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iPhone for Seniors in easy steps Building Android Apps in easy steps, 2nd edition Python in easy steps Smartphone Photography in easy steps macOS Monterey in easy steps Visual Basic in Easy Steps iPhone in Easy Steps iPhone in Easy Steps C++ PROGRAMMING IN EASY STEPS. Microsoft Word in easy steps Java in Easy Steps Microsoft Word in Easy Steps Microsoft 365 in Easy Steps Visual Basic in easy steps, 4th Edition Python in easy steps, 2nd Edition Laptops for Seniors in Easy Steps iPad for Seniors in Easy Steps Swift Programming in easy steps iPhone for Seniors in easy steps, 6th edition - covers all iPhones with iOS 13 Scratch Programming in Easy Steps Step-by-Step Cover Letters InDesign in easy steps - covers CS3-CS5 Online Marketing for Small Businesses in easy steps - covers social network marketing macOS in Easy Steps Covers V 10. 16 macOS Big Sur in easy steps Windows 10 for Seniors in easy steps, 3rd edition Excel VBA in Easy Steps Indesign in Easy Steps macOS Sierra in Easy Steps Windows 11 in Easy Steps A Parent's Guide to the iPad in easy steps, 3rd edition - covers iOS 7 Atomic Habits Excel 2019 in easy steps iPad for Seniors in easy steps, 9th edition - covers all iPads with iPadOS 13 including iPad mini and iPad Pro iPhone for Seniors iPad for Seniors in Easy Steps JavaScript in easy steps, 6th edition WordPress in Easy Steps R for Data Analysis in Easy Steps - R Programming Essentials Cool Scratch Projects in easy steps

This book will help the reader gain a sound understanding of Visual Basic for Applications and be able to write their own VBA programs that can be executed in the Microsoft Excel Office application. No previous knowledge of any programming language is needed, so it's ideal for the newcomer to computer programming. Python in easy steps instructs you how to program in the powerful Python language, giving complete examples that illustrate each aspect with colourized source code. Python in easy steps begins by explaining how to install the free Python interpreter so you can quickly begin to create your own executable programs by copying the book's examples. It demonstrates all the Python language basics before moving on to provide examples of Object Oriented Programming (OOP) and CGI scripting to handle web form data. The book concludes by demonstrating how you can use your acquired knowledge to create and deploy graphical windowed applications. Python in easy steps makes no assumption you have previous knowledge of any programming language so it's ideal for the newcomer to computer programming. It has an easy-to-follow style that will appeal to programmers moving from another programming language, and to the student who is studying Python programming at school or college, and to those seeking a career in computing who need a fundamental understanding of computer programming. Python is the language used to program the

Raspberry Pi - covered by Raspberry Pi in easy steps. Written with the Senior reader in mind and presented in larger type for easier reading, iPhone for Seniors in easy steps, 5th Edition will help the user to quickly feel confident using their iPhone. Are you making the most of this feature-packed spreadsheet? Excel 2019 in easy steps starts with the basics and then reveals the key clever features on offer - all in easy steps! Areas covered include: · Creating, editing and manipulating worksheets · Formulas, Functions, Tables, and importing data · Handy templates to give you a head start · Macros for everyday tasks to save time · Charts to get an overview of your data · What-if, Goal Seek and Optimization · Using the Excel Online app to share and collaborate on spreadsheets and workbooks · Adding images and illustrations to your spreadsheet to impress your colleagues! This primer illustrates how to use Excel to manage your finance and data effectively and easily - both at home and at work. Whether you're upgrading to Excel 2019 or new to spreadsheets, use this guide to get more out of Microsoft Excel! Table of Contents: 1. Introduction 2. Begin with Excel 3. Manage Data 4. Formulas and Functions 5. Excel Tables 6. Advanced Functions 7. Control Excel 8. Charts 9. Macros in Excel 10. Templates and Scenarios 11. Links and Connections Microsoft Word in easy steps guides you through the essential functions of Microsoft Word whether you are new to Word, or just upgrading. Covers MS Word in Microsoft 365 suite. Microsoft Word in easy steps will help you get to grips with the latest version of this popular word processing application from Microsoft. Areas covered include: Creating, structuring and adding styles to documents; text editing and formatting. Adding and editing pictures, graphics, video, hyperlinks; and faster shape formatting. Working with equations, symbols and tables. Sharing documents; collaborating in real time. Using Smart Lookup to find things on the web. Working on your documents whilst on the move and using different devices. Reviewing, tracking and protecting documents. The visual nature of Word means that a clear, concise and colourful visual reference guide is an invaluable tool for both newcomers and those upgrading from older versions. Microsoft Word in easy steps meets this challenge head on, using detailed images and easy-to-follow instructions to quickly get you up to speed. For those new to Word, and for those upgrading. Covers MS Word in Microsoft 365 suite. "Equally useful for newcomers with no previous knowledge of programming languages, hobbyists looking to explore Java's possibilities, and experienced programmers who wish to add Java to their skill set, Java In Easy Steps begins by explaining how to download and install the free Java Development Kit (JDK) so that the reader can quickly begin to create executable programs by copying the examples. Written in the clear, jargon-free style that has made the series successful, this book progressively builds knowledge of Java, so that by the end, readers

