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Retail Catalogue New Books

March & April 2022



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March



BUSINESS & ECONOMICS

Wiley



Achieving Excellence in Fundraising (5th Edition)
Genevieve G. Shaker, Eugene R. Tempel, Sarah K. Nathan, Bill Stanczykiewicz
9781119763758
Pub Date: 3/29/22
\$69.95 USD
560 pages
Hardcover
Business & Economics / Nonprofit Organizations & Charities / Fundraising & Grants

Summary: Strategies and concepts for mission-based fundraising

From the world's first school of philanthropy, *Achieving Excellence in Fundraising* is the leading fundraising textbook based on research and steeped in practical expertise. It has long been the go-to reference for fundraising principles, concepts, and techniques. Topics include donor motivations and behaviors, engaging donors at all levels, inclusive and ethical fundraising, and more, with contributions from noted experts in the field. You'll gain insight into the practice of fundraising and the fundraising cycle, reinforced by disc...

Contributor Bio: Gene Tempel (Indianapolis, IN; iufoundation.iu.edu/), Professor of Philanthropic Studies and Founding Dean Emeritus, Indiana University Lilly Family School of Philanthropy, is one of the nation's foremost thought leaders and experts o...

For Dummies



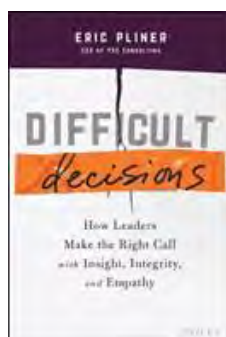
Business Plans For Dummies (3rd Edition)
Paul Tiffany, Steven D. Peterson
9781119866374
Pub Date: 3/22/22
\$29.99 USD
368 pages
Paperback
Business & Economics / Entrepreneurship

Summary: Plan to succeed as an entrepreneur—we show you how

Business Plans For Dummies can guide you, as a new or aspiring business owner, through the process of creating a comprehensive, accurate, and useful business plan. In fact, it is just as appropriate for an already up-and-running firm that realizes it's now time for a full-bore check-up, to ensure the business is in tip-top shape to meet the challenges of the globalized, digitized, and constantly changing 21st Century. This edition of is fully updated, featuring the most recent practices in the business world. Let us walk you through ea...

Contributor Bio: PAUL TIFFANY (SANTA ROSA, CA) is a professor at the Haas School of Business, UC Berkley where he teaches courses on public policy and management. He is an expert in business strategy and management. Prior to beginning his career in a...

Wiley



Difficult Decisions : How Leaders Make the Right Call with Insight, Integrity, and Empathy
Eric Pliner
9781119817048
Pub Date: 3/29/22
\$30.00 USD
208 pages
Hardcover
Business & Economics / Leadership

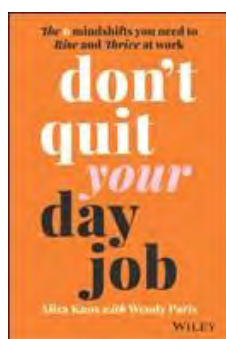
Summary: What do you do when the algorithm doesn't have the answer?

Countless tools and frameworks claim to make decisions objective and bias-free. But in reality, the defining decisions that leaders face are complex ones with subjective information sources and conflicting courses of action. That's why the toughest choices are left to the leaders, and that's why formulas won't answer them.

In *Difficult Decisions: How Leaders Make the Right Call with Insight, Integrity, and Empathy*, leadership expert and CEO of YSC Consulting, Eric Pliner, delivers a set of practical tools for readers to make s...

Contributor Bio: Eric Pliner (New York, NY) is CEO of YSC Consulting, a global leadership consulting firm that works with executives at leading companies like Bain Capital,

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Don't Quit Your Day Job : The 6 Mindshifts You Need to Rise and Thrive at Work

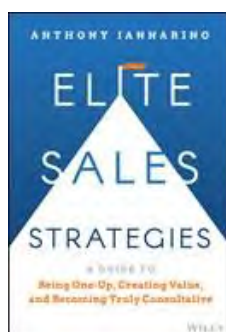
Aliza Knox, Wendy Paris
9780730396598
Pub Date: 4/25/22
\$21.95 USD
224 pages
Paperback
Business & Economics / Careers

Summary: *Don't Quit Your Day Job* presents the six empowering, essential *mindshifts* necessary to rise and thrive in your career—and to love your life at the same time. Learn the attitudes and actions used by those who successfully navigate today's work challenges, with advice that will help you apply their strategies in your own day-to-day worklife.

Author Aliza Knox shares her experience in leading global businesses for some of the world's most interesting, innovative companies—including Google, Twitter, and the Boston Consulting Group—and managing teams internationally. She also shares the sto...

Contributor Bio: Aliza Knox has spent more than a decade leading Asia-Pacific businesses for Google, Twitter, and Cloudflare. Before that, she served as the first female partner in Asia at the Boston Consulting Group. She is now a

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Elite Sales Strategies : A Guide to Being One-Up, Creating Value, and Becoming Truly Consultative

Anthony Iannarino
9781119858942
Pub Date: 4/19/22
\$27.00 USD
224 pages
Hardcover
Business & Economics / Sales & Selling

Summary: Accelerate your sales career with this how-to book from an expert in sales

In *Elite Sales Strategies*, expert sales leader Anthony Iannarino offers his philosophy about becoming a commercial success. This guidebook provides unique insights into how to approach every sale by serving your clients from a position of authority and expertise. As Iannarino himself notes, this technique speaks to an ethical obligation towards your client, combining ethics and tactics to help place you in a position where your strengths can be fully utilized.

This guidebook suggests putting yourself in a "one-up..."

Contributor Bio: Anthony Iannarino (Westerville, OH) thesalesblog.com) is the founder of B2B Sales Coach's School of Management and Leadership where he teaches Personal Selling, Social Media Marketing, and Persuasive

Wiley



Event Success : Maximizing the Business Impact of In-person, Virtual, and Hybrid Experiences

Alon Alroy, Eran Ben-Shushan, Boaz Katz
9781119817154
Pub Date: 3/29/22
\$28.00 USD
240 pages
Hardcover
Business & Economics / Marketing / Direct

Summary: Make events the most powerful marketing tool you have

In *Event Success: Maximizing the Business Impact of Physical, Virtual, and Hybrid Experiences*, Alon Alroy, Eran Ben-Susahan, and Boaz Katz of Bizzabo draw on the knowledge they've gained powering events for companies like Amazon, Salesforce, and Uber to deliver an end-to-end playbook for readers wanting to maximize their organization's return on events.

Event Success will help you unlock the full potential of your events and make them your most important marketing channel. You'll learn how to create elevated experiences in any for...

Contributor Bio: Alon Alroy (New York, NY; bizzabo.com) is the Co-Founder and CMO of Bizzabo, which helps organizers

No Image
Available

Grant Writing For Dummies (7th Edition)

Beverly A. Browning

9781119868071

Pub Date: 3/29/22

\$26.99 USD

352 pages

Paperback

Business & Economics / Nonprofit Organizations & Charities / Fundraising & Grants

Summary: Write award-winning grant proposals that build organizational capacity!

For nonprofit and for-profit firms alike, grants can be a singular generator of growth and impact. But many leaders are intimidated and confused by the sometimes-complex grant application process. The truth, however, is that anyone can learn to write and send a powerful grant letter with the right help.

In *Grant Writing For Dummies*, Dr. Beverly Browning draws on over four decades of experience writing grant applications and training grant writers to deliver a comprehensive and easy-to-follow roadmap to drafting and ...

Contributor Bio: DR.BEVERLY BROWNING, MPA, DBA (PHOENIX, AZ) is a grant writing superstar! Browning has worked as a consultant in this space for more than 40 years.

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Loved : How to Rethink Marketing for Tech Products

Martina Lauchengco

9781119703648

Pub Date: 4/5/22

\$34.00 USD

304 pages

Hardcover

Business & Economics / Development / Business Development

Series: Silicon Valley Product Group

Summary: Most tech companies get marketing wrong because they don't know how to do product marketing right. The next in the bestselling SVPG series, LOVED shows what leaders like Apple, Netflix, Microsoft, and Salesforce do well and how to apply it to transform product marketing at your company.

The best products can still lose in the marketplace. Why? They are beaten by products with stronger product marketing. Good product marketing is the difference between "also-ran" products versus products that lead. And yet, product marketing is widely misunderstood. Although it includes segmenting cust...

Contributor Bio: Martina Lauchengco (San Francisco, CA, <https://svpg.com/> and <https://www.costanoavc.com/>) was responsible for marketing some of the most iconic and successful software products of all time including Microsoft

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Navigate the Swirl : 7 Crucial Conversations for Business Transformation

Richard Hawkes

9781119868798

Pub Date: 4/19/22

\$32.00 USD

256 pages

Hardcover

Business & Economics / Leadership

Summary: An actionable blueprint for transformational business journeys

Leading transformation in teams, businesses, and organizations is complex, and leaders are expected to know how to do it. This book provides the clear thinking required to navigate this challenge.

In *Navigate the Swirl: 7 Crucial Conversations for Business Transformation* renowned growth and strategy leader Richard Hawkes delivers a simple and powerful framework that any team can apply to overcome the most common leadership challenges to growing and scaling companies, known as "The Swirl." In this straightforward book, he dra...

Contributor Bio: Richard Hawkes (<https://growthriver.com/> Mendham, NJ) is the founder of Growth River LLC, an international consultancy that works with companies such as

For Dummies



Reading Financial Reports For Dummies (4th Edition)
Lita Epstein
9781119871361
Pub Date: 4/5/22
\$29.99 USD
384 pages
Paperback
Business & Economics

Summary: Your personal roadmap to becoming fluent in financial reports

At first glance, the data in financial reports might seem confusing or overwhelming. But, with the right guide at your side, you can learn to translate even the thickest and most complex financial reports into plain English.

In *Reading Financial Reports For Dummies*, you'll move step-by-step through each phase of interpreting and understanding the data in a financial report, learning the key accounting and business fundamentals as you go. The book includes clear explanations of basic and advanced topics in finance, from the di...

Contributor Bio: LITA EPSTEIN (ORLANDO, FL) is a financial writer who focuses on career growth and business topics. She earned her MBA from Emory University and her

For Dummies

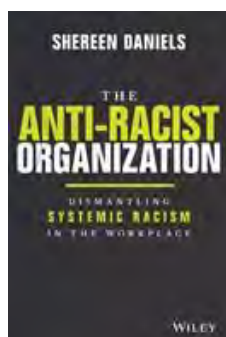


Starting a Business All-in-One For Dummies (3rd Edition)
Georgette C. Beatty
9781119868569
Pub Date: 4/12/22
\$34.99 USD
Paperback
Business & Economics / New Business Enterprises

Summary: All the essential information in one place

Starting a Business All-in-One For Dummies, 3rd Edition is a treasure trove of useful information for new and would-be business owners. With content compiled from over ten best-selling For Dummies books, this guide will help with every part of starting your own business—from legal considerations to business plans, bookkeeping, and beyond. Whether you want to open a franchise, turn your crafting hobby into a money-maker, or kick off the next megahit startup, everything you need can be found inside this easy-to-use guide. This book covers the fo...

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The Anti-Racist Organization : Dismantling Systemic Racism in the Workplace
Shereen Daniels
9781119880622
Pub Date: 5/9/22
\$27.50 USD
256 pages
Hardcover
Business & Economics / Human Resources & Personnel Management

Summary: *The Anti-Racist Organization: Dismantling Systemic Racism in the Workplace* is an insight into systemic racism baked into business structures, policies and procedures. It's an incite to change. Shereen Daniel's woven personal experience, historical fact, legal proceedings, her HR insight and quantitative analysis into a book that enables business leaders to change their workplace practices through her tried and tested bespoke Models. This essential book will address:

- How diversity and inclusion initiatives haven't yet solved the problem
- How to use language as a tool to dismantle racism
- Ho...

Contributor Bio: An advocate for anti-racism in business, Shereen is Vice Chair of the Black Business Association for London Chamber of Commerce and Founder + Managing

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The Builder's Guide to the Tech Galaxy : 99 Practices to Scale Startups into Unicorn Companies

Martin Schilling, Thomas Klugkist

9781119890423

Pub Date: 4/25/22

\$45.00 USD

480 pages

Hardcover

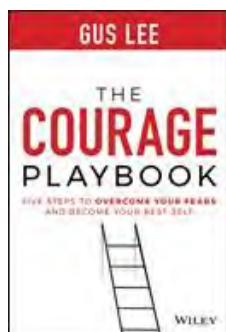
Business & Economics

Summary: Are you scaling a startup but don't belong to the fortunate few who have done so multiple times already? Many startup builders simply do not have the time to read countless books and listen to dozens of podcasts while distilling all this information down into practical lessons. That's why *The Builder's Guide to the Tech Galaxy: 99 Practices to Scale Startups into Unicorn Companies* does it for you. Drawing on their decades of experience, Martin Schilling and Thomas Klugkist interviewed 100 top scale-up experts from successful technology companies around the world, including Airbnb, Pin...

Contributor Bio: Martin Schilling (Berlin, Germany; buildersguide.org) is an angel investor, start-up builder, and scale-up executive. He has co-created and scaled up five companies, including a subsidiary for McKinsey. Dr. Thomas Klugkist has worked...



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The Courage Playbook : Five Steps to Overcome Your Fears and Become Your Best Self

Gus Lee

9781119848905

Pub Date: 4/19/22

\$25.00 USD

256 pages

Hardcover

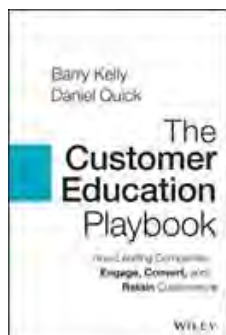
Business & Economics / Motivational

Summary: A practical pathway to a meaningful life and courageous leadership

In *The Courage Playbook: Five Steps to Overcome Your Fears and Become Your Best Self*, Gus Lee, bestselling author and leadership expert, delivers an astonishing reveal that with moral courage, we can overcome our fears. This is a practical guide to gaining your courage to live rightly, treat others without bias and lead inspirationally. Readers will acquire Five Steps to Courage, 3 NO's, 3 GO's and Courageous Communication Plays. These lend deeper meaning to life, strengthen our character, improve relationships and allo...

Contributor Bio: Gus Lee is the bestselling author of *China Boy* and a nationally recognized expert on leadership and ethics. As a corporate C-level and government senior executive, he has worked with companies like Microsoft and

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The Customer Education Playbook : How Winning Companies Use Training to Engage, Convert, and Retain Customers

Daniel Quick, Barry Kelly

9781119822509

Pub Date: 4/19/22

\$28.00 USD

224 pages

Hardcover

Business & Economics / Customer Relations

Summary: Deliver maximum value to customers and clients with this blueprint to customer success

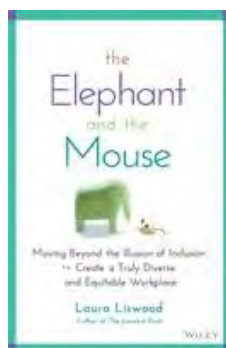
In *The Customer Education Playbook: How Leading Companies Engage, Convert, and Retain Customers*, customer learning experts Barry Kelly and Daniel Quick explain how teaching customers to best engage with your products and services is the key to converting them from prospects to loyal advocates of your brand.

In this book, you'll examine how to define success for your customer, create a customer education development plan, and pursue customer success and revenue metrics. You'll also:

- Learn why you sh...

Contributor Bio: Barry Kelly (Boston, MA) is cofounder and CEO of Thought Industries, the world's leading B2B customer

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The Elephant and the Mouse : Moving Beyond the Illusion of Inclusion to Create a Truly Diverse and Equitable Workplace

Laura A. Liswood

9781119836254

Pub Date: 3/22/22

\$22.00 USD

192 pages

Hardcover

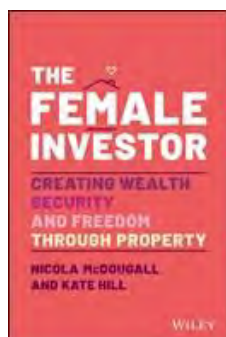
Business & Economics / Workplace Culture

Summary: Explore diversity, equity, and inclusion that goes beyond unconscious bias and explores the ideas and tools needed to achieve these goals

In *The Elephant and the Mouse*, award-winning speaker and diversity and inclusion expert Laura Liswood delivers a thought-provoking and insightful new business guide that explores workplace diversity and offers new ideas for gaining the real benefits from your diversity, equity, and inclusion initiatives. *The Elephant and the Mouse* refers to the dynamic in organizations that are roadblocks to consciously inclusive success. The Elephant, often dominant...

Contributor Bio: Laura Liswood (lauraliswood.com) is an international, award-winning speaker who conveys her insights regarding leadership, diversity, women in politics, and business to both large and small audiences. In her speeches, she explores th...

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The Female Investor : Creating Wealth, Security, and Freedom through Property

Nicola McDougall, Kate Hill

9780730398639

Pub Date: 5/9/22

\$22.95 USD

240 pages

Paperback

Business & Economics / Real Estate

Summary: Did you know that one in three Australian women retire with no super? And that women who do manage to save may still wind up with *less than half* the retirement funds of their male counterparts?

The Female Investor is your guide to staking your claim on the property market—so you'll have the assets needed to secure your financial future.

It's not easy balancing a career, dating, a family, and a thriving personal life, all while saving for your future. This practical and down-to-earth guide, written by two female experts who have been there and done that, will teach your how to maximise y...

Contributor Bio: Nicola McDougall is a journalist who has reported on property and finance for more than 15 years. She currently serves on the board for Property Investment

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The Law of Fundraising (6th Edition)

Bruce R. Hopkins, Alicia M. Beck

9781119873440

Pub Date: 4/5/22

\$300.00 USD

736 pages

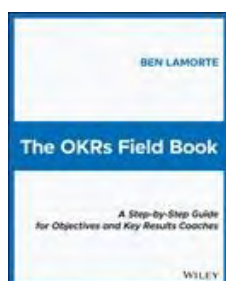
Hardcover

Business & Economics / Nonprofit Organizations & Charities / Finance & Accounting

Summary: Stay abreast of the latest developments in charitable fundraising legislation and regulation

Effective fundraising has never been more important to the success of a nonprofit organization than it is today. But national- and state-level legislative and administrative control over charitable fundraising is expanding quickly.

In the newly revised Sixth Edition of *The Law of Fundraising*, distinguished lawyers and tax-exempt organization experts deliver a comprehensive and authoritative blueprint of the increasingly complex tangle of federal and state regulations and legislation that govern ...



