

## LinkedIn In 30 Minutes 2nd Edition How To Create A Rock Solid LinkedIn Profile And Build Connections That Matter

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Part of the "In 30 Minutes" guide series for newcomers to the digital revolution, and now in an updated second edition, LinkedIn in 30 Minutes is a user-friendly guide to the career-focused social media network LinkedIn. Readers will swiftly learn how to build a solid profile, and start networking online.

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If you're serious about taking your career to the next level, you need to be on LinkedIn®. In LinkedIn In 30 Minutes (2nd Edition), author Angela Rose will show you how to make a rock-solid LinkedIn profile and expand your network. Whether you want to find a new job on LinkedIn or advance your career, this guide can be the blueprint for a supercharged LinkedIn strategy.

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In the award-winning LinkedIn In 30 Minutes (2nd Edition), author Angela Rose will show you how to make a rock-solid LinkedIn profile and expand your network. Whether you want to find a new job on LinkedIn or advance your career, this guide can be the blueprint for a supercharged LinkedIn strategy. Topics. LinkedIn registration and basic profile setup

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This top-selling LinkedIn Book can boost your profile and career prospects! Do you need a career boost? LinkedIn In 30 Minutes is packed with step-by-step instructions, screenshots, examples, and explanations. This LinkedIn book provides the know-how to build a rock-solid LinkedIn profile and network.

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Many times you people have seen this on LinkedIn that whenever you open your connections, you find 1st, 2nd or 3rd written. Do you know what does that mean and how does LinkedIn does the calculation?

What are 1st, 2nd and 3rd connections in LinkedIn

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Meet Angela Rose, author of LinkedIn In 30 Minutes (2nd Edition) Angela penned her first novel at the age of 11—an epic 10-page adventure involving several princesses, Yoda and He-Man ' s arch nemesis, Skeletor. All six copies—meticulously inked on wide-ruled notebook paper—received critical acclaim, though to be fair, her grandmother thought it could use more character development.

About Angela Rose, Author of LinkedIn In 30 Minutes (2nd ...

Think of it like getting dressed: You wouldn ' t leave the house without your clothing and shoes, would you? Nor should you start your LinkedIn journey with a naked profile: This excerpt about how to register for LinkedIn is from LinkedIn In 30 Minutes, 2nd Edition, by Angela Rose. Learn more about the book or purchase a copy here.

Register for LinkedIn: How to get started (with screenshots)

500 million+ members | Manage your professional identity. Build and engage with your professional network. Access knowledge, insights and opportunities.

LinkedIn - Official Site

In four minutes, learn how to use filters to find people in your LinkedIn network, as well as 2nd degree LinkedIn connections, using partial names, companies, and locations. Narrated by the publisher of In 30 Minutes guides, including LinkedIn In 30 Minutes.

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How to use LinkedIn to research companies

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Updated in 2017 for the new LinkedIn interface! If you're serious about taking your career to the next level, you need to be on LinkedIn. In LinkedIn In 30 Minutes (2nd Edition), author Angela Rose will show you how to make a rock-solid LinkedIn profile and expand your network. Whether you want to find a new job on LinkedIn or advance your career, this guide can be the blueprint for a supercharged LinkedIn strategy. This LinkedIn book includes sections on: \* LinkedIn registration and basic profile setup \* Nine critical LinkedIn profile elements \* Six additional LinkedIn profile elements you should include \* Why keywords are so important for your LinkedIn profile \* How to improve a basic profile \* Real-world examples of successful LinkedIn profiles \* How to address unemployment on LinkedIn \* How to connect with other people on LinkedIn \* Crafting personalized LinkedIn invitations \* Connecting with strangers on LinkedIn \* Other ways to get noticed on LinkedIn \* Best practices for using LinkedIn ' s search engine \* Participation strategies for LinkedIn Groups \* Five ways to find a job on LinkedIn \* InMail and other paid LinkedIn services \* How to turn off LinkedIn notifications The revised edition of LinkedIn In 30 Minutes is for people who are new to LinkedIn, as well as those who have created basic profiles and now want to take their LinkedIn efforts to the next level. While LinkedIn In 30 Minutes is not a comprehensive guide, it provides a solid foundation of LinkedIn registration basics, critical profile elements, and networking best practices that can help you land a new job or advance your career. The LinkedIn tutorial is easy to approach -- it's filled with step-by-step instructions written in plain English and a touch of humor. There are lots of screenshots and LinkedIn best practices that you can use to turn an uninspiring profile into a winner! This book is a Foreword INDIES Finalist. Foreword Reviews highlights some of the best titles produced from the independent publishing community. About the series: Since 2012, In 30 Minutes® guides have helped people all over the world understand complex topics, including technology, medicine, and personal finance. For more information, visit in30minutes.com.

