Teach Yourself VISUALLY MacBook (Teach Yourself VISUALLY (Tech))

Learn how to tackle more than 165 iMac tasks. Each task-based spread covers a single technique, sure to help you get up and running on your iMac in no time. Get to know MacOS Sierra with this visual expert guide Teach Yourself VISUALLY macOS Sierra is your ideal guide to the new Mac operating system. Clear, step-by-step instructions walk you through setup, show you around, and help you get down to work—but first you'll have a little fun. Sierra brings Siri to the desktop, provides seamless access across devices, allows you to copy from one device and paste to another, and so much more. This guide takes you through the beautiful, functional, simplicity that is the macOS workflow, with straightforward explanations, step-by-step demonstration, and rich, easy-to-follow visuals. From essential everyday tasks to the specialized "tricks" you can only find on a Mac, you'll know Sierra inside-out in a flash. Expert instruction is the key to getting the most out of any tool, and your Mac is a tool like no other. Connect, create, enjoy, and more with fewer clicks, fewer issues, and much less confusion than any other operating system. This book is your personal guide to exploring and using macOS Sierra. Set up seamless contacts, email, and calendars, Messages, and FaceTime Find your way around Mission Control, Launchpad, Dashboard, and Time Machine Organize photos, video, movies, music, and files, on your Mac or in the cloud Secure, customize, and maintain your Mac for flawless functionality Get streamlined, get organized, and get going: macOS Sierra helps you work, play, and live better with features and capabilities designed for the way you operate. Teach Yourself VISUALLY macOS Sierra walks you through what you need to know to experience everything your Mac has to offer.

You've probably coveted jewelry you've seen in artsy boutiques and fashion magazines or envied friends who have the perfect bling to accent everything. With this book, you'll learn to craft designs that are chic but inexpensive. With hundreds of detailed photos, this book covers tools and supplies, bead stringing and weaving, wire wrapping, and more. Terrific projects will get you started and inspire you to create your own jewelry and beadwork designs. Concise two-page lessons show you all the steps to a skill and are ideal for quick review Each skill or technique is defined and described Detailed color photos demonstrate each step Step-by-step instructions accompany each photo Helpful tips provide additional guidance

If you prefer instructions that show you how to do something and skip the long-winded explanations, then this book is for you. You?ll find clear, step-by-step screen shots that show you how to tackle more than 160 MacBook tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including using the Dock and Dashboard, managing Exposé and Spaces, video chatting with iChat, and creating albums and photos in iPhoto. Full-color screen shots demonstrate each task so that you can get started using your MacBook today.

Teach Yourself Visually IMac
Teach Yourself VISUALLY Excel 2016
Teach Yourself VISUALLY iPhone 8, iPhone 8 Plus, and iPhone X
Teach Yourself VISUALLY MacBook Pro and MacBook Air

Visually demonstrates the iMac's features, explaining how to

run software, find files, customize the desktop, connect to the Internet, play video, upgrade and optimize the system, and troubleshoot common problems

Chess is a mental game, but you don't have to strain your brain to learn the basics—not with this guide that shows you how to play. Teach Yourself VISUALLY Chess covers how to set up the board, how each piece moves, opening strategies and variations, attacking themes and common sacrifices, and more. Photos of the board let you see strategies in action. For hands-on practice, you can even set up your board and make your moves as you learn. With this book and practice, you'll be saying "Checkmate" in no time. Concise two-page lessons show you all the steps to a skill and are ideal for quick review Each move or tactic is clearly explained Explanations accompany each photo Color photos and diagrams show key positions, strategies, and moves Helpful tips provide additional guidance Are you a visual learner? Than Teach Yourself VISUALLY Macs is the book for you! This resource: Offers a perfect introduction for visual learners looking to gain a general understanding of Macs and some of the common peripherals associated with them. Demonstrates everything you need to know about transitioning from Windows to a Mac, using iPhoto, creating home movies with iMovie, and connecting all those cool devices, like the iPhone or iPod, so you can maximize iTunes. Shows you how to browse the Web with Safari and use iCal to track appointments, and what to do if something should ever go wrong. Includes full-color, rich screen shots and illustrations as well as step-by-step instructions clearly explain how to get the most from your Mac.

