



365 International Dishes



Table of Contents

Chapter 1 - January

Chapter 2 - February

Chapter 3 - March

Chapter 4 - April

Chapter 5 - May

Chapter 6 - June

Chapter 7 - July

Chapter 8 - August

Chapter 9 - September

Chapter 10 - October

Chapter 11 - November

Chapter 12 - December



Table of Contents

- Chapter 1 - How to Join the U.S. Army
- Chapter 2 - How to Train for Army Boot Camp
- Chapter 3 - How to Get Started in the US Army
- Chapter 4 - How to Salute Like a Soldier
- Chapter 5 - How to March
- Chapter 6 - Military
- Chapter 7 - Corps
- Chapter 8 - Army Officer Ranks
- Chapter 9 - Field Army and Soldier
- Chapter 10 - Army
- Chapter 11 - Tank



A Beginner's Guide to Astrology and Tarot Card Reading



Table of Contents

Chapter 1 - Astrologer

Chapter 2 - How to Create an Astrological Chart

Chapter 3 - How to Interpret an Astrological Birth Chart

Chapter 4 - How to Use Sabian Symbols

Chapter 5 - How to Learn Astrology without Becoming Obsessed

Chapter 6 - How to Believe in Astrology Using Math

Chapter 7 - Astrology

Chapter 8 - Horoscope

Chapter 9 - Tarot Card

Chapter 10 - How to Read Tarot Cards

Chapter 11 - How to Set up Tarot Cards

Chapter 12 - How to Learn to Read Tarot Cards Through Music

Chapter 13 - How to Do a One Card Tarot Reading

Chapter 14 - Divinatory, Esoteric and Occult Tarot

Chapter 15 - Suit of Coins and Suit of Cups

Chapter 16 - Suit of Swords and Suit of Wands

Chapter 17 - The Sun and The Moon (Tarot cards)

Chapter 18 - The Devil and Death (Tarot cards)

Chapter 19 - The Emperor and The Empress (Tarot cards)



A Beginner's Guide to Astrology and Tarot Card Reading



Chapter 20 - Judgement and Justice (Tarot cards)

Chapter 21 - The Tower and Strength (Tarot cards)



Table of Contents

Chapter 1 - Astrologer

Chapter 2 - How to Create an Astrological Chart

Chapter 3 - How to Interpret an Astrological Birth Chart

Chapter 4 - How to Use Sabian Symbols

Chapter 5 - How to Learn Astrology without Becoming Obsessed

Chapter 6 - How to Believe in Astrology Using Math

Chapter 7 - Astrology

Chapter 8 - Horoscope

Chapter 9 - Planets in Astrology

Chapter 10 - Astrological Sign



A Beginner's Guide to Astronomy Professions



Table of Contents

Chapter 1 - Astronomer

Chapter 2 - How to Get Started in Amateur Astronomy

Chapter 3 - How to Find the Planets

Chapter 4 - How to View an Eclipse

Chapter 5 - How to Find the North Star

Chapter 6 - How to Detect a Black hole

Chapter 7 - How to Find the Andromeda Galaxy

Chapter 8 - How to Ascertain the Moon Phase

Chapter 9 - How to Observe Jupiter

Chapter 10 - How to Observe Mars

Chapter 11 - Astronaut

Chapter 12 - How to Become an Astronaut

Chapter 13 - How to Become a NASA Astronaut

Chapter 14 - Spacecraft

Chapter 15 - NASA

Chapter 16 - Astronaut Ranks and Positions

Chapter 17 - Space Suit

Chapter 18 - Space Shuttle



A Beginner's Guide to Automotive and Mechanical Engineering



Table of Contents

- Chapter 1 - Automotive Engineering
- Chapter 2 - Tips to Become an Auto Mechanic
- Chapter 3 - Internal Combustion Engine
- Chapter 4 - Vehicle Dynamics
- Chapter 5 - Automobile Drag Coefficient
- Chapter 6 - Mechanical Engineering



A Beginner's Guide to Become a Perfect Cleaning Staff



Table of Contents

Chapter 1 - Street Sweeper

Chapter 2 - How to Start a House Cleaning Business

Chapter 3 - How to Clean a Bathroom

Chapter 4 - How to Clean a House

Chapter 5 - Squeegee Man

Chapter 6 - Chimney Sweep

Chapter 7 - Window Cleaner and Floor Cleaning



A Beginner's Guide to Become a Animal Trainer



Table of Contents

Chapter 1 - Animal Training
Chapter 2 - How to Become a Dog Trainer
Chapter 3 - How to Train a Golden Retriever
Chapter 4 - How to Train Your Dog to Hunt
Chapter 5 - How to Train Any Dog to Sit
Chapter 6 - How to Crate Train Your Dog or Puppy
Chapter 7 - How to Teach a Pup to Be a Watch Dog
Chapter 8 - How to Train a Guard Dog
Chapter 9 - Horse Training
Chapter 10 - Lion Taming and Military Dolphin
Chapter 11 - Obedience Training
Chapter 12 - Falconry
Chapter 13 - Clicker Training



A Beginner's Guide to Become a Aromatherapist & Herbalist



Table of Contents

Chapter 1 - Aromatherapy

Chapter 2 - How to Make Essential Oils

Chapter 3 - How to Buy Essential Oils

Chapter 4 - How to Get into Aromatherapy

Chapter 5 - How to Make Alcohol for Aroma Therapy

Chapter 6 - How to Make Aromatherapy Skin Tonics

Chapter 7 - How to Make Natural Herbal Oil

Chapter 8 - How to Store Essential Oils

Chapter 9 - How to Use Aromatherapy

Chapter 10 - How to Use Essential Oils

Chapter 11 - How to Use Lavender in Aromatherapy

Chapter 12 - Essential Oil

Chapter 13 - Herb

Chapter 14 - Herbalism

Chapter 15 - How to Become an Herbalist

Chapter 16 - How to Grow Herb Gardens from Seed

Chapter 17 - How to Plant a Herb Pot

Chapter 18 - How to Preserve Herbs

Chapter 19 - How to Store Herbs



A Beginner's Guide to Become a Aromatherapist & Herbalist



Chapter 20 - How to Grow an Indoor Herb Garden

Chapter 21 - How to Grow an Herbal Tea Garden

Chapter 22 - How to Grow a Pest Repellent Herb Garden

Chapter 23 - How to Choose Herb Blossoms for Eating

Chapter 24 - Herbal Tea



A Beginner's Guide to Become a Aromatherapist



Table of Contents

Chapter 1 - Aromatherapy

Chapter 2 - How to Make Essential Oils

Chapter 3 - How to Buy Essential Oils

Chapter 4 - How to Get Into Aromatherapy

Chapter 5 - How to Make Alcohol for Aroma Therapy

Chapter 6 - How to Make Aromatherapy Skin Tonics

Chapter 7 - How to Make Natural Herbal Oil

Chapter 8 - How to Store Essential Oils

Chapter 9 - How to Use Aromatherapy

Chapter 10 - How to Use Essential Oils

Chapter 11 - How to Use Lavender in Aromatherapy

Chapter 12 - Essential Oil

Chapter 13 - Aromachologist



A Beginner's Guide to Become a Astronomer



Table of Contents

Chapter 1 - Astronomer

Chapter 2 - How to Get Started in Amateur Astronomy

Chapter 3 - How to Find the Planets

Chapter 4 - How to View an Eclipse

Chapter 5 - How to Find the North Star

Chapter 6 - How to Detect a Black hole

Chapter 7 - How to Find the Andromeda Galaxy

Chapter 8 - How to Ascertain the Moon Phase

Chapter 9 - How to Observe Jupiter

Chapter 10 - How to Observe Mars

Chapter 11 - Astronomy

Chapter 12 - Galaxy



A Beginner's Guide to Become a Better Chess Player



Table of Contents

Chapter 1 - Introduction to Chess Game
Chapter 2 - How to Play Chess
Chapter 3 - How to Calculate Chess Tactics
Chapter 4 - How to Play Siamese Chess
Chapter 5 - How to Read Algebraic Chess Notation
Chapter 6 - How to Castle in Chess
Chapter 7 - How to Play Advanced Chess
Chapter 8 - How to Set up a Chessboard
Chapter 9 - Chess Tactics
Chapter 10 - Chess Strategy



A Beginner's Guide to Become a Better Cinematographer and Photographer



Table of Contents

Chapter 1 - Introduction to Cinematographer

Chapter 2 - How to Develop Photography Skills

Chapter 3 - How to Get Into Film Photography on a Tight Budget

Chapter 4 - How to Shoot Film

Chapter 5 - How to Use Almost Any 35mm Film Camera

Chapter 6 - How to Become a Professional Photographer

Chapter 7 - How to Choose a Camera

Chapter 8 - How to Take a Still Photograph with A Motion Object

Chapter 9 - How to Clean a 35mm Film Camera and Lens

Chapter 10 - How to Take Better Photographs

Chapter 11 - Cinematography

Chapter 12 - Photography



A Beginner's Guide to Become a Blacksmith



Table of Contents

Chapter 1 - Blacksmith

Chapter 2 - How to Become a Blacksmith

Chapter 3 - How to Make a Metal Forge

Chapter 4 - How to Weld

Chapter 5 - How to Arc Weld

Chapter 6 - How to Use a Hammer Safely

Chapter 7 - Forging

Chapter 8 - Welding



A Beginner's Guide to Become a Boxer & Wrestler



Table of Contents

Chapter 1 - Boxing

Chapter 2 - How to Train for Boxing

Chapter 3 - How to Throw a Straight Right in Boxing

Chapter 4 - How to Slip Punches in Boxing

Chapter 5 - How to Throw a Left Hook in Boxing

Chapter 6 - How to Become a Professional Boxer

Chapter 7 - How to Block in Boxing

Chapter 8 - How to Make a Punching Bag

Chapter 9 - How to Improve Speed and Force in Boxing

Chapter 10 - Professional Boxing

Chapter 11 - Wrestling

Chapter 12 - How to Become a Pro Wrestler

Chapter 13 - How to Lose Weight in Wrestling

Chapter 14 - How to Be a Good Wrestler

Chapter 15 - How to Start Your Professional Wrestling Career

Chapter 16 - How to Drop Kick Like a WWE Wrestler

Chapter 17 - How to Body slam Your Opponent

Chapter 18 - How to Win at Arm Wrestling

Chapter 19 - How to Build Muscle



A Beginner's Guide to Become a Boxer & Wrestler



Chapter 20 - How to Get Six Pack Abs

Chapter 21 - Freestyle Wrestling

Chapter 22 - Grappling



A Beginner's Guide to Become a Broadcaster



Table of Contents

Chapter 1 - Broadcasting

Chapter 2 - How to Become a TV Reporter or News Anchor

Chapter 3 - How to Make Radio Broadcast

Chapter 4 - How to Be an Awesome Radio Announcer

Chapter 5 - How to Improve Your Clarity of Speech

Chapter 6 - How to Be a Good Wrestling Commentator

Chapter 7 - Broadcast Engineering

Chapter 8 - Broadcasting of Sports Events

Chapter 9 - Presenter and Broadcast-safe

Chapter 10 - Internet Broadcasting

Chapter 11 - Broadcasting Occupations



A Beginner's Guide to Become a Call Center Employee & Data Entry Clerk



Table of Contents

Chapter 1 - Call Centre

Chapter 2 - How to Perform Well in Interviews

Chapter 3 - How to Be a Hard Worker

Chapter 4 - How to Have Great Communication Skills as an Employee

Chapter 5 - How to Handle Customers as an Employee

Chapter 6 - How to Speak in a British Accent

Chapter 7 - How to Accomplish a Goal

Chapter 8 - How to Be a Good Listener

Chapter 9 - How to Use English Punctuation Correctly

Chapter 10 - How to Type Correctly

Chapter 11 - How to Type

Chapter 12 - How to Type Foreign Language Characters with an American Keyboard

Chapter 13 - How to Type with Mouse

Chapter 14 - How to Type on a Typewriter

Chapter 15 - How to Type Extremely Fast on a Keyboard

Chapter 16 - Typing

Chapter 17 - QWERTY

Chapter 18 - Keyboard Layout



A Beginner's Guide to Become a Call Center Employee



Table of Contents

Chapter 1 - Call Centre

Chapter 2 - How to Perform Well in Interviews

Chapter 3 - How to Be a Hard Worker

Chapter 4 - How to Have Great Communication Skills as an Employee

Chapter 5 - How to Handle Customers as an Employee

Chapter 6 - How to Speak in a British Accent

Chapter 7 - How to Accomplish a Goal

Chapter 8 - How to Be a Good Listener

Chapter 9 - How to Use English Punctuation Correctly

Chapter 10 - Telemarketing

Chapter 11 - Business Process Outsourcing in India

Chapter 12 - Goal

Chapter 13 - Customer Relationship Management



A Beginner's Guide to Become a Carpenter & Plumber (Different Maintenance Professions)



Table of Contents

- Chapter 1 - Introduction to a Carpenter
- Chapter 2 - How to Become a Carpenter
- Chapter 3 - How to Build Wooden Bookshelves
- Chapter 4 - How to Build a Hidden Door Bookshelf
- Chapter 5 - How to Hang a Door
- Chapter 6 - How to Use a Circular Saw
- Chapter 7 - How to Build a Shed
- Chapter 8 - How to Make a Wooden Table
- Chapter 9 - Plumber
- Chapter 10 - How to Be a Plumber
- Chapter 11 - How to Troubleshoot Plumbing Problems
- Chapter 12 - How to Unclog a Slow Running Bathroom Sink Drain
- Chapter 13 - How to Find a Water Leak in Your House
- Chapter 14 - Plumbing
- Chapter 15 - Piping and Plumbing Fittings



A Beginner's Guide to Become a Chef



Table of Contents

Chapter 1 - Chef

Chapter 2 - How to Become a Chef

Chapter 3 - How to Cook

Chapter 4 - How to Use Measuring Spoons and Cups

Chapter 5 - How to Dispose of Cooking Oil

Chapter 6 - How to Learn to Cook With Cooking Classes

Chapter 7 - How to Bake a Cake

Chapter 8 - How to Make Vegan Cupcakes

Chapter 9 - Cooking

Chapter 10 - Kitchen Utensil



A Beginner's Guide to Become a Cosmetologist



Table of Contents

Chapter 1 - Cosmetology

Chapter 2 - How to Cut Hair

Chapter 3 - How to Start a Beauty Salon

Chapter 4 - How to Give a Back Massage

Chapter 5 - How to Do Head Massage

Chapter 6 - How to Give a Foot Massage

Chapter 7 - How to Understand Massage Oils

Chapter 8 - How to Give Spa Treatments

Chapter 9 - How to Give a Manicure

Chapter 10 - How to Do a Pedicure

Chapter 11 - Cosmetics

Chapter 12 - Manicure

Chapter 13 - Pedicure and Waxing

Chapter 14 - Hair Care



A Beginner's Guide to Become a Cricketer



Table of Contents

Chapter 1 - Cricket

Chapter 2 - How to Play Cricket

Chapter 3 - How to Reverse Swing a Cricket Ball

Chapter 4 - How to Bowl a Successful Outswinger

Chapter 5 - How to Time a Cricket Stroke

Chapter 6 - How to Grip the Ball to Bowl Offspin

Chapter 7 - How to Play Backward Defence in Cricket

Chapter 8 - How to Get a Good Cricket Bat

Chapter 9 - How to Captain a Village Cricket Team

Chapter 10 - Cricket Bat and Cricket Ball

Chapter 11 - Test Cricket

Chapter 12 - One Day International

Chapter 13 - Twenty20



A Beginner's Guide to Become a Firefighter



Table of Contents

Chapter 1 - Fire Department
Chapter 2 - How to Become a Fire Department Explorer
Chapter 3 - How to Use a Fire Extinguisher
Chapter 4 - How to Put out a Fire
Chapter 5 - How to Become a Volunteer Firefighter
Chapter 6 - Self-contained Breathing Apparatus
Chapter 7 - Aerial Firefighting
Chapter 8 - Bunker Gear
Chapter 9 - Equipments of Fire Fighting
Chapter 10 - Fire Control and Fire Safety



A Beginner's Guide to Become a Flight Attendant



Table of Contents

Chapter 1 - Flight Attendant

Chapter 2 - How to Become a Flight Attendant

Chapter 3 - How to Be a Flight Attendant

Chapter 4 - Tips for Airplane Travel

Chapter 5 - Tips for Personal Care & Communication

Chapter 6 - Air Safety



A Beginner's Guide to Become a Freelancer



Table of Contents

Chapter 1 - Freelancer

Chapter 2 - How to Become a Freelance Writer

Chapter 3 - How to Find Freelance Work

Chapter 4 - How to Get a Freelance Job

Chapter 5 - How to Start a Freelance Copywriting Business

Chapter 6 - How to Write Articles

Chapter 7 - How to Create a Professional Looking Newsletter as a
Freelancer

Chapter 8 - How to Write a Children's Story as a Freelancer

Chapter 9 - How to Become a Certified Event Planner

Chapter 10 - How to Manage an Event

Chapter 11 - Online Journalism

Chapter 12 - Online Newspaper

Chapter 13 - Online Outsourcing



A Beginner's Guide to Become a Funeral Director



Table of Contents

Chapter 1 - Funeral Director
Chapter 2 - How to Become a Mortician
Chapter 3 - How to Make Preparations for a Funeral
Chapter 4 - How to Pay for Funeral Expenses
Chapter 5 - How to Embalm
Chapter 6 - How to Speak at a Funeral
Chapter 7 - Funeral
Chapter 8 - Embalming
Chapter 9 - Burial
Chapter 10 - Cremation



A Beginner's Guide to Become a Grand Prix Motorcycle Racer



Table of Contents

Chapter 1 - Grand Prix Motorcycle Racing

Chapter 2 - How to Race Motorcycle

Chapter 3 - How to Drive a Motorbike

Chapter 4 - How to Look Like a Biker

Chapter 5 - How to Avoid an Accident on a Motorcycle

Chapter 6 - How to Choose a Bike

Chapter 7 - How to Learn to Ride a Motorcycle

Chapter 8 - How to Perform Clutch Wheelies on a Motorcycle

Chapter 9 - Engine Specifications of Moto GP

Chapter 10 - Grand Prix Motorcycle Racing World Champions

Chapter 11 - Grand Prix Motorcycles



A Beginner's Guide to Become a Guitarist



Table of Contents

Introduction

Chapter 1 - How to Play Guitar

Chapter 2 - How to Tune a Guitar

Chapter 3 - How to Change Guitar Strings

Chapter 4 - How to Buy Guitar

Chapter 5 - How to Be a Guitar God

Chapter 6 - How to Find a Cheap Guitar

Chapter 7 - How to Improvise a Solo on Guitar

Chapter 8 - Classical Guitar

Chapter 9 - Electric Guitar

Chapter 10 - Bass Guitar



A Beginner's Guide to Become a Historian & Archaeologist



Table of Contents

Chapter 1 - Archaeology

Chapter 2 - How to Become an Archaeologist

Chapter 3 - How to Find Prehistoric Amerind Artifacts

Chapter 4 - Stone Tool

Chapter 5 - Prehistory

Chapter 6 - Archaeological Field Survey

Chapter 7 - Excavation

Chapter 8 - Ancient DNA

Chapter 9 - Historian

Chapter 10 - How to Become a Historian

Chapter 11 - Historical Method

Chapter 12 - Historiography



A Beginner's Guide to Become a Historian



Table of Contents

Chapter 1 - Historian

Chapter 2 - How to Become a Historian

Chapter 3 - Historical Method

Chapter 4 - Historiography

Chapter 5 - Prehistory

Chapter 6 - Public History

Chapter 7 - Oral History



A Beginner's Guide to Become a House Painter and Decorator



Table of Contents

Chapter 1 - House Painter and Decorator

Chapter 2 - How to Paint the Interior of a House

Chapter 3 - How to Use a Paint Roller

Chapter 4 - How to Paint a Room

Chapter 5 - How to Paint Designs on Walls

Chapter 6 - How to Prepare a Room for Painting

Chapter 7 - How to Climb a Ladder Safely

Chapter 8 - How to Patch a Wall

Chapter 9 - Paint Brush and Paint Roller

Chapter 10 - Whitewash



A Beginner's Guide to Become a Interior Designer



Table of Contents

Chapter 1 - Interior Design

Chapter 2 - How to Be a Good Interior Designer

Chapter 3 - How to Have a Sophisticated Bedroom

Chapter 4 - How to Redesign the Room

Chapter 5 - How to Decorate a Young Girl's Room

Chapter 6 - How to Paint a Room

Chapter 7 - How to Decorate the Room to Your Style

Chapter 8 - How to Decorate the Bedroom with a Rock N Roll Theme

Chapter 9 - Interior Architecture

Chapter 10 - Sustainable Architecture

Chapter 11 - Houseplant

Chapter 12 - Wallpaper

Chapter 13 - Floor and Ceiling



A Beginner's Guide to Become a Journalist



Table of Contents

Chapter 1 - Journalist

Chapter 2 - How to Be a Good Journalist

Chapter 3 - How to Be a Youth Journalist

Chapter 4 - How to Have a Career in Journalism

Chapter 5 - How to Behave as a Professional Journalist

Chapter 6 - How to Interview Experts

Chapter 7 - How to Read and Speak Like a TV News Reporter

Chapter 8 - How to Be a Reporter

Chapter 9 - How to Improve Your Clarity of Speech

Chapter 10 - Journalism

Chapter 11 - Freedom of the Press

Chapter 12 - News Style



A Beginner's Guide to Become a Lawyer



Table of Contents

Chapter 1 - Lawyer

Chapter 2 - Bachelor of Laws

Chapter 3 - Barrister

Chapter 4 - Legal Ethics

Chapter 5 - Advocate

Chapter 6 - Tips to Become and Hire a Professional Lawyer



A Beginner's Guide to Become a Magician & Clown



Table of Contents

Chapter 1 - How to Be a Great Magician
Chapter 2 - How to Do a Magic Cup Trick
Chapter 3 - How to Do a Math Magic Trick
Chapter 4 - How to Do a Card Trick
Chapter 5 - How to Make a Magic Wand
Chapter 6 - How to Make a Magicians Tool Box
Chapter 7 - How to Do Magic
Chapter 8 - How to Be Confident in Doing Magic Tricks
Chapter 9 - How to Do Simple Magic Tricks
Chapter 10 - Magician
Chapter 11 - Ceremonial Magic
Chapter 12 - Tantra
Chapter 13 - Clown
Chapter 14 - How to Be a Clown
Chapter 15 - How to Become a Circus Clown
Chapter 16 - How to Be Funny
Chapter 17 - How to Clown Dance
Chapter 18 - Circus Clown
Chapter 19 - Circus



