Absolute Beginners Guide To Wi Fi Wireless Networking Absolute Beginners Guides Que

Keeping a beginner's time, abilities, and budget in mind, The Absolute Beginners Guide Making Chain Mail Jewelry introduces jewelry makers to seven basic weaves. Eighteen fun, stylish projects follow, beginning with easy-to-make earrings, and progressing to bracelets and necklaces. In addition to practicing basic weaves and creating beautiful pieces, beginners will learn many other important skills. They will learn how to use chain mail to embellish leather and other materials, add crystal accents, make stretchable chain mail with rubber O rings, add color with anodized aluminum rings, and more!

A detailed overview of the new features of Microsoft's Windows XP Media Center Edition PCs furnishes information on installation and set up, how to integrate the PC with a home network or entertainment center, and how to use such features as the system's Remote Control Interface, My TV, My Music, My Pictures, My Videos, and Play DVD. Original. (Beginner)

Learn and understand how you can perform a wide range of tasks on your new Windows computer, including managing files, browsing the internet, and protecting yourself, as well as interacting with Cortana. Using Absolute Beginners Guide to Computing you will see how to use Windows, and how you can connect and communicate with others. You will learn the basics of

browsing the web, how to send email, and sign up for services. You will learn about some of the social media sites such as Facebook and Twitter. You will also learn how to connect and use external hardware, and process digital music, photos, and video. Written by an author who has written multiple computing titles, this book is friendly and approachable, and can teach anyone how to use a computer. With simple steps, easy troubleshooting, and online resources, it's the best place to learn how to make computing a part of your life. What You'll Learn: Get pictures onto your computer to share Listen to digital music What clubs, groups, and other resources there are to help Who this Book Is For Anyone that wants to learn all the latest Windows features. Beginners who want to use their new Windows computer to share pictures or video clips on YouTube or Facebook to those seeking a common sense approach to safe computing.

Make the most of your wireless network…without becoming a technical expert! This book is the fastest way to connect all your wireless devices, get great performance with everything from streaming media to printing, stay safe and secure, and do more with Wi-Fi than you ever thought possible! Even if you've never set up or run a network before, this book will show you how to do what you want, one incredibly clear and easy step at a time. Wireless networking has never, ever been this simple! Who knew how simple wireless networking could be? This is today's best beginner's guide to creating, using, troubleshooting, and doing more with your wireless network…simple, practical instructions for doing

everything you really want to do, at home or in your business! Here's a small sample of what you'll learn: • Buy the right equipment without overspending • Reliably connect Windows PCs, Macs, iPads, Android tablets, game consoles, Blu-ray players, smartphones, and more • Get great performance from all your networked devices • Smoothly stream media without clogging your entire network • Store music and movies so you can play them anywhere in your home • Keep neighbors and snoopers out of your network • Share the files you want to share–and keep everything else private • Automatically back up your data across the network • Print from anywhere in the house–or from anywhere on Earth • Extend your network to work reliably in larger homes or offices • Set up a "guest network" for visiting friends and family • View streaming videos and other web content on your living room TV • Control your networked devices with your smartphone or tablet • Connect to Wi-Fi hotspots and get online in your car • Find and log onto hotspots, both public and hidden • Quickly troubleshoot common wireless network problems Michael Miller is the world's #1 author of beginning computer books. He has written more than 100 best-selling books over the past two decades, earning an international reputation for his friendly and easy-to-read style, practical real-world advice, technical accuracy, and exceptional ability to demystify complex topics. His books for Que include Computer Basics Absolute Beginner's Guide; Facebook for Grown-Ups; My Pinterest; Ultimate Digital Music Guide; Speed It Up! A Non-Technical Guide for Speeding Up Slow PCs, and Googlepedia: The Ultimate

Google Resource. Category: Networking Covers: Wireless Networking User Level: Beginning

