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IP1FTC - TRISTIAN HILLARY

This guide is for those who don't want to wait for six months until the cable company can install an internet connection. Cable Internet has exploded on the consumer market. This guide shows users just how to install their own hardware and configure Windows.

Fix your own computer—without becoming a technical expert! This book is the fastest way to save money on computer repairs, avoid unnecessary frustration, and keep using perfectly good equipment instead of throwing it away! Even if you're completely non-technical, you'll learn how to get the job done, one incredibly clear and easy step at a time. Computer repair and maintenance has never, ever been this simple! *¿* Who knew how simple fixing your computer could be? *¿* This is the easiest, most practical beginner's guide to fixing your own computer... simple, reliable instructions and crystal-clear pictures that show you exactly how to do it yourself! Here's a small sample of what you'll learn: *•¿¿* Maintain your computer so it's less likely to break in the first place *•¿¿* Perform simple "ounce of prevention" tasks now, so it's easier to fix problems later *•¿¿* Learn simple troubleshooting techniques for figuring out what's wrong *•¿¿* Find the right tools (you might already have them!) *•¿¿* Buy the right parts without spending more than you have to *•¿¿* Fix aggravating Windows startup problems *•¿¿* Smoothly recover from PC crashes *•¿¿* Perform basic hardware repairs or upgrades at home, often in minutes *•¿¿* Install a new hard disk, CD/DVD drive, or Blu-ray drive *•¿¿* Speed up your computer by adding memory or upgrading its processor *•¿¿* Troubleshoot and fix network and Internet connection problems *•¿¿* And much more... *¿* Paul McFedries is a full-time technical writer and passionate computer tinkerer. He has authored more than 80 computer books that have sold more than 4 million copies. His recent titles include My Office 2013 RT, Windows 8 In Depth, Microsoft Windows 7 Unleashed, Microsoft Home Server 2011 Unleashed, and Tweak It and Freak It: A Killer Guide to Making Windows Run Your Way. He is also proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the English language. *¿*

Provides instructions for writing C code to create games and mobile applications using the new C11 standard.

A guide to upgrading and fixing common problem on a PC covers such topics a upgrading memory, adding hard drives, installing printers and scanners, and replacing sound cards.

Make the most of your new iPad or iPad mini—without becoming a technical expert! This book is the fastest way to get comfortable, get productive, get online, connect with friends and family, enjoy media, play games, post to Facebook and Twitter, and more! Even if you've never used an iPad before, this book will show you how to do what you want, one incredibly clear and easy step at a time. iPads have never, ever been this simple! Who knew how simple iPad and iPad mini could be? This is today's best beginner's guide to using your new iPad or iPad mini...simple, practical instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Master gestures and touchscreen tips you can use in any iPad app Get productive fast with Notes, Calendar, Contacts, Reminders, and Notifications Use iCloud to automatically sync and share data with iPads, iPhones, and Macs Browse the Web more efficiently with Safari's best shortcuts Capture high-quality photos and video with your iPad Share "Photo Stream" albums with other iPad, iPhone, or iPod touch users Make free FaceTime video calls Post to Facebook and Twitter from your iPad Get the best new free and paid apps from Apple's App Store Make the most of iTunes and your iPad's amazing media capabilities Read new bestsellers and free classics with iBooks Transform your iPad into a great online gaming device Use Find My iPhone to find a lost iPad in the house, or lock it if it's stolen Adding hardware that makes your iPad more fun and useful Finding Wi-Fi connections and making the most of paid data plans

Updated for the Latest Windows 10 2019 This is today's best beginner's guide to using your computer or tablet with the Windows 10 operating system. Make the most of your Windows 10 notebook or desktop computer--without becoming a technical expert! This 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. Here's a small sample of what you'll learn: Set up your computer and use the Windows 10 Start menu and desktop Connect to the Internet and browse the Web with Microsoft Edge 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 Connect to a home wireless network or public Wi-Fi hotspot Go online to shop and sell--and smart search with Microsoft Cortana® Get work done quickly with Microsoft Office Organize, view, and share photos Listen to streaming music with Pandora and Spotify Watch streaming movies and TV shows with Amazon Prime Video, Hulu, Netflix, and more Protect yourself against viruses, spyware, and spam Keep your system running reliably at top speed

