

Windows 10 Plain Simple

Windows 10 Tips, Tricks & Shortcuts in easy steps reveals over 1000 useful tips, tweaks and secrets that'll help you to run your PC more efficiently. You will learn how to: Customize the interface to suit your needs Boost your PC's performance with simple tweaks Quicken Startup and Shutdown times Save time by keeping your files organized Keep your hard drive lean Quickly repair Windows 10 Give your PC a free tune-up Keep net browsing safe, private and efficient Keep tabs on other users' activities Guard your PC against viruses and prying eyes Use a PC to build a home entertainment center With keyboard shortcuts throughout to help you save time, this guide covers Windows 10, released July 2015.

Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

Learn the simplest ways to get things done with Microsoft Office 2013 Get the full-color, visual guide that makes learning Microsoft Office 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT you'll learn: Navigate with mouse, keyboard, or touch Create documents, reports, databases, and presentations Share your desktop, worksheets, and files Manage your email and organize your calendar Stay connected with online meetings and instant messaging Access your programs and your documents via the cloud Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

Learn the simplest ways to get things done with Windows 10. Here's WHAT you'll learn: Navigate Windows 10 Fall Creators Update quickly, easily, and efficiently; Get online with the sleek Microsoft Edge web browser; Make the most of the Cortana personal assistant; Efficiently manage your email, calendar, photos, and more; Access your files from anywhere with Microsoft OneDrive; Help secure your computer and protect your data. Here's HOW you'll learn: Jump in wherever you need answers; Follow easy steps and screenshots to see exactly what to do; Get handy tips for new techniques and shortcuts; Use Try This! exercises to apply what you learn right away.

Flash CS6: The Missing Manual

The Easy to Understand Quick Start Guide on Using Windows 10

Windows 10

Microsoft Manual of Style

Windows 10 Simplified

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 Windows 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

Illustrates the new features of Windows 10.

Conquer today's Windows 10—from the inside out! Dive into Windows 10—and really put your Windows expertise to work. Focusing on Windows 10's newest, most powerful, and most innovative features, this supremely organized reference packs hundreds of timesaving solutions, up-to-date tips, and workarounds. From the new Timeline to key improvements in Microsoft Edge, Cortana, security, and virtualization, you'll discover how experts tackle today's essential tasks. Adapt to faster change in today's era of "Windows as a service," as you challenge yourself to new levels of mastery.

- Install, configure, and personalize the latest versions of Windows 10
- Manage Windows reliability, security, and feature updates in any environment
- Maximize your productivity with Windows 10's growing library of built-in apps
- Pinpoint information fast with advanced Windows Search and Cortana techniques
- Discover major Microsoft Edge enhancements, from extensions to accessibility
- Use Cortana to perform tasks, set reminders, retrieve data, and get instant answers to pressing questions
- Secure devices, data, and identities, and block malware and intruders
- Safeguard your business with BYOD work accounts, Windows Hello, biometrics, and Azure AD
- Deploy, use, and manage Universal Windows Platform (UWP) apps
- Store, sync, and share content with OneDrive and OneDrive for Business
- Collaborate more efficiently with the Windows 10 Mail, Calendar, and Skype apps
- Seamlessly manage both physical and virtual storage
- Optimize performance and battery life and troubleshoot crashes

Drill down into Windows architecture and internals, discover how core Windows components work behind the scenes, and master information you can continually apply to improve architecture, development, system administration, and support. Led by three renowned Windows internals experts, this classic guide is now fully updated for Windows 10 and 8.x. As always, it combines unparalleled insider perspectives on how Windows behaves "under the hood" with hands-on experiments that let you experience these hidden behaviors firsthand. Part 2 examines these and other key Windows 10 OS components and capabilities: Startup and shutdown The Windows Registry Windows management mechanisms WMI System mechanisms ALPC ETW Cache Manager Windows file systems The hypervisor and virtualization UWP Activation Revised throughout, this edition also contains three entirely new chapters: Virtualization technologies Management diagnostics and tracing Caching and file system support

