

HACKING

2016 Computer Hacking
Guide for Beginners

HACKING

LINUX

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HACKING

*2016 Computer Hacking
Guide for Beginners*



JAMES CLARK

Hacking

2017 Computer Hacking Guide for Beginners

Computer Hacking,How to Hack,Basic Security,
Computer Systems

by James Clark

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Introduction

Hacking is a term that means different things to different people. For some, it means a person who pushes a system or device far beyond its limits or adapts it to uses that were not intended.

Do a google search for Kinetic, Microsoft's motion control gaming technology. Seeing the numerous ways this one technology has been hacked to be used for everything from building a virtual dressing room to creating a lightsaber wielding robot arm will illustrate the point perfectly.

On the other hand, the word "hacker" is synonymous with "criminal" in the minds of many. And just as the creative modifier interpretation has plenty of evidence to back it up, there is plenty of evidence to back up the criminal interpretation as well.

Nearly every day we hear of some company or institution getting hacked in some fashion. Whether it is Target or LinkedIn suffering a security breach with thousands of customers' data being compromised or the recent rash of hospitals getting hit with ransomware, there are plenty of reasons why hackers are almost universally seen as the bad guys, or "black hats" – a term borrowed from old black-and-white westerns.

Yet, these are not the only images we have of hackers in the popular consciousness. From movies like *Hackers* in the 1990's and the more recent *Blackhat* to comic books where the character of Oracle regularly helps Batman and others defeat the forces of evil with her extensive hacking skills, hackers are often portrayed as protectors.

These are cultural representations of a new breed of hacker, the "white hat," who uses her knowledge of computers and programming not for personal gain

but to help protect the institutions they work for, and often the public at large from the attacks of their more nefarious black hat counterparts.

With the aforementioned rise in cybercrime has come an increased focus on cybersecurity for individuals and institutions, leading to an ever increasing demand for white hats to head up cyber security and test their own systems to expose weaknesses before they can be exploited.

This guide will provide you a brief overview of the history of hacking, a review of basic cybersecurity procedures, and how to become a white hat.

At the end, you will find a list of resources that will help you find a place to get certified, learn about hacking conventions and understand some of the terminology that we'll be throwing around pretty loosely in this guide.

Chapter 1 – A Brief History of Hacking

Hacking has been around at least since the 1960's when the term was coined in reference to a group of MIT students who spent time modifying their train sets and eventually went on to apply that same mindset to modifying the new computers that were beginning to be available.

Those positive connotations faded when the next decade brought on the rise of the “phreak.” Phreaks were people who hacked the phone system in some way. This brand of hacker got their start when John Draper used a toy whistle to imitate a tone necessary for making long distance calls.

Using this trick, Draper and others like him were able to make free long distance calls. Many went farther and built “blue boxes.” These were devices that nearly anyone could use to hack the phone system. Two of the earliest builders of these blue boxes were none other than Steve Jobs and Steve Wozniak, the founders of Apple Computers.

Hacking didn't strongly gain mainstream awareness until the movie *Wargames* was released. This film featured a high school student who hacked his way into a computer that was tied into all of the military's decision making systems, specifically those governing the launch of nuclear missiles.

Naturally, the main character nearly started World War III.

In the meantime, most real world hackers were busy exploring various electronic systems, curious to see how they worked and what they might be capable of beyond their original design.

These hackers were motivated by a desire to explore the world around them, to dig deep into their systems and play around for the sheer joy of the task.

Unfortunately, they were overshadowed by those who would use the relatively open access of nearly all the computer systems in North America for their own personal gain, such as financial rewards for delivering information, ransoms for not destroying systems are simply prestige with the rest of the hacking community.

Because of this, new laws began to come into effect, criminalizing behavior that had previously been acceptable and putting the brakes on the early golden-age of hacking.

During the 1990's the Internet began to enter the mainstream, and with it, fears of identity and credit card theft, as well as computer viruses that could turn a thousand dollar machine into a useless pile of transistors.

This also marked the first major increase in Information Technology (IT) professionals and departments dedicated not only to making sure that a given institution's computers worked correctly but also to protect them from outside attack.

The black hats struck again with phishing and social engineering scams. If you remember the classic, "I am a Nigerian prince" emails, then you know exactly what these terms mean.

Essentially, an email would be sent outlining a plan by which a given person would be selected to help out said prince (or general) by holding some money in your bank account for a short period of time, after which the person would be granted a substantial reward.

Naturally all that was needed was your account information. It is surprising how many people fell for this simple trick and how many people fall for similar tricks today.

These days, there are a whole host of threats from various kinds of hackers. Malware, spyware, worms and other code designed to cause harm abound. Each

of these can bring down your home computer if you are not careful and even wreak havoc on a better protected corporate system.

The credible white hat will be able to protect his system against most attacks and also simulate attacks on the system, testing to see how far he can penetrate his own employer's hard drives and networks.

Chapter 2 – Cybersecurity Basics

If you are going to hook up any device, whether a desktop computer loaded with 4 terabytes of storage and 32 gigabytes of RAM or a smartphone, it is important to understand certain basic dos and don'ts of cybersecurity.

First and foremost, get some kind of anti-virus software. McAfee and Norton are still the most popular programs on the market. There are better options though, which is a good thing, as McAfee and Norton have both been described as malware by users in the past due to the tendency of those programs to adversely affect the performance of systems they are installed on.

Kaspersky and Avast are both other mainstream anti-virus programs that have a far better reputation for providing quality protection without excessively bogging down your system.

Speaking of bogging things down, there are also your firewall settings to consider. There are numerous security settings within a standard firewall program, ranging from “let everything through” to “stop it all, in fact, just don't even bother putting me online.”

As you can imagine, neither of those extremes is particularly useful. One provides no protection and the other pretty much stops you from getting anything done at all. There will be settings in the middle and even the ability to customize so that you can decide what does and does not get through your system automatically, what you have to give specific permission for, and what does get blocked by default.

Good Practices

Whether you are a system administrator or an individual user, there are certain basic cybersecurity practices you should do and encourage others on the network to practice.

Chief among these is updating your software. No matter how well any piece of software is written, there will always be weaknesses that can be exploited and they are constantly being uncovered by black hats taking advantage of them, in-house white hats whose job it is to find them and independent groups of white hats who regularly test programs and websites as something of a public service.

Once these exploits are uncovered, the relevant company will quickly develop a patch to fix them. Such patches will be delivered via software updates.

These patches are completely useless if you don't regularly update the software. Fortunately, it is simple enough to set up automatic updates to ensure that you are never more than a week behind on the latest patches.

All anti-virus programs also come with the ability to scan for viruses and other vulnerabilities in your system. Yes, the program should stop any viruses from getting onto your servers or individual drives but a hastily given permission or thoughtlessly downloaded bit of malware can still result in holes in your security. A full scan should identify these holes and allow you to eliminate them with little effort.

A system admin should make a habit of reviewing the firewall's logs to see what sort of attacks are being made against the network. Repeated attacks from the

same IP address, on the same area of the network or the same type of attack can be indicative of an attempt to target your network for criminal activity.

It is important to distinguish between actual attempts to hack the network and relatively harmless scans as chasing down every single person who makes an untoward pass at the network is a poor use of limited time and resources.

Be careful what you download and where you download it from. If you see that latest edition of Photoshop for \$5 from a site called Steve's Stupendous Deals, it would be wise to stay away. If a deal seems too good to be true, it almost certainly is.

Even downloading from reputable sites like CNET can be tricky as they like to tack on additional programs to the one you are actually trying to get. While this software may be benign, it will bog down your system and likely come with their own security flaws, opening you up to whole new lines of attack.

Email is a favorite means of attack for hackers. In addition to the infamous Nigerian prince emails mentioned above, black hats will attempt to trick people into downloading a virus by sending an email while posing as someone from your contacts list.

These emails can come with attachments that seem to be a nice family photo but in fact contain software that will compromise your system. More recently, such attacks will not even require that you download an attachment, only that you open the email.

Phishing for your personal financial data has also gotten more sophisticated in recent years as well, with hackers sending emails that purport to be from your bank, Amazon or some other online entity that you regularly do business with

requesting you to verify credit card or account numbers due to a security breach.

Yes, hackers do have a sense of humor while they are getting ready to fleece your savings. They will even include links to very official looking websites that can easily lead a casual observer into thinking they are legitimate.

Look for misspelled words, differences in the logo and other tell tales such as whether or not there is more to the site than the page you are currently on.

Another basic way of protecting your financial data is to make sure that you never do any buying or selling while on a public computer or network. Properly equipped hackers can pick out passwords and other data being transmitted from your device to the network's router.

Having a good password may well be the most obvious security step to take but it is amazing just how many people ignore this. Plenty of people choose something simple like "123456" or "password." These are not clever. What they are is insanely easy to crack.

Do not choose these, or something like "login," or your kids' names, or your favorite hobby. Anyone who knows you and for some reason wants to get into your system will start by guessing these first. Even if no one who knows you tries to crack your password, another hacker might decide to try it and will seek to gather such information from your social media accounts.

If those accounts are open to the public, there will be plenty of information available to develop a list of likely passwords.

There are also hackers who will utilize bot-nets to attack your password, using dedicated logarithms to eventually break through. There are a couple of simple

steps to take to either defeat or at least frustrate such systems. One is to ensure your system will lock out any login attempts after a certain number of tries. The other is to seek to improve the password itself.

Recent studies have shown that following a few simple steps will result in a far more secure password.

- Sixteen characters long
- One number
- One special character
- At least one capital letter
- Begin and end with a letter

Yes, you will definitely need to write these passwords down and keep them in a secure location. But it is definitely worth it as this criteria combines into a format that is difficult for the bot-nets to crack. And as difficult as it may be to believe, if you login at least once a day, eventually, you will remember the password within a couple of weeks.

Naturally, the security of this format is likely to change so be sure to keep up with best practices by following security websites and forums.

Finally, when online, do not click on any pop-ups, no matter how official or enticing they look. Pop-ups are a favorite way for hackers to trick people into downloading various kinds of malicious software.

Chapter 3 – Enter the White Hats

After spending all that time talking about some of the many ways that hackers will attempt to steal your data or that of your employer, you may be a little nervous and paranoid about the term again, having flashbacks to the movie *The Net* in which Sandra Bullock has her identity stolen by malicious hackers.

Remember, not all hackers, not even most, are of this criminal sort. The original usage of the term, applied to people who are engaged in nothing more than pushing various systems to their limit, still obtains for most. The closest thing to a crime most hackers commit is voiding their factory warranties.

Then there are the white hats, hackers who engage in many of the same activities that black hats do but do it with the intent of exposing flaws in cybersecurity and repairing them before they can be exposed by those who would exploit those flaws and cause a great deal of damage in the process.

We'll now spend some time talking about what these white hats actually do, how to become one and what sort of jobs are available once you get certified.

What do they actually do?

White hats are also known as penetration testers. As it turns out, that is actually a very descriptive name as many of them spend their days testing how easy it is to penetrate a given network.

They do this by using the same sort of methods as a criminal hacker. DNS attacks, phishing, social engineering, using bot-nets to crack a password are daily activities for a penetration tester.

Once inside, it is the job of the tester to see how far into the network she can get and what kind of damage she can do. The tester of course is not doing any damage herself, only seeing what would be possible if a less well-intentioned hacker had broken in.

Naturally, the job is not all poking around in the bowels of computer networks. Once the test is complete, a report must be made, outlining any discovered vulnerabilities with recommendations on how to fix them.

Chapter 4 – How to Become a White Hat

There is no clearly defined path for becoming a white hat. Clearly, you should have a love for computers, a passion for security and have the ability to solve problems creatively and perhaps most of all, think like the enemy. However, while there is no step-by-step process, there are certain things that you can do to increase the likelihood of getting hired as an ethical hacker.

A logical first step is to get a cybersecurity degree. This was once merely a part of the broader IT degree but with the growth of cyberwarfare and cybercrime it has become a field unto its own. There are a number of colleges and universities, online and on campus that offer bachelors and masters degrees in this field.

Some, such as Utica College and Lewis University have been recognized by the National Security Agency (NSA) for the quality of their cybersecurity programs. Another option is the National Cyberwatch Center which can help you get a two-year associates degree that will transfer to another college to get a bachelor's degree in another two years.

Finally, there is always the military. The military will provide training, experience and if you live in the United States, money for further education in cybersecurity in the form of the GI Bill.

Beyond getting a degree, there are a number of certifications that are worth getting that will help you get hired. Among the most prominent of these is the Certified Ethical Hacker (CEH) certification given by the International Council of E-commerce Consultants (EC-Council).

The EC-Council's CEH course is an accredited course that teaches students to get into the mind of a hacker, teaching them the five phases of hacking for ethical hackers and using labs that mimic real life scenarios, allowing them to

learn many of the technologies and techniques that real hackers use to accomplish their ends.

There are a number of other courses offered by the EC-Council as well, ranging from two-day certificates like Wireless Safety and Threats and Defense Mechanisms to longer five day certification courses such as the CEH course mentioned above and others like Certified Security Analyst and their highest level certification, Licensed Penetration Tester.

CompTia is also a highly reputable certification organization. They provide study guides and courses for several levels of IT professional, going from the entry level A+ certification, Network admin, and finally to the globally recognized Security+ certification. Their prices are not nearly as affordable as Udemy (more on that below) but they are considerably less than those provided by the EC-Council and are still recognized around the world for the quality and thoroughness of their training.

Other options to consider are certifications from the Information Systems Audit and Control Association (ISACA), the Global Information Assurance Certification (GIAC), and the International Information System Certification Consortium (ISC2). All are highly reputable and recognized world wide and will help you as you begin your career in cybersecurity.

A little investigation will reveal that most of these courses, while highly reputable, are also very expensive. A more affordable option is Udemy, which provides a number of related online courses for \$50 dollars or less. These likely will not get you the best paying jobs, but they will help you get your foot in the door.

You may also have noticed that these certificates and certifications don't take very long. That should be a clear indicator that these are not the equivalent of college courses and will be assuming a certain base level of knowledge before

you even sign up. Which bring us to the other, and most important aspect of becoming a professional white hat – experience.

As we said earlier, there is no defined path towards becoming a white hat. Degrees and certifications will absolutely help you but there is no substitute for having already worked in the cybersecurity world.

In fact, the EC-Council requires that you have two years of security experience before taking their course. So, how do you get that experience without the shiny certifications and certificates propping up your resume?

This is where it really pays to be patient. And also very self-directed. Barring experienced gained through military service, you can earn a basic A+ certification and then search out any IT job that is available, whether it is software engineering, network administrator or even web development.

The important thing is that it is a foot in the door. Once you have gotten a good job in the IT world, work your way into a security related position, earning whatever certifications that are available to you.

Many companies will either provide their own training or offer tuition reimbursement for you to increase your knowledge and skill set. After all, this benefits the company at least as much as it will benefit you.

Attend as many conferences and events such as DEF CON or a local hackathon as you are able so that you can network with other industry professionals. More than one job has been landed simply because of knowing the right person and being in the right place at the right time. Always seek to either move up in your organization or to a more prominent one.

Some of the best cybersecurity conferences for both education and networking are:

DEF CON

– This is the grandfather of cybersecurity conferences. Begun by hacking legend Dark Tangent in 1993 and held every year in Las Vegas, DEF CON is a must to attend at some point in your career as a cybersecurity professional.

It has become a clearing house of ideas and techniques for improving the security of everything from corporate servers to insulin pumps. It doesn't stop there though as there is also a wide range of hardware hacks present as well. No matter your favorite technological hobby, you are sure to find something of interest at DEF CON.

Black Hat –

The name Black Hat is a bit misleading here. Rather than being a gathering of illegal hackers, it is, like its older brother DEF CON, a must attend for cybersecurity professionals.

The conference was also begun by Dark Tangent and is the more corporate friendly version of the older and slightly more well-known convention. This gathering places a lot of emphasis on cybersecurity training.

It also is the place to go to be the first to hear about the latest security vulnerabilities, with a gag put on many presenters for months after the conference so that the vulnerabilities can be fixed before falling into the hands of actual black hats.

Schmooscon –

This is a bit more affordable than some other conferences. But don't worry, you are still getting high quality as the organizers are some of the best hackers in the business (Linux Apache is on their list of

accomplishments) and they make sure they recruit only high quality presenters.

Toorcon –

In addition to being a great convention and a good place to start your career in cybersecurity due to its intimate, 400 attendee maximum, it also takes things beyond the con and organizes camps and world tours, events that are often held in somewhat out of the way, but very interesting locations.

You can also practice your skills on your own. No, I don't mean start trying to crack networks and infect other systems. That would be illegal and could land you in jail, which certainly won't help you get a job. Rather, try to crack your own network. Set up your router and firewalls in different configurations and practice bypassing them.

Add-ons and apps like Firesheep and Droidsheep are free and useful in helping you practice your skills by cracking into your own accounts. Hack this Site will allow you to practice hacking into websites.

Applying your skills in this way will help you refine them and prevent you from forgetting whatever you learn in your courses if it should for some reason take you longer than you would like to land a job in cybersecurity. They will also go a long way to ensuring that you are able to pass any practical tests that are required as part of a company's hiring process.

Equally important is that you never stop learning. Cybersecurity is one of the fastest changing jobs in the world right now, with operating systems constantly developing, new anti-virus programs coming on the market and hackers constantly trying to find new ways to subvert them, you cannot afford to stand still.

Those events and conferences will be invaluable in this, as will keeping up with various tech forums and publications.

Is it worth it?

With all of the time, effort, and money that goes into getting the most sought-after qualifications and in keeping up with such a fluid industry, is it really worth pursuing this as a career?

First, the chances are that if you are considering it already, you need to have love for the work. If you enjoy tinkering with computer systems and spending time immersed in lines and lines of code that would be indecipherable to most mere mortals, then this is definitely for you.

Second, this is a rapidly growing field. That ever growing list of companies and governments that have been the victims of attacks of various kinds has sent the industry scrambling to increase their defenses. This fact is one of the reasons that degrees and certifications are not strictly necessary.

There simply are not enough candidates with those defined qualifications for companies to hire.

This has led to many beginning to break from what has been the norm over the last several decades of requiring some sort of piece of paper before believing that a candidate can do the job.

They are going back to the older method of judging a person based on demonstrated merit and interviews run by people who are already knowledgeable about the job to determine if the candidate has what it takes.

All of that demand also affects wages. The lowest an ethical hacker should expect to make is \$50,000 a year at entry level. After just a few years, a

certified ethical hacker can command upwards of \$100,000. And wages are likely to continue increasing in the years to come.

So yes, if you love working with computers and diving into the code, the hard work and patience needed to be successful as a professional white hat are definitely worth it.

Chapter 5 – Where to work as a White Hat

Any moderately sized company or organization is going to have at least one IT professional on staff. However, if you want to make the kind of money discussed above, you will need to go a little bigger.

Banks, credit firms, department stores, online retailers and even movie studios are all in need of dedicated cybersecurity professionals to keep their data and that of their customers safe from prying eyes.

Software developers are also in need of talent to help develop the next generation of cyber defenses, patching existing software, hunting and killing viruses and developing encryption that will keep the black hats at bay.

Governments make extensive use of ethical hackers as well. The applications here are numerous, from defending government networks from cyberattacks, developing and cracking encryption, attacking terrorist networks and developing new software to gain an advantage on the cyber-battlefield.

Yet another area of interest is computer forensics. Government intelligence agencies and police departments have begun to make more use of hackers to investigate cybercrime and track down the perpetrators.

This more specialized field of ethical hacking requires a private investigator license in some states (if operating independently of a law enforcement agency) and requires a more extensive knowledge of the laws pertaining to cybercrime and how to obtain a search warrant.

Finally, you can always get hired by a private cybersecurity firm. The activities that you would be engaged in would vary from firm to firm but could include any or all of the above.

Chapter 6 – Charitable White Hats

Do ethical hackers really exist? Certainly. Do they exist outside of a defined institution where they get a paycheck for their efforts? In short, are there hackers who use their talents for more charitable causes as well? Naturally, the answer is “yes.”

One of the most notable examples is the Molengeek initiative. Started in Molenbeek, the same neighborhood that spawned the terrorists responsible for the 2016 terror attacks in Brussels, Molengeek aims to give talented young hackers a way to develop and showcase their skills while at the same time keeping them away from recruiters for Islamic extremist groups.

And as you may recall, first responders to the attacks were plagued by communications problems, problems that the young hackers of Molengeek are solving by developing apps specific to the task.

Code for America is another ethical hacking group that is helping to improve resource management in municipalities across the United States. Citizen volunteers are helping improve data analysis, resident safety and more through the use of open source software.

Jay Radcliffe is a name known to many in the white hat world. Radcliffe is a diabetic who wondered if his internet connected insulin pump could be hacked and what it could be made to do.

What he found was more than a little disquieting and turned him into a villain in the eyes of many – the pumps could actually be hacked and be remotely instructed to deliver a dose of insulin that could kill the pump’s user.

The findings were so significant that the United States Congress ordered an investigation into the vulnerabilities of other medical equipment, including internet connected pacemakers.

Other examples abound and include demonstrations of hacking ATMs, getting the doors on a Tesla to open, putting extra money on a subway card and more. It should be noted that white hats who bring these issues to light often become the target of lawsuits for their work in exposing security threats.

