

Contents at a Glance

<i>Foreword</i>	<i>xv</i>
<i>Introduction</i>	<i>1</i>
<i>Part I: Buying and Getting Started with Your Computer</i>	<i>5</i>
Chapter 1: Buying a Computer	7
Chapter 2: Setting Up Your Computer	25
Chapter 3: Getting around the Windows Desktop	47
Chapter 4: Customizing Windows.....	73
Chapter 5: Working with Files and Folders.....	99
Chapter 6: Working with Printers, Scanners, and Fax Machines	125
Chapter 7: Getting Help	149
<i>Part II: Having Fun and Getting Things Done with Software</i>	<i>167</i>
Chapter 8: Creating Documents with Works Word Processor	169
Chapter 9: Work with Numbers and Finances.....	187
Chapter 10: Get the Most from Movies and Digital Photos	205
Chapter 11: Listening to Music	227
Chapter 12: Playing Games in Windows Vista	243
<i>Part III: Exploring the Internet</i>	<i>257</i>
Chapter 13: Understanding Internet Basics	259
Chapter 14: Browsing the Web with Internet Explorer	277
Chapter 15: Keeping in Touch with E-Mail.....	299
Chapter 16: Connecting with People Online.....	331
<i>Part IV: Taking Care of Your Computer</i>	<i>345</i>
Chapter 17: Protecting Windows	347
Chapter 18: Maintaining Windows	363
<i>Index</i>	<i>375</i>

Table of Contents

<i>Foreword</i>	<i>xv</i>
Introduction	1
About This Book.....	1
Foolish Assumptions	1
Why You Need This Book.....	2
Conventions Used in This Book.....	2
How This Book Is Organized.....	3
Get Going!	4
<i>Part 1: Buying and Getting Started with Your Computer</i>	<i>5</i>
Chapter 1: Buying a Computer	7
Understand All You Can Do with Computers	8
Understand Hardware and Software	11
Explore Types of Computers	13
Choose a Version of Windows	15
Choose a Price Range.....	16
Select a Monitor	18
Choose an Optical Drive	20
Understand Processor Speed and Memory.....	20
Determine How You'll Connect to the Internet	21
Buy a Customized Computer	23
Chapter 2: Setting Up Your Computer	25
Connect the Monitor, Keyboard, and Mouse.....	26
Understand Accounts and Passwords	27
Turn On Your Computer and Log On to Windows.....	28
Use the Mouse.....	29
Customize the Mouse Settings.....	31
Set Up a Windows Password	33

Set Up Additional User Accounts.....	35
Switch User Accounts.....	37
Change Your User Account Picture.....	39
Set the Date and Time.....	39
Set the Screen Size (Resolution).....	41
Set Up Your Keyboard.....	43
Turn Off Your Computer.....	45
Chapter 3: Getting around the Windows Desktop.....	47
Understand the Desktop.....	48
Work with the Start Menu.....	50
Customize the Quick Launch Bar.....	52
Arrange Icons on the Desktop.....	54
Empty the Recycle Bin.....	56
Set Up Windows Sidebar.....	58
Find a File with Windows Explorer.....	60
Create a Shortcut to a File or Folder.....	62
Start a Program.....	64
Switch between Programs.....	66
Resize a Window.....	68
Close a Program.....	69
Chapter 4: Customizing Windows.....	73
The Many Ways to Customize Windows.....	74
Change the Desktop Background.....	76
Choose a Desktop Theme.....	79
Set Up a Screen Saver.....	81
Modify How Your Keyboard Works.....	82
Use the On-Screen Keyboard.....	85
Change Mouse Behavior.....	87
Optimize the Screen for Maximum Visibility.....	89
Replace Sounds with Visual Cues.....	91
Set Up Speech Recognition.....	93
Uninstall an Application.....	96

Chapter 5: Working with Files and Folders	99
Understand How Windows Organizes Data.....	100
Find and Open Files and Folders with Windows Explorer.....	102
Choose a File or Folder View.....	104
Launch a Recently Used File	106
Create a New Folder	108
Rename a File or Folder	109
Search for a File.....	110
Add a File or Folder to Your Favorites List.....	112
Copy a File or Folder	114
Move a File or Folder.....	116
Create a Compressed File or Folder	118
Delete a File or Folder.....	120
Store Copies of Files and Folders for Safekeeping	121
Back Up Files to a Writable CD or DVD	122
Chapter 6: Working with Printers, Scanners, and Fax Machines	125
Install a Printer.....	126
Set Printer Preferences	129
Print a File	132
View Currently Installed Printers	134
Make a Printer the Default	136
Remove a Printer	138
Install a Scanner	139
Modify Scanner Settings.....	141
Set Up a Fax.....	143
Send a Fax.....	145
Chapter 7: Getting Help	149
Explore the Help Table of Contents.....	150
Search Help	153
Get Help in Windows Communities	155

