Ipad Pro Mastermind Manual Get Started With Ipad Pro Functions With 100 Made Simple Step By Step Consumer Manual Guide For Seniors And Dummies Updated As Of October 2017

Reveals the diversity crisis in children's and young adult media as not only a lack of representation, but a lack of imagination Stories provide portals into other worlds, both real and imagined. The promise of escape draws people from all backgrounds to speculative fiction, but when people of color seek passageways into the fantastic, the doors are often barred. This problem lies not only with children's publishing, but also with the television and film executives tasked with adapting these stories into a visual world. When characters of color do appear, they are often marginalized or subjected to violence, reinforcing for audiences that not all lives matter. The Dark Fantastic is an engaging and provocative exploration of race in popular youth and young adult speculative fiction. Grounded in her experiences as YA novelist, fanfiction writer, and scholar of education, Thomas considers four black girl protagonists from some of the most popular stories of the early 21st century: Bonnie Bennett from the CW's The Vampire Diaries, Rue from Suzanne Collins's The Hunger Games, Gwen from the BBC's Merlin, and Angelina Johnson from J.K. Rowling's Harry Potter. Analyzing their narratives and audience reactions to them reveals how these characters mirror the violence against black and brown people in our own world. In response, Thomas uncovers and builds upon a tradition of fantasy and radical imagination in Black feminism and Afrofuturism to reveal new possibilities. Through fanfiction and other modes of counter-storytelling, young people of color have reinvisioned fantastic worlds that reflect their own experiences, their own lives. As Thomas powerfully asserts, "we dark girls deserve more, because we are more."

iPhone Mastermind Manual is your ultimate guide to getting the most out of your iPhone as a beginner! Apple's graphics-driven iOS is perfect for visual learners, so this book uses a simple approach to show you everything you need to know to get up and running and much more. This book will walk you step-by-step through setup, customization, and everything your iPhone can do. Whether you are new to the iPhone or have just upgraded to the 7s, 7s Plus, or 8, this book helps you discover your phone's full functionality and newest capabilities. Stay in touch by phone, text, email, FaceTime Audio or FaceTime Video calls, or social media; download and enjoy books, music, movies, and more; take, edit, and manage photos; track your health, fitness, and habits; organize your schedule, your contacts, and your commitments; and much more! The iPhone is designed to be user-friendly, attractive, and functional. But it is capable of so much more than you think-don't you want to explore the possibilities? This book will walk you through iOS to help you stay in touch, get things done, and have some fun while you're at it! In this book you will learn; HOW TO UPGRADE THE OPERATING SYSTEM (IOS VERSION) HOW TO USE TWO APPS AT ONCE WITH SLIDE OVER & SPLIT VIEW HOW TO SEND EMAILS & ATTACHMENTS FROM IPHONE HOW TO ADD AN ATTACHMENT TO E-MAIL HOW TO SECURE IPHONE WITH LOCK SCREEN HOW TO SET UP TOUCH ID TO UNLOCK YOUR IPHONE How to re-arrange iPhone apps How to Organize iPhone Folders How to Delete iPhone Apps HOW TO IMPORT CONTACTS FROM AN ANDROID TO IPHONE HOW TO IMPORT CONTACTS FROM A BLACKBERRY HOW TO IMPORT CONTACTS FROM A WINDOWS PHONE HOW TO ADD CONTACT TO YOUR IPHONE MANUALLY ...and many more! The iPhone you hold in your hand represents the pinnacle of mobile technology, and is a masterpiece of industrial design. Once you get to know it, you'll never be without it. CLICK BUY NOW! otterbox iphone 7 plus case lifeproof 6s clear 10ft charger 6 screen protector 10 ft pop socket for cable 2 in 1 lightning adapter marble red apple kate spade privacy girls tempered glass cases holsters long phone portable speck tripod charging replacement cute caseology cheap foot wallet accessories 5s 5 5c otter box short cover waterproof defender selfie stick extra zagg battery life proof 5se car and headphone jack mount tech 21 armor speakers rhinoshield glitter ring light rose gold used cord spigen lumee slim with card holder incipio akna se stand protective accesorios para unlocked grip 2017 ipad case new mini 4 screen protector air 2 pro 12.9 9.7 b00t44wyq6 charger 30 pin used aceguarder for kids apple stylus charging cable 1 glass with keyboard 4th generation refurbished cover targus tripod cord 2nd car mount otterbox smart zagg replacement wall tempered stylists pens griffin survivor power holder covers bank brydge blue 3rd 5th adapter stand battery pack air2 men leather and gray cases newest tablet alexa amazon fire stick roku firestick kindle dot echo android tv box smart prime music streaming kodi chrome cast remote 2nd generation google home directv app netflix electronics leelbox g chromecast plex kids refurbished products video fully loaded unlocked 2017 devices for media player this is how it always nvidia shield amazin mxq pro 4k hulu the next time 3 premiere express premier plus ultra slingbox halloween blu ray abox mbox movies sling with voice

