Laptop Computer Buying Guide 2013

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The one-stop resource for understanding the Australian tax system, from the experts at Taxpayers Australia The complete guide to understanding the Australian tax system, The Taxpayers' Guide 2013-2014 is packed with tax-savings strategies and helpful advice presented in a clear, easy-to-follow style that makes it essential reading for all taxpayers seeking information and tools to ensure they pay exactly what they owe…and not a cent more. Revised and updated for the 2013-2014 tax year, the book brings together almost a century of expertise from Taxpayers Australia in one comprehensive volume. Now in its 25th edition, The Taxpayers' Guide is an informative, practical resource that answers even the most complicated tax problems in a well-

organized, readily accessible format. Expansive in its coverage, the book addresses income tax rates, deductions for individuals and contractors, superannuation, capital gains, investment property, planning for retirement, investments, small business issues, trusts, payroll taxes, and much more. Fully revised and updated for the 2013-2014 tax year Easy to follow and comprehensive in scope, with coverage of everything from retirement to trusts Filled with invaluable information, excellent advice, and practical strategies for understanding the tax system and maximizing rebates, The Taxpayers' Guide 2013-2014 is the all-new edition of Taxpayers Australia's trusted tax guide.

There's no place like home! Ready to say goodbye to your landlord? With help from Nolo's Essential Guide to Buying Your First Home, you'll not only find the right house for you, you'll have fun doing it. Learn how to: research the local market and listings choose a house, condo, co-op, or townhouse create a realistic budget qualify for a loan you can truly afford borrow a down payment from friends or family protect yourself with inspections and insurance, and negotiate and close the deal successfully. You'll find insights from 15 real estate professionals—agents, attorneys, mortgage specialists, a home inspector, and more. It's like having a team of experts by your side! Plus, read real-life stories of over 20 first-time homebuyers. Download the Homebuyer's Toolkit Dozens of customizable forms that will help you find your dream home, crunch the numbers, interview real estate professionals, inspect the house thoroughly, and more—more details inside.

Master PC installation, configuration, repair, maintenance, and networking and fully prepare for the CompTIA A+ 220-801 and 220-802 exams This unique tutorial and study guide teaches the fundamentals of computer desktop and laptop installation, configuration, maintenance, and

networking with thorough instruction built on the CompTIA A+ 220-801 and 220-802 exam objectives. Learn all the skills you need to become a certified professional and customer-friendly technician using today's tools and technologies. Every chapter opens with focused learning objectives and lists the exam objectives covered in that chapter. To meet the learning objectives, each chapter includes detailed figures, helpful Tech Tips, explanations of key terms, step-by-step instruction, and complete coverage of every topic. At the end of every chapter are comprehensive assessment tools, including a summary, review questions, labs, activities, and exam tips. Covers Both 2012 A+ Exams: A+ 220-801: • PC Hardware • Networking • Laptops • Printers • Operational Procedures A+ 220-802 • Operating Systems • Security • Mobile Devices • Troubleshooting Learn more quickly and thoroughly with all these study and review tools: Learning Objectives provide the goals for each chapter Practical Tech Tips give real-world PC repair knowledge Soft Skills information and activities in each chapter cover all the tools and skills you need to become a professional, customer-friendly technician in every category Review Questions, including true/false, multiple choice, matching, fill-in-the-blank, and open-ended questions, assess your knowledge of the learning objectives More than 125 Lab Exercises enable you to link theory to practical experience Key Terms identify exam words and phrases associated with each topic Detailed Glossary clearly defines every key term Critical Thinking Activities in every chapter take you beyond the facts to complete comprehension of topics Chapter Summary provides a recap of key concepts See Special Offer in Back of Book to save 70% on the CompTIA A+ Cert Guide, Deluxe Edition, Premium Edition eBook and Practice Test Do you know anyone who does not own a mobile device? Consumers use mobile devices not only for communicating

but for shopping as well. Searching for product information, inquiring about services, comparing prices, and purchasing make-up are just some of the shopping functions done on mobile devices. How does this change how firms do business? What are the differences between desktop computer shoppers and mobile device shoppers? Moreover, are firms prepared to do business in this changing environment? The purpose of this book is to answer questions concerning the benefits of mobile commerce and its commonalities and contrasts with electronic commerce. Electronic commerce is still viable and we examine its validity along with mobile commerce. Mobile commerce is not electronic commerce, and we discuss the differences, as well as how one can enhance the other. Consumers use both electronic commerce and mobile commerce, as well as offline shopping, on their path to purchase in total omnichannel environment-using all channels. We integrate the opportunities and challenges to bring an idea of the future of marketing with an emphasis on both mobile and electronic commerce, into digital commerce.