Introducing Windows 10 for IT Professionals

Beginners Guide to Windows 10

Updated for the Forthcoming Windows 10 Autumn/Fall 2021 (21h2) Release

Microsoft Word 2013 Plain & Simple

Windows 10 in easy steps, 2nd Edition

Your hands-on guide to Windows PowerShell scripting fundamentals Expand your expertise--and teach yourself the fundamentals of Windows PowerShell scripting, including features available in Windows PowerShell 5. If you are an IT professional, power user, or consultant, you'll get the guidance, exercises, and code you need to master core techniques for automating Windows setup, deployment, and management. Discover how to: Run cmdlets and command-line utilities Administer Windows-based servers and desktops with built-in cmdlets Use providers to access external information Write and run scripts from the Windows ISE Create functions that are easy to maintain Build standardized environments with profiles Automate Windows systems with WMI, CIM cmdlets, and remoting Automate Active Directory Domain Services (AD DS) Debug scripts and handle errors Run commands that survive interruptions Use Desired State Configuration (DSC) to manage software services and their environments Get powerful new modules from PowerShell Gallery About You This book is for: IT professionals and power users who want to get productive with Windows PowerShell, including new features in Windows PowerShell 5 Windows system administrators who want to be more efficient and productive Anyone pursuing Windows PowerShell certifications No experience with Windows PowerShell or other scripting technologies necessary

Windows 10 for Seniors in easy steps, 3rd edition is written with older citizens in mind. This best-selling guide uses larger type for easy reading and takes you through the essentials a step at a time. It will help you to:

- Install or upgrade to Windows 10, and customize it to suit your needs
- Master the key features of Windows 10 on your Windows device (including PCs, laptops and touch devices)
- Find your way around with the Start button, the Start menu, and the new Taskbar
- Use the Quick Access section - an area you can personalize with your favorite apps, programs, contacts and websites so you can quickly get to the functions and files you use most often
- Search the web with the Microsoft Edge browser
- Learn about apps, find and download them, then resize and move them and maximize, minimize or close from their titlebars
- Understand how Cloud storage with OneDrive works, and use it for free storage and sharing files
- Talk to Cortana, the voice-activated Personal Digital Assistant which can perform searches on your computer or the web, perform actions like opening apps or documents, or set reminders and more

This guide is filled with tips and shortcuts to help you get the most out of

Windows 10, whatever your level of experience and whichever type of PC system you are using. Covers the April 2018 Update.

Learn the simplest ways to get things done with Windows 10. See it. Learn it. In color. Here's WHAT You'll Learn Navigate Windows 10 quickly, easily, and efficiently Get online with the sleek new Microsoft Edge web browser Make the most of the new Cortana personal assistant Efficiently manage your email, calendar, contacts, and more Access your files from anywhere with Microsoft OneDrive Help secure your computer and protect your data Here's HOW You'll Learn It Jump in wherever you need answers Follow easy steps and screenshots to see exactly what to do Get handy tips for new techniques and shortcuts Use Try This! exercises to apply what you learn right away

This book covers the latest operating system from Microsoft, Windows 10. It is written for new users to Windows 10. Presented in plain and simple terms, using no jargon, this book is an easy to follow manual for the beginner. The information is set out in an easy to understand, step-by-step format, with clear illustrations and detailed explanations to accompany each action. The opening chapters are aimed at the complete beginner and cover the basics of your computer, monitor, keyboard, mouse and the importance of anti-virus software. The remaining chapters will help you find your way around Windows 10 and introduce you to the new internet browser, Microsoft Edge, and its many functions. There are chapters on email, including setting up accounts and how to add contacts to your address book in the People app. There is also a chapter on OneDrive which gives you online storage for your files.

Microsoft OneNote 2010 Plain & Simple

Windows 10 Inside Out (includes Current Book Service)

Windows 10 Tips, Tricks & Shortcuts in easy steps

Microsoft Office Professional 2013 Plain & Simple

Teach Yourself VISUALLY Windows 10 Anniversary Update

"Microsoft's last Windows version, the April 2018 Update, is a glorious Santa sack full of new features and refinements. What's still not included, though, is a single page of printed instructions. Fortunately, David Pogue is back to help you make sense of it all--with humor, authority, and 500 illustrations."--Page 4 of cover.

