

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: PC Hardware</i>	7
Chapter 1: Starting with the Basics	9
Chapter 2: Additional Toys Your PC Will Enjoy	23
Chapter 3: Connectors, Ports, and Sundry Openings	39
Chapter 4: Maintaining Your Hardware	47
<i>Part II: Windows Vista</i>	61
Chapter 1: Shake Hands with Windows Vista	63
Chapter 2: The Many Windows of Windows	81
Chapter 3: Windows Vista Basics	97
Chapter 4: Customizing Windows Vista	123
Chapter 5: Maintaining the Vista Beast	145
Chapter 6: Taking Control of the Control Panel	167
Chapter 7: Easy Vista Troubleshooting	193
<i>Part III: The Internet</i>	205
Chapter 1: Making Sense of the Internet	207
Chapter 2: Adding a Dialup Connection to Windows Vista	221
Chapter 3: Protecting Your Internet Privacy	227
Chapter 4: Cruising the Web with Internet Explorer	239
Chapter 5: Harnessing Your E-Mail	257
Chapter 6: Instant Messaging Done Right	275
<i>Part IV: Microsoft Works</i>	285
Chapter 1: An Overview of Works	287
Chapter 2: Word Processing in Works	297
Chapter 3: Working with Spreadsheets	313
Chapter 4: Using Works Calendar	329
Chapter 5: Having Fun with Works Database	341
<i>Part V: Office 2007</i>	353
Chapter 1: Introducing Office 2007	355
Chapter 2: Using Word	365
Chapter 3: Putting Excel to Work	395
Chapter 4: Performing with PowerPoint	421
Chapter 5: Doing Database Magic with Access	445
Chapter 6: Staying in Touch with Outlook	457

<i>Part VI: Fun with Movies, Music, and Photos</i>	479
Chapter 1: Scanning with Gusto	481
Chapter 2: Dude, MP3 Rocks!	499
Chapter 3: Making Movies with Your PC	513
Chapter 4: I Can Make My Own DVDs?	531
Chapter 5: I'm Okay, You're a Digital Camera	539
<i>Part VII: Upgrading and Supercharging</i>	557
Chapter 1: Determining What to Upgrade	559
Chapter 2: Adding RAM to Your Hot Rod	567
Chapter 3: Scotty, I Need More Power!	573
Chapter 4: Adding Hard Drive Territory to Your System	581
Chapter 5: Partying with USB, FireWire, and Hubs	591
Chapter 6: Pumping Up Your Sound and Video	597
<i>Part VIII: Home Networking</i>	605
Chapter 1: Do I Really Need a Network?	607
Chapter 2: Ethernet to the Rescue	615
Chapter 3: Going Wireless	635
Chapter 4: Sharing Your Internet Connection	645
Chapter 5: Securing Your Home Network	653
<i>Index</i>	665

Table of Contents

Introduction 1

What's Really Required	1
What's Not Required.....	2
About This Book.....	2
Conventions Used in This Book	2
Stuff that you type.....	2
Menu commands	3
Display messages	3
How This Book Is Organized.....	3
Book I: PC Hardware	3
Book II: Windows Vista	3
Book III: The Internet	3
Book IV: Microsoft Works	4
Book V: Office 2007.....	4
Book VI: Fun with Movies, Music, and Photos.....	4
Book VII: Upgrading and Supercharging.....	4
Book VIII: Home Networking	4
Icons Used in This Book.....	4

Part I: PC Hardware 7

Chapter 1: Starting with the Basics 9

Basic Terms.....	9
Hardware	10
Software	10
Peripherals	12
The Common Components of a Desktop	13
The computer	13
The monitor	15
The keyboard and mouse.....	16
Speakers	18
Desktop PCs versus Laptop PCs	18
RAM and Processors: The Keys to Performance	19
Your Friend, Your Operating System	20

Chapter 2: Additional Toys Your PC Will Enjoy 23

Printers.....	24
Inkjet versus laser printers	24
Photo printers.....	26
Label printers.....	27

