

## Macs For Seniors For Dummies 3rd Edition For Dummies Computer Tech

The first time I heard the term "computer crash," I started worrying about the challenge of mastering these machines. Frankly I had all the gear but little or no idea on how to even get started. With no accelerator, no brake, not even a steering wheel, how was I going to control and do something useful with this computer? It doesn't have to be that way as long as you have the proper instruction. Get your first computer driving lessons from Computers For Seniors For Dummies. The For Dummies team is known for making even the most difficult subjects easy - and fun - to master. In this book, you find the ideal road map for finding your way around a personal computer, your PC (learnt something new already!) for the first time. Using Computers For Seniors For Dummies, you discover how to set up and fine tune your PC. You find out how to use Windows Vista - the petrol for your machine. Then the fun really begins! You can surf the vast world of the Internet to do anything from catching up on the latest news to finding out about a new hobby. (Be sure to visit me at [www.stirlingmoss.com](http://www.stirlingmoss.com)! ) You can put your photos on the computer and share them with friends and family. You can play games. You can play music. You can shop for anything and everything under the sun. You can send greetings and gifts and join in online discussions. You can plan your vacations and print maps to your destination so you can get there without a wrong turn! And if you run into trouble, Computers For Seniors For

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Dummies has a repair shop - a section on working out and fixing the problem. Computers open up a great world of possibilities. You should be a part of it. With Computers For Seniors For Dummies, you have the power to participate in that world. If I can learn to drive a computer, although I still have my "L" plates on, so can you! Lose your fear and take control of your new machine with Computers For Seniors For Dummies - the book that is easy and fun to use and prepared especially for you.

Your all-in-one guide to all things OS X Mavericks This fun and friendly For Dummies guide is your ticket to taking advantage of all the features of Apple's latest desktop operating system - OS X Mavericks. You'll get to know OS X, customize Mavericks for your needs, become more productive, and take your system to a whole new level with eight minibooks dedicated to OS X essentials. Plus, you'll learn how to keep your system safe, stay connected on the go, turn your Mac into a multimedia hub, and make your Mac happy with the over 200 new features found in OS X Mavericks. Includes eight minibooks: Introducing OS X, Customizing and Sharing, the Digital Hub, Using iWork, the Typical Internet Stuff, Networking in OS X, Expanding Your System, and Advanced OS X Covers new-to-OS X tools and features including iBooks, Maps, iCloud Keychain, Finder Tabs, and Tags plus the streamlined Calendar, Notifications, and Safari applications Shows you how to navigate around the desktop with Launchpad and Mission Control, build the Finder of your dreams, and sync your important stuff with iCloud Walks you through the fun stuff, too, including editing images in iPhoto, trying out your cinema skills with iMovie, rockin' out with GarageBand and iTunes, becoming a gaming guru, video-chatting with

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FaceTime, surfing the web with Safari, and more Whether you want to test the OS X waters or just dive right in, OS X Mavericks All-in-One For Dummies is here to help guide your way. Apple's new Photos app lets you do a whole lot more than simply store and edit pictures and videos on a Mac or iOS device. With this comprehensive guide, you'll learn how to import, organize, and share your digital memories, as well as how to improve, print, and use your photos in creative projects. With Lesa Snider's step-by-step instructions and expert advice, you'll master Photos and tame your image library—and have fun along the way! The important stuff you need to know: Migrate from iPhoto. Learn how to make a quick and smooth transition. Organize your collection with ease. Master the many ways to import, group, and categorize images—and set up iCloud Family Sharing. Find your photos quickly. Employ Photos's powerful labeling, keyword and facial recognition features to optimize searches. Sharpen your editing skills. Skillfully use Photos's impressive image- and video-editing tools on your Mac or iOS device. Access photos anywhere. Sync your library to all of your Apple devices so your photos travel with you wherever you go. Share them online. Show your shots to everyone on your list by using shared albums, creating web galleries, posting them on Facebook, and more. Dive into creative projects. Build pro-level slideshows to share with others, and create gorgeous gift books, calendars, and cards.

Get a handle on macOS Catalina It doesn't matter if you're doing your computing on an old reliable Macbook or a brand-new Mac desktop, both rely on macOS to help you get things done. It helps to have an equally reliable guidebook to steer you through the tasks and steps that make

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macOS run efficiently. This fun and friendly guide provides the direction you need to easily navigate the classic and brand new features in macOS Catalina. Longtime expert Bob "Dr. Mac" LeVitus shares his years of experience to help you better understand Catalina and make it a timesaving tool in your life. Take a tour of the macOS Catalina interface Get organized and save time with macOS applications Find pro tips on speeding up your Mac Back up your data macOS Catalina For Dummies is perfect for new and inexperienced macOS users looking to grasp the fundamentals of the operating system.