However, since they do so with the intent of finding and showing off these flaws before the black hats do in the hopes that they will be fixed, these prosecutions rarely go anywhere.

Conclusion

Hopefully, after this brief overview, you will be convinced that you don't have to be a criminal to be a hacker. You don't even have to start out as a criminal and then reform after an offer from the government like in the movies.

The disquieting – and exciting – truth is that cybercrime is on the rise, with the malicious black hat hackers growing more sophisticated by the day and to counter them, companies are increasingly willing to pay top dollar for talented white hats to build up their defenses.

And if defense isn't your thing, you can get a job with the government to go on the offense against the black hats and terrorists, stopping them before they can even act.

If you follow the advice in this guide and pursue the recommended education and certifications, you can find yourself with a profitable and rewarding career in cybersecurity.

Resources

Certifications

<https://www.isc2.org/>

<http://www.isaca.org/about-isaca/Pages/default.aspx>

<http://www.giac.org/>

<https://www.eccouncil.org/>

<https://www.udemy.com/>

Conventions

<https://www.defcon.org/>

<https://www.blackhat.com/>

<https://shmoocon.org/>

<https://toorcon.net/>

General

Helpful list of colleges and universities with solid cybersecurity degree programs.

<http://www.cyberdegrees.org/listings/>

Don't understand a word that was said? Here's a helpful glossary.

<https://evestigat.com/cyber-crime-hacker-terms-to-know/>

Hackers doing good.

<http://molengeek.com/>

<https://www.codeforamerica.org/>

SQL



**The Ultimate Beginners Guide To Learn
SQL In Less Than 24 Hours**

E L I J A H A N D E R S O N

SQL

The Ultimate Beginners Guide To Learn SQL In Less Than 24 Hours

by Elijah ANDERSON

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Introduction

SQL statements that are formed dynamically from an occupation detail hence the name Dynamic SQL statements.

Visual Basic is taken has an example that has an ADO connection to an MS-ACCESS database.

The ADO connection object, in turn, uses a SQL execute the statement, which takes a SQL statement as one of its inputs and holds a record status variable to indicate if the query has returned a not found or has returned duplicate records. Usually, the SQL statement would be one that serves a specific purpose such as displaying a list of employee names.

Select Emp_Name from Emp_Master.

In addition to the above query suppose one has a form field that takes Emp_No and Dept_NO as inputs to the form and passes it to the calling program. Now we want to select an employee with a specific employee number or an employee with a specific department number.

So we need a query that is dynamic and which pertains to either a specific employee number or department number.

So the same query used above will appear as

Select Emp_Name from Emp_Master where emp_id = "&Emp_No&"

Here the Emp_No is passed from the calling program and is concatenated to the main query dynamically using "&Emp_No&"

Select Emp_Name is how the query appears from Emp_Master where emp_id = 'E001' or in the case where 'E004' is passed from the main form the query will dynamically change to Select Emp_Name from Emp_Master where emp_id = 'E004'.

In the case when department number is passed from the main program the query will be coded as

Select Emp_Name from Emp_Master where dept_name = & ""
&dept_name&"" where & is the concatenation operator.

So dynamically if D002 is passed as a variable from the main program the query will appear as Select Emp_Name from Emp_Master where dept_name = 'D002'.

The ADO.Execute statement (Used for executing a SQL statement within an ADO connection will appear as ADO.Execute("Select Emp_Name from Emp_Master where dept_name = 'D002'"), earlier the ADO.Execute would contain only Static SQL statements. Here there may be more methods other than ADO used to connect an external program to the database

Using dynamic SQL one can code where clauses, SQL statements, pass table names. The only disadvantage of using dynamic SQL is that the statements are not compiled prior to runtime which may cause performance degradation.

Chapter 1 – The Foundations of Structured Query Language

A form that is utilized to implement data administration tasks such as Delete, Update, Insert, and Select is known as SQL.

The foundations of SQL are based on Relational Algebra. There are Select, Project, Join, Theta join, difference, and union. Relational Algebra is itself based on the foundations of set theory where a join is nothing but a Cartesian product of two sets.

Mostly the other operators of Relational Algebra(RA) can be linked to operations in Set Theory.

There are modeling languages that use RA directly to write queries. There is also software available that converts the RA to its declarative form which is SQL.

Query optimization is an active branch of Query processing that deals with finding the lowest cost of queries when a query is executed against the database.

The query is expressed as a Relational Algebra string, and several different equivalent expressions are derived based on the original form of the query. Costs are associated with different operations such as Select, Project, Join etc. The expression that yields the lowest cost is chosen by the query optimizer.

In the declarative version, the cost of query processing can be determined using the Explain Plan statement.

Relational Algebra, unlike its declarative counterpart, cannot use special constructs for automatically tuning queries, selecting aggregates such as min, max, avg, etc.,

SQL however in its declarative form is a non-procedural language. To perform in depth data manipulation, one requires a procedural language interface.

Many commercial RDBMS providers use an enhanced version of SQL integrated with a procedural language. PL/SQL is the Procedural Language integrated version of the Structured Query Language(SQL) used by Oracle.

Frequently, we find many different commercial versions of RDMBSs and different flavours of SQL. Mostly ANSI defines the standards of the SQL language and commercial RDMBS providers such as Oracle use an extended set of the SQL language called as SQL Plus.

In addition to the Data Manipulation Language SQL uses another language named as the Data Definition Language. The DDL or the data definition language is used for creating tables, schemas, indexes, etc.,

Work on RA is carried out by researchers whereas practitioners use SQL in its declarative form more often. With the advent of ODBC compliant databases, the use of ADO and DAO from programming languages saw SQL being used against heterogeneous data sources such as text files, XML in addition to Relational Databases. ADO and DAO are mainly COM compliant objects that could query heterogeneous data sources using SQL.DO and DAO.

Chapter 2 – Three Examples Of SQL Queries

Structured Query Language, or SQL, is a popular tool for querying databases. Lottery results are in some ways the ultimate database: defined, structured and transparent. But it can be difficult to know where to start in filtering results and combinations.

This chapter will show you three simple examples of querying a combination file of lottery numbers.

Using The Prime Lotto System As A Number Base

The Prime lottery system uses simple probability to define a base of numbers to include in your combinations. In each line there are 2 primes, 1 non prime odd number and 3 even numbers. For example:

3,7,9,4,18,38

13,29,27,10,18,40

11,23,25,6,16,32

You'll need the full combination file to process any SQL commands; there should be over 500,000 lines of numbers. There are several internet services that provide the data and query access for you and can easily be moved to SQL.

We now have a starting point to reduce the size of our combinations using SQL commands using the following file structure.

6 balls per line: n1,n2,n3,n4,n5,n6

Primes: n1,n2

Non Prime odd: n3

Even numbers: n4,n5,n6

1. Restrict Even Numbers To A Specific Number Group

In this first query, we want to ensure the even numbers are spread out over all the 40 balls. There are four "deciles" between 1 and 40:

1-10

11-20

21-30

31-40

A simple strategy might be to ensure none of the even numbers are in the same group. A good starting point is to write out the command in plain English first:

"All even numbers must be spread across the full range of numbers."

Now, it's a simple process to turn this statement into a SQL command. We can do this with a simple "where" query:

where

n4<11 and

(n5>10 and n5 <21)

and n6>20

When I ran this query through my own database it returned an encouraging 118,800 combinations. More filtering can reduce the numbers even more. By restricting the last even number to be greater than 30 the query returned just 59,400 lines of numbers.

2. Ignoring Prime Numbers From The Most Recent Lotto Result

While some players believe "hot" numbers exist it might make sense to exclude any primes from the most recent result. Here's how SQL can do that:

Assuming the prime numbers 2 and 5 were in the previous result:

where

$(n1 \neq 2 \text{ and } n1 \neq 5)$

and

$(n2 \neq 2 \text{ and } n2 \neq 5)$

That reduces the combinations to 392,445 but the benefit comes from adding the first query:

$(n1 \neq 5 \text{ and } n1 \neq 2)$

and $(n2 \neq 2 \text{ and } n2 \neq 5)$

and

$n4 < 11$ and

$(n5 > 10 \text{ and } n5 < 21)$

and $n6 > 30$

The filtering by combining the two queries resulted in 40,500 combinations.

3. Restricting The Sum Of Each Lotto Line

One way of filtering numbers is to look at the sum of each line of numbers. I did a rough review of the last 5 weeks of NZ Lotto and worked out the maximum and minimum totals.

Then I ran the following query:

where

$$(n_1+n_2+n_3+n_4+n_5+n_6)<130$$

and

$$(n_1+n_2+n_3+n_4+n_5+n_6)>100$$

This returned 235,438 combinations but again the benefit comes from combining the previous queries. The number of lines returned by combining all three queries was a much reduced 21,942 lines.

Chapter 3 – In-Memory Capabilities Added to SQL Servers

Online transaction processing can stumble on input/output bottlenecks, due to the inefficient use of memory. However, Microsoft intends to streamline the process by introducing in-memory technologies to SQL servers. Basically, this will mean that the entire process can be stored in the memory of the server, and it will no longer depend on the capacity of local hard disks.

A new feature added to SQL servers

For many companies and businesses, it is very important that they are capable of running online transactions at great speed. However, when the inputs and outputs become muddled by the capacities of local hard drives, these processes can take longer than expected.

The new in-memory technology Microsoft intends to implement on SQL servers will allow large databases and database tables to be stored in the memory of the server, which means that the entire process will become more streamlined, then when depending on the processes taking place on a local hard disk.

According to the tests run so far, the new capabilities will allow SQL servers to run such transactions 50 times faster than what it currently happens when using a standard setup for an SQL server.

Who will benefit

Certain companies and businesses are more likely to benefit from the new feature implemented by Microsoft on SQL servers. Online banking and

enterprise resource planning are among the systems that are sure to benefit most from the in-memory technology that will be implemented on SQL servers. Another great think about this system is that virtually any amount of information can be loaded in the server RAM, provided that enough external memory is installed and made available.

The benefits of relational databases

While those using the traditional setup for SQL servers may find that this new technology will detract from the benefits of relational databases, no such thing will happen.

Actually, the systems that will be implemented will allow the beneficiaries to store the information obtained from transactions on local logs, on their hard disks, just like in the past.

The system will benefit from the so called ACID properties of relational databases. The information of the same type will be stored in the same manner, clustered together, so that it can be found faster with regular search options.

Ease of use

While IT departments may fear that the new technology will require extra training for incorporating it in the company knowledge, the new feature is exceptional through its ease of use.

The new SQL servers will allow administrators to choose the databases and the database tables they want to be run from memory, offering a great degree of control over the information used in this manner.

In trend with the competition

The in-memory technology is not something new of the market, and it was to be expected that Microsoft will decide to update its SQL servers with such capabilities. Similar technologies are already used by Oracle Exadata and SAP HANA.

The fact that SQL servers will be updated with the new feature shows only that Microsoft also backs up the in-memory technology.

Chapter 4 – Configuring SQL Server for Performance

SQL Server 2012 provides system settings that can be optimized for your particular environment and workload patterns.

Some of the most important performance settings are Memory, Network Packet Size, Instant File Initialization and tempdb.

Memory:

Two significant server property configuration settings include maximum and minimum server memory. By default, the software is configured with a minimum memory of 0MB and a maximum memory of 2,147,483,647MB (2TB)

The results of neglecting the default values for the two settings is often overlooked since it is sometimes misunderstood.

The minimum server memory of the server setting when allocated SQL Server specifies the quantity of memory that is not released back to the operating system.

Basically, SQL Server retains on to this minimum level of memory, even if it is no longer needed.

A typical misconception is usually that SQL Server instantaneously allocates to as much as this minimum amount of memory upon startup. Actually, SQL

Server allocates memory only as it is required and may or may not reach the minimum server memory value specified.

You would like to avoid allocating an excessive amount of memory to the operating system since that could potentially starve a SQL Server instance from memory.

At the same time, the maximum server memory sets limitations for the optimum amount of memory a SQL Server instance can allocate. A memory specification that is set excessively could possibly deprive an operating system from memory resources.

The highest server memory value must never equal or go over the total amount of available server memory. The memory value needs to be at the very least 1GB less than the overall server memory.

Network Packet Size:

The standard network packet size for SQL Server 2012 is 4,096 bytes. Setting up a packet size higher than the default size can certainly improve overall performance for SQL Server instances that encounter a huge number of bulk operations or that transfer substantial volumes of data.

If Jumbo Frames are supported and permitted by the server's hardware as well as the network infrastructure, maximize the network packet size to 8,192 bytes.

Instant File Initialization:

At any instance a database file is generated or requires to expand, it will initially be zero-filled by the operating system before the brand-new space is made

accessible for writing.

This procedure is generally costly since the entire write operations are blocked until zero-fill completes.

To prevent these kinds of stops and waits, it is possible to enable instant file initialization by including the SQL Server service account to the set of users in the Perform Volume Maintenance

Tempdb:

One of the more significant system databases that will need distinctive consideration and designing is tempdb.

Through the years, tempdb has adopted much more responsibility than it has previously.

In the past, tempdb has been utilized for internal processes for instance some index builds and table variable storage, along with temporary storage space by developers and programmers.

The following is a partial listing of several of the applications of tempdb:

- Event notification
- Query notification
- Bulk load operation with triggers
- Common table expression
- Indexer rebuilds, partitioned index sorts, including sort_in_tempdb, and online index operations

- DBCC operations
- Large object type variables and parameters
- Multiple active result set operations
- Row versioning

Chapter 5 – Post-Relational Databases - The NOSQL Movement

The Relational Database Management system is a great innovation of the previous decade. The RDBMS enforces an ACID based transaction processing and recovery system where A = Atomicity C = Concurrency I = Isolation and D= Durability.

Even though the RDBMS supports an excellent Query subsystem, there are some negative points of the RDBMS such as:

- Unwanted accumulation of redo logs files. RDBMSs provide for a feature of Commit and Rollback of the transactions to enable these ACID properties. These cause an unnecessary overhead.
- . Frequent creation of ADO /DAO /ODBC or JDBC connections on the server side to run SQL commands. These SQL commands are used in transporting user data from the Client to the Server.

The SQL commands are namely Insert. Update and Delete. These three commands have an effect on the records inserted in the database whereas Select just reads the records.

One can easily see that client to server transport can be done by FTP as well. But, transaction-oriented systems before the advent of AJAX prohibited the use of any flat files or any other mode of file transfer from the client to the server mandating the use of the only SQL

- . One of the other disadvantages of using SQL is the frequent creation of Insert and Update scripts used by SQL processors, which require elaborate syntax checking and parsing, more than what is required to upload data into the database say by just using FTP or any other symbolic language.

Ever since the advent of XMLHttpRequest transactions from the client to the server have been asynchronously uploaded to the server using XML. If you had noticed, a client side Java script did not have features to upload any data using flat files. This feature addition was accomplished using AJAX (Asynchronous Java and XML).

When there are many users who make a request for modifying data in a database such as a railway reservation system, one requires to lock the users other than the active user from performing any adjustments till the first user completes the transaction.

This is required to be done as the action done by one user would affect another user. An example of the above is the number of vacant seats on a train during a date will be affected by the number of concurrent accesses to the database.

Now consider another transaction such as Status update on a blog post. Here one does not require to ensure high levels of concurrency by locking the database from concurrent requests.

An RDBMS does not distinguish between two different systems, one that requires high locking granularity such as an online railway reservation system

and the second a system such as a blog which does not require extensive locking features.

So if a blog uses an RDBMS in the backend to store messages and other status updates it unnecessarily invokes the locking mechanism that creates performance bottle necks.

All these negative points of the RDBMS have given way to the NOSQL movement. In an NOSQL system the physical database does not support the row and the columnar format of the RDBMS, and so overheads encountered to write detailed SQL statements such as Insert, Update, Delete are avoided. In NoSQL SQL statements written inside the RDBMS are replaced by Object Oriented Programs.

Chapter 6 – Optimize SQL Queries Using EXPLAIN in PostgreSQL

An essential tool to inspect slow SQL queries in Ruby on Rails is the Postgres EXPLAIN command. Perhaps you've seen this command in your own web server logs. ActiveRecord in Ruby on Rails will automatically re-run a slow query with EXPLAIN in the development environment.

Using this command, you can gain insights into what Postgres is doing behind the scenes.

This chapter will take a look at one of several quick strategies to make use of EXPLAIN to find missing indexes. Suppose you see a line show up that looks like:

```
-> Seq Scan in vehicles (cost=0.00.. 102401.77 rows=49 width=943)
```

This indicates the Postgres server has identified it needs to iterate sequentially through result sets. If you see a 'Seq Scan' within your records, it is usually a superb indicator of a probable missing SQL index.

Take a look at your query that is running through EXPLAIN. Postgres tells us the 'Seq Scan' is certainly going through the vehicle results list, and I believed I needed an index within the company_id because that's inside the WHERE clause of my query.

If you continue to dig through your logs, you may also see a Filter line. This is a good place to find a part of your query that indicates what column is present in a

WHERE clause, and thus needs an index.

The solution is to create a Rails migration to add the index using the `create_index` command.

Soon after creating this migration, I'm able to say this specific query has sped up substantially and I no longer see the EXPLAIN in my server logs.

Note that when your app is running in production, ActiveRecord will not attempt to re-run slow queries using EXPLAIN due to performance issues. Running EXPLAIN requires re-running a slow query a second time (after it's been determined to be slow), in order to output the complete query plan as generated by the database.

Always run your application thoroughly in development mode before you attempt to turn it on in production in order to take advantage of ActiveRecord's comprehensive slow query analyzer. In addition, if you're using a tool like New Relic, you may get alerts to slow queries, which you can then try running again in development mode.

There are many additional ways to speed up your slow SQL queries, and EXPLAIN is only one option. But it's often a quick way to spot and fix performance problems. Hope this is helpful to you too!

Chapter 7 – SQL Strategies For Restricting Even Numbers In The Prime Lotto System

The Prime Lotto system restricts possible lotto combinations with a simple probability based model. The rules are loosely implemented to include in each 6 ball line:

2 primes

1 non prime odd

3 even numbers

Prime numbers are a good way to restrict numbers using a set based approach. We know that over time 3 odds and 3 evens will be selected. Similarly, there are 12 primes between 1 and 40 so on average 2 primes in every 6 ball line will be in the winning line.

Replicating The Prime Model In Even Numbers

Is there a way to mirror the prime number restrictions in looking at the even numbers? There are no prime even numbers except for 2, so we need to look at other methods to reduce the even numbers in our combinations. Here are two examples.

1. Numbers divisible by four

Clearly, all even digits are divisible by 2, but fewer can be divided by 4. Here's the list:

4,8,12,16,20,24,28,32,36,40

Not surprising, the list contains half the even digits between one and 40. Using our set based criteria, it means on average half of the even numbers in the prime system will be divisible by four. This creates a slight issue in that 50% of 3 even numbers is 1.5.

In lotto predictions we need to use a little leeway, so we'll just make the figure two.

So, we can now state: the prime lotto system should contain up to two even numbers divisible by four.

2. Restricting the value of the first even number.

If there are 3 even numbers in the prime system, we can use that information to predict the value of the first digit. There are 20 even numbers between 1 and 40, so probability tells us that over time the first even ball should fall between 1 and 12.

Combining the two new ideas might lead to the following strategy:

There should be 2 even numbers divisible by four and the first even number should be less than or equal to 12.

Using A SQL Query To Implement The New Rules

Once you've determined some new rules, you might now need to query prime system combinations to see how they might reduce your number pool.

To work out if a number is divisible equally by another we can use the % character. This is not a percentage sign but a special code used by the SQL language.

So, assuming the even numbers in your database are n4,n5,n6 your query would be something like this to ensure the first two even numbers were divisible by 4.

$n4 \% 4 = 0$ and $n5 \% 4 = 0$

When I ran that statement through my SQL generator it returned 142,560 records.

To ensure the first even number is less or equal to 12 is easy:

$n4 \leq 12$

This SQL query returned 359,370 records, not a great result! But look what happens when we combine the queries:

$n4 \leq 12$ and $n4 \% 4 = 0$ and $n5 \% 4 = 0$

This time the returned combinations were 100,980

Chapter 8 – Using SQL in Cold Lottery Numbers.

The strategy of picking cold numbers has long been popular with lotto players.

This chapter will look at recent results from NZ Lotto and introduce a strategy aimed at reducing combination pools using Structured Query Language, or SQL.

Previous Results From NZ Lotto

Let's look at the last six weeks results of NZ Lotto.

4,16,20,25,29,37

2,10,24,26,29,33

7,14,17,18,25,30

4,20,22,34,36,37

13,14,27,31,38,40

6,8,11,16,29,33

A quick glance tells us the numbers generally follow the prime algorithm of 3 even numbers, 2 primes and 1 odd number in each line of 6 balls.

Let's have a look for any repeating numbers. I created a script in MS Excel which calculates the duplicate numbers. In the table below shows the last 4 weeks had 5 repeated numbers and so on.

Weeks, Count of Duplicate Numbers

Three,2

Four,5

Five,6

Six,9

It's a fairly small sample, but not surprisingly the more weeks results there are, the less unique numbers.

Chapter 9 – Using Unique Numbers And SQL To Reduce Lotto Combinations

We're going to assume that numbers that have occurred recently are less likely to feature in the next results: picking cold numbers.

