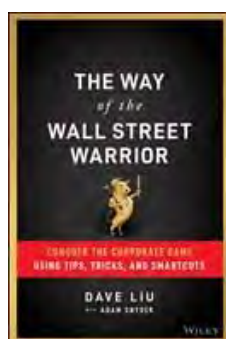
Contributor Bio: Jeffrey A. Krames has been a leadership expert for a quarter of a century. He has spent four decades



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**The Tax Law of Private Foundations, 2021
Cumulative Supplement** (5th Edition)

Bruce R. Hopkins
9781119804338
Pub Date: 11/9/21
\$150.00 USD
208 pages
Paperback
Business & Economics / Nonprofit Organizations &
Charities / Finance & Accounting



**The Way of the Wall Street Warrior
: Conquer the Corporate Game Using Tips,
Tricks, and Smartcuts**

Dave Liu, Adam Snyder
9781119811909
Pub Date: 11/9/21
\$28.00 USD
336 pages
Hardcover
Business & Economics / Careers

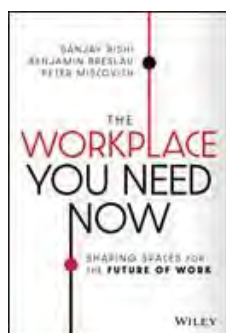


**Summary: Learn the secret sauce to getting ahead on
Wall Street, Main Street, or any competitive industry,
no matter who you are**

In *The Way of the Wall Street Warrior*, 25-year veteran investment banker and finance professional, Dave Liu, delivers a humorous and irreverent insider's guide on using tips, tricks, and science to get hired, get ahead, and thrive on Wall Street, Main Street, or any other competitive industry. Liu offers hilarious and insightful advice on everything from landing an interview to self-promotion to getting paid.

In this book, you'll discover:

- How to get that job you alw...



**The Workplace You Need Now : Shaping
Spaces for the Future of Work**

Sanjay Rishi, Benjamin Breslau, Peter Miscovich
9781119814801
Pub Date: 10/26/21
\$35.00 USD
224 pages
Hardcover
Business & Economics / Office Management

**Summary: The future is flexible. Find your company's
balance between digital and physical workspaces with
this insightful new resource.**

As the shift to remote work marches inexorably on, corporate leaders are being faced with unprecedented challenges in trying to balance the hybridization of the office and retaining the value that dedicated, physical workspaces deliver. They struggle with how necessary offices are now, how to allocate capital, and how much time to spend creating virtual environments for their employees.

In *The Workplace You Need Now*, work environment executives and experts Dr...

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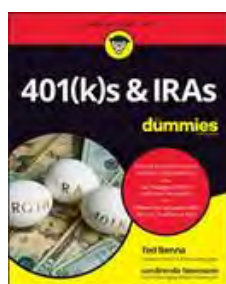
Pricing for Profitable Growth : Breakthrough Strategies for Acquiring, Monetizing, and Retaining Customers

Madhavan Ramanujam, Mark Billige, Eddie Hartman
9781119633068
Pub Date: 11/16/21
\$29.00 USD
Hardcover
Business & Economics / Strategic Planning

Summary: Digital products and services improve your company's cost structure, competitive framework, and knowledge of the consumer, but there are risks. Going digital with your products and services can in some cases be terrible for pricing and your profit margins, since information transparency can make it difficult to maintain high prices and healthy margins. On the other hand, you have a great opportunity for digital products to boost your prices and profitability, give you a wealth of client data you never had before, and the chance to use that data to create additional revenue opportunities...

FINANCE & ACCOUNTING

For Dummies

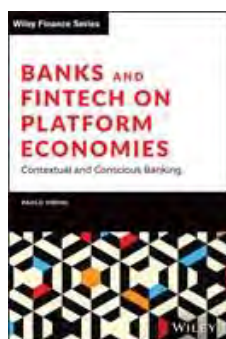


401(k)s & IRA For Dummies

Consumer Dummies
9781119817246
Pub Date: 10/26/21
\$26.99 USD
326 pages
Paperback
Business & Economics / Personal Finance / Retirement Planning

Summary: From the basics down to investing, get the most out of your 401(k) and IRA in any economic environment

When you're ready to start setting aside (or withdrawing) money for your retirement—whenever that might be—*401(k)s & IRAs For Dummies* is here for you! It covers both types of retirement plans because they each have valuable tax benefits, and you may be able to contribute to both at the same time. With the practical advice in this book, you learn how to manage your accounts, minimize your investment risk, and maximize your returns. Sounds like a win-win, no matter your situation or w...



