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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. A basic guide for beginners interested in understanding the way Gregorian Chant music is written, how the rhythms are sung and using Solfeggio to learn and master chant melodies. An excellent guide for new schola and choir members. "I wish I'd had this book when I needed it. Death and dying are not subjects that many people are comfortable talking about, but it's hugely important to be as prepared as you can be - emotionally, physically, practically, financially, and spiritually. This book may be the most important guide you could have." - Elizabeth Gilbert, author of Eat Pray Love _____ The end of a life can often feel like a traumatic, chaotic and inhuman experience. In this reassuring and inspiring book, palliative care physician Dr BJ Miller and writer Shoshana Berger provide a vision for rethinking and navigating this universal process. There are plenty of self-help books for mourners, but nothing in the way of a modern, approachable and above all useful field guide for the living. And all of us - young, old, sick and well - could use the help. After all, pregnant couples have ample resources available to them as they prepare to bring a new life into the world: Lamaze courses, elaborate birth plans, tons of manuals. Why don't we have a What to Expect When You're Expecting to Die book? An accessible, beautifully designed and illustrated companion, A Beginner's Guide to the End offers a clear-eyed and compassionate survey of the most pressing issues that come up when one is dying, and will bring optimism and practical guidance to empower readers with the knowledge, resources and tools they'll need to die better, maybe even with triumph. This beginner's guide presents "how to" information on birding and includes an identification guide to common birds of the South. A step-by-step guide to digital painting in Photoshop that covers the fundamental aspects in an accessible and comprehensive fashion. Music Reading Made Simple - Discover the Simple Step-By-Step Process to Learning How to Read Music ** A Successor and a Sibling to the Best-Selling Book: Music Theory - From Beginner to Expert, by Nicolas Carter ** - Bars, notes, clefs, staves, time signatures, common notation, musical symbols... Have you ever wanted to learn how to

read music but it seemed too difficult and not worth the effort - Have you tried searching for information online only to find yourself more confused by the seeming complexity of music theory and written music? - Do you think that being able to read music and sightreading is only reserved for professional musicians who have had expensive education? - Do you want to be able to quickly learn how to read sheet music and have a proper understanding of how music is written? - Do you want to advance your skills as a musician? This in-depth book is the answer you may be looking for. This is the straightforward and concise guide meant to show that learning this valuable and impressive skill can be made simple, easy and fun, for any musician, on any instrument, at any time. It is meant to show that there is a simple process to learning anything, and music reading is no exception. You don't have to attend music schools or expensive private classes and courses; anyone can learn how to read music by being self-taught. This book is going to help you easily understand music notation and how it relates to music theory. Along with the provided images, sheet music scores and music reading exercises, it will help you to build a proper foundation of knowledge, understanding, and skill; a foundation that will help you move forward as a musician. Here's a sneak peak of what you'll get: - A detailed overview of a typical musical staff and its elements. - A detailed explanation on frequency ranges, clefs and their relation to note pitches. - Everything you need to know about key signatures and how to interpret them. - A thorough understanding of the circle of fifths. - Best step-by-step approach to reading notes and chords. - Solfege explanation. - A complete guide on how to read rhythms, how beat is divided, note durations, rests, ties, dotted notes. - Fundamental rhythmic blocks and how to create rhythm patterns. - How dynamics, articulation and extended techniques are notated. - A complex exercise set to practice your skills and start sightreading! - And much, much more... You can order this book today for a limited time low price!

How often do I need to water my Bonsai tree? Should I prune my tree? Although caring for a Bonsai tree is not nearly as difficult as most people believe, you need to learn about some basic techniques in order to keep your tree thriving. Our beginners guide contains all the essential information you need in order to succeed. It covers the basic techniques, well illustrated with over two hundred images, and explains everything you need to know in an understandable way. The book includes:- Over 200 stunning images- Over 100 pages- Explanations of the basic techniques- Care guides on the 10 most popular tree species- Background on the history, definition and styles

Bonsai Empire is the world's most visited Bonsai website and has provided beginners with quality information for over a decade. We have developed this guide to help you get a taste of this fascinating and living art, and hope you'll enjoy it as much as we do!

