

# Rift Beginners Guide 2013

Word 2013 Absolute Beginner's Guide Outlook 2013 Absolute Beginner's Guide Project 2013 Absolute Beginner's Guide Visio 2013 Absolute Beginner's Guide Access 2013 Absolute Beginner's Guide Excel 2013 Absolute Beginner's Guide The World Minecraft Beginner's Guide Animal Behavior GeoServer Beginner's Guide TestNG Beginner's Guide EBOOK: A Beginner's Guide to Mindfulness: Live in the Moment Oil Fundamentals of Cognitive Neuroscience Project Management Absolute Beginner's Guide The Beginner's Guide to Engineering A Beginner's Guide to R The Beginner's Guide to Fpv Malware, Rootkits & Botnets A Beginner's Guide Project 2013 A Beginner's Guide to Mobile Marketing Learn You Some Erlang for Great Good! Beginner's Guide to Journalism & Mass Communication The Beginner's Guide to Running Away from Home C Programming Outlook 2013 Absolute Beginner's Guide Scientific Research in Information Systems First Steps in ABAP Networking: A Beginner's Guide, Sixth Edition Getting Started with Uvm A Beginner's Guide to Targeted Cancer Treatments Beginner's Guide to Quilting Successful Qualitative Research How to Conquer a Nation A Beginner's Guide to Structural Equation Modeling Project Management Absolute Beginner's Guide A Beginner's Guide to Evidence Based Practice in Health and Social Care Political Philosophy White Space Is Not Your Enemy Political Philosophy

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Scientific Research in Information Systems Aug 10 2020 This book is designed to introduce doctoral and other higher-degree research students to the process of scientific research in the fields of Information Systems as well as fields of Information Technology, Business Process Management and other related disciplines within the social sciences. It guides research students in their process of learning the life of a researcher. In doing so, it provides an understanding of the essential elements, concepts and challenges of the journey into research studies. It also provides a gateway for the student to inquire deeper about each element covered. Comprehensive and broad but also succinct and compact, the book is focusing on the key principles and challenges for a novice doctoral student.

The Beginner's Guide to Fpv May 19 2021 In the last decade the first person view phenomenon has taken the world by storm. It has brought an entirely new field to the hobby with new thrills and challenges. Despite this, FPV remains a hobby that requires a steep learning curve, significant research, a decent investment and a lot of trial and error. This book is a beginner's guide to FPV piloting. It intends to bring the reader from zero knowledge of the subject to a position where they can safely conduct FPV flights. It covers the broad range of necessary topics such as vehicle selection, control link, video link, component placement, ground station design, interference troubleshooting, and tips for successful flights. It provides photographs of commonly used equipment and schematics of typical setups - including a detailed case study on the author's own configurations. The must-have guide for any hobbyist new to the exciting world of FPV.

TestNG Beginner's Guide Dec 26 2021 This book is written in a friendly, beginner's guide style with plenty of step-by-step instructions with appropriate examples. This book is great for developers and testers who are new to TestNg and want to learn how to use TestNG for writing their application as well as functional tests. This book assumes that you have experience in Java and OOPs concepts and have worked with certain IDE.

Outlook 2013 Absolute Beginner's Guide Sep 10 2020 Make the most of Outlook 2013-without becoming a technical expert! This book is the fastest way to learn Outlook and use it to efficiently manage all your contacts and communications! Even if you've never used Outlook before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Outlook has never, ever been this simple! Who knew how simple Outlook 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Outlook 2013 program...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: • Regain control and automatically get rid of junk email • Make email more efficient • Create appointments, events, meeting invitations, and reminders • Publish and share your calendar • Manage contacts, Facebook friends, and LinkedIn connections with People Hub • Use Tasks and To-Do Lists more effectively • Sync Outlook data across multiple devices, including smartphones and tablets • Make the most of Outlook together with Exchange and SharePoint • Use Peeks to instantly find what you need without changing views • Track your life with Color Categories, Folders, and Outlook 2013's improved Search • Run mail or email merges from within Outlook • Efficiently manage and protect your Outlook data files • And much more... Diane Poremsky has been recognized as a Microsoft Most Valuable Professional since 1999 for her knowledge and support of Microsoft Outlook. She founded Outlook Tips (outlook-tips.net) and operates The Outlook and Exchange Solutions Center (slipstick.com). Her weekly newsletter, Exchange Outlook Messaging, has 7,000+ subscribers, and her Outlook Daily Tips email reaches 5,000+ subscribers. Her books include Sams Teach Yourself Outlook 2003 in 24 Hours. Sherry Kinkoph Gunter has authored more than 50 computer books on a wide variety of topics, including Word 2013 Absolute Beginner's Guide and several other books on Microsoft Office.

