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Touch Typing Made SimpleThe EpilepsiesThe Witching HourPrinciplesSteve JobsTouch Typing in 10 HoursZoom-TypeStory-Based Inquiry: A Manual for Investigative JournalistsEverything I Never Told YouThe 4-Hour Work WeekJust MercyTyping Lessons for BeginnersTypewriter And Computer Typing (Both English And Hindi Medium)Naval Training BulletinCooking for GeeksHow Will You Measure Your Life? (Harvard Business Review Classics)The ABCs of KeyboardingThe Wisdom of CrowdsWhy We SleepTen Types of InnovationMadame Fourcade's Secret WarThe RSA Typing and Word Processing BookIntroduction to ProbabilityThe 2-Hour Job SearchThe Book ThiefThe Life-Changing Magic of Tidying UpTyping for BeginnersWindows 10Efficient R ProgrammingSams Teach Yourself Shell Programming in 24 HoursContinuous Ambulatory Peritoneal DialysisTouch Typing in Ten LessonsTouch Typing In Ten HoursIncrease Your Typing Speed TremendouslyiGenHow to Type FastThe Years That Matter MostTouch Typing in 10 HoursThe First 20 HoursGhost Boys

Touch Typing Made Simple

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NEW YORK TIMES BESTSELLER • The little-known true story of Marie-Madeleine Fourcade, the woman who headed the largest spy network in occupied France during World War II, from the bestselling author of *Citizens of London* and *Last Hope Island* “Brava to Lynne Olson for a biography that should challenge any outdated assumptions about who deserves to be called a hero.”—*The Washington Post* **NAMED ONE OF THE BEST BOOKS OF THE YEAR BY NPR AND THE WASHINGTON POST** In 1941 a thirty-one-year-old Frenchwoman, a young mother born to privilege and known for her beauty and glamour, became the leader of a vast intelligence organization—the only woman to serve as a *chef de résistance* during the war. Strong-willed, independent, and a lifelong rebel against her country’s conservative, patriarchal society, Marie-Madeleine Fourcade was temperamentally made for the job. Her group’s name was Alliance, but the Gestapo dubbed it Noah’s Ark because its agents used the names of animals as their aliases. The name Marie-Madeleine chose for herself was Hedgehog: a tough little animal, unthreatening in appearance, that, as a colleague of hers put it, “even a lion would hesitate to bite.” No other French spy network lasted as long or supplied as much crucial intelligence—including providing American and British military commanders with a 55-foot-long map of the beaches and roads on which the Allies would land on D-Day—as Alliance. The Gestapo pursued them relentlessly, capturing, torturing, and executing hundreds of its three thousand agents, including Fourcade’s own lover and many of her key spies. Although Fourcade, the mother of two young children, moved her headquarters every few

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weeks, constantly changing her hair color, clothing, and identity, she was captured twice by the Nazis. Both times she managed to escape—once by slipping naked through the bars of her jail cell—and continued to hold her network together even as it repeatedly threatened to crumble around her. Now, in this dramatic account of the war that split France in two and forced its people to live side by side with their hated German occupiers, Lynne Olson tells the fascinating story of a woman who stood up for her nation, her fellow citizens, and herself. “Fast-paced and impressively researched . . . Olson writes with verve and a historian’s authority. . . . With this gripping tale, Lynne Olson pays [Marie-Madeleine Fourcade] what history has so far denied her. France, slow to confront the stain of Vichy, would do well to finally honor a fighter most of us would want in our foxhole.”—The New York Times Book Review

The Epilepsies

"Microsoft's last Windows version, the April 2018 Update, is a glorious Santa sack full of new features and refinements. What's still not included, though, is a single page of printed instructions. Fortunately, David Pogue is back to help you make sense of it all--with humor, authority, and 500 illustrations."--Page 4 of cover.

The Witching Hour

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#1 New York Times Bestseller “SignificantThe book is both instructive and surprisingly moving.” —The New York Times Ray Dalio, one of the world’s most successful investors and entrepreneurs, shares the unconventional principles that he’s developed, refined, and used over the past forty years to create unique results in both life and business—and which any person or organization can adopt to help achieve their goals. In 1975, Ray Dalio founded an investment firm, Bridgewater Associates, out of his two-bedroom apartment in New York City. Forty years later, Bridgewater has made more money for its clients than any other hedge fund in history and grown into the fifth most important private company in the United States, according to Fortune magazine. Dalio himself has been named to Time magazine’s list of the 100 most influential people in the world. Along the way, Dalio discovered a set of unique principles that have led to Bridgewater’s exceptionally effective culture, which he describes as “an idea meritocracy that strives to achieve meaningful work and meaningful relationships through radical transparency.” It is these principles, and not anything special about Dalio—who grew up an ordinary kid in a middle-class Long Island neighborhood—that he believes are the reason behind his success. In Principles, Dalio shares what he’s learned over the course of his remarkable career. He argues that life, management, economics, and investing can all be systemized into rules and understood like machines. The book’s hundreds of practical lessons, which are built around his cornerstones of “radical truth” and “radical transparency,” include Dalio laying out the most effective ways for individuals and organizations to make

