Absolute Beginner's Guide to Computer Basics

[Absolute Beginner's Guide to Computer Basics_下载链接1_](#)

著者:Michael Miller

出版者:Que

出版时间:2007-3-2

装帧:Paperback

isbn:9780789736734

&> Who knew how simple computers could be? What can you do with your new PC? The sky's the limit! Absolute Beginner's Guide to Computer Basics will show you how to set up and configure your PC, including how to connect to the Internet. Then you'll learn how to fix your digital photos, create digital scrapbooks, download digital music to your iPod, burn your own custom CDs, watch DVD movies, write letters and memos, balance your checkbook, and create show-stopping presentations. And if you need more computing horsepower, you'll even learn how to upgrade your PC and add new peripherals. It's all easy, thanks to Michael Miller's step-by-step instructions and helpful advice! Now updated for both Windows Vistaa and Windows(R) XP, Absolute Beginner's Guide to Computer Basics will have you using your new PC in no time! Here's a preview of what you'll find inside: * Learn how to set up and configure your new computer, and install new computer hardware and software* Get the scoop on how to work with Microsoft Windows XP or Windows Vista, and how to personalize it just for you* Learn how to use the most popular computer programs--including Microsoft(R) Word, Microsoft(R) Works, Microsoft(R) Money, and Quicken* Connect to the Internet for web surfing, email, instant messaging, blogging, and podcasts--and create your own MySpace page* Become a digital media pro--learn to work with digital cameras and photos, download and listen to digital music, and burn your own CDs

and DVDs* Find out how to protect your PC from spam, viruses, spyware, and computer attacks* Learn how to set up a wireless home network and share your Internet connection with multiple PCs Introduction I Getting Started 1 Understanding Desktop PCs 2 Understanding Notebook PCs 3 Setting Up Your New Computer System II Using Windows 4 Getting to Know Windows Vista 5 Using Windows XP on Older Computers 6 Personalizing Windows 7 Working with Files, Folders, and Disks III Upgrading and Maintaining Your System 8 Adding New Hardware and Devices to Your System 9 Setting Up a Home Network 10 Performing Routine Maintenance 11 Dealing with Common Problems 12 Protecting Your PC from Viruses, Spam, and Other Online IV Using Computer Software 13 Installing New Software 14 The Suite Spot: Working with Microsoft Works and Microsoft 15 Letters, Memos, and More: Working with Microsoft Word 16 Crunching Numbers: Working with Microsoft Excel 17 Presenting Yourself: Working with Microsoft PowerPoint 18 Banking and Beyond: Working with Microsoft Money and Quicken 19 Connecting to the Internet--At Home and on the Road V Using the Internet 20 Sending and Receiving Email 21 Surfing the Web with Internet Explorer 22 Searching the Web 23 Shopping Online 24 Buying and Selling in eBay Online Auctions 25 Exploring Blogs and Podcasts 26 Social Networking with MySpace 27 Creating Your Own Web Page 28 Exploring Other Cool and Useful Websites 29 Sending and Receiving Instant Messages VI Exploring the Digital Lifestyle 30 Using Your PC with a Digital Camera 31 Organizing and Editing Your Digital Photos 32 Sharing Your Digital Photos Online 33 Playing, Ripping, and Burning CDs 34 Downloading and Playing Digital Music 35 Using Your PC with an iPod or MP3 Player 36 Playing DVDs and Videos on Your PC 37 Downloading and Playing Videos from the Web 38 Making Your Own Digital Home Movies Index Michael Miller is the best-selling author of more than 75 how-to books, covering topics such as Windows XP and eBay online auctions. Michael has helped more than a million readers be productive with their PCs and has earned a reputation for practical advice, technical accuracy, and making difficult topics easy to understand. Category: Computers & Internet Covers: General Computing User Level: Beginning $21.99 USA / $26.99 CAN / GBP15.99 Net UK www.quepublishing.com

作者介绍:

目录:

[Absolute Beginner's Guide to Computer Basics_下载链接1_](#)

标签

评论

[Absolute Beginner's Guide to Computer Basics_下载链接1_](#)

书评

[Absolute Beginner's Guide to Computer Basics_下载链接1_](#)

[Absolute Beginner's Guide to Computer Basics_下载链接1_](#)