

Computer Basics



Computer Basics In Easy Steps Windows 7 Edition

Michael Miller



Computer Basics In Easy Steps Windows 7 Edition:

Upgrading and Fixing a PC in easy steps, 3rd edition Stuart Yarnold, 2011-07-12 Many people unnecessarily spend money buying a new computer when their current PC can be upgraded to meet their requirements This title takes the reader through this process in simple stages Many of us would spend more time fixing a ten dollar pen than repairing or upgrading a thousand dollar computer Delving inside a PC seems so forbidding that many people would rather avoid it at any cost even though replacing computer parts is so easy that with the proper guidance even technophobes can do it Upgrading it s a consumer guide In truly easy steps it teaches you to evaluate the performance storage and networking needs of your PC yourself Upgrading Fixing a PC in easy steps even provides you with a money saving tutorial on your various buying options and a separate chapter on troubleshooting nasty problems When one considers the high price and inconvenience of computer store visits it s no wonder that we think of this both a learning tool and an investment

Visual Basic in easy steps, 3rd edition Mike McGrath, 2010-12-20 Visual Basic In Easy Steps shows you how to quickly create Windows applications using the latest Visual Basic 2010 programming environment It provides code examples screenshots and step by step instructions that illustrate each aspect of Visual Basic Visual Basic In Easy Steps begins by describing the installation process then introduces form controls application properties the programming language and problem solving techniques It illustrates by example how to build and deploy a complete Windows application It also explores scripting with Visual Basic to create macros for Microsoft Office and exciting dynamic web pages for Internet Explorer The book demonstrates how to incorporate external data into your applications from text files Excel spreadsheets XML documents live RSS web feeds and SQL databases You need have no previous knowledge of any programming language so it s ideal if you re a newcomer to Windows programming Each chapter builds your knowledge of Visual Basic By the end of this book you will have gained a sound understanding of Visual Basic programming and be able to create your own interactive applications Visual Basic In Easy Steps has an easy to follow style that will appeal to anyone who wants to begin Windows programming It will appeal to programmers who want to quickly learn the latest Visual Basic techniques and to the student who is studying computing at school or college and to those seeking a career in Information Technology who need a thorough understanding of Visual Basic programming

HTML5 in easy steps Mike McGrath, 2011-04-05 Without doubt HTML5 is the future of the web and HTML5 in easy steps demonstrates all you can achieve NOW in the latest browsers all described in easy to follow steps HTML5 in easy steps instructs you how to employ the latest development for web page design with HyperText Markup Language HTML5 Modern web browsers have united to support exciting new features of the HTML5 standard that allows easy creation of stunning web pages and engaging interactive applications HTML5 in easy steps contains examples and screenshots that illustrate each feature of HTML5 describing how to incorporate meta information about a document within its head section and how to add structured body content You ll learn how to create web pages to display text images lists

tables hyperlinks forms audio and video and also how to write script instructions that draw and animate graphics on embedded canvas areas Each chapter builds your knowledge so by the end of the book you ll have gained a sound understanding of HTML5 HTML5 in easy steps has an easy to follow style that will appeal to anyone looking to create compelling web pages for the latest browsers Ideal for programmers who need to quickly learn the latest HTML5 techniques students learning website design at school or college those seeking a career in web development who need a thorough understanding of HTML5 and the enthusiast eager to build the latest HTML5 features into their websites

Dreamweaver CS6 in easy steps Nick Vandome,2012-06-29 Dreamweaver remains the most powerful and versatile web authoring tool on the market The new Creative Suite 6 release offers even more functionality to create dynamic state of the art websites for more platforms Dreamweaver CS6 in easy steps caters for the growing number of people designing their own websites as well as for professionals who need to promptly master the key aspects of the new release For all but the most experienced it takes some time to become familiar with all of Dreamweaver s features Dreamweaver CS6 in easy steps helps clarify this process and ensures you can get the most out of this industry standard program All of the main functions of Dreamweaver CS6 are covered so that you can get up to speed as quickly as possible and start designing and producing high quality websites including Multiscreen Preview Fluid Grid Layouts Editing HTML Using CSS Creating and using hyperlinks Dreamweaver CS6 in easy steps shows you how to work with the different workspace views so that you can work in either design or code view The book also looks at how to optimize a website for mobile devices using Fluid Grid Layout and the new Multiscreen Preview CSS is integral to modern websites and this is covered in detail from the basics of CSS to creating and applying styles so that you can produce standards based websites that have a consistent look and feel across all pages Also the new CSS3 Transitions panel shows you how to create original and engaging animated features with CSS Dreamweaver CS6 in easy steps simplifies each stage of website creation from planning to loading and managing your site helping you to unleash your creative potential effectively and is aimed at anyone who wants to produce high quality websites across different platforms including for tablets and smart phones