The World Apr 29 2022 What is the world of the 21st century like now that the centrality of the West is no longer given? How were the societies and cultures of today's world together with their interconnections forged, and what is driving human society in our times? In short, what is the state of the world today as we enter the second decade of the 21st century? This is the first book which deals with planetary human society as whole. It is a beginner's guide to the world after the West and after globalization, compact, portable, and jargon-free. It is aimed at everybody who, even with experience, has kept a beginner's curiosity of the world, to everybody who does not want everything they want to know about it, about the good, the evil, and the salvation of the world. It lays bare the socio-cultural geology of the world, its major civilizations, its historical waves of globalization, its family-sex-gender systems, and its pathways to modernity. It outlines the dynamics of the world, its basic drives, the contours of its most important global and sub-global processes. It presents the big team players on the world stage, populous as well as rich countries, missions and movements as well corporations and cities. It traces the life-courses of men and women on all the continents, from their birth and childhood to their old age, and their funeral.

Malware, Rootkits & Botnets A Beginner's Guide Apr 17 2021 Security Smarts for the Self-Guided IT Professional Learn how to improve the security posture of your organization and defend against some of the most pervasive network attacks. Malware, Rootkits & Botnets: A Beginner's Guide explains the nature, sophistication, and danger of these risks and offers best practices for thwarting them. After reviewing the current threat landscape, the book describes the entire threat lifecycle, explaining how cybercriminals create, deploy, and manage the malware, rootkits, and botnets under their control. You'll learn proven techniques for identifying and mitigating these malicious attacks. Templates, checklists, and examples give you the hands-on help you need to get started protecting your network right away. Malware, Rootkits & Botnets: A Beginner's Guide features:

Lingo--Common security terms defined so that you're in the know on the job IMHO--Frank and relevant opinions based on the author's years of industry experience Budget Note--Tips for getting security technologies and processes into your organization's budget In Actual Practice--Exceptions to the rules of security explained in real-world contexts Your Plan--Customizable checklists you can use on the job now Into Action--Tips on how, why, and when to apply new skills and techniques at work

Beginner's Guide to Journalism & Mass Communication Dec 14 2020 Most books on journalism today are either too complex to comprehend or too superficial. Barun Roy has really done a remarkably good job to fill a long-felt vacuum. This guide introduces basic tools of the applied journalism in simple language. It provides step-by-step instructions to develop skills in the field. Any person interested in journalism, mass communication and in public relations will find this book very interesting, informative and useful. It could even motivate you to contribute articles and features to newspapers and magazines as a freelance writer. Some salient features of the book: \*What is journalism? \*News Gathering. \*News Lead. \*Putting the Story together. \*Writing in Newspaper Style. \*Colourful News Feature. \*Headline Story. \*Journalism as a Career.

Word 2013 Absolute Beginner's Guide Nov 05 2022 Make the most of Word2013 -- without becoming a technical expert! Word 2013 Absolute Beginner's Guide is the fastest way to get comfortable and productive with the newest version of Word, use its powerful new tools, and extend it to the web and the latest mobile devices. Whether you're new to Word or you're one of the millions who've used previous versions, this practical, approachable book will show you how to do exactly what you want, one incredibly clear and easy step at a time. World-renowned Word author Sherry Kinkoph Gunter reveals Word2013's power, helps you quickly master and customize its updated interface, and covers everything you need to know to create, edit, format, build, review, and share documents. You'll find easy, practical coverage of new Word features and techniques, including: \*