Make the most of your wireless network...without becoming a technical expert! This book is the fastest way to connect all your wireless devices, get great performance with everything from streaming media to printing, stay safe and secure, and do more with Wi-Fi than you ever thought possible! Even if you've never set up or run a network before, this book will show you how to do what you want, one incredibly clear and easy step at a time. Wireless networking has never, ever been this simple! Who knew how simple wireless networking could be? This is today's best beginner's guide to creating, using, troubleshooting, and doing more with your wireless network...simple, practical instructions for doing everything you really want to do, at home or in your business! Here's a small sample of what you'll learn: *•* Buy the right equipment without overspending *•* Reliably connect Windows PCs, Macs, iPads, Android tablets, game consoles, Blu-ray players, smartphones, and more *•* Get great performance from all your networked devices *•*

Smoothly stream media without clogging your entire network *•* Store music and movies so you can play them anywhere in your home *•* Keep neighbors and snoopers out of your network *•* Share the files you want to share--and keep everything else private *•* Automatically back up your data across the network *•* Print from anywhere in the house--or from anywhere on Earth *•* Extend your network to work reliably in larger homes or offices *•* Set up a "guest network" for visiting friends and family *•* View streaming videos and other web content on your living room TV *•* Control your networked devices with your smartphone or tablet *•* Connect to Wi-Fi hotspots and get online in your car *•* Find and log onto hotspots, both public and hidden *•* Quickly troubleshoot common wireless network problems Michael Miller is the world's #1 author of beginning computer books. He has written more than 100 best-selling books over the past two decades, earning an international reputation for his friendly and easy-to-read style, practical real-world advice, technical accuracy, and exceptional ability to demystify complex topics. His books for Que include Computer Basics Absolute Beginner's Guide; Facebook for Grown-Ups; My Pinterest; Ultimate Digital Music Guide; Speed It Up! A Non-Technical Guide for Speeding Up Slow PCs, and Googlepedia: The Ultimate Google Resource. Category: Networking Covers: Wireless Networking User Level: Beginning Provides information on wireless networking, covering such topics as 802.11 standards, hotspots, and setting up a wireless network.

Life does not become empty and meaningless in a godless universe. This is the contention at the heart of humanism, the philosophy concerned with making sense of the world through reason, experience and shared human values. In this thought-provoking introduction, Peter Cave explores the humanist approach to religious belief, ethics and politics, and addresses key criticisms. Revised and updated to confront today's great crises – the climate emergency and global pandemics – and the future of humanism in the face of rapid technological advancement, this is for anyone wishing to better understand what it means to be human in the twenty-first century.

Guides beginning users through basic PC operations in Microsoft Windows, demonstrating such tasks as personalizing Windows 8.1, connecting to the Internet, using social networks, working with apps, playing music, and performing routine maintenance.

Jewelry makers interested in resin can find poured pendant projects anywhere. Theresa D. Abelew, former Assistant Editor of Art Jewelry magazine, offers jewelry makers — even beginners — new ways to use this versatile material in unique, striking jewelry. The Absolute Beginners Guide: Jewelry Making with Resin offers 20 projects that go beyond simple pouring. Jewelry makers will learn to fold and form resin into lightweight and dramatic cuffs ... layer colored resin into dimensional pendants ... embed bits of wood, metal, or wire into unusual rings ... and much more. Each project includes clear and easy-to-follow instructions with step-by-step color photographs — perfect for beginners new to the material. The focus is on the resin elements, but instructions and suggestions are included to complete each necklace, bracelet, ring, earring, and cuff. The techniques are simple enough for beginners to master ... the results sophisticated enough to wear anywhere.

This is the only book to give the first-time gambler a complete overview of all the popular games, outlining the basic object of play, rules, and strategies for each. Now anyone can play such games as poker, bridge, slot machines, roulette, craps and blackjack. It's the newcomer's best bet for beating the odds and becoming a winner.

