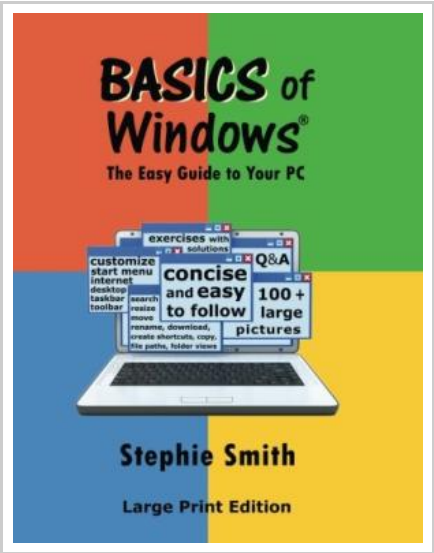



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# Basics of Windows: The Easy Guide to Your PC

By Stephie Smith

CreateSpace Independent Publishing Platform. Paperback. Book Condition: New. Jerry Forney (illustrator). This item is printed on demand. Paperback. 172 pages. Dimensions: 11.0in. x 8.5in. x 0.4in.8-12 x 11 LARGE PRINT edition, 170 pp. Does your computer make you feel like a dummy Believe me, youre not alone. But with these simple instructions, youll be on your way to making the most of your PC. BASICS of Windows The Easy Guide to Your PC covers using your mouse or touchpad (single and double click, right and left click, drag and drop, customizing the way your device works); the Windows Desktop (what everything does; customizing the desktop, start menu, and taskbar); manipulating your windows (opening, closing, restoring, moving, resizing, arranging, and finding windows; scrolling in windows); starting up and shutting down; folders and files (creating, renaming, moving, deleting, finding, making shortcuts to); Windows Explorer, Internet Explorer, and other Windows programs. Concise and easy to follow with 111 large screen shots. Covers XP, Vista, and Windows 7; not version-specific so you learn the basic skills for any Windows PC or laptop. Simple exercises to test your knowledge and help you build confidence while you apply what youve learned. Question and Answer section covers...

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