will have gained a sound understanding of the Java language and be able to write their own Java programs and compile them into executable files that can be run on any Java-enabled computer. Every page is packed with confidence-building visual guides so that what readers see on their screens is exactly what appears in the book."--Publisher's description. Finally, a companion to the groundbreaking Step-by-Step Resumes workbook. Step-by-Step Cover Letters uses a foolproof system of paragraph starters and an overall framework to help readers easily build outstanding cover letters that will get interviews and job offers. macOS in easy steps is perfect for those wanting to quickly get a grasp of the latest Mac operating system. This concise guide will help you get up and running in no time, and then takes you through the key features to help you use their Mac to do more. It includes: Multi-Touch navigation options for getting around in macOS. Working with and managing apps. Productivity tools on a Mac. Getting online with Safari, Mail and FaceTime. Enjoying a digital lifestyle with photos, music, TV shows, books, games, podcasts, and more. The invaluable iCloud function for backing up, sharing and continuing from different devices. Using Siri, Dynamic Desktop and Dark Mode to make things even easier. Keeping your Mac working smoothly. And more. Get more out of your Mac, Mac mini, Mac Pro or MacBook with minimum time and effort! Since its introduction in 2010, the iPad has quickly become an iconic device - a compact, versatile tablet computer that packs a real punch in terms of its functionality. It is now widely used and in many ways it is ideal for children: it is user-friendly, compact, powerful and stylish into the bargain. But for a parent, the idea of your child using an iPad can be a daunting one: how do you know what they are using it for, what are they looking at on the web and how are they communicating with their friends? A Parent's Guide to the iPad in easy steps is the guide that aims to put parents' minds at ease and lets them understand the iPad, while helping their child explore this exciting machine. The book looks at the functionality of the iPad so that you can understand how your child is using it, and also make the most of yourself. It then covers a range of topics for which the iPad can be used: education, games, photos, music, creativity and social networking. This third edition covers the latest operating system, iOS 7. A Parent's Guide to the iPad in easy steps will inspire parents to use their iPad to encourage more learning! R for Data Analysis in easy steps is written using a proven easy-to-follow style for maximum appeal. It will be useful to anyone who wants to begin programming in R, with minimum fuss. In full-color and straightforward, jargon-free language, iPhone for Seniors in easy steps gives you all the information you need to get up and running with your new iPhone and quickly feel you are in control of it. • The iOS 8 operating system is explained so you can find your way around the iPhone screens and access the items

you want • Settings are examined so you can customize your iPhone exactly to your style and requirements • The Multitasking Window shows how you can manage your open apps; and the Control Center provides quick access to frequently used functions. iPhone for Seniors in easy steps covers everything you need to know to keep fully connected. With your iPhone in your pocket you are only ever a couple of taps away from friends and family. Learn how to:

- Make and receive phone calls
- Text with the Messages app
- Make video calls with FaceTime
- Set up and use email accounts

