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November & December 2022



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Table of Contents

November

Business & Economics	1
Finance & Accounting	5
General Consumer	10
Professional	13
Social Science & Humanities	16
Technology	19

December

Business & Economics	24
Finance & Accounting	27
General Consumer	28
Professional	32
Social Science & Humanities	33
Technology	34



November



Enterprise China : Adopting a Competitive Strategy for Business Success

J. Stewart Black, Allen J. Morrison

9781394153428

Pub Date: 12/1/22

\$28.00 USD

240 pages

Hardcover

Business & Economics / Economics / Theory

Summary: How to adapt your firm's competitive strategy to the modern reality of Chinese enterprise

Enterprise China: Adopting a Competitive Strategy for Business Success delivers a roadmap for business executives competing in and with China. Prepared by a team of renowned management researchers and strategists, the book examines the often-misunderstood interconnectedness of the Chinese state and Chinese businesses, demonstrating that individual firms and companies are often just the tip of the iceberg. The authors explain how the overarching vision, ambition, and strategy of the State impact and guide key commercial enterprises and how this affects Western business interests.

In the book, you'll also find:

- Explorations of the competitive strategy and associated tactics of Chinese enterprise

Digital Transformation Payday : Navigate the Hype, Lower the Risks, Increase Return on Investments

Tim Bottke

9781119894179

Pub Date: 12/13/22

\$32.00 USD

240 pages

Hardcover

Business & Economics / Strategic Planning

Summary: The Data-Driven Guide for your Digital Transformation Payday

In *Digital Transformation Payday: Navigate the Hype, Lower the Risks, Increase Return on Investments*, Tim Bottke, Senior Strategy Partner at Deloitte and Associate Professor for Strategy and Digital Transformation at SDA Bocconi, a *Financial Times/Forbes/Bloomberg Businessweek* Top-Five European business school, delivers a provocative, new perspective on digital business transformation—using research to get beyond the hype and uncover its real financial payback.

Have you ever asked yourself: "Should I really embark on a digital transformation journey that is likely full of pain, failure, and high cash-outs? One that puts a lot of pressure on our stock price and my nerves? Who will thank me for that? Will there ever be a measurable return on invest for all these technologies that supports positive market value

The Myth of the Silver Spoon : Navigating Family Wealth and Creating an Impactful Life

Kristin Keffeler, Sharna Goldseker

9781119909705

Pub Date: 11/22/22

\$30.00 USD

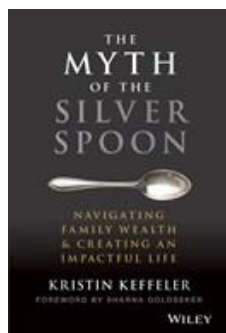
256 pages

Hardcover

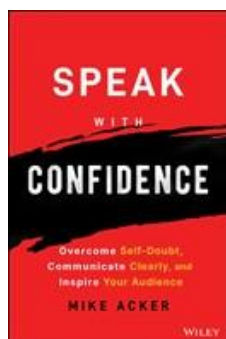
Business & Economics / Finance / Wealth Management

Summary: The next generation within wealthy families are often said to be born with a silver spoon in their mouths. Perceived as free from life's toughest challenges. "Having it all." But being raised in affluence brings a unique set of pressures and hidden tripwires. Great wealth casts a long shadow. Inheritors commonly face intense familial expectations, public scrutiny and judgment, and confusing or debilitating self-narratives, under which many flounder. And we—as family, friends, and society—slowly lose their contribution to our lives and the common good.

The Myth of the Silver Spoon helps guide the next gen of the affluent, their families, and the ecosystem of professionals who influence them—wealth advisors, estate attorneys, tax attorneys, philanthropic advisors, family office professionals, and career coaches—to identify and confront negative thinking and behaviors related to wea...



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Speak with Confidence : Overcome Self-Doubt, Communicate Clearly, and Inspire Your Audience

Mike Acker

9781394159741

Pub Date: 12/8/22

\$22.00 USD

240 pages

Paperback

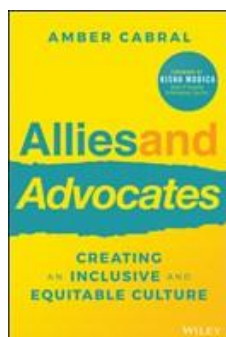
Business & Economics / Business Communication

Summary: Build your communication confidence and master the ability to inspire your audience

In *Speak with Confidence: Overcome Self-Doubt, Communicate Clearly, and Inspire Your Audience*, keynote speaker, author, and executive communication coach Mike Acker delivers a practical and hands-on playbook to building the confidence you need to nail your next presentation, speech, virtual talk, or social media post. In this proven pathway to becoming a capable and confident speaker, you'll discover how to combine your identity, message, and skills into one persuasive package.

The author explains how to uncover your identity, define your message, and develop your skills and techniques to become a master communicator. From overcoming imposter syndrome to eliminating a victim mentality, you'll explore concrete methods for improving your presence and ability to take command of a room. You'll also find

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Allies and Advocates : Creating an Inclusive and Equitable Culture

Amber Cabral

9781119913702

Pub Date: 11/23/22

\$17.95 USD

224 pages

Paperback

Business & Economics / Workplace Culture

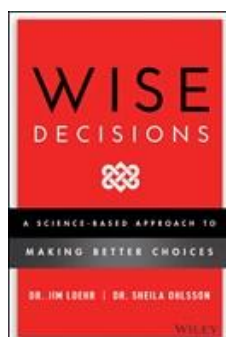
Summary: Learn to create an inclusive environment with this actionable and insightful resource

Allies and Advocates: Creating an Inclusive and Equitable Culture delivers a powerful and useful message about inclusion and diversity in everyday life. Author Amber Cabral, a celebrated inclusion strategist, speaker, and writer, shows readers how to move away from discriminatory and unjust behaviors to supporting and building meaningful connections with people across our diverse backgrounds and identities.

While some books settle for vague advice and catchphrases, readers of *Allies and Advocates* will benefit from the book's:

- Straightforward style and applicable action items
- Real-world examples highlighting inclusion best practices
- Implementable tactics to assist people in seeing how they can help create an inclusive environment

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Wise Decisions : A Science-Based Approach to Making Better Choices

James E. Loehr, Sheila Ohlsson

9781119931409

Pub Date: 12/8/22

\$28.00 USD

256 pages

Hardcover

Business & Economics / Decision-Making & Problem Solving

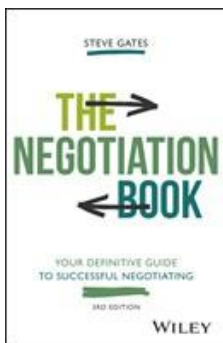
Summary: A concrete and hands-on method for improving your everyday decisions

Every 15 minutes, each of us can make ten or more small decisions. Some of them are relatively inconsequential, while others can change the course of our lives. What if you could improve all of your decisions, across the board, and start to build a healthier, more productive, and meaningful life?

In *Wise Decisions: A Science-Based Approach to Making Better Choices*, a team of accomplished industry experts delivers an evidence- and research-based blueprint for making the best decisions you can with the information you have. You'll learn to make the targeted, repeated investment of energy required to turn your decision-making process into one informed by reason, emotion, intuition, and science.

In the book, you'll discover:

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The Negotiation Book : Your Definitive Guide to Successful Negotiating (3rd Edition)

Steve Gates
9780857089502
Pub Date: 1/10/23
\$18.99 USD
272 pages
Paperback
Business & Economics

Summary: Become the best negotiator you can be, one manageable step at a time

In the newly updated third edition of *The Negotiation Book: Your Definitive Guide to Successful Negotiating*, distinguished commercial negotiator Steve Gates delivers a singular and practical guide to the art and science of negotiation. Steve Gates is the founder of the world's leading negotiation consultancy, The Gap Partnership – and the methodology in this book is used by the world's biggest businesses to successfully execute their strategies. The book lays out the behaviours and traits associated with successful negotiation and offers a comprehensive model for how power, process and behaviour can have substantial impacts on your next negotiation. You'll also learn how you can shape these factors to optimise value for yourself, your client or your organisation.

The author shows you how to secure more agreements

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Innovation for Social Change : How Wildly Successful Nonprofits Inspire and Deliver Results

Leah Kral
9781119987468
Pub Date: 12/1/22
\$28.00 USD
272 pages
Hardcover
Business & Economics / Nonprofit Organizations & Charities

Summary: Transform your nonprofit's ability to innovate for the future

In *Innovation for Social Change*, distinguished author Leah Kral delivers a practical manual for nonprofits and charitable organizations seeking to innovate their way toward new and exciting possibilities. In the book, you'll explore hands-on design thinking strategies and techniques you can use as a disciplined process for exploring what's possible in your organization. You'll learn how to identify hidden needs, deal with the knock-on effects of your ideas, and focus your efforts where they can have the most impact.

You'll also discover how to transform your ideas into action, building small experiments and learning from them before scaling them up organization-wide, and how to create an ecosystem for everyday innovation. Finally, the author explains what we can learn from social entrepreneurs as they boldly challenge t

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The Toolbox : Strategies for Crafting Social Impact

Jacob Harold
9781119863335
Pub Date: 12/1/22
\$30.00 USD
336 pages
Hardcover
Business & Economics / Nonprofit Organizations & Charities / Management & Leadership

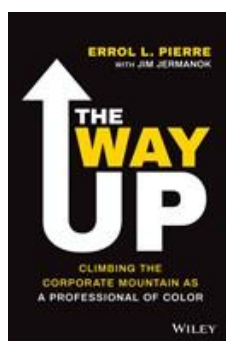
Summary: Transform your corner of the world with strategies from a social change visionary

In *The Toolbox: Strategies for Crafting Social Impact*, celebrated nonprofit executive Jacob Harold delivers an expert guide to doing good in the 21st century. In the book, you'll explore nine tools that have driven world-shaking social movements and billion-dollar businesses—tools that can work just as well for a farmers market or fire department or small business.

The author describes each of the tools—including storytelling, mathematical modeling, and design thinking—in a stand-alone chapter, intertwining each with a consistent narrative and full-color visual structure. Readers will also find:

- A consistent focus and emphasis on the work of social good and how it can be applied in any business.

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The Way Up : Climbing the Corporate Mountain as a Professional of Color

Errol Pierre, Jim Jermanok

9781119893264

Pub Date: 12/13/22

\$27.00 USD

240 pages

Hardcover

Business & Economics / Careers

Summary: Practical and actionable advice for minorities seeking concrete strategies to help them move up the corporate ladder

In *The Way Up: Climbing the Corporate Mountain as a Professional of Color*, accomplished executive Dr. Errol L. Pierre delivers a pragmatic and actionable guide to help underrepresented individuals from all ethnic backgrounds achieve their professional goals and elevate their careers in today's virtual workplace. The book takes a step-by-step approach to understanding the skills and strategies required to move from entry-level and middle management roles to the executive ranks.

Readers will also find:

- A collection of key lessons and short stories containing practical advice designed to help readers achieve their professional potential

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Career Anchors Revisited : Finding Stability and Opportunity in the Changing Nature of Work (5th Edition)

Edgar H. Schein, John Van Maanen, Peter A. Schein

9781119899488

Pub Date: 12/20/22

\$35.00 USD

256 pages

Hardcover

Business & Economics / Careers

Series: Jossey-Bass Leadership Series



Summary: Take back control of your career journey

In the newly revised edition of *Career Anchors: Finding Stability and Opportunity in the Changing Nature of Work*, a team of world-renowned management and culture experts delivers a uniquely insightful exploration of your own career values and work relationships as they relate to your past and future choices. This easy-to-use workbook in combination with an online self-assessment offers critical and accessible self-diagnostic exercises along with information about the changing career scene and new descriptions of the eight career anchor categories.

This book will help you:

- Explore how your work choices now relate to your family and self-development
- Explore how the rapidly changing world of work and business emphasizes globalization, competition,

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Bootstrapping Ethics : Integrity Risk Management for Real World Application

Rupert Evill

9781119874904

Pub Date: 12/27/22

\$45.00 USD

240 pages

Hardcover

Business & Economics / Sales & Selling

Summary: Risk, ethics and compliance requirements are a daily reality for most organisations. Regulators and stakeholders (including employees) demand more of most organisations, from equality, to anti-corruption, to supply chain ethics.

Start-ups stutter and unicorns crash to earth when they get risk wrong. What should be done? Where should you start? How can risk management enable, not hinder, the organization's strategic goals? This book answers these questions – rightsizing risk for every organization – using frontline-tested tools, tips, and techniques. Whether you're a purpose-driven changemaker or just struggling to comply with a seemingly unending stream of regulation, we will make risk work for you.

Making this topic accessible, breaking it down into components with significant overlap and quick wins, focusing on experience over theoretical. They can all read academic &

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Make It in America : How International Companies and Entrepreneurs Can Successfully Enter and Scale in U.S. Markets

Matthew Lee Sawyer

9781119885146

Pub Date: 12/1/22

\$30.00 USD

256 pages

Hardcover

Business & Economics / Entrepreneurship

Summary: A valuable handbook for entering, launching, and growing business in the United States

The U.S. is the best place for business. It has the biggest economy, wealthiest consumers, ready capital financing, and a pro-business legal system. Immigrants can attain their American Dream. However, foreign executives and entrepreneurs often underestimate the challenges and complexity of doing business in U.S. markets.

Make It in America: How International Companies and Entrepreneurs Can Successfully Enter and Scale in U.S. Markets provides valuable insights, useful tools, and practical advice on a wide range of topics, including: financing, marketing, managing legal and tax requirements, protecting intellectual property, working with Americans, and navigating the visa and immigration system. The book includes case study lessons from businesses that came to the U.S. from South Korea, Scotland,

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Time's Up! : The Subscription Business Model for Professional Firms

Paul Dunn, Ronald J. Baker

9781119893523

Pub Date: 12/8/22

\$40.00 USD

368 pages

Hardcover

Business & Economics / Marketing

Summary: Put values—and value—over volume with a professional services subscription model

Professional firms are built on relationships. But you wouldn't know it by observing their predominant business model — a model centered on selling transactions and inputs, not outcomes that deepen and strengthen relationships.