Right now is always the right time to become a Mac expert! It's never too late to become an expert on Macs—and this friendly, updated guide written specifically for the 50+ set is the easy way to do it! Featuring larger text and figures, Macs for Seniors for Dummies takes you through all you need to know to get the most out of your Apple computer. It makes it simple for you to stay in touch with family and friends, enjoy your favorite music, TV, and movies, and hang with the younger generation using the latest social apps and video games. Beginning with which Mac to choose for your needs, you'll learn about setting up your computer, understanding files and folders, getting the most from the latest operating system, navigating the desktop, and troubleshooting common problems. And once you've found your feet there, it'll be time to get creative with home movies and photography, chat face-to-face live on video, communicate through email—the sky's the limit! Set up and customize your Mac Make FaceTime calls and send emails Store photos and files using iCloud Play video, movies, podcasts, and games Macs are for all ages! Show the Millennials in your life a thing or two and become a pro with yours

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today!

Master the programming language of choice among statisticians and data analysts worldwide. Coming to grips with R can be tough, even for seasoned statisticians and data analysts. Enter *R For Dummies*, the quick, easy way to master all the R you'll ever need. Requiring no prior programming experience and packed with practical examples, easy, step-by-step exercises, and sample code, this extremely accessible guide is the ideal introduction to R for complete beginners. It also covers many concepts that intermediate-level programmers will find extremely useful. Master your R ABCs ? get up to speed in no time with the basics, from installing and configuring R to writing simple scripts and performing simultaneous calculations on many variables. Put data in its place ? get to know your way around lists, data frames, and other R data structures while learning to interact with other programs, such as Microsoft Excel. Make data dance to your tune ? learn how to reshape and manipulate data, merge data sets, split and combine data, perform calculations on vectors and arrays, and much more. Visualize it ? learn to use R's powerful data visualization features to create beautiful and informative graphical presentations of your data. Get statistical ? find out how to do simple statistical analysis, summarize your variables, and conduct classic statistical tests, such as t-tests. Expand and customize R ? get the lowdown on how to find, install, and make the most of add-on packages created by the global R community for a wide variety of purposes. Open the book and find: Help downloading, installing, and configuring R. Tips for getting data in and out of R. Ways to use data frames and lists to organize data. How to manipulate and process data. Advice on fitting

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regression models and ANOVA Helpful hints for working with graphics How to code in R What R mailing lists and forums can do for you

Get up and running with Office on your iPad or Mac! Weverka walks you through every facet, from installing the software to working with the programs. You'll get tips for making the most of your iPad, and learn how to make great PowerPoint presentations, or share content and collaborate online.

Get down to iPhone basics—and beyond It's fun to play with new gadgets—but getting to the point where you can navigate around a new iPhone with ease can feel daunting at any age. Written with you in mind, the easy-to-follow steps, larger text, and full-color images in this book help you manage, personalize, and use your new iPhone to its fullest extent. You'll discover how to do everything from shop online and organize appointments using Calendar, to taking and sharing pictures and downloading and listening to your favorite music. With the latest iOS update, you'll also learn how to customize Siri Suggestions, limit App notifications, stay in touch with Group FaceTime video calls, read ebooks, play games—whatever you fancy! Sync with iTunes Stay safe while browsing Manage email and appointments Download and use apps Whether you're a total newbie or upgrading from an older model, iPhone For Seniors For Dummies helps you can sit back, relax, and enjoy keeping up with the latest technology!

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**Get comfortable and confident with your MacBook! Combining the fun-but-straightforward content of nine minibooks, this new edition of MacBook All-in-One For Dummies delivers helpful coverage of the rich features and essential tools you need to know to use the MacBook to its fullest potential. You'll learn an array of MacBook basics while veteran author Mark Chambers walks you through setting up your MacBook, running programs, finding files with Finder, searching with Spotlight, keeping track with Address Book, enjoying music with iTunes, creating cool multimedia projects with iLife, and more. This exciting new edition dives right in to help you create a web site with iWeb, get on the Internet, use Apple Mail, stay in touch with iChat, and find your way around the latest Mac OS X. And if you**

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must do some work, do it the Mac way with the iWork productivity applications and this helpful guide. Serves as an up-to-date introduction to the basics of MacBook models, including working with the new OS, OS X Lion Shows you how to upgrade, maintain, and troubleshoot your system Features nine minibooks: Say Hello to Your MacBook, Using Mac OS X, Customizing and Sharing, Going Mobile with iLife, iWork for the Road Warrior, Typical Internet Stuff, Networking in Mac OS X, Expanding Your System, and Advanced Mac OS X Offers a straightforward-but-fun approach to getting familiar with this innovative laptop MacBook All-in-One For Dummies, 2nd Edition will get you Mac-savvy in no time!

