

Web Design In Easy Steps 6th Edition

Excel 2007 in easy steps introduces the Ribbon interface provided by Office 2007. It shows you how to create and manipulate worksheets, starting with the basic concepts and then introducing functions and features that allow you to organize and manage vast amounts of information. It covers the Excel Table data list structures, advanced functions and Excel add-ins, and shows you how to present your worksheet data in chart formats. The book will help you to create macros, recorded or via Visual Basic. You'll learn how to use templates, tools and other resources to help you apply Excel to various tasks. You'll link your worksheets to other workbooks and to data sources on the Internet to get automatic updates. Written concisely yet comprehensively, this is an ideal book to help you grasp the essentials of Excel 2007 quickly and easily, even if you are new to the spreadsheet concept.

WordPress is the most popular CMS (Content Management System) and is a fantastic tool for blogs and building websites. It is used by over 50% of the 100 top world blogs, and there are estimated to be over 69 million WordPress websites (as of late 2013). Many bloggers/web developers are turning to WordPress to create great websites. It has the ability for people of a non-technical background to create their own website/blog in easy steps, all the way up to advanced web developers to create stunning professional designs. There are over 100,000 new WordPress websites created every day. It is becoming a lot easier to build websites thanks to this fantastic platform. WordPress in easy steps guides you through: Setting Up WordPress Working with the Dashboard Creating Site Content Adding Media Appearance and Themes Adding Plugins Comments Setting up Users and Privileges Tools and Settings WordPress Tricks WordPress in easy steps is for: Bloggers/Hobbyist web designers, or anybody out there looking to design a website who doesn't want to learn technical language, or bloggers looking for a great platform to work with. Web Developers: A lot of professional web design companies are using WordPress to build their websites for clients because it provides a great content management system so that the end user can add their own content once development is complete. Anybody who has had a WordPress website built for them and wants a handy reference book to help them update their own website without having to keep going back to the developer.

Provides information on designing, building, and maintaining a Web site, discussing such topics as web color, file formats, platform selection, content management, analytics, and search engine optimization.

jQuery in easy steps instructs you how to script dynamic web pages using the popular jQuery JavaScript library, giving complete examples that illustrate each aspect with colourized source code. jQuery in easy steps begins by explaining how to incorporate the free jQuery library so you can quickly create interactive web page features by copying the book's examples. It demonstrates how to easily select elements of the web page for manipulation and how to simply produce dynamic responses to user events.

Examples illustrate various exciting animation effects and how to employ the power of AJAX to load external data without refreshing the entire web page. The book concludes by demonstrating how you can use your acquired knowledge to create your very own distributable plugins for the jQuery library. jQuery in easy steps assumes you will already have some basic knowledge of

Access Free Web Design In Easy Steps 6th Edition

HTML, CSS, and JavaScript and are now ready to embrace the jQuery philosophy of "write less - do more" to enhance your web pages. It has an easy-to-follow style that will appeal to web developers who want to quickly learn the latest dynamic techniques, and to the student who is studying website design at school or college, and to those seeking a career in web development that need a thorough understanding of jQuery.

Dreamweaver remains the most powerful and versatile web authoring tool on the market. The new Creative Suite 6 release offers even more functionality to create dynamic, state-of-the-art websites for more platforms. Dreamweaver CS6 in easy steps caters for the growing number of people designing their own websites as well as for professionals who need to promptly master the key aspects of the new release. For all but the most experienced, it takes some time to become familiar with all of Dreamweaver's features. Dreamweaver CS6 in easy steps helps clarify this process and ensures you can get the most out of this industry standard program. All of the main functions of Dreamweaver CS6 are covered, so that you can get up to speed as quickly as possible and start designing and producing high quality websites, including: Multiscreen Preview Fluid Grid Layouts Editing HTML Using CSS Creating and using hyperlinks Dreamweaver CS6 in easy steps shows you how to work with the different workspace views so that you can work in either design or code view. The book also looks at how to optimize a website for mobile devices using Fluid Grid Layout and the new Multiscreen Preview. CSS is integral to modern websites and this is covered in detail: from the basics of CSS, to creating and applying styles so that you can produce standards-based websites that have a consistent look and feel across all pages. Also, the new CSS3 Transitions panel shows you how to create original and engaging animated features with CSS. Dreamweaver CS6 in easy steps simplifies each stage of website creation, from planning to loading and managing your site, helping you to unleash your creative potential effectively and is aimed at anyone who wants to produce high quality websites, across different platforms including for tablets and smart phones.

