

For Dummies Catalog

2021 to 2022

Bestselling titles



dummies
A Wiley Brand



Table of Contents

Business, Finance & Accounting

Accounting	1
Business & Management	2
Finance & Investments	6
Finance & Investments Special Topics	9
Law & Criminology	9
Test Prep	10
Travel	11

Chemistry

Chemistry	11
-----------	----

Engineering & Computer Science

Architecture & Planning	12
Civil Engineering & Construction	12
Computer Science	12
Computing	15
Electrical & Electronic Engineering	22
Material Science	24
Test Prep	24

Health & Medical Science

Food Science & Technology	24
Health & Healthcare	24
Medical Science	26

Hospitality & Culinary

Hospitality	27
-------------	----

Humanities

Anthropology	27
Art & Applied Arts	28
Cultural Studies	28
Foreign Languages	28
Geography	29
History	29
Linguistics	30
Philosophy	30
Religion & Theology	30
World Languages	30

Life & Earth Science

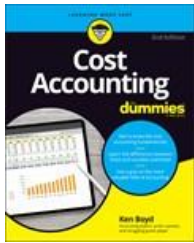
Earth Science	31
Environmental Studies	31
Life Sciences	31

Maths, Statistics, Physics

Mathematics	31
Physics & Astronomy	32
Sciences	33
Statistics	33
Test Prep	34

Social Sciences & Psychology

Communication & Media Studies	34
Education	34
Lifestyles	35
Political Science	41
Psychology	41
Reference	42
Self-Help	42
Sociology	43



Cost Accounting For Dummies (2nd Edition)

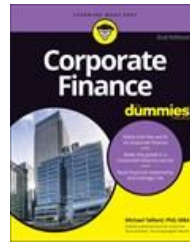
Kenneth W. Boyd

Take control of overhead, budgeting, and profitability with cost accounting

Cost accounting is one of the most important skills in business, and its popularity as a course in undergraduate and graduate business and management programs speaks to its usefulness. But if you've ever felt intimidated by the subject's jargon or concepts, you can stop worrying. Cost accounting is for everyone!

In *Cost Accounting For Dummies*, you'll be taken step-by-step through the basic and advanced topics found in a typical cost accounting class, from how to define costs and how to allocate them to products or services.

9781119856023
Pub Date: 2/15/2022
\$29.99 USD
448 pages • Paperback
Business & Economics



Corporate Finance For Dummies (2nd Edition)

Michael Taillard

Get a handle on one of the most powerful forces in the world today with this straightforward, no-jargon guide to corporate finance

A firm grasp of the fundamentals of corporate finance can help explain and predict the behavior of businesses and businesspeople. And, with the right help from us, it's not that hard to learn!

In *Corporate Finance For Dummies*, an expert finance professor with experience in everything from small business to large, public corporations walks you through the basics of the subject. You'll find out how to read corporate financial statements, manage risks and

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Pub Date: 1/19/2022
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368 pages • Paperback
Business & Economics



Xero For Dummies (5th Edition)

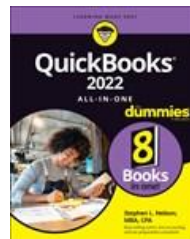
Heather Smith

Your comprehensive guide to using Xero

Keeping your business running smoothly has never been easier with Xero. You're in good hands with *Xero For Dummies*, the only book endorsed by Xero. With the tips and tricks included in this helpful guide, you can easily tackle tasks like accounts payable, invoices, and estimates. It's packed with easy to follow explanations and instructions on how to use this popular accounting software. It's like having a personal accountant at your fingertips!

The latest update to this useful reference shows how you can use Xero for more than a simple spreadsheet. It incl

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496 pages • Paperback
Business & Economics



QuickBooks 2022 All-in-One For Dummies

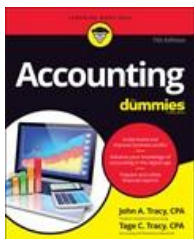
Stephen L. Nelson

The soup-to-nuts QuickBooks reference that will make your small business life so much simpler!

QuickBooks makes it quick to do your books, and *QuickBooks 2022 All-in-One For Dummies* makes it easy. The leading small business accounting software will become your best friend, helping you cut costs (no more expensive financial services) and save time, with all your accounting and payroll info in one place. With this value-priced, bestselling reference, you've got access to 8 mini-books that give you the answers you need to make running a small business that much more manageable.

Inside, you'll die

9781119817215
Pub Date: 12/9/2021
\$34.99 USD
640 pages • Paperback
Computers



Accounting For Dummies (7th Edition)

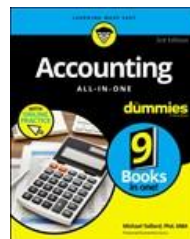
John A. Tracy, Tage C. Tracy

Demystify your financial statements and figure out what your accountant is talking about with this straightforward roadmap to the world of accounting

Few skills are as useful as a basic understanding of accounting language. And with the right resources, learning the language of business can be intuitive, empowering, and fun.

Accounting For Dummies is the perfect place to start, whether you're operating a small business, just need help managing the family budget, or you're a rising star in corporate America. It's a financial blueprint for the

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448 pages • Paperback
Business & Economics



Accounting All-in-One For Dummies (+ Videos and Quizzes Online) (3rd Edition)

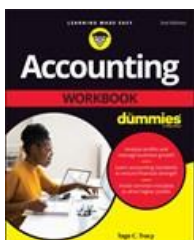
Michael Taillard, Joseph Kraynak, Kenneth W. Boyd

A complete and easy-to-follow resource covering every critical step of the accounting process

Learning to love the language of business is easier than you think! In the newly revised Third Edition of *Accounting All-In-One For Dummies with Online Practice*, finance expert Michael Taillard walks you through every step of the accounting process, from setting up your accounting system to auditing and detecting financial irregularities.

You'll enjoy a unified compilation of mini-books and online practice and video resources that bring together everything you need to know about accounting into one

9781119897668
Pub Date: 8/30/2022
\$34.99 USD
752 pages • Paperback
Business & Economics



Accounting Workbook For Dummies (2nd Edition)

Tage C. Tracy

Number nightmares in accounting? No more!

The numbers are clear: the need for accountants is not only strong, but on the rise. With job growth projected to increase by 7% over the next 10 years, there's no time like the present to join this growing—and profitable—profession. *Accounting Workbook For Dummies, 2nd Edition* gives you the hands-on instruction you need to understand complicated concepts through demonstration problems, practice worksheets, and spreadsheets.

- Understand the role of accountants versus bookkeepers

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Pub Date: 9/7/2022
\$24.99 USD
384 pages • Paperback
Business & Economics



QuickBooks 2023 All-in-One For Dummies

Stephen L. Nelson

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...

9781119906131
Pub Date: 11/23/2022
\$34.99 USD
640 pages • Paperback
Business & Economics



Small Business Taxes For Dummies (3rd Edition)

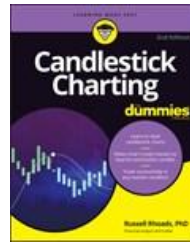
Eric Tyson

Get your taxes right the first time and save \$

If you run a small business, you've likely got more work than you already feel able to handle. The last thing you need is to be running around trying to figure out your taxes at the last minute. So, if you need a hands-on guide to small business taxes that doesn't mess around, look no further than *Small Business Taxes For Dummies*.

In this book, nationally recognized personal finance expert Eric Tyson clearly and concisely delivers the best methods to save on your taxes and make the process as easy as possible. You'll get the latest info about it all.

9781119861140
Pub Date: 2/15/2022
\$29.99 USD
304 pages • Paperback
Business & Economics



Candlestick Charting For Dummies (2nd Edition)

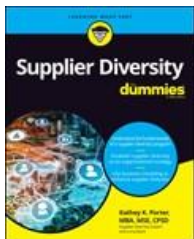
Russell Rhoads

Demystify stock charts so you can up your investing game

Candlestick Charting For Dummies is here to show you that candlestick charts are not just for Wall Street traders. Everyday investors like you can make sense of all those little lines and boxes, with just a little friendly Dummies training. We'll show you where to find these charts (online or in your favorite investing app), what they mean, and how to dig out valuable information. Then, you'll be ready to buy and sell with newfound stock market savvy.

Candlestick Charting For Dummies helps you build a

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Pub Date: 6/28/2022
\$29.99 USD
352 pages • Paperback
Business & Economics



Supplier Diversity For Dummies

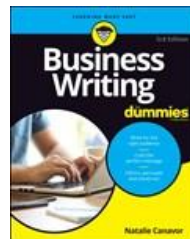
Kathey K. Porter

Extend the principles of diversity and inclusion to your company's suppliers

Many people are familiar with the importance of ensuring and advancing inclusion, equity, and diversity amongst their employees and managers. But do your efforts include supplier diversity—an equally as important and essential part of any holistic diversity effort?

In *Supplier Diversity For Dummies*, nationally recognized small business strategist and economic inclusion and supplier diversity expert Kathey Porter delivers an empowering and informative guide to implementing this integral part of any robust inclusion initiative.

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Business & Economics



Business Writing For Dummies (3rd Edition)

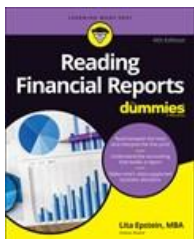
Natalie Canavor

Learn how to write for the results you want every time, in every medium!

Do you wish you could write better? In today's business world, good writing is key to success in just about every endeavor. Writing is how you connect with colleagues, supervisors, clients, partners, employees, and people you've never met. No wonder strong writers win the jobs, promotions and contracts. *Business Writing For Dummies* shows you, from the ground up, how to create persuasive messages with the right content and language every time—messages your readers will understand and act on.

This friendly guide brings you a

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Business & Economics



Reading Financial Reports For Dummies (4th Edition)

Lita Epstein

Your personal roadmap to becoming fluent in financial reports

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

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

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Pub Date: 4/5/2022
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384 pages • Paperback
Business & Economics



Running Effective Meetings For Dummies

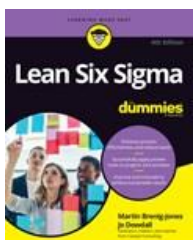
Allen, Karin M. Reed

Turn meetings into the best part of your day with this actionable, step-by-step guide

Brainstorming meetings. Team meetings. Stakeholder meetings. Zoom meetings. Hybrid meetings. Most of us are part of more meetings than we can even count. And how many of these meetings are actually productive and valuable?

Running Effective Meetings For Dummies shows you how to plan, guide, and run a great meeting, whether you're doing it face-to-face, fully virtual, or a combination of both. Authors Dr. Joseph Allen, industrial and organizational psychologist, and Emmy-award winning communications

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Pub Date: 9/27/2022
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Business & Economics



Lean Six Sigma For Dummies (4th Edition)

Martin Brenig-Jones, Jo Dowdall

Become a process improvement star with Lean Six Sigma!

Thinking Lean? Not in terms of weight loss, but operational efficiency? Then you can get into the Lean mindset with *Lean Six Sigma For Dummies*.

A popular process improvement strategy used in many corporations, Lean Six Sigma exemplifies eliminating waste and optimizing flow at an operational level. With the strategies outlined in this book, you'll have your projects, team, and maybe even your organization running at peak efficiency.

Written by two experts that have been teaching Lean Six

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368 pages • Paperback
Business & Economics



Direct Selling For Dummies (2nd Edition)

Belinda Ellsworth

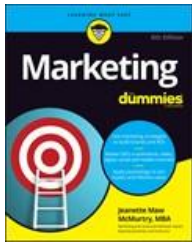
Get ready to sell like you've never sold before!

Ever wonder if your next job didn't have to feel so much like a...well, job? Then you might be ready for direct selling, where you remove the middleman and sell products directly to consumers!

In *Direct Selling For Dummies*, you'll tap into your entrepreneurial spirit and learn the basics of how to get started, pick the best selling model, and achieve success in this rapidly growing industry. You'll also discover:

- Expanded info on online and social media selling, which has replaced in-home selling as the

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Marketing For Dummies (6th Edition)

Jeanette Maw McMurtry

Pump up your business with the latest, greatest marketing techniques

This updated edition of *Marketing for Dummies* will walk you through the latest marketing technologies and methods, including customer experience, retargeting, digital engagement across all channels and devices, organic and paid SEO, Google ads, social media campaigns and posts, influencer and content marketing, and so much more. You'll discover what works, what doesn't, and what is best for your business and budget.

- Learn the marketing and sales strategies that

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Digital Marketing All-In-One For Dummies (2nd Edition)

S Diamond

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,

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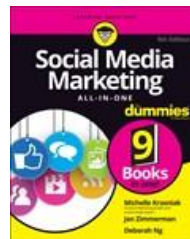
Instagram For Business For Dummies (2nd Edition)

Jenn Herman, Eric Butow, Corey Walker

Put your best brand story in front of 1+ billion users!

One of the most energetically social of the major social media platforms, Instagram has the highest brand engagement rate of them all. Throw in the app's more than 1 billion active monthly users and its powerful business tools—including shoppable posts, devoted business profiles, and advanced analytics—and you have an unmissable opportunity to tell a gripping story that bonds you with your customers and makes your business an integral part of their social media lives.

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368 pages • Paperback
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Social Media Marketing All-in-One For Dummies (5th Edition)

Michelle Krasniak, Jan Zimmerman, Deborah Ng

Get social with the bestselling social media marketing book

No person can ignore social media these days—and no business can afford to ignore it either. Our lives are mediated through the flicker of Facebook, Twitter, YouTube, and Instagram—and brands are increasingly interwoven with our online identities. Even for the 90% of marketers who interact with social media regularly, its pace and scale can be confusing to the point of distraction. *Social Media Marketing All-in-One For Dummies* helps you take a step back, make sense of the noise, and get your brand voice

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Nonprofit Kit For Dummies (6th Edition)

Beverly A. Browning, Stan Hutton, Frances N. Phillips

Helping you successfully start a nonprofit organization the right way or strengthening the governing, financial, and capacity-building framework of your existing nonprofit organization!

Ready to do some good? Ready to give back to the community? You better be! Because in *Nonprofit Kit For Dummies* you'll find the tools and strategies you need to organize and shift your nonprofit into high gear. Buckle up and hit the gas as you master the latest techniques in nonprofit startup, recruiting the right board members, identifying collaborative stakeholders, grant writing, online fundraising, and marke...

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Grant Writing For Dummies (7th Edition)

Beverly A. Browning

Write award-winning grant proposals that build organizational capacity!

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

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

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Business & Economics



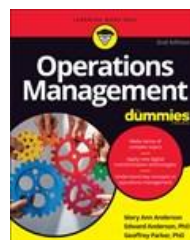
Fundraising For Dummies (4th Edition)

Beverly A. Browning

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 t...

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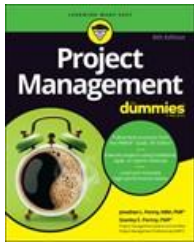
Operations Management For Dummies (2nd Edition)

Mary Ann Anderson, Edward J. Anderson, Geoffrey Parker

The plain language guide to getting things running smoothly in the world of business

Operations management is all about efficiency, and *Operations Management For Dummies* is all about efficiently teaching you what you need to know about this business hot topic. This book tracks typical operations management MBA courses, and it will help you un-muddle concepts like process mapping, bottlenecks, Lean Production, and supply chain management. Learn to step into a business, see what needs improving, and plug in the latest tools and ideas to shape things up in any industry.

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\$29.99 USD
416 pages • Paperback
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Project Management For Dummies (6th Edition)

Jonathan L. Portny, Stanley E. Portny

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

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

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Scrum For Dummies (3rd Edition)

Mark C. Layton, Steven J. Ostermiller, Dean J. Kynaston

Learn how scrum can help in every part of your life

Scrum—an organizing approach that exposes work progress and quality—is used all over the place in software development, but it's not just for coders. *Scrum For Dummies* shows you how scrum can improve performance regardless of your industry or project. You can even use scrum to get tangible results in your personal projects—prepare for retirement, organize travel, and much more. Plan goals, releases, and sprints for all aspects of business and life. With Dummies, you'll learn how to work flexibility and collaboration into anything you're doing...

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Business & Economics



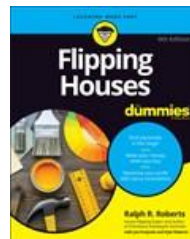
Property Management Kit For Dummies (4th Edition)

Robert S. Griswold

Before you put that FOR RENT sign in the yard, read this

Hello there, future landlord. You've found what you're looking for—a complete package of information and resources to teach you what you need to know and make your life (and your tenants' lives) easier. With *Property Management Kit For Dummies*, you can learn how to manage single-family homes, large apartment buildings, treehouses, dollhouses... okay, there's not much info here on managing dollhouses, but everything else is definitely covered. Find good tenants, move them in, and keep

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Flipping Houses For Dummies (4th Edition)

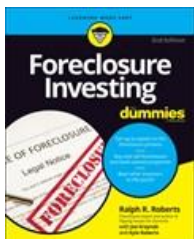
Ralph R. Roberts, Joseph Kraynak, Kyle Roberts

Go head-over-heels for house flipping!

Flipping houses profitably may not be easy, but it's far from impossible. With the right guide, you can avoid the risks and reap the rewards like a seasoned expert. *Flipping Houses For Dummies* is that guide.

The perfect blueprint to property resale, this book walks you through the absolute necessities of house flipping. You'll learn how to confirm that you have enough time, energy, cash, and resources to be successful. You'll also get an inside look at the house flipping process that'll show you how to minimize risk and maximize profit in a highly competitive...

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Business & Economics



Foreclosure Investing For Dummies (2nd Edition)

Ralph R. Roberts, Joseph Kraynak, Kyle Roberts

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

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

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

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400 pages • Paperback
Business & Economics



Commercial Real Estate Investing For Dummies (2nd Edition)

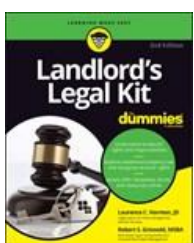
Peter Conti, Peter Harris

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

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

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

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Pub Date: 5/3/2022
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Business & Economics



Landlord's Legal Kit For Dummies (2nd Edition)

Robert S. Griswold, Laurence C. Harmon

Howdy, landlord! Get on the right side of the law with Dummies

Landlord's Legal Kit For Dummies contains all the resources landlords need to unpack the legal side of renting properties. Inside you'll find worksheets, templates, and friendly explanations that will help you find success. Once you have your property and your tenants, you'll need to make sure you operate within your rights, complete all the necessary admin, and handle taxes in an accurate and timely way. This book can help you do just that, with the latest paperwork, helpful details and

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Law



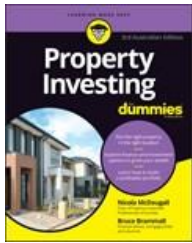
Real Estate Investing All-in-One For Dummies

The Experts at Dummies

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 an...

9781394152841
Pub Date: 12/28/2022
\$49.99 USD
624 pages • Paperback
Business & Economics



Property Investing For Dummies

Nicola McDougall, Bruce Brammall

Your step-by-step guide to building long-term wealth through property

This fully revised Australian edition of *Property Investing For Dummies* cuts through the jargon and hype to identify what's really needed to succeed in Australia's hot property market. It lays out, in clear and helpful terms, exactly how you can identify the right investment options, figure out your finances and make a successful bid or offer. You'll master the basics on how to manage risk, protect your new property and become an effective landlord or landlady. And you'll learn how to grow a profitable portfolio that can gene...

