

Laptops for Seniors

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Laptops For Seniors In Easy Steps Windows 7 Edition For The Over 50s

Alex Byrne



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Windows 7 for Seniors in easy steps Michael Price,2009-11-30 Windows 7 for Seniors in easy steps introduces the features of this Windows operating system presented with the senior reader in mind It uses larger type for easy reading and discusses the topics in a clear and concise manner It concentrates on the activities you ll want to carry out whether you re completely new to computers or you re upgrading from a previous version of Windows Windows 7 for Seniors in easy steps starts with identifying the right edition of Windows 7 for your purpose It focuses on the new user interface features to save you time and become more efficient using your computer and also helps you customize your system to suit your way of working It looks at Windows Aero themes and functions and covers software gadgets and new features such as multi touch screens Windows 7 for Seniors in easy steps covers home networking and homegroups email internet digital photography music and video It reviews the applications and games that are supplied with Windows 7 and the supplementary applications provided through Windows Live Essentials It also covers issues of security protection from computer viruses maintaining your system and keeping it up to date

Sage 50 Accounts 2013 in easy steps Gillian Gilert,2013-06-05 Sage 50 Accounts is the UK s market leading accounts software It lets you manage your day to day finances customers suppliers and VAT and keeps your finger on the pulse of your business It puts you in total control of your finances so you can spend more time running growing your business Sage 50 Accounts 2013 in easy steps clarifies everything from basic record keeping to utilising Sage as an information bank for making crucial business decisions Areas covered include setting up records and producing invoices reconciling your bank statements stock management keeping track of debtors creditors and bills all important month and year end procedures generating invaluable management reports

iPad for Seniors in easy steps, 4th edition Nick Vandome,2014-11-14 The iPad is a tablet computer that is stylish versatile and easy to use and there is no reason why it should be the preserve of the younger generation iPad for Seniors in easy steps is updated to cover the new iOS 8 Learn all the essentials you need to know Choose the right model for you Navigate around with Multi Touch gestures Master Settings and apps to stay organized Find download and explore exciting apps Use your iPad to make traveling stress free Email share photos and video chat for free Access and share your music books and videos Locate family members and stay in touch Access your documents from anywhere A handy guide for any Senior new to the iPad covering iOS 8 presented in larger type for easier reading

Effective Project Management in easy steps, 2nd edition John Carroll,2012-02-10 Effective Project Management in easy steps will show you how to make sure your project is successful It focuses on the key skills a manager needs to develop for a smooth running project and a timely arrival at the finishing line It includes examples for most key documents such as the terms of reference business case and project plan It addresses team building and good communications It covers the typical project stages with helpful lists of applicable tasks and deliverables which effectively provides a blueprint for planning an entire project This up to date primer covers all key trends in project

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iPhone for Seniors in easy steps, 5th edition Nick Vandome,2018-11-13 iPhone for Seniors in easy steps 4th edition covers everything the reader needs know to keep fully connected The book shows how to Make and receive phone calls Text with the Messages app including a variety of new fun features including animojis and emojis Make video calls with FaceTime Set up and use email accounts Use Settings to customise your iPhone exactly to your style and requirement Use Apple Pay on your iPhone to pay securely no need to carry your wallet all the time Master the newly designed Control Center Explore the entire iTunes Music library share music videos apps calendars and photos with family members stay in the loop with children and grandchildren An in depth chapter on iCloud Apple s online storage sharing and backup service explains how iCloud works and shows how it can automatically store your data and share your photos so you don t have to worry about losing information should anything happen to your iPhone Written with the Senior reader in mind and presented in larger type for easier reading Covers all models of iPhone with iOS 12 Table of Contents Your new iPhone Starting to use your iPhone Head in the iCloud Calls and Contacts Typing and Texts The Online World Hands on with Apps Apps for Every Day Relaxing with your iPhone On the Go Camera and Photos Practical Matters *Practical Accounts and Bookkeeping in easy steps* Alex Byrne,2012-06-12 Practical Accounts and Bookkeeping in easy steps provides assistance for anyone unfamiliar with accounts either already in the business world or waiting for that crucial moment to enter it From understanding accounts and why they are important the legal documents required when preparing accounts what happens if accounts are not submitted in time and when accounts need to be sent to authorities to the more complex scenarios of creating a balance sheet using sales ledgers purchase ledgers and nominal ledgers this book shows you how in easy to follow steps This book will help you make sense of the daunting accounts world It will help you to spot problems in the accounts and explain them to others using the correct terminology It will show you how to get to grips with Double Entry bookkeeping and its importance together with

