

Sneltoetsen Ctrl Home En Ctrl End Makkelijk Naar Begin Of

Illustrates the new features of Windows 10. The fast and easy way to get up and running with Windows 10 at work If you want to spend less time figuring out Windows and more time getting things accomplished, you've come to the right place. Covering Windows 10 and packed with time-saving tips to help you get the most out of the software, Windows 10 At Work For Dummies offers everything you need to get back precious hours of your work day and make Windows work for you, rather than against you. This full-color, all-encompassing guide breaks down the most common Windows tasks into easily digestible parts, providing you with illustrated, step-by-step instructions on everything you'll encounter in Windows 10. From setting up your desktop with your favorite apps to finding the files and applications you need—and everything in between—this hands-on, friendly guide takes the headache out of working with Windows. Provides over 300 tasks broken into core steps Provides easy-to-follow answers to all of your Windows questions Illustrates the new features of Windows 10 If you're a time-pressed professional looking to

find answers to all of your Windows-related questions, this is the one-stop resource you'll turn to again and again.

Learn the basics of 3D modeling for the popular Farming Simulator game Do you want to get started with creating your own vehicles, maps, landscapes, and tools that you can use in the game and share with the Farming Simulator community? Then this is the resource for you! With the help of Jason van Gumster, you'll get up and running on everything you need to master 3D modeling and simulation—and have fun while doing it! Inside, you'll find out how to create and edit maps, start using the material panel, customize your mods by adding texture, use the correct file-naming conventions, test your mod in single and multiplayer modes, get a grip on using Vehicle XML, and so much more. There's no denying that Farming Simulator players love modding—and now there's a trusted, friendly resource to help you take your modding skills to the next level and get even more out of your game. Written in plain English and packed with tons of step-by-step explanations, Farming Simulator Modding For Dummies is a great way to learn the ropes of 3D modeling with the tools available to you in the game. In no time, you'll be wowing your fellow gamers—and yourself—with custom, kick-

butt mods. So what are you waiting for?

Includes an easy-to-follow introduction to using the GIANTS 3D modeling tools Explains how to export models to Blender, Maya, 3DS Max, or FBX Provides tips for using the correct image format for textures Details how to use Photoshop and Audacity to create custom mods for Farming Simulator Whether you're one of the legions of rabid fans of the popular Farming Simulator game or just someone who wants to learn the basics of 3D modeling and animation, you'll find everything you need in this handy guide.

Get the best out of Power BI by building optimized data models for reporting and business needs

**Raspberry Pi
Word 2013**

Windows 10 At Work For Dummies Systems Thinking, Critical Realism and Philosophy

Wie wil kennismaken met Word, vindt hier een zorgvuldig beschreven route. Het boek is zowel bedoeld voor onderwijs als voor zelfstudie. Bij elk onderwerp zijn er heel wat doe-activiteiten. De verschillende aspecten van Word worden telkens onmiddellijk getoetst via praktijkoefeningen en per hoofdstuk samengevat. Op het einde van het boek bezit de lezer een grondige kennis van

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de basisbegrippen van Word en is hij in staat om zelf professionele documenten aan te maken. Een oefening wordt ieder hoofdstuk verder uitgebouwd. Op een bijhorende website staan naast de oefeningen ook de opgeloste voorbeelden. Het boek sluit af met een aantal portfolio-opdrachten, werkstukken waarbij je vanaf een leeg document een professioneel geheel samenstelt.

This bestselling guide to Microsoft Word is the first and last word on Word 2013. It's a whole new Word, so jump right into this book and learn how to make the most of it. Bestselling For Dummies author Dan Gookin puts his usual fun and friendly candor back to work to show you how to navigate the new features of Word 2013. Completely in tune with the needs of the beginning user, Gookin explains how to use Word 2013 quickly and efficiently so that you can spend more time working on your projects and less time trying to figure it all out. Walks you through the capabilities of Word 2013 without weighing you down with unnecessary technical jargon. Deciphers the user interface and shows you how to take advantage of the file formats. Covers editing documents, working with text, using grammar and spelling tools, formatting, adding images and other design elements, and more. Get the word on the latest Word with Word 2013 For Dummies!