Scanners	28
Keyboards, Tablets, and Pointing Things	29
Tickling keys wirelessly	30
Putting a tablet to work	30
Repeat after me: Buy a trackball!	31
Big-Time Game Controllers	32
Video and Digital Cameras	33
External Drives	34
Portable hard drives and CD/DVD recorders	35
Backup drives	36
USB flash drives	37
Surge Protectors and UPS Units	37
Chapter 3: Connectors, Ports, and Sundry Openings	39
Using USB Stuff	39
Riding in the Fast Lane with FireWire	41
Your Fossilized Serial Port	42
The Once-Renowned Parallel Port	42
Meet Your Video Port	44
Audio Connectors You Likely Need	45
Keyboard and Mouse Ports on Parade	46
Chapter 4: Maintaining Your Hardware	47
When Should You Move Your PC?	47
Avoiding Dust Bunnies	48
Watching Your Cables	49
Cleaning Monitors and Scanners	50
Cleaning Your Mouse and Keyboard	51
Cleaning and Maintaining Your Printer	52
Cleaning laser printers	52
Changing inkjet cartridges	54
Calibrating your printer	55
Cleaning inkjet cartridges	57
Determining whether to refill used inkjet cartridges	58
Part II: Windows Vista	61
Chapter 1: Shake Hands with Windows Vista	63
Why Windows Vista, Anyway?	64
Shutting Things Down	65
Shutting down completely	65
Restarting your PC	66
Using sleep mode	66

Yes, your PC can hibernate	66
Multiuser options	67
Your Windows Vista Controls	68
Icons	68
That constantly changing cursor	69
The Start menu	70
The taskbar	71
Menus and toolbars	72
Using Bill's Funky Keys	74
The Windows keys	74
The Shortcut key	75
Other PC-specific keys	75
Using the Windows Vista Help System	76
Displaying Help	77
Searching for specific help	78
Yelling for assistance	79

Chapter 2: The Many Windows of Windows 81

Managing Windows Means Productivity	81
Opening and closing windows	82
Scrolling windows	83
Minimizing and restoring windows	84
Maximizing and restoring windows	85
Moving windows	85
Resizing windows	86
Switching windows	86
A Field Guide to Icons	87
Hardware icons	88
Program icons	89
File icons	90
Folder icons	90
Shortcut icons	91
System icons	93
Selecting Icons	93
Selecting a single icon	93
Selecting multiple contiguous icons by dragging	93
Selecting multiple contiguous icons by clicking	93
Selecting multiple separated icons by clicking	94
Using the Toolbar	94

Chapter 3: Windows Vista Basics 97

Running Applications from the Start Menu	98
Running Applications from Your Hard Drive	99
Running Applications from a CD-ROM or DVD-ROM	100
Running Applications from a Network Drive	101

Exiting a Program	101
Putting Your Files in Order	103
Copying and moving stuff	104
Creating a new folder	105
Deleting stuff with mouse and keyboard	105
Displaying properties	106
Renaming items	107
Emptying the Recycle Bin	107
Recovering Items from the Recycle Bin	108
Putting the Start Menu through Its Paces	109
Tossing the Recent Applications list	109
Using the Run item	110
Accessing printers	110
Working with your network	112
Configuring the Start menu	113
Handling the Taskbar	114
Switching programs	114
Controlling the notification area	115
Adding Quick Launch icons	117
Configuring the taskbar	117
Terminating a Program with Prejudice	118
Formatting a Floppy Disk	120

Chapter 4: Customizing Windows Vista123

Personalizing Your Desktop	124
Changing the background	124
Using themes	125
Changing system sounds	126
Adding the Sidebar and Gadgets	127
Switching Views and Sorting Items	128
Don't Forget Folders View!	129
What's This Stuff in the My User Folder?	130
Share the Documents	132
Creating a Shortcut	132
Multuser Operation For Dummies	132
Logging in	133
Be my guest	134
Fax Me, Please	134
Setting up faxing under Windows Vista	135
Sending faxes	136
Doing the Multimedia Thing	137
Playing your MP3 files	137
Viewing and downloading digital photographs	139
Recording your own CDs	140
Watching a DVD movie	142