Get the most out of the latest version of OS X This reference combines eight content-rich minibooks in one complete package to give you all-access, easy-to-understand coverage of the key features and tools needed to get the most out of the latest OS X release from Apple. In OS X Yosemite All-in-One For Dummies, you'll learn the ins and outs of OS X basics, navigating and running programs,



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searching with Spotlight, having fun with Photo Booth, keeping in touch with Contacts, using Reminders, writing in Notes, setting up the Notification Center, customizing the OS X desktop, jamming with iTunes, organizing and tweaking photos with iPhoto, making movie magic with iMovie, turning your Mac into a DVD theater, publishing documents with Pages, chatting with Messages and FaceTime, letting your imagination run wild with iBooks, expanding your horizons with iCloud, and so much more. Combining the power and stability of UNIX with Apple's legendary elegance and style, OS X is the default operating system installed on every desktop and laptop computer sold by Apple. In OS X Yosemite All-in-One For Dummies, you'll get the best-of-the-best content from indispensable For Dummies books: Introducing OS X; Customizing and Sharing; The Digital hub; Using iWork; The Typical Internet Stuff; Networking in OS X; Expanding Your System; and Advanced OS X. Goes well beyond the basics of how to use OS X Covers the key features and tools essential for all users of OS X Shows

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you how to use OS X to make your work and personal life more organized and fun. If you're a first-time Apple consumer just switching over from a PC, or a beginner-to-intermediate Mac user upgrading to the newest version of OS X, this comprehensive and all-encompassing guide will have you whizzing around OS X like a pro in no time.

The A to Z guide to getting the most from your iPad Your iPad is a magical piece of technology connecting you to the rest of the world pretty much anytime and anywhere. Super thin and (well, almost) light as a feather, it allows you to keep up with your day to day duties, stay in touch with family and friends, catch up with work, relax with books and movies, or even create your own works of art! Given all it's capable of, it's essential to have a guide to help you make the most of your device. The latest edition of iPad and iPad Pro for Dummies helps users of all experience levels navigate this amazing looking glass. Assuming no prior knowledge, it takes you from the basics—including getting to know the iPad and adding useful accessories such

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as keyboards and pencils—to setting up email, connecting with other devices, maintaining files, and researching and installing the best apps for you. Discover the simple steps to get up and running Make your iPad work better and faster for you Explore the features of the brand new iPadOS Get easy fixes to common problems Pick up your copy today and find out just how sweet life in Apple tablet form can be! Looks at the basics of using a Mac, covering such topics as the desktop, working with files and folders, using Pages, playing movies, organizing photos, playing music, browsing the Internet, and computer security.

Your "get-started" guide to the world of macOS Big Sur Wherever you like to Mac—at home in front of your trusty iMac or over a coffee with your portable MacBook Air—macOS provides you with the seamless, efficient, and reliable user experience that makes these devices so famously a pleasure to use. macOS Big Sur For Dummies is here to heighten the experience for new users and upgraders alike by providing the very latest on the ways macOS Big Sur can

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enhance how you work and play. Written in a no-jargon style by Bob LeVitus—the Houston Chronicle’s much-loved “Dr. Mac” since 1996—this guide starts with the basics, like getting set up, and explains more advanced uses, like making music and movies, exploring the expanding universe of apps and giving tips on how to save time and enhance productivity along the way. With this book, you’ll learn to Set up and connect your Mac Get friendly with Siri Enhance your world with apps Work better and faster Use the comprehensive capabilities of macOS Big Sur to do anything and everything you would like to do—and do it even better. For beginners and experts alike, macOS Big Sur For Dummies is the best way to step into the magical world of getting things done with Mac.

The Mac is famous for its user-friendliness. Maybe that’s why you bought one in the first place. But to make the most of all its marvelous capabilities, you’ll be glad to have an equally friendly resource to help you use it. Written by the renowned New York Times technology columnist David

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Pogue, *Macs For Dummies* has long been the bestselling Mac book because it provides just what you need to know to get the best performance from your Mac. And like the Mac itself, this book is easy to use, with plain-English explanations and step-by-step instructions. The revised eighth edition covers Basics for beginners Setting up your printer Working with OS X Getting online and using e-mail Creating and saving documents Using iTunes, iPhoto, and iMovie What to do if things go wrong Whether this is your first computer or you've just upgraded to OS X, you'll find help when you need it in this handy guide. You'll discover how to Set up your Mac, connect printers and other devices, and navigate the desktop and Dock Establish an account with an Internet service provider, set up e-mail, and start surfing the Web Use all the basic software programs and work with files Edit home movies with iMovie, download music and use iTunes, burn CDs and DVDs, and edit images with iPhoto Share your Mac or set up a home network Perform basic Mac maintenance, find and fix problems, upgrade your

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Mac, and more With Macs For Dummies, 8th Edition by your side, you'll be prepared to take advantage of every exciting feature that Mac and OS X have to offer. Before you know it, you'll be living the digital lifestyle, cruising the Internet like a pro, printing documents and photos—and even getting some work done!