The author presents a collection of ways to reap the proven human and corporate benefits of humor at work, organized by core business skill and founded on his own work as a business speaker and coach with the consult

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company, Humor That Works.
Windows XP Home Edition
SAS For Dummies
Windows System Policy Editor
Shadow of the Xel'naga
Sneller met het toetsenbord
Arduino For Dummies

Iedereen die geïntroduceerd wil worden in de vrijwel onuitputtelijke pc-wereld, vindt een grondig verkende route in PC-Initiatie. Om de lezer-gebruiker aan te moedigen is het geheel in bruikbare stappen opgebouwd, zodat hij al snel heel wat kan doen met de pc.

Computerchinees is vermeden, maar geleidelijk aan wordt het vakjargon toch gewone taal.

Leren werken met een pc is vooral een kwestie van doen. Daarom zijn veelvuldige opdrachten en oefeningen voorzien, die meteen relevant zijn voor de praktijk. Zo kan de gebruiker daadwerkelijk ondervinden hoe snel zijn pc-vaardigheid toeneemt. Dit boek is afgestemd op Windows 8. Het is zowel bedoeld voor het onderwijs als voor zelfstudie.

Systems Thinking, Critical Realism and Philosophy: A Confluence of Ideas seeks to re-address the whole question of philosophy and systems thinking for the twenty first century and provide a new work that would be of value to both systems and philosophy. This is a highly opportune time when different fields - critical realism, philosophy of science and systems thinking - are all developing around

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the same set of concepts and yet not realizing it. This book will be of interest to the academic systems community worldwide and due to it's interdisciplinary coverage, it will also be of relevance to a wide range of scholars in other disciplines, particularly philosophy but also operational research, information systems, and sociology.

Deze praktische gids door Word 2013 is zowel bedoeld voor onderwijs als voor zelfstudie. De verschillende aspecten van Word 2013 worden telkens onmiddellijk getoetst aan de hand van praktijkoefeningen op een website. Op het einde van elk hoofdstuk wordt alles nog eens op een rijtje gezet. De logische volgorde van de behandelde onderwerpen zorgt ervoor dat de gebruiker op het einde van het boek een grondige kennis bezit van de basisbegrippen van Word en een volledige tekst professioneel kan opmaken. Het eerste deel van het boek beschrijft de basisfuncties voor het invoeren en corrigeren van de tekst. Daarna komt de opmaak van de tekst aan bod.

PC-Initiatie (Herwerkte versie)

Word 2013 For Dummies

Excel voor economische beroepen

Computer Idee Zomerworkshopgids 2015

hoe werk je effectiever en productiever

Works- Een gids voor 50-plussers

Far in the future, 60,000 light-years from Earth, a loose confederacy of Terran exiles are locked in battle with the enigmatic Protoss and the ruthless Zerg Swarm. Each species struggles to ensure its

own survival among the stars in a war that will herald the beginning of mankind's greatest chapter -- or foretell its violent, bloody end. Bhekar Ro: a bleak, backwater world on the fringe of the Terran Dominion, where every day is a struggle to survive for its handful of human colonists. It is a veritable wasteland -- one speck of dust among many in the vast, dark sea of space. But when the most violent storm in recent memory unearths an unfathomable alien artifact, Bhekar Ro becomes the greatest prize in the Terran Sector -- the Holy Grail of the Zerg, the Protoss, and Humanity alike -- as forces from the three great powers converge to claim the lost secrets of the most powerful species the universe has ever known. shadow of the xel'naga An original tale of space warfare novels set in the world of the bestselling computer game!

Wat kun je verwachten? Natuurlijk de complete overstapgids: van installatie tot finetuning. Aangevuld met tips en trucs, boordevol met optimalisaties die je moet doorvoeren. Je leert over alle vernieuwingen, installatiemogelijkheden, instellen afstelopties.

Create in 3D with Tinkercad! If you can dream it, you can create it—using Tinkercad. This free tool gives everyone the power to create 3D models, regardless of your level of experience. With the help of Tinkercad For Dummies, you'll have the knowledge you need to plan your designs, the know-how to utilize the platform's drag-and-drop tools to create your design, and the information you need to print or

export your designs to use them elsewhere. Tinkercad is for everyone! It's simple enough to be used by kids and students, but robust enough that an adult could use it to create a complex product prototype. With more than 4 million designs posted in the Tinkercad community, the platform is also popular with teachers around the world. Why not join in on the fun? Create your Tinkercad account and join the community Use the drag-and-drop tools to build 3D images Export your designs to have them 3D printed Learn the principles of great 3D design Tinkercad is truly fun for all ages, and this hands-on guide makes it faster and easier to start using it right away!

