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Ever since Google services were introduced to the market some few years back, they have constantly undergone various changes that sometimes make it

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difficult for people to catch up, especially beginners. Recognizing this fact, this guide is written to walk you through any hurdle you way encounter while using the most powerful electronic

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communication tool ever,
Gmail. You will learn the
basics of using Gmail from
the scratch -set up process-
to becoming a pro -email for
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author employs a simple and
easy-to-understand approach

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to explain ambiguous email terminologies. Key points are highlighted in bold fonts for easy visibility. Details are arranged in a step-by-step manner. As a bonus, you will also learn how to use other Gmail

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apps and embedded firmware and get examples using various development platforms—including iOS and Android for app developers and embedded platforms for product designers and hardware engineers.

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Understand how data is organized and transferred by BLE devices Explore BLE's concepts, key limitations, and network topology Dig into the protocol stack to grasp how and why BLE operates Learn how BLE

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Valley startup expert Steve Blank, co-creator with Eric Ries of the "Lean Startup" movement and tested and refined by him for more than a decade. This 608-page how-to guide includes over 100 charts, graphs, and

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to arouse enthusiasm among
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Dale Carnegie (1888-1955)

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Holzner writes and edits technology books from her home in central New York state. Her recent publications include books on Intuit QuickBase and Zoho. Nancy has also worked as a medievalist, a high school teacher, and a corporate trainer.

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endlessly and the workday feels like a race to react to other people's priorities faster, frazzled and distracted has become our default position. But what if the exhaustion of constant busyness wasn't mandatory? What if you could step off the hamster wheel

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and start taking control of your time and attention? That's what this book is about. As creators of Google Ventures' renowned "design sprint," Jake and John have helped hundreds of teams solve important problems by changing how they work.

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focus, and time. Now they've packaged the most effective tactics into a four-step daily framework that anyone can use to systematically design their days. Make Time is not a one-size-fits-all formula. Instead, it offers a customizable menu of bite-size

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tips and strategies that can be tailored to individual habits and lifestyles. Make Time isn't about productivity, or checking off more to-dos. Nor does it propose unrealistic solutions like throwing out your smartphone or swearing off social media.

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Three Simple Steps is different. Despite stock market crashes, dot-com busts, and the specter of recession, the author started a virtual company from home, using a few thousand dollars of his savings. A few years later, without ever hiring an employee

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or leaving his home office, he sold it for more than \$100 million. As the economy slipped into another free fall, he did this again with a company in a different field. He accomplished this through no particular genius. Rather, he studied the habits of the many

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successful men and women who preceded him, and developed three simple rules that, if followed diligently, virtually ensure success. Using them first to escape poverty, then to achieve a life of adventures, he finally turned them toward financial

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thinkers and accomplished
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Three Simple Steps isn't a new
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guide to real-life achievement by
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break bad ones, and master the tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't

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want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill

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complex topics into simple behaviors that can be easily applied to daily life and work.

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track when you fall off course; ...and much more. Atomic Habits will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an

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organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal. If you've used any computer, then a Chromebook will be easy enough to use as soon as you

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sometimes confusing set of features in Gmail with an introduction to Inbox and Google Calendar. What's new in the fourth edition? This guide had been rewritten to incorporate

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*changes to Gmail since the
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Inbox by Gmail and Google
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