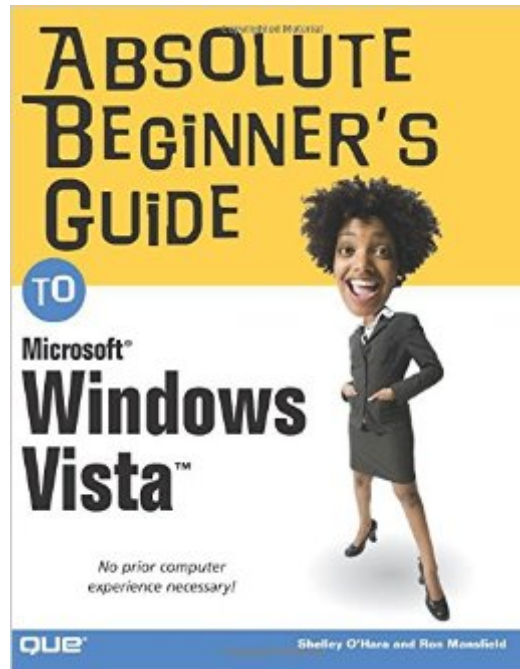


The book was found

Absolute Beginner's Guide To Microsoft Windows Vista



Synopsis

Absolute Beginners Guide to Windows Vista™ & Absolute Beginner™s Guide to Microsoft® Windows Vista™ will have you using your computer and new Windows operating system in no time! Here™s a small sample of what you™ll find inside:

- Describes how to get going: starting programs, creating and saving documents, printing, and using your computer for both productivity and play! Covers connecting to, browsing, and searching the Internet as well as how to send and receive email. Learn how to use the networking tools of Windows Vista to connect with any other computers in your home. Explains how to use the new Windows Photo Gallery to organize, edit, and print your pictures. Details security precautions you can take to prevent viruses, protect against malicious programs, and keep email secure. Provides advice on how to maintain tip-top performance and organization for your work. Highlights exciting multimedia features including listening to music, recording your own CDs, and sampling new tunes.
- Absolute Beginner™s Guide to Microsoft® Windows Vista™ teaches you how to get started with Windows (and computing in general). The book starts with the fundamentals and then builds on these skills in a smooth and effortless manner. The authors walk you through the process using a hands-on approach, covering topics that include starting programs, sending email, browsing the Internet, downloading music, and printing documents and pictures. Not only will you learn the nuts and bolts of using Windows, but you™ll also receive a crash course in additional topics, like security and home networking, that will improve your computing experience.

Absolute Beginner™s Guide to Microsoft® Windows Vista™ provides valuable, practical advice and instruction that you will refer to again and again.

• Shelley O'Hara is the author of more than 120 books, most of which relate to computers. She specializes in books that explain technical concepts and features, and writes in terms that the beginning user can understand. A former trainer, Shelley worked in the publishing industry before becoming a full-time writer. She has written some of the best-selling and most popular computer books on the market, including Easy Windows XP, Home Edition and Easy Windows 98.

• Ron Mansfield is a best-selling author with more than 30 books under his belt, including eBay to the Max and Launching a Successful eBay Store. He is also an eBay and computer consultant and instructor.

Category: Microsoft Windows Operating System Covers Microsoft® Windows Vista™ User Level: Beginning

Introduction 1 Part I The Basics 5

1 Getting Started with Windows Vista 7

2 Saving and Printing Your Work 31

3 Managing Files 45

4 Viewing and Finding Files 59

Part II

Communication 71

5 Getting Wired for Communication 71

73	6	Sending and Receiving Email	85	7	Browsing the Internet	103
		Ensuring Security and Privacy	127	9	Sending and Receiving Faxes	139
		Setting Up Windows Vista on a Home Network	149	Part III Digital Media		
		Media	163	11	Playing Music, DVDs, and Games	165
		12 Working with Photographs	183	Part IV Customizing Your Computer		
		13 Customizing Windows Vista	201	14	Setting Up Programs	221
		15 Customizing Email and Working with Contacts	233	16	Setting Up Windows Vista for Multiple Users	245
		Part V Maintaining Your PC	263	17	Safeguarding Your Work	265
		18 Improving Your Computer's Performance	279	19	Upgrading Your Computer	293
		20 Upgrading Windows	307	Part VI Windows Special Features		
		21 Using Windows Accessory Programs	319	22	Using Ease of Access Features	343
		Index	355			