The quick way to learn Windows 10 This is learning made easy. Get more done quickly with Windows 10. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step.

Discover fun and functional Windows 10 features! Work with the new, improved Start menu and Start screen Learn about different sign-in methods Put the Cortana personal assistant to work for you Manage your online reading list and annotate articles with the new browser, Microsoft Edge Help safeguard your computer, your information, and your privacy Manage connections to networks, devices, and storage resources

Windows 10 in easy steps, 6th edition is updated for the forthcoming Windows 10 Autumn/Fall 2021 (21H2) release, and provides full-color and comprehensive coverage of the latest Windows operating system and shows how to get the most out of it, whether you are using a desktop computer or a mobile device. It details the new features and shows how these integrate with the more traditional elements of the operating system, including: Upgrading to Windows 10 and personalizing it for your needs. Getting to grips with the Windows 10 interface, navigating with the Start menu, the Start button, and the Taskbar. Customizing the live tiles feature, so that you can create your own look and feel. Accessing and downloading apps, and how to work with them and organize them. Working with files and folders, and using OneDrive for free storage and sharing files. Using Cortana, the Personal Digital Assistant, to search your computer or the web or to perform actions like opening apps or documents. Getting online with the web browser, Microsoft Edge, and keeping in touch by email and Skype. Perfecting photos, viewing movies, and playing music and games. Windows 10 is one of the most significant upgrades in Microsoft's history and Windows 10 in easy steps, 6th edition is ideal for newbies and for those wanting to quickly grasp the essentials in the 21H2 update.

Get the full-color, visual guide that makes learning Microsoft Word 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to create and share documents. Here's WHAT you'll learn: Create, edit, format, and share text Add graphics, data, table, and charts Improve page layout to best present your ideas Use and make templates for increased productivity Collaborate and present documents online Access your documents from almost any browser Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

The Book That Should Have Been in the Box

Windows 10 Plain & Simple, Second Edition

Windows 10 All-In-One For Dummies

Windows Internals, Part 2

Learn how to troubleshoot Windows 10 the way the experts do, whatever device or form-factor you're using. Focus on the problems that most commonly plague PC users and fix each one with a step-by-step approach that helps you understand the cause, the solution, and the tools required. Discover the connections between the different hardware and software in your devices, and how their bonds with external hardware, networks, and the Internet are more dependent than you think, and learn how to build resilience into any computer system, network, or device running Windows 10. If you're fed up of those nagging day-to-day issues, want to avoid costly repairs, or just want to learn more about how PCs work, Windows 10 Troubleshooting is your ideal one-stop guide to the Windows 10 operating system. What You Will Learn: Understand your PC's ecosystem and how to connect the dots, so you can successfully track problems to their source Create resilient backups of your operating system, files, and documents, and enable quick and easy restore Learn your way around Windows' built-in administration tools, to quickly fix the typical problems that come up Diagnose and repair a wide range of common problems with printers and other essential peripherals Solve complex startup problems that can prevent a PC from booting Make your PC safe and secure for the whole family, and for everybody in your workplace Understand the threat from malware and viruses and a range of approaches to dealing with them, depending on the situation Bomb-proof your PC with advanced security, group policy, and firewall policies Learn the top Tips and tricks for researching difficult problems, including third-party tools and useful web resources Work with the registry, file system, and Sysinternals to troubleshooting PCs in the workplace Who This Book Is For: Anyone using Windows 10 on a desktop, laptop, or hybrid device

Explains how to perform everyday tasks and how to customize a desktop, set up a home network, manage digital media, and publish files on the Web.