Jewelry makers interested in resin can find poured pendant projects anywhere. Theresa D. Abelew, former Assistant Editor of Art Jewelry magazine, offers jewelry makers — even beginners — new ways to use this versatile material in unique, striking jewelry. The Absolute Beginners Guide: Jewelry Making with Resin offers 20 projects that go beyond simple pouring. Jewelry makers will learn to fold and form resin into lightweight and dramatic cuffs ... layer colored resin into dimensional pendants ... embed bits of wood, metal, or wire into unusual rings ... and much more. Each project includes clear and easy-to-follow instructions with step-by-step color photographs — perfect for beginners new to the material. The focus is on the resin elements, but instructions and suggestions are included to complete each necklace, bracelet, ring, earring, and cuff. The techniques are simple enough for beginners to master ... the results sophisticated enough to wear anywhere. Discusses tasks that can be performed with the Tablet PC, peripherals that can be used to control it, and how it can be used in conjunction with Microsoft Office applications.

Absolute Beginner's Guide to Upgrading and Fixing Your PC is a comprehensive, non-technical guide to upgrading your computer and fixing common problems. It provides step-by-step instructions for specific types of upgrades, fast and easy ways to troubleshoot common computer problems - and how to restore your system to working order after a bad upgrade. Included are

instructions for the following types of system enhancements: * Adding new USB, serial, parallel, and FireWire ports * Adding bigger hard disks and more system memory * Upgrading to better mice and keyboards * Upgrading to new printers, faxes, and scanners * Upgrading to bigger monitors and more powerful video cards * Upgrading for digital photography and digital video editing * Upgrading for TV and DVD viewing * Upgrading for digital music playback * Upgrading for enhanced game play * Installing a wired or wireless network * Speeding up your Internet connection * Upgrading your operating system to Windows XP Offers practical instructions on using the iPad and iPad mini, covering such topics as using iCloud, sharing photo stream albums, posting to Facebook and Twitter, reading books, and adding hardware.

This practical, approachable book will show you how to do exactly what you want, one incredibly clear and easy step at a time. The only FileMaker Pro 13 tutorial written from the beginner's viewpoint, FileMaker Pro 13 Absolute Beginner's Guide makes FileMaker more intuitive than it's ever been. Author Tim Dietrich draws on 20+ years of experience as a leading FileMaker solutions developer and instructor, including insider access to FileMaker's creators through his membership in the elite FileMaker Business Alliance.

Following the successful format of The Absolute Beginners Guide series, this 5th book in the series is the perfect choice for beginners who want to expand their jewelry-making skills. Jewelry makers will love experimenting with the 24 easy projects in The Absolute Beginners Guide: Working with

Polymer Clay. Helpful tips and instructions on the basics, tools, and color are followed by progressive projects that put techniques into action. Budding polymer clay artists will learn how to make and shape beads, add texture and surface interest, develop faux techniques, work with creative caning and pattern, and more.

"Into the maelstrom of unprecedented contemporary debates about immigrants in the United States, this perfectly timed book gives us a portrait of what the new immigrant experience in America is really like. Written as a "guide" for the newly arrived, and providing "practical information and advice," Roya Hakakian, an immigrant herself, reveals what those who settle here love about the country, what they miss about their homes, the cruelty of some Americans, and the unceasing generosity of others. She captures the texture of life in a new place in all its complexity, laying bare both its beauty and its darkness as she discusses race, sex, love, death, consumerism, and what it is like to be from a country that is in America's crosshairs. Her tenderly perceptive and surprisingly humorous account invites us to see ourselves as we appear to others, making it possible for us to rediscover our many American gifts through the perspective of the outsider"--