Banks and Fintech on Platform Economies : Contextual and Conscious Banking

Paolo Sironi
9781119756972
Pub Date: 12/1/21
\$37.50 USD
300 pages
Hardcover
Business & Economics / Finance
Series: The Wiley Finance Series

Summary: Discover the future of the financial services industry with this insightful new resource on Contextual and Conscious Banking

In *Banks and Fintech on Platform Economies: Contextual and Conscious Banking*, accomplished fintech professional and author Paolo Sironi delivers an insightful examination of how platform theory, born outside of financial services, will make its way inside banking and financial markets to radically transform the way firms do business.

You'll learn why the financial services industry must master the necessary shift of focus from selling business outputs to selling c...

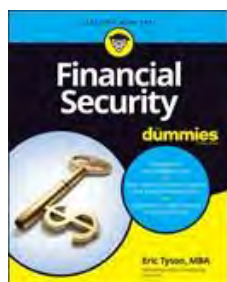
Contributor Bio: Paolo Sironi, Frankfurt am Main, Germany is one of the most respected voices in the FinTech industry globally, providing business expertise and strategic thinking

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Continuity Model Generation : Integrating Wealth, Strategy, Talent, and Governance Plans

Justin Craig
9781119759300
Pub Date: 11/9/21
\$39.95 USD
224 pages
Hardcover
Business & Economics / Strategic Planning

Summary: There are several approaches that incumbent family business leaders can adapt and adopt to ensure they hold their mantle as the premier proponents of continuity and increase the chances of sustaining across generations, but the solution lies in the commitment to the development and implementation of four independent but interdependent plans. *The Continuity Canvas* is built around four fundamental plans: (1) the strategic plan, (2) the wealth, estate and asset plan, (3) the talent development plan, and (4) the governance plan. However, author Justin Craig believes that while it is impor...



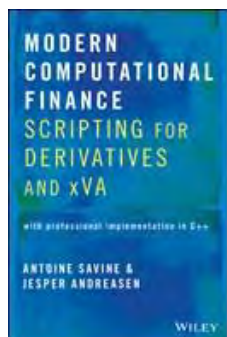
Financial Security For Dummies

Eric Tyson
9781119780786
Pub Date: 11/2/21
\$26.99 USD
336 pages
Paperback
Business & Economics / Personal Finance / Budgeting

Summary: Boost your financial health so you're ready for any economic or personal upheaval

Crisis is inevitable—but it doesn't have to torpedo your finances! *Financial Security For Dummies* offers proven advice to help you prep your finances for the next economic downturn, personal setback, pandemic, plague of locusts—or anything else life throws your way. This book contains the historical perspective and up-to-date info you'll need to anticipate, understand, and navigate a wide range of personal financial challenges.

If your monthly income and expenses are on steady ground and you're ready to se...



Modern Computational Finance : Scripting for Derivatives and xVA

Antoine Savine, Jesper Andreasen
9781119540786
Pub Date: 11/2/21
\$95.00 USD
288 pages
Hardcover
Mathematics / Applied

...

Summary: Scripting of derivatives transactions has been a central piece of financial software since the 1990s. Most derivatives valuation and risk systems, either in-house or from external vendors, feature scripting technology. Yet, the expertise in this field remains unwritten to date, without any dedicated article or publication.

This volume fills the gap. It is written by Jesper Andreasen and Antoine Savine, who have developed scripting systems for leading investment banks since the 1990s, actively contributed to the development of the scripting technology, and co-developed Danske Bank's awa...

Contributor Bio:

ANTOINE SAVINE is a mathematician and derivatives

For Dummies

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NFTs For Dummies

Tiana Laurence
9781119843313
Pub Date: 11/16/21
\$22.99 USD
224 pages
Paperback
Business & Economics / Personal Finance / Investing

Summary: Get invested in the world of NFTs

Non-fungible tokens, or NFTs for all the cool tech-y kids, open up the world of owning digital files like photos, videos, audio, and even memes. This is the book for you if you want to get in on the world of these new investments, but are still trying to figure out if your bitcoin will buy you an Ethereum. Author Tiana Laurence, an expert who's been at the forefront of all things crypto since the early days of blockchain, guides you through how to find and buy NFTs, how to create and sell your own NFTs, and even dives into the technology that makes it a...