The new Family Sharing feature is covered, which enables you to share music, videos, apps, calendars and photos with up to six family members: a great way to stay in the loop with children and grandchildren. Apps are at the heart of the iPhone and iPhone for Seniors in easy steps gives a comprehensive introduction to using the preinstalled apps. It then shows how to find and download apps from the Apple App Store for:

- Going on vacation
- Online shopping
- Social networking
- Hobbies
- Music and videos
- Books
- Photos

Keeping up-to-date with everyday tasks, through the use of the Notes, Calendar, Contacts and Reminders apps • Health and wellbeing, using the new Health app that is designed to collate a range of health and fitness information. An in-depth chapter on iCloud, Apple's online storage, sharing and backup service, explains how iCloud works and shows how it can automatically store your data and share your photos so you don't have to worry about losing information should anything happen to your iPhone. iPhone for Seniors in easy steps takes the mystery out of using your iPhone and shows how it can become your most useful digital companion, ready to help keep you in touch, up-to-date and entertained. "Covers Visual Studio Community 2015"--Cover. Written by an industry professional with over 20 years' experience of training in electronic publishing software, InDesign in easy steps breaks down this versatile, user-friendly page layout software into a straightforward, manageable and logical series of learning events. If your aim is to get started with the basics, become a competent and confident user, and then to master InDesign - this book is for you. The book builds from the basics, such as the Working Environment, Building Pages, Text, character and Paragraph settings. Then, it continues to cover more and more of the extensive range of functionality InDesign has to offer. By following the book's logical structure you can develop the core skills needed to master the software. Areas covered include: Tables and Tabs; Table of Contents, Indexing and Books; Printing and Exporting; Transformations and Transparency; Paths and the Pen Tool. For both Windows & Mac users. iPad for Seniors in easy steps, 12th edition gives a comprehensive introduction to the iPad, showing how it differs from more traditional computers and how to find your way around this captivating device. It is written with Seniors' needs in mind and covers iPadOS 16, due for release Autumn 2022. The iPad is a tablet computer that is stylish and versatile, and popular with all ages. iPad for Seniors in easy steps, 12th edition is updated to cover iPadOS 16. Written in larger type, it'll help senior folks learn and enjoy the myriad of iPad features at ease: Choose the right model for you; master

Multitouch gestures; and customize the iPad for your needs. Use your iPad to keep in touch with family and friends. Make video calls and send messages for free; take and share photos. Shop and order food and more online; take a virtual tour of your favourite art galleries and museums; plan and book your trips. Explore Focus, multitasking, App Library, and the new and enhanced features in iPadOS 16, and make the most of your new device! Presented in larger type for easier reading. WordPress is the most popular CMS (Content Management System) and is a fantastic tool for blogs and building websites. This edition shows how to create stunning websites using WordPress, without having to learn programming. iPad for Seniors in easy steps, 11th edition is updated for the forthcoming iPadOS 15, due Autumn/Fall 2021, and gives you all the essential information you need to know to make the most out of your iPad: Choose the right model for you; Navigate around with Multi-Touch gestures; Customize the iPad for your needs; Master Settings and apps to stay ..... macOS Sierra in easy steps explains the foundations of macOS Sierra: the Dock and the Finder. Then, it reveals a raft of ways in which the reader can make the most of macOS Sierra: Multi-Touch navigation options for getting around in macOS Sierra. Working with and managing your apps. Productivity options on your Mac. Getting online with Safari, Mail, Messages and FaceTime. Managing your digital lifestyle for photos, music, video, books and games. The invaluable iCloud online function for backing up and sharing your files. There is also a chapter on troubleshooting and keeping macOS Sierra in tiptop shape. macOS Sierra in easy steps also covers the new features in the operating system, which include: Siri, Apple's Digital Personal Assistant, is now available on macOS Sierra. Previously only included with mobile devices such as the iPhone and iPad, Siri can now be used on a Mac to find photos or specific files, send messages, enter calendar events and search the Web. It can also be used to book restaurants and book taxis. The Photos app has improved face, object and subject recognition and the new Memories function groups photos by experiences and can even turn them into movies. Text messages in the Messages app can be created with a wider range of content, including enhanced emojis and full-screen animations. The iTunes interface has been enhanced to fully incorporate Apple Music and it is now easier to find and organize music. Apple Pay, Apple's contactless payment system, can be used for online shopping, using the Safari browser with macOS Sierra. Universal Clipboard. This function enables you to copy an item on your Mac and then paste it into another Apple device, such as an iPhone or an iPad, if they are using iOS 10. iCloud Drive has been enhanced so that it can be used to store the Desktop and Documents folders from your Mac, thus making them available on other compatible devices. macOS Sierra can free up space on your Mac by looking for files that are rarely used and storing them in the cloud, leaving more space on your computer for the files that are used most regularly. Covers OS X 10.12, due for release Autumn 2016. Microsoft 365 in easy steps guides you through the essential functions of Microsoft 365 - whether you are