With the latest iOS 11 for the iPad, you will enjoy a host of exciting new features including an all-new Messages app, updates to Maps, Search, 3D Touch, widgets, etc. And the iPad Pro have new, more advanced cameras, and you can do more with Siri and third-party apps than ever before in a simple way. You no longer need be bored with overly long manual just to understand and start maximizing the full functionality of your iPad. What's the best way to learn all of these features? This is a guide to the tips, shortcuts, and workarounds that will turn you into an iPad master in no time even if you haven't used iPad before. This easy-to-use book will help you accomplish every basic and needful features needed to start with the use of iPad.

Important Note: This book does not work with the latest version of Final Cut Pro X 10.1. Please refer to the latest version of this title: Apple Pro Training Series: Final Cut Pro X 10.1: Professional Post-Production ISBN-10: 0321949560 Revised for Final Cut Pro X 10.0.7 and featuring compelling footage, this best-selling, Apple-certified guide provides a strong foundation in all aspects of video editing. Renowned author Diana Weynand starts with basic video editing techniques and takes readers all the way through Final Cut Pro's powerful features. This Second Edition covers the latest terminology and interface changes including those to the Viewer, Toolbar, Timeline, and menus. Coverage of new and

enhanced features includes compound clips, multichannel audio editing, and exporting roles. Each chapter presents a complete lesson in an aspect of video editing and finishing, using professional-quality and broadcast footage. · DVD-ROM includes lesson and media files for over 40 hours of training · Focused lessons take you step-by-step through professional, real-world projects · Accessible writing style puts an expert instructor at your side · Ample illustrations and keyboard shortcuts help you master techniques fast · Lesson goals and time estimates help you plan your time · Chapter review questions summarize what you've learned and prepare you for the Apple Certified Pro Exam

Unleash Your Inner Mechanical Mastermind Welcome to the wondrous world of Thomas Willeford, aka Lord Archibald "Feathers" Featherstone, in which he shares his closely guarded secrets of Steampunkery. Filled with do-it-yourself projects, Steampunk Gear, Gadgets, and Gizmos: A Maker's Guide to Creating Modern Artifacts shows you how to build exquisite, ingenious contraptions on a budget. Learn from Lord Featherstone as he distills his wealth of hard-learned skills, describes how to use the readily available tools of the modern mad scientist, and expounds on the art and philosophy of scavenging unique components and raw materials. The perfect companion for the hobbyist and advanced machinist alike, this inventive volume will guide you through the creation of your very own infernal devices. Get steamed with these provocative projects: Aetheric ray deflector solid brass goggles Calibrated indicator gauges Ferromagnetic self-scribing automated encyclopedia (or, the Steampunk book drive) High voltage electro-static cannon (or, the lamp gun) Tesla-pod chrono-static insulating field generator (or, the mobile device enclosure) Altitude mask with integrated respiratory augmentation Armoured pith helmet Mark I superior replacement arm with integrated Gatling gun attachment Visit the companion website, www.mhprofessional.com/steampunk, for videos, images, and more bonus content! Make Great Stuff! TAB, an imprint of McGraw-Hill Professional, is a leading publisher of DIY technology books for makers, hackers, and electronics hobbyists.

A book that will provide the owners and senior management of Startups and SMEs with leading edge, action oriented approaches to enable them to grow their businesses by successfully acquiring, retaining and growing their business customers.

Apple gives macOS new features and improvements right on your desktop and under the hood with Catalina—aka OS X 10.15. With this updated guide, you'll learn how to use your iPad as a second screen, work with iPad apps on your Mac, and use Screen Time on your Mac. This new edition of the #1 bestselling Mac book shows you how to use the revamped apps for Music, Podcasts, and TV. Loaded with illustrations, step-by-step instructions, tips, and tricks, this book from David Pogue—Missing Manual series creator, New York Times columnist, and Emmy-winning tech correspondent for CNBC, CBS, and NPR—covers everything Catalina has to offer with lots of humor and technical insight.

