

THE  
**COMPLETE  
IDIOT'S  
GUIDE**<sup>TM</sup> TO

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with your computer

# Computer Basics

FOURTH EDITION



Joe Kraynak

# Complete Idiots Guide To Computer Basics

**Joe Kraynak**



## **Complete Idiots Guide To Computer Basics:**

**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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**The Complete Idiot's Guide to Slam Poetry** Marc Kelly Smith, Joe Kraynak, 2004. You're no idiot of course. You've heard about slam poetry. Maybe you've even been to a few slams and had a blast. But when it comes to actually getting up onstage yourself, you come down with a bad case of stage fright. Shatter your fears with the right information. Take some tips from *The Complete Idiot's Guide to Slam Poetry* and you'll be a slammin' poet in no time at all. Book jacket.

*Indianapolis Monthly*, 2001-11. *Indianapolis Monthly* is the Circle City's essential chronicle and guide, an indispensable authority on what's new and what's news. Through coverage of politics, crime, dining, style, business, sports, and arts and entertainment, each issue offers compelling narrative stories and lively, urbane coverage of Indy's cultural landscape.

*American Book Publishing Record*, 2004. **Forthcoming Books** Rose Army, 2003-12.

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