Using New Live Layout and alignment grids \* Running Word from Windows RT/Windows 8 tablets and the web \* Inserting Web pictures and video into documents \* Editing PDF files \* Saving documents to SkyDrive cloud storage \* Using Word's simplified new markup tools \* Taking advantage of Word's improved Reading Mode \* And much more Learn You Some Erlang for Great Good! Jan 15 2021 Erlang is the language of choice for programmers who want to write robust, concurrent applications, but its strange syntax and functional design can intimidate the uninitiated. Luckily, there's a new weapon in the battle against Erlang-phobia: Learn You Some Erlang for Great Good! Erlang maestro Fred Hébert starts slow and eases you into the basics: You'll learn about Erlang's unorthodox syntax, its data structures, its type system (or lack thereof!), and basic functional programming techniques. Once you've wrapped your head around the simple stuff, you'll tackle the real meat-and-potatoes of the language: concurrency, distributed computing, hot code loading, and all the other dark magic that makes Erlang such a hot topic among today's savvy developers. As you dive into Erlang's functional fantasy world, you'll learn about: -Testing your applications with EUnit and Common Test -Building and releasing your applications with the OTP framework -Passing messages, raising errors, and starting/stopping processes over many nodes -Storing and retrieving data using Mnesia and ETS -Network programming with TCP, UDP, and the inet module -The simple joys and potential pitfalls of writing distributed, concurrent applications Packed with lighthearted illustrations and just the right mix of offbeat and practical example programs, Learn You Some Erlang for Great Good! is the perfect entry point into the sometimes-crazy, always-thrilling world of Erlang.

A Beginner's Guide to Structural Equation Modeling Dec 02 2019 The second edition features: a CD with all of the book's Amos, EQS, and LISREL programs and data sets; new chapters on importing data issues related to data editing and on how to report research; an updated introduction to matrix notation and programs that illustrate how to compute these calculations; many more computer program examples and chapter exercises; and increased coverage of factors that affect correlation, the 4-step approach to SEM and hypothesis testing, significance, power, and sample size issues. The new edition's expanded use of applications make this book ideal for advanced students and researchers in psychology, education, business, health care, political science, sociology, and biology. A basic understanding of correlation is assumed and an understanding of the matrices used in SEM models is encouraged.

GeoServer Beginner's Guide Jan 27 2022 Step-by-step instructions are included and the needs of a beginner are totally satisfied by the book. The book consists of plenty of examples with accompanying screenshots and code for an easy learning curve. You are a web developer with knowledge of server side scripting, and have experience with installing applications on the server. You have a desire to want more than Google maps, by offering dynamically built maps on your site with your latest geospatial data stored in MySQL, PostGIS, MsSQL or Oracle. If this is the case, this book is meant for you.

Political Philosophy Jun 27 2019 A guidebook about political philosophy, focusing on the following aspects: Social justice, liberty, equality, community, and democracy.

First Steps in ABAP Jul 09 2020 A lot of SAP professionals start their careers as programmers and focus on turning functional specifications into technical specifications and writing code. First Steps in SAP ABAP (Advanced Business Application Programming) is the resource that every beginner needs to have. You will learn how to write your own ABAP code step by step and progressively build your own ABAP application. - Step-by-step instructions for beginners - Comprehensive descriptions and code examples - A guide to create your first ABAP application - Tutorials that provide answers to the most commonly asked programming questions Get a head start on SAP ABAP! This book provides you with the tools you need to get started with a job as an SAP ABAP programmer

Successful Qualitative Research Feb 02 2020 \*Shortlisted for the BPS Book Award 2014 in the Textbook Category\* \*Winner of the 2014 Distinguished Publication Award (DPA) from the Association for Women in Psychology (AWP)\* Successful Qualitative Research: A Practical Guide for Beginners is an accessible, practical textbook. It sidesteps detailed theoretical discussion in favour of providing a comprehensive overview of strategic tips and skills for starting and completing successful qualitative research. Uniquely, the authors provide a 'patterns framework' to qualitative data analysis in this book, also known as 'thematic analysis'. The authors walk you through a basic thematic approach, and compare and contrast this with other approaches. This discussion of commonalities, explaining why and when each method should be used, and in the context of looking at patterns, will provide you with complete confidence for your qualitative research journey. Key features of this textbook: Full of useful tips and strategies for successful qualitative

work, for example considering the nervous student not just the beginner student. Skills-based, utilising a range of pedagogical features to encourage you to apply particular techniques and learn from your experience. The authors use the same dataset throughout - reproduced in full (with associated research materials) on the companion website - to help you make comparisons across different analytical approaches. A comprehensive suite of student support materials, including practice exam questions, can be found online at [www.sagepub.com/braunandclarke](http://www.sagepub.com/braunandclarke). This textbook will be an essential textbook for undergraduates and postgraduates taking a course in qualitative research or using qualitative approaches in a research project. Electronic Inspection Copy available for instructors here