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decisions, approach challenges, and build strong teams. He also describes the innovative tools the firm uses to bring an idea meritocracy to life, such as creating “baseball cards” for all employees that distill their strengths and weaknesses, and employing computerized decision-making systems to make believability-weighted decisions. While the book brims with novel ideas for organizations and institutions, Principles also offers a clear, straightforward approach to decision-making that Dalio believes anyone can apply, no matter what they’re seeking to achieve. Here, from a man who has been called both “the Steve Jobs of investing” and “the philosopher king of the financial universe” (CIO magazine), is a rare opportunity to gain proven advice unlike anything you’ll find in the conventional business press.

Principles

A heartbreaking and powerful story about a black boy killed by a police officer, drawing connections through history, from award-winning author Jewell Parker Rhodes. An instant New York Times bestsellerAn instant IndieBound bestsellerThe #1 Kids' Indie Next PickA Walter Award winner Only the living can make the world better. Live and make it better. Twelve-year-old Jerome is shot by a police officer who mistakes his toy gun for a real threat. As a ghost, he observes the devastation that's been unleashed on his family and community in the wake of what they see as an unjust and brutal killing. Soon Jerome meets another ghost: Emmett Till, a boy from a very different time but similar circumstances. Emmett helps Jerome

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process what has happened, on a journey towards recognizing how historical racism may have led to the events that ended his life. Jerome also meets Sarah, the daughter of the police officer, who grapples with her father's actions. Once again Jewell Parker Rhodes deftly weaves historical and socio-political layers into a gripping and poignant story about how children and families face the complexities of today's world, and how one boy grows to understand American blackness in the aftermath of his own death.

Steve Jobs

A clear manual that gives information on specialized topics like types of letters, tabulations, & addressing envelopes.

Touch Typing in 10 Hours

A new, updated and expanded edition of this New York Times bestseller on how to reconstruct your life so it's not all about work Forget the old concept of retirement and the rest of the deferred-life plan - there is no need to wait and every reason not to, especially in unpredictable economic times. Whether your dream is escaping the rat race, experiencing high-end world travel, earning a monthly five-figure income with zero management, or just living more and working less, this

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book is the blueprint. This step-by step guide to luxury lifestyle design teaches: * How Tim went from \$40,000 dollars per year and 80 hours per week to \$40,000 per MONTH and 4 hours per week * How to outsource your life to overseas virtual assistants for \$5 per hour and do whatever you want * How blue-chip escape artists travel the world without quitting their jobs * How to eliminate 50% of your work in 48 hours using the principles of a forgotten Italian economist * How to trade a long-haul career for short work bursts and frequent 'mini-retirements'. This new updated and expanded edition includes: More than 50 practical tips and case studies from readers (including families) who have doubled their income, overcome common sticking points, and reinvented themselves using the original book as a starting point * Real-world templates you can copy for eliminating email, negotiating with bosses and clients, or getting a private chef for less than £5 a meal * How lifestyle design principles can be suited to unpredictable economic times * The latest tools and tricks, as well as high-tech shortcuts, for living like a diplomat or millionaire without being either.

Zoom-Type

Presents recipes ranging in difficulty with the science and technology-minded cook in mind, providing the science behind cooking, the physiology of taste, and the techniques of molecular gastronomy.

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Story-Based Inquiry: A Manual for Investigative Journalists

"Most people use computers today, but how many of us can type? Learning to touch type with Ann Dobson's method takes only 10 hours. You will reap the benefit for a lifetime, whether you are using a keyboard at work or at home. The easy-to-use lessons are divided into manageable 1 hour blocks and there are plenty of exercises to consolidate what you have learned. And touch typing is a skill that can make you money as well as saving you time" -- back cover.