Web Page Design in easy steps, 3rd Edition shows readers how to start building a website, covering everything from planning a site, finding out all the right elements to building a website, choosing the best web browser, HTML basics and advanced features, HTML editing, effective page design, navigation, images, working with hyperlinks, colours, fonts, video and 3D technology.

Everything you need to get to grips with HTML, CSS and JavaScript – the three coding languages that are used to create modern web pages – all in easy steps! HTML, CSS & JavaScript in easy steps instructs the reader on each of the three coding languages that are used to create modern web pages; HyperText Markup Language (HTML) tags are used to control the structure of web page content, Cascading Style Sheets (CSS) rules are used to determine how web page content appears, and JavaScript functions are used to provide web page interactivity. HTML, CSS & JavaScript in easy steps contains examples and screenshots that illustrate each feature of all three coding languages. You'll learn how to create web pages to display text, images, lists, tables, hyperlinks, forms, audio, and video. Each chapter builds your knowledge so by the end of the book you'll have gained a sound understanding of HTML markup, CSS rules and JavaScript functions. HTML, CSS & JavaScript in easy steps has an easy-to-follow style that will appeal to anyone who wants to create great functional web pages. It will appeal to programmers who want to

Access Free Web Design In Easy Steps 6th Edition

quickly add web page coding to their skills set, and to the student who is studying website design at school or college, and to those seeking a career in web development. Table of Contents: 1. Get Started in HTML 2. Manage Page Content 3. Insert Hyperlinks 4. Arrange Page Sections 5. Write Lists and Tables 6. Embed Media Content 7. Create Input Forms 8. Get Started in CSS 9. Manage the Box Model 10. Manipulate Text Styles 11. Organize Tables and Lists 12. Generate Effects 13. Control the Web Page 14. Design with Grids 15. Get Started in JavaScript 16. Perform Useful Operations 17. Manage the Script Flow 18. Use Script Objects 19. Control Numbers and Strings 20. Address the Window Object 21. Interact with the Document

Scratch Programming in easy steps introduces readers to Scratch, a programming language that is widely used on the Raspberry Pi and in UK schools. Using Scratch's highly visual interface, you'll learn how to make games and animations. Along the way, you'll learn about some important ideas that underpin most programming languages. The book includes examples of games and techniques that readers are invited to customise and build on to make their own programs, and begins with a foreword by Mitchel Resnick, Professor of Learning Research at the MIT Media Lab, which created Scratch.

This title has been updated to incorporate developments in the Internet and the World Wide Web. It clarifies the bewildering array of terminology and technology. It covers HTML, web design, using images and how to publish web pages including registering the domain name.

CSS3 in easy steps instructs the user how to create exciting web pages using Cascading Style Sheets version 3 (CSS3) for presentation and dynamic effect. CSS3 in easy steps begins by explaining how style sheets can determine the presentation of elements within HTML documents. Examples show how Cascading Style Sheet rules control content position and its appearance with font style, color, gradients, and drop-shadow effects. You will also learn how rules can provide dynamic effect with animation, transformations, and transitions. Each chapter builds your knowledge of style sheets. By the end of this book you will have gained a sound understanding of CSS3 and be able to create your own exciting interactive web pages. The book examples provide clear syntax-highlighted code showing how to selectively style components of an HTML document and how to endow components with interactive functionality, to illustrate each aspect of CSS3. CSS3 in easy steps has an easy-to-follow style that will appeal to anyone who wants to begin creating stylish web pages. It will appeal to programmers who want to quickly learn the latest style sheet techniques, and to the student who is studying website design at school or college, and to those seeking a career in web development who need a thorough understanding of CSS3.

