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This easy-to-use tutorial should be helpful to users who are looking for an easy way to create and manage professional-quality Web sites using Microsoft's Web authoring software. The book explains how FrontPage's functionality, such as WYSIWYG editing and wizards, guide users through the creation of a Web site. It introduces novice users to FrontPage's authoring and editing tools, showing them how to build an eye-catching site. At last, the world's most popular operating software now has everything you need to connect to the Internet and surf all four corners of the World Wide Web. With the release of Windows 98 comes a suite of programs designed to make life in cyberspace a safer and saner experience. Still not sure just what all this Internet stuff is about? The Internet For Windows 98 For Dummies leads you step-by-step through these key elements of Windows 98 and the ever-expanding Internet: * What is the Internet? * Selecting which Internet service to use * Sending and receiving e-mail * The World Wide Web explained (really) * Straight talk about channels, subscriptions, push technology, cookies, and other Web-related hype * Creating your own home page on the Web * The ins and outs of online shopping With The Internet For Windows 98 For Dummies as your guide, your online experience can be fun instead of frustrating. Why put yourself through all the trouble of figuring out a project management software program? And why find out about project management techniques when you've been muddling through on your own up until now? The answer is self-evident. Because you've managed projects before and you know there has to be a better way. You're ready to discover what all this project management hoopla is about, and you'd like to use Microsoft Project to do the job. You've just made two good management decisions right there. Deep down, you're probably wondering whether this is going to hurt. You'll be relieved to know that getting to know Microsoft Project is straightforward and kind of fun. You don't have to know anything special about computers or project management to begin. Of course, once you start throwing those Gantt charts around the office, people might assume that it took grueling labor and a steel will to figure out the program. Whether you choose to display modesty or bask in their amazement will be entirely up to you. As this book's title so subtly implies, it will show you how to use Microsoft Project 2000. But what the title doesn't say is that this book also gives you a basic explanation of project management. You'll cover all of the following topics, and more: Identifying project phases Getting comfortable with the Microsoft Project interface Predicting your resource needs Reading and creating Gantt charts Staying ahead of details with a calendar Setting budgets and reviewing costs Subdividing and combining projects Tracking your project Using and customizing reports Microsoft Project 2000 For Dummies is written in a way that lets you master your project management skills by practice. The enclosed CD-ROM is loaded with a number of project files so that you can read the material and practice. In addition, you'll get evaluation and demo copies of some excellent project management programs designed to make your

job even easier. Windows 98 For Dummies won't try to turn you into a Windows wizard, but you'll pick up a few chunks of useful computing information while reading it. Instead of becoming a Windows 98 expert, you'll know just enough to get by quickly, cleanly, and with a minimum of pain so that you can move on to the more pleasant things in life. This easy-to-understand guide is for those who are yearning to Conquer Windows 98 basics Personalize your PC Send and receive e-mail Get more out of the Web Have fun with audio and video Deal with common problems and aggravations Something in Windows 98 will eventually leave you scratching your head. No other program brings so many buttons, bars, and babble to the screen. When something in Windows 98 has you stumped, use this book as a reference. You won't find any fancy computer jargon in these pages. Instead, you'll find subjects like these, discussed in plain old English: Preparing your computer to run Windows 98 Finding the file you saved yesterday Moving those little windows around on the screen with the mouse Running your favorite old programs under Windows 98 Performing chores in Windows 98 that you used to do in older versions of Windows Figuring out which of the many Windows versions you're using There's nothing to memorize and nothing to learn. Just turn to the right page, read the brief explanation, and get back to work. Unlike other books, this one enables you to bypass any technical hoopla and still get your work done. Who, what, where, and when? We've become an information-driven culture, and keeping track of the people, places, and events in our busy lives can mean the difference between success and catastrophe. So toss out all those sticky notes and pieces of paper scattered far and wide, and turn to Microsoft's Outlook 98 for real-world scheduling and information-management solutions. Outlook 98 keeps track of names, addresses, and essential contact information; schedules meetings and appointments; sends and receives e-mail; and manages to-do lists for all occasions. And the best way to keep on top of Outlook 98 is with a copy of Microsoft Outlook 98 For Windows