The OKRs Field Book : A Step-by-Step Guide for Objectives and Key Results Coaches

Ben Lamorte

9781119816423

Pub Date: 4/5/22

\$29.95 USD

208 pages

Paperback

Business & Economics / Strategic Planning

Summary: Take your OKRs coaching skills to the next level with this practical handbook.

In *The OKRs Field Book: A Step-by-Step Guide for Objectives and Key Results Coaches*, Ben Lamorte, a seasoned coach and management science expert, provides a structured approach for implementing objectives and key results. This book provides tips and tools that enable you to coach your OKRs clients with confidence. Lamorte analyzes foundational questions that must be answered prior to deploying OKRs and the roles required to sustain an OKRs program.

Packed with excerpts from actual OKRs coaching sessions, this...

Contributor Bio: Ben Lamorte (San Anselmo, CA) is President of OKRs.com where he trains and coaches managers to make measurable progress at work using



The Tech That Comes Next : How Changemakers, Philanthropists, and Technologists Can Build an Equitable World

Amy Sample Ward, Afua Bruce

9781119859819

Pub Date: 3/22/22

\$28.00 USD

240 pages

Hardcover

Business & Economics / Nonprofit Organizations & Charities

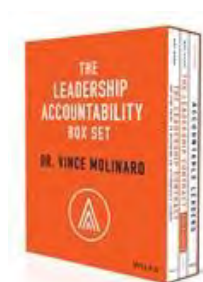
Summary: Changing the way we use, develop, and fund technology for social change is possible, and it starts with you. *The Tech That Comes Next: How Changemakers, Philanthropists, and Technologists Can Build an Equitable World* outlines a vision of a more equitable and just world along with practical steps to creating it, appropriately leveraging technology along the way.

In the book, you'll find:

- Strategies for changing culture and investments inside social impact organizations
- Ways to change technology development so it incorporates more of society
- Examples of data, security, and privacy laws and ...

Contributor Bio:

AMY SAMPLE WARD is driven by a belief that the nonprofit



The Vince Molinaro Leadership Accountability Box Set

Vince Molinaro

9781119883777

Pub Date: 1/12/22

\$78.00 USD

1000 pages

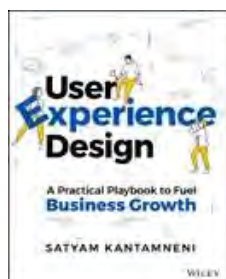
Hardcover

Business & Economics / Leadership

Summary: A complete toolkit for CEOs, HR leaders, and senior executives seeking to drive growth, inspire employees, and navigate change so that they and their organizations can thrive in an era of uncertainty

From bestselling author and leadership advisor Dr. Vince Molinaro, *The Vince Molinaro Leadership Accountability Box Set* is a comprehensive, research-based, three-book collection that guides senior leaders in achieving maximum impact by teaching them how to build and scale leadership accountability across an organization. This complete approach helps leaders set the tone of accountability a...

Contributor Bio: Vince Molinaro, PhD (Toronto, CAN) is the founder and CEO of Leadership Contract Inc. As a global leadership adviser, speaker, and researcher on leadership accountability, Vince travels the world helping organizations build vibrant l...



User Experience Design : A Practical Playbook to Fuel Business Growth

Satyam Kantamneni

9781119829201

Pub Date: 4/5/22

\$34.00 USD

304 pages

Paperback

Business & Economics / Consumer Behavior

Summary: Igniting business growth through UX

In an increasingly digital world, users are rewarding products and services that provide them with a good experience and punishing those that don't — with their wallets.

Organizations realize they need to adapt quickly but don't know how or where to start.

In User Experience Design: A Practical Playbook to Fuel Business Growth, UXReactor co-Founder

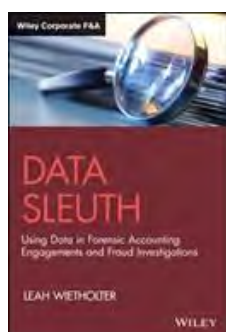
Satyam Kantamneni distills 25 years of industry experience into a pragmatic approach to help organizations advance in the highly competitive and rapidly changing digital world.

You'll discover:

- Why putti...

Contributor Bio: Satvam Kantamneni (Pleasanton, CA)

FINANCE & ACCOUNTING



Data Sleuth : Using Data in Forensic Accounting Engagements and Fraud Investigations

Leah Wietholter

9781119834380

Pub Date: 4/19/22

\$50.00 USD

288 pages

Hardcover

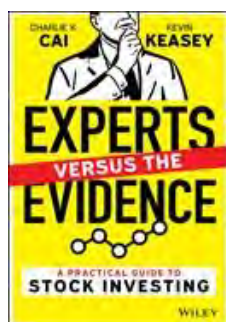
Business & Economics / Accounting / Managerial

Series: Wiley Corporate F&A

Summary: Straightforward, practical guidance for working fraud examiners and forensic accountants

In Data Sleuth: Using Data in Forensic Accounting Engagements and Fraud Investigations, certified fraud examiner, former FBI support employee, private investigator, and certified public accountant Leah Wietholter delivers a step-by-step guide to financial investigation that can be applied to almost any forensic accounting use-case. The book emphasizes the use of best evidence as you work through problem-solving data analysis techniques that address the common challenge of imperfect and incomplete i...

Contributor Bio: Leah Wietholter (Tulsa, OK) is the CEO of Workman Forensics. As a Certified Fraud Examiner and private investigator, Wietholter is an expert in following patterns to find money. While working for the Federal Bureau of Investigation, ...



Experts Versus the Evidence : A Practical Guide to Stock Investing

Charlie X. Cai, Kevin Keasey

9781119842552

Pub Date: 5/23/22

\$50.95 USD

256 pages

Paperback

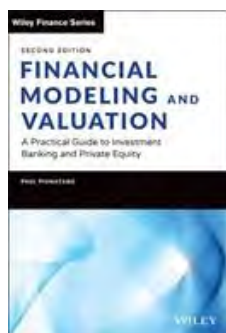
Business & Economics / Finance

Summary: Explore and apply celebrated investing strategies with practical tools from an expert team of finance professors

In Experts versus the Evidence: A Practical Guide to Stock Investing, a veteran team of finance researchers and practitioners delivers a one-of-a-kind explanation of how to use data and analytics tools to test and implement the philosophies and strategies of well-known investing experts.

Combining a comprehensive discussion of the investment philosophies of renowned investors with rigorous testing and implementation, the authors provide a hands-on tool for starting and mainta...

Contributor Bio: Charlie X Cai, Liverpool, UK is a Professor of Finance at the Liverpool University Management School and Director of Research for the Accounting and Finance



Financial Modeling and Valuation : A Practical Guide to Investment Banking and Private Equity (2nd Edition)

Paul Pignataro

9781119808893

Pub Date: 4/5/22

\$100.00 USD

352 pages

Hardcover

Business & Economics / Finance

Series: Wiley Finance

Summary: The fully revised new edition of the best-selling guide to using financial models to determine if a stock is over or undervalued

Written by the founder and CEO of the world-renowned New York School of Finance, *Financial Modeling and Valuation* provides clear and systematic guidance on accurately evaluating the soundness of a stock investment. This invaluable handbook equips investors with the tools necessary for understanding the underlying fundamentals of a rational investment and for making smarter investment decisions in any market environment.

Built around an in-depth case study of g...

Contributor Bio:

PAUL PIGNATARO is Founder of the New York School of Finance, a world leader in providing finance education to



Financial Statement Analysis : A Practitioner's Guide (5th Edition)

Martin S. Fridson, Fernando Alvarez

9781119457145

Pub Date: 4/19/22

\$85.00 USD

448 pages

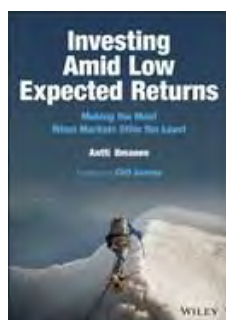
Hardcover

Business & Economics / Finance

Series: Wiley Finance

Summary: The updated, real-world guide to interpreting and unpacking GAAP and non-GAAP financial statements

In *Financial Statement Analysis, 5th Edition*, leading investment authority Martin Fridson returns with Fernando Alvarez to provide the analytical framework you need to scrutinize financial statements, whether you're evaluating a company's stock price or determining valuations for a merger or acquisition. Rather than taking financial statements at face value, you'll learn practical and straightforward analytical techniques for uncovering the reality behind the numbers. This fully revised a...



Investing Amid Low Expected Returns : Making the Most When Markets Offer the Least

Antti Ilmanen

9781119860198

Pub Date: 4/12/22

\$28.00 USD

304 pages

Hardcover

Business & Economics / Personal Finance /

Investing

Summary: Elevate your game in the face of challenging market conditions with this eye-opening guide to portfolio management

Investing Amid Low Expected Returns: Making the Most When Markets Offer the Least provides an evidence-based blueprint for successful investing when decades of market tailwinds are turning into headwinds.

For a generation, falling yields and soaring asset prices have boosted realized returns. However, this past windfall leaves retirement savers and investors now facing the prospect of record-low future expected returns. Emphasizing this pressing challenge, the book highli...

Contributor Bio: Antti Ilmanen is a Principal and Global Co-head of the Portfolio Solutions Group at AQR Capital Management. In this role, he manages the team responsible

Wiley



Launching Financial Grownups : Live Your Richest Life by Helping Your (Almost) Adult Kids Become Everyday Money Smart

Bobbi Rebell

9781119850069

Pub Date: 3/22/22

\$27.95 USD

240 pages

Hardcover

Business & Economics / Personal Finance / Money Management

Summary: Learn how to give the young adults in your life the knowledge, confidence, and motivation to make adult money decisions, and create their own strong financial foundation and independence, so you can all live richer lives.

In *Launching Financial Grownups*, popular personal finance expert and Certified Financial Planner Bobbi Rebell gets candid about the very real-life challenges of getting young adults to choose to be financial grownups and develop their own financial foundation and security. She shares her own personal setbacks and solutions (both from her own past, and as a parent), an...

Contributor Bio: Bobbi Rebell is a Certified Financial Planner and host of the Financial Grownup with Bobbi Rebell CFP podcast. She is also the co-host of Money with Friends podcast with Joe Saul-Sehy, part of the Westwood One

Wiley



Wiley CIMA 2022 Study Guide

Wiley

9781119897934

Pub Date: 2/15/22

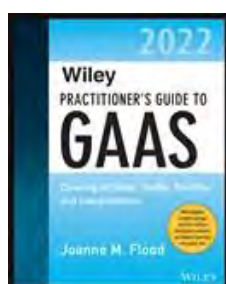
\$225.00 USD

192 pages

Paperback

Business & Economics / Personal Finance

Wiley



Wiley Practitioner's Guide to GAAS 2022 : Covering All SASs, SSAEs, SSARs, and Interpretations

Joanne M. Flood

9781119875017

Pub Date: 4/5/22

\$110.00 USD

1104 pages

Paperback

Business & Economics / Auditing
Series: Wiley Regulatory Reporting

Summary: The most comprehensive and up-to-date guide to critical auditing standards, practices, and procedures for 2022

The American Institute of Certified Public Accountants (AICPA) sets the Generally Accepted Auditing Standards or GAAS under which U. S. audits are conducted in the United States. Auditors must comply with and understand every aspect of GAAS in order to comply with AICPA standards. As a result, it is crucial for CPAs to be up-to-date on all applicable guidelines, rules, and regulations.

Wiley Practitioner's Guide to GAAS 2022 delivers a thorough description and analysis of not o...

Contributor Bio: Joanne Flood, MBA, CPA, has worked with small business and large enterprise clients. She has worked for a Big 4 international firm and a small firm. Formerly a senior manager in the AICPA's Professional Development

No Image
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Wiley Securities Industry Essentials Exam Review 2022

Wiley
9781119893394
Pub Date: 2/23/22
\$40.00 USD
432 pages
Paperback
Business & Economics / Finance

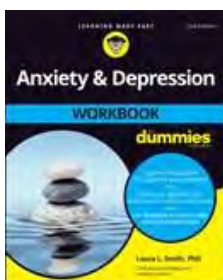
Summary: Your proven, go-to roadmap to acing the Securities Industry Essentials (SIE) exam

The Securities Industry Essentials (SIE) Exam is a general knowledge FINRA exam for aspiring securities industry professionals. As of October 1, 2018, this representative-level qualification exam is a corequisite to other representative-level qualification exams, including the Series 6, 7, 22, 57, 79, 82, 86/87, and 99—as well as a few other FINRA-administered exams.

The *Wiley Securities Industry Essentials Exam Review Study Guide 2022* arms you with the knowledge you need to ace the SIE Exam. Designed to l...

GENERAL CONSUMER

For Dummies



Anxiety and Depression Workbook For Dummies (2nd Edition)

Laura L. Smith
9781119867425
Pub Date: 4/19/22
\$24.99 USD
320 pages
Paperback
Psychology / Mental Health

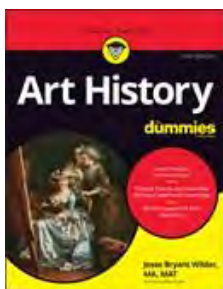
Summary: Tackle anxiety and depression head-on with this practical workbook

If you're one of the millions of people affected by—or whose loved ones are affected by—anxiety and depression, you're probably looking for strategies to help subdue or even transcend these debilitating and painful disorders. In that case, *Anxiety and Depression Workbook For Dummies* is a great place to start.

This book is filled with chapters that cut across diagnostic categories, incorporating treatment techniques based on Cognitive Behavioral Therapy, Acceptance and Commitment Therapy, Emotion Focused Therapy, and Inte...

Contributor Bio: Laura L. Smith, Ph.D. (NM) is a clinical psychologist. She is a former President of the New Mexico Psychological Association. She has considerable experience in

For Dummies



Art History For Dummies (2nd Edition)

Jesse Bryant Wilder
9781119868668
Pub Date: 4/19/22
\$34.99 USD
480 pages
Paperback
Art / History

Summary: Ready to discover the fascinating world of art history? Let's (Van) Gogh!

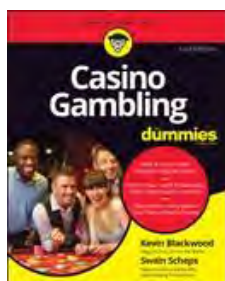
Fine art might seem intimidating at first. But with the right guide, anyone can learn to appreciate and understand the stimulating and beautiful work of history's greatest painters, sculptors, and architects. In *Art History For Dummies*, we'll take you on a journey through fine art from all eras, from Cave Art to the Colosseum, and from Michelangelo to Picasso and the modern masters. Along the way, you'll learn about how history has influenced art, and vice versa.

This updated edition includes:

- Brand new material on...

Contributor Bio: JESSE BRYANT WILDER (CLEVELAND, OH) is the founder, publisher, and editor of NEXUS, a series of interdisciplinary textbooks used in high schools around the

For Dummies

**Casino Gambling For Dummies (2nd Edition)**

Kevin Blackwood, Swain Scheps

9781119873129

Pub Date: 4/12/22

\$24.99 USD

400 pages

Paperback

Games & Activities / Gambling

Summary: Maximize your odds on the casino floor

Casinos are designed for distraction, so it helps to know a bit about when the odds are in your favor and when they're not before you push a stack of chips onto a table. Professional blackjack player Kevin Blackwood and lifelong sports bettor Swain Scheps know a thing or two about casino gambling. In *Casino Gambling For Dummies*, these seasoned gaming veterans walk you through the essential strategies for walking out of the casino ahead of the game. They also show you the most common mistakes made by players, helping you avoid gambling myths and ri...

Contributor Bio: Kevin Blackwood (Eugene, OR) is a professional blackjack player as well as author of books and contributor to magazines such as *Casino Player*. He has visited nearly every casino on the planet and also has extensive experience in poke...

For Dummies

**Coin Collecting For Dummies (3rd Edition)**

Neil S. Berman

9781119862673

Pub Date: 5/17/22

\$24.99 USD

400 pages

Paperback

Antiques & Collectibles / Coins, Currency & Medals

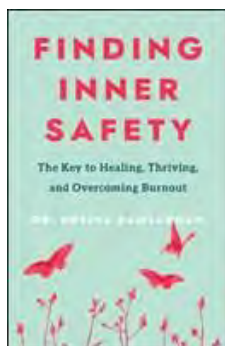
Summary: Discover a new hobby—or refine your existing techniques—with this practical coin collecting handbook

In *Coin Collecting For Dummies*, professional rare coin dealer Neil Berman delivers a hands-on and fun guide to the intriguing hobby of *numismatics*—also known as coin collection! You'll learn how to buy, sell, grade, value, handle, and store your coins, as well as how to decide what kind of coins you should collect and how to assemble or diversify your collection.

In this book, you'll also find out how to:

- Evaluate coins based on their age, condition, rarity, and more
- Navigate and make use ...

Capstone

**Finding Inner Safety : The Key to Healing, Thriving, and Overcoming Burnout**

Nerina Ramlakhan

9780857089236

Pub Date: 5/9/22

\$22.50 USD

240 pages

Paperback

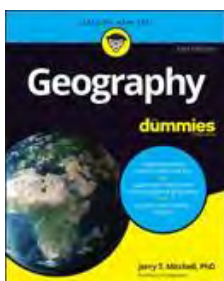
Self-Help / Motivational & Inspirational

Summary: *Finding Inner Safety* explores issues of stress, resilience, burnout, energy optimisation and lack of sleep. The frenetic pace of today's world, and how it has stretched the limits of our physiology means that too many people are running in survival mode. It is time for us to make different – and conscious – choices if we want to thrive rather than survive & be psychologically safe.

Throughout the pandemic Dr Ramlakhan has been supporting tens of thousands of people who are exhausted, stressed, not sleeping and on the edge of burnout. Her work is about helping people to make better choi...

Contributor Bio: Dr Nerina Ramlakhan has over 25 years' experience working as a physiologist, psychologist, wellbeing, sleep & energy expert. She is an expert in helping people and organisations to thrive by using her unique blend of physiology, psych...

For Dummies

**Geography For Dummies (2nd Edition)**

Jerry Mitchell

9781119867128

Pub Date: 4/5/22

\$24.99 USD

416 pages

Paperback

Science / Earth Sciences / Geography

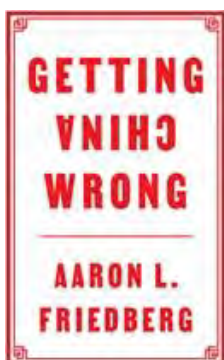
Summary: The whole world in the palm of your hand

Ever wonder how you can have a rainforest on one side of a mountain and a desert on the other? Or zoom around the globe with Google Maps and wonder how everything got to where it is now? The answer is...geography.