ICT-lijn, nr. 19

Blender For Dummies

PC-Initiatie. Windows 8

macOS Monterey For Dummies

Android For Dummies

Word 2003+ Excel 2003 voor Dummies

[dubbelpocket]

Manage and work with business data effectively by learning data modeling techniques and leveraging the latest features of Power BI Key Features Understand data modeling techniques to get the best out of data using Power BI Define the relationships between data to extract valuable insights Solve a wide variety of business challenges by building optimal data models Book Description Microsoft Power BI is one of the most popular business intelligence tools available on the market for desktop and

the cloud. This book will be your guide to understanding the ins and outs of data modeling and how to create data models using Power BI confidently. You'll learn how to connect data from multiple sources, understand data, define and manage relationships between data, and shape data models. In this book, you'll explore how to use data modeling and navigation techniques to define relationships and create a data model before defining new metrics and performing custom calculations using modeling features. As you advance through the chapters, the book will demonstrate how to create full-fledged data models, enabling you to create efficient data models and simpler DAX code with new data modeling features. With the help of examples, you'll discover how you can solve business challenges by building optimal data models and changing your existing data models to meet evolving business requirements. Finally, you'll learn how to use some new and advanced modeling features to enhance your data models to carry out a wide variety of complex tasks. By the end of this Power BI book, you'll have gained the skills you need to structure data coming from multiple sources in different ways to create optimized data models that support reporting and data analytics. What you will learn Implement virtual tables and time intelligence functionalities in DAX to build a powerful model Identify Dimension and Fact tables and implement them in Power Query Editor Deal with advanced data preparation

scenarios while building Star Schema Explore best practices for data preparation and data modeling Discover different hierarchies and their common pitfalls Understand complex data models and how to decrease the level of model complexity with different data modeling approaches Who this book is for This MS Power BI book is for BI users, data analysts, and analysis developers who want to become well-versed with data modeling techniques to make the most of Power BI. Basic knowledge of Power BI and Star Schema will help you to understand the concepts covered in this book.

Hoe word je stressbestendig? Wat houdt timemanagement precies in? Hoe zorg je dat je je mail de baas blijft? Hoe bepaal je waar en hoe je het best werkt? Hoe houd je overzicht over alle informatie en taken die je nodig hebt? En wat zijn nu precies de voordelen van `het nieuwe werken? Er is al ontzettend veel geschreven over het nieuwe werken, maar duidelijker wordt het er over het algemeen niet op. Met dit compacte handboek ben je binnen de kortste keren helemaal op de hoogte en leer je alle ins & outs van het nieuwe werken en hoe je hier als werknemer het beste mee om kunt gaan.

The exciting new book on the exciting new Blender 2.5! If you want to design 3D animation, here's your chance to jump in with both feet, free software, and a friendly guide at your side! Blender For Dummies, 2nd Edition is the perfect introduction to the popular, open-source, Blender 3D animation software,

specifically the revolutionary new Blender 2.5. Find out what all the buzz is about with this easy-access guide. Even if you're just beginning, you'll learn all the Blender 2.5 ropes, get the latest tips, and soon start creating 3D animation that dazzles. Walks you through what you need to know to start creating eye-catching 3D animations with Blender 2.5, the latest update to the top open-source 3D animation program Shows you how to get the very most out of Blender 2.5's new multi-window unblocking interface, new event system, and other exciting new features Covers how to create 3D objects with meshes, curves, surfaces, and 3D text; add color, texture, shades, reflections and transparency; set your objects in motion with animations and rigging; render your objects and animations; and create scenes with lighting and cameras If you want to start creating your own 3D animations with Blender, Blender For Dummies, 2nd Edition is where you need to start!

Learn advanced editing techniques to dramatically speed up your workflow

Het nieuwe werken

Museum Hack's Guide to History's Fiercest Females

Het complete handboek

Getting Things Done

Python Data Science Handbook

Met gepaste trots presenteren we u deze Zomer Workshopgids. Op maar liefst 124 pagina's leest u de ene workshop na de

andere, variërend van het optimaliseren van uw netwerk thuis tot het bewerken van uw foto's en het terugvinden van kleine kinderen dankzij de 'kindervinder'. Juist de zomer is dé periode voor urenlang workshop-plezier. Heerlijk lange avonden waarin de tv alleen maar herhalingen brengt en er in Nederland toch een beetje vakantiegevoel hangt. En wat is er dan leuker om eindelijk eens rustig na te gaan hoe je van Windows overstapt op Linux Mint? Of hoe je Windows 7 of 8 het uiterlijk van Windows 10 geeft? Liever een handige workshop die stap voor stap laat zien hoe u een film streamt naar uw tv? Dat kan ook. Ach, blader zelf rustig deze workshopgids maar door. Geheid dat u een aantal onderwerpen tegenkomt die u zo aanspreken dat u er meteen mee aan de slag wilt.