For Dummies, packed with timesaving tips and practical advice on making Outlook 98 work for you. Don't be left out of the loop on timely or critical information -- get organized and up to speed with Microsoft Outlook 98 For Windows For Dummies today. Put yourself on the road to certification success with Windows 98. Start with a quick yet comprehensive overview of what to expect when you take the Windows 98 exam (Exam 70-098), and then move up to advanced Windows 98 topics on planning and installation, configuring and managing resource access, tuning and optimizing, monitoring, and troubleshooting. Before long, MCSE Windows 98 For Dummies can have you running through your certification exams. Timesaving study tips, exam objectives, self-assessment tests, practice reviews, and plenty of real-world examples help you master the world of Windows 98 certification. A useful CD-ROM, packed with hundreds of sample test questions and a customizable test engine, puts your Windows 98 knowledge to the test and helps you maximize your study time. Or take a break with our exclusive QuickLearn® game, Outpost, and try to save the universe while answering questions and building your test-taking skills at the same time. All the information in MCSE Windows 98 For Dummies has been reviewed by Sento Corporation for 100 percent accuracy, and any technical updates will be posted to our 100% Tech Check Page so that when you walk in on exam day, you'll know that you've studied with the best information available. Covers: Exam 070-098 Need Windows help? Find the latest tips and tricks in this perennial favorite on Windows Windows 11 promises to be the fastest, most secure, and most flexible version of the Microsoft operating system yet. With a promise like that, of course you want to start using it, as quickly as possible! Windows 11 For Dummies gives you that speed, security, and flexibility by getting you up to date with the latest in Windows. Windows expert and bestselling author Andy Rathbone gives you a helping hand by showing you how to get around the newly updated Windows 11 interface, how to use the new Windows tools like Teams and widgets, and how to use Android apps. Your tour of Windows 11 starts with the Start menu and ends with how to troubleshoot when things go wrong. In between you find out how to find files on your hard drive, connect with friends and colleagues on Microsoft Teams, transfer photos from your phone to your hard drive, or switch between your desktop and laptop. Additional topics include: Navigating the Start menu Finding where your files are hiding Adding separate user accounts to keep your kids out of your business

Connecting to a WiFi network Customizing your widgets Switching to a laptop or tablet You know what you want to get done. Keep Windows 11 For Dummies by your desktop, laptop, and tablet, and you can open it at any time to find out how to get your Windows computer to do what you need. Explore Windows 98 in 18 Fun and Easy Lessons! Windows 98 is a great operating system, but it can be daunting. Whether you need to learn Windows 98 for work, school, or home, Dummies 101®: Windows® 98 guides you through all of its features using concrete examples. You'll quickly find out how to open, save, and copy files and how to get the most from all the extra programs that come with Windows 98 — including the newest version of Internet Explorer. Inside, Get the Information You Need Now: Master the most important features of Windows 98 Use informative summaries and fun tests to help you assess and reinforce your knowledge Practice using Windows 98 with the files on the CD Learn how to launch programs and work with files using My Computer and Explorer Use the extra programs that come with Windows 98 — Paint, WordPad, Media Player, and Internet Explorer — to create cool flyers, write letters, play sound and video clips, and browse the World Wide Web Upgrade successfully to Windows 98 from Windows 3.1 without losing any work or any sleep Don't Forget! After you've taught yourself the basics with this easy-to-use tutorial, look for IDG Books Worldwide's Windows® 98 For Dummies®, the latest in the bestselling Windows series. Dummies 101: Companion CD Use the Valuable CD-ROM with This Book to Learn the Fun and Easy Way! The CD-ROM contains author created files for you to use as you work through the book. Shareware programs are fully functional, free trial versions of copyrighted programs. If you like particular programs, register with their authors for a nominal fee and receive licenses, enhanced versions, and technical support. Freeware programs are free, copyrighted games, applications, and utilities. You can copy them to as many PCs as you like — free — but they have no technical support. System Requirements: PC with Pentium processor with Windows 98; 16MB RAM; and a CD-ROM drive With more than 1.5 million copies sold, Windows 98 For Dummies is overwhelmingly the market leader for operating system titles. With such amazing customer response, you may think that is all you need to say about this international bestseller. But wait, here's a recipe that's sure to heat things up: 1. Take Windows 98 For Dummies 2. Combine it with a 64 Page Internet For Dummies minibook 3. Offer a ten page sneak peek at Windows Millennium in the minibook 4. Throw in TWO manufacturer mail-in rebate coupons for future Dummies Book purchases And you've got a product sure to leap off the shelves! Guiding readers through