Updated to cover the Big Sur release of MacOS, Exploring Apple Mac will help you to understand the fundamentals of your Mac and unlock its potential. Written in a clear and accessible way using illustrations, screenshots, video demos, and easy to follow instructions, Exploring Apple Mac will help you: Install or upgrade to Big Sur and explore new features Master the desktop, dock, finder, launchpad and navigation To use Notification Centre, Handoff, Spaces, and Universal Clipboard Organising files and folders Search the web with the Safari Web Browser Keep in touch using email, iMessage, and FaceTime video chat Learn about apps such as weather, news, stock, and voice memos How to download apps from the App Store Organise and listen to

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your music with Music App Use Apple Music and the iTunes Store Download movies, and TV Programs Getting started with Pages, Keynote and Numbers Using iCloud storage Get to know Siri Using the photos app, iMovie and a whole lot more... Finally, maintenance tips to help you keep your Mac running smoothly complete this invaluable guide. You'll want to keep this edition handy as you make your way around the new OS.

The big new book on Apple's big new cat? OS X Mountain Lion The 800+ pages in this value-packed guide cover everything you need to know to get the most out of OS X Mountain Lion. Eight minibooks are packed with detailed information covering essential topics such as OS X basics, customizing and sharing, creating digital hubs, using iWork, networking, advanced functions, and more. You'll learn how to keep your system safe with the amazing new Gatekeeper, integrate Twitter and Facebook into your Mac life, get your head in the iCloud, and a host of other cool and practical new functions. Features eight minibooks: Introducing OS X,

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Customizing and Sharing, the Digital Hub, Using iWork, the Typical Internet Stuff, Networking in OS X, Expanding Your System, and Advanced OS X Covers new OS X features that bring more of the iOS experience to the Mac desktop, including Messages, Notes, Reminders, Notification Center, Power Nap, Twitter and Facebook integration, Gatekeeper, Dictation, and Game Center Shows you how to search with Spotlight, backup and restore your system with iCloud, tweak images with iPhoto, go Hollywood with iMovie, create websites, use FaceTime, turn your Mac into a DVD theatre, and jam with GarageBand and iTunes Explains how to stay secure, go wireless, expand your system, troubleshoot problems, and much more If you want one book for all things OS X Mountain Lion, you'll want OS X Mountain Lion All-in-One For Dummies.

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*Got a new MacBook, MacBook Air, or MacBook Pro? Want the scoop on Mac laptop basics, using Mac OS X Leopard, networking a laptop, or connecting your laptop to wireless devices? There's no better place to find what you need than MacBook For Dummies, 2nd Edition! With your Mac laptop, you can take your movies, music, documents, e-mail, and Internet wherever the action is. MacBook For Dummies, 2nd Edition provides the lowdown on maintaining and upgrading your MacBook, customizing the Dock and desktop, traveling with a laptop, turning iPhoto into your portable darkroom, and much more. Learn to: Locate the battery compartment, iSight camera, ports, and "on" button Move your existing files from an older computer Use all the cool new features of Mac OS X Leopard Work with iTunes, iMovie, iPhoto, iDVD, and GarageBand, all packaged with your MacBook Identify the signs of a well-functioning laptop and check for trouble Set up your Mac for multiple users Explore the cool options available*

*with a .Mac account and iDisk storage that lets you retrieve your files anywhere Manage your digital music, photos, and movies Use Bluetooth and get all your wireless devices communicating with each other And if you've been considering switching from a PC to a Mac, MacBook For Dummies, 2nd Edition guides you through the process and even shows you how to run Windows on your Mac laptop. If there's a MacBook in your future — or present — this is the book for you! Clear instructions to help visual learners get started with their MacBook Pro Covering all the essential information you need to get up to speed with your MacBook Pro, this new edition provides you with the most up-to-date information on performing everyday tasks quickly and easily. From basics such as powering on or shutting down the MacBook Pro to more advanced tasks such as running Windows applications, this visual guide provides the help and support you need to confidently use your MacBook Pro to its full potential. Empowers you to perform everyday tasks quickly and easily Covers new hardware updates, the latest version of OS X, troubleshooting, iCloud, FaceTime, and more Walks you through working on the Mac desktop with Mission Control and Launchpad Explains how to download applications*

*from the Mac App Store Teach Yourself VISUALLY MacBook Pro, Second Edition is an ideal, fully illustrated guide for learning how to make the most of all your MacBook Pro has to offer.*