Everything I Never Told You

There are many excellent R resources for visualization, data science, and package development. Hundreds of scattered vignettes, web pages, and forums explain how to use R in particular domains. But little has been written on how to simply make R work effectively—until now. This hands-on book teaches novices and experienced R users how to write efficient R code. Drawing on years of experience teaching R courses, authors Colin Gillespie and Robin Lovelace provide practical advice on a range of topics—from optimizing the set-up of RStudio to leveraging C++—that make this book a useful addition to any R user's bookshelf. Academics, business users, and programmers from a wide range of backgrounds stand to benefit from the guidance in *Efficient R Programming*. Get advice for setting up an

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R programming environment Explore general programming concepts and R coding techniques Understand the ingredients of an efficient R workflow Learn how to efficiently read and write data in R Dive into data carpentry—the vital skill for cleaning raw data Optimize your code with profiling, standard tricks, and other methods Determine your hardware capabilities for handling R computation Maximize the benefits of collaborative R programming Accelerate your transition from R hacker to R programmer

The 4-Hour Work Week

The Epilepsies: Seizures, Syndromes and Management is the latest work from one of the world's leading experts and offers an exhaustive account of the classification and management of epileptic disorders. In thirteen chapters, Dr Panayiotopoulos gives clear and didactic guidance on the diagnosis, treatment and ongoing management of the full spectrum of epileptic syndromes with an insight and perception that only he can bring to the subject. This text is published in full colour throughout and is complemented by a pharmacopoeia and CD ROM with patient video-EEGs. An attractive, clear page layout and the accompanying supplementary material help the reader to easily identify the key components of each disorder, syndrome and seizure. Drawing on the author's outstanding collection of video-EEGs the accompanying CD ROM is cross-referenced within the text thus providing the reader with both a clinical and visual description of the various epileptic

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disorders and further aiding diagnosis.

Just Mercy

"Sleep is one of the most important but least understood aspects of our life, wellness, and longevity An explosion of scientific discoveries in the last twenty years has shed new light on this fundamental aspect of our lives. Now neuroscientist and sleep expert Matthew Walker gives us a new understanding of the vital importance of sleep and dreaming"--Amazon.com.

Typing Lessons for Beginners

"Lydia is dead. But they don't know this yet. So begins the story of this exquisite debut novel, about a Chinese American family living in 1970s small-town Ohio. Lydia is the favorite child of Marilyn and James Lee; their middle daughter, a girl who inherited her mother's bright blue eyes and her father's jet-black hair. Her parents are determined that Lydia will fulfill the dreams they were unable to pursue-in Marilyn's case that her daughter become a doctor rather than a homemaker, in James's case that Lydia be popular at school, a girl with a busy social life and the center of every party. When Lydia's body is found in the local lake, the delicate balancing act that has been keeping the Lee family together

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tumbles into chaos, forcing them to confront the long-kept secrets that have been slowly pulling them apart. James, consumed by guilt, sets out on a reckless path that may destroy his marriage. Marilyn, devastated and vengeful, is determined to find a responsible party, no matter what the cost. Lydia's older brother, Nathan, is certain that the neighborhood bad boy Jack is somehow involved. But it's the youngest of the family-Hannah-who observes far more than anyone realizes and who may be the only one who knows the truth about what happened. A profoundly moving story of family, history, and the meaning of home, *Everything I Never Told You* is both a gripping page-turner and a sensitive family portrait, exploring the divisions between cultures and the rifts within a family, and uncovering the ways in which mothers and daughters, fathers and sons, and husbands and wives struggle, all their lives, to understand one another"--

Typewriter And Computer Typing (Both English And Hindi Medium)

Draws on more than forty interviews with Steve Jobs, as well as interviews with family members, friends, competitors, and colleagues to offer a look at the co-founder and leading creative force behind the Apple computer company.

Naval Training Bulletin

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In the spring of 2010, Harvard Business School's graduating class asked HBS professor Clay Christensen to address them—but not on how to apply his principles and thinking to their post-HBS careers. The students wanted to know how to apply his wisdom to their personal lives. He shared with them a set of guidelines that have helped him find meaning in his own life, which led to this now-classic article. Although Christensen's thinking is rooted in his deep religious faith, these are strategies anyone can use. Since 1922, Harvard Business Review has been a leading source of breakthrough ideas in management practice. The Harvard Business Review Classics series now offers you the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

Cooking for Geeks

A basic typing hand book using the self-teaching, learn-at-your-own-speed methods of one of New York's most successful business schools. Includes simplified step-by-step instructions to teach you skilled use of the entire typewriter keyboard.