In *Geography For Dummies*, you'll discover that geography is more than just cool trivia—it explains tons about the world around us. From understanding the basics—like how to read maps and geographic coordinates—to learning about how the continents got to their current positions, you'll learn fascinating things about the planet's people, ci...

Contributor Bio: Jerry Mitchell, PhD, is Chair of the Department of Geography at the University of South Carolina, and an avid world traveler who brings his personal stories and photos to the book.

Polity

**Getting China Wrong**

Aaron L. Friedberg

9781509545124

Pub Date: 5/23/22

\$29.95 USD

246 pages

Hardcover

Political Science / Globalization

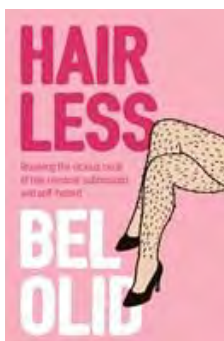
Summary: The West's strategy of engagement with China has failed. More than three decades of trade and investment with the advanced democracies have left that country far richer and stronger than it would otherwise have been. But growth and development have not caused China's rulers to relax their grip on political power, abandon their mercantilist economic policies, or accept the rules and norms of the existing international system. To the contrary; China today is more repressive at home, more aggressive abroad, and more obviously intent on establishing itself as the world's preponderant po...

Contributor Bio:

Aaron L. Friedberg is Professor of Politics and International Affairs at Princeton University. Over the past two decades he has written numerous books and articles warning of the dangers of an intensifying economic, military, and ide...

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

Polity

**Hairless : Breaking the Vicious Circle of Hair Removal, Submission and Self-hatred**

Bel Olid, Laura McGloughlin

9781509550197

Pub Date: 5/9/22

\$12.95 USD

120 pages

Paperback

Social Science / Gender Studies

Summary: Razors, tweezers, wax and hair removal creams: these are the tools for the initiation rites that signal the passage from girl to woman. Today the only acceptable places for a woman to have hair are on her head (preferably long), her eyebrows (not too wild) and eyelashes (not too sparse). All kinds of cosmetics are sold to achieve the desired effect of localized luxuriance. At the same time, the industry of removing hair everywhere else on the body advances relentlessly. Hair is no longer a sign of joy but a battleground of cosmetic surgery.

In this short book, the Catalan writer Bel Olid...

Contributor Bio:

Bel Olid is a Catalan writer and translator who stopped trying to be the woman the world demands and started trying just... to be.

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

For Dummies



Hebrew For Dummies (2nd Edition)

Jill Suzanne Jacobs

9781119862024

Pub Date: 4/12/22

\$26.99 USD

416 pages

Paperback

Foreign Language Study / Hebrew

Summary: Discover Hebrew with the world's most straightforward guide to one of the world's most beautiful languages.

Shalom! Are you ready to dive into an ancient-yet-modern and rich language full of nuance? Then open up *Hebrew For Dummies* and get started learning your way around Hebrew by immersing yourself in its sounds and rhythms. You'll start with the basics—like simple grammar and the Hebrew alphabet—before you move onto commonly used phrases and small-talk.

This book gets you used to the more unfamiliar sounds of the Hebrew language—like gutturals—that English speakers aren't used to seei...

Contributor Bio: JILL SUZANNE JACOBS (IRVINE, CA) is passionate about global affairs, specifically Israel and the

For Dummies

No Image Available

Italian Recipes For Dummies

Amy Riolo

9781119862703

Pub Date: 4/5/22

\$24.99 USD

362 pages

Paperback

Cooking / Regional & Ethnic / Italian

Summary: Your roadmap to cooking like an Italian your very own home

For those of us not lucky enough to have our very own Italian grandmother or have attended culinary school in Italy, *Italian Recipes For Dummies* is stepping in to fill the gap. Award-winning chef and author Amy Riolo delivers a step-by-step guide to creating authentic Italian dishes, starting from the basics and progressing to more advanced techniques and recipes.

You'll discover how to shop for, plan, and cook authentic Italian meals properly. You'll also find guidance on how to incorporate the cultural, nutritional, and histor...

Contributor Bio: Amy Riolo (Washington, DC) As an award-winning, best-selling, author, chef, television personality, and educator, Amy Riolo is one of the world's foremost authorities

For Dummies



Orchids For Dummies (2nd Edition)

Steven A. Frowine, National Gardening Association

9781119854951

Pub Date: 3/29/22

\$24.99 USD

336 pages

Paperback

Gardening / Flowers / Orchids

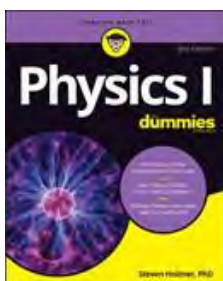
Summary: Become a plant parent to some of the most stunning flowering plants you've ever seen

Orchids display more beautiful and exotic flowers than you'll find on other flowering plants, but they do require some love and care to grow well. With help from *Orchids For Dummies*, anyone can be successful in growing and flowering these gorgeous and fragrant plants in their garden or home!

This step-by-step guide shows you how to select orchids that will thrive in your own unique environment and how to water, fertilize, repot, and propagate them on your own. You'll learn to decipher complicated orch...

Contributor Bio: Established in 1971, the National Gardening Association is a well-known and widely recognized authority on the consumer lawn and garden market and is the largest member-based, nonprofit organization of home

For Dummies

**Physics I For Dummies (3rd Edition)**

Steven Holzner
9781119872221
Pub Date: 4/12/22
\$24.99 USD
416 pages
Paperback
Science / Physics

Summary: An easy-to-follow guide to introductory physics, from the Big Bang to relativity

All science, technology, engineering, and math majors in college and university require some familiarity with physics. Other career paths, like medicine, are also only open to students who understand this fundamental science. But don't worry if you find physics to be intimidating or confusing. You just need the right guide!

In *Physics I For Dummies*, you'll find a roadmap to physics success that walks you through every major topic in introductory physics, including motion, energy, waves, thermodynamics, elec...

Contributor Bio: Dr. Steven Holzner wrote more than 40 books about physics and programming. He was a contributing editor at PC Magazine and was on the faculty at

For Dummies

**Texas Hold'em For Dummies (2nd Edition)**

Mark Harlan
9781119873099
Pub Date: 3/29/22
\$19.99 USD
320 pages
Paperback
Games & Activities / Card Games / Poker

Summary: The most fun you can have learning Texas Hold'em (and we ain't bluffin')

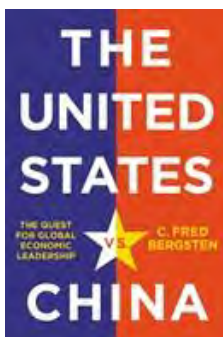
Playing Texas Hold'em is about the most fun you can have with two cards in your hand. Navigating the slang, rules, and intricacies of the game can be challenging, though. With *Texas Hold'em For Dummies*, 2nd Edition, you'll learn the tricks you need to know to win your first online or in-person game. From ranking the various poker hands to applying betting strategies, this book helps you build the skills necessary to achieve poker room success.

In *Texas Hold'em For Dummies*, you'll learn to:

- Improve your chances at ca...

Contributor Bio: Mark "The Red" Harlan (Las Vegas, NV) is an avid poker player and a co-creator of the poker software *GameSmith*. He is also the co-author

Polity

**The United States vs. China : The Quest for Global Economic Leadership**

C. Fred Bergsten
9781509547357
Pub Date: 4/18/22
\$29.95 USD
384 pages
Hardcover
Political Science / Globalization

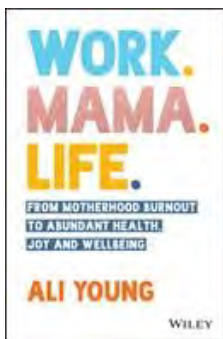
Summary: After leading the world economy for a century, the United States faces the first real challenge to its supremacy in the rise of China. Is economic (or broader) conflict, well beyond the trade war that has already erupted, inevitable between the world's two superpowers? Will their clash produce a new economic leadership vacuum akin to the 1930s when Great Britain abandoned its leadership role and a rising United States was unwilling to step in to save the global order?

In this sweeping and authoritative analysis of the competition for global economic leadership between China and the Uni...

Contributor Bio:

C. Fred Bergsten is nonresident senior fellow and director emeritus at the Peterson Institute for International Economics, of which he was founding director from its





Work. Mama. Life. : From Motherhood Burnout to Abundant Health, Joy and Wellbeing

Alison Young

9780730396567

Pub Date: 5/9/22

\$21.95 USD

272 pages

Paperback

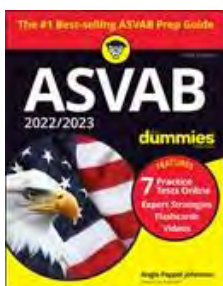
Family & Relationships / Parenting / Motherhood

Summary: Motherhood is the chaos and the calm, the joy and frustration, the overwhelm and the total fun! For some, it's a transition that has been hoped for and dreamed about for years. For others, it may be more of a surprise. But for all women, motherhood is a huge shift in your identity and your plans for your future. *Work Mama Life* is about helping mothers navigate who they are and how to navigate busy, tumultuous times—whether that means better juggling motherhood with your career, community, family, or simply your sense of self. This book provides helpful strategies and advice—backed by ...

Contributor Bio: **Dr Ali Young** is a chiropractor on a mission: to help mums reclaim and reset their life so they can rediscover their joy, self, and health. Ali began in private practice in Perth, Western Australia, before living abroad as an expat mu...

PROFESSIONAL

For Dummies



2022 / 2023 ASVAB For Dummies : Book + 7 Practice Tests Online + Flashcards + Video
(11th Edition)

Angie Papple Johnston

9781119870173

Pub Date: 3/22/22

\$29.99 USD

640 pages

Paperback

Study Aids / Armed Forces (incl. ASVAB)

Summary: Lock down the score you need to get the job you want!

The bestselling *ASVAB For Dummies* is back with an updated and expanded annual edition. Joining the military? Want to maximize your score and your job flexibility? Dummies to the rescue! With *2022/2023 ASVAB For Dummies*, you've got access to an insane amount of test prep and study material, including 7 online practice tests, flashcards, hundreds of practice questions right in the book, and a lot more. Military recruiters trust the #1 Bestselling ASVAB study guide on the market to help their prospective enlistees score high on the t...

Contributor Bio: **ANGIE PAPPLE JOHNSTON** (Fort Huachuca, AZ) joined the U.S. Army in 2006 as a Chemical, Biological, Radiological, and Nuclear Specialist, ready to tackle chemical weapons in a Level-A HAZMAT suit. During



Alt-Form : Indeterminacy and Disorder

Viola Ago

9781119748793

Pub Date: 4/4/22

\$45.00 USD

128 pages

Paperback

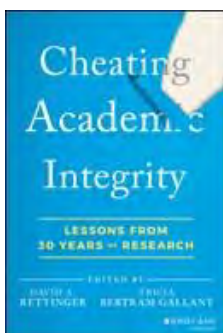
Architecture / Design, Drafting, Drawing & Presentation

Series: Architectural Design

Summary: In a world that is missing a central theoretical voice in architecture, now more than ever it is time to solicit emergent voices on the topic of 'alternative formalisms' (Alt-Form). This issue of *AD* aims to reach peripheral disciplines in order to support an architecture that no longer operates as a standalone field of study, and is rather one that responds to broader, urgent and pluralistic cultural shifts.

In the existing contemporary landscape of visually oriented fields of study, casual compositions and other formless expressions have begun to re-emerge, particularly in the disciplin...

Jossey-Bass



Cheating Academic Integrity : Lessons from 30 Years of Research

Tricia Bertram Gallant, David Rettinger

9781119868170

Pub Date: 4/12/22

\$45.00 USD

256 pages

Paperback

Education / Administration / Higher

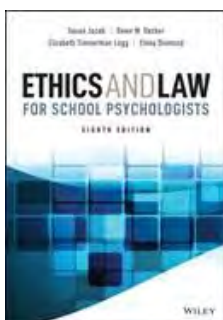
Summary: Practical and insightful solutions to the growing problem of academic dishonesty

In *Cheating Academic Integrity: Lessons from 30 Years of Research*, a team of renowned academic integrity experts delivers revealing and practicing insights into the causes of—and solutions to—academic cheating by students. This edited volume combines leading research from an interdisciplinary group of scholars, offering readers an overview of the most important topics and trends in academic integrity research.

The book focuses on teaching, classrooms, and faculty behavior and offers a glimpse into the fu...

Contributor Bio: Dr. David Rettinger (Fredricksburg, VA) is Professor of Psychological Science and Director of Academic Integrity Programs at the University of Mary...

Wiley



Ethics and Law for School Psychologists (8th Edition)

Susan Jacob, Dawn M. Decker, Elizabeth

Timmerman Lugg, Elena Lilles Diamond

9781119816355

Pub Date: 4/5/22

\$99.95 USD

432 pages

Hardcover

Psychology / Education & Training

Summary: A comprehensive and robust discussion of practical issues and applications of legal-ethical rules for psychologists practicing in school settings

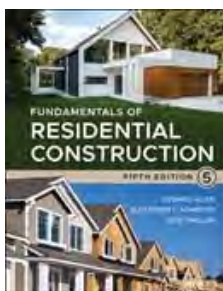
In the newly revised Eighth Edition of *Ethics and Law for School Psychologists*, a team of expert practitioners and researchers delivers a one-stop sourcebook on ethics and law specifically designed for psychologists working in educational settings. It offers up-to-date information on the ethical principles and standards- and the law- relevant to providers of school psychological services.

The book presents an integrated discussion of ethics ...

Contributor Bio:

Susan Jacob, Professor Emeritus, Central Michigan University, Mount Pleasant, Ann Arbor, Michigan

Wiley



Fundamentals of Residential Construction (5th Edition)

Edward Allen, Alexander C. Schreyer, Rob Thallon

9781119811565

Pub Date: 4/5/22

\$101.00 USD

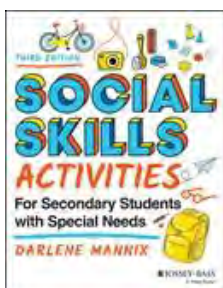
Hardcover

Technology & Engineering / Construction

Summary: The new edition of the definitive guide to residential construction, fully updated and revised

Fundamentals of Residential Construction provides clear, accurate, and accessible guidance to every step of single family and multifamily home construction, covering site preparation, project delivery methods, scheduling, foundations, framing, roofing, heating and cooling, plumbing and electrical, and more. Illustrated with more than 1,250 high-quality drawings, photographs, and photorealistic renderings throughout, this classic textbook addresses all major construction systems: light wood fr...

Jossey-Bass



Social Skills Activities for Secondary Students with Special Needs (3rd Edition)

Darlene Mannix
9781119827429
Pub Date: 4/5/22
\$33.00 USD
320 pages
Paperback
Education / Special Education

Summary: A practical and hands-on collection of worksheets to help students learn social skills

In the newly revised Third Edition of *Social Skills Activities for Secondary Students with Special Needs*, veteran educator Darlene Mannix delivers an invaluable and exciting collection of over 150 ready-to-use worksheets designed to help adolescents with special needs build social skills, understand themselves, and interact effectively with others.

Organized into three parts, the book covers lessons in self-understanding and personality traits, basic social skills, and social skills application. It ...

Contributor Bio: Darlene Mannix, M.A. (La Porte, IN), has 30+ years of experience as a classroom teacher. She has taught both general education and special education, and has worked with students ranging from learning disabled and

Wiley



The Addiction Treatment Planner (6th Edition)

Robert R. Perkinson, David J. Berghuis, Timothy J. Bruce
9781119707851
Pub Date: 4/12/22
\$67.50 USD
672 pages
Paperback
Psychology / Psychotherapy
Series: PracticePlanners

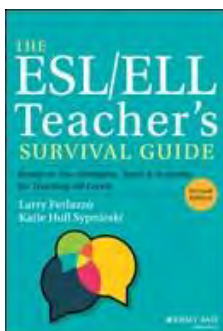
Summary: Clarify, simplify, and accelerate the treatment planning process so you can spend more time with clients

The Addiction Treatment Planner, Sixth Edition: provides all the elements necessary to quickly and easily develop formal treatment plans that satisfy the demands of HMOs, managed care companies, third-party payers, and state and federal agencies. This valuable resource contains treatment plan components for 48 behaviorally based presenting problems including depression, intimate relationship conflicts, chronic pain, anxiety, substance use, borderline personality, and more. You'll sa...

Contributor Bio:

Robert E. Perkinson, PhD, is clinical Director of the Keystone Treatment Center in South Dakota and author of several books including *Treating Alcoholism: Helping Your Clients Find the Road to Recovery* (Wiley)

Jossey-Bass



The ESL/ELL Teacher's Survival Guide : Ready-to-Use Strategies, Tools, and Activities for Teaching English Language Learners of All Levels (2nd Edition)

Larry Ferlazzo, Katie Hull Sypniewski
9781119550389
Pub Date: 4/12/22
\$35.00 USD
512 pages
Paperback
Education / Bilingual Education
Series: J-B Ed: Survival Guides

Summary: Maximize the educational potential of your ESL/ELL class with this singular resource

The ESL/ELL Teacher's Survival Guide: Ready-to-Use Strategies, Tools, and Activities for Teaching English Language Learners of All Levels, 2nd Edition offers readers a comprehensive range of instructional strategies and educational resources for teaching English. The newly revised 2nd Edition includes brand new chapters on:

- Working with Long-Term English Language Learners
- Teaching English internationally
- Teaching Elementary Age ELLs
- Teaching Adult ELLs
- Teaching ELLs with learning challenges

SOCIAL SCIENCE & HUMANITIES

Polity

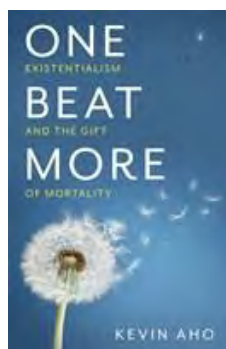

Interventions 2020

Michel Houellebecq
9781509549955
Pub Date: 5/23/22
\$25.00 USD
314 pages
Hardcover
Literary Criticism

Summary: The death of God in the West was the prelude to a formidable metaphysical soap opera that continues to this day. Christianity's masterstroke was to combine a fierce belief in the individual with the promise of eternal participation in the Absolute. When that dream evaporated, various attempts were made to offer the individual a minimum of being. The latest of these attempts is advertising, which seeks to arouse desire and transform the subject into a docile phantom doomed to follow advertising's every whim. But like all previous attempts, this skin-deep, superficial participation in t...

Contributor Bio:

Michel Houellebecq is a French writer, poet and essayist. His many bestselling books include *Platform*, *The Possibility of an Island*, *Submission* and *Serotonin*. He won the prestigious Prix Goncourt in 2010 and, in 2019, he was awarde...