Time's Up! offers you a guide to building a more valuable firm, one where relationships and lifetime customer value are at the center of how you create and capture value. You'll learn how to:

- Create customer lifetime values that far exceed acquisition and retention costs
- Move customer relationships to the center of your firm
- Leverage the collective knowledge of your customers
- Elevate customers from where they are to their desired future by providing transformations, where the

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Advanced Accounting (8th Edition)

Debra C. Jeter, Paul K. Chaney

9781119794653

Pub Date: 12/8/22

\$130.95 USD

Paperback

Business & Economics / Accounting



Quantitative Methods for ESG Finance

Cyril Shmatov, Cino Robin Castelli

9781119903802

Pub Date: 12/1/22

\$50.00 USD

240 pages

Hardcover

Business & Economics / Corporate Finance

Summary: A quantitative analyst's introduction to the theory and practice of ESG finance

In *Quantitative Methods for ESG Finance*, accomplished risk and ESG experts Dr. Cyril Shmatov and Cino Robin Castelli deliver an incisive and essential introduction to the quantitative basis of ESG finance from a quantitative analyst's perspective. The book combines the theoretical and mathematical bases underlying risk factor investing and risk management with accessible discussions of ESG applications.

The authors explore the increasing availability of non-traditional data sources for quantitative analysts and describe the quantitative/statistical techniques they'll need to make practical use of these data. The book also offers:

- A particular emphasis on climate change and climate risks, both due to its increasing general importance and accelerating regulatory change in the space

Global Investing : A Practical Guide to the World's Best Financial Opportunities

Darrin Erickson

9781119856665

Pub Date: 12/8/22

\$35.00 USD

352 pages

Hardcover

Business & Economics / Investments & Securities / Stocks

Series: Wiley Trading

Summary: Identify and invest in the world's best performing companies

In *Global Investing: A Practical Guide to the World's Best Financial Opportunities*, veteran portfolio manager Darrin Erickson walks readers through how to best analyze, understand, and invest in leading global businesses. In the book, you'll discover how you can improve the performance of your investment portfolio by taking advantage of opportunities that exist outside of the borders of the country you happen to inhabit.

The author discusses how to identify and make investments around the world in effective and efficient ways, and how to successfully manage the risks associated with investing in a foreign country. You'll also find:

- Relevant information about key stock markets around the world

Wiley GAAP 2023 : Interpretation and Application of Generally Accepted Accounting Principles

Joanne M. Flood

9781394152650

Pub Date: 11/22/22

\$145.00 USD

1408 pages

Paperback

Study Aids / CPA (Certified Public Accountant)

Series: Wiley Regulatory Reporting

Summary: The gold standard in US GAAP resources—fully revised to reflect the latest pronouncements

US GAAP undergoes constant revision and review, requiring accountants and other financial practitioners to keep a close eye on updates and changes. *Wiley GAAP 2023* offers the most comprehensive coverage of all Financial Accounting Standards Board (FASB) Topics—including all the latest updates.

Every chapter offers a discussion of relevant perspectives and issues, GAAP sources, practice-oriented examples, and clear definitions of terms, concepts, and rules. Every FASB Topic is clearly explained in a reader-friendly way and includes dynamic graphics to help the reader understand and retain the nuanced subject matter.

Extensively updated to reflect all current US GAAP changes, this invaluable practice resource:

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To the Moon Investing : Visually Mapping Your Winning Stock Market Portfolio

Kelly J. Frank

9781119911920

Pub Date: 12/8/22

\$35.00 USD

288 pages

Hardcover

Business & Economics / Finance

Series: Wiley Finance

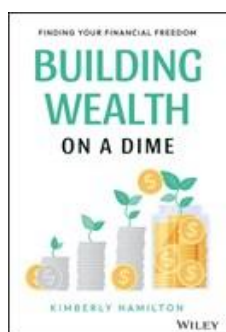
Summary: Hands-on, practical strategies to build your financial future

In *To the Moon Investing: Visually Mapping Your Winning Stock-Market Portfolio*, veteran asset investor Kelly James Frank delivers an exciting and intuitive fresh approach that enables you to navigate an increasingly volatile market through the use of tailored portfolio maps. .

In the book, you'll learn how to understand risk and how it affects you as an investor, how to prepare for your investing future, and how to uncover *why* you want to invest. You'll also shore up your financial literacy and explore the difference between growth and value strategies.

The book offers a vivid and innovative approach to investing that you'll actually have fun reading and its engaging philosophy ensures you'll be able to put your newfound knowledge to work immediately. You'll discover:

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Building Wealth on a Dime : Finding your Financial Freedom

Kimberly Hamilton

9781119900009

Pub Date: 12/20/22

\$27.95 USD

Hardcover

Business & Economics / Finance / Wealth

Management

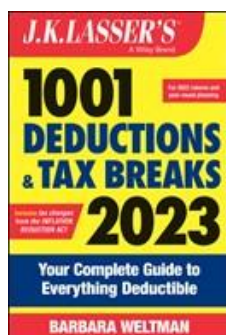
Summary: Your personal roadmap to financial freedom through small but mighty changes to your money

In a world where you have questions about money and Google has a million different answers, it can be hard to know how to make the most of what you have...

Especially if you don't have a ton of it.

In *Building Wealth on a Dime: Finding Your Financial Freedom*, financial educator and Latina Kimberly Hamilton delivers an engaging guide for building wealth through small but powerful changes to your money – even if you're starting small. As a former student debt warrior turned homeowner, Kimberly knows this experience first-hand, but this book isn't about her. Through the financial lives of everyday moneymakers like Claire in New York, Tanya in Chicago, and Eric in Portland, Kimberly teaches you how to take control of

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J.K. Lasser's 1001 Deductions and Tax Breaks 2023 : Your Complete Guide to Everything Deductible (3rd Edition)

Barbara Weltman

9781119931188

Pub Date: 12/1/22

\$25.00 USD

464 pages

Paperback

Business & Economics / Personal Finance /

Taxation

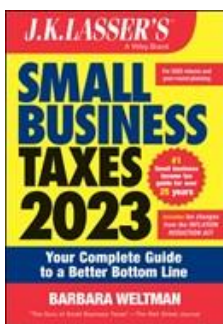
Series: J.K. Lasser

Summary: The comprehensive handbook for American taxpayers looking for every legal tax deduction and credit

No one likes to pay taxes. And everyone hates paying more taxes than they need to. Yet, each year, Americans make billions of dollars in tax overpayments. In *J.K. Lasser's 1001 Deductions and Tax Breaks 2023: Your Complete Guide to Everything Deductible*, expert attorney and small business advocate Barbara Weltman delivers a thorough and carefully researched explanation of the constantly changing tax laws as they apply to ordinary, taxpaying Americans.

The latest edition of this book has been completely updated to reflect recent legislation, the latest tax court rulings, and IRS guidance, allowing readers to easily refer to relevant deductions and credits in the easy-to-follow guide. You'll find:

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J.K. Lasser's Small Business Taxes 2023 : Your Complete Guide to a Better Bottom Line (2nd Edition)

Barbara Weltman
9781119931218
Pub Date: 12/1/22
\$25.00 USD
624 pages
Paperback
Business & Economics / Personal Finance / Taxation
Series: J.K. Lasser

Summary: Comprehensive guide to small business tax write-offs and strategies from a leading name in tax

Small business owners in the US face enough challenges without overpaying tax. Despite this, millions of small businesses miss out on crucial deductions, tax credits, and tax-saving moves every year, resulting in higher-than-necessary tax bills. In *J.K. Lasser's Small Business Taxes 2023: Your Complete Guide to a Better Bottom Line*, renowned attorney and small business advocate Barbara Weltman offers a thorough and exhaustively researched roadmap to legally minimizing your tax liability and maximizing your deductions and credits.

In the book, you'll find tax facts and planning strategies that help you make business decisions in the most tax-efficient way possible. You'll also discover:

- A complete list of the business expense deductions and

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J.K. Lasser's Your Income Tax 2023 : For Preparing Your 2022 Tax Return (2nd Edition)

J.K. Lasser Institute
9781139415768
Pub Date: 12/20/22
\$26.95 USD
928 pages
Paperback
Business & Economics / Personal Finance / Taxation
Series: J.K. Lasser

Summary: The newest entry in America's #1 all-time, best-selling personal tax guide

J.K. Lasser's Your Income Tax 2023: For Preparing Your 2022 Tax Return offers hands-on and practical advice for everyday people getting ready to file their taxes for the 2022 calendar year. You'll find info about the latest changes to the 2022 tax code, worksheets and forms you can use to file your taxes, and the most current advice on how to maximize your credits and deductions.

You'll learn how to legally keep as much money in your pocket as possible while you minimize how much Uncle Sam takes off the top. In the latest edition of this widely read and celebrated series, you'll find:

- Special features that guide you through recent Tax Court decisions and IRS rulings that govern how your deductions and credits work

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Wiley's Level I CFA Program 11th Hour Final Review Study Guide 2023

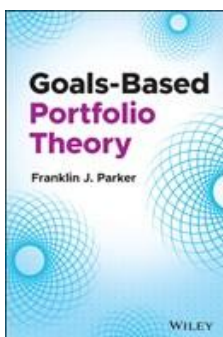
Wiley
9781119930648
Pub Date: 12/8/22
\$125.00 USD
Paperback
Business & Economics / Personal Finance

No Image
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**Wiley's Level III CFA Program 11th Hour
Final Review Study Guide 2023**

Wiley
9781119930709
Pub Date: 12/8/22
\$125.00 USD
Paperback
Business & Economics / Personal Finance



Goals-Based Portfolio Theory

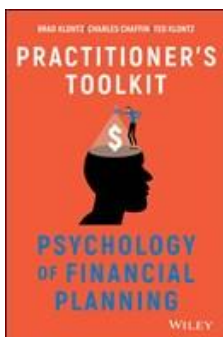
Franklin J. Parker
9781119906100
Pub Date: 12/8/22
\$49.95 USD
256 pages
Hardcover
Business & Economics / Finance / Wealth Management

Summary: An in-depth overview of investing in the real world

In *Goals-Based Portfolio Theory*, award-winning Chartered Financial Analyst® Franklin J. Parker delivers an insightful and eye-opening discussion of how real people can navigate the financial jungle and achieve their financial goals. The book accepts the reality that the typical investor has specific funding requirements within specified periods of time and a limited amount of wealth to dedicate to those objectives. It then works within those limits to show you how to build an investment portfolio that maximizes the possibility you'll achieve your goals, as well as how to manage the tradeoffs between your goals.

In the book, you'll find:

- Strategies for incorporating taxation and rebalancing into a goals-based portfolio



**Psychology of Financial Planning
: Practitioner's Toolkit**

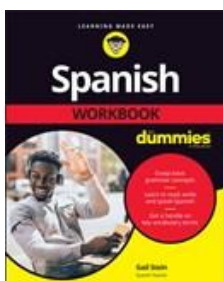
Brad Klontz, Charles R. Chaffin, Ted Klontz
9781394153343
Pub Date: 12/8/22
\$39.95 USD
Paperback
Business & Economics / Personal Finance / Money Management

Summary: Tools to help financial planners become more effective

Psychology of Financial Planning: Practitioner's Toolkit is a practical, hands-on companion resource to the authors' *Psychology of Financial Planning*. It brings assessments, reflection and exercises that helps the financial planner better understand their own biases and behaviors as well as those of their clients. *The Practitioner's Toolkit* includes exercise related to all of the learning objectives in the *Psychology of Financial Planning* that are found on the CFP® Exam.

This *Practitioner's Toolkit* offers a collection of tools designed to expand on aspects of the companion book, including assessments and exercises financial planners can use with their clients. It guides readers through the application of concepts explored in the *Psychology of Financial Planning* and encourages discussion and sharing with clients and

For Dummies

**Spanish Workbook For Dummies (2nd Edition)**

Gail Stein

9781119910251

Pub Date: 11/23/22

\$19.99 USD

368 pages

Paperback

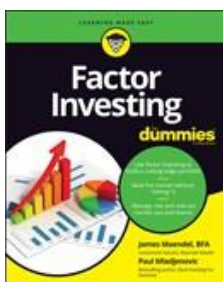
Foreign Language Study / Spanish

Summary: ¿Habla español? Improve your Spanish with Dummies

Spanish Workbook For Dummies is full of clear explanations and hundreds of practice activities for beginning Spanish learners. You'll learn how to express yourself, ask questions, talk about the past, and construct simple sentences—*en español*. As you work through the book, complete practice exercises, get lots of writing opportunities, and have tons of fun. Then check your work, with answers and explanations at the end of every chapter. Plus, you'll have access to handy verb charts, a thematic vocabulary list, and mini-dictionaries, right inside this very book.

- Learn the fundamentals of Spanish with integrated grammar that advances as you go
- Work through practice exercises and activities as you read through each chapter
- Improve and activate your Spanish with explanations

For Dummies

**Factor Investing For Dummies**

James Maendel, Paul Mladjenovic

9781119906742

Pub Date: 12/1/22

\$29.99 USD

304 pages

Paperback

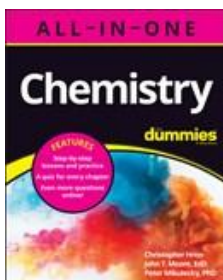
Business & Economics / Personal Finance / Investing

Summary: Systematically secure your financial future —Dummies makes it easy

Factor Investing For Dummies helps you go beyond the investment basics, with proven techniques for making informed and sophisticated investment decisions. Using factor investing, you'll select stocks based on some predetermined, well, factors. Momentum, value, interest rates, economic growth, credit risk, liquidity—all these things can help you identify killer stocks and improve your returns. This book explains it all, and helps you implement a strategic factor investing plan, so you can boost your portfolio's performance, reduce volatility, and enhance diversification. You'll also learn what *not* to do, with coverage of the factors that have failed to deliver consistent returns over time. We explore factor-based ETFs and loads of other ideas for injecting some factors into your investment game.