A Beginner's Guide to Become a Magician



Table of Contents

Chapter 1 - How to Be a Great Magician
Chapter 2 - How to Do a Magic Cup Trick
Chapter 3 - How to Do a Math Magic Trick
Chapter 4 - How to Do a Card Trick
Chapter 5 - How to Make a Magic Wand
Chapter 6 - How to Make a Magicians Tool Box
Chapter 7 - How to Do Magic
Chapter 8 - How to Be Confident in Doing Magic Tricks
Chapter 9 - How to Do Simple Magic Tricks
Chapter 10 - Magician
Chapter 11 - Ceremonial Magic
Chapter 12 - Tantra
Chapter 13 - Divinatory, Esoteric and Occult Tarot



A Beginner's Guide to Become a Music Director



Table of Contents

Chapter 1 - Music Director

Chapter 2 - How to Compose Music

Chapter 3 - How to Compose Music on Piano

Chapter 4 - How to Compose the First Verse of a Song

Chapter 5 - How to Read Music

Chapter 6 - How to Play Guitar

Chapter 7 - How to Tune a Guitar

Chapter 8 - How to Play the Flute

Chapter 9 - Music Genre

Chapter 10 - Orchestra



A Beginner's Guide to Become a Musician



Table of Contents

Introduction

Chapter 1 - How to Become a Musician

Chapter 2 - How to Be a Good Musician

Chapter 3 - How to Compose Music

Chapter 4 - How to Get Rich as a Musician

Chapter 5 - How to Join a Band

Chapter 6 - How to Be a Solo Musician

Chapter 7 - How to Form a Band

Chapter 8 - Musical Instrument

Chapter 9 - Musical Form

Chapter 10 - Musical Ensemble

Chapter 11 - Sound Recording and Reproduction



A Beginner's Guide to Become a News Presenter



Table of Contents

Chapter 1 - News Presenter

Chapter 2 - How to Become a TV Reporter or News Anchor

Chapter 3 - How to Read and Speak Like a TV News Reporter

Chapter 4 - How to Improve Your Clarity of Speech

Chapter 5 - How to Be a Good Listener

Chapter 6 - How to Talk More and Listen Less

Chapter 7 - How to Develop Good Communication Skills

Chapter 8 - How to Communicate Effectively

Chapter 9 - How to Be a Reporter

Chapter 10 - Journalism

Chapter 11 - Journalist

Chapter 12 - Newsroom

Chapter 13 - News Ticker

Chapter 14 - List of News Channels



A Beginner's Guide to Become a Pediatrician



Table of Contents

Chapter 1 - Pediatrics

Chapter 2 - How to Become a Pediatrician

Chapter 3 - How to Take a Temperature

Chapter 4 - How to Use a Stethoscope

Chapter 5 - How to Give an Injection

Chapter 6 - How to Read a Chest X-Ray

Chapter 7 - Pain in Babies

Chapter 8 - Childhood Obesity

Chapter 9 - Childhood Psychiatric Disorders

Chapter 10 - Neurological Disorders in Children



A Beginner's Guide to Become a Personal Trainer



Table of Contents

Chapter 1 - Personal Trainer

Chapter 2 - How to Become a Personal Trainer

Chapter 3 - How to Become a Certified Personal Trainer

Chapter 4 - How to Be a Personal Trainer

Chapter 5 - How to Make Right Eating Choices and Avoid Fatty Foods

Chapter 6 - How to Train Your Body

Chapter 7 - How to Develop Healthy Eating Habits

Chapter 8 - How to Use Gym Equipment

Chapter 9 - How to Build Lower Abs

Chapter 10 - How to Do Yoga Meditation

Chapter 11 - How to Get the Most from Pilates

Chapter 12 - Treadmill

Chapter 13 - Other Exercise Equipments



A Beginner's Guide to Become a Physical Education Trainer



Table of Contents

Chapter 1 - Physical Education

Chapter 2 - How to Be a Gym Teacher

Chapter 3 - How to Be Motivated to Exercise

Chapter 4 - How to Begin Learning Gymnastics

Chapter 5 - Aerobic Exercise

Chapter 6 - Skipping Rope

Chapter 7 - Walking

Chapter 8 - Weight Training

Chapter 9 - Eccentric Training

Chapter 10 - Strength Training

Chapter 11 - Running



A Beginner's Guide to Become a Plumber



Table of Contents

Chapter 1 - Plumber

Chapter 2 - How to Be a Plumber

Chapter 3 - How to Troubleshoot Plumbing Problems

Chapter 4 - How to Unclog a Slow Running Bathroom Sink Drain

Chapter 5 - How to Find a Water Leak in Your House

Chapter 6 - Plumbing

Chapter 7 - Piping and Plumbing Fittings

Chapter 8 - Water Pipe

Chapter 9 - Valve



A Beginner's Guide to Become a Police Officer



Table of Contents

Chapter 1 - Police Officer

Chapter 2 - How to Become a Police Officer

Chapter 3 - How to Job Shadow a Police Officer

Chapter 4 - How to Become an FBI Agent

Chapter 5 - How to Be a Good Police Officer

Chapter 6 - How to Make a Citizen's Arrest

Chapter 7 - Special Police

Chapter 8 - Police Rank



A Beginner's Guide to Become a Professional Banker



Table of Contents

Chapter 1 - Bank

Chapter 2 - How to Be a Banker

Chapter 3 - How to Perform Well in Interviews

Chapter 4 - How to Be a Good Cashier

Chapter 5 - How to Present Yourself as an Educated Person

Chapter 6 - How to Get a Bank Job

Chapter 7 - How to Be a Loan Officer

Chapter 8 - Mortgage Loan

Chapter 9 - Transactional Account

Chapter 10 - Bank Regulation

Chapter 11 - Commercial Bank and Community Development Bank

Chapter 12 - Private Banking and Saving Banks

Chapter 13 - Banking in the United States



A Beginner's Guide to Become a Professional Boxer



Table of Contents

Chapter 1 - Boxing

Chapter 2 - How to Train for Boxing

Chapter 3 - How to Throw a Straight Right in Boxing

Chapter 4 - How to Slip Punches in Boxing

Chapter 5 - How to Throw a Left Hook in Boxing

Chapter 6 - How to Become a Professional Boxer

Chapter 7 - How to Block in Boxing

Chapter 8 - How to Make a Punching Bag

Chapter 9 - How to Improve Speed and Force in Boxing

Chapter 10 - Professional Boxing

Chapter 11 - Boxing Glove

Chapter 12 - Amateur Boxing



A Beginner's Guide to Become a Professional Car Racer



Table of Contents

Chapter 1 - Auto Racing

Chapter 2 - How to Race a Car

Chapter 3 - How to Shift in a Drag Race

Chapter 4 - How to Setup a Race Car in the Shop before Racing

Chapter 5 - How to Win Any Racing Game

Chapter 6 - How to Drive

Chapter 7 - How to Change Oil in Car

Chapter 8 - Formula One

Chapter 9 - World Rally Championship

Chapter 10 - Sports Car Racing

Chapter 11 - Stock Car Racing



A Beginner's Guide to Become a Professional Chemist



Table of Contents

Chapter 1 - Dispensing Chemist

Chapter 2 - How to Read a Doctor's Prescription

Chapter 3 - How to Shop at a Drugstore

Chapter 4 - How to Identify Pills

Chapter 5 - How to Swallow Vitamins

Chapter 6 - Medical Prescription

Chapter 7 - Tablet

Chapter 8 - Pharmacy

Chapter 9 - Pharmaceutical Drug

Chapter 10 - Pharmacists

Chapter 11 - Pharmaceutical Industry



A Beginner's Guide to Become a Professional Clown



Table of Contents

Chapter 1 - Clown

Chapter 2 - How to Be a Clown

Chapter 3 - How to Become a Circus Clown

Chapter 4 - How to Be Funny

Chapter 5 - How to Clown Dance

Chapter 6 - Circus Clown

Chapter 7 - Circus

Chapter 8 - Practical Joke



A Beginner's Guide to Become a Professional Coroner



Table of Contents

Chapter 1 - Coroner

Chapter 2 - How to Become a Coroner

Chapter 3 - How to Perform an Autopsy on a Human Being

Chapter 4 - Autopsy

Chapter 5 - Forensic Science

Chapter 6 - Suicide

Chapter 7 - Crime Scene Cleanup

Chapter 8 - Murder Investigation Team

Chapter 9 - Inquests in England and Wales

Chapter 10 - American Coroners



A Beginner's Guide to Become a Professional Cycle Racer



Table of Contents

Chapter 1 - Road Bicycle Racing

Chapter 2 - How to Choose a Bicycle

Chapter 3 - How to Adjust Your Bike Seat

Chapter 4 - How to Make a Bicycle Lighter

Chapter 5 - How to Ride a Bicycle

Chapter 6 - How to Ride a Bike Safely

Chapter 7 - How to Dismount from a Bicycle

Chapter 8 - How to Grease Bicycle Wheel Bearings

Chapter 9 - How to Ride a Bike with One Hand

Chapter 10 - Racing Bicycle

Chapter 11 - Mountain Bike Racing and Track Cycling

Chapter 12 - Cyclo-cross



A Beginner's Guide to Become a Professional Detective



Table of Contents

Chapter 1 - Detective and Private Investigator

Chapter 2 - How to Be a Detective

Chapter 3 - How to Set up a Detective Agency

Chapter 4 - How to Be a Spy

Chapter 5 - How to Walk Silently

Chapter 6 - How to Be a Teen Spy Detective

Chapter 7 - How to Solve a Mystery

Chapter 8 - How to Make a Spy Team

Chapter 9 - Special Agent

Chapter 10 - Interrogation

Chapter 11 - Espionage

Chapter 12 - Steganography



A Beginner's Guide to Become a Professional Disc Jockey & Rapper



Table of Contents

Chapter 1 - Disc Jockey

Chapter 2 - How to Be a DJ

Chapter 3 - How to Grow DJ Business

Chapter 4 - How to Buy First Set of DJ Equipment

Chapter 5 - How to Be a Non Hip Hop DJ

Chapter 6 - How to Be a Good DJ at a Dance

Chapter 7 - Digital DJ Licensing

Chapter 8 - Record Collecting

Chapter 9 - Rapping

Chapter 10 - How to Start Rapping

Chapter 11 - How to Survive a Freestyle Rap Battle

Chapter 12 - How to Write a Rap Song

Chapter 13 - How to Become a Professional Rapper

Chapter 14 - How to Dance to Rap Music

Chapter 15 - How to Have Rap Battles

Chapter 16 - Hip Hop Music

Chapter 17 - Battle Rap



A Beginner's Guide to Become a Professional Disc Jockey



Table of Contents

Chapter 1 - Disc Jockey

Chapter 2 - How to Be a DJ

Chapter 3 - How to Grow DJ Business

Chapter 4 - How to Buy First Set of DJ Equipment

Chapter 5 - How to Be a Non Hip Hop DJ

Chapter 6 - How to Be a Good DJ at a Dance

Chapter 7 - Digital DJ Licensing

Chapter 8 - Record Collecting

Chapter 9 - Mixing Console or Audio Mixer

Chapter 10 - Sound Reinforcement System



A Beginner's Guide to Become a Professional Driver



Table of Contents

Chapter 1 - Chauffeur

Chapter 2 - How to Be a Better Driver

Chapter 3 - How to Drive

Chapter 4 - How to Drive a Car Safely

Chapter 5 - How to Test Drive a Car

Chapter 6 - How to Avoid Car Theft

Chapter 7 - How to Start a Car

Chapter 8 - Driver's License

Chapter 9 - Truck Driver



A Beginner's Guide to Become a Professional Engineer



Table of Contents

Chapter 1 - Professional Engineer

Chapter 2 - How to Become a Chemical Engineer & Biomedical Engineer

Chapter 3 - How to Become a Sound Engineer

Chapter 4 - How to Become a Software Engineer

Chapter 5 - How to Become a Mechanical Engineer

Chapter 6 - Engineering Education

Chapter 7 - Professional Civil Engineering

Chapter 8 - Professional Software Engineering

Chapter 9 - Professional Electrical Engineering

Chapter 10 - Professional Mechanical Engineering



A Beginner's Guide to Become a Professional Formula One Racer



Table of Contents

Chapter 1 - Formula One

Chapter 2 - How to Race Your Car

Chapter 3 - How to Setup a Race Car in the Shop before Racing

Chapter 4 - How to Win Any Racing Game

Chapter 5 - How to Drive

Chapter 6 - How to Change the Oil in Your Car

Chapter 7 - Formula One Racing

Chapter 8 - Formula One Car

Chapter 9 - Formula One Engines

Chapter 10 - Cars Used in Formula One Racing



A Beginner's Guide to Become a Professional Landscaper



Table of Contents

Chapter 1 - Landscape

Chapter 2 - How to Landscape an Above Ground Pool

Chapter 3 - How to Make a Pond

Chapter 4 - How to Create a Minimalist Garden

Chapter 5 - How to Choose Plants for a Garden

Chapter 6 - How to Create a No Dig Garden

Chapter 7 - How to Build a Japanese Garden

Chapter 8 - How to Make a Nice Front Yard

Chapter 9 - How to Price Landscaping Jobs

Chapter 10 - How to Design a Landscape Garden

Chapter 11 - How to Landscape a Large Yard

Chapter 12 - How to Make a Backyard Fish Pond

Chapter 13 - Parkway

Chapter 14 - Landscape Architecture

Chapter 15 - Landscape Garden



A Beginner's Guide to Become a Professional Librarian



Table of Contents

Chapter 1 - Librarian

Chapter 2 - How to Become a Librarian

Chapter 3 - How to Locate a Book in a Library

Chapter 4 - How to Check out a Library Book

Chapter 5 - How to Organize Books

Chapter 6 - How to Create a Library in Your Home

Chapter 7 - Library

Chapter 8 - Public Library

Chapter 9 - Types of Libraries



A Beginner's Guide to Become a Professional Motorcycle Racer



Table of Contents

Chapter 1 - Motorcycle Racing

Chapter 2 - How to Race Your Street Motorcycle

Chapter 3 - How to Drive a Motorbike

Chapter 4 - How to Look Like a Biker

Chapter 5 - How to Avoid an Accident on a Motorcycle

Chapter 6 - How to Race Motocross in Sand

Chapter 7 - How to Learn to Ride a Motorcycle

Chapter 8 - How to Perform Clutch Wheelies on a Motorcycle

Chapter 9 - Track Racing

Chapter 10 - Speedway

Chapter 11 - Endurance FIM World Championship

Chapter 12 - Superbike World Championship



A Beginner's Guide to Become a Professional Painter



Table of Contents

Chapter 1 - How to Paint

Chapter 2 - How to Stretch a Canvas

Chapter 3 - How to Paint a Painting

Chapter 4 - How to Oil Paint

Chapter 5 - How to Create an Abstract Painting

Chapter 6 - How to Draw

Chapter 7 - How to Paint With Watercolors as a Novice

Chapter 8 - How to Clean a Paintbrush

Chapter 9 - How to Paint the Evening Sky

Chapter 10 - Painting

Chapter 11 - Oil Painting

Chapter 12 - Portrait Painting



A Beginner's Guide to Become a Professional Swimmer



Table of Contents

Chapter 1 - Introduction to Swimming
Chapter 2 - How to Swim
Chapter 3 - How to Do an Open Turn in Swimming
Chapter 4 - How to Swim Butterfly Stroke
Chapter 5 - How to Swim the Breaststroke
Chapter 6 - How to Exercise to Become a Better Swimmer
Chapter 7 - How to Choose a Swim Instructor
Chapter 8 - How to Do a Dive
Chapter 9 - How to Do a Fly Dive
Chapter 10 - Swimming Lessons
Chapter 11 - Butterfly Stroke
Chapter 12 - Breaststroke
Chapter 13 - Backstroke



A Beginner's Guide to Become a Professional Tarot Card Reader



Table of Contents

Chapter 1 - Tarot Card

Chapter 2 - How to Read Tarot Cards

Chapter 3 - How to Set up Tarot Cards

Chapter 4 - How to Learn to Read Tarot Cards Through Music

Chapter 5 - How to Do a One Card Tarot Reading

Chapter 6 - Divinatory, Esoteric and Occult Tarot

Chapter 7 - Suit of Coins and Suit of Cups

Chapter 8 - Suit of Swords and Suit of Wands

Chapter 9 - The Sun and The Moon (Tarot cards)

Chapter 10 - The Devil and Death (Tarot cards)

Chapter 11 - The Emperor and The Empress (Tarot cards)

Chapter 12 - Judgement and Justice (Tarot cards)

Chapter 13 - The Tower and Strength (Tarot cards)