How Will You Measure Your Life? (Harvard Business Review Classics)

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Innovation principles to bring about meaningful and sustainable growth in your organization Using a list of more than 2,000 successful innovations, including Cirque du Soleil, early IBM mainframes, the Ford Model-T, and many more, the authors applied a proprietary algorithm and determined ten meaningful groupings—the Ten Types of Innovation—that provided insight into innovation. The Ten Types of Innovation explores these insights to diagnose patterns of innovation within industries, to identify innovation opportunities, and to evaluate how firms are performing against competitors. The framework has proven to be one of the most enduring and useful ways to start thinking about transformation. Details how you can use these innovation principles to bring about meaningful—and sustainable—growth within your organization Author Larry Keeley is a world renowned speaker, innovation consultant, and president and co-founder of Doblin, the innovation practice of Monitor Group; BusinessWeek named Keeley one of seven Innovation Gurus who are changing the field The Ten Types of Innovation concept has influenced thousands of executives and companies around the world since its discovery in 1998. The Ten Types of Innovation is the first book explaining how to implement it.

The ABCs of Keyboarding

The #1 New York Times bestselling guide to decluttering your home and the inspiration for the hit Netflix show Tidying Up with Marie Kondo. Despite constant

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efforts to declutter your home, do papers still accumulate like snowdrifts and clothes pile up like a tangled mess of noodles? Japanese cleaning consultant Marie Kondo takes tidying to a whole new level, promising that if you properly simplify and organize your home once, you'll never have to do it again. Most methods advocate a room-by-room or little-by-little approach, which doom you to pick away at your piles of stuff forever. The KonMari Method, with its revolutionary category-by-category system, leads to lasting results. In fact, none of Kondo's clients have lapsed (and she still has a three-month waiting list). With detailed guidance for determining which items in your house "spark joy" (and which don't), this international bestseller featuring Tokyo's newest lifestyle phenomenon will help you clear your clutter and enjoy the unique magic of a tidy home—and the calm, motivated mindset it can inspire.

The Wisdom of Crowds

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new

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are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In *The First 20 Hours*, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches:

- Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better.
- Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first.
- Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice.
- Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve.

Whether you want to paint a portrait, launch a

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start-up, fly an airplane, or juggle flaming chainsaws, The First 20 Hours will help you pick up the basics of any skill in record time . . . and have more fun along the way.

Why We Sleep

Featuring an easy-to-learn method to touch type, this edition includes how to use Microsoft Word 2007 to best advantage.

Ten Types of Innovation

From the author of the extraordinary Vampire Chronicles comes a huge, hypnotic novel of witchcraft and the occult through four centuries. Demonstrating, once again, her gift for spellbinding storytelling and the creation of legend, Anne Rice makes real for us a great dynasty of witches--a family given to poetry and to incest, to murder and to philosophy; a family that, over the ages, is itself haunted by a powerful, dangerous, and seductive being. On the veranda of a great New Orleans house, now faded, a mute and fragile woman sits rocking . . . and The Witching Hour begins. It begins in our time with a rescue at sea. Rowan Mayfair, a beautiful woman, a brilliant practitioner of neurosurgery--aware that she has special powers but unaware that she comes from an ancient line of witches--finds

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the drowned body of a man off the coast of California and brings him to life. He is Michael Curry, who was born in New Orleans and orphaned in childhood by fire on Christmas Eve, who pulled himself up from poverty, and who now, in his brief interval of death, has acquired a sensory power that mystifies and frightens him. As these two, fiercely drawn to each other, fall in love and--in passionate alliance--set out to solve the mystery of her past and his unwelcome gift, the novel moves backward and forward in time from today's New Orleans and San Francisco to long-ago Amsterdam and a château in the France of Louis XIV. An intricate tale of evil unfolds--an evil unleashed in seventeenth-century Scotland, where the first "witch," Suzanne of the Mayfair, conjures up the spirit she names Lasher . . . a creation that spells her own destruction and torments each of her descendants in turn. From the coffee plantations of Port au Prince, where the great Mayfair fortune is made and the legacy of their dark power is almost destroyed, to Civil War New Orleans, as Julien--the clan's only male to be endowed with occult powers--provides for the dynasty its foothold in America, the dark, luminous story encompasses dramas of seduction and death, episodes of tenderness and healing. And always--through peril and escape, tension and release--there swirl around us the echoes of eternal war: innocence versus the corruption of the spirit, sanity against madness, life against death. With a dreamlike power, the novel draws us, through circuitous, twilight paths, to the present and Rowan's increasingly inspired and risky moves in the merciless game that binds her to her heritage. And in New Orleans, on Christmas Eve, this strangest of family sagas is brought to its startling

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climax.

