

Facebook For Seniors Quicksteps

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Start using Facebook right away?the QuickSteps way. In Facebook for Seniors QuickSteps, color photos and screenshots with clear instructions show you how to enjoy the benefits of the world's most popular social networking site. Written by a senior for seniors, this easy-to-follow guide shows you how to create your Facebook account, control privacy settings, find and manage friends, and share posts, links, and videos.

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Since its launch in 2004, Facebook has become one of the most popular social networking sites on the Internet. While many of its users are teenagers and young adults, it's also an excellent way for all family members to keep in touch in our busy and often geographically dispersed lives. With 36.5 million senior citizens in the United States alone, and 351,000 people becoming a "senior citizen" each year, seniors aged 65 to 74 make up 5.4 percent of internet users.

How to Teach Facebook to Seniors: 11 Steps (with Pictures)

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Step-by-step, full-color graphics show how to use the latest iPhone models! Written by seniors for seniors, this full-color guide features screenshots throughout with clear instructions that make it easy to start using the iPhone 6, iPhone 6 Plus, and iOS 8. The book can be used with earlier devices, too. Follow along and learn how to make calls, manage your contacts and calendar, send email, browse the web, take photos and video, listen to music, play games, and much more. You'll also get tips on using helpful apps such as Apple Pay and the Health App. Get up and running on your iPhone right away—the QuickSteps way! Use these handy guideposts: QuickSteps for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Step-by-Step, Full-Color Graphics! Take advantage of your computer's features and tools right away--the QuickSteps way. Color photos and screenshots with clear instructions make it easy to accomplish everything you want to do. Follow along and quickly learn how to navigate the Windows operating system; get online; use core programs such as Word, Excel, and Quicken; and secure your computer. Fun activities, such as genealogy, photo editing and management, social networking, and online dating are covered, plus you'll get tips for enjoying music, ebooks, and videos. Written by seniors for seniors, this practical, fast-paced guide helps you get the most out of your computer. The unique, oblong layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer. Use these handy guideposts: Shortcuts for accomplishing common tasks Personal insights from other seniors Need-to-know facts in concise narrative Helpful reminders or alternative ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Full-color, step-by-step guide to the new release of the world's most popular productivity suite of applications Get up and running with Office 2013 right away--the QuickSteps way. Full-color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful productivity suite. Follow along and quickly learn how to create Word documents; build Excel spreadsheets; manage Outlook email, contacts, and schedules; design PowerPoint presentations; and much more. This practical, fast-paced guide gets you started in no time! Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique, landscape-oriented layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer.

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Full-color, step-by-step guide to the new release of the world's most popular suite of productivity applications Features a new, simplified, two-column design that works equally well in print and digital formats Covers the essentials and many advanced features, including the all-new command structure, Metro interface, touch screen techniques, shortcuts, and cloud integration The book's wide page format allows it to lie flat on the desk for ease-of-use while following along High production quality, breadth of coverage, and low price make this the best value on the market

Master Microsoft Office Online and OneDrive How to Do Everything: Microsoft Office Online shows you how to use this versatile, free platform to create and save documents, presentations, and spreadsheets online and easily collaborate with others. You'll also get tips for storing and sharing photos, videos, and more on OneDrive and organizing your notes with OneNote Online. You'll see how to manage your email, contacts, and calendar using Outlook.com. Access and share your files anytime, anywhere from Windows, Mac OSX, Apple iOS, and Android devices. This practical guide covers it all! Connect to and sign up for OneDrive Add, manage, and share files and folders on OneDrive Navigate and customize Office Online Create, format, and edit documents in Word Online Enter, edit, and format data in Excel Online Use Excel Online formulas, functions, and tables Create impressive presentations in PowerPoint Online Collect and organize notes in OneNote Online Work with Outlook.com and manage your email, calendar, and contacts

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