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Doherty, 2015-01-28 Online presence has become vital for all businesses large small or the self employed Whether you like it or not if you don t take steps and manage your online presence your customers and clients will It s not enough to just have a website social networking sites are the new word of mouth marketing channels and they re very powerful in spreading the word To achieve this successfully adds more work to your busy day but marketing your products and services online enables you to reach potential customers with very little financial outlay Lots of online marketing can be done for free and you can save costs in advertising in publications and printing leaflets and brochures Online Marketing for Small Businesses in easy steps guides you through the essential steps you need to take to set your online strategy make your website work for you and then covers the key social networking sites to generate a stronger and more loyal customer base It concentrates on activities that are essential and free and steers clear of costly forms of online marketing This new guide in the In Easy Steps series will help you learn about online marketing in digestible chunks Chapter 1 will help you work out where your customers are talking and set your social media goals Chapter 2 covers getting the most out of your website Then start working on the social networking site s where your customers are most active Covers Facebook Twitter LinkedIn Pinterest and Google Plus

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store visits it's no wonder that we think of this both a learning tool and an investment

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iPad in easy steps, 6th edition Drew Provan, 2014-11-28 The iPad is a fun functional and powerful tablet computer and iPad in easy steps is written to help you navigate your way through its myriad features This popular guide is updated to cover iOS 8 the latest operating system Learn how to Optimize your settings so that your new device works exactly how you want it to Keep in touch using the iPad and have fun surfing the web and exploring apps for photos music videos games and reading Utilize your iPad for work get organized sync with your main computer get the latest news run presentations and write documents Explore the new family sharing features and iCloud Drive to work from anywhere Speak to Siri to do things no need to type Packed with tips and shortcuts this primer will help you make the most of your iPad in easy steps

Effective Project Management in easy steps, 2nd edition John Carroll, 2012-02-10 Effective Project Management in easy steps will show you how to make sure your project is successful It focuses on the key skills a manager needs to develop for a smooth running project and a timely arrival at the finishing line It includes examples for most key documents such as the terms of reference business case and project plan It addresses team building and good communications It covers the typical project stages with helpful lists of applicable tasks and deliverables which effectively provides a blueprint for planning an entire project This up to date primer covers all key trends in project management including a chapter on Agile Project Management If you're a first time project manager let this book take you through the essential project stages in easy steps and take note of the applicable tasks and deliverables If you're an experienced project manager this book provides a valuable source of inspiration for making projects run smoothly

and satisfactorily Covering risk management together with insights on how to plan lead organize and control a project simply a fountain of knowledge *Troubleshooting your PC in easy steps, 2nd edition* Stuart Yarnold,2011-08-01 Does your computer refuse to do what you want it to Does it insist on doing something you don t want it to Does it refuse to do anything at all One solution is to ring a helpline However this can be expensive and don t always give good advice A better option is to invest in a copy of *Troubleshooting Your PC in easy steps* Areas covered include Causes of computer faults and methods of isolating them How to troubleshoot the main hardware components in a PC Faults that prevent Windows from starting Windows troubleshooting mode Safe Mode Restore a damaged Windows installation from an image backup file Problems that adversely affect the performance and stability of a computer Video and sound issues such as blank monitor scrambled displays incorrect screen colours and distorted displays no sound crackly sound etc The Internet include access problems slow connection speeds how to repair Internet Explorer and how parents can protect their children from the less savoury aspects of the Internet We also offer some tips on how to search the Internet effectively Email issues prevent emails being sent and received a quick way of resizing images to be sent in an email what to do if attachments won t open how to recover lost or damaged emails and how to deal with spam Even explains how to create a backup of email messages and accounts Computer peripherals and how to troubleshoot them Security issues virus infection and how to avoid getting a virus Keeping your data safe Working with files and recovering from errors such as recovering a deleted file Written in concise jargon free language this book is aimed at non techies Keep it nearby and use it as your first point of reference for any PC problems The faults covered in the book will be experienced by every computer user at one time or another have the solutions to hand before they happen **Excel 2013 in easy steps** Michael Price,2013-11-18 Excel 2013 in easy steps shows you how to quickly get to grips with the new features of Microsoft s latest version of this popular spreadsheet application Excel 2013 brings more intuitive ways to explore analyse and display your data and simplifies sharing and collaborating using cloud storage Excel 2013 in easy steps explores the Ribbon interface provided by Office 2013 and the subscription version Office 365 It shows you how to create and manipulate worksheets starting with the basic concepts 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 get automatic updates It also covers Excel on the Internet using the Office Web Apps Written concisely yet comprehensively Excel 2013 in easy steps uses detailed images and easy to follow instructions to get you up to speed with Excel whether you re just upgrading from a previous version or you are new to the spreadsheet concept **Effective Communications in easy steps** Nick Vandome,John McVey,2012-07-06 We all communicate every day all of the time So why can communications go so wrong in the workplace

Sometimes it is because the wrong methods are used at the wrong times and sometimes it is because the communications process becomes too complicated and bogged down in corporate jargon Effective Communications in easy steps offers clarity in the world of corporate communications There is no blue sky synergy based customer centric thinking here just informed clear practical and common sense advice on how to use communications to actually get the right message across to the correct audience Written by two communications experts with over 25 years experience between them the book will show you how to Create a practical Communications Strategy that works Understand how and why to evaluate your strategy Build and maintain websites that keep delivering Unravel the mysteries of social media Explode the myths about communications at work Get your message across using the right channel to engage your audience Communications in the workplace should be a simple thing and with Effective Communications in easy steps to guide you it really can be