Polity


One Beat More : Existentialism and the Gift of Mortality

Kevin Aho
9781509546909
Pub Date: 5/23/22
\$22.95 USD
176 pages
Paperback
Philosophy / History & Surveys

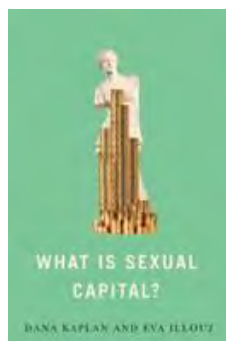
Summary: A keen athlete in his late 40s, philosophy professor Kevin Aho hadn't given much thought to his own mortality, until he suffered a sudden heart attack that left him fighting for his life in an ICU ward. Confronted with death for the first time, he realized that the things he thought gave his life meaning, such as his independence or his ability to plan his own future, were in tatters.

Aho turned to those thinkers who have reflected deeply on the meaning of life and the anxiety of living when every heartbeat might be your last: the existentialists. Armed with the insights of figures suc...

Contributor Bio:

Kevin Aho is Professor of Philosophy at Florida Gulf Coast University and the author of *Existentialism* (Polity, 2020).

Markup Note: Asia: This Polity title is on special Trade discount
Also available in Hardback edition

Polity


What is Sexual Capital?

Dana Kaplan, Eva Illouz
9781509552320
Pub Date: 5/16/22
\$12.95 USD
140 pages
Paperback
Social Science / Sociology

Summary: We thought of culture as a disinterested activity but sociologists showed long ago that it is a form of capital, used to gain power, status or money. This book does to sex what other sociologists did to culture: it shows that sex, no longer defined by religion, now plays a role in the economy and can yield tangible benefits in terms of money, status and occupation. How do people accumulate sexual capital, and what are the returns for investing money, time, knowledge and affective energy in establishing and enhancing our sexual selves?

Dana Kaplan and Eva Illouz disentangle the current ...

Contributor Bio:

Dana Kaplan is Professor of Sociology at the Open University of Israel.

Eva Illouz is Directrice d'Etudes at the EHESS in Paris and Rose Isaac Chair of Sociology at the Hebrew University of

TECHNOLOGY

For Dummies

**Adobe Premiere Pro CC For Dummies**

Carucci

9781119867494

Pub Date: 3/29/22

\$39.99 USD

400 pages

Paperback

Computers / Design, Graphics & Media / Video & Animation

Summary: When the filming stops, the real video production work begins

Ever wonder how your favorite video creators regularly put out such slick content? They're probably using Adobe Premiere Pro CC, a go-to video production app for both professional and amateur video creators.

Adobe Premiere Pro CC For Dummies walks you through each step of editing and producing slick and stylish videos that stand up to what the pros post. From transferring your digital movie files from your camera or phone to your computer all the way to uploading your latest creation to YouTube or the web, this book has the i...

Wiley

**Artificial Intelligence Programming with Python : From Zero to Hero**

Perry Xiao

9781119820864

Pub Date: 3/29/22

\$40.00 USD

600 pages

Paperback

Computers / Programming / Algorithms

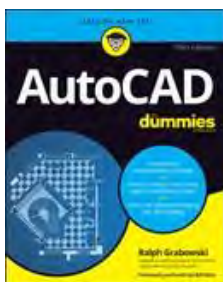
Summary: A hands-on roadmap to using Python for artificial intelligence programming

In *Practical Artificial Intelligence Programming with Python: From Zero to Hero*, veteran educator and photophysicist Dr. Perry Xiao delivers a thorough introduction to one of the most exciting areas of computer science in modern history. The book demystifies artificial intelligence and teaches readers its fundamentals from scratch in simple and plain language and with illustrative code examples.

Divided into three parts, the author explains artificial intelligence generally, machine learning, and deep learning. I...

Contributor Bio: Dr. Perry Xiao is an Associated Professor and Course Director of London South Bank University. He comes from Physics and Electronics background. He got BEng

For Dummies

**AutoCAD For Dummies 2023 (19th Edition)**

Ralph Grabowski

9781119868767

Pub Date: 3/15/22

\$39.99 USD

544 pages

Paperback

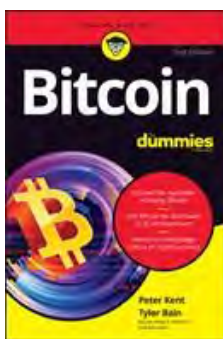
Computers / Design, Graphics & Media / CAD-CAM

Summary: You're one step away from creating crystal-clear computer-aided drafts in AutoCAD

Ever started an AutoCAD project, only to give up when you couldn't quite get the hang of it? Or do you have a project coming up that would really benefit from a few meticulously created drawings? Then you need the latest edition of *AutoCAD For Dummies*, the world's bestselling retail book about the wildly popular program.

With coverage of all the important updates to AutoCAD released since 2019, this book walks you through the very basics of pixels, vectors, lines, text, and more, before moving on to more a...

Contributor Bio: Ralph Grabowski is editor of upFront.eZine, a weekly e-newsletter that reports on the business of computer-aided design. Writing about CAD since



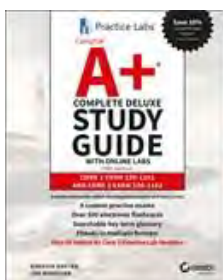
Bitcoin For Dummies (2nd Edition)
 Peter Kent, Tyler Bain
 9781119602132
 Pub Date: 4/5/22
 \$22.99 USD
 216 pages
 Paperback
 Business & Economics / Personal Finance / Investing

Summary: A primer on the currency alternative that's changing the world

Bitcoin can be a bit puzzling to the uninitiated. Ledger? Blockchain? Mining? These cryptocurrency concepts aren't going away, and there are tremendous opportunities for those with some know-how to get onboard with the crypto culture. *Bitcoin For Dummies* helps you get un-puzzled, learn the Bitcoin basics, and discover the possibilities in the new world of digital currencies.

With this 100% new edition, you can step into the fascinating culture of cryptocurrency and learn how to use Bitcoin as a currency or an investment vehi...

Contributor Bio: Peter Kent (Boulder, CO) and Tyler Bain (Aurora, CO) are co-authors of *Cryptocurrency Mining For Dummies*. Tyler is an engineer specializing on the electrical



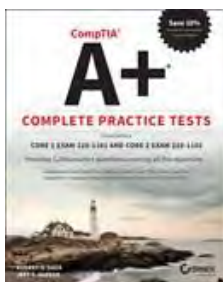
CompTIA A+ Complete Deluxe Study Guide with Online Labs : Core 1 Exam 220-1101 and Core 2 Exam 220-1102 (5th Edition)
 Quentin Docter, Jon Buhagiar
 9781119863212
 Pub Date: 4/12/22
 \$150.00 USD
 1512 pages
 Hardcover
 Computers / Certification Guides / CompTIA (incl. A+)

Summary: The ultimate resource for successful certification and IT skillset enhancement

The newly revised and updated Fifth Edition of the *CompTIA A+ Complete Deluxe Study Guide with Online Labs: Core 1 Exam 220-1101 and Core 2 Exam 220-1102* is the ultimate test preparation tool for anyone hoping to succeed on the highly sought-after A+ certification exams.

This comprehensive set of study aids covers every exam objective and competency tested by the Core 1 and Core 2 exams. You'll find coverage of mobile devices, networking, hardware, virtualization and cloud computing, hardware and network trou...

Contributor Bio: Quentin Docter (Loveland, OH), A+, MCSE, CNE, CCNA, SCSA, has spent more than 17 years in the IT field. His experience includes technician, network



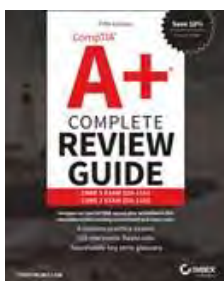
CompTIA A+ Complete Practice Tests : Core 1 Exam 220-1101 and Core 2 Exam 220-1102 (3rd Edition)
 Audrey O'Shea, Jeff T. Parker
 9781119862642
 Pub Date: 4/12/22
 \$40.00 USD
 560 pages
 Paperback
 Computers / Certification Guides / CompTIA (incl. A+)

Summary: Improve your understanding of all Core 1 and Core 2 A+ exam objectives and prepare for a new career as a computer technician

The Third Edition of the *CompTIA A+ Complete Practice Tests: Core 1 Exam 220-1101 and Core 2 Exam 220-1102* offers aspiring and practicing computer technicians essential and practical exam prep material for the industry favorite A+ certification. The hundreds of domain-by-domain practice questions cover all of the A+ exam objectives tested on the Core 1 and Core 2 exams, helping you prepare for success on the tests and in the real world.

Just like the real exams, t...

Contributor Bio: Audrey O'Shea (Sackets Harbor, NY) currently teaches courses in electronics and computer technology at a technical school in upstate New York. She



CompTIA A+ Complete Review Guide : Core 1 Exam 220-1101 and Core 2 Exam 220-1102

(5th Edition)

Troy McMillan

9781119861072

Pub Date: 4/12/22

\$30.00 USD

704 pages

Paperback

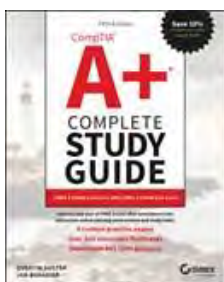
Computers / Hardware

Summary: A comprehensive and efficient way to prepare for the A+ exam and succeed as a computer technician

The newly revised Fifth Edition of the *CompTIA A+ Complete Review Guide: Core 1 Exam 220-1101 and Core 2 Exam 220-1102* delivers essential and accessible exam prep material for the sought-after A+ certification. It offers full coverage of all of the A+ exam objectives covered on the latest Core 1 and Core 2 exams, ensuring you'll have the knowledge and skills you need to succeed on the test and in the real world.

This book covers mobile devices, networking, hardware, virtualization and cloud...

Contributor Bio: Troy McMillan (Pfafftown, NC) holds more than 30 IT certifications including A+ and Network+. He is a



CompTIA A+ Complete Study Guide : Core 1 Exam 220-1101 and Core 2 Exam 220-1102

(5th Edition)

Quentin Docter, Jon Buhagiar

9781119862918

Pub Date: 4/12/22

\$60.00 USD

1512 pages

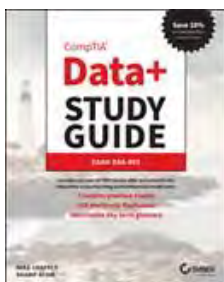
Paperback

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

Summary: The Fifth Edition of the *CompTIA A+ Complete Study Guide: Core 1 Exam 220-1101 and Core 2 Exam 220-1102* offers accessible and essential test preparation material for the popular A+ certification. Providing full coverage of all A+ exam objectives and competencies covered on the latest Core 1 and Core 2 exams, the book ensures you'll have the skills and knowledge to confidently succeed on the test and in the field as a new or early-career computer technician.

The book presents material on mobile devices, hardware, networking, virtualization and cloud computing, network, hardware, and sof...

Contributor Bio: Quentin Docter (Loveland, OH), A+, MCSE, CNE, CCNA, SCSA, has spent more than 17 years in the IT field. His experience includes technician, network administrator, consultant, trainer, author, and web developer.



CompTIA Data+ Study Guide : Exam DA0-001

Mike Chapple, Sharif Nijim

9781119845256

Pub Date: 4/12/22

\$60.00 USD

416 pages

Paperback

Computers / Certification Guides

Summary: Build a solid foundation in data analysis skills and pursue a coveted Data+ certification with this intuitive study guide

CompTIA Data+ Study Guide: Exam DA0-001 delivers easily accessible and actionable instruction for achieving data analysis competencies required for the job and on the CompTIA Data+ certification exam. You'll learn to collect, analyze, and report on various types of commonly used data, transforming raw data into usable information for stakeholders and decision makers.

With comprehensive coverage of data concepts and environments, data mining, data analysis, visualizat...

Contributor Bio: Mike Chapple, Ph.D., Security+, CySA+, CISSP, is Senior Director for IT Service Delivery at Notre Dame overseeing information security, data governance, IT

For Dummies



CompTIA PenTest+ Certification For Dummies (2nd Edition)

Glen E. Clarke
9781119867272
Pub Date: 3/29/22
\$44.99 USD
512 pages
Paperback
Study Aids

Summary: Advance your existing career, or build a new one, with the PenTest+ certification

Looking for some hands-on help achieving one of the tech industry's leading new certifications? Complete with an online test bank to help you prep for the exam, *CompTIA PenTest+ Certification For Dummies, 2nd Edition* guides you through every competency tested by the exam.

Whether you're a seasoned security pro looking to add a new cert to your skillset, or you're an early-career cybersecurity professional seeking to move forward, you'll find the practical, study-centered guidance you need to suc...

Contributor Bio: GLEN CLARKE (HALIFAX, NOVA SCOTIA) is the owner DC Advanced Technologies. He teaches dozens of courses on cybersecurity, Microsoft, and programming. He is the author of many technology books including the

Wiley



Excel 365 Bible (2nd Edition)

Michael Alexander, Dick Kusleika, John Walkenbach
9781119835103
Pub Date: 3/22/22
\$55.00 USD
Paperback
Computers / Business & Productivity Software / Spreadsheets
Series: Bible

Summary: Your personal, hands-on guide to the latest and most useful features in Microsoft Excel 365

Excel 365 is Microsoft's latest cloud-based version of its world-famous spreadsheet app. Powerful and user-friendly, it's an ideal solution for businesses and people looking to make sense of—and draw intelligence from—their data.

The *Excel 365 Bible* carries over the best content from the best-selling *Excel 2019 Bible* while reflecting how a new generation uses Excel in Excel 365. The authoring team with their decades of Excel and business intelligence experience and recognition from the Excel comm...

Contributor Bio: Mike Alexander is the author of several books on advanced business analysis. He has more than 15 years experience consulting and developing reporting solutions for a variety of industries. In addition to

For Dummies



Excel Dashboards & Reports For Dummies (4th Edition)

Michael Alexander
9781119844396
Pub Date: 4/5/22
\$39.99 USD
416 pages
Paperback
Computers / Business & Productivity Software / Spreadsheets

Summary: It's time for some truly "Excel-lent" spreadsheet reporting

Beneath the seemingly endless rows and columns of cells, the latest version of Microsoft Excel boasts an astonishing variety of features and capabilities. But how do you go about tapping into some of that power without spending all of your days becoming a spreadsheet guru?

It's easy. You grab a copy of the newest edition of *Excel Dashboards & Reports For Dummies* and get ready to blow the pants off your next presentation audience!

With this book, you'll learn how to transform those rows and columns of data into dynamic reports, d...

Contributor Bio: MICHAEL ALEXANDER (MCKINNEY, TX) is a Microsoft Certified Application Developer (MCAD) and author of several books on advanced business analysis with

For Dummies

**Excel Macros For Dummies (3rd Edition)**

Richard Kusleika, Michael Alexander

9781119844433

Pub Date: 3/22/22

\$39.99 USD

336 pages

Paperback

Computers / Business & Productivity Software /
Spreadsheets**Summary: Save time and become an Excel wizard with the world's leading Excel macro guide**

Do you love Excel and all the things you can do with it, but wish you could just work...faster? Excel macros—automated workflows that save you time and energy—might be just what you need. In *Excel Macros For Dummies*, you'll learn over 70 of the most productive, time-saving macros in less time than it takes to back up the files on your computer!

Every chapter in the book gives you practical info and exercises you can put to work immediately, alongside step-by-step instructions and guidance on how to customize E...

Contributor Bio: Dick Kusleika (Omaha, NE) has been helping users get the most out of Microsoft Office products for more than twenty-five years through online forums,

Sybex

**Google Cloud Certified Professional Cloud Architect Study Guide (2nd Edition)**

Dan Sullivan

9781119871057

Pub Date: 4/12/22

\$65.00 USD

Paperback

Computers / Certification Guides

Summary: An indispensable guide to the newest version of the Google Certified Professional Cloud Architect certification

The newly revised Second Edition of the *Google Cloud Certified Professional Cloud Architect Study Guide* delivers a proven and effective roadmap to success on the latest Professional Cloud Architect accreditation exam from Google. You'll learn the skills you need to excel on the test and in the field, with coverage of every exam objective and competency, including focus areas of the latest exam such as Kubernetes, Anthos, and multi-cloud architectures. The book explores the de...

Contributor Bio: Dan Sullivan is a Principal Engineer with PEAK6 Technologies. He is a software architect and data scientist with extensive experience in data science, machine learning, and cloud architecture. Dan is the author of the

For Dummies

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iPad & iPad Pro For Dummies (12th Edition)

Paul McFedries

9781119875734

Pub Date: 4/19/22

\$29.99 USD

384 pages

Paperback

Computers / Hardware / Tablets

Summary: It's tablet time! Get acquainted with the latest iPadOS and devices, the easy way

Up a creek without an iPaddle? Dummies has got you covered, with *iPad & iPad Pro 2022-2023 For Dummies*. This is your stay-afloat guide to the latest version of iPadOS and all the new features of Apple's leading tablet. We offer a step-by-step guide to iPad maintenance, operation, and personalization, so you can figure out your new device quickly and spend your time doing the fun stuff. Photos, videos, apps, productivity, communication, maps, and beyond—plus a host of new features that we'll introduce you ...

For Dummies



iPad For Seniors For Dummies (13th Edition)

Dwight Spivey

9781119863236

Pub Date: 3/22/22

\$29.99 USD

384 pages

Paperback

Computers / Hardware / Cell Phones & Devices

Summary: Make the most of your iPad!

iPads are some of the coolest and most versatile tablets on the market today. You can watch movies, listen to music, go online, talk to your family and friends, and pretty much anything else you can think of. But with updates coming all the time, it can be difficult to keep track of the smorgasbord of features this portable device offers.

That's where *iPad For Seniors For Dummies* comes in! This handy guide to the even handier iPad has all the latest updates for the newest version of the famous tablet and its operating system. Want to talk to Siri? Check this ...

Contributor Bio: DWIGHT SPIVEY (Mobile, AL) has been an expert on all things Apple for 20+ years. He's the author of many technology books, including the most recent editions of *iPhone For Seniors For Dummies* and *iPad For Seniors For*

For Dummies



Java For Dummies (8th Edition)

Barry Burd

9781119861645

Pub Date: 4/12/22

\$29.99 USD

512 pages

Paperback

Computers / Languages / Java

Summary: Learn to write practical, reusable code with the straightforward tutorials and tips in the newest edition of this For Dummies bestseller

Do you speak Java? No, we're not talking about your morning cup 'o joe. We mean the world's most popular programming language that runs on almost any computer!

If you're looking to get started—or up your game—with Java, then *Java For Dummies* is the guide you need. In this book, you'll:

- Take control of your program flow
- Program with classes, objects, and methods
- Use Java's functional programming features
- Explore Java 17, the latest long-term support rel...