Essential Skills--Made Easy! C#: A Beginner's Guide offers a step-by-step approach to learning object-oriented programming with C# and the .NET Framework while preparing you for data driven-development. More than 150 easy-to-follow examples are included. The book covers Visual Studio for development and debugging, collections and advanced C# structures, LINQ and traditional database development, as well as file, XML, and JSON handling. By the end of the book, you'll have the foundation you need to begin developing advanced data-driven applications in any C#-based platform. Designed for Easy Learning Key Skills & Concepts--Chapter-opening lists of specific skills covered in the chapter Try This--Hands-on exercises that show you how to apply your skills Notes--Extra information related to the topic being covered Tips--Helpful reminders or alternate ways of doing things Cautions--Errors and pitfalls to avoid Self Test--End-of-chapter quizzes to reinforce your skills Example code with commentary that describes the programming techniques being illustrated Ready-to-use code at www.mhprofessional.com

Are you still having trouble understanding and learning the fundamentals of Cricut? If so, this guidebook will make your worries disappear! This is the guide(R) damn complete you won't find it in the box! The 10 manuscripts in this book provide 500 pages of information to master the world of Cricut. 1 - Cricut for beginners 2 - First project 3 - Design Space 4 - Project ideas for beginners 5 - All the materials, tools, and accessories 6 - Cricut Business from Home 7 - Project ideas for business & advanced makers 8 - Cricut Joy 9 - Cricut Explore Air 2 10 - Cricut Maker machine

Cricut has proven to be one of, if not the most, profitable brands of cutting plotters. However, operating the machine is understandably difficult. However, with this Cricut guide, you will find yourself free from all the

stresses and troubles of managing your Cricut machine. This guidebook includes answers to the most common questions asked by new users of Cricut tools. It includes the basics and beginner guides for handling a Cricut machine as well as advanced tips and tricks that will surely come in handy. Our Cricut guidebook is detailed and intricate. It even offers information regarding starting a business with your Cricut machine, navigating through the Cricut Design Space, and finding the right tools, materials, and accessories. These 10 manuscripts in 1 book are essential for helping you master the machine and assure you will create better projects in the future. Here's a quick peek at what you will find inside this Cricut manual: - What to know before buying - How to navigate the Cricut Design Space - How to create your first project (with a mini step-by-step guide) - First Cricut projects and advanced project ideas - Tips and tricks for tools, materials, and accessories - User manual for Cricut Maker, Cricut Joy, and Cricut Air Explore 2 - Making money from Cricut Whether you want to add a personal touch to your home, earn some extra money through a Cricut-related business, or make heartwarming gifts for your friends and family, this box-set allows you to turn your dreams into a reality. WOW, BONUSES! Inside this book, you'll find instructions for accessing a collection of: - 950+ video tutorials - Official printer manuals - A list of the best communities to meet other makers - Thousands of project ideas available for free - Millions of free SVG files and images - My private contacts After reading this book, you will no longer need to buy or read any other books on Cricut, because: - This is the most complete guide around - This guide is continuously updated - This guidebook was reviewed by America's top Cricut maker communities Have you already bought other books about Cricut? Don't worry, you won't be buying anymore! The information you find in this collection is rare because it is based on experience and knowledge. This book was launched at a promotional price, but we cannot guarantee that the price will remain the same in the coming days. So, what are you waiting for? Click BUY NOW and grab this book today! There is no sorcery to implementing proper information security, and the concepts that are included in this fully updated second edition are not rocket science. Build a concrete foundation in network security by using this hands-on guide. Examine the threats and vulnerabilities of your organization and manage them appropriately. Includes new chapters on firewalls, wireless security, and desktop protection. Plus, plenty of up-to-date information on biometrics, Windows.NET Server, state laws, the U.S. Patriot Act, and more. "The Ultimate Cricut Guide for Beginners (and even for intermediate designers) is a book created just for people who wants to start crafting with this AMAZING machine. Whatever use you have in mind; maybe you want to venture into the craft world or even if you want to make use of it in the office or in the school, you have just what you need." -- Clay is an exciting material that has been used to make both practical and decorative items since prehistoric times. With this practical guidebook, learn all the skills you need to start creating your own beautiful ceramics. Step-by-step photographs and clear instructions will guide you through the core techniques, including pinching and coiling and throwing and trimming. Discover inspirational projects as your skills progress, from simple coiled vases with painted decoration to marbled clay boxes with transparent glazes. Learn how to decorate and fire your clay vessels with myriad textures, using methods such as inlays, slips, sgraffito, feathering, burnishing and resist. Following the impressive projects inside, you can put your new-found skills into practice and develop your creativity. This title is aimed at young climbers learning the National Indoor Climbing Achievement Scheme (NICAS). Learn how to make beautiful quilts with this comprehensive guide to patchwork and quilting for beginners. Covers all aspects of quilting from piecing and applique to quilting and binding. Choose from 16 simple projects, each focusing on a different technique, from bags and cushions to table mats, wall hangings and bed quilts. Clear illustrations and step-by-step instructions accompany each project, making them all suitable for even a complete novice. The book also includes a quilting glossary explaining common quilting and sewing terms. Craft a soothing aloe lotion after an encounter with poison ivy, make a dandelion-burdock tincture to fix sluggish digestion, and brew up some lavender-lemon balm tea to ease a stressful day. In this introductory guide, Rosemary Gladstar shows you how easy it can be to make your own herbal remedies for life's common ailments. Gladstar profiles 33 common healing plants and includes advice on growing, harvesting, preparing, and using herbs in healing tinctures,