Finally, there is a guide to home networking that was written for true beginners! The Absolute Beginner's Guide to Home Networking goes far beyond traditional printer or Internet sharing and is geared to help you understand home network types and concepts, install, configure and interconnect various types of wired and wireless networks. This easy-to-understand guide will help you achieve the desired goals of entertainment, information access and home security control with Windows, MacOS and Linux-based systems. Soon you will learn to share and enhance entertainment and even integrate business network hardware with a home network to exploit telecommuting, work-from-home and remote education opportunities.

Make the most of your Windows 11 laptop or desktop computer--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 Windows 11 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 your computer and personalize the Windows 11 Start menu and desktop *** Connect to the Internet and browse the Web with Microsoft Edge *** Get started with social networking on Facebook, Twitter, Pinterest, and LinkedIn *** Video chat with Zoom and Microsoft Teams *** Use Windows 11's built-in apps--and find great new apps in the Microsoft Store *** Connect printers and external storage *** Connect to a home wireless network or public Wi-Fi hotspot *** Go online to shop and sell--including ordering food and groceries online *** Get work done quickly with Microsoft Office *** Organize, view, and share photos *** Listen to streaming music with Pandora and Spotify *** Watch streaming movies and TV shows with Amazon Prime Video, Disney+, HBO Max, Hulu, Netflix, and more *** Protect yourself against viruses, spyware, and spam

Make the most of your new Windows® 8.1 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 8.1 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 8.1 and get online fast
- Use the new Windows 8.1 Modern interface
- Get started with social networking on Facebook, Twitter, Pinterest, and LinkedIn
- Use Windows 8.1'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 8.1, 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

Learn and understand how you can perform a wide range of tasks on your new Windows computer, including managing files, browsing the internet, and protecting yourself, as well as interacting with Cortana. Using *Absolute Beginners Guide to Computing* you will see how to use Windows, and how you can connect and communicate with others. You will learn the basics of browsing the web, how to send email, and sign up for services. You will learn about some of the social media sites such as Facebook and Twitter. You will also learn how to connect and use external hardware, and process digital music, photos, and video. Written by an author who has written multiple computing titles, this book is friendly and approachable, and can teach anyone how to use a computer. With simple steps, easy troubleshooting, and online resources, it's the best place to learn how to make computing a part of your life. What You'll Learn: Get pictures onto your computer to share Listen to digital music What clubs, groups, and other resources there are to help Who this Book Is For Anyone that wants to learn all the latest Windows features. Beginners who want to use their new Windows computer to share pictures or video clips on YouTube or Facebook to those seeking a common sense approach to safe computing.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification. This book will show you exactly how to get the job done, one incredibly clear and easy step at a time. Project management has never, ever been this simple! Who knew how simple project management could be? This is today's best beginner's guide to modern project management... simple, practical instructions for succeeding with every task you'll need to perform! Here's a small sample of what you'll learn:

- Master the key skills and qualities every project manager needs
- Lead projects, don't just "manage" them
- Avoid 15 most common mistakes new project managers make
- Learn from troubled, successful, and "recovered" projects
- Set the stage for success by effectively defining your project
- Build a usable project plan and an accurate work breakdown structure (WBS)
- Create budgets and schedules that help you manage risk
- Use powerful control and reporting techniques, including earned value management
- Smoothly manage project changes, issues, risks, deliverables, and quality
- Manage project communications and stakeholder expectations
- Organize and lead high-performance project teams
- Manage cross-functional, cross-cultural, and virtual projects
- Work successfully with vendors and Project Management Offices
- Make the most of Microsoft Project and new web-based alternatives
- Get started with agile and "critical chain" project management
- Gain key insights that will accelerate your learning curve
- Know how to respond to real-life situations, not just what they teach you in school

This book reviews my recent studies conducted on computer networks with a systematic approach. The research discussions include studies of field of view, introduction to technology, spin-off network, development and evaluation of technology, network topology, and wireless networks. The purpose of this book is to draw a concrete perspective of applicable designs in networking industry and alternative approaches. Hence principles and techniques of applied designs of a home network and an organization including necessary network designs, programming languages, transmission medium, and essential hardware and software are debated.

