



# **The Complete Idiot's Guide to Computer Basics, 5th Edition (Complete Idiot's Guides (Computers))**

*Joe Kraynak*

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The fifth edition of *The Complete Idiot's Guide to Computer Basics* places the reader in charge of the computer, rather than the other way round, and places the focus on software troubleshooting rather than hardware techno-babble. The reader wants to do something practical with his or her computer - this book shows them how. It covers basic office programs and how to manage photo, video and music files. It offers advice on safe web-surfing, including coverage of newsgroups, message boards and mailing lists. There are new green computing initiatives that help protect the environment. It includes maintenance and upgrading information.



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