A Beginner's Guide to Become a Professional Veterinarian



Table of Contents

Chapter 1 - Veterinarian

Chapter 2 - How to Become a Veterinarian

Chapter 3 - How to Know if a Cat Is Sick

Chapter 4 - How to Detect Diabetes in Dogs

Chapter 5 - How to Prevent Heat Stroke in Dogs

Chapter 6 - How to Make a Safety Kit for a Rabbit

Chapter 7 - How to Give an Iguana an Injection

Chapter 8 - How to Become a Veterinary Technician

Chapter 9 - How to Help a Cow Give Birth

Chapter 10 - How to Give First Aid to an Electrocuted Animal

Chapter 11 - Veterinary Surgeon

Chapter 12 - Veterinary Technician

Chapter 13 - Veterinary Medicine



A Beginner's Guide to Become a Professional Wrestler



Table of Contents

Chapter 1 - Wrestling

Chapter 2 - How to Become a Pro Wrestler

Chapter 3 - How to Lose Weight in Wrestling

Chapter 4 - How to Be a Good Wrestler

Chapter 5 - How to Start Your Professional Wrestling Career

Chapter 6 - How to Drop Kick Like a WWE Wrestler

Chapter 7 - How to Body slam Your Opponent

Chapter 8 - How to Win at Arm Wrestling

Chapter 9 - How to Build Muscle

Chapter 10 - How to Get Six Pack Abs

Chapter 11 - Freestyle Wrestling

Chapter 12 - Grappling



A Beginner's Guide to Become a Professional Writer for Movies



Table of Contents

Chapter 1 - Screenwriter

Chapter 2 - How to Write a Script

Chapter 3 - How to Write Movie Scripts

Chapter 4 - How to Write a Hollywood Blockbuster

Chapter 5 - How to Write a Screenplay

Chapter 6 - How to Plan Your Screenplay

Chapter 7 - Screenwriting

Chapter 8 - Shooting Script

Chapter 9 - Screenplay Slug Line

Chapter 10 - Writers Guild of America strike

Chapter 11 - Response of the Writers Guild of America Strike



A Beginner's Guide to Become a Professional Writer



Table of Contents

Chapter 1 - Writer

Chapter 2 - How to Be a Good Writer

Chapter 3 - How to Write Articles

Chapter 4 - How to Begin Writing a Book

Chapter 5 - How to Write a Book

Chapter 6 - How to Write a Novel

Chapter 7 - How to Write a Children's Book

Chapter 8 - How to Write a Good Story

Chapter 9 - How to Write a Poem

Chapter 10 - How to Write a Song

Chapter 11 - How to Improve Your Writing Skills

Chapter 12 - How to Become a TV Writer

Chapter 13 - Ghostwriter



A Beginner's Guide to Become a Professional WWE Wrestler



Table of Contents

Chapter 1 - Professional Wrestling
Chapter 2 - How to Become a WWE Wrestler
Chapter 3 - How to Start Professional Wrestling Career
Chapter 4 - How to Chokeslam an Opponent Like Kane
Chapter 5 - How to Do a Piledriver
Chapter 6 - How to Do a Stand up in Wrestling
Chapter 7 - How to Do the Fu (John Cena)
Chapter 8 - How to Do the Rock Bottom
Chapter 9 - How to Perform a Sidewalk Slam
Chapter 10 - Suplex
Chapter 11 - Professional Wrestling Holds
Chapter 12 - World Wrestling Entertainment



A Beginner's Guide to Become a Receptionist & Personal Assistant



Table of Contents

Chapter 1 - Receptionist

Chapter 2 - How to Become a Virtual Receptionist

Chapter 3 - How to Be a Good Receptionist

Chapter 4 - How to Be an Outstanding Receptionist

Chapter 5 - How to Dress for Work

Chapter 6 - How to Communicate Effectively

Chapter 7 - Personal Assistant

Chapter 8 - How to Be an Efficient and Organized Secretary

Chapter 9 - How to Prepare for a Meeting

Chapter 10 - How to Be a Good Personal Assistant

Chapter 11 - How to Become a Physician Assistant

Chapter 12 - How to Be Your Own Executive Assistant

Chapter 13 - How to Hire a Virtual Assistant

Chapter 14 - How to Become a Celebrity Personal Assistant

Chapter 15 - Secretary



A Beginner's Guide to Become a Receptionist



Table of Contents

Chapter 1 - Receptionist

Chapter 2 - How to Become a Virtual Receptionist

Chapter 3 - How to Be a Good Receptionist

Chapter 4 - How to Be an Outstanding Receptionist

Chapter 5 - How to Dress for Work

Chapter 6 - How to Communicate Effectively

Chapter 7 - Business Communication



A Beginner's Guide to Become a Security Guard



Table of Contents

Chapter 1 - Security Guard

Chapter 2 - How to Become a Security Guard in New York State

Chapter 3 - How to Become a Trained Security Guard in New Jersey

Chapter 4 - How to Be a Trained Bodyguard

Chapter 5 - How to Be a Female Bodyguard

Chapter 6 - How to Avoid Being Shot

Chapter 7 - Private Police

Chapter 8 - Bodyguard

Chapter 9 - Physical Security

Chapter 10 - Security Police



A Beginner's Guide to Become a Singer



Table of Contents

Chapter 1 - How to Be a Singer

Chapter 2 - How to Sing

Chapter 3 - How to Find Own Singing Voice

Chapter 4 - How to Sing Classically

Chapter 5 - How to Switch From Singing Classical Music to Pop

Chapter 6 - How to Become a Famous Singer

Chapter 7 - How to Get a Singing Job

Chapter 8 - How to Be a Country Singer

Chapter 9 - Singing

Chapter 10 - Music Genre

Chapter 11 - Voice Type

Chapter 12 - Rhythm

Chapter 13 - Vocal Pedagogy



A Beginner's Guide to Become a Sports Commentator



Table of Contents

Chapter 1 - Sports Commentator

Chapter 2 - How to Do a Commentary

Chapter 3 - Tips to Develop Good Communication Skills to become a
Commentator

Chapter 4 - How to Speak in a British Accent

Chapter 5 - How to Learn English

Chapter 6 - How to Learn Perfect English as a Native English Speaker

Chapter 7 - Sports Commentary

Chapter 8 - Color Commentator

Chapter 9 - Rules of Basketball

Chapter 10 - Baseball Rules

Chapter 11 - Laws of Cricket

Chapter 12 - Rules of Golf



A Beginner's Guide to Become a Stock Broker



Table of Contents

Chapter 1 - Stock Broker

Chapter 2 - How to Be a Stock Broker

Chapter 3 - How to Become a Stock Broker in California and Canada

Chapter 4 - How to Invest in the Stock Market

Chapter 5 - Stock Market

Chapter 6 - Stock Market Index

Chapter 7 - Stock Market Crash

Chapter 8 - Stock Market Cycles and Stock Trader

Chapter 9 - Share Repurchase

Chapter 10 - Stock Exchange



A Beginner's Guide to Become a Stunt Performer



Table of Contents

Introduction

Chapter 1 - Stunt

Chapter 2 - Motorcycle Stunt Riding

Chapter 3 - How to Be a Stunt Man

Chapter 4 - How to Do a Forward Roll

Chapter 5 - How to Do a Back Handspring

Chapter 6 - How to Do a Cartwheel

Chapter 7 - How to Ride and Do Stunts on a Ripstik

Chapter 8 - How to Do Stunts like Jackie Chan

Chapter 9 - How to Do a Basic Wheelie on a Motorcycle

Chapter 10 - How to Run up a Wall and Flip

Chapter 11 - How to Run Up and Over a Wall

Chapter 12 - How to Execute a 360 Flip on a Skateboard



A Beginner's Guide to Become a T.V. Anchor & News Presenter



Table of Contents

Chapter 1 - How to Become a TV Reporter or News Anchor

Chapter 2 - How to Become a Game Show Host

Chapter 3 - Self Care Tips to Become a T.V Anchor

Chapter 4 - How to Be a Good Listener

Chapter 5 - How to Talk More and Listen Less

Chapter 6 - News Presenter

Chapter 7 - Talk Show

Chapter 8 - How to Read and Speak Like a TV News Reporter

Chapter 9 - How to Improve Your Clarity of Speech

Chapter 10 - How to Develop Good Communication Skills

Chapter 11 - How to Communicate Effectively

Chapter 12 - How to Be a Reporter

Chapter 13 - Journalism

Chapter 14 - Journalist

Chapter 15 - Newsroom

Chapter 16 - News Ticker

Chapter 17 - List of News Channels



A Beginner's Guide to Become a Theatre Actor



Table of Contents

Chapter 1 - Actor

Chapter 2 - How to Perform in the Theater

Chapter 3 - How to Become an Understudy in Theatre

Chapter 4 - How to Act if You're in a Play

Chapter 5 - How to Be a Better Stage Actor

Chapter 6 - How to Audition for a Play or Movie

Chapter 7 - How to Prepare for a Theatre Audition

Chapter 8 - How to Do a Community Theater Audition (for Kids)

Chapter 9 - Theatre

Chapter 10 - Drama

Chapter 11 - Musical Theatre



A Beginner's Guide to Become a Typist and Data Entry Clerk



Table of Contents

Introduction

Chapter 1 - How to Type Correctly

Chapter 2 - How to Type

Chapter 3 - How to Type Foreign Language Characters with an American
Keyboard

Chapter 4 - How to Type with Mouse

Chapter 5 - How to Type on a Typewriter

Chapter 6 - How to Type Extremely Fast on a Keyboard

Chapter 7 - Typing

Chapter 8 - QWERTY

Chapter 9 - Keyboard Layout



A Beginner's Guide to Become a Waiting Staff



Table of Contents

Chapter 1 - Waiting Staff

Chapter 2 - How to Be a Waiter

Chapter 3 - How to Be a Great Waitress

Chapter 4 - How to Earn More Tips as a Waiter or Waitress

Chapter 5 - How to Look Presentable While Working in a Restaurant

Chapter 6 - How to Handle Customers as an Employee

Chapter 7 - Tip (gratuity)

Chapter 8 - Foodservice



A Beginner's guide to Become a Watchmaker and Clockmaker



Table of Contents

Chapter 1 - Watchmaker

Chapter 2 - How to Clean Wrist Watch

Chapter 3 - How to Change a Watch Battery

Chapter 4 - How to Protect Watch

Chapter 5 - Clockmaker

Chapter 6 - Watch

Chapter 7 - Clock



A Beginner's Guide to Become a Welder and Blacksmith



Table of Contents

Chapter 1 - Introduction to Welding
Chapter 2 - How to Weld
Chapter 3 - How to Arc Weld
Chapter 4 - How to Learn Welding
Chapter 5 - How to Become a Welder
Chapter 6 - How to Become an Underwater Welder
Chapter 7 - How to Weld with a "Buzz Box"
Chapter 8 - Gas Burner
Chapter 9 - Oxy-Fuel Welding and Cutting
Chapter 10 - Blacksmith
Chapter 11 - How to Become a Blacksmith
Chapter 12 - How to Make a Metal Forge
Chapter 13 - How to Use a Hammer Safely
Chapter 14 - Forging



A Beginner's Guide to Become a World Rally Racer & Formula One Racer



Table of Contents

Chapter 1 - World Rally Championship

Chapter 2 - How to Race Your Car

Chapter 3 - How to Shift in a Drag Race

Chapter 4 - How to Setup a Race Car in the Shop before Racing

Chapter 5 - How to Win Any Racing Game

Chapter 6 - How to Drive

Chapter 7 - How to Change the Oil in Your Car

Chapter 8 - World Rally Cars

Chapter 9 - Rally Car Formulas and Championships

Chapter 10 - Group A: Set of Regulations Providing Production-derived Vehicles for Competition

Chapter 11 - Group B: Set of Regulations

Chapter 12 - Formula One

Chapter 13 - Formula One Racing

Chapter 14 - Formula One Car

Chapter 15 - Formula One Engines



A Beginner's Guide to Become a World Rally Racer



Table of Contents

Chapter 1 - World Rally Championship

Chapter 2 - How to Race Your Car

Chapter 3 - How to Shift in a Drag Race

Chapter 4 - How to Setup a Race Car in the Shop before Racing

Chapter 5 - How to Win Any Racing Game

Chapter 6 - How to Drive

Chapter 7 - How to Change the Oil in Your Car

Chapter 8 - World Rally Cars

Chapter 9 - Rally Car Formulas and Championships

Chapter 10 - Group A: Set of Regulations Providing Production-derived
Vehicles for Competition

Chapter 11 - Group B: Set of Regulations

Chapter 12 - 2010 World Rally Championship Season

Chapter 13 - 2010 Jordan Rally



Table of Contents

Chapter 1 - Introduction to an Actor

Chapter 2 - How to Become an Actor

Chapter 3 - How to Be an Actress

Chapter 4 - How to Be a Better Stage Actor

Chapter 5 - How to Be a Kid Actor

Chapter 6 - How to Act

Chapter 7 - How to Become a Working Actor

Chapter 8 - How to Audition for a Play or Movie

Chapter 9 - How to Become Famous in Acting

Chapter 10 - Presentational Acting and Representational Acting

Chapter 11 - Acting

Chapter 12 - Acting Techniques and Modes



A Beginner's Guide to Become an Astronaut



Table of Contents

Chapter 1 - Astronaut

Chapter 2 - How to Become an Astronaut

Chapter 3 - How to Become a NASA Astronaut

Chapter 4 - Spacecraft

Chapter 5 - NASA

Chapter 6 - Astronaut Ranks and Positions

Chapter 7 - Space Suit

Chapter 8 - Space Shuttle



Table of Contents

Chapter 1 - Athletics

Chapter 2 - How to Become a Great Youth Athlete

Chapter 3 - How to Do a Push Up

Chapter 4 - How to Begin Running

Chapter 5 - How to Train Your Body

Chapter 6 - How to Improve Fitness with Proper Sports Nutrition

Chapter 7 - How to Be an Amazing All Round Athletics Champion

Chapter 8 - How to Triple Jump

Chapter 9 - Athletics at the Summer Olympics

Chapter 10 - List of World Records in Athletics



Table of Contents

Chapter 1 - Aviator

Chapter 2 - How to Become an Airline Pilot

Chapter 3 - How to Become Qualified to Fly a Plane

Chapter 4 - How to Takeoff and Land on a Soft Runway

Chapter 5 - How to Land an Airplane in an Emergency

Chapter 6 - How to Learn Aerobatics

Chapter 7 - How to Choose a Flight Instructor

Chapter 8 - How to Become a Navy Pilot

Chapter 9 - Aircraft

Chapter 10 - Pilot Licensing and Certification

Chapter 11 - Air Safety



A Beginner's Guide to Become an Electrician



Table of Contents

Chapter 1 - Electrician

Chapter 2 - How to do Common Electrical Repairs

Chapter 3 - How to Replace a Defective Electrical Switch or Outlet

Chapter 4 - How to Change a Fuse in a Standard Fuse Box

Chapter 5 - How to Wire a Simple 120v Electrical Circuit

Chapter 6 - How to Detect Cross Lines between 2 or More Electrical
Circuits

Chapter 7 - How to Become a Licensed Electrician

Chapter 8 - Multimeter

Chapter 9 - Lineman

Chapter 10 - Electric Power

Chapter 11 - Electricity Meter

Chapter 12 - Electrical Wiring



A Beginner's Guide to Career in Aviation Industry



Table of Contents

Chapter 1 - Aviator

Chapter 2 - How to Become an Airline Pilot

Chapter 3 - How to Become Qualified to Fly a Plane

Chapter 4 - How to Takeoff and Land on a Soft Runway

Chapter 5 - How to Land an Airplane in an Emergency

Chapter 6 - How to Learn Aerobatics

Chapter 7 - How to Choose a Flight Instructor

Chapter 8 - How to Become a Navy Pilot

Chapter 9 - Flight Attendant

Chapter 10 - How to Become a Flight Attendant

Chapter 11 - How to Be a Flight Attendant

Chapter 12 - Tips for Airplane Travel



A Beginner's Guide to Cinematography, Photography and Modeling



Table of Contents

- Chapter 1 - Introduction to Cinematographer
- Chapter 2 - How to Develop Photography Skills
- Chapter 3 - How to Get into Film Photography on a Tight Budget
- Chapter 4 - How to Shoot Film
- Chapter 5 - How to Use Almost Any 35mm Film Camera
- Chapter 6 - How to Become a Professional Photographer
- Chapter 7 - How to Choose a Camera
- Chapter 8 - How to Take a Still Photograph with A Motion Object
- Chapter 9 - How to Clean a 35mm Film Camera and Lens
- Chapter 10 - How to Take Better Photographs
- Chapter 11 - How to Do Fashion Photography
- Chapter 12 - How to Be a Fashion Photographer at a Young Age
- Chapter 13 - How to Create a Photography Portfolio
- Chapter 14 - How to Buy a Digital Camera
- Chapter 15 - How to Be Photogenic
- Chapter 16 - How to Start Doing Photography
- Chapter 17 - How to Pose Like a Model
- Chapter 18 - How to Compose Photos
- Chapter 19 - Fashion Photography and Models



A Beginner's Guide to Cinematography, Photography and Modeling



Chapter 20 - Photo Shoot and Photo Manipulation



A Beginner's Guide to Distinct Engineering Professions



Table of Contents

Chapter 1 - Software Engineer
Chapter 2 - How to Become a Software Engineer
Chapter 3 - How to Become a Programmer
Chapter 4 - How to Become a Java Programmer
Chapter 5 - How to Create Some Simple Programs in C++
Chapter 6 - How to Get a Job in Computers
Chapter 7 - How to Learn C++ Programming
Chapter 8 - How to Make a Website from Html
Chapter 9 - How to Learn to Program in C
Chapter 10 - Software Engineering
Chapter 11 - Programming Language
Chapter 12 - C Sharp (programming language)
Chapter 13 - C++
Chapter 14 - Civil Engineer
Chapter 15 - Tips to Become a Civil Engineer
Chapter 16 - Structural Engineering
Chapter 17 - Surveying
Chapter 18 - Technical Drawing
Chapter 19 - Geotechnical Engineering



A Beginner's Guide to Distinct Engineering Professions



Chapter 20 - Hydraulic Engineering



A Beginner's Guide to Fashion Photography & Modeling



Table of Contents

Chapter 1 - How to Do Fashion Photography

Chapter 2 - How to Be a Fashion Photographer at a Young Age

Chapter 3 - How to Create a Photography Portfolio

Chapter 4 - How to Buy a Digital Camera

Chapter 5 - How to Be Photogenic

Chapter 6 - How to Start Doing Photography

Chapter 7 - How to Pose Like a Model

Chapter 8 - How to Compose Photos

Chapter 9 - Fashion Photography and Models

Chapter 10 - Photo Shoot and Photo Manipulation

Chapter 11 - Famous Fashion Photographers



A Beginner's Guide to Insurance Profession



Table of Contents

Chapter 1 - Insurance Policy

Chapter 2 - How to Become a Life Insurance Agent

Chapter 3 - How to Calculate Insurance Coverage Amount

Chapter 4 - How to Prepare to File an Insurance Claim in the Event of
Disaster

Chapter 5 - How to Find Out if Someone Has a Life Insurance Policy

Chapter 6 - How to Understand Home and Auto Insurance Coverage

Chapter 7 - Life Insurance

Chapter 8 - Health Insurance

Chapter 9 - Vehicle Insurance

Chapter 10 - Business Insurance

Chapter 11 - Residential Insurance



A Beginner's Guide to Make Career in Information Technology Field



Table of Contents

Chapter 1 - Information Technology

Chapter 2 - How to Start a Career in Information Technology

Chapter 3 - How to Build a Computer Lab

Chapter 4 - How to Become a Software Engineer

Chapter 5 - How to Program in Java

Chapter 6 - How to Learn a Programming Language

Chapter 7 - How to Program in Visual Basic .NET (vb.NET)

Chapter 8 - Programming Language

Chapter 9 - Personal Computer Hardware

Chapter 10 - Information Systems



A Beginner's Guide to Navy (Armed Forces for Naval Warfare)