Fifteen-year-old Janna Yusuf, a Flannery O'Connor-obsessed book nerd and the daughter of the only divorced mother at their mosque, tries to make sense of the events that follow when her best friend's cousin--a holy star in the Muslim community--attempts to assault her at the end of sophomore year.

Argues that information and communication technologies have fundamentally changed the way people relate to others, proposing a new view of ethics and ecology that considers the implications of the infosphere.

An updated edition of the blockbuster bestselling leadership book that took America and the world by storm, two U.S. Navy SEAL officers who led the most highly decorated special operations unit of the Iraq War demonstrate how to apply powerful leadership principles from the battlefield to business and life. Sent to the most violent battlefield in Iraq, Jocko Willink and Leif Babin's SEAL task unit faced a seemingly impossible mission: help U.S. forces secure Ramadi, a city deemed "all but lost." In gripping firsthand accounts of heroism, tragic loss, and hard-won victories in SEAL Team Three's Task Unit Bruiser, they learned that leadership—at every level—is the most important factor in whether a team succeeds or fails. Willink and Babin returned home from deployment and instituted SEAL leadership training that helped forge the next generation of SEAL leaders. After departing the SEAL Teams, they launched Echelon Front, a company that teaches these same leadership principles to businesses and organizations. From promising startups to Fortune 500 companies, Babin and Willink have helped scores of clients across a broad range of industries build their own high-performance teams and dominate their battlefields. Now, detailing the mind-set and principles that enable SEAL units to accomplish the most difficult missions in combat, Extreme Ownership shows how to apply them to any team, family or organization. Each chapter focuses on a specific topic such as Cover and Move, Decentralized Command, and Leading Up the Chain, explaining what they are, why they are important, and how to implement them in any leadership environment. A compelling narrative with powerful instruction and direct application, Extreme Ownership revolutionizes business management and challenges leaders everywhere to fulfill their ultimate purpose: lead and win.

What if everything we think we know about how the world works--our ideas of love, education, spirituality, work, happiness, and love--are based on Brules (bullsh*t rules) that get passed from generation to generation and are long past their expiration date? This book teaches you to think like some of the greatest non-conformist minds of our era, to question, challenge, hack, and create new rules for YOUR life so you can define success on your own terms. The Code of the Extraordinary Mind is a blueprint of laws to break us free from the shackles of an ordinary life. It makes a case that everything we know about the world is shaped by conditioning and habit. And thus, most people live their lives based on limiting rules and outdated beliefs about pretty much everything--love, work, money, parenting, sex, health, and more--which they inherit and pass on from generation to generation. But what if you could remove these outdated ideas and start anew? What would your life look like if you could forget the rules of the past, and redefine what happiness, purpose, and success mean for you? Not Just a Book, but a Movement Blending computational thinking, integral theory, modern spirituality, evolutionary biology, and humor, personal growth entrepreneur Vishen Lakhiani provides a revolutionary 10-point framework for understanding and enhancing the human self. You will learn about bending reality. You will learn how to apply unique models like consciousness engineering to help you learn and grow at speeds like never before. You will learn to make a dent in the universe and discover your quest. This framework is based on Lakhiani's personal experiences, the 5 million people he's reached through Mindvalley, and 200 hours of interviews and questions posed to incredible minds, including Elon Musk, Richard Branson, Peter Diamandis, Ken Wilber, Dean Kamen, Arianna Huffington, Michael Beckwith, and other legendary leaders. In a unique fusion of cutting-edge ideas, personal stories, irreverence, and a brilliant teaching style, Lakhiani reveals the 10 powerful laws that form a step-by-step process that you can apply to life to shed years of struggle and elevate yourself to exceptional new heights. The 10 Laws to an Extraordinary Life This book challenges conventional ideas of relationships, goal-setting, mindfulness, happiness, and meaning. In a unique fusion of cutting-edge ideas, personal stories, and humorous irreverence, and not to mention, humor and napkin diagrams, this framework combines computational thinking with personal growth to provide a powerful framework for re-coding yourself--and replacing old, limiting models that hold you back with new, empowering beliefs and behaviors that set you on the path toward an

extraordinary life. A life of more happiness and achievement than you might have dared to dream possible. Once you discover the code, you will question your limits and realize that there are none. Step into a new understanding of the world around you and your place in it, and find yourself operating at a new, extraordinary level in every way...happiness, purpose, fulfilment, and love. This Book Is a Living, Breathing Manifesto That Goes Beyond a Traditional Publication For those who want more, The Code of the Extraordinary Mind connects to a full on immersive experience including ways for you to dive into particular chapters to unlock additional videos or training and connect with each other and the author to learn via peer-to-peer learning networks.