JavaScript in easy steps, 5th edition Mike McGrath,2013-01-28 JavaScript in easy steps now in its 5th edition instructs the user how to create exciting web pages that employ the power of JavaScript to provide functionality You need have no previous knowledge of any scripting language so it s ideal for the newcomer to JavaScript By the end of this book you will have gained a sound understanding of JavaScript and be able to add exciting dynamic scripts to your own web pages JavaScript in easy steps begins by explaining how to easily incorporate JavaScript code in an HTML document Examples demonstrate how to use built in JavaScript functions to work with Math date and time random numbers cookies text strings and components of document content You will learn how to create effects such as an automated slide show learn how JavaScript is used with HTML submission forms and how to develop Rich Internet Applications RIAs using the latest techniques employing Asynchronous JavaScript And XML AJAX The

book examples provide clear syntax highlighted code showing how to create behaviors for an HTML document to endow components with interactive functionality to illustrate each aspect of JavaScript JavaScript in easy steps has an easy to follow style that will appeal to anyone who wants to add functionality to their web pages It will appeal to programmers who want to quickly add JavaScript to their skills set and to the student who is studying website design at school or college and to those seeking a career in web development who need an understanding of client side scripting Office 2013 in easy steps

Michael Price,2013-06-30 Office 2013 in easy steps guides you through Microsoft s latest version of Office so you ll soon master its new features This new release works with touch stylus mouse or keyboard across Windows devices including tablets Sign in with your Microsoft ID and use the software across different platforms Office 2013 in easy steps majors on Office Professional which includes seven products Access Excel OneNote Outlook PowerPoint Publisher and Word It also introduces four other Office applications InfoPath Lync Project and Visio There is also some coverage of stand alone products SharePoint and MapPoint SkyDrive Pro 2013 Office 365 and the Web Apps Aimed at both new and experienced users Office 2013 in easy steps covers the essential functions of Office in easy steps **Effective Time Management in easy steps**

John Carroll,2012-08-31 Are you struggling to stay afloat in a sea of paperwork emails meetings and an ever growing to do list Are you working longer and longer hours in a vain attempt to catch up and any time you do they drop another pile of work on you Don t worry you are not alone and help is at hand You don t need work to longer hours or even harder you need to work smarter by making the time you spend at work really effective You can do it and you will be amazed at how much more you can get done when you optimize your time Effective Time Management in easy steps will show you how not just by working more effectively now but also how to plan your future career And you ll have more free time outside work plus the energy to enjoy it This book will show you in easy steps how to Understand what you spend your time on now and how much of it is wasted Identify your long term goals and plan how to get there Identify the things that really matter and prioritize them How to use your time most effectively and organize your work Understand how to read write use the phone and manage emails effectively Learn how to say No and deal with interruptions Make meetings more effective Make the most out of home working Reduce stress and make the most out of life Develop your own personal action plan Table of Contents

Introduction Time Flies Priorities More on Time Getting Organized Saying No Distractions Effective Meetings Effective Delegation Home Working Stress Life and Everything Personal Action Plan **Easy Computer Basics, Windows 8.1 Edition**

Michael Miller,2013-09-30 Easy Computer Basics See it done do it yourself It s that Easy Easy Computer Basics Windows 8 1 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 perform the most common computer tasks 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 Microsoft Windows 8 1 and

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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

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Computer Basics Windows 7 Edition in Simple Steps Joli Ballew, 2010 This volume presents a brief guide to using Microsoft's Windows 7 the latest release of Microsoft Windows which is a series of operating systems produced for use on personal computers and laptops Windows 7 was released to manufacturing in July 2009 Discover everything you want to know about Microsoft's newest version of Windows in this easy to use guide from the most essential tasks that you'll want to perform to solving the most common problems you'll encounter This book covers every practical aspect of using Windows 7 on your PC or laptop and is filled with easy to understand practical tasks that will help you to achieve immediate results From publisher

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standard and professional versions of the product and how they interface to Project Server and SharePoint server companion products

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Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs Lab Manual, Fourth Edition (Exams 220-801 & 220-802) Mike Meyers, 2012-08-22 Bestselling CompTIA A+ author Mike Meyers provides 130 hands on step by step labs updated for the 2012 exams so you can practice the IT skills essential for your success With coverage of CompTIA A certification exams 220 801 and 220 802 Mike Meyers CompTIA A Guide to Managing and Troubleshooting PCs Lab Manual Fourth Edition contains more than 130 labs that challenge you to solve real world problems with key concepts Clear measurable lab objectives map to certification exam objectives ensuring direct correspondence to Mike Meyers CompTIA A Guide to Managing and Troubleshooting PCs Fourth Edition Lab solutions are only available to instructors and are not printed inside the book The Lab Manual also includes materials lists and lab set up instructions Step by step not click by click lab scenarios require you to think critically and Hint and Warning icons guide you through potentially tricky situations Post lab observation questions measure your understanding of lab results and the key term quiz helps to build your vocabulary

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