



## Computing Fundamentals: Introduction to Computers

By Faithe Wempen

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Computing Fundamentals: Introduction to Computers, Faithe Wempen, The absolute beginner's guide to learning basic computerskills Computing Fundamentals, Introduction to Computers getsyou up to speed on basic computing skills, showing you everythingyou need to know to conquer entry-level computing courses. Writtenby a Microsoft Office Master Instructor, this useful guide walksyou step-by-step through the most important concepts and skills youneed to be proficient on the computer, using nontechnical,easy-to-understand language. You'll start at the very beginning,getting acquainted with the actual, physical machine, then progressthrough the most common software at your own pace. You'll learn howto navigate Windows 8.1, how to access and get around on theInternet, and how to stay connected with email. Clear instructionguides you through Microsoft Office 2013, helping you createdocuments in Word, spreadsheets in Excel, and presentations inPowerPoint. You'll even learn how to keep your information securewith special guidance on security and privacy. Maybe you're preparing for a compulsory computing course,brushing up for a new job, or just curious about how a computer canmake your life easier. If you're an absolute beginner, this is yourcomplete guide to learning the essential skills you need: \* Understand the basics of how...



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