**Excel 2013 Absolute Beginner's Guide** May 31 2022 Make the most of Excel 2013—without becoming a technical expert! This book is the fastest way to master Excel...use it to build powerful, trustworthy, easy-to-understand workbooks...discover hidden patterns and make better decisions...visualize data so everyone understands it...share and present workbooks on the web, tablets, anywhere! Even if you've never used Excel before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Excel has never, ever been this simple! Who knew how simple Excel 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Excel 2013 spreadsheet program...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Quickly create, edit, and format workbooks Enter formulas and use functions effectively Enter data more rapidly, easily, consistently, and accurately Master powerful ways to sort, filter, consolidate, or group data Visualize information through great charts, PivotTables, and Sparklines Illustrate workbooks with images, shapes, and SmartArt Explore and analyze data more easily with Excel 2013's amazing new Power View Share, print, present, and secure your workbooks Store your workbooks online with SkyDrive Work with macros Build immense power into worksheet cells with UDFs

**Fundamentals of Cognitive Neuroscience** Sep 22 2021 Fundamentals of Cognitive Neuroscience: A Beginner's Guide, Second Edition, is a comprehensive, yet accessible, beginner's guide on cognitive neuroscience. This text takes a distinctive, commonsense approach to help newcomers easily learn the basics of how the brain functions when we learn, act, feel, speak and socialize. This updated edition includes contents and features that are both academically rigorous and engaging, including a step-by-step introduction to the visible brain, colorful brain illustrations, and new chapters on emerging topics in cognition research, including emotion, sleep and disorders of consciousness, and discussions of novel findings that highlight cognitive neuroscience's practical applications. Written by two leading experts in the field and thoroughly updated, this book remains an indispensable introduction to the study of cognition. Presents an easy-to-read introduction to mind-brain science based on a simple functional diagram linked to specific brain functions Provides new, up-to-date, colorful brain images directly from research labs Contains "In the News" boxes that describe the newest research and augment foundational content Includes both a student and instructor website with basic terms and definitions, chapter guides, study questions, drawing exercises, downloadable lecture slides, test bank, flashcards, sample syllabi and links to multimedia resources

**Political Philosophy** Aug 29 2019 Bringing political philosophy out of the ivory tower and within the reach of all, this book provides us with the tools to cut through the complexity of modern politics.

**Project Management Absolute Beginner's Guide** Oct 31 2019 Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification. This book will show you exactly how to get the job done, one incredibly clear and easy step at a time. Project management has never, ever been this simple! Who knew how simple project management could be? This is today's best beginner's guide to modern project management... simple, practical instructions for succeeding with every task you'll need to perform! Here's a small sample of what you'll learn: \* Master the key skills and qualities every project manager needs \* Lead projects, don't just "manage" them \* Avoid 15 most common mistakes new project managers make \* Learn from troubled, successful, and "recovered" projects \* Set the stage for success by effectively defining your project \* Build a usable project plan and an accurate work breakdown structure (WBS) \* Create budgets and schedules that help you manage risk \* Use powerful control and reporting techniques, including earned value management \* Smoothly manage project changes, issues, risks, deliverables, and quality \* Manage project communications and stakeholder expectations \* Organize and lead high-performance project teams \* Manage cross-functional, cross-cultural, and virtual projects \* Work successfully with vendors and Project Management Offices \* Make the most of Microsoft Project and new web-based alternatives \* Get started with agile and "critical chain" project management \* Gain key insights that will accelerate your learning curve \* Know how to respond to real-life situations, not just what they teach you in school

**White Space Is Not Your Enemy** Jul 29 2019 White Space Is Not Your Enemy is a practical graphic design and layout guide that introduces concepts and practices necessary for producing effective visual communication across a variety of formats—from web to print. Sections on Gestalt theory, color theory, and WET layout are expanded to offer more in-depth content on those topics. This new edition features new covering current trends in web design—Mobile-first, UI/UX design, and web typography—and how they affect a designer's approach to a project. The entire book will receive an update using new examples and images that show a more diverse set of graphics that go beyond print and web and focus on tablet, mobile and advertising designs.