Madame Fourcade's Secret War

The 10th-anniversary edition of the No. 1 international bestseller and modern classic beloved by millions of readers **HERE IS A SMALL FACT - YOU ARE GOING TO DIE 1939**. Nazi Germany. The country is holding its breath. Death has never been busier. Liesel, a nine-year-old girl, is living with a foster family on Himmel Street. Her parents have been taken away to a concentration camp. Liesel steals books. This is her story and the story of the inhabitants of her street when the bombs begin to fall. **SOME IMPORTANT INFORMATION - THIS NOVEL IS NARRATED BY DEATH** The 10th-anniversary edition features pages of bonus content, including marked-up manuscript pages, original sketches, and pages from the author's writing notebook.

The RSA Typing and Word Processing Book

In this fascinating book, New Yorker business columnist James Surowiecki explores a deceptively simple idea: Large groups of people are smarter than an elite few, no matter how brilliant—better at solving problems, fostering innovation, coming to wise decisions, even predicting the future. With boundless erudition and in

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delightfully clear prose, Surowiecki ranges across fields as diverse as popular culture, psychology, ant biology, behavioral economics, artificial intelligence, military history, and politics to show how this simple idea offers important lessons for how we live our lives, select our leaders, run our companies, and think about our world.

Introduction to Probability

"With this book you can learn to touch type and 10 hours at a fraction of the cost of the course." Most people use computers today, but how many of us can type? Learning to touch type with this method takes only 10 hours. You will reap the benefits for a lifetime, whether you are using a keyboard at work or at home. The easy-to-use lessons are provided into manageable one-hour blocks and there are plenty of exercises to consolidate what you have learned. And touch-typing is a skill that can make you money as well as saving you time.

The 2-Hour Job Search

Suitable for people learning typing and word-processing at school, college, work or home, this book is published in association with the RSA Examinations Board and prepares students for NVQs through an emphasis on work-related integrated

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activities. A corresponding tutor's pack is also available. The practice material and exam-style tasks allow for student autonomy which prepares them for the workplace. The book speeds up and maintains interest during the learning process by combining keyboard skills with the learning of new techniques such as letter layout.

The Book Thief

Learn how to develop powerful and robust shell scripts in order to get the most out of your Unix/Linux system.

The Life-Changing Magic of Tidying Up

Alphabet based typing manual for individuals learning the English alphabet and language

Typing for Beginners

Developed from celebrated Harvard statistics lectures, Introduction to Probability provides essential language and tools for understanding statistics, randomness, and uncertainty. The book explores a wide variety of applications and examples,

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ranging from coincidences and paradoxes to Google PageRank and Markov chain Monte Carlo (MCMC). Additional

Windows 10

Efficient R Programming

For more than a generation haemodialysis has been the principal method of treating patients with both acute and chronic renal failure. Initially, developments and improvements in the system were highly technical and relevant to only a relatively small number of specialists in nephrology. More recently, as advances in therapy have demonstrated the value of haemofiltration in the intensive therapy unit and haemoperfusion for certain types of poisoning, the basic principles of haemodialysis have been perceived as important in many areas of clinical practice. In this volume, the potential advantages of bicarbonate haemo dialysis are objectively assessed, the technical and clinical aspects of both haemofiltration and haemoperfusion discussed and the continuing problems associated with such extra corporeal circuits analysed. All the chapters have been written by recognized experts in their field. The increasing availability of highly technical facilities for appropriately selected patients should ensure that the information contained in the

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book is relevant not only to nephrologists but to all practising clinicians. ABOUT THE EDITOR Dr Graeme R. D. Catto is Professor in Medicine and Therapeutics at the University of Aberdeen and Honorary Consultant Physician/Nephrologist to the Grampian Health Board. His current interest in transplant immunology was stimulated as a Harkness Fellow at Harvard Medical School and the Peter Bent Brighton Hospital, Boston, USA. He is a member of many medical societies including the Association of Physicians of Great Britain and Ireland, the Renal Association and the Transplantation Society.