oils, and creams. Stock your medicine cabinet full of all-natural, low-cost herbal preparations. Provides practical advice on the techniques of digital photography, with information on such topics as equipment, exposure, focusing, lenses, light, flash, and image enhancement. Vanity Fair columnist Michael Kinsley escorts his fellow Boomers through the door marked "Exit." The notorious baby boomers—the largest age cohort in history—are approaching the end and starting to plan their final moves in the game of life. Now they are asking: What was that all about? Was it about acquiring things or changing the world? Was it about keeping all your marbles? Or is the only thing that counts after you're gone the reputation you leave behind? In this series of essays, Michael Kinsley uses his own battle with Parkinson's disease to unearth answers to questions we are all at some time forced to confront. "Sometimes," he writes, "I feel like a scout from my generation, sent out ahead to experience in my fifties what even the healthiest Boomers are going to experience in their sixties, seventies, or eighties." This surprisingly cheerful book is at once a fresh assessment of a generation and a frequently funny account of one man's journey toward the finish line. "The least misfortune can do to make up for itself is to be interesting," he writes. "Parkinson's disease has fulfilled that obligation." Yes, holiness is within your reach . . . and attaining it is far simpler than you think. Indeed, this book reveals all you need to know to get started. What's more, you can start today! Just follow the steps in *Holiness: A Guide for Beginners*, and holiness will be yours -- guaranteed. Author and priest Hubert van Zeller spent sixty years in the monastery, striving for holiness and directing numerous retreats for persons who struggled with the ordinary obstacles to holiness that we all face. These long years of praying, preaching, and teaching won for Dom van Zeller a pure, simple wisdom about the path that leads to holiness -- a holy wisdom that can now be yours. Mary Hunziger has written a series of best-selling sewing, quilting, knitting and crafting books. *Sewing Craft Books: Sewing Reference & Guide to Learn How To Sew* is the perfect introduction to sewing for beginners. You will get access to her 3 awesome sewing tutorials for beginners that include 300+ sewing resources + even more sewing nuggets that are included in the interactive sewing guide that is included, too. These 300+ sewing resources include places to research and sell your DIY sewing items beyond Etsy, Dawanda, Pinterest. This is how the sewing and crafting elite is doing it and inside you will find these secret resources so that you can benefit from this knowledge, too! Based on the techniques and instructions that you will find in this sewing compilation, you can quickly, easily and effortlessly learn to sew on a basic level. You will learn basic sewing stitches, patterns and techniques in order to be able to create your very first successful sewing project on your own and without visiting an expensive sewing training course that is way too expensive and that takes too much time out of your day. If you are a busy person and want to learn to sew your own sewing projects you only need the basic sewing instructions that you will find inside plus you'll find tons of resources that will help you turn this into a business if you decide you want to turn your passion into profits. Inside you'll find: * Easy to follow instructions and illustrations * Fun and simple beginner projects to get started with * Basic selection of sewing stitches and sewing skills * Perfect introduction for absolute beginners of all ages * Includes 300+ Sewing Resources Beyond Etsy * Interactive Sewing Guide Lots more... Dear aspiring Pokémon Master, Welcome to the Ultimate Pokémon Go Tips & Strategy Guide. This Guide has been written exclusively for you! Whether you are starting out on your new adventure or already a pro, we've got something for everyone. With over 15,000 words, this is the most comprehensive Tips & Tricks guide around. It will help you beat out your competition to become the very best Pokémon Trainer, like no one ever was! You will learn, in simple steps, the secrets and hacks to one of the most popular, talked about and enjoyable Android & iPhone game of all time! In his second book for beginning artists, YouTube superstar Leonardo Perezniето goes back to the very beginning to teach them the basics of drawing. He covers first exercises, fundamental techniques, light and shading, composition, and perspective, and more. Loaded with information on materials and illustrations, this illuminating guide includes such projects as a fall still life of fruit in a basket, with instructions on shape, shadow, and detail, as well as a cityscape, a landscape with depth of field, animals, train tracks, and jewelry. Want to learn to crochet, but have no idea where to start? Well this book will guide you through the basics and have