Features step-by-step screen shots that demonstrate how to handle over 175 MacBook air tasks, including personalizing the device, connecting to a network, using iCloud, and managing contacts and calendars.

Teach Yourself VISUALLY iPhone 12, 12 Pro, and 12 Pro Max
Teach Yourself VISUALLY Chess
Teach Yourself VISUALLY Knitting
HTML, XHTML & CSS QuickSteps

Master the ins and outs of Google's free-to-use office and productivity software Teach Yourself VISUALLY Google Workspace delivers the ultimate guide to getting the most out of Google's Workspace cloud software. Accomplished author Guy Hart-Davis offers readers the ability to tackle a huge number of everyday productivity problems with Google's intuitive collection of

online tools. With over 700 full-color screenshots included to help you learn, you'll discover how to: Manage your online Google Calendar Master the files and folders in your Google Drive storage Customize your folders and navigate your Gmail account Create perfect spreadsheets, presentations, and documents in Google Sheets, Slides, and Docs Perfect for anyone who hopes to make sense of Google's highly practical and free online suite of tools, Teach Yourself VISUALLY Google Workspace also belongs on the bookshelves of those who already find themselves using Workspace and just want to get more out of it. A visual guide to the world's most popular mobile device – fully updated for iPhone 6 and iPhone 6 Plus! Teach Yourself VISUALLY iPhone is your practical and accessible guide to mastering the powerful features and functionality of Apple's iPhone. For new iPhone users and long-time customers alike, this excellent resource features visually rich tutorials and step-by-step instructions that will help you understand all of your iPhone's capabilities – from the most basic to the most advanced. Most consumers gravitate toward the iPhone and Apple products in general because they just work. But you may not have been getting the most out of your iPhone, until now. With Teach Yourself VISUALLY iPhone, you'll learn how to access and download books, apps, music, and video content as well as send photos and e-mails, edit movies, sync with Apple devices and services, and effectively use the current OS. All the new features and capabilities of the latest, cutting-edge iPhone are covered. This practical guide will help you: Get to know your iPhone 6, iPhone 6 Plus, iPhone 5s, and iPhone 5c Learn the features of iOS visually with 500 full-color screen shots Master the basic functions of your iPhone and customize your settings Ensure you are getting optimal performance from your smartphone Understand how to find the best apps and services to fit your personal and business needs Written for visual learners and anyone who is interested in either starting out with a brand new iPhone or learning about the latest features of the most recent revolutionary device from Apple, Teach Yourself VISUALLY iPhone is the ultimate visual guide to the world's favorite smartphone. Get up and running quickly with all the latest updates to the MacBook The MacBook is an incredibly popular laptop choice, boasting light weight and tremendous speed. If you're a visual learner who is eager to get started with all that the MacBook has to offer, then this is the book for you! Packed with full-color photos and screen shots, this vital book walks you step by step through everything from the basics (such as powering on or shutting down the MacBook) to working with the Dashboard and its widgets to running the new Mac OS X Snow Leopard operating

system. Veteran author Brad Miser escorts you through all the vitals and even offers invaluable advice for troubleshooting common problems. The MacBook is gaining popularity and this book is essential for visual learners who are eager to get started using their MacBook Covers the new Mac OS X Snow Leopard, as well as updates to iLife and MobileMe Lavish photos and screen shots offer you enhanced visual assistance while you learn the ins and outs of the MacBook Veteran author Brad Miser breaks down each topic to make it understandable for visual learners Keep this indispensible visual guide at arm's reach and get up and running with your MacBook the fast and easy way!
Teach Yourself VISUALLY MacBook Pro and MacBook AirJohn Wiley & Sons
Teach Yourself Visually MacBook®, 2nd Edition
Covers iOS 10 and all models of iPhone 6s, iPhone 7, and iPhone SE
Teach Yourself VISUALLY Apple Watch
Teach Yourself VISUALLY Windows 10 Anniversary Update