- Learn what factor inv

For Dummies

**Chemistry All-in-One For Dummies (+ Chapter Quizzes Online)**

Christopher Hren, John T. Moore, Peter J.

Mikulecky

9781119908319

Pub Date: 11/23/22

\$39.99 USD

512 pages

Paperback

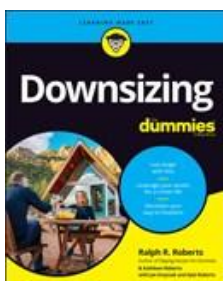
Science / Chemistry

Summary: Everything you need to crush chemistry with confidence

Chemistry All-in-One For Dummies arms you with all the no-nonsense, how-to content you'll need to pass your chemistry class with flying colors. You'll find tons of practical examples and practice problems, and you'll get access to an online quiz for every chapter. Reinforce the concepts you learn in the classroom and beef up your understanding of all the chemistry topics covered in the standard curriculum. Prepping for the AP Chemistry exam? Dummies has your back, with plenty of review before test day. With clear definitions, concise explanations, and plenty of helpful information on everything from matter and molecules to moles and measurements, *Chemistry All-in-One For Dummies* is a one-stop resource for chem students of all valences.

- Review all the topics covered in a full-year high school

For Dummies

**Downsizing For Dummies**

Ralph R. Roberts

9781119910060

Pub Date: 12/13/22

\$22.99 USD

Paperback

Business & Economics / Budgeting

Summary: Organize, declutter, donate—downsize and simplify your life

Downsizing For Dummies provides you with strategies to downsize your life by moving to a smaller home, decluttering, simplifying your budget, and saving more money. You'll find tips to help decrease your cost of living, lower your home maintenance costs, protect and leverage your assets, and decide whether downsizing is right for you and your family. After downsizing your life, you'll save time on household chores and gain the freedom and flexibility that come with having fewer possessions. What will you do with all the time you save? *Downsizing For Dummies* will help you understand the benefits of living simply!

- Discover ways to declutter and simplify every corner of your life
- Weight the pros and cons of moving to a smaller home
- Save time and money by cutting down on your chores

For Dummies

**Home Decorating For Dummies (3rd Edition)**

Patricia Hart McMillan, Katharine Kaye McMillan

9781119910756

Pub Date: 12/8/22

\$24.99 USD

384 pages

Paperback

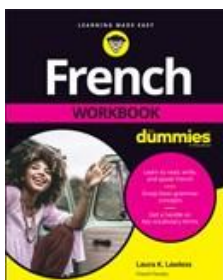
House & Home / Decorating & Furnishings

Summary: Want to be your own decorator? Design on a dime with Dummies!

Home Decorating For Dummies packs all the information you need to know about décor into one easy-to-read source. Whether you want to decorate one room or make over the whole house, this book has everything you need to design like a pro. This is the only reference you'll need to transform your home into a space you'll love. Dummies offers no-nonsense help, so you can plan perfect projects and stay within budget. Updated with the latest on smart homes, short-term rentals, DIY décor, and more.

- Learn how to optimize your home's floor plan
- Discover tricks for mixing patterns, colors, and textures successfully
- Refresh your home's style without spending a fortune
- Decorate rental properties with eye-catching, trendy style

For Dummies

**French Workbook For Dummies**

Laura K. Lawless

9781119982036

Pub Date: 12/1/22

\$19.99 USD

352 pages

Paperback

Foreign Language Study / French

Summary: Write, read, work, and play—en Français

French Workbook For Dummies is the perfect starting place for beginners who want to learn French. Packed with foundational grammar and integrated vocab, this hands-on book will set you on your way to picking up a new language. You'll find valuable practice lessons and exercises throughout that help you learn key vocabulary and phrases, writing in French, and understanding the fifth most commonly spoken language worldwide.

- Start with the very basics of the French language and work your way through important grammar and vocabulary
- Follow lessons at your own pace and complete practice exercises to hone your skill
- Learn using the Dummies method—based on evidence about how people learn best
- Gain the confidence to speak French in the workplace

For Dummies

**Fundraising For Dummies (4th Edition)**

Beverly A. Browning

9781119912750

Pub Date: 12/8/22

\$29.99 USD

Paperback

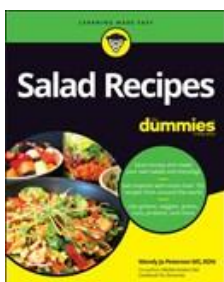
Business & Economics / Nonprofit Organizations & Charities

Summary: Follow the mission and the money, even when it takes you online

Fundraising For Dummies is your guiding light and saving grace as you prepare and implement a fundraising plan. This updated edition will help you succeed at fundraising in the age of social media saturation. You'll discover how to post, what to include, and where to interact to get the biggest return on your investment of time. And, as always, this trusted resource covers all the basics of being a fundraiser, soliciting the money an organization needs, and pitching the case statement for your organization. Use real-life examples to take your own fundraising skills to the next level and follow step-by-step processes for success in online fundraising.

- Learn what's involved in the role of a nonprofit fundraiser
- Discover sources of funding for your organization—and

For Dummies

**Salad Recipes For Dummies**

Wendy Jo Peterson

9781119906711

Pub Date: 11/23/22

\$24.99 USD

288 pages

Paperback

Cooking / Courses & Dishes / Salads

Summary: Tap into the secrets of great salads, from sassy dressings to crispy, crunchy greens that awaken your taste buds.

Salad Recipes For Dummies is packed with 150+ recipes for delicious salads for every lifestyle. Discover different ways to craft a salad, from zesty dressings to unique greens and grains. Explore the necessary tools to serve creative salads, from knife skills to a composed design. Get ready to globetrot, whipping up creamy salads from Eastern European to vibrant herb-focused Mediterranean main dishes and curried legumes inspired from India. Go from boring to bold with over 20 dressings. Skip the salad kits at the store and learn how to craft your own! Step beyond romaine and ranch with ideas for different base options (kale, watercress, or Swiss chard anyone?) eye-popping toppings, DIY salad kits, fruit salads, seasonal salads, and beyond. Leave the oven off and feel ...

For Dummies

**Burnout For Dummies**

Eva M. Selhub

9781119894933

Pub Date: 12/1/22

\$24.99 USD

Paperback

Business & Economics / Personal Success

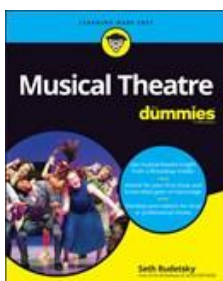
Summary: Your essential guide to beating burnout and finding fulfillment

Chronic, unmanaged stress—at work, at home, or in other areas of life—can lead to burnout. *Burnout For Dummies* shows you the way toward understanding and overcoming this all-too-common condition of modern life. Many of us find ourselves living in a state of constant resignation, which sucks the joy out of life and can be detrimental to our physical health. The tips and exercises in this book can help you minimize stress, become more resilient and create a happier, healthier, and more satisfying life.

Mindfulness and resilience guru Dr. Eva Selhub offers a science-based plan that you can use to destress, build inner resources and coping skills, and start enjoying life (and work) again.

- Listen to guided meditations that you can do anytime,

For Dummies

**Musical Theatre For Dummies**

Seth Rudetsky

9781119889502

Pub Date: 12/8/22

\$24.99 USD

384 pages

Paperback

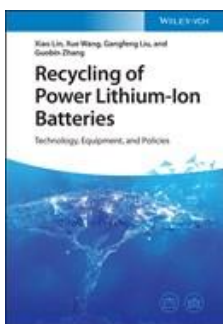
Performing Arts / Theater / Broadway & Musicals

Summary: Discover what goes on behind the curtains of your favorite musical

Have you ever dreamed of being in a Broadway musical, or even just to be in the ensemble in your local community theatre? In *Musical Theater For Dummies*, Broadway insider and host of Sirius/XM Radio's ON BROADWAY channel Seth Rudetsky takes you backstage and shows you what it takes to create a spectacular production. You'll get the behind-the-curtain view of how your favorite on- and off-Broadway shows are made, plus get expert advice on how to launch your own career under the bright lights. If you're new to musical theater, this book will initiate you into the world of musicals by sharing the stories and lingo that defines this fascinating world. This unique book shares insights into what makes musical theatre tick and how you can enjoy a show from your seat in the audience or from the stage itself.

• Learn the history

Wiley-VCH

**Recycling of Power Lithium-Ion Batteries : Technology, Equipment, and Policies**

Xiao Lin, Xue Wang, Gangfeng Liu, Guobin Zhang

9783527351084

Pub Date: 1/4/23

\$145.00 USD

272 pages

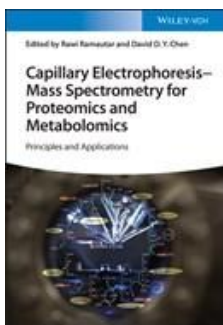
Hardcover

Technology & Engineering / Power Resources / Electrical

Summary: Recycling of Power Lithium-Ion Batteries**Explore the past, present, and future of power lithium-ion battery recycling, from the governing regulatory framework to predictions of the future of the industry**

In *Recycling of Power Lithium-Ion Batteries: Technology, Equipment, and Policies*, a team of distinguished researchers and engineers delivers an authoritative and illuminating exploration of the industrial status and development trends in the global power lithium-ion battery sector. The book examines the development of advanced battery materials and new recycling technologies, as well as typical case studies in enterprise battery recycling. The authors provide a roadmap to the development of spent power battery recycling enterprises that can provide support to the sustainable development industry.

Wiley-VCH

**Capillary Electrophoresis Mass Spectrometry for Proteomics and Metabolomics : Principles and Applications**

Rawi Ramautar, David D. Y. Chen

9783527349210

Pub Date: 12/19/22

\$155.00 USD

400 pages

Hardcover

Science / Life Sciences / Biochemistry

Summary: A powerful and essential resource for researchers with an interest in CE-MS

In *Capillary Electrophoresis Mass Spectrometry for Proteomics and Metabolomics: Principles and Applications*, a team of distinguished researchers delivers a comprehensive overview of bioanalytical capillary electrophoresis coupled to mass spectrometry (CE-MS). The book explains foundational principles, technology as well the strategies and techniques used in data analysis for metabolic and proteomic studies. It also provides a global overview of recent developments and advances for improving CE-MS sensitivity and reproducibility.

An essential handbook for everyone performing metabolomic and proteomic analysis, the information provided here will assist researchers in tapping into the full potential of this technique to answer biological and clinical questions.

Readers will also find:

Wiley

Leading in a Non-Linear World : Building Wellbeing, Strategic and Innovation Mindsets for the Future

Jean Gomes

9781119672722

Pub Date: 1/4/23

\$24.95 USD

256 pages

Hardcover

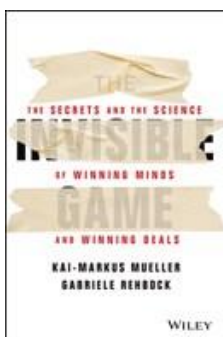
Business & Economics

Summary: Unlock the full potential of your organization in a rapidly transforming world with this explosive resource

Leading in a Non-Linear World: Building Wellbeing, Strategic and Innovation Mindsets for the Future, leads readers through a groundbreaking set of science-based strategies to help them face rising demand, uncertainty and change posed by disruptive technologies and seismic shifts in globalisation. The book shows how our mindset, more than our knowledge and expertise, has the potential to be our greatest asset in facing the future. Jean Gomes reviews the latest brain research revealing that our mindset is the interplay of feeling, thinking, and seeing, and how we can build it to significantly increase our wellbeing and performance.

For over 30 years Jean Gomes has worked with many of the world's most successful leaders in the corporate and sporting world, helping them to harness

Wiley

**The Invisible Game : The Secrets and the Science of Winning Minds and Winning Deals**

Kai-Markus Mueller, Gabriele Rehbock

9781394152988

Pub Date: 1/4/23

\$24.95 USD

272 pages

Hardcover

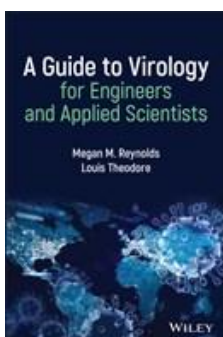
Business & Economics / Sales & Selling / Management

**Summary: Use the latest psychological research to your advantage in everyday sales and business transactions**

In *The Invisible Game: The Science and Secrets of Winning Minds and Deals*, neuroscientist Kai-Markus Mueller and sales professional Gabriele Rehbock deliver a hands-on guide to applying the latest behavioural science to everyday business and sales transactions. In plain English, the book unpacks recently discovered phenomena and explains how to use them to your advantage during your next sales interaction. You'll learn to recognize and master "the Invisible Game," the unconscious dynamics that underlie many common business deals.

In the book, the authors show you how to overcome ingrained, counterproductive habits, respond quickly to high-stakes judgment calls, and assertively set the rules of negotiation in your next sales call in a way that benefits you

Wiley

**A Guide to Virology for Engineers and Applied Scientists : Epidemiology, Emergency Management, and Optimization**

Megan M. Reynolds, Louis Theodore

9781119853138

Pub Date: 12/28/22

\$145.00 USD

368 pages

Hardcover

Technology & Engineering / Industrial Health & Safety

Summary: A hands-on guide covering the fundamentals of virology written from an engineering perspective

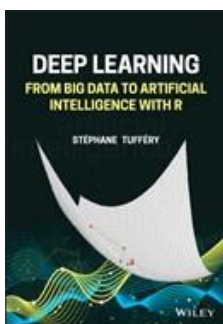
In *A Guide to Virology for Engineers and Applied Scientists: Epidemiology, Emergency Management, and Optimization*, a team of distinguished researchers delivers a robust and accessible treatment of virology from an engineering perspective. The book synthesizes a great deal of general information on viruses—including coronaviruses—in a single volume. It provides critical context that engineers and applied scientists can use to evaluate and manage viruses encountered in the environment. The fundamental principles of virology are explored with calculation details for health and hazard risk assessments. Each chapter combines numerous illustrative examples and sample problems ideal for advanced courses in environmental health and safety, pharmaceuticals, and environmental science and engineering...

