

Absolute Beginners Guide To Project Management

For anyone who has ever wanted to tend a little piece of ground but wasn't sure where to begin, GrowVeg offers simple recipes for gardening projects that are both attainable and beautiful. Benedict Vanheems, editor of the popular website GrowVeg.com, guides aspiring green thumbs to success from the start, no matter what size gardening space you have. Get recommendations for veggie varieties for your first edible garden, plant a miniature orchard, and grow an edible archway, or keep your efforts contained by cultivating a rustic crate of herbs on a sunny balcony, a crop of carrots in a basket, or nutritious and delicious sprouts in a jar on the kitchen counter. The beginner-friendly instructions and step-by-step photography detail more than 30 approachable, small-scale gardening projects that will inspire and empower you to get growing! This publication conforms to the EPUB Accessibility specification at WCAG 2.0 Level AA.

Why learn project management the hard way? Absolute Beginner's Guide to Project Management, Second Edition will have you managing projects in no time! Here's a small sample of what you'll learn: Key concepts and fundamentals behind best-practice project management techniques The mindset and skill set of effective project managers Project techniques that work in any industry, with any tools The common elements of successful projects Lessons from failed projects The value and importance of project leadership versus project management How to manage growing project trends and tough project types that first-time project managers are likely to encounter How to make better use of Microsoft Project How to respond when project reality does not match textbook scenarios Expert insight on key project

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management concepts and topics You've just been handed your department's biggest project. Absolute Beginner's Guide to Project Management will show you exactly where to start—and walk you step by step through your entire project! Expert project manager Gregory Horine shows you exactly what works and what doesn't, drawing on the field's proven best practices. Understand your role as a project manager...gain the skills and discover the personal qualities of great project managers...learn how to organize, estimate, and schedule projects effectively...manage deliverables, issues, changes, risks, quality, vendors, communications, and expectations...make the most of technology...manage virtual teams...avoid the problems that trip up new project managers! This new edition jumpstarts your project management expertise even faster, with all-new insights on Microsoft Project, challenging project situations and intriguing project management topics of the day.

Project Management, A Quickstart Begnner's Guide For The Serious Project Manager To Managing Any Project Easily. The book, "Project Management, A Quickstart Begnner's Guide For The Serious Project Manager To Managing Any Project Easily" spells out the qualities of a good project manager and takes you through the exact steps that you need to master to become competent as a project manager. Once you go through the tips provided in this book, you will not have to worry about the nature of the project at hand or its magnitude. You will have gained so much courage that no project will intimidate you. The best thing about this book is that it is simple to read, has clear points, and is generally an interesting read. And as you will realize after going through the book, it is not easy to forget the project management tips provided owing to their mode of delivery. In this book you will learn: What it is that qualifies to be called a project What project management entails What it is you are expected to do

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as a project manager The traits and actions that make a desirable project manager How a great project manager handles project planning, including estimating the demand for your projects' products or services, if such are involved, identifying the key considerations for project planning (objectives, constraints, strategies, stakeholders and project team) and practical ways to plan projects effectively How a great project manager executes the project plans, including effective scheduling of activities, resource management, project risk management and project results evaluation What to do as a project manager to keep stakeholders motivated How to deal with top management to ensure the smooth running of the project How to carry out the closing phase of the project as per plan How to carry out the closing phase of the project on an emergency basis The various challenges that project managers face How to enlist the support of all stakeholders in handling the practical challenges that crop up when the project is underway How to tell a great project manager when you see one So if you want have the skills in order to run a project from start to completion, then read further! Buy your copy today!

In *First Time Garment Fitting*, sewing and design expert Sarah Veblen takes you by the hand and teaches you everything you need to know to adapt patterns so you can sew garments that fit just right. With detailed descriptions of essential tools and techniques, the easy step-by-step instructions will have you altering patterns and sewing tops, pants, and skirts that fit you to a T in no time. The projects introduce key skills you'll use again and again for all your garment sewing. With *First Time Garment Fitting*, you'll soon be sewing amazing clothing with confidence.

Provides instructions for writing C code to create games and mobile applications using the new C11 standard.

Python has gone to be one of the most popular programming

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languages in the world, and you will be one of the few people left out if you don't add this knowledge to your arsenal. If you're looking to learn Python, now is an excellent time to do so. But where do you begin? You can start right here, right now, with this book. It makes learning Python simple, fast, and easy, taking away the confusion from learning a new language. When learning a new language, it's easy to be overwhelmed and not know where to start or what to focus on. You can spend a long time pursuing tutorials online only to find out you don't really understand any of the concepts they covered. That won't be a problem here! This book follows a step by step guide, walking you through everything you need to know about Python in an easy to follow fashion. It will teach you all the basics of Python, and even some of the more advanced Python concepts, taking you from beginner to intermediate Python programmer. This book will give you: A solid foundation in Python programming. Intermediate and advanced topics once you've mastered the basics. Simple explanations of code, broken down into easy to follow steps. Python programming exercises and solutions. Two projects at the end of the book designed to help you bring all the concepts you've learned together. Source code files you can refer to and run on your computer.

