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## **Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach**

Jul 15 2022 Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, **ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH** delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and

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**Mastering Microsoft Windows Vista Home** Feb 22 2023 Configure, run, and troubleshoot Windows Vista Home Premium or Windows Vista Home Basic with the detailed coverage you'll find in this comprehensive guide. With a task-based approach and clear instructions, this book helps you become an advanced user of Windows Vista—even if you're just starting out. From administering your computer and surfing the Web securely to advanced maneuvers such as creating your own movies and burning DVDs, you'll find what you need to master the powerful features of Windows Vista.

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them private Adding hardware and installing drivers Connecting your computer or network to the Internet Sending secure e-mail and minimizing spam Communicating via the latest versions of Windows Messenger Using Windows Firewall Getting and giving help via the Internet Enjoying audio, video, and DVDs with Windows Media Player 10 Burning audio and data CDs Building a secure home network Using Microsoft PowerToys Using VPNs and connecting to a company network Setting up wireless networks with Wi-Fi Protected Access (WPA)

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Windows 8.1: The Missing Manual Feb 10 2022

Windows 8.1 continues the evolution of the most radical redesign in Microsoft's history. It combines the familiar Windows desktop with a new, touchscreen-friendly world of tiles and full-screen apps. Luckily, David Pogue is back to help you make sense of it—with humor, authority, and 500 illustrations. The important stuff you need to know: What's new in 8.1. The update to 8.1 offers new apps, a universal Search, the return of the Start menu, and several zillion other nips and tucks. New features. Storage Spaces, Windows To Go, File Histories—if Microsoft wrote it, this book covers it. Security. Protect your PC from viruses, spyware, spam, sick hard drives, and out-of-control kids. The network. HomeGroups, connecting from the road, mail, Web, music streaming among PCs—this book has your network covered. The software. Media Center, Photo Gallery, Internet Explorer, speech recognition—this one authoritative, witty guide makes it all crystal clear. It's the book that should have been in the box.

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Comprehensive Jun 21 2020 ADOBE PHOTOSHOP CREATIVE CLOUD™: COMPREHENSIVE, 1st Edition has been fully revised to meet Adobe's most

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Windows 8.1: 101 Tips & Tricks gives users an overview of Windows 8.1, from using the Start Screen and Desktop to more advanced troubleshooting techniques. In this book, you'll learn how to: -Master the Start Screen. -Get the most out of the Desktop. -Use the power of File Explorer. -Connect Windows 8.1 to networks. -Create and eliminate user accounts. -Store files securely in OneDrive. -Install powerful apps from the Windows Store. -Employ Task Manager to tame your PC. -And many other tips.

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