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Blockchain Technology in Corporate Governance : Transforming Business and Industries

Kiran Sood, Rajesh Kumar Dhanaraj,
Balamurugan Balusamy, Seifedine Kadry
9781119864950
Pub Date: 11/15/22
\$225.00 USD
448 pages
Hardcover
Computers / Distributed Systems / Client-Server
Computing

Summary: This edited book highlights the current governance framework for the blockchain and its development as a self-governing framework. It discusses the blockchain technology effectiveness in developing solutions for supply chain, trade finance, and banking. Moreover, it shows how banking and financial institutions are the major beneficiaries of this decentralized technology. Furthermore, the book outlines the link between company governance theories, regulatory, ethical, and social controls and the blockchain adoption. It also investigates the recent applications of blockchain technology in the financial services, the health sector, and the energy sector.



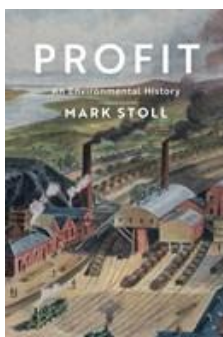
Deep Learning : From Big Data to Artificial Intelligence with R

Stephane S. Tuffery
9781119845010
Pub Date: 1/4/23
\$100.00 USD
608 pages
Hardcover
Computers / Data Science / Data Analytics

Summary: A concise and practical exploration of key topics and applications in data science

In *Deep Learning, from Big Data to Artificial Intelligence*, expert researcher Dr. Stéphane Tufféry delivers an insightful discussion of the applications of deep learning and big data that focuses on practical instructions on various software tools and deep learning methods relying on three major libraries: MXNet, PyTorch, and Keras-TensorFlow. In the book, numerous, up-to-date examples are combined with key topics relevant to modern data scientists, including processing optimization, neural network applications, natural language processing, and image recognition.

This is a thoroughly revised and updated edition of a book originally released in French, with new examples and methods included throughout. Classroom-tested and intuitively organized, *Deep Learning, from Big Data to Artificial Intelligence*



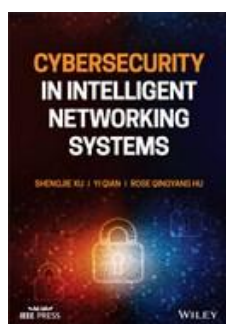
Profit : An Environmental History

M Stoll
9781509533237
Pub Date: 1/24/23
\$35.00 USD
280 pages
Hardcover
Science / Earth Sciences / Geography
Series: Environmental History

Summary: Profit — getting more out of something than you put into it — is the original genius of homo sapiens, who learned how to unleash the energy stored in wood, exploit the land, and refashion ecosystems. As civilization developed, we found more and more ways of extracting surplus value from the earth, often deploying brutally effective methods to discipline people to do the work needed.

Historian Mark Stoll explains how capitalism supercharged this process and traces its many environmental consequences. The financial innovations of medieval Italy created trade networks that, with the European discovery of the Americas, made possible vast profits and sweeping cultural changes, to the detriment of millions of slaves and indigenous Americans; the industrial age united the world in trade and led to an energy revolution that changed lives everywhere. But when efficient production left soc...

Wiley-IEEE Press



Cybersecurity in Intelligent Networking Systems

Shengjie Xu, Yi Qian, Rose Qingyang Hu
9781119783916
Pub Date: 1/24/23
\$135.00 USD
160 pages
Hardcover
Computers / Security
Series: IEEE Press

Summary: Help protect your network with this important reference work on cyber security

Cyber threats are a common issue to your security and privacy. As various malicious threats and malware have been launched that target critical online services—such as e-commerce, e-health, social networks, and other major cyber applications—it has become more critical to protect important information from being accessed. Data-driven network intelligence is a crucial development in preserving the integrity of your computer by identifying anomalies and ensuring information privacy.

Data-driven Network Intelligence for Cybersecurity provides a comprehensive introduction to exploring technologies, applications, and issues in data-driven cyber infrastructure. It describes a proposed novel, data-driven network intelligence system that helps provide safeguards for edge-enabled infrastructure, edge-enabled art

Wiley-Blackwell



The Chaucer Encyclopedia, 4 Volumes

Richard Newhauser, Vincent Gillespie, Jessica Rosenfeld, Katie Walter
9781119087991
Pub Date: 12/27/22
\$860.00 USD
2000 pages
Hardcover
Literary Criticism / European / English, Irish, Scottish, Welsh

Summary: *The Chaucer Encyclopedia* provides the most comprehensive overview to date of the life, times, works, sources/analogues, and influence of Geoffrey Chaucer (b. 1340s – d. 1400). It also makes accessible the approaches readers have taken to understanding Chaucer's oeuvre, as well as the analogues and sources (direct or intermediary, contemporary or from the distant past) of Chaucer's works. Providing nearly 1400 entries, more than any similar work on the market today, *The Chaucer Encyclopedia* is the best source for a new generation of students and scholars.

The Chaucer Encyclopedia includes material on:

- Important people, places, things, and concepts in Chaucer's life and works that influenced and shaped him as a writer
- Chaucer's influence on generations of writers after him, including authors around the world who continue to look to Chaucer's texts for inspiration



Polity



Superstates : Empires of the Twenty-First Century

Alasdair Roberts
9781509544486
Pub Date: 2/13/23
\$24.95 USD
224 pages
Paperback
Political Science / International Relations

Summary: In this century, the world will conduct an extraordinary experiment in government. In 2050, forty percent of the planet's population will live in just four places: India, China, the European Union, and the United States. These are superstates -- polities that are distinguished from normal countries by expansiveness, population, diversity, and complexity.

How should superstates be governed? What must their leaders do to hold these immense polities together in the face of extraordinary strains and shocks? Alasdair Roberts looks to history for answers. Superstates, he contends, wrestle with the same problems of leadership, control and purpose that plagued empires for centuries. But they also bear heavier burdens than empires -- including the obligation to improve life for ordinary people and respect human rights.

One axiom of history was that empires always died. Size and complexity

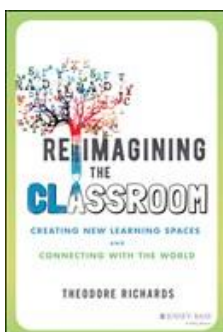


**Defending Women's Spaces**

Karen Ingala Smith
9781509554447
Pub Date: 1/24/23
\$22.95 USD
120 pages
Paperback
Social Science / Gender Studies

Summary: Who counts as a woman? This question lies at the heart of many public debates about sex and gender today. While we increasingly recognise the desire of some to eliminate the sex binary in law, a particular boiling point emerges through conflicting demands over women's spaces. Which should govern access to these – sex or gender identity?

Karen Ingala Smith, a veteran campaigner for women's and girls' rights, opts for the first choice. In this trenchant critique of inclusivity politics, she argues that we cannot ignore the wealth of evidence which shows that people of the female sex have a unique set of needs which are often not met by mixed-sex spaces. Drawing on her 30 years of experience in researching and recording men's violence against women and girls, she outlines how certain spaces, including refuges, benefit from remaining single sex – and what they stand to lose. Written ...

**Reimagining the Classroom : Creating New Learning Spaces and Connecting with the World**

Theodore Richards
9781119877042
Pub Date: 12/8/22
\$30.00 USD
224 pages
Paperback
Education / Teaching

Summary: A practical approach to shared inquiry and exploration in K-12 classrooms

We are in a period of unknowns unlike any in a generation or more. As educators, we need new pathways and ideas that can help us educate children for the world to come.

Reimagining the Classroom: Creating New Learning Spaces and Connecting with the World provides practical steps and examples that parents and educators can use to begin to create new learning spaces, approaches, and outcomes. Dr. Richards' provocative book asks us to reconsider some of our basic assumptions about teaching and learning. It helps parents and educators question and recast these assumptions and practices while providing concrete, tested activities and ideas that will help readers reimagine educational spaces rooted in the notion that classrooms—and the stories we tell in them—are a metaphor for the world we hope to create.

Avatar: The Last Airbender and Philosophy : Wisdom from Aang to Zuko

Helen De Cruz, Johan De Smedt, William Irwin, Aaron Ehasz
9781119809807
Pub Date: 11/22/22
\$21.95 USD
288 pages
Paperback
Philosophy
Series: The Blackwell Philosophy and Pop Culture Series

Summary: Would our world be a better place if some of us were benders?

Can Katara repair the world through care?

Is Toph a disability pride icon?

What does it mean for Zuko to be bad at being good?

Can we tell whether uncle Iroh is a fool or a sage?

The world is out of sorts. The four nations, Water, Earth, Fire, and Air, are imbalanced because of the unrelenting conquest of the Fire Nation. The only one who can restore balance to the world is the Avatar. On the face of it, *Avatar: The Last Airbender* is a story about a lone superhero. However, saving the world is a team effort, embodied in Team Avatar, aka the Gaang. Aang needs help from his friends and tutors, even from non-human animals. Through the teachings of Guru

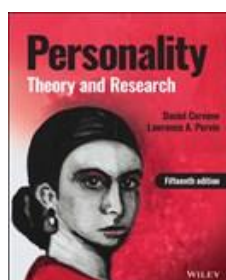


On the Emergence of an Ecological Class : A Memo

Bruno Latour, Nikolaj Schultz, Julie Rose
9781509555062
Pub Date: 2/21/23
\$12.95 USD
80 pages
Paperback
Social Science / Sociology

Summary: Under what conditions could ecology, instead of being a set of movements among others, organize politics around an agenda and set of beliefs? Can ecology aspire to define the political horizon in the way that liberalism, socialism, conservatism and other political ideologies have done at various times and places? What can ecology learn from history about how new political movements emerge and how they win the struggle for ideas, long before they can translate their ideas into parties and elections?

In this short text, consisting of 76 discussion points, Bruno Latour and Nikolaj Schultz argue that if the ecological movement is to gain ideological consistency and autonomy, it must offer a political narrative that recognizes, embraces and effectively represents its project in terms of social conflicts. Political ecology must accept that it brings along division. It must provide a ...



Personality : Theory and Research (15th Edition)

Daniel Cervone, Lawrence A. Pervin
9781119891673
Pub Date: 12/20/22
\$75.95 USD
512 pages
Paperback
Psychology / Personality

Summary: A comprehensive and accessible approach to personality theory and research with a renewed focus on contemporary findings

In the newly revised 15th edition of *Personality: Theory and Research*, a team of distinguished researchers delivers balanced and up-to-date coverage of the major theories of personality and the latest psychological research on the subject. The book offers consistent theory-by-theory discussions of personality structures, processes, and development and provides readers with a foundation to compare and relate each theory to the others.

New case simulations bridge the gap between theory and practice and a unique package of textbook features enables students to develop their critical thinking skills as they evaluate theories and research and consider their relevance to practical applications. The authors present thorough historical coverage of the development of per



Semantics (5th Edition)

John I. Saeed
9781119709855
Pub Date: 12/27/22
\$45.95 USD
528 pages
Paperback
Language Arts & Disciplines / Linguistics / Semantics
Series: Introducing Linguistics

Summary: The latest edition of the bestselling introduction to the field of linguistic semantics, updated throughout and featuring a wholly new chapter on inferential pragmatics

Semantics, Fifth Edition, is a comprehensive and well-balanced introduction to the study of the communication of meaning in language. Assuming no previous background in semantics and limited familiarity with formal linguistics, this student-friendly textbook describes the concepts, theory, and study of semantics in an accessible and clear style. Concise chapters describe the role of semantics within contemporary linguistics, cover key topics in the analysis of word and sentence meaning, and review major semantic theories such as componential theory, formal semantics, and cognitive semantics.

The updated fifth edition incorporates recent theoretical developments and important research in linguistic semantics



Wiley-Blackwell



The Wiley Blackwell Encyclopedia of Social and Political Movements (2nd Edition)

David A. Snow, Donatella della Porta, Doug McAdam, Bert Klandermans

9781119692201

Pub Date: 12/5/22

\$995.00 USD

2912 pages

Hardcover

Social Science / Sociology

Series: Wiley Blackwell Encyclopedias in Social Sciences



Summary: The expanded second edition of the definitive interdisciplinary reference work on social and political movements, updated with more than 200 new entries

The Wiley Blackwell Encyclopedia of Social and Political Movements provides authoritative and up-to-date coverage of important social movements, revolutions, and related collective phenomena worldwide. Unparalleled in depth and scope, this comprehensive resource contains 600+ entries written by an international panel of contributors from disciplines such as sociology, political science, anthropology, human geography, and social psychology. Alphabetically organized entries encompass a comprehensive range of historical and modern movements, protests and topics that reflect a diversity of social contexts and theoretical perspectives, concepts, processes, and methods.

The second edition incorporates significant social and political

Jossey-Bass

Small Teaching K-8 : Igniting the Teaching Spark with the Science of Learning

Sarah Sanders, James M. Lang

9781119862796

Pub Date: 11/23/22

\$27.00 USD

272 pages

Paperback

Education / Educational Psychology

Summary: Cognitive science research-based teaching techniques any educator can implement in their K-8 classroom

In *Small Teaching K-8*, a team of veteran educators bridges the gap between cognitive theory and the K-8 classroom environment, applying the same foundational research found in author James Lang's bestselling *Small Teaching: Everyday Lessons from the Science of Learning* to the elementary and middle school setting. Via clear descriptions and step-by-step methods, the book demonstrates how to integrate simple interventions into pre-existing pedagogical techniques to dramatically improve student outcomes.