The most up-to-date and accurate market intelligence for superior investment decisions—from the world's premier financial index! Standard & Poor's 500 Guide, 2013 Edition, contains hard-to-find data and analysis on the bluest of blue chip stocks—from Abbot Labs and GE to Microsoft and Yahoo! Comprehensive and fully updated information—from year-to-year stock values to overall company performance—make this the only resource you need to optimize your investment performance. Standard & Poor's provides the respected Standard & Poor's ratings and stock rankings, advisory services, data guides, and several closely watched and widely reported gauges of stock market activity.

Fix your own computer—without becoming a technical expert! This book is the fastest way to save money on computer

repairs, avoid unnecessary frustration, and keep using perfectly good equipment instead of throwing it away! Even if you're completely non-technical, you'll learn how to get the job done, one incredibly clear and easy step at a time. Computer repair and maintenance has never, ever been this simple! ¿ Who knew how simple fixing your computer could be? ¿ This is the easiest, most practical beginner's guide to fixing your own computer… simple, reliable instructions and crystal-clear pictures that show you exactly how to do it yourself! Here's a small sample of what you'll learn: •¿¿ Maintain your computer so it's less likely to break in the first place •¿¿ Perform simple "ounce of prevention" tasks now, so it's easier to fix problems later •¿¿ Learn simple troubleshooting techniques for figuring out what's wrong •¿¿ Find the right tools (you might already have them!) •¿¿ Buy the right parts without spending more than you have to •¿¿ Fix aggravating Windows startup problems •¿¿ Smoothly recover from PC crashes •¿¿ Perform basic hardware repairs or upgrades at home, often in minutes •¿¿ Install a new hard disk, CD/DVD drive, or Blu-ray drive •¿¿ Speed up your computer by adding memory or upgrading its processor •¿¿ Troubleshoot and fix network and Internet connection problems •¿¿ And much more… ¿ Paul McFedries is a full-time technical writer and passionate computer tinkerer. He has authored more than 80 computer books that have sold more than 4 million copies. His recent titles include My Office 2013 RT, Windows 8 In Depth, Microsoft Windows 7 Unleashed, Microsoft Home Server 2011 Unleashed, and Tweak It and Freak It: A Killer Guide to Making Windows Run Your Way. He is also proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the English language. ¿
If you have plenty of life experience, but not as much computer experience, this is your perfect Windows 8 PC

guidebook! Paul McFedries explains all the basics in a friendly, relaxed tone that makes you feel at home, without ever patronizing you. Larger print and clear zoomed-in images help you quickly find what you're looking for, and get to the point immediately. Planning to buy a new computer? McFedries' easy, up-to-date Buyer's Guide will help you choose the right equipment at the right price. Already have your new computer? You'll find dozens of simple tips, tricks, and shortcuts for every aspect of living with it. Step by step, McFedries shows you how to easily organize and manage all your digital photos, music, and movies. You'll learn great new ways to work, learn, and play online… how to safely use Facebook and other social networks… and how to keep your computer secure and private. McFedries even teaches simple PC troubleshooting skills that could someday save you hundreds of dollars in repair costs! Why should kids have all the fun? Paul McFedries, president of Logophilia Limited, is a technical writer, passionate computer tinkerer, and Windows expert. He has authored or co-authored more than 70 computer books, selling more than 4 million copies worldwide. His most recent books include Using iPhone, Using the Microsoft Office Web Apps, My Office 2013 RT, and Windows 8 In Depth. He also runs wordspy.com, a website that tracks new words and phrases entering the English language. Provides information on wireless networking, covering such topics as 802.11 standards, hotspots, and setting up a wireless network.