WordPress in Easy Steps will guide the reader through setting up WordPress, working with the Dashboard, creating site content, adding media, and adjusting appearance and themes. The book also covers adding plugins, managing comments, setting up users and privileges, tools and settings, and general WordPress tricks. WordPress in Easy Steps is perfect for bloggers/hobbyist web designers, or anybody out there looking to design a website who doesn't want to learn technical language, or bloggers looking for a great platform to work with. It is also intended for web developers -- many professional web design companies are using WordPress to build their websites for clients because it provides a great content management system so that the end user

Access Free Web Design In Easy Steps 6th Edition

can add their own content once development is complete. The guide is useful for anybody who has had a WordPress website built for them and wants a handy reference book to help them update their own website without having to keep going back to the developer.

PHP and MySQL in easy steps will teach the user to write PHP server-side scripts and how to make MySQL database queries. It has an easy-to-follow style that will appeal to: anyone who wants to begin producing data-driven web pages.web developers wanting to add database interaction to their web sites.the programmer who quickly wants to add PHP and MySQL to their skills set.the hobbyist who wants to begin creating scripts for upload to their own ISP.the student, and to those seeking a career in computing, who need a fundamental understanding of server-side programming with PHP and MySQL. PHP & MySQL in easy steps demonstrates by example how to produce data-driven web pages using the powerful PHP scripting language and the popular free MySQL database server. The book examples provide clear syntax-highlighted code showing how to selectively insert and extract data from databases for presentation on your web browser. PHP & MySQL in easy steps begins by explaining how to install a free web server, the PHP interpreter, and MySQL database server, to create an environment in which you can produce your very own data-driven server-side web pages. You will learn how to write PHP server-side scripts and how to make MySQL database queries. Examples illustrate how to store and retrieve Session Data, how to provide a Message Board, and how to create an E-Commerce Shopping Cart. This book assumes you have no previous experience of any programming or scripting language so is ideal for the newcomer to PHP and MySQL technologies.

Ever wanted to know how things work, especially electronic devices? Electronics in easy steps tells you all about the building blocks that make up electronic circuits and the components that make an electronic device tick. It explains electronics in an easy to understand way and then takes you through some simple but useful circuits that you can build for yourself. Areas covered include: · the basic fundamentals of electricity · getting started in electronics · electronic theory explained · resistors and capacitors – what they do · transistors – how they work · crystals and coils · basic electronic building blocks · simple circuits described and explained · how a radio works · designing simple circuits · circuit design software · making printed circuit boards · building electronic circuits · soldering techniques · test equipment · circuit testing and fault finding Electronics in easy steps is ideal for anyone who has always wanted to know how electricity works and what electronic components do – from simple theory through to actually building, testing and troubleshooting useful and interesting circuits. Suitable for: · Students · DIY and Electronics Enthusiasts · Hobbyists · Radio Hobbyists · Short Wave Listeners and Radio Amateur Foundation Exam students · Members of the Cadets, Scouts, etc. and anyone with an inquisitive mind who wants to know how electricity and electronics works!

Discover everything you want to know about Web design in this easy to use guide, from the most essential tasks that you'll want to perform, to solving the most common problems you'll encounter.

Arduino in easy steps is for anyone wanting to get started with Arduino - the popular circuit board that allows users to build a variety of circuits. For artists, designers, hobbyists and anyone interested in creating interactive objects or environments. Arduino