The interventions consist of classroom or online learning activities, one-time additions, or small modifications in course design or communication. Regardless of their form, they all deliver powerful, positive consequences.

Wiley-IEEE Press

Deep Learning Approaches for Security Threats in IoT Environments

Mohamed Abdel-Basset, Nour Moustafa, Hossam Hawash

9781119884149

Pub Date: 12/20/22

\$150.00 USD

384 pages

Hardcover

Computers / Artificial Intelligence

Summary: An expert discussion of the application of deep learning methods in the IoT security environment

In *Deep Learning Approaches for Security Threats in IoT Environments*, a team of distinguished cybersecurity educators deliver an insightful and robust exploration of how to approach and measure the security of Internet-of-Things (IoT) systems and networks. In this book, readers will examine critical concepts in artificial intelligence (AI) and IoT, and apply effective strategies to help secure and protect IoT networks. The authors discuss supervised, semi-supervised, and unsupervised deep learning techniques, as well as reinforcement and federated learning methods for privacy preservation.

This book applies deep learning approaches to IoT networks and solves the security problems that professionals frequently encounter when working in the field of IoT, as well as providing ways in which

For Dummies

**Android Smartphones For Dummies**

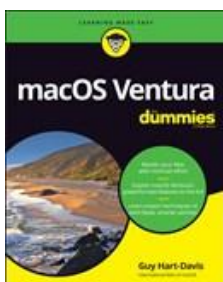
Jerome DiMarzio
9781119900382
Pub Date: 12/1/22
\$29.99 USD
320 pages
Paperback
Computers / Hardware / Cell Phones & Devices

Summary: Become smartphone savvy with Dummies

Android Smartphones For Dummies is the all-new guide to Android phones with the familiar Dummies charm everyone loves. This book will give Android rookies a crash-course in how to use these popular phones. You'll go beyond the basics of texting and taking photos—we'll walk you through all the pro tips and tricks for customizing your phone, optimizing all your settings, using social media (safely), and making the most of apps and widgets. We'll even teach you how to make calls, because phones can still do that.

- Set up and customize your new Android phone
- Take stunning pictures, video, and even selfies
- Find the best apps to make your life easier and more fun
- Keep your data secure and private while you browse the internet

For Dummies

**macOS Ventura For Dummies**

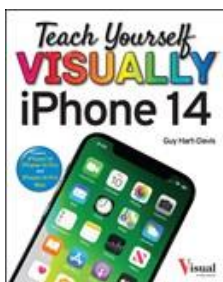
Guy Hart-Davis, Bob LeVitus
9781119912873
Pub Date: 12/1/22
\$29.99 USD
Paperback
Computers / Operating Systems / Mac OS

Summary: Learn the ins and outs of macOS Ventura

macOS Ventura For Dummies is packed with all the information you need on this latest version of macOS. With expert tips, tricks, and troubleshooting ideas, it's the trusted guide for those new to Mac computers and those upgrading their systems. Learn how to organize your files, ensure that your data is secure, work more efficiently, and take advantage of the newest features. Dummies helps you navigate the interface, use helpful shortcuts, and beyond—the easy way.

- Explore the features of macOS Ventura and get things done with ease
- Find out how to locate files, open and close programs, and customize the OS
- Troubleshoot common problems and keep your system running smoothly
- Make sure your data is secure and your computer is

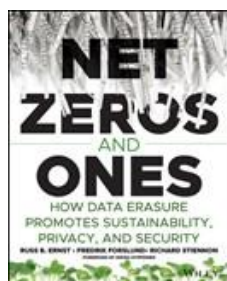
Visual

**Teach Yourself VISUALLY iPhone 14** (7th Edition)

Guy Hart-Davis
9781394156047
Pub Date: 12/1/22
\$32.00 USD
336 pages
Paperback
Computers / Hardware / Cell Phones & Devices
Series: Teach Yourself VISUALLY (Tech)

Summary: Learn what your new iPhone 14, 14 Pro, and 14 Pro Max is capable of with 900 color screen shots!

Teach Yourself VISUALLY iPhone 14 is your ultimate guide to getting the most out of your brand-new iPhone! Apple's graphics-driven iOS 16 is perfect for visual learners, so this book uses a visual approach to show you what you need to know to get up and running—and much, much more. Full-color screen shots walk you step-by-step through setup, configuration, and the full range of your iPhone's awesome capabilities. Whether you are new to the iPhone or have just upgraded to the 14, 14 Pro, or 14 Pro Max, this book helps you unlock your phone's full functionality and maximize your use and enjoyment of it. Stay in touch by phone, text, email, FaceTime Audio or Video calls, and social media; download and enjoy books, music, movies, and more; take, edit, and organize photos and videos; track...



Net Zeros and Ones : How Data Erasure Promotes Sustainability, Privacy, and Security

Richard Stiennon, Russ Ernst, Fredrik Forslund
9781119866169

Pub Date: 12/8/22

\$24.99 USD

250 pages

Paperback

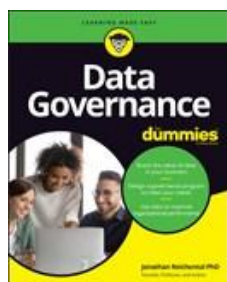
Computers / Data Science

Summary: Design, implement, and integrate a complete data sanitization program

In *Net Zeros and Ones: How Data Erasure Promotes Sustainability, Privacy, and Security*, a well-rounded team of accomplished industry veterans delivers a comprehensive guide to managing permanent and sustainable data erasure while complying with regulatory, legal, and industry requirements. In the book, you'll discover the why, how, and when of data sanitization, including why it is a crucial component in achieving circularity within IT operations. You will also learn about future-proofing yourself against security breaches and data leaks involving your most sensitive information—all while being served entertaining industry anecdotes and commentary from leading industry personalities.

The authors also discuss:

For Dummies



Data Governance For Dummies

Reichenbach

9781119906773

Pub Date: 12/8/22

\$34.99 USD

320 pages

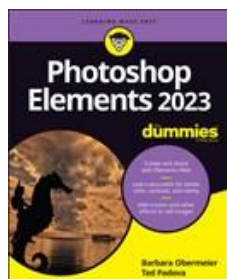
Paperback

Computers / Data Science

Summary: How to build and maintain strong data organizations—the Dummies way

Data Governance For Dummies offers an accessible first step for decision makers into understanding how data governance works and how to apply it to an organization in a way that improves results and doesn't disrupt. Prep your organization to handle the data explosion (if you know, you know) and learn how to manage this valuable asset. Take full control of your organization's data with all the info and how-tos you need. This book walks you through making accurate data readily available and maintaining it in a secure environment. It serves as your step-by-step guide to extracting every ounce of value from your data.

- Identify the impact and value of data in your business
- Design governance programs that fit your organization
- Discover and adopt tools that measure performance and need



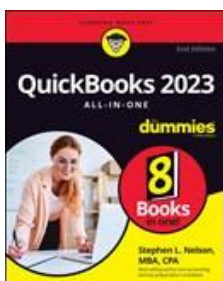
PHTS '2023 VERSION' FOR DUMMIES

9781119912903

Pub Date: 11/3/22

\$39.95 USD

For Dummies

**QuickBooks 2023 All-in-One For Dummies**

Stephen L. Nelson

9781119906131

Pub Date: 11/23/22

\$34.99 USD

640 pages

Paperback

Business & Economics / Accounting / Managerial

Summary: The quickest way to learn everything there is to know about QuickBooks

QuickBooks is the leading small business accounting software, designed to help you handle your financial and business tasks more effectively. *QuickBooks 2023 All-in-One For Dummies* answers all your QuickBooks questions, with 8 content-rich mini books in one complete package. You can get the most out of the latest QuickBooks release, thanks to this go-to reference covering account setup, double entry bookkeeping, invoicing customers, paying vendors, tracking inventory, creating a business plan, cloud storage, and everything else QuickBooks can do for you. Plus, you can access your information from any device with new online features, making it easy to manage your business on the go. *Dummies* walks you through everything, step by step.

- Set up QuickBooks for your small business and import all your accounts and data

For Dummies

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

Jenn Herman, Corey Walker, Eric Butow

9781119931799

Pub Date: 12/8/22

\$19.99 USD

320 pages

Paperback

Computers / Internet / Social Media

Summary: Are you on Insta? Start sharing pictures and a lot, lot more

Instagram For Dummies helps you navigate Instagram and all the updates coming to the platform. For new and experienced users, this book keeps you in the know, so you can post to your feed, create Reels and Stories, broadcast and watch live video, and so much more. This handy guide covers creating Reels to attract more followers, adding updates and stickers for stories, and the addition of multiple feeds so you can customize your experience. There are so many new features coming to this ever-more-popular social platform, you need a friend like *Dummies* to help you keep up. Create viral content, or just share cat pics with your close friends and family.

- Learn the basics of the Instagram app and web interfaces
- Get started with your first posts, Stories, and Reels

Wiley

**Metaversed : See Beyond The Hype**

LB Martins

9781119888581

Pub Date: 12/1/22

\$28.00 USD

Paperback

Business & Economics / Entrepreneurship

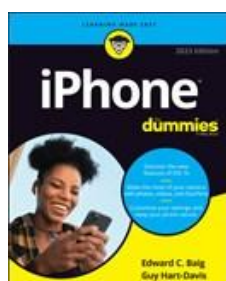
**Summary: Understand the coming metaverse—and discover how to look past the hype and harness the future of technology.**

Metaversed is an insightful discussion and analysis of the next, rapidly approaching technological revolution. The authors deliver a compelling new exploration of how the metaverse and emerging technologies combine to define our collective future. In addition to identifying the business opportunities, the book pulls back the curtain on major safety and privacy issues that will arise and the expected shifts in both our private and social spheres.

In the book, you'll understand:

- How multiple industries will be changed and challenged in a 3D spatial world and how to navigate the future crypto-laden business landscape;
- Legal and policy considerations necessary to build and

For Dummies



iPhone For Dummies (2023)
 Guy Hart-Davis, Edward C. Baig
 9781119912811
 Pub Date: 11/23/22
 \$29.99 USD
 Paperback
 Computers / Hardware / Cell Phones & Devices

Summary: Hey Siri, order iPhone For Dummies

iPhone For Dummies, the much-loved guide to Apple's killer smartphone, is updated for 2023. This book walks you through all the latest features of iOS 16 and the latest iPhone models, including the iPhone 14. Looking for a guide to an older model? We've got you covered there, too, with plenty of know-how that applies to previous iPhones. Keep in touch with family and friends all over the world with calls, texts, and FaceTime. We'll also show you how to use your iPhone as a music player, a gaming system, a camera, and a productivity enhancer, all wrapped up in one touch-screen package.

- Learn your way around your Apple iPhone 14 (or older models)
- Discover the new features of iOS 16 and make the most of your phone
- Customize your settings, keep your phone secure, and

For Dummies



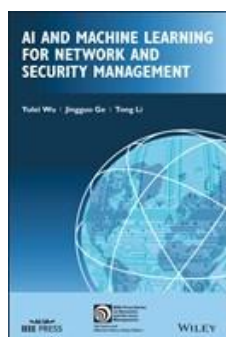
iPhone For Seniors For Dummies (2023)
 Dwight Spivey
 9781119912842
 Pub Date: 11/23/22
 \$29.99 USD
 Paperback
 Technology & Engineering / Mobile & Wireless Communications

Summary: Learn your way around iOS 16 and the latest iPhone models

iPhone For Seniors For Dummies is the perfect guide for seniors who want to use the iPhone to make calls, send and receive text messages, check e-mail, and FaceTime with loved ones. With its larger font size, crystal-clear figures and drawings, and content on senior-friendly apps of all kinds, this book is accessible and tailored specifically to fit the needs of the 50+ crew. The possibilities of your smart phone are nearly endless, and, with the help of Dummies, you'll discover just how much this pocket-sized computer can do. Set up your new phone, take great photos and videos, secure your data, and stay safe online.

- Update your iPhone and navigate iOS 16
- Customize your phone and find exciting new apps
- Snap memorable photos and record videos you'll treasure

Wiley-IEEE Press



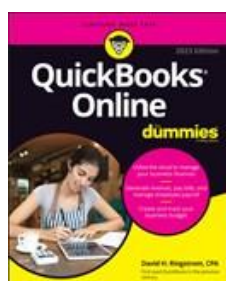
AI and Machine Learning for Network and Security Management
 Wu
 9781119835875
 Pub Date: 12/8/22
 \$125.00 USD
 320 pages
 Hardcover
 Computers / Security / Network Security
 Series: IEEE Press Series on Networks and Service Management

Summary: Extensive Resource for Understanding Key Tasks of Network and Security Management

AI and Machine Learning for Network and Security Management covers a range of key topics of network automation for network and security management, including resource allocation and scheduling, network planning and routing, encrypted traffic classification, anomaly detection, security operations, and how AI and machine learning can help with the network automation in these areas. In addition, the authors introduce their large-scale intelligent network management and operation system and elaborate how the aforementioned areas can be integrated into this system, plus how the network service can benefit.

Sample ideas covered in the thought-provoking work include:

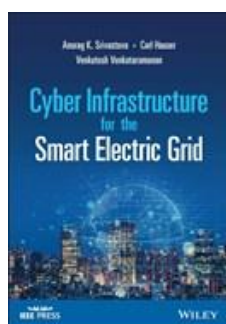
- How cognitive means, e.g., knowledge transfer, can help with network and security management



QuickBooks Online 2023 For Dummies (8th Edition)
 David H. Ringstrom
 9781119910008
 Pub Date: 11/23/22
 \$29.99 USD
 Paperback
 Business & Economics / Accounting / Managerial

Summary: Your one-stop guide to taking your books into the cloud

QuickBooks Online For Dummies is the go-to for cloud-based small business accounting. Online accounting could be saving you time and money. Newcomers to QuickBooks Online will love this updated edition of the classic guide to making the most of mobile accounting, while accountants will appreciate the practice management features in QuickBooks Online Accountant. Dummies makes it easy to learn the program's key features, including getting started, creating invoices and credit memos, recording sales receipts, recording and paying bills, setting up inventory items, tracking business accounts and credit cards, printing checks, processing payroll and preparing payroll tax returns, building a budget, reconciling bank accounts, generating financial reports, job estimating, billing, and tracking, backing up your data, simplifying tax...