Learn the simplest ways to get things done with Windows 10 Here's WHAT you'll learn • Navigate Windows 10 Fall Creators Update quickly, easily, and efficiently • Get online with the sleek Microsoft Edge web browser • Make the most of the Cortana personal assistant • Efficiently manage your email, calendar, photos, and more • Access your files from anywhere with Microsoft OneDrive • Help secure your computer

and protect your data Here's HOW you'll learn • Jump in wherever you need answers • Follow easy steps and screenshots to see exactly what to do • Get handy tips for new techniques and shortcuts • Use Try This! exercises to apply what you learn right away

Get a head start evaluating Windows 10—with technical insights from award-winning journalist and Windows expert Ed Bott. This guide introduces new features and capabilities, providing a practical, high-level overview for IT professionals ready to begin deployment planning now. This edition was written after the release of Windows 10 version 1511 in November 2015 and includes all of its enterprise-focused features. The goal of this book is to help you sort out what's new in Windows 10, with a special emphasis on features that are different from the Windows versions you and your organization are using today, starting with an overview of the operating system, describing the many changes to the user experience, and diving deep into deployment and management tools where it's necessary.

Walden

Windows 10 Plain & Simple

Microsoft Excel 2013 Plain & Simple

Microsoft Windows XP Plain & Simple

Plain and Simple

Learn the simplest ways to get things done with Windows 10. See it. Learn it. In color. Here's WHAT You'll Learn Navigate Windows 10 quickly, easily, and efficiently Get online with the sleek new Microsoft Edge web browser Make the most of the new Cortana personal assistant Efficiently manage your email, calendar, contacts, and more Access your files from anywhere with Microsoft OneDrive Help secure your computer and protect your data Here's HOW You'll Learn It Jump in wherever you need answers Follow easy steps and screenshots to see exactly what to do Get handy tips for new techniques and shortcuts Use Try This! exercises to apply what you learn right away.

Get up to speed on Windows 10 With Windows 10 For Seniors For Dummies, getting familiar with Windows 10 is a painless process. If you're interested in learning the basics of this operating system without having to dig through confusing computer jargon, look no further. This book uses a step-by-step approach that is specifically designed to assist first-time Windows 10 users who are over-50, providing easy-to-understand language, large-print text, and an abundance of helpful images along the way! Work with Windows 10 on any device Upload, edit, and download pictures Play games and enjoy social media Keep your system secure Perform routine maintenance If you've just purchased your first computer or upgraded to a new model, Windows 10 For Seniors For Dummies offers everything you need to make the transition as smooth as possible!

The Windows 10 May 2019 Update adds a host of new and improved features to Microsoft's flagship operating system—and this jargon-free guide helps you get the most out of every component. This in-depth Missing Manual covers the entire system and introduces you to the latest features in the Windows Professional, Enterprise, Education, and Home editions. You'll learn how to take advantage of improvements to the Game Bar, Edge browser, Windows Online, smartphone features, and a lot more. Written by David Pogue—tech critic for Yahoo Finance and former columnist for The New York Times—this updated edition illuminates its subject with technical insight, plenty of wit, and hardnosed objectivity.

Get the guide that makes learning Microsoft Word 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn new skills, using easy-to-follow steps and concise, straightforward language. You'll create professional-quality documents in no time. Here's WHAT you'll learn: Create professional-looking documents with ease Organize, edit, and format text Apply themes, styles, and other design elements Work with graphics, tables, and charts Take advantage of pre-built templates, or make your own Edit a document with others simultaneously -- online Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what you learn right away

Laptops for Seniors in easy steps - Windows 10 edition

Windows 10 For Seniors For Dummies

Windows 11 in Easy Steps

Windows 10 Inside Out

Windows 7 Plain & Simple

Windows 10 in easy steps, 2nd Edition provides full-colour and comprehensive coverage of this new operating system from Microsoft, and shows how to get the most out of it, whether you are using a desktop computer or a mobile device. It details the new features and shows how these integrate with the more traditional elements of the operating system. It covers the new features, and includes: Upgrading to Windows 10 and personalising it for your needs Getting to grips with the Windows 10 interface, navigating with the Start menu, the Start button, and the Taskbar Customising the live tiles feature, so that you can create your own look and feel Accessing and downloading apps, and how to work with them and organise them Working with files and folders, using OneDrive for free storage and sharing files Using Cortana, the Personal Digital Assistant, to search your computer or the web, or to perform actions like opening apps or documents Getting online with the new browser, Microsoft Edge, and keeping in touch by email and Skype Perfecting photos, viewing movies, playing music and games Windows 10 is one of the most significant upgrades in Microsoft's history and Windows 10 in easy steps, 2nd Edition is ideal for newbies and for those wanting to quickly grasp the essentials in the new version. Covers the Windows 10 Anniversary Update, released August 2016. Table of Contents Introducing Windows 10 Getting Started Working with Apps Basic Controls Customizing Windows File Explorer Managing Files and Folders Digital Lifestyle Microsoft Edge Browser Keeping in Touch Networking System and Security