Sams Teach Yourself Shell Programming in 24 Hours

Continuous Ambulatory Peritoneal Dialysis

A job-search manual that gives career seekers a systematic, tech-savvy formula to efficiently and effectively target potential employers and secure the essential first interview. The 2-Hour Job Search shows job-seekers how to work smarter (and faster) to secure first interviews. Through a prescriptive approach, Dalton explains how to wade through the Internet's sea of information and create a job-search system that relies on mainstream technology such as Excel, Google, LinkedIn, and alumni databases to create a list of target employers, contact them, and then

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secure an interview—with only two hours of effort. Avoiding vague tips like “leverage your contacts,” Dalton tells job-hunters exactly what to do and how to do it. This empowering book focuses on the critical middle phase of the job search and helps readers bring organization to what is all too often an ineffectual and frustrating process.

Touch Typing in Ten Lessons

* This book useful to who wants to learn keyboard typing without seeing the keyboard * Today computer and internet used by each and every one. but most of them struggle to type characters. They search every characters while typing. It will take more time to finish single page of document. So i plan to teach the typing method in proper manner* If you are follow the lesson and practice in your home or office 30 minutes per day I assure you. definetly you will become a master of keyboard typing. This is my aim who purchase this book they will become a good in typing master in keyboard* If you practiced all the lessons, once again start from lesson1 to end of the lesson You will see your keyboard fingering mistakes are reduced * Practice makes a man perfect.So continuously practice it, to become a master of keys.* I assure you. If you complete the lessons properly then you love the keys while typing

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Touch Typing In Ten Hours

Do you want to learn how to type fast? Do you want to learn how to write faster and complete your book, essay, or script in half the time? Wait no longer! It's time to save time, boost productivity, and double your typing speed. This book is neatly organized and will introduce you to the 7 keystones to success. The keystones are the key to learning how to type like a pro. No longer will you have to use the inconvenient 'hunt-and-peck' approach. Here is what you'll learn: - How to set goals - How to choose the right keyboard - How to apply good ergonomics - How to touch type - How to identify and fix bad habits - How to write books 2x faster - Typing for beginners and experts - 35 typing tips and techniques - Enhance your touch typing skills for a lifetime - And much more Unlike the other guides out there, this book is full of quality material that is often left out in other guides. As an author with 10 years of typing experience, an average typing speed of 128 words per minute, and a volunteer at Typeracer.com, you can be assured you are learning from a reliable source. Additionally, many tips and techniques have been gathered from some of the top typists in the world and various typing forums, all compiled and presented in an easy-to-read chapter. It doesn't matter if you can type 10 words per minute or 100, there will be value in this book for you. Think about this: If you are currently 30 years of age and type at 80 wpm for 2 hours a day 5 days a week until you are 60 years of age, and assuming you type at 40 wpm, you will have saved 325 days of your life. 325 days of your life. If you are

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younger than 30 or continue typing past the age of 60, even better. Imagine what you could do with all that extra time. Spend more time building your business, bonding with your family and friends and traveling the world. The list is endless. The earlier you learn, the better, but it's never too late. Finally, 3 bonus chapters have been included: 10 answers to questions I'm asked most frequently, how to make money by typing, and a case study on how I went from typing 0 - 125 words per minute and you can too. About the Author Brandon Nankivell was born in the Barossa Valley, South Australia. He is currently pursuing a Bachelor of Information Technology at the University of South Australia and became the Junior World Unicycle Champion in 2010. His debut book 'How to Type Fast: Save Time, Boost Productivity, and Double Your Typing Speed' spawned from his passion for typing and shows readers how they can save hours of their life by learning to type properly. He is an active volunteer at Typeracer.com and types at an average rate of 128 words per minute. YOU'LL WISH YOU HAD LEARNED TO TYPE FASTER EARLIER Scroll up and grab your copy today!

Increase Your Typing Speed Tremendously

As seen in Time, USA TODAY, The Atlantic, The Wall Street Journal, and on CBS This Morning, BBC, PBS, CNN, and NPR, iGen is crucial reading to understand how the children, teens, and young adults born in the mid-1990s and later are vastly different from their Millennial predecessors, and from any other generation. With

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generational divides wider than ever, parents, educators, and employers have an urgent need to understand today's rising generation of teens and young adults. Born in the mid-1990s up to the mid-2000s, iGen is the first generation to spend their entire adolescence in the age of the smartphone. With social media and texting replacing other activities, iGen spends less time with their friends in person—perhaps contributing to their unprecedented levels of anxiety, depression, and loneliness. But technology is not the only thing that makes iGen distinct from every generation before them; they are also different in how they spend their time, how they behave, and in their attitudes toward religion, sexuality, and politics. They socialize in completely new ways, reject once sacred social taboos, and want different things from their lives and careers. More than previous generations, they are obsessed with safety, focused on tolerance, and have no patience for inequality. With the first members of iGen just graduating from college, we all need to understand them: friends and family need to look out for them; businesses must figure out how to recruit them and sell to them; colleges and universities must know how to educate and guide them. And members of iGen also need to understand themselves as they communicate with their elders and explain their views to their older peers. Because where iGen goes, so goes our nation—and the world.