Know your new iPhone 12, 12 Pro, and 12 Pro Max from the inside-out with 900 color screen shots! Teach Yourself VISUALLY iPhone is your ultimate guide to getting the most out of your iPhone! Apple's graphics-driven iOS is perfect for visual learners, so this book uses a visual approach to show you everything you need to know to get up and running—and much more. Full-color screen shots walk you step-by-step through setup, customization, and everything your iPhone can do. Whether you are new to the iPhone or have just upgraded to the 12, 12 Pro, or 12 Pro Max, this book helps you discover your phone's full functionality and newest capabilities. Stay in touch by phone, text, email, FaceTime Audio or Video calls, and social media; download and enjoy books, music, movies, and more; take, edit, and manage photos; track your health, fitness, and habits; organize your schedule, your contacts, and your commitments; and much more! The iPhone is designed to be user-friendly, attractive, and functional. But it is capable of so much more than you think—don't you want to explore the possibilities? This book walks you through iOS 14 visually to help you stay in touch, get things done, and have some fun while you're at it! Get to know the iPhone 12, 12 Pro, and 12 Pro Max with 900 full-color screen shots Master the iPhone's basic functions and learn the latest features Customize your iPhone to suit your needs and get optimal performance Find the apps and services that can make your life easier The iPhone you hold in your hand represents the pinnacle of mobile technology and is a masterpiece of industrial design. Once you get to know it, you'll never be without it. Teach Yourself VISUALLY iPhone is your personal map for exploring your new tech companion.
Visually learn the latest version of Word Are you a visual learner who prefers to see how Word works instead of hear a long-winded explanation?Teach Yourself Visually Word offers you a straightforward 'show me, don't tell me' approach to working with the newest version of the top-selling application in the Microsoft Office suite. Packed with visually rich tutorials and step-by-step instructions that will help you come to grips with all of Word's capabilities, this accessible resource will quickly and easily get you up and running on using the world's most widely

used word processing program. With Teach Yourself Visually Word, you'll learn how to perform dozens of tasks, including how to set up and format documents and text in Word; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Covering the newest additions and changes to the latest version of Word, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running with Word like a warrior! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word—and beyond Walks you through Word's new features Demonstrates how to set up, format, and edit Word documents If you're new to the world of Word and want a highly visual roadmap to help you put it to use for you, Teach Yourself Visually Word has you covered.

The visual learner's ultimate guide to the MacBook and macOS High Sierra Teach Yourself VISUALLY MacBook is your ultimate guide to getting up and running quickly with your new MacBook, MacBook Pro, or MacBook Air! Whether you're new to computers or transitioning from a PC, this graphics-heavy guide will show you everything you need to know to get the most out of your new laptop. Clear, step-by-step instructions walk you through each task, with screenshots that help you follow along with confidence. You'll learn how to manage files, work with macOS software, organize photos and media, set up email, access the internet, and adjust settings and preferences to make your MacBook work the way you work. You'll also explore the features that bring computing to a whole new level, including iCloud, FaceTime, the App Store, and so much more! The Mac has long inspired a legion of loyal fans, and you're about to find out why. From sleek design to intuitive interface, to an OS that just works, Apple has cornered the market on the high-end computing experience. The MacBook makes sublime computing portable, and this book shows you how to take advantage of all that your MacBook has to offer. Get acquainted with the latest macOS version and its new features Perform everyday tasks quickly and easily Customize preferences and settings to suit your needs Download new apps, video chat, save to the cloud, and much more! No confusing tech-speak, no vague instructions, and no complex tangents into obscure tasks. This friendly guide is packed with screenshots, easy-to-follow instructions, and a practical sensibility; you're not launching the space shuttle, you just want to open your email. If you're ready to explore all that your MacBook can do, Teach Yourself VISUALLY MacBook is your ideal companion. Teach yuorself VISUALLYTM Are you a visual learner? Do you prefer instructions that show you how to do something — and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle the most useful Chromebook tasks. Each task-based spread covers a single technique, sure to help you get up and running on your Chromebook in no time. You'll learn to: Set up your Chromebook from Scratch Configure Chrome OS to work your way Connect your Android phone Enjoy email, chat, and video chat Master your schedule and tasks Designed for visual learners Two-page lessons break big topics into bite-sized modules Succinct explanations walk you through step by step Full-color screen shots demonstrate each task Helpful sidebars offer practical tips and tricks

Covers iOS 9 and all models of iPad Air, iPad mini, and iPad Pro
Teach Yourself VISUALLY Jewelry Making and Beading
Teach Yourself VISUALLY Raspberry Pi
Teach Yourself VISUALLY iPhone 7