Let the Industry's most renowned CGL experts take you to the heart of general liability exposures and problems. This guide is the only resource to provide an in-depth, year-to-year comparison covering over 20 years of the CGL form. You'll also find court case citations that clarify the policy, summaries of all major endorsements to the forms and tips on how to tailor a policy to meet the needs of your clients. Commercial General Liability, 9th Edition has been updated to include the most recent exclusions and exceptions of the CGL form.

The book explores the technical as well as cultural imaginaries of programming from its insides, demonstrating the reflexive practice of aesthetic programming, to understand and question existing technological objects and paradigms.

As an industry, interactive is different. The work entails elements of software development, marketing, and advertising, yet it's neither purely technical nor traditional "agency" work. Delivery methods are different, and because the industry is relatively new, the gap in understanding between the clients buying the work and the teams building it is often wide. Enter the geek girls guide. Nancy Lyons and Meghan Wilker don't just tell you how to deliver digital work, they demonstrate how to think about it. Interactive Project Management: Pixels, People, and Process helps clients, agencies, and industry professionals better understand the critical role of interactive project management, and presents a collaborative, people-focused approach to delivering high-quality digital work. In this book, the authors: Define the unique characteristics of interactive projects Explain the importance of emotional intelligence in the workplace Discuss communication techniques that help teams work together more efficiently Outline a process and specific deliverables that clarify how to think about critical aspects of a project Provide questions, tasks, tips, and advice that effectively move teams from initiation to launch

Welcome to the all-new second edition of Navigating the Digital Age. This edition brings together more than 50 leaders and visionaries from business, science, technology, government, aca¬demia, cybersecurity, and law enforce¬ment. Each has contributed an exclusive chapter designed to make us think in depth about the ramifications of this digi-tal world we are creating. Our purpose is to shed light on the vast possibilities that digital technologies present for us, with an emphasis on solving the existential challenge of cybersecurity. An important focus of the book is centered on doing business in the Digital Age-par¬ticularly around the need to foster a mu¬tual understanding between technical and non-technical executives when it comes to the existential issues surrounding cybersecurity. This book has come together in three parts. In Part 1, we focus on the future of threat and risks. Part 2 emphasizes lessons from today's world, and Part 3 is designed to help you ensure you are covered today. Each part has its own flavor and personal¬ity, reflective of its goals and purpose. Part 1 is a bit more futuristic, Part 2 a bit more experiential, and Part 3 a bit more practical. How we work together, learn from our mistakes, deliver a secure and safe digital future-those are the elements that make up the core thinking behind this book. We cannot afford to be complacent. Whether you are a leader in business, government, or education, you should be knowledgeable, diligent, and action-oriented. It is our sincerest hope that this book provides answers, ideas, and inspiration.If we fail on the cybersecurity front, we put all of our hopes and aspirations at risk. So we start this book with a simple proposition: When it comes to cybersecurity, we must succeed.

When the going gets tough, the tough start changing. Difficult times call for different solutions. In his global bestseller, Legacy, James Kerr goes deep into the heart of the world's most successful team, the New Zealand All Blacks, to help understand what it takes to bounce back from adversity and still reach the top. It is a book about leading a team or an organisation - but, more importantly, about leading a life. The kind of life that you want to lead. In today's volatile, uncertain, complex and ambiguous environment, personal leadership has never been more relevant and Legacy goes to the heart of how great leaders - and we are all leaders - 'reboot' and reframe their future. It is a truly life-defining read that addresses the big questions - values, vision, mindset and purpose - that, when answered, build the foundation for resilience, excellence and sustained success. This book will change your life. Champions do extra. They sweep the sheds, follow the spearhead, and keep a blue head. They are good ancestors and plant trees they'll never see.