Contributor Bio: Dr. Barry Burd (Madison, NJ) holds a M.S. in Computer Science from Rutgers University, and a Ph.D. in

Wiley



Microsoft Project 365 Fundamentals

Teresa Stover

9781119821151

Pub Date: 4/12/22

\$40.00 USD

250 pages

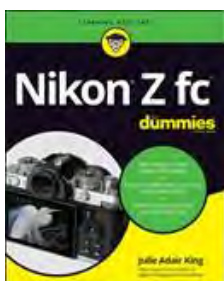
Paperback

Computers / Business & Productivity Software / Project Management Tools

Summary: Microsoft Project 365 Fundamentals is designed to help develop and reinforce common workforce skills within today's competitive job markets. Learn to establish and navigate through project resources like establishing and adjusting resource pay rates and working times.

- Task assignments include assigning work resources and assignments to tasks; allowing certain actions to tag and change Project's scheduling behaviors.
- Scheduling refinements and formatting allows readers to understand the different task types and the effects of the work formulas.
- Understand how to utilize the task informati...

Contributor Bio: Teresa Stover is a project management consultant bringing her expertise to help client organizations develop solutions, serve their customers, and grow to their next level. An award-winning author with more than two

**Nikon Z fc For Dummies**

Julie Adair King

9781119873174

Pub Date: 4/26/22

\$34.99 USD

352 pages

Paperback

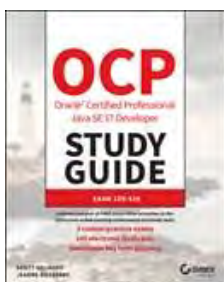
Photography / Techniques / Digital

Summary: Say cheese! Explore this beginner-friendly guide to digital photography with the Nikon Z fc camera

With a design that looks like an old-school film camera, the Nikon Z fc makes photographers want to grab this very-modern model off the shelf and start taking photos. But if you really want to set your pictures apart from the average snapshot, you need *Nikon Z fc For Dummies*.

This book takes you on a comprehensive and user-friendly tour of the Nikon Z fc camera, its settings, and all of its automatic and manual options. You'll learn to accessorize your camera with custom lenses and flash u...

Contributor Bio: Julie Adair King (West Palm Beach, FL) is a longtime For Dummies author and photography instructor. She's credited on over 40 books covering various Nikon,

**OCP Oracle Certified Professional Java SE 17 Developer Study Guide : Exam 1Z0-829**

Scott Selikoff, Jeanne Boyarsky

9781119864585

Pub Date: 4/5/22

\$65.00 USD

976 pages

Paperback

Computers / Software Development & Engineering

Summary: An effective and practical study aid to the new OCP Java SE 17 Developer certification exam

In the *OCP Oracle Certified Professional Java SE 17 Developer Study Guide: Exam 1Z0-829*, you'll find accessible and essential test prep material for the in-demand and practical OCP Java SE 17 Developer certification. Providing comprehensive coverage of all OCP Java SE 17 exam objectives and competencies, the Study Guide offers you access to all the skills and knowledge you'll need to succeed on the test and in the field as a new or experienced Java developer.

This book provides material on record...

Contributor Bio: Scott Selikoff (Bridgewater, NJ) has been a Java Enterprise developer for over 14 years. He started off working for a number of tech startups, as well as medical

**Python for Cybersecurity : Using Python for Cyber Offense and Defense**

Howard E. Poston

9781119850649

Pub Date: 3/22/22

\$30.00 USD

240 pages

Paperback

Computers / Security / Cryptography & Encryption

Summary: Discover an up-to-date and authoritative exploration of Python cybersecurity strategies

Python For Cybersecurity: Using Python for Cyber Offense and Defense delivers an intuitive and hands-on explanation of using Python for cybersecurity. It relies on the MITRE ATT&CK framework to structure its exploration of cyberattack techniques, attack defenses, and the key cybersecurity challenges facing network administrators and other stakeholders today.

Offering downloadable sample code, the book is written to help you discover how to use Python in a wide variety of cybersecurity situations, inc...

Contributor Bio: HOWARD POSTON (Dayton, OH) is a freelance consultant and content creator with a focus on blockchain and cybersecurity. Howard has over a decade of

Wiley

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Teach Yourself VISUALLY MacBook Pro & MacBook Air (6th Edition)

Guy Hart-Davis

9781119892991

Pub Date: 4/19/22

\$30.00 USD

300 pages

Paperback

Computers / Computer Architecture

Summary: The visual learner's ultimate guide to the MacBook Pro, MacBook Air and macOS Monterey

Teach Yourself VISUALLY MacBook is your ultimate guide to getting up and running quickly with your new MacBook Pro or MacBook Air! Whether you're new to computers or transitioning from a PC, this graphics-heavy guide will show you everything you need to know to get the most out of your new laptop. Clear, step-by-step instructions walk you through each task, with screenshots that help you follow along with confidence. You'll learn how to manage files, work with macOS software, organize photos and medi...

Contributor Bio: **Guy Hart-Davis** (Barnard Castle, UK) is the author of more than 100 computing books, including *Teach Yourself VISUALLY iPhone 7*, *Teach Yourself VISUALLY MacBook 3rd Edition*, and *Teach Yourself VISUALLY Android 2nd Edition*. He also wri...

Sybex

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

Mike Wills

9781119874867

Pub Date: 4/12/22

\$80.00 USD

784 pages

Hardcover

Computers / Security / Network Security



Summary: The Official (ISC)2 SSCP CBK Reference is an all-new up-to-date reference for working security practitioners. Organized according to the seven domains of the SSCP, it covers everything an SSCP-level security professional will want to reference in their job on a regular basis:

- Security Operations and Administration
- Access Controls
- Risk Identification, Monitoring and Analysis
- Incident Response and Recovery
- Cryptography
- Network and Communications Security
- Systems and Application Security

Plus, a new chapter addressing the new 2021 SSCP objectives including a look at the many new objectives which...

Wiley

Trustworthy AI : A Business Guide for Navigating Trust and Ethics in AI

Beena Ammanath

9781119867920

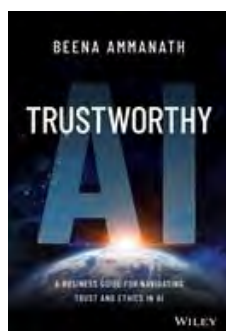
Pub Date: 3/22/22

\$49.95 USD

208 pages

Hardcover

Computers / Artificial Intelligence



Summary: An essential resource on artificial intelligence ethics for business leaders

In *Trustworthy AI*, award-winning executive Beena Ammanath offers a practical approach for enterprise leaders to manage business risk in a world where AI is everywhere by understanding the qualities of trustworthy AI and the essential considerations for its ethical use within the organization and in the marketplace. The author draws from her extensive experience across different industries and sectors in data, analytics and AI, the latest research and case studies, and the pressing questions and concerns bus...

Contributor Bio: Beena Ammanath, a global thought leader in AI Ethics, Executive Director at Deloitte AI Institute and Founder of Humans For AI. She is an award-winning senior executive with extensive global experience in Artificial Intelligence span...

No Image
Available

Visualizing Google Cloud : Illustrated References for Cloud Engineers and Architects

Priyanka Vergadia
9781119816324
Pub Date: 3/29/22
\$30.00 USD
Paperback
Computers / Distributed Systems / Cloud Computing

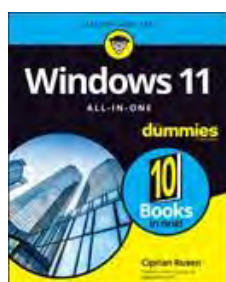
Summary: Easy-to-follow visual walkthrough of every important part of the Google Cloud Platform

The Google Cloud Platform incorporates dozens of specialized services that enable organizations to offload technological needs onto the cloud. From routine IT operations like storage to sophisticated new capabilities including artificial intelligence and machine learning, the Google Cloud Platform offers enterprises the opportunity to scale and grow efficiently.

In *Visualizing Google Cloud: Illustrated References for Cloud Engineers & Architects*, Google cloud expert Priyanka Vergadia delivers a fully ...

Contributor Bio: Priyanka Vergadia is a Developer Advocate at Google where she has created over 300 videos, articles, podcasts, courses and tutorials that have helped

For Dummies



Windows 11 All-in-One For Dummies

Ciprian Adrian Rusen
9781119858690
Pub Date: 3/22/22
\$39.99 USD
896 pages
Paperback
Computers / Operating Systems / Windows Desktop

Summary: Get more out of your Windows 11 computer with easy-to-follow advice

Powering 75% of the PCs on the planet, Microsoft Windows is capable of extraordinary things. And you don't need to be a computer scientist to explore the nooks and crannies of the operating system! With *Windows 11 All-in-One For Dummies*, anyone can discover how to dig into Microsoft's ubiquitous operating system and get the most out of the latest version. From securing and protecting your most personal information to socializing and sharing on social media platforms and making your Windows PC your own through personali...

Contributor Bio: Ciprian Adrian Rusen (Bucharest, ROMANIA) is cofounder of Digital Citizen (digitalcitizen.life), a tech blog that posts how-to articles on consumer technologies on a daily basis. Ciprian is also co-author of Windows 10 All-in-One For...

For Dummies



Windows Server 2022 & PowerShell All-in-One For Dummies

Sara Perrott
9781119867821
Pub Date: 3/29/22
\$49.99 USD
768 pages
Paperback
Computers / Operating Systems / Windows Server

Summary: All the essentials for administering Windows Server 2022 in one book

Looking for a little help installing, configuring, securing, or running a network running Windows Server 2022? *Windows Server 2022 & PowerShell All-in-One For Dummies* delivers a thorough guide to network administration in a single, convenient book. Whether you need to start from scratch and install a new server or want to jump right into a more advanced topic like managing security or working in Windows PowerShell, you'll find what you need right here.

In this 8-books-in-1 compilation, you'll:

- Learn what you need to instal...

Contributor Bio: Sara Perrott (metro Seattle, WA) may not have colorful plumage, but she does have certification in network administration and cybersecurity. She applies this

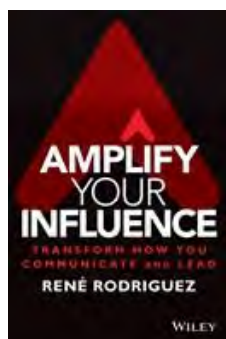


April



BUSINESS & ECONOMICS

Wiley



Amplify Your Influence : Transform How You Communicate and Lead

Rene Rodriguez

9781119858683

Pub Date: 4/26/22

\$28.00 USD

272 pages

Hardcover

Business & Economics / Business Communication

Summary: Apply the latest advances in neuroscience to your real-world persuasion and influence strategies for immediate results

In *Amplify Your Influence: Transform How You Communicate and Lead*, celebrated keynote speaker, trainer and leadership coach Rene Rodriguez delivers an eye-opening roadmap to using applied neuroscience to improve readers' communication ability, critical thinking, cultural awareness, and leadership skills.

Based in the author's proprietary AMPLIFII system and methodologies he has taught to over 100,000 participants around the world, the book offers practical tips, usefu...

Contributor Bio: Rene Rodriguez (Minneapolis, MN) is keynote speaker, trainer, leadership advisor, sales expert, and presenting coach. His company has trained over 100K

Wiley

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Awaken : The Path to Inner Peace, Purpose, and Healing

Rajendra Sisodia

9781119789192

Pub Date: 5/3/22

\$25.00 USD

256 pages

Hardcover

Business & Economics / Motivational

Summary: Awaken: A Journey to Purpose, Wholeness, Healing, and Impact

Awaken delivers a contemporary and accessible guide to how each of us can experience a life of meaning, purpose, and fulfillment in a world that is rife with anxiety, depression, and addiction. Drawing on the distinguished author's lifetime of accumulated insights and experience, *Awaken* guides readers on a journey to achieve complete alignment between who they are, what they say, what they do, and how they relate to others.

People are traumatized and polarized the world over. By healing our traumas, uniting the polarities in o...

Contributor Bio: Raj Sisodia is the cofounder and chairman emeritus of Conscious Capitalism, Inc. which provides mid-market executives with innovative and inspiring

Wiley



Buy Now : The Ultimate Guide to Owning and Investing in Property

Lloyd Edge

9780730395232

Pub Date: 5/31/22

\$23.99 USD

232 pages

Paperback

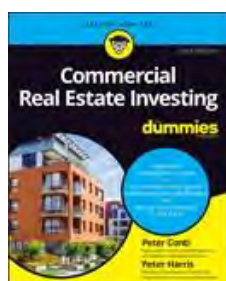
Business & Economics / Personal Finance / Investing

Summary: Are you looking to get into the property market, but you're not quite sure where to start? This is the go-to guide for investors of any budget! It will introduce you to the basics of investing in property, with practical tips on how to save for your initial deposit, get a mortgage, and make the right investment for *your* situation. Get savvy with all of your options, so you can get your foot on the property ladder and create a more solid financial future now.

And when you're ready to expand your investments and grow your equity? This ultimate guide will also walk you through when and ho...

Contributor Bio: Lloyd Edge is an award-winning buyers agent who has helped hundreds of Australians overcome debt and get ahead in property. He is Managing Director and founder of Sydney-based buyers agency Aus Property Professionals.

For Dummies



Commercial Real Estate Investing For Dummies (2nd Edition)
 Peter Conti, Peter Harris
 9781119858485
 Pub Date: 5/3/22
 \$24.99 USD
 416 pages
 Paperback
 Business & Economics / Real Estate / Commercial

Summary: Make your money work for you with sound commercial real estate investment strategies

If you're looking for more detailed advice on the commercial real estate market than, "Buy low, sell high," you've come to the right place. *Commercial Real Estate Investing For Dummies* is where you can find the smart, straightforward, and accurate info you need to get your start—or grow your portfolio—in commercial real estate.

You'll learn foundational strategies, tips, and tricks for investing in all sorts of commercial properties, from apartments to shopping malls. You'll also get rock-solid advice o...

Contributor Bio: PETER CONTI (ANNAPOLIS, MD) bought his first commercial property in 1990 and hasn't looked back. He coaches beginner investors how to become financially

Wiley



Experience, Inc.: Why Companies That Uncover Purpose, Create Connection, and Celebrate Their People Will Triumph
 Jill Popelka
 9781119852872
 Pub Date: 5/3/22
 \$27.00 USD
 224 pages
 Hardcover
 Business & Economics / Human Resources & Personnel Management

Summary: The business leader's guide to creating a winning employee experience

In *Experience, Inc.: Why Companies That Uncover Purpose, Create Connection, and Celebrate Their People Will Triumph*, veteran business leader and growth strategist Jill Popelka delivers a hands-on guide to building a flexible, adaptable, and engaged workforce that can enable your organization to evolve with emerging challenges. You'll find the insights you need to build a company culture that prioritizes your people, resulting in an empowered and future-ready workforce. Filled with stories from the author's extensive ...

Contributor Bio: Jill Popelka career and life working to see things from all sides. As the President and Chief Marketing and Solutions Officer of SAP SuccessFactors, Jill is responsible for business and product strategy, customer success, and growth ...

For Dummies



Foreclosure Investing For Dummies (2nd Edition)
 Ralph R. Roberts, Joseph Kraynak
 9781119860983
 Pub Date: 5/3/22
 \$26.99 USD
 384 pages
 Paperback
 Business & Economics / Real Estate

Summary: Make foreclosure investing work for you with this practical and easy-to-understand guide

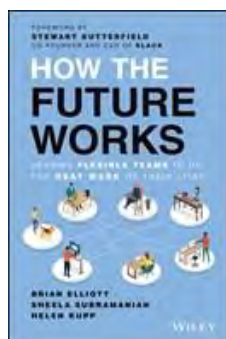
Looking to kick start your own property management career? Check out *Foreclosure Investing For Dummies*, which will get you started buying foreclosed properties to turn into your own income property!

In this book, you'll learn to navigate the complexities of home auctions, deal with emotional former homeowners, and how to handle renovations. You'll also get a heads-up on the foreclosure laws in all 50 states so you don't accidentally run afoul of any complicated regulations.

Foreclosure Investing For ...

Contributor Bio: RALPH ROBERTS (WARREN, MI) is a real estate expert, investor, and author. He has sold over 10,000 homes and specializes in affordable housing. He wants to

Wiley



How the Future Works : Leading Flexible Teams To Do The Best Work of Their Lives

Brian Elliott, Sheela Subramanian, Helen Kupp
9781119870951

Pub Date: 4/26/22

\$30.00 USD

272 pages

Hardcover

Business & Economics / Management

Summary: Unlock the power of flexible work with this practical "how-to" guide from the leadership of Slack and Future Forum

The way we work has changed. The era of toiling from nine-to-five, five-days-a-week in the office is now a relic of the past, and is being replaced by a better way—flexible work. But flexibility means a lot more than a day or two a week to “work from home”: 93% of your employees want more flexibility in *when*, not just *where*, they work. They want choice and they are leaving their roles to find it. The most successful leaders will go much further than offering occasional rem...

Contributor Bio: Brian Elliott (San Francisco, CA) is a VP at Slack and the Executive leader of Future Forum, the thought leadership institute of Slack. Brian has spent over 20 years leading companies and teams, from startup CEO to Google to

Impact the World : Live Your Values and Drive Change As a Citizen Statesperson

Carrie Rich, Dean Fealk

9781119848912

Pub Date: 5/3/22

\$28.00 USD

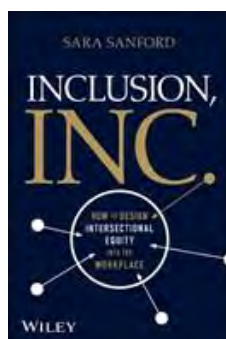
224 pages

Hardcover

Business & Economics / Nonprofit Organizations & Charities / Management & Leadership

No Image Available

Wiley



Inclusion, Inc. : How to Design Equity into the Workplace

Sara Sanford

9781119849766

Pub Date: 5/3/22

\$28.00 USD

256 pages

Hardcover

Business & Economics / Human Resources & Personnel Management

Summary: Design systemic equity and diversity into your organization

Inclusion, Inc.: How to Design Intersectional Equity into the Workplace moves beyond having tough conversations to deliver an innovative and proven approach to organizational diversity. Eschewing the “mindset-first” approach taken by many diversity, equity, and inclusion (DEI) programs, author and GEN founder Sara Sanford focuses on countering the systemic barriers that abet inequity by adjusting “cultural levers” to facilitate organization-wide change.

Inclusion, Inc. offers sustainable and cost-effective solutions that yield re...

