Laptops For Dummies Quick Reference

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Chances are, you wanted a laptop because it's compact, portable, and gets the job done. You'll want this book for the same reasons. Small enough to fit into your laptop case, it gives you what you need to make the most of your laptop—even if it's your first computer. After an introduction that familiarizes you with the hardware and software plus operational essentials, it includes concise info on: Connecting stuff together, including info on WiFi and Bluetooth The essentials of Windows, from the Startup Menu and Control Panel to the Recycle bin Managing storage and using folders, subfolders, and directories Working with files Using the Internet Keyboard shortcuts, plus shortcuts for Microsoft Word, Excel, and PowerPoint Trouble shooting, including the seven more likely sources of problems User-friendly and complete with a glossary that defines tech terms in layman's language and an index that helps you find the information you need fast, Laptops For Dummies Quick Reference is a practical, portable primer for laptop users.

Corey Sandler has written more than 150 books on personal computers, business topics, travel, and sports. A former Gannett Newspapers reporter and columnist, he also worked as an Associated Press correspondent covering business and political beats. One of the pioneers of personal computer journalism, he was an early writer for publications, including Creative Computing. He became the first Executive Editor of PC Magazine in 1982 at the start of that magazine's meteoric rise. He also was the founding editor of IDG's Digital News.

His bestselling books include Fix Your Own PC, Upgrading & Fixing Laptops For Dummies, the Econoguide Travel Book series, and Watching Baseball (coauthored with Boston Red Sox star and broadcaster Jerry Remy). Sandler has appeared on the NBC's Today Show, CNN, ABC, National Public Radio's Fresh Air, and dozens of local radio and television shows, and has been the subject of many newspaper and magazine articles.

He lives with his family on Nantucket island, off the coast of Massachusetts, at the very end of the information superhighway. From his office window, when the fog clears, he can see the microwave tower that carries signals from his keyboard to the mainland 30 miles away.

He has lugged his laptop across the United States and around the world. Recent trips have seen him searching for and sometimes finding WiFi web connections and cell phone signals in Machu Picchu at 14,000 feet in the Peruvian Andes, in New Zealand and Australia, the Canadian Arctic, and in Svalbard, the northernmost inhabited territory of Europe, with the Arctic Circle at the edge of the North Pole ice pack.

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