

Computer Basics



Computer Basics In Easy Steps Windows 7 Edition

Stuart Yarnold



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HTML5 in easy steps Mike McGrath, 2011-04-05 Without doubt HTML5 is the

future of the web and HTML5 in easy steps demonstrates all you can achieve NOW in the latest browsers all described in easy to follow steps HTML5 in easy steps instructs you how to employ the latest development for web page design with HyperText Markup Language HTML5 Modern web browsers have united to support exciting new features of the HTML5 standard that allows easy creation of stunning web pages and engaging interactive applications HTML5 in easy steps contains examples and screenshots that illustrate each feature of HTML5 describing how to incorporate meta information about a document within its head section and how to add structured body content You ll learn how to create web pages to display text images lists tables hyperlinks forms audio and video and also how to write script instructions that draw and animate graphics on embedded canvas areas Each chapter builds your knowledge so by the end of the book you ll have gained a sound understanding of HTML5 HTML5 in easy steps has an easy to follow style that will appeal to anyone looking to create compelling web pages for the latest browsers Ideal for programmers who need to quickly learn the latest HTML5 techniques students learning website design at school or college those seeking a career in web development who need a thorough understanding of HTML5 and the enthusiast eager to build the latest HTML5 features into their websites Visual Basic in easy steps, 3rd edition Mike McGrath,2010-12-20 Visual Basic In Easy Steps shows you how to quickly create Windows applications using the latest Visual Basic 2010 programming environment It provides code examples screenshots and step by step instructions that illustrate each aspect of Visual Basic Visual Basic In Easy Steps begins by describing the installation process then introduces form controls application properties the programming language and problem solving techniques It illustrates by example how to build and deploy a complete Windows application It also explores scripting with Visual Basic to create macros for Microsoft Office and exciting dynamic web pages for Internet Explorer The book demonstrates how to incorporate external data into your applications from text files Excel spreadsheets XML documents live RSS web feeds and SQL databases You need have no previous knowledge of any programming language so it s ideal if you re a newcomer to Windows programming Each chapter builds your knowledge of Visual Basic By the end of this book you will have gained a sound understanding of Visual Basic programming and be able to create your own interactive applications Visual Basic In Easy Steps has an easy to follow style that will appeal to anyone who wants to begin Windows programming It will appeal to programmers who want to quickly learn the latest Visual Basic techniques and to the student who is studying computing at school or college and to those seeking a career in Information Technology who need a thorough understanding of Visual Basic programming **Management Basics in easy steps** Tony Rossiter,2011-12-22 Whether you are an experienced manager or about to take up your first management job Management Basics in easy steps will be of real help to you in the workplace It is a lively easy to read book and full of practical information and common sense advice on Management fundamentals Management consultant Tony Rossiter s clear humorous writing style and comprehensive content make Management Basics in easy steps a compelling read His management tips and advice will show you how to manage

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CSS3 in easy steps Mike McGrath, 2013-01-31 CSS3 in easy steps instructs the user how to create exciting web pages using Cascading Style Sheets version 3 CSS3 for presentation and dynamic effect CSS3 in easy steps begins by explaining how style sheets can determine the presentation of elements within HTML documents Examples show how Cascading Style Sheet rules control content position and its appearance with font style color gradients and drop shadow effects You will also learn how rules can provide dynamic effect with animation transformations and transitions Each chapter builds your knowledge of style sheets By the end of this book you will have gained a sound understanding of CSS3 and be able to create your own exciting interactive web pages The book examples provide clear syntax highlighted code showing how to selectively style components of an HTML

document and how to endow components with interactive functionality to illustrate each aspect of CSS3 CSS3 in easy steps has an easy to follow style that will appeal to anyone who wants to begin creating stylish web pages It will appeal to programmers who want to quickly learn the latest style sheet techniques and to the student who is studying website design at school or college and to those seeking a career in web development who need a thorough understanding of CSS3

