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STEIN LYONS

Betting on Horse Racing For Dummies John Wiley & Sons

Align HR practices with your objectives and keep your company competitive. A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people. Now, more than ever, businesses recognize that finding (and keeping) a highly skilled and motivated workforce is pivotal to success. Maybe you're a business owner and your company is growing, or you're an employee at a small- to midsize-company and management has asked you to take on some—or all—of their HR functions. Either way, knowing how to set up and implement successful HR practices (not to mention navigating the legal minefields in today's increasingly regulated environment) can be tricky. *Human Resources Kit For Dummies* is your one-stop resource for learning the nuts and bolts of HR. It gives you forms and templates that you can put to immediate

and productive use. New information on anti-discrimination legislation; measuring performance; hiring, firing, and retaining employees; and training and development plans. The latest info on online and social media policies. Updated forms and contracts, from job application forms and sample employee policies to performance appraisals and benefit plan worksheets. If you're currently working in Human Resources or are responsible for employees in your business, the tools presented here help you maximize the effectiveness of your own HR program.

Scrum For Dummies

John Wiley & Sons
Your essential guide to beating burnout and finding fulfillment. Chronic, unmanaged stress—at work, at home, or in other areas of life—can lead to burnout. *Burnout For Dummies* shows you the way toward understanding and overcoming this all-too-common condition of modern life. Many of us find ourselves living in a state of constant resignation, which sucks the joy out of life and can

be detrimental to our physical health. The tips and exercises in this book can help you minimize stress, become more resilient and create a happier, healthier, and more satisfying life.

Mindfulness and resilience guru Dr. Eva Selhub offers a science-based plan that you can use to destress, build inner resources and coping skills, and start enjoying life (and work) again. Listen to guided meditations that you can do anytime, anywhere to help cultivate mindfulness and manage your stress. Discover tips for reconnecting to the joy that you felt before burnout took over. Overcome the heavy burden of burnout and learn how you can find a pace for your life that feeds, rather than depletes you. Find true fulfillment in your work and obligations with proven techniques for loving yourself and your life. *Burnout For Dummies* is the essential guide for anyone feeling overwhelmed, overworked, stressed out, run-down, and ready to make a change.

Pickleball For Dummies

John Wiley & Sons

The easy way to get up and running with Windows 10! With *Windows 10 For Seniors For Dummies*, becoming familiarized with Windows 10 is a painless process. If you're interested in learning the basics of this operating system without having to dig through confusing computer jargon, look no further. This book offers a step-by-step approach that is specifically designed to assist first time Windows 10 users who are over-50, providing easy-to-understand language, large-print text, and an abundance of helpful images along the way! Protect your computer Follow friends and family online Use Windows 10 to play games and enjoy media Check your security and maintenance status Step-by-step instructions are provided to ensure that you don't get lost at any point along the way.

Factor Investing For Dummies John Wiley & Sons

Windows is the world's most popular operating system, and *Windows For Dummies* is the bestselling computer book ever. When you look at *Windows XP For Dummies*, 2nd Edition, it's easy to see why. Here's

all the stuff you want to know, served up in plain English and seasoned with a few chuckles. But make no mistake, this book means business. Author Andy Rathbone listened to what you wanted to know, and this edition is loaded with additional information about E-mail, faxing, and troubleshooting Maximizing security features Customizing and upgrading Windows XP Multimedia applications—CDs, digital music and photos, video, and more Answers to questions asked by thousands of Windows users If you're just getting started with Windows XP, you'll find *Windows XP For Dummies*, 2nd Edition is a lot easier than trying to get the fourth-grader next door to explain it to you. (Andy Rathbone is a lot more patient.) There's a whole section devoted to "Windows XP Stuff Everybody Thinks You Already Know," so you can get the hang of the basics quickly and in the privacy of your own home. And if you've been around a couple of generations of Windows, you'll be especially interested in how to squeeze maximum security from the beefed-up anti-spam and firewall features in Service Pack 2.

Windows XP For Dummies, 2nd Edition is sort of like a buffet—you can sample everything, or just stick with the stuff you know you like. You'll find out how to Locate programs and files, organize your information, and fax, scan, or print documents Get online safely, send and receive e-mail, work with Internet Explorer's security toolbar, and steer clear of pop-ups, viruses, and spam Make Windows XP work the way you want it to, share your computer while maintaining your privacy, set up a network, and perform routine maintenance Transfer and organize pictures from your digital camera, edit digital video, and create custom CDs of your favorite tunes Use Windows XP's troubleshooting wizards and become your own computer doctor With its task-oriented table of contents and tear-out cheat sheet, *Windows XP For Dummies*, 2nd Edition is easy to use. You can quickly find what you want to know, and you just may discover that this book is as important to your computer as the power cord. *PCs For Dummies* John Wiley & Sons Systematically secure

