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KEYBOARDING AND DOCUMENT PROCESSING: Assignment (Week 4)

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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Used by sites as varied as Twitter, GitHub, Disney, and Airbnb, Ruby on Rails is one of the most popular frameworks for developing web applications, but it can be challenging to learn and use. Whether you ' re new to web development or new only to Rails, Ruby on Rails™ Tutorial, Fourth Edition, is the solution. Best-selling author and leading Rails developer Michael Hartl teaches Rails by guiding you through the development of three example applications of increasing sophistication. The tutorial ' s examples focus on the general principles of web development needed for virtually any kind of website. The updates to this edition include full compatibility with Rails 5, a division of the largest chapters into more manageable units, and a huge number of new exercises interspersed in each chapter for maximum reinforcement of the material. This indispensable guide provides integrated tutorials not only for Rails, but also for the essential Ruby, HTML, CSS, and SQL skills you need when developing web applications. Hartl explains how each new technique solves a real-world problem, and then he demonstrates it with bite-sized code that ' s simple enough to understand, yet novel enough to be useful. Whatever your previous web development experience, this book will guide you to true Rails mastery. This book will help you Install and set up your Rails development environment, including pre-installed integrated development environment (IDE) in the cloud Go beyond generated code to truly understand how to build Rails applications from scratch Learn testing and test-driven development (TDD) Effectively use the Model-View-Controller (MVC) pattern Structure applications using the REST architecture Build static pages and transform them into dynamic ones Master the Ruby programming skills all Rails developers need Create high-quality site layouts and data models Implement registration and authentication systems, including validation and secure passwords Update, display, and delete users Upload images in production using a cloud storage service Implement account activation and password reset, including sending email with Rails Add social features and microblogging, including an introduction to Ajax Record version changes with Git and create a secure remote repository at Bitbucket Deploy your applications early and often with Heroku

A bold challenge to our obsession with efficiency—and a new understanding of how to benefit from the powerful potential of serendipity. Algorithms, multitasking, the sharing economy, life hacks: our culture can't get enough of efficiency. One of the great promises of the Internet and big data revolutions is the idea that we can improve the processes and routines of our work and personal lives to get more done in less time than we ever have before. There is no doubt that we're performing at higher levels and moving at unprecedented speed, but what if we're headed in the wrong direction? Melding the long-term history of technology with the latest headlines and findings of computer science and social science, The Efficiency Paradox questions our ingrained assumptions about efficiency, persuasively showing how relying on the algorithms of digital platforms can in fact lead to wasted efforts, missed opportunities, and, above all, an inability to break out of established patterns. Edward Tenner offers a smarter way of thinking about efficiency, revealing what we and our institutions, when equipped with an astute combination of artificial intelligence and trained intuition, can learn from the random and unexpected.

A textbook introducing computer keyboard typing skills with drills and exercises.

Every day, billions of photographs, news stories, songs, X-rays, TV shows, phone calls, and emails are being scattered around the world as sequences of zeroes and ones: bits. We can't escape this explosion of digital information and few of us want to-the benefits are too seductive. The technology has enabled unprecedented innovation, collaboration, entertainment, and democratic participation. But the same engineering marvels are shattering centuries-old assumptions about privacy, identity, free expression, and personal control as more and more details of our lives are captured as digital data. Can you control who sees all that personal information about you? Can email be truly confidential, when nothing seems to be private? Shouldn't the Internet be censored the way radio and TV are? is it really a federal crime to download music? When you use Google or Yahoo! to search for something, how do they decide which sites to show you? Do you still have free speech in the digital world? Do you have a voice in shaping government or corporate policies about any of this? Blown to Bits offers provocative answers to these questions and tells intriguing real-life stories. This book is a wake-up call To The human consequences of the digital explosion.

David Crystal's classic English as a Global Language considers the history, present status and future of the English language, focusing on its role as the leading international language. English has been deemed the most 'successful' language ever, with 1500 million speakers internationally, presenting a difficult task to those who wish to investigate it in its entirety. However, Crystal explores the subject in a measured but engaging way, always backing up observations with facts and figures. Written in a detailed and fascinating manner, this is a book written by an expert both for specialists in the subject and for general readers interested in the English language.

Does a longer life mean a healthier life? The number of adults over 65 in the United States is growing, but many may not be aware that they are at greater risk from foodborne diseases and their nutritional needs change as they age. The IOM's Food Forum held a workshop October 29-30, 2009, to discuss food safety and nutrition concerns for older adults.

Groundbreaking new research shows that by grabbing hold of the three-step "loop" all habits form in our brains--cue, routine, reward--we can change them, giving us the power to take control over our lives. "We are what we repeatedly do," said Aristotle. "Excellence, then, is not an act, but a habit." On the most basic level, a habit is a simple neurological loop: there is a cue (my mouth feels gross), a routine (hello, Crest), and a reward (ahhh, minty fresh). Understanding this loop is the key to exercising regularly or becoming more productive at work or tapping into reserves of creativity. Marketers, too, are learning how to exploit these loops to boost sales; CEOs and coaches are using them to change how employees work and athletes compete. As this book shows, tweaking even one habit, as long as it's the right one, can have staggering effects. In The Power of Habit, award-winning New York Times business reporter Charles Duhigg takes readers inside labs where brain scans record habits as they flourish and die; classrooms in which students learn to boost their willpower; and boardrooms where executives dream up products that tug on our deepest habitual urges. Full of compelling narratives that will appeal to fans of Michael Lewis, Jonah Lehrer, and Chip and Dan Heath, The Power of Habit contains an exhilarating argument: our most basic actions are not the product of well-considered decision making, but of habits we often do not realize exist. By harnessing this new science, we can transform our lives.

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