you completing your first project in just one day! Each new stitch is explained in easy steps with accompanying photographs and diagrams and is followed up with a project showing you how to utilize your new found skills. The 20 modern projects range from a super simple cafetiere cosy to a granny square blanket, plus there is a section dedicated to "extreme crochet", using t-shirt yarn to create larger-than-life crocheted creations. In addition, crochet charts are included for each stitch and pattern with the author explaining, in detail, how to read and follow charts. The author's chatty, informal style will take you on your journey from newbie to fully-fledged crocheter and before you know it you'll be crocheting and making fantastic homemade presents for friends and family.

Crochet blogger, Sarah Shrimpton, who blogs under the name Annaboos House, is a self taught crocheter and former teacher, who started blogging for fun and now has over 7k followers on Instagram.

01012018 North American Coins & Prices A Guide to U.S., Canadian and Mexican Coins 0197814402484981B01 David Harper Harper, David David Harper 2B20 Thomas Michael Michael, Thomas Thomas Michael 3B20 Richard Giedroyc Giedroyc, Richard Richard Giedroyc 27 Twenty-seventh Edition 01eng76600766037000 B&W illustrations ANT0110000101010102 Your guide to North American coins! With more than 50,000 individual coin listings, more than 6,100 photographs and expertly vetted values for the United States, Canada and Mexico, 2018 North American Coins & Prices is the ideal single-source reference for coins of our continent. Organized by country, government, denomination and date of issue, this growing reference remains an easy-to-use guide to an immense catalog of coins. The U.S. section features listings for early Colonial coins and tokens of the 17th and 18th centuries through Federal issues from 1791 to date. Mexico listings begin in 1701 and continue chronologically through many government changes to today. Canada's listings begin with its earliest unified coinage in 1858 and continue through their many 21st century commemorative issues. Inside you'll find: Pricing, descriptions and photos for coin issues of the United States, Canada and Mexico Improved chronological structure for Colonial America and Mexico War of Independence Historical market performance graphs of significant U.S. coins Select Mint State and Proof grades for modern issues Grading Guide to U.S. and World coins The Kindle Manual for Beginners is the complete guide to using the Kindle. This book was made with the beginner in mind, and is great for first-time Kindle users. The book is suitable for the Kindle, Kindle Paperwhite, and Kindle Oasis. This book teaches you everything you need to know on using the Kindle. It starts out by going over the physical properties of the device, followed by defining some key terms that every Kindle user needs to know. Then the book goes into instruction mode, teaching you all the basics including: creating and using your Amazon account on your Kindle, finding and downloading books from the Kindle Store, reading books on your Kindle, using Goodreads, getting free books, connecting your Kindle to social media, personalizing your Kindle, securing your Kindle, tips and tricks, and much more. This will be the only guide for your Kindle that you will ever need. You can read it in one sitting, and keep it handy as a reference manual. By the time you are finished with it, you will be a pro at using your Kindle. You will never have to struggle with your Kindle again, and will be confident using the device.