This is the origin story of technology super heroes: the creators and founders of ARM, the company that is responsible for the processors found inside 95% of the world's mobile devices today. This is also the evolution story of how three companies - Apple, Samsung, and Qualcomm - put ARM technology in the hands of billions of people through smartphones, tablets, music players, and more. It was anything but a straight line from idea to success for ARM. The story starts with the triumph of BBC Micro engineers Steve Furber and Sophie Wilson, who make the audacious decision to design their own microprocessor - and it works the first time. The question becomes, how to sell it? Part I follows ARM as its founders launch their own company, select a new leader, a new strategy, and find themselves partnered with Apple, TI, Nokia, and other companies just as digital technology starts to unleash mobile devices. ARM grows rapidly, even as other semiconductor firms struggle in the dot com meltdown, and establishes itself as a standard for embedded RISC processors. Apple aficionados will find the opening of Part II of interest the moment Steve Jobs returns and changes the direction toward fulfilling consumer dreams. Samsung devotees will see how that firm evolved from its earliest days in consumer electronics and semiconductors through a philosophical shift to innovation. Qualcomm followers will learn much of their history as it plays out from satellite communications to development of a mobile phone standard and emergence as a leading fabless semiconductor company. If ARM could be summarized in one word, it would be "collaboration." Throughout this story, from Foreword to Epilogue, efforts to develop an ecosystem are highlighted. Familiar names such as Google, Intel, Mediatek, Microsoft, Motorola, TSMC, and others are interwoven throughout. The evolution of ARM's first 25 years as a company wraps up with a shift to its next strategy: the Internet of Things, the ultimate connector for people and devices. Research for this story is extensive, simplifying a complex mobile industry timeline and uncovering critical points where ARM and other companies made fateful and sometimes surprising decisions. Rare photos, summary diagrams and tables, and unique perspectives from insiders add insight to this important telling of technology history.

Answers found here! Apple's latest Mac software, macOS Mojave, is a glorious boxcar full of new features and refinements. What's still not included, though, is a single page of printed instructions. Fortunately, David Pogue is back, delivering the expertise and humor that have made this the #1 bestselling Mac book for 18 years straight. The important stuff you need to know Big-ticket changes. The stunning new Dark Mode. Self-tidying desktop stacks. FaceTime video calls with up to 32 people. New screen-recording tools. If Apple has it, this book covers it. Apps. This book also demystifies the 50 programs that come with the Mac, including the four new ones in Mojave: News, Stocks, Home, and Voice Memos. Shortcuts. This must be the tippiest, trickiest Mac book ever written. Undocumented surprises await on every page. Power users. Security, networking, remote access, file sharing with Windows—this one witty, expert guide makes it all crystal clear. MacOS Mojave gives the Mac more polish, power, and pep— and in your hands, you hold the ultimate guide to unlocking its potential.

iPad Manual is now 100% made SimpleWith the latest iOS 11 for the iPad, you will enjoy a host of exciting new features including an all-new Messages app, updates to Maps, Search, 3D Touch, widgets, etc. And the iPad Pro 2 have new, more advanced cameras, and you can do more with Siri and third-party apps than ever before in a simple way.You no longer need be bored with overly long manual just to understand and start enjoying the full functionality of your iPad.What's the best way to learn all of these features?iPad Pro Mastermind Manual is a guide to the tips, shortcuts, and workarounds that will turn you into an iPad master in no time even if you haven't used iPad before.This easy-to-use

book will help you accomplish every basic and needful features so you can get the most out of your iPad

This book presents papers from the International Conference on Integrating Engineering Education and Humanities for Global Intercultural Perspectives (IEEHGIP 2020), held on 25–27 March 2020. The conference brought together researchers and practitioners from various disciplines within engineering and humanities to offer a range of perspectives. Focusing on, but not limited to, Content and Language Integrated Learning (CLIL) in Russian education the book will appeal to a wide academic audience seeking ways to initiate positive changes in education.

With the help of industrialist Andrew Carnegie, the author of this remarkable book spent two decades interviewing hundreds of people renowned for their wealth and achievement. Napoleon Hill's all-time bestseller in the personal success field offers priceless advice on positive thinking and overcoming adversity by distilling the collective wisdom of Henry Ford, Thomas Edison, John D. Rockefeller, and other successful figures from the worlds of finance, industry, and the arts. Growing rich, Hill explains, is about far more than just making money. "Whatever the mind can conceive and believe," he asserts, "it can achieve with positive mental attitude." Hill outlines 13 principles of success involving goal setting, developing entrepreneurial thinking, and exercising effective leadership. A must for any reader of The Secret, this guide will transform the way you think about time, money, and relationships, setting your feet on the path to financial freedom.