We can take the listing of recent numbers and apply a SQL query against a lotto combination file and get a count of the results.

To ensure no recent numbers from NZ Lotto are included in the first two numbers we can use the following SQL command:

n1 not in

(4,16,20,25,29,37,2

,10,24,26,33,7,14,17

,18,30,22,34,36,13,

27,31,38,40)

and n2 not in

(4,16,20,25,29,37,2

,10,24,26,33,7,14,17

,18,30,22,34,36,13,

27,31,38,40)

This query returned 87,210 combinations which seems promising. When I ran the query across all 6 numbers it left just 600 combinations.

What Inference Can We Make From The SQL Lotto Query Result

It's difficult to draw a conclusion from a small sample, but it's important to be able to draw an inference from any data we are analyzing. One possible conclusion based on our small data sample might be:

When a Prime System combination is a winning result, and the numbers have not been drawn in the last 6 weeks, there are just 600 possible combinations.

Chapter 10– How To Use SQL To Query A Lotto Combination File

Reducing unlikely lotto combinations is the main objective for many lottery players. This chapter explains how to use Structured Query Language, or SQL, to identify specific numeric patterns.

What Does SQL Have To Do With Lotto Calculations?

SQL is a popular language for querying a database. Let's find out how it can help with lotto selections.

As an example, I'm using the popular Prime lotto system for my combination file. In each line of 6 numbers there are:

3 even numbers

1 non-prime odd

2 primes

There are 575,586 lines altogether, but some of the combinations might look like this:

1 2 3 8 12 32

5 11 12 18 21 32

3 4 10 12 13 33

Initially to count the lines with your criteria and then to generate a new series with or without your specified parameters.

Chapter 11 – Using A SQL Query To Recognize The Lottery Pattern

We can learn the commonalities between the different results, just like a real life AI application.

Most of the prime results above contained at least one number divisible by 4.

We can cover that scenario with this query:

$n4 \% 4 = 0$ or $n5 \% 4 = 0$ or $n6 \% 4 = 0$

Records returned: 525,690

The percent symbol is a special code in SQL which gives us the remainder from dividing the two numbers.

Each prime line appears to have at least two numbers within 4 of each other.

We'll cover that possibility like this:

$(n6 - n5 < 5)$

or

$(n5 - n4 < 5)$

Records returned: 305,316

We can now combine the queries with the following command:

$(n4 \% 4 = 0$ or $n5 \% 4 = 0$ or $n6 \% 4 = 0)$

and

(

$(n6 - n5 < 5)$

or

(n5-n4<5)

)

The combined query returned 276,210 combinations, a reduction of around 40%, which is fairly impressive.

I noticed the first even number was always equal to or less than 14 and when I factored that parameter in, the combinations returned were 165,726.

In future weeks I'll look at other common factors, for example excluding numbers from recent results.

Conclusion

SQL Server virtualization is becoming more common, but it's not always easy to get it just right. Consider the following SQL Server virtualization tips before you begin.

- Plan, plan, and plan some more. As with most complex projects, your ultimate success starts long before you get your hands on the project itself. Consider what you want to accomplish and figure out what it will take to get you there.

Use a work breakdown structure to break everything down into manageable tasks. Consider everything including your existing infrastructure, new technologies, and available resources.

By doing this initial planning on paper, you can anticipate problems - and solve them - before they occur.

- Learn about the most common pitfalls you're likely to encounter when implementing SQL Server virtualization. For example, storage issues such as misconfigured disks, performance, and disk consolidation often catch administrators off guard.

By learning about these pitfalls before you begin, you can prepare for them. Other common pitfalls include: misunderstanding performance

benchmarks, using the wrong hypervisor type, mismanaging memory, and improper disk partitioning.

- Watch relevant SQL Server virtualization videos. While you could attend classes or enroll in an online course, you may be able to find helpful videos online that prepare you for the challenges ahead.
- Use the correct processor on your virtualization host. Ideally, your virtualization host should have a 64-bit, SLAT-enabled processor. Don't take SLAT (Second Level Address Translation) for granted as not all 64-bit processors, especially older ones, support it.

SLAT allows for improved virtual machine performance and scalability.
- If you have SQL Server 2008 Enterprise Edition (or higher) along with virtual machines that support "hot-add RAM," consider using dynamic memory. Dynamic memory allows buffers to expand or contract to accommodate changing workloads.
- Go for a one-to-one ratio between your virtual CPUs and cores. This ensures sufficient processing power at all times for the demands of SQL Server.
- Use the appropriate virtual hard disk system for your needs. For example, if your server runs production workloads, opt for a fixed virtual hard disk rather than a dynamic one.

Fixed virtual hard disks require more disk space than dynamic ones but provide a higher level of performance.

- If performance isn't critical, but space constraints are, then a dynamic virtual hard disk would be a better choice. Likewise, if you need the highest performance possible, a pass-through disk may worth your consideration.
- Customize your virtual server instance. Though easy to accept, the default option isn't always the best choice. For example, if your workloads require high performance storage, accepting the default virtual hard disk would likely lead to disappointing performance.

You may want to assign different pass-through disks or virtual hard disks for your log files, data, and operating system.

Make sure you understand the various disk implementation options and choose the best configuration for your particular requirements that may or may not be the default option.

Planning, learning about common pitfalls, and choosing the right configuration options for your needs are essential ingredients to a successful SQL Server virtualization project.



Google Drive

THE ULTIMATE
BEGINNERS GUIDE
TO MASTERING GOOGLE DRIVE

NOAH ROBINSON

Google Drive

The Ultimate Beginners Guide to Mastering Google Drive

By Noah Robinson

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Introduction

Google Drive which was formerly called as Google Docs, is an efficient file storage and management service extended by Google. It enables it users to store a vast variety of files over the cloud, share these files with a number of users and make amendments in the documents, presentations and spreadsheets.

Google Drive incorporates Sheets, Google Docs, and Slides, within the complete office suite which allows the combined and shared editing of all types of documents, and drawings.

The journey for this miraculous drive started in April 2012 and since then it has cherished millions of its users belonging to almost all parts of the world. Not only the individual users are catered but the paid corporate users are also entertained with customized and enhanced series of Google Drive.

It enables a harmonious synchronization of files between the user desktop and the Drive cloud so the storage capacity of the drive is beyond imagination. All kinds of office work and email handling can best be managed using Google Drive as it is full of enhanced and sophisticated features.

The best part is its user-friendly approach for day to day usage so you can learn using Google Drive within no time. Once you get equipped with basic knowledge you can easily apply it to cater the enhanced features which ensure extra efficiency and correspondence

Chapter 1 – Introduction and Basics of Google Drive

In today ' s world of online working and storage, manual paper storage and file keeping are no more in the business. Almost all of the work being done by people around is now being stored on various online mediums like a cloud.

But when we talk about the most authentic, reliable and efficient storage domain, then Google Drive is surely the king. Although you hear the name Google Drive whenever the storage purpose is in question but Google Drive is much more than mere storage.

By incorporating the enhanced ability, it enables the creation and editing of various categories of file types including files, photos, videos and PDF documents. If you think about its enhanced capability then it is the Drop Box and the Microsoft Office, combined at one place.

And side by side the enhanced features of collaboration and sharing documents, presentations and spreadsheets among all the users of Google drive is surely a plus point.

One of the major reasons for such a heightened fame enjoyed by Google Drive is its extensive storage space. The users for the Google Apps receive at a minimum of 30 GBs for unified storage in order to be used for Drive, Gmail, and Google+ photos.

This so for the regular users but in case you are availing the access over Google Apps then you can get the boundless capacity which equals around 1TB storage capacity. The particular storage entails only files which have not been converted to Spreadsheets, Google Docs, or Presentations.

If you are working on some non-native types of files including the PowerPoint or Microsoft Word then you can convert them to Google document by just a dragging function available over the drive. Here are some of the most basic

introductory remarks and information which you must know before using Google drive.

Although the endless limits of Google Drive will take some time to get familiar with entire features yet you need to know as much as possible so that the real benefit can be achieved from this well-crafted Drive. Start with the basic features and you can easily master the higher ones.

The Basics of Google Drive:

The Basic features of Google Drive are the ones which almost every user will need at some point in time. So knowing them is like a license to start up your use of Google Drive.

- **Set Up**

It is related to getting the introduction for setting up and efficient use of Google Drive.

- **Organize**

These organizing tips will help the user to consolidate the Google Drive in such a way that all the documents are easy to reach and navigate. For example, you can learn the way of adding a single file to different folders.

- **Share**

This will entail the basic working for sharing of some item on the Google Drive of one user over the Google drive of other users. You can also learn to restrict the downloading features of the shared files.

- **Delete**

This will entail the process applied for deleting a file placed on the Google Drive. You can also learn to restore the deleted file.

The advanced features of Google Drive:

Some of the sophisticated and advanced actions include:

- **Advanced Search**

The advanced search operators of Google Drive are highly useful when the user is navigating some broader and populated Drive library.

- **View Revision History**

This feature enables the user view and effectively manages the changes which have been made to the files located on Google Drive.

- **Edit Files in Google Drive (Microsoft Files)**

The user can easily edit Microsoft files in such a way that they are eventually converted into the native Google Drive files

- **Attaching Files to an Email**

There is also an option of quickly adding the files stored in Google Drive in the email.

- **Adding a Drive Image as the Email Signature:**

Google Drive's additional capability allows you to add an image in the email signature. You can use any of the images which have been stored in the Drive. You can also learn to create the enhanced features like the signatures for company email.

- **Using Drive for Image Host**

Google Drive also entails the additional feature of hosting some image kept on Google Drive. Eventually, the image can be either be linked or directly used on the website.

- **Adding Subtitles for Videos in Google Drive**

If you have stored some videos in the Google Drive, you can also use the enhanced features of Google drive to place Subtitles on the video.

- **Managing Changes to Non-Native Files**

This enhanced feature allows the user to keep a track of all those amendments and changes which have been made to the non-native files. This also ensures that the users with whom the file is shared can only see the changed or updated file.

- **Allowing Backup for Google+ Photos**

Google Drive also keeps a backup for all the photos which the user posts on Google+.

- **Some special features for Admins:**

As Google Drive enables plenty of domain data to get stored by all the users so it also enables the Google Apps Admins to keep a check on the security of the domain Drive.

- **Drive Security for Apps Admins**

Google Drive provides all the essential processes and related tools for Admins so that they can eventually make up a secured domain.

- **Confirmation of Drive Compliance**

The feature named Better Cloud enables the Admins to scan the domain's Drive to explore the SSNs, credit card numbers and some other form of secured information and modify and monitor the settings related to the sharing of the documents.

Chapter 2 – Getting Started

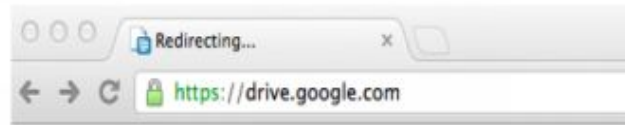
In this step, you will get the most basic information for starting on with Google Drive so that the endless possibilities of this Drive can be explored in the best possible way.

Getting Access to Google Drive:

1. There can be many different methods to access the Google Drive, out of which the easiest is to use a Chrome browser. After clicking Chrome, click on a browser or on the new tab. Here you will find the page shown below. Just select the logo for Google Drive which will direct you to the website for Google Drive.



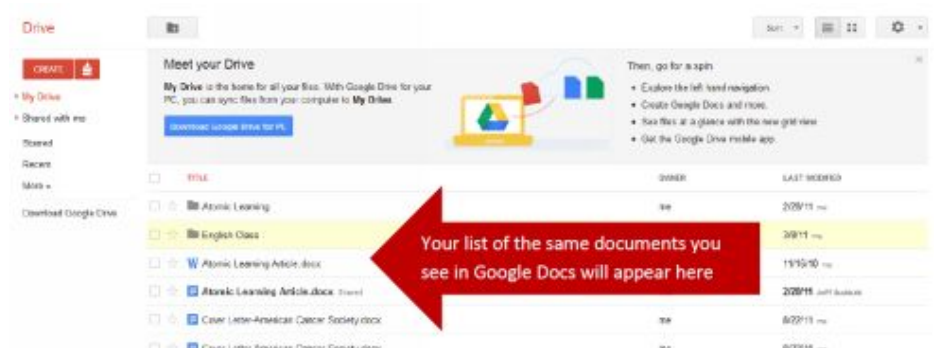
2. In case one does not have the Chrome browser then adding the appropriate URL in the search bar will also direct the user to get access to the Google Drive, as shown below:



3. There can be another method for accessing Google Drive which is by searching over the Google for Google Drive.

Interface of Google Drive:

The Google Drive entails the following interface: The “My Drive” is actually in synchronization with the desktop of the user.

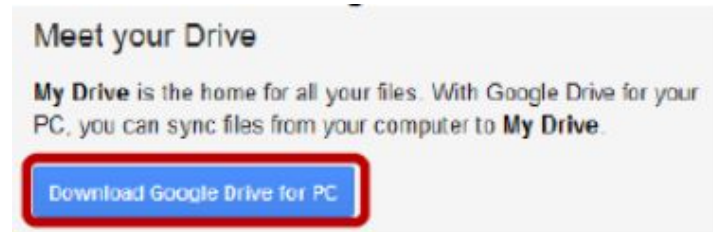


All of the folders appearing under My Drive will be similar to the ones which are residing within the desktop. You can use the Drag Drop function to put any of the files from the internet to “My Drive”.

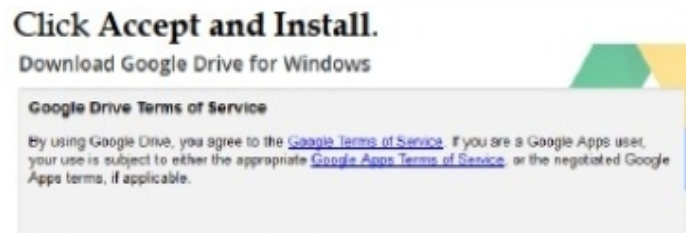
Desktop Application for Google Drive

When the initial login for the Google Drive will be made, it will prompt the user to download the application for the desktop. You will need to click on the

Download option.

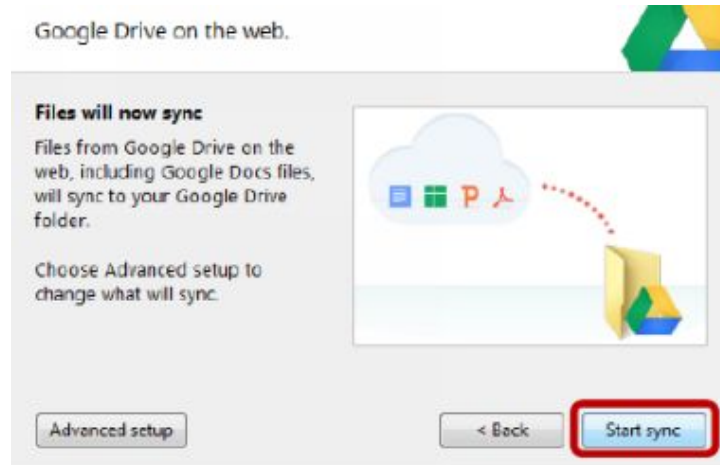


Next, click “Accept and Install”

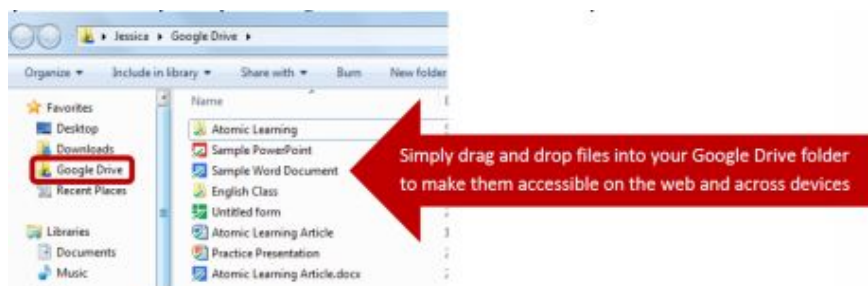


Next, click on the “Save File” icon for opening the download and proceed to “Run”. It will automatically administer you to the necessary steps for downloading.

After downloading the Drive, the next step is to get signed in with a Google account. In order to start the synchronization of Google Documents with Google drive click to “Start Sync”.

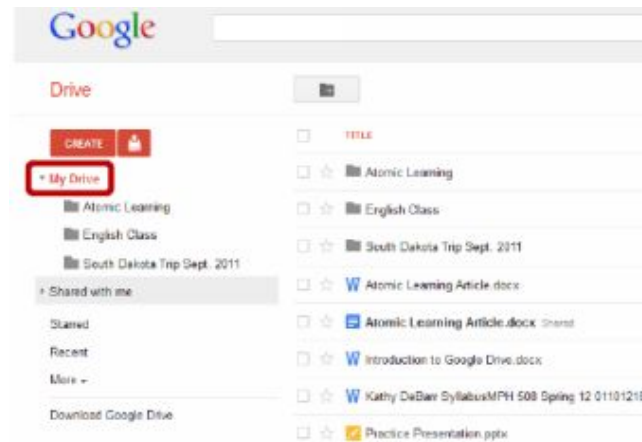


After this step, the Google Drive will be one of the options for saving the files. You will get a shortcut for Drive over the desktop. You can also apply a Drag-Drop function to directly add files to the drive for internet or some other source.

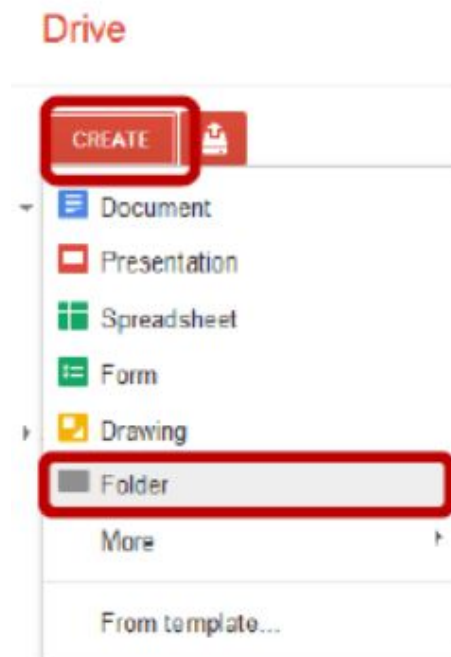


Google Drive over the Web

- There is an arrow on the left side of “My Drive”, which is used to expand the Drive and show all the folders which have been synchronized with the Google Drive. Select any of the folders and its content will be displayed at the right of the screen.



- In case you add some folder or file over the desktop, it will automatically become part of the Drive.
- Adding to folders in the "My drive" is also possible. First of all, click “Create “and from the drop down options and select the “Folders” options.



- Add some name to the new folder and it will become part of my drive folders just like the previous ones.

Chapter 3 – Using Google Documents

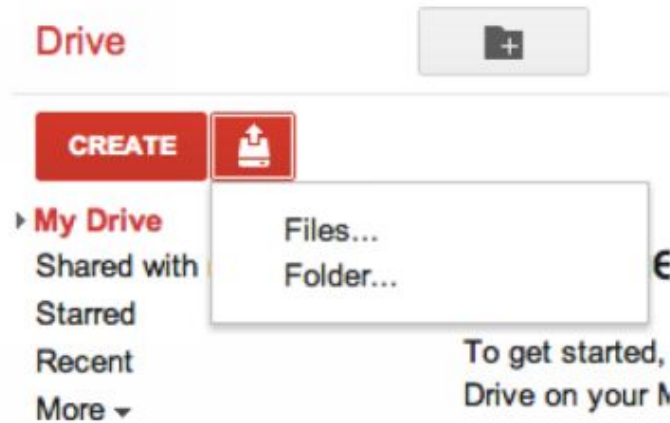
Google Docs can be thought of as the online version of PowerPoint, Microsoft Word, and Excel. In the language of Google Docs, you will call them Presentation, Google Document, and Spreadsheet respectively.

Once the registration process is completed the user is then directed to the following page of Google Drive.



As indicated in the picture, the Google Drive panel is further divided into three major parts.

- Towards the left, you can see the folder view which contains all those files which are present as shared files, modified files as well as the files starred by the user



- Over the top lies the menu bar which carries all the options including the creation of new folders, sorting of files, various viewing and setting option.
- The center area of the drive is the one which carries all files available in the Drive. These files will all be displayed in this center portion. Initially, when the user will just start with the drive and there will be no files in his or her drive then this central part will be occupied with the information regarding Google Drive.

Adding files in your Google Drive:

Two different methods can be applied in order to create files for your Google drive.

- The first method relates to the creation of an empty file from the very beginning. It is accomplished by clicking on the button named “Create”.
- The second method entails an uploading of the existing file over the Drive and working with it afterward. For this method, you will click the Hard disk icon having arrow button as well as the choose file icon and create button

You will come across an upload file panel. Now browse for the specific file which you intend to upload to the Google Drive. Click on the specific file and select upload. When this process will be completed, you will get the specific panel which is shown below:



Now when you will close the panel for the file upload, the Google drive will show that particular file in the drive.

The picture below depicts the same procedure in which the file which we uploaded in previous steps can be seen in the central part of the drive, which is fixed for the files available in the Drive.