Beginner's Guide to Sculpting Characters in Clay is a comprehensive guide to traditional sculpting tools, materials and techniques for beginners." Are you thinking of learning Cricut Design Space fundamentals and concepts to start realizing amazing projects? If you are a lover of design, arts and crafts, then surely you have already bought or plan to buy the fabulous Cricut machine, but maybe you do not feel very sure because you do not know how it really works and how much you can do with it. Do not worry, the book *Beginners Guide for Cricut Design Space* by Richard Reedy will answer all the questions you have about Cricut! This book is a complete guide that shows you step-by-step, in a very clear way, how this machine works and everything you can do using it: unique designs and craftsmanship - beautiful and for every occasion. What is a Cricut machine? Cricut is a brand that offers different products; one of its most popular is the fabulous die-cutting machine. It is a smart, homemade cutting machine that helps us create handicrafts with different materials such as paper, felt and vinyl among others, with unparalleled accuracy. Not only it can be used to make cuts, but it can also draw and write with pens, offering a very clear fold. In the book *Beginners Guide for Cricut Design Space* by Richard Reedy, you can

learn more about what the Cricut machine is and what it does. Get your copy now! This comprehensive guide is perfectly designed for beginners and novices of the wonderful world of Cricut design, provides a clear, organized, and detailed approach that gives the reader answers and helps solve common problems that arise from lack of practice. Why read the Beginners Guide for Cricut Design Space? The technological era we live in allows us to use the information in the best way, surely you can learn to use the Cricut machine by yourself, however, it will take you much more time and you will miss important details. The fact of reading Beginners Guide for Cricut Design Space will help you: ● Know the Cricut machine and its use. ● Take advantages of the Cricut Design Space and why should you start ● Working with Cricut Design Space ● Know the materials and accessories to work with Cricut ● You will have within reach creative project ideas from Cricut for beginners and expert users. ● Learn about Cricut maintenance and tips for an effective use ● You'll get answers to some common questions ● And much more! Richard Reedy is a passionate creative, specializing in the use of this great Cricut machine, by means of practical advice and verified techniques shows us the way to become expert, confident designers with a wide range portfolio of designs. Are you ready to become an expert designer with the Cricut machine? Then it's time to have the perfect ally at hand, get new horizons in your creativity, with the book Beginners Guide for Cricut Design Space. So what are you waiting for? Click Buy Now in 1-Click or Buy NOW at the top of this page! Designed with students, for students Eight steps, two pathways, one book. The Fifth Edition of the bestseller Research Methodology has reimaged, redesigned, and fully renovated how a textbook can help students achieve success in their methods course or research project. Eight steps: Foolproof for any beginner researcher, the book breaks the process of designing and doing a research project into achievable stages. It delivers students from research problem to their written research report at the pace they need, with clear explanations, DIY tasks, helpful visualizations and study skills support. Two pathways: With an innovative, beautiful design, regular progress checkpoints have been built into the book and its online resources. As students proceed through the 8 steps, each chapter provides regular opportunities for students to check understanding or give themselves a challenge. Each pathway then gives them the resources they need. Confused? Stop, practise with quizzes and flashcards, or use a video to look at a concept a different way. Up for a challenge? Access a wealth of additional material including research articles, readings, case studies, activities, bibliography tools and inspiration to pursue your curiosity, impress your lecturer, and nail your assignments. With this one book, every student gets what they need to succeed. It is the perfect essential text for students and beginner researchers across the social sciences. Press Here! Reiki for Beginners is a contemporary take on the ancient, Japanese Buddhist healing practice. Reiki is now accessible for a new generation of readers. Reiki is a non-invasive Japanese approach to natural health which reduces stress and promotes healing. Reiki is practiced by "laying on hands"; channeling the unseen "life force energy" that flows through the body and creates life. If your life force energy is low, you are more likely to be stressed, anxious, and ill. With these sophisticated techniques, you will begin to feel the life force energy flow through you more rapidly. Reiki is a full body treatment, and thus, supports the whole person's emotions, mind, body and spirit, and create feelings of peace and well being. Press Here! Reiki for Beginners offers accessible instruction in fun, contemporary, illustrations to teach a whole new audience the benefits of a vital reiki practice. The iPhone Manual for Beginners is the complete guide to using the iPhone. This book was made with the beginner in mind, and is great for seniors and first-time iPhone users. The book is suitable for the following iPhone models: 7, 7 Plus, 6s, 6s Plus, 6, 6 Plus, 5s, 5c, and SE. Start doing your own household repairs and simple renovations without the expense of calling in a professional. Full of expert advice, this practical beginner's handbook features easy instructions for all the home DIY basics, from painting and wallpapering to simple plumbing, changing a lock, using power tools, fixing a squeaky board and much more. This book, written with the support of America's oldest fishing tackle business, offers beginners a chance to learn the fundamentals of the great sport of fly fishing quickly and easily. The Orvis Guide to Beginning Fly Fishing can be the start of a lifetime journey of discovery that will increase your intimacy with the natural world and allow you to gain