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Conquer today's Windows 10—from the inside out! Dive into Windows 10—and really put your Windows expertise to work. Focusing on the most powerful and innovative features of Windows 10, this supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all fully reflecting the major Windows 10 Anniversary Update. From new Cortana and Microsoft Edge enhancements to the latest security and virtualization features, you'll discover how experts tackle today's essential tasks—and challenge yourself to new levels of mastery. Install, configure, and personalize the newest versions of Windows 10 Understand Microsoft's revamped activation and upgrade processes Discover major Microsoft Edge enhancements, including new support for extensions Use today's improved Cortana services to perform tasks, set reminders, and retrieve information Make the most of the improved ink, voice, touch, and gesture support in Windows 10 Help secure Windows 10 in business with Windows Hello and Azure AD Deploy, use, and manage new Universal Windows Platform (UWP) apps Take advantage of new entertainment options, including Groove Music Pass subscriptions and connections to your Xbox One console Manage files in the cloud with Microsoft OneDrive and OneDrive for Business Use

the improved Windows 10 Mail and Calendar apps and the new Skype app Fine-tune performance and troubleshoot crashes Master high-efficiency tools for managing Windows 10 in the enterprise Leverage advanced Hyper-V features, including Secure Boot, TPMs, nested virtualization, and containers In addition, this book is part of the Current Book Service from Microsoft Press. Books in this program will receive periodic updates to address significant software changes for 12 to 18 months following the original publication date via a free Web Edition. Learn more at <https://www.microsoftpressstore.com/cbs>.

Learn Windows 10: This Book is written in plain simple language to help learn Windows 10 in the most efficient manner. With technology being such a huge part of our lives, both in the business and personal, it has become quite commonplace to be faced with upgrading our operating systems on all of our electronic devices. Despite how common and necessary it is now, it can still be a bit taxing from time to time. Although it can sometimes just take a bit of exploring, it sometimes takes a bit more dedication to find and understand the newest changes and features. It is extremely important to be familiar and comfortable with whatever operating system is running on your device. With the release of Windows 10, many users are attempting to figure everything out on their own. However, this can be time consuming and also extremely confusing. "The Easy to Understand Quick Start Guide on Using Windows 10" discusses key points and gives great tips to help you understand the most important changes and aspects of your new operating system. "The Easy to Understand Quick Start Guide on Using Windows 10" is split into three chapters, all organized by a general topic. From learning about configurations, to productivity, to new features that are cool and very useful, you will find what you need to learn about the most important changes and upgrades in the Windows 10 OS. Buy It Now

Welcome to the world of Windows 10! Are you ready to become the resident Windows 10 expert in your office? Look no further! This book is your one-stop shop for everything related to the latest updates to this popular operating system. With the help of this comprehensive resource, you'll be able to back up your data and ensure the security of your network, use Universal Apps to make your computer work smarter, and personalize your Windows 10 experience. Windows 10 powers more than 400 million devices worldwide—and now you can know how to make it work better for you with Windows 10 All-in-One For Dummies. You ' ll find out how to personalize Windows, use the universal apps, control your system, secure Windows 10, and so much more. Covers the most recent updates to this globally renowned operating system Shows you how to start out with Windows 10 Walks you through maintaining and enhancing the system Makes it easy to connect with universal and social apps If you ' re a businessperson or Windows power-user looking to make this popular software program work for you, the buck stops here!