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432 pages • Paperback
Business & Economics



Small Business for Dummies (6th Edition)

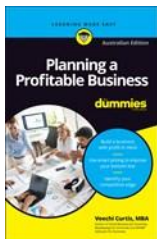
Veechi Curtis

Get inspired to build a profitable business with this essential guide

In the latest edition of this bestselling and authoritative reference, *Small Business For Dummies* explains how to set your business on the path for success. Using this guide, you'll discover how to nurture your entrepreneurial spirit, build a winning edge over your competitors, and respond to the increasing challenges of everyday business.

From the basics of setting up a budget to working out your exit plan, this book explains how to grow a profitable business that responds quickly to opportunities. You'll learn how to identifi

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Planning a Profitable Business For Dummies (2nd Edition)

V Curtis

You don't need to be a 'numbers person' to make your business profitable! With *Planning a Profitable Business For Dummies*, discover the secrets of financial success and how to generate above-average profits.

Planning a Profitable Business For Dummies explains how to build a business with profit in mind, using smart pricing techniques and clear-eyed strategic planning. Whether you're just getting started in business or still recovering from lockdown losses, this book points to where extra profits might lie.

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Getting Started in Small Business For Dummies (4th Edition)

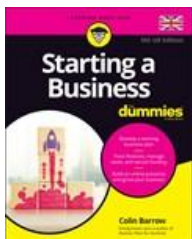
V Curtis

The big ideas that you'll need to run your small business

So, you've decided to take the plunge into being an entrepreneur. (Congratulations, by the way!) Do you need advice about business structures, marketing, hiring employees, keeping the books or modelling financial scenarios? You can do it all, with *Getting Started in Small Business For Dummies*. Turn your bright idea into a real-world success and have fun while you're at it!

Planning is the trick for succeeding in small business. This process doesn't have to be daunting, especially if you can get the

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Starting a Business For Dummies, 5th UK Edition

C Barrow

Create a strong brand DNA—and watch it grow

These days, customers want to have a deeply felt connection to the brands behind the products they're purchasing, which means that if you're starting a business, a strong brand DNA has got to be part of your creative process from day one. And it needs to be more than just an abstract idea: to give your brand life—and a bigger chance of surviving against the competition—you need to have a standout launch strategy and a set plan for growing your brand in a noisy marketplace.

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Launching & Building a Brand For Dummies

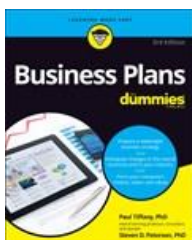
Amy Will

Create a strong brand DNA—and watch it grow

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Business Plans For Dummies (3rd Edition)

Paul Tiffany, Steven D. Peterson

Plan to succeed as an entrepreneur—we show you how

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

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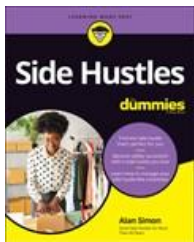
Starting a Business All-in-One For Dummies (3rd Edition)

Eric Tyson, Bob Nelson

All the essential information in one place

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

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Side Hustles For Dummies

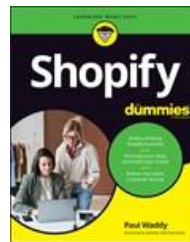
Alan R. Simon

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

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

Whether you're thinking about driving for Uber, developing apps, or starting an online boutique, *Side Hustles* is the perfect guide to help you get started.

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Shopify For Dummies

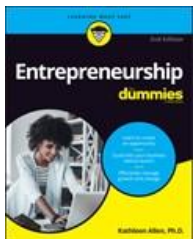
Paul Waddy

Launch a successful online store in moments with the help of the most popular ecommerce platform on the planet

As the platform of choice for over 1 million businesses in over 175 countries, Shopify powers everything from small local stores to multi-million-dollar ecommerce operations. There's no question you can make it work for you. But how can you get started?

In *Shopify For Dummies*, ecommerce exec, adviser, and speaker Paul Waddy wastes no time showing you how to create and open a thriving online store. You can do it all, from marketing and customer engagement to payments.

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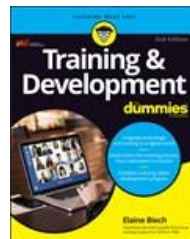
Entrepreneurship For Dummies (2nd Edition)

Kathleen Allen

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...

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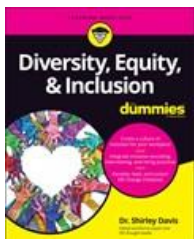
Training & Development For Dummies (2nd Edition)

Elaine Biech

Retain outstanding talent with a successful training and development program

One of the best ways to retain great talent in your business is to deliver a strong training and development program—and this book gives you the tools to do just that. Featuring the latest strides in talent development, such as social learning, hybrid training, creating videos, and more, it arms you with everything you need to upskill employees to be more effective, productive, satisfied, and loyal.

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Diversity, Equity & Inclusion For Dummies

Dr. Shirley Davis

Strengthen your company culture through inclusive and equitable policies and practices

The global workforce and marketplace will continue to undergo dramatic demographic shifts—redefining the workplace, the workers, and how work gets done. Organizations that want to attract and retain the best talent and to capitalize on the full breath of their perspectives and experiences must first reflect our society as a whole, and secondly, must create the right kind of work environment where ALL talent can thrive. That means valuing diversity, creating more equitable policies and practices, and fostering...

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Brendan Bradley

Your guide to investing for a more sustainable world

Investing in one's own future has always been a good financial move. But what if you want to ensure that the companies you have a financial interest in are also helping to improve the present and future of all of us—and of the planet? More than ever before, sustainable investors want to be confident that a company's Environmental (net zero emissions target), Social (response to the Covid-19 pandemic), and Governance (no repeats of Enron and WorldCom) policies and actions are positively

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Russell Wild

Become an ETF expert with this up-to-date investment guide

Want to expand your portfolio beyond stocks and mutual funds? (Of course you do, you smart investor you.) Then take a look at exchange-traded funds (ETFs)! A cross between an index fund and a stock, they're transparent, easy to trade, and tax-efficient. They're also enticing because they consist of a bundle of assets (such as an index, sector, or commodity), so diversifying your portfolio is easy. You might have even seen them offered in your 401(k) or 529 college plan.

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

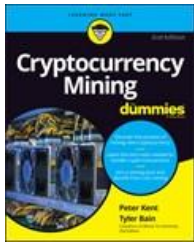
Eric Tyson

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

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

Investing All-in-One For Dummies offers sound guidance for investors at every level. Whether you're stumped by stocks, baffled by bonds, mystified about mutual funds, or

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Untangle the steps to mine crypto, including new coins and services

The cryptocurrency market moves quickly and miners and investors need the latest information to stay ahead of the game. This edition of *Cryptocurrency Mining For Dummies* has the insight you need to get started with mining. You'll learn what goes into building a mining rig that can complete cryptocurrency transactions and reap the rewards in the form of new coin. You also discover how to join existing mining programs. Whatever your crypto goals, *Dummies* will make it easy for you to understand,

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Eric Tyson

The money lessons you wish you'd learned in school

Personal Finance in Your 20s & 30s For Dummies helps Millennials and Zoomers like you make smart financial moves. It's not as tough as it looks to reduce and file your taxes, pay off your student debt, buy a home, keep a budget to save and invest wisely, or start that side hustle, just to name a few. With a little bit of focus, you can start a clear path to financial freedom and avoid mistakes today. Your future self will thank you.

This edition is full of updates for the 2020s, when your

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You may be at the stage of your life where you're still watching every penny, but you know the earlier you invest, the more time your money has to work for you. *Investing in Your 20s and 30s For Dummies* provides novice investors with time-tested advice, along with strategies that reflect today's market conditions. You'll get no-nonsense guidance on how to invest in stocks, bonds, funds, and even real estate—complete with definitions of all the must-know lingo. You'll also learn

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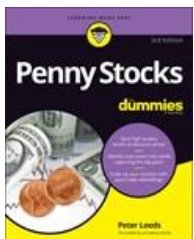
Joe Duarte

When it comes to boosting your portfolio, you've got options!

Looking for a new way to flex your investing muscle? Look no further! *Options Trading For Dummies* offers trusted guidance for anyone ready to jump into the versatile, rewarding world of stock options. And just what are your options options? This book breaks down the most common types of options contracts, helping you select the right strategy for your needs. Learn all about the risk-reward structure of options trading and reduce your risk through smart mixing and matching.

Today's markets are more treacherous than ever before

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Penny Stocks For Dummies (3rd Edition)

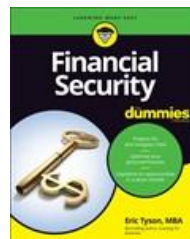
Peter Leeds

Want big returns? Look at small stocks!

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

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

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Financial Security For Dummies

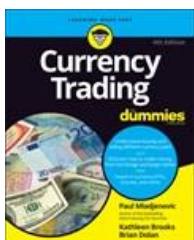
Eric Tyson

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

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

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

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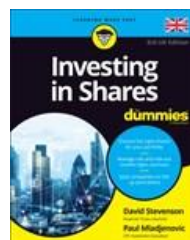
Currency Trading For Dummies (4th Edition)

Paul Mladjenovic, Kathleen Brooks, Brian Dolan

Trade currencies like a seasoned pro with this friendly, fact-filled guide to the forex market

Over \$6 trillion changes hands in the foreign exchange market every day. You can jump straight into the action with expert guidance from the hands-on *Currency Trading For Dummies*. You'll learn how the foreign exchange market works, what factors influence currency values, and how to understand financial data. When you're ready to create your own game plan for trading currencies, you'll be able to build it around your investment objectives, experience

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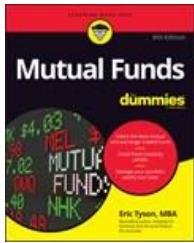
Investing in Shares For Dummies UK Edition: UK EDITION

David Stevenson, Paul Mladjenovic

Investing in Shares For Dummies, 3rd Edition gives you the sound advice and proven tactics you need to play the markets and watch your profits grow. The experienced authors introduce you to all categories of shares, show you how to analyze the key markets, and offer invaluable resources for developing a portfolio. Whether the markets are up or down, you'll discover practical investing strategies and expert insights so you have the knowledge to invest with confidence. Updates include:

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Eric Tyson

Build substantial wealth with mutual funds (and ETFs)!

Mutual funds and exchange-traded funds (ETFs) are great for professional management, diversification and liquidity into your portfolio, but what are the costs and risks? And how have the best investment strategies changed with the rise of robo-investing, ETFs, and new tax rules? *Mutual Funds For Dummies* answers all your questions, giving you insight on how to find the best-managed funds that match your financial goals.

With straightforward advice and plenty of specific fund recommendations, Eric Tyson helps you avoid

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JB Prince

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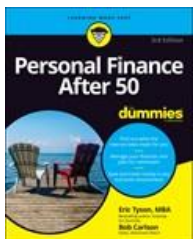
Veterans Benefits Guide For Dummies

Angie Papple Johnston

You've served your country, now let the country serve you

Veterans Benefits Guide For Dummies is your dear and concise guide to the benefits available to you from the VA and other government organizations. You have access to physical and mental healthcare, financial services, long-term planning, education, and much more. This book explains how to make sense of and take advantage of the extensive benefits program offered to veterans in the United States. You'll learn what you're eligible for, how to file applications and claims, and how to appeal decisions. This book covers the most recent bene...

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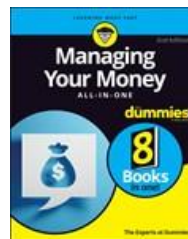
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Eric Tyson, Robert C. Carlson

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Retirement is lasting longer for all of us. That's why—and however long you decide to keep working—it's essential to plan ahead so you can live your post-career life as you wish. The latest edition of *Personal Finance After 50 For Dummies* details what you need to know—making it the perfect book to shelve next to your diet and fitness library, so you can keep your finances, as well as your health, in peak condition. Whether you're new to financial

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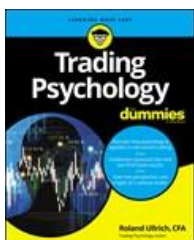
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Time and money. Those are the two most important assets you have, and smart people manage both of them wisely. *Managing Your Money All-in-One For Dummies* is your one-stop resource to turn to when you're ready to manage your money. It offers everything you need to confidently handle your finances. When you're ready to create a budget, pay down debt, and scale back your expenses, you'll find the support you need here. If you're eyeing the future, you'll find advice on improving your

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Roland Ullrich

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Share Investing For Dummies, 4th Australian Edition (4th Edition)

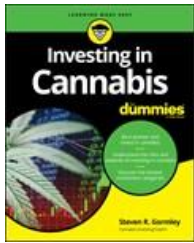
James Dunn

Get sharemarket savvy and put together the perfect investment portfolio

Do you want to invest in shares, but you don't know where to start? *Share Investing For Dummies* shows you how to put together the perfect share portfolio: you'll learn, step-by-step, what to do and exactly how to do it. Uncover the timeless rules as well as the latest advice on what's hot and what's not — and exactly how you can get started on generating easy returns on your hard-earned dollars.

With updated examples, charts and resources, this new

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Investing in Cannabis For Dummies

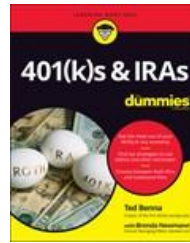
Steven R. Gormley

Invest in one of the most exciting and booming industries available today

Investing in Cannabis For Dummies takes readers on an illuminating and whirlwind tour of the legal cannabis investment industry. Written by a renowned expert in the world of cannabis, Steve Gormley (also known as the Cannabis Viking), this book provides an in-depth look at all aspects of publicly traded stocks (nationally and internationally) in the cannabis industry for medical or recreational use.

This book covers crucial topics for a firm understanding of investing in the cannabis industry, including:

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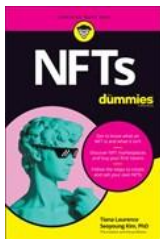
401(k)s & IRAs For Dummies

Ted Benna, Brenda Watson Newmann

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

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

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NFTs For Dummies

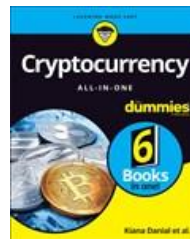
Tiana Laurence, Seoyoung Kim

Get a grip on NFTs and learn how to get in the game

It's not often that a brand-new investment comes along that revolutionizes how we buy and sell digital assets. But that's what non-fungible tokens (NFTs) did. Built on blockchain tech, NFTs are shaking up the world of digital commodity investing. And you can get your slice of the pie before everyone jumps into the arena.

In *NFTs For Dummies*, you'll find straightforward answers to critical aspects of the NFT phenomenon. You'll learn exactly what non-fungible tokens really are, how you can find them, and even how to create your own valuable

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Cryptocurrency All-in-One For Dummies

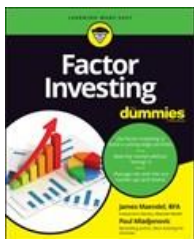
Kiana Danial, Tiana Laurence, Peter Kent, Tyler Bain, Michael G. Solomon

Learn the skills to get in on the crypto craze

The world of cryptocurrency includes some of the coolest technologies and most lucrative investments available today. And you can jump right into the middle of the action with *Cryptocurrency All-in-One For Dummies*, a collection of simple and straightforward resources that will get you up to speed on cryptocurrency investing and mining, blockchain, Bitcoin, and Ethereum.

Stop scouring a million different places on the web and settle in with this one-stop compilation of up-to-date and reliable info on what's been called the "21st century gold"

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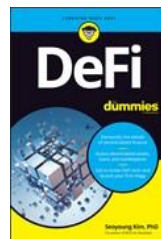
Factor Investing For Dummies

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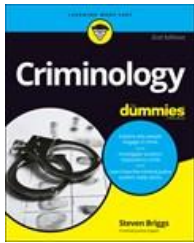
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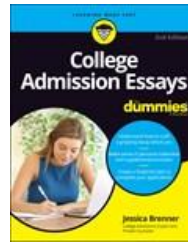
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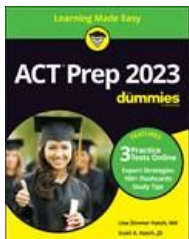
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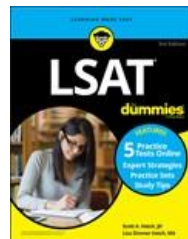
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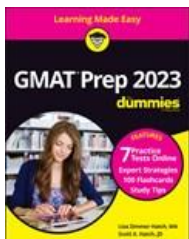
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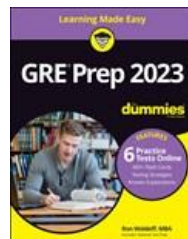
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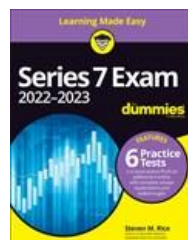
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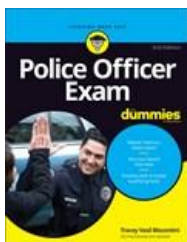
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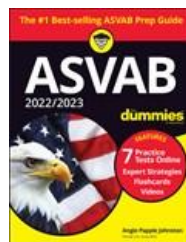


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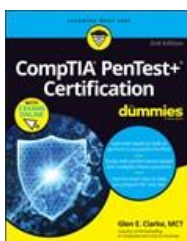
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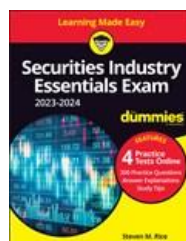
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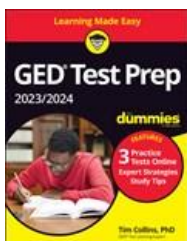
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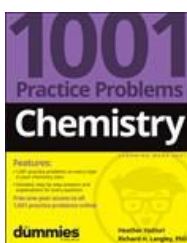
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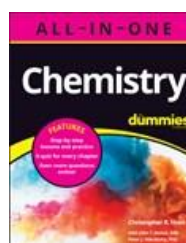
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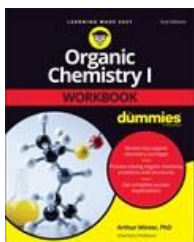
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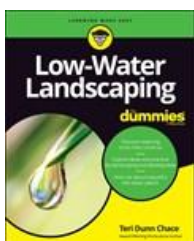
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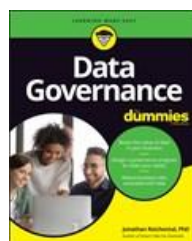
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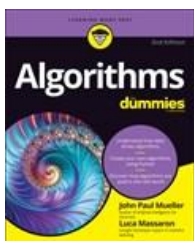
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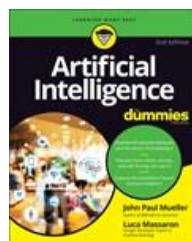
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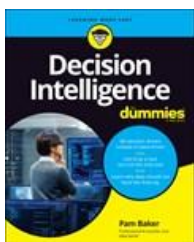
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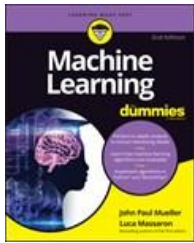
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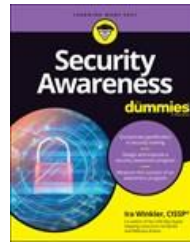
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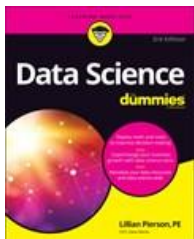
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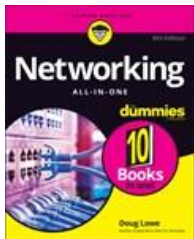
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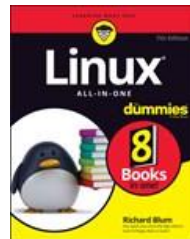
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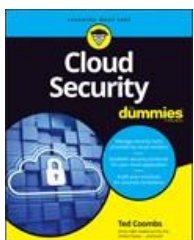
Linux All-In-One For Dummies (7th Edition)

Richard Blum

Linux is for everyone!