iGen

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Do you need to learn how to type in a hurry? Or do you just need a refresher course to practice with and tone up your skills? This is the shortest typing course that covers all of the fundamental skills of touch typing. This classic handbook, which has literally taught more than a million people the basics of typing, can teach you to type too. Touch Typing in 10 Lessons starts by teaching you the basic combinations for fingering the keyboard, and then helps you master the entire alphabet. Once you've learned the alphabet, the book jumps right into capitals, punctuation, and numbers. Learning the keyboard is just the beginning. The book will teach you how to set up professional business letters and tricks to help you get the most out of your typewriter (or word processor). There are dozens of drills that will help you develop the accuracy and speed you need in school and at the office. Finally, there are practice tests that will help you get over fears concerning typing tests and that will build up your speed on the keyboard. Book jacket.

How to Type Fast

#1 NEW YORK TIMES BESTSELLER • NOW A MAJOR MOTION PICTURE STARRING MICHAEL B. JORDAN AND JAMIE FOXX • A powerful true story about the potential for mercy to redeem us, and a clarion call to fix our broken system of justice—from one of the most brilliant and influential lawyers of our time. “[Bryan Stevenson’s] dedication to fighting for justice and equality has inspired me and many others and made a lasting impact on our country.”—John Legend NAMED ONE OF THE MOST

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INFLUENTIAL BOOKS OF THE DECADE BY CNN • Named One of the Best Books of the Year by The New York Times • The Washington Post • The Boston Globe • The Seattle Times • Esquire • Time

Bryan Stevenson was a young lawyer when he founded the Equal Justice Initiative, a legal practice dedicated to defending those most desperate and in need: the poor, the wrongly condemned, and women and children trapped in the farthest reaches of our criminal justice system. One of his first cases was that of Walter McMillian, a young man who was sentenced to die for a notorious murder he insisted he didn't commit. The case drew Bryan into a tangle of conspiracy, political machination, and legal brinksmanship—and transformed his understanding of mercy and justice forever. *Just Mercy* is at once an unforgettable account of an idealistic, gifted young lawyer's coming of age, a moving window into the lives of those he has defended, and an inspiring argument for compassion in the pursuit of true justice. Winner of the Carnegie Medal for Excellence in Nonfiction • Winner of the NAACP Image Award for Nonfiction • Winner of a Books for a Better Life Award • Finalist for the Los Angeles Times Book Prize • Finalist for the Kirkus Reviews Prize • An American Library Association Notable Book

"Every bit as moving as *To Kill a Mockingbird*, and in some ways more so . . . a searing indictment of American criminal justice and a stirring testament to the salvation that fighting for the vulnerable sometimes yields."—David Cole, *The New York Review of Books* "Searing, moving . . . Bryan Stevenson may, indeed, be America's Mandela."—Nicholas Kristof, *The New York Times* "You don't have to read too long to start cheering for this man. . . . The

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message of this book . . . is that evil can be overcome, a difference can be made. Just Mercy will make you upset and it will make you hopeful.”—Ted Conover, The New York Times Book Review “Inspiring . . . a work of style, substance and clarity . . . Stevenson is not only a great lawyer, he’s also a gifted writer and storyteller.”—The Washington Post “As deeply moving, poignant and powerful a book as has been, and maybe ever can be, written about the death penalty.”—The Financial Times “Brilliant.”—The Philadelphia Inquirer

The Years That Matter Most

Teach yourself how to type in 5 days instead of wasting all year on it. Zoom-Type is a revolutionary breakthrough in teaching touch-typing FAST by using the right brain. 100s of quick snapshots and a musical finger march get you seeing, saying, and tapping the correct keys with the correct fingers in just 5 days (each session lasts 5 minutes). For ages 4 to 94. Totally portable-no computer necessary. This is the only right-brain typing course on the market. You'll be speed-typing while students trying other programs are still just getting started. Most computer-based programs designed to teach typing are still in the dark ages, pedagogically. The brain learns best by pictures. This typing course is unique in 3 ways: (1) Spaced repetition-five-minute lessons, several times a day! Away with hour-long drudgery! Rapid-fire quick imprints of the autonomic nervous system gets the job done. (2) Right brain-uses the picture side of the brain, not just the left side as other typing

