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The Complete Idiot's Guide to PC Basics, Windows 7 Edition (Complete Idiot's Guides (Computers))

By Joe Kraynak



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Discover how to do just about anything with your Windows 7 PC

The Complete Idiot's Guide® to PC Basics, Windows 7 Edition shows you how to do practical and fun stuff with your PC, including...

Basics

- Buy and set up a Windows 7 PC
- Navigate and personalize Windows 7
- Manage disks, files, and folders
- Install and uninstall programs
- Use office applications, including a word processor and spreadsheet
- Manage your personal finances
- Get up and running with email

Fun stuff

- Manage your digital photos and share them online
- Transform a collection of photos into a movie and burn it to a DVD
- Download music and transfer it to your MP3 player or CDs
- Get connected with friends, family, and old school chums on Facebook
- Tweet on Twitter
- Discover cool features on Google you never knew existed
- Watch and share video on YouTube
- Find deals on eBay and other shopping sites
- Create your own website or blog for free
- Make free or really cheap phone calls all over the world with Skype

For power users

- Set up a home or small-business network
- Protect your computer from viruses and other online threats
- Upgrade and troubleshoot your PC



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By Joe Kraynak Bibliography

- Sales Rank: #1076146 in Books
- Brand: Brand: Alpha

- Published on: 2011-03-01
- Released on: 2011-03-01
- Original language: English
- Number of items: 1
- Dimensions: 9.19" h x .88" w x 7.38" l, 1.30 pounds
- Binding: Paperback
- 432 pages

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Editorial Review

From the Author

Personal computers (PCs) are great at making smart people feel like complete idiots. You stick the wrong disc in the wrong slot, and it beeps and grinds as if you'd just dropped your Rolex down the garbage disposal. You run a program and it gives you a blank stare, challenging you to figure out how to use it. It locks up, and when it restarts, it scolds you for not shutting down properly. You begin to wonder, "Is it me? Am I as incompetent as my PC makes me feel?"

This book answers both questions with a resounding "No!" It's not you. It's the technology, the lousy documentation, the puzzling screen messages, the rude beeps and burps — the user *unfriendliness* of it all.

What you need is a friendly guide, someone to help you make your way through this hostile world of PCs, someone to reveal to you some of the coolest things you can do with your PC and show you the tricks to making it easy. In this book, I act as your guide, teaching you how to use your PC; navigate Windows 7 and perform basic Windows tasks; run programs and get help; create and print documents; and access the Internet, browse the web, send and receive e-mail, and get connected on Facebook, Twitter, and YouTube. As an added bonus, I show you how to copy your favorite music clips from the Internet and play them on your PC, burn custom music CDs, enhance and manage your digital photos, edit your home videos, produce your own DVDs, clean and tune up your PC, obtain free technical support, and a whole lot more.

From the Back Cover

For something designed and promoted to be so user-friendly, sometimes your personal computer (PC) can seem very intimidating. Whether you want to send and receive e-mail, import and print photos of your grandchildren from your digital camera, or learn to "Google" your favorite author, it helps to have a road map to guide you.

Packed with everything you need to know about your Windows 7 PC, this helpful guide leads you step by step through your computer's folders and files, from the initial startup to navigating Windows 7 and having some fun with the popular software. In this book, you get:

- An easy introduction to your PC — setting it up, learning about its features, using e-mail, getting online, and more.
- Tips for personalizing Windows 7, installing and uninstalling Windows programs, creating and printing letters, organizing and sharing photos and video, and other common computer basics.
- Advice on using your PC to organize your finances, set up and manage accounting spreadsheets, and pay bills online.
- Helpful information on connecting with friends and family on Facebook, watching videos on YouTube, and even creating your own website or blog.
- Simple directions for maintaining your computer and troubleshooting problems on your PC.

About the Author

Joe Kraynak has taught hundreds of thousands of new computer users how to make the most of their PCs with his easy-to-read books. Joe has been writing and editing successful computer books for consumers for over twelve years. His long list of computer books includes *The Complete Idiot's Guide to PCs*, *The*

Complete Idiot's Guide to Microsoft Office 2000, and The Complete Idiot's Guide to Upgrading Your PC.

Users Review

From reader reviews:

Deborah Hagan:

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