new to the Microsoft 365 suite or just upgrading. Covers MS Office 365 and Office 2019. Microsoft 365 in easy steps will take you through the key features so you can be productive straight away. In bite-size chunks, it shows how to: Create reports, newspapers, cards and booklets Calculate and manage financial matters Perfect presentations and slide shows Email, keep in touch and stay organized Access notes anywhere on any device Collaborate with others to work on documents Packed with handy tips and time-saving shortcuts, Microsoft 365 in easy steps is a great investment for all Microsoft 365 users, whether you are new to the Microsoft 365 suite or just upgrading. Covers MS Office 365 and Office 2019. Millions of children and young people worldwide are using Scratch to make their own games and animations. Following on from the success of Scratch Programming in easy steps, Cool Scratch Projects in easy steps gives you great ideas to create computer games and other projects that'll impress your friends and family - and you'll have endless fun creating and playing them! The book provides step-by-step instructions for building projects that show off some of the cool things you can do with Scratch. It starts with two simple projects to get you started. Find out how to:

- Make a game with animated cartoon characters
- Build a drum machine and make random music
- Use anaglyph glasses for 3D effects and 3D Art
- Design amazing mazes in a 3D environment
- Create your own stop motion films
- Use the ScratchJr app to create games and interactive stories anywhere using your iPad or Android tablet

Cool Scratch Projects in easy steps has projects for Scratch 2.0 on a PC/Mac and Scratch 1.4 on the Raspberry Pi, and includes a Raspberry Pi Camera Module project. Each project includes suggestions for customizing it, so you can make it your own! Table of Contents: Magic Mirror Gribbet! Drum Machine 12 Angry Aliens 3D Artist Space Mine 3D Maze Maker and Circuit Breaker 3D Maze Explorer 3D Maze Explorer: Finishing touches Sprites, Cameras, Action! Super Wheelie in ScratchJr Five shorties Online presence has become vital for all businesses; large, small or the self-employed. Whether you like it or not, if you don't take steps and manage your online presence, your customers and clients will. It's not enough to just have a website; social networking sites are the new word of mouth marketing channels and they're very powerful in spreading the word. To achieve this successfully adds more work to your busy day, but marketing your products and services online enables you to reach potential customers with very little financial outlay. Lots of online marketing can be done for free and you can save costs in advertising in publications, and printing leaflets and brochures. Online Marketing for Small Businesses in easy steps guides you through the essential steps you need to take to set your online strategy, make your website work for you, and then covers the key social networking sites to generate a stronger and more loyal customer base. It concentrates on activities that are essential and free, and steers clear of costly forms of online marketing. This new guide in the In Easy Steps series will help you learn about online marketing in digestible chunks. Chapter 1 will help you work out where