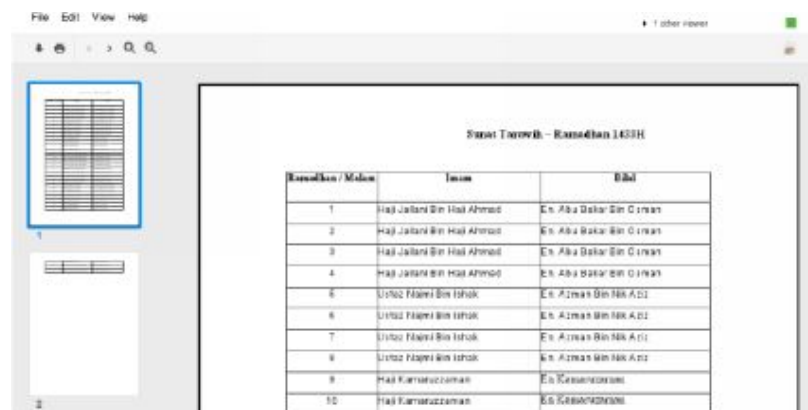
Converting the non-native (uploaded) documents to Google Docs:

You can see in the previous steps that the file which was uploaded to the Google Drive was having the icon “W” with it.

It indicates that although it is residing in your Google Drive, yet it is still in the Microsoft Document form and is not in the Google Doc form.

In this part of the book, we will deal with conversion of a document to Google Doc form, which is necessary in order to make modifications and editing in the document.

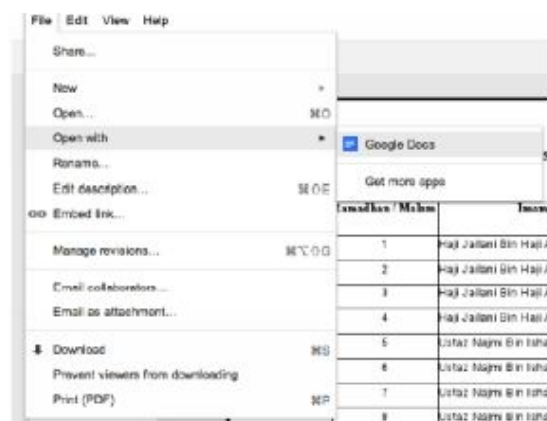
You can see it if you click on the file which you have uploaded to the drive. Opening a document in the original form will not let you make any changes in the document. For making it editable and compatible with the Google Drive you need to make a Google Doc version of it.



The screenshot shows a Google Docs window with a menu bar (File, Edit, View, Help) and a toolbar. On the left, there is a thumbnail of the document. The main content area displays a table with the title "Surat Turuth - Ramadhan 1438H". The table has three columns: "Ramadhan / Mahon", "Imam", and "Bait".

Ramadhan / Mahon	Imam	Bait
1	Haji Jalilul Bin Haid Ahmad	En. Abu Bakar Bin Osman
2	Haji Jalilul Bin Haid Ahmad	En. Abu Bakar Bin Osman
3	Haji Jalilul Bin Haid Ahmad	En. Abu Bakar Bin Osman
4	Haji Jalilul Bin Haid Ahmad	En. Abu Bakar Bin Osman
5	Ustaz Nageh Bin Ishak	En. Azman Bin Nik Aziz
6	Ustaz Nageh Bin Ishak	En. Azman Bin Nik Aziz
7	Ustaz Nageh Bin Ishak	En. Azman Bin Nik Aziz
8	Ustaz Nageh Bin Ishak	En. Azman Bin Nik Aziz
9	Haji Karmuzaman	En. Karmuzaman
10	Haji Karmuzaman	En. Karmuzaman

Click on “File” then “Open With” and then select “Google Docs”.



After this step, the original file uploaded in the Word format will appear as Google Docs. You can then open this file in a separate editor.



	TITLE	OWNER	LAST MODIFIED
	Jadual Imam dan Bilal Berpuasa Sepanjang Ramadhan 1437H.doc	me	10:45 pm
	Jadual Imam dan Bilal Berpuasa Sepanjang Ramadhan 1437H.doc	me	10:50 pm

Any kind of modifications and editing can easily be done now on this Google Doc file. Now if you just close the editor tab and go to the home page of Google Drive you can easily see that there will be two separate files in the field area.

One will be the original version of the file which was uploaded in the first step. The second will be the one which you just converted into the Google Doc format.

In this case, one thing which is important to remember is that the modifications will be stored in the Google Doc file so if you want to use the changed and modified file you will need to click the Google Doc version.

The word format file will reside as it was in the original format at the time of uploading. This should be dealt with care while considering official and corporate matters.

Chapter 4 – Sharing and Collaboration with other users and File Backup

Although most of the common users are satisfied with the Google Drive based on its storage capacities and file editing utilities, however, there is yet another aspect of Google Drive which adds to its utility and productivity. It is the set of collaborative tools which Google drive entails.

These tools are considered to be best for corporate and academic purposes, which usually need a single document to be shared among multiple users for collaboration and improvement. Google Drive has catered this purpose in the best possible way. One reason for it being the best is the enhanced control which has been provided to the user.

Under this enhanced control, a large set of options is available for the user to specify the sharing abilities.

Google Docs has special features which in the most basic form for sharing Google document among multiple users, residing at different geographical destinations. Not only sharing is possible but the collaborative modification is also possible which allows editing the Google Doc in such a way that all other users, with whom the document is shared, can easily see the changes being made in the document.

This enhanced feature increases the competency of work when a single draft needs an input from various different people, e.g. the corporate files which are

based on some program agenda and need an input from various department of the organization.

Sharing of Document over Google Drive

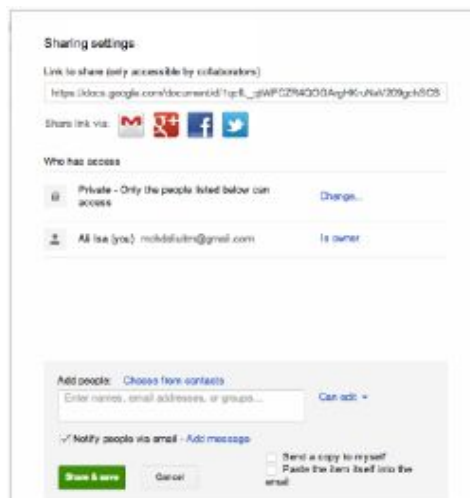
In order to share a file over the Google Drive, you will need to follow the below mentioned important steps.

First of all, click on the particular document which is intended to be shared.



Rundutan / Malam	Imam	Bilal
1	Haji Jafar Bin Haji Ahmad	En. Abu Bakar Bin Osman
2	Haji Jafar Bin Haji Ahmad	En. Abu Bakar Bin Osman
3	Haji Jafar Bin Haji Ahmad	En. Abu Bakar Bin Osman
4	Haji Jafar Bin Haji Ahmad	En. Abu Bakar Bin Osman
5	Ustad Jemari Bin Haji Maraf	En. Azman Bin Nik Aziz
6	Ustad Naim Bin Shah	En. Azman Bin Nik Aziz





Next by clicking on the “Share” button a setting panel will appear with the name “Sharing Settings” as shown below:




Sharing settings


Link to share (only accessible by collaborators)

https://docs.google.com/document/d/1qfE_gWPQ2R4Q03Aqg4K-AuA/309gub8CS

Share link via:    

Who has access

 Private - Only the people listed below can access [Change...](#)

Who has access	Access
 Allisa (you) nicolafiducia@gmail.com	Is owner

Add people: [Choose from contacts](#)

Enter names, email addresses, or groups... [Can add](#)

☒ Notify people via email - [Add message](#)

☐ Send a copy to myself

☐ Paste the item itself into the email

[Share & save](#) [Cancel](#)

Sharing Settings:

Now in the space under the title “Link to share” you will copy the URL of the file. This URL will be seen by all those people with whom the original user wants to share the URL. This URL can also be given the Public viewership status because the original document can be made viewable to the people we want. You can thus paste the URL over some website as well.

Who has access?

The second section of these sharing setting is titled “Who has access”. This part relates to two major types of information:

The first part is about the shows settings related to the sharing of the document. This part allows the users to choose from three different options:

Public on the web:

This setting option, when selected, will make the document accessible to everyone over the web. So anyone searching for the document with the specific URL will get access to the document. Once found, the document can be modified and altered by anyone who gets its access.

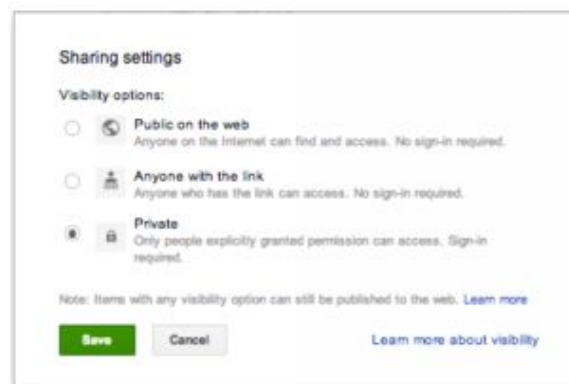
Anyone with the link:

Under this setting, the shared document will not be publicly searchable. But it will be accessible to people to whom the original user will provide the URL of the document. Once accessed, any users can the make alterations in the document.

Private:

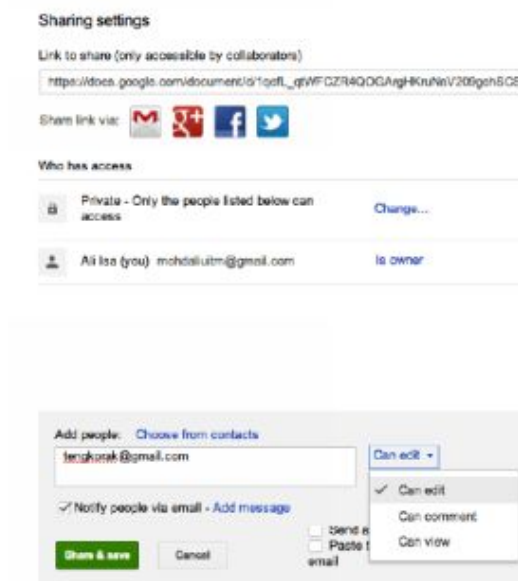
This setting allows the user to explicitly provide access to the document. In this case, the explicit users will need a sign in for viewing and editing the document. This setting is especially useful when the document under consideration is of some crucial nature.

If the specific document will be marked under “private” settings, then you will need to specify the explicit users to whom you want to grant the permission for accessing the document.



The next step is to mention the people as collaborators or editors of the document. These mentioned people will be the ones who will have the permission to edit the document and make amendments. In this case, the email address for the specific user will be inserted in collaborator place.

Google Drive allows the addition of maximum 200 users as a collaborator for a single document.



Here you will enter the email address of the user to whom you want to make the collaborator. Next, click on to “Share and Save”. In this case, you can also notify the person about sharing by sending an email. In this case, you need to check the box for the option titled “notify people via email”.

If you forget to see this option then you will need to draft a manual email about sharing of the document or have to inform the user in person.

Adding Users as Commenters:

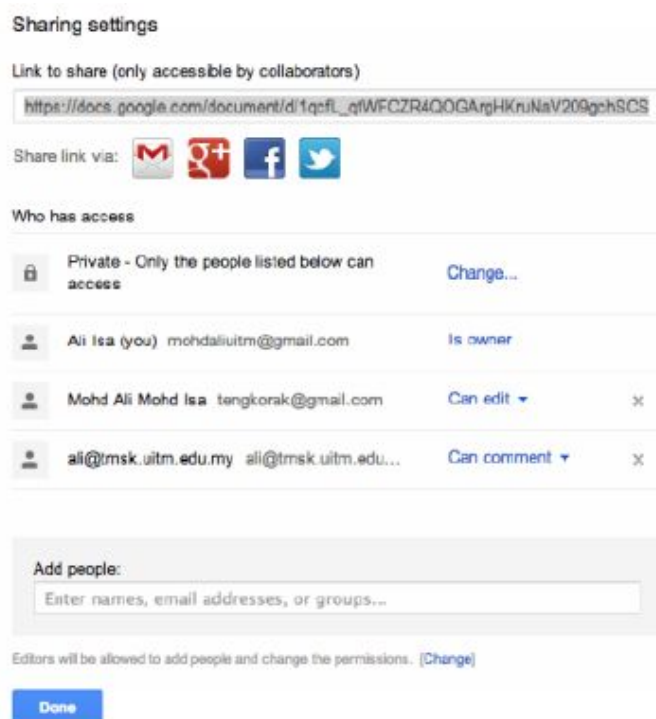
There is also an option to add people and users as commenters. It is a special case of collaboration in which the users added as Commenter will be able to view the file and all the modifications made, but they won’t be able to make changes on their own.

This special setting is known as allowing user as “commenter”. As they can view the file so they can leave their comments related to the specific content of the shared file. For making this kind of setting, you will follow all the steps which were followed by adding a person as editor.

However, the change will occur after the email address option in which rather than clicking on the can “can edit” option, you will click on the “can comment” option.

In the end, you will click on to “Share and save”. The commenter, in this case, will also get an email with the notion that the original user wants the commenter to review the file and make comments.

When you are finished with the settings of sharing you can give it a final touch by, verifying the list containing the names of all those people to whom you have allowed the access of the document with specific modifications.



In the end, Click on the button titled “Done”, so that all of the users can enjoy the rights specified in the panel of “Settings”.

Here there is a crucial aspect of document sharing which needs to be considered very well. According to this aspect when an original user gives the other user the rights of the editor, then the editor can also add users as a collaborator.

Now this option is in the hands of the original user, he or she can allow this access by the editors or can even restrict this modification. It will depend on upon a particular need of the document being reviewed and shared among the users.

This assorted variety of options available for providing access and rights to the users narrates the real power of Google Drive which has eased the world of its users to a great extent.

This greater control and countless utility make Goggle Drive the only storage Cloud with so much enhanced competence and efficiency. Surely it is an attraction enabling an increase in the number of users.

File backup with Google Drive

One of the most celebrated features of Google drive is its ability to serve as a backup for all types of files. In this case, the desktop sync utility of Google will be used which adds a specific folder to the system's hard drive, which then acts as a two-way channel.

So whenever any of the folder or files will be put to the desktop it will automatically get synced to the Google Drive. In the same way, any document placed on Google drive will be available in the specific folder of the desktop. This two-way harmonization enhances the utility by providing the best suitable option for the backup facility.

Carrying out the backup function with Google drive is a simple process which is executed with three simple steps:

- This first step will relate to the primary step of Downloading and install the Google Drive utility. This is available for both Windows as well as for Mac. However, the basic working and sequence of steps will be the same in both cases.

- The next step will be to run the program over the system. Now sign in with your Google account. Here the screen will guide you through the step by step procedure.

The initial few steps may be for informative purposes only where you will get guidance for using the tool. The next steps will carry you on with the actual procedure. At the last step click “Done” or “Finish”.

- As the last step, the Google Drive will open directly in the Explorer window, enabling you to scrutinize all the documents which are currently available in the document. Now this folder will be available on the hard disk of the system and at the Google drive as well.

One of the easiest applications of Google Drive backup option is the Drag and Drop ability under which you can simply drag a file in the Google drive and it will automatically get stored at both places as a backup.

This utility of Google Drive has enabled a safe and secure environment for the user in which the user no longer worries about the file storage or a system getting corrupted. As it will be available at both places, so enhanced comfort has been added by Google Drive.

Chapter 5 – Google Drive Video storage

Google Drive not only entails documents and files having text but it equally provides functions related to photos and Videos. One of the most liked features of Google Drive is its ability to incorporate Videos in the Drive.

Why use Google Drive for Video storage:

This is particularly more of a concern for organizational users. If you look around at any of the virtual storage space occupied by any organization, you will definitely find a lot of videos.

These videos may have various formats like digital video.wmv, mp4, .avi, .mov, and videos on manual discs and tapes. Organizations may have a number of videos in the form of product videos, training videos, marketing videos, presentation videos and meeting videos.

Now this excessive video storage needs space and equipment for effective management. These videos will occupy a lot of space over the server and in need of searching some specific video you can seriously get in trouble.

Google Drive has provided a solution for this issue and now you can share and store Videos just like you do for the text and office files. It will allow a better management of space over the server. Google drive provides following major functions for Video files.

- **Uploading and storing Video files:**

Just like the office files you can add any of the Video from your desktop or internet to the google Drive. Once uploaded, it can easily be searched for future use. You can simply apply the Drag and drop procedure for adding Videos to the drive.

- **Sharing of Videos**

Once the video is added to the drive it is then possible to share with multiple users. Just like office files you can grant specific access to Videos.

- **Adding captions to Videos:**

This additional feature of google Drive is of particular interest where you can even add captions to an already named video stored on the google drive.

In order to add a caption track, you will first edit the text file that which will be the text displayed for a specific video time.

The next step will be to select the specific video file from Google Drive. Here you will select the overflow menu shown in the form of three dots, organized vertically. Here you will choose "Manage caption tracks."



Google Drive can support any of the captions in SubViewer formats (.sbv) and SubRip (.srt) format so it endorses a large assortment of functionality for Videos of any type.

Previewing and playing a video

You can also save and store Video in your Google Drive just the way you store the text files and documents. Once the videos are uploaded to the drive you can search for any of the uploaded videos.

For this purpose, you can apply the drop-down arrow which is available in the search box. Once found, you just need to choose the specific name of the file. Next, you will use Drive's video player for playing the video.

Google video player not only plays the video but it also mentions a certain additional piece of information about the Video file. This information includes:

- Original Owner of the video

- the specific Sharing settings
- When the file was uploaded
- When the file was synced
- Option to Download the previous versions of the file

Conclusion

Gone are the days when manual hard work was related to every human activity. Today with an ever increasing change in technology and its developmental application, the need for manual labor has been completely eradicated. This change has become part of all human life domains, including the day to day life chores as well as the work activity related to the corporate and commercial world.

With the advent of internet, a number of features and applications have played their part in making up this world a much easier place to live, today the human energy which was once wasted in making manual labor is utilized for making intellectual miracles.

When it comes to manual work in offices or even in the household you can see that plenty of energy is wasted. Now as the corporate world has shifted over the internet use for day to day business operations the application of email and virtual communication has increased.

Similarly, rather than piling up papers and letters, everything is now done through clicks. Seeing this change in the overall working Google has come up with the miraculous application named Google Drive. The possibilities of this drive are endless and beyond the imagination of a user.

This book has been written with a view that if we want to make full use of this application we need a thorough knowledge of it. Many of us may have Google Drive residing within the desktop but do not know the necessary application and use. So this book will help all those readers who want to make the best use of this wonderful opportunity.

PROJECT MANAGEMENT

The Ultimate Beginners Guide To Successfully Manage
Any Project And Become A Respected Leader



JOSEPH HUNTER

Project Management

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Successfully Manage Any Project And
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(Project Management, PMP, Leadership)

by Joseph Hunter

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Introduction

You've been working hard at your job for years. Day after day slaving away at your cubicle typing, filling in forms, and attending meetings with stale bagels. But now, at long last, you've been put in charge of a new project.

Whether it is developing and implementing a new customer survey, improving quality control, or brainstorming the latest development in smartphone technology, the responsibility for the project is yours and yours alone.

This is a test, an opportunity to prove yourself to the boss and to demonstrate that you are ready for the next level.

If you are even a little bit normal, chances are that you might feel a little overwhelmed, even intimidated.

You might be wondering just how to get people motivated, how you will manage all the different aspects of the project, and where you should even start.

This guide will go through some of the basics that everyone needs to get their project off the ground.

Whether working for a small business, a multinational corporation or you are looking develop your own idea into a new start-up business, the principles discussed here will give you what you need to proceed with confidence.

Chapter 1 – Know Your Scope

Perhaps the most important thing to understand with any project that you are managing is exactly what your project is.

This may seem obvious at first but if you stop to think about it you will probably be able to think of certain projects that were undertaken with no clear goal in mind, vague parameters, and no way to measure progress.

How can such projects happen? Simple, they are begun before the people involved have a clear understanding of what they are doing. Don't let this happen to you.

Generally, if you are put in charge of a project by higher management, then the goal will be quite specific. "Design a new phone," "design a new tire tread," or "create a marketing campaign for a new TV series" are all specific goals.

If you have something like this, then a big part of your job has already been done.

It may be though that you are part of a larger research and development or marketing group with responsibility to simply "develop new technologies" or something equally vague and open ended.

In such a situation, it is wise to work with your team to brainstorm ideas for different projects with more specific goals.

Assuming that your goals are set, you still need to be concerned with parameters. Make sure that you understand your operating budget, deadline, how many people you can pick for the team and where they can come from, and

things like what will your workspace be and how much time will be devoted to the project on a daily basis.

It is important to make sure that any guidelines like those above are clearly laid out. These provide direction for your project and keep you from making decisions that will run afoul of the boss.

Again, if you are in an R&D style situation then you will have very broad guidelines and resources as well as the responsibility to make your own decisions about how best to apply them to your current project.

Whatever the precise nature of your situation it is absolutely essential that you communicate the project parameters to your team so they understand the nature of their own boundaries.

And as your team will likely be broken down into smaller units to work on separate aspects of the project and each sub-team will have its own set of guidelines to govern their part of the project.