Learning how to sew has never been simpler! Like having a personal instructor at your side, this beginner's guide teaches you to sew stitches both by hand and with a machine. Filled with detailed descriptions of materials and tools, the easy step-by-step instructions for all the basic sewing techniques will have you creating projects like aprons, pillows, and even pants and shorts in no time. These simple projects will introduce essential sewing skills like hems, seams, balancing tension, and how to use a pattern: Rectangular table cloth Knife-edge pillows Zipper closures Baby blanket Elastic-waist skirts Elastic-waist pants T-shirts Apron with pockets Unlined

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jackets With First Time Sewing, you will soon be stitching amazing gifts and projects with confidence.

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.

Ever wondered how to make a computer follow instructions? If so, then it is time to get coding! A Beginner's Guide to Coding is an easy-to-follow

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guide to the basics of coding, using the free programming languages of Scratch and Python. These step-by-step projects will have young coders talking to their own chatbots or making their own computer games in no time. Accessible, engaging, and fun, this book is bursting with eye-catching illustrations and fantastic projects to introduce aspiring young programmers to the world of coding.

The Absolute Beginners Guide: Stitching Beaded Jewelry is the introduction to bead stitching. This book helps beginners to have a successful start in stitching by answering questions like “What are the must-have supplies and tools?” and “How do I set up my workspace?” The projects introduce basic stitches starting with the easiest, such as cross-weave and right-angle weave, and moving into other more challenging techniques. Your confidence and skill set will grow as you work through the book, one project at a time.

Lecturers/instructors - request a free digital inspection copy here In the Second Edition of this textbook designed for new researchers, Uwe Flick takes readers through the process of producing a research project. The book gives readers the fundamental data collection and analysis skills that they need for their first project, as well as a good understanding of the research process as a whole. It covers both quantitative and qualitative methods, and contains plenty of real-life examples from the

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author's own research. The book will help readers to answer questions such as: why do social research in the first place? how do I develop a researchable question? what is a literature review and how do I conduct one? how could I collect and analyze data? what if I want to do my research online? Available with Perusall—an eBook that makes it easier to prepare for class Perusall is an award-winning eBook platform featuring social annotation tools that allow students and instructors to collaboratively mark up and discuss their SAGE textbook. Backed by research and supported by technological innovations developed at Harvard University, this process of learning through collaborative annotation keeps your students engaged and makes teaching easier and more effective. Learn more.

JavaScript Absolute Beginner's Guide No experience necessary! Make the most of JavaScript -- even if you've never programmed anything before. This book is the fastest way to learn JavaScript and use it together with CSS3 and HTML5 to create powerful web and mobile experiences. Learn how to do what you want, the way you want, one incredibly easy step at a time. JavaScript has never been this simple! This is the easiest, most practical beginner's guide to programming JavaScript with simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Learn why JavaScript is awesome Organize

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your code with variables Understand how functions make your code reusable Use the popular if/else statement to help make a decision in code Learn about switch statements and when to use them Work with for, while, and do...while loops Learn how to use global and local scope Understand what closures are Learn about the various places your code can live Understand how to write comments and good commenting practices Learn about the basic types of objects you'll run into in JavaScript Find out that pizza has an educational value beyond just being deliciously awesome Understand how text is treated in JavaScript Learn how to perform common string operations Use arrays to handle lists of data Learn to create custom objects Purchase of JavaScript Absolute Beginner's Guide in any format includes free access to the online Web Edition, which provides several special features to help you learn: The complete text of the book online Short videos by the author introducing each chapter Interactive quizzes to test your understanding of the material Updates and corrections as they become available This Web Edition can be viewed on all types of computers and mobile devices with any modern web browser that supports HTML5. Contents at a Glance
1 Hello, World! Part I: The Basic Stuff
2 Values and Variables
3 Functions
4 Conditional Statements: If, Else, and Switch
5 Meet the Loops: For, While, and Do...While!
6 Timers
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Where Should Your Code Live? 10 Commenting Your Code Part II: It's an Object-Oriented World 11 Of Pizza, Types, Primitives, and Objects 12 Strings 13 When Primitives Behave Like Objects 14 Arrays 15 Numbers 16 A Deeper Look at Objects 17 Extending Built-in Objects 18 Booleans and the Stricter === and !== Operators 19 Null and Undefined 20 Immediately Invoked Function Expressions Part III: Working with the DOM 21 JS, The Browser, and The DOM 22 Finding Elements in the DOM 23 Modifying DOM Elements 24 Styling Your Content 25 Traversing the DOM 26 Creating and Removing DOM Elements 27 In-Browser Developer Tools Part IV: Dealing with Events 28 Events 29 Event Bubbling and Capturing 30 Mouse Events 31 Keyboard Events 32 Page Load Events and Other Stuff 33 Handling Events for Multiple Elements 34 Conclusion