Wiley

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Practical Risk-adjusted Performance Measurement (2nd Edition)

Carl R. Bacon
9781119838845
Pub Date: 12/1/21
\$90.00 USD
256 pages
Hardcover
Business & Economics / Finance
Series: The Wiley Finance Series

Summary: Risk has an undeserved reputation within asset management for being an overly complex, mathematical subject.

Practical Risk-adjusted Performance Measurement, Second Edition simplifies the subject and demonstrates with practical examples that risk is perfectly straightforward and not as complicated as it might seem. Written for risk and performance measurement practitioners from a buy side, asset management perspective, this book fills the gap between practice and theory, focusing on quantitative ex-post measures rather than the qualitative aspects of risk and providing numerous, practi...

Contributor Bio: Carl R. Bacon, CIPM, is Chief Advisor to Confluence. He was Chairman of StatPro Plc from 2000 to 2017. Prior to joining StatPro, he was Director of Risk Control and Performance at Foreign & Colonial Management Ltd, Vice

For Dummies
QuickBooks 2022 All-in-One For Dummies

Stephen L. Nelson
9781119817215
Pub Date: 10/26/21
\$34.99 USD
656 pages
Paperback
Computers / Business & Productivity Software / Accounting & Finance



Summary: This title includes the key features of QuickBooks and small business accounting including understanding double entry bookkeeping, planning and setting up a QuickBooks accounting system, loading the master files lists, invoicing customers, paying vendors, tracking inventory, managing cash and bank accounts, setting up do-it-yourself payroll, preparing financial statements and reports, building a budget, using activity based costing, setting up project and job costing systems, conducting ratio analysis, using economic value added analysis, capital budgeting, using the profit-volume-cos...

Wiley

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Survival Kit for an Equity Analyst : The Essentials You Must Know

Shin Horie
9781119822448
Pub Date: 11/15/21
\$34.95 USD
208 pages
Hardcover
Business & Economics / Finance



Summary: Presented in a narrative format, *Essentials of Company Analysis* begins with a chapter on the story and professional experience of veteran analyst Shin Horie, offering the reader a window into the world of an equity analyst. The book draws upon Horie's decades of professional experience as an analyst and explains why the essentials for becoming successful in the job remain the same and the challenge of equity analysis never gets old, even if the industry landscape evolves constantly. Not a financial theory nor a business textbook, it aims to be a survival/practical guide on ho...

Contributor Bio: Shin Horie, Hong Kong, has more than 30 years of experience in equity research. He is co-head of global single-name research (equity research and credit research) for Goldman Sachs and a board member of Goldman Sachs Asia LLC. Shin h...

Wiley

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The Numerate Leader : How to Pull Game-Changing Insights from Statistical Data

Thomas A. King
9781119843283
Pub Date: 10/26/21
\$29.95 USD
320 pages
Hardcover
Mathematics / Probability & Statistics

Summary: *The Craft of Numeracy* is designed to raise the statistical game of a generalist who works on an organization's front line. The target reader is too busy with budget deadlines, screaming customers, supply chain problems, and human resource mishaps to learn exotic math. To borrow a phrase from political adviser James Carville, *It's the ideas, stupid*. This book is not about which buttons to push when firing up a computer. All software discussions provided below are limited to a few functions in Microsoft Excel. This is the book to read before enrolling in advanced data analytics cl...

Wiley



Top Stocks 2022

Martin Roth
9780730391463
Pub Date: 12/13/21
\$23.00 USD
Paperback
Business & Economics / Personal Finance / Investing

Summary: Put your money to work—bigtime

"An investment in knowledge pays the best interest," said Benjamin Franklin—and this goes double for making investment decisions. In the 28th edition of his definitive bestseller, market expert Martin Roth gives you the essential knowledge and tried-and-tested techniques you need to grow your portfolio and profits. Invaluable for all skill levels—from novice to professional traders—you'll find the clear and objective information essential to make the right picks and get more for your money.

Cutting through the noise and hype, Martin Roth shows you how to ...