To take the tire example from above, you will have a group researching different tread designs to determine which are most effective in different environments, a group looking into different kinds of rubber and their properties, and yet another into the best manufacturing processes, to say nothing of other aspects like the best way to mount and balance the given tire and eventually, you will need to set up a liaison with marketing once you have a product ready to go into production.

Each of those groups will need resources like computers, workspace, testing facilities and most importantly, a way to communicate with each other.

Chapter 2 – Know Your People

If you are going to be the person in charge, you need to know the people working with you. If you are just getting put in charge of your first project, there is a good chance that you already know the people on your team.

They may even have been picked for you based in part on the fact that introductions are not necessary. Or perhaps you were given the freedom to choose your team and picked those that you would be most comfortable with. Whatever the case may be at least you will not be going in blind.

Being a project manager is different than being a co-worker however. Even if the situation will only exist for the duration of the project, being the boss changes relationships.

Suddenly, you are the person who has to give a thumb's up or down at the meeting, who is telling people that they only have a week to do something they say will take two, who has to explain why group A gets twice as much money as group B and sooth everyone's bruised egos.

That's when you have to remember not only that each of the people is a friend and co-worker but a part of *your* team. And because it is your team, whatever happens is on you, good or bad, fair or not.

So you will need to keep your knowledge of your team and their communications styles in the forefront of your mind and be able apply that to making sure not only that your team members understand what is required but how to communicate with each other.

Another, seemingly more difficult situation is one in which you have been specifically picked from one area of your company to go and head up a new project with a team made up of complete unknowns.

Understandably, this might seem like a more intimidating situation than the one described above. There is at least one big advantage though in that so many people have a hard time working under or over a friend.

If you are in a brand new position in a brand new area of the company, this difficulty can be avoided. After all, it can be difficult to take direction from someone you go to Thursday night trivia with or to have to give direction to someone whose daughter hangs out with yours.

Such a situation can lead to a lot of hurt feelings and damaged relationships if you are not careful.

Not that being in charge of strangers is a license to come in and act like a dictator. You will have to at first put in a lot of effort to learn how to talk to your various team members and how they best work with each other.

Doing so in a respectful way, calmly, asking for advice, and allowing them to have their say in the development of the project will both go a long way to building an effective team and establishing your own role as project manager.

In the interest of building that team dynamic from the beginning, it is advisable to involve the whole team in the development of the project's goals and milestones.

This won't be possible in a situation in which your boss has already laid all that out for you, but if you are given the freedom, then this will be essential.

Make sure to get everyone into a room and lay out the basic goal, say designing that new tire. Let the team come up with the different areas that need to be researched and developed, offering helpful suggestions and prompts if the conversation stalls or veers off track.

By doing this, new ideas will be born due to the influence of the suggestions of others, ideas that might not ever have existed if you were running things by sitting in your office issuing dictates via email.

Things that will need to be discussed are:

- Best ways to achieve the goal – just what goes into making a safer winter tire?
- Particular contributions of individual team members – what does everyone offer in terms of knowledge and experience?
- To-do list – All of the different components that will go into building that tire once you have determined the rough outlines of your approach. You will likely revise this list over the course of the project.

For example, the very first item on your first list might be to determine the rough outlines of your approach. You may also have several smaller

lists for sub-teams and different phases of the project.

- Milestones – What are the major checkpoints along the way? Should you leave the timelines relatively open ended or set specific goals with hard deadlines attached?
- Communications – What is the best way for your team to communicate? Email? Meetings? Video calls? Most likely you will need to use several methods of communication over the course of your project but it is good to take some time discover the team's preferences.

Also, different methods work for different purposes. Daily information exchange should probably be through email or some sort of messenger app.

Major project checkups should be done in a meeting and of course video calls may be necessary if someone is off site for the day.

- Software – When developing your project in the beginning stages it is important to understand the tools that you will be using. Whether you are looking at CAD programs for developing a product, computer simulations for testing the behavior of different systems in the field or things like GoTo

Meeting to help facilitate meetings with remote members of the team or contractors, it is good to make sure everyone knows both the tools being used and how to get the most out of them.

For new members of the team, this will be particularly important as there is often a learning curve with any kind of software.

Chapter 3 – Know How to Communicate

Insert chapter here... Related to the above is that fact that as the project manager, it is your responsibility to make sure that information is flowing smoothly amongst the team's members. Doing this will require you to be aware of what everyone is doing and what their deadlines are.

No, you don't need to be a micromanager, but you do need to be able to check in with your team to see how things are going.

By keeping tabs on your members and their progress, you will get to know them better and so be able to communicate with each team member individually as well as act as a translator between different sub-teams and their members whenever a misunderstanding arises.

Not only will this help to keep your project progressing on schedule, it will keep those misunderstandings that inevitably crop up from becoming a source of tension that could get in the way of the team dynamic.

It also possible that you will have one or two people on the project who just have a hard time getting things done on time. You will need to follow up with them more, perhaps more than either of you would like. In these situations, try not to rush to judgment regarding his character.

There may well be issues outside of work that are affecting your team member's performance. Be open and listen for cues that something is going on.

But how does one become this great communicator? For some it comes naturally, but for the rest of us, getting beyond the weather or the game is a

chore in itself, let alone being able to tease ideas and potential grievances from the introverted.

If you are one of those who struggles with communicating in general, there are a few simple principles to keep in mind:

- Listen – Yes, this seems obvious but really it is one of the hardest things to do. Listening means more than just hearing the words, but really trying to understand the words. You will need to discipline yourself to keep your mind from wandering. The most common place that our minds tend to wander when in conversation is to what we are going to say next. We might hear the first few words of the other person and all too quickly, we are figuring out our response to those and waiting for a chance to interrupt, rather than listening to the rest of what is being said.
- Show understanding – This is the smile and nod portion of listening. Just be sure you are only doing it when you actually understand.
- Ask questions – If you don't understand, don't be afraid to admit it and ask clarifying questions.
- Know your subject – No, you won't and can't be expected to know everything, but you should at least know the rough contours, enough to be able to ask intelligent questions.

- Turn off your phone – Or at least silence the blasted thing. Unless you are in an industry where genuine emergencies arise that depend on your swift response, you can afford to not have your conversation interrupted by your phone for five minutes.
- Watch the emotions – Just as important as making sure you are actually listening is making sure you don't let your emotions get the better of you. Even if you are keeping your conversation to matters pertaining to work, you may have a bad day and go into things irritated and then find that there have been delays in the team member's assignment, delays that you frankly don't have the time for.

Or perhaps there is a just a simple personality conflict with a given member and you naturally rub each other the wrong way. Just breathe deep and keep calm.

Discipline your thoughts and keep them on the task at hand. If you do find yourself getting irritated, it is better to cut the conversation short and pick it up later.
- Avoid the jargon – Most of the human population hates buzz words, jargon and verbiage that is filled with five dollar words but at the end of the day isn't worth a nickel.

Unless you are a political junky or steeped in academia, that kind of speech probably drives you crazy. It comes off as condescending and often covers up genuine ignorance. Some people think it makes them sound smart. It really doesn't.

Don't be afraid to initiate the conversation. If you have people on your team who are naturally quiet and hesitant to share their ideas, you will need to initiate any but the most necessary of contact. And don't single them out with a question in a meeting.

You may be trying to draw him out of his shell a bit but by signaling out your teammate in this way, you will most likely just make him uncomfortable and cause him to retreat even more. If you do signal him out in a meeting, do it by way of praise, congratulating him on a particular job well done.

For the most part though, at least at first, try to initiate conversation one-on-one or in a small group. Try to keep it business related at first but gradually sprinkle in personal references, (not deeply personal of course. perhaps just thoughts on what you did over the weekend) and ask questions about what is going in his life, using any personal decorations as a starting point.

Perhaps you won't become friends (which is okay) but if the introverted team member starts to feel comfortable he will be more willing to share ideas that could benefit the whole team.

These same techniques can be helpful across the board, though you will need to be alert for the peculiarities of every person. Perhaps you have one person in your group who will not shut up once you start talking to him.

Or another that has no interest in discussing things outside of work. Mostly, you should just roll with such personality quirks, though in both cases, it may be best to leave both people alone as much as possible without it affecting the team.

Pay attention as well to how different people respond to different forms of praise. For some people, just saying “good job” is enough. Others would like to get an extra half hour for lunch or a gift card to TGIF.

Again, you’ll need to be careful here because if you are handing out gift cards to one or two team members but not to others, charges of favoritism will be sure to follow. Preferred rewards is another item that could be discussed during those initial structural meetings.

You will also need to be sure to communicate with upper management, meaning that while you will need to get used to being the boss, you will need to remember that you are also an employee.

That means being able to take direction as well as give it.

You will also need to explain what is going on with the project to someone who holds the purse strings for your budget.

Whether, you are going to a scheduled meeting or your boss calls you up for an impromptu status check, make sure you have your facts straight and are able to present them in the way that your boss will best understand.

Sometimes, the questions will be coming too fast or simply be something that you can’t answer yet. When that happens, don’t be afraid to say “I don’t know.” But be aware that you should follow that up with, “I’ll get back to you.” Taking this frank and honest approach has multiple benefits.

One is that it shows that you aren't trying to hide your ignorance. If your boss is not a control freak, she will understand that you won't know the answer to every single question and may well be looking for any sign that you are trying to fake knowledge you don't have.

Simply state the truth and move on to the next thing.

Second is that it builds trust and rapport. By not trying to sleaze your way through the tough questions, you demonstrate that you are trustworthy.

Third, it can help build up the team. When you follow up with the answer your boss is looking for, either bring your team's expert along so that he can get the credit or at least verbally tell your boss who is working the aspect of the project in question and that he is the one who provided the answer.

Your boss will not only know but hopefully give positive feedback to your team member. And she will recognize that you are not a person who is trying to hog all the glory and attention for yourself.

Chapter 4 – Be Flexible

Again, this is another truism that is thrown around so often these days that hardly has any meaning. However, it is also good advice.

There will be different data that comes up from time to time that will challenge your team and may even force a major restructuring. Or perhaps someone isn't working out like you have hoped.

Or a sudden illness takes your star player out of work for a couple weeks while she recovers.

If your plan and the milestones that the team has set are too rigid, then you run the risk of rushing the work, resulting in stressed out people and likely even shoddy work.

You will need a plan of course, but always leave room in that plan for the unexpected, because there will definitely be unexpected issues that will come up.

Maybe your hard drive crashes, the rubber for some reason won't hold the tread design you came up with, or the tire may be great on rain, but you were going for snow and ice.

The bottom line is that there will be times when it is absolutely the right thing to change gears completely or even to totally scrap what you have been doing and start again from scratch.

An absolute insistence on trying to stay the course no matter what will actually hurt the project and often make you look foolish in the eyes of your co-workers and your boss.

Chapter 5 – Delegate for Sanity

One of the surest ways to make sure that you completely lose your mind as a result of the project is to do everything yourself. I've made this mistake before and by time the event came off, I was completely burned out.

It was a success but I had nothing left and when the next one came along, I had to completely rely on others to save the day.

In addition to driving yourself crazy, the need to do everything, or the equally bad urges to be informed of even the smallest details or to offer suggestions about all aspects of the project will not do any favors for the project team either.

The obvious negative side effect is that you will be seen as an annoying busy body at best or an oppressive dictator at worst.

Both impressions will contribute to undermining your authority as the project lead.

Beyond that, if you are going the "I'll just do it myself route" they will feel underutilized and unappreciated.

The resulting drop in morale will lead to poor work on their part, such that when you do let an individual do anything, the result will only reinforce your perception that you need to do it all yourself.

Just as likely is that the individual's work in other areas will be negatively affected as well. In the end, your team will not be eager to work with you again and your boss will begin to notice that the team dynamic is suffering. And it will not take long for her to figure out where the problem lies.

If you are more inclined to fall into the nosiness trap, the effects will be somewhat different.

You may not be yelling at your people but you are definitely annoying them if you are at their desk with a barrage of questions the second they walk through the door.

Other than your team cringing when you walk in the door, you may also find that your team members are paradoxically less inclined to share information with you. At least any information worth sharing.

What might happen is that they will begin telling you whatever they think you want to hear so that you will just go away.

Telling you what you want to hear will definitely happen if you are the kind of person that doesn't take bad news very well.

If you get upset, yell, point fingers or engage in any other form of shooting the messenger, then you can be certain that at least one or two members of the team will start hiding information from you, either burying it completely, sharing it with others behind your back or even going over your head to the boss to get you removed as the project manager.

Don't be that person.

Essentially, no one likes a micromanager. If you are always in people's business, then they will spend time talking to you (and frankly trying to get rid of you) that they could be spending on getting their portion of the project done.

You need to keep your eye on the big picture, ensuring that the overall project is running smoothly, not inserting yourself into every situation.

If you put people in the right positions to start with, you should be able to trust them to do the job given.

This is where your to-do list and knowing your people will be essential. First, it is generally wise to let your team volunteer for whatever aspects of the project that don't require a specialist.

Things like booking conference rooms, ordering materials and acting as a mentor to younger members of the team will all be necessary and all of this tasks can be completed by almost anyone.

Should there be gaps even after the volunteering phase is over you should be able to use your knowledge of the various individuals assigned to you to fill those gaps in, matching passion and talent with need.

Remember, your team is your team for a reason. Whether you picked them yourself or they were picked for you they are there because someone thought that they had something to contribute. A big part of being an effective leader is being willing to and knowing when to take a step back and get out of the team's way.

Doing so will demonstrate confidence in your team, yourself, and your goal. And all of that will only help to motivate your team to provide an even better product when that last deadline finally does come and you and your team find yourself presenting your work before the board.

You may also find there are one or two people on your team who also need to be reminded of the importance of delegating responsibilities. You will very often find someone who tends to over commit.

She will generally be eager to please and a genuinely intelligent and hard worker.

Despite this though, she will often be behind on her deadlines because she tries to take on too much work.

It is just as likely that you will run across someone who likes to take on a ton of extra work and can actually do it.

This person will be either a legitimate hard-charger who is just eager to do as much as she possibly can, or someone who sees an opportunity to basically take over the project and steer it in a direction she would like it to go.

Both are potentially harmful to the project but for different reasons.

The hard charger can wind up causing many of the same problems that arise when the project manager doesn't delegate.

The other people on the team may feel as though they are being ignored if they are not getting assignments, or they may begin to resent the hard charger and think that she is just sucking up to you and thinks that she is better.

This can be corrected simply by keeping tabs on who is doing what, reminding the team go-getter that he doesn't and shouldn't do everything himself. She is a genuine asset to the team but just needs to be redirected from time to time.

The mutineer type, the one who basically wants to take over is harder to deal with as this person may consciously be working to undermine your position as project manager.

As long as she doesn't interfere with the work of others, or essentially take it from them, and gets her own done, then there is not much that you can really do.

However, if it does become an issue, then the big boss may need to get involved.

Chapter 6 – Document Everything

Let's face it, paperwork and record keeping are boring to most of us. Yet, it is also absolutely necessary. Whether your project ultimately succeeds or fails, it will come under some sort of review.

If it's a failure, your project will be reviewed to find out what went wrong, and to figure out where the blame lies for your company having wasted its time and money.

In the failure scenario, your records will help back up your reasoning as to why your brand new winter tire wasn't ready in time for winter like it was supposed to be.

Perhaps your supplier didn't deliver, there was a cyberattack that corrupted your data, or a team member unexpectedly quit at a crucial juncture in the project and didn't properly transition her responsibilities to another person.

All of these are very good and understandable reasons for things not getting done on time.

But you are going to need records to back up your story, both to show that the rubber shipment really did not come through like it was supposed to and to demonstrate that everything else was on track so that everything would have been done on time if that one element had come through like it was supposed to.

If your project is a success, it will be reviewed for the much more comfortable reason of finding what it was that was done right and how it could be duplicated.

Should you not keep good records of your process, then it will undermine the success of the actual project and upper management may be left with the impression that you are irresponsible and that the effectiveness of your new tire is due not to your skill as a manager but more to blind luck, or exclusively to the expertise of your team, who managed to deliver despite, not because of your leadership.

So, what sort of things should you keep records of? The list can be a long one indeed. Some the things that should be kept track of are the following:

- Assignments – This should be obvious but it is essential that you keep track of who has been given which task.
- Minutes – One of the assignments that will need to be made is that of recorder, someone to take notes during the meeting and summarize for everyone's review later.
- Progress reports – Keeping track of everyone's progress on their tasks is very important.

It will aid you in determining where weak points are in the team before they become detrimental to the overall project, allowing you to move personnel around as necessary so that everyone is getting the help that they need.

- Purchases – Everything from bagels to special software and hardware to support the project has to be kept track of.

If one thing is true of modern business, it is that a company will spend a thousand dollars so it can keep track of two. As one can imagine, this will be especially important if the project runs over budget.

- Contracts – It may happen that you have to outsource some of the activities necessary for your project.

In that case, make sure that you keep clear and easy to follow records of your agreements with outside contractors and your rationale for doing so.

Make sure that all of your records are kept in an easy to follow format and software like Quicken for financials or Excel or Access for project updates and status checks.

Conclusion

Managing a project for the first time can be intimidating. If you have never done it before, the sheer amount of coordinating, documenting and communicating that is necessary can threaten to overwhelm you.

We hope that this guide has given you enough tips, principles and resources to manage your project with confidence from the moment you walk into the first meeting, and through all the trials and tribulations that will come up till the final presentation.

Whether your contractors don't deliver or you have some difficult to handle team member, following the advice in this guide should help ensure the team's success.

And when you're done with all of that, you and your team can kick back and celebrate a job well done.

DONALD BROWN

AMAZON FBA

AMAZON FBA 2016 FOR BEGINNERS
HOW TO MAKE MONEY ONLINE WITH AMAZON
AND CREATE PASSIVE INCOME WHILE YOU SLEEP



Amazon FBA

Amazon FBA 2016 for Beginners

**How To Make Money Online With
Amazon and Create a Passive Income
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by Donald Brown

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Introduction

Amazon is one of the sites that have created a very advanced fulfillment network networks across the globe. It is this network that plays a central role in ensuring that your business benefits from the expertise it offers.

This is because it offers you as its client a place to store your products that you intend to sell. It then comes in to pick the products from storage, pack them and ship them to provide a customer-base for the products. Additionally, it is important to note that with Amazon, you can scale up your business and reach out to a wide range of clients across the globe.

With Fulfillment by Amazon (FBA), you as a client that wishes to sell your products has a fulfillment choice to market your products online. This is one of the best and easiest ways to make money as you sleep.

This is because; Amazon takes up the responsibility of selling its inventory in the market alongside your products. This means that when a product from a third party merchant is bought, the shipment of the product to the buyer is dependent on the fulfillment method that you selected as a seller of the product.

Additionally, merchants who make a choice to participate in FBA enjoy the packaging, sorting and shipment of the goods by Amazon. This is because there is ease in doing this by Amazon because it has over 13 warehouses in the United States that play a pivotal role in handling fulfillment.

This is for both Amazon as well as third party merchants. This means that Amazon goes the extra mile of helping those sellers that do not wish to bother with the process of fulfillment. Therefore, you can sell your products today on

Amazon and enjoy your sleep as you get the money flowing into your account for every sale made.

It is important to note that sellers on Amazon often vary depending on the products that they wish to market through Amazon FBA, the margins, and category of the product as well as related merchant variables.

Chapter 1 - Why you should choose Amazon FBA

Fulfillment by Amazon is often preferred by a wide range of third-party merchants. This does not mean that it is right for the kind of business that you are doing. This means that it is necessary that you assess the major benefits that come along with faster shipping, easy returns as well as potentially attracting a wide clientele in comparison to the service fee incurred.

This is because sellers often take into consideration issues that we will discuss concerning sale tax compliance as well as commingling associated fraud. For some people, making a choice of selling through FBA or not is often a difficult decision.

However, I hope that you take into consideration using FBA and thus if you do, then it is important that you learn more about the integration of FBA more closely to another retail system that you participate in.

Fulfillment by Amazon is one of the best options for sellers who are looking for someone to ship their products while increasing the time of shipment and minimizing the cost that they have to incur in fulfillment. You therefore, have to realize that FBA offers a wide range of benefits that will earn you a lot of money while you enjoy your sleep. Some of these benefits include:

Discounted cost of shipment

Some of the most important factors that buyers consider while selecting the best fulfillment method to employ to purchase a product are the amount of time and

the cost that they have to incur on a product.

With Amazon FBA, the products that you intend to sell are eligible to free shipment thus placing them at the top of the product list without having to incur any cost in the process.

Additionally, it is important to take into consideration the fact that prime members in FBA are offered a two-day free shipment on the items they sell through them. Additionally, for their customers, Amazon FBA customers often are eligible to free shipment especially if their orders exceed \$ 35.

When this happens to customers, others are attracted to buy more considering the incentive that the company offers.

Customer service and return management

With Amazon FBA, you are liable to acclaimed customer service as part of the process of fulfillment. This means that you can contact the customer support through your phone or email at any time of day or night.

This way, when you place your products on Amazon, you do not have to worry on frequent follow-ups because you now that your products are okay and thus instead, you can focus on management of other enterprise operations.

Additionally, choosing to sell and buy products on Amazon plays a crucial role in processing your returns through their fulfillment call center. This allows for convenient return items on a need basis and thus making it easy for you regarding the logistics that are involved in the process of returning the products.

However, it is important to note that there are charges that are involved in the return process for the service.