Windows 10 May 2019 Update: The Missing Manual

Windows 10 Step by Step

Windows PowerShell Step by Step

Windows 10 for Seniors in easy steps, 3rd edition

Windows 10 in easy steps

Get the fast facts that make learning Windows 7 plain and simple! This no-nonsense guide uses easy, numbered steps and concise, straightforward language to show the most expedient way to perform tasks and solve problems in Windows 7. Here's what you'll learn to do: Run programs, control gadgets, play games. Send e-mail, browse the Web, and share your files. Organize your digital media, including photos, music, and videos. Burn CDs and DVDs; make your own movies. Set up your printer and a simple home network. Manage security settings and perform easy tune-ups and fixes. Here's how you'll learn it: Jump in wherever you need answers. Easy-to-follow steps and screenshots show you exactly what to do. Handy tips teach you new techniques and shortcuts. Quick TRY THIS! Exercises help you apply what you've learned right away.

Windows 10 Plain & Simple Microsoft Press

Covers the final Windows 10 version released 29th July 2015 Windows 10 is the successor to Windows 8 (there is no Windows 9) and addresses several of the issues from Windows 8 and 8.1, to ensure that it is easier to work with on both desktop and mobile devices. Windows 8 and 8.1 was designed to combine the familiar Microsoft operating system across desktop and mobile devices. This proved to be an aspiration that was not without its problems; it seemed like two separate operating systems bolted together, without completely satisfying either environment. Windows 10 introduces a range of new features to tailor the operating system more for specific devices, so that the desktop version is more suited to use with a mouse and keyboard and the mobile version is better suited to touchscreen devices such as Windows 10 tablets and smartphones. Windows 10 in easy steps provides full-colour and comprehensive coverage of the new operating system and shows how to get the most out of it, whether you are using a desktop computer or a mobile device. It details the new features and shows how these integrate with the more traditional elements of the operating system. It covers the new features, and includes: Upgrading to Windows 10 and personalising it for your needs; Getting to grips with the Windows 10 interface, navigating with the Start Menu, the Start button, and the new Taskbar; Customising the new live tiles feature, so that you can create your own look and feel; Accessing and downloading apps, and how to work with them and organise them; Working with files and folders, using OneDrive for free storage and sharing files; Using Cortana, the Personal Digital Assistant, to search your computer or the web, or to perform actions like opening apps or documents; Getting online with the new browser, Microsoft Edge, and keeping in touch by email and Skype; Perfecting photos, viewing movies, playing music and games Windows 10 is one of the most significant upgrades in Microsoft's history and Windows 10 in easy steps is ideal for newbies and for those wanting to quickly grasp the essentials in the new version. Updates to the features covered in the book are downloadable for FREE from the In Easy Steps website! Laptops have often been seen as the domain mainly of students and businessmen. However, they are also an excellent option for senior users: their mobility means that they can be used in any location and with the advent of wireless technology they can be used in a variety of public places to surf the Web or keep in touch with family and friends. Laptops for Seniors in easy steps is updated to cover Windows 10 (Microsoft's latest operating system) and shows how these portable computers are ideal for seniors. Laptops for Seniors in easy steps – Windows 10 edition, shows how to: Choose the right laptop for you, use and personalize the Windows interface to suit you; Find, download and explore apps for having fun as well as for functional tasks Get connected and enjoy Microsoft Edge, the new web browser from Microsoft Master Cortana and Windows 10 essentials Share your laptop without compromising privacy Use your laptop to make travel easy and keep your folks at home updated on your adventure Learn to troubleshoot common problems and keep your laptop working in tiptop condition all in easy steps, for smart learning!

Microsoft Access 2013 Plain & Simple

Microsoft Word 2010 Plain & Simple

Windows 10 Plain and Simple

Covers the Windows 10 April 2018 Update

Windows 10 Troubleshooting

Learn the simplest ways to get things done with Microsoft Access 2013 Get the full-color, visual guide that makes learning Microsoft Access 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to build a database and sort information. Here's **WHAT** you'll learn: Build and manage your own database Apply professional designs across your databases Create presentations and publish reports online Secure your database with passwords and encryption Exchange data with other databases and documents Interact with your data easier using macros Here's **HOW** you'll learn it: Jump in wherever you need answers Follow easy **STEPS** and **SCREENSHOTS** to see exactly what to do Get handy **TIPS** for new techniques and shortcuts Use **TRY THIS!** Exercises to apply what you learn right away