Computer Concepts Illustrated is designed to help students learn and retain the most relevant and essential information about computers and technology in today's digital world! This edition has been revised to cover the latest important computing trends and skills, but maintains the pedagogical and streamlined design

elements that instructors and students know and love about the Illustrated Series. New for this edition, make the most of Computer Concepts Illustrated with the all-in-one CourseMate digital solution complete with a media-rich ebook, interactive quizzes and activities, and the Engagement Tracker for hassle-free, automatic grading! Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This authoritative book has supported thousands of distance learners, providing accessible support and friendly advice for their studies. This essential guide provides practical help for anyone who is embarking on a distance learning course. Ideal for those who have not previously studied at a distance or for students returning to study after a break, it covers fundamental issues such as motivation, goal-setting, time management and coping strategies. The fourth edition includes: • How to understand the distance learning experience and what your institution expects of its distance learners • The practicalities of learning at a distance, including how to get support when you need it • Updated information on the use of new technologies in distance learning, including mobile learning • Tips and advice on doing a research project at a distance • Coverage of key study skills including reading and note-making, completing written assignments, developing critical analysis skills and avoiding plagiarism • Support for international students in understanding how to make the most of studying remotely at a UK Higher Education institution Hallmark features of this book are the comments and

advice offered by students and tutors sharing their own experiences of distance learning. It also includes comprehensive self-study activities that highlight the element of active learning that is crucial to successful studying at a distance. Studying at a Distance, 4th edition is a key resource for undergraduates and postgraduates in all open and distance learning or e-learning courses.

Addresses questions and problems particular to laptops, especially those involving security, networking, and coordinating the laptop with a desktop.

Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be

available in the ebook version.
Answer your questions and maximise returns with this easy-to-follow tax guide The Taxpayers Guide 2014 – 2015: 26th Edition is the complete guide to understanding the Australian tax system. Packed with tax-saving strategies and helpful advice, this clear, easy-to-follow guide is essential reading for taxpayers wanting to pay what they owe, but not a cent more. You'll find invaluable information, excellent advice and practical strategies for maximising returns, fully revised and updated for the 2014 – 2015 tax year. With handy reference tools like tax tables, rebates and offsets at your fingertips, you'll be able to solve both complex and everyday tax problems quickly and easily. This book brings together almost a century of expertise from Taxpayers Australia in one comprehensive volume. Taxpayers Australia is a not-for-profit educational organisation dedicated to educating taxpayers on issues relating to tax and superannuation. This guide is the organisation's one-stop resource for understanding the tax system, providing plain-English guidance toward saving money and avoiding common traps. Comprehensively indexed and organised for easy navigation, the book provides the answers and insight you need in order to: Understand income tax rates and deductions for individuals and contractors Simplify superannuation and planning for retirement Decipher capital gains, investments and trusts Solve small business issues and straighten out payroll taxes Australia's complex tax system presents many opportunities to miss out on savings. This

comprehensive tax resource clarifies complicated guidelines and laws to help you sort out what you really owe. If you're tired of overpaying but wary of questionable advice, look to one of Australia's most trusted tax guides—The Taxpayers Guide 2014 – 2015. First Published in 1990. Routledge is an imprint of Taylor & Francis, an informa company.

Lawyering skills are increasingly part of undergraduate law degrees as well essential elements in the postgraduate vocational law courses, the LPC and the BVC. This fully updated third edition continues to bring together the theory and practice of these skills in an accessible and practical context. The authors draw on their vast experience of law in practice to develop the core skills taught on both undergraduate and postgraduate courses. Skills covered include: written communication mediation information technology opinion writing drafting advocacy interviewing negotiation legal research. Each chapter uses diagrams, boxes, lists and flow charts to further explain and develop each skill and ends with a further reading section. A Practical Guide to Lawyering Skills is essential reading for all undergraduate and vocational law students seeking to develop the necessary skills to work successfully with law in the twenty-first century.

Retirement is a time of opportunity. Without the routine demands of working life, new ambitions can be realized and experiences enjoyed. Yet with so much to consider, people are often unsure how best to plan for their future. Furthermore, with rising retirement ages, the closure of many final salary pension schemes, poor annuity rates

and uncertainty regarding universal benefits, the scope for concern and confusion is even greater. The Good Retirement Guide is essential reading for all those looking forward to making the most of their retirement, and offers clear and concise suggestions and advice on a broad range of retirement-related subjects, including finance (investments, pensions, annuities, benefits and tax), housing, health, holidays, starting a business and looking after elderly parents.

