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Introduction I Getting Started 1 Understanding Desktop PCs 2 Understanding Notebook PCs 3 Setting Up Your New Computer System II Using Windows 4 Getting to Know Windows Vista 5 Using Windows XP on Older Computers 6 Personalizing Windows 7 Working with Files Folders and Disks III Upgrading and Maintaining Your System 8 Adding New Hardware and Devices to Your System 9 Setting Up a Home Network 10 Performing Routine Maintenance 11 Dealing with

Common Problems 12 Protecting Your PC from Viruses Spam and Other Online IV Using Computer Software 13 Installing New Software 14 The Suite Spot Working with Microsoft Works and Microsoft 15 Letters Memos and More Working with Microsoft Word 16 Crunching Numbers Working with Microsoft Excel 17 Presenting Yourself Working with Microsoft PowerPoint 18 Banking and Beyond Work **Computer Basics Absolute Beginner's Guide, Windows 10 Edition** Michael Miller, 2015-06-27 Make the most of your new Windows 10 notebook desktop computer or tablet without becoming a technical expert This book is the fastest way to get comfortable get productive get online get started with social networking make more connections and have more fun Even if you've never used a Windows computer before this book shows you how to do what you want one incredibly clear and easy step at a time Computer basics have never ever been this simple Who knew how simple using computers could be This is today's best beginner's guide to using your computer or tablet with the new Windows 10 operating system simple practical instructions for doing everything you really want to do Here's a small sample of what you'll learn Set up Windows 10 and get online fast Use the new Windows 10 Modern interface Get started with social networking on Facebook Twitter Pinterest and LinkedIn Use Windows 10's built-in apps and find great new apps in the Windows Store Connect printers and external storage and set up automatic file backup Create a home network in just minutes Go online to shop sell your stuff manage your money and do research Get your office work done fast Organize view and share photos Play music using Windows 10 iTunes or streaming music services Watch TV shows and movies online Protect yourself against viruses spyware and spam Keep your system running reliably at top speed The British National Bibliography Arthur James Wells, 2009 *The Absolute Beginner's Guide to Computer Basics* Michael Miller, 2003 Absolute Beginner's Guide to Computer Basics is written to be an all-in-one solution to help users get up and running on their computer and learn all the software applications that come pre-loaded on their systems This book is a cost-effective alternative for the user who does not want to purchase several books because it covers hardware software peripherals the Internet and troubleshooting all in one resource It's completely updated for 2003 and includes coverage of Windows XP The book assumes no prior knowledge and is perfect for those who've just taken their first computer out of the box At only 18.95 it's priced well below the competition to give the reader a great value **Using Blogger** Michael Miller, 2010-05-11 More than just a book Get comfortable with the latest version of Blogger Don't just read about it see it hear it with step-by-step video tutorials and valuable audio sidebars Way more than just a book this is all the help you'll ever need where you want when you want Learn Fast Learn Easy Using web video and audio Show Me video walks through tasks you've just got to see Tell Me More audio delivers practical insights straight from the experts Let Me Try It tasks break down the complex into easy-to-follow step-by-step sequences Michael Miller has written more than 100 nonfiction how-to books over the past 20 years including Que's Googlepedia The Ultimate Google Resource Absolute Beginner's Guide to Computer Basics and The Ultimate Web Marketing Guide He has written several other books in Que's Using series including Using Google AdWords and

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