Wiley

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**Wiley's Level I CFA Program 11th Hour Final
Review Study Guide 2022**

Wiley
9781119710400
Pub Date: 11/9/21
\$125.00 USD
Paperback
Business & Economics / Personal Finance

Wiley

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**Wiley's Level II CFA Program 11th Hour
Final Review Study Guide 2022**

Wiley
9781119712367
Pub Date: 11/9/21
\$125.00 USD
Paperback
Business & Economics / Personal Finance

Wiley

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**Wiley's CPA 2022 Study Guide + Question
Pack: Complete Set**

Wiley
9781119852384
Pub Date: 11/9/21
\$600.00 USD
Paperback
Study Aids / CPA (Certified Public Accountant)

GENERAL CONSUMER

Capstone



Brill Kid - The Big Number 2 : Awesomeness - The Next Level

Andy Cope, Gavin Oattes, Will Hussey
9780857088918
Pub Date: 11/15/21
\$13.99 USD
224 pages
Paperback
Self-Help



Summary: *Brill Kid - The Big Number 2* takes Awesomeness to the next level!

It's rock solid 'personal development' with a difference. A BIG difference! It's aimed at 7 to 11s, the exact age when mental habits are created. The book picks up where *Diary of a Brilliant Kid* left off – raising the bar from mental health to mental wealth, enabling young people to flourish in a world that's hell bent on knocking them sideways.

It's about happiness and wellbeing. It tells you how to shine when the world's a bit dull. It's about learning to be your best self and hanging in there when the world's doing its...

Contributor Bio: Andy Cope describes himself as a "professional trainer, qualified teacher, author and learning junkie". He founded Art of Brilliance in 2004. His aim, to blaze a new trail - one that was non-academic, totally rooted

For Dummies

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Guitar Theory For Dummies with Online Practice (2nd Edition)

Desi Serna
9781119842972
Pub Date: 11/2/21
\$24.99 USD
336 pages
Paperback
Music / Musical Instruments / Guitar

Summary: Find the key to taking your guitar playing to the next step

There's nothing like strumming through those classic three-chord songs and leading your friends on a singalong. But when you're ready to unlock the next mysteries of the fretboard, this book jumpstarts your journey of understanding how music theory applies to the guitar. Written by a music theory expert and respected guitar teacher, the book introduces how to play basic chords differently, how to translate chord progressions based on the song's key, and how to turn different scales into riffs and solos. With the guidance you'll...

Capstone



Moments of Comfort : Embracing the Joy in Life's Simple Pleasures

Gill Hasson
9780857089205
Pub Date: 12/1/21
\$16.99 USD
224 pages
Hardcover
Self-Help / Motivational & Inspirational



Summary: Whether you've had a challenging day, or it's been a long week; when you need to switch off and make more time for you, you need to do what you can to make things easier and feel a little refreshed. You need small pleasures and shots of joy to strengthen and inspire you with hope.

You need *Little Moments of Comfort*!

Little Moments of Comfort offers the warmth and reassurance, hope and optimism that can motivate and encourage you. You don't have to make a big effort or big changes in order to have comfort and joy. There are so many things that can bring comfort and joy in life. This book...

Contributor Bio: Gill Hasson delivers teaching and training for educational organisations, voluntary and business organisations and the public sector. She has 20 years'

For Dummies

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Singing For Dummies (3rd Edition)

Pamela S. Phillips

9781119842965

Pub Date: 11/16/21

\$24.99 USD

360 pages

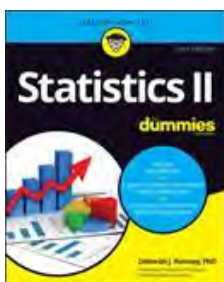
Paperback

Music / Instruction & Study / Voice

Summary: Get the keys to getting in tune

Almost everyone sings along with the radio or in the shower. Boosting your natural talents to being on the level with the stars you see on stage or hear on record takes more than knowing the lyrics and the tune. This book shares the techniques and exercises professional singers use to improve their tone, pitch, and articulation. Packed with advice from an expert who's been a professional singer and regarded vocal coach, you'll discover how to develop the physical skills to build breath control, expand your range, and apply your techniques to a new song. ...

For Dummies

**Statistics II For Dummies** (2nd Edition)

Deborah J. Rumsey

9781119827399

Pub Date: 11/9/21

\$24.99 USD

448 pages

Paperback

Mathematics / Probability & Statistics

Summary: *Statistics II For Dummies*, 2nd Edition will guide students through all the need-to-know information of an upper level statistics course. All the basics—including variants, regression models, chi squares, and real-world examples—are covered with easy to follow, step-by-step explanations. You'll also find proven test taking strategies to ensure the helpful tips you learn aren't lost on exam day.