Chapter 5: Maintaining the Vista Beast	145
Device Manager: The Hardware Tool.....	145
Checking Your Hard Drives in Windows Vista.....	148
Defragmenting Just Plain Rocks	150
Be Smart: Back Up Your Stuff.....	153
Safeguarding Your System with System Restore	156
Have at Thee, Foul Virus!	159
Windows Vista Boot and Recovery Options.....	160
Using Safe mode	160
Using the last-known good configuration.....	161
Using Windows Update	161
The fully automatic way	161
The (Somewhat) manual way	163
Installing Vista Service Pack 1	163
 Chapter 6: Taking Control of the Control Panel	 167
First, Put the Control Panel on the Start Menu!	168
Configuring the Date and Time.....	170
The time zone	170
Additional clocks.....	170
The Internet Time tab	171
Changing Personalization Settings.....	171
Window color and appearance.....	172
Desktop background.....	172
Screen saver	173
Sounds	173
Mouse pointers	174
Theme	174
The Settings tab.....	174
Choosing AutoPlay Options.....	175
Adjusting the Power Options.....	176
Tweaking the Keyboard.....	178
The Speed tab	179
The Hardware tab.....	179
Adjusting Thy Mouse.....	179
Configuring Internet Options.....	180
The General tab	181
The Security tab	182
The Privacy tab.....	183
The Content tab.....	184
The Connections tab.....	186
The Programs tab.....	186
The Advanced tab	187
Uninstalling and Repairing Programs and Features	188
Fine-Tuning User Accounts	189

Configuring Phone and Modem Options	190
The Dialing Rules tab	191
The Modems tab	191
The Advanced tab	192
Chapter 7: Easy Vista Troubleshooting	193
Relax and Breathe Easy	193
The Troubleshooting Process, Step by Step	195
Drastic Things That You Won't Do Often	200
Using System Recovery Options	200
Reinstalling Windows Vista	201
HELP! Additional Troubleshooting Resources	203
The Windows Vista Help system	203
Microsoft tech support	203
The Microsoft Web site	203
Those unsupported newsgroups	204
 Part III: The Internet	 205
 Chapter 1: Making Sense of the Internet	 207
Exactly What Is the Internet, Anyway?	208
Exploring the Possibilities of Your Internet Connection	209
Exploring the potential of the Web	209
Communicating via e-mail	212
File transferring via FTP	213
Communicating with instant messaging	214
Reading newsgroups	214
Using webcams and Web videoconferencing	215
Listening to music over the Internet	216
Understanding Internet Connections	216
Dialup connections	217
ISDN connections	217
DSL connections	218
Cable modem connections	218
Satellite connections	219
“What Exactly Do I Need?”	220
 Chapter 2: Adding a Dialup Connection to Windows Vista	 221
Gathering the Account Incantations	221
Making the Physical Connection	222
Creating a New Dialup Connection in Windows Vista	223
“Is My Connection Alive?”	225
“My Connection Appears to Be Dead”	226

Chapter 3: Protecting Your Internet Privacy	227
What Can Really Happen?	227
Common Sense Goes a Long Way	229
Passwords	229
Risky behavior	230
E-mail.....	233
Using Antivirus Software.....	237
Chapter 4: Cruising the Web with Internet Explorer	239
Running Internet Explorer.....	240
The Explorer Window and Basic Controls	240
More buttons for your buck.....	242
Finding a home page	245
Navigating the Web	246
Simplifying surfing with Favorites.....	246
Searching for the hay in the needlestack	248
Doing the Tab thing.....	249
Downloading Files	251
Keeping Track of Where You've Been.....	252
Printing and Saving Web Pages	253
Putting the Web in print	253
Saving the best (For last)	255
Chapter 5: Harnessing Your E-Mail	257
Introducing the Mail Window	257
Setting Up Your Mailbox.....	260
The Three R's: Receiving, Reading, and Replying.....	264
Sending E-Mail to Friends and Enemies	267
Sending and Receiving File Attachments	269
Spam: I Hate It — Truly I Do!.....	270
Working with the Address Book.....	272
Chapter 6: Instant Messaging Done Right	275
Selecting a Chat Client.....	275
AIM	276
ICQ.....	276
Running Windows Live Messenger	277
Configuring Windows Live Messenger	278
Keeping Track of Friends and Family	279
Chatting with Your Brethren.....	281
Selecting a Status	283
Squelching the Unwelcome Few.....	284

