



# Computing Fundamentals: Introduction to Computers

*Faihe Wempen*

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# Computing Fundamentals: Introduction to Computers

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## **Computing Fundamentals: Introduction to Computers** Faihe Wempen **The absolute beginner's guide to learning basic computer skills**

*Computing Fundamentals, Introduction to Computers* gets you up to speed on basic computing skills, showing you everything you need to know to conquer entry-level computing courses. Written by a Microsoft Office Master Instructor, this useful guide walks you step-by-step through the most important concepts and skills you need to be proficient on the computer, using nontechnical, easy-to-understand language. You'll start at the very beginning, getting acquainted with the actual, physical machine, then progress through the most common software at your own pace. You'll learn how to navigate Windows 8.1, how to access and get around on the Internet, and how to stay connected with email. Clear instruction guides you through Microsoft Office 2013, helping you create documents in Word, spreadsheets in Excel, and presentations in PowerPoint. You'll even learn how to keep your information secure with special guidance on security and privacy.

Maybe you're preparing for a compulsory computing course, brushing up for a new job, or just curious about how a computer can make your life easier. If you're an absolute beginner, this is your complete guide to learning the essential skills you need:

- Understand the basics of how your computer works
- Learn your way around Windows 8.1
- Create documents, spreadsheets, and presentations
- Send email, surf the Web, and keep your data secure

With clear explanations and step-by-step instruction, *Computing Fundamentals, Introduction to Computers* will have you up and running in no time.

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