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designed to be an all in one solution this book helps users to get up and
running on their computers and learn the pre loaded software applications

this third edition has been revised and updated to include coverage of new pc hardware and software

describes the basics of microcomputers covering such topics as windows vista macintosh os x software networking multimedia the internet wireless computing and computer security

get started in computing is perfect for any new computer user who wants to get up and running quickly and simply if you are a beginner it is a cost effective alternative to buying an expensive manual for each application though written for the general user you will also find the level and content relevant if you are following mous certification sqa modules and bcs level 1 2 application courses with step by step instructions minimal jargon and detailed explanations of all the technical terms this book will give you the confidence to move forward and expand your knowledge updated for windows 7 the book covers all the basics helping you to find ways of using your computer to suit you also included health and safety laws and guidelines affecting the use of it creating and maintaining a safe workstation environment ms office interface ribbon tabs groups mso button and menu quick access toolbar advantages and disadvantages of different email systems netiquette hidden dangers unsolicited email virus dangers not got much time one and five minute introductions to key principles to get you started author insights lots of instant help with common problems and quick tips for success based on the author s many years of experience test yourself tests in the book and online to keep track of your progress extend your knowledge extra online articles at teachyourself.com to give you a richer understanding of the basics of computing five things to remember quick refreshers to help you remember the key facts try this innovative exercises illustrate what you ve learnt and how to use it

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learned to use one myself not knowing a megabyte from a mosquito bite i needed help between your book and a little help from my family i have opened a whole new and exciting world donato de pinto sugarland tx

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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

designed to serve educators others interested in the development of instructional materials for microcomputers presents principles strategies for computer lesson design describes architecture characteristics limitations of classroom micros

become your own it person if you can't bear another frustrating and expensive three hour phone session with a technical support rep teach yourself home pc maintenance and networking is for you timed to coincide with the release of vista the new microsoft operating system the book equips you with the knowledge and skills needed to perform most upgrade and maintenance tasks for both windows xp and vista armed with nothing more than a screwdriver and standard software tools

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guide to computer basics to help learners get a leg up in today s computer literate job market

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