your customers are talking and set your social media goals Chapter 2 covers getting the most out of your website Then, start working on the social networking site(s) where your customers are most active. Covers Facebook, Twitter, LinkedIn, Pinterest and Google Plus. Have you ever wondered how to create an app for Android devices? Here's your chance to find out! Android has become the dominant operating system for smartphones and a host of connected devices. Building Android Apps in easy steps, 2nd edition will help you develop your own brilliant Android App using the popular Android App Inventor 2. Your App idea can now become a reality! Assuming no prior knowledge of any programming language, Building Android Apps in easy steps, 2nd edition is ideal for newcomers wanting to easily create apps for Android devices, as well as programmers and web developers looking to quickly expand their skill set. Starting from setting up your computer to develop and test your Android apps, Building Android Apps in easy steps, 2nd edition shows how to create graphical interfaces; define application properties; add interactivity; integrate with the web; build and deploy complete Android apps and more - all using simple drag-and-drop blocks - and demonstrated here by examples. Each chapter builds your knowledge so by the end of the book you'll have gained a sound understanding of application development for the Android platform. Use Building Android Apps in easy steps to create your own Android apps without doing any coding! Covers App Inventor 2 (released December 2013). macOS Monterey (macOS 12) is the latest version of the powerful operating system for Apple Mac computers. macOS Monterey in easy steps is the latest edition of this acclaimed guide that'll help you get more from your Mac. It covers: · Getting around your Mac, iMac or MacBook and setting it up to suit the way you work. · Apps to help with everyday tasks and for entertainment and communication. · Backing up, security and maintenance. · Key new features in macOS Monterey: the upgraded FaceTime app for sharing music and movies when on a FaceTime call; Quick Notes for making notes directly from other apps; Focus to control your notifications to avoid distractions when working or dining; enhanced Safari, Messages and Maps apps, and more! Ideal for newcomers to the stylish world of Apple Macs and for those seeking to get more from their Mac computer. Table of Contents 1. Introducing macOS Monterey 2. Getting Up and Running 3. Finder 4. Navigating in macOS 5. macOS Apps 6. Getting Productive 7. Internet and Communication 8. Digital Lifestyle 9. Sharing macOS 10. Networking 11. Maintaining macOS Visual Basic in easy steps, 4th edition shows you how to quickly create Windows applications using the latest free Visual Studio Community 2015 programming environment. This book gives you code examples, screenshots, and step-by-step instructions that illustrate each aspect of Visual Basic. Visual Basic in easy steps, 4th edition begins by describing the Visual Studio Community 2015 installation process, then introduces form controls, application properties, the programming language, and problem-solving techniques. Next, the book illustrates by example, how to build and deploy

a complete Windows application. A chapter is devoted to scripting with Visual Basic. This first shows you how to create 'macros' for Word and Excel in Microsoft Office, using Visual Basic for Applications (VBA), then demonstrates how to manipulate files and data within the Windows operating system using VBScript. You will learn how to incorporate external data into your applications from text files, Excel spreadsheets, XML documents, live RSS web feeds, and SQL databases. You need have no previous knowledge of any programming language so it's ideal if you're a newcomer to Windows programming. Each chapter builds your knowledge of Visual Basic. By the end of this book you will have gained a sound understanding of Visual Basic programming and be able to create your own interactive applications. Visual Basic in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin Windows programming. It will appeal to programmers who want to quickly learn the latest Visual Basic techniques, and to the student who is studying computing at school or college, and to those seeking a career in Information Technology who need a thorough understanding of Visual Basic programming. An introduction to the programming language helps readers create computer games and animations. macOS Big Sur in easy steps is updated to cover the new Mac operating system macOS Big Sur (macOS 11). It is a concise guide that'll get you up and running in no time, and then it'll take you through the key features to help you use your Mac to do more. It covers: · Multi-Touch navigation options for getting around in macOS Big Sur. · Working with and managing your apps. · Productivity tools on your Mac. · Getting online with Safari, Mail and FaceTime. · Enjoying a digital lifestyle with photos, music, TV shows, books, games, podcasts, and more. · The invaluable iCloud function for backing up, sharing and continuing from different devices. · Using Siri, Dynamic Desktop, and the new Control Center to make things even easier. · Keeping your Mac working smoothly. Useful for new Mac users and upgraders. Get more from the stylish world of Apple computers! Table of Contents: 1. Introducing macOS Big Sur 2. Getting Up and Running 3. Finder 4. Navigating in macOS 5. macOS Apps 6. Getting Productive 7. Internet and Communication 8. Digital Lifestyle 9. Sharing macOS 10. Networking 11. Maintaining macOS Provides information on using an iPhone, covering such topics as functions, messaging, audio and video, photos, apps, Web browsing, email, accessibility settings, and troubleshooting. Windows 10 in easy steps, 6th edition is updated for the forthcoming Windows 10 Autumn/Fall 2021 (21H2) release, and provides full-color and comprehensive coverage of the latest Windows operating system and shows how to get the most out of it, whether you are using a desktop computer or a mobile device. It details the new features and shows how these integrate with the more traditional elements of the operating system, including: Upgrading to Windows 10 and personalizing it for your needs. Getting to grips with the Windows 10 interface, navigating with the Start menu, the Start button, and the Taskbar. Customizing the live tiles feature, so that you can create your own look and