PROFESSIONAL

Wiley

**Production Urbanism : The Meta Industrial City**

Dongwoo Yim, Rafael Luna

9781119717706

Pub Date: 10/11/21

\$41.64 USD

136 pages

Paperback

Architecture / Design, Drafting, Drawing & Presentation

Series: Architectural Design

Summary: The Industrial Revolution caused a paradigm shift from an agrarian economy to a manufacturing economy, giving birth to the industrial city. 'City' became synonymous with a concentration of factories causing unfiltered scenes between centres of production and urban dwellings. The corrupted image of the city ultimately led to the displacement and separation of production away from residential zones in the 20th century. However, new innovative manufacturing technologies are allowing a coexistence between factories and dwellings through hybrid typologies that blend production back into th...

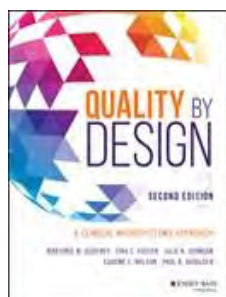
Wiley



Project Management Case Studies (6th Edition)
Harold Kerzner
9781119821991
Pub Date: 11/9/21
\$67.50 USD
736 pages
Paperback
Business & Economics / Project Management

Summary: Case studies have traditionally made up a significant portion of project management education and training. The Kerzner *Case Studies* book was planned to package a broad range of case studies to be used in college or professional training courses as an ancillary to either Kerzner's *Project Management* book, or other related texts. *Case Studies* has grown to become a very successful product on its own. For this sixth edition, the author has added 10 new case studies, featuring a variety of industries, and has updated other case studies to meet today's industry standards.

Jossey-Bass

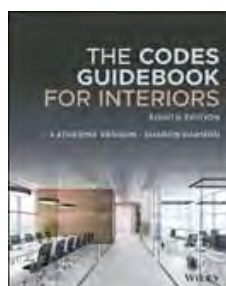


Quality by Design : A Clinical Microsystems Approach (2nd Edition)
Marjorie M. Godfrey, Tina C. Foster, Julie K. Johnson, Eugene C. Nelson, Paul B. Batalden
9781119218692
Pub Date: 10/26/21
\$109.25 USD
530 pages
Paperback
Medical / Public Health

Summary: The new edition of the bestselling text on quality improvement in health care, providing powerful theoretical frameworks and principles, valuable tools and techniques, and a proven action-learning program

Clinical microsystems such as nursing units and primary care clinics are the essential building blocks of larger organizations and the wider health care system. Developing reliable, efficient, and responsive frontline units that meet the individual needs of one patient, continually improve care for the next patient, and create an exceptional working environment for all staff is critical...

Wiley



The Codes Guidebook for Interiors (8th Edition)
Katherine E. Kennon, Sharon K. Harmon
9781119720959
Pub Date: 11/2/21
\$98.75 USD
752 pages
Hardcover
Architecture / Interior Design

Summary: Completely revised and updated, the Eighth Edition of *The Codes Guidebook for Interiors* is the only book on the market devoted exclusively to codes that are applicable to interior designers. This guide features jargon-free explanations of all the codes and standards that are relevant to designers and architects, including performance codes, building and finish standards, energy codes, and ADA standards. Dozens of examples are enhanced with detailed illustrations and floor plans that clearly show how codes apply to real-world projects. This Eighth Edition has been updated to include the...



The Future of Health

Roberto Ascione
9781119797258
Pub Date: 11/2/21
\$35.00 USD
224 pages
Hardcover
Medical / Allied Health Services / Medical Technology

Summary: Digital has already drastically changed our lives in areas from music, food, travel television and even social relationships. Health is also now experiencing a strong influence from the digital realm, which will change our way of thinking about healthcare and how we approach it. The recent past has already brought on changes to health that can be considered disruptive, and it will be even more so in the near future! Yet, thanks to technology, disruption will also have a very positive face, as health services will also become more humane, reintroducing a level of empathy that almost di...