Table of Contents

Chapter 1 - Navy

Chapter 2 - How to Join the Navy

Chapter 3 - Aircraft Carrier

Chapter 4 - Submarine

Chapter 5 - Cruiser

Chapter 6 - Destroyer



A Beginner's Guide to Nursing Profession



Table of Contents

Chapter 1 - Nurse

Chapter 2 - How to Become a Registered Nurse

Chapter 3 - How to Become a Nurse Practitioner

Chapter 4 - How to Be a Nurse

Chapter 5 - How to Join the Nursing Profession

Chapter 6 - How to Become a School Nurse

Chapter 7 - How to Earn an Online Nursing Degree

Chapter 8 - Nursing

Chapter 9 - Nursing Assistant Skills

Chapter 10 - Nursing Process

Chapter 11 - Nursing Specialties

Chapter 12 - Psychiatric and Mental Health Nursing



A Beginner's Guide to open a Health Club



Table of Contents

Chapter 1 - Health Club

Chapter 2 - How to Build a Home Gym

Chapter 3 - How to Choose Which Gym to Join

Chapter 4 - How to Train in the Gym

Chapter 5 - How to Build a Low Cost Home Gym

Chapter 6 - How to Build Lower Abs

Chapter 7 - How to Use Gym Equipment

Chapter 8 - Barbell and Dumbbell

Chapter 9 - Exercise Machine

Chapter 10 - Elliptical Trainer and Indoor Rower

Chapter 11 - Grippers

Chapter 12 - Punching Bag

Chapter 13 - Other Exercise Equipments



Table of Contents

Chapter 1 - Politician

Chapter 2 - How to Become a Successful Politician

Chapter 3 - How to Understand Politics

Chapter 4 - How to Analyse a Political Situation

Chapter 5 - Political Party

Chapter 6 - Political Corruption

Chapter 7 - Political Campaign Staff

Chapter 8 - Political Spectrum

Chapter 9 - Presidential System

Chapter 10 - Dictatorship

Chapter 11 - Two-party System

Chapter 12 - Political Science

Chapter 13 - Political System



A Beginner's Guide to Professional Civil Engineering



Table of Contents

Chapter 1 - Civil Engineer

Chapter 2 - Tips to Become a Civil Engineer

Chapter 3 - Structural Engineering

Chapter 4 - Surveying

Chapter 5 - Technical Drawing

Chapter 6 - Geotechnical Engineering

Chapter 7 - Hydraulic Engineering



A Beginner's Guide to Racing Professions



Table of Contents

Chapter 1 - Motorcycle Racing

Chapter 2 - How to Race Your Street Motorcycle

Chapter 3 - How to Drive a Motorbike

Chapter 4 - How to Look Like a Biker

Chapter 5 - How to Avoid an Accident on a Motorcycle

Chapter 6 - How to Race Motocross in Sand

Chapter 7 - How to Learn to Ride a Motorcycle

Chapter 8 - How to Perform Clutch Wheelies on a Motorcycle

Chapter 9 - Track Racing

Chapter 10 - Speedway

Chapter 11 - Road Bicycle Racing

Chapter 12 - How to Choose a Bicycle

Chapter 13 - How to Adjust Your Bike Seat

Chapter 14 - How to Make a Bicycle Lighter

Chapter 15 - How to Ride a Bicycle

Chapter 16 - How to Ride a Bike Safely

Chapter 17 - How to Dismount from a Bicycle

Chapter 18 - How to Grease Bicycle Wheel Bearings

Chapter 19 - How to Ride a Bike with One Hand



A Beginner's Guide to Racing Professions



Chapter 20 - Racing Bicycle

Chapter 21 - Mountain Bike Racing and Track Cycling

Chapter 22 - Cyclo-cross



A Beginner's Guide to Software Engineering Profession



Table of Contents

Chapter 1 - Software Engineer
Chapter 2 - How to Become a Software Engineer
Chapter 3 - How to Become a Programmer
Chapter 4 - How to Become a Java Programmer
Chapter 5 - How to Create Some Simple Programs in C++
Chapter 6 - How to Get a Job in Computers
Chapter 7 - How to Learn C++ Programming
Chapter 8 - How to Make a Website from Html
Chapter 9 - How to Learn to Program in C
Chapter 10 - Software Engineering
Chapter 11 - Programming Language
Chapter 12 - C Sharp (programming language)
Chapter 13 - C++



A Comprehensive Introduction to Organic Food & Organic Farming



Table of Contents

Chapter 1 - Organic Food

Chapter 2 - Organic Certification

Chapter 3 - Organic Farming

Chapter 4 - Motivations for Organic Agriculture

Chapter 5 - Soil Steam Sterilization

Chapter 6 - Organic Movement

Chapter 7 - Organic Fertilizer

Chapter 8 - Biological Pest Control



A First Course in Mobile Phone Repairing



Table of Contents

Chapter 1 - Mobile Phone

Chapter 2 - How to Save a Wet Cell Phone

Chapter 3 - How to Make Cell Phone Battery Last Longer

Chapter 4 - How to Save Battery Power on an Android

Chapter 5 - How to Back Up the Mobile Phone

Chapter 6 - Battery Charger



Table of Contents

Chapter 1 - Introduction to an Actor

Chapter 2 - How to Become an Actor

Chapter 3 - How to Be an Actress

Chapter 4 - How to Be a Better Stage Actor

Chapter 5 - How to Be a Kid Actor

Chapter 6 - How to Act

Chapter 7 - How to Become a Working Actor

Chapter 8 - How to Audition for a Play or Movie

Chapter 9 - How to Become Famous in Acting

Chapter 10 - Presentational Acting and Representational Acting

Chapter 11 - How to Perform in the Theater

Chapter 12 - How to Become an Understudy in Theatre

Chapter 13 - How to Act if You're in a Play

Chapter 14 - How to Prepare for a Theatre Audition

Chapter 15 - How to Do a Community Theater Audition (for Kids)

Chapter 16 - Theatre

Chapter 17 - Drama



Table of Contents

Chapter 1 - Archaeology

Chapter 2 - How to Become an Archaeologist

Chapter 3 - How to Find Prehistoric Amerind Artifacts

Chapter 4 - Stone Tool

Chapter 5 - Prehistory

Chapter 6 - Archaeological Field Survey

Chapter 7 - Excavation

Chapter 8 - Ancient DNA

Chapter 9 - Methods and Principles in Archaeology



A First Course in Carpentry



Table of Contents

Chapter 1 - Introduction to a Carpenter

Chapter 2 - How to Become a Carpenter

Chapter 3 - How to Build Wooden Bookshelves

Chapter 4 - How to Build a Hidden Door Bookshelf

Chapter 5 - How to Hang a Door

Chapter 6 - How to Use a Circular Saw

Chapter 7 - How to Build a Shed

Chapter 8 - How to Make a Wooden Table

Chapter 9 - Bush Carpentry



A First Course in Catering & Cooking



Table of Contents

Chapter 1 - Catering

Chapter 2 - How to Become a Caterer

Chapter 3 - How to Make Vegan Cupcakes

Chapter 4 - How to Make Vegan French Tomato Tart

Chapter 5 - How to Become a Chef

Chapter 6 - How to Cook

Chapter 7 - Cooking

Chapter 8 - Chef

Chapter 9 - Dessert

Chapter 10 - Beverage



A First Course in Computability Theory



Table of Contents

- Chapter 1 - Introduction to Computability Theory
- Chapter 2 - Turing Reduction and Turing Degree
- Chapter 3 - Reduction (recursion theory)
- Chapter 4 - Reverse Mathematics and Kolmogorov Complexity
- Chapter 5 - Church–Turing Thesis
- Chapter 6 - Computable Function and Computability Logic
- Chapter 7 - Decision Problem and Enumeration
- Chapter 8 - Halting Problem and Lambda Calculus
- Chapter 9 - Post Correspondence Problem and Primitive Recursive Function



A First Course in Computer architecture



Table of Contents

- Chapter 1 - Introduction to Computer Architecture
- Chapter 2 - Bus (Computing) and Instruction Set
- Chapter 3 - Central Processing Unit
- Chapter 4 - Quantum Computer and Chemical Computer
- Chapter 5 - Vector Processor and Non-Uniform Memory Access
- Chapter 6 - Register Machine and Harvard Architecture
- Chapter 7 - Virtual Memory and Microcode
- Chapter 8 - Reconfigurable Computing and Register Renaming



Table of Contents

Chapter 1 - Choreography

Chapter 2 - How to Be a Dancer

Chapter 3 - How to Be an Exotic Dancer

Chapter 4 - How to Learn Pole Dancing

Chapter 5 - How to Ballroom Dance

Chapter 6 - How to Dance Salsa

Chapter 7 - How to Do the Rumba

Chapter 8 - How to Choreograph a Dance

Chapter 9 - Choreography

Chapter 10 - How to Be a Professional Dancer

Chapter 11 - Dance

Chapter 12 - Contact Improvisation

Chapter 13 - Acro Dance



A First Course in Dog Training



Table of Contents

Chapter 1 - Introduction to Dog Training

Chapter 2 - How to Become a Dog Trainer

Chapter 3 - How to Train a Golden Retriever

Chapter 4 - How to Train a Dog to Hunt

Chapter 5 - How to Train any Dog to Sit

Chapter 6 - How to Crate Train a Dog or Puppy

Chapter 7 - How to Teach a Pup to Be a Watch Dog

Chapter 8 - How to Train a Guard Dog

Chapter 9 - How to Choose an Online Dog Training Course

Chapter 10 - How to Train Your Dog for a Dog Show

Chapter 11 - Police Dog

Chapter 12 - Search and Rescue Dog

Chapter 13 - Dog Intelligence and Assistance dog



A First Course in Dry Cleaning and Laundry



Table of Contents

Chapter 1 - Laundry

Chapter 2 - Dry Cleaning

Chapter 3 - How to Wash Clothes

Chapter 4 - How to Do Laundry

Chapter 5 - How to Wash Clothes by Hand

Chapter 6 - How to Catch Up on Dirty Laundry

Chapter 7 - Laundry Symbol

Chapter 8 - Ironing

Chapter 9 - Industrial Laundry

Chapter 10 - Clothespin

Chapter 11 - Clothes Hanger



Table of Contents

Chapter 1 - How to Start a Fashion Boutique

Chapter 2 - How to Design a Wedding Dress

Chapter 3 - How to Design a Top/Dress

Chapter 4 - How to Design Gorgeous Fashion

Chapter 5 - How to Design a New Outfit

Chapter 6 - How to Draw a Cool Fashion Design

Chapter 7 - How to Dress Harajuku Style

Chapter 8 - Fashion

Chapter 9 - Fashion Design

Chapter 10 - Clothing



A First Course in Film Making and Direction



Table of Contents

Chapter 1 - Film Director

Chapter 2 - Tips to Become a Film Director and Filmmaker

Chapter 3 - Film

Chapter 4 - Filmmaking

Chapter 5 - Independent Film



Table of Contents

Chapter 1 - Floral Design

Chapter 2 - How to Become a Florist

Chapter 3 - How to Make a Floral Bow

Chapter 4 - How to Make a Floral Headdress

Chapter 5 - How to Make Tissue Paper Flowers

Chapter 6 - How to Make a Corsage

Chapter 7 - How to Arrange Foliage

Chapter 8 - How to Arrange Flowers in a Large Vase

Chapter 9 - Flower Bouquet and Garland

Chapter 10 - Ordering Flowers



A First Course in Floristry and Floral Designing



Table of Contents

Chapter 1 - Floristry

Chapter 2 - How to Arrange Flowers

Chapter 3 - How to Arrange Flowers in a Large Vase

Chapter 4 - How to Arrange a Dozen Roses in a Vase

Chapter 5 - How to Grow Flowers and Sell Them

Chapter 6 - How to Create a Decorative Floral Margarita

Chapter 7 - How to Tie a Clover Flower Chain

Chapter 8 - How to Arrange Foliage

Chapter 9 - Language of Flowers

Chapter 10 - Floral Design

Chapter 11 - How to Become a Florist

Chapter 12 - How to Make a Floral Bow

Chapter 13 - How to Make a Floral Headdress

Chapter 14 - How to Make Tissue Paper Flowers

Chapter 15 - How to Make a Corsage

Chapter 16 - Flower Bouquet and Garland



A First Course in Floristry



Table of Contents

Chapter 1 - Floristry

Chapter 2 - How to Become a Florist

Chapter 3 - How to Arrange Flowers

Chapter 4 - How to Arrange Flowers in a Large Vase

Chapter 5 - How to Arrange a Dozen Roses in a Vase

Chapter 6 - How to Grow Flowers and Sell Them

Chapter 7 - How to Create a Decorative Floral Margarita

Chapter 8 - How to Tie a Clover Flower Chain

Chapter 9 - How to Arrange Foliage

Chapter 10 - Language of Flowers

Chapter 11 - Ikebana



A First Course in Footwear Designing



Table of Contents

Chapter 1 - Shoemaking

Chapter 2 - How to Make a Boot

Chapter 3 - How to Build Shoe Insoles

Chapter 4 - Shoe

Chapter 5 - Footwear

Chapter 6 - High-heeled Footwear

Chapter 7 - Tips for Right Footwear Selection

Chapter 8 - Sandal

Chapter 9 - Boot



A First Course in Garden Designing and Landscaping



Table of Contents

Chapter 1 - Garden Design
Chapter 2 - How to Design a Successful Indoor Garden
Chapter 3 - How to Design a Landscape Garden
Chapter 4 - How to Build a Vertical Garden
Chapter 5 - How to Grow Herb Gardens from Seed
Chapter 6 - How to Grow an Apple Tree from a Seed
Chapter 7 - How to Care for Orchids
Chapter 8 - How to Create a Butterfly Garden
Chapter 9 - How to Create a Rustic Flower Garden
Chapter 10 - Chinese Garden
Chapter 11 - Garden Furniture
Chapter 12 - Garden Gnome and Tree House
Chapter 13 - Landscape
Chapter 14 - How to Landscape an Above Ground Pool
Chapter 15 - How to Make a Pond
Chapter 16 - How to Create a Minimalist Garden
Chapter 17 - How to Choose Plants for a Garden
Chapter 18 - How to Create a No Dig Garden
Chapter 19 - How to Build a Japanese Garden



A First Course in Garden Designing and Landscaping



Chapter 20 - How to Make a Nice Front Yard

Chapter 21 - How to Price Landscaping Jobs

Chapter 22 - How to Landscape a Large Yard

Chapter 23 - How to Make a Backyard Fish Pond

Chapter 24 - Parkway



Table of Contents

Chapter 1 - Garden Design

Chapter 2 - How to Design a Successful Indoor Garden

Chapter 3 - How to Design a Landscape Garden

Chapter 4 - How to Build a Vertical Garden

Chapter 5 - How to Grow Herb Gardens from Seed

Chapter 6 - How to Grow an Apple Tree from a Seed

Chapter 7 - How to Care for Orchids

Chapter 8 - How to Create a Butterfly Garden

Chapter 9 - How to Create a Rustic Flower Garden

Chapter 10 - Chinese Garden

Chapter 11 - Garden Furniture

Chapter 12 - Garden Gnome and Tree House

Chapter 13 - Shed



Table of Contents

Chapter 1 - Graphic Designer

Chapter 2 - How to Become a Graphic Designer

Chapter 3 - How to Do Freelance Graphic Design

Chapter 4 - How to Create a Magazine Cover in Photoshop

Chapter 5 - How to Improve As a Graphic Designer

Chapter 6 - How to Choose the Correct Graphics File Format

Chapter 7 - How to Make Flash Slideshow with Music Using Flash
Slideshow Creator

Chapter 8 - Make a Banner

Chapter 9 - How to Create a Basic Flash Interactive Web Page

Chapter 10 - How to Convert Pictures to Jpeg

Chapter 11 - Graphic Design

Chapter 12 - Graphic Design Occupations

Chapter 13 - Clip Art

Chapter 14 - Special Effect

Chapter 15 - Rendering (Computer Graphics)



A First Course in Gymnastics and Yoga



Table of Contents

Chapter 1 - Introduction to Gymnastics

Chapter 2 - How to Begin Learning Gymnastics

Chapter 3 - How to Do a Back Handspring

Chapter 4 - How to Do a Cartwheel

Chapter 5 - How to Do a Valdez

Chapter 6 - How to Do a Back Bend

Chapter 7 - How to Be an Amazing Gymnast

Chapter 8 - How to Do a Somersault

Chapter 9 - How to Start Women's Gymnastics

Chapter 10 - How to Stretch for the Splits

Chapter 11 - How to Do Forward Splits

Chapter 12 - Equestrian Vaulting

Chapter 13 - Rhythmic Gymnastics

Chapter 14 - How to Perform Yoga Postures

Chapter 15 - How to Get Started in Bikram Yoga

Chapter 16 - How to Meditate

Chapter 17 - How to Perform Yoga

Chapter 18 - How to Do Yoga from Work Place

Chapter 19 - How to Do Laughter Yoga



A First Course in Gymnastics and Yoga



Chapter 20 - How to do Yoga Walking

Chapter 21 - How to Choose a Yoga Mat

Chapter 22 - How to Do Savasana

Chapter 23 - How to Do Sheershasana



Table of Contents

- Chapter 1 - Introduction to Gymnastics
- Chapter 2 - How to Begin Learning Gymnastics
- Chapter 3 - How to Do a Back Handspring
- Chapter 4 - How to Do a Cartwheel
- Chapter 5 - How to Do a Valdez
- Chapter 6 - How to Do a Back Bend
- Chapter 7 - How to Be an Amazing Gymnast
- Chapter 8 - How to Do a Somersault
- Chapter 9 - How to Start Women's Gymnastics
- Chapter 10 - How to Stretch for the Splits
- Chapter 11 - How to Do Forward Splits
- Chapter 12 - Equestrian Vaulting
- Chapter 13 - Rhythmic Gymnastics
- Chapter 14 - Trampolining
- Chapter 15 - Uneven Bars and Balance Beam



A First Course in Home Tutoring and Home Schooling



Table of Contents

Chapter 1 - Introduction to Home Tutoring

Chapter 2 - How to Set up a Home Tutoring Business

Chapter 3 - How to Become a Tutor

Chapter 4 - How to Tutor Mathematics

Chapter 5 - How to Be a Tutor

Chapter 6 - How to Tutor Algebra

Chapter 7 - How to Homeschool Your Children

Chapter 8 - How to Homeschool Yourself

Chapter 9 - Tutor

Chapter 10 - Homeschooling

Chapter 11 - Legality of Homeschooling



A First Course in Jewelry Making and Metal Working



Table of Contents

Chapter 1 - Goldsmith

Chapter 2 - How to Make Simple Bead Jewelry

Chapter 3 - How to Make Metal Smooth

Chapter 4 - How to Make a Memory Wire Bracelet

Chapter 5 - How to Make a Beaded Necklace

Chapter 6 - Metalsmith

Chapter 7 - Brazing

Chapter 8 - Rolling (metalworking)

Chapter 9 - Gemstone

Chapter 10 - Jewelry Making



A First Course in Journalism and Photojournalism



Table of Contents

Chapter 1 - Journalist

Chapter 2 - How to Be a Good Journalist

Chapter 3 - How to Be a Youth Journalist

Chapter 4 - How to Have a Career in Journalism

Chapter 5 - How to Behave as a Professional Journalist

Chapter 6 - How to Interview Experts

Chapter 7 - How to Read and Speak Like a TV News Reporter

Chapter 8 - How to Be a Reporter

Chapter 9 - How to Improve Your Clarity of Speech

Chapter 10 - Photojournalism

Chapter 11 - How to Become a Photojournalist

Chapter 12 - How to Get a Job as a Photographer for a Newspaper

Chapter 13 - How to Choose a Camera

Chapter 14 - How to Take a Still Photograph with A Motion Object

Chapter 15 - Documentary Photography



A First Course in Parasitology



Table of Contents

Chapter 1 - Parasitology

Chapter 2 - How to Become a Parasitologist

Chapter 3 - Parasitism

Chapter 4 - Parasitic Disease

Chapter 5 - Veterinary Parasitology

Chapter 6 - Kleptoparasitism

Chapter 7 - Mosquito

Chapter 8 - Paleoparasitology and Sterile Insect Technique



Table of Contents

Chapter 1 - Personal Assistant

Chapter 2 - How to Be an Efficient and Organized Secretary

Chapter 3 - How to Prepare for a Meeting

Chapter 4 - How to Be a Good Personal Assistant

Chapter 5 - How to Become a Physician Assistant

Chapter 6 - How to Be Your Own Executive Assistant

Chapter 7 - How to Hire a Virtual Assistant

Chapter 8 - How to Become a Celebrity Personal Assistant

Chapter 9 - Secretary

Chapter 10 - Receptionist

Chapter 11 - Management Assistant

Chapter 12 - Nurse



A First Course in Pet Sitting and Dog Training



Table of Contents

Chapter 1 - Pet Sitting

Chapter 2 - How to Start a Pet Sitting Business

Chapter 3 - How to Select a Pet Sitter

Chapter 4 - How to Pet Sit

Chapter 5 - How to Open a Pet Sitting Business

Chapter 6 - Introduction to Dog Training

Chapter 7 - How to Become a Dog Trainer

Chapter 8 - How to Train a Golden Retriever

Chapter 9 - How to Train a Dog to Hunt

Chapter 10 - How to Train any Dog to Sit

Chapter 11 - How to Crate Train a Dog or Puppy

Chapter 12 - How to Teach a Pup to Be a Watch Dog

Chapter 13 - How to Train a Guard Dog

Chapter 14 - How to Choose an Online Dog Training Course

Chapter 15 - How to Train Your Dog for a Dog Show

Chapter 16 - Police Dog

Chapter 17 - Search and Rescue Dog



Table of Contents

Chapter 1 - Photojournalism

Chapter 2 - How to Become a Photojournalist

Chapter 3 - How to Get a Job as a Photographer for a Newspaper

Chapter 4 - How to Choose a Camera

Chapter 5 - How to Take a Still Photograph with A Motion Object

Chapter 6 - Documentary Photography

Chapter 7 - Photojournalism Controversies



A First Course in Rapping



Table of Contents

Chapter 1 - Rapping

Chapter 2 - How to Start Rapping

Chapter 3 - How to Survive a Freestyle Rap Battle

Chapter 4 - How to Write a Rap Song

Chapter 5 - How to Become a Professional Rapper

Chapter 6 - How to Dance to Rap Music

Chapter 7 - How to Have Rap Battles

Chapter 8 - Hip Hop Music

Chapter 9 - Battle Rap

Chapter 10 - Freestyle Rap



Table of Contents

Chapter 1 - How to Become a TV Reporter or News Anchor

Chapter 2 - How to Become a Game Show Host

Chapter 3 - Self Care Tips to Become a T.V Anchor

Chapter 4 - How to Be a Good Listener

Chapter 5 - How to Talk More and Listen Less

Chapter 6 - News Presenter

Chapter 7 - Talk Show

Chapter 8 - The Oprah Winfrey Show

Chapter 9 - Who Wants to Be a Millionaire?



