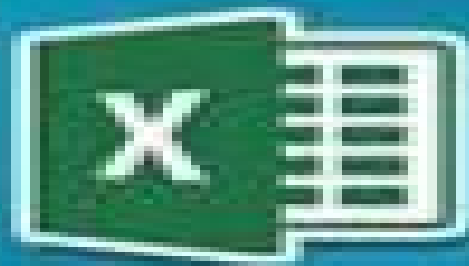


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most out of it whether you are using a desktop computer or a mobile device It details the new features and shows how these integrate with the more traditional elements of the operating system including Upgrading to Windows 10 and personalizing it for your needs Getting to grips with the Windows 10 interface navigating with the Start menu the Start button and the Taskbar Customizing the live tiles feature so that you can create your own look and feel Accessing and downloading apps and how to work with them and organize them Working with files and folders using OneDrive for free storage and sharing files Using Cortana the Personal Digital Assistant to search your computer or the web or to perform actions like opening apps or documents Getting online with the web browser Microsoft Edge and keeping in touch by email and Skype Perfecting photos viewing movies playing music and games It also covers the new features in the April 2018 Update including Timeline which enables you to view all of your open apps as thumbnails and also carry on working with them on other compatible devices New features in the My People app including being able to drag and drop contacts to and from the Taskbar Using Share Nearby to share content with nearby devices without having to physically attach them using Bluetooth Microsoft Edge s redesigned version of the Hub for viewing items such as Favorites Windows 10 is one of the most significant upgrades in Microsoft s history and Windows 10 in easy steps 4th Edition is ideal for newbies and for those wanting to quickly grasp the essentials in the new April 2018 Update version Table of Contents Introducing Windows 10 Getting Started Working with Apps Standard Controls Customizing Windows File Explorer Managing Files and Folders Digital Lifestyle Microsoft Edge Browser Keeping in Touch Networking and Sharing System and Security **Word 2016 in easy steps** Nick Vandome,2016-04-26 Microsoft Word 2016 represents the latest in a series of improvements in functionality during the word processor s long history Today more than ever people expect to be able to work easily across locations with different people and devices all without having to worry about the underlying technologies Word s new version helps us to quickly access the features we need work collaboratively with unprecedented ease and access information from the widest range of sources and Word 2016 in easy steps covers the new features including Creating structuring and adding styles to documents text editing and formatting Adding pictures graphics video hyperlinks and faster shape formatting Working with equations symbols and tables Sharing documents and working collaboratively in real time Getting help quickly with Tell Me Using Smart Lookup to find things on the web The visual nature of Word means that a clear concise and colourful visual reference guide is an invaluable tool for both newcomers and those upgrading from older versions Word 2016 in easy steps meets this challenge head on using detailed images and easy to follow instructions to quickly get you up to speed Contents Finding your way around Basic Editing Editing in More Depth Structured documents Pictures and Graphics Document Views Files and settings Sharing Features References and Mailings Tools for reviewing

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