*Whether you're thinking of switching to a Macintosh computer, are looking into the latest Apple products, or have a Mac and want to learn about Mac OS X Leopard, then Macs For Dummies, 10th Edition will get you going. Here you'll learn all about how to compare the different desktop and laptop models to choose your perfect match, make Mac OS X Leopard work your way, use the new iLife 2008 digital lifestyle applications, get online and connect to a wired or wireless network, and run Windows on your Mac so you can keep the Microsoft programs you need. You'll also discover how to: Navigate your way around the Mac interface and work with icons and folders Best utilize OS X, work with the new Photo Booth, and manage clutter with Exposé and Spaces Get connected, start a Web-browsing Safari, use e-mail and iChat, and shop online Join .Mac and take advantage of iDisk backups, IMAP mail, and Web Gallery Explore all that iTunes offers, process digital photos with iPhoto, make iMovies, and have fun with GarageBand Use Windows on your Mac and transfer Windows files It's a perfect time to*

*join the Mac generation, especially if you're a Windows user who's been thinking of defecting. Macs For Dummies, 10th Edition will get you there, helping you pick peripherals, download freebie programs, set up user accounts, implement security secrets, troubleshoot your Mac, and experience the iLife.*

*Keeping track of your money and your bills has become much easier over the past few years thanks to Quicken, one of the most popular personal financial programs available. To get the most out of Quicken's rich array of features, however, you need Quicken 6 For Macs For Dummies, 2nd Edition. Here you find explained all of Quicken's features -- including the TaxPlanner module, the QuickReport feature, and QuickMath. Best of all, with Quicken 6 For Macs For Dummies, 2nd Edition, you get the sound financial advice of author Stephen L. Nelson so that you can be as savvy with your finances as you are with your computer.*

*The perfect companion for iMac users You've got a great iMac, but now it's time to take things to the next level. This easy-to-use guide shows you how to do stuff like setting up and configuring your iMac along with fun stuff like using the Photos, Messages, and iMovie apps.*

*You'll also discover how to get down to business with productivity apps like Numbers, Pages, and Keynote. Finally, you'll find help on how to sync everything to iCloud and stay organized with Family Sharing. Personalize your iMac and find your way around macOS X Surf the web, send Reminders, and make FaceTime video calls Store your photos and files with iCloud Discover tricks to become more efficient iMac newbies won't want to be without this easy-to-follow companion guide!*

*The fun way to learn and master your Macintosh. How to plug it in and what to do next.*

*Create a Mac network in your home or office There's no doubt about it: Macs, iPhones, and iPads have invaded the workplace. But, you don't need an IT department to administer a Mac network in your home or business. This friendly guide explains everything you need to know to set one up yourself using OS X Mountain Lion Server. First, you'll find an easy, quick-start way to implement OS X Mountain Lion on a Mac Mini. From there, you'll learn how to set up DNS, iCal Server, Podcast Producer, Wiki Server, file sharing, mail services, and more. This book helps you set up profile support for your iPhone and iPad and provides*

*ways to configure iCloud in the home or office to keep your business data safe. Explains how to set up, secure, and troubleshoot a Mac network with OS X Mountain Lion Server Covers how to configure the server as well as DNS, iCal Server, Podcast Producer, Wiki Server, Spotlight Server, iChat Server, File Sharing, and Mail Services Shows Windows administrators how to easily incorporate Macs into their network Also covers support for iOS devices and ways you can use iCloud to keep your data secure when you hit the road for business travel Take control of your network and make administering it a snap with OS X Mountain Lion Server For Dummies.*

*The bestselling guide—now in a new edition A computer provides a great resource for learning new things and keeping in touch with family and friends, but it may seem intimidating at first. The bestselling Computers For Seniors For Dummies is here to help the 50+ set conquer and overcome any uncertainty with clear-cut, easy-to-understand guidance on how to confidently navigate your computer and the Windows 10 operating system. Featuring large text and images, it's never been easier for seniors to smoothly click their way around a new PC. Even if you don't know a mouse from a megabyte,*

*this book walks you through all the steps to choosing, setting up, and successfully using your new computer. Begin with learning how to turn the computer on and use the keyboard, and from there you'll progress to effortlessly finding your way around the new Windows 10 operating system. Explore all you can do with a computer: Research topics of interest Keep in touch with loved ones Shop securely online Find recipes and diet tips If you've just purchased your first computer and need a plain-English introduction to getting started, Computers For Seniors For Dummies has you covered.*

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[macOS Catalina For Dummies](#)

[Switching to a Mac For Dummies](#)

[The Illustrated, Practical Guide to Using your Mac](#)

[OS X Mountain Lion Server For Dummies](#)