A First Course in Voice Acting



Table of Contents

Chapter 1 - Voice Acting

Chapter 2 - How to Become a Voice Actor/Voiceover Artist

Chapter 3 - How to Do a Voice Over

Chapter 4 - Dubbing

Chapter 5 - Voice Acting in Japan

Chapter 6 - Voice-over

Chapter 7 - Radio Drama

Chapter 8 - Sound Recording and Reproduction



A First Course in Web and Graphic Designing



Table of Contents

Chapter 1 - Web Design

Chapter 2 - How to Design a Website

Chapter 3 - How to Make a Website

Chapter 4 - How to Become a Professional Web Designer and Programmer

Chapter 5 - How to Find a Good Web Designer

Chapter 6 - How to Create Website

Chapter 7 - How to Create a Personal Website

Chapter 8 - How to Create a Main Page for Website

Chapter 9 - How to Create a Company Website

Chapter 10 - How to Get Started in Web Design

Chapter 11 - Graphic Designer

Chapter 12 - How to Become a Graphic Designer

Chapter 13 - How to Do Freelance Graphic Design

Chapter 14 - How to Create a Magazine Cover in Photoshop

Chapter 15 - How to Improve As a Graphic Designer

Chapter 16 - How to Choose the Correct Graphics File Format

Chapter 17 - How to Make Flash Slideshow with Music Using Flash
Slideshow Creator

Chapter 18 - Make a Banner



A First Course in Web and Graphic Designing



Chapter 19 - How to Create a Basic Flash Interactive Web Page

Chapter 20 - How to Convert Pictures to Jpeg

Chapter 21 - Graphic Design

Chapter 22 - Graphic Design Occupations

Chapter 23 - Clip Art

Chapter 24 - Special Effect

Chapter 25 - Rendering (Computer Graphics)



Table of Contents

Chapter 1 - Web Design

Chapter 2 - How to Design a Website

Chapter 3 - How to Make a Website

Chapter 4 - How to Become a Professional Web Designer and Programmer

Chapter 5 - How to Find a Good Web Designer

Chapter 6 - How to Create Website

Chapter 7 - How to Create a Personal Website

Chapter 8 - How to Create a Main Page for Website

Chapter 9 - How to Create a Company Website

Chapter 10 - How to Get Started in Web Design

Chapter 11 - Web Page

Chapter 12 - Hyperlink

Chapter 13 - Tableless Web Design



A First Course in Welding



Table of Contents

Chapter 1 - Introduction to Welding

Chapter 2 - How to Weld

Chapter 3 - How to Arc Weld

Chapter 4 - How to Learn Welding

Chapter 5 - How to Become a Welder

Chapter 6 - How to Become an Underwater Welder

Chapter 7 - How to Weld With a "Buzz Box"

Chapter 8 - Gas Burner

Chapter 9 - Oxy-Fuel Welding and Cutting

Chapter 10 - Welding Helmet & Welding Goggles



A First Course in Yoga



Table of Contents

Chapter 1 - How to Perform Yoga Postures

Chapter 2 - How to Get Started in Bikram Yoga

Chapter 3 - How to Meditate

Chapter 4 - How to Perform Yoga

Chapter 5 - How to Do Yoga from Work Place

Chapter 6 - How to Do Laughter Yoga

Chapter 7 - How to do Yoga Walking

Chapter 8 - How to Choose a Yoga Mat

Chapter 9 - How to Do Savasana

Chapter 10 - How to Do Sheershasana

Chapter 11 - Yoga

Chapter 12 - Surya Namaskara

Chapter 13 - Asana



Table of Contents

Chapter 1 - Acupuncture

Chapter 2 - Acupuncture Point

Chapter 3 - Electroacupuncture

Chapter 4 - Meridian (Chinese Medicine)

Chapter 5 - Regulation of Acupuncture

Chapter 6 - Traditional Chinese Medicine

Chapter 7 - Qi

Chapter 8 - List of Acupuncture Points



Table of Contents

Chapter 1 - Introduction to Adolescence

Chapter 2 - Puberty and Adolescent Psychology

Chapter 3 - Adolescent Sexuality

Chapter 4 - Fear of Youth and Juvenile Delinquency

Chapter 5 - Teenage Pregnancy

Chapter 6 - Youth Health and Worker Safety

Chapter 7 - Adolescent Medicine



Table of Contents

Chapter 1 - Adolescent Sexuality

Chapter 2 - Sex Education

Chapter 3 - Minors and Abortion

Chapter 4 - Virginity Pledge

Chapter 5 - Child Sexuality

Chapter 6 - Adolescent sexuality in the United States

Chapter 7 - Teenage Pregnancy

Chapter 8 - Abortion in the United States

Chapter 9 - Abortion in the United Kingdom



Table of Contents

Chapter 1 - Hairdresser

Chapter 2 - How to Become a Hair Dresser

Chapter 3 - How to Make Hair Look Short

Chapter 4 - How to Style Curly Hair

Chapter 5 - How to Get a Haircut for Curly Hair

Chapter 6 - How to Straighten Hair

Chapter 7 - How to Choose a Haircut That Flatters Facial Shape

Chapter 8 - How to Choose a Hairstyle

Chapter 9 - How to Start a Barbershop

Chapter 10 - Hairstyle

Chapter 11 - Hair Coloring

Chapter 12 - Hair Conditioner and Hair Washing

Chapter 13 - Types of Hair Styles



Table of Contents

Chapter 1 - Diet Food

Chapter 2 - How to Make Corn Flakes Wreaths

Chapter 3 - How to Make Cucumber Salad

Chapter 4 - How to Make a Healthy Salad that Tastes Good

Chapter 5 - How to Sprout Green Gram

Chapter 6 - How to Make Vegetable Soup from Scratch

Chapter 7 - Low-carbohydrate Diet

Chapter 8 - Calorie Restriction

Chapter 9 - Diet (nutrition)

Chapter 10 - Healthy Diet

Chapter 11 - Raw Foodism

Chapter 12 - Fruitarianism

Chapter 13 - Sugar Substitute



All About Personal & Newer forms of Academic and Artistic Writing



Table of Contents

Chapter 1 - Personal Forms of Academic Writing

Chapter 2 - Significant Forms of Personalized Academic Writing

Chapter 3 - Blog

Chapter 4 - Newer Forms of Academic Writing



All About Sign Language and Understanding Deaf People



Table of Contents

Chapter 1 - Introduction to Sign Language

Chapter 2 - How to Begin to Learn American Sign Language

Chapter 3 - How to Communicate with Deaf People

Chapter 4 - How to Understand Deaf and Hard of Hearing People

Chapter 5 - How to Fingerspell the Alphabet in American Sign Language

Chapter 6 - How to Say Name in Sign Language

Chapter 7 - How to Ask Someone if They are Deaf

Chapter 8 - British Sign Language

Chapter 9 - Video Relay Service

Chapter 10 - Legal Recognition of Sign Languages



Allied Health Professions



Table of Contents

Chapter 1 - Allied Health Professions
Chapter 2 - Anaesthetic Technician
Chapter 3 - Athletic Trainer and Personal Trainer
Chapter 4 - Dental Hygienist
Chapter 5 - Dietitian
Chapter 6 - Medical Assistant
Chapter 7 - Medical Laboratory Scientist
Chapter 8 - Medical Transcription
Chapter 9 - Radiologic Technologist
Chapter 10 - Massage
Chapter 11 - Phlebotomist and Surgical Technologist
Chapter 12 - Pharmacist
Chapter 13 - Optician



Table of Contents

Chapter 1 - Introduction to Pottery

Chapter 2 - Iranian Pottery

Chapter 3 - Japanese Pottery and Porcelain

Chapter 4 - Korean Pottery and Porcelain

Chapter 5 - Native American Pottery



Art of Paper Folding



Table of Contents

Chapter 1 - Introduction and History of Origami

Chapter 2 - Origami Techniques and Materials

Chapter 3 - Types of Origami

Chapter 4 - Mathematics and Technical Origami

Chapter 5 - Paper Plane and Paper Model

Chapter 6 - Huzita–Hatori Axioms

Chapter 7 - Tamatebako



Beginner's Guide to Army and Air Force Profession



Table of Contents

Chapter 1 - How to Join the U.S. Army

Chapter 2 - How to Train for Army Boot Camp

Chapter 3 - How to Get Started in the US Army

Chapter 4 - How to Salute Like a Soldier

Chapter 5 - How to March

Chapter 6 - Military

Chapter 7 - Corps

Chapter 8 - Army Officer Ranks

Chapter 9 - Field Army and Soldier

Chapter 10 - Air Force

Chapter 11 - How to Become an Air Force Pilot

Chapter 12 - How to Survive Air Force Basic Training

Chapter 13 - How to Understand US Military Aircraft Designations

Chapter 14 - How to Fly Jets Effectively in Battlefield

Chapter 15 - Aerial Warfare



Beginner's Guide to Become a Cosmetologist and Massage Therapist



Table of Contents

Chapter 1 - Cosmetology

Chapter 2 - How to Cut Hair

Chapter 3 - How to Start a Beauty Salon

Chapter 4 - How to Give a Back Massage

Chapter 5 - How to Do Head Massage

Chapter 6 - How to Give a Foot Massage

Chapter 7 - How to Understand Massage Oils

Chapter 8 - How to Give Spa Treatments

Chapter 9 - How to Give a Manicure

Chapter 10 - How to Do a Pedicure

Chapter 11 - Cosmetics

Chapter 12 - Manicure

Chapter 13 - Pedicure and Waxing

Chapter 14 - How to Give a Full Body Massage

Chapter 15 - How to Massage Back with a Ball

Chapter 16 - Massage



Beginner's Guide to Become a Guitarist & Piano Player



Table of Contents

Chapter 1 - How to Play Guitar

Chapter 2 - How to Tune a Guitar

Chapter 3 - How to Change Guitar Strings

Chapter 4 - How to Buy Guitar

Chapter 5 - How to Be a Guitar God

Chapter 6 - How to Find a Cheap Guitar

Chapter 7 - How to Improvise a Solo on Guitar

Chapter 8 - Classical Guitar

Chapter 9 - Electric Guitar

Chapter 10 - Bass Guitar

Chapter 11 - Introduction to Piano

Chapter 12 - How to Play the Piano

Chapter 13 - How to Learn Piano and Read Music With Fast keys

Chapter 14 - How to Choose Between Digital or Acoustic Piano

Chapter 15 - How to Play Jazz Piano

Chapter 16 - How to Tune a Piano

Chapter 17 - How to Buy a Piano

Chapter 18 - How to Improvise on the Piano

Chapter 19 - Electric Piano

Chapter 20 - Prepared Piano



Beginner's Guide to Become a Guitarist & Piano Player



Chapter 21 - Player Piano



Beginner's Guide to Become a Music Director and Musician



Table of Contents

Chapter 1 - Music Director

Chapter 2 - How to Compose Music

Chapter 3 - How to Compose Music on Piano

Chapter 4 - How to Compose the First Verse of a Song

Chapter 5 - How to Read Music

Chapter 6 - How to Play Guitar

Chapter 7 - How to Tune a Guitar

Chapter 8 - How to Play the Flute

Chapter 9 - How to Become a Musician

Chapter 10 - How to Be a Good Musician

Chapter 11 - How to Get Rich as a Musician

Chapter 12 - How to Join a Band

Chapter 13 - How to Be a Solo Musician

Chapter 14 - How to Form a Band

Chapter 15 - Musical Instrument

Chapter 16 - Musical Form



Beginner's Guide to Become a Waiting Staff & Cleaning Staff



Table of Contents

Chapter 1 - Waiting Staff

Chapter 2 - How to Be a Waiter

Chapter 3 - How to Be a Great Waitress

Chapter 4 - How to Earn More Tips as a Waiter or Waitress

Chapter 5 - How to Look Presentable While Working in a Restaurant

Chapter 6 - How to Handle Customers as an Employee

Chapter 7 - Tip (gratuity)

Chapter 8 - Street Sweeper

Chapter 9 - How to Start a House Cleaning Business

Chapter 10 - How to Clean a Bathroom

Chapter 11 - How to Clean a House

Chapter 12 - Squeegee Man

Chapter 13 - Chimney Sweep



Beginner's Guide to Become an Animal Trainer & a Veterinarian



Table of Contents

Chapter 1 - Animal Training
Chapter 2 - How to Become a Dog Trainer
Chapter 3 - How to Train a Golden Retriever
Chapter 4 - How to Train Your Dog to Hunt
Chapter 5 - How to Train Any Dog to Sit
Chapter 6 - How to Crate Train Your Dog or Puppy
Chapter 7 - How to Teach a Pup to Be a Watch Dog
Chapter 8 - How to Train a Guard Dog
Chapter 9 - Horse Training
Chapter 10 - Lion Taming and Military Dolphin
Chapter 11 - Obedience Training
Chapter 12 - Falconry
Chapter 13 - Veterinarian
Chapter 14 - How to Become a Veterinarian
Chapter 15 - How to Know if a Cat Is Sick
Chapter 16 - How to Detect Diabetes in Dogs
Chapter 17 - How to Prevent Heat Stroke in Dogs
Chapter 18 - How to Make a Safety Kit for a Rabbit
Chapter 19 - How to Give an Iguana an Injection



Beginner's Guide to Become an Animal Trainer & a Veterinarian



Chapter 20 - How to Become a Veterinary Technician

Chapter 21 - How to Help a Cow Give Birth

Chapter 22 - How to Give First Aid to an Electrocuted Animal



Beginner's Guide to Become an Athlete & a Swimmer



Table of Contents

Chapter 1 - Athletics

Chapter 2 - How to Become a Great Youth Athlete

Chapter 3 - How to Do a Push Up

Chapter 4 - How to Begin Running

Chapter 5 - How to Train Your Body

Chapter 6 - How to Improve Fitness with Proper Sports Nutrition

Chapter 7 - How to Be an Amazing All Round Athletics Champion

Chapter 8 - How to Triple Jump

Chapter 9 - Introduction to Swimming

Chapter 10 - How to Swim

Chapter 11 - How to Do an Open Turn in Swimming

Chapter 12 - How to Swim Butterfly Stroke

Chapter 13 - How to Swim the Breaststroke

Chapter 14 - How to Exercise to Become a Better Swimmer

Chapter 15 - How to Choose a Swim Instructor

Chapter 16 - How to Do a Dive

Chapter 17 - How to Do a Fly Dive

Chapter 18 - Swimming Lessons

Chapter 19 - Butterfly Stroke



Beginner's Guide to Become an Athlete & a Swimmer



Chapter 20 - Breaststroke

Chapter 21 - Backstroke



Table of Contents

Chapter 1 - Chinese Food Therapy

Chapter 2 - Eclectic Medicine and Functional Medicine

Chapter 3 - Gemmotherapy

Chapter 4 - Helminthic Therapy

Chapter 5 - Medicinal Clay

Chapter 6 - Herbalism

Chapter 7 - Orthomolecular Medicine

Chapter 8 - Ozone Therapy

Chapter 9 - Phytotherapy

Chapter 10 - Urine Therapy

Chapter 11 - Medical Cannabis

Chapter 12 - Dietary Supplement



Table of Contents

Chapter 1 - Bowling

Chapter 2 - How to Bowl

Chapter 3 - How to Hook a Bowling Ball

Chapter 4 - How to Bowl a Strike

Chapter 5 - How to Clean a Bowling Ball

Chapter 6 - How to Score Bowling

Chapter 7 - How to Know the Rules of Bowling

Chapter 8 - Bowling Ball

Chapter 9 - Ten-pin Bowling

Chapter 10 - Candlepin Bowling

Chapter 11 - Nine-pin Bowling and Five-pin Bowling



Cue Sports and Bowling: A Learning Manual



Table of Contents

Chapter 1 - Cue Sports

Chapter 2 - How to Play Snooker

Chapter 3 - How to Pot the Ball in Snooker

Chapter 4 - How to Do a 9 Ball Pool Trick

Chapter 5 - How to Perform Billiard Trick Shots

Chapter 6 - How to Rack a Pool Table

Chapter 7 - How to Get an Easy Pot in Snooker or Pool by Bouncing off the Cushion

Chapter 8 - How to Play 8 Ball Pool

Chapter 9 - Bowling

Chapter 10 - How to Bowl

Chapter 11 - How to Hook a Bowling Ball

Chapter 12 - How to Bowl a Strike

Chapter 13 - How to Clean a Bowling Ball

Chapter 14 - How to Score Bowling

Chapter 15 - How to Know the Rules of Bowling

Chapter 16 - Bowling Ball



Table of Contents

Chapter 1 - Inedia

Chapter 2 - Fruitarianism

Chapter 3 - Raw Foodism

Chapter 4 - Macrobiotic Diet

Chapter 5 - Okinawa Diet and Ovo-Lacto Vegetarianism

Chapter 6 - Veganism

Chapter 7 - Vegetarianism

Chapter 8 - Low-Carbohydrate Diet

Chapter 9 - Zone Diet and Atkins Diet



Table of Contents

Preface	VII
Chapter 1 Introduction to Digital Media and Communication	1
Chapter 2 Significant Topics of Digital Media and Communication	8
a. Information Age	8
b. Mass Media	12
c. Digital Electronics	28
d. Information Society	41
e. Cognitive-Cultural Economy	51
f. Computer-Mediated Communication	51
Chapter 3 Modern Approaches to Digital Media	55
a. Content Creation	55
b. New Media	58
c. Culture Industry	68
d. Digital Divide	72
Chapter 4 Tools and Techniques of Digital Media and Communication	90
a. Digital Data	90
b. Digital Image	93
c. Digital Audio	96
d. Digital Video	100
e. E-Book	107
f. Instant Messaging	127
g. Internet Forum	136
h. Blog	149
i. Videoconferencing	161
j. Social Media	178
k. Facebook	206
l. YouTube	239
m. Viral Marketing	262
n. Internet Meme	267
Chapter 5 Means of Digital Media and Communication	272
a. Digital Television	272
b. Digital Radio	279
c. Internet	288
d. Online Newspaper	309
e. Digital Photography	312
f. Digital Library	322