If you're serious about taking your career to the next level, you need to be on LinkedIn. In "LinkedIn In 30 Minutes", author Melanie Pinola will show you how to make a rock-solid LinkedIn profile and expand your network. Whether you want to find a new job or advance your career, this quick guide can be the blueprint for a supercharged LinkedIn strategy. "LinkedIn In 30 Minutes" includes sections on registration and basic profile setup, how to pick the best keywords, networking tactics, job hunting and LinkedIn's hidden job market, and how to address unemployment, résumé gaps, or a career change. The guide is written in an easy, down-to-earth style, with lots of screenshots and step-by-step instructions. A companion website contains videos and other resources for people who want to get the most out of LinkedIn.

(Updated with new information and a new look) Five years from now, what are you going to do when a major expense pops up? In ten years, will you still be renting an apartment? Thirty years from now, will you have enough money for retirement? Planning your current finances is hard enough, but looking ahead to the future can be downright frightening! PERSONAL FINANCE FOR BEGINNERS IN 30 MINUTES, VOL. 2, is here to help. In 30 short minutes, you'll get a quick but solid lesson on planning your financial future. Using plain English and lots of examples, the book explains: \* How to fund a special savings account for emergencies and other unexpected costs \* Compound interest and how it can help you save more \* Tips for buying a home \* Mortgage basics, from ARMs to points \* IRA and 401(k) retirement accounts \* How to fund retirement accounts, with examples \* The pros and cons of mutual funds \* Low-risk mutual funds for your retirement portfolio \* Disability and life insurance basics \* Four types of legal documents you should prepare now If you've been delaying planning your future finances, now is the time to get started on the practical steps that can put real money in your pocket when you need it most. Years from now, you'll thank yourself for taking some of the practical steps described in this guide. But it now!

Do you want to learn how to use Microsoft Excel, for a career boost or to better handle numbers, lists, and other data? The revised and expanded second edition of Excel Basics In 30 Minutes will quickly get you up to speed with basic spreadsheet concepts, tips, and tricks! Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions, screenshots, and examples that demonstrate exactly what to do. Instructions apply to recent versions of Excel, including Excel 2013, Excel for Office 365, and Excel Online. For users who don't own Excel, the guide explains how to use a free online spreadsheets program called Google Sheets.

Updated in 2018! The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: • Write letters and reports • Crunch numbers and create online data entry forms • Give presentations • Collaborate online with classmates and colleagues • Convert Microsoft Office documents to Google formats, and vice versa • Print documents, drawings, and spreadsheets • Export PDFs • Make pie charts, bar charts, and simple tables • Publish documents and spreadsheets online using the new Google Sites After covering registration, file creation and other basics, Google Drive and Docs In 30 Minutes (2nd Edition) zeroes in on the most important time-saving tips and productivity tools. Highlights include: • Converting files between Microsoft Office and Google formats. • Best practices for organizing files in Google Drive. • What to expect with collaboration and sharing. • The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides. • Accessing older versions of files. • How to publish your documents to the Web for colleagues or members of the public to view. • Functions, sorting and filtering in Google Sheets (with examples). • Using Google Forms to gather data. • Google Slides: Is it a suitable alternative to Microsoft PowerPoint? • Working with offline files. • Downloading third-party apps. The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. Google Drive and Docs In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes. Here's what readers are saying about Google Drive & Docs In 30 Minutes: " I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it. " " I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled "Docs for dummies" and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly " " A clear and concise explanation of how to navigate your way through google docs. " " Excellent introduction to Google drive. Well researched, easy to read, nicely organized. "