Access Free Web Design In Easy Steps 6th Edition

is the first widespread Open Source Hardware platform. It was launched in 2005 to simplify the process of electronic prototyping and it enables everyday people with little or no technical background to build interactive products. The Arduino ecosystem is a combination of three different elements: A small electronic board manufactured in Italy that makes it easy and affordable to learn to program a microcontroller, a type of tiny computer found inside millions of everyday objects. A free software application used to program the board. An online community, connecting thousands of people with others to contribute and ask for help with projects. Arduino in easy steps begins with an explanation of what Arduino is, why it came into being and what can be done with it. We see what is required both in terms of hardware and software, plus the writing of code that makes it actually work. The Arduino environment has to be installed and set up on the user's computer and Arduino in easy steps provides full instructions for doing this with all the operating systems – Windows, Mac OS X, and Linux. The book explains what tools are required to build Arduino projects and also runs through certain techniques, such as soldering, that will be needed. Arduino in easy steps then provides a primer in basic electricity and electronics, which will help the reader to understand how electronic circuits work and how to build them. This is followed by another primer, this time on how to write the code that will enable users to program their projects, plus how to debug that code. To illustrate how to use Arduino, there is a chapter detailing a number of typical projects. For each of these projects, the required components, the schematic diagram, and the code are provided. The book also takes a look at how to extend the basic Arduino board with the use of shields. These enable the user to construct larger and more complex projects. Finally, Arduino in easy steps details where the reader can get further information and help on Arduino, advice on how and where to buy Arduino and other required electronic parts, and where to find ready-made code that can be freely downloaded. Table of Contents Chapter One – What is Arduino? Chapter Two – The Arduino Kitbag Chapter Three – Tools Chapter Four – Installing Arduino Chapter Five – Electricity Chapter Six – Circuits Chapter Seven – Sketches Chapter Eight – Programming Chapter Nine – Debugging Chapter Ten – Projects Chapter Eleven – Expanding with Shields Chapter Twelve – Resources

HTML5 in easy steps, 2nd edition instructs you how to employ the latest development for web page design with HyperText Markup Language (HTML5). Modern web browsers have united to support exciting new features of the HTML5 standard that allows easy creation of stunning web pages and engaging interactive applications. Contains examples and screenshots that illustrate each feature of HTML5, describing how to incorporate meta information about a document within its 'head' section and how to add structured 'body' content. You'll learn how to create web pages to display text, images, lists, tables, hyperlinks, forms, audio, and video - and also how to write script instructions that draw and animate graphics on embedded 'canvas' areas.

An introductory guide to the process of creating a website covers everything from planning to search engine promotion, and includes full-color graphics and numerous screenshots.

Millions of children and young people worldwide are using Scratch to make their own games and animations. Following on from the success of Scratch Programming in easy steps, Cool Scratch Projects in easy steps gives you great ideas to create computer games and other projects that'll impress your friends and family – and you'll have endless fun creating and playing them! The book provides step-by-step

Access Free Web Design In Easy Steps 6th Edition

instructions for building projects that show off some of the cool things you can do with Scratch. It starts with two simple projects to get you started. Find out how to:

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

Cool Scratch Projects in easy steps has projects for Scratch 2.0 on a PC/Mac and Scratch 1.4 on the Raspberry Pi, and includes a Raspberry Pi Camera Module project. Each project includes suggestions for customizing it, so you can make it your own!

Table of Contents: Magic Mirror Gribbet! Drum Machine 12 Angry Aliens 3D Artist Space Mine 3D Maze Maker and Circuit Breaker 3D Maze Explorer 3D Maze Explorer: Finishing touches Sprites, Cameras, Action! Super Wheelie in ScratchJr Five shorties

Start an Online Business in easy steps, 2nd edition will show you how to research, prepare and run your own online business and will also give you the tools and the confidence to be able to explain to other staff members, clients, potential suppliers and of course customers, about what your online business is, and what it can do for them. Now fully updated for today's online market, it will guide you through:

- Planning, registering, and financing your business.
- Setting up your business online, and marketing it effectively.
- Monetizing your site.
- Managing and retaining customers.
- The tricks of the trade to earn more from your website, and much more to make your site successful!

This book is intended for entrepreneurs, employees, employers, parents, students... in fact anyone interested in starting a business online no matter what their level of experience. It is for the non-techie who wants to be involved with every facet of setting up and running their own e-business.

Whether you have a great idea for an online business but don't know where to start, or you've just launched your online shop and need to attract customers, this book is for you!

Table of Contents: 1. Start an Online Business 2. Business Planning & Finance 3. Setting Up Online 4. Monetizing Your Site 5. Supply Chain 6. Marketing Your Online Business 7. Customer Relationship Management 8. Useful Resources

Java in easy steps instructs you how to easily create your own exciting Java programs. Now, updated for Java 8, it contains separate chapters on the major features of the Java language. Complete example programs with colorized code illustrate each important aspect of Java programming - all in easy steps. Now, in its fifth edition, Java in easy steps begins by explaining how to download and install the free Java Development Kit (JDK) for the Java SE (Standard Edition) platform. This allows you to quickly begin creating your own executable programs by copying the examples. This book assumes no previous knowledge of any programming language so it's ideal for the newcomer to computer programming. Each chapter builds your knowledge of Java. By the end of this book you will have gained a sound understanding of the Java language and be able to write your own Java programs and compile them into executable files that can be run on any Java-enabled computer.