Word 2003+ Excel 2003 voor Dummies [dubbelpocket] Pearson Education Excel voor economische beroepen Maklu Sneller met het toetsenbord Pearson Education Word voor beginners ICT-lijn, nr. 19 Maklu

Haal alles uit deze mini-computer. In dit uiterst handige boekje vind je alles wat je

moet weten over de Raspberry Pi. O.a. de volgende onderwerpen komen aan bod: Direct aan de slag, aansluiten en installeren Ontdekken, alle extra's voor de Raspberry Pi, add-ons, uitbreidingssets en nog veel meer Tutorials, met o.a. programmeren met scratch, je eigen mediaspeler bouwen, streaming TV, je eigen desktop bouwen, anoniem blijven met Tor Coding, aan de slag met command line, python Windows 10 Overstapgids Humor That Works Alles voor een vloeiende installatie en overstap Farming Simulator Modding For Dummies Word 2007 voor Dummies Bedrijfseconomie met Excel *Bring your ideas to life with the latest Arduino hardware and software Arduino is an affordable and readily available hardware development platform based around an open source, programmable circuit board. You can combine this programmable chip with a variety of sensors and actuators to sense your environment around you and control lights, motors, and sound. This flexible and easy-to-use combination of hardware and software can be used to create interactive*

robots, product prototypes and electronic artwork, whether you're an artist, designer or tinkerer. Arduino For Dummies is a great place to start if you want to find out about Arduino and make the most of its incredible capabilities. It helps you become familiar with Arduino and what it involves, and offers inspiration for completing new and exciting projects. • Covers the latest software and hardware currently on the market • Includes updated examples and circuit board diagrams in addition to new resource chapters • Offers simple examples to teach fundamentals needed to move onto more advanced topics • Helps you grasp what's possible with this fantastic little board Whether you're a teacher, student, programmer, hobbyist, hacker, engineer, designer, or scientist, get ready to learn the latest this new technology has to offer!

For many researchers, Python is a first-class tool mainly because of its libraries for storing, manipulating, and gaining insight from data. Several resources exist for individual pieces of this data science stack, but only with the Python Data Science Handbook do you get them all—IPython, NumPy, Pandas, Matplotlib, Scikit-Learn, and other related tools. Working scientists and data crunchers familiar with reading and writing Python code will find this comprehensive desk reference ideal for tackling day-to-day issues: manipulating, transforming, and cleaning data; visualizing different types of data; and

using data to build statistical or machine learning models. Quite simply, this is the must-have reference for scientific computing in Python. With this handbook, you'll learn how to use: IPython and Jupyter: provide computational environments for data scientists using Python NumPy: includes the ndarray for efficient storage and manipulation of dense data arrays in Python Pandas: features the DataFrame for efficient storage and manipulation of labeled/columnar data in Python Matplotlib: includes capabilities for a flexible range of data visualizations in Python Scikit-Learn: for efficient and clean Python implementations of the most important and established machine learning algorithms

The fun and easy way to learn to use this leading business intelligence tool Written by an author team who is directly involved with SAS, this easy-to-follow guide is fully updated for the latest release of SAS and covers just what you need to put this popular software to work in your business. SAS allows any business or enterprise to improve data delivery, analysis, reporting, movement across a company, data mining, forecasting, statistical analysis, and more. SAS For Dummies, 2nd Edition gives you the necessary background on what SAS can do for you and explains how to use the Enterprise Guide. SAS provides statistical and data analysis tools to help you deal with all kinds of data: operational, financial, performance, and more

Places special emphasis on Enterprise Guide and other analytical tools, covering all commonly used features Covers all commonly used features and shows you the practical applications you can put to work in your business Explores how to get various types of data into the software and how to work with databases Covers producing reports and Web reporting tools, analytics, macros, and working with your data In the easy-to-follow, no-nonsense For Dummies format, SAS For Dummies gives you the knowledge and the confidence to get SAS working for your organization. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Computer Idee Windows Workshopgids 2015