SOCIAL SCIENCES & HUMANITIES

For Dummies

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Freemasons For Dummies (3rd Edition)

Christopher Hodapp
9781119843429
Pub Date: 10/26/21
\$24.99 USD
384 pages
Paperback
Social Science / Freemasonry & Secret Societies

Summary: Peek behind the door of your local Mason Lodge

Freemasonry has been around for three centuries, serving as a fraternal organization seemingly wrapped in secrets and mysteries known only to those inside the organization. This book gives you a peek at what really goes on at your local Masonic Lodge. Written by a 33rd Degree Freemason in the Scottish Rite, this book reveals the tenants of Freemasonry, how Lodges are organized, and what those secret ceremonies and symbols really mean. It's an ideal guide for anyone interested in joining a Lodge or those simply curious about what Freemasonr...



Marx in Movement : Operaismo in Context

Antonio Negri, Ed Emery
9781509544240
Pub Date: 11/15/21
\$24.95 USD
220 pages
Paperback
Philosophy / Political

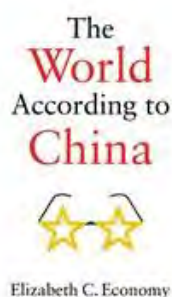
Summary: This first volume in a new trilogy of books by Antonio Negri examines and develops the Italian tradition of radical Marxist thought known as operaismo or 'autonomist Marxism' – the tradition to which Negri himself adheres and in which he is a leading figure.

The tradition of operaismo emphasizes the role of the worker in capitalism and the primacy of class struggle. Within this framework, Negri's key contribution has been to theorize the transition from the 'mass worker' to the 'social worker' – that is, to broaden the concept of living labour and liberate it from the theoretical cage...

Contributor Bio:

Antonio Negri is formerly Professor of State Theory at the University of Padua.

Markup Note: Asia: This Polity title is on special Trade discount



The World According to China

Elizabeth C. Economy
9781509537495
Pub Date: 12/28/21
\$29.95 USD
284 pages
Hardcover
Political Science / Globalization

Summary: An economic and military superpower with 20 percent of the world's population, China has the wherewithal to transform the international system. Xi Jinping's bold calls for China to "lead in the reform of the global governance system," suggest that he has just such an ambition. But how does he plan to realize it? And what does it mean for the rest of the world?

In this compelling book, Elizabeth Economy reveals China's ambitious new strategy to reclaim the country's past glory and reshape the geostrategic landscape in dramatic new ways. Xi's vision is one of Chinese centrality on the gl...

Contributor Bio:

Elizabeth C. Economy is Senior Fellow at the Hoover Institution, Stanford University and Senior Fellow for China Studies at the Council on Foreign Relations. She is an award-winning author and internationally renowned expert on

TECHNOLOGY

For Dummies



Access For Dummies

Laurie A. Ulrich
9781119829089
Pub Date: 11/17/21
\$29.99 USD
Paperback
Computers / Business & Productivity Software / Databases

Summary: No database experience? No problem!

Building and managing a database is less like finding a needle in a haystack as it's like growing a field of hay, harvesting the hay, putting the hay into a stack, finding a needle, and then explaining how you found the needle to people who know nothing about the whole haystack industry. Consider this book your roadmap to finding that needle in a hurry. It not only helps you navigate the Access application, but also offers sound advice from experience pros on how to build a useful database, keep it running, and derive usable data from it. For Microso...

For Dummies



Android Smartphone Photography For Dummies

Mark Hemmings
9781119824909
Pub Date: 11/9/21
\$26.99 USD
336 pages
Paperback
Computers / Design, Graphics & Media / Photography

Summary: Get the steps to better photos

Taking a photo is as simple as point and click. Taking a good photo worth showing off takes a bit more thought. This book helps Android phone users - be it made by Samsung, Google, or one of the many other Android phone manufacturers - produce high-quality images using the camera they carry in their pocket every day. Author Mark Hemmings shares insight on applying proven photography techniques and employing the best apps in shooting everything from selfies to portraits to photos that show off your artistic flair.

Inside...

- Explore your phone's camera
- Dive in...

For Dummies

No Image
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Android Smartphone For Seniors For Dummies

Marsha Collier

9781119828488

Pub Date: 11/9/21

\$29.99 USD

336 pages

Paperback

Computers / Hardware / Cell Phones & Devices

Summary: Explore your phone without exploring the whole galaxy

There are a ton of features on an Android smartphone - probably more than you have the time (or desire) to learn. This book is perfect for anyone looking for the essentials to operating a phone running the Android operating system. With larger-print type and full-color images, this book walks you through the steps of turning your phone into a communications, photography, and media streaming powerhouse without wasting your time on the features you may never use. You'll even pick up a few tricks to show off to friends and family.

