

Basic Office Skills

Easy Microsoft Office Word 2003 005.52 Steele

**Microsoft Office PowerPoint 2003 Step by Step by
Online Training Solutions**
006.6869 Microsof

Microsoft Office Excel 2003 QuickSteps
005.369 Cronan

Microsoft Office Outlook 2003 QuickSteps
005.57 Matthews

Teach Yourself Visually Office XP
005.4469 Maran

*Step by Step Screen Shots that shows you how to tackle simple
explanations*

**Visual QuickProject: Creating a Presentation in
PowerPoint**
006.6869 Negrino

**Visual QuickProject: Creating Resumes, Letters,
Business Cards, and Flyers in Word**
005.52 Langer

*Full color illustration with simple step by step instructions
to show you how to complete projects.*



Fun and New Technology

Little Web Cam Book 004.678 Parker

How to do Everything with Your iPod & iPod mini
004.165 Hart

**Complete's Idiot's Guide to MP3: Music on the
Internet** 004.678 Underhil

Making Family Websites 005.276 Binder

Photo Salvage with Adobe Photoshop
006.6 Drafahl

MP3 and the Infinite Digital Juke Box
006.5 Gilbey

**Bad Pics Fixed Quick: How to fix Lousy Digital
Pictures using Adobe Photoshop Elements 3**
005.6 Miller

Toon Art 006.696 Withrow

**Visual QuickProject: Publishing a Blog with Blog-
ger**

006.7 Castro



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Basic Computing Books

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Basic Computing Books



Basic Computer Skills

Absolute Beginner's Guide to Computer Basics

004.16 Miller

Shows you how to set up and configure your PC, including how to connect to the Internet and many more.

Basic Computer Skills Especially for Seniors

VC 004 Basic

Easy to use video designed to allow you to learn at your own pace and in the privacy of your own home.

Easy Computer Basics

004.16 Miller

Teaches you the fundamentals to help you get the most from your computer hardware and software

Easy Computing for Seniors: A Step by Step Handbook...

004.16 Wood

A survival guide to learn hardware how-to's, start-up secrets, software survival, computer housekeeping, Internet essentials, and more.

Easy PCs

004.165 Weixel

Fastest, easiest way to learn with step by step instructions and full color illustrations.

Computer and Internet Dictionary

004.03 Berry

More than 900 computer terms with clear examples and practical tips.

Computers: A Visual Encyclopedia

004.03 Kingkoph

Introduces you to the world of computers in simple language and colorful and visual illustrations and photographs on a variety of topics.

How Computers Work

004.16 White

Updated explanations with coverage of new technologies and colorful illustrations to help you learn everything about your PC and anything that connects to it.

I'm Turning on my PC, Now What?!

004.16 James

Clearly written with illustrations to learn how to connect your computer, write a letter, get onto the Internet, and much more.

Keep Your Computer Running Right!

004.145 Stern

Easy to follow tips and tools you can use spending 15 minutes a week or less.

PCs All in One Desk Reference

004.16 Chambers

One stop guide to PC basics, Windows XP, the Web, multimedia stuff, and many more.

PCs for Beginners: A Low-Tech Guide to High Technology

004.165 Woodcock

Interactive training with 20 easy lessons on CD-ROM filled with information, guidance, and advice.

PCs for Dummies

004.165 Gookin

Learn how to set up your computer painlessly, understand PC jargon and acronyms, network your computers, having fun with your digital camera and burn CDs, and protect your PC from viruses.

PC Upgrading and Troubleshooting Quicksteps

004.145 Steers

Full-color, fast reference for shortcuts for accomplishing your own tasks, need-to-know facts in concise narrative and helpful reminders or alternative ways of doing things.

Show Me Microsoft Windows XP

005.265 Johnson

For those who rather be shown how than told how.

Solve Your Computer Problems

VC 004.16 Solve

This video will help you upgrade your computer skills by answering the most frequently asked questions.

Basic Internet Skills

Downloading from the Net

004.678 Cooper

Step by step visual guide designed to help beginners acquire all the techniques necessary to use today's information technology, from word processing to desktop publishing to setting up for ecommerce and researching on the Internet

Internet for Dummies

004.678 Levine

Fun and easy guide to the Web, email, chat, and instant messaging.

Internet from A to Z

004.678 Cowpertw

A Internet guide with other 1,000 key terms explained

PCs for Beginners: A Low-Tech Guide to High Technology

004.165 Woodcock

Interactive training fill with information, guidance, and advice.

Sam's Teach Yourself the Internet in 24 hours

004.678 Smell

24 lessons of one hour or less, you'll learn the Internet, surfing the Web, exchanging email, diving into discussion groups, and many more.



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