feel. Accessing and downloading apps, and how to work with them and organize them. Working with files and folders, and using OneDrive for free storage and sharing files. Using Cortana, the Personal Digital Assistant, to search your computer or the web or to perform actions like opening apps or documents. Getting online with the web browser, Microsoft Edge, and keeping in touch by email and Skype. Perfecting photos, viewing movies, and playing music and games. Windows 10 is one of the most significant upgrades in Microsoft's history and Windows 10 in easy steps, 6th edition is ideal for newbies and for those wanting to quickly grasp the essentials in the 21H2 update. In full colour and straightforward, jargon-free language, iPhone for Seniors in easy steps, 6th edition gives you all the information you need to get up and running with your new iPhone and quickly feel you are in control of it. iPhone for Seniors in easy steps, 6th edition covers everything you need to know to keep fully connected. With your iPhone in your pocket you are only ever a couple of taps away from friends and family. Learn how to: · Make and receive phone calls · Text with the Messages app, including a variety of fun features including Animojis and Memojis · Make video calls with FaceTime · Set up and use email accounts · Use Settings to customise your iPhone exactly to your style and requirement · Use Apple Pay on your iPhone to pay securely - no need to carry your wallet all the time · Use apps to stay healthy, shop online, plan your vacation, get instant news, and more. · Master the Control Center · Explore the entire iTunes Music library, share music, videos, apps, calendars and photos with family members - stay in the loop with children and grandchildren! Apps are at the heart of the iPhone and iPhone for Seniors in easy steps, 6th edition gives a comprehensive introduction to using the preinstalled apps. It then shows how to find and download apps from the Apple App Store for: · Going on vacation · Online shopping · Social networking · Hobbies · Music and videos · Books · Photos · Keeping up-to-date with everyday tasks, through the use of the Notes, Calendar, Contacts and Reminders apps · Health and wellbeing, using the Health app that is designed to collate a range of health and fitness information An in-depth chapter on iCloud, Apple's online storage, sharing and backup service, explains how iCloud works and shows how it can automatically store your data and share your photos so you don't have to worry about losing information should anything happen to your iPhone. iPhone for Seniors in easy steps, 6th edition is written in larger type for easier reading and takes the mystery out of using your iPhone, showing how it can become your most useful digital companion, ready to help keep you in touch, up-to-date, and entertained. Covers all iPhones with iOS 13 Swift is very easy to learn and it's more readable than most programming languages. It allows you to build applications for iPhone, iPad, Apple Watch, Apple TV and Mac. Swift Programming in easy steps teaches you how to build iOS apps from scratch using Swift 4. Learn: · Xcode: the free software to write apps in Swift. · Swift Playgrounds: the experimenting environment that lets you write code and see results instantly. · Firebase: Google's mobile platform that lets you add functionality to your

app. · SpriteKit: that gives you everything you'll need to build 2D games. · ARKit: that allows you to create Augmented Reality experiences for your app users. You don't need any prior programming knowledge. This book will walk you through the process of user interface design and coding, all the way to publishing your apps to the App Store! For anyone seeking to discover the easiest way to create apps for Apple devices. Covers iOS 12 and Swift 4

Table of Contents Introduction to iOS Development Swift Playgrounds User Interaction Camera & Photo Library Location & Table Views Firebase: Login & Database Game Development Advanced Swift Submitting your Apps The #1 New York Times bestseller. Over 4 million copies sold! Tiny Changes, Remarkable Results No matter your goals, Atomic Habits offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their craft and vault to the top of their field. Learn how to: make time for new habits (even when life gets crazy); overcome a lack of motivation and willpower; design your environment to make success easier; get back on track when you fall off course; ...and much more. Atomic Habits will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal.