The most convenient way to travel in New York City is by subway, but many first-time tourists, and even locals find the complexity of the system intimidating and confusing. Whether you are a first-time visitor or have struggled to use the subway in the past, this guide is for you! This book makes absolutely no assumptions about what you know about taking public transportation in New York. Illustrated with more than 70 pictures and figures, this detailed guide breaks down everything you need to know about using the subway. Filled with detailed information and many pictures, this guide will alleviate your fear and confusion about taking the subway

and allow you to navigate it confidently and effectively. What this guide includes: - A step-by-step guide on how to use the subway - Dealing with weekend and weeknight service changes - 70+ pictures and figures allowing you to visually understand the system - Tips, tricks, and subway etiquette - Getting from New York's three major airports into Manhattan New to Photoshop Elements? Learn everything you need to know to make your pictures perfect with Absolute Beginner's Guide to Adobe Photoshop Elements 2. The book covers all aspects of the software (including the new features "borrowed" from the new Photoshop 7), offering you quick and easy explanations on controlling the software for the results you want. Photoshop Elements provides easy access to powerful editing tools and connects users to online output services as well as options for Web and print output. Absolute Beginner's Guide to Adobe Photoshop Elements 2 shows the beginning user how to maximize all these features and more! This guide is for those who don't want to wait for six months until the cable company can install an internet connection. Cable Internet has exploded on the consumer market. This guide shows users just how to install their own hardware and configure Windows.

Make the most of your new Windows 8.1 device–without becoming a technical expert! This book is the fastest way to take control of Windows 8.1, and use it to create, connect, and discover…simplify and organize your whole life…learn more, play more, do more, live better! This book shows you how to do what you want, the way you want, one incredibly clear and easy step at a time. Windows has never, ever been this simple! Who knew how simple Windows 8.1 could be? This is the easiest, most practical beginner's guide to using your new Windows 8.1 desktop, notebook, or tablet…simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: • Run Windows

the way that's easiest for you: mouse, touch, or keyboard • Make the most of the Charms Bar and other new shortcuts • Get online with Internet Explorer® 11 and master its new tools • Retrieve up-to-the-minute news, sports, weather, and financial data • Set up your home network, printer, and other devices • Safeguard your personal information and keep it private • Enjoy all your digital photos, videos, movies, and music • Easily connect with anyone through email and the People app • Discover and play new Windows 8.1 games • Control your Xbox from Windows with Xbox® SmartGlass™ • Manage even the most gigantic collections of data and media • Automatically back up your data to the cloud • Fix problems, protect against malware, and keep Windows working reliably

This book reviews my recent studies conducted on computer networks with a systematic approach. The research discussions include studies of field of view, introduction to technology, spin-off network, development and evaluation of technology, network topology, and wireless networks. The purpose of this book is to draw a concrete perspective of applicable designs in networking industry and alternative approaches. Hence principles and techniques of applied designs of a home network and an organization including necessary network designs, programming languages, transmission medium, and essential hardware and software are debated.

How to welcome a new kitten, choose the right food, and more! While cats understand their owners, in our eyes felines continue to be regarded as unpredictable and mysterious pets. So, if we have decided that our new companion will be a kitty, we must prepare ourselves and discover its world. Learn important skills and knowledge about cats that will better prepare you and make your cat happy, such as how to: Welcome a new kitten into the house Feed your cat the most

appropriate food Assess its behavior Care for it if it gets sick And other important skills to ensure it has a happy, healthy life This is only a snippet of what you will find in this book. All of these skills have been elaborated by an animal care expert, which is accompanied with a good deal of useful advice that will help you understand our four-legged friend and make it grow healthy, while at the same time debunking certain myths about the cat world. In this book you will find everything you need to know in order to be the well-informed owner of a happy cat.