**Minecraft Beginner's Guide** Mar 29 2022 Learn what it takes to get started in the world of Minecraft, from how to gather resources to building your first structures.

**Project 2013 Absolute Beginner's Guide** Sep 03 2022 Make the most of Project 2013—without becoming a technical expert! This book is the fastest way to take control of Project 2013, and use it to efficiently manage every phase of your project, from up-front planning through project completion and post-mortems. Even if you've never used Microsoft Project before, this book will show you how to do what you want, one incredibly clear and easy step at a time. Project 2013 has never, ever been this simple! Who knew how simple Project 2013 could be? This is the easiest, most practical beginner's guide to running real projects with Project 2013... simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: \* Master today's best project management techniques \* Use Project 2013 to solve many key project management problems \* Master Project's revamped interface, from Start screen to Backstage \* Leverage Project 2013's best new features in your day-to-day work \* Get comfortable with the Project Window and its powerful views \* Set up realistic project schedules and calendars \* Add new tasks, dependencies, and resources \* Create budgets, track costs, and quickly resolve cost overruns \* Smoothly reflect changes in your project \* Report on progress, from completed work to anticipated finish dates \* Strengthen decision-making with dashboards, plans, and timelines \* Streamline processes by integrating Project with SharePoint and Office \* Securely share project data with team participants and stakeholders \* Improve efficiency by customizing Project's interface to your needs \* Coherently manage complex project portfolios \* Extend project management to smartphones, tablets, and the cloud Brian Kennermer, Microsoft MVP for Project and Project Server, has worked with Project since 1997. He served on the Microsoft Consulting Services Global Enterprise Project Management team for five years, and has helped several Microsoft Partners design and deploy Project Server-based systems. Sonia Atchison has worked with Microsoft Project since 1999. In 2006, she joined Microsoft's writing team, producing extensive help content, videos, and content for Office.com and TechNet.

**Project Management Absolute Beginner's Guide** Aug 22 2021 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification. This book will show you exactly how to get the job done, one incredibly clear and easy step at a time. Project management has never, ever been this simple! Who knew how simple project management could be? This is today's best beginner's guide to modern project management... simple, practical instructions for succeeding with every task you'll need to perform! Here's a small sample of what you'll learn: \* Master the key skills and qualities every project manager needs \* Lead projects, don't just "manage" them \* Avoid 15 most common mistakes new project managers make \* Learn from troubled, successful, and "recovered" projects \* Set the stage for success by effectively defining your project \* Build a usable project plan and an accurate work breakdown structure (WBS) \* Create budgets and schedules that help you manage risk \* Use powerful control and reporting techniques, including earned value management \* Smoothly manage project changes, issues, risks, deliverables, and quality \* Manage project communications and stakeholder expectations \* Organize and lead high-performance project teams \* Manage cross-functional, cross-cultural, and virtual projects \* Work successfully with vendors and Project Management Offices \* Make the most of Microsoft Project and new web-based alternatives \* Get started with agile and "critical chain" project management \* Gain key insights that will accelerate your learning curve \* Know how to respond to real-life situations, not just what they teach you in school

**A Beginner's Guide to Mobile Marketing** Feb 13 2021 This book is for marketers (from newbies to CMO level) who want to learn why and how to use mobile marketing to engage and convert consumers. A Beginner's Guide to Mobile Marketing will teach you about the exploding opportunities that mobile marketing offers and why it is so important to embrace it in your integrated marketing strategy. Cell phones are no longer just for calling people. Based on the latest trends in consumer behavior on mobiles, the authors introduce ways that marketers can use smartphone popularity to reach people with tactics like mobile apps, mobile web, social media, mobile advertising and more. Exercises are included to ensure that the reader understands the material as well as how to apply it in the real world.