Insid...

Sybex

CompTIA Network+ Certification Kit: Exam N10-008 (6th Edition)

Todd Lammle, Jon Buhagiar, Craig Zacker

9781119815167

Pub Date: 11/9/21

\$100.00 USD

Paperback

Computers / Certification Guides / CompTIA (incl. A+)



For Dummies

macOS Monterey For Dummies

Bob LeVitus

9781119836964

Pub Date: 10/26/21

\$29.99 USD

528 pages

Paperback

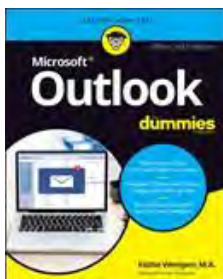
Computers / Operating Systems / Mac OS

No Image
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Summary: HEY SIRI! WHAT'S UP WITH macOS Monterey?

While macOS Monterey won't give you the stunning views of the California Coast that a trip up the 17 Mile Drive on the Monterey Peninsula offers, you can still get a smooth ride as you steer through the apps and controls that power your Mac desktop or Macbook. This book is your handy map to navigating the twists and turns of driving macOS as well as your travel guide to the features you will use the most. Be sure to check out info on the brand new Universal Control function that lets you link your macOS device to your iPhone or iPad for easier c...

For Dummies

**Outlook For Dummies, Office 2021 Edition**

Faithe Wempen

9781119829119

Pub Date: 11/17/21

\$29.99 USD

336 pages

Paperback

Computers / Business & Productivity Software / Email Clients

Summary: *Outlook 2019 For Dummies* shows you how to take advantage of often-overlooked tips and tricks to make it work even better for you. Inside, you'll find information on navigating the user interface; utilizing the To-Do bar; filtering junk email; smart scheduling; RSS support; using electronic business cards; accessing data with two-way sync and offline and cloud-based access, and much more!

Inside:

- Navigate the user interface
- Use the To-Do bar
- Create new items from old ones
- Integrate tasks with other apps
- Manage email folders
- Set up schedules and tasks
- Connect to RSS feeds

Dummies

**PowerPoint For Dummies, Office 2021 Edition**

Doug Lowe

9781119829140

Pub Date: 11/16/21

\$29.99 USD

384 pages

Paperback

Computers / Business & Productivity Software / Presentations

Summary:**Make it a point to nail that work presentation**

A strong slide deck can be a powerful tool in getting your point across during a presentation. Don't bore your audience with slides that lack dynamic features and a bit of pizzazz. This book guides you through the key features of Microsoft PowerPoint. Get the basics on creating and editing slides, importing data from other applications, and collaborating in the cloud. Then add a big dash of wow-factor as you learn how to incorporate charts, graphics, and videos into presentations. Consider this book your first step to making a splash with P...

Contributor Bio: **DOUG LOWE (Fresno, CA)** is the information technology director for a civil engineering firm. He has been managing networks for over 20 years and is the bestselling author of numerous books including *Networking For Dummies* and *Networki...*

Wiley

**Transforming Your Business with AWS : Getting the Most Out of Using AWS Cloud to Modernize and Innovate Your Digital Services**

Philippe Abdoulaye

9781119815976

Pub Date: 11/16/21

\$40.00 USD

336 pages

Paperback

Computers / Distributed Systems / Cloud Computing

Summary: Expert guidance on how to use Amazon Web Services to supercharge your digital services business

In *Transforming Your Business with AWS: Getting the Most Out of Using AWS to Modernize and Innovate Your Digital Services*, renowned international consultant and sought-after speaker Philippe Abdoulaye delivers a practical and accessible guide to using Amazon Web Services to modernize your business and the digital services you offer. This book provides you with a concrete action plan to build a team capable of creating world-class digital services and long-term competitive advantages.

You'll...



Word For Dummies

Dan Gookin

9781119829171

Pub Date: 11/17/21

\$29.99 USD

400 pages

Paperback

Computers / Business & Productivity Software /
Word Processing

Summary: Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide gets you going with the latest version of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. In this leading book about the world's number one word processing application, Dan Gookin talks about using Microsoft Word in friendly, easy-to-follow terms. Focusing on the needs of the beginning Word user, it provides everything you need to know about Word—without any painful jargon.

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