Visual Basic for Applications (VBA) is a set of tools based on the Visual Basic language. The great thing about using it to enhance Office applications is that it's easier to learn than Visual Basic and it comes with your Office license. After reading this book, the reader will be proficient in the VBA language and will have extensive knowledge of the Office 2003 Object Model. This book will cover all features of the VBA editor and show how to program some of the more useful new features in the Office 2003 applications. This book assumes no prior programming

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experience, so even programming novices can get up to speed quickly on the basics of the VBA language. It is very practical and offers the reader tested programs and projects that he or she can implement right away. This book reinforces the reader's learning by presenting useful, end-of-chapter pedagogical resources, including question-and-answer sessions and quizzes, as well as practical exercises that cement and extend the reader's knowledge. It explores not only the object models of Word and Excel, but also other members of the Office 2003 suite, including PowerPoint, Access, and Outlook.

Learning to make and decorate cakes that are as beautiful as they are delicious can be a challenge, but with the expert guidance of renowned confectionery artist Autumn Carpenter in *First Time Cake Decorating*, your goal is within reach. Like having your very own cake decorating instructor at your side, *First Time Cake Decorating* guides you expertly through the process, from baking and prepping your first cake through a range of decorating techniques, from essential piping techniques for creating borders, writing, and flowers to working with gum paste and fondant to make stunning daisies, roses, lilies, and more. There's a first time for everything. Enjoy the journey and achieve success with *First Time Cake Decorating*! Far more than a word processor, Scrivener helps

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you organize and brainstorm even the most complex writing project, bring together your research, and write more efficiently and successfully than ever before. Long available for Mac, there's now a Windows version, too. Thousands of writers and aspiring writers are discovering this powerful, low-cost tool. Now, there's an up-to-the-minute, easy guide to the latest versions of Scrivener for both Mac and Windows: *Scrivener Absolute Beginner's Guide*. Written by working novelist and experienced computer book author Jennifer Kettell, this guide doesn't just present features and menus: it presents Scrivener in the context of your creative workflow, so you can make the most of this amazing software. Kettell draws on years of Scrivener experience and private tutoring to help you use Scrivener in both fiction and non-fiction projects, including screenwriting and academic writing. This book is as authoritative as it gets. Kettell not only wrote it in Scrivener: screen captures show her work in progress, and identify powerful ways to use Scrivener to improve productivity. Her book has been tech edited by the Literature & Latte software team member who serves as main liaison for the Scrivener Windows product to ensure that the Windows version is covered as thoroughly as the Mac version. You'll learn how to:

- Integrate Scrivener into your own personal workflow
- Get to know Scrivener's interface and customize it to your

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workstyle · Write, organize, storyboard, plot, and edit your document · Create custom templates to manage manuscripts, brainstorming, and research · Use keywords and metadata to keep track of complex projects · Track your progress and backing up your work · Generate a completed manuscript · Create an e-book from your manuscript · Discover new uses for Scrivener Throughout, Kettell clearly identifies differences between the Mac and Windows versions of Scrivener, so you're never frustrated by searching for a feature that isn't there. Scrivener Absolute Beginner's Guide is simple, clear, non-technical, and written from the viewpoint of a professional writer for other writers. It's the Scrivener guide thousands of writers have been waiting for.

An absolute must-have guide for beginners, this is an interactive workbook designed to teach you how to create gorgeous lettering with any pen on any surface, no brush pen or calligraphy nib necessary! You'll learn how to draw letters, words, inspirational phrases, and bible verses in multiple alphabet styles by practicing outlining letters and thickening downstrokes. Perforated traceable phrases and backgrounds allow you to make your own art, pull it out, then frame it. Simple, approachable, and fun, this method is versatile for any surface so you can create stunning faux calligraphy on paper, chalkboards, wood, glass, and more! Author Danielle

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Stringer is the owner and artist behind Imperfect Dust and shares her secret to hand lettering; that it doesn't have to be daunting! With the hope of encouraging readers to pick up a pen and go for it, Stringer will teach you how to achieve the calligraphy look with simple key lines.