Linux All-in-One For Dummies breaks down the ever-popular operating system to its basics and trains users on the art of Linux. This handy reference covers all the latest updates and operating system features. It presents content on Linux desktops, applications, and more. With eight books in one, you'll have access to the most comprehensive overview of Linux around. Explore the inner workings of Linux machines, so you'll know Linux front to back. This all-inclusive handbook also walks you through solving Linux problems—complete with hands-on examples—so you'll be a Linux whiz...

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Cloud Security For Dummies

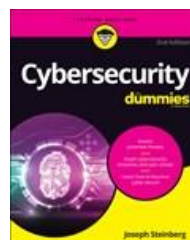
Ted Coombs

Embrace the cloud and kick hackers to the curb with this accessible guide on cloud security

Cloud technology has changed the way we approach technology. It's also given rise to a new set of security challenges caused by bad actors who seek to exploit vulnerabilities in a digital infrastructure. You can put the kibosh on these hackers and their dirty deeds by hardening the walls that protect your data.

Using the practical techniques discussed in *Cloud Security For Dummies*, you'll mitigate the risk of a data breach by building security into your network from the bottom up. Learn how to set your

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Cybersecurity For Dummies (2nd Edition)

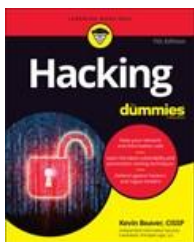
J Steinberg

Explore the latest developments in cybersecurity with this essential guide

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

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

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Hacking For Dummies (7th Edition)

Kevin Beaver

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

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

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

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Beginning Programming with Java For Dummies (6th Edition)

Barry Burd

Become a Java wizard with this popular programming guide

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

Beginning Programming with Java For Dummies is written specifically for newbies to programming. The book starts with an overview of computer programming and builds

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Java For Dummies (8th Edition)

Barry Burd

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

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

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

- Take control of your program flow

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Microsoft Azure For Dummies (2nd Edition)

J Hyman

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...

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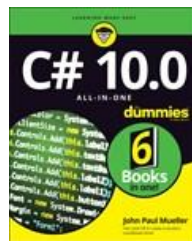
Python All-in-One For Dummies (2nd Edition)

John C. Shovic, Alan Simpson

The one-stop resource for all your Python queries

Powerful and flexible, Python is one of the most popular programming languages in the world. It's got all the right stuff for the software driving the cutting-edge of the development world—machine learning, robotics, artificial intelligence, data science, etc. The good news is that it's also pretty straightforward to learn, with a simplified syntax, natural-language flow, and an amazingly supportive user community. The latest edition of *Python All-in-One For Dummies* gives you an inside look at the exciting possibilities offered in the Python wor...

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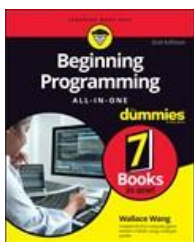
C# 10.0 All-in-One For Dummies

John Paul Mueller

Look sharp—learn or refresh your C# skills with the latest version

C# is one of the most popular programming languages, and frequent updates help it keep pace as the world of coding changes. You can keep pace too, thanks to *C# 10.0 All-in-One For Dummies*, where you'll learn the basics of the language itself, how to code in Visual Studio, and how to take advantage of the new features in the latest release. At every stage of your career, you'll need to know the cutting-edge trends and techniques that clients want. This book has your back, with info on object-oriented programming, writing secure c...

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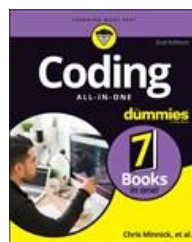
Beginning Programming All-in-One For Dummies (2nd Edition)

Wallace Wang

Let there be code!

Beginning Programming All-in-One For Dummies offers one guide packed with 7 books to teach you programming across multiple languages. Coding can seem complex and convoluted, but Dummies makes it simple and easy to understand. You'll learn all about the principles of programming, algorithms, data structures, debugging programs, unique applications of programming and more while learning about some of the most popular programming languages used today. Move confidently forward in your computer science coursework or straight

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

Chris Minnick

The go-to guide for learning coding from the ground-up

Adding some coding know-how to your skills can help launch a new career or bolster an old one. *Coding All-in-One For Dummies* offers an ideal starting place for learning the languages that make technology go. This edition gets you started with a helpful explanation of how coding works and how it's applied in the real-world before setting you on a path toward writing code for web building, mobile application development, and data analysis. Add coding to your skillset for your existing career, or begin the exciting transition into life as a pr...

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Beginning Programming with Python For Dummies (3rd Edition)

John Paul Mueller

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

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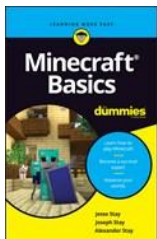
Twitch For Dummies (2nd Edition)

Tee Morris, Emme Montgomery

Find your own streaming success with Dummies

Twitch For Dummies will get you up to date with Twitch, the breakthrough streaming platform where you can set up a channel, increase your viewership, and find your people. Step-by-step guides and helpful, real-life examples get you ready to go live and, who knows, maybe even earn a little money while having fun online. Check out this new edition for all the details on the new Creator Dashboard interface, streaming in the metaverse, and details you need to know to get the world watching. This handy reference even covers the latest Twitch integrations ...

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Minecraft Basics For Dummies

Jesse Stay, Joseph Stay, Alex Stay

The easy way to get started with Minecraft

Want to creep into the biggest video game of all time? Grab your pickaxe and let's go! *Minecraft Basics For Dummies* helps you (or your kids) get started and join the infinite online world that keeps millions of players of all ages engaged every day. Inside this portable-trim book, crafters will get all the tips and tricks needed to get started—on their own or with multiple players—in each of the three gameplay modes.

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Games & Activities

- Choose a platform and download the game
- Navigate, collect resources, and build structures
- Defend your creations against monsters



Samsung Galaxy S21 For Dummies

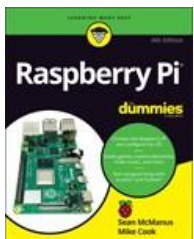
Bill Hughes

Feeling hamstrung by your new Samsung? Figure out how to navigate your new phone in no time

Your Samsung Galaxy comes packed with features you'll use every day, and *Samsung Galaxy S21 For Dummies* is your guide to exploring them. What do you want to do first? Send a text or email? Take photos and videos? Make a basic call? Play games? Shop? This handy guide can help you do all that and so much more.

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- Get an overview of the buttons, screens, and apps that are essential to operating your new phone



Raspberry Pi For Dummies (4th Edition)

Sean McManus, Mike Cook

A recipe for having fun and getting things done with the Raspberry Pi

The Raspberry Pi makes it easy to learn about computers and computer programming, and *Raspberry Pi For Dummies* makes it even easier! Using this extremely affordable and compact computer, you can learn to code in languages like Scratch and Python, explore how electronics work, create computer-generated buildings in Minecraft and music in Sonic Pic, become Linux-savvy, make Internet-of-Things devices, or just play around! This book gets you up and running on your Raspberry Pi, starting with setting it up, downloading the

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Samsung Galaxy S22 For Dummies

Bill Hughes

Your step-by-step roadmap to unlocking the full potential of your new Galaxy S22

Your new Samsung Galaxy S22 is packed with more features than you can count. So, how should you go about using this fantastic phone to its fullest? With some friendly and expert help from *Samsung Galaxy S22 For Dummies*!

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This book on Samsung's latest version of its flagship smartphone will walk you through every important function and feature on the S22. Want to make a call or send an email? *Samsung Galaxy S22 For Dummies* will show you how to set up your accounts and contacts to help you stay in touch with your friends.



Android Smartphones For Dummies

Jerome DiMarzio

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.

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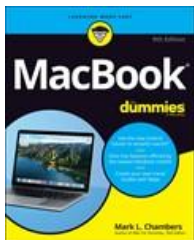
Laptops For Seniors For Dummies (6th Edition)

Faithe Wempen

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

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MacBook For Dummies (9th Edition)

Mark L. Chambers

Learn how to drive the coolest laptop on the planet

You took the plunge, paid extra, and—even though it looks and feels like perfection—have that fleeting doubt: is my MacBook really worth the investment? You'll be pleased to know that the answer is totally yes, and *MacBook For Dummies* is the ultimate way to learn the thousand and one reasons why the MacBook Pro or Air you now own is a modern masterpiece—as well as the ten thousand and one (and counting) things you can do with it. With its super-smooth performance, top-shelf LED screen, rugged reliability, and powerful, trouble-free operating s...

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iPhone For Seniors For Dummies (2022)

Dwight Spivey

Become your own iPhone guru

Your first time using an iPhone comes with a lot of excitement. It can also be a bit intimidating. After all, it's jam-packed with apps and cool features, but there's no handy manual to help you unravel all the device's mysteries. *iPhone For Seniors For Dummies* can help you take your first iPhone steps and save you the trouble of finding someone to answer your questions. It features the tasks that you most likely want to do—like chatting on FaceTime, shooting videos and photos, and connecting on social media. It also introduces you to the App store so that you can br...

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iMac For Dummies (11th Edition)

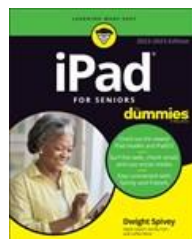
Mark L. Chambers

Say hello to your iMac with this bestselling guide

Excited to put your cool iMac through its paces? Go ahead! Say "Hey Siri" to look up information, use the large monitor to play a game or watch a movie, share documents with your iPhone or iPad, or video chat with friends or family. With its optimized system speed, your iMac can keep up with anything you want to do. How cool is that?

Your iMac comes stuffed with features, and *iMac For Dummies* is your tour guide to explore all of them! This updated handbook has you covered, no matter if you need to work or want to play. You can...

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iPad For Seniors For Dummies (13th Edition)

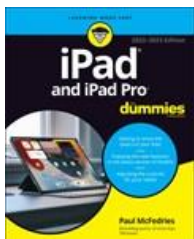
Dwight Spivey

Make the most of your iPad!

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

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

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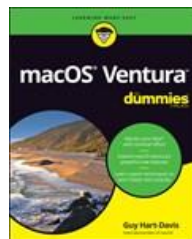
iPad and iPad Pro For Dummies (12th Edition)

Paul McFedries

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

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

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macOS Ventura For Dummies

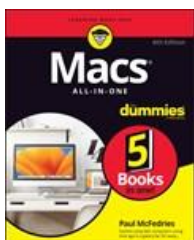
Guy Hart-Davis

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

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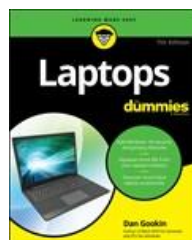
Macs All-in-One For Dummies (6th Edition)

Paul McFedries

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 b...

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Laptops For Dummies (7th Edition)

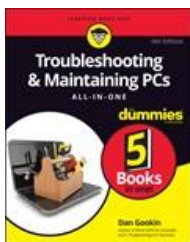
Dan Gookin

The latest on getting the most from laptops and tablets

Not that long ago, laptops were seen as luxuries. Now they're practically an essential for many people, and—as faster computing power and super-sharp displays make many of them the equal of a desktop—the new wave of lightweight laptops is increasingly replacing the home PC with its bulky tower and multiple cords. Plus, you can use your laptop when chilling on the couch or venturing out for a quick coffee!

In this fully updated edition of *Laptops For Dummies*, bestselling tech writer Dan Gookin takes a friendly walk

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Troubleshooting & Maintaining PCs All-in-One For Dummies (4th Edition)

Dan Gookin

Show your PC who's boss

Nothing's more annoying than a tech malfunction, especially when it's your PC—with the exception of perhaps wading through reams of random, unreliable theories online looking for a solution, or paying an expensive tech geek to show up to perform a five-minute fix. The latest edition of *Troubleshooting & Maintaining Your PC All-in-One For Dummies* puts all this frustration behind you and gets you straight to work solving the problem yourself!

In his straightforward, friendly style, Dan Gookin

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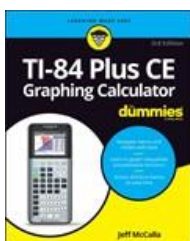
Computers For Seniors For Dummies (6th Edition)

Faith Wempen

A simple guide to computers that'll show you what all the fuss is about

Most people new to computers find them a little intimidating at first. But with the right guidance, even a total novice can be sending email and banking online in no time at all. *Computers For Seniors For Dummies* is your must-have computing companion, full of crystal clear, step-by-step instructions for accessing websites, opening and using programs, and keeping yourself safe from viruses and hackers. And unlike the confusing "tips" from your son-in-law, you can rely on the *For Dummies* brand to deliver advice that's both

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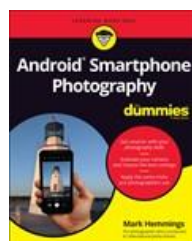
TI-84 Plus CE Graphing Calculator For Dummies (3rd Edition)

Jeff McCalla

You and your trusty TI-84+ can ace math, together

Graphing calculators are an essential tool in many high school and college math courses. *TI-84 Plus CE Graphing Calculator For Dummies* teaches you how to use these handy little machines with confidence, for basic math and far, far beyond. Packed with insider tips, common mistakes to avoid, and updates on the newest products available, this is the must-have reference to get the most out of your graphing calculator. You'll learn how to navigate the home screen, menus, and mode settings. And we'll teach you how to use your calculator to, uh, do mat...

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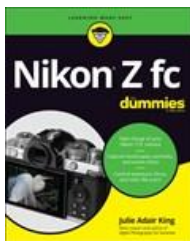
Android Smartphone Photography For Dummies

Mark Hemmings

Wait—you took that amazing picture?

Taking a photo is as simple as point and click. Taking a good photo takes a bit more know-how, and *Android Smartphone Photography For Dummies* is your quick-and-easy guide. No matter what model of Android phone you have, this book teaches you to produce high-quality images using the powerhouse camera you carry in your pocket every day. You'll learn the photography techniques pros use, like how to recognize beautiful outdoor lightning, how to capture moving subjects, and how to make stuff

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Nikon Z fc For Dummies

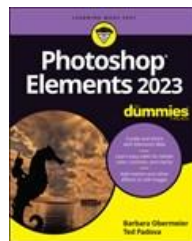
Julie Adair King

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

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

This book takes you on a comprehensive and user-friendly tour of the Nikon Z fc camera, its settings, and all of its automatic and manual options. You'll learn how to control exposure, take advantage of advanced focusing optio...

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Photography



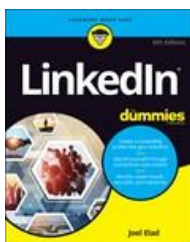
Photoshop Elements 2023 For Dummies

Barbara Obermeier, Ted Padova

Transform your images from ordinary to extraordinary in Photoshop Elements

Great for non-professional photographers and designers, Adobe's Photoshop Elements is packed with all the photo editing tools you need to turn your images into showstoppers. And with the help of *Photoshop Elements 2023 For Dummies*, you'll discover the ins and outs of this affordable, beginner-friendly photo editing software. Learn all the tricks for simple, one-click fixes, before leaping into more advanced editing features. Work with layers, brighten colors, add filters, and make your images pop!

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LinkedIn For Dummies (6th Edition)

J Elad

Brand yourself like a pro on LinkedIn

LinkedIn multiplies what you know by the power of who you know to deliver the number one social platform for business professionals and new job seekers. *LinkedIn For Dummies* shows LinkedIn newcomers the best ways to discover new opportunities, enhance their personal brand, network with other professionals, and give an exponential boost to their career. Consider this book a passport to help you connect more successfully with many of LinkedIn's 660+ million members in over 200 countries, as well as an expert guide to the

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Facebook For Dummies (8th Edition)

Carolyn Abram, Amy Karasavas

Be a new face on Facebook!

If you're new to the Facebook user community, don't be shy: you're joining around 2.7 billion users (roughly two-and-a-half Chinas) worldwide, so you'll want to make sure you're being as sociable as possible. And with more functionality and ways to say hello—like 3-D photos and Video Chat rooms—than ever before, *Facebook For Dummies* is the perfect, informative companion to get and new and inexperienced users acquainted with the main features of the platform and comfortable with sharing posts, pictures (or whatever else you find interesting) with friends, family, and t...

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Computers



Digital Etiquette For Dummies

Eric Butow, Kendra Losee, Kelly Noble Mirabella

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

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

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Business & Economics



Instagram For Dummies (2nd Edition)

Jenn Herman, Corey Walker, Eric Butow

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 frii...

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Adobe Photoshop CC For Dummies (3rd Edition)

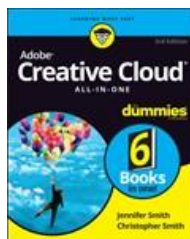
Peter Bauer

Get picture perfect with Photoshop CC

Photoshop is a stunning program that puts the power of a professional photography studio into your hands, but it can also be a jungle to navigate—with a dense proliferation of menus, panels, shortcuts, plug-ins, and add-ons to get thoroughly lost in. Written by a literal Photoshop Hall of Famer, the new edition of *Photoshop CC For Dummies* is your experienced guide to the technical terrain, slashing away the foliage for a clear picture of how to produce the perfectly framed and beautifully curated images you want.

Reninng with an overview of the basic kit h

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Adobe Creative Cloud All-in-One For Dummies (3rd Edition)

Jennifer Smith, Christopher Smith

Fly higher in your Creative Cloud

Adobe Creative Cloud makes the most popular tools used by designers, photographers, and other creative professionals accessible in a single place. *Adobe Creative Cloud All-in-One For Dummies* is the ultimate one-stop reference guide for how to use them all. Whatever gets your creative juices flowing, you'll find the in-depth guidance required to deliver the results you want, from polishing-up photos and images to creating illustrations and designs. And once your assets are just how you want them, you can pick up best practices for managing and

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AutoCAD For Dummies (19th Edition)

Ralph Grabowski

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

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

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

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Adobe Premiere Pro CC For Dummies

John Carucci

When the filming stops, the real video production work begins

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

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

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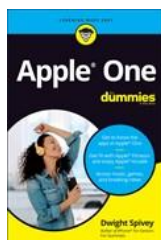
Adobe Photoshop Lightroom Classic For Dummies (2nd Edition)

Rob Sylvan

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

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

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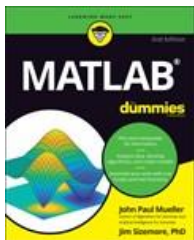
Apple One For Dummies

Dwight Spivey

A bundle of Apple services, all in one place

All your favorite Apple services are available in one convenient bundle, and *Apple One For Dummies* helps you get the full value out of your subscription. What's in this Apple barrel? Everything you need to stream music and TV, keep up with the news, play games, store files online, and even stay in shape. This book gives you a bundle of insight on how to choose the subscription level that's right for you, access and link all the services across your Apple and non-Apple devices, and use all the fun features of each service.