Swift is very easy to learn and it's more readable than most programming languages. It allows you to build applications for iPhone, iPad, Apple Watch, Apple TV and Mac. Swift Programming in easy steps teaches you how to build iOS apps from scratch using Swift 4. Learn:

- Xcode: the free software to write apps in Swift.
- Swift Playgrounds: the experimenting environment that lets you write code and see results instantly.
- Firebase: Google's mobile platform that lets you add functionality to your app.
- SpriteKit: that gives you everything you'll need to build 2D games.
- ARKit: that allows you to create Augmented Reality experiences for your app users.

You don't need any prior programming knowledge. This book will walk you through the process of user interface design and coding, all the way to publishing your apps to the App Store! For anyone seeking to discover the easiest way to create apps for Apple devices. Covers iOS 12 and Swift 4

Table of Contents
Introduction to iOS Development Swift Playgrounds User Interaction Camera & Photo Library Location & Table Views Firebase: Login &

Access Free Web Design In Easy Steps 6th Edition

Database Game Development Advanced Swift Submitting your Apps

Your full-color guide to creating dynamic websites with WordPress Are you familiar with the fundamentals of WordPress, but want to take your skills to the next level? From bestselling author and WordPress expert Lisa Sabin-Wilson, this new edition of WordPress Web Design For Dummies quickly gets you up to speed on the latest release of the software and shows you how to use it as a tool to create a customized, compelling, and cost-effective website—without losing your cool. WordPress can be used to create a custom design for your website using complimentary technologies such as graphic design, CSS, HTML coding, PHP programming, and MySQL administration. With the help of this hands-on, friendly guide, you'll discover how to create an effective navigation system, choose the right color palette and fonts, and select different layouts. Plus, you'll find out how to tweak existing website designs with available themes, both free and premium, and gain the confidence to translate your design skills into paid work. Create dynamic, custom websites with the self-hosted version of WordPress Use free themes and enhance them with CSS and HTML Create a responsive design for mobile devices and tablet users Get to grips with the newest release of WordPress Whether you want to use WordPress to spruce up your existing website or create a brand-new one from scratch, this do-it-yourself guide has you covered.

HTML in easy steps, 9th edition instructs you how to employ the latest development for web page design with HyperText Markup Language (HTML). Modern web browsers support exciting features of the HTML standard that allows easy creation of stunning web pages and engaging interactive apps. HTML in easy steps, 9th edition contains examples and screenshots that illustrate each feature of HTML, describing how to incorporate meta information about a document within its 'head' section and how to add structured 'body' content. You'll learn how to create web pages to display text, images, lists, tables, hyperlinks, forms, audio, and video. Each chapter builds your knowledge so by the end of the book you'll have gained a sound understanding of HTML. HTML in easy steps, 9th edition has an easy-to-follow style that will appeal to anyone looking to create compelling web pages for the latest browsers. Ideal for programmers who need to quickly learn the latest HTML techniques, students learning website design at school or college, those seeking a career in web development who need a thorough understanding of HTML, and the enthusiast eager to build the latest HTML features into their websites. Table of Contents: 1. Get Started in HTML 2. Manage Page Content 3. Insert Hyperlinks 4. Arrange Page Sections 5. Write Lists and Tables 6. Incorporate Media Content 7. Create Input Forms 8. Paint on Canvas 9. Employ Interfaces

Among the millions of websites on the Internet, there are few that truly stand out as both aesthetically pleasing and financially successful. Web Design in Easy Steps guides the reader through the steps necessary to execute an attractive and well-visited website. Beginning from the initial planning and setup, and moving on to the basics of site promotion, everything in this guide is explained in simple, user-friendly language.