the basic features of Windows 98, this title explores such topics as file management, basic communication features, the Active Desktop, and built-in Internet conferencing. The CD-ROM contains special utilities for file management and a business calculator. Provides test tips, strategies, insight, and three practice tests to help readers achieve higher ACT scores. This sert brings together PCs for Dummies (7th ed) and Windows 98 for Dummies Quick Reference in a special bundle, available at a discount price. Attack the "nerve center" of Windows 98 - with the confidence of a pro. With clear, down-to-earth instructions, Glenn Weadock and Mark Wilkins show you how you can safely edit and customize the Registry to improve your computer on all fronts - security, reliability, speed, and ease of use. Put away your secret decoder rings and pick up a copy of the latest edition of DOS For Dummies Quick Reference, 3rd Edition, the only book you'll ever need to take the mystery out of those strange, enigmatic commands in DOS-speak. Even if you've upgraded to the snazzy new Windows operating system, you may have times when those old DOS commands (which have been around since the first IBM computers appeared) may come in handy. What's a person to do? Grab yourself a copy of DOS For Dummies Quick Reference, 3rd Edition, and keep it near your computer for quick, step-by-step instructions for doing almost anything in DOS. Author Greg Harvey has packed all the do's and don'ts of DOS together in one handy guide, written in language you can understand. Flip open the comb-bound, lay-flat book and let your fingers do the walking through the land of DOS, alphabetized from A to Z, to find fast answers to your questions. Whether you're running the original DOS or just playing DOS games under the latest versions of Windows, you'll find that this slim little reference book can be a big, big help. Plus, DOS For Dummies Quick Reference, 3rd Edition, features a "Techie Talk" glossary in the back of the book to keep you from stumbling over words and phrases like clusters, FATs, sectors, and TSRs. Your no-fuss guide the the essentials of Spanish! Learning a new language is a fun and challenging feat for students at every level. Perfect for those just starting out or returning to Spanish after time away, Spanish Essentials For Dummies focuses on

core concepts taught (and tested on!) in a typical introductory Spanish course. From adjectives and adverbs to understanding tenses and asking questions, students will skip the suffering and score high marks at exam time with the help of Spanish Essentials For Dummies. This guide is also a perfect reference for parents who need to review critical Spanish concepts as they help students with homework assignments, as well as for adult learners headed back to the classroom who just want to be brush up on the core concepts. The Essentials For Dummies Series Dummies is proud to present our new series, The Essentials For Dummies. Now students who are prepping for exams, preparing to study new material, or who just need a refresher can have a concise, easy-to-understand review guide that covers an entire course by concentrating solely on the most important concepts. From algebra and chemistry to grammar and Spanish, our expert authors focus on the skills students most need to succeed in a subject. Illustrates the new features of Windows 10. Exclusive Preview Section of Windows® 98 For Dummies®! The Classic Authority on Navigating Through the Windows 3.11 Operating System! Bestselling author Andy Rathbone has helped more than a million novice Windows users get around the Windows interface like it's their own backyard. Now, Andy has updated Windows® 3.11 For Dummies® to bring you the latest information about how Windows can make your PC more efficient and a lot easier to use. Features a Special Preview of Windows 98, Including: New features of Windows 98 including what has changed from Windows 3.11 and Windows 95 What to expect from Windows 98, and how it will change the way you use your PC What hardware you need to run Windows 98 Help for deciding if and when you should upgrade to Windows 98 Advice for taking advantage of all that Windows 98 has to offer! Inside, find helpful advice on how to: Use all the handy features of Windows 3.1 and 3.11 Run DOS programs under Windows with no sweat Install Windows programs when they come without an installation program Customize Windows for optimized use Navigate the File Manager easily Use and move icons on your desktop Run Windows for Workgroups 3.11 — including networking and special features of WFW With all its buttons, dialog boxes, options, switches, sliding levers, and other gizmos, Windows 98 is a complicated chunk of computer software. If you've already mastered the basics of Windows 98, it's time to take your hard-earned skills to the next level of expertise with Windows wizard Andy Rathbone's companion volume to his introductory Windows 98 For Dummies, MORE Windows 98 For Dummies. MORE Windows 98 For Dummies moves beyond the basics of cut-and-paste or drag-and-drop with clear, easy-to-understand explanations of the advanced functions and features of Windows 98. Here's a book bursting with tips and tricks for installing new software, customizing the look and feel of your desktop with wild wallpapers and snazzy screen savers, surfing the World Wide Web or building your very own Web pages, taming the new Active Desktop, managing all your