JavaScript in easy steps, 6th edition instructs the user how to create exciting web pages that employ the power of JavaScript to provide functionality. You need have no previous knowledge of any scripting language so it's ideal for the newcomer to JavaScript. By the end of this book you will have gained a sound understanding of JavaScript and be able to add exciting dynamic scripts to your own web pages. JavaScript in easy steps, 6th edition begins by explaining how to easily incorporate JavaScript code in an HTML document. Examples demonstrate how to use built-in JavaScript functions to work with Math, date and time, random numbers, cookies, text strings, and elements of web pages via the Document Object Model (DOM). You will learn

how JavaScript is used with HTML submission forms and how JavaScript Object Notation (JSON) is used for asynchronous browser-server communication. The book examples provide clear syntax-highlighted code showing how to create behaviors for an HTML document to endow components with interactive functionality, to illustrate each aspect of JavaScript. JavaScript in easy steps, 6th edition has an easy-to-follow style that will appeal to anyone who wants to add functionality to their web pages. It will appeal to programmers who want to quickly add JavaScript to their skills set, and to the student who is studying website design at school or college, and to those seeking a career in web development who need an understanding of client-side scripting. Fully updated since the previous edition, which was published in 2013. Table of Contents: 1. Get Started in JavaScript 2. Perform Useful Operations 3. Manage the Script Flow 4. Use Script Objects 5. Control Numbers and Strings 6. Address the Window Object 7. Interact with the Document 8. Create Web Applications 9. Produce Script Magic

InDesign in easy steps, 3rd edition helps the reader to master the essentials of Adobe's InDesign, and then enjoy the full creative potential of this popular desktop publishing software. This book breaks down complex functions into easy-to-follow learning sequences. Microsoft Word in easy steps will get you up and running in no time, and then reveal all the clever features of this popular word processor. Learn all you need to know about: · Creating, structuring and adding styles to your documents; text editing and formatting. · Adding and editing pictures, graphics, videos, hyperlinks; and faster shape formatting. · Working with equations, symbols and tables. · Writing, sharing and collaborating on documents in real time and while on the move using different devices. · Proofing, indexing, adding citations, and creating tables of contents. · Reviewing and protecting your documents. The must-have guide for all Microsoft Word newbies as well as for those needing to take their word processing skills to the next level! Covers MS Word in Microsoft 365 suite. Table of Contents: Finding your way around Basic editing Editing in more depth Structured documents Pictures and graphics Document views Files and settings Sharing features References and mailings Advanced topics

Smartphone cameras have evolved from being useful for taking quick snapshots, to being powerful and sophisticated devices that, for many people, have replaced the need to use a separate camera. It is now possible to take high-quality photos, edit them and then share them in a variety of ways, all from your smartphone. Smartphone Photography in easy steps looks at all aspects of using your smartphone or tablet as a one-stop shop for all of your photographic needs. These include: · Showing the functions and controls of smartphone cameras, so that you get the most of the available options. · Using basic techniques so that you can feel confident using your smartphone camera in any photographic situation. · Showing how to get the best compositions for your photos. · Looking at lighting conditions to help take your photos to the next level. · Becoming a portrait expert when taking photos of family and friends. · Getting the best photos of the environment

around you, including buildings and landscapes. · Looking at the range of photo editing apps that are available for editing photos on smartphones and tablets. · Showing the basic editing tips to improve your photos in a few taps. · Detailing the range of options for improving the exposure and colors in your photos. · Using creative techniques to give your photos a sense of fun and style. · Showing how to share your photos in a variety of ways, such as directly to social media sites, and also printing them out at home with wireless printing. Smartphone Photography in easy steps reveals the exciting world of taking photos with your smartphone, and shows how to enhance them so that you can create memories of which you can be proud. Covers iPhones and Android phones. Table of Contents 1. Photos on Mobile Devices 2. Photo-taking Basics 3. Composition and Light 4. People and Portraits 5. Buildings and Landscapes 6. Using Editing Apps 7. Editing Basics 8. Color Editing 9. Making Selections 10. Creative Effects 11. Sharing and Printing