**Access 2013 Absolute Beginner's Guide** Jul 01 2022 Make the most of Access 2013—without becoming a technical expert! This book is the fastest way to master Access and use it to build powerful, useful databases of all kinds—even web application databases! Even if you've never used Access before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Access has never, ever been this simple! Who knew how simple Access 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Access 2013 database program... simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: \* Create tables to efficiently store and navigate your data \* Build queries that retrieve exactly the information you want \* Design intuitive forms that help your users work more efficiently \* Build reports that answer key questions intuitively and visually \* Learn easy techniques for designing more reliable databases \* Work faster with AutoForms, AutoReports, and other shortcuts \* Automate repetitive tasks and build more polished databases with macros \* Share Access data with Excel, SQL Server, and other applications \* Solve complex problems with advanced query, form, and reporting techniques \* Build modern web databases that serve users through browsers \* Run your database on the cloud through Microsoft Office 365 \* Construct a complete database application from start to finish \* And much more... Alison Balter, President of InfoTech Services Group, Inc., has spent 25 years training and consulting on Microsoft Access and related applications with top organizations such as Cisco, Shell, Accenture, Northrop, the U.S. Drug Enforcement Administration, Prudential, Transamerica, Fox Broadcasting, and the U.S. Navy. She travels throughout North America delivering seminars on Access and has authored 14 books and videos for Pearson, including Microsoft Access 2010 LiveLessons and Alison Balter's Mastering Access 2007 Development. She is past president of the Independent Computer Consultants Association of Los Angeles. Category: Databases Covers: Microsoft® Access® 2013 User Level: Beginning

**The Beginner's Guide to Running Away from Home** Nov 12 2020 A whimsical survival guide for glory-seeking would-be runaways includes such advice as packing gum to avoid toothbrushing and not thinking about one's cozy bed, in a story complemented by striking clay artwork.

**Beginner's Guide to Quilting** Mar 05 2020 Learn how to make beautiful quilts with this comprehensive guide to patchwork and quilting for beginners. Covers all aspects of quilting from piecing and patchwork to quilting and binding. Includes quick and clever techniques with step-by-step illustrated instructions. Choose from 16 small and large projects including bed quilts, bags and wall hangings. Features a quilting glossary explaining common quilting and sewing terms.

**Animal Behavior** Feb 25 2022 Investigating a whole host of species from around the globe, the first short and affordable introduction to animal behavior Investigating a whole host of species from around the globe, the first short and affordable introduction to this growing field of study "Byers ultimately makes the reader yearn to join him and watch animals for a living... an excellent example of popular-science writing." Booklist

**C Programming** Oct 12 2020 Provides instructions for writing C code to create games and mobile applications using the new C11 standard.

**Networking: A Beginner's Guide, Sixth Edition** Jun 07 2020 Featuring step-by-step instructions for installing; configuring; and managing Windows Server 2012; Exchange Server 2013; Oracle Linux; and Apache; this practical resource discusses wired and wireless network design; configuration; hardware; protocols; security; backup; recovery; and virtualization. --

**Getting Started with Uvm** May 07 2020 Getting Started with UVM: A Beginner's Guide is an introductory text for digital verification (and design) engineers who need to ramp up on the Universal Verification Methodology quickly. The book is filled with working examples and practical explanations that go beyond the User's Guide.

**Visio 2013 Absolute Beginner's Guide** Aug 02 2022 Make the most of Visio2013 -- without becoming a technical expert! Visio 2013 Absolute Beginner's Guide is the fastest way to get comfortable and productive with the newest version of Visio, use its powerful new tools, and extend it to the web and the latest mobile devices. Whether you're new to Visio or you're one of the millions who've used previous versions, this practical, approachable book will show you how to do exactly what you want, one incredibly clear and easy step at a time. Friendly, direct, and patient, this book reveals Visio2013's power, and helps you quickly master its updated interface. World-renowned Visiotutorial author Chris Roth provides step-by-step instructions for every task requiring more than one step. He presents screenshots guiding you through complex processes, and illustrations demonstrating the touch gestures you need to run Visio on the latest tablets and Windows 8 devices. Along the way, he covers key Visio 2013 improvements that simplify diagramming, help you build more attractive visuals, allow for dynamic diagram updates with real-time data; and make it easier to collaborate with others on your team.