Permissions

Index



Table of Contents

Chapter 1 - Swimming

Chapter 2 - Water Polo

Chapter 3 - Diving

Chapter 4 - Free-diving

Chapter 5 - Underwater Hockey and Underwater Rugby

Chapter 6 - Surfer

Chapter 7 - How to Surf a Wave in One Day

Chapter 8 - How to Surf

Chapter 9 - How to Pack a Surfboard for Travel

Chapter 10 - How to Purchase First Surfboard

Chapter 11 - How to Wax a Surfboard

Chapter 12 - How to Learn Basic Windsurfing

Chapter 13 - How to Surf a Wave

Chapter 14 - Surfboard

Chapter 15 - Windsurfing



Table of Contents

Introduction

Chapter 1 - Islamic Pottery

Chapter 2 - Iznik Pottery and Hispano-Moresque Ware

Chapter 3 - Tin-glazed Pottery

Chapter 4 - Japanese Pottery and Porcelain

Chapter 5 - Ceramics Museum



Table of Contents

Introduction

Chapter 1 - Stained Glass

Chapter 2 - Hardstone Carving

Chapter 3 - Ceramic Art

Chapter 4 - Jewellery

Chapter 5 - Mosaic Art

Chapter 6 - Wallpaper and Fretwork



Encyclopedia of Drawing Art and Painting



Table of Contents

Chapter 1 - Introduction to Drawing

Chapter 2 - Visual Arts

Chapter 3 - Digital Art and Digital Illustration

Chapter 4 - Types of Drawing

Chapter 5 - Painting & its History

Chapter 6 - Body Painting

Chapter 7 - Oil and Acrylic Painting



Table of Contents

Chapter 1 - Introduction to Drawing

Chapter 2 - Visual Arts

Chapter 3 - Digital Art and Digital Illustration

Chapter 4 - Types of Drawing

Chapter 5 - Drawing Techniques

Chapter 6 - Technical Drawing



Encyclopedia of Fine Arts and Performing Arts



Table of Contents

Chapter 1 - Illustration

Chapter 2 - Painting and Drawing

Chapter 3 - Mosaic

Chapter 4 - Printmaking

Chapter 5 - Calligraphy

Chapter 6 - Photography

Chapter 7 - Performing Arts & History

Chapter 8 - Dance

Chapter 9 - Art of Music

Chapter 10 - Opera

Chapter 11 - Drama



Table of Contents

Introduction

Chapter 1 - Illustration

Chapter 2 - Painting and Drawing

Chapter 3 - Mosaic

Chapter 4 - Printmaking

Chapter 5 - Calligraphy

Chapter 6 - Photography

Chapter 7 - Sculpture

Chapter 8 - Conceptual Art and Dance

Chapter 9 - Theater and Film

Chapter 10 - Architecture



Encyclopedia of Healthy Diets (Volume-1)



Table of Contents

Chapter 1 - Blood Type Diet

Chapter 2 - Cabbage Soup Diet and Cookie Diet

Chapter 3 - Diabetic Diet

Chapter 4 - DASH Diet and Hay Diet

Chapter 5 - Elimination Diet

Chapter 6 - Feingold Diet

Chapter 7 - Gluten-Free Diet

Chapter 8 - Inuit Diet

Chapter 9 - Juice Fasting and Ketogenic Diet

Chapter 10 - Low Sodium Diet and Mediterranean Diet

Chapter 11 - Paleolithic Diet

Chapter 12 - South Beach Diet



Encyclopedia of Healthy Diets (Volume-2)



Table of Contents

Chapter 1 - Semi-Vegetarianism, Food Combining and F-plan

Chapter 2 - Food Faddism and Gluten-Free, Casein-Free Diet

Chapter 3 - Grapefruit Diet and The Hacker's Diet

Chapter 4 - Islamic Dietary Laws

Chapter 5 - High-Protein Diet and Master Cleanse

Chapter 6 - Healthy Diet

Chapter 7 - Kashrut

Chapter 8 - Liquid Diet, Low-Fat Diet and Low-Protein Diet

Chapter 9 - Montignac Diet and Pescetarianism

Chapter 10 - Scarsdale Medical Diet and Sonoma Diet

Chapter 11 - Very-Low-Calorie Diet and Western Pattern Diet

Chapter 12 - Dietary Supplement

Chapter 13 - Sattvic Diet

Chapter 14 - Raw Veganism

Chapter 15 - List of Healthy Culinary Fruits



Table of Contents

Chapter 1 - Introduction & History of Mosaic Art

Chapter 2 - Late Antique and Medieval Mosaics in Italy

Chapter 3 - Early Byzantine Mosaics in the Middle East

Chapter 4 - Photographic Mosaic and Color Filter Mosaic

Chapter 5 - Islamic Pottery

Chapter 6 - Iznik Pottery and Hispano-Moresque Ware

Chapter 7 - Tin-glazed Pottery

Chapter 8 - Japanese Pottery and Porcelain



Table of Contents

Chapter 1 - Introduction & History of Mosaic Art

Chapter 2 - Late Antique and Medieval Mosaics in Italy

Chapter 3 - Early Byzantine Mosaics in the Middle East

Chapter 4 - Photographic Mosaic and Color Filter Mosaic

Chapter 5 - Components & Applications of Mosaic



Table of Contents

Chapter 1 - New Media Art

Chapter 2 - ASCII Art

Chapter 3 - Computer Art

Chapter 4 - Digital Art

Chapter 5 - Generative Art

Chapter 6 - Glitch Art

Chapter 7 - Interactive Art

Chapter 8 - Motion Graphics

Chapter 9 - Radio Art

Chapter 10 - Robotic Art

Chapter 11 - Systems Art

Chapter 12 - Video Art

Chapter 13 - Other Types of New Media Art



Table of Contents

Chapter 1 - Nutrients

Chapter 2 - Plant Nutrition and Fertilizer

Chapter 3 - Carbohydrate

Chapter 4 - Dietary Fiber

Chapter 5 - Fat

Chapter 6 - Protein in Nutrition

Chapter 7 - Dietary Minerals

Chapter 8 - Vitamins

Chapter 9 - Drinking Water

Chapter 10 - Healthy Diet

Chapter 11 - The French Paradox

Chapter 12 - Sports Nutrition

Chapter 13 - Malnutrition



Table of Contents

Chapter 1 - Introduction to Pottery

Chapter 2 - Iranian Pottery

Chapter 3 - Japanese Pottery and Porcelain

Chapter 4 - Korean Pottery and Porcelain

Chapter 5 - Islamic Pottery

Chapter 6 - Iznik Pottery and Hispano-Moresque Ware

Chapter 7 - Tin-glazed Pottery



Table of Contents

Chapter 1 - Introduction to Visual Arts

Chapter 2 - Drawing

Chapter 3 - Painting

Chapter 4 - Printmaking

Chapter 5 - Photography

Chapter 6 - Filmmaking



Encyclopedia of William Shakespeare Film Adaptations



Table of Contents

Chapter 1 - William Shakespeare Film Adaptations – I

Chapter 2 - William Shakespeare Film Adaptations – II

Chapter 3 - William Shakespeare Film Adaptations – III

Chapter 4 - William Shakespeare Film Adaptations – IV



Table of Contents

Chapter 1 - Museums of Africa

Chapter 2 - Museums of Asia

Chapter 3 - Tokyo National Museum

Chapter 4 - Museums of Amsterdam

Chapter 5 - Museums of Europe

Chapter 6 - Museums of United States

Chapter 7 - List of Famous Art Museum



Table of Contents

Chapter 1 - Figure Skating

Chapter 2 - How to Become a Figure Skater

Chapter 3 - How to Ice Skate

Chapter 4 - How to Do a Scratch Spin

Chapter 5 - How to Choose a Private Figure Skating Coach

Chapter 6 - How to Do a Double Axel

Chapter 7 - How to Do a Spiral on Figure Skates

Chapter 8 - How to Do a Spin on the Ice

Chapter 9 - How to Do an Axel for a Lefty

Chapter 10 - How to Do a Flip Jump in Figure Skating

Chapter 11 - How to Get Ready for Figure Skating Practice

Chapter 12 - How to Prepare for a Figure Skating Competition

Chapter 13 - Single Skating and Pair Skating

Chapter 14 - Figure Skating Jumps

Chapter 15 - Figure Skating Spins

Chapter 16 - Introduction to Ice Hockey

Chapter 17 - How to Take a Slapshot in Ice Hockey

Chapter 18 - How to Become a Hockey Player

Chapter 19 - How to Break up a Hockey Fight



Figure Skating and Ice Hockey Sport



Chapter 20 - How to Create Scoring Opportunities in Ice Hockey

Chapter 21 - How to Fix Lace Bite with Hockey Skates

Chapter 22 - How to Hockey Skate

Chapter 23 - How to Make a Butterfly Save in Ice Hockey

Chapter 24 - How to Play Goalie in Hockey

Chapter 25 - How to Put on Hockey Equipment

Chapter 26 - How to Score in Ice Hockey

Chapter 27 - Pond Hockey

Chapter 28 - Official (ice hockey)

Chapter 29 - Penalty (ice hockey)



Table of Contents

Chapter 1 - Figure Skating

Chapter 2 - How to Become a Figure Skater

Chapter 3 - How to Ice Skate

Chapter 4 - How to Do a Scratch Spin

Chapter 5 - How to Choose a Private Figure Skating Coach

Chapter 6 - How to Do a Double Axel

Chapter 7 - How to Do a Spiral on Figure Skates

Chapter 8 - How to Do a Spin on the Ice

Chapter 9 - How to Do an Axel for a Lefty

Chapter 10 - How to Do a Flip Jump in Figure Skating

Chapter 11 - How to Get Ready for Figure Skating Practice

Chapter 12 - How to Prepare for a Figure Skating Competition

Chapter 13 - Single Skating and Pair Skating

Chapter 14 - Figure Skating Jumps

Chapter 15 - Figure Skating Spins

Chapter 16 - Figure Skate



Table of Contents

Chapter 1 - Filmmaking

Chapter 2 - Cinematography

Chapter 3 - Film Editing

Chapter 4 - Dubbing

Chapter 5 - Film Crew

Chapter 6 - Billing (filmmaking)

Chapter 7 - Independent Film



Table of Contents

Chapter 1 - First Aid

Chapter 2 - First Aid Kit

Chapter 3 - Artificial Respiration

Chapter 4 - Recovery Position

Chapter 5 - ABC (Medicine)

Chapter 6 - Oxygen Therapy

Chapter 7 - Wilderness First Aid

Chapter 8 - Lifeguard

Chapter 9 - Nitrous Oxide and Oxygen

Chapter 10 - Choking

Chapter 11 - Antivenom



Table of Contents

Chapter 1 - Personal Computer Hardware

Chapter 2 - How to Install Computer Hardware

Chapter 3 - How to Buy a Power Supply

Chapter 4 - How to Diagnose and Replace a Failed PC Power Supply

Chapter 5 - How to Choose Components for Building a Computer

Chapter 6 - How to Debug a Dead Motherboard

Chapter 7 - How to Repair LCD Monitors

Chapter 8 - How to Improve Image Quality on an LCD Monitor

Chapter 9 - Motherboard

Chapter 10 - Power Supply Unit

Chapter 11 - Computer Data Storage

Chapter 12 - Sound Card



First Course in Fashion and Footwear Designing



Table of Contents

Chapter 1 - How to Start a Fashion Boutique

Chapter 2 - How to Design a Wedding Dress

Chapter 3 - How to Design a Top/Dress

Chapter 4 - How to Design Gorgeous Fashion

Chapter 5 - How to Design a New Outfit

Chapter 6 - How to Draw a Cool Fashion Design

Chapter 7 - How to Dress Harajuku Style

Chapter 8 - Shoemaking

Chapter 9 - How to Make a Boot

Chapter 10 - How to Build Shoe Insoles

Chapter 11 - Shoe

Chapter 12 - Footwear

Chapter 13 - High-heeled Footwear

Chapter 14 - Tips for Right Footwear Selection

Chapter 15 - Sandal



Table of Contents

Chapter 1 - How to Be a Singer

Chapter 2 - How to Sing

Chapter 3 - How to Find Own Singing Voice

Chapter 4 - How to Sing Classically

Chapter 5 - How to Switch from Singing Classical Music to Pop

Chapter 6 - How to Become a Famous Singer

Chapter 7 - How to Get a Singing Job

Chapter 8 - How to Be a Country Singer

Chapter 9 - Singing

Chapter 10 - Music Genre

Chapter 11 - Voice Type

Chapter 12 - Choreography

Chapter 13 - How to Be a Dancer

Chapter 14 - How to Be an Exotic Dancer

Chapter 15 - How to Learn Pole Dancing

Chapter 16 - How to Ballroom Dance

Chapter 17 - How to Dance Salsa

Chapter 18 - How to Do the Rumba

Chapter 19 - How to Choreograph a Dance



First Course in Singing and Dancing



Chapter 20 - Choreography

Chapter 21 - How to Be a Professional Dancer



First Course in Teaching, Home Tutoring and Home Schooling



Table of Contents

Chapter 1 - Teacher Education

Chapter 2 - How to Be a Teacher

Chapter 3 - How to Teach Children (Age 3 to 9)

Chapter 4 - How to Be a Popular Teacher

Chapter 5 - How to Become a Tutor

Chapter 6 - How to Work with Students with Emotional and Behavioral
Problems

Chapter 7 - How to Be a Special Education Teacher

Chapter 8 - How to Teach

Chapter 9 - How to Become a School Teacher

Chapter 10 - Introduction to Home Tutoring

Chapter 11 - How to Set up a Home Tutoring Business

Chapter 12 - How to Tutor Mathematics

Chapter 13 - How to Be a Tutor

Chapter 14 - How to Tutor Algebra

Chapter 15 - How to Homeschool Your Children

Chapter 16 - How to Homeschool Yourself

Chapter 17 - Tutor



Handbook of Basic Medical Care Techniques



Table of Contents

Chapter 1 - How to Find the Right Doctor

Chapter 2 - How to Use a Stethoscope

Chapter 3 - How to Check Blood Pressure with a Sphygmomanometer

Chapter 4 - How to Give an Injection

Chapter 5 - How to Use a Thermometer

Chapter 6 - How to Read a Chest X-Ray

Chapter 7 - How to Get Rid of a Fever

Chapter 8 - How to Deal with Migraines

Chapter 9 - Medicine

Chapter 10 - Stethoscope

Chapter 11 - Injection



Table of Contents

Chapter 1 - Dieting

Chapter 2 - Low-carbohydrate Diet

Chapter 3 - Calorie Restriction

Chapter 4 - Low-fat Diet and Very-low-calorie Diet

Chapter 5 - Medical Research Related to Low-carbohydrate Diets

Chapter 6 - Diabetic Diet and Elimination Diet

Chapter 7 - Other Types of Diet



History of Decorative Arts



Table of Contents

Chapter 1 - Decorative Arts in the Ancient World

Chapter 2 - Decorative Arts in the Antique and Medieval Asian World

Chapter 3 - Islamic Art

Chapter 4 - Decorative Arts in 18th-century Europe

Chapter 5 - History of Decorative Arts in United States



History of Visual Arts



Table of Contents

Chapter 1 - History of Animation

Chapter 2 - History of Fashion Design

Chapter 3 - History of Film

Chapter 4 - History of Painting

Chapter 5 - History of Photography



House and its Types



Table of Contents

Chapter 1 - House

Chapter 2 - Country Houses

Chapter 3 - Manor House

Chapter 4 - Residential Skyscrapers

Chapter 5 - Public Housing

Chapter 6 - Crescents and Residential Buildings

Chapter 7 - Barracks



How to Become a Interpreter and Translator A Beginner's Guide



Table of Contents

Chapter 1 - Language Interpretation

Chapter 2 - How to Train Effectively as an Interpreter

Chapter 3 - How to Become a Translator

Chapter 4 - How to Learn German

Chapter 5 - How to Pronounce German Words

Chapter 6 - How to Learn Japanese

Chapter 7 - How to Improve Speaking Japanese

Chapter 8 - How to Learn French

Chapter 9 - How to Speak Basic French

Chapter 10 - How to Speak in a British Accent

Chapter 11 - Machine Translation

Chapter 12 - Telephone Interpreting

Chapter 13 - Lingua Franca



How to Open a Bakery Shop & Cook Baked Food



Table of Contents

Chapter 1 - Introduction to Bakery & Baking

Chapter 2 - How to Start a Bakery

Chapter 3 - How to Bake a Cake

Chapter 4 - How to Bake Cookies

Chapter 5 - How to Bake an Apple Pie from Scratch

Chapter 6 - How to Bake Potatoes

Chapter 7 - How to Bake Bread Baskets

Chapter 8 - How to Make Bread

Chapter 9 - How to Bake Banana Bread

Chapter 10 - How to Make Baking Powder

Chapter 11 - How to Create Yeast for Baking

Chapter 12 - How to Make Hot Cross Buns

Chapter 13 - How to Make Shortbread

Chapter 14 - Cookie and Cake

Chapter 15 - Pie and Biscuit

Chapter 16 - Muffin and Pastry



How to Open a Chinese Restaurant & Cook Chinese Food



Table of Contents

Chapter 1 - How to Open a Restaurant

Chapter 2 - How to Plan a Restaurant

Chapter 3 - How to Make Chinese Sweet & Sour Pork or Chicken

Chapter 4 - How to Make Chinese Dumplings

Chapter 5 - How to Make Beef and Broccoli

Chapter 6 - How to Make Char Siu (Cha Shao)

Chapter 7 - How to Make Five Spice Powder

Chapter 8 - How to Make a Chinese Fumi Salad

Chapter 9 - How to Make Chinese New Year Cake Nian Gao (Sticky Rice
Cake)

Chapter 10 - How to Make a Chinese Stir Fry

Chapter 11 - Chinese Cuisine

Chapter 12 - American Chinese Cuisine

Chapter 13 - Canadian Chinese Cuisine



Table of Contents

Chapter 1 - Human Nutrition

Chapter 2 - Essential Fatty Acids

Chapter 3 - Dietary Fiber

Chapter 4 - Protein (nutrient)

Chapter 5 - Dietary Mineral

Chapter 6 - Healthy Diet

Chapter 7 - Gut Flora

Chapter 8 - Vitamin



Table of Contents

- Chapter 1 - Introduction to Ice Hockey
- Chapter 2 - How to Take a Slapshot in Ice Hockey
- Chapter 3 - How to Become a Hockey Player
- Chapter 4 - How to Break up a Hockey Fight
- Chapter 5 - How to Create Scoring Opportunities in Ice Hockey
- Chapter 6 - How to Fix Lace Bite with Hockey Skates
- Chapter 7 - How to Hockey Skate
- Chapter 8 - How to Make a Butterfly Save in Ice Hockey
- Chapter 9 - How to Play Goalie in Hockey
- Chapter 10 - How to Put on Hockey Equipment
- Chapter 11 - How to Score in Ice Hockey
- Chapter 12 - Pond Hockey
- Chapter 13 - Official (ice hockey)
- Chapter 14 - Penalty (ice hockey)
- Chapter 15 - Ice Hockey Rink



Table of Contents

Preface	VII
Chapter 1 Introduction to Print Journalism	1
Chapter 2 Types of Print Media	10
i. Magazine	10
ii. Newspaper	14
iii. Billboard	31
iv. Brochure	43
Chapter 3 Mass Communication: An Overview	45
i. Mass Communication	45
ii. Mass Media	90
iii. Alternative Media	107
Chapter 4 Genres and Forms of Journalism	129
i. Journalism Genres	129
ii. Advocacy Journalism	133
iii. Photojournalism	137
iv. Churnalism	149
v. Investigative Journalism	151
vi. Sports Journalism	156
vii. New Journalism	163
viii. Gonzo Journalism	173
ix. Tabloid (Newspaper Format)	175
x. Tabloid Journalism	183
xi. Broadcast Journalism	184
Chapter 5 Related Aspects of Journalism	188
i. Sensationalism	188
ii. Media Circus	190
iii. Media Bias	194
iv. Journalistic Scandal	209
v. Censorship	218
vi. Sensor Journalism	232
vii. Printing Press	232
Permissions	
Index	



Know All About Air Force and How to Become an Air Force Pilot



Table of Contents

Chapter 1 - Air Force

Chapter 2 - How to Become an Air Force Pilot

Chapter 3 - How to Survive Air Force Basic Training

Chapter 4 - How to Understand US Military Aircraft Designations

Chapter 5 - How to Fly Jets Effectively in Battlefield

Chapter 6 - Aerial Warfare

Chapter 7 - Fighter Aircraft



Know All About Art of Singing



Table of Contents

Chapter 1 - Introduction to Singing

Chapter 2 - Voice Type and Classification

Chapter 3 - Vocal Music

Chapter 4 - Musical Ensemble

Chapter 5 - Opera

Chapter 6 - Overtone Singing

Chapter 7 - Choir

Chapter 8 - Scat Singing



Table of Contents

Introduction

Chapter 1 - Calligraphy

Chapter 2 - Crochet

Chapter 3 - Knitting

Chapter 4 - Woodturning and Woodworking

Chapter 5 - Pottery

Chapter 6 - Bookbinding

Chapter 7 - Collage

Chapter 8 - Beadwork



Know All About Arts for Self Defence - Martial Arts



Table of Contents

Chapter 1 - Martial Arts

Chapter 2 - Karate

Chapter 3 - How to Understand Basic Karate

Chapter 4 - How to Choose a Martial Art

Chapter 5 - How to Teach the Basics of Karate

Chapter 6 - How to Tie a Karate Belt

Chapter 7 - How to Teach Martial Arts

Chapter 8 - How to Do a Jumping Front Kick

Chapter 9 - How to Learn Kung Fu

Chapter 10 - How to Increase the Speed and Accuracy of Your Kicks in Tae
Kwon Do

Chapter 11 - How to Kick (in Martial Arts)

