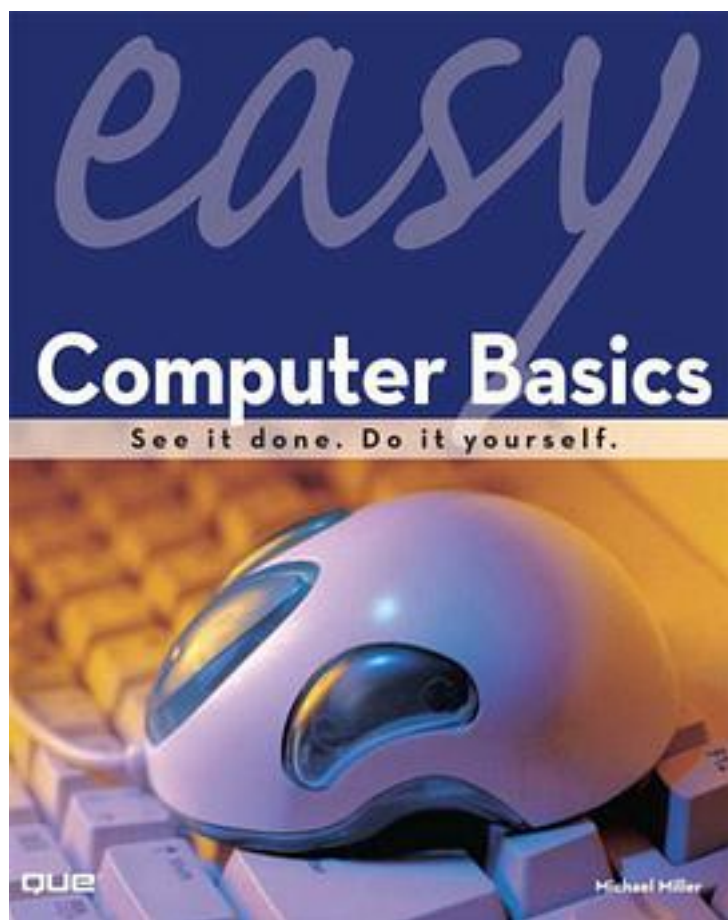


Easy Computer Basics



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出版者:Macmillan Computer Pub

出版时间:2005-7

装帧:Pap

isbn:9780789734204

It's been five years since Que last published an Easy book for new computer users (Easy PCs, 6th Edition). In fact, the only up-to-date 4-color how-to computer book on the market today is Barnes and Noble's PCs in Easy Steps; Wiley's Computers Simplified is more than four years old, and not really a step-by-step, in any case. The

market is ready for an up-to-date 4-color book that visually shows inexperienced users how to set up and use their new computer systems. Easy Computer Basics presents just enough information for the average computer user to get their systems up and running, and to start using today's most popular software programs. The most common activities and operations are covered -- initial setup, basic Windows use, using Microsoft Works and Word (which come preinstalled on most new PCs), connecting to the Internet, surfing the Web, reading/writing email, viewing and editing digital pictures, downloading and listening to digital music, adding new devices (such as printers and external hard disks), and performing basic maintenance. Readers will also learn how to keep their systems safe from viruses and spyware.

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