Coding for Beginners in easy steps has an easy-to-follow style that will appeal to anyone, of any age, who wants to begin coding computer programs. You need have no previous knowledge of any computer programming language so it's ideal for the newcomer, including youngsters needing to learn programming basics for the school curriculum. Coding for Beginners in easy steps instructs you how to write code to create your own computer programs. It contains separate chapters demonstrating how to store information in data structures, how to control program flow using control structures, and how to create re-usable blocks of code in program functions. There are complete step-by-step example programs that demonstrate each aspect of coding, together with screenshots that illustrate the actual output when each program has been executed. Coding for Beginners in easy steps begins by explaining how to easily create a programming environment on

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your own computer, so you can quickly begin to create your own working programs by copying the book's examples. After demonstrating the essential building blocks of computer programming it describes how to code powerful algorithms and demonstrates how to code classes for Object Oriented Programming (OOP). The examples throughout this book feature the popular Python programming language but additionally the final chapter demonstrates a comparison example in the C, C++, and Java programming languages to give you a rounded view of computer coding. The code in the listed steps within the book is colour-coded to precisely match the default colour-coding of the Python IDLE editor, making it easier for beginners to grasp. By the end of this book you will have gained a sound understanding of coding and be able to write your own computer programs that can be run on any compatible computer.

JavaScript in easy steps, now in its 5th edition, instructs the user how to create exciting web pages that employ the power of JavaScript to provide functionality. You need have no previous knowledge of any scripting language so it's ideal for the newcomer to JavaScript. By the end of this book you will have gained a sound understanding of JavaScript and be able to add exciting dynamic scripts to your own web pages. JavaScript in easy steps begins by explaining how to easily incorporate JavaScript code in an HTML document. Examples demonstrate how to use built-in JavaScript functions to work with Math, date and time, random numbers, cookies, text strings, and components of document content. You will learn how to create effects, such as an automated slide show, learn how JavaScript is used with HTML submission forms, and how to develop Rich Internet Applications (RIAs) using the latest techniques employing Asynchronous JavaScript And XML (AJAX). The book examples provide clear syntax-highlighted code showing how to create behaviors for an HTML document to endow components with interactive functionality, to illustrate each aspect of JavaScript. JavaScript in easy steps has an easy-to-follow style that will appeal to anyone who wants to add functionality to their web pages. It will appeal to programmers who want to quickly add JavaScript to their skills set, and to the student who is studying website design at school or college, and to those seeking a career in web development who need an understanding of client-side scripting.

Provides information for readers on the features and functions of Java.

Windows 10 in easy steps – Special Edition, 3rd edition builds on Windows 10 in easy steps and Windows 10 for Seniors in easy steps, taking the user to the next level. Written to help non-technical PC-users to make the most of their Windows 10 computer, all in the familiar In Easy Steps style. Windows 10 in easy steps – Special Edition, 3rd edition is a comprehensive, yet concise guide that will walk you through Windows 10 basics so that you can get up and running in no time. Then, in easy steps, it'll gently guide you through advanced features to help you venture further and get more from Windows 10. · Install/upgrade the right Windows 10 release · Master the new interface, desktop and the Start menu · Learn to use the great new features in the Redstone 4 update · Find, download and use key apps for work and for fun · Utilize internet and cloud facilities such as OneDrive · Enjoy Microsoft Edge, the new innovative web browser · Take control of devices and printers · Save time – use the Search feature and Cortana · Create and monitor a home network · Organize and share files safely · Keep Windows 10 working smoothly & efficiently · Explore Windows Registry, file encryption, Windows PowerShell, and more · This guide also includes a chapter on troubleshooting so it'll serve as a key reference point for the future

Table of Contents: 1. Introducing Windows 10 2. Choosing your computer 3. Installing Windows 10 4. The Windows 10 interface 5. Windows 10 apps 6. Desktop and Taskbar 7. Built-in programs 8. Windows downloads 9. Microsoft Store 10. Search techniques 11. Manage files and folders 12. Email and messaging 13. Microsoft Edge 14. Digital images 15. Windows games 16. Music and sound 17. Devices and printers 18. Networking Windows 19. Protection and Ease of Access 20. Troubleshooting 21. Backup and recovery 22. Security and encryption 23. Windows PowerShell 24. Update and

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maintain 25. Windows performance 26. Windows Registry 27. Extending Windows

Loaded with tips and techniques for getting spectacular, professional-looking results in no time, this book is the ultimate guide to creating Web pages with AOL Hometown. Using Hometown's new Easy Designer, you'll learn to build a personal Web page in 10 easy steps, avoid common design pitfalls, and keep visitors coming back again and again. The CD-ROM contains AOL 5.0.