how computer software has been designed to simplify the processes This book is certain to help the non accountant understand businesses finances assisting in making your company as successful as possible *Management Basics in easy steps, 2nd edition* Tony Rossiter, 2019-01-25 Management Basics in easy steps 2nd edition offers practical tips information and common sense advice based on the author s 40 years hands on experience of management now updated to reflect advances in technology and changes in the wider working environment Whether you are an experienced manager or about to take up your first management job Management Basics in easy steps 2nd edition will be of real help to you in the workplace It is a lively easy to read book full of tips and simple practical things that have been put into practice in the real world and shown to work where it matters in the workplace Tony Rossiter s clear humorous writing style and comprehensive content make Management Basics in easy steps 2nd edition a compelling must read for anyone with a management role His management tips and advice will show you How people skills help you put into practice all the technical skills needed by a manager How to manage your staff your colleagues your customers and even your boss How to organise yourself and make the most effective use of your time How to focus on the vital 20% of your work that accounts for most of the results How to win the respect and trust of your team and make it the best How to select the right person to join your team The art of effective delegation How to make effective use of digital tools online networks and social media How to cope with change and see it not as a threat but as a great opportunity This second edition has been revised to include the changes in management practices since the first edition which was published in 2011 including The increased importance and use of digital tools business and performance management software and social networks e g LinkedIn Slack Yammer Scoro Twitter Facebook Increased focus on diversity and inclusion Implications of new data protection legislation Less tolerance of unacceptable workplace behaviour such as bullying and sexual harassment More recognition of the importance of the culture of an organisation A move away from traditional command and control hierarchies towards more flexible working working from home better work life balance teamwork collaboration matrix structures trusting and empowering those at the coal face A move away from fixed appraisal systems and formal training towards continuous feedback coaching and personal learning e learning distance learning More refined recruitment use of LinkedIn etc Comes with useful worksheets a complete guide for easy reference *iPad for Seniors in easy steps, 9th edition - covers all iPads with iPadOS 13 including iPad mini and iPad Pro* Nick Vandome, 2019-10-16 The iPad is a tablet computer that is stylish versatile and easy to use and is one of the most popular tablets used by all ages The range of models has been expanded over the years so that there are now different sizes to cover all mobile computing requirements iPad for Seniors in easy steps 9th edition gives you all the essential information you need to know to make the most out of your iPad Choose the right model for you Navigate around with Multi Touch gestures Customize the iPad for your needs Master Settings and apps to stay organized Find download and explore exciting apps Use your iPad to make travelling stress free Email share photos and video chat for free Access and share your music

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brings more intuitive ways to explore analyse and display your data and simplifies sharing and collaborating using cloud storage Excel 2013 in easy steps explores the Ribbon interface provided by Office 2013 and the subscription version Office 365 It shows you how to create and manipulate worksheets starting with the basic concepts then introducing functions and features that allow you to organize and manage vast amounts of information It covers the Excel Table data list structures advanced functions and Excel add ins and shows you how to present your worksheet data in chart formats The book will help you to create macros recorded or via Visual Basic You ll learn how to use templates tools and other resources to help you apply Excel to various tasks You ll link your worksheets to other workbooks and get automatic updates It also covers Excel on the Internet using the Office Web Apps Written concisely yet comprehensively Excel 2013 in easy steps uses detailed images and easy to follow instructions to get you up to speed with Excel whether you re just upgrading from a previous version or you are new to the spreadsheet concept *HTML5 in easy steps* Mike McGrath,2011-04-05 Without doubt HTML5 is the future of the web and HTML5 in easy steps demonstrates all you can achieve NOW in the latest browsers all described in easy to follow steps HTML5 in easy steps instructs you how to employ the latest development for web page design with HyperText Markup Language HTML5 Modern web browsers have united to support exciting new features of the HTML5 standard that allows easy creation of stunning web pages and engaging interactive applications HTML5 in easy steps contains examples and screenshots that illustrate each feature of HTML5 describing how to incorporate meta information about a document within its head section and how to add structured body content You ll learn how to create web pages to display text images lists tables hyperlinks forms audio and video and also how to write script instructions that draw and animate graphics on embedded canvas areas Each chapter builds your knowledge so by the end of the book you ll have gained a sound understanding of HTML5 HTML5 in easy steps has an easy to follow style that will appeal to anyone looking to create compelling web pages for the latest browsers Ideal for programmers who need to quickly learn the latest HTML5 techniques students learning website design at school or college those seeking a career in web development who need a thorough understanding of HTML5 and the enthusiast eager to build the latest HTML5 features into their websites