Part IV: Microsoft Works.....285

Chapter 1: An Overview of Works287

What Can You Do with Works?	287
Word processing.....	288
Spreadsheets.....	288
Calendar.....	290
To Dos	291
Databases	292
Introducing Task Launcher	293
Displaying Help within Works.....	294

Chapter 2: Word Processing in Works297

Running Word Processor.....	297
Your Word Processing Tools.....	298
Typing Text	299
Selecting and Editing Text.....	300
Finding and Replacing Stuff	301
Formatting Fonts and Paragraphs	303
Formatting Bullets and Numbered Lists	305
Adding Graphics.....	306
Adding Tables	308
Checking Your Spelling.....	309
Printing Your Documents.....	310

Chapter 3: Working with Spreadsheets313

Running the Spreadsheet	313
Introducing the Spreadsheet Window	314
A Word about Works Spreadsheets	315
Navigating the Spreadsheet and Entering Data.....	316
Selecting and Editing Cells.....	317
Formatting a Cell, Row, or Column	318
Choosing a number format	319
Changing cell alignment	320
Changing the text formatting.....	320
Formatting the borders	321
Choosing shading options.....	321
Inserting and Deleting Rows and Columns	322
Using Easy Calc	322
Adding a Chart.....	325
Printing Your Documents.....	326

Chapter 4: Using Works Calendar329

Checking Out the Calendar	329
Creating a New Calendar.....	332

Adding and Editing Appointments	333
Searching for Specific Appointments	335
Filtering Appointments	336
Exporting Appointments	337
Printing Appointments	338

Chapter 5: Having Fun with Works Database341

Getting Started with Works Database.....	342
Whoops! What does this dialog box mean?	342
Elements of the Works Database window	343
Creating a Database and Entering Data.....	344
Editing a Database	347
Sorting and Searching for Specific Records.....	348
Building Reports.....	349
Printing Database Documents	351

***Part V: Office 2007*.....353**

Chapter 1: Introducing Office 2007355

The Components of Office 2007	356
Word 2007	356
Excel 2007	357
PowerPoint 2007	359
Access 2007	360
Outlook 2007	361
Putting the Office Clipboard to Work	362
Sharing Well with Others.....	363
Using the Office Help System	363
Displaying the Help system.....	363
The three controls of justice.....	364

Chapter 2: Using Word365

Running Word	366
The Elements of Word	366
A Word about Views.....	369
Draft view	369
Outline view	369
Print Layout view	370
Web Layout view	370
Full Screen Reading view.....	370
Typing, Selecting, and Editing Text.....	372
Typing like the wind.....	372
Selecting what you will	373
Editing text in Word.....	373

Finding and Replacing Stuff	374
Building Tables	376
Adding Bulleted and Numbered Lists.....	378
Adjusting Tabs and Margins	380
Setting margins with the ruler	380
Setting margins from the menu	381
Setting tabs with the ruler.....	382
Setting tabs from the menu.....	382
Applying Formatting	383
Font formatting.....	384
Paragraph formatting.....	385
AutoFormatting.....	386
Adding Graphics.....	388
Doing the Collaboration Thing	388
Using revision marks.....	389
Using comments	390
Using highlighting.....	391
Printing Your Document.....	391
Creative Web Pages with Word.....	392