Chapter 12 - Chinese Martial Arts (Kung fu)



Know All About Ballet Dance



Table of Contents

Chapter 1 - Introduction to Ballet

Chapter 2 - History of Ballet

Chapter 3 - Pointe Shoes

Chapter 4 - Ballet Technique

Chapter 5 - Modern Dance

Chapter 6 - Glossary of Ballet



Know All About Becoming a Better Sales Person



Table of Contents

Chapter 1 - How to Be a Good Salesman

Chapter 2 - How to Sell Products and Services

Chapter 3 - How to Be a Great Salesman

Chapter 4 - How to Become the Best Salesperson You Can Be

Chapter 5 - How to Upsell

Chapter 6 - How to Build a Relationship with Customer when Selling Products

Chapter 7 - Marketing

Chapter 8 - Telemarketing

Chapter 9 - Sales Techniques and Professions

Chapter 10 - Retailing

Chapter 11 - Direct Marketing

Chapter 12 - Sales



Know All About Becoming a Better Teacher



Table of Contents

Chapter 1 - Teacher Education

Chapter 2 - How to Be a Teacher

Chapter 3 - How to Teach Children (Age 3 to 9)

Chapter 4 - How to Be a Popular Teacher

Chapter 5 - How to Become a Tutor

Chapter 6 - How to Work with Students with Emotional and Behavioral
Problems

Chapter 7 - How to Be a Special Education Teacher

Chapter 8 - How to Teach

Chapter 9 - How to Become a School Teacher

Chapter 10 - Education



Know All About Becoming a Better Writer



Table of Contents

Chapter 1 - Writer

Chapter 2 - How to Be a Good Writer

Chapter 3 - How to Write Articles

Chapter 4 - How to Begin Writing a Book

Chapter 5 - How to Write a Book

Chapter 6 - How to Write a Novel

Chapter 7 - How to Write a Children's Book

Chapter 8 - How to Write a Good Story

Chapter 9 - How to Write a Poem

Chapter 10 - How to Write a Song

Chapter 11 - How to Improve Your Writing Skills

Chapter 12 - Screenwriter

Chapter 13 - How to Write a Script

Chapter 14 - How to Write Movie Scripts

Chapter 15 - How to Write a Hollywood Blockbuster

Chapter 16 - How to Write a Screenplay

Chapter 17 - How to Plan Your Screenplay

Chapter 18 - Screenwriting

Chapter 19 - Shooting Script



Know All About Becoming a Better Writer



Chapter 20 - Screenplay Slug Line



Know All About Becoming a Good Manager and Sales Person



Table of Contents

Chapter 1 - Management

Chapter 2 - How to Be a Good Manager

Chapter 3 - How to Motivate Employees

Chapter 4 - How to Be a Good Boss

Chapter 5 - How to Be an Effective Project Manager

Chapter 6 - How to Become a Restaurant Manager

Chapter 7 - How to Resolve a Conflict at Work

Chapter 8 - How to Be a Good Salesman

Chapter 9 - How to Sell Products and Services

Chapter 10 - How to Be a Great Salesman

Chapter 11 - How to Become the Best Salesperson You Can Be

Chapter 12 - How to Upsell

Chapter 13 - How to Build a Relationship with Customer when Selling
Products

Chapter 14 - Marketing

Chapter 15 - Telemarketing

Chapter 16 - Sales Techniques and Professions



Know All About becoming a Good Manager



Table of Contents

Chapter 1 - Management

Chapter 2 - How to Be a Good Manager

Chapter 3 - How to Motivate Employees

Chapter 4 - How to Be a Good Boss

Chapter 5 - How to Be an Effective Project Manager

Chapter 6 - How to Become a Restaurant Manager

Chapter 7 - How to Resolve a Conflict at Work

Chapter 8 - General Manager

Chapter 9 - Yield Management



Know All About Calligraphy Art



Table of Contents

Introduction

Chapter 1 - East Asian Calligraphy

Chapter 2 - South Asian Calligraphy

Chapter 3 - Islamic and Persian Calligraphy

Chapter 4 - Museum and Exhibition of Calligraphy



Know All About Celtic Art and Insular Art



Table of Contents

Chapter 1 - Celtic Art

Chapter 2 - Insular Art

Chapter 3 - Anglo-Saxon Art

Chapter 4 - High Cross and Pictish Stones

Chapter 5 - Celtic Art Types and Terms



Know All About Cinematic Techniques and Cinematography



Table of Contents

Chapter 1 - Filmmaking

Chapter 2 - Cinematography

Chapter 3 - Camera View, Angle, Movement & Shot (Techniques)

Chapter 4 - Lighting Technique and Aesthetics

Chapter 5 - Film Editing and Transitional Devices

Chapter 6 - Special Effects

Chapter 7 - Sound Effects



Know All About Event Management and Wedding Planning



Table of Contents

Chapter 1 - Event Management

Chapter 2 - How to Become a Certified Event Planner

Chapter 3 - How to Manage an Event

Chapter 4 - How to Organize an Event

Chapter 5 - How to Plan a Super Event

Chapter 6 - Wedding Planner

Chapter 7 - How to Choose a Wedding Consultant

Chapter 8 - How to Save Money on Wedding Ceremony and Reception

Chapter 9 - How to Choose a Caterer for Wedding Reception

Chapter 10 - How to Find Best Wedding Hall

Chapter 11 - How to Plan a Wedding in Six Months

Chapter 12 - How to Set a Realistic Wedding Budget

Chapter 13 - How to Choose a Wedding Florist

Chapter 14 - How to Plan a Destination Wedding

Chapter 15 - Wedding Dress and Wedding Ring

Chapter 16 - Wedding Reception



Know All About Event Management



Table of Contents

Chapter 1 - Event Management

Chapter 2 - How to Become a Certified Event Planner

Chapter 3 - How to Manage an Event

Chapter 4 - How to Organise an Event

Chapter 5 - How to Plan a Super Event



Know All About Fencing



Table of Contents

Chapter 1 - Fencing

Chapter 2 - How to Learn to Fence

Chapter 3 - How to Choose the Right Sword

Chapter 4 - How to Improve Fencing

Chapter 5 - How to Use Any Two Handed Sword

Chapter 6 - How to Learn Basic Fencing Footwork

Chapter 7 - How to Win a Swordfight

Chapter 8 - How to Master a Sword

Chapter 9 - Fencing Practice and Techniques

Chapter 10 - Fencing Weapons



Know All About Film Making, Movie Studio & Movie Making Equipments



Table of Contents

Chapter 1 - Filmmaking

Chapter 2 - Cinematography

Chapter 3 - Film Director

Chapter 4 - Tips to Become a Film Director and Filmmaker

Chapter 5 - Film

Chapter 6 - Movie Studio

Chapter 7 - Movie Projector

Chapter 8 - Movie Camera

Chapter 9 - Video Tape Recorder

Chapter 10 - Tips for Running a Movie Studio and Using Equipments

Chapter 11 - Major Film Studio



Table of Contents

Chapter 1 - Aerial Firefighting

Chapter 2 - Helitack

Chapter 3 - Bushfires

Chapter 4 - Wildfire

Chapter 5 - Wildfire Suppression

Chapter 6 - Fire Control and Fire Safety

Chapter 7 - Controlled Burn and Fire Look Out Tower

Chapter 8 - Firewall (construction)

Chapter 9 - Fire Triangle and Fireman's Carry

Glossary



Table of Contents

Chapter 1 - Herb

Chapter 2 - Herbalism

Chapter 3 - How to Become an Herbalist

Chapter 4 - How to Grow Herb Gardens from Seed

Chapter 5 - How to Plant a Herb Pot

Chapter 6 - How to Preserve Herbs

Chapter 7 - How to Store Herbs

Chapter 8 - How to Grow an Indoor Herb Garden

Chapter 9 - How to Grow an Herbal Tea Garden

Chapter 10 - How to Grow a Pest Repellent Herb Garden

Chapter 11 - How to Choose Herb Blossoms for Eating

Chapter 12 - Herbal Tea



Know All About Horse Racing



Table of Contents

Chapter 1 - Horse Racing

Chapter 2 - How to Be an Equestrian

Chapter 3 - How to Find the Right Horse Breed and Avoid Falling off a Horse

Chapter 4 - How to Know What Is Normal for a Horse

Chapter 5 - How to Tack up a Horse

Chapter 6 - How to Judge a Horse

Chapter 7 - How to Get a Horse Under Control

Chapter 8 - How to Barrel Race

Chapter 9 - Equestrianism

Chapter 10 - Thoroughbred Racing in Australia

Chapter 11 - Harness Racing



Know All About How to Become a Physical Education and Personal Trainer



Table of Contents

Chapter 1 - Physical Education

Chapter 2 - How to Be a Gym Teacher

Chapter 3 - How to Be Motivated to Exercise

Chapter 4 - How to Begin Learning Gymnastics

Chapter 5 - Aerobic Exercise

Chapter 6 - Skipping Rope

Chapter 7 - Walking

Chapter 8 - Weight Training

Chapter 9 - Eccentric Training

Chapter 10 - Strength Training

Chapter 11 - Personal Trainer

Chapter 12 - How to Become a Personal Trainer

Chapter 13 - How to Become a Certified Personal Trainer

Chapter 14 - How to Be a Personal Trainer

Chapter 15 - How to Make Right Eating Choices and Avoid Fatty Foods

Chapter 16 - How to Train Your Body

Chapter 17 - How to Develop Healthy Eating Habits

Chapter 18 - How to Use Gym Equipment

Chapter 19 - How to Build Lower Abs



Know All About How to Become a Physical Education and Personal Trainer



Chapter 20 - How to Do Yoga Meditation

Chapter 21 - How to Get the Most from Pilates



Know All About How to become a Professional Lifeguard



Table of Contents

Chapter 1 - Lifeguard

Chapter 2 - How to Become a Lifeguard

Chapter 3 - How to Dress Professionally As a Lifeguard

Chapter 4 - How to Swim

Chapter 5 - How to Rescue an Active Drowning Victim

Chapter 6 - How to Perform Rescue Breathing

Chapter 7 - How to Survive a Riptide

Chapter 8 - How to Stay Safe around Rip Currents

Chapter 9 - Drowning

Chapter 10 - Artificial Respiration

Chapter 11 - Surf Lifesaving



Know All About How to become a Professional Surfer



Table of Contents

Chapter 1 - Surfer

Chapter 2 - How to Surf a Wave in One Day

Chapter 3 - How to Surf

Chapter 4 - How to Pack a Surfboard for Travel

Chapter 5 - How to Purchase First Surfboard

Chapter 6 - How to Wax a Surfboard

Chapter 7 - How to Learn Basic Windsurfing

Chapter 8 - How to Surf a Wave

Chapter 9 - Surfboard

Chapter 10 - Windsurfing



Know all About How to make Career in Radio



Table of Contents

Chapter 1 - Radio Jockey

Chapter 2 - How to Be an Radio Announcer

Chapter 3 - How to Be a Good Radio DJ

Chapter 4 - How to Improve Clarity of Speech

Chapter 5 - Music Radio

Chapter 6 - Radio Broadcasting

Chapter 7 - Public Broadcasting

Chapter 8 - Radio Formats

Chapter 9 - Radio Comedy

Chapter 10 - Radio Drama

Chapter 11 - FM Broadcasting

Chapter 12 - AM Broadcasting



Know All About How to Open a Restaurant



Table of Contents

Chapter 1 - Restaurant

Chapter 2 - How to Open a Restaurant

Chapter 3 - How to Start a Small Restaurant or Coffee Shop

Chapter 4 - How to Make a Restaurant Menu

Chapter 5 - How to Plan a Restaurant

Chapter 6 - Types of Restaurants

Chapter 7 - Culinary Art

Chapter 8 - Fast Food

Chapter 9 - Buffet

Chapter 10 - Menu

Chapter 11 - Public House



Know All About Interior Designing



Table of Contents

Introduction

Chapter 1 - Furniture

Chapter 2 - Lighting

Chapter 3 - Murals

Chapter 4 - Mosaic Designing

Chapter 5 - House Plant

Chapter 6 - Italian Interior Design



Know All About Jewellery



Table of Contents

Chapter 1 - Jewellery

Chapter 2 - Types of Jewellery

Chapter 3 - Gemstone

Chapter 4 - Etruscan Jewellery

Chapter 5 - Titanium Ring and Jewellery Chain



Table of Contents

Chapter 1 - Jewelry

Chapter 2 - How to Make Simple Bead Jewelry

Chapter 3 - How to Price Your Jewelry Designs

Chapter 4 - How to Choose Jewelry

Chapter 5 - How to Make a Beaded Necklace

Chapter 6 - How to Choose a Platinum Ring

Chapter 7 - Necklace

Chapter 8 - Ring

Chapter 9 - Earring

Chapter 10 - Jewelry Wire Gauge and Cupellation



Know All About Jewelry Making, Jewelry Designing and Metal Working



Table of Contents

Chapter 1 - Goldsmith

Chapter 2 - How to Make Simple Bead Jewelry

Chapter 3 - How to Make Metal Smooth

Chapter 4 - How to Make a Memory Wire Bracelet

Chapter 5 - How to Make a Beaded Necklace

Chapter 6 - Metalsmith

Chapter 7 - Brazing

Chapter 8 - Rolling (metalworking)

Chapter 9 - Jewelry Making

Chapter 10 - How to Price Your Jewelry Designs

Chapter 11 - How to Choose Jewelry

Chapter 12 - How to Choose a Platinum Ring

Chapter 13 - Necklace

Chapter 14 - Ring

Chapter 15 - Earring



Know All About Learning and Creating Animation



Table of Contents

Chapter 1 - Create a Stop Motion Animation

Chapter 2 - How to Make 3D Animation

Chapter 3 - How to Animate Something on a Computer

Chapter 4 - How to Animate With MS Paint and Windows Movie Maker

Chapter 5 - How to Animate on Pencil 0.4

Chapter 6 - How to Create Your Own Traditional Animation

Chapter 7 - How to Create an Animated Show

Chapter 8 - How to Create a Clay Animation

Chapter 9 - How to Make an Animation in Gimp

Chapter 10 - Traditional Animation

Chapter 11 - Stop Motion

Chapter 12 - Computer Animation



Know All About Mobile Phone Repairing, Watchmaking and Clockmaking



Table of Contents

Chapter 1 - Mobile Phone

Chapter 2 - How to Save a Wet Cell Phone

Chapter 3 - How to Make Cell Phone Battery Last Longer

Chapter 4 - How to Save Battery Power on an Android

Chapter 5 - How to Back Up the Mobile Phone

Chapter 6 - Watchmaker

Chapter 7 - How to Clean Wrist Watch

Chapter 8 - How to Change a Watch Battery

Chapter 9 - How to Protect Watch

Chapter 10 - Clockmaker



Know All About Movie Studio & Movie Making Equipments



Table of Contents

Chapter 1 - Movie Studio

Chapter 2 - Movie Projector

Chapter 3 - Movie Camera

Chapter 4 - Video Tape Recorder

Chapter 5 - Tips for Running a Movie Studio and Using Equipments

Chapter 6 - Major Film Studio

Chapter 7 - Filmmaking

Chapter 8 - Cinematography

Chapter 9 - Film Techniques



Know All About Packing and Moving Household Goods



Table of Contents

Chapter 1 - Introduction to Packing & Moving Household Goods

Chapter 2 - Primary Considerations for Packing & Moving Household Goods

Chapter 3 - Packing Tips

Chapter 4 - Moving Tips

Chapter 5 - Moving Pianos

Chapter 6 - How to Hire a Moving Company

Chapter 7 - How to Plan a House Move

Chapter 8 - How to Move to a New Apartment

Chapter 9 - How to Pack for a Move

Chapter 10 - How to Make a Schedule for Moving

Chapter 11 - Moving Company



Know All About Partner Dance and Ballet Dance



Table of Contents

Chapter 1 - Ballroom Dance
Chapter 2 - Dancesport
Chapter 3 - Types of Partner Dance
Chapter 4 - Salsa
Chapter 5 - Introduction to Ballet
Chapter 6 - History of Ballet
Chapter 7 - Pointe Shoes
Chapter 8 - Ballet Technique



Know All About Partner Dances



Table of Contents

Introduction

Chapter 1 - Ballroom Dance

Chapter 2 - Dancesport

Chapter 3 - Types of Partner Dance

Chapter 4 - Salsa

Chapter 5 - Tango

Glossary



Know All About Pet Sitting



Table of Contents

Chapter 1 - Pet Sitting

Chapter 2 - How to Start a Pet Sitting Business

Chapter 3 - How to Select a Pet Sitter

Chapter 4 - How to Pet Sit

Chapter 5 - How to Open a Pet Sitting Business

Chapter 6 - How to Become a Professional Dog Walker

Chapter 7 - How to Be a Good Dog Sitter

Chapter 8 - How to Become Friends with an Unfriendly Dog

Chapter 9 - How to Approach a Shy or Fearful Dog

Chapter 10 - Dog Walking

Chapter 11 - Dog Training



Know All About Portrait Art and Painting Styles



Table of Contents

Chapter 1 - Introduction to Portrait

Chapter 2 - Portrait Painting

Chapter 3 - Self-Portrait

Chapter 4 - Impressionism

Chapter 5 - Abstract Art

Chapter 6 - Photorealism



Know All About Portrait Art



Table of Contents

Chapter 1 - Introduction to Portrait

Chapter 2 - Portrait Painting

Chapter 3 - Self-Portrait

Chapter 4 - Fayum Mummy Portraits

Chapter 5 - Mona Lisa



Table of Contents

Chapter 1 - Poultry Farming

Chapter 2 - How to Be a Poultry Farmer

Chapter 3 - How to Breed Chickens

Chapter 4 - How to Keep Chickens from Eating Their Own Eggs

Chapter 5 - How to Find Where Hen Lays Eggs

Chapter 6 - Tips to make Poultry Dishes

Chapter 7 - Free Range and Yarding

Chapter 8 - Poultry Farming in the United States

Chapter 9 - Chicken Breeds

Chapter 10 - Poultry Diseases



Know All About Search and Rescue



Table of Contents

Chapter 1 - Introduction to Search and Rescue

Chapter 2 - Types of Search and Rescue

Chapter 3 - Cave Rescue

Chapter 4 - Lifeboat

Chapter 5 - Swiftwater Rescue

Chapter 6 - Firefighting



Know All About Self Care



Table of Contents

Introduction

Chapter 1 - Healthy Diet

Chapter 2 - Physical Exercise

Chapter 3 - Hygiene

Chapter 4 - Stress Management

Chapter 5 - Nutrition



Table of Contents

Chapter 1 - Shooting

Chapter 2 - Archery

Chapter 3 - How to Make an Airsoft "Trap" Target

Chapter 4 - How to Shoot an Air Rifle

Chapter 5 - How to Choose an Archery Bow

Chapter 6 - How to String a Recurve Bow and Shoot a Traditional Bow

Chapter 7 - How to Shoot an Arrow

Chapter 8 - How to Make a Bow and Arrow

Chapter 9 - How to Make a Shootable Arrow

Chapter 10 - Shooting Range

Chapter 11 - Target Archery

Chapter 12 - Field Archery

Chapter 13 - Clout Archery



Know All About Theatre (Significant branch of performing arts)