Business Model Generation is a handbook for visionaries, game changers, and challengers striving to defy outmoded business models and design tomorrow's enterprises. If your organization needs to adapt to harsh new realities, but you don't yet have a strategy that will get you out in front of your competitors, you need Business Model Generation. Co-created by 470 "Business Model Canvas" practitioners from 45 countries, the book features a beautiful, highly visual, 4-color design that takes powerful strategic ideas and tools, and makes them easy to implement in your organization. It explains the most common Business Model patterns, based on concepts from leading business thinkers, and helps you reinterpret them for your own context. You will learn how to systematically understand, design, and implement a game-changing business model--or analyze and renovate an old one. Along the way, you'll understand at a much deeper level your customers, distribution channels, partners, revenue streams, costs, and your core value proposition. Business Model Generation features practical innovation techniques used today by leading consultants and companies worldwide, including 3M, Ericsson, Capgemini, Deloitte, and others. Designed for doers, it is for those ready to abandon outmoded thinking and embrace new models of value creation: for executives, consultants, entrepreneurs, and leaders of all organizations. If you're ready to change the rules, you belong to "the business model generation!"

"Bibliography found online at tonyrobbins.com/masterthegame"--Page [643].

THE PHENOMENAL INTERNATIONAL BESTSELLER: 1 MILLION COPIES SOLD Transform your life with tiny changes in behaviour, starting now. People think that when you want to change your life, you need to think big. But world-renowned habits expert James Clear has discovered another way. He knows that real change comes from the compound effect of hundreds of small decisions: doing two push-ups a day, waking up five minutes early, or holding a single short phone call. He calls them atomic habits. In this ground-breaking book, Clears reveals exactly how these minuscule changes can grow into such life-altering outcomes. He uncovers a handful of simple life hacks (the forgotten art of Habit Stacking, the unexpected power of the Two Minute Rule, or the trick to entering the Goldilocks Zone), and delves into cutting-edge psychology and neuroscience to explain why they matter. Along the way, he tells inspiring stories of Olympic gold medalists, leading CEOs, and distinguished scientists who have used the science of tiny habits to stay productive, motivated, and happy. These small changes will have a revolutionary effect on your career, your relationships, and your life. _____ A NEW YORK TIMES AND SUNDAY TIMES BESTSELLER 'A supremely practical and useful book.' Mark Manson, author of The Subtle Art of Not Giving A F*ck 'James Clear has spent years honing the art and studying the science of habits. This engaging, hands-on book is the guide you need to break bad routines and make good ones.' Adam Grant, author of Originals 'Atomic Habits is a step-by-step manual for changing routines.' Books of the Month, Financial Times 'A special book that will change how you approach your day and live your life.' Ryan Holiday, author of The Obstacle is the Way

Provides a collection of true, often amazing, stories and essays about car collectors and enthusiasts who have discovered unusual and desirable cars forgotten in all manner of locations, from barns to old-school junkyards to farmer's fields. Reprint. By the best-selling author of The Cobra in the Barn.

For most software developers, coding is the fun part. The hard bits are dealing with clients, peers, and managers and staying productive, achieving financial security, keeping yourself in shape, and finding true love. This book is here to help. Soft Skills: The Software Developer's Life Manual is a guide to a well-rounded, satisfying life as a technology professional. In it, developer and life coach John Sonmez offers advice to developers on important subjects like career and productivity, personal finance and investing, and even fitness and relationships. Arranged as a collection of 71 short chapters, this fun listen invites you to dip in wherever you like. A "Taking Action" section at the end of each chapter tells you how to get quick results. Soft Skills will help make you a better programmer, a more valuable employee, and a happier, healthier person.

A strategy for changing attitudes about personal finances covers such topics as getting out of debt, the dangers of cash advances and keeping spending within income limits.

As media environments and communication practices evolve over time, so do theoretical concepts. This book analyzes some of the most well-known and fiercely discussed concepts of the digital age from a historical perspective, showing how many of them have pre-digital roots and how they have changed and still are constantly changing in the digital era. Written by leading authors in media and communication studies, the chapters historicize 16 concepts that have become central in the digital media literature, focusing on three main areas. The first part, Technologies and Connections, historicises concepts like network, media convergence, multimedia, interactivity and artificial intelligence. The second one is related to Agency and Politics and explores global governance, datafication, fake news, echo chambers, digital media activism. The last one, Users and Practices, is finally devoted to telepresence, digital loneliness, amateurism, user generated content, fandom and authenticity. The book aims to shed light on how concepts emerge and are co-shaped, circulated, used and reappropriated in different contexts. It argues for the need for a conceptual media and communication history that will reveal new developments without concealing continuities and it demonstrates how the analogue/digital dichotomy is often a misleading one.