Absolute Beginners Guide: Stringing Beaded Jewelry, the first book in the Absolute Beginners Guide series, is a comprehensive introduction to stringing. Presented in a warm, reassuring tone, this book provides easy-to-follow instructions designed for someone who is just learning the craft. Readers feel informed, but not overwhelmed, by the explanation of the basic tools and supplies for beading, how to choose them in a bead store, and by suggestions for setting up a simple working area. The first projects are very easy, teaching stringing a repeating pattern and using graduated beads. Then it moves into more complex projects including using connectors and knotting techniques. This true introductory manual is written with friendliness and approachability. Wireless has become ubiquitous in today's world. The mobility and flexibility provided by it makes our lives more comfortable and productive. But this comes at a cost – Wireless technologies are inherently insecure and can be easily broken. BackTrack is a penetration testing and security auditing distribution that comes with a myriad of wireless networking tools used to simulate network attacks and detect security loopholes. Backtrack 5 Wireless Penetration Testing Beginner's Guide will take you through the journey of becoming a Wireless hacker. You will learn various wireless testing methodologies taught using live examples, which you

will implement throughout this book. The engaging practical sessions very gradually grow in complexity giving you enough time to ramp up before you get to advanced wireless attacks. This book will take you through the basic concepts in Wireless and creating a lab environment for your experiments to the business of different lab sessions in wireless security basics, slowly turn on the heat and move to more complicated scenarios, and finally end your journey by conducting bleeding edge wireless attacks in your lab. There are many interesting and new things that you will learn in this book – War Driving, WLAN packet sniffing, Network Scanning, Circumventing hidden SSIDs and MAC filters, bypassing Shared Authentication, Cracking WEP and WPA/WPA2 encryption, Access Point MAC spoofing, Rogue Devices, Evil Twins, Denial of Service attacks, Viral SSIDs, Honeypot and Hotspot attacks, Caffe Latte WEP Attack, Man-in-the-Middle attacks, Evading Wireless Intrusion Prevention systems and a bunch of other cutting edge wireless attacks. If you were ever curious about what wireless security and hacking was all about, then this book will get you started by providing you with the knowledge and practical know-how to become a wireless hacker. Hands-on practical guide with a step-by-step approach to help you get started immediately with Wireless Penetration Testing

New edition of best-seller shows users how to get the most out of their PCs And The Internet – updated to cover Vista. The Absolute Beginners Guide: Stitching Beaded Jewelry is the introduction to bead stitching. This book helps beginners to have a successful start in stitching by answering questions like "What are the must-have supplies and tools?" and "How do I set up my workspace?" The projects introduce basic stitches starting with the easiest, such as cross-weave and right-angle weave, and moving into other more challenging techniques. Your confidence and skill set will grow as you

work through the book, one project at a time.
Using a friendly informative style, this book shows readers how to use the latest version of Windows.
Absolute Beginner's Guide to Wi-Fi Wireless NetworkingQue Publishing
Security Smarts for the Self-Guided IT Professional Protect wireless networks against all real-world hacks by learning how hackers operate. Wireless Network Security: A Beginner's Guide discusses the many attack vectors that target wireless networks and clients--and explains how to identify and prevent them. Actual cases of attacks against WEP, WPA, and wireless clients and their defenses are included. This practical resource reveals how intruders exploit vulnerabilities and gain access to wireless networks. You'll learn how to securely deploy WPA2 wireless networks, including WPA2-Enterprise using digital certificates for authentication. The book provides techniques for dealing with wireless guest access and rogue access points. Next-generation wireless networking technologies, such as lightweight access points and cloud-based wireless solutions, are also discussed. Templates, checklists, and examples give you the hands-on help you need to get started right away. Wireless Network Security: A Beginner's Guide features: Lingo--Common security terms defined so that you're in the know on the job IMHO--Frank and relevant opinions based on the author's years of industry experience In Actual Practice--Exceptions to the rules of security explained in real-world contexts Your Plan--Customizable checklists you can use on the job now Into Action--Tips on how, why, and when to apply new skills and techniques at work This is an excellent introduction to wireless security and their security implications. The technologies and tools are clearly presented with copious illustrations and the level of presentation will accommodate the wireless security neophyte while not boring