Verder met Access 2007

Macro's en VBA in Excel - de basis

Dubbeldik 124 pagina's

Windows 10 For Dummies

Essential Tools for Working with Data

Remember when feminism happened, and tons of scholars banded together and rewrote the history books to include the accomplishments thousands of women whose badassery had been ignored for thousands of years? JK, JK. The representation of women is still super bad! With their trademark irreverence and penchant for storytelling, the team from Museum Hack has united to present: Museum Hack's Guide to History's

Fiercest Females. Because the future is female and guess what? The past was hella female, too! Enclosed in this one-of-a-kind book are 26 stories of amazing women from all corners of the earth who probably weren't included in your high school history book... but definitely should have been! Get ready to join the revolution! (Or, keep revolution-ing! We support your journey wherever you are). Has someone been tampering with your files ? Has your work been fouled because of accidental system software changes ? Have you ever been locked out of your computer ? Have users of your public network (school computer lab, library, etc.) been modifying settings or adding software ? If the answer to any of these questions is yes, then Windows System Policy Editor may be just the book and solution you're looking for. When you're searching for a way to standardize desktop settings, prevent users from modifying the hardware and environment settings, or control or restrict user actions, then you need to use the "Windows System Policy Editor". It gives you the capability to create or edit local registry values. How do you set up different security restrictions for each user ? What do you do if you want to set up a policy for a group rather than a single user ?

How do you configure desktops for roving users so that any computer they use will have the same look ? Once you have networked security in place, how do you protect a computer if it becomes disconnected from the network ? These are just a few of the questions that "Windows System Policy Editor" will answer. This book describes different types of system policies, what they control, and how to set up and modify them. Installing the Policy Editor and creating the policy file. Setting default workstation security. In-depth details of the Administrative files. Security issues. Troubleshooting. The differences between the Win95 and Win98 Policy Editors. Standalone computer and network configurations. Computer security on publicly accessed computers presents unique challenges, today more than ever before, and if you're in charge of administering workstations in a school, library, office, or any environment where increased security would be invaluable, you'll benefit from reading this book. Your comprehensive (and very friendly!) reference guide to Android phones and tablets You're used to hearing it said that the phone in your pocket or tablet by your bed

has more computing power than the entire Apollo 11 space program in the 1960s (or something similarly impressive)—and this is no less true for Android devices than any other. Sounds great—but what does that actually mean you can do with them? The new edition of Android For Dummies reveals all for new and experienced users alike, making it easy to get the most out of the awesome computing power of Android smartphone and tablet devices—from communications and pictures and videos to the wonderful world of 2.8+ million Google apps! Cutting through the jargon, bestselling tech author Dan Gookin puts you in touch with all the Android features you’ll need to know (and many more you’ll be pleased to discover!), from setup and configuration to the major features, such as text, email, internet, maps, navigation, camera, and video, as well as synching with your home computer. In addition to getting familiar with these and the latest Android 10 operating system (OS)—in both Google Pixel and Samsung versions—you’ll become an expert on the best ways to share your thoughts, videos, and pictures on social media, navigate with Android Auto when driving, and maintain your files so they’re orderly and

easy to find. Explore Android devices, from physical functions to software and online features Communicate via email, social media, Google Duo video calls, and more Tweak your privacy settings to keep your information secure Use Android Auto when driving and see in the dark with Night Light and Dark Mode Androids may be able to land a spacecraft on the Moon (yet) but there's a whole universe waiting right there in the device at your fingertips—and this book is the perfect place to begin to explore!

A Confluence of Ideas

Tinkercad For Dummies

The Cool Stuff in Premiere Pro

The Art of Stress-Free Productivity

Word voor beginners

macOS High Sierra For Dummies

Gain in-depth knowledge of Premiere Pro, and learn how the software “thinks.” You'll acquire new skills that will help you choose the best workflow for your project, and simplify and accelerate your video editing process. Learn how you can edit a lot faster with smarter workflows that automate several steps in the editing process. You'll also see how custom settings, presets, keyboard shortcuts and templates saves hours of work. By tailoring the software to your needs you save clicks on just about every task. With many traditional jobs now being done by one person,