**Outlook 2013 Absolute Beginner's Guide** Oct 04 2022 Make the most of Outlook2013 -- without becoming a technical expert! Outlook 2013 Absolute Beginner's Guide is the

fastest way to get comfortable and productive with the newest version of Outlook, use its powerful new tools, and extend it to the web and the latest mobile devices. Whether you're new to Outlook or you're one of the millions who've used previous versions, this practical, approachable book will show you how to do exactly what you want, one incredibly clear and easy step at a time. World-renowned Outlook tutorial author Diane Poremsky reveals Outlook 2013's power, helps you quickly master its updated interface, and teaches you how to do all this, and more: \* Use Peeks to instantly find what you need without changing views \* Set up email just the way you want, and sync only your newest mail \* Completely control message flow, and regain control over your email life \* Use advanced email features such as message tracking and deferred delivery \* Create and work with calendar appointments and meeting invitations \* Publish and share your calendar \* Use Contacts, Tasks, and To-Do Lists more efficiently \* Link Outlook to social networks \* Sync and share Outlook data, and use powerful Exchange and SharePoint sharing features \* Track your life with Color Categories, Folders, and Outlook 2013's improved Search \* Run mail/email merges from within Outlook \* Efficiently manage and protect your Outlook data files

Project 2013 Mar 17 2021 Provides information on how to efficiently manage every phase of your project, from up-front planning through project completion and post-mortems.

*How to Conquer a Nation* Jan 03 2020 You yawn as your friends boast of flying to Mars or poaching endangered species. You're not looking for Ferraris in your driveway or jets on your runway. You want to do something exciting and original. What you crave is your very own nation. It's about time you got one.

A Beginner's Guide to Evidence Based Practice in Health and Social Care Sep 30 2019 "A Beginner's Guide to Evidence Based Practice in Health and Social Care is for anyone who has ever wondered what evidence based practice is or how to relate it to practice. It presents the topic in a simple, easy to understand way, enabling those unfamiliar with evidence based practice to apply the concept to their practice and learning. Using everyday language, this book provides a step by step guide to what we mean by evidence based practice and how to apply it. It also provides an easy to follow guide to searching for evidence, explains how to work out if the evidence is relevant or not, explores how evidence can be applied in the practice setting, and outlines how evidence can be incorporated into your academic writing."--Publisher's description.

EBOOK: A Beginner's Guide to Mindfulness: Live in the Moment Nov 24 2021 "While the concept of living in the moment seems simple, the reality is often entirely different as our minds chatter and fret and rarely stand still. Fortunately, Ernst Bohlmeijer and Monique Hulsbergen have written a clear and reassuring guide to mindfulness and ACT, with illuminating exercises and a wealth of information about how our minds work. But more than this, it's also a guide to living a more contented life, as the reader is encouraged to search out and live a life guided by their most deeply-held values. It's an uplifting read." Rebecca Alexander, executive coach, The Coaching Studio and Contributing Editor, Psychologies "Ernst and Monique have written a wonderful self-help guide. Full of interesting anecdotes, helpful case studies and useful techniques, this is a book which teaches us how to lead a more fulfilled life." Dr Rick Norris, Consultant Psychologist and author of Think Yourself Happy: the simple 6-stage programme to change your life from within Life is not easy. There are times when we are full of gloom, doubt, fear, bitter disappointment or insecurity. This practical book will help you to experience greater freedom and quality in your life and teach you how to cope with stressful situations. Combining mindfulness and Acceptance and Commitment Therapy (ACT) exercises in an accessible 9-week programme, Bohlmeijer and Hulsbergen show you how to observe your thoughts without judgement and connect with the 'here and now' in your life. By spending a few minutes a day, you will discover what really matters to you in life and learn to base your day-to-day actions on your values. Learn how to live in the moment with this step-by-step guide to mindfulness and walk away from fighting difficult emotions. You will find peace and greater joy, as well as reduced anxiety and stress. With illustrations by Helen van Vliet.