The rules and practices for Scrum—a simple process for managing complex projects—are few, straightforward, and easy to learn. But Scrum's simplicity itself—its lack of prescription—can be disarming, and new practitioners often find themselves reverting to old project management habits and tools and yielding lesser results. In this illuminating series of case studies, Scrum co-creator and evangelist Ken Schwaber identifies the real-world lessons—the successes and failures—culled from his years of experience coaching companies in agile project management. Through them, you'll understand how to use Scrum to solve complex problems and drive better results—delivering more valuable software faster. Gain the foundation in Scrum theory—and practice—you need to: Rein in even the most complex, unwieldy projects Effectively manage unknown or changing product requirements Simplify the chain of command with self-managing development teams Receive clearer specifications—and feedback—from customers Greatly reduce project planning time and required tools Build—and release—products in 30-day cycles so

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clients get deliverables earlier Avoid missteps by regularly inspecting, reporting on, and fine-tuning projects Support multiple teams working on a large-scale project from many geographic locations Maximize return on investment!

Gain full mastery of your CRICUT EXPLORE AIR 2, with this step by step practical guide Do you have a Cricut Explore Air 2? Are you looking for a simple guide to help you master your Cricut Explore Air 2? Would you like to know just how to use your machine to bring to life all the exciting designs you have? Would you like to create beautiful T-shirt designs, stickers, paper art, bracelets, and other DIY cricut projects? If you answered yes to these questions, then you need to get this book right away Learning to use the Cricut Explore Air 2 can be hard. For absolute beginners, the machine can easily come off as overwhelming. There is also a long learning curve involved. I know this because I went through that learning curve. I have therefore written this book detailing my experience with the Cricut Explore Air 2 and providing an easy to follow guide so that you can get somewhat of a short cut to mastering the machine. With this book in hand, you no longer have to go through the long learning curve I went through. All you have to do is hold my hands as I guide you. Inside you will find step by step instructions that will help you master Cricut Explore Air 2. Starting from how to correctly set up your

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machine, this book will teach you how to use your Cricut Explore Air 2 to create T-shirt designs, design bracelets, paper arts, and stickers; make beautiful designs on fabrics, troubleshoot your machine, and a whole lot more. Also you will find a complete step by step guide on how to set up Cricut Design Space, how to work with text, images, and bookmarks in Cricut design space; together with cutting instructions for various materials. What you stand to learn from this book: -How to Set Up Your Cricut Machine-How to Cut Heavyweight and Lightweight Materials-Working with Fonts in the Design Space-How to Use Images in Cricut Design Space-How to Clean the Cricut Machine-Troubleshooting Your Cricut Explore Air Machine-Tips on How to Use the Cricut Explore Air Effectively-How to Make a Customized Graphic T-Shirt-Making money with Cricut-How to Make Stickers with Cricut-How to Make DIY Paper Succulent with Your Cricut-How to Make Fabric Bookmark Using Your Cricut Machine?-How to Make a Frosty Wreath?-How to Make Faux Leather Bracelet -How to Make Planner Stickers with Cricut-And a lot more Scroll up and click the buy button to get your copy now PS: BUY THE PAPERBACK OF THIS BOOK AND GET THE EBOOK WITH NO EXTRA CHARGE

Following the successful format of The Absolute Beginners Guide series, this 5th book in the series is the perfect choice for beginners who want to expand

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their jewelry-making skills. Jewelry makers will love experimenting with the 24 easy projects in *The Absolute Beginners Guide: Working with Polymer Clay*. Helpful tips and instructions on the basics, tools, and color are followed by progressive projects that put techniques into action. Budding polymer clay artists will learn how to make and shape beads, add texture and surface interest, develop faux techniques, work with creative caning and pattern, and more.

Go from Watercolor Beginner to Painting Pro with this Incredible, Comprehensive Guide Taking up watercolor painting can feel overwhelming or intimidating, but with Jovy Merry's expert advice, easy-to-follow tutorials and beginner-friendly projects, it doesn't have to be! Jovy walks you through all the foundational knowledge you need to succeed as a water colorist, from choosing the right materials to understanding color harmony and mastering basic brushstrokes. Easy-to-follow projects provide an effortless way to practice your skills and reinforce essential techniques. Hone your brushmarking with projects like *Melody of Roses* and *Bouquet of Sunshine*, and gain confidence in wet-on-wet and wet-on-dry techniques with beautiful paintings like *Atmospheric Landscape* and *Sunny Day*. Once you've mastered the basics, you'll continue to polish your newfound skills while learning other techniques that refine and add depth to your

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paintings. Learn the value of white space with Backlit Forest, add texture and special effects with Sun Glitter and become a pro at layering and glazing with Dreamy Phuket. Packed to the brim with helpful tips and tricks, this collection of stunning projects is the only resource you'll need to unleash your creativity, find your artistic style and begin your watercolor painting journey.