Cyber Infrastructure for the Smart Electric Grid

Anurag K. Srivastava, Carl Hauser, Venkatesh Venkataraman
 9781119460756
 Pub Date: 2/6/23
 \$140.00 USD
 192 pages
 Hardcover
 Science / Energy
 Series: IEEE Press

Summary: Explore a thorough treatment of the foundations of smart grid sensing, communication, computation, and control

As electric power systems undergo a transformative upgrade with the integration of advanced technologies to enable the smarter electric grid, professionals who work in the area require a new understanding of the evolving complexity of the grid.

Cyber Infrastructure for the Smart Electric Grid delivers a comprehensive overview of the fundamental principles of smart grid operation and control, smart grid technologies, including sensors, communication networks, computation, data management, and cyber security, and the interdependencies between the component technologies on which a smart grid's security depends. The book offers readers the opportunity to critically analyze the smart grid infrastructure needed to sense, communicate, compute, and



Reinventing Virtual Events : How To Turn Ghost Webinars Into Hybrid Go-To-Market Simulations That Drive Explosive Attendance

Justin Michael, Julia Nimchinski
 9781394159253
 Pub Date: 12/28/22
 \$30.00 USD
 240 pages
 Hardcover
 Business & Economics / Business Communication / Meetings & Presentations

Summary: Are your webinars a ghost town? We have the antidote.

There's never been a better time to reinvent virtual events by transforming them into customer-centric experiences.

Reinventing Virtual Events reveals a new way to produce online experiences that are entirely interactive called "Customer-Centric Events." You will learn how to turn your ghost webinars into hybrid go-to-market simulations that drive explosive attendance and revenue growth with your customer center stage.

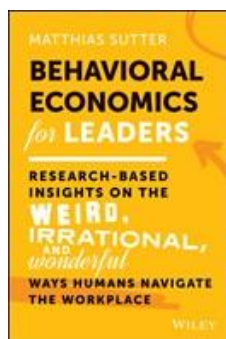
This book shatters conventional wisdom to create unconventional webinars that will dazzle your prospective customers and flood your pipeline. We will teach you next-level tips, tactics, and strategies to be wildly successful at orchestrating your online events in never-before-seen ways. You'll learn how to:



December



Wiley



**Behavioral Economics for Leaders
: Research-Based Insights on the Weird,
Irrational, and Wonderful Ways Humans
Navigate the Workplace**

Matthias Sutter

9781119982975

Pub Date: 1/5/23

\$29.00 USD

256 pages

Hardcover

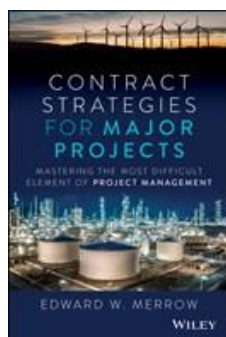
Business & Economics / Leadership

**Summary: Every leader should know the surprising
research and strange conclusions of behavioral
economics--for fairness, teamwork and productivity**

You and your colleagues don't always make rational decisions. Sometimes that's a problem that leaders must address, and sometimes that can be a good thing--when employees put their colleagues interests ahead of their own. Dr. Matthias Sutter, a leading economist from Germany's world-renowned Max Planck Institute explains the latest surprising insights based on behavioral economics research. The book explains how people tick, how they react to incentives (monetary or non-monetary in nature) and what that means for working together—or against each other—at work.

Dr. Sutter summarizes new and classic behavioral science research that applies the everyday business world, so leaders can improve teams and organizations. The research-based

Wiley



**Contract Strategies for Major Projects
: Mastering the Most Difficult Element of
Project Management**

EW Merrow

9781119902096

Pub Date: 1/5/23

\$50.00 USD

304 pages

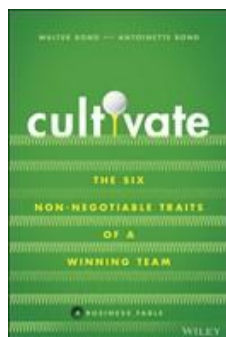
Hardcover

Business & Economics / Project Management

**Summary: Major Projects are Delayed by Months or
Years, and Cost Millions More Than Budgeted, Because
of Common Mistakes Made at the Contracting Stage**

Organizations that invest huge amounts of capital in major building/industrial projects almost never do the engineering and building themselves. They hire engineering and construction contractors to do it for them. Unfortunately, selecting contractors and negotiating the terms of a major project is one of the most difficult aspects of project management...and organizations waste billions of dollars and "bake in" months or years of delay by doing it wrong. Contracting is also the area of project management that is most prone to firmly held opinions unencumbered by any facts. We intend to remedy that situation with this book. Drawing on a proprietary detailed database of over 1100 major projects, the world's leading industrial engineering pr...

Wiley



**Cultivate : The 6 Non-Negotiable Traits of a
Winning Team**

Walter Bond, Antoinette Bond

9781119909118

Pub Date: 1/5/23

\$25.00 USD

256 pages

Hardcover

Business & Economics / Motivational

**Summary: Recruit, develop, and retain a
high-performing team**

Cultivate: The Six Non-Negotiable Traits of a Winning Team is a robust and empowering narrative about three corporate team leaders discovering how to build a high-performing team. Over the course of the story, you'll follow these frustrated leaders as they take an introspective look into their own flaws, strengths, fears, habits, and shortcomings and learn firsthand how they impact their teams' cultures.

The authors demonstrate how leaders build the cultures they work in and explain why it's up to them to manage and improve it. The book is packed with tried-and-true teamwork fundamentals that are simple to understand and apply. Readers will also find:

- Explanations of why companies are struggling to recruit, develop, and retain strong teams

Work Here Now : Think Like a Human and Build a Powerhouse Workplace

Melissa Swift

9781119895275

Pub Date: 1/12/23

\$28.00 USD

240 pages

Hardcover

Business & Economics / Human Resources & Personnel Management

Summary: Make work suck less and improve the performance of your people with this practical, hands-on guide

The COVID-19 pandemic and an ever-changing array of new ways of working seem to have all of us asking, "Does work really have to suck this bad?" It looks like a small taste of flexibility and freedom has made many of us rethink the nature of the work we do and how we do it.

In *Work Here Now: Think Like a Human and Build a Powerhouse Workplace*, Mercer's North American Transformation Leader Melissa Swift delivers an eye-opening roadmap to better work that generates wins for companies and employees alike. In the book, you'll explore different ways to improve the growth-impeding, borderline inhumane people management practices we've created and endured over time. You'll also find:

Nonprofit Resilience : Use Lean Risk Management to Improve Performance and Increase Employee Engagement

Ted Bilich

9781394153824

Pub Date: 12/28/22

\$28.00 USD

240 pages

Hardcover

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

Summary: Some 78,000,000 readers in the United States work for a nonprofit or serve on a nonprofit Board of Directors. Those nonprofits are in peril: they have a tough business model even in the best of times, and the past few years have not been the best of times.

Nonprofits know they need to strive for resilience and sustainability, but they have few roadmaps for that journey. *Manage Your Nonprofit for Resilience* meets that need. The book draws on decades of work in the field by an expert in nonprofit risk management. It will feature proprietary survey research from hundreds of nonprofits and will provide a practical framework for implementing a process to identify and address threats before they become crises and opportunities before they pass the nonprofit by. In short, the book provides a blueprint for a nonprofit early warning system.

Impactful Inclusion Toolkit : 52 Activities to Help You Learn and Practice Inclusion Every Day in the Workplace

Yvette Steele

9781119930204

Pub Date: 1/5/23

\$35.00 USD

288 pages

Paperback

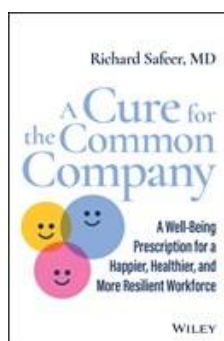
Business & Economics / Workplace Culture

Summary: Practical, hands-on strategies to increase inclusion, diversity, and equity in your workplace

In *Impactful Inclusion Toolkit: 52 Activities to Help You Learn and Practice Inclusion Every Day in the Workplace*, accomplished diversity, equity, and inclusion (DEI) strategist and leader Yvette Steele delivers a collection of practical and hands-on exercises that encourage and promote inclusion in the workplace. The exercises emphasize the development of key inclusive behaviors, including self-knowledge, connecting with others, creating new habits, and experiencing other cultures.

In the book, you'll find:

- 52 behaviors to practice during the year that will empower you to be more inclusive in the real world
- Concrete instructions regarding *how* to become more inclusive, rather than just high-level information about



A Cure for the Common Company : A Well-Being Prescription for a Healthier, Happier, and More Resilient Workforce

Richard Safeer

9781119899969

Pub Date: 1/19/23

\$28.00 USD

256 pages

Hardcover

Business & Economics / Training

Summary: Make your workforce happier, healthier—and more productive—with strategies from a world-leader in company culture and health

In *A Cure for the Common Company: A Well-Being Prescription for a Happier, Healthier, and More Resilient Organization*, health and well-being expert, Richard Safeer, M.D. delivers a step-by-step roadmap to creating a culture of health on your team and in your company that keeps your people happier and more engaged. In the book, you'll discover the importance of shaping your well-being culture, challenging yourself, your team, and your workforce to live better lives by offering them new tools and methods to do just that. This book discusses:

- Bulletproof strategies to help leaders build a sound cultural foundation that supports their efforts at change
- A path forward that allows organizational leaders to step up and help their employees be the best versions



Warren Buffett : Inside the Ultimate Money Mind

Robert G. Hagstrom

9781394168446

Pub Date: 1/12/23

\$22.95 USD

Paperback

Business & Economics / Investments & Securities

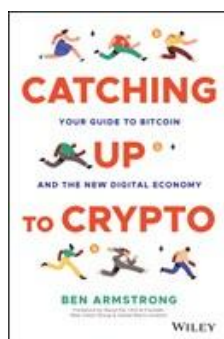


Summary: In *Warren Buffett: Inside the Ultimate Money Mind*, Hagstrom breaks new ground with a deep analysis of Buffett's essential wisdom, an intricate mosaic of wide-ranging ideas and insights that Buffett calls a Money Mind.

What exactly is a Money Mind? At one level, it's a way of thinking about major financial issues such as capital allocation. At another level, it summarizes an overall mindset for successfully investing in today's fast-paced stock market, a mindset that depends on a commitment to learning, adapting, and facing down irrelevant noise.

This is not a method book. It is a thinking book.

Warren Buffett: Inside the Ultimate Money Mind explains the philosophies of self-reliance, stoicism, rationalism, and pragmatism and their contributions to making intelligent investment decisions. It also outlines the evolution of value



Catching Up to Crypto : Your Guide to Bitcoin and the New Digital Economy

Ben Armstrong

9781394158744

Pub Date: 1/12/23

\$27.00 USD

256 pages

Hardcover

Business & Economics / Finance



Summary: A fun and authoritative guide to bitcoin and the future of money

In *Catching Up to Crypto: Your Guide to Bitcoin and the New Digital Economy*, celebrated crypto and Bitcoin expert Ben Armstrong delivers an exciting and fresh new exploration of Bitcoin and digital currencies. He explains what Bitcoin is, how it works, and how and why we're all transitioning to a digital economy as we speak. He discusses the deficiencies of traditional fiat currency, how it's commonly manipulated, and how we can all benefit from the adoption of new, digital assets.

In the book, you'll discover how Bitcoin operates in the real-world and how the underlying technology—known as the blockchain—operates. You'll also learn about:

- The importance of decentralization, trust-less commerce and cryptographic consensus.

For Dummies

**Insects & Spiders For Dummies**

John D. Stark

9781119900313

Pub Date: 12/28/22

\$24.99 USD

384 pages

Paperback

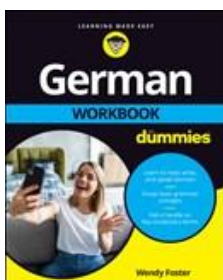
Nature / Animals / Insects & Spiders

Summary: Gain a greater understanding of the entomological world

Insects make up more than half of all living things on the planet. Spiders are everywhere, too. Conquer your fear of creepy-crawlies and learn more about these fascinating creatures with *Insects & Spiders For Dummies*. Inside, you'll discover how they benefit our ecosystem, learn about different types of species, understand their habitats, and more. This book is packed with information to help you learn about their anatomy, their role in the food chain, the numerous benefits they provide, and even how we put them to use to make products that we use. The next time you want to swat that fly, step on that annoying ant, or squeamishly squish that spider scurrying across the floor, think again!

- Understand how insects benefit our ecosystem
- Admire the diversity—and beauty—of bugs

For Dummies

**German Workbook For Dummies (2nd Edition)**

Foster

9781119986676

Pub Date: 12/28/22

\$19.99 USD

336 pages

Paperback

Foreign Language Study / German

Summary: Sprechen sie Deutsch? Learn this fun language with Dummies

German Workbook For Dummies is for German beginners who want to get started learning the official language of 7 countries. Packed with foundational grammar and integrated vocab, *German Workbook For Dummies* will set new language learners on their way to an exciting experience learning this complex language. Inside, you'll find plenty of practice for an experience that supports how people learn languages most effectively. As you make your way through the workbook, your confidence will grow as you discover how to handle greetings and introductions, make small talk, and understand daily encounters... auf Deutsch!