Health Informatics (HI) focuses on the application of Information Technology (IT) to the field of medicine to improve individual and population healthcare delivery, education and research. This extensively updated fifth edition reflects the current knowledge in Health Informatics and provides learning objectives, key points, case studies and references.

Explaining how going green can pay for itself, Green Computing: Tools and Techniques for Saving Energy, Money, and Resources ties the green agenda in IT to the broader corporate agenda in risk management, brand management, and reputation management. Written by a leading author in the IT field, this authoritative reference provides easy access to quotable budget justifications that readers can use to place IT stakeholders on the same page for this new agenda that can save valuable resources and the planet. Bringing together everything IT professionals need to know about green computing, the book embodies a new philosophy on how to deploy IT devices, software, and services in a way that makes people more effective with fewer resources. It presents helpful tips on how to maximize energy savings as well

as how to present information gradually to allow peers and stakeholders to absorb it. The book's comprehensive coverage includes various types of hardware and software, including the changes currently happening, underlying trends, products currently on the market, and what to expect—or, in some cases, what organizations should ask for—from suppliers in the future. On the hardware side, the book considers tablet computers—examining the iPad® and Android®-based tablets. On the software side, it examines the general trend toward cloud computing. It provides important examples of this rapidly emerging trend as well as guidance on how to use the cloud to make software available and to store large amounts of data. Demonstrating the savings and increased business resiliency that can result from green computing, this book offers C-suite executives, senior IT management, project managers, suppliers, and market analysts with the tools required to understand why you need to act, how to act, what to buy, when to do it, and who should act. The Insider's Guide to the Colleges has been, for 39 years, the most relied-upon resource for high school students looking for honest reports on colleges from their fellow students. Having interviewed hundreds of their peers on more than 330 campuses and by getting the inside scoop on everything from the nightlife and professors to the newest dorms and wildest student organizations, the reporters at the Yale Daily News have created the most candid college guide available. In addition to the wellrounded profiles, this edition has been updated to include: • Essential statistics for every

school, from acceptance rates to popular majors • A "College Finder" to help students zero in on the perfect school • All new FYI sections with student opinions and outrageous off-the-cuff advice The Insider's Guide to the Colleges cuts through the glossy brochures to uncover the things that matter most to students, and by staying on top of trends, it gives both students and parents the straightforward information they need to choose the school that's right for them.

A guide to fixing a personal computer covers such topics as troubleshooting, purchasing the right parts, fixing startup problems, performing basic hardware repairs and upgrades, installing a new hard disk, and adding memory.

For over fifty years, The Official Blackbook Price Guide to United States Coins has been the bestselling sourcebook for collectors. Filled with the most current values and the latest market reports, this updated edition has all the information you need to become a knowledgeable coin collector. Features Include: •Over 18,000 prices •Values for every U.S. coin ever minted •An updated market review that traces current trends in collecting and investing •Hundreds of coin illustrations and a fast-find index for easy identification •Extensive information on buying, selling, and grading coins at auction, online, and through the mail

The Only Official Guide to the #1 Personal Finance Software Filled with insider tips and expert techniques, Quicken 2013: The Official Guide shows you how to manage your finances and assets with confidence. Discover the most efficient and effective methods for

tracking your income, expenses, savings, transactions, investments, and so much more. Fully endorsed by Intuit, makers of Quicken, this official guide saves you time and money by revealing how to maximize all of the software's powerful capabilities—including new features and hidden gems. You'll get professional advice along with information about online resources to assist you in reducing debt, making sound financial decisions, and planning for a secure future. Customize Quicken for your preferences Track income, expenses, and cash flow Set up Online Account Services Automate transactions and tasks Analyze banking activity with snapshots, reports, and graphs Reconcile checking, savings, and credit card accounts Take advantage of the budgeting and debt reduction tools Track investments and optimize your portfolio Monitor assets and loans Manage household records Save money and plan for retirement Simplify tax preparation and maximize deductions NOTE: The name of the exam has changed from IT Fundamentals to IT Fundamentals+ (ITF+). However, the FC0-U61 exam objectives are exactly the same. After the book was printed with IT Fundamentals in the title, CompTIA changed the name to IT Fundamentals+ (ITF+). We have corrected the title to IT Fundamentals+ (ITF+) in subsequent book printings, but earlier printings that were sold may still show IT Fundamentals in the title. Please rest assured that the book content is 100% the same. The ultimate study guide for the essential entry-level IT cert! The CompTIA IT Fundamentals Study Guide: Exam FC0-U61, Second Edition is your ideal companion for comprehensive exam preparation.