[MacBook Pro User Guide for Beginners and Seniors](#)

[MacBook All-in-One For Dummies](#)

[OS X Yosemite All-in-One For Dummies](#)

Office 2016 For Dummies (9781119293477) was previously published as Office 2016 For Dummies (9781119077374). While this version features a new Dummies cover and design, the

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content is the same as the prior release and should not be considered a new or updated product. The bestselling Microsoft Office book of all time Packed with straightforward, friendly instruction, this updated edition of the bestselling Microsoft Office book gets you thoroughly up to speed on the latest version of the industry standard for office productivity suites. In no time, Office 2016 For Dummies will help you become a whiz at Word, take your Excel skills to new heights, add pizzazz to your PowerPoint presentations, and make every part of your work day more organized and productive. Following alongside approachable, plain-English explanations, you'll quickly discover how to type, format text, and design documents in Word; navigate and edit spreadsheets, create formulas, and analyze data in Excel; configure email, store contacts, organize tasks, and schedule your time with Outlook; create and edit well-designed and crowd-pleasing PowerPoint presentations; and design, edit, and modify an Access database. Even if the mere thought of working with Microsoft Office makes you nervous, this fun and friendly guide makes it easy. Helps you make sense of word processing, email, presentations, data management and analysis, and much more Covers the five main Office applications: Word, Excel, PowerPoint, Outlook, and Access Walks you through the new features of Microsoft Office 2016 Written by a veteran author who has written more than 20 For Dummies books, which account for more than three million books in print If you're an uninitiated user looking to make the most of this powerful suite of applications, this hands-on, friendly guide is the key to your brand new Office!

This book is meant to help users who are picking up a MacBook for the first time. While it's



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based on the MacBook Air (2020 model), you will be fine if you own any other current Mac model.

So you're finally making the leap from Mac OS 9 to Mac OS X. Good for you! Or maybe you've just switched from Windows and bought a brand-spanking-new iMac. Bravo! Or perhaps you've never used a computer before and have bought a new Mac because you heard how easy they are to use. Bonus points! Whatever your reason for diving into the Aqua-filled world of Mac OS X, rest assured that you made the right choice. Thing is, Apple has made Mac OS X quite different from earlier Mac operating systems, and it's way different than Windows, so you may need a little help finding your way through that big, complicated operating system – not to mention all that great software that comes bundled with it. That's why veteran Mac-scribe Bob LeVitus has written a not-so-big, not-so-complicated Dummies book about Mac OS X. Recently revised for version 10.2 (a.k.a. Jaguar), *Mac OS X For Dummies, 2nd Edition*, shows you what Mac OS X is all about, without boring you silly, confusing you to the point of frustration, or poking you with sharp objects. You'll discover the information and advice you need in a language that you can understand (unlike those other computer books that shall remain nameless). Inside *Mac OS X For Dummies, 2nd Edition*, you'll find the following topics and more: Setting up and turning on your new Mac Getting around on the Desktop and in the Dock Finding stuff with the Finder Working with Mac OS X applications and files Surfing the Internet – Mac OS X style Sharing and printing files and documents Making your Mac your own: Setting System Preferences Troubleshooting – Yes, even Mac OS X crashes every once in a while Top Ten lists on how to

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speed up your Mac experience, accessories you should consider, Web sites all Mac freaks should know about, and valuable third-party software No matter what you use your Mac for – whether it's to surf the Internet, watch DVDs, listen to online music, or any number of other reasons – Mac OS X For Dummies, 2nd Edition, will get you well on your way to becoming a bona fide Mac guru.

We have updated this guide and have included more helpful tips to ensure you get the most out of your MacBook Pro. All the issues raised in the reviews have been addressed. If you are looking for a complete user guide that has all the hidden tips and tricks to maximize the benefits of your 2019 MacBook Pro on macOS Catalina, this is the guide for you. With the introduction of macOS Catalina, you now have more features to explore on your MacBook Pro like the Picture in Picture feature, New Dark Mode, Apple Arcade, option to unsubscribe directly in the Mail app and lots more. Even for existing users, these new features may seem a little overwhelming when using them for the first time. In this user guide, you will find detailed steps on how to explore every available additions to macOS Catalina along with pictures to make it easy for you to understand and follow. Whether you are just buying a new MacBook Pro or downloading the new software to your existing device, this book has all you need to achieve more productivity on your Mac. Some of the guides you will learn in this book include:  
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Downgrading to the Previous Operating System  
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The bestselling beginner's guide to Microsoft Word Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide gets you going with the latest version of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. In this leading book about the world's number one word processing application, Dan Gookin talks about using Microsoft Word in friendly, easy-to-follow terms. Focusing on the needs of the beginning Word user, it provides everything you need to know about Word—without any painful jargon. Covers the new and improved features

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found in the latest version of Word Create your own templates Explains why you can't always trust the spell checker Offers little-known keyboard shortcuts If you're new to Word and want to spend more time on your actual work rather than figuring out how to make it work for you, this new edition of Word X For Dummies has you covered.