Arduino in easy steps Stuart Yarnold, 2015-03-12 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 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 *Java in easy steps, 5th edition* Mike McGrath,2014-08-01 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

HTML5 in easy steps Mike McGrath,2011-04-05 Without doubt HTML5 is the future of the web and HTML5 in easy steps demonstrates all you can achieve NOW in the latest browsers all described in easy to follow steps HTML5 in easy steps 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 HTML5 in easy steps 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 Each chapter builds your knowledge so by the end of the book you ll have gained a sound understanding of HTML5 HTML5 in easy steps 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 HTML5 techniques students learning website design at school or college those seeking a career in web development who need a thorough understanding of HTML5 and the enthusiast eager to build the latest HTML5 features into their websites *CSS3 in easy steps* Mike McGrath,2013-01-31 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 *A Parent's Guide to the iPad in easy steps, 3rd edition - covers iOS 7* Nick Vandome,2014-03-31 Since its introduction in 2010 the iPad has quickly become an iconic device a compact versatile tablet computer that packs a real punch in terms of its functionality It is now widely used and in many ways it is ideal for children it is user friendly compact powerful and stylish into the bargain But for a parent the idea of your child using an iPad can be a daunting one how do you know what they are using it for what are they looking at on the web and how are they communicating with their friends A Parent's Guide to the iPad in easy steps is the guide that aims to put parents minds at ease and lets them understand the iPad while helping their child explore this exciting machine The book looks at the functionality of the iPad so that you can understand how your child is using it and also make the most of yourself It then covers a range of topics for which the iPad can be used education games photos music creativity and social networking This third edition covers the latest operating system iOS 7 A Parent's Guide to the iPad in easy steps will inspire parents to use their iPad to encourage more learning *SQL in easy steps, 3rd edition* Mike McGrath,2012-05-03 SQL is THE standard language used world wide for database communication on all popular database software It allows the storage and manipulation of data both on Windows platforms and on Unix based platforms such as Linux SQL in easy steps 3rd edition has an easy to follow style that will appeal to anyone who wants to begin using databases It is aimed at those with little or no experience of SQL From web developers wanting to add database interaction to their web sites programmers wanting to quickly add SQL to their skills set hobbyists who want to begin creating SQL scripts for upload to their own ISP to students or to those seeking a career in computing this book will appeal to all who need a fundamental understanding of database administration with SQL SQL in easy steps 3rd edition begins by explaining how to download and install the free MySQL database server on both Windows and Linux platforms This allows you to establish an environment in which to develop and administer your own databases This book makes no assumption that you will have previous knowledge of any programming or scripting language so it's ideal for the newcomer to SQL Each chapter builds your knowledge of executing database queries The book contains exciting chapters on how to selectively extract data from within one or more databases and there are complete examples that illustrate each aspect of SQL By the end of this book you will have gained a sound understanding of the Structured Query Language and be able to write your own SQL scripts to insert extract and manipulate data Updated and revised with the latest techniques since the second edition which was published in 2005 All examples given in this 3rd edition demonstrate SQL features using the current MySQL Relational Database Management System that is supported on both Windows and Linux operating systems Table of Contents 1 Introducing SQL 2 Getting Started 3 Creating

database tables 4 Inserting data into tables 5 Retrieving data from tables 6 Sorting retrieved data 7 Simple data filtering 8 Complex data filtering 9 Generating calculated fields 10 Manipulating data 11 Grouping table data 12 Making complex queries 13 Joining database tables Windows 8.1 Tips, Tricks & Shortcuts in easy steps Stuart Yarnold, 2014-05-16 Find out how to get more out of Windows 8 1 Windows 8 1 Tips Tricks Shortcuts in easy steps reveals more than 800 useful tweaks and secrets that ll help you to run your PC more efficiently Learn how to Customize the interface to suit your needs Boost your PC s performance with simple tweaks Quicken Startup and Shutdown times Save time by keeping your files organized Keep your hard drive lean Quickly repair Windows 8 1 Give your PC a free tune up Keep net browsing safe private and efficient Keep tabs on other users activities Guard your PC against viruses and prying eyes Use a PC to build a home entertainment center With keyboard shortcuts throughout to help you save time this guide covers both Windows 8 1 Update 1 and Windows RT 8 1 Update 1 a handy reference guide for all Windows users *Dreamweaver CS6 in easy steps* Nick Vandome, 2012-06-29 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 **JavaScript in easy steps, 5th edition** Mike McGrath, 2013-01-28 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 WordPress in easy steps Darryl Bartlett,2015-03-24 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 WordPressWorking with the DashboardCreating Site ContentAdding MediaAppearance and ThemesAdding PluginsCommentsSetting up Users and PrivilegesTools and SettingsWordPress 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 Practical Accounts and Bookkeeping in easy steps Alex Byrne,2012-06-12 Practical Accounts and Bookkeeping in easy steps provides assistance for anyone unfamiliar with accounts either already in the business world or waiting for that crucial moment to enter it From understanding accounts and why they are important the legal documents required when preparing accounts what happens if accounts are not submitted in time and when accounts need to be sent to authorities to the more complex scenarios of creating a balance sheet using sales ledgers purchase ledgers and nominal ledgers this book shows you how in easy to follow steps This book will help you make sense of the daunting accounts world It will help you to spot problems in the accounts and explain them to others using the correct terminology It will show you how to get to grips with Double Entry bookkeeping and its importance together with how computer software has been designed to simplify the processes This book is certain to help

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