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

build one of your own Generate wealth in a more sophisticated, more effective way This is the perfect Dummies guide for beginner to seasoned investors who want to explore more consistent outperformance potential. Factor Investing For Dummies can also help portfolio managers, consultants, academics, and students who want to understand more about the science of factor investing. *Beginning Programming with Java For Dummies* John Wiley & Sons Windows 10 hält Ihren PC am Laufen: Es verwaltet Ihre Dateien und bietet eine Plattform für alle wichtigen Programme und Anwendungen. Kurz gesagt, es ist die Schaltstelle Ihres Computers. Mit diesem Buch lernen Sie Windows 10 richtig kennen, aktuell zum Anniversary Update. Mit den leicht nachvollziehbaren Schritt-für-Schritt-Anleitungen und vielen wertvollen Tipps richten Sie Ihren Computer so ein, wie es für Sie am besten passt. Andy Rathbone informiert Sie umfassend. Und auch wenn mal etwas nicht so läuft wie erhofft, finden Sie in diesem Buch eine schnelle und verständliche Lösung. Es

werden keine Vorkenntnisse vorausgesetzt. Windows XP For Dummies John Wiley & Sons Der PC macht nie das, was er soll? Arbeiten am Computer dauern immer viel länger als geplant? Dann sollten Sie dieses Buch lesen. Dan Gookin ? Computerexperte der ersten Stunde und Bestseller-Autor ? bringt Ihnen geduldig die Tipps und Tricks im Umgang mit dem PC bei. Er spricht von der Maschine als gutem Freund. Fachbegriffe und Technikausdrücke vermeidet er konsequent. Das Buch begleitet Sie vom Auspacken des Computers bis ins Internet. So verlieren Sie schnell die Ehrfurcht vor diesem allgegenwärtigen und im Alltag mittlerweile unverzichtbaren Gerät. Und sind fix auf dem neuesten Stand: Windows 10 und die Cloud werden genauso verständlich behandelt wie der Rest. Windows 10 All-in-One For Dummies John Wiley & Sons Der PC macht nie das, was er soll? Arbeiten am Computer dauern immer viel länger als geplant? Dann sollten Sie dieses Buch lesen. Dan Gookin - Computerexperte der ersten Stunde und Bestseller-Autor - bringt

Ihnen geduldig die Tipps und Tricks im Umgang mit dem PC bei. Er spricht von der Maschine als gutem Freund. Fachbegriffe und Technikausdrücke vermeidet er konsequent. Das Buch begleitet Sie vom Auspacken des Computers bis ins Internet. So verlieren Sie schnell die Ehrfurcht vor diesem allgegenwärtigen und im Alltag mittlerweile unverzichtbaren Gerät. Und sind fix auf dem neuesten Stand: Windows 10 und die Cloud werden genauso verständlich behandelt wie der Rest.

[Living Vegetarian For Dummies](#) John Wiley & Sons

Create simple, easy programs in the popular Python language

Beginning Programming with Python For Dummies is the trusted way to learn the foundations of programming using the Python programming language. Python is one of the top-ranked languages, and there's no better way to get started in computer programming than this friendly guide. You'll learn the basics of coding and the process of creating simple, fun programs right away. This updated edition features new chapters, including coverage of Google Colab, plus expanded

information on functions and objects, and new examples and graphics that are relevant to today's beginning coders. Dummies helps you discover the wealth of things you can achieve with Python. Employ an online coding environment to avoid installation woes and code anywhere, any time

Learn the basics of programming using the popular Python language

Create easy, fun projects to show off your new coding chops

Fix errors in your code and use Python with external data sets

Beginning Programming with Python For Dummies will get new programmers started—the easy way.

Home Decorating For Dummies John Wiley & Sons

Betting on Horse Racing For Dummies is packed with information that teaches you the ins and outs of the racetrack. You'll learn how to improve your odds, avoid common betting mistakes, and just plain have fun at the races. This is a spectator's easy-to-understand guide, so you'll have no trouble identifying the racing breeds with their strengths and weaknesses, sizing up the jockey, understanding the

importance and role of a trainer, placing bets, managing money, and beyond. Can't make it to the track? No worries! You'll get the scoop on online betting with off track betting sites and apps. This update covers the latest changes in the betting world and in the racing world, so you'll know just what you're wagering. Learn about the different types of horse racing

Discover and identify the best racing breeds

Know your jockeys and trainers

Make smart wagers and manage your funds

For beginning betters, Betting on Horse Racing For Dummies is your ticket to well informed wagers and a winning edge. Already know the ropes? You'll love the market trends and insider tips you'll find inside.

