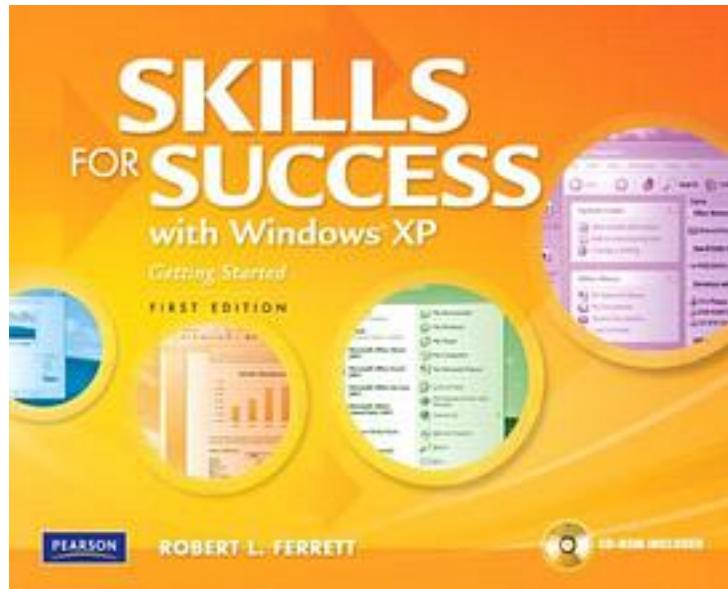


Skills for Success with Windows XP, Getting Started



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KEY BENEFIT "Skills for Success" is the Microsoft Windows XP textbook that recognizes how people learn today! Skills are taught with numbered steps and bulleted text so readers are less likely to skip valuable information.

KEY TOPICS Exploring the desktop; opening programs and using the Start menu; creating a new folder; copying and moving files; renaming and deleting files and folders; resizing, moving, and scrolling windows; capturing and saving an image on screen; and more.

MARKET For those looking for an introductory guide to computing concepts and skills, in particular Windows XP and Office applications, that recognizes how people learn

today--with numbered steps and bulleted text.

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