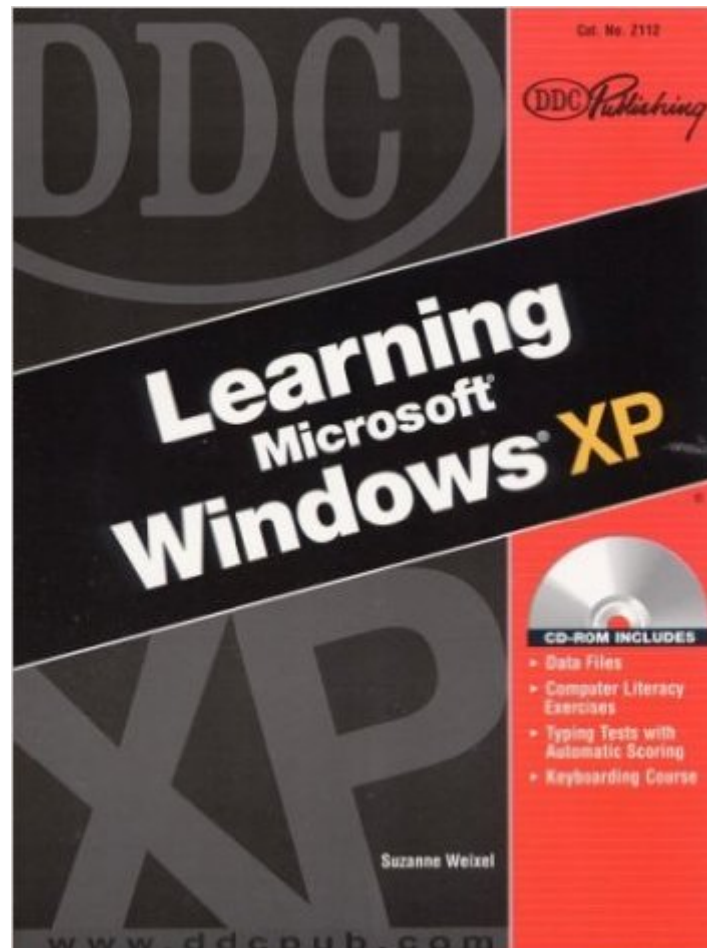


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# Learning Microsoft Windows XP



## Synopsis

This total-immersion, quick-start, hands-on tutorial walks readers step by step, mouse-click by mouse-click, keystroke by keystroke through basic, intermediate, and advanced features of the Windows XP operating system (XP Professional, specifically). Well-illustrated with abundant screen-shots and spiral-bound for stay-flat convenience at the keyboard, it contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format with each lesson rooted in a practical on the job scenario. An accompanying CD-ROM includes data files; typing tests with automatic scoring; keyboarding course; and computer literacy basics. KEY TOPICS: Getting Started with Windows XP. Organization. Use Windows Programs. More Windows Programs. Customize Windows XP. More Customization. System Maintenance. Digital Media and Workgroups. For anyone who wants to master the Windows XP operating system.

## Book Information

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## Customer Reviews

I have used this book when I started on Windows XP. It worked out for the best. I use it once in a while to explain Windows XP to new users. Harry O

The book looks like new. CD included which is helpful. easy reading easy understanding. very good for learning computer. Author is a great person who explained it in a marvelous way..

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