Chapter 3: Putting Excel to Work 395

Running Excel	396
Waltzing Around the Excel Window.....	396
Selecting, Entering, and Editing Cell Data	398
Filling a cell to the top	398
Moving around the worksheet.....	399
Selecting cells the easy way.....	400
Editing cell contents	401
Working with Numbers and Dates	402
Working with Rows and Columns	403
Resizing rows and columns.....	404
Inserting blank cells	405
Inserting cells from the Clipboard	405
Inserting rows and columns.....	406
Formatting in Excel	406
Font formatting.....	407
Cell alignment	407
Changing borders and shading.....	408
The Basics of Excel Formulas.....	409
Working with Graphics in Excel	413
Adding a Chart.....	413
Linking Cells.....	416
Adding Headers and Footers	417
Printing Your Worksheets	419

Chapter 4: Performing with PowerPoint	421
Getting Your Bearings in PowerPoint	422
Changing Views	424
Normal view	424
Slide Sorter view	424
Notes Page view	424
Slide Show view	425
Creating Slides	426
Inserting slides	427
Inserting a document	428
Typing, Selecting, and Editing Text	429
Adding text	429
Moving within text fields	430
Selecting text and objects	430
Editing text	431
Moving slide elements	432
Installing Graphics in Your Slides	432
Applying a Theme	434
Entering Notes	436
Using Movies and Sound	437
Building and Running a Slide Show	438
Making a Transition 'twixt Slides	440
Using Package for CD	441
Printing Your Document	443
 Chapter 5: Doing Database Magic with Access	 445
Running Access	446
A Quick Tour of the Access Window	446
Creating Access Tables	448
Creating a Form with the Wizard	450
Entering and Editing Fields Manually	454
Using Access Templates	454
Printing Your Data	455
 Chapter 6: Staying in Touch with Outlook	 457
Running Outlook	458
Elements of the Outlook Window	458
Configuring Your Mail Account	460
Reading and Replying to E-Mail	462
Composing and Sending Messages	466
Using File Attachments	468
Keeping Track of Your Contacts	470
Entering a contact	471
Editing a contact	472

Using the Outlook Calendar	472
Creating an appointment	473
Displaying appointments in Outlook Today	475
Printing within Outlook	476

***Part VI: Fun with Movies, Music, and Photos*.....479**

Chapter 1: Scanning with Gusto481

What Happens Inside a Scanner?	482
Your Friend, the Flatbed	483
Popular Scanner Features	485
Basic Scanning with Paint Shop Pro	486
Acquiring the image	486
Rotating and cropping images	490
Converting and saving the image	493
Scanning Do's and Don'ts	495
Those Irritating (Or Invaluable) Copyrights	496
Adding a Copyright Line	497

Chapter 2: Dude, MP3 Rocks!499

An MP3 Primer	500
Ripping Your Own MP3 Files	501
Listening to Your Stuff	504
Downloading to an MP3 Player	506
Using Other Sound Formats	507
WAV format	508
WMA format	508
AAC format	508
AU format	509
AIFF format	509
MIDI format	510
Burning Audio CDs from MP3 Files	510

Chapter 3: Making Movies with Your PC513

Getting the Lowdown on ShowBiz DVD 2	513
Rounding Up Clips and Images	515
Building Your First Movie	517
Adding Transitions without Breaking a Sweat	520
Adding Special Effects without Paying George Lucas	521
Adding Sound	524
You've Just Gotta Have Titles!	525
Previewing Your Oscar-Winning Work	526

Saving and Burning Before Traveling to Cannes527
 Creating a digital video file on your hard drive.....528
 Recording your own DVD529

Chapter 4: I Can Make My Own DVDs?531

Welcome to Windows DVD Maker.....531
 Clips 'R Easy!.....533
 Time to Preview.....537
 Burning Your DVD and Celebrating Afterward.....538

Chapter 5: I'm Okay, You're a Digital Camera539

How Does a Digital Camera Work?540
 The Pros and Cons of Digital Photography.....542
 Digital Camera Extras to Covet545
 External card readers.....545
 Rechargeable batteries.....546
 Lenses546
 Tripods547
 The Lazy-Man's Guide to Composing Photographs.....547
 The rule of thirds.....548
 The rule of asymmetry549
 Using lighting creatively551
 Organizing Your Pictures.....551
 Downloading Your Images.....552