If you're a visual learner who's eager to get up and running on all the MacBook has to offer,

this fully illustrated, easy-to-follow guide provides you with the most up-to-date information on performing everyday tasks¿??quickly and easily. --

A visual guide to the latest iPhone technology Teach Yourself VISUALLY iPhone is the visual guide to mastering the powerful features and functionality of Apple's latest smartphone. Whether you're a newbie or upgrading to the latest model, this easy to navigate guide features visually rich tutorials and plenty of step-by-step instructions to help you make sense of all your iPhone's capabilities—from the most basic to the most advanced. Covering all the exciting features of the latest cutting-edge models, this visual guide helps you learn how to access and download apps, books, music, and video content; send photos and emails; edit movies; synch with Apple devices and services; effectively use the current OS; and much more. Learn the features of iOS with 500 full-color screen shots Master the basic functions of your iPhone and customize its settings to work the way you prefer Ensure you're getting optimal performance from your iPhone Discover how to find the best apps and services to fit your personal and business needs If you learn faster by seeing and doing, this visual guide will quickly help you unlock the many capabilities of the world's favorite smartphone.

The ultimate visual learner's guide to Windows 10 Teach Yourself VISUALLY Windows 10 Anniversary Update is the quick and easy way to get up and running with Windows 10 and Windows 10 Update. From setting up to shutting down and everything in between, this book guides you through everything you need to know to start working with Windows 10. Learn how to customize Widows 10, pin an app to the Start menu, work with files and digital media, customize the interface, optimize performance, set up email, go online, and so much more. Two-page spreads, detailed instruction, and expert content walk you through more than 150 Windows tasks. Coverage includes the Windows 10 release, along with the newest features of the Windows 10 Anniversary Update. This is your visual guide to learning what you can do with Windows 10 and Windows 10 Anniversary Update. Find your way around Windows 10 with full-color screen shots Install programs, set up user accounts, play music and videos, and more Learn basic maintenance that keeps your system running smoothly Set up password protection and troubleshoot basic issues quickly

Master one of the most popular word processors ever with this essential, visual reference Teach Yourself VISUALLY: Word 2019 provides readers with a thorough and visual exploration of the 2019 edition of Microsoft Word. Written by the celebrated author of over 100 books on computing, Guy Hart-Davis, Teach Yourself VISUALLY: Word 2019 allows you to quickly get up to speed with one of the most popular word processors on the planet. The book covers all the topics you'll need to comprehensively master Word 2019, and includes: Full-color, step-by-step instructions showing you how to perform all the essential tasks of Microsoft Word 2019 How to set up and format documents, edit them, and add images and charts How to post documents online for sharing and reviewing and take advantage of all the newest features of Word Newly updated to include the latest features of Microsoft Word, like how to collaborate on documents in real time, draw and write with the digital pen, new accessibility options and the new Resume Assistant, Teach Yourself VISUALLY: Word 2019 belongs on the shelf of anyone who wants to improve their effectiveness with this essential word processor.

Teach Yourself VISUALLY Google Workspace

Teach Yourself VISUALLY Word 2019

Teach Yourself VISUALLY iPhone

Teach Yourself VISUALLY MacBook Pro & MacBook Air

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 175 tasks involving HTML and CSS. Each task-based

spread covers a single technique, sure to help you get up and running with HTML and CSS in no time. You'll learn to: View HTML code in a browser Add and format text Prepare images for the Web Insert links to other pages Control layout with style sheets Add JavaScript to a Web page Helpful sidebars offer practical tips and tricks Succinct explanations walk you through step by step Full-color screen shots demonstrate each task Two-page lessons break big topics into bite-sized modules

Your ultimate visual iPad guide. Teach Yourself VISUALLY iPad is the essential guide to getting the most out of your new device. Expert advice delivered in a visual step-by-step tutorial will have you using the latest key features, getting connected, and troubleshooting minor issues. Packed with tips and tricks for getting more done and getting it done faster, this invaluable guide provides plenty of full-color screenshots to help you stay on track. Each task is cut down into small, manageable pieces so you can get in and out fast, and the image-driven instruction helps you transition seamlessly between the page and the screen. Whether you have an iPad, iPad Air, or an iPad mini, this book will help you discover just what it is that makes the iPad the most coveted tablet on the market. Customize your iPad, and connect with Wi-Fi and Bluetooth Access media, games, photos, apps, and more Set up e-mail, get online, and manage social media accounts Troubleshoot issues and avoid a trip to the Apple Genius Bar Teach Yourself VISUALLY iPad gives you a visual tour with expert instruction to help you get the most out of your device.