Programming Media Art Using Processing: A Beginner's Guide provides an entry-level exploration into visual design through computer programming using the open source and artist-friendly language, Processing. Used by hundreds of students, this learning system breaks lessons down into strategic steps towards fun and creative media art projects. This book provides a linear series of lessons with step-by-step examples that lead to beginning media art projects, including abstract designs, pixel landscapes, rollover animations, and simple video games. Computer programming can be overwhelming for the first-time learner, but this book makes the learning of code more digestible and fun through a full color, well-diagrammed, and deeply explained text presentation. Lessons are rhythmically broken down into digestible parts with code annotations and illustrations that help learners focus on the details one step at a time. The content is legible, flexible, and fun to work with because of its project-based nature. By following the lessons and

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producing the projects sequentially in this book, readers will develop the beginning foundational skills needed to understand computer programming basics across many languages and also explore the art of graphic design. Ultimately, this is a hands-on, practical guide. To learn more about Margaret Noble's work, please visit her artist's website and educator website.

Start Painting Today! Covering the three most popular types of painting: watercolors, acrylics and oils, this comprehensive step-by-step guide provides basic information on materials and techniques as well as an exciting series of demonstrations aimed at complete beginners. The unique approach of this book is so simple that the reader can start immediately on original and exciting projects. Each section has practical information on materials and equipment and includes a gallery of work by various artists to inspire the beginner. The projects cover all types of subjects, including landscapes, still life, people, flowers, animals and buildings. Within each section the demonstrations provide instruction in a whole range of different techniques from the basic brushstrokes to using resist and painting with a knife. Filled with stunning artworks and inspiring projects, this book will help beginners to achieve immediate and impressive results with a minimum of practice. Inside **How to Paint Comprehensive** step-by-step introduction to painting for aspiring artists. Even

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complete beginners can quickly achieve immediate and impressive results. Covers all aspects of painting, including acrylics, oil paintings and watercolors. Learn to paint landscapes, still life, people, flowers, animals, and buildings. 38 step-by-step projects each illustrate a different painting technique. Practical advice on choosing the best materials and equipment to get the most out of your painting. Includes inspirational galleries and essential basic techniques sections to develop your artistic skills. More than 350 beautiful color photographs.

In *First Time Sewing with a Serger*, sewing experts Becky Hanson and Beth Baumgartel take you by the hand and teach you everything you need to know to sew with a serger, or overlock machine—a versatile and speedy stitching tool. Start by learning how a serger works, the many styles available, and the roles of various parts and accessories. Get a detailed overview of the variety of functional and decorative stitches you can make, plus must-have threads, tools, and notions. Next, familiarize yourself with how to thread your serger, set the stitch size, and use it to start and end seams, sew curves and corners, and more. You'll use these essential skills to make the nine fun, easy garment and home decor projects—skills you'll turn to again and again to create your own professional-looking pieces! Embrace the world of Cricut and revolutionize your

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home crafts with this ultimate collection! Have you always wanted to buy a Cricut machine, but you never knew where to start? Does this amazing piece of technology seem daunting or difficult to learn? Or are you looking for a wealth of inspiration designed to kickstart your DIY ambitions and help you craft a wide range of wonderful projects? Then keep reading! Packed with step-by-step instructions, simple advice, and tons of lovely project ideas to stir your imagination, this incredible collection unveils the limitless potential of Cricut, providing you with an enlightening and down-to-earth look at this ultimate home crafts machine. Breaking down the basics of Cricut and the Design Space App, you'll find a thorough exploration of the different materials, accessories, and techniques you can use to revolutionize your home crafts skills and create all the projects you've always dreamed of. Specially crafted for the beginner in mind, now even a complete novice can get to grips with Cricut in no time at all! Here's what you'll find inside this collection: In Cricut Design Space, you'll discover a practical introduction to the ins and outs of Cricut, along with plenty of beginner tips and tricks which let you make the most of your new Cricut machine In Cricut For Beginners, you'll be taken on a journey into Cricut and the invaluable Design Space App, learning how to master the art of Cricut like a pro In Cricut Maker Guide, you'll turn into an expert in

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Cricut, getting to grips with the best techniques, accessories, materials, and more And in Cricut Project Ideas, you'll uncover a wealth of beautiful and creative project ideas to try, as well as how to calculate the right prices and put your new skills to the test If you want to add a personal touch to your home, make some extra money through a Cricut-related business, or make touching gifts for your friends and family, this bundle lets you turn your dreams into reality and master the essential fundamentals of the Cricut machine. With hundreds of pages of vital information and all kinds of fun project ideas including cards, decorations, decals, home décor, jewelry, accessories, and so much more, this ultimate collection is your all-in-one book for becoming a Cricut pro. Ready to take your home crafts skills to the next level? Then scroll up and grab your copy now!