Contributor Bio: Sara Sanford (<https://thinkgen.org/>; Seattle, WA) is the founder and Executive Director of GEN, the leading certification, training, and consulting organization

Wiley



Lead Upwards : How Startup Joiners Can Impact New Ventures, Build Amazing Careers, and Inspire Great Teams

Sarah E. Brown

9781119833352

Pub Date: 5/3/22

\$25.00 USD

256 pages

Hardcover

Business & Economics / Entrepreneurship

Summary: In *Lead Upwards: How Startup Joiners Can Impact New Ventures, Build Amazing Careers, and Inspire Great Teams*, startup marketing leader Sarah E. Brown delivers an illuminating and accessible guide to maximizing your impact and delivering results in a startup leadership role. The author draws on over a decade of experience scaling SaaS companies as she explains how to prepare for, earn, and succeed in an executive role at a startup company.

The book describes every step on the way to realizing your goals—and the goals of your startup—as you navigate the gap between a management role and ...

Contributor Bio: **Sarah E. Brown** is a B2B tech marketing leader, author, startup mentor, and ecosystem builder with more than a decade of experience scaling SaaS companies through customer-centric marketing. Sarah is currently the vice president of ma...



Managing Customer Experience and Relationships : A Strategic Framework (4th Edition)

Don Peppers, Martha Rogers

9781119815334

Pub Date: 4/26/22

\$95.95 USD

368 pages

Hardcover

Business & Economics / Decision-Making & Problem Solving

Summary: This title provides a comprehensive overview of customer relationship management. It emphasizes customer strategies and building customer value. New to this edition are:

- **Customer success management.** This is a discipline that has arisen with SaaS businesses like Salesforce, Medallia, Totango, and almost all software these days, which can now be sold from "the cloud." The discipline even has lessons for how to manage remote workers, given the dramatic increase in off-premises work required during Covid19.
- **Better decision-making practices with data.** An increasingly important topic for stud...

Contributor Bio: **Don Peppers** (Menlo Park, CA) is the co-founder of CX Speakers, which offers workshops and consulting around issues that involve customer experience,



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

Vetri Vellore

9781119811596

Pub Date: 4/26/22

\$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

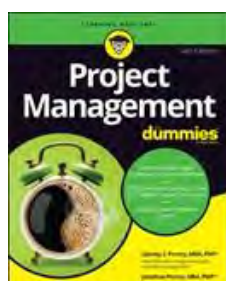
The spiritual successor to KPIs (key performance indicators), OKRs, or objectives and key results, are rapidly gaining popularity and helping some of the world's most successful businesses solve their strategic execution problems. However, some companies struggle with their implementation, finding that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

Contributor Bio: Vetri Vellore (Seattle, WA; ally.io) is the founder and CEO of Ally, an OKR platform and services



For Dummies



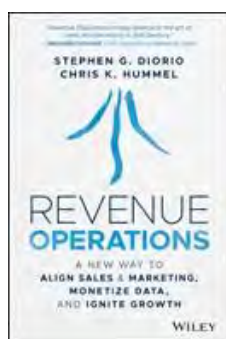
Project Management For Dummies (6th Edition)
Stanley E. Portny, Jonathan L. Portny
9781119869818
Pub Date: 4/19/22
\$29.99 USD
Paperback
Business & Economics / Project Management

Summary: Improve your project management skills and accomplish more in no time at all

In these days when projects seem to be bigger and more challenging than ever before, you need to make sure tasks stay on track, meet the budget, and keep everyone in the loop. Enter *Project Management For Dummies*. This friendly guide starts with the basics of project management and walks you through the different aspects of leading a project to a successful finish. After you've navigated your way through a couple of projects, you'll have the confidence to tackle even bigger (and more important) projects!

In a...

Wiley



Revenue Operations : A New Way to Align Sales & Marketing, Monetize Data, and Ignite Growth
Stephen Diorio, Chris K. Hummel
9781119871118
Pub Date: 4/26/22
\$32.00 USD
288 pages
Hardcover
Business & Economics / Management

Summary: Crush siloes by connecting teams, data, and technologies with a new systems-based approach to growth.

Growing a business in the 21st Century has become a capital intensive and data-driven team sport. In *Revenue Operations: A New Way to Align Sales and Marketing, Monetize Data, and Ignite Growth*, an accomplished team of practitioners, academics, and experts provide a proven system for aligning revenue teams and unlocking growth. The book shows everyone how to connect the dots across an increasingly complex technology ecosystem to simplify selling and accelerate revenue expansion. With R...

Contributor Bio: Stephen Diorio is the Executive Director of the Revenue Enablement Institute, and a Senior Fellow at the Wharton Customer Analytics Initiative. He is a leading authority in go-to-market transformation, sales and

For Dummies



Selling Online For Dummies
Paul Waddy
9780730394525
Pub Date: 6/13/22
\$26.99 USD
400 pages
Paperback
Business & Economics / Commerce

Summary: Transform your ecommerce ideas into profitable reality with this page-turning new handbook

You've probably heard that online stores and ecommerce just had their best year in history. But have you ever wondered how to start selling online? Do you dream about staking out a piece of online real estate and grabbing a big share of that billion-dollar industry?

In *Selling Online For Dummies*, accomplished exec and online shopping guru Paul Waddy shows you exactly how to get started setting up an online shop. With an expert's eye for business and an easy-to-understand take on the technical stuff...

Contributor Bio: Paul Waddy is an experienced Ecommerce executive, adviser and speaker with over 12 years experience. In 2020 Paul was named Number 19 in the Top

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Side Hustles For Dummies

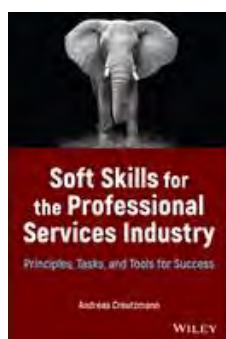
Alan R. Simon
9781119870135
Pub Date: 5/10/22
\$24.99 USD
384 pages
Paperback
Business & Economics / Home-Based Businesses

Summary: Get yourself paid and broaden your skillset with this everyday guide to side hustles

The gig economy is growing by leaps and bounds, partly because it's easier to find a flexible work-life balance. Those of us who don't want to leave our full-time jobs, however, can still grab a piece of excitement and extra income for ourselves by starting a side hustle. Or you can bundle your own personalized set of side hustles to replace your full-time job and take full control of your professional life.

Whether you're thinking about driving for Uber, developing apps, or starting an online boutique,...

Contributor Bio: **ALAN SIMON (Phoenix, AZ)** began his first side hustle in 1982, doing consulting for small businesses and not-for-profits, and has been juggling side hustles ever since. Alan has 20 years of writing novels under



Soft Skills for the Professional Services Industry : Principles, Tasks, and Tools for Success

Andreas Creutzmann
9781119875536
Pub Date: 5/10/22
\$35.00 USD
272 pages
Hardcover
Business & Economics / Skills

Summary: Essential instruction on soft skills development for working professionals

In *Soft Skills for Professional Services: Principles, Tasks, and Tools of Successful Professionals*, renowned auditing professional, valuator, and author Andreas Creutzmann delivers an essential guide for professionals seeking to upgrade and refine their soft skills. From public speaking to problem solving, digital literacy, and intercultural fluency, the author discusses concrete strategies and practical techniques for professionally trained and credentialed experts to expand their skillset, augment their leader...

Contributor Bio: **Andreas Creutzmann** (Speyer, Germany) is a managing partner at Creutzmann & Co. GmbH, an auditing and tax consulting firm (audits of annual accounts, preparation of annual accounts, financial accounting and tax returns). He is also th...

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The Art of Pushback

Amber Cabral
9781119839323
Pub Date: 5/3/22
\$22.00 USD
208 pages
Hardcover
Business & Economics / Personal Success

Summary: Concrete strategies to call out wrongdoing at home, at work, at school, and elsewhere

In *The Art of Pushback*, veteran inclusion strategist, coach, writer, and speaker Amber Cabral delivers an incisive and practical guide to assertively addressing inequitable treatment you see at home, work, school, and other settings. The book offers a complete communications toolkit for equity advocacy you can deploy on your own behalf and on behalf of others.

You'll get the tactics, context, and tools that make being brave and speaking up a lot easier. You'll also find:

- A thorough discussion of the fun...

Contributor Bio: Amber Cabral is an Inclusion Strategist, certified coach, writer, and speaker. Formerly a Diversity Strategist at Walmart Stores, Inc., she founded Cabral Co. a

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The Conversion Code : Stop Chasing Leads and Start Attracting Clients (2nd Edition)

Chris Smith

9781119875802

Pub Date: 5/3/22

\$28.00 USD

256 pages

Hardcover

Business & Economics / Sales & Selling

Summary: The new edition of the bestselling book for real estate agents, loan officers, SaaS and small businesses.

In this revision, *The Conversion Code: A Step-by-Step Guide to Marketing and Sales that Will Grow Your Business Faster*, Second Edition, digital marketing and lead conversion expert Chris Smith delivers the ultimate exploration of the marketing and advertising tactics that are successfully generating higher quality leads that are easier for salespeople to convert. Smith researches and tests the latest and most popular platforms, including TikTok, YouTube and Instagram, while also st...

Contributor Bio: Chris Smith (Orlando, FL; www.curaytor.com) is the cofounder of Curaytor a leading digital marketing platform for real estate agents, that he grew to \$3,000,000 in annual, recurring revenue in just two

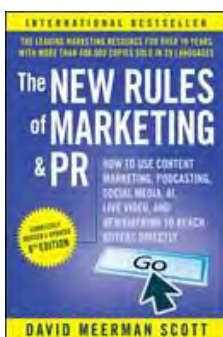
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The Locker Room : How Great Teams Heal Hurt, Overcome Adversity, and Build Unity

Damon West, Stephen Mackey

9781119897842

Hardcover



The New Rules of Marketing and PR : How to Use Content Marketing, Podcasting, Social Media, AI, Live Video, and Newsjacking to Reach Buyers Directly (8th Edition)

David Meerman Scott

9781119854289

Pub Date: 5/3/22

\$24.00 USD

480 pages

Paperback

Business & Economics / Marketing

Summary: The new eighth edition of the pioneering guide to generating attention for your idea or business, jam-packed with new and updated techniques

As the ways we communicate continue to evolve, keeping pace with the latest trends in social media, including social audio like Clubhouse, the newest online video tools such as TikTok, and all the other high-tech influences, can seem an almost impossible task. How can you keep your product or service from getting lost in the digital clutter? The eighth edition of *The New Rules of Marketing and PR* provides everything you need to speak directly to y...

Contributor Bio: David Meerman Scott (Lexington, MA) davidmeermanscott.com) is an expert in using real-time tools and strategies to spread ideas, influence minds, and build business. His popular blog, advisory work with



Wiley

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The Value Equation : A Business Guide to Creating Wealth for Entrepreneurs, Investors, and Business Leaders

Christopher H. Volk

9781119875642

Pub Date: 5/10/22

\$29.95 USD

224 pages

Hardcover

Business & Economics / Entrepreneurship

Summary: Discover one of the surest means to create personal wealth by building a profitable business

Every now and then, a business book comes along that offers original insights and a fresh perspective. In *The Value Equation: A Business Guide to Creating Wealth for Entrepreneurs and Investors*, veteran executive, entrepreneur, and investor Chris Volk delivers an engaging, straightforward explanation about how businesses work and provide wealth for entrepreneurs and investors. The author's signature approach is centered on his award-winning wealth creation formula in a book designed to simplify...

Contributor Bio: **Chris Volk (Paradise Valley, Arizona and Huntsville, Alabama)** is co-founder, former CEO, and Chairman of the Board of STORE Capital Corporation, a New York Stock Exchange listed company that invests in profit center real estate lease...

Wiley

User Experience Research : Discover What Customers Really Want

Marty Gage, Spencer Murrell

9781119884217

Pub Date: 5/10/22

\$35.00 USD

250 pages

Paperback

Design / Product



Summary: The Fuzzy Front End Gets Demystified in This Next-Generation User Research Guide

The first phase of the design thinking process is arguably the most crucial, as this is when human insights are leveraged to define value for customers. Yet this so-called "empathize" phase is often deemed optional or is executed poorly. This degrades the entire innovation process that follows by permitting preexisting biases and guesswork that make value creation a precarious bet.

In *User Experience Research: Discover What Customers Really Want*, a human factors psychologist and an industrial designer have...

Contributor Bio: Marty Gage (Columbus, Ohio; <https://www.lexant.com/>) is VP of User Experience Research at Lextant, a national design consulting firm. Marty has been

FINANCE & ACCOUNTING

For Dummies

Investing All-in-One For Dummies (2nd Edition)

Eric Tyson

9781119873037

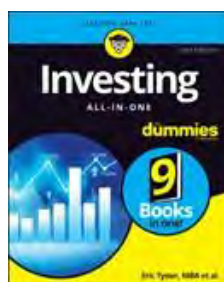
Pub Date: 5/3/22

\$39.99 USD

576 pages

Paperback

Business & Economics / Personal Finance / Investing



Summary: Make the most of your investment portfolio with a mix of assets from stocks to real estate to cryptocurrency

There's nothing more satisfying than seeing the balance of a financial account grow month over month. But before that can happen, you need to know the best places to invest your money. Who can you trust for solid, reliable investing advice?

Investing All-in-One For Dummies offers sound guidance for investors at every level. Whether you're stumped by stocks, baffled by bonds, mystified about mutual funds, or curious about cryptocurrency, this book gives you a solid foundation in t...

Contributor Bio: ERIC TYSON (WESTON, CT) is a veteran Dummies author with dozens of books published in the business and personal finance space. Tyson has worked as a

Wiley



Mathematical Techniques in Finance : An Introduction

Amir Sadr

9781119838401

Pub Date: 5/10/22

\$90.00 USD

240 pages

Hardcover

Business & Economics / Corporate Finance

Summary: Explore the foundations of modern finance with this intuitive mathematical guide

In *Mathematical Techniques in Finance: An Introduction*, distinguished finance professional Amir Sadr delivers an essential and practical guide to the mathematical foundations of various areas of finance, including corporate finance, investments, risk management, and more.

Readers will discover a wealth of accessible information that reveals the underpinnings of business and finance. You'll learn about:

- Investment theory, including utility theory, mean-variance theory and asset allocation, and the Capital Ass...

Contributor Bio:

Wiley



Money with Jess : Your Ultimate Guide to Household Budgeting

Jessica Irvine

9780730398233

Pub Date: 6/13/22

\$26.99 USD

256 pages

Paperback

Business & Economics / Personal Finance / Budgeting

Summary: Want to know the answers to the biggest money questions? Like, How much can you afford to borrow to buy your dream home? How big an emergency fund do you need? And how much do you need to save for a comfortable retirement?

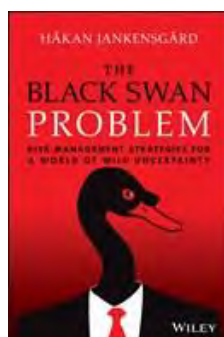
According to popular money columnist Jessica Irvine, the answer to all these questions—and more—lies in getting to grips with your own spending habits.

Join Jess as she teaches you how to construct your own household budget from scratch, following her unique, 10-category household budgeting system.

Packed full of money-saving tips—from electricity bills to grocery bill...

Contributor Bio: Jessica Irvine is one of Australia's leading economic journalists. She is currently a senior economic

Wiley



The Black Swan Problem : Risk Management Strategies for a World of Wild Uncertainty

Håkan Jankensgård

9781119868149

Pub Date: 6/7/22

\$50.00 USD

224 pages

Hardcover

Business & Economics / Finance / Financial Risk Management

Series: Wiley Corporate F&A

Summary: An incisive framework for companies seeking to increase their resilience

In *The Black Swan Problem: Risk Management Strategies for a World of Wild Uncertainty*, renowned risk and finance expert Håkan Jankensgård delivers an extraordinary and startling discussion of how firms should navigate a world of uncertainty and unexpected events. It examines three fundamental, high-level strategies for creating resilience in the face of "black swan" risks, highly unlikely but devastating events: insurance, buffering, and flexibility:

The author also presents:

- Detailed case studies, stories, and exam...

Contributor Bio: Håkan Jankensgård (Ängelholm, Sweden) is Associate Professor in Corporate Finance at Lund University where he teaches two courses (Corporate

Wiley



The Metrics Manifesto : Confronting Security with Data

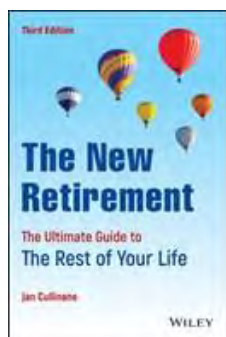
Richard Seiersen
9781119515364
Pub Date: 5/10/22
\$39.95 USD
288 pages
Hardcover
Computers / Security

Summary: Provides predictive security metrics with R—security, analytics, and programming

Massive data breaches and discussions surrounding improving technology security have been topics of intense interest over the past several years. Security failures by organizations such as Equifax, Uber, the U.S Securities and Exchange Commission, and the Republican National Committee, amongst many others, impacted millions of Americans. There is no disputing the importance of effective cybersecurity technologies and practices, yet measuring security effectiveness within corporations and other entities has...

Contributor Bio: Richard Seiersen (Alamo, CA) is a security executive with 20 years of experience across Information Security, Risk Management, and Product Development. He is currently Senior Vice President / Chief Information Security

Wiley



The New Retirement : The Ultimate Guide to the Rest of Your Life (3rd Edition)

Jan Cullinane
9781119838159
Pub Date: 5/10/22
\$24.95 USD
352 pages
Paperback
Business & Economics / Finance / Wealth Management

Summary: Craft your complete retirement plan with help from this straightforward and robust blueprint

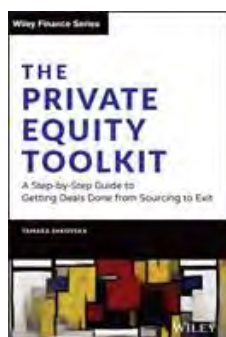
In the newly revised Third Edition of *The New Retirement: The Ultimate Guide to the Rest of Your Life*, best-selling and award-winning retirement author Jan Cullinane delivers an organized, engaging, and holistic treatment of retirement planning. With extensive updates and additions throughout, the book includes surveys, questionnaires, and worksheets to help readers understand and apply the critical steps affecting retirement planning.

In this book, you'll also find:

- Fresh and informative example...