skill and finesse in your fly fishing techniques. Proven teaching techniques and bright, helpful illustrations and photographs will enable new fly fishers to: * Select and assemble proper, balanced tackle * Cast a line with authority and accuracy * Choose the correct fly for any situation * Tie the two most useful fishing knots * Find fish in lakes, rivers, and salt water * and much more Here are fishing ethics, helpful safety advice, basic angling terms, everything the new fly fisher needs in a crisp, helpful, and finely illustrated primer of the highest rank. Essential Skills--Made Easy! Learn how to build dynamic, data-driven Web applications using PHP. Covering the latest release of this cross-platform, open-source scripting language, PHP: A Beginner's Guide teaches you how to write basic PHP programs and enhance them with more advanced features such as MySQL and SQLite database integration, XML input, and third-party extensions. This fast-paced tutorial provides one-stop coverage of software installation, language syntax and data structures, flow control routines, built-in functions, and best practices. Designed for Easy Learning: Key Skills & Concepts--Lists of specific skills covered in the chapter Ask the Expert--Q&A sections filled with bonus information and helpful tips Try This--Hands-on exercises that show how to apply your skills Notes--Extra information related to the topic being covered Tips--Helpful reminders or alternate ways of doing things Cautions--Errors and pitfalls to avoid Self-Tests--Chapter-ending quizzes to test your knowledge Annotated Syntax--Example code with commentary that describes the programming techniques being illustrated A Beginner's Guide to Circuits is the perfect first step for anyone ready to jump into the world of electronics and circuit design. After finishing the book's nine graded projects, readers will understand core electronics concepts which they can use to make their own electrifying creations! First, you'll learn to read circuit diagrams and use a breadboard, which allows you to connect electrical components without using a hot soldering iron! Next, you'll build nine simple projects using just a handful of readily available components, like resistors, transistors, capacitors, and other parts. As you build, you'll learn what each component does, how it works, and how to combine components to achieve new and interesting effects. By the end of the book, you'll be able to build your own electronic creations. With easy-to-follow directions, anyone can become an inventor with the help of A Beginner's Guide to Circuits! Build These 9 Simple Circuits! Steady-Hand Game: Test your nerves using a wire and a buzzer to create an Operation-style game! Touch-Enabled Light: Turn on a light with your finger! Cookie Jar Alarm: Catch cookie thieves red-handed with this contraption. Night-Light: Automatically turn on a light when it gets dark. Blinking LED: This classic circuit blinks an LED. Railroad Crossing Light: Danger! Don't cross the tracks if this circuit's pair of lights is flashing. Party Lights: Throw a party with these charming string lights. Digital Piano: Play a tune with this simple synthesizer and learn how speakers work. LED Marquee: Put on a light show and impress your friends with this flashy finale. Start doing your own household repairs and simple renovations without the expense of calling in a professional! If you are frustrated by your own inability to handle a repair, or resentful of having to pay someone to take care of simple home maintenance—you've come to the right place. Full of expert advice, this practical handbook features easy instructions for all the home DIY basics, from painting and wallpapering to simple plumbing, changing a lock, using power tools, fixing a squeaky board and much more. Beginner's Guide to DIY & Home Repair will provide first-time homeowners and renters with the basic skills and guidance to get the job done. This ultimate reference guide for the DIY novice offers help for anyone who has a busy working life but still wants to make their home look good—without spending a fortune. Learn the fascinating game of American Mahjong with this expert guide. This affordable best-selling book is the only available game strategy guide that is specifically geared toward American Mahjong (Mah Jongg) and follows the official National Mah Jongg League rules. Offering first-time players an easy-to-follow guide to this complex game, A Beginner's Guide to American Mah Jongg includes simple, easy-to-follow instructions and clear diagrams to walk the reader through each step of the game, including how to select a hand, how to play and how to develop winning strategies. A key feature is the color text which shows various hands and tiles. This Mahjong guide includes: Step-by-step instructions for gameplay. Hands-on "Do It" exercises Tips and quizzes for natural learning Mahjong background and history An explanation of tile symbolism Glossary of Mahjong terms A Beginner's