- Practice your speaking and writing skills in German
- Grasp the basics of German grammar
- Learn functional vocabulary and common slang
- Complete exercises and activities to build your

For Dummies

**Business Meeting & Event Planning For Dummies (2nd Edition)**

Susan Friedmann

9781119982814

Pub Date: 1/12/23

\$29.99 USD

400 pages

Paperback

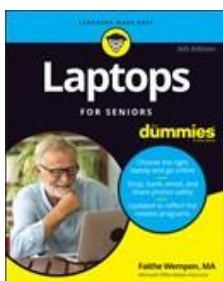
Business & Economics / Business Communication / Meetings & Presentations

Summary: Hold productive meetings and events with help from Dummies

It's a whole new world out there. With so many companies, big and small, electing to move to virtual or hybrid operating models, meetings have arguably become more important than ever as the primary way teams communicate day-to-day. But how do you maximize engagement when a screen sits between you and your coworkers? In *Business Meeting & Event Planning For Dummies*, expert author Susan Friedmann shares her tips and insider tricks for navigating virtual and hybrid gatherings without missing a beat. Armed with top-notch guidance and insider tips from Dummies, you'll be able to streamline meetings to maximize efficiency and save money – on or offline.

- Create effective and exciting business events and presentations
- Keep on time and on budget, maintain group

For Dummies



Laptops For Seniors For Dummies (6th Edition)
 Faithe Wempen
 9781394152162
 Pub Date: 12/28/22
 \$24.99 USD
 432 pages
 Paperback
 Computers / Hardware

Summary: The basics you need to get more comfortable with laptops, without any of the fluff

Laptops For Seniors For Dummies is just for you. We help readers in the 55+ club get the most out of their laptops. You'll discover how to choose the best laptop for your needs and how to use Microsoft Windows, to share photos, surf the web, use e-mail, and much more. With large text, clear graphics, and easy-to-follow instructions, this *For Seniors For Dummies* guide will get you up to speed on your new device in no time. Even if you're upgrading from a typewriter, we can help you choose the right laptop to buy, understand your operating system, use files and folders, download and install software, and stay safe online. It's all the stuff you need to know to make your laptop work for you.

- Choose and purchase the right laptop for your needs
- Navigate your Windows 10 or 11 operating system with confidence

For Dummies



Hedge Funds For Dummies (2nd Edition)
 Ann C. Logue
 9781119907558
 Pub Date: 1/19/23
 \$29.99 USD
 400 pages
 Paperback
 Business & Economics / Investments & Securities

Summary: Hedge your stock market bets with funds that can deliver returns in down markets

Hedge Funds For Dummies is your introduction to the popular investing strategy that can help you gain positive returns, no matter what direction the market takes. Hedge funds use pooled funds to focus on high-risk, high-return investments, often with a focus on shorting—so you can earn profit even when stocks fall. But there's a whole lot more to it than that. This book teaches you about the diversity of hedge funds, their pros and cons, and their potentially lucrative role as a part of your portfolio. We also give you tips on finding a broker that is right for you and the investment you wish to make. Let Dummies be your investment advisor as you set up a strategy that will deliver results.

- Understand the ins and outs of hedge funds and how they fit in your portfolio

For Dummies



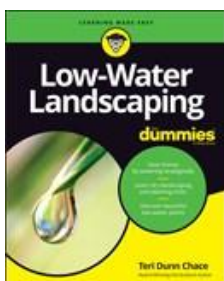
Italian Workbook For Dummies (2nd Edition)
 Picarazzi
 9781119986706
 Pub Date: 1/5/23
 \$19.99 USD
 336 pages
 Paperback
 Foreign Language Study / Italian

Summary: Learning Italian is easy with Dummies

Italian Workbook For Dummies is for beginners who want to get started learning Italian. Packed with foundational grammar and integrated vocab, *Italian Workbook For Dummies* will set new language learners on their way to a wonderful experience learning this beautiful romance language. This book provides valuable practice lessons and exercises so that you can learn to write and communicate in Italian with confidence. *Italian Workbook For Dummies* is also an excellent supplement for any student looking to boost their classroom learning. With the tried-and-true expertise of Dummies, you'll move through the Italian basics with ease.

- Get introduced to the Italian language, including basic grammar and pronunciation
- Complete exercises to improve your ability to write and speak in Italian
- Learn important phrases for travelling, doing business

For Dummies

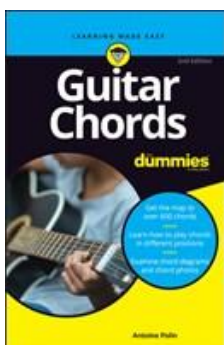
**Low-Water Landscaping For Dummies**

Teri Chace
9781119985808
Pub Date: 1/12/23
\$24.99 USD
Paperback
Gardening / Landscape

Summary: Say goodbye to water-guzzling lawns and create beautiful, landscape designs

Low-Water Landscaping For Dummies will teach you to preserve one of our most critical natural resources while simultaneously maximizing your curb appeal. Ditch wasteful, inefficient irrigation methods like sprinkler systems and learn how to embrace designs that save water. This book guides you through different styles of landscaping, introduces you to uniquely drought-tolerant plants, and provides solutions for even the trickiest terrains. You can break the cycle of constant watering, without sacrificing the relaxing atmosphere and aesthetic appeal of your outdoor space. Learn how it's possible to have vibrant, unique, gorgeous landscapes that incorporate grasses, perennials, shrubs, trees, groundcovers, and succulents without wasting hundreds of gallons of water each day. Packed with useful tips, achieve...

For Dummies

**Guitar Chords For Dummies (2nd Edition)**

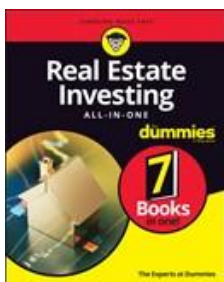
Antoine Polin
9781394156368
Pub Date: 1/5/23
\$19.99 USD
384 pages
Paperback
Music / Musical Instruments / Guitar

Summary: Chords, chords, and (almost) nothing but chords

Guitar Chords For Dummies is full of, well, guitar chords. This indispensable reference is a must for guitarists of every ambition, skill level, and musical genre, providing a key to the simplest and most complex guitar chords—over 600 in all. Each chord is illustrated with a chord diagram and a photo with guitarist's tips sprinkled throughout the book. You'll also get a tiny bit of music theory, so you know what's going on with all those symbols, and voicings for each chord in each of the 12 keys. And it's even small enough to fit in your guitar case. Add sparkle and range to your musical repertoire.

- Learn the theory and techniques for playing guitar chords
- Reference over 600 chords spread over 12 keys
- Easily try out new chords thanks to the portable

For Dummies

**Real Estate Investing All-in-One For Dummies**

The Experts at Dummies
9781394152841
Pub Date: 12/28/22
\$49.99 USD
592 pages
Paperback
Business & Economics / Real Estate / Buying & Selling Homes

Summary: Build wealth through real estate

Real Estate Investing All-in-One For Dummies will show new and seasoned real estate investors how to make smart decisions. With seven books in one, this complete resource will teach you how to purchase real estate, flip houses, invest in commercial real estate and foreclosures, sell your house, buy real estate internationally, and more. We even explain the ins and outs of short-term rentals like Airbnb, so all your passive income options are covered. With this book, you can start investing in real estate quickly and easily, thanks to user-friendly information and expert tips that will help you avoid costly mistakes. It's your one-stop resource for all things real estate.

- Learn how to buy and sell real estate, including how to find the best deals
- Determine whether flipping houses or short-term rental management is for you

For Dummies

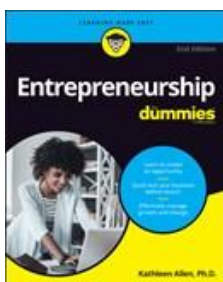
**Modern Etiquette For Dummies (3rd Edition)**

Sue Fox
9781119982845
Pub Date: 12/28/22
\$24.99 USD
384 pages
Paperback
Reference / Etiquette

**Summary: Improve your manners, navigate uncomfortable social situations, and show greater kindness to others**

Our world is constantly changing, but something that always remains true? Manners matter. Etiquette is about more than just knowing which fork to use at a fancy dinner or how to write a thank-you note. *Modern Etiquette For Dummies* shows you how to navigate tricky interpersonal scenarios and tough workplace dilemmas with ease. With the help of Dummies, you'll toss aside stuffy old notions of etiquette and discover how to conduct yourself in various environments. This book is full of helpful tips on tackling today's unique challenges, including how to use the right pronouns, how to behave on social media, how to maintain professionalism in hybrid work settings (like when is it okay to turn off your camera during a Zoom meeting?), and how to put your phone down so you can focus on wha...

For Dummies

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

Kathleen Allen
9781119912637
Pub Date: 1/12/23
\$29.99 USD
416 pages
Paperback
Business & Economics / Entrepreneurship

Summary: The perfect resource for your journey to start a business

Entrepreneurship For Dummies is the essential guide to becoming your own boss and a successful entrepreneur. We make it simple to learn every step of the process. Identify an opportunity, learn your customers' needs, test your product, protect your intellectual property, secure funding, and get ready for that all-important launch. In classic Dummies style, this book is packed with practical information and useful advice, all in a fun and easy-to-follow format. Take fear out of the entrepreneurship equation and build the confidence you need to make your fantastic business idea take flight. Get up to date on the latest lingo, new ideas for raising money, and the latest ways to do business in the digital age.

- Understand the process of starting a business, from beginning to end
- Complete the necessary planning and meet legal

For Dummies

Soft Skills For Dummies

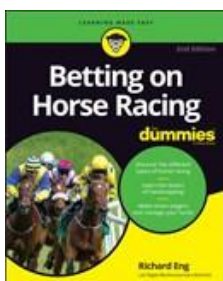
Cindi Reiman
9781119906551
Pub Date: 12/28/22
\$24.99 USD
320 pages
Paperback
Business & Economics / Personal Success

Summary: Soft skills make the hard skills work!

Soft skills are the personal qualities that make you a great communicator, problem solver, and leader on the job—and in your personal life. *Soft Skills For Dummies* helps you hone in on the traits you already have—or fine tune the ones that may need some extra attention—to market yourself as a workplace leader who's in touch with what today's employers are looking for: people who can lead and inspire through interpersonal communication, cultural awareness, time management, teamwork, critical thinking, and problem solving.

- Sharpen the skills you need for a successful career
- Improve your ability to work with others
- Become a more confident job seeker and leader

For Dummies

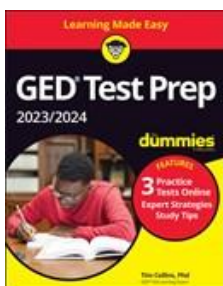


Betting on Horse Racing For Dummies (2nd Edition)
 Eng
 9781119908920
 Pub Date: 12/20/22
 \$24.99 USD
 416 pages
 Paperback
 Games & Activities / Gambling / Track Betting

Summary: *Betting on Horse Racing For Dummies* is packed with information that teaches you the ins and outs of the racetrack. You'll learn how to improve your odds, avoid common betting mistakes, and just plain have fun at the races. This is a spectator's easy-to-understand guide, so you'll have no trouble identifying the racing breeds with their strengths and weaknesses, sizing up the jockey, understanding the importance and role of a trainer, placing bets, managing money, and beyond. Can't make it to the track? No worries! You'll get the scoop on online betting with off track betting sites and apps. This update covers the latest changes in the betting world and in the racing world, so you'll know just what you're wagering.

- Learn about the different types of horse racing
- Discover and identify the best racing breeds
- Know your jockeys and trainers
- Make smart wagers and manage your funds

For Dummies



GED Test Prep 2023/2024 For Dummies with Online Practice (6th Edition)
 Tim Collins
 9781119989097
 Pub Date: 12/28/22
 \$29.99 USD
 480 pages
 Paperback
 Study Aids / High School Equivalency (incl. GED & TASC)

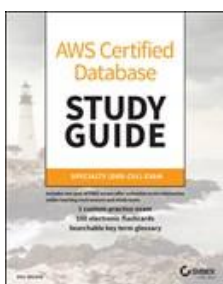
Summary: **Your secret weapon to succeeding on the GED test the first time around**

Congratulations on committing to your education! You've studied hard and made it a long way. All that stands in your way now is the GED test. We know you can do it. You know you can do it. It's just a matter of studying hard, studying smart, and getting in the right mindset to conquer the test once and for all.

In *GED Test 2023/2024 For Dummies*, you'll find all the content review and practice you need to perfect your grammar and punctuation, take the fear out of math and science, and master social studies. You'll get a handle on your test anxiety, practice the parts where you need extra work, and prepare with two full-length practice exams.

You'll also find:

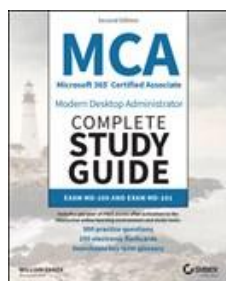
Sybex



AWS Certified Database Study Guide : Specialty (DBS-C01) Exam
 Matheus Arrais, Leonardo Ciccone, Angie Nobre Cocharero, Erika Kurauchi, Rene Martinez, Hugo Rozestraten
 9781119778950
 Pub Date: 2/7/23
 \$60.00 USD
 Paperback
 Computers / Certification Guides

Summary: Validate your AWS Cloud database skills!

AWS Certified Database Study Guide: Specialty (DBS-C01) Exam focuses on helping you to understand the basic job role of a database administrator / architect and to prepare for taking the certification exam. This is your opportunity to take the next step in your career by expanding and validating your skills on the AWS Cloud, and performing a database-focused role. AWS is the frontrunner in cloud computing products and services, and this study guide will help you to gain an understanding of core AWS services, uses, and basic AWS database design and deployment best practices. AWS offers more than relational and nonrelational databases, they offer purpose built databases, which allow you to utilize database services prebuilt to meet your business requirements. If you are looking to take the Specialty (DBS-C01) exam, this Study Guide is what you...



**MCA Microsoft 365 Certified Associate
Modern Desktop Administrator Complete
Study Guide with 900 Practice Test
Questions : Exam MD-100 and Exam MD-101**

(2nd Edition)

William Panek

9781119984641

Pub Date: 1/12/23

\$90.00 USD

1008 pages

Paperback

Computers / Certification Guides

Summary: Complete, UPDATED study guide for MCA Modern Desktop Administrator certification exams, MD-100 and MD-101. Covers new Windows 11, services, technologies, and more!