multimedia programs and files, and troubleshooting the Windows 98 program's most aggravating and annoying traits. Arguably one of the most complex emotional disorders, Obsessive Compulsive Disorder is surprisingly common. Furthermore, most people at some time in their lives exhibit a smattering of OCD-like symptoms. Obsessive Compulsive Disorder For Dummies sorts out the otherwise curious and confusing world of obsessive compulsive disorder. Engaging and comprehensive, it explains the causes of OCD and describes the rainbow of OCD symptoms. The book shows readers whether OCD symptoms represent normal and trivial concerns (for example, a neat freak) or something that should be checked out by a mental health professional (for example, needing to wash hands so often that they become raw and red). In easy to understand steps, the authors lay out the latest treatments that have been proven to work for this disorder, and provide practical and real tools for living well long-term. Whether you or someone you care about has this disorder, Obsessive Compulsive Disorder For Dummies gives you an empathic understanding of this fascinating yet treatable mental disorder. Free Quicken "Cheat Sheet" Inside! Manage Your Personal or Small Business Finances Without All the Headaches! Quicken 98 for Windows is a powerful tool for simplifying your financial affairs, reducing your financial stress, and achieving your financial goals. Accomplishing all of this is tricky. So what do you? Simple. Let Stephen Nelson guide you through the ins and outs of Quicken with Quicken® 98 For Windows® For Dummies® — and get on the road to financial freedom! Ask for IDG Books' ...For Dummies® Books, the Fun and Easy Way to Find Out About Computers. Also look for IDG Books' Personal Finance For Dummies®, 2nd Edition, the fun and easy way to manage your money, and Accounting For Dummies®, the fast and friendly way to understand the concepts of accounting. Inside,

find helpful advice on how to: Make, save, and track your money with Quicken's easy-to-use registers Computerize your checkbook in minutes Keep income tax accounting records that make your Certified Public Accountant salivate and the IRS friendly Track the pulse of your cash flow with Quicken's powerful reports and charts Use the Quicken Retirement Planner to make sure that your golden years really are golden Save time and reduce hassles by doing on-line banking and bill paying Protect yourself and your financial records from disaster The perfect book for people who know the basics of programming but have little experience creating programs for Windows, this title shows how to create Windows 98 applications using Visual C++ -- and have fun doing it! The book includes the lowdown on the Microsoft Foundation Class (MFC) library, plus the AppWizard and Class Wizard application generators. The CD-ROM includes file and sample code. A quick, yet complete overview of the most relevant API functions for Windows 98, Windows 98 API Programming For Dummies Quick Reference gives you all the information you need to get started -- including fact-filled explanations of what the functions do, declarations listing the most-used API functions, and practical, timesaving tips. In addition, syntax and example listings that include comments on each function parameter make this guide an essential reference to keep on hand! Now you can find what you need even faster with our ...For Dummies® Quick References! They feature tasks in alphabetical order, clear-cut, step-by-step instructions, and easy-to-follow advice. Get in and out quickly and get the information you really need -- without reading lots of material. Look for IDG Books Worldwide's Windows® 98 Programming For Dummies®, the fun and easy way to figure out Windows 98! You've heard of online help. Now, think of this slim, concise reference guide as your onside help. Keep a copy of Windows 95 For Dummies Quick Reference, 3rd Edition, beside your computer, and whenever you hit a bump, a snag, or a little oddity in Windows 95 that you just can't seem to solve, flip open this invaluable guide (designed to lay flat on your desk) and find what you want. Fast. This new edition of our popular Windows 95 For Dummies Quick Reference is written specifically for the latest upgrade version of Microsoft's Windows 95, known among technically-minded insiders as OEM2. Users of older Windows 95-based systems will find this book equally useful. Each aspect of Windows 95 -- from cutting and pasting to using the Windows program's automated Wizards -- is broken down into its three basic parts: How Do I Do It, When Do I Do It, and More Stuff. Short, sweet, and straight to the point...hallmarks of our Quick Reference books! The content in this quickie guide to Windows 95 is also cross-referenced with our best-selling Windows 95 For Dummies, 2nd Edition, to make moving back and forth between books easier, whether you need fast answers or more detailed explanations. Includes Step-by-Step Instructions on Using Internet Explorer and Outlook Express -- the Web and E-Mail Software from Microsoft Designed for Windows 98! If you've been itching to explore the Internet, now is the time to start! Dummies 101®: The Internet For Windows® 98 brings you easy, step-by-step instructions to quickly connect you to the Net right from your desktop. Research any topic, get tons of free programs, shop online, and more! Inside, Get the Information You Need Now: Click any of 200 