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MATLAB For Dummies (2nd Edition)

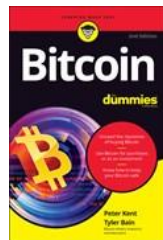
John Paul Mueller; Jim Sizemore

Go from total MATLAB newbie to plotting graphs and solving equations in a flash!

MATLAB is one of the most powerful and commonly used tools in the STEM field. But did you know it doesn't take an advanced degree or a ton of computer experience to learn it? *MATLAB For Dummies* is the roadmap you've been looking for to simplify and explain this feature-filled tool.

This handy reference walks you through every step of the way as you learn the MATLAB language and environment inside-and-out. Starting with straightforward basics before moving on to more advanced material like Live Functions and Live Scripts.

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Bitcoin For Dummies (2nd Edition)

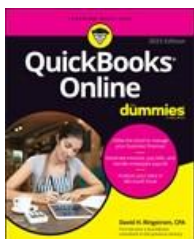
Peter Kent; Tyler Bain

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

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

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

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QuickBooks Online For Dummies (2023)

DH Ringstrom

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

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Excel All-in-One For Dummies

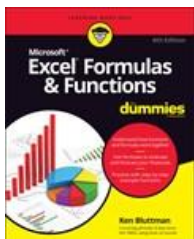
Paul McFedries; Greg Harvey

Excel-erate your productivity with the only guide you'll need to the latest versions of Microsoft Excel

Microsoft Excel offers unsurpassed functionality and accessibility for data exploration and analysis to millions of users around the world. And learning to unlock its full potential is easier than you can imagine with help from *Excel All-in-One For Dummies*.

Follow along with Excel expert and veteran author Paul McFedries as he walks you through every feature and technique you *need* to know to get the most out of this powerful software. You'll learn how to design worksheets, use formulas and fun...

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Excel Formulas & Functions For Dummies (6th Edition)

Ken Bluttman

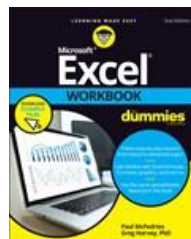
Unlock the power of Excel with a step-by-step roadmap to its formulas and functions

There's a Swiss Army knife in your digital toolbox that can multiply your productivity and make you the smartest guy or gal in almost any room. It's called Microsoft Excel.

If you're like most people, you've barely scratched the surface of what this powerful tool's hundreds of built-in functions can do. But with a little help from *Excel Formulas & Functions For Dummies*, you'll soon be organizing, analyzing, and interpreting data like a pro.

For those who don't know the difference between a

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Excel Workbook For Dummies (2nd Edition)

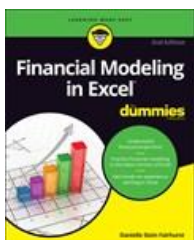
Paul McFedries; Greg Harvey

Get practical walkthroughs for the most useful Excel features

Looking for easy-to-understand, practical guidance on how to go from Excel newbie to number crunching pro? *Excel Workbook For Dummies* is the hands-on tutorial you've been waiting for.

This step-by-step guide is packed with exercises that walk you through the basic and advanced functions and formulas included in Excel. At your own speed, you'll learn how to enter data, format your spreadsheet, and apply the mathematical and statistical capabilities of the program.

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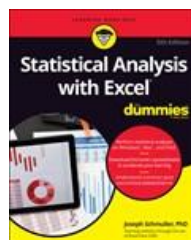
Financial Modeling in Excel For Dummies (2nd Edition)

Danielle Stein Fairhurst

Turn your financial data into insightful decisions with this straightforward guide to financial modeling with Excel

Interested in learning how to build practical financial models and forecasts but concerned that you don't have the math skills or technical know-how? We've got you covered! Financial decision-making has never been easier than with *Financial Modeling in Excel For Dummies*. Whether you work at a mom-and-pop retail store or a multinational corporation, you can learn how to build budgets, project your profits

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Statistical Analysis with Excel For Dummies (5th Edition)

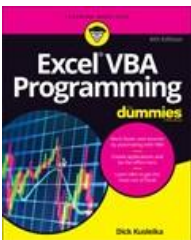
Joseph Schmuller

Become a stats superstar by using Excel to reveal the powerful secrets of statistics

Microsoft Excel offers numerous possibilities for statistical analysis—and you don't have to be a math wizard to unlock them. In *Statistical Analysis with Excel For Dummies*, fully updated for the 2021 version of Excel, you'll hit the ground running with straightforward techniques and practical guidance to unlock the power of statistics in Excel.

Bypass unnecessary jargon and skip right to mastering

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Excel VBA Programming For Dummies (6th Edition)

Dick Kusleika

Find out what Excel is capable of with this step-by-step guide to VBA

Short of changing the tires on your car, Microsoft Excel can do pretty much anything. And the possibilities are even more endless when you learn to program with Excel Visual Basic for Applications (VBA). Regardless of your familiarity with Excel VBA, *Excel VBA Programming For Dummies* can enhance your experience with the popular spreadsheet software.

Pretty soon, you'll be doing things you didn't think were possible in Excel, from automating processes to writing

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Excel Data Analysis For Dummies (5th Edition)

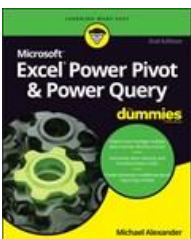
Paul McFedries

Turn jumbles of numbers into graphics, insights, and answers with Excel

With Microsoft Excel, you can, well, excel at data analysis. And *Excel Data Analysis For Dummies* can help, with clear and easy explanations of the mountain of features for creating, visualizing, and analyzing data. PivotTables, charts, what-if analysis, statistical functions—it's all in here, with examples and ideas for Excel users of all skill levels.

This latest edition covers the most recent updates to Excel and Microsoft 365. You'll beef up your data skills and learn powerful techniques for turning numbers into knowledge...

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Excel Power Pivot & Power Query For Dummies (2nd Edition)

Michael Alexander

Learn to crunch huge amounts of data with PowerPivot and Power Query

Do you have a ton of data you need to make sense of? Microsoft's Excel program can handle amazingly large data sets, but you'll need to get familiar with PowerPivot and Power Query to get started.

And that's where Dummies comes in. With step-by-step instructions—accompanied by ample screenshots—*Excel PowerPivot & Power Query For Dummies* will teach you how to save time, simplify your processes, and enhance your data analysis and reporting. Use Power Query to

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Excel Macros For Dummies (3rd Edition)

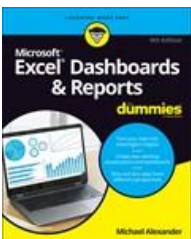
Dick Kusleika

Save time and become an Excel wizard with the world's leading Excel macro guide

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

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

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Excel Dashboards & Reports For Dummies (4th Edition)

Michael Alexander

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

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

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

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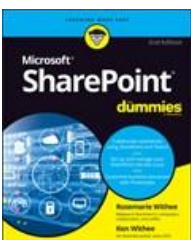
Microsoft Teams For Dummies (2nd Edition)

Rosemarie Withee

Work seamlessly together with Microsoft Teams

It was only a matter of time before Microsoft 365 built an actual virtual office. And Microsoft Teams is it, rocketing from 13 to 75 million daily users in a single year. The new edition of *Microsoft Teams For Dummies* gives you an in-depth introductory tour through the latest version of the app, exploring the many different ways you can chat, call, meet, work remotely, and collaborate with others in real time—whether you're using it as an all-in-one tool for working from home or as an extension to your brick-and-mortar office. Available as a stand-a...

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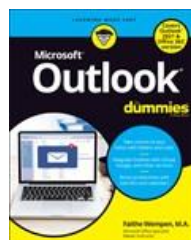
Rosemarie Withee, Ken Withee

Unlock the potential of Microsoft's powerful web-based collaborative platform that comes standard with Microsoft 365

Microsoft SharePoint unlocks millions of collaborative and remote working capabilities and possibilities. And using it doesn't require a degree in computer science! With *SharePoint For Dummies*, you'll be creating sites, working with lists, and integrating with Microsoft Teams in no time at all.

This book offers fully illustrated, step-by-step instructions to adapt and customize SharePoint for your own organization. Perfect for complete SharePoint novices as

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Outlook For Dummies

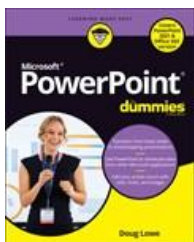
Faithe Wempen

Learn all about the best application for emailing, scheduling, collaborating, and just plain getting stuff done

Did you know that Microsoft Outlook can do everything, including cook your dinner? Okay, it can't cook your dinner. But it can deliver your email, filter out the junk, help you organize your life, sync data to the cloud, integrate with iOS and Android, and about a zillion other things. *Outlook For Dummies* shows you how to work all the basic and advanced features of the Office 2021 version.

Outlook is loaded with interesting productivity tools that most people—even in business environ

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PowerPoint For Dummies, Office 2021 Edition

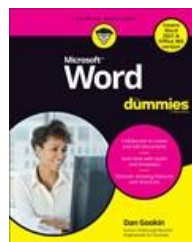
Doug Lowe

Make PowerPoint the most "power"ful weapon in your Office arsenal and captivate your audience

Presentations are your opportunity to stand out from the crowd, impress your colleagues, and be the smartest person in the room. And upping your PowerPoint game is the key to making your next talk one to remember. But where do you start? Luckily, the trusted For Dummies series is here to help you put the umph back in your PowerPoint decks, one compelling slide at a time.

Don't worry if you're completely new to PowerPoint, or even Microsoft Office in general. *PowerPoint For Dummies*

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Word For Dummies

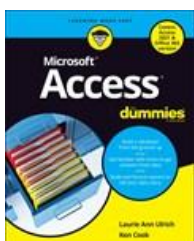
Dan Gookin

Write on with Microsoft Word!

If you create professional-looking documents on a regular basis, you require a mighty word processor that offers all the power and capabilities to create them. Enter Microsoft Word! Pair it with *Word For Dummies* to hone all your word-processing skills. The book is filled with useful tips and suggestions that allow you to get the most out of Word, as well as helpful information on the latest features. It also shows you how to customize and configure Word for your optimal workflow.

Get details on the new Word interface; tools to quickly edit and format your documents;...

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Access For Dummies

Laurie A. Ulrich, Ken Cook

Become a database boss—and have fun doing it—with this accessible and easy-to-follow guide to Microsoft Access

Databases hold the key to organizing and accessing all your data in one convenient place. And you don't have to be a data science wizard to build, populate, and organize your own. With *Microsoft Access For Dummies*, you'll learn to use the latest version of Microsoft's Access software to power your database needs.

Need to understand the essentials before diving in? Check out our Basic Training in Part 1 where we teach you how to navigate the Access workspace and explore the

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Office 365 All-in-One For Dummies (2nd Edition)

Peter Weverka, Matt Wade

Multiply your productivity with the world's most straightforward guide to the world's most popular office software

Microsoft Office 365 contains straightforward tools for virtually every office task you could possibly think of. And learning how to use this powerful software is much easier than you might expect! With the latest edition of *Office 365 All-in-One For Dummies*, you'll get a grip on some of the most popular and effective office software on the planet, including Word, Excel, PowerPoint, Outlook, Access, Publisher, and Teams.

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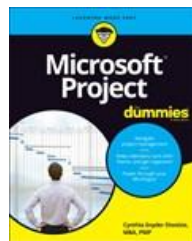
Office For Seniors For Dummies

Faith Wempfen

Send emails, stay on top of your finances, and manage your everyday life with this no-experience-necessary Office 2021 handbook
Microsoft Office offers huge benefits to people of all ages. The popular software suite has always made creating to-do lists, sending emails, drafting documents, and processing spreadsheets a breeze, and the updates and upgrades found in Office 2021 make those tasks even easier.

Office For Seniors For Dummies offers step-by-step instructions to learn every part of Office 2021, including Word, Excel, and PowerPoint. This trusted guide starts at

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Microsoft Project For Dummies

Cynthia Snyder Dionisio

Blow past the jargon and get hands-on, practical guidance on managing any project with Microsoft Project

Lean. Agile. Hybrid. It seems that project management these days comes with more confusing buzzwords than ever. But you can make managing your next project simple and straightforward with help from *Microsoft Project For Dummies*.

This book unpacks Microsoft's bestselling project management platform and walks you through every important feature, step-by-step, until you're ready to take on virtually any project, no matter the size. From

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Microsoft 365 For Dummies

Jennifer Reed

Amp up your collaboration skills and rock the modern workplace by harnessing the power of Microsoft 365 with this one-stop guide to the world's leading productivity platform

The Microsoft 365 productivity solution for the workplace is a cloud-based service with many features for effective and secure collaboration virtually or in person. Whether you start your day with meetings in Teams, respond to Outlook emails, create documents with Office apps, or even automate your work with artificial intelligence, Microsoft 365 has you covered. But first, you must unlock the potential of this powerful so...

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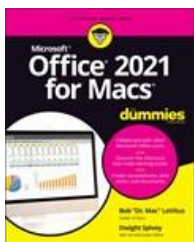
Office 2021 All-in-One For Dummies

Peter Weverka

Say hello to Office productivity with this one-stop reference

With *Office 2021 All-in-One For Dummies*, you can get up and running with Microsoft's legendary software suite. This update covers all the tweaks you can find in the latest version of Word, Excel, PowerPoint, Outlook, and Teams. You'll also learn how to make these apps work harder for you, because we dig deep into the tips and features that casual Office users might not know about. This edition also offers expanded coverage of Teams and other collaborative tools, so you can nail working from home, or just get a few of those meetings o...

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Office 2021 for Macs For Dummies

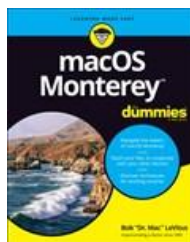
Bob LeVitus, Dwight Spivey

Turn your Mac into a productivity powerhouse with Office 2021!

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

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

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macOS Monterey For Dummies

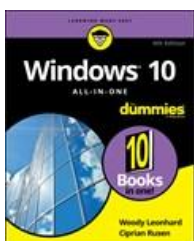
Bob LeVitus

Unlock the potential of macOS Monterey with this updated guide from "Dr. Mac" himself

Macs are famously an absolute pleasure to use. But it's even more fun discovering all the cool things a new version of macOS can do. macOS Monterey, introduced in 2021, makes the latest macOS features available to Mac users everywhere. *macOS Monterey For Dummies* is your personal roadmap to finding every single awesome new bell and whistle in this world-famous operating system.

You'll read about upgrades to the accessibility options, how to use Live Text to grab text from all of your photos, manage your iPhone f

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Windows 10 All-in-One For Dummies (4th Edition)

Woody Leonhard, Ciprian Adrian Rusen

Dig into the ins and outs of Windows 10

Computer users have been "doing Windows" since the 1980s. That long run doesn't mean everyone knows the best-kept secrets of the globally ubiquitous operating system. *Windows 10 All-in-One For Dummies, 4th Edition* offers a deep guide for navigating the basics of Windows 10 and diving into more advanced features.

Authors and recognized Windows experts Ciprian Rusen and Woody Leonhard deliver a comprehensive and practical resource that provides the knowledge you need to operate Windows 10, along with a

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992 pages • Paperback
Computers



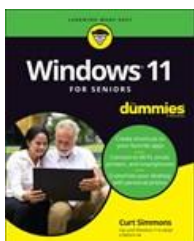
Windows 11 For Dummies

Andy Rathbone

Need Windows help? Find the latest tips and tricks in this perennial favorite on Windows

Windows 11 promises to be the fastest, most secure, and most flexible version of the Microsoft operating system yet. With a promise like that, of course you want to start using it, as quickly as possible! *Windows 11 For Dummies* gives you that speed, security, and flexibility by getting you up to date with the latest in Windows. Windows expert and bestselling author Andy Rathbone gives you a helping hand by showing you how to get around the newly updated Windows 11 interface, how to use the new Windows tools...

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Windows 11 For Seniors For Dummies

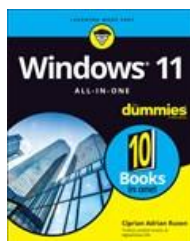
Curt Simmons

Don't call your tech guru for help—get this book and help yourself!

What do you want to do with your Windows computer? Sign up for Facebook to keep up with your friends? Watch a video taken during the latest family trip? Find your latest email messages with a single click of the mouse? Look no further than *Windows 11 For Seniors For Dummies* to discover how to do these tasks and others that you depend on a daily basis. With this guide to the popular operating system, you find the clear and easy instructions to checking tech tasks off your to-do list.

This book focuses on giving you the steps—with...

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Windows 11 All-in-One For Dummies

Ciprian Adrian Rusen

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

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

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Computers



Windows 365 For Dummies

Rosemarie Withee, Ken Withee

Shift your PC to the cloud and liberate yourself from your desk

Microsoft's newest cloud-based operating system allows you to access your PC from any device. *Windows 365 For Dummies* teaches you the ins and outs of this game-changing OS. You'll learn how to make the most of Windows 365—get your work done, share documents and data, monitor storage space, and do it all with increased security. Oh, and did we mention you can do it from literally anywhere? Dummies will help you wrap your mind around cloud computing with Windows 365, so you can pick up with your files, data, and settings right where ...

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Ham Radio For Dummies (4th Edition)

H. Ward Silver

Respond to the call of ham radio

Despite its old-school reputation, amateur radio is on the rise, and the airwaves are busier than ever. That's no surprise: being a ham is a lot of fun, providing an independent way to keep in touch with friends, family, and new acquaintances around the world—and even beyond with its ability to connect with the International Space Station! Hams are also good in a crisis, keeping communications alive and crackling during extreme weather events and loss of communications until regular systems like cell phones and the internet are restored. Additionally, it's enjo...

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Technology & Engineering



Alexa For Dummies (2nd Edition)

Paul McFriedies

Make your every wish Alexa's command with this in-depth guide to the wildly popular Amazon smart speaker

You might be thinking, "All I have to do is plug in my Echo device and start using it!" And you'd be right. But if you really want to explore what that compact little device can do, then *Alexa For Dummies* is your go-to resource. This book shows you how to customize your device to respond to your requests and enhance your life.

Alexa For Dummies takes you on a tour of all things Alexa: its capabilities, tools, settings, and skills. Go beyond the basics of playing music, calling friends, read

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Making TikTok Videos

Will Eagle, Hannah Budke, Claire Cohen, Andrew Cooper, Jordan Elijah Michael, Andrew Panturescu

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 ...

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Pub Date: 1/19/2023
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192 pages • Paperback
Juvenile Nonfiction



Android Smartphones For Seniors For Dummies

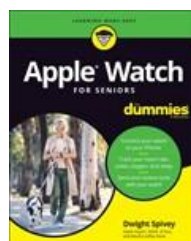
Marsha Collier

The quickest and easiest way to outsmart your Android smartphone

Android smartphones, like the Samsung Galaxy and Google Pixel models, offer great ways to simplify and enhance your life. From easy ways to stay in touch with your friends and family to helpful reminders for everyday tasks, Android phones can keep you connected and current at all times. Sometimes, though, the learning curve can seem a little steep.