Many people unnecessarily spend money buying a new computer when their current PC can be upgraded to meet their requirements. This title takes the reader through this process in simple stages. Many of us would spend more time fixing a ten-dollar pen than repairing or upgrading a thousand dollar computer. Delving inside a PC seems so forbidding that many people would rather avoid it at any cost, even though replacing computer parts is so easy that, with the proper guidance, even technophobes can do it. Upgrading & Fixing a PC in easy steps provides all the information one needs to do just that. A must for all PC users. Upgrading & Fixing a PC in easy steps enables you to keep your PC at the cutting-edge by explaining how to replace components or add new ones. Its simple, illustrated instructions and nifty sidebars teach you to identify, locate, and install the relevant parts to make your computer faster, more versatile, and more powerful. But this book isn't just a handy how-to manual; it's a consumer guide. In truly easy steps, it teaches you to evaluate the performance, storage, and networking needs of your PC yourself. Upgrading & Fixing a PC in easy steps even provides you with a money-saving tutorial on your various buying options and a separate chapter on troubleshooting nasty problems. When one considers the high price and inconvenience of computer store visits, it's no wonder that we think of this both a learning tool and an investment.

Management Basics in easy steps, 2nd edition offers practical tips, information and common-sense advice based on the author's 40 years' hands-on experience of management – now updated to reflect advances in technology and changes in the wider working environment. Whether you are an experienced manager or about to take up your first management job, Management Basics in easy steps, 2nd edition will be of real help to you in the workplace. It is a lively, easy-to-read book, full of tips and simple, practical things that have been put into practice in the real world and shown to work where it matters – in the workplace. Tony Rossiter's clear, humorous writing style and comprehensive content make Management Basics in easy steps, 2nd edition a compelling must-read for anyone with a management role. His management tips and advice will show you:

- How people skills help you put into practice all the technical skills needed by a manager
- How to manage your staff, your colleagues, your customers and even your boss
- How to organise yourself and make the most effective use of your time
- How to focus on the vital 20% of your work that accounts for most of the results
- How to win the respect and trust of your team and make it the best
- How to select the right person to join your team
- The art of effective delegation
- How to make effective use of digital tools, online networks and social media
- How to cope with change and see it not as a threat but as a great opportunity

This second edition has been revised to include the changes in management practices since the first edition, which was published in 2011, including:

- The increased importance and use of digital tools, business and performance management software, and social networks (e.g. LinkedIn, Slack, Yammer, Scoro, Twitter, Facebook)
- Increased focus on diversity and inclusion
- Implications of new data protection legislation
- Less tolerance of unacceptable workplace behaviour such as bullying and sexual harassment
- More recognition of the importance of the culture of an organisation
- A move away from traditional, command-and-control hierarchies towards more flexible working – working from home, better work/life balance, teamwork, collaboration, matrix structures, trusting and empowering those at the coal-face
- A move away from fixed appraisal systems and formal training towards continuous feedback, coaching and personal learning (e-learning, distance learning)
- More refined recruitment (use of LinkedIn etc)

Comes with useful worksheets – a complete guide for easy reference.

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The Scratch programming language is widely used in schools and on the Raspberry Pi. Its drag-and-drop commands make it an ideal language for all ages to learn to program. And this popular book, *Scratch Programming in easy steps*, now fully updated for Scratch 3, is packed with ideas and games that illustrate what's possible with Scratch. Scratch makes it easy to create your own games, animations, music, art or applications. It's the perfect way to learn programming because it takes away a lot of the complexity. That means you can focus on having great ideas and bringing them to life. With *Scratch Programming in easy steps*, 2nd edition as your companion, you'll learn how to:

- Build games that require skill, knowledge or quick fingers
- Add music
- Create eye-catching visual effects
- Keep score
- Avoid common pitfalls and learn how to fix bugs

Scratch Programming in easy steps, 2nd edition will help you to get creative and become a super Scratcher!