Guides beginners through the basics of project management, covering all aspects of the planning, control, and execution stages while addressing the essential elements of any successful project as well as common mistakes.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with

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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

Make the most of Project 2013—without becoming a technical expert! This book is the fastest way to take control of Project 2013, and use it to efficiently manage every phase of your project, from up-front planning through project completion and

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post-mortems. Even if you've never used Microsoft Project before, this book will show you how to do what you want, one incredibly clear and easy step at a time. Project 2013 has never, ever been this simple! Who knew how simple Project® 2013 could be? This is the easiest, most practical beginner's guide to running real projects with Project 2013... simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn:

- Master today's best project management techniques
- Use Project 2013 to solve many key project management problems
- Master Project's revamped interface, from Start screen to Backstage
- Leverage Project 2013's best new features in your day-to-day work
- Get comfortable with the Project Window and its powerful views
- Set up realistic project schedules and calendars
- Add new tasks, dependencies, and resources
- Create budgets, track costs, and quickly resolve cost overruns
- Smoothly reflect changes in your project
- Report on progress, from completed work to anticipated finish dates
- Strengthen decision-making with dashboards, plans, and timelines
- Streamline processes by integrating Project with SharePoint and Office
- Securely share project data with team participants and stakeholders
- Improve efficiency by customizing Project's interface to your needs
- Coherently manage complex project portfolios
- Extend project management to smartphones, tablets, and the cloud

Brian Kennemer, Microsoft MVP for Project and Project Server, has worked with Project since 1997. He served on the Microsoft Consulting Services Global Enterprise Project Management team for five years, and has helped several Microsoft Partners design and deploy Project Server-based systems. Sonia Atchison has worked with Microsoft Project since 1999. In 2006, she joined Microsoft's writing team, producing extensive help content, videos, and content for Office.com and TechNet.

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'Mike Lambert's book is a useful source of information, helping to create and shape your research methods project. The book contains detailed chapters with easy to follow guidelines, tips and suggestions ensuring help at every step of the way from start to finish' Alexander Miesen, student, Amsterdam University of Applied Sciences In this basic guide, step-by-step advice is presented in a clear way and chapters take the reader through the entire process, from planning and doing research, to writing it up. Each stage is covered, with detailed help on choosing a topic, drawing up research questions, doing the literature review, choosing and designing research methods, the ethics of doing research, analyzing data, and collating and presenting findings. Features in the text include: - explanations of key research terms - activities (with answers) - progress sheets - case studies Online resources to accompany the book are available at <http://www.methodspace.com/groups/MikeLambertABeginnersGuide/> This is an ideal text for undergraduate students undertaking their first ever research project, postgraduates pursuing Masters awards and teachers carrying out action research. The Cricut Bible That You Don't Find in The Box! Have you always wanted to buy a Cricut machine, but you never knew where to start? Does this amazing piece of technology seem daunting or difficult to learn? Then keep reading! For a limited time only you can get this 4 in 1 book bundle at a special price! This book offers a structured approach for beginners and even intermediate designers. With patience, you can master Cricut Design Space and become able to express your creativity like never before. The first part of the bundle will contain: Learn about the different kinds of "Cricut[H1] " machines that are available in the market today and their unique features. Detailed explanation of the tools, along with their usage will help you decide which tools and accessories to purchase. Learn how to use the "Edit Bar" to easily make

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changes to images and texts for your design, along with all the other "Design Space" tools. Step-by-step instructions on how to create projects using paper sheets and for decorating household objects made of glass. Learn to creatively use window cling to revamp your home and even car windows. Learn to design your own mirror decorations to help you get out of your morning blues or celebrate a special occasion. Learn how you can use the "Cricut Easy Press" to iron-on vinyl to an article of clothing. Learn how to use the predefined "Templates" in the "Design Space" application. Learn the details and tips to create wood-based projects. Learn how you can add more personality to your kitchen décor by creating personalized magnets using your own photographs. As a bonus, more than 20 different tips and tricks have been added to the final chapter under three different sections, starting with the "Design Space" application, the "Cricut" device, tools and accessories as well as select cutting material and concluding with how you can clean your device to keep it working like new. So, put on your creative hat and start crafting! In the second part of the bundle you will find: Introduction to the Cricut Expression machine as well as the Cricut Explore 2 machine. Detailed information on all the different tools that are available to help make your crafting experience an enjoyable one. Several ideas on how to use multiple materials within the same project. Easy solutions to some of the issues you may run into with using the Design Space software or if you are not getting perfect cuts from your machine. No need to get frustrated, we have the solution for you! Get to know the most common mistakes made by Cricut users before you have a chance to make them yourself and save yourself a headache and a lot of wasted material! In Projects vol. 1, you'll turn into an expert in Cricut, getting to grips with the best techniques, accessories, materials, and more And in Projects vol. 2, you'll uncover a wealth of

