



# Confident Computing for the Over 50s: A Teach Yourself Guide (Teach Yourself (McGraw-Hill))

*Bob Reeves*

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**Confident Computing for the Over 50s: A Teach Yourself Guide (Teach Yourself (McGraw-Hill))** Bob Reeves

**A practical, light-hearted and non-technical style to take the terror out of the technology**

In *Confident Computing for the Over 50s*, author Bob Reeves approaches the subject in a highly accessible way, focusing on the computer applications of most interest to you, including correspondence, photography, shopping online, personal budgets and researching your family history. It begins with the very basics and ends with an invaluable "jargonbuster" glossary.

The book is made up of a series of self-contained chapters, with the emphasis on what the computer is being used for, rather than the software needed. There will be clear instructions supported with screenshots, tips and hints throughout.

- One, five and ten-minute introductions to key principles to get you started.
- Lots of instant help with common problems and quick tips for success, based on the author's many years of experience.
- **Tests in the book and online** to keep track of your progress.
- **Extra online articles at [www.teachyourself.com](http://www.teachyourself.com)** to give you a richer understanding of computing.
- Written with humor in plain language to take the fear out of using a computer for the first time. Including a comprehensive jargonbuster glossary, it cuts through the "techno babble."
- Explains how to carry out the simple, everyday tasks that every you need.

"This book explains how to get the best out of a computer."

--**UNITE**

"An easy, friendly guide that assumes no previous knowledge of computers."

--**The Good Book Guide**

Topics include:

Choosing a computer; What other equipment you might need; What programs (software) you might need; Getting started; How to get equipment and programs on to your computer; Writing letters; Writing minutes and other types of documents; Keeping in touch using email; Sending and receiving pictures and other attachments using email including file management; Finding what you need on the Internet; Buying products and services on the Internet; Buying from an online auction; Other ways of keeping in touch; Getting music/video on the Internet; Other Common Uses for the Internet; Keeping your personal information safe online; How to get pictures from your digital camera onto your computer; How to scan traditional photographs into your computer; Keeping track of your photographs; Copying files onto CD, DVD and memory stick; Making cards for all occasions using desktop publishing; Making a newsletter; Making a poster; Keeping track of your personal finances; Keeping track of your investments; Introduction to database software; Creating a presentation for a group; The step-by-step instructions will include how to create, add and run slides; 'Jargon-buster' glossary

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