The visual learner's ultimate guide to the MacBook Pro, MacBook Air and macOS Catalina Teach Yourself VISUALLY MacBook is your ultimate guide to getting up and running quickly with your new MacBook Pro or MacBook Air! Whether you're new to computers or transitioning from a PC, this graphics-heavy guide will show you everything you need to know to get the most out of your new laptop. Clear, step-by-step instructions walk you through each task, with screenshots that help you follow along with confidence. You'll learn how to manage files, work with macOS software, organize photos and media, set up email, access the internet, and adjust settings and preferences to make your MacBook work the way you work. You'll also explore the features that bring computing to a whole new level, including iCloud, FaceTime, the App Store, and so much more! The Mac has long inspired a legion of loyal fans, and you're about to find out why. From sleek design to intuitive interface, to an OS that just works, Apple has cornered the market on the high-end computing experience. The MacBook makes sublime computing portable, and this book shows you how to take advantage of all

that your MacBook has to offer. MacOS Catalina gives you more of everything you love about Mac. Prepare yourself to experience music, TV, and podcasts in newly designed Mac apps. You can now enjoy your favorite iPad apps on Mac, and even extend your workspace and expand your creativity with iPad and Apple Pencil. Packed with new features and updates to the apps Apple users love, you can now take everything you do up the next level. Get acquainted with the latest macOS version Cataline, and its new features Perform everyday tasks quickly and easily Customize preferences and settings to suit your needs Download new apps, video chat, save to the cloud, and much more! No confusing tech-speak, no vague instructions, and no complex tangents into obscure tasks. This friendly guide is packed with screenshots, easy-to-follow instructions, and a practical sensibility; you're not launching the space shuttle, you just want to open your email. If you're ready to explore all that your MacBook can do, Teach Yourself VISUALLY MacBook is your ideal companion. The visual learner's ultimate guide to the MacBook Pro, MacBook Air and macOS Monterey Teach Yourself VISUALLY MacBook is your ultimate guide to getting up and running quickly with your new MacBook Pro or MacBook Air! Whether you're new to computers or transitioning from a PC, this graphics-heavy guide will show you everything you need to know to get the most out of your new laptop. Clear, step-by-step instructions walk you through each task, with screenshots that help you follow along with confidence. You'll learn how to manage files, work with macOS software, organize photos and media, set up email, access the internet, and adjust settings and preferences to make your MacBook work the way you work. You'll also explore the features that bring computing to a whole new level, including iCloud, FaceTime, the App Store, and so much more! The Mac has long inspired a legion of loyal fans, and you're about to find out why. From sleek design to intuitive interface, to an OS that just works, Apple has cornered the market on the high-end computing experience. The MacBook makes sublime computing portable, and this book shows you how to take advantage of all that your MacBook has to offer. MacOS Monterey gives you more of everything you love about Mac. Prepare yourself to experience music, TV, and podcasts in newly designed Mac apps. You can now enjoy your favorite iPad apps on Mac, and even extend your workspace and expand your creativity with iPad and Apple Pencil. Packed with new features and updates to the apps Apple users love, you can now take everything you do up the next level. Get acquainted with the latest macOS version Monterey, and its new features Perform everyday tasks quickly and easily Customize preferences and settings to suit your needs Download new apps,

video chat, save to the cloud, and much more! No confusing tech-speak, no vague instructions, and no complex tangents into obscure tasks. This friendly guide is packed with screenshots, easy-to-follow instructions, and a practical sensibility; you're not launching the space shuttle, you just want to open your email. If you're ready to explore all that your MacBook can do, Teach Yourself VISUALLY MacBook is your ideal companion. Teach Yourself VISUALLY iPhone 11, 11Pro, and 11 Pro Max Teach Yourself VISUALLY IMac Covers iOS 8 on iPhone 6, iPhone 6 Plus, iPhone 5s, and iPhone 5c Teach Yourself VISUALLY Mac Mini