Access the Windows Help and How To Page	158
Connect to Remote Assistance	160
Get Help from the Windows Vista Solution Center	164

Part II: Having Fun and Getting Things Done with Software 167

Chapter 8: Creating Documents with Works Word Processor 169

Open a New Document and Enter and Edit Text	170
Save a Document	171
Open an Existing Document	172
Cut, Copy, and Paste Text	173
Format Text	174
Insert a Table	177
Add Graphics	179
Resize Objects	180
Check Spelling	182
Change Page Setup	183
Print a Document	185

Chapter 9: Work with Numbers and Finances 187

Explore the Structure of a Spreadsheet	188
Open Works Spreadsheet and Enter Text	189
Format Numbers	191
Apply AutoFormats to Cells	192
Perform Simple Calculations	193
Complete a Series with Fill	195
Insert a Chart	197
Get Advice about Finances Online	199
Bank Online	201
Invest Online	202

Chapter 10: Get the Most from Movies and Digital Photos 205

Work with Media Software	206
Play Movies with Windows Media Player	209
Upload Photos from Your Digital Camera	212



View a Digital Image in Windows Photo Gallery.....	212
Add a Tag to a Photo	215
Organize Photos by Date	216
Play a Slide Show	219
Fix a Photo	221
Burn Photos to a CD or DVD.....	224
Chapter 11: Listening to Music	227
Set Up Speakers.....	228
Control the System Volume.....	230
Add (Rip) a CD/DVD to Media Player.....	231
Play Music in Media Player	233
Create a Windows Media Player Playlist	235
Create (Burn) a Music CD/DVD	237
Buy Music Online	238
Play Online Radio Stations.....	240
Chapter 12: Playing Games in Windows Vista.....	243
Play Solitaire.....	244
Play FreeCell	246
Play Minesweeper.....	248
Play Hearts	250
Play Chess Titans.....	252
Play Online Games	254
<i>Part III: Exploring the Internet.....</i>	257
Chapter 13: Understanding Internet Basics	259
Understand What the Internet Is	260
Explore Different Types of Internet Connections	262
Set Up Your Internet Connection	264
Navigate the Web	266
Use Tabs in Browsers.....	269
Set Up a Home Page	270
Stay Safe Online	272

Chapter 14: Browsing the Web with Internet Explorer	277
Search the Web	279
Find Content on a Web Page.....	280
Add a Web Site to Favorites	282
Organize Favorites.....	284
View Your Browsing History.....	285
Customize the Internet Explorer Toolbar.....	287
Download Files	289
Print a Web Page	290
Play a Podcast	291
Change Privacy Settings.....	293
Enable the Content Advisor	295
Chapter 15: Keeping in Touch with E-Mail	299
Set Up An Internet-Based E-Mail Account.....	300
Set Up Your E-Mail Account on Windows Mail.....	302
Get to Know Windows Mail.....	304
Open Windows Mail and Your Inbox.....	305
Manage E-Mail Accounts	306
Create and Send E-Mail	307
Send an Attachment.....	311
Read a Message	312
Reply to a Message.....	314
Forward E-Mail	315
Create and Add a Signature	316
Format E-Mail Messages.....	318
Add Contacts to the Address Book	320
Customize the Windows Mail Layout.....	323
Create Message Folders	325
Organize Messages in Folders	326
Create Mail Rules	328

Chapter 16: Connecting with People Online	331
Understand Instant Messaging.....	332
Use a Webcam.....	334
Make VoIP Phone Calls.....	336
Participate in Discussion Boards and Chat.....	337
Understand Blogs.....	339
Explore Virtual Worlds.....	341
Find People with Common Interests.....	342
Part IV: Taking Care of Your Computer	345
Chapter 17: Protecting Windows	347
Understand Computer Security.....	348
Understand Windows Update Options.....	351
Run Windows Update.....	353
Enable the Windows Firewall.....	355
Run a Windows Defender Scan.....	357
Set Up Windows Defender to Run Automatically.....	359
Chapter 18: Maintaining Windows	363
Defragment a Hard Drive.....	364
Free Up Disk Space.....	366
Delete Cookies Using Internet Explorer.....	368
Set a Reminder for Maintenance Tasks.....	370
Index	375

Foreword

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!) 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 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.

Sir Stirling Moss,
Legendary British Racing Driver

www.stirlingmoss.com