But it doesn't have to! *Android Phones For Seniors For Dummies* is your one-stop guide

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Computers



Apple Watch For Seniors For Dummies

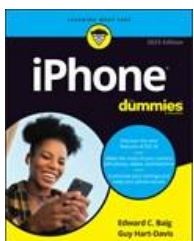
Dwight Spivey

Hey, Siri! How do I get up to speed with this amazing watch?

If you're a proud owner of an Apple Watch, you're in luck. These handy little devices can change the way you keep track of your health, stay in touch with friends and family, and even get around. It's got apps for just about everything you can think of!

But how do you go about getting acquainted with such a powerful tool? With *Apple Watch For Seniors For Dummies*, of course. This book will walk you through the aspects of owning and using an Apple Watch you'll apply in your daily life, from taking it out of the box for the very first

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Computers



iPhone For Dummies (2023)

Edward C. Baig, Guy Hart-Davis

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 ...

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416 pages • Paperback
Computers



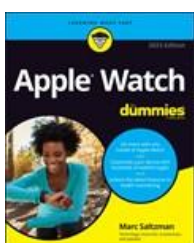
iPhone For Seniors For Dummies (2023)

Dwight Spivey

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 yo...

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Technology & Engineering



Apple Watch For Dummies (2023)

Marc Saltzman

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.

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Computers



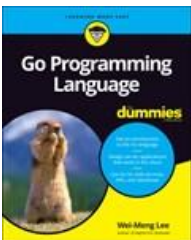
Apple Watch For Seniors For Dummies (2nd Edition)

Dwight Spivey

All the info you want about Apple Watch, and none of the fluff you don't

Apple Watch For Seniors For Dummies helps you get the most out of your smart device. Start with the very basics if you're an Apple Watch newbie, or, if you're upgrading, check out the no-nonsense coverage of the latest bells and whistles. The upgraded Sleep app, Afib monitoring that you can share with your doctor, the new Medications app for logging prescriptions, and, of course, all the texting, weather, and fitness features Apple users love. This book is packed with all the information you need to get up to

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Computers



Go Programming Language For Dummies

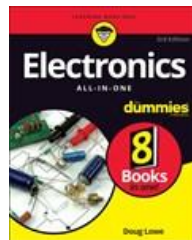
W Lee

Ready, set, program with Go!

Now is the perfect time to learn the Go Programming Language. It's one of the most in-demand languages among tech recruiters and developers love its simplicity and power. *Go Programming Language For Dummies* is an easy way to add this top job skill to your toolkit. Written for novice and experienced coders alike, this book traverses basic syntax, writing functions, organizing data, building packages, and interfacing with APIs.

Go—or GoLang, as it's also known—has proven to be a strong choice for developers creating applications for the

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Computers



Electronics All-in-One For Dummies (3rd Edition)

Doug Lowe

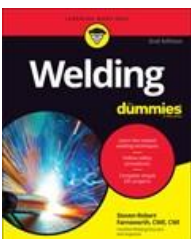
Open up a world of electronic possibilities with the easiest "how-to" guide available today

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

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

Whether you're just getting started and trying to learn the

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Technology & Engineering



Welding For Dummies (2nd Edition)

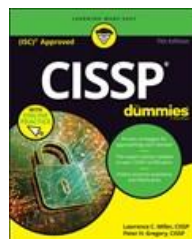
Steven Robert Farnsworth

Every critical welding technique and process distilled into a one-stop, accessible resource

Safe and effective welding might seem like a pipe dream if you're just getting started. But with a little help from *Welding For Dummies* you'll be a "golden arm" in no time. This guide will give you techniques you need to get a handle on material evaluation, clean-up, and every step in between.

You'll find practical advice on every popular kind of welding, including stick, tig, mig, fluxcore, and even oxyfuel cutting. You'll also get tips on the ideal welding techniques to choose for specific projects.

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Technology & Engineering



CISSP For Dummies (7th Edition)

Lawrence C. Miller, Peter H. Gregory

Get CISSP certified, with this comprehensive study plan!

Revised for the updated 2021 exam, *CISSP For Dummies* is packed with everything you need to succeed on test day. With deep content review on every domain, plenty of practice questions, and online study tools, this book helps aspiring security professionals unlock the door to success on this high-stakes exam. This book, written by CISSP experts, goes beyond the exam material and includes tips on setting up a 60-day study plan, exam-day advice, and access to an online test bank of questions.

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Computers



Homebrewing For Dummies (3rd Edition)

Marty Nachel

Get hoppin' with this guide to microbrewing your own beer

Thinking of brewing your own beer or want to know how it's done? *Homebrewing For Dummies* is for you. If you're ready to take a crack at making your own brew, you'll need this guide to the supplies, ingredients, and process of crafting the perfect beer. Follow our recipes for lager, porter, stout, and other brew types—or invent your own. When you've tasted your perfect creation (and after the hangover wears off), we've got you covered with ideas for entering your beer into homebrewing competitions and selling your beer.

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Cooking



Reiki For Dummies (2nd Edition)

Nina L. Paul

Reiki—the alternative medicine therapy that's becoming mainstream

Reiki is a subtle, non-invasive form of healing that uses spiritually guided life force energy, and 60% of top hospitals in the United States now offer it as complementary treatment for anxiety, depression, pain relief, and more. *Reiki For Dummies* is a clear and easy-to-follow guide to the origins of Reiki, where you can study Reiki, what it can do for you, what to expect in a session, and how to use Reiki at home. This book takes you through the principles, practice, and uses of Reiki—even if you're skeptical or taking your first...

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Medical



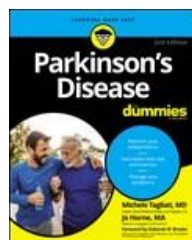
Dad's Guide to Pregnancy For Dummies (3rd Edition)

Matthew M. F. Miller, Sharon Perkins

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

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

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Health & Fitness



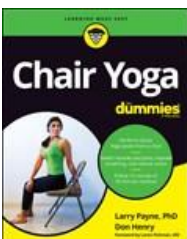
Parkinson's Disease For Dummies (2nd Edition)

Jo Home, Michele Tagliati

Maintain a take-charge attitude and live your life to the fullest with Parkinson's

Whether the diagnosis is yours or that of a loved one, *Parkinson's Disease for Dummies* contains everything you need to know about living with this disease. This book is an easy-to-understand, straightforward, and sometimes humorous guide that offers proven techniques for coping with daily issues, finding the right doctors, and providing care as the disease progresses. This user-friendly guide helps you navigate you through the important steps toward taking charge of your condition. You aren't alone—

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Health & Fitness



Chair Yoga For Dummies

Larry Payne, Don Henry

If you can sit in a chair, you can enjoy the benefits of yoga!

Chair Yoga For Dummies is a guide to developing a yoga practice that you can do while seated in a chair. Traditional yoga poses can be replicated as sitting yoga poses and stretches, enjoyable and accessible for people at all levels of experience and mobility. There's a reason yoga has been around for thousands of years. Practicing chair yoga regularly can decrease your blood pressure, anxiety, inflammation, and chronic pain. It also increases flexibility, balance, and strength. And it helps you sleep better, too. All you need to ge...

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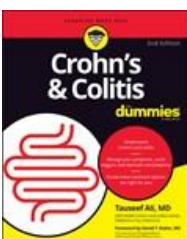
Becoming a Personal Trainer For Dummies (2nd Edition)

Shannon Austin

Strongarm your way into the fitness industry

Interested in becoming a personal trainer? *Becoming a Personal Trainer For Dummies* is, obviously, the book you need. Even if you know nothing about this career path and industry, this book will guide you through the basics and take you all the way through certification and getting your first job. We're here to enlighten you on what's involved in a personal training career and teach you everything you need to know to become certified. This updated edition covers current information on topics like social media, wearable technology, outdoor and virtual ...

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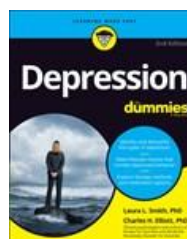
Crohn's and Colitis For Dummies (2nd Edition)

T Ali

Get relief from your inflammatory bowel disease symptoms

Crohn's disease and ulcerative colitis are diseases that disrupt your body's ability to digest food, absorb nutrition, and eliminate waste in a healthy manner. *Crohn's And Colitis For Dummies* is the ultimate reference to these common forms of inflammatory bowel disease (IBD), including tips on how to recognize and control the symptoms, so you can get your life back. Get ideas for keeping disease in check through diet and lifestyle changes, learn about the various medical and surgical treatment options, and discover healthier living with t...

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Medical



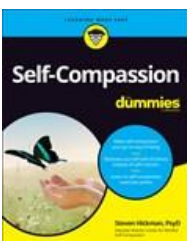
Depression For Dummies (2nd Edition)

Laura L. Smith, Charles H. Elliott

The good news on beating the blues

Do you want the good, the bad, or the best news first? OK, the bad news is that an estimated 264+ million people worldwide suffer from a depressive illness. The good news is that we know how to defeat these illnesses better than ever before using a growing range of highly effective psychotherapies, medications, and other therapeutic methods that are improving all the time. And the best news: because of these advances, the majority of people no longer need to suffer the debilitating—and sometimes dangerous—effects of long-term depressive illness.

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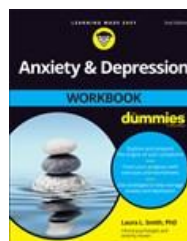
Self-Compassion For Dummies

Steven Hickman

Become your own best friend and reap the life-changing benefits!

Being kind to yourself might sound simple, but self-compassion can change your life dramatically (and most of us are WAY kinder to others than to ourselves). *Self-Compassion For Dummies* will help you discover self-critical thoughts and self-defeating behaviors that are holding you back from fulfilling your potential and explore how you can learn to work around these things to find your way to more joy and satisfaction. We often think being hard on ourselves will help motivate us to be better people, but Dr. Steven Hickman's review...

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Self-Help



Anxiety & Depression Workbook For Dummies (2nd Edition)

Laura L. Smith

Tackle anxiety and depression head-on with this practical workbook

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

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

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Self-Help



OCD For Dummies (2nd Edition)

LL Smith

Manage OCD and live a better life, thanks to this friendly Dummies guide

People with obsessive-compulsive disorder (OCD) need skills and tools to manage their symptoms. *OCD For Dummies* offers help for you or your loved one when it comes to recognizing, diagnosing, treating, and living with this common mental and behavioral disorder. Dummies gives you all the information you need on getting your symptoms under control and working toward remission. This edition updates you with the latest research on OCD, new therapeutic treatments, and all the most up-to-date resources to help you along on your...

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Self-Help



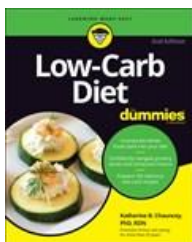
Nutrition For Dummies (7th Edition)

Carol Ann Rinzler

Updated with the latest available research and the new 2020-2025 Dietary Guidelines

It's a scientific fact: You really are what you eat. Good nutrition is your meal-ticket to staying sleek, healthy, and strong—both physically and mentally. *Nutrition For Dummies*, 7th Edition is a complete guide that shows you how to maintain a healthy weight, promote health, and prevent chronic disease. This book gives you the know-how to put together a shopping list, prepare healthy foods, and easily cut calories. Along the way, there's up-to-the-minute guidance for building a nutritious diet at every stage of ...

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Health & Fitness



Low-Carb Diet For Dummies (2nd Edition)

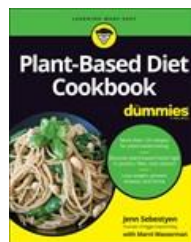
Katherine B. Chauncey

"Low-carb" doesn't have to mean "no-fun!"

Low-carb diets are a hugely popular way to lose weight and stay healthy. But, contrary to what you may have heard, eating low-carb doesn't have to mean losing all your favorite foods and treats!

In *Low-Carb Diet For Dummies*, you'll find an easy-to-follow guide to minimizing carbs while keeping the flavor by evaluating the quality of the carbs you do eat. You will learn to control—but not entirely eliminate (unless you want to)—the intake of refined sugars and flour by identifying and choosing whole, unprocessed food instead. You'll get fun and creative r

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Health & Fitness



Plant-Based Diet Cookbook For Dummies (2nd Edition)

Jenn Sebestyen, Mami Wasserman

Live longer, live healthier, and feel amazing with a plant-based diet

A plant-based diet has been proved to be a healthy and balanced alternative to diets that include meat. Even more importantly, it can be absolutely delicious and fun!

In *Plant-Based Diet Cookbook For Dummies* you'll get all the recipes you need to guide you through a durable lifestyle change that will boost your energy, lower inflammation, encourage a healthy weight, and reduce your risk of disease. With over 100 foolproof and engaging recipes, this life-changing book will help you:

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Cooking



Mediterranean Diet Cookbook For Dummies (3rd Edition)

Meri Raffetto, Wendy Jo Peterson

Discover the world's healthiest and tastiest diet

Ready to transform the way you've been preparing dinner? Then it's time to dive into the *Mediterranean Diet Cookbook For Dummies*!

You'll learn to bring home the flavors of Italy, Greece, Spain, Morocco, Lebanon, and southern France, as you discover the cuisine that's been shown to reduce the risk of heart attack, diabetes, and cognitive decline while delivering extraordinary, authentic flavors.

Unlike many of the quick fix and fad diets on the market

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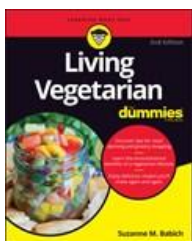
Pilates For Dummies (2nd Edition)

Ellie Herman

Get your Pilates on—no gym membership required!

Pilates For Dummies teaches you the principles of the Pilates Method of stretching, exercising, and breathing, for amazing fitness results. The book guides you through basic, intermediate, and advanced mat exercises. It's packed with exercises to help you target problem areas, gain strength and flexibility, heal injuries, and feel better than ever. With step-by-step exercises and illustrations, this book shows you how to get the most out of your mat-based Pilates routines, in the comfort of your home or wherever you're exercising. You'll also find...

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Living Vegetarian For Dummies (2nd Edition)

Suzanne M. Babich

Vegetarian, vegan, flexitarian, whatever—you'll love your new, healthier diet

Whether you're going totally meatless or just eating less meat, *Living Vegetarian For Dummies* is your source for practical info and advice on embracing the veg-head lifestyle. Lose weight, lower your cholesterol, reduce your carbon footprint, decrease your risk of heart disease and certain cancers—it's all possible when you turn to plants instead of animals to fuel you. We've got pro tips on planning meals, ordering at restaurants, and balancing your dietary needs. Plus, recipes so delicious you'll wonder why you ever...

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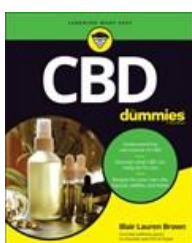
Modern Etiquette For Dummies (3rd Edition)

Sue Fox

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

9781119982845
Pub Date: 12/28/2022
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384 pages • Paperback
Reference



CBD For Dummies

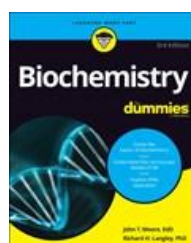
Blair Lauren Brown

An informative, easy-to-understand resource that unveils the mysteries of CBD

CBD has emerged as a popular health product, but what's all the fuss about? *CBD For Dummies* reveals the reasons for the surge in interest about cannabidiol (CBD) and explains how to buy and use this remarkable product safely and responsibly. In an accessible, no-nonsense manner, author Blair Lauren Brown lays out the facts about CBD and outlines the many health conditions that may be helped by using CBD oil.

This book covers topics that people new to CBD have questions about. Highlights include:

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Pub Date: 7/7/2021
\$19.99 USD
336 pages • Paperback
Medical



Biochemistry For Dummies (3rd Edition)

John T. Moore, Richard H. Langley

It's alive! It's alive! (Thanks to biochemistry, that is.)

Biochemistry is the science of the chemical processes that allow for...well...life. If it moves, breathes, eats, or sleeps, biochemistry can probably explain how. So, it stands to reason that the fundamentals of biochemistry can get a little complicated.

In *Biochemistry For Dummies*, you'll explore the carbons, proteins, and cellular systems that make up the biochemical processes that create and sustain life of all kinds. Perfect for students majoring in biology, chemistry, pre-med, health-services, and other science-related fields

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368 pages • Paperback
Science



Vaccines For Dummies

Megan Coffee, Sharon Perkins

Inoculate yourself against the confusion and misinformation surrounding vaccines

Measles, mumps, and rubella—oh my! Why are we vaccinating our children—and ourselves—against these diseases, and what goes on in our bodies after the needle comes out? *Vaccines For Dummies* will inform and entertain you about all things vax, including how the first vaccines were discovered, what's in modern vaccines, how they are tested and approved for use, and why the CDC's vaccine schedule is what it is. Inside, you'll also find a complete guide to vaccine benefits, potential side effects, and contraindications,...

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Health & Fitness



Arthritis For Dummies (3rd Edition)

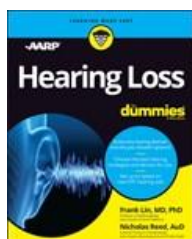
Barry Fox, Nadine Taylor

An easy-to-understand in-depth look at one of the most common medical conditions in the world

If you're one of the 350 million people around the world who suffer from arthritis, you know how challenging it can be to live with it. And if you care for someone who has arthritis, you know how difficult it is to help your loved one live comfortably with the disease.

Arthritis For Dummies was written for you. In it, you'll find no-nonsense guidance based on the latest arthritis research, the straight goods on medications old and new, and up-to-date info on over 40 forms of the disease, including...

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Health & Fitness



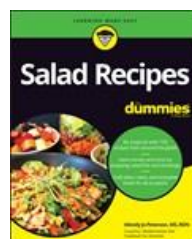
Hearing Loss For Dummies

Lin, Nicholas Reed

Improve your hearing, enhance your life With new advice on just-released over-the-counter hearing aids

Hearing loss can be frustrating, but in fact it's common and treatable. *Hearing Loss For Dummies*, written by top experts in the field in collaboration with AARP, walks you through how to get the help you need to clearly hear the sounds of life—whether you're at home, at work, or out and about. And hearing health is critical: Hearing loss can increase your risk of falls and injuries, isolation and depression, and even cognitive decline and dementia.

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Pub Date: 8/3/2022
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288 pages • Paperback
Health & Fitness



Salad Recipes For Dummies

Wendy Jo Peterson

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 dressi...

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288 pages • Paperback
Cooking



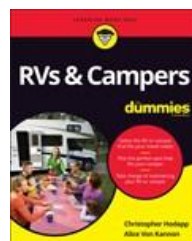
Business Meeting & Event Planning For Dummies (2nd Edition)

Susan Friedmann

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

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Business & Economics



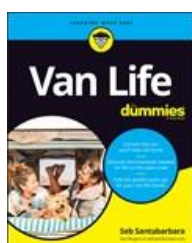
RVs & Campers For Dummies

Christopher Hodapp, Alice Von Kannon

Make yourself at home on the road

Live down by the beach one week and way up in the mountains the next? It sounds like an impossible dream, but motor-homers do it all the time. Whatever draws you to the mobile life—adventurous domestic vacations or permanently itchy feet—*RVs & Campers For Dummies* helps you feel right at home. The book explores the key aspects of glamping-with-wheels. Discover how it's possible to bring beauty spots right to your doorstep without sacrificing domestic comforts like a comfy bed, private bathroom, and wholesome, healthy home cooking!