Like the MacBook Air itself, Teach Yourself VISUALLY MacBook Air is designed to be visually appealing, while providing excellent functionality at the same time. By using this book, MacBook Air users will be empowered to do everyday tasks quickly and easily. From such basic steps as powering on or shutting down the MacBook Air, working on the Mac desktop to downloading applications with the Mac App Store to running Windows applications, Teach Yourself VISUALLY MacBook Pro covers all the vital information and provides the help and support a reader needs--in many ways it's like having a Mac Genius at their side helping tackle questions that may arise. Teach Yourself VISUALLY MacBook Air will cover new hardware updates, Mac OS X Lion, Thunderbolt, and much more!

*Do you learn faster by seeing and doing than by wading throughtedious instructions? Then get yourself some yarn and needles andget knitting! Teach Yourself VISUALLYKnitting shows you thebasics--photo by photo and stitch by stitch. You begin with theessential knit and purl stitches and advance to bobbles, cables,lace, and fancy color work. With fun, innovative patterns from topknitting designer Sharon Turner, you'll be creating masterpieces inno time! Concise two-page lessons show you all the steps to a skill and areideal for quick review * Each skill or techniqueis defined and described * Detailed color photos demonstrate each step * Step-by-step instructions accompany each photo * Helpful tips provide additional guidance*

Your visual, guided tour of OS X El Capitan With clear, step-by-step instructions and plenty of rich visuals, Teach Yourself Visually OS X El Capitan walks you through the latest updates of OS X and demonstrates the essential tasks you need to know.

Step-by-Step, Full-Color Graphics! Learn how to use HTML, XHTML, and CSS, right away--the QuickSteps way. Color photos and screenshots with clear instructions show you how to build your own website, add graphics and links, and create tables and frames. Learn how to apply the power and flexibility of XHTML and CSS to your website, and make sure it's compatible with all browsers for PCs and Macs. Color-coded tabs make it easy to flip straight to the information you need. Get your website up and running in no time with help

from this easy-to-use guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid
Teach Yourself VISUALLY HTML and CSS
Teach Yourself VISUALLY Microsoft Teams
Teach Yourself VISUALLY Word 2016

Quickly get up to speed on your MacBook Pro This handy resource is not only visually appealing but offers excellent step-by-step guidance to your MacBook Pro. Following the illustrated instructions will empower you to accomplish everyday tasks quickly and easily. The book covers the basics such as powering on or shutting down the MacBook Pro and working on the Mac desktop with the new Mission Control and Launchpad--to downloading applications with the Mac App Store, running Windows applications, and more. Use this clear, visual guide and quickly learn the ins and outs of your MacBook Pro. Covers new hardware updates, Mac OS X Lion, iLife, iTunes, and more Shows you how to work on the desktop, configure widgets on the dashboard, run Windows applications, and do your own troubleshooting Teach Yourself VISUALLY MacBook Pro offers fully illustrated instructions for learning how to use your MacBook Pro to its full potential.
Each illustrated resource offers visual learners a great beginner's guide to a particular topic, augmenting step-by-step instructions with full-color screen shots.
Discover the power of Microsoft Teams with this intuitive and timely new guide Microsoft Teams is unlocking the potential of remote work and virtual meetings at a time when they couldn't be more necessary. Its feature-rich interface and ease-of-use promise to bring your team together—as long as you can harness its full suite of capabilities. In Teach Yourself VISUALLY Microsoft Teams, Microsoft experts and authors Matt Wade and Sven Seidenberg turn their years of engineering and IT experience loose on the virtual collaboration software now used by over one hundred million people across the globe. Using the book's huge collection of vibrant and full-sized images and walkthroughs, you'll see exactly what you need to do in order to: Realize the key benefits of Teams by using its messaging and video-conferencing capabilities to stay connected with your colleagues Manage multiple teams and channels to use Teams across your organization Extend the functionality of Teams by using additional apps and add-ons Learn valuable tips, best practices, and work-arounds to make the most of and avoid the landmines in Teams Rapidly becoming the central hub for working in Microsoft 365, Microsoft Teams promises to transform the way you work and communicate. And you'll master it faster and easier by using this ultimate guide to get the most out of Microsoft's latest and greatest software!
Know your new iPhone 11, 11 Pro, and 11 Pro Max from the inside-out with 900 color screen shots! Teach Yourself VISUALLY iPhone is your ultimate guide to getting the most out of your iPhone! Apple's graphics-driven iOS is perfect for visual learners, so this book uses a visual approach to show you everything you need to know to get up and running—and much more. Full-color screen shots walk you step-by-step through setup, customization, and everything your iPhone can do. Whether you are new to the iPhone or have just upgraded to the 11, 11 Pro, or 11 Pro Max, this book helps you discover your phone's full functionality and newest capabilities. Stay in touch by phone, text, email, FaceTime Audio or FaceTime Video calls, or social media; download and enjoy books, music, movies, and more; take, edit, and manage photos; track your health, fitness, and habits; organize your schedule, your contacts, and your commitments; and much more! The iPhone is designed to be user-friendly, attractive, and functional. But it is capable of so much more than you think—don't you want to explore the