hand-picked Web sites on this book's CD-ROM to cruise to the very best sites on the Internet Find virtually any person or fact you need on the Web Choose from thousands of fabulous free programs, picture files, and audio and video clips Send and receive e-mail -- and use our software robot to test your e-mail address Join online discussion groups, participate in live chat groups, and subscribe to electronic channels Create and publish your own Web pages Dummies 101®: Companion CD Use the Valuable CD-ROM with This Book to Learn the Fun and Easy Way! The CD includes MindSpring software for connecting to the Internet; Netscape Communicator and Microsoft Internet Explorer: two popular Web browsers; shareware versions of mIRC, GetRight, and WinZip. Use mIRC for chatting live with others on the Net; GetRight and WinZip for grabbing software from the Net. 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collaboration While a worldwide pandemic may have started the Zoom revolution, the convenience of remote meetings is here to stay. Zoom For Dummies takes you from creating meetings on the platform to running global webinars. Along the way you'll learn how to expand your remote collaboration options, record meetings for future review, and even make scheduling a meeting through your other apps a one-click process. Take in all the advice or zoom to the info you need - it's all there! Discover how to set up meetings Share screens and files Keep your meetings secure Add Zoom hardware to your office Get tips for using Zoom as a social tool Award-winning author Phil Simon takes you beyond setting up and sharing links for meetings to show how Zoom can transform your organization and the way you work. Microsoft's desktop publishing product is quickly gaining in popularity as a quality alternative to more expensive products such as PageMaker and QuarkXPress. This title is a great choice for the user who needs to produce professional-looking documents in a hurry. All the steps you need to jump into Pinterest and thrive Don't miss the boat on one of the fastest growing social network sites. Get on board and learn all about Pinterest, a virtual pin-board to share images and ideas. The platform is simple to use and navigate once you get the hang of it, and this book will walk you through all of the steps to join, use, socialize, and flourish! Open the book and find: All about starting your virtual pinboard Steps for following boards and sharing pins Ways to stay connected by going mobile Tips for creating a quality pin Techniques to build large followings Make Microsoft's Surface work--and play--just the way you want it to Microsoft's Surface tablet has the features and personality you're looking for, with a robust environment for business computing that doesn't skimp on fun. Surface for Dummies, 2nd Edition explains how Windows 8.1 Pro and Windows RT differ, and helps you decide which Surface model is best for you. Step by step, this book walks you through both the hardware and software features of the Surface, including the touch cover and type cover, Windows RT and Windows 8.1 Pro operating systems, and the coveted Office Home & Student 2013 software suite that's bundled with the Surface. Written by bestselling author Andy Rathbone, this easy-to-access book is filled with information on how to use the tablet, figure out the operating system, navigate the app environment, and take advantage of your exciting new Surface. The book is your personal guide to one the fastest, sleekest, and most powerful tablets on the market. Surface is designed to be thin, light, and with hours of battery life so you can power through your day with ease. With this handy reference, you'll be able to make quick work of your to-do list and have fun all at the same time! Create: release your inner artist with Fresh Paint, a touch-based art app Share: Multiple accounts offer privacy and security so you can share your Surface, but not your stuff Enjoy: Snap apps side by side to multi-task on the vivid HD screen Discover: New apps in the Windows Store so you can work efficiently and get more done With Surface For Dummies, 2nd Edition you can navigate and enhance your entire Surface experience! Feeling a little overwhelmed by all the hype and hysteria surrounding the release of Microsoft's Windows 98? Looking for a clear, concise guide to all things 98, where you can find what you want quickly and efficiently, without having to search through long-winded manuals the size of big-city telephone books? Let your fingers do the walking through the facets and features of Windows 98 with Windows 98 For Dummies Quick Reference, the fast and friendly one-volume source to answer all your Windows 98 questions. Windows 98 For Dummies Quick Reference is packed with helpful advice and timesaving tips to make your Windows 98 learning curve smooth and gentle. All of the Windows 98 tools, components, commands, and tasks are presented in easy-to-find alphabetical order with clear, step-by-step directions. Whether you're new to Windows or are upgrading from a previous version of Microsoft's world-famous operating system for PCs, you can find everything you need to know packed between the covers of this slim, comprehensive book. Windows 98 For Dummies won't try to turn you into a Windows wizard, but you'll pick up a few chunks of useful computing information while reading it. Instead of becoming a Windows 98 expert, you'll know just enough to get by quickly, cleanly, and with a minimum of pain so that you can move on to the more pleasant things in life. This easy-to-understand guide is for those who are yearning to Conquer Windows 98 basics Personalize your PC Send and receive e-mail Get more out of the Web Have fun with audio and video Deal with common problems and aggravations Something in Windows 98 will eventually leave you scratching your head. No other program brings so many buttons, bars, and babble to the screen. When something in Windows 98 has you stumped, use this book as a reference. You won't find any fancy computer jargon in these pages. Instead, you'll find subjects like these,