A guide to the business presentation software explains how to combine text, animation, video, photographs, sound effects, and narration into a professional-looking presentation.

Book + Content Update Program Make the most of your new Windows 10 device—without needing to be a technical expert! This book is the fastest way to take control of Windows 10, and use it to create, connect, and discover... simplify and organize your whole life... learn more, play more, do more, live better! This book will show you how to do what you want, the way you want, one incredibly clear and easy step at a time. Windows 10 has never, ever been this simple! Who knew how simple Windows 10 could be? This is the easiest, most practical beginner's guide to using your new Windows 10 desktop, notebook, or tablet... simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Make the new Windows 10 Start menu work just the way you want Tweak Windows to reflect your personality and maximize your security Reliably connect to your home network or public Wi-Fi Master the speedy new Microsoft Edge web browser Install and use the best new Windows Store apps Enjoy all of your digital photos, videos, movies, and music Find whatever you're looking for—or let Cortana find it for you Use free OneDrive cloud storage to store, sync, and back up your files Play games and media through Xbox Live Manage all email from one easy app: Outlook, Gmail, Yahoo!, and more Share files and printers the easy way with Homegroups Retrieve up-to-the-minute news, sports, weather, and financial data Set up the notifications you want—and turn off those you don't want Create efficient virtual desktops to get more done faster Connect multiple monitors to one computer Keep your computer safe and healthy—painlessly Alan Wright has spent a decade providing IT support to enterprises, small businesses, and residential users. He holds several certifications from CompTIA and Microsoft, was technical editor on *Using Windows 8* and *Microsoft Project 2013 In Depth*, and co-authored both *Windows 8.1: Absolute Beginner's Guide* and *Visio 2013: Absolute Beginner's Guide*.

JavaScript Absolute Beginner's Guide serves as an easy-to-understand tutorial on both scripting basics and JavaScript itself. The book is written in a clear and very personable style with an extensive use of practical, complete examples. The book is filled with large, full-color illustrations and all the programming code is displayed in color to help the beginner understand the key components and structure of the language.

Make the most of your new Windows 8.1 device—without becoming a technical expert! This book is the fastest way to take control of Windows 8.1, and use it to create, connect, and discover...simplify and organize your whole life...learn more, play more, do more, live better! This book shows you how

to do what you want, the way you want, one incredibly clear and easy step at a time. Windows has never, ever been this simple! Who knew how simple Windows 8.1 could be? This is the easiest, most practical beginner's guide to using your new Windows 8.1 desktop, notebook, or tablet...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn:

- Run Windows the way that's easiest for you: mouse, touch, or keyboard
- Make the most of the Charms Bar and other new shortcuts
- Get online with Internet Explorer® 11 and master its new tools
- Retrieve up-to-the-minute news, sports, weather, and financial data
- Set up your home network, printer, and other devices
- Safeguard your personal information and keep it private
- Enjoy all your digital photos, videos, movies, and music
- Easily connect with anyone through email and the People app
- Discover and play new Windows 8.1 games
- Control your Xbox from Windows with Xbox® SmartGlass™
- Manage even the most gigantic collections of data and media
- Automatically back up your data to the cloud
- Fix problems, protect against malware, and keep Windows working reliably

The *Absolute Beginner's Guide to the Bible* introduces you to the bestselling and most influential book ever published. The Bible is the core document of Western civilization, the pinnacle of world literature, and the backbone of three major world religions. To know the Bible is to know the world—and, many say, to know much more than the world. Yet those interested in learning more about this important work discover a surprising paradox: It is both widely discussed and widely ignored. The Bible is a formidable book, and many people love it from a comfortable distance but don't want to get too close. The *Absolute Beginner's Guide to the Bible* will help you close that distance and experience the Bible as it should be experienced, as a vibrant, living, and vital collection of texts that are just as inspiring and full of life today as they were thousands of years ago. Get ready to feel like an expert right away. Inside *The Absolute Beginner's Guide to the Bible*, you'll learn how to: Find a translation or study Bible that's perfect for you. Interpret difficult Bible passages, taking into account their literary features and historical context. Appreciate the Bible's breadth. As a literary work, it includes poetry, philosophy, folk tales, history, theology, religious law, and even erotica. Understand the Hebrew Bible (Old Testament) as the deeply Jewish document that it is—and learn the approaches that rabbis have traditionally used to interpret scripture. Recognize the courageous missionary spirit behind the New Testament, a collection of documents, secret and illegal at the time, that would later shape the faith of billions.