Get the guide that makes learning Microsoft Excel plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here's **WHAT** You'll Learn Manage your data quickly and efficiently Filter, sort, summarize, and crunch your numbers Use formulas and functions to do the heavy lifting Bring data to life with charts and graphics Share data between Microsoft Office documents Work as a team, online and in the cloud Here's **HOW** You'll Learn It Jump in wherever you need answers Follow easy **STEPS** and **SCREENSHOTS** to see exactly what to do Get handy **TIPS** for new techniques and shortcuts Use **TRY THIS!** exercises to apply what you learn right away

Get the guide that makes learning Microsoft OneNote 2010 plain and simple! This full-color, no-nonsense book shows you the quickest ways to take, organize, and share great notes—with easy-to-follow steps, screenshots, and concise, straightforward language. Here's **WHAT** you'll learn: Take notes and organize them with ease Arrange notes in pages, sections, and notebooks Add pictures, drawings, and audio and video clips Apply readymade and custom tags to your notes Link notes to web pages and Microsoft Office files Share your notes and collaborate with others Here's **HOW** you'll learn it: Jump in wherever you need answers Easy-to-follow **STEPS** and **SCREENSHOTS** show exactly what to do Handy **TIPS** teach new techniques and shortcuts Quick **TRY THIS!** exercises help apply what you learn right away

The 12 projects in Pam Allen's Plain & Simple: 12 Pieces to Knit and Wear--All the Time are proof that, with the right yarn, simple shapes and stitches are all that's needed to create essential knits. Worked in Quince & Co.'s worsted weight wool/alpaca Owl yarn, the 12 designs featured in the book cover all manner of plain, simple, and utterly necessary knits including pullovers, cardigans and accessories with details to keep the knitter engaged and the wearer happily warm--a classic collection for the ages.

12 Pieces to Knit and Wear All the Time

Windows 10 For Dummies

Over 1000 tips, tricks & shortcuts

Covers the Windows 10 Anniversary Update

Learn Windows 10 quickly and painlessly with this beginner's guide Windows 10 Simplified is your absolute beginner's guide to the ins and outs of Windows. Fully updated to cover Windows 10, this highly visual guide covers all the new features in addition to the basics, giving you a one-stop resource for complete Windows 10 mastery. Every page features step-by-step screen shots and plain-English instructions that walk you through everything you need to know, no matter how new you are to Windows. You'll master the basics as you learn how to navigate the user interface, work with files, create user accounts, and practice using the tools that make Windows 10 the most efficient Windows upgrade yet. This guide gets you up to speed quickly, with step-by-step screen shots that help you follow along with the clear, patient instruction. Shed your beginner status with easy-to-follow instructions Master the basics of the interface, files, and accounts Browse the web, use media features, and send and receive email Customize Windows to look and work the way you want Learning new computer skills can be intimidating, but it doesn't have to be. Even if you have no Windows experience at all, this visually rich guide demonstrates everything you need to know, starting from the very beginning. If you're ready to become fluent in Windows, Windows 10 Simplified is the easiest, fastest way to learn.

You can build everything from simple animations to full-fledged iPhone, iPad, and Android apps with Flash CS6, but learning this complex program can be difficult—unless you have this fully updated, bestselling guide. Learn how to create gorgeous Flash effects even if you have no programming experience. With Flash CS6: The Missing Manual, you'll move from the basics to power-user tools with ease. The important stuff you need to know: Learn animation basics. Turn simple ideas into stunning animations—in the very first chapter. Master Flash's tools. Learn the animation and effects tools with clear explanations and hands-on examples. Use 3D effects. Rotate objects and make them move in three dimensions. Create lifelike motion. Use the IK Bones tool to simulate realistic body movements and other linked motions. Build apps that work anywhere. Create apps just for iOS or Android devices—or one app that works on mobile devices and desktops. Add multimedia. Incorporate your own audio and video files into Flash. Create rich interactive animations. Dive into advanced interactivity with easy-to-learn ActionScript examples.