Table of Contents: 1. Introducing Scratch 2. Drawing with Scratch 3. Spiral Rider 4. Super Dodgeball 5. Space Opera 6. Quiz Break 7. Evil Robot 8. Space Swarm 9. Physical computing with Scratch 10. Seven shorties 11. Making and sharing projects

Web Design in Easy Steps In Easy Steps Limited

There are literally millions of websites on the Internet, but most are ugly and ineffective. So how do you create a site that looks good and makes money? *Web Design in easy steps*, now in its sixth edition, reveals the key principles of good web design. It guides you through the process of creating a website, from planning to search engine promotion. Learn: The fundamentals of professional web page layout and create content that'll get your message across. All about effective navigation to make your website easy to use so your visitors stay longer. The techniques to make your website attractive for all and ensure it works on different devices. How to use HTML, CSS and JavaScript and get started with your new website. Ecommerce and social media basics to open your online shop, and start marketing it! Avoid creating another ineffective website on the net. Use *Web Design in easy steps* to create a successful site that looks good and achieves its purpose. Learn the fundamentals of modern web design, rather than relying on CMS programs, such as WordPress or Joomla!. You will be introduced to the essentials of good design and how to optimize for search engines. You will discover how to register a domain name and migrate a website to a remote host. Because you will have built the web pages yourself, you will know exactly how HTML and CSS work. You will have complete control over your websites and their maintenance. *Practical Website Design for Absolute Beginners* centers around introducing small amounts of new code in short practical chapters and provides many website templates that can be easily adapted for your own websites. Each chapter builds on the templates created in the previous chapter. You are provided with a practical project to complete in most chapters, and taught to produce practical web pages right from the start. In the first chapter you will install and configure a free text editor, then you will produce the structure for your first web page. You will then gradually learn to create more sophisticated and increasingly practical web pages and websites. In this book you will be encouraged by means of a series of achievable goals, and you will be rewarded by the knowledge that you are learning something valuable and really worthwhile. You will not have to plow through daunting chapters of disembodied code theory because the code is described and explained in context within each project. Because each project is fully illustrated, you will see clearly what you are expected to achieve as you create each web page. What You'll Learn Provides instructions for installing a text editor for producing HTML and CSS Shows you step-by-step how to build and test web pages and websites Teaches you how to ensure that your websites are attractive and useful Describes how to make the most effective use of color and images Teaches you the essential features of search engine optimization Shows you how to migrate your website to a remote host Who This Book Is For *Practical Website Design for Absolute Beginners* is for people who want to begin designing their own websites. It uses a highly motivational, easily assimilated step-by-step approach where you will start learning practical skills from the very first chapter. The book is an excellent choice for

Access Free Web Design In Easy Steps 6th Edition

people who have computer skills but would also like to learn HTML and CSS. For readers who have little or no knowledge of HTML and CSS, the book will teach enough to complete all the projects in the book.

CSS in easy steps, 4th edition begins by explaining how Cascading Style Sheets (CSS) can determine the presentation of elements within HTML documents. Examples show how style sheet rules can control content position and appearance, and provide dynamic effects with animation, transformations, and transitions. You will also learn how to design responsive web pages that look great viewed on any device. Each chapter builds your knowledge of style sheets. By the end of this book you will have gained a sound understanding of CSS and be able to create your own exciting interactive web pages. CSS in easy steps, 4th edition contains examples that provide clear syntax-highlighted code showing how to selectively style elements of an HTML document and how to endow elements with interactive functionality, to illustrate each aspect of CSS. CSS in easy steps, 4th edition has an easy-to-follow style that will appeal to anyone who wants to begin creating stylish web pages. It will appeal to programmers who want to quickly learn the latest style sheet techniques, and to the student who is studying website design at school or college, and to those seeking a career in web development who need a thorough understanding of CSS. Table of Contents: 1. Get Started in CSS 2. Manage the Box Model 3. Manipulate Text Styles 4. Organize Tables and Lists 5. Generate Effects 6. Control the Web Page 7. Apply Custom Styles 8. Design with Grids 9. Design for Devices

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