MCA Microsoft 365 Certified Associate Modern Desktop Administrator Complete Study Guide, Second Edition, is your all-in-one guide to preparing for the exams that will earn you the MCA Modern Desktop Administrator certification! In this book, well-known Windows guru and five-time Microsoft MVP, William Panek, guides you through the latest versions of the Windows Client exam (MD-100) and the Managing Modern Desktops exam (MD-101).

This one-stop resource covers 100% of the objectives for both exams, providing real world scenarios, hands-on exercises, and challenging review questions. You'll also dive deeper into some of the more complex topics and technologies including deploying, maintaining, and

John Wiley & Sons

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Available

**Introduction to Statistical Investigations,
2nd Edition, International Adaptation**

Tintle

9781119860006

Pub Date: 3/9/23

\$62.99 USD

Paperback



Wiley-Blackwell



**The International Encyclopedia of Health
Communication**

Evelyn Y. Ho, Carma L. Bylund, Julia C. M. Van Weert, Iccha Basnyat, Nadine Bol, Marleah Dean

9780470673959

Pub Date: 1/12/23

\$995.00 USD

2608 pages

Hardcover

Language Arts & Disciplines / Communication Studies

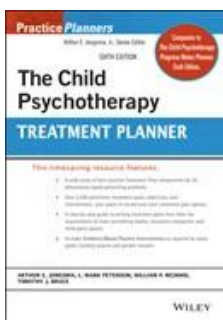
Series: ICAZ - Wiley Blackwell-ICA International Encyclopedias of Communication



Summary: The definitive collection of topics currently being studied in the rapidly growing field of health communication

The International Encyclopedia of Health Communication presents a thorough overview of a dynamic field, bringing together entries by an international panel of contributors that address a comprehensive range of recent and emerging topics. With a global and interdisciplinary focus, this timely resource addresses cutting-edge digital technology, complementary and integrative healthcare, diversity and inclusion, health equity, COVID-19, and much more.

The *Encyclopedia* provides a well-balanced methodological and theoretical coverage of key concepts and offers multiple perspectives on the issues being studied in the health communication community around the world. The entries include a broad range of topics including risk and crisis communication, legal and ethical considerat



The Child Psychotherapy Treatment Planner (6th Edition)

David J. Berghuis, L. Mark Peterson, Timothy J. Bruce, William P. McInnis

9781119810582

Pub Date: 12/20/22

\$67.50 USD

496 pages

Paperback

Psychology / Psychotherapy

Series: PracticePlanners

Summary: Now in its sixth edition, *The Child Psychotherapy Treatment Planner* is an essential reference used by clinicians around the country to clarify, simplify, and accelerate the patient treatment planning process. The book allows practitioners to spend less time on paperwork to satisfy the increasingly stringent demands of HMOs, managed care companies, third-party payors, and state and federal agencies, and more time treating patients face-to-face.

The latest edition of this Treatment Planner offers accessible and easily navigable treatment plan components organized by behavioral problem and DSM-5 diagnosis. It also includes:

- Newly updated treatment objectives and interventions supported by the best available research
- New therapeutic games, workbooks, DVDs, toolkits, video, and audio to support treatment plans and

Convergence: Artificial Intelligence and Quantum Computing, Volume 1 : Social, Economic, and Policy Impacts

Greg Viggiano

9781394174102

Pub Date: 1/5/23

\$32.00 USD

288 pages

Hardcover

Computers / Artificial Intelligence

Summary: Prepare for the coming convergence of AI and quantum computing

A collection of essays from 20 renowned, international authors working in industry, academia, and government, *Convergence: Artificial Intelligence and Quantum Computing* explains the impending convergence of artificial intelligence and quantum computing. A diversity of viewpoints is presented, each offering their view of this coming watershed event.

In the book, you'll discover that we're on the cusp of seeing the stuff of science fiction become reality, with huge implications for ripping up the existing social fabric, global economy, and current geopolitical order. Along with an incisive foreword by Hugo- and Nebula-award winning author David Brin, you'll also find:

- Explorations of the increasing pace of technological



Google Cloud Certified Associate Cloud Engineer Study Guide (2nd Edition)

Sullivan

9781119871446

Pub Date: 1/5/23

\$55.00 USD

600 pages

Paperback

Computers / Certification Guides

Summary: Quickly and efficiently prepare for the Google Associate Cloud Engineer certification with the proven Sybex method

In the newly updated Second Edition of *Google Cloud Certified Associate Cloud Engineer Study Guide*, expert engineer and tech educator Dan Sullivan delivers an essential handbook for anyone preparing for the challenging Associate Cloud Engineer exam offered by Google and for those seeking to upgrade their Google Cloud engineering skillset.

The book provides readers with coverage of every domain and competency tested by the Associate Cloud Engineer exam, including how to select the right Google compute service from the wide variety of choices, how to choose the best storage option for your services, and how to implement appropriate security controls and network functionality.

This guide also offers:

For Dummies

**Making TikTok Videos**

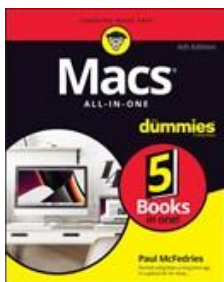
Will Eagle
9781394156061
Pub Date: 1/5/23
\$12.99 USD
192 pages
Paperback
Juvenile Nonfiction / Technology
Series: Dummies Junior

Summary: Create videos using the tricks of TikTok stars!

Making TikTok Videos reveals the secrets that TikTok celebs and influencers use to make the videos that everyone's watching. Hilarious clips, the latest dances, instruction videos—whatever you want to do, make sure it shows off the latest TikTok styles. This book shows you how to use whatever you have on hand to record, edit, and upload TikToks. Add music and text, get creative, and start sharing your finished products. With this guide, you'll get easy instructions on how to make videos that people remember. You also get some tips on how to bring viewers to your account.

- Use your mobile device to shoot videos with top-notch sound
- Learn the editing tricks TikTok pros use to create a finished video
- Set up your TikTok account and set your privacy

For Dummies

**Macs All-in-One For Dummies (6th Edition)**

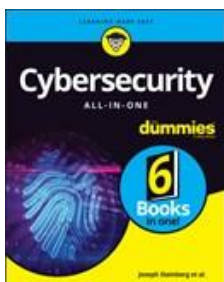
Paul McFedries
9781119932765
Pub Date: 1/19/23
\$44.99 USD
800 pages
Paperback
Computers / Hardware / Personal Computers

Summary: The huge reference guide you need to use the full power of your Mac

Macs All-in-One For Dummies truly covers it all. This complete reference guide contains five books in one, so you can learn all your Mac is capable of. You'll get a complete understanding of your computer, so you can use it for pleasure or business, become a multimedia master, surf the web like a pro, troubleshoot problems as they arise, and so much besides. This latest edition is updated for the newest version of macOS, the hottest apps, and the just-released Macs. Running an older Mac? Don't worry, this book won't leave you behind. Everything you need to do on your Mac can be learned with the help of *Macs All-in-One For Dummies*.

- Learn your way around your Mac and customize all the macOS features
- Discover the newest features (and the returning ones)

For Dummies

**Cybersecurity All-in-One For Dummies**

Joseph Steinberg, Kevin Beaver, Ira Winkler, Ted Coombs
9781394152858
Pub Date: 1/12/23
\$49.99 USD
720 pages
Paperback
Computers / Security

Summary: Over 700 pages of insight into all things cybersecurity

Cybersecurity All-in-One For Dummies covers a lot of ground in the world of keeping computer systems safe from those who want to break in. This book offers a one-stop resource on cybersecurity basics, personal security, business security, cloud security, security testing, and security awareness. Filled with content to help with both personal and business cybersecurity needs, this book shows you how to lock down your computers, devices, and systems—and explains why doing so is more important now than ever. Dig in for info on what kind of risks are out there, how to protect a variety of devices, strategies for testing your security, securing cloud data, and steps for creating an awareness program in an organization.

- Explore the basics of cybersecurity at home and in business



Data Analytics in the AWS Cloud : Building a Data Platform for BI and Predictive Analytics on AWS

Joe Minichino
9781119909248
Pub Date: 3/8/23
\$60.00 USD
400 pages
Paperback

Computers / Data Science / Data Visualization

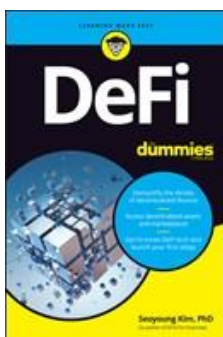
Summary: A comprehensive and accessible roadmap to performing data analytics in the AWS cloud

In *Data Analytics in the AWS Cloud: Building a Data Platform for BI and Predictive Analytics on AWS*, accomplished software engineer and data architect Joe Minichino delivers an expert blueprint to storing, processing, analyzing data on the Amazon Web Services cloud platform. In the book, you'll explore every relevant aspect of data analytics—from data engineering to analysis, business intelligence, DevOps, and MLOps—as you discover how to integrate machine learning predictions with analytics engines and visualization tools.

You'll also find:

- Real-world use cases of AWS architectures that demystify the applications of data analytics
- Accessible introductions to data acquisition, importation, storage, visualization, and reporting

For Dummies



DeFi For Dummies

Seoyoung Kim
9781119906803
Pub Date: 12/20/22
\$29.99 USD
Paperback
Business & Economics / Finance



Summary: Get to know the building blocks of a new economy

The promise of decentralized finance (DeFi for those up on their financial lingo) as a disruptor to financial institutions makes it must-know for anyone involved in finance. *DeFi For Dummies* provides an easy-to-understand option for unraveling the past, present, and future of DeFi. Understand current DeFi applications, including how to build basic applications on the leading platforms, and get a look into the future's most promising new DeFi solutions. Staying ahead of the game is critical for finance professionals these days, and this Dummies guide makes it possible, with full coverage of how DeFi affects asset management, lending and borrowing, and investment markets. Wrap your mind around DeFi and start getting hands on, the Dummies way.

- Learn how the DeFi revolution started and where it's going

For Dummies



Microsoft Azure For Dummies (2nd Edition)

Jack A. Hyman
9781119898061
Pub Date: 1/12/23
\$39.99 USD
432 pages
Paperback
Computers / Networking

Summary: The must-have reference for Azure newcomers

As Microsoft's Azure platform takes a larger stake in the cloud computing world, more tech pros need to know the ins-and-outs of this fast-growing platform. *Microsoft Azure For Dummies* is the essential guide for users who are new to the platform. Take your first steps into the world of Azure as you learn all about the core services—straight from a Microsoft expert. This book covers the Azure essentials you need to know, including building a virtual network on Azure, launching and scaling applications, migrating existing services, and keeping everything secure. In classic Dummies style, you'll learn the fundamentals of Azure's core services and—when you're ready—how to move into more advanced services.

- Discover the basics of cloud computing with Microsoft Azure and learn what services you can access with

For Dummies



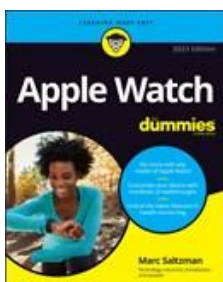
Digital Marketing All-in-One For Dummies
(2nd Edition)
Stephanie Diamond
9781119931959
Pub Date: 1/12/23
\$39.99 USD
800 pages
Paperback
Business & Economics / E-Commerce / Digital Marketing

Summary: Develop and refine your comprehensive online marketing plan

With more than 800 content-packed pages, *Digital Marketing All-in-One For Dummies* is the most comprehensive tool for marketers looking to beef up their online presence. In this edition, you'll learn the latest trends in digital marketing strategies, including brand new insight on how to incorporate artificial intelligence into your marketing plans. You'll also get the latest information on how to manage your customers' experiences, create exceptional marketing content, get help from influencers, and leverage social accounts for more followers and greater profits. With the help of this friendly Dummies guide, you'll accelerate your journey from traditional to digital marketing processes, uncover tips to prove ROI of marketing activities, and increase audience engagement.

- Build and implement a winning digital plan for your

For Dummies



Apple Watch For Dummies (2023)
Marc Saltzman
9781119912606
Pub Date: 12/28/22
\$29.99 USD
416 pages
Paperback
Computers / Hardware / Cell Phones & Devices

Summary: Stop looking at your phone—and start looking at your Apple Watch

Much more than a time-telling device, the Apple Watch is your very own wrist-sized computer. And *Apple Watch For Dummies* is the most trusted guide for new and upgrading users. Learn how to check your email, make a phone call, look at tomorrow's weather forecast, and track your calorie burn, all right on your wrist. Dummies helps you navigate the interface, use helpful Siri shortcuts, make wireless payments, and more. This 2023 Edition is fully updated for the latest version of the Apple Watch and watchOS.

- Learn how to connect your Apple Watch to your phone and start receiving messages
- Check the weather, track your fitness, and use apps on your Watch
- Make payments wirelessly by tapping your Watch at points-of-sale

For Dummies



Beginning Programming with Python For Dummies (3rd Edition)
John Paul Mueller
9781119913771
Pub Date: 1/5/23
\$34.99 USD
416 pages
Paperback
Computers / Languages / Python



Summary: Create simple, easy programs in the popular Python language

Beginning Programming with Python For Dummies is the trusted way to learn the foundations of programming using the Python programming language. Python is one of the top-ranked languages, and there's no better way to get started in computer programming than this friendly guide. You'll learn the basics of coding and the process of creating simple, fun programs right away. This updated edition features new chapters, including coverage of Google Colab, plus expanded information on functions and objects, and new examples and graphics that are relevant to today's beginning coders. Dummies helps you discover the wealth of things you can achieve with Python.

- Employ an online coding environment to avoid installation woes and code anywhere, any time
- Learn the basics of programming using the popular