Do you have 30 minutes to spare? It's all of the time you'll need to get up to speed with Windows 8, the new Microsoft operating system designed for PCs and touch-screen tablets! Using step-by-step instructions, lots of screenshots, and a touch of humor, Windows expert Tim Fisher will cover Windows 8 personalization, app installation, email configuration, and more. He'll also walk you through dozens of important apps to download from the Windows Store, ranging from games to Microsoft Office! Other sections in Windows 8 Basics In 30 Minutes include: Changing the tiles on your Start Screen Setting up live tiles Security options How to use the Charms Bar Configuring Gmail, Outlook, and other email accounts Adding and removing apps Setting up notifications Windows 8 and Wi-Fi How to make Windows 8 look like Windows 7 Printers and Windows 8 Windows 8 keyboard shortcuts Upgrading to Windows 8.1 Windows 8 Basics In 30 Minutes is intended for people coming from the world of Windows 7, Vista, and XP, as well as users who are new to Windows. It applies to Windows 8 PCs as well as Windows 8 tablets made by Acer, Asus, Lenovo, Sony, Samsung, and Toshiba.

Introduction: Meet Frank, Jordan, and Stephanie How can it be that three coworkers who have the same salaries have vastly different financial profiles? Learn how Frank has allowed a common daily expense to ruin his finances, while Jordan is forced to take on a second job to support her spending. However, Stephanie manages to avoid these problems, and is now saving money for retirement using her employer's 401(k) plan. We'll visit these three colleagues in later chapters, to see how they deal with specific personal finance issues. Chapter 1: Taking Stock of your Life & Finances This chapter provides a simple framework for identifying priorities, assets, and obligations (such as taxes and other fixed expenses) as well as items in your budget that can be reduced. Chapter 2: Reducing Flexible Expenses We'll examine Frank and Jordan's problem spending, from lunchtime excursions to luxuries. Stephanie has an interesting money-saving approach that saves her thousands, which we'll discuss here. Discover some simple ways to alter your daily habits and reward yourself for spending less! Chapter 3: Reducing Fixed Expenses In this chapter, we're going to take a look at the fixed expenses that almost everyone has to deal with — car payments, mortgages, telecommunication costs, home energy costs, and more — and list some practical ways in which these expenses can be reduced. Jordan's credit card debt is also explored in detail, with an eye toward paying down high-interest cards that can cause the most long-term pain. Chapter 4: Managing Your Accounts & Data The final chapter of this guide deals with how to better organize bills, financial data, and other records. There are important reasons to have established systems for organizing paper and electronic records. We'll take a look at some great tools that make organizing and tracking much easier.

Buying a house, condo, or multifamily property? Let housing expert Jim Morrison explain the processes and best practices for hiring a real estate team, getting financing, evaluating properties, and closing the deal! There are tips for how to handle bidding wars and negotiations, and advice about red flags to watch out for when touring homes. This quick guide uses plain-English explanations and lots of examples from the author's decades of experience as a home inspector and journalist covering the housing industry.

Neal Schaffer helped revolutionize the way professionals utilize LinkedIn with his award-winning book *Windmill Networking: Understanding, Leveraging & Maximizing LinkedIn*. He now does the same to enlighten companies how to develop business on LinkedIn with *Maximizing LinkedIn for Sales and Social Media Marketing*. Thought LinkedIn was just for job seekers? Think again. LinkedIn is the most important destination for your sales and social media marketing efforts if your company is selling products and services to other businesses. When looking at LinkedIn's extensive functionality from a sales and marketing perspective as presented in this book, you'll soon understand how you can create new business from your LinkedIn activities. After reading this book you'll learn how to master the LinkedIn platform to develop business, including how to create a sales-oriented profile and connections policy to attract more leads, become an industry thought leader by establishing your own community within the lucrative LinkedIn demographic, set up your LinkedIn Companies Page to improve your reputation--and drive more traffic to your website, and optimize your LinkedIn presence as part of your social media optimization efforts. This practical guide, supplemented by more than 15 case studies, will teach you and your employees everything you need to know on how to successfully develop leads and business on LinkedIn.

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