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Teaching you the fundamental skills required in order to get the most from your computer, this guide includes illustrated steps with simple instructions, building skills and confidence along the way.

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Guides beginning users through basic PC operations in Microsoft Windows, demonstrating how to print letters, manage finances, shop online, send and receive e-mail, and customize the desktop.

The fifth edition of The Complete Idiot's Guide to Computer Basics places the reader in charge of the computer, rather than the other way round, and places the focus on software troubleshooting rather than hardware techno-babble. The reader wants to do something practical with his or her computer - this book shows them how. It covers basic office programs and how to manage photo, video and music files. It offers advice on safe web-surfing, including coverage of newsgroups, message boards and mailing lists. There are new green computing initiatives that help protect the environment. It includes maintenance and upgrading information.

Updated to incorporate the information on the latest advances in computer technology, this introductory handbook guides beginning users through basic PC operations, with coverage of the fundamentals of software programs, graphics and media files, green computing initiatives, newsgroups, message boards, mailing lists, networking, and other key topics. Original.

A guide to features and functions of a laptop or desktop PC provides information on how to install and configure hardware and software, use Windows Vista, manage files, access the Internet, create a home network, and ensure personal security.

This visual quick reference book gives you a basic grounding in the way computers work, introduces the Windows Vista operating system and demonstrates how to use common applications - a complete reference for the beginner user.

Configure, run, and troubleshoot Windows Vista Home Premium or Windows Vista Home Basic with the detailed coverage you ' ll find in this comprehensive guide. With a task-based approach and clear instructions, this book helps you become an advanced user of Windows Vista—even if you ' re just starting out. From administering your computer and surfing the Web securely to advanced maneuvers such as creating your own movies and burning DVDs, you ' ll find what you need to master the powerful features of Windows Vista.

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