its important to understand audio smoothing, color grading, motion graphics, and advanced editing techniques. You'll learn these skills and disciplines and see how they'll enhance your project's workflow. All the authors are professional editors and want to know exactly how to cut your film as fast as possible with top quality output. There is invaluable information in The Cool Stuff in Premiere Pro that's not available anywhere else – not even in Adobe's own manuals. What You'll Learn Edit faster, no matter what the project Understand the technical stuff, like timeline settings, render codecs, color subsampling, export settings, effect controls and monitor settings Know when to send your clips to other Adobe software, and how to treat them there. Master the Premiere Pro timeline, even stacks of timelines, and edit, trim and adjust with ease Who This Book Is For Video journalists (and everyone else) will learn how to edit faster and get home in time for dinner. Bloggers will learn how to make their online video and audio “pop”. Film cutters will learn how to organize, rough cut and fine tune huge amounts of material effectively and how to output for digital cinema. Experienced video editors will learn how to deal with multi-track audio and to work faster in every step of the edit. Marketing people who edit video for social media and web pages will learn simpler ways to make a faster cut. Teachers in media studies will understand the logic in Premiere Pro, and

be better prepared for teaching video editing. Unlock the potential of macOS Monterey with this updated guide from “Dr. Mac” himself Macs are famously an absolute pleasure to use. But it’s even more fun discovering all the cool things a new version of macOS can do. macOS Monterey, introduced in 2021, makes the latest macOS features available to Mac users everywhere. macOS Monterey For Dummies is your personal roadmap to finding every single awesome new bell and whistle in this world-famous operating system. You’ll read about upgrades to the accessibility options, how to use Live Text to grab text from all of your photos, manage your iPhone from your Mac and vice versa, and use the new Universal Control to seamlessly transition between Apple devices. You can also: Learn how to watch TV or a movie with friends while you’re on a FaceTime call Explore the new “Shared With You” feature so you can access the content people send to you directly in the relevant app Explore the online world with the Safari browser included with every installation of MacOS Monterey Perfect for anyone who wants to take full advantage of the latest version of Apple’s intuitive and user-friendly operating system, macOS Monterey For Dummies is the fastest, easiest way to master the newest features and the coolest capabilities included with macOS Monterey. With hundreds of pages of simple instructions and images of the macOS interface, this

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is the last handbook you'll need to make the most of the newest macOS.

Windows 10 is een mijlpaal voor elke pc-gebruiker. Eindelijk weer een nieuw besturingssysteem. Gratis nog wel. Je hebt de eenvoudige upgrade al gedaan en dus ben je klaar? Zeker niet. Nu begint de pret pas echt! Computer Idee neemt je mee op ontdekkingsreis met de workshopgids Windows. Leer over alle vernieuwingen, de beste instellingen en de leukste tweaks. En als je Windows 10 nog niet hebt, dan helpen we je bij de installatie. Deze workshopgids gaat natuurlijk veel verder dan alleen de laatste versie van Windows. Laat je inspireren door de 50 workshops en ga direct aan de slag.

Expert Data Modeling with Power BI

Verder met Access 2010

Tekstverwerking 1 (ICT-lijn, nr. 3)

Work, play, connect, and share with the ultimate tour to macOS 'X' macOS 'X' For Dummies is the ultimate tour guide to the Mac operating system, written by Bob "Dr. Mac" LeVitus himself! Whether you're upgrading your trusty old MacBook or venturing into new territory for the very first time, this easy to use guide will get you up and running quickly. It's all here: navigation, preferences, file management, networking, music and movies, and so much more. From the absolute basics to advanced techniques, this book shows you everything you need to know to turn your Mac into an extension of your brain.

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Concerned about security? Need to troubleshoot an issue? Want to make your Mac perform even better? Let Dr. Mac walk you through it with clear explanations and a little bit of humor. Read this book beginning-to-end for a complete tutorial, or dip in and out as needed when things take an unexpected turn; if you have macOS questions, Dr. Mac has the answers you need. macOS has powered Macs since 2001. Each free annual update improves the system's functionality, and typically offers a few new tools and fixes old issues. If you need to learn your way around this year's update quickly, easily, and thoroughly, this book is for you. Get organized and find your way around the interface Customize your Mac's look, "feel," and behavior Get connected, get online, and into the cloud Access your movies and music, back up your data, and more! Famous for its reliability and usability, macOS offers the sort of streamlined tools and operations you won't find anywhere else. macOS 'X' For Dummies helps you discover just how much your Mac can do for you. The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is

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now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.