Learn how to make the switch from PC to Mac a completely smooth transition The number of Mac users continues to increase significantly each year. If you are one of those people and are eager but also anxious about making the switch, then fear not! This friendly guide skips the jargon to deliver you an easy-to-read, understandable introduction to the Macintosh computer. Computer guru Arnold Reinhold walks you through the Mac OS, user interface, and icons. You'll learn how to set up your Mac, move your files from your PC to your Mac, switch applications, get your Mac online, network your Mac, secure your Mac, work with the iLife suite, troubleshoot common problems, and more. Dives in to helping you make the switch from PC to Mac as smooth and effortless as possible Walks you through the latest features of Mac OS X Lion to help you take advantage of all the cool things your Mac can do that you might not know about Offers clear instructions for working with the iLife applications, running Windows on your Mac via Boot Camp, networking your Mac, and switching your family or your business to a Mac Shares essential advice for troubleshooting common problems and provides easy tips for keeping your Mac happy Switching to Mac For Dummies, Mac OS X Lion Edition is all you need to switch to a Mac and never look back!

Zoom into the new world of remote collaboration While a worldwide pandemic may have

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started the Zoom revolution, the convenience of remote meetings is here to stay. *Zoom For Dummies* takes you from creating meetings on the platform to running global webinars. Along the way you'll learn how to expand your remote collaboration options, record meetings for future review, and even make scheduling a meeting through your other apps a one-click process. Take in all the advice or zoom to the info you need - it's all there! Discover how to set up meetings Share screens and files Keep your meetings secure Add Zoom hardware to your office Get tips for using Zoom as a social tool Award-winning author Phil Simon takes you beyond setting up and sharing links for meetings to show how Zoom can transform your organization and the way you work.

Over 50 and thinking about getting your first computer? A user-friendly Mac is a great choice, and *Macs For Seniors For Dummies* walks you through choosing one and learning to use it. You won't even need your grandchildren to help! *Macs For Seniors For Dummies* introduces you to all the basic things you may not have encountered before—how to use the keyboard and mouse, work with files and folders, navigate around the Mac OS X desktop, set up an Internet connection, and much more. You'll learn to: Choose the Mac that's right for you, set it up, run programs and manage files, and hook up a printer Use all the programs that come with your Mac for creating documents and spreadsheets, playing movies and music, and more Surf the Internet with the Safari browser — safely Keep in touch with family and friends via e-mail Upload photos from your digital camera, edit and organize them with iPhoto, and share them by e-mail or as prints Play music with iTunes, put your favorite songs on a CD, or listen to online radio stations

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Use the Web to help plan trips, get maps, book hotels or RV campgrounds, or buy plane tickets. Customize your Mac to make everything as easy and convenient as possible. Even if you've never used a computer before, Macs For Seniors For Dummies makes it really easy to make friends with your Mac. Before you know it, you'll wonder why you waited so long to get a computer!

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***Congratulations! When you bought that shiny new anodized aluminum iMac, you made a great choice. Now you want take advantage and control of that baby's awesome speed, high performance, powerful operating system, and fantastic applications, and iMac for Dummies, 5th Edition is here to help you do just that! This easy-to-use guide covers both the iMac's splendid, cutting-edge hardware and Leopard, the latest version of Apple's superb Mac OS X operating system. It gives you the basic information that every iMac owner should know and then moves on to explore the software that comes with your iMac. And, everywhere you look, you'll find plenty of power-user tips and***

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*tricks that'll save you time, effort, and money. You'll find out how to: Set up and customize your iMac Import files from your old computer Send and receive mail Store, and organize digital photos, music, and video Back up your system with Time Machine Browse the Internet with Safari Keep in touch with iChat Make your iMac a digital media hub with iLife Connect your iMac to a wireless network Troubleshoot problems Keep your iMac safe and secure Your iMac is an elegant and sophisticated machine — and as fast, powerful, and easy-to-use as a computer can be. With the help you get from iMac For Dummies, 5th Edition you'll be an iMac power user in no time!*