a mid-level expert to tears. If the reader invests the time and resources in building a lab to follow along with the text, s/he will develop a solid, basic understanding of what "wireless security" is and how it can be implemented in practice. This is definitely a recommended read for its intended audience. - Richard Austin, IEEE CIPHER, IEEE Computer Society's TC on Security and Privacy (E109, July 23, 2012) Provides step-by-step instructions for the Windows 8.1 operating system, including managing files and folders, personalization, security and privacy, and organizing photos and music. The Absolute Beginner's Guide to the Bible introduces you to the bestselling and most influential book ever published. The Bible is the core document of Western civilization, the pinnacle of world literature, and the backbone of three major world religions. To know the Bible is to know the world--and, many say, to know much more than the world. Yet those interested in learning more about this important work discover a surprising paradox: It is both widely discussed and widely ignored. The Bible is a formidable book, and many people love it from a comfortable distance but don't want to get too close. The Absolute Beginner's Guide to the Bible will help you close that distance and experience the Bible as it should be experienced, as a vibrant, living, and vital collection of texts that are just as inspiring and full of life today as they were thousands of years ago. Get ready to feel like an expert right away. Inside The Absolute Beginner's Guide to the Bible, you'll learn how to: Find a translation or study Bible that's perfect for you. Interpret difficult Bible passages, taking into account their literary features and historical context. Appreciate the Bible's breadth. As a literary work, it includes poetry, philosophy, folk tales, history, theology, religious law, and even erotica. Understand the Hebrew Bible (Old Testament) as the deeply Jewish document that it is--and

learn the approaches that rabbis have traditionally used to interpret scripture. Recognize the courageous missionary spirit behind the New Testament, a collection of documents, secret and illegal at the time, that would later shape the faith of billions.

Make the most of Outlook 2013–without becoming a technical expert! This book is the fastest way to learn Outlook and use it to efficiently manage all your contacts and communications! Even if you've never used Outlook before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Outlook has never, ever been this simple! Who knew how simple Outlook 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Outlook 2013 program…simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: • Regain control and automatically get rid of junk email • Make email more efficient • Create appointments, events, meeting invitations, and reminders • Publish and share your calendar • Manage contacts, Facebook friends, and LinkedIn connections with People Hub • Use Tasks and To-Do Lists more effectively • Sync Outlook data across multiple devices, including smartphones and tablets • Make the most of Outlook together with Exchange and SharePoint • Use Peeks to instantly find what you need without changing views • Track your life with Color Categories, Folders, and Outlook 2013's improved Search • Run mail or email merges from within Outlook • Efficiently manage and protect your Outlook data files • And much more… Diane Poremsky has been recognized as a Microsoft Most Valuable Professional since 1999 for her knowledge and support of Microsoft Outlook. She founded Outlook Tips (outlook-tips.net) and operates The Outlook and Exchange Solutions Center (slipstick.com). Her weekly newsletter, Exchange Outlook Messaging, has 7,000+

subscribers, and her Outlook Daily Tips email reaches 5,000+ subscribers. Her books include Sams Teach Yourself Outlook 2003 in 24 Hours. Sherry Kinkoph Gunter has authored more than 50 computer books on a wide variety of topics, including Word 2013 Absolute Beginner's Guide and several other books on Microsoft Office.

A beginner's guide to gambling reveals the basic strategies of master players, sharing the secrets of winning gamblers and covering such topics as slot machines, casino gimmicks, changing the odds, and what games to avoid. Reissue.

Book + Content Update Program Make the most of your new Windows 10 device-without needing to be a technical expert! This book is the fastest way to take control of Windows 10, and use it to create, connect, and discover... simplify and organize your whole life... learn more, play more, do more, live better! This book will show you how to do what you want, the way you want, one incredibly clear and easy step at a time. Windows 10 has never, ever been this simple! Who knew how simple Windows 10 could be? This is the easiest, most practical beginner's guide to using your new Windows 10 desktop, notebook, or tablet... simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Make the new Windows 10 Start menu work just the way you want Tweak Windows to reflect your personality and maximize your security Reliably connect to your home network or public Wi-Fi Master the speedy