Part VII: Upgrading and Supercharging557

Chapter 1: Determining What to Upgrade559

Making Performance Upgrades: CPU, Motherboard, and Memory560
 Upgrading your CPU and motherboard.....560
 Adding memory.....561
 Expansion Upgrades: USB 2.0 and FireWire.....561
 Making Storage Upgrades: Internal and External Drives562
 Adding a hard drive.....562
 Adding a recorder or a tape drive.....563
 Making Sound and Video Upgrades: Sound and Video Cards564
 Sound cards on parade.....565
 Deciding which video card is right for you.....565

Chapter 2: Adding RAM to Your Hot Rod567

Figuring Out What Type of Memory You Need.....567
 DDR.....568
 DDR2.....568

RDRAM	568
SDRAM	568
EDO.....	569
Deciding How Much RAM Is Enough	570
Installing Extra RAM	571
Chapter 3: Scotty, I Need More Power!	573
Hey, Do I Need to Do This?.....	573
Selecting a New Motherboard	575
Installing a Motherboard and CPU.....	576
Installing an Athlon or Pentium CPU	576
Installing a motherboard	578
Chapter 4: Adding Hard Drive Territory to Your System	581
The Tale of Virtual Memory	581
Recognizing a Well-Dressed Hard Drive	583
Size definitely matters	583
How fast is your access?	584
What does rpm have to do with hard drives?	584
Internal versus External Storage.....	584
Adding a Second Internal Hard Drive	586
Chapter 5: Partying with USB, FireWire, and Hubs	591
Comparing USB Ports	591
I Vote for FireWire	593
Or Do You Just Need a Hub?	593
Installing a Port Card	594
Chapter 6: Pumping Up Your Sound and Video	597
Sound Card Features to Covet	597
3D spatial imaging	598
Surround sound support	598
MP3 encoding support	598
Game and FireWire ports.....	599
MIDI ports.....	599
Shopping for a Monster Graphics Card.....	600
Pray, what slot do you need?	600
Exploring the differences between chipsets.....	600
Other video card features that you'll want	601
Installing Sound and Video Cards	602

Part VIII: Home Networking.....605

Chapter 1: Do I Really Need a Network?607

Discovering the Advantages of a Network.....	607
File transfer	607
Sharing that-there Internet.....	608
One word: Games!.....	609
Shared documents and applications	610
What Can I Connect To?	610
What Hardware Do I Need?	611
What Software Do I Need?.....	612
To Network or Not to Network.....	613

Chapter 2: Ethernet to the Rescue615

A Quickie Ethernet Primer	615
The Hardware You Need.....	617
Cables.....	617
Switches.....	619
NICs	619
Doing the Cable Dance	620
Configuring Windows Vista for Your Network.....	621
Ah, sweet DHCP	621
Browsing the neighborhood	624
Sharing folders and documents.....	626
Printing Across the Network	628
Using a Standard Switch with a Cable or DSL Modem	631
Troubleshooting Your Network.....	631
Windows Vista doesn't recognize my NIC	632
No lights show up on my network card(s) or switch	632
Nothing shows up when I browse	633
I can't connect (Or print) to a shared printer	633

Chapter 3: Going Wireless635

Understanding Wireless Networking	635
Comparing wireless with wired	636
Keeping track of the standards involved	637
AC and phoneline networking	642
Using Wireless Hardware in Windows XP and Vista.....	643
Preparing to install.....	643
Installation tricks.....	643
Making the connection	644

Chapter 4: Sharing Your Internet Connection	645
Why Share Your Internet Connection?	645
Sharing through Software in Windows Vista	646
Sharing through Hardware.....	648
Wired sharing devices	648
Wireless sharing devices	651
Chapter 5: Securing Your Home Network	653
Common Sense Tips for Wired Networks	653
Ensuring Security on Your Wireless Network.....	656
Using Shared Folders (The Right Way).....	658
Knowing Why You Need NAT	659
Marveling at the Magic of Virtual Private Networking.....	660
Index	665