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Pub Date: 6/29/2021
\$24.99 USD
416 pages • Paperback
Travel



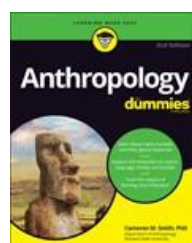
Van Life For Dummies

Sebastian Santabarbara

Give in to the lure of the untethered life as a van lifer

Thousands of people around the world live nomadic lifestyles from the comfort of their vans or campers, free from the worries of having a permanent residence. If this growing alternative lifestyle appeals to you, *Van Life For Dummies* is your go-to guide for becoming a van lifer. You'll learn to customize your vehicle, adapt to life on the road, and find the peace and adventure you're seeking. This book makes the transition easy, helping you decide what parts of rooted life you need to take with you and what to leave behind.

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384 pages • Paperback
Travel



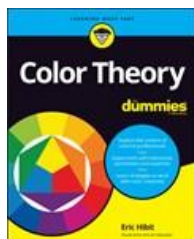
Anthropology For Dummies (2nd Edition)

Cameron M. Smith

Study the science of all of us

Anthropology is the organized study of what makes humans human. It takes an objective step back to view homo sapiens as a species and ask questions like: Given our common characteristics, why aren't all of us exactly the same? Why do people across the world have variable skin and hair color and so many inventive ways to say hello? And how can knowing the reasons behind our differences—as well as our similarities—teach us useful lessons for the future? The updated edition of *Anthropology For Dummies* gives you a panoramic view of the fascinating fieldwork and theor...

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Education



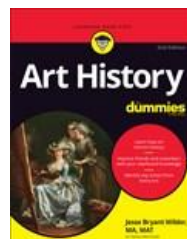
Color Theory For Dummies

Eric Hibit

Choose the right colors and color combinations for your projects

Color theory is the art and science of using color. *Color Theory For Dummies* explains, in simple terms, how colors relate to one another and how they can be combined to work together in an aesthetically pleasing way. An understanding of color theory can help you create art, decorate your home, design a beautiful wedding, and impress your friends at parties. With this book, you'll learn how humans perceive color; how colors harmonize or dash with each other; and how you can apply these principles in your life and work to add a lit...

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Art



Art History For Dummies (2nd Edition)

Jesse Bryant Wilder

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

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

This updated edition includes:

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Art



TikTok For Dummies

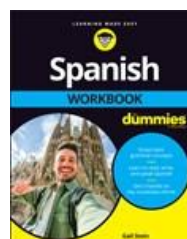
Jesse Stay

It's not too late to get on the TikTok train!

You may know TikTok as the home of the latest dance crazes and cute puppy videos. But do you know how to go about harnessing the power of its massive audience for more than showing off your own dance moves? And are you too late to the TikTok game to make an impact?

In *TikTok For Dummies*, expert digital strategist and author Jesse Stay delivers an easy-to-read and robust discussion of how you can engage with TikTok's millions of users in a fun and productive way. He'll walk

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Games & Activities



Spanish Workbook For Dummies (2nd Edition)

Gail Stein

¿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

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368 pages • Paperback
Foreign Language Study



French Workbook For Dummies

Laura K. Lawless

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

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Foreign Language Study



German Workbook For Dummies (2nd Edition)

Foster

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

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Foreign Language Study



Italian Workbook For Dummies (2nd Edition)

T Picarazzi

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 e...

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304 pages • Paperback
Foreign Language Study



Latin For Dummies (2nd Edition)

Clifford A. Hull, Steven R. Perkins

Master the basics of a lyrical and useful language

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

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

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Foreign Language Study



Brazilian Portuguese For Dummies (3rd Edition)

Karen Jacobson-Sive

Language learning is easy with Dummies

Brazilian Portuguese For Dummies can help you achieve your goals of learning another language. Traveling to Brazil? Taking a class in school? Want to meet people and pick up a new hobby? Just curious about the sixth most spoken language in the world? We've got you covered, with easy-to-follow lessons on the basics, plus phrases and topics you need to know, like greetings, travel phrases, business phrases, numbers and measurements, and social media. Add speaking Portuguese to the long list of cool things you can do—with the help of *Brazilian Portuguese*

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Foreign Language Study



Russian For Dummies (3rd Edition)

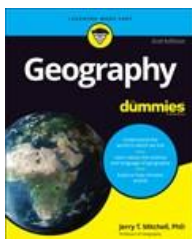
Andrew D. Kaufman, Serafima Getty

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

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

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

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Foreign Language Study



Geography For Dummies (2nd Edition)

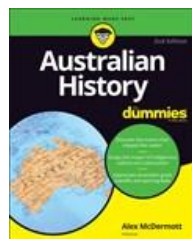
Jerry T. Mitchell

The whole world in the palm of your hand

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

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

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Science



Australian History For Dummies (2nd Edition)

Alex McDermott

Discover the fascinating details that make Australia the country it is today

Australian History For Dummies is your rough-and-ready tour guide through Australia's whirlwind past. We'll introduce you to the people and events that have shaped this 'Land Down Under' (and why it's called that, anyway). You'll see how Indigenous Australians lived in Australia for over 65,000 years. You'll be there as British colonists explore Australia's harsh terrain. You'll appreciate the impact of the world wars. And you'll delve into the recent past, giving you insight into modern-day Australia and what's next. ...

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History



Queen Elizabeth II For Dummies

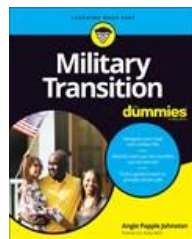
Stewart Ross

The longest-reigning monarch in European history!

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

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

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Biography & Autobiography



Military Transition For Dummies

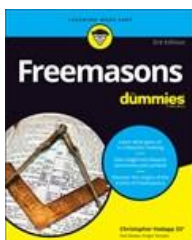
Angie Papple Johnston

All the things you need to know when you're putting the military in your rear view

In *Military Transition For Dummies*, you'll talk a walk through how to transition from active military service to civilian life as smoothly and easily as possible. You'll discover how to make the nuts-and-bolts changes to reach your potential in your new lifestyle. From finding a job you love to navigating educational opportunities and keeping yourself mentally strong, this vital book shows you how to:

- Find your next career, including how to write an

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Business & Economics



Freemasons For Dummies (3rd Edition)

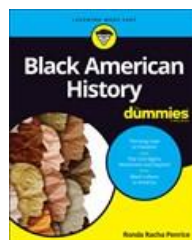
Christopher Hodapp

Unravel the mysteries of the Masons

All the myths and rumors about Masonic organizations probably have you wondering "what do Masons really do?" Questions like this one are a natural by-product of being the oldest and largest "secret society" in the world. This book is an ideal starting place to find answers to your questions about the secret and not-so-secret things about Freemasonry.

Now in its third edition, this international best-seller peeks behind the door of your local Masonic lodge and explains the meanings behind the rituals, rites, and symbols of the organization. Along the way the bo...

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Social Science



Black American History For Dummies

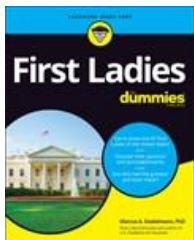
Ronda Racha Penrice

Go deeper than the Black History you may think you know!

Black American History For Dummies reveals the terrors and struggles and celebrates the triumphs of Black Americans. This handy book goes way beyond what you may have studied in school, digging into the complexities and the intrigues that make up Black America. From slavery and the Civil Rights movement to Black Wall Street, Juneteenth, redlining, and Black Lives Matter, this book offers an accessible resource for understanding the facts and events critical to Black history in America.

The history of Black Americans is the history of Ameri

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History



First Ladies For Dummies

Marcus A. Stadelmann

It's time for the ladies—the First Ladies, that is—to get their time in the spotlight

What does a First Lady do? What makes a First Lady successful? If you've always wanted to know, this is the place to come to for the answers! This reference has the inside scoop on all the First Ladies, including Michelle Obama's campaigns for healthy eating and Jackie Kennedy's emphasis on art and culture. In *First Ladies For Dummies*, you'll find out how these women's values, initiatives, and style have influenced all our lives, and how they've become true role models for generations.

With the detailed history

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Political Science



American Civil War For Dummies (2nd Edition)

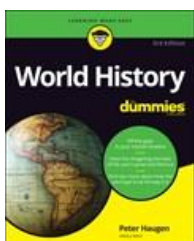
Keith D. Dickson

Take a walk through history with this guide for lifelong learners

The American Civil War is one of the most fascinating and impactful periods in American history. Besides bringing about the end of slavery, the war had many important economic and social effects that continue to shape the history and present-day realities of the American people.

In *American Civil War For Dummies*, you'll get an accessible, bird's-eye view of one of history's greatest conflicts. All the must-know details of the war are covered here, from the Battle of Gettysburg to the Emancipation

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History



World History For Dummies (3rd Edition)

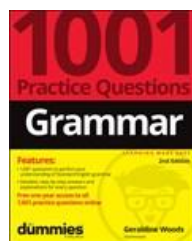
Peter Haugen

Discover how the modern world came to be with this easy-to-follow and up-to-date history companion

Want to get a taste of the entirety of human history in a single book? With *World History For Dummies*, you'll get an overview of the history of, well, everything, from the Neanderthal experience to the latest historical developments of the 21st century. Re-live history from your armchair as you ride into battle alongside Roman generals, prepare Egyptian pharaohs for the afterlife, and learn from the great Greek poets and philosophers.

Written in the easy-to-digest style the *For Dummies* series

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History



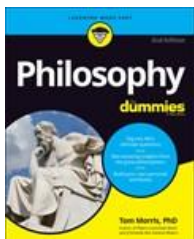
Grammar: 1001 Practice Questions For Dummies (+ Free Online Practice) (2nd Edition)

Geraldine Woods

Learn to dot your I's and cross your T's with this hands-on grammar practice

The rules of grammar can seem abstract and confusing. But putting them into practice will help you understand and retain grammatical conventions. In *Grammar: 1001 Practice Questions For Dummies*, you'll get the step-by-step and hands-on experience you need to improve your conjugations, gerund use, punctuation, and more. Each practice question includes detailed explanations and solutions available both in the book and

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Language Arts & Disciplines



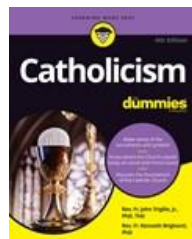
Philosophy For Dummies (2nd Edition)

Tom Morris

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

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

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Philosophy



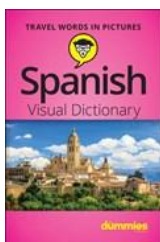
Catholicism For Dummies (4th Edition)

Rev. John Trigilio, Jr., Rev. Kenneth Brighenti

Peer through the stained glass and get an inside look at Christianity's most popular religion

Catholicism can seem a bit mysterious to non-Catholics—and even Catholics. Embrace your curiosity and turn to *Dummies* for answers! Full of fascinating facts and written in a friendly style, *Catholicism For Dummies* explains the basics of Catholic beliefs like the importance of Sunday Mass; the seven sacraments; the purity of the Blessed Virgin Mary; heaven, hell, and purgatory; the Trinity; and so much more. You'll learn about the Catholic perspective on women as priests, saints as examples of how to li...

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Pub Date: 3/2/2022
\$24.99 USD
528 pages • Paperback
Religion



Spanish Visual Dictionary For Dummies

The Experts at Dummies

The must-have resource for your next trip to a Spanish-speaking destination

Spanish is a fun, useful, and exciting language to learn and speak. But how can you get started when you don't know a "ciudad" (city) from a "cita" (appointment)? And how can you make sure you remember all those new words after you learn them? With *Spanish Visual Dictionary For Dummies*, you'll see words and pictures for every term, helping you build stronger connection, recognition, and recall.

You'll be chatting like a native speaker in no time as you refer to the memorable photos and their

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Pub Date: 7/7/2021
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192 pages • Paperback
Foreign Language Study



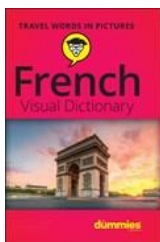
German Visual Dictionary For Dummies

The Experts at Dummies

**German Visual Dictionary
A visual way to learn German**

It's a fact—seeing something helps us remember it. This handy guide helps you build your German vocabulary with full-color pictures that illustrate the words. You'll be able to communicate with native speakers faster as you learn and remember more words and their meanings. The book is organized by themes such as transportation, accommodations, restaurants and eating, sports, emergencies, shopping, and more, making it especially useful for travelers. Boost your learning speed today!

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Foreign Language Study



French Visual Dictionary For Dummies

The Experts at Dummies

French Visual Dictionary
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Foreign Language Study



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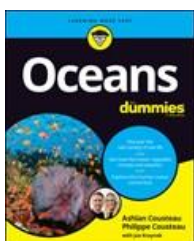
John D. Cox

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Look up! It's a bird; it's a plane; it's a Polar mesospheric cloud! When you look to the sky, do you wonder why the Sun is so bright or why the clouds are white or why the sky is blue? Then, *Weather For Dummies* is your resource to fuel your curiosity about the weather. It takes you on an exciting journey through the Earth's atmosphere and the ways it behaves. You'll get an overview of rain, Sun, clouds, storms and other phenomena.

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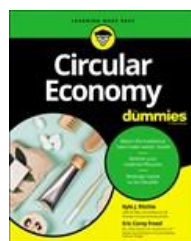
Ashlan Cousteau, Philippe Cousteau, Joseph Kraynak

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It features fun facts about some of the most incredible, bizarre, and fascinating creatures in the ocean, from mantis shrimp that can strike things with the speed of a .22 caliber bullet to fish with clear heads that can see out of the top of their skulls. The ocean is full of wonders and there is still so much left to explore and understand

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Ritchie, Eric Corey Freed

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Whether you're looking to close the resource loop in your

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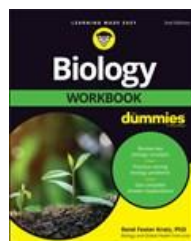
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Elizabeth May, John Kidder

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More and more frequent extreme weather events occur each year, and planet Earth is in danger of developing more climates where life — whether animal, vegetable, or human — is unsustainable. *Climate Change For Dummies* explains how rising temperatures, shrinking lakes, rising oceans, and shifting weather patterns affect your life on a daily basis. And of course the book goes a step further and offers suggestions about how you can take steps to limit your impact on the environment and help to reverse

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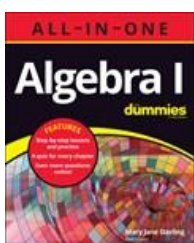
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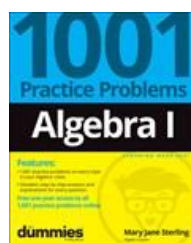
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Solve for 'X' with this practical and easy guide to everything algebra

A solid understanding of algebra is the key to unlocking other areas of math and science that rely on the concepts and skills that happen in a foundational Algebra class. *Algebra I All-In-One For Dummies* is the key! With it, you'll get everything you need to solve the mystery of Algebra I.

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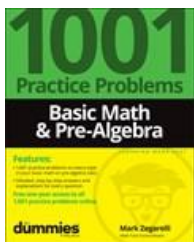
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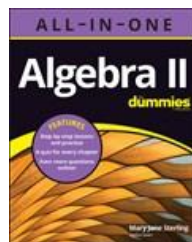
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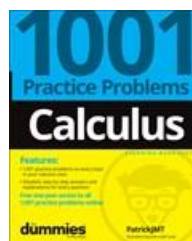
Eric Tyson, Margaret Atkins Munro, David J. Silverman

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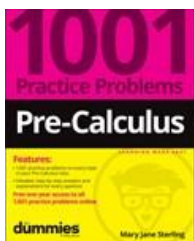
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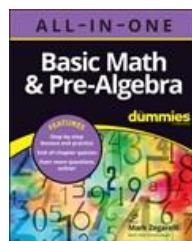
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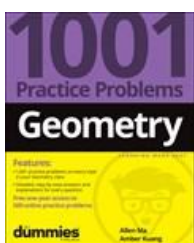
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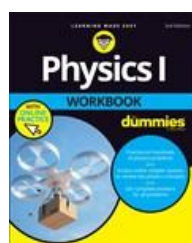
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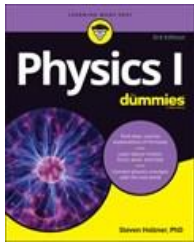
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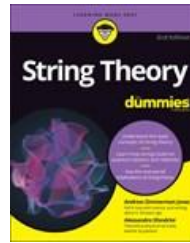
Steven Holzner

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

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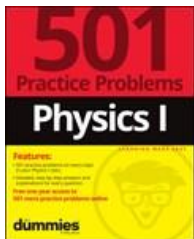
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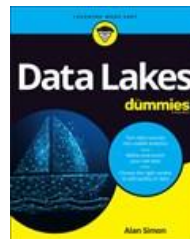
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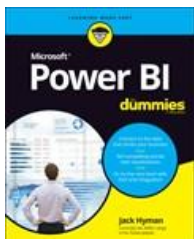
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Alan R. Simon

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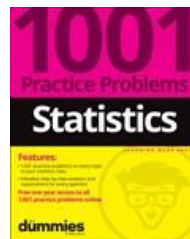
J Hyman

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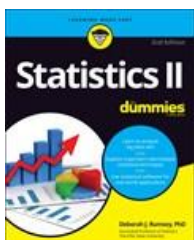
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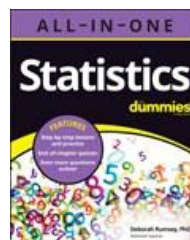
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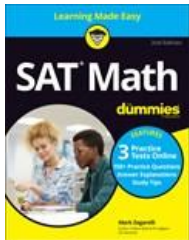
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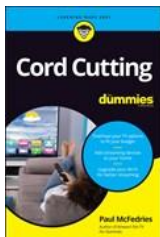
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Paul McFedries

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Teaching Your Kids New Math, K-5 For Dummies

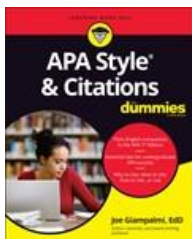
Kris Jamsa

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

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

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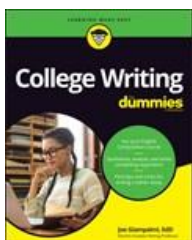
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Rick Dakan, Ryan G. Van Cleave

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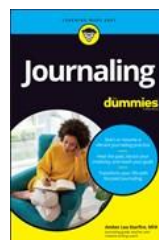
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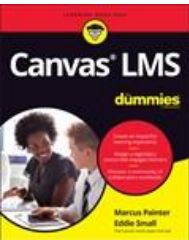
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Starfire

Start journaling for the first time or get creative inspiration for your next journal

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Marcus Painter, Eddie Small

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Praxis Core 2023-2024 For Dummies (4th Edition)

Carla C. Kirkland, Chan Cleveland

Praxis Core 2023-2024 For Dummies provides you with the confidence you need to perform well on the Praxis Core Academic Skills for Educators Exam. With information on every section of the exam, plus full-length practice tests in the book and online, *Dummies* has got you covered. This study guide is essential if you're serious about starting a career in education or pursuing teaching as career number two (or three, or four...we don't judge).