possibilities? This book walks you through iOS 13 visually to help you stay in touch, get things done, and have some fun while you're at it! Get to know iOS 13 with 900 full-color screen shots Master the iPhone's basic functions and learn the latest features Customize your iPhone to suit your needs and get optimal performance Find the apps and services that can make your life easier The iPhone you hold in your hand represents the pinnacle of mobile technology and is a masterpiece of industrial design. Once you get to know it, you'll never be without it Teach Yourself VISUALLY iPhone is your personal map for exploring your new tech companion.

Teach Yourself VISUALLY macOS Sierra
Teach Yourself VISUALLY MacBook Air
Teach Yourself VISUALLY MacBook, 3rd Edition
Teach Yourself VISUALLY OS X El Capitan

Step-by-step screen shots show you how to tackle more than 100 Apple Watch tasks. Each task-based spread covers a single technique, sure to help you get up and running on Apple Watch in no time.

Clear instructions to help visual learners get started with their MacBook Pro Covering all the essential information you need to get up to speed with your MacBook Pro, this new edition provides you with the most up-to-date information on performing everyday tasks quickly and easily. From basics such as powering on or shutting down the MacBook Pro to more advanced tasks such as running Windows applications, this visual guide provides the help and support you need to confidently use your MacBook Pro to its full potential. Empowers you to perform everyday tasks quickly and easily Covers new hardware updates, the latest version of OS X, troubleshooting, iCloud, FaceTime, and more Walks you through working on the Mac desktop with Mission Control and Launchpad Explains how to download applications from the Mac App Store Teach Yourself VISUALLY MacBook Pro, Second Edition is an ideal, fully illustrated guide for learning how to make the most of all your MacBook Pro has to offer.

See your way to Excel spreadsheet stardom with this visual guide If you're always hearing about the cool things Excel can do, here's your chance to see how to do them! Teach Yourself Visually Excel offers you a straightforward visual approach to working with the newest version of the world's leading spreadsheet program. Packed with visually rich tutorials and step-by-step instructions that will help you take your Excel skills to new heights, this friendly and approachable guide will have you creating, editing, and manipulating Excel spreadsheets in no time! Excel can seem daunting, but with Teach Yourself Visually Excel, you'll

quickly and painlessly learn how to perform dozens of tasks, including creating spreadsheets and charts, filtering and sorting data, working with PivotTables, and so much more. Covering the latest additions and changes to the newest version of Excel, a series of easy-to-follow, full-color tutorials helps you to excel at working with Excel! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Excel—and beyond Walks you through Excel s new features Clearly demonstrates how to organize, present, analyze, and chart data with Excel Whether you've never used Excel or just need to brush up on its new features, Teach Yourself Visually Excel will be the dog-eared resource you'll turn to again and again.