Human Resources Kit For Dummies For Dummies

Sensible ways to manage and repair your credit

Need a credit makeover? You're not alone: in the U.S., outstanding credit card and other types of revolving debt have jumped over 20% in the past decade, and millions of Americans are struggling with one or more credit-related issues. Whether you're

just working on improving your score or need some sound advice on how to make debt a thing of the past, the latest edition of *Credit Repair Kit for Dummies* is packed with reliable information for escaping the quicksand and taking the concrete steps needed to build up a solid score. There are many reasons why you might have a subpar credit score—mortgage and auto debt, student loans, impacts of disasters such as COVID-19, and even identity theft. This book covers these scenarios and more, helping you identify the reasons behind a lower score and providing you with straightforward, proven techniques for managing it back to where you want it to be. Also included are sample credit reports, forms, templates, and other helpful online tools to use to whip your score into decent shape. Add information to your report to beef-up a low score. Avoid, reduce, and get rid of mortgage, credit card, student loan, and auto debt. Keep a good credit score during a period of unemployment. Fight back against identity theft. A good credit score is always a great thing to have. This book shows

you how to put even the worst credit situations behind you and make a poor score just a bad—and distant—memory.

Windows 10 & Office 365 For Dummies, Book + Video Bundle

John Wiley & Sons
Soft skills make the hard skills work! Soft skills are the personal qualities that make you a great communicator, problem solver, and leader on the job—and in your personal life. *Soft Skills For Dummies* helps you hone in on the traits you already have—or fine tune the ones that may need some extra attention—to market yourself as a workplace leader who’s in touch with what today’s employers are looking for: people who can lead and inspire through interpersonal communication, cultural awareness, time management, teamwork, critical thinking, and problem solving. • Sharpen the skills you need for a successful career • Improve your ability to work with others • Become a more confident job seeker and leader • Grasp the concept of soft skills through real-world applications, inspirational stories, and industry

spotlights. With content based on a time-tested curriculum designed to prepare you for work and life success, this book is packed with everything you need to build your soft skills to make the strongest impact possible.

[Troubleshooting & Maintaining PCs All-in-One For Dummies](#) John Wiley & Sons

Absolutely everything you need to get ready for Algebra. Scared of square roots? Suspicious of powers of ten? You’re not alone. Plenty of school-age students and adult learners don’t care for math. But, with the right guide, you can make math basics “click” for you too! In *Basic Math & Pre-Algebra All-in-One For Dummies*, you’ll find everything you need to be successful in your next math class and tackle basic math tasks in the real world. Whether you’re trying to get a handle on pre-algebra before moving to the next grade or looking to get more comfortable with everyday math—such as tipping calculations or balancing your checkbook—this book walks you through every step—in plain English, and with clear explanations—to help you build a firm foundation in

math. You'll also get: Practice quizzes at the end of each chapter to test your comprehension and understanding A bonus online quiz for each chapter, with answer choices presented in multiple choice format A ton of explanations, examples, and practice problems that prepare you to tackle more advanced algebraic concepts From the different categories of numbers to mathematical operations, fractions, percentages, roots and powers, and a short intro to algebraic expressions and equations, **Basic Math & Pre-Algebra All-in-One For Dummies** is an essential companion for anyone who wants to get a handle on the foundational math concepts that are the building blocks for Algebra and beyond.

WordPress For

Dummies John Wiley & Sons

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 thought you needed meat in the first place. Discover the health and environmental benefits of a vegetarian lifestyle Transition away from a meat-centered diet with easy recipes and meal plans Find plant-based alternatives to your favorite meat products Get tips for navigating menus while eating out and replacing meat in your daily routine **Living Vegetarian For Dummies** is for anyone who wants to learn more about what it means to be mostly or completely vegetarian. We make it easy to transition, with this fun and straightforward guide.

Windows 10 For

Seniors For Dummies

John Wiley & Sons Take a deep dive into deep learning Deep learning provides the means for discerning patterns in the data that drive online business and

social media outlets. **Deep Learning for Dummies** gives you the information you need to take the mystery out of the topic—and all of the underlying technologies associated with it. In no time, you'll make sense of those increasingly confusing algorithms, and find a simple and safe environment to experiment with deep learning. The book develops a sense of precisely what deep learning can do at a high level and then provides examples of the major deep learning application types. Includes sample code Provides real-world examples within the approachable text Offers hands-on activities to make learning easier Shows you how to use Deep Learning more effectively with the right tools This book is perfect for those who want to better understand the basis of the underlying technologies that we use each and every day.

Cannabis For Dummies

John Wiley & Sons Heutzutage arbeiten Kollegen häufig nicht mehr an benachbarten Schreibtischen, sondern auch mal im Home-Office oder an ganz verschiedenen Standorten Ã¼berall auf der Welt.