Covering 100 percent of the latest exam objectives, this book contains everything you need to know to pass with flying colors—the first time! Clear, concise language breaks down fundamental IT concepts to help you truly grasp important concepts, and practical examples illustrate how each new skill is applied in real-world situations. You'll learn your way around hardware and software, conduct installations, and connect to networks to get a workstation up and running smoothly; you'll also develop the knowledge base needed to identify compatibility and security issues, mitigate risks, and conduct all-important preventative maintenance that keeps the end-user problem-free. The CompTIA IT Fundamentals certification validates your skills as a systems support specialist, and gets your foot in the door to a successful IT career. This book is your ultimate preparation resource, with expert guidance backed by online tools to take your preparation to the next level! Master 100 percent of Exam FC0-U61 objectives Learn real-world applications and practical on-the-job skills Know what to expect with exam highlights and review questions Access online study tools including flashcards, chapter tests, a practice exam, and more! The IT department is instrumental in keeping any organization on its feet. As support staff, you will be called upon to assess and repair common problems, set up and configure workstations, address individual issues, and much more. If you decide to continue on to more advanced IT positions, the CompTIA IT Fundamentals certification is a great springboard; if you're ready to launch your career, the CompTIA IT Fundamentals

Study Guide offers complete, practical prep to help you face the exam with confidence.

Discusses the concept of "going green" and the many different ways to live a green lifestyle, including reducing energy use, buying food locally, and engaging in responsible tourism.

Microsoft Office 2013: IntroductoryCengage Learning Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Nerdy Nurse's Guide to Technology provides the tools nurses need to improve their practices, further their careers, and solidify themselves as assets to their employers. Written with humor and easily digestible sections of information, this reference guide supplies nurses with the practical application tools they need to embrace technology and be successful.

Most health professionals have to use computers - at least some of the time. Frequently, those computers are

personal computers -the generic name for the ones that are variously known as 'IBM compatible' or 'IBM clones' or just PCs. This separates them out from certain other makes such as the Apple Macintosh, the Amstrad dedicated word processor, the Atari, Amiga and a number of others. This book is about PCs. When you need information about your computer when you are busy, you don't want to have to wade through piles of manuals to find what you need. You often need a fairly straightforward piece of information - now. Computers can be infuriating. When they are up and running properly, they can save time and help you to be more productive. When something goes wrong, they can be extremely frustrating. Once you have called in someone else to fix your problem, it is often apparent that the answer to your problem was only a few keystrokes away. This book aims at supplying you with small chunks of information that can aid your productivity, get you out of awkward corners and help you to become more at home with your Pc. It has been my experience - as a health care lecturer and as a regular com puter user - that you need to develop a certain baseline of confidence in working with them.

Bring your computer literacy course back to the BASICS. COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online - everything students need to pass the IC3 exam, and

finish the course as confident computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Now readers can effectively prepare for success with the IC3 (Internet and Computing Core Certification program) with IC3 INTERNET AND COMPUTING CORE CERTIFICATION GUIDE USING MICROSOFT WINDOWS 7 AND MICROSOFT OFFICE 2013. The IC3 global training and certification program proves users are equipped with computer skills to excel in a digital world. It shows users are capable of using of computer technology ranging from basic hardware and software to operating systems, applications, and the Internet. These skills position readers to advance their careers through additional computer certifications, such as CompTIA's A+ and similar exams. Today, more than ever, computers and Internet skills are prerequisites for employment and higher education. Employers and universities now understand that exposure to computers does not equal understanding computers. This book provides the knowledge and skills that a functional user of computer hardware, software, networks, and the Internet needs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Lab Manual is a valuable tool designed to enhance your lab experience. Lab activities, objectives, materials lists, step-by-step procedures, illustrations, and review questions are commonly found in a Lab Manual. Important Notice: Media content referenced within the

product description or the product text may not be available in the ebook version.