"Mindfulness is a form of meditation that originated in Buddhist practice. A recent development is Mindfulness Based Stress Reduction or MBSR which is now being used successfully in treating a range of clinical conditions, including the relief of stress and anxiety in cancer. The new book A Beginner's Guide to Mindfulness by Ernst Bohlmeijer and Monique Hulsbergen is a most valuable addition to the literature. It is written with authority by two distinguished and experienced psychologists and contains a wealth of information written in easily understood English. The book also contains useful exercises for people to work through. I recommend this book highly especially to anyone trying to help themselves deal with physical or psychological illness." Professor Jane Plant, Imperial College London, UK, and author of international bestseller Your Life in Your Hands "Being a human being includes difficulties. The authors take this simple fact of life; blend their personal experiences, a model of mindfulness, scientific evidence, and a bit of humour. From this they create a book of wisdom, inspiration, and practical steps for living." Lance M. McCracken, Professor of Behavioural Medicine, King's College London, UK "This is clearly one of the best mindfulness books for beginners. You can put it directly into the hands of your clients with no explanations. Clearly, a very user-friendly book to have in your clinic." JoAnne Dahl, Professor of Psychology, Uppsala University, Sweden "This is a very useful book for anyone wanting to find more meaning and satisfaction in life. It blends exercises and metaphors from several mindfulness-based therapies in a user-friendly self-help format." Ruth Baer, Professor of Psychology, University of Kentucky, USA "Bohlmeijer and Hulsbergen's A Beginner's Guide to Mindfulness provides an accessible and practical route to create more well-being. They have convinced me with their research and this volume that they are serious about helping more people flourish in life. Anybody interested in flourishing should read this book and, more importantly, practice what they preach." Corey Keyes, Professor of Sociology, Emory University, Atlanta, Georgia, USA

A Beginner's Guide to Targeted Cancer Treatments Apr 05 2020 Highly Commended in the category of Oncology at the British Medical Association Awards 2019 The accessible guide to the principles behind new, more targeted drug treatments for cancer Written for anyone who encounters cancer patients, cancer data or cancer terminology, but have no more than a passing knowledge of cell biology. A Beginner's Guide to Targeted Cancer Treatments provides an understanding of how cancer works and the many new treatments available. Using over 100 original illustrations, this accessible handbook covers the biology and mechanisms behind a huge range of targeted drug treatments, including many new immunotherapies. Dr Vickers translates a complex and often overwhelming topic into something digestible and easily understood. She also explains what cancer is, how it behaves and how our understanding of cancer has changed in recent years. Each chapter takes the reader through how new cancer drugs work and their benefits and limitations. With the help of this book, readers will be able to better understand more complex, in-depth articles in journals and books and develop their knowledge. This vital resource: Offers the latest insights into cancer biology Provides a broad understanding of how targeted cancer treatments work Describes many of the new immunotherapy approaches to cancer treatment, such as checkpoint inhibitors and CAR-modified T cells Helps readers feel confident discussing treatment options with colleagues and patients Provides an overview of which treatments are relevant to each of the most common solid tumours and haematological cancers, and the rationale behind them Demystifies the jargon - terms such as the EMT, cancer stem cells, monoclonal antibodies, kinase inhibitors, angiogenesis inhibitors etc. Explains the resistance mechanisms to many new treatments, including issues such as the way cancer cells diversify and evolve and the complex environment in which they live

A Beginner's Guide to R Jun 19 2021 Based on their extensive experience with teaching R and statistics to applied scientists, the authors provide a beginner's guide to R. To avoid the difficulty of teaching R and statistics at the same time, statistical methods are kept to a minimum. The text covers how to download and install R, import and manage data, elementary plotting, an introduction to functions, advanced plotting, and common beginner mistakes. This book contains everything you need to know to get started with R.

The Beginner's Guide to Engineering Jul 21 2021 The Beginner's Guide to Engineering series is designed to provide a very simple, non-technical introduction to the fields of engineering for people with no experience in the fields. Each book in the series focuses on introducing the reader to the various concepts in the fields of engineering conceptually rather than mathematically. These books are a great resource for high school students that are considering majoring in one of the engineering fields, or for anyone else that is curious about engineering but has no background in the field. Books in the series: 1. The Beginner's Guide to Engineering: Chemical Engineering 2. The Beginner's Guide to Engineering: Computer Engineering 3. The Beginner's Guide to Engineering: Electrical Engineering 4. The Beginner's Guide to Engineering: Mechanical Engineering

Oil Oct 24 2021 World acclaimed scientist Vaclav Smil reveals everything there is to know about nature's most sought-after resource Oil is the lifeblood of the modern world. Without it, there would be no planes, no plastic, no exotic produce, and a global political landscape few would recognise. Humanity's dependence upon oil looks set to continue for decades to come, but what is it? Fully updated and packed with fascinating facts to fuel dinner party debate, Professor Vaclav Smil's Oil: A Beginner's Guide explains all matters related to the 'black stuff', from its discovery in the earth right through to the controversy that surrounds it today.