Originally published: New York: Scribner, 2014.

CRUNCH ANY DATA, FROM ANY SOURCE, QUICKLY AND EASILY, WITH EXCEL 2013 PIVOT TABLES! Use Excel 2013 pivot tables and pivot charts to produce powerful, dynamic reports in minutes instead of hours… understand exactly what's going on in your business… take control, and stay in control! Even if you've never created a pivot table before, this book will help you leverage all their amazing flexibility and analytical power. In just the first seven chapters, you learn how to generate complex pivot reports complete with drill-down capabilities and accompanying charts. Then, you go even further, discovering how to build a comprehensive, dynamic pivot table reporting system for any business task or function. Learning advanced pivot table and pivot chart techniques for Excel 2013 or the newest Office 365 has never been easier. You'll find simple, step-by-step instructions, real-

world case studies, even complete, easy recipes for solving your most common business analysis problems. • Create, customize, and change your pivot tables and pivot charts • Transform gigantic data sets into crystal-clear summary reports • Summarize and analyze data even faster with new Excel 2013 recommended pivot tables • Instantly highlight your most (and least) profitable customers, products, or regions • Quickly filter pivot tables using slicers • Use dynamic dashboards using Power View to see exactly where your business stands right now • Revamp analyses on the fly by simply dragging and dropping fields • Build dynamic self-service reporting systems your entire team can use • Use PowerPivot or the Data Model to create pivot tables from multiple data sources and worksheets • Work with and analyze OLAP data, and much more About MrExcel Library: Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will • Dramatically increase your productivity—saving you 50 hours a year or more • Present proven, creative strategies for solving real-world problems • Show you how to get great results, no matter how much data you have • Help you avoid critical mistakes that even experienced users make CATEGORY: Spreadsheets COVERS: Microsoft Office Excel 2013

The con artist: from Bernie Madoff to Clark Rockefeller to Lance Armstrong. How do they get away with it? And what keeps us falling for them, over and over again? In The Confidence Game, Maria Konnikova investigates the psychological principles that underlie each stage of the swindle, from the put-up all the way to the fix, and how we can train ourselves to spot a story that isn't all it seems.

The Art of Investigation examines the qualities required to be a professional, thorough, and effective investigator. As the title suggests, it delves into more than the steps and procedures involved in managing an investigation, it also covers the "soft skills" necessary to effectively direct investigations and intuit along the way. The editors and contributing authors are the best in their field, and bring a wealth of real-world knowledge and experience to the subject. There are several publications available on the nuts-and-bolts of the process and stages of an investigation. That ground has been covered. However, little has been published on the investigative skills required, the traits necessary, and the qualities endemic to an inquisitive mind that can be cultivated to improve an investigator's professional skill-set. Each chapter discusses the applicability of the traits to the contributor's own work and experience as an investigator. In doing so, the contributors provide a story—or set of stories—from their personal experience, which demonstrates a given trait and its importance in the course of their investigative work and career. This will be first-hand experience that will serve to help any investigative professional in the course of their work. The case examples included throughout are sometimes surprising, but always engaging and insightful. An investigator must keep an open mind above all else, and this book will "lift the veil" on the inner workings of an investigation, in addition to the thought processes and inner monologues of an investigator as part of that process. Key Features • Chapters highlight the qualities and traits—the "soft skills"—that are required, and which can be improved over time, to be a thorough investigator. • A veritable "Who's Who" of renowned investigative experts lend their personal expertise and experience to this how-to manual for investigators. • A unique approach is applied and provides self-help advice for both new and experienced investigative and security professionals. • The book focuses on the learned, acquired, and intuitive skills of investigation—a nuanced but essential aspect of the investigative skill-set. The Art of Investigation will be a welcome addition to any investigator's toolkit and will also be of interest to students in criminal justice, security, and Homeland Security programs, security consultants, corporate and private security professionals, and the legal community.

This practical, mini-guide teaches readers quick-fire methods that will have them creating Mind Maps in minutes, to maximize brainpower and improve creativity.