Multi-channel fulfillment

Most people often think that FBA is just for selling on Amazon. However, you can use Amazon FBA for your sales channels such as your website as well as other eCommerce platforms. In this manner, the clients can easily enjoy flexibility in shipping the products within a one-day, two-day as well as standard delivery turn-around times.

This often means that the process of handling fulfillment across a wide range of channels may be challenging and costly. However, Amazon plays a role in helping you handle this to ensure that the customers have the best experience possible.

This means that whether you are already selling on Amazon FBA or not, you have the ability to keep the ordering and shipment process at a high degree of consistency across your preferred channels.

Customer experience

Selling your products through Amazon FBA allows you as a merchant to reach to more customers through the enlarged customer base that the company has.

This allows you to attract a wide range of clientele through the services that FBA offers such as multiple options for shipment, fast delivery of products, easy return process as well as a customer service that you can trust.

This is often the case especially when customers see the Amazon FBA logo on your products. This is very useful in ensuring that you increase the number of sales and thus provide customer experience that ensures customer satisfaction.

Buy box share

Amazon FBA often impacts on the buy box share variables that include the rates of shipping and selling. This means that it plays a central role in boosting your probability of getting a share of the buy box for their products despite the challenges that are associated with eligibility requirements of the buy box.

Additionally, Amazon FBA offers branding services for their merchants. This is by carefully curating their brands to meet the needs of their customers thus making it easy for online shopping.

This means that FBA offers its customers a chance to align their stores with the brand and thus lending your store of products with a high reputation that attracts more clients into buying.

Chapter 2 - What is the cost of using Fulfillment by Amazon?

Once you have known the benefits that come along with using the Amazon FBA, it is important for you to understand its cost. This is pivotal in helping you in the process of determining the fitness of this service for your products and thus guiding you into making the right decision.

First, it is important to note that Amazon breaks down their costs based on the item type. The types of items include Media, non-media, oversize and the zero-fee fulfillment items.

This means that for the products that you are selling on this platform have the following costs: handling of orders per customer order, pick and pack per unit that is ordered by a customer, handling of the weight per pound per unit ordered as well as the storage per cubic foot on a monthly basis.

It is also important for you to bear in mind that there are products that have the additional fee applied to them. It is through certain scenarios that contribute to the price alteration from the standard pricing. Such scenarios include:

Items that are oversized and therefore require special ways of handling per shipment, inventories that are stored for more than six months, the time of the year often determines the storage fee charged as well as the cost per cubic foot on a monthly basis.

For instance, the price of storage often increases between October and December. Additionally, there are fee charges that are placed on processing customer returns on a specific line of products.

I want you to think about your business for a second, what are some of the products that you sell? If you are selling oversized products, inventories that have long shelf lives or desire to use the FBA just for the holiday season, then it is important to note that you are subject to incurring additional costs.

Based on the fact that businesses often deal with different types of products, Amazon FBA offers a revenue calculator that calculates the cost and the possible revenue of using their services.

This tool is a great one especially if you intend to sell a few products to make a comparison of the fact that you are already selling on Amazon. You can use this tool to check what products will sell with a high level of profits

Disadvantages of Amazon FBA

In spite the fact that Amazon FBA remains the best fulfillment service across the globe, It is important to note that there are a few demerits that often go without the realization of most merchants as well as buyers.

This means that when you are starting off business with this company, it is important that you are aware of these demerits that may be associated with the services.

Commingling merchandise

With the Amazon FBA company, there is a shipment of products from a wide range of facilities across the nations thus ensuring that the products reach the buyers at a very short turn-around time.

This is the reason the services that are offered are quite efficient. To ensure the same efficiency to the merchants that sell their fulfilling products through FBA, the option of commingling is given.

This means that there is a combination of the qualifying products from wide range of sellers for them to be processed and shipped by FBA. This means that as a seller, it saves you time and the strain that you might have otherwise spent applying for approved labels for each of your items or making payments to Amazon to do it for you.

This means that instead of providing labels, you can easily use an item barcode that pools your products with other sellers by the identification (ID) of the product. This way, Amazon can store the products strategically and ship them using the same product ID by location that ensures that the products reach the customers very fast. So what is the problem?

The quality control of the product often is a challenge for the sellers. There are quite some scenarios that have happened where the sellers are forced to close shops, get negative reviews or even worse, and face legal actions when their products are counterfeited or are damaged before they can reach the hands of the customers despite the genuine products that the sellers sent to Amazon.

You have to realize that this is not the fault of the seller despite the fact that they have to face harsh consequences.

Sale tax compliance

Another issue that has been voiced after the use of Amazon FBA for selling products is that related to issues of sale tax compliance.

This often is the case because Amazon does not tell the sellers which one of their warehouses houses their products. Additionally, they do not provide the sellers with a list of warehouses where items are located.

This means that sellers are not quite certain where they should register for sale tax compliance. This is because they do not know the location of the products and the customers until the transaction is complete.

This means that the sellers are put at a risk of exposure to liability issues. Along with the high cost that is associated with this process, you have to take into consideration a wide range of factors before taking the step of doing business on Amazon FBA.

Mostly, the products that you have often influence the individual product margins, thus, limiting profits. However, you have to bear in mind that the increase in the total sales, as well as the exposure of your products, offers a great investment option for your online store.

This means that whenever you have less money for a particular product that you are selling, you may sell them on Amazon FBA and have overall huge profits on the products sold. You have to remember that you are not being forced into selling your products on FBA, and thus you can take the time that you need to calculate whether you are likely to make profits.

Chapter 3 - How to use Amazon FBA to Make Money

When considering using FBA for your products, you have to remember that it is quite easy and efficient for both you and your customers. There are quite some steps that you have to follow when beginning to use Amazon FBA. These steps include:

Step 1: Send your products to Amazon

The first step is by first uploading your listings to the seller central on Amazon FBA and then allows them to fulfill all or part of your products. Then print the PDF labels that are will be provided to you by Amazon using the FBA label services.

Then proceed to use Amazon discounted shipment services or make a choice of the appropriate carrier for the delivery of your products.

Step 2: Amazon FBA product storage

The second step is the storage of your products by Amazon FBA warehouse. This is usually in a ready-to-ship inventory. Therefore, it is the work of FBA to receive and scan your inventory of the products listed.

They then record the unit dimensional measurements of the products for storage. You then have to monitor the inventory of your products using an integrated tracking system at the Amazon FBA.

Step 3: Ordering of the products by the customers

At this stage, the most important thing that you have to bear in mind is that Amazon FBA fulfills all the orders that are made on sales, not on Amazon or those that are placed directly on Amazon.com.

The listings of your products that are intended for selling are often listed in the hierarchy of their prices without any shipping costs. This is because they qualify for free shipment especially in cases of eligible orders.

Additionally, the prime members at Amazon often are offered an opportunity of upgrading their shipment options for the eligibility in the FBA listings. This step often excludes multi-channel fulfillment orders from other sites and services that include the web stores in Amazon and the Amazon checkouts.

Step 4: Amazon picks and pack products

In this step, it is the role of the Amazon FBA services to ensure that they have picked the products that are detailed in the inventory and then packs them before they are delivered to the customers that ordered them.

This is by ensuring that they locate the products using their advanced warehouses through the web. This is then followed by picking of the products at a very high speed and then sorted through the system. The customers have the ability to combine the products with others that are fulfilled by Amazon.

Step 6: Shipment of your products by Amazon

It is this step that involves the shipment of the products to the customers from the Amazon FBA centers. The shipment method that is utilized by the Amazon FBA is dependent on the choice that the customer has requested.

Additionally, the Amazon FBA often offers information tracking services for their customers. However, in the case of the orders that are present on Amazon.com, Customers have the freewill to contact the customer service concerning the same.

Step 1: Getting started on Amazon FBA

For you to get started on Amazon by adding fulfillment by Amazon to your selling account, you first begin by clicking on the inventory Icon on Amazon website. Then make a selection of Manage inventory.

Then select the product that you wish to include as an FBA listing. This is achieved by checking the box that is adjacent to it on the far left of the column. Then from the pull-down menu on the actions icon, select change to "fulfilled by Amazon" Then on the next page that appears, select the convert button and then keenly follow the instructions that are provided on creating your first shipment.

How then can you make money through Fulfillment by Amazon?

There are quite some tips that are very important in contributing to you taking advantage of the services that are offered by Amazon for the advantage of your business.

Some of these tips include:

Pull all your expenses on your reward credit cards

Aside from the inventory of the listings of products that you are marketing through Amazon FBA, ensure that all these are on your credit cards. This is very

important in ensuring that you accumulate the best possible ROI.

Select a niche

Ensure that when you are selling on Amazon FBA, you can stick to a single line of products. It is this way that you can be able to tell what products sell well and what products do not sell well. This way, you will be able to make the right decision on whether it is worth selling there or not based on the amounts of profits that you get.

Also, you can choose to sell items that have a lower selling fee that is applied to them in order to incur the least amount of cost but still accumulate many profits. The most important decision that you have to make is targeting physical products focused niches as well as the use of keywords.

This is because it is easy to make money through the FBA Amazon affiliate program especially in cases where people are coming to the site to look for a specific product that is discussed or offered by your website. You have to note that it is challenging to use blogs to make money. This is because when they come there, they are looking for advice and not the product itself.

Price the items that you intend to sell

According to people that have used Amazon FBA for an extended period, there is evidence that pricing the products that you are selling allow you to sell these goods within the shortest time possible.

This is because those good at appearing at the top of the product listing often get the attention of the potential buyers and thus selling much faster compared to those that do not feature anywhere in the price listing.

Plan appropriately for returned or damaged good

Once you have made shipment of your box off to Amazon FBA, you have to realize that you are not in control of the product anymore. This means that what happens to the product along the shipment routes is not in your control, but if anything happens to it, then you are responsible for them.

However, Amazon's 100 % satisfaction guarantee often spills over to the probable buyers of your products. This means that as you take into consideration pricing of your items, it is important to factor in approximately 3-5 % of the items that are put up for sale to come back due to damage or other factors and fail to resell again.

Use product images clickable affiliate links

According to one of the merchants that has made huge amounts of money through the FBA center on Amazon, it is evident that using products images in making sales often attracts a wide range of clientele.

This way, the interest of the customers is geared on what the product can do and because of the satisfaction that they get from viewing the product, they then buy more. Over 15% of the products that Chris sold on Amazon had product images clickable affiliate links on them.

Chapter 4 - Reasons why FBA is a triple win!

There are quite some factors that you have to realize about FBA that makes it a triple win and are the main reasons why you have to use this service. These factors include:

Higher prices, higher margins as well as higher payouts

Since the products were sold through FBA, they are often eligible for Free Super Saver shipment as well as Amazon Prime services. This is because when you sell your items through Amazon FBA, you can raise the prices to coincide with those of your competitors' total prices.

This means that you set the prices of your products to be equal to the sum of their prices and the shipment cost. This way, once the FBA fee is factored in, you still receive a high net payout from the Amazon sale of your products based on the high sale price. For instance, a seller selling their products at \$30 and a shipment cost of \$5 will be quite similar to you selling on FBA at a price of \$35.

This makes you as an FBA seller a tie breaker!

Less work

One of the most important things that you have to bear in mind is the fact that selling using the Fulfillment by Amazon services allows you to sell your products 24 hours a day for seven days a week. This means that the process of

shipping the products to the clients is done throughout the week as well as during the weekends.

Additionally, the shipment of the products can take place when the seller is at home or on vacation. This is the case because once you have prepared the products for the warehouse and send them to Amazon; you do not have to do anything else. All you have to do is to monitor the inventory of your products and make adjustments to the prices as required remotely from where you are.

You do not have to keep a stock of your products in boxes or envelopes among other packaging materials or shipment labels anymore. Additionally, you do not have to keep going to the post-office each day to check for deliveries.

Happy clients

According to research, it is estimated that over half of the customers who buy from Amazon have not used a third party merchant before. This is because Amazon customers often wish to purchase their products from other one-on-one business enterprises.

However, their trust for Amazon has grown tremendously based on the fact that the products that they have ordered through FBA will take the shortest time possible to be shipped to them.

Additionally, clients have the certainty that if there is a problem that arises during the process of shipment such as extended return policy; Amazon will help.

You have to bear in mind that when your products are shipped through Amazon FBA services, they often attract a wide range of clientele who are willing to pay more for their products to be shipped through Amazon.

This is one of the most important points that you have to keep with you as you take a step to making money with Amazon FBA. Amazon buyers are willing to pay more money just so that their products come from Amazon FBA sellers. The reason why they do this is that they trust the FBA services based on the fact that they are top-notch regarding quality and delivery services.

Scalability

With the introduction of Fulfillment by Amazon services, the competitive advantage that most sellers out there often enjoyed exists no more. This means that sellers at the Amazon FBA often are at a position of making more money by selling items that they have online.

This is based on the fact that initially, they had a lot of products that they did not have enough space for storage and they did not also have the time to sell them due to other commitments.

With Amazon FBA services, they can manage a large inventory of products. This is because; Amazon takes care of their concerns which are mainly space limitation and time.

Remember that, if you are a small seller, you do not have enough space for storage of your products. Additionally, you may not have all the time that is required to make sales, list the products as well as ship the products to the buyers that have ordered them. This is because, at first, you may think that ten orders are fun, twenty orders exciting but as they keep increasing per day to over 400 orders, what will you do?

Will you be able to manage? What happens when you go on vacation? The most probable answer, in this case, is that you may have to shut down the business for a while.

Now, Fulfillment by Amazon offers you an opportunity to sell your products and scale up your business without having to worry about time or even vacation. Additionally, if the business is making more sales a day, FBA can take care of that! This then allows you to compete with larger business on the same level.

This means that your ability to scale up the business is not restricted whatsoever. So what are you waiting for? If you have products to sell through FBA, sign up today and sell your products and make lots of money while you sleep. You can sell up to 500 products a day or even more than that in a week.

Manage your inventory in a wise way and you could run a Fulfillment by Amazon Empire from your bed!

Conclusion

It is evident from the literature and practical experience that I have had with Fulfillment with Amazon that it is an innovative service. This is no question of the quality of service that the clients using this service get for selling their products through this platform.

This is because as a seller; all you have to do is send your inventory directly to Amazon for storage. You have the ability to securely manage the inventory from a cloud-controlled facility.

Once the orders are received, it is the responsibility of Amazon to pick the products from their warehouse storage, pack them appropriately and ship them to their clients directly.

Additionally, it is important to note that Fulfillment by Amazon has the capacity and the expertise to process over a million of orders annually while maintaining their high reputation as one of the most trusted service providers across the globe.

This is because their services are of high quality while ensuring that they keep customer-satisfaction a priority hence ranking the highest among the e-commerce companies on the international front. The fact that they can maintain an advanced online order processing capacity as well as fulfillment operations across the world is amazing.

The fact that the company employs an advanced web-to-warehouse services in addition to the high speed at which they process their orders and deliver them to

the customers makes it one of the top-notch priorities that you can take advantage of.

In addition to all the merits that we have discussed, Amazon FBA employs the use of a sophisticated sorting system that ensures that there is a complete shipment of the products to their clients. It is with the help of this technology that clients can get what they ordered whenever they place an order through the platform.

Whether your intention is to sell a few items and ship them weekly or millions of items and orders annually, you can take advantage of the expertise and the experience that Amazon has to offer your business through Fulfillment by Amazon!

LINUX



**A Step-by-Step Guide To Learning Linux In Less
Than 24 Hours**

J A M E S C L A R K

LINUX

A Step-by-Step Guide To Learning Linux In Less Than 24 Hours



by James Clark

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Introduction

LINUX is a word coined from Linus Torvalds and UNIX. When Linus Torvalds wrote a college thesis on a UNIX operating system variant that would run on home PCs, it started an avalanche in the OpenSource community which continues to make tremendous strides. The Windows VS Linux debate continues, and Linux is making great headway.

Linux is designed around the core unit which is known as the Linux Kernel and is free, and from it, the OpenSource community builds 'distributions' which are designed for specific needs, and are only released after extensive testing. Windows come out with a version at their discretion, and instead of fixing the problems, they just release a new version with more features. You pay money for Windows.

Windows has daily updates for security leaks or upgrades, and continuing to work with them is not that easy. Linux also monitors your system update needs and allows you to select automatic updates, else the icon will flash in the task bar. Linux updates seem to take less time to complete, and seldom require a reboot, while Windows can take days to install.

Product drivers have always been a big issue with Linux because MicroSoft got there first with the manufacturers and held many proprietary rights. Most printers and other devices come with either Windows or Mac drivers, and more companies are beginning to include Linux drivers. Each distribution and version

upgrade of Linux continues to provide new, if not improved, drivers for your devices.

If security is what you want, Linux is the operating system for you. Windows is notorious for security leaks, but Linux comes with all of the ports closed so that nothing is standing open for hackers to get in. Those ports only open on Linux when you start a program or service that needs a port, and then it close that port when you close the program.

There is an abundance of software for Windows, some of it is good, and others are a waste. Linux has kept up with the demands of both office and multimedia. The OpenSource community developed alternatives to Windows Office. Novell is funding OpenSuSE Linux and uses OpenOffice for their Cloud Nine computing service. OpenOffice handles all Windows documents with ease.

It may be easier to install Linux than Windows, but they both have a GUI interface to help the user. Linux simply moves Windows over to a separate partition and then installs Linux beside it.

You can not run both at the same time, but OpenSource projects like WINE allow you to create a virtual box where you can install Windows and run all that software from there.

Since 1990, Linux has come a long way in the OpenSource community where programmers are determined to provide a better way. There is constant improvement and additions to handle all your needs from office documents to multimedia.

The debate between Windows VS Linux will probably continue, but is becoming a smaller argument as more industries are turning to Linux for greater

security and uptime dependability.

Chapter 1 – Top 5 Reasons to Learn Linux

As an open source operating system that is completely free, Linux is extremely attractive and demanded by the IT industries. Linux training is the only way for you to shine out from the rest of the crowd if you are contemplating a career in the information technology sector.

Since all of its upgrades and new versions are free, Linux is here to stay, and so is the demand for a decent authentic Linux training.

Here are top five reasons why you should consider taking up a Linux course to enhance your career.

- Learning Linux helps you bag your dream job and get worthwhile promotions: The main purpose of undertaking any training or professional courses is to either get a good job or to rank higher in the professional sphere.

Learning Linux will guarantee you a nothing less than a great job as well as ensure you get all the promotions that you possibly can since Linux is highly demanded but effective Linux trained candidates is pretty rare.

- Linux has a varied application: Once you are an expert in Linux commands, you will learn how useful Linux is and why the technology companies are so fond of it. Here are a few things that you can do with your Linux admin training.

* Control users and their environments

- * Manage processes effectively
- * Use package managers to manage software
- * Install as well as effectively layout the file system
- * Manage disks and file systems

- Linux is highly customizable: Linux is an open source operating system, and that means all other major open source projects are built on it. Google's Android operating system, as well as new versions of Windows servers, are some examples of open sources built from Linux.

Thus Linux is flexible and can be customized just as little or as much as you want to. Certified Linux training courses are required to be versed with Linux.

- Linux is community driven and completely free: Neither does Linux nor do its upgraded versions cost you a penny. The Linux community can help you learn, and no upgrades fee will be asked of for the operating system.

Further, you can start up an internet based business yourself with a very minimum capital but highly valuable Linux training

- Linux courses cost almost nothing: Most of the Linux courses online are either free or charge a very low course fee for certified Linux admin training. You may have to pay for the advanced courses but considering its outcome, the fee is almost nothing.

Red Hat, The Virtual Training Company, IBM, and Linux Foundation to name a few are the online schools offering training on Linux admin.

Chapter 2 – Why Fedora used by Red Hat Linux

Fedora is a Red Hat Linux code based OS that provides users latest free and open source software. It provides this software in a stable, easily manageable and secure form. It is one of the software created by the Fedora project funded by Red Hat Linux.

Online Linux training invariably includes Fedora as a part of the curriculum. Why is it so?

Fedora focuses on innovation, integration of new technologies and works with many Linux developing communities. Being freely distributed with updates every six months it is the most evolving OS in the Linux community.

Continuous upgrade means it is loaded with the newest technologies which make it the best technology for experimentation.

This is the reason it is a part of beginner Linux and rhce training as well. The cutting edge technology which is stable is the USP of Fedora and the reason behind it being part of Red Hat Linux basics.

Is Fedora being used as a test platform for Red Hat Linux?

Red Hat Linux community is promoting Fedora for the development of new technology is indeed true. However, it is not true that it is only Red Hat Linux that uses and contributes to the development of Fedora.

There are many other contributors and just like some technology of Fedora is being used by the Red Hat Linux Enterprise, other distributors are also using it. Another thing is that Fedora though is upgraded every 6 months is a very stable and pre-tested software. So it is quite safe to use Fedora to learn new things.

This is why it is being used by most online Linux training as a part of Linux introduction for beginners.

Red Hat Linux Enterprise and Fedora relationship

Red Hat Linux Enterprise and Fedora project have a relationship which is mutually beneficial for both. It ensures rapid innovation for Red Hat Linux and Fedora gets the sponsorship and feedback on issues with the new technologies.

When the new tested technology migrates to Red Hat Linux, it is available to a broader community which makes the technology robust for users. So Fedora is the incubator for latest technologies and innovation in Linux.