Mit Microsoft Teams und diesem Buch ist das kein Problem, denn Teams ermöglicht auf digitalem Weg eine ebenso effiziente Zusammenarbeit wie im Büro. Egal ob Chats, Videomeetings, gemeinsames Zeitmanagement oder das Teilen und gemeinsame Bearbeiten von Dateien über die Office 365 Apps - alles ist möglich, also lernen Sie mit diesem Buch, wie es geht. Bilden Sie Arbeitsgruppen, nutzen Sie Social-Media-Features und halten Sie auch zu externen Geschäftspartnern Kontakt. Auf gute Zusammenarbeit! *Veterans Benefits Guide For Dummies* John Wiley & Sons

Info to make you more productive! The combination of Windows 10 and Office 365 is powering more computers in the workplace and home offices than ever before. This combination of *Windows 10 For Dummies, 2nd Edition* and *Office 365 For Dummies, 2nd Edition* helps you spend less time figuring out how to use your computing tools and more time getting things done. This package also offers access to online training designed to guide you

through the most common operations of the two tools. Inside... *

- Explore the Windows 10 Start menu
- Decipher your desktop
- Get Windows troubleshooting help
- Save time with Windows apps
- Connect to Office 365
- Save files to the cloud
- Work with Office from anywhere
- Access three hours of online training

[Soft Skills For Dummies](#) John Wiley & Sons

Windows is the world's most popular operating system, and *Windows For Dummies* is the bestselling computer book ever. When you look at *Windows XP For Dummies, 2nd Edition*, it's easy to see why. Here's all the stuff you want to know, served up in plain English and seasoned with a few chuckles. But make no mistake, this book means business. Author Andy Rathbone listened to what you wanted to know, and this edition is loaded with additional information about E-mail, faxing, and troubleshooting

- Maximizing security features
- Customizing and upgrading Windows XP
- Multimedia applications—CDs, digital music and photos, video, and more

Answers to questions asked by

thousands of Windows users If you're just getting started with Windows XP, you'll find *Windows XP For Dummies, 2nd Edition* is a lot easier than trying to get the fourth-grader next door to explain it to you. (Andy Rathbone is a lot more patient.) There's a whole section devoted to "Windows XP Stuff Everybody Thinks You Already Know," so you can get the hang of the basics quickly and in the privacy of your own home. And if you've been around a couple of generations of Windows, you'll be especially interested in how to squeeze maximum security from the beefed-up anti-spam and firewall features in Service Pack 2. *Windows XP For Dummies, 2nd Edition* is sort of like a buffet—you can sample everything, or just stick with the stuff you know you like. You'll find out how to

- Locate programs and files,
- organize your information, and fax, scan, or print documents
- Get online safely, send and receive e-mail, work with Internet Explorer's security toolbar, and steer clear of pop-ups, viruses, and spam
- Make Windows XP work the way you want it to, share your computer while maintaining your privacy, set up a network,

and perform routine maintenance Transfer and organize pictures from your digital camera, edit digital video, and create custom CDs of your favorite tunes Use Windows XP's troubleshooting wizards and become your own computer doctor With its task-oriented table of contents and tear-out cheat sheet, Windows XP For Dummies, 2nd Edition is easy to use. You can quickly find what you want to know, and you just may discover that this book is as important to your computer as the power cord.

PCs für Dummies John Wiley & Sons

Want to be your own decorator? Design on a dime with Dummies! Home Decorating For Dummies packs all the information you need to know about décor into one easy-to-read source. Whether you want to decorate one room or make over the whole house, this book has everything you need to

design like a pro. This is the only reference you'll need to transform your home into a space you'll love. Dummies offers no-nonsense help, so you can plan perfect projects and stay within budget.

Updated with the latest on smart homes, short-term rentals, DIY décor, and more. Learn how to optimize your home's floor plan Discover tricks for mixing patterns, colors, and textures successfully Refresh your home's style without spending a fortune Decorate rental properties with eye-catching, trendy style Untangle the terms—mid-century modern, farmhouse, minimalism—and pinpoint your design style For those seeking ideas, resources, and budget-wise tips to spark their decorating creativity, Home Decorating For Dummies is a must-have.

Windows 10 für Dummies John Wiley & Sons

Make informed decisions

about the benefits of using cannabis Pot is hot—for good reason. To date, 30 states have legalized medical marijuana to the tune of nearly \$11B in consumer spending. Whether it's to help alleviate symptoms of an illness or for adults to use recreationally, more people every day are turning to marijuana. Cannabis For Dummies presents the science behind the use of this amazingly therapeutic plant. Inside, you'll find the hands-on knowledge and education you need to make an informed decision about your cannabis purchase, as a patient and a consumer. Decide for yourself if marijuana is right for you Manage aches and pains Gain insight on the effects and possible symptom relief Enjoy both sweet and savory edibles Navigate the legal requirements If you're curious about cannabis, everything you need to discover its many benefits is a page away!