*Mac OS X Snow Leopard is the newest Mac operating system, with even better performance and more efficient use of hard drive space as well as cool features like MobileMe, the iWork productivity suite, and improved media technology. And Mac OS X Snow Leopard All-in-One For Dummies is your one-stop reference for all its features. Eight self-contained minibooks cover OS X basics, customizing and sharing your Mac, the digital hub, iWork, Internet features, networking, expanding your system, and advanced Mac OS X (for those with more techie inclinations). You'll learn to: Determine whether your hardware can handle upgrading to Snow Leopard Navigate Snow Leopard, find things with Spotlight, control your Mac with Front Row, and make backups Explore the digital hub and its applications: iPhoto, iMovie, iDVD, iTunes, GarageBand, QuickTime, and iWeb Create cool-looking documents with Pages, crunch numbers with Numbers, and build awesome slide presentations with Keynote Set up your Internet connection and e-mail, connect with iChat, sync up with MobileMe, and share large files via iDisk Build a wireless network with AirPort Extreme Keep your Snow Leopard happy*

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*with regular maintenance Mac OS X Snow Leopard All-in-One For Dummies also shows you a little of what's under the hood, in case you're interested in doing a little AppleScript programming or learning a bit more about UNIX. Whatever your level of involvement with OS X Snow Leopard, this complete guide covers what you need to know.*

*Tablet computers are now a familiar sight on the digital landscape. They are powerful, portable and packed full of functionality for most computing tasks. Android is the operating system on a wide range of tablets and it is one of the major players in this market. This determines the tablet's user interface and also a lot of its functionality. The latest version of Android is 5.0 Lollipop and improves upon what is already the most widely used operating system for tablets. Android Tablets for Seniors in easy steps: Looks at the range of devices available and their specifications and functionality Explains the Android operating system and how to use it on your tablet in terms of navigating around, performing all of your favourite tasks, getting online and turning your tablet into a mobile library and entertainment centre Focuses on the latest version of Android, 5.0 Lollipop, and shows the enhancements that have been made over previous versions, such as allowing guest users, viewing the latest notifications on your tablet and accessing quickly the settings that you use most often Android Tablets for Seniors in easy steps will show you how to: Get up and running with the interactive, touch screen experience so that you can quickly find your way around with Android Use the Android settings to ensure that your tablet looks and works in exactly the way that you want Find your way around apps: the programs that give Android tablets their*



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*functionality - from using the preinstalled apps, to downloading and using the huge selection available from the Google Play Store, which is linked directly to Android tablets. It also shows how to get the best apps for popular activities such as travel, health and wellbeing, family history and online shopping Connect to the web via Wi-Fi, using email, making phone and video calls to family and friends with Skype and diving into the world of social networking Keep your tablet safe - security on tablets is just as important as on any other computer and this is covered in terms of preventing access to your tablet and staying safe online and when using your apps Android Tablets for Seniors in easy steps gives you the confidence to enter the world of the tablet and get the most out of your device, using Android 5.0 Lollipop. The book features the Google Nexus but is applicable to all tablets running the Android operating system. Presented in larger type for easier reading.*

*Get to know and love your MacBook better than ever! So sleek, so cool. From the moment you slid it from the box, you wanted to learn as much as you possibly could about your new device. Whether you're a newbie or a Mac veteran, you'll find all you need right here—from initial set-up and customization to working with iCloud and the latest macOS features and apps—making it easy for you to accomplish everything you want with your MacBook. Mac guru Mark L. Chambers is your friendly expert guide, walking you through the all the basics, including desktop navigation, file storage and security, and general maintenance, before showing you the more creative stuff like music and iMovie, as well as how to troubleshoot with ease. In this revised edition, he's also included extensive updates on the latest generation of MacBooks, letting you know*

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*what's changed and how you can use the most recent apps for enhancing your professional and creative output. Explore the latest macOS Increase your productivity and creativity with the newest apps Be an artist with Photos and iMovie Easily use your MacBook on the go, from work, to school, to client sites Whatever cool thing you want to do with your MacBook, this book makes it easy to make it even cooler—so get started today!*

*Find out what Siri's got up her sleeve with this fun and friendly guide! Who couldn't use a little extra help these days? Answers, information, reminders, and all sorts of additional help are only a verbal query away with Siri, the artificial intelligence personal assistant. Siri made her debut with the iPhone 4 and is now updated for iOS 6 as well as the third-generation iPad and she is ready to assist! This easy-to-understand guide walks you through the vast array of capabilities that Siri boasts, from creating texts and e-mails from dictation to getting directions to finding a restaurant in the area. You'll discover how to check the weather, get sports scores and schedules, look up a movie review, get Facebook and Twitter updates, make dinner reservations, and much more. Explains how to finesse the perfectly worded questions for Siri in order to get the most helpful and accurate answers Details how to have Siri make phone calls for you, look up information in a dictionary or on the web, or get music Walks you through using Siri to get stock quotes or enter numbers into a calculator and get an answer Shows you how to use Siri to set reminders and alarms, take notes, get turn-by-turn driving directions, and more Just like Siri, the straightforward-but-fun Siri For Dummies is here to help you!*

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