Using a straightforward, jargon-free language, this expert guide takes the mystery out of using your iPhone and shows how it can become your most useful digital companion, ready to help keep you in touch, up-to-date and entertained. -- The iPad is a tablet computer that is stylish, versatile and easy to use, and is one of the most popular tablets used by all ages. The range of models has been expanded over the years so that there are now different sizes to cover all mobile computing requirements. iPad for Seniors in easy steps, 9th edition gives you all the essential information you need to know to make the most out of your iPad: · Choose the right model for you · Navigate around with Multi-Touch gestures · Customize the iPad for your needs · Master Settings and apps to stay organized · Find, download and explore exciting apps · Use your iPad to make travelling stress-free · Email, share photos and video chat for free · Access and share your music, books and videos · Stay in touch with family members · Access your documents from anywhere · Master Siri, and the new features in iPadOS 13. A handy guide for any Senior new to the iPad, presented in larger type for easier reading. Covers all iPads with iPadOS 13, including iPad mini and iPad Pro

Python in easy steps, 2nd edition instructs you how to program in the powerful Python language, giving complete examples that illustrate each aspect with colorized source code. Python in easy steps, 2nd edition begins by explaining how to install the free Python interpreter so you can quickly begin to create your own executable programs by copying the book's examples. It demonstrates all the Python language basics before moving on to provide examples of Object Oriented Programming (OOP) and CGI scripting to handle web form data. The book concludes by demonstrating how you can use your acquired knowledge to create and deploy graphical windowed applications. Python in easy steps, 2nd edition makes no assumption you have previous knowledge of any programming language so it's ideal for the newcomer to computer programming. It has an easy-to-follow style that will appeal to programmers moving from another programming language, and to the student who is studying Python programming at school or college, and to those seeking a career



in computing who need a fundamental understanding of computer programming. The Python 3.x language is under active development so frequent new releases are made available as small improvements are added to the language and Python in easy steps, 2nd edition features the very latest versions of Python at the time of publication. Python development is one of evolution, rather than revolution, so the examples provided in the book can be used in subsequent releases - simply download the latest version of Python then follow the easy steps. Python is the language used to program the Raspberry Pi - covered by Raspberry Pi in easy steps and Raspberry Pi 3 in easy steps. This second edition is updated to cover Python 3.10. Windows 10 for Seniors in easy steps, 3rd edition is written with older citizens in mind. This best-selling guide uses larger type for easy reading and takes you through the essentials a step at a time. It will help you to:

- Install or upgrade to Windows 10, and customize it to suit your needs
- Master the key features of Windows 10 on your Windows device (including PCs, laptops and touch devices)
- Find your way around with the Start button, the Start menu, and the new Taskbar
- Use the Quick Access section - an area you can personalize with your favorite apps, programs, contacts and websites so you can quickly get to the functions and files you use most often
- Search the web with the Microsoft Edge browser
- Learn about apps, find and download them, then resize and move them and maximize, minimize or close from their titlebars
- Understand how Cloud storage with OneDrive works, and use it for free storage and sharing files
- Talk to Cortana, the voice-activated Personal Digital Assistant which can perform searches on your computer or the web, perform actions like opening apps or documents, or set reminders and more

This guide is filled with tips and shortcuts to help

you get the most out of Windows 10, whatever your level of experience and whichever type of PC system you are using. Covers the April 2018 Update. A clear and concise book to guide Seniors through the essentials when buying and using a Windows 10 laptop - all in easy steps, and in larger print for easier reading.

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