In fact, Red Hat Linux always tries to make Fedora rich with features which make handling computers much easier. Various features of Fedora like Network Manager and Pulse Audio make it an enjoyable experience with the option of experimentation.

After all, Linux is open source which benefits from the feedback from its users and developers community. This is the reason for Fedora being part of Linux essentials and rhcsa training.

Ubuntu and Fedora

Now let us discuss the question of choice of Linux Operating system. Ubuntu is the most popular and user friendly while Fedora is loaded with the latest technology. So which one to choose?

Well it depends on the use. If the user is just using the computer for office jobs which does not include programming then Ubuntu is of course the better deal.

However with latest technology and regular development Fedora scores over Ubuntu in benchmarking tests. So it largely depends on the use of the software. If the question is to migrate from Windows Ubuntu is the obvious choice and if you are a serious programming nerd then Fedora is the best bet.

Linux Foundation recommends learning both Ubuntu and Fedora for a complete experience of Linux.

Chapter 3 – Get Benefited With Linux Dedicated Server

The primary purposes for this demand is the name that has been achieved by the Linux operating system. Now, let us find how this operating system has become the top most among dedicated systems:

Better control: The best thing about this alternative is that it provides better control to the users as compared to other alternatives available in the market.

The server is offered with many applications that can be used free of cost to access the source code. Also, installation of additional applications is also possible. Manual installation of applications is needed as it provides the facility of automatic application installation.

Better security: Users are saying that Linux provides better security as compared to Windows dedicated server. The reason is that as it uses open source technology, where others can view the code written by the programmer, he will be highly careful about making mistakes. Furthermore, attacks on systems are not done through the source code and so it can provide better security to the users.

Chapter 4 – The Right Way to Select A Linux Web Hosting

It is extremely common nowadays that a person includes an internet site. It may be a small business enterprise website, a hobby blog or perhaps a forum.

Though, diverse web sites get the different thing; each internet site has one common will need, an internet hosting provider.

Web hosting could be the podium on which the internet site is positioned so that it could be visible to the total globe through World Wide Web.

In making positive that your website resides with suitable website hosting service, you will find several points which can be had to be looked at. The initial point you'll need to pick is the hosting server kind. Website hosting server would be the computers and they also need working a good operating system to take care of applications and services.

Probably the most extensively employed operating system is Linux. Linux system is extremely well-known simply because it's tested to become a secure, applications as well as the efficient operating system. Any time is picking the Linux system web hosting package you'll need to take into account many points.

One of all crucial points you need to think is info back-up. Files recovery and information backup are really crucial to the web site. Who knows, anything at all might happen at any time, so you need a backup of your web sites time to time. Thus make sure that the web Hosting provider gives you backup at least one time in a week.

You might have to consider concerning limitless bandwidth and space given by your internet hosting business. Even though an individual does not require a lot of data transfer or web space, getting limitless data transfer along with web space may assure that you've adequate room in order to include any kind of technologies.

You are able also to host data transfer programs and don't concern yourself with extreme uninformed caps. An excellent Linux hosting will give you unlimited web space and consequently you will be capable of location anything you desire on your web server.

It is very crucial to recognize your essentials and to get a Linux web hosting by having a helpful choice of characteristics. Just about any great Linux hosting giver gives numerous useful features.

Most typical software formation utilized for Linux hosting is usually referred to as LAMP structure, which positions for Linux, Apache, MySQL, PHP, and also Linux respectively.

This is the most generally used combination of application to sustain the expansion of powerful web sites.

The majority of Linux web hosting businesses give one click installation software totally free for content management systems like Drupal, Joomla, WordPress, vBulleting, phpBB, etc.

Registering with any Linux web hosting organization consumes software for profitable management of the web site.

And last and not the least, make confident the service provider give just about all basic features just like firewall, virus protection, servers load balance, safety and so on anytime pick Linux hosting providers.

You will also find some extra features offered like extra FTP creation, MYSQL database, add-on domains, Sub domains solutions and several other services.

Chapter 5 – Linux Reseller Web Hosting: It's Numerous Positive Aspects

Two main reseller hosting organizations that rule the industry, as we say, will be Linux reseller web hosting and Windows reseller. Each has their signal good and bad points. Therefore, think cautiously before selecting your choice of reseller hosting package.

Your choice of reseller web host might provide you with a choice to upload documents on whether Linux system or perhaps Windows server. This option may be provided to you determined by your individual needs since both platforms are superb in overall performance.

Linux offers a number of advantages to making use of its software to the server system such as:

It can be an open source technological innovation, which is its key advantage throughout its opponents. Consequently you, as a client, do not pay any extra licensing charges to get the software.

Thus, by choosing Linux reseller hosting programs, it is possible to obtain the server system easily and also use it free of charge on any server. Besides, clients keep contributing to the code and also bring about enhancing the computer software over a steady basis.

This is additionally a big benefit the Linux reseller web hosting plans have more than expensive server software program plans.

Should you aren't pleased with Linux reseller hosting computer software and desire to convert to Windows, this platform offers you this capability. It is

essential to publish your current documents to your Windows site, effortlessly and seamlessly.

Whatsmore, the site is scalable enough to get altered to match your changing needs. This helps it be the ideal alternative for developing online organizations.

Due to the fact the Linux reseller hosting choice is totally free and an open source technological innovation, it can be extremely cost effective. The only fee a user will need to pay is for distribution that is laid down by the owner or the provider. However, this is a little expense and could be paid for by any consumer.

Customers will discover that Linux system is a lot more appropriate in its different scripting languages when compared with any other platform. It's numerous languages for example Perl, MySQL, and PHP. Linux can supply these languages if a specific site wants them.

Not simply is a compatibility of this reseller hosting program dependable, but it is also very successful.

Being a Linux reseller web hosting client, you'll also have the advantage of utilizing some kinds of databases such as MySQL, mSQL, and PostgreSQL. They may be successfully used to communicate effectively with any site for speedy information access.

This kind of databases is created in a relational manner to ensure that they perform effectively jointly to obtain the finest out of their overall performance when working with every other and the site.

The Linux reseller hosting choice offers far greater stability and also protection to its buyers in comparison with any other competing server programs.

Being open source software, it's stabler when compared with others, and it has, as a result, become a server system of option for professionals throughout the world.

Chapter 6 – Importance of Linux Cloud Hosting Servers

Are you searching Linux Cloud Hosting Servers then it is the better appropriate solution if you wish to get your web site or perhaps e-commerce website to get more efficient and also ensure excellent overall performance?

Linux Cloud Hosting Servers affords the clients with additional reconfigurability and also modifications can also be done according to their particular qualification. This hard drive server provided for you enhances your sites overall performance plus delivers a lot more management on the processing assets offered.

Linux server software makes use of the most recent technological know-how that allows every person to successfully work their very own type involving Linux and also delivering these using superior overall performance, tougher reconfigurability and also superior supply routes.

100 % Uptime is a confirmed this means your blog will be working successfully continuously with virtually no lagging. Regarding making certain your blog is usually about back-up server Auto-failover function is present.

Regarding ensuring utmost stability state-of-the-art, DDOS Safety is provided with Linux server web hosting service. Geographically repetitive DNS and also clientele are forwarded to 8 transit companies.

Linux Shared Web Hosting sustains the most recent and reliable web hosting variations similar to Fedora 7, CentOS 7, Ubuntu 14.04 LTS and also

Debian 7. 8. The two server and also PC features involving OS are provided towards the clients. These pre-installed hosts are instantaneously deployed which allows clients to work with these in their particular web hosting service offer.

Committed help workers are present that can present specialized alternatives if you're facing any problem together with your web site. Any common and also wide understanding bottom can be provided towards the clientele to guide these using easy requests.

Customers are provided using personal hard drives that have identical creating to order as being a physical server. Linux web hosting service software allows your hosts to plug towards the web by using gigabit uplinks involving Internap's carrier.

Newest section variations are supplied so that clients might have entire management. Internap's

The standard VPS web hosting service is now no more some preferred choice because the carrier's networks slice up the specific hosts for them to easily share these relating to the clientele.

VPS companies employ container technological know-how to segregate this numerous end user on a single discussed Linux type which usually reduces this operation and also productivity.

Chapter 7 – Benefits of Linux on PS3

For those people that know quite a lot about software development, they are most likely to know that there is almost a constant battle between open source and proprietary software development. It is interesting therefore to note that there is now talk about a Linux PS3.

It is a well-known fact that the Sony PS3 is seen as one of the best gaming devices that is currently available on the market.

If you do decide to get a Linux one, then all you have to do is load the operating system on the hard drive of the gaming device. This means that you could get a whole new array of games.

You are not going to find that it 's hard to put Linux on the PS3. All it requires is that this is installed onto the hard drive. This will ensure that you can have any open source games that you would like.

If you are worried about the nature of open source games, then this is not something that should concern you. Because you will find that there are a lot of standards and that there is a high level of quality when it comes to the development of these games.

So this means that you will be getting a great quality game.

What you will have to make sure of, though, is that you have a professional available when it comes to the installation of the operating system on the hard drive. This means that you will ensure that you get the best service and of course the most favorable gaming experience.

Chapter 8 – Benefits of a Linux Storage Server

These days the very best thing to trust when selecting a server is a Linux Storage Server. Linux is the most effective operating system for all computers including servers.

These Servers are the best because they offer top security because it's very hard to infiltrate them, even for seasoned cyber criminals.

Whenever you work on the web, you want safety and the greatest method to have a safe business on the web is with Linux.

An additional great thing about Linux is its speed. Systems similar to Ubuntu Storage Server have shown to be the quickest within the industry. As you can see, selecting such servers will provide you with the newest speeds and security.

You increase your quality whenever you tackle speed and security which will mean much more customers for your company.

The Protection used by Linux Storage Server is unable to be cracked; it's even malware proof simply because the device is so well designed that files fail to access other parts of the PC or servers without permission from the system manager.

In the event, you work on the web you would like to have your files safely kept from any damage. You can only achieve that with a Linux Server.

You can have your server at home, or you can rent a server from another company. When choosing a company to provide hosting you should make sure that it has Linux Network Storage Server because only that way you can rest

assure to have all your files safe from harm. The Linux modern systems are always being updated so that you don't need to worry about anything.

When you work with the internet, you want to be always able to deliver; that isn't easy when you have tacky systems running your files. Every time you rent a server on the internet make sure it has Linux Storage Server or you can be under great risks.

Conclusion

Linux system is an os (OS), like Windows.

Think of there being two general kinds of software: os and "other."

The "other" program includes several kinds, including programs (like term processors, spreadsheets, and e-mail programs), utilities and servers.

And all of this runs "on top of" an os, such as Windows or Linux system.

Linux Commands Coaching Tips: The Linux system OS System Administration concepts, programs, and projects covered here apply to ALL other Linux system withdrawals, including Red Hat, Fedora, Ubuntu, Kubuntu, Edubuntu, Slackware, Debian, SUSE, and openSUSE.

Windows and Linux system Managing System (OS) Functionality

When you start a PC with an OS, it allows you to do projects like:

- run program programs, like a term processor, worksheet or e-mail program

- save information to your hard drive, like correspondence, memo or report

- retrieve data files so that you can edit them

- send your work off to print

Windows and Linux system Software Programs

In Windows, you can run lots of different program programs. The same is real for Linux system. There are a large number of customized and typical Linux system programs.

Linux system Coaching Tips: You can obtain several Linux system withdrawals (versions), such as a large number of programs and get them free! Then you can run the OS to get training, and as part of your training, you can watch video clips - to understand how to use Linux system the easy way!

The Windows Office Program and the Linux system OpenOffice Suit

Windows has a very well-known and typical collection of programs known as the Office Program. This suite includes several programs, such as a term processing system known as Word, a worksheet known as Excel and a demonstration system known as PowerPoint.

Linux also has a well-known and typical suite of programs known as OpenOffice. The phrase processor is known as Write; the worksheet is known as Calc, and the demonstration system is known as Impress.

You can obtain the 100 % free Linux system OpenOffice suite of programs and run these programs in Windows!

Using Windows and Linux system Desktop Computer Systems

On a Windows PC, you start to a desktop. From there, you use choices to select and run programs, and there are symbols you can double-click on to run programs.

The same is real of Linux system. You can also start to a Linux system desktop and use choices and symbols to run Linux system programs.

Linux system Coaching Tips:

There are several Linux system desktop computers to choose from, such as the GNOME and KDE desktop computers. Each one has the same performance (menus, symbols, and organization), but has a different "look and feel."

Linux video clips, podcasts (mp3 files) and ebooks are an excellent way to continue to understand. Just use these materials to understand a well-known Linux system concept or control being described - and then do the steps you've just seen - to work with Linux system yourself!

Linux program for PS3 can truly unleash the slumbering latent capabilities of your PS3 system. It is always forgotten by many that the PS3 is a very complex PC. Only using it for activity playing in regards to this fact almost seems as though a terrible waste.

The fact is that the potential of what your activity playing system can don, once realized, makes its use as only an activity title foundation alone seem quite laughable.

Using the Linux system program for PS3 opens up new doors of abilities for your system to be capable of. Once set up, your PS3 then evolves to a new state as a powerful Linux system driven processing machine.

More than that, due to the further ability to run the Windows-based PC as well, your activity playing foundation is now also a monster of a PC too. You would have essentially two formidable computers under your control, as well as one of the best activity playing techniques on the planet.

Think about that for a while and ponder the implications of just how much power that represents.

Now with your activity playing system, fortified by the power of the Linux system program for PS3, you can surf the 'net, and with the use of the emulator programs, you can obtain and play all of the games you wish from any and all activity playing platforms imaginable.

Downloading and watching movies and other multimedia data files are of course also at your control.

But what's more is that you can also obtain and run countless Windows and PC programs to truly boost your activity playing and processing experience beyond what you may have ever expected.

Installing Linux system on your PS3 can sometimes void your warranty and be damaging to your system!

Safety on the PC has become a very difficult problem. With malware and malware that either harm your PC or steal your information is a habit.

It's not out of the ordinary for the common customer connected to the internet to have more than a few problems with spyware and malware on their system.

Linux system program currently adds more protection for the common customer. Even if the Os were more well-known, it would still have more protection.

One of the claims is that Linux system is only protected because very few malware and malware are written for it. It is real that there are only a few malware and editions of malware for Linux system. Even if there were tons like on Windows, Linux system still has the advantage.

First of all, there is administrative protection. For anything to be set up to the system, a protection password must be typed in. It would take the end customer to purposely type in a protection password to set up this type of harmful program.

If no one knows this protection password, no one from the outside will be able to set up anything with the system automatically making it harder to set up the harmful program.

What if the end customer isn't aware and still installs this?

There is a deal management system that most withdrawals do that would address this problem. There are real humans who package the program. This means they test the program and see if there are any problems with it.

If it works, doesn't have bugs, and is totally exempt from malware or malware, the program is put out for you to obtain. If you only obtain these individually reviewed program for your distribution, you won't ever run into malware and virus problems.

This doesn't mean there could never be problems, but at the time being it's a very protected system to be using.

EXCEL

BEGINNER'S
CRASH COURSE
TO MICROSOFT EXCEL



JAMES CLARK

EXCEL

BEGINNER'S CRASH COURSE TO MICROSOFT EXCEL

MS Excel 2016, Spreadsheets, Functions & Formulas, Shortcuts

by James Clark

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Introduction

Behind every successful project there is always a great plan. Each and every plan is implemented in its own way and has specific requirements. Microsoft Excel help you plan well your projects. It is an essential tool when it comes to creating budgets, come up with spreadsheets for inventories, tracking your budget etc.

Microsoft Excel is not just meant for business purpose only, it has also numerous utilization at homes as it is used by different persons.

A portion of the components that you ought to comprehend about Microsoft Excel to open the probability of this application are working with spreadsheets, cell designing, different menus and toolbars, entering of information and altering the same, exploring between different spreadsheets, equation count, embedding different capacities like date/time, numerical capacities, utilizing of different diagrams that are accessible, altering, erasing remarks on cells, and so forth.

Microsoft Excel has turned into the business standard with regards to spreadsheet programming. Indeed, no other spreadsheet programming can surpass its ubiquity today. Microsoft Excel offers endless favorable circumstances to clients and throughout the years, it has been continually upgraded and extended keeping in mind the end goal to help people.

USES OF MICROSOFT EXCEL IN OUR BUSINESSES

1) Stock Control

One of the best employments of the project is for stock administration within a business. Notwithstanding the tools and materials of your occupation, Excel can monitor things. You can undoubtedly control your business stock by setting up and using straightforward formula.

This information can then be imparted to your workers - even as they are out on the field. With Microsoft Excel, you don't need to stress over running low on things that you require.

2) Time Keeping

In the event that you have found an occupation that obliges you to figure out exactly you will be spending your time on the undertaking, Excel is the ideal tool for it. Basically, input the number of hours into Excel, you can get the aggregate hours instantly - you can then figure out the hour rate or even let you know your benefits breakdown by the hour.

3) Accounting

It is not extraordinary to utilize Excel for budgeting - where you monitor your income and costs. Also, you can utilize Excel to monitor each and every record. In an embodiment, Excel can satisfy all your business needs.

4) Invoicing

Excel can be used to create a good and organized invoice. You won't need to stress over calculating Taxes and different charges also.

5) Customer Tracking

Being a decent business individual, you ought to keep a database of your customers and the undertakings you performed for them. With Excel, you can make a spreadsheet that keeps tracks of the considerable number of subtle elements and that's only the tip of the iceberg -, for example, the employment and contact information.

This is a very profitable information that can offer you some assistance with getting more employments later on - either by the same customer or by individuals that your customer suggests for you. Just set Excel to remind you to send the email to you customers a couple of months after the occupation is finished.

6) Project Management

Use Excel to make a database ascertain the length of time of your task. With the numerous components accessible in the system, you will have no issue calculating an ideal opportunity to finish a particular employment, and in addition, the time required to finish the important errands.

7) Job Costing

Moreover, you can utilize MS Excel to compute the cost required to finish a particular assignment, and also how much the undertaking will cost you in generally.

This is a surefire approach to ensure that your venture can be finished without a soul of an over-spending plan.

Chapter 1- Microsoft Excel- the beginning

Microsoft Excel can really be used for different purposes. This is precisely why the system is intensely utilized by businesses everywhere throughout the nation. Underneath the misleadingly short-sighted configuration, Microsoft Excel is an effective system that helps your business to prosper.

Microsoft Excel is found in the Microsoft Office Application or Suite. It has a simple to utilize interface with various instruments that can result making a spreadsheet quick and straightforward. This joined with a capable promoting effort has made Excel a standout amongst the most prevalent programming programs on the planet.

A spreadsheet program called Multiplan was initially discharged by the organization in 1982, however, in the end, it lost the piece of the overall industry because of the arrival of Lotus 1-2-3.

On account of this, Microsoft chose to make a spreadsheet program that could viably go up against the predominance of Lotus. The main variant of Excel was presented in 1985 and was accessible on the Mac.

The principal adaptation for Windows would be discharged two years after the fact. Since Lotus didn't convey their spreadsheet project to Windows rapidly enough, Excel starts to pick up a bigger offer of the business sector.

By 1988 Excel had surpassed 1-2-3, and it is one of the elements behind the accomplishment of Microsoft as a product organization.

The most recent variant of the product is Excel 2016. An Excel document will come as .xls. Various changes can be made to the interface of the project, yet the GUI will dependably be made out of columns and cells.

Data can be put in cells which will affect the information that might be available in different cells. Notwithstanding this, Excel gives the client a lot of control over the look of cells and the data that is put in them. Both Microsoft Word and PowerPoint were intended to fit in with Excel.

The presentation of Visual Basic with Excel permitted various assignments to be robotized. Since 1993, Visual Basic has turned into an essential piece of Excel, alongside the presentation of the incorporated improvement environment.

The mechanized properties of Excel with Visual Basic has brought on various full-scale infections to be made, however, a hefty portion of them are presently hindered by standard antivirus programs.

Microsoft likewise permits clients to cripple the utilization of macros on the off chance that they decide to, and this has to a great extent dispensed with the issue.

While Microsoft Excel was not understood amid the late 1980s, it has now turned into the most broad spreadsheet programming, however, it is confronting rivalry from various organizations, most remarkably Google.

Notwithstanding this, Microsoft has become famous with the arrival of Excel, and alongside Windows, it is a standout amongst the most surely understood programming bundles on the planet.

It has excellent computation apparatuses, and it can successfully be utilized for diagramming. The product wouldn't have the strength that it has today in the event that it hadn't been for Multiplan, the antecedent that began it all.

THE BASIC ELEMENTS OF EXCEL

- 1) Menu - The list of items along the top of the screen; for example, file, insert, page layout etc.
- 2) Name box - Just underneath the Ribbon you have a white box on the left-hand side, it shows the cell reference (default A1) or if you have specified a name for a cell or range of cells, it will show that name.
- 3) Formula bar - Next to the Name box, also underneath the Ribbon. The formula bar shows you the contents of a selected cell, particularly useful if you want to see a calculation within a cell and not just the output of the calculation.
- 4) Spreadsheet - A method of spreading information across a sheet of paper. The screen represents a piece of paper with grid lines.
- 5) Workbook - The file you create in Excel.
- 6) Worksheet - A page within the Workbook. By default an Excel Workbook contains 3 worksheets; they are viewed using tabs along the bottom.
- 7) Cells - The grid lines make rectangular boxes - known as cells. They are referred to using a letter and a number.
- 8) Columns - Cells down a spreadsheet are columns - letters.
- 9) Rows - Cells across the spreadsheet are rows - numbers.