Table of Contents

Chapter 1 - Introduction to Theatre

Chapter 2 - History of Theatre

Chapter 3 - Musical Theatre

Chapter 4 - Types of Theater

Chapter 5 - Broadway Theatre and West End Theatre



Know All About Veganism



Table of Contents

Chapter 1 - Veganism

Chapter 2 - Ethics of Eating Meat

Chapter 3 - Vegetarianism

Chapter 4 - Vegetarian Nutrition

Chapter 5 - Animal Rights

Chapter 6 - Environmental Vegetarianism

Chapter 7 - Veganarchism

Chapter 8 - Animal Liberation Movement



Table of Contents

Chapter 1 - Disability

Chapter 2 - How to Have an Amazing Life when You Have a Disability

Chapter 3 - How to Be a Confident, Independent Person with a Visual Impairment

Chapter 4 - How to Know and Exercise Your Rights as a Disabled Person

Chapter 5 - How to Live With Disabilities

Chapter 6 - How to Understand and Prevent Reading Failure and Dyslexia

Chapter 7 - How to Deal with the Stigma of Mental Illness

Chapter 8 - Hearing Impairment

Chapter 9 - Balance Disorder

Chapter 10 - Mental Disorder

Chapter 11 - Developmental Disability

Chapter 12 - Medical and Social Model of Disability

Chapter 13 - Assistive Technology



Table of Contents

Preface	VII
Chapter 1 Introduction to Mass Media	1
Chapter 2 Various Types of Mass Media	18
• Newspaper	18
• Magazine	35
• Film	38
• Music	54
• Social Media	92
Chapter 3 Mass Media and Society	123
• Influence of Mass Media	123
• Lifestyle Trends and Media	132
• Media System Dependency Theory	136
• Mediatization (Media)	142
• Research on The Effects of Violence in Mass Media	144
Chapter 4 Understanding Bias and Propaganda in Mass Media	153
• Propaganda	153
• Disinformation	166
• Media Bias	167
• Media Imperialism	179
Chapter 5 Regulations and Restrictions of Mass Media	183
• Media Regulation	183
• Internet Censorship	186
• Motion Picture Rating System	204
Chapter 6 Intellectual Properties and Rights in Mass Media	231
• Personality Rights	231
• Copyright	240
• Intellectual Property	254
Permissions	
Index	



Mind-Body Intervention Practices & Exercise-Based Therapies



Table of Contents

Chapter 1 - Aromatherapy

Chapter 2 - Art Therapy

Chapter 3 - Autosuggestion

Chapter 4 - Hatha Yoga

Chapter 5 - Hypnotherapy

Chapter 6 - Music Therapy

Chapter 7 - Rebirthing–Breathwork

Chapter 8 - Somatic Experiencing and Trager Approach

Chapter 9 - Vivation and Yoga

Chapter 10 - Aerobic Exercise and Aerobics

Chapter 11 - Bodybuilding

Chapter 12 - Martial Arts

Chapter 13 - Pilates

Chapter 14 - PNF Stretching

Chapter 15 - Qigong



Table of Contents

Introduction

Chapter 1 - Aromatherapy

Chapter 2 - Art Therapy

Chapter 3 - Autosuggestion

Chapter 4 - Hatha Yoga

Chapter 5 - Hypnotherapy

Chapter 6 - Music Therapy

Chapter 7 - Rebirthing-Breathwork

Chapter 8 - Somatic Experiencing and Trager Approach

Chapter 9 - Vivation and Yoga

Chapter 10 - Tai Chi Chuan

Chapter 11 - Self-Hypnosis

Chapter 12 - Meditation



Table of Contents

Chapter 1 - Nurse

Chapter 2 - How to Become a Registered Nurse

Chapter 3 - How to Become a Nurse Practitioner

Chapter 4 - How to Be a Nurse

Chapter 5 - How to Join the Nursing Profession

Chapter 6 - How to Become a School Nurse

Chapter 7 - How to Earn an Online Nursing Degree

Chapter 8 - Nursing

Chapter 9 - Nursing Assistant Skills

Chapter 10 - Nursing Process

Chapter 11 - How to Find the Right Doctor

Chapter 12 - How to Use a Stethoscope

Chapter 13 - How to Check Blood Pressure with a Sphygmomanometer

Chapter 14 - How to Give an Injection

Chapter 15 - How to Use a Thermometer

Chapter 16 - How to Read a Chest X-Ray

Chapter 17 - How to Get Rid of a Fever

Chapter 18 - How to Deal with Migraines



Table of Contents

Chapter 1 - Perfume

Chapter 2 - Fragrance Extraction

Chapter 3 - Eau de Cologne & Fragrance Wheel

Chapter 4 - History of Perfume

Chapter 5 - Sachet (Scented Bag)

Chapter 6 - Scented Water

Chapter 7 - Toilet Water

Chapter 8 - Perfumer & Fragrance lamp

Chapter 9 - Ittar

Chapter 10 - Incense

Chapter 11 - List of Perfumes

Chapter 12 - Aromatherapy



Personal Health Maintenance & Exercise-Based Therapy



Table of Contents

Chapter 1 - Self Care

Chapter 2 - Physical Exercise

Chapter 3 - Healthy Diet

Chapter 4 - Hygiene

Chapter 5 - Life Extension

Chapter 6 - Nootropic

Chapter 7 - Self-medication and Sleep Hygiene

Chapter 8 - Aerobic Exercise and Aerobics

Chapter 9 - Bodybuilding

Chapter 10 - Martial Arts

Chapter 11 - Pilates

Chapter 12 - PNF Stretching

Chapter 13 - Qigong



Table of Contents

Chapter 1 - Self Care

Chapter 2 - Physical Exercise

Chapter 3 - Healthy Diet

Chapter 4 - Hygiene

Chapter 5 - Life Extension

Chapter 6 - Nootropic

Chapter 7 - Self-medication and Sleep Hygiene

Chapter 8 - Nutrition

Chapter 9 - Smoking Cessation

Chapter 10 - Weight Loss



Table of Contents

Chapter 1 - Baseball

Chapter 2 - How to Play Baseball

Chapter 3 - How to Learn About Baseball

Chapter 4 - How to Hit a Baseball

Chapter 5 - How to Pitch a Baseball

Chapter 6 - How to Play Shortstop in Baseball

Chapter 7 - How to Throw a Curveball

Chapter 8 - How to Add Power to Baseball Swing

Chapter 9 - How to Break in a New Baseball Glove

Chapter 10 - Baseball Field

Chapter 11 - Baseball Bat and Ball



Playing Baseball and Basketball A Learning Manual



Table of Contents

Chapter 1 - Baseball

Chapter 2 - How to Play Baseball

Chapter 3 - How to Learn About Baseball

Chapter 4 - How to Hit a Baseball

Chapter 5 - How to Pitch a Baseball

Chapter 6 - How to Play Shortstop in Baseball

Chapter 7 - How to Throw a Curveball

Chapter 8 - How to Add Power to Baseball Swing

Chapter 9 - How to Break in a New Baseball Glove

Chapter 10 - Introduction to Basketball

Chapter 11 - How to Be a Good Basketball Player

Chapter 12 - How to Improve at Basketball

Chapter 13 - How to Dribble a Basketball

Chapter 14 - How to Do a Crossover in Basketball

Chapter 15 - How to Dunk

Chapter 16 - How to Drive to the Basket

Chapter 17 - How to Execute One on One Basketball Moves

Chapter 18 - How to Become a Better Offensive Basketball Player

Chapter 19 - How to Do a Basketball Workout



Table of Contents

Chapter 1 - Introduction to Basketball

Chapter 2 - How to Be a Good Basketball Player

Chapter 3 - How to Improve at Basketball

Chapter 4 - How to Dribble a Basketball

Chapter 5 - How to Do a Crossover in Basketball

Chapter 6 - How to Dunk

Chapter 7 - How to Drive to the Basket

Chapter 8 - How to Execute One on One Basketball Moves

Chapter 9 - How to Become a Better Offensive Basketball Player

Chapter 10 - How to Do a Basketball Workout

Chapter 11 - Basketball Position

Chapter 12 - Basketball Court



Table of Contents

Chapter 1 - Cue Sports

Chapter 2 - How to Play Snooker

Chapter 3 - How to Pot the Ball in Snooker

Chapter 4 - How to Do a 9 Ball Pool Trick

Chapter 5 - How to Perform Billiard Trick Shots

Chapter 6 - How to Rack a Pool Table

Chapter 7 - How to Get an Easy Pot in Snooker or Pool by Bouncing off the Cushion

Chapter 8 - How to Play 8 Ball Pool

Chapter 9 - Cue Stick

Chapter 10 - Billiard Ball

Chapter 11 - Billiard Table

Chapter 12 - Carom Billiards



Table of Contents

Chapter 1 - Introduction to Golf

Chapter 2 - How to Play Golf

Chapter 3 - How to Drive a Golf Ball

Chapter 4 - How to Add More Power to Golf Swing

Chapter 5 - How to Learn to Play Golf

Chapter 6 - How to Avoid Hooking the Ball in Golf

Chapter 7 - How to Re Grip Golf Clubs

Chapter 8 - How to Hit a Normal Pitch Shot

Chapter 9 - Professional Golf

Chapter 10 - Golf Course

Chapter 11 - Men's Major Golf Championships

Chapter 12 - Women's Major Championships



Playing Golf and Tennis: A Learning Manual



Table of Contents

Chapter 1 - Introduction to Golf
Chapter 2 - How to Play Golf
Chapter 3 - How to Drive a Golf Ball
Chapter 4 - How to Add More Power to Golf Swing
Chapter 5 - How to Learn to Play Golf
Chapter 6 - How to Avoid Hooking the Ball in Golf
Chapter 7 - How to Re Grip Golf Clubs
Chapter 8 - How to Hit a Normal Pitch Shot
Chapter 9 - Professional Golf
Chapter 10 - Golf Course
Chapter 11 - Tennis
Chapter 12 - How to Start Playing Tennis
Chapter 13 - How to Serve a Tennis Ball
Chapter 14 - How to Hit a Flat Serve in Tennis
Chapter 15 - How to Hit a Tennis Ball
Chapter 16 - How to Improve Your Tennis Game
Chapter 17 - How to Choose a Tennis Racquet
Chapter 18 - How to Play a Tennis Tiebreaker
Chapter 19 - Types of Tennis Match



Playing Golf and Tennis: A Learning Manual



Chapter 20 - Tennis Strategy

Chapter 21 - Tennis Games



Table of Contents

Chapter 1 - Introduction to Piano

Chapter 2 - How to Play the Piano

Chapter 3 - How to Learn Piano and Read Music With Fast keys

Chapter 4 - How to Choose Between Digital or Acoustic Piano

Chapter 5 - How to Play Jazz Piano

Chapter 6 - How to Tune a Piano

Chapter 7 - How to Buy a Piano

Chapter 8 - How to Improvise on the Piano

Chapter 9 - Electric Piano

Chapter 10 - Prepared Piano

Chapter 11 - Player Piano



Table of Contents

Chapter 1 - Rugby Union

Chapter 2 - How to Play Rugby

Chapter 3 - How to Dump Tackle in Rugby

Chapter 4 - How to Kick for Goal

Chapter 5 - How to Know Positions and Basics of Rugby

Chapter 6 - How to Make Big Hits on the Rugby Field

Chapter 7 - How to Play Hooker in Rugby

Chapter 8 - How to Condition for Rugby

Chapter 9 - Rugby League

Chapter 10 - Rugby Union Gameplay

Chapter 11 - Rugby Union Positions

Chapter 12 - Rugby League Playing Field

Chapter 13 - Women's Rugby Union



Playing Rugby and Soccer: A Learning Manual



Table of Contents

Chapter 1 - Rugby Union

Chapter 2 - How to Play Rugby

Chapter 3 - How to Dump Tackle in Rugby

Chapter 4 - How to Kick for Goal

Chapter 5 - How to Know Positions and Basics of Rugby

Chapter 6 - How to Make Big Hits on the Rugby Field

Chapter 7 - How to Play Hooker in Rugby

Chapter 8 - How to Condition for Rugby

Chapter 9 - Rugby League

Chapter 10 - Rugby Union Gameplay

Chapter 11 - Rugby Union Positions

Chapter 12 - Association Football

Chapter 13 - How to Play Soccer

Chapter 14 - How to Improve Game in Soccer

Chapter 15 - How to Be a Soccer Goalie

Chapter 16 - How to Do a Rainbow in Soccer

Chapter 17 - How to Dribble a Soccer Ball Past an Opponent

Chapter 18 - How to Balance a Soccer Ball on Foot

Chapter 19 - How to Do Toe Taps With a Soccer Ball



Playing Rugby and Soccer: A Learning Manual



Chapter 20 - How to Play Your Best Soccer Game

Chapter 21 - Goalkeeper (association football)



Table of Contents

Chapter 1 - Association Football

Chapter 2 - How to Play Soccer

Chapter 3 - How to Improve Game in Soccer

Chapter 4 - How to Be a Soccer Goalie

Chapter 5 - How to Do a Rainbow in Soccer

Chapter 6 - How to Dribble a Soccer Ball Past an Opponent

Chapter 7 - How to Balance a Soccer Ball on Foot

Chapter 8 - How to Do Toe Taps With a Soccer Ball

Chapter 9 - How to Play Your Best Soccer Game

Chapter 10 - Goalkeeper (association football)

Chapter 11 - Association Football Positions

Chapter 12 - Association Football Tactics and Skills

Chapter 13 - Kit (association football)



Table of Contents

Chapter 1 - Tennis

Chapter 2 - How to Start Playing Tennis

Chapter 3 - How to Serve a Tennis Ball

Chapter 4 - How to Hit a Flat Serve in Tennis

Chapter 5 - How to Hit a Tennis Ball

Chapter 6 - How to Improve Your Tennis Game

Chapter 7 - How to Choose a Tennis Racquet

Chapter 8 - How to Play a Tennis Tiebreaker

Chapter 9 - Types of Tennis Match

Chapter 10 - Tennis Strategy

Chapter 11 - Tennis Games

Chapter 12 - Tennis Court

Chapter 13 - The Championships, Wimbledon



Poor Health Indicators



Table of Contents

Chapter 1 - Illness

Chapter 2 - Disease

Chapter 3 - Trauma

Chapter 4 - Weakness

Chapter 5 - Mental Disorder

Chapter 6 - Disability

Chapter 7 - Balance Disorder



Table of Contents

Chapter 1 - Introduction to Printmaking

Chapter 2 - Woodcut

Chapter 3 - Engraving

Chapter 4 - Etching

Chapter 5 - Mezzotint, Aquatint and Drypoint

Chapter 6 - East Asian Calligraphy

Chapter 7 - South Asian Calligraphy

Chapter 8 - Islamic and Persian Calligraphy



Table of Contents

Introduction

Chapter 1 - Alpaca Fiber

Chapter 2 - Blocking (Textile Arts)

Chapter 3 - Batik

Chapter 4 - Fiber Art

Chapter 5 - Finishing (Textiles)

Chapter 6 - Ikat

Chapter 7 - Argyle (Pattern) & Houndstooth

Chapter 8 - Paisley (Design) & Toile

Chapter 9 - Tartan

Chapter 10 - Cornish Kilts and Tartans & Border Tartan

Chapter 11 - Regional Tartans of Canada

Chapter 12 - Different Textile Patterns



Table of Contents

Introduction

Chapter 1 - Alpaca Fiber

Chapter 2 - Blocking (Textile Arts)

Chapter 3 - Batik

Chapter 4 - Fiber Art

Chapter 5 - Finishing (Textiles)

Chapter 6 - Ikat

Chapter 7 - Embroidery

Chapter 8 - Knitting

Chapter 9 - Tapestry

Chapter 10 - Quilting

Chapter 11 - Yarn

Chapter 12 - Patchwork



Tools & Equipments for Fire Fighting & Protection



Table of Contents

Chapter 1 - Hard Suction Hose

Chapter 2 - Smoke Detector and Heat Detector

Chapter 3 - Self-contained Breathing Apparatus

Chapter 4 - Fire Protective Clothing

Chapter 5 - Fire Apparatus

Chapter 6 - Important Equipments of Fire Fighting



Table of Contents

Chapter 1 - Travel Agency

Chapter 2 - How to Choose a Travel Agent

Chapter 3 - How to Travel around the World

Chapter 4 - How to Buy Cheap Airline Tickets

Chapter 5 - How to Make Travel Portal

Chapter 6 - How to Plan a Trip

Chapter 7 - How to Plan a Group Trip Abroad

Chapter 8 - Tourism

Chapter 9 - World Tourism Organization

Chapter 10 - Medical Tourism

Chapter 11 - World Tourism Rankings



Vocational Education and Training



Table of Contents

Preface	VII
Chapter 1 Introduction to Vocational Education	1
i. Vocational Education	1
ii. Tertiary Education	14
iii. Industry-oriented Education	15
Chapter 2 Various Studies in Vocational Education	17
i. Apprenticeship	17
ii. Apprentices Mobility	37
iii. Medical Education	45
iv. Continuing Education	49
v. Agricultural Education	51
vii. Environmental Education	89
viii. Corporate Education	96
Chapter 3 Learning Style and Methods in Vocational Education	98
i. Learning	98
ii. Connected Learning	111
iii. Open-source Learning	113
iv. Visual Learning	116
v. Learning by Teaching	121
vi. Auditory Learning	128
Chapter 4 Essential Aspects of Vocational Education	134
i. Training	134
ii. Retraining	138
iii. Dual Education System	140
iv. Vocational Qualification Transfer System	143
v. Cooperative Education	146
vi. Virtual Learning Environment	155
vii. Educational Technology	160
viii. Distance Education	189
Chapter 5 Vocational Education in Various Occupations	204
i. Tradesman	204
ii. Technician	213
iii. Artisan	214
iv. Technical Trainer	216



Vocational Education and Training



Chapter 6 **Institutions for Vocational Education**

i. Vocational School	218
ii. Types of Vocational School	224
iii. Drama School	228
iv. Laboratory School	230
v. Vocational University	231
vi. Community College	236
vii. Finishing School	241

Permissions

Index



Wildfire & Firefighting



Table of Contents

Chapter 1 - Wildfire

Chapter 2 - Wildfire Suppression

Chapter 3 - Fire Retardant and Firefighting

Chapter 4 - Firefighter

Chapter 5 - History of Wildfire Suppression

Chapter 6 - Wildfire Suppression Equipment and Personnel

Glossary of Wildfire Terms



Yoga and Meditation: Alternative Medicine



Table of Contents

Preface	VII
Chapter 1 Introduction to Yoga	1
• Yoga	1
• Yoga as Exercise or Alternative Medicine	25
Chapter 2 Types and Styles of Yoga	30
• Hatha Yoga	30
• Ashtanga Vinyasa Yoga	34
• Rāja Yoga	40
• Pranayama	43
• Karma Yoga	47
• Bhakti Yoga	51
• Jnana Yoga	52
• Surya Namaskara	55
Chapter 3 Concepts of Yoga	58
• Santosha	58
• Shaucha	61
• Svādhyāya	63
• Kundalini	66
• Prana	74
Chapter 4 Yoga: Practices and Techniques	78
• Anuyoga	78
• Mahayoga	81
• Sahaja Yoga	85
• Asana	89
• Mudra	94
• Kriyā	103
• Yamas	106
• Niyama	108
• Pratyahara	114
Chapter 5 Human Body in Yoga	118
• Yoga Physiology	118
• Three Bodies Doctrine (Vedanta)	121
• Kosha	124
• Chakra	126
• Nadi	137
Chapter 6 Meditation and Alternative Medicine	141
• Meditation	141
• Alternative Medicine	161



Yoga and Meditation: Alternative Medicine



Chapter 7	Meditation in Different Religion	192
	• Dhyana in Hinduism	192
	• Buddhist Meditation	201
	• Dhyāna in Buddhism	210
	• Vipassanā	220
	• Jain Meditation	225
	• Naam Japo	233
	• Samadhi	233
	• Daoist Meditation	242
	• Muraqaba	256
	• Jewish Meditation	260
	• Christian Meditation	269
	• Transcendental Meditation	278
Chapter 8	An Overview of Meditative Techniques	283
	• Chant	283
	• Trātaka	284
	• Transcendental Meditation Technique	285
	• Dhāranā	298
	• Relaxation Technique	299
	• Guided Meditation	301
	• Brainwave Entrainment	302
	• Biofeedback	306
Chapter 9	Scientific Research in Meditation	330
	• Research on Meditation	330
	• Brain Activity and Meditation	341

Permissions

Index