Upgrading and Fixing a PC in easy steps, 3rd edition Stuart Yarnold,2011-07-12 Many people unnecessarily spend money buying a new computer when their current PC can be upgraded to meet their requirements This title takes the reader through this process in simple stages Many of us would spend more time fixing a ten dollar pen than repairing or upgrading a thousand dollar computer Delving inside a PC seems so forbidding that many people would rather avoid it at any cost even though replacing computer parts is so easy that with the proper guidance even technophobes can do it Upgrading it s a consumer guide In truly easy steps it teaches you to evaluate the performance storage and networking needs of your PC yourself Upgrading Fixing a PC in easy steps even provides you with a money saving tutorial on your various buying options and a separate chapter on troubleshooting nasty problems When one considers the high price and inconvenience of computer

store visits it s no wonder that we think of this both a learning tool and an investment **CSS3 in easy steps** Mike McGrath,2013-01-31 CSS3 in easy steps instructs the user how to create exciting web pages using Cascading Style Sheets version 3 CSS3 for presentation and dynamic effect CSS3 in easy steps begins by explaining how style sheets can determine the presentation of elements within HTML documents Examples show how Cascading Style Sheet rules control content position and its appearance with font style color gradients and drop shadow effects You will also learn how rules can provide dynamic effect with animation transformations and transitions Each chapter builds your knowledge of style sheets By the end of this book you will have gained a sound understanding of CSS3 and be able to create your own exciting interactive web pages The book examples provide clear syntax highlighted code showing how to selectively style components of an HTML document and how to endow components with interactive functionality to illustrate each aspect of CSS3 CSS3 in easy steps has an easy to follow style that will appeal to anyone who wants to begin creating stylish web pages It will appeal to programmers who want to quickly learn the latest style sheet techniques and to the student who is studying website design at school or college and to those seeking a career in web development who need a thorough understanding of CSS3

Troubleshooting your PC in easy steps, 2nd edition Stuart Yarnold,2011-08-01 Does your computer refuse to do what you want it to Does it insist on doing something you don t want it to Does it refuse to do anything at all One solution is to ring a helpline However this can be expensive and don t always give good advice A better option is to invest in a copy of Troubleshooting Your PC in easy steps Areas covered include Causes of computer faults and methods of isolating them How to troubleshoot the main hardware components in a PC Faults that prevent Windows from starting Windows troubleshooting mode Safe Mode Restore a damaged Windows installation from an image backup file Problems that adversely affect the performance and stability of a computer Video and sound issues such as blank monitor scrambled displays incorrect screen colours and distorted displays no sound crackly sound etc The Internet include access problems slow connection speeds how to repair Internet Explorer and how parents can protect their children from the less savoury aspects of the Internet We also offer some tips on how to search the Internet effectively Email issues prevent emails being sent and received a quick way of resizing images to be sent in an email what to do if attachments won t open how to recover lost or damaged emails and how to deal with spam Even explains how to create a backup of email messages and accounts Computer peripherals and how to troubleshoot them Security issues virus infection and how to avoid getting a virus Keeping your data safe Working with files and recovering from errors such as recovering a deleted file Written in concise jargon free language this book is aimed at non techies Keep it nearby and use it as your first point of reference for any PC problems The faults covered in the book will be experienced by every computer user at one time or another have the solutions to hand before they happen Windows 7 for Seniors in Easy Steps Michael Price,2009 Introduces the features of the latest Windows operating system presented with the over 50s in mind Discusses topics on a clear and concise manner Focuses on tasks you ll want to carry out whether you re

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