This new edition gives readers the ability and understanding necessary to create and administer a network. The book shows the reader how to physically connect computers and other devices to a network and access peripherals such as printers over the network.

This practical, approachable book will show you how to do exactly what you want, one incredibly clear and easy step at a time. The only FileMaker Pro 13 tutorial written from the beginner's viewpoint, *FileMaker Pro 13 Absolute Beginner's Guide* makes FileMaker more intuitive than it's ever been. Author Tim Dietrich draws on 20+ years of experience as a leading FileMaker solutions developer and instructor, including insider access to FileMaker's creators through his membership in the elite FileMaker Business Alliance.

Whether you're new to WordPerfect or upgrading from a previous version, *Absolute Beginner's Guide to WordPerfect 11* teaches you what you need to know to get right to work! This fun to read and easy to understand book starts with the basics, helping you build a foundation of knowledge so that you can be confident and comfortable using the software. In no time, you'll be able to produce letters, invoices, spreadsheets, presentations, and much more! Bonus chapters also provide coverage of Quattro Pro.

Provides step-by-step instructions for the Windows 8.1 operating system, including managing files and folders, personalization, security and privacy, and organizing photos and music.

Although the Windows XP Media Center is designed as a consumer product, it is actually more complex than the conventional computer and home entertainment devices it replaces. That's why this book—written in the fun, friendly *Absolute Beginner's style*—is required reading for buyers of these multitasking, media-centric machines. It is written in an easy-to-understand tone that won't confuse readers with lots of technical jargon.

Prepare for the A+ exam with the help of the industry's bestselling PC hardware author of all time. Covering the 2003 update to the 220-221 and 220-222 exams, Soper's book is loaded with informative illustrations, photos and screen captures. The CD-ROM provides study resources, including a PrepLogic test engine, lab exercises, and study notes, plus a pocket study guide in printable PDF format.

This inspiring book makes drawing in a realistic style easier than you may think and more fun than you ever imagined. Authors Mark and Mary Willenbrink (*Watercolor for the Absolute Beginner*) cover it all—from choosing materials and the correct way to hold your pencil, to expert advice on the tricky stuff, like getting proportions and perspective right, drawing reflections, and designing strong compositions. (It's not as scary as it sounds...not with Mark and Mary as your guide!) At the heart of this book, a series of fun, hands-on exercises help you practice and perfect your strokes—24 mini-demos lead up to 9 full step-by-step demos. Each exercise builds on the previous one as you develop your skills, build your confidence, and enjoy yourself along the way. The lessons you learn by drawing simple subjects such as coffee mugs, clouds and trees will help you take on progressively more challenging matter like animals, still lifes, landscapes and portraits...the kinds of subjects and scenes you've always dreamt of drawing. This book is just the ticket for budding artists of any age. It's never too early and never too late to discover the pure joy of drawing.

The *Absolute Beginners Guide: Stitching Beaded Jewelry* is the introduction to bead stitching. This book helps beginners to have a successful start in stitching by answering questions like "What are the must-have supplies and tools?" and "How do I set up my workspace?" The projects introduce basic stitches starting with the easiest, such as cross-weave and right-angle weave, and moving into other more challenging techniques. Your confidence and skill set will grow as you work through the book, one project at a time.

Make the most of your new Windows® 10 notebook or desktop computer—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!

If you are a security professional, pentester, or anyone interested in getting to grips with wireless penetration testing, this is the book for you. Some familiarity with Kali Linux and wireless concepts is beneficial.

