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# Easy Computer Basics Windows Vista Edition

**Harry L. Phillips**



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Works 2 Part 2 Setting Up and Using a Desktop PC 14 Part 3 Setting Up and Using a Notebook PC 28 Part 4 Using Microsoft Windows Vista 38 Part 5 Working with Files and Folders 62 Part 6 Using Microsoft Word 78 Part 7 Connecting to the Internet 96 Part 8 Setting Up a Wireless Home Network 132 Part 9 Playing Music and Movies 150 Part 10 Working with Digital Photos 168 Part 11 Adding New Devices to Your System 190 Part 12 Protecting Your Computer 200 Part 13 Taking Care of Your Computer 214 Glossary 228     Easy Computer Basics, Windows Vista Edition Michael Miller, 2008-04-30 See it done Do it yourself It's that Easy Easy Computer Basics Windows Vista Edition teaches you the fundamentals to help you get the most from your computer hardware and software Fully illustrated steps with simple instructions guide you through each task building the skills you need to do what you want to do No need to feel intimidated we'll hold your hand every step of the way Learn how to Set up and configure your new computer system Upgrade your computer with new hardware and software Use Windows Vista and personalize it just for you Connect to the Internet for web surfing email and instant messaging Manage and edit digital photos with Windows Photo Gallery Play copy and burn your own music CDs and download music from the Internet to play on your iPod Protect your family and your computer from viruses spam and spyware Set up a wireless home network and share your Internet connection with multiple computers Easy steps guide you through each task Items you select or click are shown in bold Each step is fully illustrated Category Computers Covers General Computing User Level Beginning Introduction 1 Part 1 Understanding How Your Computer Works 2 Part 2 Setting Up and Using a Desktop PC 14 Part 3 Setting Up and Using a Notebook PC 28 Part 4 Using Microsoft Windows Vista 38 Part 5 Working with Files and Folders 62 Part 6 Using Microsoft Word 78 Part 7 Connecting to the Internet 96 Part 8 Setting Up a Wireless Home Network 132 Part 9 Playing Music and Movies 150 Part 10 Working with Digital Photos 168 Part 11 Adding New Devices to Your System 190 Part 12 Protecting Your Computer 200 Part 13 Taking Care of Your Computer 214 Glossary 228     **Teach Yourself - Basic Computer Skills Windows Vista Edition** Moira Stephen, 2008-03-28 Perfect for any new computer user who wants to get up and running quickly and simply With step by step instructions and minimal jargon this book will ensure that you quickly gain a clear understanding of all the key applications on your computer Back cover     *MCTS Windows Vista Client Configuration Passport (Exam 70-620)* Brian Culp, 2007-09-27 From the 1 Name in Professional Certification Get on the fast track to becoming a Microsoft Certified Technology Specialist with this affordable portable study tool Inside Microsoft Certified Trainer Brian Culp will guide you on your career path providing expert tips and sound advice along the way With an intensive focus on only what you need to know to pass MCTS Exam 70 620 this certification passport is your ticket to success on exam day Featuring Itineraries List of official exam objectives covered ETAs Amount of time needed to complete each lesson Travel Advisories Expert advice on critical topics Local Lingo Concise definitions of key terms and concepts Travel Assistance Recommended resources for more information Exam Tips Common exam pitfalls and solutions Checkpoints End of chapter questions answers and explanations Career Flight Path Career options mapped out to maximize

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