Windows 7 for Seniors in easy steps Michael Price,2009-11-30 Windows 7 for Seniors in easy steps introduces the features of this Windows operating system presented with the senior reader in mind It uses larger type for easy reading and discusses the topics in a clear and concise manner It concentrates on the activities you ll want to carry out whether you re completely new to computers or you re upgrading from a previous version of Windows Windows 7 for Seniors in easy steps starts with identifying the right edition of Windows 7 for your purpose It focuses on the new user interface features to save you time and become more efficient using your computer and also helps you customize your system to suit your way of working It looks at Windows Aero themes and functions and covers software gadgets and new features such as multi touch screens Windows 7 for Seniors in easy steps covers home networking and homegroups email internet digital photography music and video It reviews the applications and games that are supplied with Windows 7 and the supplementary applications provided through Windows Live Essentials It also covers issues of security protection from computer viruses maintaining your system and keeping it up to date Office 2013 in easy steps Michael Price,2013-06-30 Office 2013 in easy steps guides you through Microsoft s latest version of Office so you ll soon master its new features This new release works with touch stylus mouse or keyboard across Windows devices including tablets Sign in with your Microsoft ID and use the software across different platforms Office 2013 in easy steps majors on Office Professional which includes seven products Access Excel OneNote Outlook PowerPoint Publisher and Word It also introduces four other Office applications InfoPath Lync Project and Visio There is also some coverage of stand alone products SharePoint and MapPoint SkyDrive Pro 2013 Office 365 and the Web Apps Aimed at both new and experienced users Office 2013 in easy steps covers the essential functions of Office in easy steps **JavaScript in easy steps, 5th edition** Mike McGrath,2013-01-28 JavaScript in easy steps now in its 5th edition instructs the user how to create exciting web pages that employ the power of JavaScript to provide functionality You need have no previous knowledge of any scripting language so it s ideal for the newcomer to JavaScript By the end of this book you will have gained a sound understanding of JavaScript and be able to add exciting dynamic scripts to your own web pages JavaScript in easy steps begins by explaining how to easily incorporate JavaScript code in an HTML document Examples demonstrate how to use built in JavaScript functions to work with Math date and time random numbers cookies text strings and components of document content You will learn how to create effects such as an automated slide show learn how JavaScript is used with HTML submission forms and how to develop Rich Internet Applications RIAs using the latest techniques employing Asynchronous JavaScript And XML AJAX The book examples provide clear syntax highlighted code

showing how to create behaviors for an HTML document to endow components with interactive functionality to illustrate each aspect of JavaScript JavaScript in easy steps has an easy to follow style that will appeal to anyone who wants to add functionality to their web pages It will appeal to programmers who want to quickly add JavaScript to their skills set and to the student who is studying website design at school or college and to those seeking a career in web development who need an understanding of client side scripting Computer Basics Windows 7 Edition in Simple Steps Joli Ballew,2010 This volume presents a brief guide to using Microsoft s Windows 7 the latest release of Microsoft Windows which is a series of operating systems produced for use on personal computers and laptops Windows 7 was released to manufacturing in July 2009 Discover everything you want to know about Microsoft s newest version of Windows in this easy to use guide from the most essential tasks that you ll want to perform to solving the most common problems you ll encounter This book covers every practical aspect of using Windows 7 on your PC or laptop and is filled with easy to understand practical tasks that will help you to achieve immediate results From publisher **Practical Accounts and Bookkeeping in easy steps** Alex Byrne,2012-06-12 Practical Accounts and Bookkeeping in easy steps provides assistance for anyone unfamiliar with accounts either already in the business world or waiting for that crucial moment to enter it From understanding accounts and why they are important the legal documents required when preparing accounts what happens if accounts are not submitted in time and when accounts need to be sent to authorities to the more complex scenarios of creating a balance sheet using sales ledgers purchase ledgers and nominal ledgers this book shows you how in easy to follow steps This book will help you make sense of the daunting accounts world It will help you to spot problems in the accounts and explain them to others using the correct terminology It will show you how to get to grips with Double Entry bookkeeping and its importance together with how computer software has been designed to simplify the processes This book is certain to help the non accountant understand businesses finances assisting in making your company as successful as possible **Tablet PCs in easy steps** Michael Price,2013-04-24 The Tablet PC is a mobile computer that incorporates a flat touchscreen is operated by touching the screen and by using an on screen keyboard and is capable of running the full Windows operating system Touching the screen is not just a simple matter since it can involve up to ten points of contact and a range of touch gestures Tablet PCs can also incorporate sensors to detect screen brightness rotation tilt and motion and location and direction The Tablet PC may include cameras front and back facing and may allow storage devices and other components to be attached You can use them with printers with networks over the Internet and for Cloud computing If you intend to buy a Tablet PC for yourself or for a gift Tablet PCs in easy steps will guide you through choosing the right one explaining the differences between them and the options available This handy guide then covers all the functions you ll need and will help you to set up personalize and maintain your Tablet PC You ll learn how to connect to and browse the internet send and receive message and emails maintain your contacts and diary download the most useful Windows 8 Apps from the Windows Store sync and share your

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Effective Communications in easy steps Nick Vandome, John McVey, 2012-07-06 We all communicate every day all of the time So why can communications go so wrong in the workplace Sometimes it is because the wrong methods are used at the wrong times and sometimes it is because the communications process becomes too complicated and bogged down in corporate jargon *Effective Communications in easy steps* offers clarity in the world of corporate communications There is no blue sky synergy based customer centric thinking here just informed clear practical and common sense advice on how to use communications to actually get the right message across to the correct audience Written by two communications experts with over 25 years experience between them the book will show you how to Create a practical Communications Strategy that works Understand how and why to evaluate your strategy Build and maintain websites that keep delivering Unravel the mysteries of social media Explode the myths about communications at work Get your message across using the right channel to engage your audience Communications in the workplace should be a simple thing and with *Effective Communications in easy steps* to guide you it really can be

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