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methods do. With Zoom-Type, you subconsciously learn where the letters LIVE, not just what they ARE. (3) Splintered skills-you learn each skill separately, in small increments, and then when you put them together all the brain has to do is jump the synapses between the already acquired mini-skills. The brain is tricked into thinking the whole task is super EASY. THIS VERSION IS ONLY THE PAPERBACK BOOK. IT IS POSSIBLE TO LEARN THIS PROGRAM WITH ONLY THIS BOOK, BUT USING THE AUDIO FILES IS HIGHLY RECOMMENDED. Contact Homeschool How-Tos at HOMESCHOOLHOWTOS.COM to order those MP-3 files for immediate download via WeTransfer.com after you received this book.

Touch Typing in 10 Hours

Come along. Follow me on my journey. This is a true story of my life as a 100+ words per minute speedster. After struggling to type 35 to 45 words per minute, I developed a technique that transformed me into a 100+ words per minute speedster. Since then, I've been clocked as high as 110+ words per minute. Go on this journey with me to Washington, D.C., Baltimore, New Jersey and New York as you read my story. And learn how to become a typing speedster. Here is an excerpt..After sitting down, she went over the information the receptionist had taken from me and asked me other questions as she took notes. She asked me what type of work I was interested in. I told her I was interested in working as a word processor. The next question she asked, as usual was, "How fast do you

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type?" I told her, "Approximately 100 words per minute." Maybe it's because I am a male; maybe because of other reasons. I don't know. But the look she gave me was as if to say, "Sure you can!" And I can jump over the moon!" I didn't say anything because by now, ever since I had acquired the ability of typing 100+ words per minute, I had become used to this type of reaction from individuals who interviewed me at employment agencies and elsewhere. She was not the first person to give me that expression. She asked me to sit at the typewriter to take a 5 minute typing test. I could tell by her manner that she still did not believe I typed 100 words per minute. She didn't act maliciously or anything. She only seemed a little irritated with me for coming in and wasting her time. She set the timing clock and told me to begin typing. I began typing, thinking to myself, "I am going to love this." The bell went off indicating my time was up. She came over, took the paper on which I had typed, went to her desk and proceeded to check my typing for errors, etc. I will never forget the look on her face and how quickly her attitude towards me changed after she finished grading that paper. She became all bubbly. She wanted to send me to this company. She wanted to send me to that company. She told me that there were numerous companies to which she would like to send me. I had become a commodity to her. She called her co-worker over and told her co-worker about me. It turns out that I had typed a total of 110 words per minute. They told me they had never run into anyone who typed that fast. Keep in mind, this was an employment agency, located just outside of New York city. A place where secretaries, word processors and other typists trek practically every day of

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the year looking for work and taking typing tests. I would like to add that a lot of the individuals who frequent these agencies are professional secretaries in between jobs. Others, like myself, work as temporary employees because of the flexibility it offers as to when and where to work. But my point is a lot of them have great skills. Some don't. But a lot of them do. And for those counselors to tell me that I was the fastest typist they had ever seen was a feather in my cap. I had walked into that agency an obscure individual. By the time I left I was the talk of the office. As I left, I said to myself, "I knew I was going to love this," smiled slightly and went on my way.

The First 20 Hours

“Indelible and extraordinary.”—Tara Westover, author of *Educated: A Memoir*, *New York Times Book Review* The best-selling author of *How Children Succeed* returns with a powerful, mind-changing inquiry into higher education in the United States Does college still work? Is the system designed just to protect the privileged and leave everyone else behind? Or can a college education today provide real opportunity to young Americans seeking to improve their station in life? *The Years That Matter Most* tells the stories of students trying to find their way, with hope, joy, and frustration, through the application process and into college. Drawing on new research, the book reveals how the landscape of higher education has shifted in recent decades and exposes the hidden truths of how the system works and

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whom it works for. And it introduces us to the people who really make higher education go: admissions directors trying to balance the class and balance the budget, College Board officials scrambling to defend the SAT in the face of mounting evidence that it favors the wealthy, researchers working to unlock the mysteries of the college-student brain, and educators trying to transform potential dropouts into successful graduates. With insight, humor, and passion, Paul Tough takes readers on a journey from Ivy League seminar rooms to community college welding shops, from giant public flagship universities to tiny experimental storefront colleges. Whether you are facing your own decision about college or simply care about the American promise of social mobility, *The Years That Matter Most* will change the way you think—not just about higher education, but about the nation itself.

Ghost Boys

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