With *Praxis Core 2022-2023 For Dummies*, prospective teachers get access to six complete practice tests: two in the book and an additional four online. You'll a...

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Pub Date: 9/21/2022
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448 pages • Paperback
Education



BBQ For Dummies

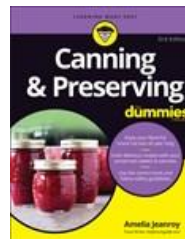
C Bringle

The complete year-round guide to BBQ and smoking!

The BBQing and smoking industry is heating up! No longer reserved for warm weather occasions or backyard gatherings, firing up the grill or smoker is becoming ever-more popular in everyday American cooking.

Written by America's Pit Master and award-winning restaurant owner Carey Bringle of *Peg Leg Porker*, one of the most famous BBQ spots in Nashville, this book features more than 50 recipes and provides tried-and-true advice on BBQing and smoking all types of meat, seafood, chicken, pork, and veggies.

9781119592457
Pub Date: 4/13/2021
\$24.99 USD
288 pages • Paperback
Cooking



Canning & Preserving For Dummies (3rd Edition)

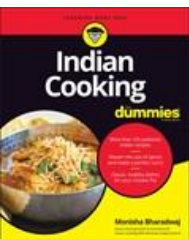
Amelia Jeanroy

Get your food preservation skills in the can

Craving a juicy peach in the barren midwinter? Yearning for a cupful of home-grown tomato soup before the seeds are even in the ground? Canning makes you the ultimate boss of your food supply all year 'round and helps you reduce costs and maintain quality control over what you eat—and to be prepared in times of food shortages. And *Canning & Preserving For Dummies* shows you how to do it all, helping you explore hundreds-of-years-old traditions of food preservation in the comfort of your own home.

In a friendly and step-by-step style, longtime canner an

9781119787785
Pub Date: 5/4/2021
\$24.99 USD
448 pages • Paperback
Cooking



Indian Cooking For Dummies

Monisha Bharadwaj

Taste the real thing and discover the delights of home-cooked Indian food

Indian food—delicious, diverse, and not as difficult to cook as you might think! In *Indian Cooking For Dummies*, you'll learn the fundamentals, plus over 100 make-at-home recipes for your Indian favorites. Even newbie cooks will have no trouble making these easy and delectable dishes right at home. With this book, you've got a suite of recipes to suit every dietary need (vegetarians, rejoice!), spice tolerance, and skill level. When you crave a Bengaluru breakfast, Lucknow lunch, or Delhi dinner, *Indian Cooking For Dumm...*

9781119796619
Pub Date: 8/31/2021
\$22.99 USD
400 pages • Paperback
Cooking



Meal Prep Cookbook For Dummies

Wendy Jo Peterson

Prep ahead and save time all week long! With over 125 time-saving recipes, you can transform your schedule with make-ahead breakfasts, salads-on-the-go, and easy-to-fix charcuterie dinner boards!

With simple prep each week, you can stock your fridge and freezer with heat-and-eat meals for breakfast, lunch, and dinner or do partial prep and make dinnertime a breeze. *Meal Prep Cookbook For Dummies* can help you spend less time in the kitchen, meet health goals, save money, and just plain eat better. With over 125 recipes, plus tips and techniques for making all your

9781119814986
Pub Date: 8/31/2021
\$22.99 USD
288 pages • Paperback
Cooking



Zero Waste Cooking For Dummies

Rosanne Rust

Your recipe for saving the planet (and some money too!)

If you're like many of us, you waste your fair share of food. And you may think that food waste is an inevitable part of modern life. But in *Zero Waste Cooking For Dummies*, you'll learn a little about sustainability in agriculture and where your food comes from, and how to organize your kitchen for less waste. With food waste in mind, you'll also learn how to meal plan and shop within your budget. And ultimately, you'll learn how to use every last bit of what's in your fridge, freezer, and cupboard to make delicious meals, save money, and d...

9781119850441
Pub Date: 1/19/2022
\$24.99 USD
336 pages • Paperback
Cooking



Italian Recipes For Dummies

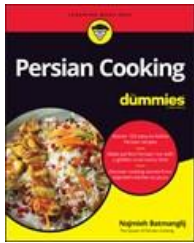
Amy Riolo

Your roadmap to cooking like an Italian your very own home

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

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

9781119862703
Pub Date: 4/19/2022
\$24.99 USD
400 pages • Paperback
Cooking



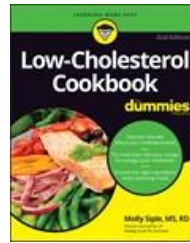
Persian Cooking For Dummies

Batmanglij

Taste Real Home-cooked Persian Food for Breakfast, Lunch, and Dinner

The most celebrated Persian chef in America, Najmieh Batmanglij brings you her favorite traditional, healthy Persian dishes, simplified for modern American kitchens. *Persian Cooking For Dummies*, written for cooks of all skill levels will transform the way you cook. Offering more than 100 recipes, some of which can be made in less than an hour, this book will guide you through the art and craft of one of the world's oldest, yet least known culinary traditions in the West. These flavors and aromas are rarely replicated in resta...

9781119875741
Pub Date: 8/30/2022
\$24.99 USD
336 pages • Paperback
Cooking



Low-Cholesterol Cookbook For Dummies (2nd Edition)

Molly Siple

Delicious, easy recipes backed by the latest science on lowering cholesterol

Low-Cholesterol Cookbook For Dummies gives you the tools you need to make simple, healthy meals for managing cholesterol. More than 120 recipes—including 40 that are brand new in this edition—are here to fill your plate with delicious food that your taste buds *and* your heart will thank you for. There's a ton of new science out there on cholesterol, and this book brings you right up to speed with the latest studies and medical wisdom for managing your cholesterol with diet. Relying on heart-

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\$24.99 USD
416 pages • Paperback
Cooking



Coffee For Dummies

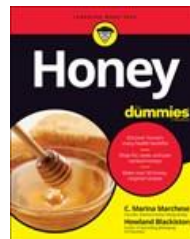
Major Cohen

Get the skinny on your morning joe

Do you swear by your morning jolt of caffeine but are hard-pressed to tell a siphon from a slow dripper? No problem: just order a fresh copy of *Coffee For Dummies* for a smooth blend of fun facts and practical advice to give an extra shot of flavor to your appreciation of the second-most valuable commodity on planet Earth—and filter out all that excess grind in your knowledge.

This warm and welcoming serving from passionate coffee guru Major Cohen—a Specialty Coffee Association certified instructor, and now retired highly respected former Starbucks coffee educator

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Pub Date: 3/3/2021
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288 pages • Paperback
Cooking



Honey For Dummies

M Marchese

Get in on the ground level of the next artisan food obsession—honey!

Just like wine, cheese, beer or coffee, honey is an artisan food with much to be discovered. Whether you're interested in tasting the various varieties, using it as a cure, or harvesting your own, *Honey For Dummies* is the guide for you. This book reveals the deep and complex world of honey, its diverse floral sources, and its surprising range of colors, smells, and flavors. You will learn about over 50 single-origin honeys, their sensory profiles, where they are produced and where to buy them. Discover how to

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Pub Date: 4/6/2021
\$24.99 USD
352 pages • Paperback
Cooking



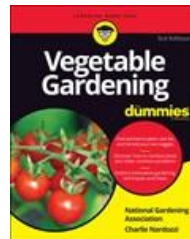
Bartending For Dummies (6th Edition)

Ray Foley, Jackie Wilson Foley

Make drinks like a master mixologist with 1,000 recipes

Bartenders are the life of the party—and it's never been easier to prepare and serve drinks that keep partygoers coming back for more! Whether you want to break into professional bartending or up your ante as a home mixologist, this clear, easy-to-follow guide has you covered. With tips on stocking your bar and working with the right tools and garnishes, as well as information on the latest liquor trends and popular new cocktails, it won't be long before you hear, "Bartender, may I have another?"

9781119900443
Pub Date: 7/7/2022
\$19.99 USD
416 pages • Paperback
Cooking



Vegetable Gardening For Dummies (3rd Edition)

National Gardening Association, Charlie Nardozzi

Vegetables from your own farm to your own table

We all love good food, and the fresher it is, the better! And what could be fresher than farm-to-table terms than vegetables you've grown at home? The new edition of *Vegetable Gardening For Dummies* puts you in touch with your roots in a thousands of years old farming tradition by demonstrating how easy it is to grow your own. And there's no need to buy a farm: all you need to become a successful cultivator of the land is this book and a small plot of soil in the yard, or a container set aside for some tasty natural edibles. Add water and some care...

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Pub Date: 3/23/2021
\$24.99 USD
416 pages • Paperback
Gardening



Gardening Basics For Dummies (2nd Edition)

Steven A. Frowine, National Gardening Association

Cultivate your passion to grow

In a 1625 essay, Francis Bacon called gardens "the purest of human pleasures," and what was true then is even more so today—gardening can give you a serene refuge from the short-lived (and noisy!) distractions of modern life and a fertile basis for satisfaction that will bear fruit long into the future. To help you get started on your own leafy paradise, the new edition of *Gardening Basics For Dummies* grounds you thoroughly in the fundamentals of soil, flowers, trees, and lawns—and helps you get to know the names of what you're planting along the way!

In a friendly

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Pub Date: 3/30/2021
\$24.99 USD
496 pages • Paperback
Gardening



Orchids For Dummies (2nd Edition)

Steven A. Frowine, National Gardening Association

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

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

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

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Pub Date: 3/29/2022
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336 pages • Paperback
Gardening



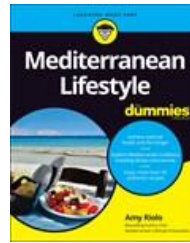
Landscaping For Dummies (2nd Edition)

Teri Dunn Chace, National Gardening Association, Philip Giroux, Bob Beckstrom, Lance Walheim

Create an eye-catching outdoor oasis with this no-nonsense guide to landscaping

As families spend more time at home, they're expanding their living space to their yards, decks, and patios. When you're ready to upgrade the look of your landscape, *Landscaping For Dummies* offers advice on installing fences and walkways, choosing hardy plants and trees, and enhancing natural habitats for the critters and creatures lurking in your neighborhood. You'll find out how to make your backyard a relaxing retreat space and discover the enjoyment and satisfaction that comes from

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Pub Date: 3/9/2022
\$24.99 USD
432 pages • Paperback
Gardening



Mediterranean Lifestyle For Dummies

Amy Riolo

Achieve optimal health and live longer with timeless advice from Mediterranean culture

The Mediterranean lifestyle offers achievable and enjoyable opportunities for a longer, healthier, and happier life. By incorporating simple and fun habits into your daily life, you can enjoy these lasting benefits. In *Mediterranean Lifestyle For Dummies*, best-selling author, Mediterranean lifestyle ambassador, chef, and culinary expert Amy Riolo walks you through the basic lifestyle practices that have stood the test of time and will transform the way you eat, socialize, and experience life.

9781119822226
Pub Date: 10/26/2021
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320 pages • Paperback
Cooking

You'll find next



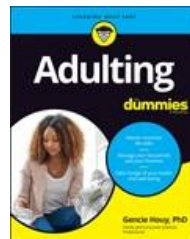
Natural & Curly Hair For Dummies

Johnny Wright

The complete how-to guide on all things textured hair

Natural & Curly Hair For Dummies offers you step-by-step direction and accurate information to manage and style your hair. Celebrity hairstylist Johnny Wright is here to help you ditch the chemicals and love your textured locks. You'll learn to tame frizz, keep your hair moisturized and looking luscious. With the right tricks, tips, and advice you can get a halo of soft, healthy curls just the way you want them. Plus, you'll find out how Johnny maintains the hair health of his most notable clients like Queen Latifah, Tamron Hall, Kerry Wash...

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304 pages • Paperback
Self-Help



Adulthood For Dummies

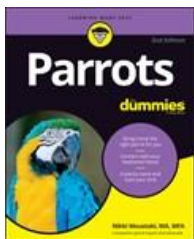
G Houy

Learn to adult even better than your parents

Even though it's tougher than ever, this adulthood thing doesn't come with instructions! The moment you turn 18 you're expected to be a master of everything from personal finance to household chores, even if you've never done any of these things before. It's no wonder that a lot of people just like you are looking for a guide to adulthood that doesn't assume you magically learned how to do laundry and invest in a 401(k) on your eighteenth birthday.

9781119904335
Pub Date: 10/25/2022
\$19.99 USD
320 pages • Paperback
Self-Help

In *Adulthood For Dummies*, Gencie Houy, independent living educator at Texas Tech, walks you through every



Parrots For Dummies (2nd Edition)

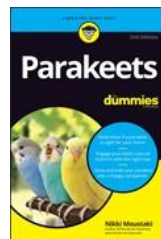
Nikki Moustaki

Repeat after me: Parrots aren't just for pirates!

While parrots have a historical reputation for being a pirate's best friend, in the modern-day U.S.—where birds are the nation's third most popular household pet—thousands of landlubbers are in on the act! And that's not surprising—parrots are as affectionate, friendly, and fun to be with as a dog or cat. They are also relatively low-maintenance, with no rude 5 a.m. awakenings with demands for food or punishing walks.

Renowned avian care and behavior consultant Nikki Moustaki is your friendly guide to the colorful world of this intelligent and ch

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Pub Date: 2/24/2021
\$24.99 USD
448 pages • Paperback
Pets



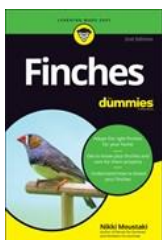
Parakeets For Dummies (2nd Edition)

Nikki Moustaki

Tweet, tweet, parakeet! Your one-stop resource when you're ready to bring home a budgie

There are lots of perks to owning a parakeet (also known as a budgie). This book introduces you to your beautiful budgie buddy and prepares you to give that bird a home that other avian companions will envy. Perfect for first-time bird owners and seasoned bird parents, *Parakeets For Dummies* offers expert advice on adopting a parakeet and introducing it to other fur or feathered babies you might have. You'll also discover the best way to groom and train your parakeet and learn how to teach it to talk. And whe...

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176 pages • Paperback
Pets



Finches For Dummies (2nd Edition)

Nikki Moustaki

Explore the wide world of finches

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

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Pub Date: 9/28/2021
\$14.99 USD
160 pages • Paperback
Pets



Doodle Dogs For Dummies

Miriam Fields-Babineau

Fall in love with a Doodle Dog! This guide tells you everything you need to know about this popular cross-breed.

With their cute names and curly coats, Doodles have become popular pets. And why not? They're more than just cute—they're generally affectionate, playful, and highly trainable dogs. They also don't shed much, so they'll ideal for people with pet allergies. In other words, a perfect family companion!

If you don't know exactly what a Doodle is, they're a cross breed of a poodle with another kind of dog; think Labradoodles, Aussiedoodles, and

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Pets



Dog Grooming For Dummies (2nd Edition)

Margaret H. Bonham

Make your puppy look as perfect as you know they are

When Fido is getting a bit too fluffy and Milo is downright mangy, it might just be time for a trim to get your pup looking their best. But where do you even begin? Dog Grooming For Dummies walks you through exactly how to groom your dog so they come out looking like they could win an award at the American Kennel Club, every time!

You'll learn about prepping your canine for the shears, bathing your dog, cutting and brushing fur, all without help from a professional dog groomer. From the most down-on-their-luck rescue dog to pampered designer d

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Pets



Ferrets For Dummies (3rd Edition)

Kim Schilling

Everything you need to know about your playful new pet

Thinking of getting a ferret? It's not unusual—millions of people worldwide keep ferrets as pets, and they've been domesticated for around 2,500 years! While they're quiet for a lot of the day (catching up on important beauty sleep), when they're awake, they're lively, affectionate, and curious—and require lots of quality interaction with their humans. And that's why a happy ferret is a well-trained one, whose owner knows everything there is to know about its needs!

Ferrets For Dummies, 3rd Edition is here to make sure you

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Pets



Raising Goats For Dummies (2nd Edition)

Cheryl K. Smith

No buts: discover the addictive joy of raising goats

Goats are amazing, multi-talented creatures that have been domesticated for over 10,000 years. As well as being a source of food, clothes, and milk, they're wonderful companions: cute, intelligent, and playful—and often as friendly and attentive as dogs. In addition, they make endearing noises and—according to ancient Ethiopian legend—discovered coffee. So what's holding you back? The new edition of *Raising Goats For Dummies* rebuts all your excuses, and shows you why having one—or, actually, a few—of these companionable ruminants (cud-chewing...

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Technology & Engineering



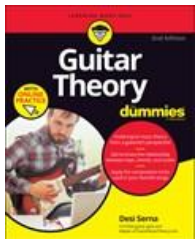
Music Composition For Dummies (2nd Edition)

Scott Jarrett, Holly Day

You can hum it, but can you write it down?

When most people think of a composer, they picture a bewigged genius like Mozart or Beethoven frenetically directing mighty orchestras in the ornate palaces of Vienna. While that may have been the case once upon a time, modern composers make themselves heard far beyond the classical conservatoire and concert hall. These days, soundtracks are in high demand in industries such as TV, film, advertising, and even gaming to help create immersive and exciting experiences. Whatever your musical ambitions—composing a dark requiem in a beautiful Viennese apartm...

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\$24.99 USD
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Music



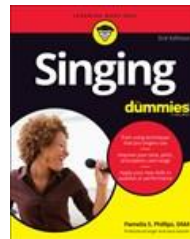
Guitar Theory For Dummies with Online Practice (2nd Edition)

Desi Sema

Make your guitar sing with insight on music theory brings your instrument to life

There's a universe of incredible music living in your guitar. You just need to discover how to let it out. In *Guitar Theory For Dummies*, expert guitarist and instructor Desi Sema walks you through the music theory concepts you need to understand to expand your musical horizons. From deciphering the mysteries of the fretboard to adapting chord progressions to a song's key, you'll master techniques that will help you move past

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Pub Date: 11/2/2021
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368 pages • Paperback
Music



Singing For Dummies (3rd Edition)

Pamela S. Phillips

Go from singing in the shower to taking your audience's breath away

Whether you picture yourself as the next Ariana Grande or just feel like picking up a new hobby, *Singing For Dummies* walks you through the surprisingly straightforward steps you'll need to take to develop your voice. It's a practical guide to every important aspect of singing, from vocal techniques to performance tips.

You'll learn exercises and practice songs that gradually improve your craft and receive instruction on the latest technology and recording devices to capture and play back your songs. *Singing For Dummies* also show

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\$24.99 USD
384 pages • Paperback
Music



Classical Music For Dummies (3rd Edition)

David Pogue, Scott Speck

Classical music was never meant to be an art for snobs!

In the 1700s and 1800s, classical music was popular music. People went to concerts with their friends, they brought snacks and drinks, and cheered right in the middle of the concert.

Well, guess what? Three hundred years later, that music is just as catchy, thrilling, and emotional.

