

Studio Visual Steps

You and Your Windows 10 Computer

Are you taking full advantage of what a computer has to offer? Only if you really know what can be done with a computer and the Internet, will you be able to benefit from the fun and convenience it can give you.

This comprehensive book discusses many topics such as managing files, making useful settings, using email securely, working with Skype and social media services such as Facebook and Twitter. You will also get acquainted with photo and video editing and learn more about the safe use of the Internet and online shopping. But this is not all, there are plenty of other tips on offer in this user-friendly, step-by-step book. Get started right away and discover what is possible.

Topics include:

- basic concepts regarding the Internet, email and File Explorer
- managing folders and files
- useful settings
- handy use of the Internet
- safely using email and online shopping
- working with Facebook and Twitter
- making video calls with Skype
- photo and video editing
- maintaining and protecting your computer

Suitable for:

Windows 10 on a desktop computer or laptop

Prior knowledge:

Basic knowledge of working with Windows

Accompanying unique support website:

www.visualsteps.com/your10computer

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Visual Steps™

You and Your Windows 10 Computer makes use of the Visual Steps method developed for adult learners by Addo Stuur. Key features:

- **Content** - the special needs and requirements of the beginning user with little or no technical background have been taken into account.
- **Structure** - self-paced, learn as you go. Proceed step-by-step with easy to follow instructions. What's more, the chapters are organized in such a way that you can skip a chapter or repeat another as desired.
- **Illustrations** - plentiful use of screen illustrations to show you if you are on the right track.
- **Layout** - large print makes it easy to read.

The Studio Visual Steps Authors

The Studio Visual Steps team of authors consists of different professionals, all thoroughly experienced in their subject field. The proven Visual Steps methodology features:

- Easy, step-by-step instructions
- Screen illustrations for each step
- Explanations and additional background information in plain English

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Full color!



Everything you need to know about your computer, Internet, digital photos and more

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| safely using email and online shopping | working with Facebook and Twitter
| making video calls with Skype | photo and video editing | maintaining and protecting your computer



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