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Conner, 2008-05-27 Among its many amazing applications Google now has web based alternatives to many of the applications in Microsoft Office This comprehensive and easy to follow new book enables you to explore Google's new office applications in detail Once you do you'll be in good company more than 100 000 small businesses and some corporations are already looking to take advantage of these free Google offerings Google Apps The Missing Manual teaches you how to use three relatively new applications from Google Docs and Spreadsheets which provide many of the same core tools that you find in Word and Excel and Google Calendar and Gmail the applications that offer an alternative to Outlook This book demonstrates

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Puzzles and brain twisters to keep your mind sharp and your memory intact are all the rage today. More and more people, Baby Boomers and information workers in particular, are becoming concerned about their gray matter's ability to function, and with good reason. As this sensible and entertaining guide points out, your brain is easily your most important possession. It deserves proper upkeep. **Your Brain: The Missing Manual** is a practical look at how to get the most out of your brain, not just how the brain works but how you can use it more effectively. What makes this book different than the average self-help guide is that it's grounded in current neuroscience. You get a quick tour of several aspects of the brain, complete with useful advice about Brain Food: The right fuel for the brain and how the brain commands hunger, including an explanation of the different chemicals that control appetite and cravings. Sleep: The sleep cycle and circadian rhythm and how to get a good night's sleep or do the best you can without it. Memory Techniques for improving your recall. Reason: Learning to defeat common sense, logical fallacies, including tactics for winning arguments and good reasons for bad prejudices. Creativity and Problem Solving: Brainstorming tips and thinking not outside the box but about the box, in other words, finding the assumptions that limit your ideas so you can break through them. Understanding Other People's Brains: The battle of the sexes and babies developing brains. Learn about the built-in circuitry that makes office politics seem like a life-or-death struggle, causes you to toss important facts out of your memory if they're not emotionally charged, and encourages you to eat huge amounts of high-calorie snacks. With **Your Brain: The Missing Manual**, you'll discover that sometimes you can learn to compensate for your brain or work around its limitations or at least to accept its eccentricities. Exploring your brain is the greatest adventure and biggest mystery you'll ever face. This guide has exactly the advice you need. **Google: The Missing Manual** Sarah Milstein, 2004 Google is the planet's most popular program for finding stuff on the Web. Millions of people a day use it to search for everything from apple pie recipes to high school sweethearts to Zimbabwean bus schedules, but it has no manual.

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