new Microsoft Edge web browser Install and use the best new Windows Store apps Enjoy all of your digital photos, videos, movies, and music Find whatever you're looking for-or let Cortana find it for you Use free OneDrive cloud storage to store, sync, and back up your files Play games and media through Xbox Live Manage all email from one easy app: Outlook, Gmail, Yahoo!, and more Share files and printers the easy way with Homegroups Retrieve up-to-the-minute news, sports, weather, and financial data Set up the notifications you want-and turn off those you don't want Create efficient virtual desktops to get more done faster Connect multiple monitors to one computer Keep your computer safe and healthy-painlessly Alan Wright has spent a decade providing IT support to enterprises, small businesses, and residential users. He holds several certifications from CompTIA and Microsoft, was technical editor on Using Windows 8 and Microsoft Project 2013 In Depth, and co-authored both Windows 8.1: Absolute Beginner's Guide and Visio 2013: Absolute Beginner's Guide.

Anyone who has ever wanted to give metal clay a try will enjoy this third book in the popular Absolute Beginners Guide series. The first book in this series, Stringing Beaded Jewelry, won the 2010 IPPY award. Making Metal Clay Jewelry follows the same signature format as its predecessors, positioning readers to learn by doing as they take on simple

metal clay jewelry projects that gradually increase in difficulty level. Now is a perfect time to introduce readers to metal clay with this signature series that focuses on positive results.

Provides information on wireless networking, covering such topics as 802.11 standards, hotspots, and setting up a wireless network.

Presents a complete overview of the latest version of the integrated software package, covering the basic principles and new features of Excel, Word, Outlook, OneNote, and PowerPoint.

Finally, there is a guide to home networking that was written for true beginners! The Absolute Beginner's Guide to Home Networking goes far beyond traditional printer or Internet sharing and is geared to help you understand home network types and concepts, install, configure and interconnect various types of wired and wireless networks. This easy-to-understand guide will help you achieve the desired goals of entertainment, information access and home security control with Windows, MacOS and Linux-based systems. Soon you will learn to share and enhance entertainment and even integrate business network hardware with a home network to exploit telecommuting, work-from-home and remote education opportunities.

Make the most of your new Windows® 8.1 notebook, desktop computer, or tablet–without becoming a technical expert! This book is the fastest way to get

comfortable, get productive, get online, get started with social networking, make more connections, and have more fun! Even if you've never used a Windows computer before, this book shows you how to do what you want, one incredibly clear and easy step at a time. Computer basics have never, ever been this simple! Who knew how simple using computers could be? This is today's best beginner's guide to using your computer or tablet with the new Windows 8.1 operating system…simple, practical instructions for doing everything you really want to do! Here's a small sample of what you'll learn: • Set up Windows 8.1 and get online fast • Use the new Windows 8.1 Modern interface • Get started with social networking on Facebook, Twitter, Pinterest, and LinkedIn • Use Windows 8.1's built-in apps–and find great new apps in the Windows Store • Connect printers and external storage, and set up automatic file backup • Create a home network in just minutes • Go online to shop, sell your stuff, manage your money, and do research • Get your office work done fast • Organize, view, and share photos • Play music using Windows 8.1, iTunes, or streaming music services • Watch TV shows and movies online • Protect yourself against viruses, spyware, and spam • Keep your system running reliably at top speed

Make the most of your new Windows® 10 notebook or desktop computer—without becoming a technical

expert! This book is the fastest way to get comfortable, get productive, get online, get started with social networking, make more connections, and have more fun! Even if you've never used a Windows computer before, this book shows you how to do what you want, one incredibly clear and easy step at a time. Computer basics have never, ever been this simple! Who knew how simple using computers could be? This is today's best beginner's guide to using your computer or tablet with the new Windows 10 operating system…simple, practical instructions for doing everything you really want to do!