A visual introduction to Microsoft's innovative new operating system, Windows Vista, includes coverage of such topics as Aero Glass design, security features for protecting the PC, instant searching, Windows Mail, parental control, Media Player 11, and Internet Explorer 7.

Book + Content Update Program Make the most of your new Windows 10 device—without needing to be a technical expert! This book is the fastest way to take control of Windows 10, and use it to create, connect, and discover... simplify and organize your whole life... learn more, play more, do more, live better! This book will show you how to do what you want, the way you want, one incredibly clear and easy step at a time. Windows 10 has never, ever been this simple! Who knew how simple Windows 10 could be? This is the easiest, most practical beginner's guide to using your new Windows 10 desktop, notebook, or tablet... simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Make the new Windows 10 Start menu work just the way you want Tweak Windows to reflect your personality and maximize your security Reliably connect to your home network or public Wi-Fi Master the speedy new Microsoft Edge web browser Install and use the best new Windows Store apps Enjoy all of your digital photos, videos, movies, and music Find whatever you're looking for—or let Cortana find it for you Use free OneDrive cloud storage to store, sync, and back up your files Play games and media through Xbox Live Manage all email from one easy app: Outlook, Gmail, Yahoo!, and more Share files and printers the easy way with Homegroups Retrieve up-to-the-minute news, sports, weather, and financial data Set up the notifications you want—and turn off those you don't want Create efficient virtual desktops to get more done faster Connect multiple monitors to one computer Keep your computer safe and healthy—painlessly Alan Wright has spent a decade providing IT support to enterprises, small businesses, and residential users. He holds several certifications from CompTIA and Microsoft, was technical editor on Using Windows 8 and Microsoft Project 2013 In Depth, and co-authored both Windows 8.1: Absolute Beginner's Guide and Visio 2013: Absolute Beginner's Guide.

Whether you use your Tablet PC for work or play, this easy to follow guide gets you going quickly! Using real world scenarios that apply to teachers, students, business professionals, medical professionals, and more, Absolute Beginner's Guide to Tablet PCs shows you how to put Tablet PCs to use in real life. The book shows you the basics for getting your Tablet PCs up and running, then kicks it into high gear and shows you how to put your new-

found palmtop power to use! You will also learn how to use Microsoft's new OneNote application to take, store, sort, and share notes with other users.

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.

Make the most of Outlook 2013—without becoming a technical expert! This book is the fastest way to learn Outlook and use it to efficiently manage all your contacts and communications! Even if you've never used Outlook before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Outlook has never, ever been this simple! Who knew how simple Outlook 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Outlook 2013 program...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: • Regain control and automatically get rid of junk email • Make email more efficient • Create appointments, events, meeting invitations, and reminders • Publish and share your calendar • Manage contacts, Facebook friends, and LinkedIn connections with People Hub • Use Tasks and To-Do Lists more effectively • Sync Outlook data across multiple devices, including smartphones and tablets • Make the most of Outlook together with Exchange and SharePoint • Use Peeks to instantly find what you need without changing views • Track your life with Color Categories, Folders, and Outlook 2013's improved Search • Run mail or email merges from within Outlook • Efficiently manage and protect your Outlook data files • And much more... Diane Poremsky has been recognized as a Microsoft Most Valuable Professional since 1999 for her knowledge and support of Microsoft Outlook. She founded Outlook Tips (outlook-tips.net) and operates The Outlook and Exchange Solutions Center (slipstick.com). Her weekly newsletter, Exchange Outlook Messaging, has 7,000+ subscribers, and her Outlook Daily Tips email reaches 5,000+ subscribers. Her books include Sams Teach Yourself Outlook 2003 in 24 Hours. Sherry Kinkoph Gunter has authored more than 50 computer books on a wide variety of topics, including Word 2013 Absolute Beginner's Guide and several other books on Microsoft Office.

Presents a complete overview of the latest version of the integrated software package, covering the basic principles and new features of Excel, Word, Outlook, OneNote, and PowerPoint.