Contributor Bio: David Holland CPA, CFP® was named a Top Five Finalist for Retirement Advisor of the Year by *Retirement Magazine* in 2016. In 1997, David Holland

Wiley



The Private Equity Toolkit : A Step-by-Step Guide to Getting Deals Done from Sourcing to Exit

Tamara Sakovska
9781119697107
Pub Date: 5/10/22
\$39.95 USD
320 pages
Hardcover
Business & Economics / Finance
Series: Wiley Finance

Summary: Master the navigation of private equity deals from sourcing to exit with this comprehensive guide

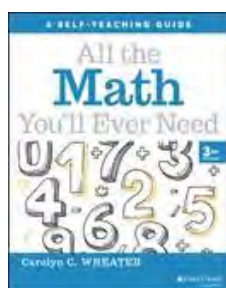
The Private Equity Toolkit: A Step-by-Step Guide to Getting Deals Done from Sourcing to Exit offers readers the first complete guide to executing a private equity deal from start to finish. Written by an accomplished professional with twenty years of experience in the private equity space, this book is perfect for current private equity analysts and associates, as well as business students and professionals seeking to enter the private equity field.

This book covers every stage of the pr...

Contributor Bio: Tamara Sakovska is the Founder of Lavra Group, where she works with companies and investors on private equity and governance projects. She has 20 years of

GENERAL CONSUMER

Jossey-Bass



All the Math You'll Ever Need : A Self-Teaching Guide (3rd Edition)

Carolyn C. Wheeler, Steve Slavin
9781119719182
Pub Date: 4/26/22
\$25.00 USD
288 pages
Paperback
Mathematics
Series: Wiley Self-Teaching Guides

Summary: A comprehensive and hands-on guide to crucial math concepts and terminology

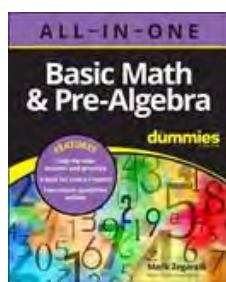
In the newly revised third edition of *All the Math You'll Ever Need: A Self-Teaching Guide*, veteran math and computer technology teacher Carolyn Wheeler and veteran mathematics author Steve Slavin deliver a practical and accessible guide to math you can use every day and apply to a wide variety of life tasks. From calculating monthly mortgage payments to the time you'll need to pay off a credit card, this book walks you through the steps to understanding basic math concepts.

This latest edition is updated to ref...

Contributor Bio: Carolyn Wheeler (Hawthorne, NJ)

taught math and computer technology for more than 40 years to students from preschool through college, including

For Dummies



Basic Math & Pre-Algebra AIO For Dummies

Mark Zegarelli
9781119867081
Pub Date: 5/10/22
\$39.99 USD
600 pages
Paperback
Mathematics / Algebra / Elementary

Summary: Absolutely everything you need to get ready for Algebra

Scared of square roots? Suspicious of powers of ten? You're not alone. Plenty of school-age students and adult learners don't care for math. But, with the right guide, you can make math basics "click" for you too!

In *Basic Math & Pre-Algebra All-in-One For Dummies*, you'll find everything you need to be successful in your next math class and tackle basic math tasks in the real world. Whether you're trying to get a handle on pre-algebra before moving to the next grade or looking to get more comfortable with everyday math—such as tipp...

Contributor Bio: Mark Zegarelli (Long Branch, NJ) is an instructor and math and test preparation tutor in New Jersey. He is the author of *Basic Math & Pre-Algebra For Dummies*,

For Dummies



Climate Change For Dummies

Elizabeth May, John Kidder
9781119703105
Pub Date: 4/26/22
\$24.99 USD
352 pages
Paperback
Science / Global Warming & Climate Change

Summary: Master the hottest—and most chilling—topic in the world today

More and more frequent extreme weather events occur each year, and wildlife everywhere is increasingly endangered. Science fiction or science fact, most climate experts see this as our world on climate change—and, according to polls, a majority of people around the globe agree. *Climate Change For Dummies* allows you to investigate this hottest of hotly debated issues for yourself—examining its causes, the way it affects our lives, and what we can all do to make a difference.

This straightforward guide—cowritten by the former I...



**Common Good Constitutionalism**

Adrian Vermeule

9781509548873

Pub Date: 2/7/22

\$19.95 USD

270 pages

Paperback

Political Science / American Government

Summary: The way that Americans understand their Constitution and wider legal tradition has been dominated in recent decades by two exhausted approaches: the originalism of conservatives and the "living constitutionalism" of progressives. Is it time to look for an alternative?

Adrian Vermeule argues that the alternative has been there, buried in the American legal tradition, all along. He shows that US law was, from the founding, subsumed within the broad framework of the classical legal tradition, which conceives law as "a reasoned ordering to the common good." In this view, law's purpose is t...

Contributor Bio:

Adrian Vermeule is Ralph S. Tyler, Jr. Professor of Constitutional Law at Harvard Law School.

Markup Note: Asia: This Polity title is on special Trade discount
Also available in Hardback edition

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Dad's Guide to Pregnancy For Dummies (3rd Edition)

Matthew M. F. Miller, Sharon Perkins

9781119867159

Pub Date: 5/10/22

\$19.99 USD

416 pages

Paperback

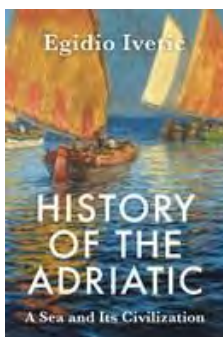
Health & Fitness / Pregnancy & Childbirth

Summary: An invaluable handbook to being the best father-to-be you can be during one of the most exciting times of your life

Dad's Guide to Pregnancy For Dummies walks you through the ins and outs of how to best support your partner through the logistical, physical, and emotional challenges of pregnancy. Yes, we know that you won't be doing the lion's share of the work over the next nine months, but you can do your part by getting a head start on learning critical information about the ins and outs of pregnancy, labor and delivery, and the first few months of baby care.

You'll get the lowdown on...

Contributor Bio: MATTHEW MILLER (CHICAGO, IL) is a father and uncle. He is the author of *Maybe Baby: An Infertile Love Story*. SHARON PERKINS (SOUTHAMPTON, NJ)

**History of the Adriatic : A Sea and Its Civilization**

Egidio Ivetic

9781509552528

Pub Date: 7/12/22

\$35.00 USD

380 pages

Hardcover

History / Europe

Summary: The Adriatic is 'the small Mediterranean' – a sea within a sea, part of the Mediterranean and at the same time detached from it, a largely enclosed sea with stunning coastlines and a long history of commercial, political and cultural exchange. Silent witness to the flow of civilizations, the Adriatic is the meeting point of East and West where many empires had their frontiers and some overlapped. With Italy on one side and the Balkans on the other, the Adriatic is the area where the Latin West became intertwined with the Greek and Ottoman East.

This book tells the history of the Adria...

Contributor Bio:

Egidio Ivetic is Professor of Early Modern History at the University of Padua.

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

For Dummies

**Latin For Dummies (2nd Edition)**

Clifford A. Hull, Steven R. Perkins

9781119874799

Pub Date: 5/3/22

\$24.99 USD

416 pages

Paperback

Foreign Language Study / Latin

Summary: Master the basics of a lyrical and useful language

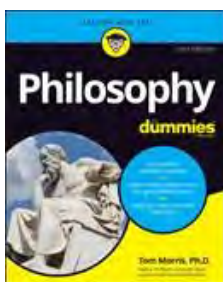
Even though most people don't use Latin anymore, it used to be spoken by millions of people from across the ancient world. It later morphed into new languages we still use today!

In *Latin For Dummies*, you'll take a tour through the language of ancient Rome. Beginning with Latin you may already know, like "*carpe diem*" and "*quid pro quo*," the book walks you through essential Latin grammar and everyday Latin phrases. It also explores how Latin shaped and molded modern languages, including English.

In this book, you'll find:

- Lessons to learn ...

For Dummies

**Philosophy For Dummies (2nd Edition)**

Tom Morris

9781119875673

Pub Date: 4/26/22

\$24.99 USD

384 pages

Paperback

Philosophy

Summary: You think, therefore you are. Get a straightforward rundown on philosophy from the ancient world to today

If you've ever pondered your existence over your morning coffee or considered the nature of crime and punishment, you're an amateur philosopher. From everyday questions about happiness and responsibility to deep, spiritual examinations about God and the cosmos, philosophy pervades every part of our lives. And even though it might seem complex at first glance, these questions that affect everyone on the planet can be understood and talked about by anyone!

In *Philosophy For Dummies*, D...

Contributor Bio: Tom Morris (Chapel Hill, NC), holds a joint Ph.D. degree in Philosophy and Religious Studies from Yale

Polity

**Plastic Unlimited : How Corporations Are Fuelling the Ecological Crisis and What We Can Do About It**

Alice Mah

9781509549450

Pub Date: 6/13/22

\$59.95 USD

196 pages

Hardcover

Political Science / Public Policy / Environmental Policy

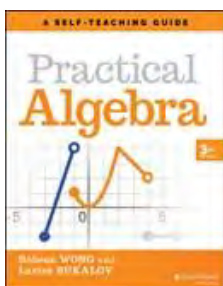
Summary: Despite the global movement to tackle plastic pollution, demand for plastics continues to rise. As the world transitions away from fossil fuels, plastics are set to be the biggest driver of oil demand. Single-use plastics – deemed essential in the fight against Covid-19 – have been given a new lease of life. In a world beset with crisis fatigue, what can we do to curb the escalating plastics crisis?

In this incisive book, sociologist Alice Mah reveals how petrochemical and plastics corporations have fought relentlessly to protect and expand plastic markets in the face of existential th...

Contributor Bio:

Alice Mah is Professor of Sociology at the University of Warwick. She is the author of *Industrial Ruination, Community, and Place*, winner of the 2013 BSA Philip Abrams Memorial Prize, *Port Cities and Global Legacies*, and

Jossey-Bass



Practical Algebra : A Self-Teaching Guide (3rd Edition)

Bobson Wong, Larisa Bukalov, Steve Slavin
9781119715405

Pub Date: 4/26/22

\$25.00 USD

480 pages

Paperback

Mathematics / Algebra

Series: Wiley Self-Teaching Guides

Summary: The most practical, complete, and accessible guide for understanding algebra

If you want to make sense of algebra, check out *Practical Algebra: A Self-Teaching Guide*. Written by two experienced classroom teachers, this Third Edition is completely revised to align with the Common Core Algebra I math standards used in many states. You'll get an overview of solving linear and quadratic equations, using ratios and proportions, decoding word problems, graphing and interpreting functions, modeling the real world with statistics, and other concepts found in today's algebra courses. This book ...

Contributor Bio: Bobson Wong (Whitestone, NY) has taught math at New York City public high schools since 2005. He is a three-time recipient of the Math for America Master Teacher Fellowship and is also a New York State Master Teacher. He is a member ...

For Dummies



Queen Elizabeth II For Dummies

Stewart Ross

9781119850342

Pub Date: 4/19/22

\$24.99 USD

384 pages

Paperback

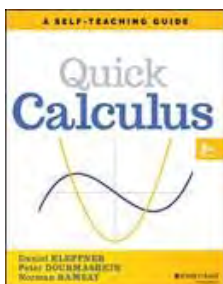
Biography & Autobiography / Royalty

Summary: The longest-reigning monarch in European history!

If the news about Harry, William, Kate, Meghan, and the rest of the British royals has you wondering about how this latest generation of princes, princesses, dukes, and duchesses got their start, you're not alone. *Queen Elizabeth II For Dummies* takes you on a fascinating journey through the life of Great Britain's longest-serving monarch.

You'll find revealing stories about Queen Elizabeth II's family background, her childhood, early ascension to the throne, and her role during times of national crisis and triumph. The book combines must...

Jossey-Bass



Quick Calculus : A Self-Teaching Guide (3rd Edition)

Daniel Kleppner, Peter Dourmashkin

9781119743194

Pub Date: 4/26/22

\$25.00 USD

320 pages

Paperback

Mathematics / Calculus

Series: Wiley Self-Teaching Guides

Summary: Discover an accessible and easy-to-use guide to calculus fundamentals

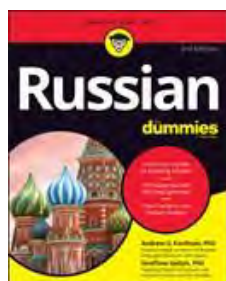
In *Quick Calculus: A Self-Teaching Guide, 3rd Edition*, a team of expert MIT educators delivers a hands-on and practical handbook to essential calculus concepts and terms. The author explores calculus techniques and applications, showing readers how to immediately implement the concepts discussed within to help solve real-world problems.

In the book, readers will find:

- An accessible introduction to the basics of differential and integral calculus
- An interactive self-teaching guide that offers frequent questions and pract...

Contributor Bio: Daniel Kleppner (Belmont, MA) is the Lester Wolfe Professor Emeritus of Physics at MIT and

For Dummies



Russian For Dummies (3rd Edition)

Alan Kaufman, Serafima Gettys

9781119868606

Pub Date: 5/3/22

\$24.99 USD

384 pages

Paperback

Foreign Language Study / Russian

Summary: Privyet! Explore the Russian language with this fantastic beginner's guide

With over 260 million speakers around the world, Russian remains one of the most popular and marketable languages you can learn. And for those who have no idea where to begin, *Russian For Dummies* is the perfect first step!

In this easy-to-understand resource for Russian language beginners, you'll discover basic grammar and common expressions you might use while shopping, dining out, traveling, or conducting business. You'll also find simplified and generalized conjugation rules and a streamlined approach to gramm...

Contributor Bio: Andrew Kaufman, Ph.D., (Charlottesville, VA) in Slavic Languages and Literature, M.A. in Russian from Stanford University, has taught courses on Tolstoy, Chekhov,

For Dummies

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Sailing For Dummies (3rd Edition)

Peter Isler, J. J. Fetter

9781119867234

Pub Date: 5/3/22

\$24.99 USD

448 pages

Paperback

Sports & Recreation / Water Sports / Sailing

Summary: Buoy your sailing knowhow with advice from two US sailing champions

Nothing can beat the feel of the warm sun on your back, the gentle wind in your hair, and a swaying deck under your feet. If you long to take to the open water and sail wherever the wind takes you, you'll find everything you need to know in *Sailing For Dummies*. This friendly guide offers information for beginning and intermediate captains. Discover everything you need to know to confidently navigate your vessel through whatever waters—rough or smooth—you may encounter. Whether your goal is to explore a nearby lake, sai...

Contributor Bio: PETER ISLER (SAN DIEGO, CA) is a world-renowned sailor, sports commentator, and writer. He has won several sailing Cups, and continues to sail all around the world. Isler turned his love of sailing into a successful career,

For Dummies

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Self-Care All-in-One For Dummies

Georgette C. Beatty

9781119875055

Pub Date: 5/10/22

\$39.99 USD

Paperback

Psychology / Mental Health

Summary: Take charge of your personal health and well-being with this trusted, all-in-one guide to self-care

There's an old saying that goes, "You can't pour from an empty cup." It means that you can't take care of others unless you take care of yourself. And it's never been truer than it is today.

In *Self-Care All-in-One For Dummies*, you'll master the fundamentals of making sure that your cup is always full, so you can give to others without draining your reserves of energy and health. From mindfulness to resilience, fitness, and clean eating, this comprehensive resource takes a holistic look a...

For Dummies

**Teaching Kids New Math For Dummies**

Kris Jamsa

9781119867098

Pub Date: 5/3/22

\$24.99 USD

384 pages

Paperback

Education / Teaching Methods & Materials / Mathematics

Summary: Help your child unlock their math potential with this intuitive guide to teaching new math

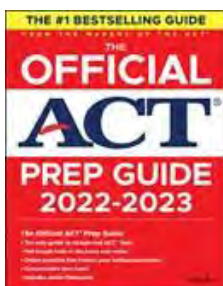
Teaching Kids New Math, K-5, For Dummies makes it easy to understand the new math being taught to students in kindergarten to Grade 5, showing parents and guardians how to help their kids with the new methods and concepts that have been introduced since they finished school.

You'll discover the math-teaching basics you need to help your kids with their math homework while becoming familiar with the grids, arrays, diagrams, and arrows that math students use today. You'll also get:

- A step-by-step wal...

Contributor Bio: Dr. Kris Jamsa is the author of 115 books on computing and education. He holds six college degrees, which include a Ph.D. in Computer Science, a Ph.D. in

Wiley

**The Official ACT Prep Guide 2022-2023, (Book + 6 Practice Tests + Bonus Online Content) : (Book + 6 Practice Tests + Bonus Online Content)**

Wiley

9781119865902

Pub Date: 4/26/22

\$39.95 USD

1200 pages

Paperback

Study Aids / Sat

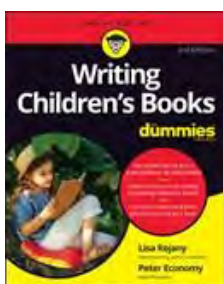
Summary: THE OFFICIAL ACT® PREP GUIDE 2022-2023

The comprehensive guide to the 2022-2023 ACT® test, with 6 genuine, full-length practice tests in print and online.

This 2022-2023 guide includes six actual ACT® tests – all of which contain the optional writing test – that you can use to practice at your own pace. To help you review test subjects and improve your understanding, this guide provides clear explanations for every answer. You'll also get practical tips for boosting your score on the English, math, reading, and science tests, as well as the optional writing test. Additionally, you can a...

Contributor Bio:

For Dummies

**Writing Children's Books For Dummies (3rd Edition)**

Lisa Rojany, Peter Economy

9781119870012

Pub Date: 5/10/22

\$24.99 USD

416 pages

Paperback

Language Arts & Disciplines / Writing

Summary: Create the next very hungry caterpillar, big red dog, or cat in the hat with a hand from this trusted guide

In *Writing Children's Books For Dummies*, you'll learn what to write between "Once upon a time . . ." and "The End" as you dive into chapters about getting started writing, how to build great characters, and how to design a dramatic plot. On top of the technical writing advice, you'll discover how talented illustrators work and how to find an agent. The newest edition of this popular *For Dummies* title even shows you how to choose a publisher—or self-publish—and how to use social m...

Contributor Bio: LISA BUCCIERI (LOS ANGELES, CA) is a writer and publishing professional who has been working in the industry for more than twenty years. Lisa started her own company, Editorial Services, as a service for writers

PROFESSIONAL

Capstone



Cognitive Behaviour Therapy : Your Route out of Perfectionism, Self-Sabotage and Other Everyday Habits with CBT (3rd Edition)

Avy Joseph

9780857089427

Pub Date: 5/31/22

\$17.99 USD

272 pages

Paperback

Psychology / Movements / Cognitive Behavioral Therapy (CBT)

Summary: What happens to you in life matters less than the way you feel about life; that's the message of Cognitive Behavior Therapy (CBT). If you've ever tried to change something about yourself—your mood, your weight, your behaviour—you'll have noticed that change often hurts, so you stop trying. CBT can help you when change starts to hurt.

In the revised and updated edition of this bestselling title, professional CBT practitioner Avy Joseph shows you how to challenge negative thoughts and unhealthy beliefs to improve your outlook in your personal and professional life.