Make the most of your new iPad or iPad mini–without becoming a technical expert! This book is the fastest way to get comfortable, get productive, get online, connect with friends and family, enjoy media, play games, post to Facebook and Twitter, and more! Even if you've never used an iPad before, this book will show you how to do what you want, one incredibly clear and easy step at a time. iPads have never, ever been this simple! Who knew how simple iPad and iPad mini could be? This is today's best beginner's guide to using your new iPad or iPad mini…simple, practical instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Master gestures and touchscreen tips you can use in any iPad app Get productive fast with Notes, Calendar, Contacts,

Reminders, and Notifications Use iCloud to automatically sync and share data with iPads, iPhones, and Macs Browse the Web more efficiently with Safari's best shortcuts Capture high-quality photos and video with your iPad Share "Photo Stream" albums with other iPad, iPhone, or iPod touch users Make free FaceTime video calls Post to Facebook and Twitter from your iPad Get the best new free and paid apps from Apple's App Store Make the most of iTunes and your iPad's amazing media capabilities Read new bestsellers and free classics with iBooks Transform your iPad into a great online gaming device Use Find My iPhone to find a lost iPad in the house, or lock it if it's stolen Adding hardware that makes your iPad more fun and useful Finding Wi-Fi connections and making the most of paid data plans

If you are a security professional, pentester, or anyone interested in getting to grips with wireless penetration testing, this is the book for you. Some familiarity with Kali Linux and wireless concepts is beneficial.

Absolute Beginner's Guide to WordPerfect 11 teaches you how to create many different types of documents. Letters, invoices, lists, financial reports, newsletters, invitations, legal pleadings, mini-spreadsheets, presentation materials with graphics, tables of contents and footnotes - WordPerfect can do all this and more. This book takes you step-by-step through the most essential tasks with plenty of illustrations that show you where you should be. It will seem as if someone is sitting right next to you, explaining the features and telling you exactly what to do. After working through this

book, you'll graduate from an Absolute Beginner to a WordPerfect Expert.

Describes the functions of all the Microsoft Office programs, including Excel, Outlook, PowerPoint, and Access.

Fix your own computer—without becoming a technical expert! This book is the fastest way to save money on computer repairs, avoid unnecessary frustration, and keep using perfectly good equipment instead of throwing it away! Even if you're completely non-technical, you'll learn how to get the job done, one incredibly clear and easy step at a time. Computer repair and maintenance has never, ever been this simple! ¿ Who knew how simple fixing your computer could be? ¿ This is the easiest, most practical beginner's guide to fixing your own computer… simple, reliable instructions and crystal-clear pictures that show you exactly how to do it yourself! Here's a small sample of what you'll learn: •¿¿ Maintain your computer so it's less likely to break in the first place •¿¿ Perform simple "ounce of prevention" tasks now, so it's easier to fix problems later •¿¿ Learn simple troubleshooting techniques for figuring out what's wrong •¿¿ Find the right tools (you might already have them!) •¿¿ Buy the right parts without spending more than you have to •¿¿ Fix aggravating Windows startup problems •¿¿ Smoothly recover from PC crashes •¿¿ Perform basic hardware repairs or upgrades at home, often in minutes •¿¿ Install a new hard disk, CD/DVD drive, or Blu-ray drive •¿¿ Speed up your computer by adding memory or upgrading its processor •¿¿ Troubleshoot and fix network and Internet connection problems •¿¿ And much more… ¿ Paul McFedries is a full-time technical writer and passionate computer tinkerer. He has authored more than 80 computer books that have sold more than 4 million copies. His recent titles include My Office 2013 RT, Windows 8 In Depth, Microsoft Windows 7 Unleashed, Microsoft Home Server 2011 Unleashed, and

Tweak It and Freak It: A Killer Guide to Making Windows Run Your Way. He is also proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the English language. ¿

Guides beginning users through basic PC operations in Microsoft Windows, demonstrating such tasks as personalizing Windows 8.1, connecting to the Internet, using social networks, working with apps, playing music, and performing routine maintenance.

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