Guide to American Mah Jongg is the perfect guide for all skill levels to learn Mahjong—from Mahjong beginners to pros. Being a human is a lot of work! Thankfully, humans experience many of the same feelings, situations, and challenges, so we don't have to figure it all out on our own--we can help each other navigate the ups and downs. Full of humor and heart, this engaging guide inspires kids to be humans who are kind, empathetic, and thoughtful. No matter what our day brings, we can choose to practice self-control, compassion, and forgiveness. Don't worry, young human, it's okay to make some mistakes along the way--just remember that it's love that keeps us all afloat at the end of the day. As a beginner learning how to swim you face many, often scary unknowns. From first entering the water, to lifting your feet up off the bottom, submerging your face and learning to breathe. From conquering your fears right through to learning what each part of your body should be doing when swimming the four basic strokes, *The Complete Beginners Guide To Swimming* contains everything you could possibly need. Discover: how to conquer your fear how to float how to relax and glide how to stop and stand up how to swim the four basic strokes Inside you will find 'real questions' from real beginners learning how to swim. Questions like 'why do my legs sink?,' "why do I get water up my nose?," and 'why do I get so tired'." Each one with a detailed and personal answer from the author. 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

Learn to Play Guitar is comprehensive with over 180 photographs, illustrations and diagrams and includes 42 downloadable mp3 tracks of full band demo and backing. *Learn to Play Guitar* bridges the gaps explaining guitar techniques that can be taken for granted by more experienced players. *Melodies* - To get straight into playing music, numbers have been added underneath guitar tablature to assist with rhythm. Later, the rhythmical aspect of notation is covered so you can use it in conjunction with tablature. *Rhythm Guitar* - Changing between chords and strumming are separated initially, to develop coordination in each hand independently. They are then brought together starting basic until there's a rhythm guitar piece to play. *Music theory* - The major scale, minor scale, major and minor pentatonic scales and major and minor chord construction are explained in terms of the fret-board and reinforced by musical pieces in various styles to make the learning process practical and enjoyable. What else? - Fret-board layout, power chords, barre chords, how to string a guitar, how to practise guitar, palm muting and basic lead guitar techniques. Please Note: The eBook includes musical pieces so is not suitable for smaller screens. *Sailing: A Beginner's Guide* takes the reader step-by-step from his or her first sail to an almost intuitive mastery of small boat handling. the

delightful drawings combined with the author's appealing writing style successfully explain topics in manageable double page spreads. The book unravels the mysteries of reading the wind, guides the reader through his or her first tenuous steps aboard, and then beyond to navigation, safety, seamanship and even trailering, conveying the magic as well as the nuts and bolts of sailing. It is a gentle introduction for those who are just starting out, and will provide many evocative images for those who already sail. It's all here, more successfully captured than ever before in one book. Inspirational for novice and old hand alike. 'A learn-to-sail book with heart' - WoodenBoat ' A real winner...a masterful blend of straightforward text with delightful and instructive illustrations' - Cruising World 'Teaches sailing with flair and poetry' - SAIL Have you ever wondered how the lines in your hand can show so much about your past, present and future? This easy to follow - beginner's guide - into reading people's hands is a comprehensive introduction to the oldest form of character reading still in use. Learn what clues to look for in your hands, nails and fingers before examining the lines, mounts, rings and marks in detail. Diagrams throughout the book make interpretations simpler. Question sections consolidate your understanding of the art of palmistry. Learn more about yourself, assess where you're true talents lie, and consider your compatibility with others simply by studying hands more closely.

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