New edition will inclu...

Contributor Bio: Avy Joseph is an experienced Cognitive Behavioural Therapist and co-founder of the College of Cognitive Behavioural Therapies. He is a registered and

Wiley



The Architect's Studio Companion : Rules of Thumb for Preliminary Design (7th Edition)

Joseph Iano, Edward Allen

9781119826798

Pub Date: 4/19/22

\$102.95 USD

550 pages

Hardcover

Architecture / Design, Drafting, Drawing & Presentation

Summary: The latest edition of the guidebook every architect needs at their fingertips, updated and expanded throughout

Start your designs on solid ground with *The Architect's Studio Companion*! This comprehensive handbook provides everything you need for the preliminary selecting, configuring, and sizing of the structural, environmental, safety, accessibility, and parking systems of a building. Edward Allen and Joseph Iano, authors of the market-leading *Fundamentals of Building Construction*, use their trademark talent for boiling down complex technical requirements into easy-to-use, time-saving...

Contributor Bio:

Joseph Iano is an author, illustrator, and practicing architect who has taught design and technology in schools of

Jossey-Bass

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The Health Care Data Guide : Learning from Data for Improvement (2nd Edition)

Lloyd P. Provost, Sandra Murray

9781119690139

Pub Date: 5/10/22

\$98.75 USD

688 pages

Paperback

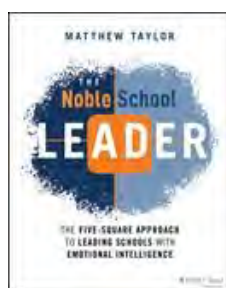
Medical / Public Health

Summary: Transform health care delivery with data

In the newly revised Second Edition of *The Health Care Data Guide: Learning from Data for Improvement*, an expert team of authors delivers a comprehensive blueprint for healthcare improvement with data. The book discusses how health care practitioners, researchers, and other professionals can more confidently plan and implement health care enhancements and changes while ensuring that those changes are actually an improvement on the status quo.

An excellent companion resource to *The Improvement Guide: A Practical Approach to Enhancing Organizationa...*

Jossey-Bass



The Noble School Leader : The Five-Square Approach to Leading Schools with Emotional Intelligence

Matthew Taylor

9781119762874

Pub Date: 4/19/22

\$30.00 USD

288 pages

Paperback

Education / Administration

Summary: A practical guide for school leaders and managers seeking concrete strategies for professional improvement

Leading a learning community is a challenging endeavor that rewards those who build social-emotional and adaptive leadership competencies. In *The Noble School Leader*, veteran school leader and leadership coach Matthew Taylor delivers an inspiring and enlightening exploration of the mindsets that support leaders to thrive, as well as those that just get in the way. It is a field guide to creating learning conditions that make transformative growth happen in schools.

In this book, ...

Contributor Bio: **Matthew Taylor** (Washington, DC) has spent his entire career teaching, leading schools, and

TECHNOLOGY

For Dummies

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Adobe Photoshop Lightroom Classic For Dummies (2nd Edition)

Rob Sylvan

9781119873211

Pub Date: 4/26/22

\$39.99 USD

400 pages

Paperback

Computers / Design, Graphics & Media / Graphics Tools

Summary: Learn to make your digital photos *pop* with easy-to-follow help using AI-powered software from Adobe

With no prior photography or editing experience necessary, *Adobe Photoshop Lightroom Classic For Dummies* delivers a must-have walkthrough for taking your photos to the next level using Adobe's powerful consumer software. You'll learn the fundamentals of opening your pictures, managing your photo library, and fixing common problems—like red-eye and poor lighting—before jumping into more advanced topics, like creating slideshows and troubleshooting problems.

The perfect place to begin lear...

Contributor Bio: Rob Sylvan (Newmarket, NH) is a freelance trainer, instructional designer, writer, web developer, and photographer. Rob has been a KelbyOne

For Dummies



Algorithms For Dummies (2nd Edition)

John Paul Mueller, Luca Massaron

9781119869986

Pub Date: 5/3/22

\$29.99 USD

432 pages

Paperback

Computers / Programming / Algorithms

Summary: Your secret weapon to understanding—and using!—one of the most powerful influences in the world today

From your Facebook News Feed to your most recent insurance premiums—even making toast!—algorithms play a role in virtually everything that happens in modern society and in your personal life. And while they can seem complicated from a distance, the reality is that, with a little help, anyone can understand—and even use—these powerful problem-solving tools!

In *Algorithms For Dummies*, you'll discover the basics of algorithms, including what they are, how they work, where you can find them...

Contributor Bio: JOHN MUELLER (La Valle, WI) has published more than 100 books on technology, data, and



**CompTIA A+ Complete Certification Kit
: Exam 220-1101 and Exam 220-1102 (5th
Edition)**

Quentin Docter, Jon Buhagiar, Troy McMillan, Jeff
T. Parker

9781119863229

Pub Date: 5/3/22

\$90.00 USD

Paperback

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

Summary: Study, practice, review—the Sybex way!

Building on the popular Sybex Study Guide approach, this *CompTIA A+ Complete Certification Kit 5th Edition* covers all the major changes to the NEW Core 1 220-1101 and Core 2 220-1102 exams. The kit provides the complete Study Guide covering 100% of the A+ exam objectives as well as Practice Tests and a Review Guide that contains clear and concise information on topics including crucial hardware and operating system maintenance, cloud computing, security, and troubleshooting.

This must-have kit includes all of the essential tools to help you prepa...

Contributor Bio: Quentin Docter (Loveland, OH), A+, MCSE, CNE, CCNA, SCNA, has spent more than 17 years in the IT field. His experience includes technician, network



Cybersecurity For Dummies (2nd Edition)

Joseph Steinberg

9781119867180

Pub Date: 4/26/22

\$29.99 USD

400 pages

Paperback

Computers / Internet / Online Safety & Privacy

**Summary: Explore the latest developments in
cybersecurity with this essential guide**

Every day it seems we read another story about one company or another being targeted by cybercriminals. It makes some of us wonder: am I safe online? The good news is that we can all be cybersecure—and it doesn't take a degree in computer science to make it happen!

Cybersecurity For Dummies is the down-to-earth guide you need to secure your own data (and your company's, too). You'll get step-by-step guidance on how to implement reasonable security measures, prevent cyber attacks, deal securely with remote work, a...

Contributor Bio: JOSEPH STEINBERG (TEANECK, NJ) is a master of cybersecurity. He is one of very few people to hold the full suite of security certifications including: CISSP,

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Digital Etiquette For Dummies

Eric Butow

9781119869801

Pub Date: 4/19/22

\$24.99 USD

336 pages

Paperback

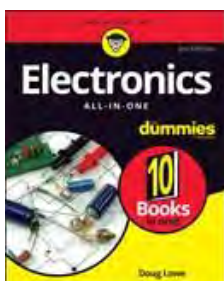
Business & Economics / Business Communication

**Summary: Mind your online P's and Q's with this
expert digital manners guide**

Conducting yourself online can be challenging. It sometimes seems like the web and social media is tailor-made to cause upset and anger. But, with the right guide, anyone can learn how to be a beacon of civility and politeness online. In *Digital Etiquette For Dummies*, a team of online communication experts share their combined insights into improving your presence on social media, writing emails that exude positivity and clarity, behaving correctly in virtual meetings, and much more. You'll become a paragon of politene...

Contributor Bio: Eric Butow (Sacramento, CA), co-author of *Instagram For Dummies* and *Instagram For Business For Dummies*, assembled a team of online communication experts to share their insight on the finer points of digital etiquette. Kendra Losee (S...

For Dummies



Electronics All-in-One For Dummies (3rd Edition)
 Doug Lowe
 9781119822110
 Pub Date: 4/26/22
 \$39.99 USD
 960 pages
 Paperback
 Technology & Engineering

Summary: Open up a world of electronic possibilities with the easiest "how-to" guide available today

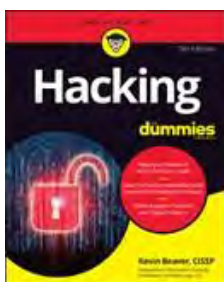
If you're looking for a new hobby that's tons of fun—and practical to boot—electronics might be right up your alley. And getting started has never been easier!

In *Electronics All-in-One For Dummies*, you'll find a plethora of helpful information, from tinkering with basic electronic components to more advanced subjects like working with digital electronics and Arduino microprocessors.

Whether you're just getting started and trying to learn the difference between a circuit board and a breadboard, or...

Contributor Bio: DOUG LOWE (Fresno, CA): Doug Lowe is Information Technology Director at Blair, Church & Flynn Consulting Engineers, a civil engineering firm. He has written more than 50 *For Dummies* books on topics ranging from

For Dummies



Hacking For Dummies (7th Edition)
 Kevin Beaver
 9781119872191
 Pub Date: 4/26/22
 \$29.99 USD
 432 pages
 Paperback
 Computers / Security

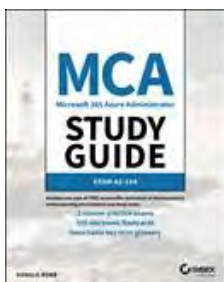
Summary: Learn to think like a hacker to secure your own systems and data

Your smartphone, laptop, and desktop computer are more important to your life and business than ever before. On top of making your life easier and more productive, they hold sensitive information that should remain private. Luckily for all of us, anyone can learn powerful data privacy and security techniques to keep the bad guys on the outside where they belong.

Hacking For Dummies takes you on an easy-to-follow cybersecurity voyage that will teach you the essentials of vulnerability and penetration testing so that you can...

Contributor Bio: KEVIN BEAVER (ATLANTA, GA) is a digital security guru and has worked in the industry for more than 25 years as a consultant, writer, and speaker. He earned his

Sybex



MCA Microsoft 365 Azure Administrator Study Guide : Exam AZ-104
 Rithin Skaria
 9781119705154
 Pub Date: 5/3/22
 \$60.00 USD
 528 pages
 Paperback
 Computers / Certification Guides / Microsoft

Summary: Learn what it takes to be an Azure Administrator and efficiently prepare for Exam AZ-104 with this authoritative resource

MCA Microsoft 365 Azure Administrator Study Guide: Exam AZ-104 prepares readers to take the AZ-104 Exam and to fully understand the role of a Microsoft 365 Azure Administrator. The book takes a practical and straightforward approach to Microsoft Azure, ensuring that you understand both the realities of working as an Administrator and the techniques and skills necessary to succeed on the AZ-104 Exam.

In addition to providing you with access to the online Sybex test...

Contributor Bio: Rithin Skaria is a cloud evangelist with over 9 years of experience in managing open-source

For Dummies



Office 2021 for Macs For Dummies

Bob LeVitus, Dwight Spivey

9781119840442

Pub Date: 5/10/22

\$29.99 USD

432 pages

Paperback

Computers / Business & Productivity Software / Office Suites

Summary: Turn your Mac into a productivity powerhouse with Office 2021!

Long gone are the days when Microsoft's powerful office suite was just for Windows users. Mac enthusiasts are also able to pop open ubiquitous apps like Word, Excel, and PowerPoint on their preferred desktop or laptop! But if you're new to Microsoft Office on the Mac—or you just need a hand with some of its latest features—you should check out *Office 2021 For Macs For Dummies*.

This handy guide will show you how to conquer the essentials of all the key apps that make Office 2021 such a productivity booster. You'll also discov...

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Operating AI

Ulrika Jagare

9781119833192

Pub Date: 5/17/22

\$40.00 USD

Paperback

Computers / Artificial Intelligence

Summary: Investing in AI in your company is more than developing cool algorithms, it's about balancing your efforts between data engineering, model development and AI operations. This book explains how to successfully operate AI from a life cycle perspective including key aspects for effectively navigating security and data rights, but also the importance of trustworthiness and ethical considerations in AI.

- **An overview of the AI model life cycle** – this part explains the total scope of what the AI investment needs to cater for and why
- **The importance of efficient Data Engineering** – without data th...

Contributor Bio: Ulrika Jägare is an M.Sc. Director in Technology and Architecture at Ericsson AB, currently holding

For Dummies

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Samsung Galaxy S 'X' For Dummies

Bill Hughes

9781119873068

Pub Date: 5/17/22

\$29.99 USD

320 pages

Paperback

Computers / Hardware / Cell Phones & Devices

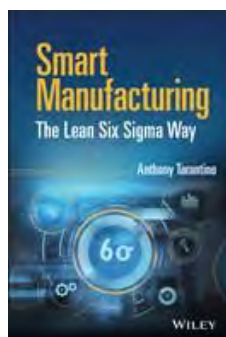
Summary: Your step-by-step roadmap to unlocking the full potential of your new Galaxy S'X'

Your new Samsung Galaxy S'X' is packed with more features than you can count. So, how should you go about using this fantastic phone to its fullest? With some friendly and expert help from *Samsung Galaxy S'X' For Dummies!*

This book on Samsung's latest version of its flagship smartphone will walk you through every important function and feature on the S'X'. Want to make a call or send an email? *Samsung Galaxy S'X' For Dummies* will show you how to set up your accounts and contacts to help you stay in touch w...

Contributor Bio: BILL HUGHES (UNIVERSITY PLACE, WA) is an experienced marketing strategy executive with over two decades of experience in sales, strategic marketing, and

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Smart Manufacturing, the Lean Six Sigma Way

Anthony G. Tarantino

9781119846611

Pub Date: 5/10/22

\$65.00 USD

448 pages

Hardcover

Business & Economics / Industries / Manufacturing

Summary: Explore the dramatic changes brought on by the new manufacturing technologies of Industry 4.0

In Smart Manufacturing, The Lean Six Sigma Way, Dr. Anthony Tarantino delivers an insightful and eye-opening exploration of the ways the Fourth Industrial Revolution is dramatically changing the way we manufacture products across the world and especially how it will revitalize manufacturing in North America and Europe.

The author examines the role and impact of a variety of new Smart technologies including industrial IoT, computer vision, mobile/edge computing, 3D printing, robots, big data ana...

Contributor Bio: Anthony G. Tarantino, PhD, CPM

(Mountainview, CA)has led over 30 Lean Six Sigma (LSS) projects as a Master Black Belt for Cisco Systems during a seven-year period as well as supported two smart

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Teach Yourself VISUALLY Microsoft 365

Paul McFedries

9781119893516

Pub Date: 5/17/22

\$30.00 USD

300 pages

Paperback

Computers / Computer Architecture

Summary: Quickly and efficiently learn the latest version of Office

Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? *Teach Yourself Visually Office* offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document,...

Contributor Bio: Paul McFedries (Toronto, Ontario) is the president of Logophilia Limited, a technical writing company. He has been programming since he was a teenager in the mid-1970s, has programmed everything from mainframes to desktops to bar cod...

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The Security Culture Playbook

Perry Carpenter, Kai Roer

9781119875239

Pub Date: 4/26/22

\$25.00 USD

256 pages

Hardcover

Computers / Security

Summary: Mitigate human risk and bake security into your organization's culture from top to bottom with insights from leading experts in security awareness, behavior, and culture.

The topic of security culture is mysterious and confusing to most leaders. But it doesn't have to be. In *The Security Culture Playbook*, Perry Carpenter and Kai Roer, two veteran cybersecurity strategists deliver experience-driven, actionable insights into how to transform your organization's security culture and reduce human risk at every level. This book exposes the gaps between how organizations have traditionally a...

Contributor Bio: Perry Carpenter, C|CISO, MSIA, (author of, "Transformational Security Awareness" and host of the "8th Layer Insights" podcast, has been a recognized thought leader on security awareness and the human factors of

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Windows 11 Simplified

Paul McFedries

9781119893080

Pub Date: 5/10/22

\$25.00 USD

250 pages

Paperback

Computers / Operating Systems / Windows
Desktop

Summary: Learn Windows 11 quickly and painlessly with this beginner's guide

Windows 11 Simplified is your absolute beginner's guide to the ins and outs of Windows. Fully updated to cover Windows 11 this highly visual guide covers all the new features in addition to the basics, giving you a one-stop resource for complete Windows 11 mastery. Every page features step-by-step screen shots and plain-English instructions that walk you through everything you need to know, no matter how new you are to Windows. You'll master the basics as you learn how to navigate the user interface, work with files, c...

Contributor Bio: Paul McFedries (Toronto, Ontario) is the president of Logophilia Limited, a technical writing company. He has been programming since he was a teenager in the mid-1970s, has programmed everything from mainframes to desktops to bar cod...

Wiley Offices in Asia

China Beijing

Room 805-808, Floor 8, Sun Palace,
No. 12A, Taiyanggong Middle Road
Chaoyang District, Beijing, P.R. China
Postal code 100028
Tel: (86) 10 8418 7800
Fax: (86) 10 8418 7810
china_marketing@wiley.com

Shanghai

Units A&B, 15th Floor, Office Building Phase
II, Shinmay Union Square, No. 506 Shang
Cheng Road, Pudong New District, Shanghai
200120, P.R. China
Tel: (86) 21 8036 1200
Fax: (86) 21 6160 1661
china_marketing@wiley.com
www.wileychina.com

India

Corporate office

1402, 14th Floor,
World Trade Tower
Plot No. C-1, Sector - 16,
Noida - 201301
Tel: 0120-6291100
csupport@wiley.com
delsales@wiley.com

Bengaluru

14, Dr. Raj Kumar Road,
4th N Block, Rajaji Nagar,
Bengaluru - 560010
Tel: 91-80-23132383
blrsales@wiley.com

Mumbai

Wework Vijay Diamond
No. A3 & B2, Cross Road B, Marol,
Industrial Area, Mumbai,
Maharashtra 400093
mumsales@wiley.com

Japan

Nomura Fudosan Nishi Shinjuku Bldg.
8F 8-4-2 Nishi Shinjuku, Shinjuku-ku
Tokyo 160-0023, Japan
Tel: (81) 3 4520 9006
Fax: (81) 3 4520 9059
edu-japan@wiley.com
www.wiley.co.jp

Malaysia

Unit B-3A-3A, Menara BATA,
PJ Trade Centre
No 8, Jalan PJU 8/8A,
Bandar Damansara Perdana 47820
Petaling Jaya, Selangor
Tel: (60) 3 7712 2000
Fax: (60) 3 7722 5901
cswileymalaysia@wiley.com

Singapore

1 Fusionopolis Walk
#06-01 Solaris South Tower
Singapore 138628
Tel: (65) 6643 8000
Fax: (65) 6643 8008
asiaorders@wiley.com

South Korea

#4007 Concordian,
76, Saemun-ro, Jongno-gu,
Seoul (03185), Rep of Korea
akorea@wiley.com

Taiwan

B1, 97 Fuxing North Road
Songshan District
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