This book is for marketers (from newbies to CMO level) who want to learn why and how to use mobile marketing to engage and convert consumers. A Beginner's Guide to Mobile Marketing will teach you about the exploding opportunities that mobile marketing offers and why it is so important to embrace it in your integrated marketing strategy. Cell phones are no longer just for calling people. Based on the latest trends in consumer behavior on mobiles, the authors introduce ways that marketers can use smartphone popularity to reach people with tactics like mobile apps, mobile web, social media, mobile advertising and more. Exercises are included to ensure that the reader understands the material as well as how to apply it in the real world. Lawyerand's Desk Book is an extraordinary guide that you canand't afford to be without. Used by over 150,000 attorneys and legal professionals, this must-have reference supplies you with instant, authoritative legal answers, without exorbitant research fees. Packed with current, critical information, Lawyerand's Desk Book includes: Practical guidance on virtually any legal matter you might encounter: real estate transactions, trusts, divorce law, securities, mergers and acquisitions, computer law, tax planning, credit and collections, employer-employee relations, personal injury, and more - over 75 key legal areas in all! Quick answers to your legal questions, without having to search stacks of material, or wade through pages of verbiage. Key citations of crucial court cases, rulings, references, code sections, and more. More than 1500 pages of concise, practical, insightful information. No fluff, no filler. Just the facts you need to know. The Lawyer's Desk Book, 2016 Edition incorporates recent court decisions, legislation, and administrative rulings.

Federal statutes and revised sentencing guides covered in this edition reflect a growing interest in preventing terrorism, punishing terror-related crimes, and promoting greater uniformity of sentencing. There is also new material on intellectual property law, on legislation stemming from corporate scandals, such as the Sarbanes- Oxley Act, and on legislation to cut individual and corporate tax rates, such as the Jobs and Growth Tax Relief Reconciliation Act. Chapters are in sections on areas including business planning and litigation, contract and property law, and law office issues. The advent of Amazon s Kindle in 2007 allowed millions of writers to make the leap from paper to the electronic screen. Several eReader competitors recently joined the ring, introducing products such as the Apple iPad, Barnes & Noble Nook, the updated Sony Reader, and Samsung Papyrus. The publishing world is experiencing a revolution with these electronic readers and you can catch up to speed by learning the ins and outs of publishing with this low-cost, high-profit publisher. The Complete Guide to Writing & Publishing Your First eBook is a guide for anyone who s dreamt about becoming a published author and is intrigued by the profitable new prospect of ePublishing but didn t know where to start. EBook sales hovered around $500 million at the end of 2009, and are steadily climbing. If you re passionate about writing and using new technology to market yourself and your work, this book will explain how you can do what you love and increase your earning potential. Start off with understanding what an eBook is and the differences between traditional and digital publishing, and the benefits involved. You will identify and learn the details of more than 15 eReaders, including the three top-selling: Kindle, Nook, and Sony Reader. You will employ the basics of analyzing your audience, brainstorming, writing, editing, and marketing according to the type of eReader. You will learn the process of getting your book

published, how to change or alter the format or style of your book to match the necessities of the eReader, and how to optimize the format of any text for e-reading. We spent dozens of hours interviewing writers who are experts in the art of digital publishing to provide a complete overview of everything you need to know about publishing your eBook. Not only will you learn how to upload your work through an eReader, you will also hone your writing skills with tips, writing exercises, and writing resources. You will learn how to target your book to the right demographic and what you can do to promote your book in online inventories. You will learn the basics of viral marketing promotion, SEO, and building a business with digital publications. You will learn how to work with your eReader to produce innovative content, and you will learn how to monitor for updates to the electronic publishing industry. No matter what your goals are, you can start publishing from your home with eReader technology Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest ENHANCED COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED. This all-in-one book makes the computer concepts and skills your students need to know easily accessible. Key application skills are clearly demonstrated using the user-friendly two-page spread found in the popular Microsoft Office 2013 Illustrated Introductory, First Course. Today's most up-to-date technology developments and concepts are clarified using the distinctive step-by-step approach from the Computer Concepts Illustrated Brief book. This edition highlights updated Office 365 content with Integrated Applications Projects and a Student Success Guide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.
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