Book Information

Paperback: 408 pages

Publisher: Que Publishing; 1 edition (January 8, 2007)

Language: English

ISBN-10: 0789735768

ISBN-13: 978-0789735768

Product Dimensions: 6.9 x 1 x 9 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars [See all reviews](#) (5 customer reviews)

Best Sellers Rank: #4,542,173 in Books (See Top 100 in Books) #94 in [Books > Computers & Technology > Operating Systems > Windows > Windows Desktop > Windows Vista](#) #3564

in [Books > Textbooks > Computer Science > Operating Systems](#) #8222 in [Books > Computers & Technology > Software > Microsoft](#)

Customer Reviews

I got this book because other books I have read were too hard to understand. This is easy. I already used it many times.

I am a beginner to the computer and this book has really helped me a lot.. thank you very much

Great book to find things that are not in the manufacturers manual.

Helpful

I think is great for the beginner, but also gives alot tips for someone who has been using Windows Vista® and it is easy access on my Kindle book.

[Download to continue reading...](#)

Windows 10: Windows10 Mastery. The Ultimate Windows 10 Mastery Guide (Windows Operating System, Windows 10 User Guide, User Manual, Windows 10 For Beginners, Windows 10 For Dummies, Microsoft Office) A Beginner's Guide to AutoHotkey, Absolutely the Best Free Windows Utility Software Ever! (Third Edition): Create Power Tools for Windows XP, Windows Vista, ... and Windows 10 (AutoHotkey Tips and Tricks) Absolute Beginner's Guide to Microsoft Windows Vista Windows 10: The Ultimate Beginner's Guide How to Operate Microsoft Windows 10 (tips and tricks, user manual, user guide, updated and edited, Windows ... (windows,guide,general,guide,all) (Volume 3) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Microsoft Windows Internals (4th Edition): Microsoft Windows Server 2003, Windows XP, and Windows 2000 Windows 10: The Ultimate User Guide for Advanced Users to Operate Microsoft Windows 10 (tips and tricks, user manual, user guide, updated and edited, Windows ... (windows,guide,general.guide,all Book 4) Windows 10: The Ultimate Guide For Beginners (Windows 10 for dummies, Windows 10 Manual, Windows 10 Complete User Guide, Learn the tips and tricks of Windows 10 Operating System) Windows 10: From Beginner To Expert: A Complete User Guide to Microsoft's Intelligent New Operating System (Now With Bonus Chapter) (Windows - General ... General Guide, Windows - General Mastery,) Windows 10: The Ultimate Beginner's Guide - Learn How To Start Using Windows 10, Easy User Manual, Plus The Best Hidden Features, Tips And Tricks! (Windows ... Windows 10 Software, Operating System) Windows 8.1: Learn Windows 8.1 in Two Hours: The Smart and Efficient Way to Learn Windows 8.1 (Windows 8.1, Windows 8.1 For Beginners) Windows 8.1 :: Migrating to Windows 8.1.: For computer users without a touch screen, coming from XP, Vista or Windows 7 Windows 8 :: Migrating to Windows 8: For computer users without a touch screen, coming from XP, Vista or Windows 7 Windows Vista Security: Securing Vista Against Malicious Attacks Windows 10: The Ultimate Guide To Operate New Microsoft Windows 10 (tips and tricks, user manual, user guide, updated and edited, Windows for beginners) Windows 8 Tips for Beginners 2nd Edition: A Simple, Easy, and Efficient Guide to a Complex System of Windows 8!

(Windows 8, Operating Systems, Windows ... Networking, Computers, Technology) MCTS Microsoft Windows Vista Client Configuration Study Guide: Exam 70-620 A Simple Guide to: Create a Wired Home Network between Windows Vista and Windows 7 Microsoft Windows Security Inside Out for Windows XP and Windows 2000 (Bpg--Inside Out) Computer Basics Absolute Beginner's Guide, Windows 10 Edition (includes Content Update Program) (8th Edition)

[Dmca](#)