discussed in plain old English: Preparing your computer to run Windows 98 Finding the file you saved yesterday Moving those little windows around on the screen with the mouse Running your favorite old programs under Windows 98 Performing chores in Windows 98 that you used to do in older versions of Windows Figuring out which of the many Windows versions you're using There's nothing to memorize and nothing to learn. Just turn to the right page, read the brief explanation, and get back to work. Unlike other books, this one enables you to bypass any technical hoopla and still get your work done. Create your own custom Visual Basic programs fast for Windows 95, Windows 98, and Windows NT! If you want to develop business applications for Windows, then Microsoft's Visual Basic 6 programming environment is for you. With its powerful and friendly object-oriented interface, Visual Basic 6 is the ideal tool for creating easy-to-use and attractive interfaces of your own. Whether you want to build original programs from the ground up or take advantage of existing wizards, Visual Basic 6 For Dummies will help you design and debug your work - and accomplish all your goals! Covers using Visual Basic 6 with Windows 95, Windows 98, and Windows NT Walks you through the ins and outs of object-oriented programming in Visual Basic and using the Visual Basic toolset Shows you how to make use of menus and submenus, write subprograms that everyone can share, save and retrieve information in databases, integrate ActiveX controls into your applications, and build attractive user interfaces with buttons, boxes, and scroll bars From the fundamentals of writing BASIC code to the thrill of distributing your very own custom applications, Visual Basic 6 For Dummies brings a fresh perspective to programming in Visual Basic 6 that everyone can understand. Managing single or multiple projects is tough enough. Why compound your troubles by tackling the learning curve of a new software program at the same time? Instead, turn to Microsoft Project 98 For Dummies and let author Martin Doucette save you the headaches and hassles of mastering Microsoft Project 98 by yourself. Starting at the very beginning -- What's a project? -- Doucette takes you step-by-step through the powerful features and built-in planning, productivity, and tracking capabilities that make Microsoft Project 98 a must-have for project managers of all stripes and skill levels. In no time, you'll be building your own project schedules to meet deadlines and budgets, using Gantt charts to communicate your ideas visually, and adding pictures, sound files, or movies to your project pages. Sample project files from Microsoft Project 98 For Dummies are included on a special CD-ROM that also features project management software from the Project Management Institute and a trial version of the hot brainstorming software, Project KickStart. Microsoft Windows Me For Dummies boils down to this simple fact: Some people want to be Windows wizards. They sit in front of their computers randomly pressing keys, hoping to stumble onto a hidden, undocumented feature. And you? Well, you're no dummy, that's for sure. But when it comes to Windows and computers, the fascination just isn't there. You just want to get your work done, feed the cat, and relax for a while. And there's nothing wrong with that. That's where this book comes in. Instead of becoming a Windows Me expert, you'll know just enough to get by quickly, cleanly, and with a minimum of pain so that you can move on to the more pleasant things in life. Don't try to read this book in one sitting. Instead, treat it like a dictionary or an encyclopedia. Turn to the page with the information you need, then put down the book and move on. Don't bother trying to remember all the Windows Me buzzwords, leave that stuff for the computer gurus. In fact, if anything technical comes up in a chapter, a road sign warns you well in advance. That way, you can either slow down to read it or speed on around it. You won't find any fancy computer jargon in Microsoft Windows Me For Dummies. Instead, you'll find subjects like these, discussed in plain old English: Why did they choose a dumb name like "Windows Me"? Finding the file you saved yesterday Moving those little windows around on the screen with the mouse Making Windows Me run a little better Performing chores in Windows Me that you used to do in older versions of Windows Starting and closing programs by clicking the mouse button In Microsoft Windows Me For Dummies, there's nothing to memorize and nothing to learn. Just turn to the right page, read the brief explanation, and get back to work. Unlike other books, this one enables you to bypass the technical hoopla and still get your work done.

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