"Valeh Nazemoff recommends leaders apply what she calls 'mastermind intelligence' to find strategy sweet spots by being smart about financial, customer and business data."—Sonja Carberry, "Keep Business Strategy in Motion to Stay Competitive," Investor's Business Daily, Jan. 8, 2015 "It takes a lot of smarts to run a business, but not just any smarts. Four specific mental skills or 'intelligences' will help make any entrepreneur more successful, according to Valeh Nazemoff." —Minda Zetlin, "4 Mental Skills Every Business Leader Needs," Inc., Dec. 24, 2014 "Nazemoff offers a framework to help business leaders sort through the endless barrage of data and make decisions effectively…ultimately helping business transform and grow to where you want it to be." —Nicole Fallon, Business News Daily, Dec. 17, 2014 "I highly recommend that you look at your organization through the lens of The Four Intelligences of the Business Mind. If you do so, your business will improve in unexpected ways." —Mark Waldman, Executive MBA Faculty, Loyola Marymount University "The Four Intelligences of the Business Mind uses a revolutionary four-quadrant-based approach to teach you how to retrain your brain to optimize and transform your business. Valeh Nazemoff has written an excellent book with a commonsense approach and clear guidance." —Shaun Khalfan, Chief of Cyber Infrastructure, Department of the Navy A new pragmatic synthesis of organizational psychology, business analytics, and multiple intelligences theory, The Four Intelligences of the Business Mind lays out a scheme of four discrete but interlocking types of intelligence essential to business success. These intelligences are scalable and transferable from the individual leader to the organizational ecosystem. This short book teaches executives first to analyze and train their own brains in these four intelligences; then to transform their organizations by applying their sharpened quadruplex intelligence to their business analyses and decisions; and finally to train and incentivize their companies to map onto a collective organizational scale the mental transformation modeled by the "mastermind" leader. The four essential business intelligences identified by IT executive and organizational psychologist Valeh Nazemoff are financial intelligence, customer intelligence, data intelligence, and mastermind intelligence. Financial intelligence informs your ability to reinvest and regrow your business boldly but prudently in the light of predictive, risk, and business analytics. Customer intelligence informs your ability to rethink your approaches to attracting and keeping customers using customer, web, mobile, social, big data, and behavioral analytics. Data intelligence informs your ability to reinvent and recreate information in automated graphical representations to enable rapid decision-making using visual, cloud, web, and operational analytics, AI, and distance collaboration platforms. Finally, mastermind intelligence involves your ability through leadership and team exercises to impart to your employees and organization the same transformative honing and integration of business intelligences as you have

undergone yourself. "Practical, relevant, insightful, engaging, and a pleasant read, The Four Intelligences of the Business Mind puts human decision making into a whole new light, revealing practical steps that will allow you to reinvent your business and customer relationships!" —James Brady, PhD, FHIMSS, Chief Information Officer, Kaiser Permanente Orange County "An invaluable book that shows you how to harness the inevitable transformations in business by understanding your mind better." —Alan Komet, Vice President, Global Sales Operations, FalconStor Software, Inc. "A must-read book for every business person." —Chuck Corjay, Ret. Chairman, AFCEA International "Valeh Nazemoff has written an intelligent, thoughtful book full of insight and practical advice. The Four Intelligences of the Business Mind reframes the way our minds work, and in doing so transforms how we drive business forward. This book is a must-read!" —Joe DiStefano, Senior Vice President and Market Executive, Cardinal Bank

The technological marvel that facilitated the Apollo missions to the Moon was the on-board computer. In the 1960s most computers filled an entire room, but the spacecraft's computer was required to be compact and low power. Although people today find it difficult to accept that it was possible to control a spacecraft using such a 'primitive' computer, it nevertheless had capabilities that are advanced even by today's standards. This is the first book to fully describe the Apollo guidance computer's architecture, instruction format and programs used by the astronauts. As a comprehensive account, it will span the disciplines of computer science, electrical and aerospace engineering. However, it will also be accessible to the 'space enthusiast'. In short, the intention is for this to be the definitive account of the Apollo guidance computer. Frank O'Brien's interest in the Apollo program began as a serious amateur historian. About 12 years ago, he began performing research and writing essays for the Apollo Lunar Surface Journal, and the Apollo Flight Journal. Much of this work centered on his primary interests, the Apollo Guidance Computer (AGC) and the Lunar Module. These Journals are generally considered the canonical online reference on the flights to the Moon. He was then asked to assist the curatorial staff in the creation of the Cradle of Aviation Museum, on Long Island, New York, where he helped prepare the Lunar Module simulator, a LM procedure trainer and an Apollo space suit for display. He regularly lectures on the Apollo computer and related topics to diverse groups, from NASA's computer engineering conferences, the IEEE/ACM, computer festivals and university student groups.

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