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beautiful and creative project ideas to try, as well as how to calculate the right prices and put your new skills to the test Download this bundle today and become a master designer in Cricut Design Space faster than you ever thought possible! Minecraft® is a registered trademark of Mojang Synergies / Notch Development AB. This book is not affiliated with or sponsored by Mojang Synergies / Notch Development AB. The easiest, quickest, most entertaining introduction to creating Minecraft mods in Java – updated to use the Spigot server for running your own Minecraft server and creating Minecraft mods Ideal for Minecraft users, young and old, who are new to programming Clear and friendly style assumes no prior programming knowledge Popular author Rogers Cadenhead breaks down Minecraft mods programming concepts and terms into short, easily understandable lessons Fun examples provide a step-by-step, hands-on experience that begins with simple tasks and gradually builds Master Minecraft modding and use Java to transform Minecraft's worlds, tools, behavior, weapons, structures, mobs...everything! (Plus, you'll learn some basic Java programming skills you can use anywhere.) Learn how to do what you want, the way you want, one incredibly easy step at a time. Modding Minecraft has never been this simple. This is the easiest, most practical beginner's guide to creating killer Minecraft mods in Java... simple, reliable, full-color instructions for doing everything you really want to do. Here's a small sample of what you'll learn: Set up your Minecraft server and mod development tools Master Java basics every Minecraft modder needs to know Read, write, store, and change information throughout your mod Build mods that can make decisions and respond to player actions Understand object-oriented programming and the objects you can program in Minecraft Handle errors without crashing Minecraft Use threads to create mobs that can do many things at once

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Customize your mobs, and build on existing objects to write new mods
Spawn new mobs, find hidden mobs, and make one mob ride another
Dig holes and build structures
Create projectile weapons and potion effects
Learn Java programming while enhancing your favorite game
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Appendix A Visit This Book's Website

Teach yourself the fun art of crochet! In this follow-up guide to Crochet Stitches and Easy Projects, Leisure Arts presents 19 additional stitches for the beginning crocheter. Make a doll-size afghan, a half-circle rug, and a textured pillow.

DIVE Enjoy this beginner's guide that takes you by the hand like a personal instructor and teaches you how to knit./div

In understanding methodologies and agile project management, we look at the different techniques in which you can successfully develop management

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skills. As you know, it is quite important to adopt a multifaceted approach when it comes to management, to get your job done in a facile manner. Agile methodology is a multifaceted approach that finds its application in many different fields and can be considered an umbrella concept. Right from engineering to IT to business management, there are many areas where one can effectively apply the ideologies of agile management. Once you go through the book, you will understand how easy it is for you to adopt and utilize it to enhance your business. The agile management technique focuses on four main aspects, namely - effective communication with clients/parties, delivering a work application, collaborating with clients and changing up the scope of work. All of these need to be controlled and managed in order to enhance productivity. That is exactly where this book comes into play. In the course of this book, you will learn how to: Understanding the iterative learning process Learning about the agile software development techniques The scope of management Meaning and features of agile manifesto Dynamic system development model and its applications The phases of the Atern project Understanding of the scrum theory Sprint reviews and sprint retrospectives Service designs and transitions Service operations Lean development principles Operational level management techniques Steps to

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enhance focus Agile management basically focuses on enhancing communication within the organizational structure to ensure that you remain with free flowing ideologies. It is a good way to increase your productivity while managing your work environment. The book focuses on understanding each and every element by breaking it down to the simplest form. The concepts are explained in such a way that they allow you to implement them in your work life. You can go through the concepts in detail to understand each and every aspect of it. There is no limit to its application and you can mold it into any shape or form of your choice. You can pass a copy of the book to all your employees so that they can understand what it takes to partake in agile management of business. You can also consider holding a seminar or a book reading session where everybody can interpret their ideologies in their own way. Using the information provided in the book, you can implement agile management in your day-to-day life; whether it is work or personal life. So what are you waiting for - start reading right away! Buy your copy today!

Do you want to develop a skill that will ensure you never go jobless again? Have you always wanted to learn how to program but could never afford those ridiculously expensive courses? Developers and programmers are amongst the highest paid professions in the world, and according to the US

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Bureau of Labor Statistics, the number of jobs for software and app developers will increase by a shocking 24% in the next few years. In 2019, the tech industry posted 4.6 million job openings in the US job market, and their direct economic output was estimated at 1.9 trillion dollars. There's no doubt that the IT industry is the future, and software, web, and app developers are and will be the most coveted professionals for many years to come. But here's the shock you may not have seen coming: the IT industry has a backdoor--you only need to know how to open it in order to jump straight on that cash wagon. The key to that door is JavaScript, a programming language that has withstood the test of time and has become one of the most used languages. You might have heard about some of the companies that use JavaScript: Netflix, Google, Microsoft, eBay, Facebook, Uber, PayPal... The list goes on and on. Being proficient in JavaScript will basically ensure that you never run out of job options. As with pursuing any new concept, learning how to program can be intimidating, especially for beginners. Even though JavaScript is incredibly beginner-friendly, it's still complex enough for you to need a guide to lead you through the process of mastering it.

