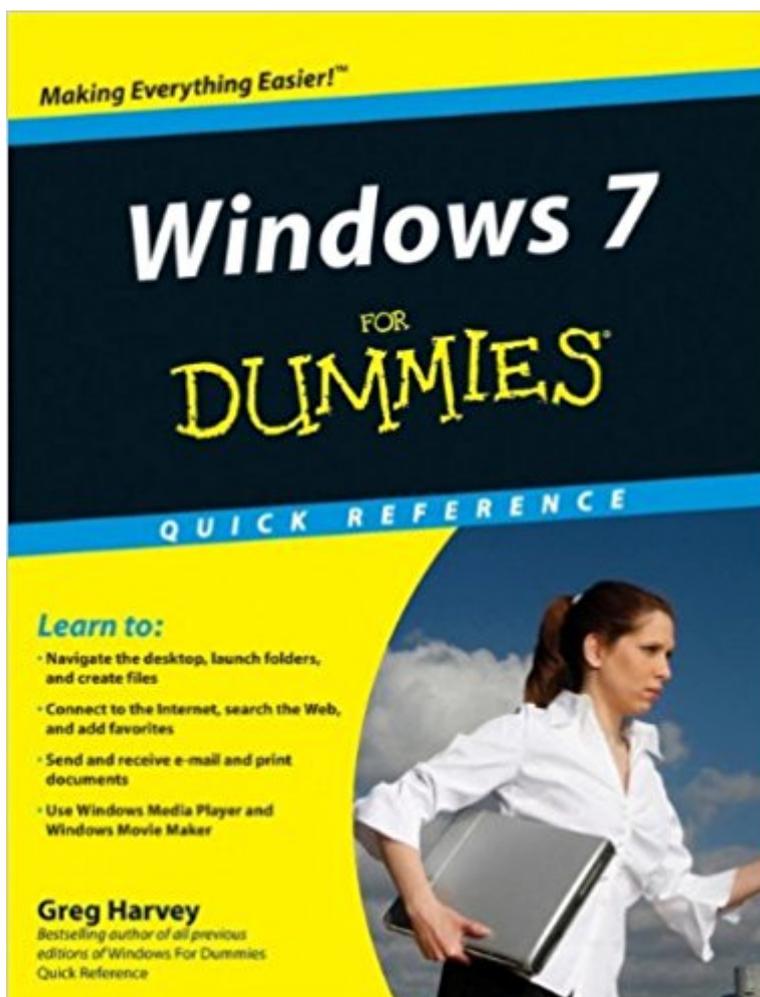


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# Windows 7 For Dummies Quick Reference



## Synopsis

This handy reference covers all the must-know elements of Windows 7. The much-anticipated Windows 7 operating system brings lots of new elements to Windows, and you may have lots of questions. You'll find the answers quickly and easily in *Windows 7 For Dummies Quick Reference* - a concise, convenient reference you can keep by your PC. *Windows 7 For Dummies Quick Reference* covers all the information you need most often: tips on navigating the new desktop, launching programs, working with files and folders, getting online and managing e-mail, using special features, and much more. It provides quick, easy-to-find answers that can save you time and hassle every day. Small size is designed to keep must-have information conveniently at hand. Covers all the new features of Windows 7. Gives concise information on navigating the desktop, launching programs, adding and deleting programs, and creating, copying, and deleting files and folders. Shows how to create shortcuts, connect to the Internet, search the Web, add favorites, and send and receive e-mail. Also covers printing as well as how to use Windows Movie Maker and Windows Media Player. You'll find what you need to know quickly in *Windows 7 For Dummies Quick Reference*, so you can get on with enjoying all you can do with Windows 7.

## Book Information

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## Customer Reviews

Well, I need to learn yet another platform. This it is SharePoint 2007, Microsoft's latest iteration in its evolving online initiative. "SharePoint 2007 Collaboration For Dummies" is strictly an end-user book. It says virtually nothing about the server side of SharePoint. The book's greatest strength and

weakness are the same: it covers a lot of territory. The weakness of that approach is that in a bit more than 300 pages, you can't cover every detail about everything. Likewise, most readers will not want to wade through every detail about everything. So it is up to the author to compromise. And author Greg Harvey does a pretty good job of compromising. He takes the reader very much by the hand and walks them through the basics of SharePoint for the end-user. It is a very elementary approach. Harvey does not talk down to the reader, but it is clear that he assumes practically zero knowledge about SharePoint and its component parts . . . which probably isn't a bad idea overall, but it can become a bit boring for those familiar with many of the concepts. The title is a bit misleading since the collaborative aspects covered are mostly the mechanics of creating groups, permissions, libraries and the like. The book most certainly is not about project management using SharePoint 2007. Overall, this is a good, if not excellent, book for the absolute SharePoint 2007 novice who has little, if any, knowledge of collaborative environments such as Wikis and the like. The one aspect I criticize is that it often feels like a reworked help file. Jerry

This book is great for novices in SharePoint. You really don't have to read it through and through, it's more of a look up guide for that one off item you don't know how to do and, it is a great tool to keep at your desk. It is written simply enough that anyone, including the non-techie reader can understand and, I will highly recommend it to anyone who wants to learn more about SharePoint.

Most of the things I want to do could be figured out as I have had just about every version of Windows but it's nice to have a Quick Reference handy. The size is perfect and fits well in my laptop bag so it goes everywhere with me.

When I selected this book, I did not realize it was only a quick reference. I would of preferred to purchase a full blown Windows 7 instruction book. It was my error for not reading the fine print. This book has helped me resolve some learning issues.

Received on time as advertised. The book was not the greatest and I had to refer to other books to get the info I needed. I just bought a more complete edition from a different author which included a DVD for only \$4.00 more. The book was not actually bound but had a plastic spiral spine holding the whole thing together which was not apparent from the photograph and which I did not at all like. All in all it's a "so what" kind of manual. As is often said and is more often than not true "You get what you pay for".

I needed to learn a little more about Sharepoint. I use it as a reference for times when i can not google or use another search engine

Which is exactly what I needed it for, as a beginner SCA. Probably not what you're looking for if you're more advanced.

This was perfect for my dad and he worked his way through the updated Windows 7. He continues to use it as a reference.

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