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COMPUTER APPLICATION ESSENTIALS

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A STEP-BY-STEP PROCESS

PAULINUS OKON

Your Home Computer From Novice To Master

Terry C. Jones



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The Complete Idiot's Guide to Computer Basics Joe Kraynak, 2009 Most computer documentation is based on the assumption that the computer s owner already knows something beyond the basics about computer operation The Complete Idiot s Guide to Computer Basics Fifth Edition assumes differently This book places the reader in charge of the computer rather than the other way around and correctly identifies that the reader wants to do something practical with his or her computer but has little knowledge for doing so In The Complete Idiot s Guide to Computer Basics Fifth Edition readers will find Clear explanations of the basics of office programs Ways to tap the power of the Internet Information on finding lost or misplaced files Coverage of newsgroups message boards and mailing lists The basics of working with music photos and video on your computer Ways to help protect the environment with green computing as well as maintenance and upgrading

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