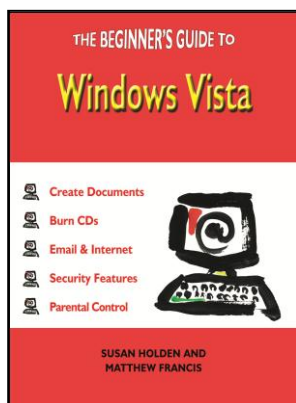


● Summersdale Forthcoming Title ●
**The next book in the Summersdale "Beginner's Guide" series
 will be published in November 2008**



THE BEGINNER'S GUIDE TO Windows Vista

by
Susan Holden and Matthew Francis

ISBN: 978 1 84024 715 2 Paperback 320 pages £5.99 November 2008
Illustrated with screen grabs and diagrams

Forget geek-speak and technical jargon. This concise, accessible and down-to-earth guide will help you get the most out of your computer using Windows Vista, whether you're a complete beginner or upgrading from previous Microsoft operating systems.

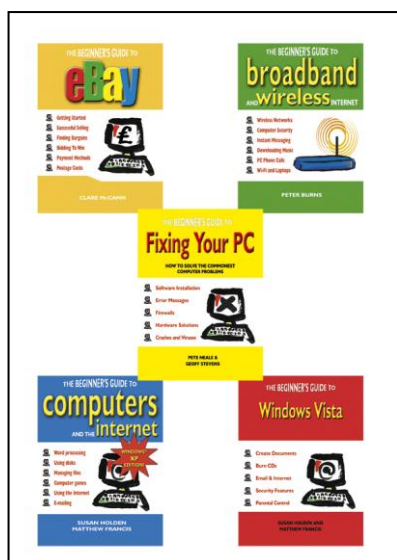
Beginning with the basics, it explains clearly how to use, maintain and personalise your computer, including how to:

- **Create documents** ● **Work with music and pictures** ● **Burn CDs**
- **Become confident in using e-mail and browsing the Internet**
- **Adjust security features** ● **Implement parental control** ● **and much, much more**

With screen shots and step-by-step instructions, this complete guide is a coherent introduction to using your computer, the Internet and other software via Vista.

About the authors: **Susan Holden** Has worked as an online mentor and tutor for LearnDirect and taught computing and various London schools and colleges. **Matthew Francis** has worked as a website author, computer teacher and LearnDirect tutor and online mentor. He has studied information technology and computing with the OU and web technology with Exeter University.

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