

1. Record Nr.	UNINA9910820984503321
Autore	McFedries Paul
Titolo	Teach yourself visually windows 8.1 / / Paul McFedries
Pubbl/distr/stampa	Indianapolis, Indiana : , : John Wiley & Sons, , 2014 ©2014
ISBN	1-118-82628-0
Descrizione fisica	1 online resource (355 p.)
Collana	Teach Yourself VISUALLY (Tech)
Disciplina	004
Soggetti	Computer science Operating systems (Computers)
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Table of Contents; Chapter 1: Getting Started with Windows; Start Windows; Explore the Windows Start Screen; Display the Charms Menu; Get to Know the Windows Apps; Using a Mouse with Windows; Connect to a Wireless Network; Create a Microsoft Account; Create a Microsoft Account; Work with Notifications; Put Windows to Sleep; Restart Windows; Shut Down Windows; Chapter 2: Launching and Working with Apps; Explore the Windows Store; Install an App; Start an App; Understanding Windows 8 App Windows; Understanding Desktop App Windows; Using a Ribbon; Using a Pull-Down Menu; Using a Toolbar Understanding Dialog Box Controls Using Dialog Boxes; Using Scroll Bars; Switch Between Running Apps; Update an App; Uninstall an App; Chapter 3: Customizing Windows; Configure the Start Screen; Pin an App to the Start Screen; Open the PC Settings App; Change the Start Screen Background; Change the Lock Screen Background; Add an App to the Lock Screen; Synchronize Settings Between PCs; Access an App's Features; Pin an App to the Taskbar; Adjust the Volume; Set the Time Zone; Chapter 4: Surfing the World Wide Web; Understanding the World Wide Web; Start Internet Explorer Navigate Internet Explorer Select a Link; Enter a Web Page Address; Open a Web Page in a Tab; Navigate Web Pages; Find Text on a Page; Save Favorite Web Pages; Search for Sites; Download a File; Chapter 5: Sending and Receiving E-mail; Configure an E-mail Account; Send an E-mail Message; Format the Message Text; Set the Message Priority; Add

a File Attachment; Save a Draft of a Message; Receive and Read E-mail Messages; Reply to a Message; Forward a Message; Open and Save an Attachment; Delete a Message; Create a Folder for Saving Messages; Chapter 6: Getting Social with Windows
Create a Contact Connect to Facebook; Connect to Twitter; Connect to LinkedIn; Add Your Google Account; View a Contact; View Your Contacts' Activities; View Your Social Networking Activity; Post a Link to a Social Network; View Your Calendar; Add an Event to Your Calendar; Create a Recurring Event; Add an Event Reminder; Send or Respond to an Event Invitation; Chapter 7: Performing Day-to-Day Tasks; Search Your PC; Display a Location on a Map; Get Directions to a Location; Check Your Weather Forecast; Check Another City's Weather Forecast; Plan a Trip; Get the Latest News; Track a Stock
Follow Your Favorite Teams Chapter 8: Working with Images; Import Images from a Digital Camera; Navigate the Pictures Library; View Your Images; Start a Slide Show; Repair an Image; Crop an Image; Rotate an Image; Delete an Image; Print an Image; Take a Picture with Your PC Camera; Chapter 9: Working with Multimedia; Import Videos from a Digital Camera; Navigate the Videos Library; Play a Music CD; Play a Music CD; Copy Tracks from a Music CD; Navigate the Music Library; Play Music; Create a Playlist; Create a Radio Station; Chapter 10: Editing Documents; Understanding Documents
Create a Document

Sommario/riassunto

A practical guide for visual learners eager to get started with Windows 8.1 If you learn more quickly when you can see how things are done, this Visual guide is the easiest way to get up and running on Windows 8.1. It covers more than 150 essential Windows tasks, using full-color screen shots and step-by-step instructions to show you just what to do. Learn your way around the interface and how to install programs, set up user accounts, play music and other media files, download photos from your digital camera, go online, set up and secure an e-mail account, and much more.T