The knitting pattern writer and founder of BomBella shares her love of bold colors with these colorwork techniques for sweaters, socks, blankets and more.

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In Beginner's Guide to Colorwork Knitting, knit designer Ella Austin teaches all the techniques necessary to start knitting rich, vibrant and colorful patterns. Choose from brightly colored stripy socks and work your way up to a patterned beanie hat and even a stunning fair isle sweater. This easy to follow guide pairs projects with each new technique, building from Stripes to Slipped Stitches, Stranded Colorwork, Intarsia, Double Knitting, Modular Knitting, and Entrelac. Projects include blankets, scarves, shawls, bags, mitts, cushions, and more. Even if you can only knit and purl, this book will have you making gorgeous colorwork knits before you know it!

Do you work on projects that require an Agile approach? Would your project benefit from increased control and better customer satisfaction? This book will help you achieve it! When delivering a project the overall values of trust and flexibility, along with empowerment and collaboration are essential. Agile Project Management helps you achieve this with its unique approach, helping you to deliver the project's requirements incrementally throughout the project life cycle. In this book, *Agile Project Management: The Ultimate Expert Guide to Learn Agile Project Management*, you will build on any previous knowledge of the system you have, with chapters on:

- How Agile will improve your ability to deliver
- The values and principles that Agile extols

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How you can plan your project • The advantages that time-boxing will give you • How you can adapt Agile to your business • Introducing Kanban and the benefits it can bring • The key to successful teams • And more... When you have a project that is vitally important to the success of your business it makes complete sense to be at the top of your game with what you are doing. Agile Project Management is the perfect tool that will help you to satisfy all your customers' needs at every stage. Get a copy and see how it will improve your ability to deliver!

Get wrapped up in *The Absolute Beginners Guide: Making Wire Jewelry*, the fourth book in the successful Absolute Beginners Guide series. This user-friendly wireworking primer takes readers through the basics of wire types, tools, findings and more. Then it's on to progressive, fun-to-make projects designed to teach fundamental techniques and build confidence every step of the way.

Wireworkers will learn how to open and close jump rings, make head pins and earring wires, create wire spirals, wrap, coil, and more! Variations for each project give readers the chance to experiment with many techniques. Aspiring wireworkers will learn, practice, and reinforce skills with a rewarding result: fun, wearable wire 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

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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.

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know about the Arduino Programming. It is definitely worth the money and the time you spend. By the time you read the last page of this book, you will have become a talented Arduino Programmer.

Overall, this book will be a treasure for you. What you'll learn from this book? What is Arduino? What is Microcontroller? How many type of Arduino? How many type of Microcontroller? How many parts of Arduino Uno board? How create Arduino Projects? What is Arduino Programming? Why learn in this Arduino books? How use in this Arduino books for beginners? What is the Arduino IDE? Which programming language is used in Arduino? How do you power an Arduino? 10 Arduino Programming and more explain in arduino, arduino for dummies, arduino programming, arduino projects for dummies, arduino project handbook, arduino cookbook, arduino robotics, arduino books, arduino projects, arduino projects book, arduino programming books Take Action Today and Learn Arduino... Click the "Buy Now" button above for instant access.

Boost your performance with improved project management tactics Project Management ToolBox: Tools and Techniques for the Practicing Project Manager, Second Edition offers a succinct explanation of when, where, and how to use project management resources to enhance your work. With updated content that reflects key advances in the project management field, including planning,

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implementation, control, cost, and scheduling, this revised text offers added material that covers relevant topics, such as agility, change management, governance, reporting, and risk management. This comprehensive resource provides a contemporary set of tools, explaining each tool's purpose and intention, development, customization and variations, and benefits and disadvantages. Additionally, examples, tips, and milestone checks guide you through the application of these tools, helping you practically apply the information you learn. Effective project management can support a company in increasing market share, improving the quality of products, and enhancing customer service. With so many aspects of project management changing as the business world continues to evolve, it is critical that you stay up to date on the latest topics in this field. Explore emerging topics within the world of project management, keeping up to date on the latest, most relevant subject areas Leverage templates, exercises, and PowerPoint presentations to enhance your project management skills Discuss tips, reporting, implementation, documentation, and other essentials of the project management field Consider how project management fits into various industries, including technology, construction, healthcare, and product development Project Management ToolBox: Tools and Techniques for the Practicing Project

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Manager, Second Edition is an essential resource for experienced project managers and project management students alike.

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