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David D. Busch

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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 Robot Building For Dummies Roger Arrick, Nancy Stevenson, 2011-05-09 Always wanted to build a robot but didn t know where to start This user friendly guide shows what robots can do how they work and more Ready to enter the world of robotics Then this book is for you If you don t know much about electronics high tech tools or

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