From Bach to Mozart and Chopin, history's greatest composers have stood the test of time and continue to delight listeners from all walks of life. And in *Classical Music For Dummies*, you'll dive deeply into some of the greatest

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Pub Date: 12/21/2021
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384 pages • Paperback
Music



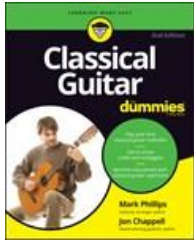
Piano Exercises For Dummies (2nd Edition)

David Pearl

Practice, practice, practice to play like Chopin or the Piano Man

The piano will help you add a touch of fun to your life, impress your friends at parties, and even reduce stress. It even makes you better at math (really!). *Piano Exercises For Dummies* is at your service as you learn to make those 88 black and white keys sing. You'll get a quick overview of the basics before diving into practice routines and sample songs that you can use to improve your skill, whatever your level. This book gives you online access to audio files of the exercises along with digital access to the sheet music share...

9781119873204
Pub Date: 3/15/2022
\$24.99 USD
320 pages • Paperback
Music



Classical Guitar For Dummies (2nd Edition)

Jon Chappell, Mark Phillips

Discover the magic of classical guitar with this fun and easy guide

The perfect starting point to learning classical guitar, *Classical Guitar For Dummies*, walks you through the steps, techniques, and styles you'll need to finger-pick your way around some of the most beautiful songs ever written.

Whether you're a first timer looking to add your very first classical guitar to your collection or you've already made the jump to the classical style want to pick up some priceless tips, this book is the easy-to-read companion you'll want at your side. You can even play along with

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Pub Date: 3/15/2022
\$24.99 USD
352 pages • Paperback
Music



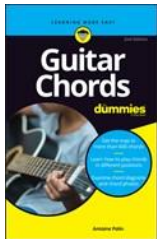
Bluegrass Banjo For Dummies: Book + Online Video & Audio Instruction (2nd Edition)

Bill Evans

Pick and roll your way through bluegrass banjo basics

The banjo nearly defines the bluegrass sound, and you'll be playing your own favorite tunes—or maybe writing some new ones—with the help of this book. *Bluegrass Banjo For Dummies* is the place to start if you're ready to start learning banjo or upgrade your skills to play in the bluegrass style. Written by an expert musician and educator, this book makes it easy to start plucking your 5-string banjo using common bluegrass techniques. You'll also have access to over 100 online audio files, and 35

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Pub Date: 11/1/2022
\$24.99 USD
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Music



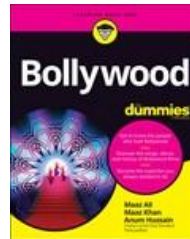
Guitar Chords For Dummies (2nd Edition)

Antoine Polin

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...

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Pub Date: 1/5/2023
\$19.99 USD
384 pages • Paperback
Music



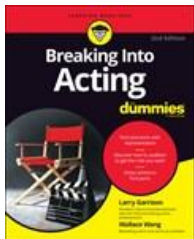
Bollywood For Dummies

A Hussain

Take the trip of a lifetime into the past and present of Bollywood

Fascinated by the high energy, high emotion, high color, endless dance routines, and sheer scale of Bollywood—but afraid you'll never really know your Ghazals from your Qawwalis, or your Khans from your Kapoors? Well, in the immortal line from the Hindi-language blockbuster *Sultan*, "No one can defeat you unless you accept defeat yourself," and there's no need to be defeated at all when you can sit back with *Bollywood For Dummies* and immerse yourself in the glamorous whirl of one of the most exciting movie industries on Earth. St...

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Performing Arts



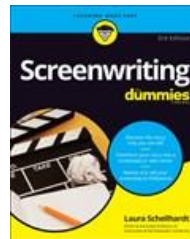
Breaking into Acting For Dummies (2nd Edition)

Larry Garrison, Wallace Wang

Understand the business side of your showbiz career

We all know acting can be a glittering whirl of glamour—plush red carpets, simply divine outfits, huge sums of money, and oh, the parties! But what a lot of wannabe actors forget is that it takes a lot of practical work to get to the flashbulbs of your first premiere, and that the savviest actors put as much stress on the business side of the profession as they do on the show. *Breaking Into Acting For Dummies* demystifies the behind-the-curtain side of showbiz to help you

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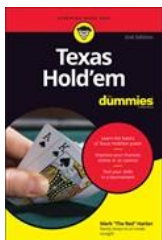
Screenwriting For Dummies (3rd Edition)

Laura Schellhardt

Suspend your disbelief—you can make it as a screenwriter

Behind every blockbuster film and binge-worthy show, there's a screenwriter—and that writer could be you! Turn your brainstorming sessions into dynamic scripts with the help of *Screenwriting For Dummies*. Create believable worlds with relatable characters, gripping dialogue, and narrative structures that will keep even the showbiz bigwigs on the edge of their seats. Once you've polished your product, it's time to bring it to market. This book is full of advice that will help you get eyes on your screenplays so you can sell your work and f...

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Performing Arts



Texas Hold'em For Dummies (2nd Edition)

Mark Harlan

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

Playing Texas Hold'em is about the most fun you can have with two cards in your hand. Navigating the slang, rules, and intricacies of the game can be challenging, though.

With *Texas Hold'em For Dummies*, 2nd Edition, you'll learn the tricks you need to know to win your first online or in-person game. From ranking the various poker hands to applying betting strategies, this book helps you build the skills necessary to achieve poker room success.

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

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Games & Activities



Casino Gambling For Dummies (2nd Edition)

Kevin Blackwood, Swain Scheps

Maximize your odds on the casino floor

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

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Games & Activities



Card Games For Dummies (3rd Edition)

Barry Rigal

The perfect book for when you're ready to move beyond 52-card pickup

Feeling rummy? Ready to bridge the gap? In the mood to go fish? *Card Games For Dummies* is your source for rules, strategy, and fun. You'll learn everything you need to know to play and win at your family's favorite games, plus a bunch of others that are probably new to you. If you're the gambling kind, you can get started with poker, blackjack, and other casino favorites, right here. This handy guide takes card game enthusiasm to the next level and explains the tips and tricks that can turn game night into some serious compet...

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Games & Activities



Coin Collecting For Dummies (3rd Edition)

Neil S. Berman

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

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

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

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Antiques & Collectibles



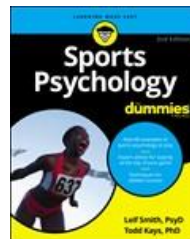
Sailing For Dummies (3rd Edition)

J. J. Fetter, Peter Isler, Marly Isler

Buoy your sailing knowhow with advice from two US sailing champions

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

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Sports & Recreation



Sports Psychology For Dummies (2nd Edition)

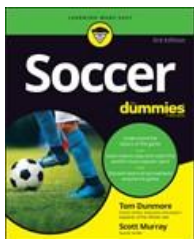
LH Smith

Get your head in the game with this hands-on guide to the psychology of sport

There's more to getting into the right headspace for the big game or event than trying to think like a winner. Modern sports psychologists emphasize advanced strategies like biofeedback and neurofeedback, while encouraging the use of mindfulness and other mental health techniques.

In *Sports Psychology For Dummies, 2nd Edition*, a team of athletic performance experts and psychologists walks you through the mental side of intense competition and training. From the importance of focus to the tactics

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Sports & Recreation



Soccer For Dummies (3rd Edition)

T Dunmore

Flick, fake, and dribble your way to soccer mastery

Prepare for the World Cup or learn the rules for your own indoor or outdoor league, with *Soccer For Dummies*. We cover the world's most popular sport from one end of the field to the other, starting with the history of soccer and the basics of the game. Discover the positions on the field, the best tactics for winning, and the skills the players (including you!) need in order to dominate. This update to the comprehensive guide introduces you to all the soccer greats and up-and-comers whose moves you'll want to know. You'll find extensive covera...

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Sports & Recreation



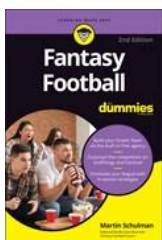
Safe Gun Ownership For Dummies

Greg Lickenbrock

A straightforward guide to being smart with your firearm

With gun sales at an all-time high in the U.S., easy-to-understand advice on storing and possessing guns safely is at an all-time premium. *Safe Gun Ownership For Dummies* paves the way for new and novice gun owners to learn the basics of firearm ownership in a non-partisan tone. This book helps gun owners thoroughly explore the rules of gun safety and adopt the habits of savvy firearm aficionados. Written by a firearms expert and analyst who has reviewed hundreds of firearms along with gun safety and storage options, this guide helps you d...

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Fantasy Football For Dummies (2nd Edition)

Martin L. Schulman

Get in the game and start building your dream team

Millions of people worldwide play fantasy football, and you can join the fun with *Fantasy Football For Dummies*. We'll teach you the basics and give you the skills you need to create and manage your ultimate fantasy team. Learn how to scout and draft players, use the best strategies to compete against other fantasy owners, and win your fantasy league championship. You can easily manage your team and stay up to date on player stats with the how-tos and insider tips in this book. Check out this fun and entertaining guide to fantasy football and yo...

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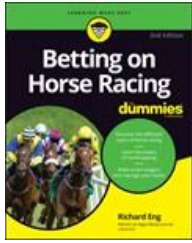


Pickleball For Dummies

Mo Nard, Reine Steel, Diana Landau, Carl Landau

The game with the funny name was created in the 1960's and is, today, the fastest growing sport in America. We take you through the hows of the game. In true Dummies fashion, the material is easy to understand and appropriate for newbies as well as advanced players. We cover it all from scoring, serving, dinking, places to play, and getting more involved in the community. No need to be intimidated - you've got Dummies on your side of the court to give you all the best tips and tricks from expert authors. If you're in a pickle because you don't know anything about this popular game, *Pickleball ...*

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Sports & Recreation



Betting on Horse Racing For Dummies (2nd Edition)

Richard Eng

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. Th...

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Games & Activities



Electric Cars For Dummies

Brian Culp

Drive into the 21st century in an electric car

With falling cost of ownership, expanded incentives for purchasing, and more model and body type options than ever, it may finally be time to retire the old gas-guzzler and dive into the world of electric car ownership. *Electric Cars For Dummies* is your guide to becoming lightning powered, reducing your carbon footprint, and saving money on gas while you do it. This book teaches you how to select the battery-charged vehicle that fits your need and budget. It also offers insight into how to maintain your electric car, including answering all your qu...

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Transportation



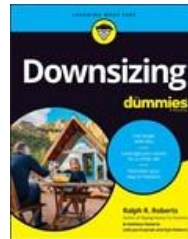
Building Your Custom Home For Dummies (2nd Edition)

Kevin Daum, Janice Brewster, Peter Economy, Anne Mary Ciminelli

You deserve a home that meets your specific needs and desires!

If you find yourself dreaming of the perfect patio, the ideal kitchen, and inviting rooms where you love to spend time, it might just be time to start building! With *Building Your Custom Home For Dummies*, you won't have to feel intimidated as you plan, finance, and oversee construction on your new oasis. You'll learn what it takes to build a custom home, including which pros to call and when. This updated edition also covers the latest in real

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House & Home



Downsizing For Dummies

Ralph R. Roberts, Kathleen Roberts, Joseph Kraynak, Kyle Roberts

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

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Business & Economics



Haircutting For Dummies (2nd Edition)

Jeryl E. Spear

Your short cut to stylish home hairdressing

Ever wondered if you could hack it at cutting your friends' and family's hair, or could even make it as a full-blown stylist? If you've got a little creative spark—a love of crafting or painting or a talent for home makeovers—and an obsessive yen to redo the dos you see around you, it's more than likely you can make the cut. The new edition of *Haircutting For Dummies* shows you how to draw out your inner artist and bring your ideas to glorious life on the heads of your nearest and dearest—and will help shave dollars off your beauty budget into the barg...

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Health & Fitness



U.S. Citizenship For Dummies (2nd Edition)

Jennifer Gagliardi

Become a U.S. immigration wiz with this hands-on and practical guide to U.S. citizenship

In *U.S. Citizenship For Dummies*, expert citizenship and ESL instructor Jennifer Gagliardi walks you through the ins and outs of the complicated process of obtaining citizenship in the United States. From preparing for test day to understanding the interview process and learning about recent changes to immigration laws, this book demystifies the legal process of transforming a foreign national into a citizen of the U.S.

In this book, you'll get:

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Political Science



Australian Politics For Dummies (2nd Edition)

Nick Economou, Zareh Ghazarian, Linda Burney, Michelle Grattan, John Howard

Understand Aussie politics and make your vote count!

Australian Politics For Dummies gives you a helping hand as you get to grips with the good, the bad and the ugly of Australian politics. Seasoned political punters and voting novices alike will find fascinating facts and top thrills in in this essential guide. Master the ins and outs of elections, parties and policies. In no time, you'll be discussing and debating the biggest issues with ease. Down under, we all have to vote. It's one of the many beautiful things about this land of ours, and this book will help you learn why

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Political Science



Overcoming Internet Addiction For Dummies

David N. Greenfield

A guidebook to beating internet addiction and screen overuse and for living a fuller life

There's no escaping it—we live in a digital world. We work, play, socialize, and learn online, and the Internet provides many amazing opportunities. Unfortunately, because of our basic biology, we're all susceptible to overuse and addiction to screens. Video games, social media, porn, and even scrolling online, taps into that pleasurable dopamine reward system. So, when is it time to log off or put the phone down and get help? *Overcoming Internet Addiction For Dummies* gives you the information,

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Psychology



Hebrew For Dummies (2nd Edition)

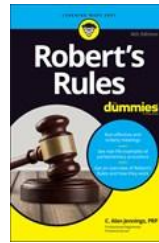
Jill Suzanne Jacobs

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

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

This book gets you used to the more unfamiliar sounds of the Hebrew language—like gutturals—that English

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Foreign Language Study



Robert's Rules For Dummies (4th Edition)

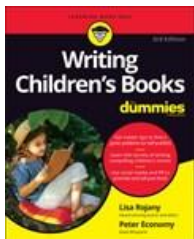
C. Alan Jennings

All in favor of improving meeting procedures, say Aye!

Trying to keep your in-person and virtual meetings on track and running smoothly? You need Robert's Rules of Order! These rules for conducting meetings have stood the test of time as the gold standard for practical and effective procedure in group settings like corporate and nonprofit boards, councils, and more. And there's no better way to learn the latest version of the rules than with *Robert's Rules For Dummies*.

This handy guide demystifies the Rules and offers readers a practical roadmap to applying efficient procedures to

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Reference



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

Lisa Rojany, Peter Economy

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

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

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Language Arts & Disciplines



DBT For Dummies

Gillian Galen, Blaise Aguirre

Keep calm, be skillful—and take control!

Dialectical Behavior Therapy (DBT) is one of the most popular—and most effective—treatments for mental health conditions that result from out-of-control emotions. Combining elements of Cognitive Behavior Therapy with Eastern mindfulness practice, DBT was initially used as a powerful treatment to address the suffering associated with borderline personality disorder. It has since proven to have positive effects on many other mental health conditions and is frequently found in non-clinical settings, such as schools. Whether you struggle with depression, ang...

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Psychology



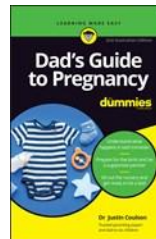
Anger Management For Dummies (3rd Edition)

Laura L. Smith

Learn to mitigate your anger and take charge of your life

Everyone experiences anger from time to time, but when left unchecked or unbridled, this normal human emotion can become disruptive and damage relationships. If you're ready to stop letting anger control your life, turn to *Anger Management For Dummies*. This trusted source gives you tools to identify the source of your anger—whether it's fear, depression, anxiety, or stress—and offers ways to deal with the "fight or flight" instinct that anger produces, allowing you to release

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Self-Help



Dad's Guide to Pregnancy For Dummies

Justin Coulson

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Family & Relationships



Planning A Wedding For Dummies

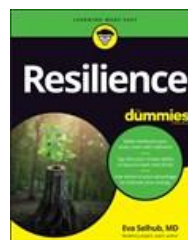
Sarah Elizabeth Barker

Let Dummies be your wedding planner and get hitched without a hitch

Planning A Wedding For Dummies covers everything you need to know to pull off the perfect celebration on your big day. This book even makes it fun! We take the stress out of wedding planning, simplifying the whole process and giving you the tools you need to plan and execute a memorable day. Send out those save-the-dates, manage any crisis that might arise on the day of, and everything in between. Dummies has your back.

This friendly For Dummies book is your guide on the exciting journey of planning all the events leading up to

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Reference



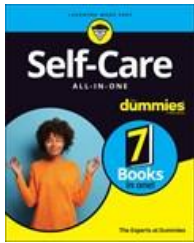
Resilience For Dummies

Eva M. Selhub

What doesn't kill you makes you stronger! Activate your natural ability to thrive with *Resilience For Dummies*

Stress, anxiety, and exhaustion are all-too-common features of our crazy-paced, curveball-throwing contemporary existence, and it's sometimes hard to see how we can make it from one week to the next intact. But there's a solution to the struggle: resilience! In *Resilience For Dummies*, Dr. Eva Selhub—former Harvard Medical School instructor and director of the Benson Henry Institute for Mind Body Medicine at the Massachusetts General Hospital for six years—outlines the proven steps

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Self-Help



Self-Care All-in-One For Dummies

The Experts at Dummies

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

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

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

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Psychology



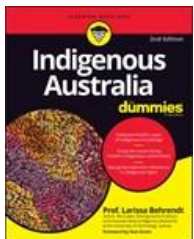
Burnout For Dummies

Eva M. Selhub

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.

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336 pages • Paperback
Business & Economics



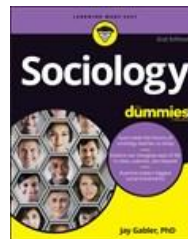
Indigenous Australia For Dummies (2nd Edition)

Larissa Behrendt, Stan Grant

A comprehensive, relevant, and accessible look at all aspects of Indigenous Australian history and culture

What is The Dreaming? How many different Indigenous tribes and languages once existed in Australia? What is the purpose of a corroboree? What effect do the events of the past have on Indigenous peoples today? *Indigenous Australia For Dummies, 2nd Edition* answers these questions and countless others about the oldest race on Earth. It explores Indigenous life in Australia before 1770, the impact of white settlement, the ongoing struggle by

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Social Science



Sociology For Dummies (2nd Edition)

Jay Gabler

Understand how society works—and how to make it better

It's impossible to exist in the contemporary world without being aware that powerful social forces, ideas, and movements—#MeToo, climate change, and Black Lives Matter to name just a few—are having far-reaching impacts on how we think and live. But why are they happening? And what are their likely effects? The new edition of *Sociology For Dummies* gives you the tools to step back from your personal experience and study these questions objectively, testing the observable phenomena

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Social Science



Indigenous Australia For Kids For Dummies

Larissa Behrendt, Cathy Freeman

A comprehensive, relevant, and accessible look at all aspects of Indigenous Australian history and culture

Indigenous Australia For Kids For Dummies is here to enlighten you about the history, struggles and triumphs of the diverse peoples that make up Australia's Indigenous communities. Did you know that Australia is home to the world's oldest culture? Experience 60,000 years of history and culture, plus, get right up-to-the-minute, with amazing facts about Indigenous sports and entertainment figures and info on what matters to Indigenous peoples today.

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Social Science



Soft Skills For Dummies

Cindi Reiman

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 ...

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