MERITS OF USING MICROSOFT EXCEL

- 1) Similarity - Microsoft Excel clients need not stress over similarity and their capacity to send and get spreadsheets from business associates and companions.

Excel is an important thing today that there is no compelling reason to change it into an alternate organization.

The similarity with other information controls programming. Excel can be utilized inside of a dominant part of other programming applications. It can be seen, embedded, and controlled effortlessly.

Regardless of the possibility that you are utilizing an outsider bookkeeping programming, you will even now have the capacity to utilize Excel in the meantime.

2) Capable customization - In spite of the fact that not many individuals know, Microsoft Excel has numerous different elements which make customization a considerable measure less demanding. This is undoubtedly incredible news for individuals who have particular programming needs.

3) Simple to utilize - You don't need to be a scientific genius to make sense of it. The straightforward usefulness and instinctual configuration are not that hard to comprehend by any stretch of the imagination.

4) Accessibility of help - Much has been composed about Microsoft Excel so it is not that hard to discover writing about it when you require help. There is additionally a few stroll through recordings, how-to articles and free instructional exercises which anybody with a tablet and web association can get to.

5) Capacity to sort out, import and investigate gigantic measures of information - In the event that you are working with monstrous measures of information which you have to import, Excel is the response for you.

It is powerful to the point that it can bolster spreadsheets with 1 million lines and a huge number of sections. It can likewise bolster multi-center processor stages for snappier figuring's.

6) Secure imparting of records to others - Many people are worried that the data they share with others over the Internet might be gotten to by other individuals. It is entirely unsettling to discover that classified data has been shared by other individuals who shouldn't see it. With the new Microsoft Excel, this no more an issue.

7) Record size diminishment - The new packed Microsoft Excel diminishes the measure of records and it has likewise made harmed document recuperation a great deal simpler. There will be reserve funds away, and also, data transfer capacity pre-requisites. IT work force need not troubled by any means.

SOME OF THE EXCEL FORMULAS

1. SUM

Formula: = SUM A1, B1) or =SUM(6, 6) or =SUM(A1:B5)

If you want to make the addition of the two numbers then at that time this formula can be used. You can also make the addition by take cell reference.

Our first function is the SUM function. A basic step when analysing data is being able to add up or sum data and show the total of that data.

	A	B	
1			
2		Numbers	
3		1	
4		5	
5		8	
6		3	
7		9	
8		5	
9			

Say you have a list of numbers in an Excel file that you need to add up in order to generate the total.

$$= 1 + 5 + 8 + 3 + 9 + 5$$

The first way would be to add up the list of numbers using the + sign as per our arithmetic calculation, remember – link to the cell rather than manually typing in the number.

$$= B3 + B4 + B5 + B6 + B7 + B8$$

	A	B	C	
1				
2		Numbers		
3		1		
4		5		
5		8		
6		3		
7		9		
8		5		
9		=B3+B4+B5+B6+B7+B8		
10				

This looks very long and complicated, with a really long list of numbers it's very easy to make a mistake; double count a number or miss one out. With a SUM function we can do this in a straight-forward way.

SUM will add or sum up the list of numbers, so does exactly the same thing, however rather than selecting each cell you can highlight the beginning and drag your mouse from the start down to the end cell and get the total in a much shorter calculation. This formula calculation and output is exactly the same as the one above however is much easier to read and much quicker to generate.

= SUM (range of cells to add up)

	A	B
1		
2		Numbers
3		1
4		5
5		8
6		3
7		9
8		5
9		=sum(B3:B8)
10		

Note here the syntax of formula.

1) The equals sign = tells Excel that you want it to do calculation – Calculation Trigger Every formula begins with an equals =, when you put an equals at the start of the cell you are telling Excel that you want it to calculate something for you.

2) The function SUM tells Excel what you want it to do – Instruction. After the equals sign you get the formula instruction, also called a FUNCTION. This is the formula or the type of calculation that you're asking it to do.

3) The brackets () tells Excel you want it to do the calculation on whatever is within the brackets – Start and End of Calculation. Next everything inside the brackets is within the calculation that Excel actions.

4) The range, notice the use of the 'colon' : to signify the range. From B3 through to B8 - B3:B8. – The Calculation

Chapter 2 - Good Features Of Microsoft Excel

Microsoft Excel 2016 is an easy to understand tool and with a lot of satisfaction. This new version has been transformed to greater extent and new features has been as well updated to make your way of working easier.

One of these new features is the new Ribbon framework is much more instinctive and inevitably numerous clients come to incline toward this new route framework.

1) THE EXCEL 2016 RIBBON MENU

The 2016 form of Excel imprints a takeoff from the old menu and toolbar arrangement of route utilized by Microsoft from the beginning of Office 95 up to 2003.

This has been supplanted with a new Ribbon framework which has been intended to require fewer mouse snaps to access generally tools. The Ribbon route frame-work comprises of a progression of Tabs which each contains Groups of tool buttons. At the point when every tab is clicked, the Ribbon changes to show an alternate arrangement of Groups.

At the base right of some of these Groups, we can see a little bolt. At the point when this is clicked, further options for the Group are uncovered. Built up clients of Microsoft Excel will probably discover these menus like "hidden" well known as they are truth be told taken straight from the past adaptations.

A convenient tip in the event that you are attempting to locate the more basic tools in this new form is to recollect the old 'right mouse click' trap.

This still works in Excel 2016 and uncovers the well-known menu, offering access to capacities, for example, duplicating, gluing and designing options.

2) THE FILE MENU

The File menu gives access to New, simply open the new record and the utilization the save option and, in addition, a rundown of the most as of late utilized archives.

Late reports can be "stuck" set up by tapping the symbol. This will forestall them being pivoted off the short rundown as more archives are opened. The number of late records showed can be changed by tapping the Options button of Excel, then picking Advanced and Display.

3) TOOLBAR ACCESS QUICKLY

This is over the Ribbon and, of course, contains a couple of the most usually utilized tools, for example, Save, Undo and Redo. Additional tools can be without much of a stretch be included by tapping the drop down menu and selecting from the rundown. Tools can likewise be expelled by just deselecting from this rundown.

4) LIVE PREVIEW

New to Excel 2016, this component empowers you to see the aftereffects of arranging options before they are connected. Floating over an arranging determination causes it to temporarily show with the proper cell.

All in all, the new format of Microsoft Excel 2016 might seem overwhelming at initially, but with a little practice, we are certain you will find that it is really far simpler to utilize beneficially than past rendition.

MICROSOFT EXCEL TOOLBARS

Toolbars are an essential part of the Microsoft Excel 2016 Application and help with enhancing your profitability and effectiveness in the application. Microsoft Excel contains a scope of toolbars that you can use for an assortment of various undertakings.

The toolbar is just a little bar that contains an assortment of catches that contain a realistic picture called an Icon. Every catch speaks to one single summon on the toolbar. To use a catch everything you need to do is to position your mouse pointer over the catch and snap once with the left button of your mouse.

The Microsoft Excel application appears, of course, two key toolbars and they are the Standard Toolbar and the Formatting Toolbar. These are the most widely recognized toolbars that you will use in Microsoft Excel and contain key orders.

After your underlying establishment of the Microsoft Excel application, you will find that these two toolbars are truth be told situated on the one line.

Nonetheless, you can change their position and reposition the toolbars on the screen.

To move a toolbar, position your mouse pointer over the minimal blue four spotted bar toward the beginning of the toolbar. Hold your left mouse catch down and afterward, drag. Utilizing this strategy, you can drag the toolbar either down from its present position under the Menu bar or you can drag it to one side or right.

When you resize the toolbar to one side or right, you will see that a percentage of the symbols from either toolbar will show up and vanish. This is by configuration.

Basically, the application alters the extent of the toolbar and changes the symbols in light of those that fit on the resized toolbar.

Another awesome tool included with the toolbar is the capacity to recognize what the toolbar catch does just by holding your mouse over the symbol.

Microsoft gives an alternative in the Customize dialog box, which is found under the Tools menu to indicate both the Standard toolbar and the Formatting toolbar as a matter of course.

However to have the toolbars on one line you should deselect the Show Standard and Formatting toolbars on two lines order.

In the event that you need the two Formatting and Standard toolbars on two lines, you select the check box of the charge Show Formatting and Standard toolbars on two lines order.

There is an assortment of toolbars in the Microsoft Excel application and to show (or conceal) those toolbars you should first go to the View menu and after that pick Toolbars. When you see the menu there is some imperative information you should know about.

In the event that there is a tick beside one of the toolbar names, then this shows the toolbar is now noticeable. On the other hand, no tick shows that the toolbar is covered up.

To turn a toolbar on, snap once with your left mouse catch on the toolbar name. In the event that you need to kill the toolbar, click on the toolbar name at the end of the day.

You will find that most toolbars will be situated toward the highest point of the screen, any way you can reposition the toolbar anyplace on the screen.

Chapter 3- Spreadsheets

Spreadsheet is a concept that has come hundreds of years back. With this great invention there resulted a really easy way for arranging your data in the columns and rows. You can store anything like number, word or any kind of object in these cells. Some of the things that are mainly used in this spreadsheets are words and numbers.

This new function of spread sheeting essentially takes the manual procedures portrayed above and places them into an electronic configuration. Whilst the book-keeping industry most generally uses spreadsheets because they can be utilized as a part of any circumstance.

The sorts of businesses that use spreadsheets incorporate the science industry, aviation industry, financial services industry, common and mechanical building industry, science, instruction, research, bio-sciences, sea life science, the rundown is perpetual.

Information is characterized as far as spreadsheets as content, numbers or numerical equations. The information is what is utilized to make the electronic model and the model then appears on the screen. A model generally is an electronic rendition of a genuine circumstance.

For instance, you could show your organizations gainfulness and after that run situations in light of what cash you spent, what cash came in and when. You could even research whether an income emergency was likely with a specific situation.

The key point of interest is their capacity to have their information altered rapidly and the outcome be given quickly. Computations embraced utilizing the manual technique could have taken hours, months or even years.

Once the information is gone into a spreadsheet it can be utilized to create Graphs for archives, reports or even presentations.

For instance, you could enter your information in Microsoft Excel and after that graph creation. You could then duplicate and give the graph into a PowerPoint presentation.

DESIGNING OF SPREADSHEET IN MICROSOFT EXCEL

Designing is said to be a piece of worksheet fulfillment. It covers the elements in designing, for example,

- 1) Adding images currency and percent
- 2) Shading exchange columns data
- 3) Changing the data arrangement
- 4) Widening columns

Guidelines in Formatting and Creating Excel Charts

A chart or graph is known to be the visual representation of spreadsheet data. It regularly offers you to effectively understand the given data inside of the worksheet since are clients are offered with some assistance with effortlessly pick out the patterns and examples, which is represented in the chart. In Microsoft Excel, the sorts of graphs or charts that are regularly utilized are

column chart, line graph, pie chart, bar graph and Sparkline's, which are accessible in Microsoft Excel 2016.

WORKBOOK CREATION USING MS EXCEL

In Microsoft Excel 2016, you don't need to make each worksheet yourself. There is an arrangement of preset template planned and put away in Microsoft Excel. When you open another worksheet, as a beginner to Microsoft Excel, it is somewhat startling to have a clear worksheet and you don't recognize what to do with it.

You can discover verging on each arrangement you require, receipt, charging explanation, individual month to month spending plan, deals report, time card, cost report, advance amortization etc. You could even discover more from the Microsoft on the web.

We should experience the progressions on how you could discover the templates installed on your PC. You should simply tap on Office Button and after that take after by selecting New. The New Workbook windows will show up, and you will see a rundown of exercise manual which incorporates templates that you are searching for.

The rundown of template might change starting with one Microsoft Excel then onto the next, yet in a general sense, you discover the window is the same. There are two sheets, in the left; you will discover a rundown of template classes. In the right sheets, you will see the substance of every classification, on which you will locate your new template from.

By and large, there are five noteworthy classes, specifically Blank and later, Installed Template, My Templates, New from Existing and Microsoft Office

Online, in this session, we are going to concentrate on three of them, that is Blank and Recent, Installed Template and Microsoft Office Online.

- 1) Clear and Recent (Blank Workbook) - is the place you begin your Microsoft Excel utilizing clear worksheet, the vast majority of the clients begin their Excel from a clear worksheet, yet for the individuals who needs help, this may not be engaging.
- 2) Template that is Installed - is the place the preinstalled template are put away, for a recently installed Microsoft Excel, you will discover receipt, charging proclamation, individual month to month spending plan, deals report, time card, circulatory strain tracker, cost report and advance amortization. There are more to be found in Microsoft Excel, you will discover significantly more templates at the following class:
- 3) Microsoft Office Online – it has distinctive subclasses that give access to various shape and templates. You could discover practically all that you require there. On the off chance that you are working together, you will discover subclass Invoices, Inventories, Memos thus on totally valuable.

Chapter 4 - Microsoft Excel Formulas And Functions

The formulas and functions are the two fundamental essential elements in Microsoft Excel that are frequently utilized. There are many functions and formulas, which are utilized to make a spreadsheet in Microsoft Excel. It is essential that learner Excel software engineers ought to figure out how to utilize them as quickly as could be expected under the circumstances.

One of these functions is the Function LARGE. The function LARGE in Microsoft Excel gives back the kth largest worth inside of the arrangement of data. In this manner, the client can utilize this function in selecting the worth, which depends on the given relative standing.

For example, the client can totally utilize this function to give back the runner-up, third-put or even the most noteworthy score. 'LARGE (array,k)' function is to be utilized for this calculation. K is viewed as the position inside of the scope of cell or data array, which must be returned.

MICROSOFT EXCEL FORMULAS

At the point when Microsoft Excel is utilized to build huge and complex spreadsheets containing numerous worksheets, it can turn out to troublesome for somebody to explore, not to mention track or trace numbers through the spreadsheet with the majority of the qualities and formulas contained within it.

This is on account of in an expansive spreadsheet like a financial model, there can frequently be hundreds if not a great many diverse formulae down and over every page including figuring which might contain a few links to different sheets within the exercise manual.

Microsoft Excel comes with some essential usefulness to offer clients some assistance with navigating through a spreadsheets formulas.

- Using formula auditing to attract bolts to a point of reference or ward cells and double tapping to move forward and backward between same sheet references and the 'Go To' window to move forward and backward between off-sheet references.

This usefulness and the majority of the inefficiency by double tap of mouse misses the mark concerning the imprint for some clients who have vast complex spread- sheets, for example, a financial model with formulas that link to various cells or cells much further down/over the sheet or to cells on an assortment of different worksheets, or even exercise manuals.

The primary concern is that with regards to formula route the existing usefulness of Microsoft Excel is hard to utilize, inefficient and lacking in usefulness.

This regular complaint with Microsoft Excel is heard on numerous occasions by engineers, bookkeepers, administration advisors, brokers and finance experts who work with Excel spreadsheets every day.

Likely the most well-known and broadly utilized Excel include 'Formula Navigator'. They have added to a special include utilizing a re-sizeable floating window and hyperlink framework to Excel clients comprehend a formula and productively bounce to the majority of its point of reference and ward cells and ranges regardless of whether they are on an alternate worksheet or an alternate open exercise manual.

An extra history window included as a feature of the items second discharge additionally permits the client to click back to any phone beforehand took a gander at using the tool, during the present open session.

Whether the spreadsheet was composed by you or another person, 'Formula Navigator' definitely fills a need and has effectively cured the dissatisfaction of numerous Excel spreadsheet clients, helping them to rapidly comprehend the rationale in a formula and links between sheets, consequently helping to diminish facilitate debugging, errors in spreadsheet and spreadsheet auditing assistance.

Chapter 5- Use Of Database In Microsoft Excel

A database generally is what is viewed as an accumulation of data that is connected in some way. Putting away this information in a database would bode well as the organization data and the offering of an item is connected and thusly would be suitable for the database.

There are a wide range of sorts of databases accessible, for example, MySQL databases, Oracle Databases, Microsoft Access Databases, thus on however Microsoft Excel likewise has a type of a database known as a database list.

The type of the rundown is essentially the same as alternate databases as the information is under section headings in columns, however after that basic point, the Excel database goes in its own bearing.

MAKING AN EXCEED EXPECTATIONS DATABASE

Well, for one thing, there is one tenet we should dependably follow and that is one exceed expectations database for every worksheet. Any longer and you simply get yourself into heaps of inconvenience.

Truth be told in the event that you need various exceed expectations databases inside of your exercise manual basically put each exceeds expectations database onto a different worksheet.

The following thing you should follow is that your database records the first column must contain the heading of the rundown. That is the primary line that contains your field names.

Furthermore, each of the field names must be 100% one of a kind. You can't have two field names with the same name or again you will have a rundown that won't work. The following issue you should be worried about is recognizing the field names.

Exceed expectations databases have a straightforward guideline, the field names or section names must be exceptional. Presently the way you distinguish them is simple, you should simply guarantee the field names are a wide range of information sorts, design, design and so forth to whatever is left of the database in your rundown.

A standout amongst the most critical tenets you should recollect when you make an exceed expectations database is that around the line and segments of the fields and information there must be a clear line and segment.

This means you can at present have a heading at the highest point of the fields, yet there must be a clear line between the heading and the fields and along the last segment too. The clear line governs additionally applies to the base of the run down also.

When you are entering information into your rundown, each phone in each record must contain some quality regardless of the fact that it is basically clear (a clear esteem is still viewed as a worth) and every record must contain the same number of fields.

On the off chance that there is no particular information for a field you just abandon it clear and move to the following field.

Guarantee that when you are entering information into a field, you don't have spaces before the content or toward the end of the content in the field. On the off chance that you do have spaces, then what will happen is that sorting and scan

for information in the rundown will be bargained and you will get startling results.

Low case and uppercase characters in the field don't influence the quests or sort orders unless you particularly tell the Microsoft Excel application it is an issue. You can likewise utilize equations in a cell if required.

Recipes can allude to cells inside of the Excel Database List or outside of the Excel Database.

Note additionally that you can alter and organize the cells simply like some other spreadsheet, however, you need the field names must have an alternate arrangement to whatever is left of the information in the database list.

It is much prescribed that there be no other designing in the run- down aside from the field headings. This guarantees there are no erroneous conclusions by the application in the matter of what is a field heading in the exceed expectations database and what is definitely not.

FORMING AN EXCEL DOCUMENT

The Microsoft Excel restrictive formatting highlight permits the client to highlight cells that meet certain criteria. You can naturally highlight any cell whose quality meets your predetermined criteria. Contrast this with physically highlighting cells and you will see that Microsoft Excel's contingent formatting is a gigantic help.

How about we take a straightforward illustration of why it is the easy approach to go. Suppose that you needed to highlight each cell with a quality that is under 10.

The primary alternative is to physically take a gander at every cell, and if the worth is under ten, you would physically apply the red cell shading.

Presently this is fine in the event that you have a little number of cells or a great deal of spare time to do it along these lines. In any case, imagine a scenario where you have ten thousand cells to accept.

That is simply not pragmatic. All the same, in the event that you apply Excel's condition formatting highlight to those cells is simple. When you see exactly how simple it is, you too will be an enthusiast of contingent formatting.

Presently, to apply it you have to comprehend the strides that you have to take to execute it. The initial step is to indicate the arrangement of cells in your Excel exercise manual to which you need to apply the contingent formatting. The second step is to indicate the criteria to be utilized.

The third and final step is to apply it to the scope of cells to be approved. Implementing it is not hard to do, but rather it takes a period to completely see how it functions. It is not precisely intuitive. Many people can figure out how to utilize it in around 60 minutes.

However, depending on your requirements and your capacity to get new things it may be a great deal not as much as that.

REFERENCING IN MS EXCEL

In the business world, it is frequently more profitable to part your Microsoft Excel information onto numerous worksheets as opposed to packing the greater part of the information onto one single Microsoft Excel worksheet.

Hence, on the off chance that you are going to part your information over numerous exceed expectations worksheets you should have the capacity to reference that information. The names given to those references are called 3-D References.

The way you compose the Reference of 3-D is as per the following: Worksheet Name and Cell Address

You can include 3-D References in your formulas by just selecting, so as to type the reference into the cell or every cell in every worksheet as you make the formula. It is likewise conceivable to have the Reference of 3D made for you without really typing the quality in.

The initial step is to sort the equivalents sign in the cell where you need the 3-D Reference to go and after that just tap on the worksheet where the cell you need to utilize and afterward select the cell. You will now see in the Entry territory the cells 3-D Reference.

It is additionally conceivable to allude to a scope of cells using a Reference of 3-D on various worksheets or for different cells.

For instance, you might need to reference the same cell on three distinct worksheets. To do this all you would really do is basically sort for the sake of the worksheet, then press the colon key and after that sort the name of the last worksheet.

Conclusion

This book have taken you through the some basic and powerful Excel functions which you can put to the test today right now.

You can use the simple formulae in order to make sense of Excel data and do your own calculations which will dynamically update as figures are tweaked.

With the simple guidelines, you will real keys to get a handle on the basics first, then build on your knowledge. Microsoft Excel learning can be an ongoing and fulfilling process, just take it slow and build on your knowledge step by step.

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