Get the most out of the latest MacBook Air with this easy-to-read visual guide Who doesn't love the MacBook Air? It's light as a feather, yet delivers heavyweight functionality. If you want clear, practical, visual instructions on how to use your new MacBook Air, this is the book for you. Using tons of illustrations and step-by-step explanations, Teach Yourself VISUALLY MacBook Air gets you up and running by clearly showing you how to do everything. From the basics to everything the new OS X operating system brings to the table, this book guides you through. Walks you through all the new features and functions of the new MacBook Air Shows you how to work with the new OS X Mavericks operating system, iCloud, FaceTime, and more Covers basics, such as powering up and shutting down to running Windows applications and downloading apps from the Mac Store Features full-color screen shots to reinforce your visual learning of processes Find all the cool and practical ways to use your MacBook Air with Teach Yourself VISUALLY MacBook Air.

Teach Yourself VISUALLY MacBook Pro
Teach Yourself VISUALLY Chromebook
Teach Yourself VISUALLY Macs
Teach Yourself VISUALLY iPad

Your visual, guided tour of OS X El Capitan With clear, step-by-step instructions and plenty of rich visuals, Teach Yourself Visually OS X El Capitan walks you through the latest updates of OS X and demonstrates the essential tasks you need to know. Complemented with screenshots on almost every page that illustrate exactly what you'll encounter, this visual guide will have you up and running with OS X—quickly and easily. Boasting new visuals, several new features, and

more seamless integration of iOS devices, the latest version of Mac's operating system has plenty to offer. You'll learn how to manipulate preferences to customize your experience, make the most of your digital media, and streamline your workflow while having a little fun. You will tour the Game Center, Messages, and Notifications, and get acquainted with Mission Control and the App Store—and much more. Customize your Mac to better suit your workflow Discover the newest updates to your favorite tools Navigate your way around OS X El Capitan Accomplish more in less time and make the most of your Mac Know your new iPhone from the inside-out with 900 color screen shots! Teach Yourself VISUALLY iPhone is your ultimate guide to getting the most out of your iPhone! Apple's graphics-driven iOS is perfect for visual learners, so this book uses a visual approach to show you everything you need to know to get up and running—and much more. Full-color screen shots walk you step-by-step through setup, customization, and everything your iPhone can do. Whether you are new to the iPhone or have just upgraded to the 7s, 7s Plus, or 8, this book helps you discover your phone's full functionality and newest capabilities. Stay in touch by phone, text, email, FaceTime Audio or FaceTime Video calls, or social media; download and enjoy books, music, movies, and more; take, edit, and manage photos; track your health, fitness, and habits; organize your schedule, your contacts, and your commitments; and much more! The iPhone is designed to be user-friendly, attractive, and functional. But it is capable of so much more than you think—don't you want to explore the possibilities? This book walks you through iOS visually to help you stay in touch, get things done, and have some fun while you're at it! Get to know iOS with 900 full-color screen shots Master the iPhone's basic functions and learn the latest features Customize your iPhone to suit your needs and get optimal performance Find the apps and services that can make your life easier The iPhone you hold in your hand represents the pinnacle of mobile technology, and is a masterpiece of industrial design. Once you get to know it, you'll never be without it. Teach Yourself VISUALLY iPhone is your personal map for exploring your new tech companion.
Learn the basics and beyond with this visual guide to the iPad, iPad mini, and iPad Pro Teach Yourself VISUALLY iPad is a clear, concise, image-rich guide to getting the most out of your iPad, iPad mini, or iPad Pro running iOS 11. Designed to quickly get you the answers you need, it cuts to the chase by skipping the long-winded explanations and breaking each task down into bite-sized pieces. You'll find step-by-step instruction for everything from the initial setup to working with key features, plus troubleshooting advice that can help you avoid a trip to the Apple Genius Bar. Helpful sidebars highlight tips and tricks that get things done faster, and plenty of full-color screenshots help you visualize the lesson at hand. Exploring your iPad on your own is fun, but you'll miss some of the lesser-known features that help make the iPad the superior device it is. This guide provides a visual tour that helps new users will learn how to take advantage of all the iPad has to offer, and experienced users

will discover techniques to streamline everyday tasks. Customize your iPad and connect via Wi-Fi and Bluetooth Access music, videos, games, photos, books, and apps Set up your e-mail, browse the Web, and manage social media Troubleshoot and fix minor issues that arise Now that you have this coveted device in your hands, you want to use every feature and maximize every capability—and Teach Yourself VISUALLY iPad helps you do just that, walking you through each step in the iPad experience.
Teach Yourself VISUALLY MacBook