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Communicating Effectively For Dummies Marty Brounstein, 2011-03-16 A friendly guide that teaches you effective methods of communication to avoid common conflicts and make your voice heard in the office Communicating Effectively For Dummies shows you how to get your point across at work and interact productively with bosses and coworkers Applying your knowledge and skill to your job is the easy part working well with others is often the hard part This helpful guide lets you maximize your personal interactions even when resolving conflicts dealing with customers or giving difficult presentations Whether you're the CEO of a major corporation a small business owner or a team manager effective and clear communication is imperative to your success From keeping your listener engaged to learning to become a better listener Communicating Effectively For Dummies offers all the strategies tips and advice you need to Learn how to become an active listener

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SQL For Dummies Allen G. Taylor, 2003-10-13 Many database management system DBMS tools run on a variety of hardware platforms The differences among the tools can be many but all serious products have one thing in common They support data access and manipulation in SQL the industry standard language specifically designed to enable people to create and manage databases If you know SQL you can build relational databases and get useful information out of them Relational database management systems are vital to many organizations People often think that creating and maintaining these systems are extremely complex activities the domain of database gurus who possess enlightenment beyond that of ordinary mortals Well *SQL For Dummies* 5th Edition sweeps away the database mystique Written in easy to understand terms and updated with the latest information on SQL this handy reference shows you step by step how to make your database designs a reality using SQL 2003 But you don't have to be a database newbie to find value in *SQL For Dummies* 5th Edition even if you have some experience designing and creating databases you may discover a few things you didn't know about Here's just a sampling of some of the things you'll find covered in *SQL For Dummies* 5th Edition Exploring relational database and SQL fundamentals Building and maintaining a simple database structure Building a multiple relational database Manipulating database data Examining SQL nuts and bolts values expressions operators and queries Providing database security and protecting your data Exploring ODBC and JDBC and using SQL with XML Moving beyond the basics cursors persistent stored modules and error handling Top Ten lists on common SQL mistakes and retrieval tips Plain and simply databases are the best tools ever invented for keeping track of the things you care about After you understand databases and can use SQL to make them do your bidding you wield tremendous power *SQL For Dummies* 5th Edition can get you well on your way to harnessing the power of databases

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programming that's okay If you can work with some basic tools such as pliers a screwdriver and a cutting knife have a computer and know your way around it and want to make a robot you're in the right place *Robot Building For Dummies* walks you through building your very own little metal assistant from a kit dressing it up giving it a brain programming it to do things and even making it talk In this hands on guide that's illustrated with step by step instructions and written in plain English you get an overview of robotics and the tools technology and skills you need to become a robot builder You'll discover The various approaches to robot building such as building from scratch or starting with a kit The mechanical parts of a robot and how they fit together The components of an efficient workspace and how to set one up Programming basics you need to enter and download commands into your robot How to add a controller which lets you download software programs to your robot Using an editor program to connect to your robot The importance of preparing the parts of a robot kit and then assembling the chassis wheels and sensor whiskers The fun of making your robot functional by adding motion detection light sensors and more How to troubleshoot common problems and fix them to save your robot's life Along the way you'll gather tidbits about robot history enthusiasts groups a list of parts suppliers and all important safety tips As an added bonus *Robot Building For Dummies* comes with rebates for your robot building kit no more waiting grab your copy and start building your robot today

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