



Project

Professional 2016

Microsoft Project 2016 Step by Step tutorial

Microsoft Project 2016 Step By Step

Prof. Sham Tickoo



Microsoft Project 2016 Step By Step:

Microsoft Project 2016 Step by Step Carl Chatfield, Timothy Johnson, 2016-04-08 The quick way to learn Microsoft Project 2016 This is learning made easy Get more done quickly with Project 2016 Jump in wherever you need answers brisk lessons and colorful screenshots show you exactly what to do step by step Quickly start a new plan build task lists and assign resources Share your plan and track your progress Capture and fine tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need [Microsoft Project 2016 Step by Step](#) Carl S. Chatfield, Timothy D. Johnson, 2016

Novel Six Sigma DMAIC Approaches to Project Risk Assessment and Management Bubevski, Vojo, 2024-05-01 In today's fast paced business environment project managers face the daunting challenge of managing risk effectively amid uncertainty Traditional project management methodologies often lag leading to missed deadlines cost overruns and subpar outcomes A comprehensive risk management framework is necessary for organizations to be protected from fate's whims hindering their ability to achieve strategic objectives The DMAIC Stochastic Method is a groundbreaking approach that combines Six Sigma principles with stochastic modeling to revolutionize project risk management Novel Six Sigma DMAIC Approaches to Project Risk Assessment and Management is a guidebook for implementing the DMAIC Stochastic Method in project management This innovative methodology provides a systematic way of identifying assessing and mitigating risks ensuring that projects stay on track and deliver the desired results By integrating deterministic and stochastic models the DMAIC Stochastic Method offers a more holistic view of risk enabling managers to make informed decisions and proactively address potential issues [Microsoft Project Step by Step \(covering Project Online Desktop Client\)](#) Cindy M. Lewis, 2022-03-02 The quick way to learn Microsoft Project This is learning made easy Get more done quickly with Microsoft Project Jump in wherever you need answers Brisk lessons and detailed screenshots show you exactly what to do step by step Quickly start a new plan build task lists and assign resources Share your plan and track your progress Capture and fine tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Manage Agile plans using the new task boards to create backlogs plan sprints and hold scrum meetings Learn more about integrating Project with Microsoft 365 solutions for collaboration Master project management best practices as you learn Project Easily identify the features and lessons you need [Excel for Microsoft 365 Training Tutorial Manual Classroom in a Book](#)

TeachUcomp, 2024-01-18 Complete classroom training manual for Excel for Microsoft 365 345 pages and 211 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create spreadsheets and advanced formulas format and manipulate spreadsheet layout sharing and auditing workbooks create charts maps macros and much more Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The

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 3 The Personal Macro Workbook **Microsoft Project 2016** Klaus Oberbörsch, 2017-02-01 Dieses Handbuch enth lt auf
 100 Seiten eine Beschreibung der wichtigsten Funktionen von Microsoft Project 2016 auch f r Project 2013 einsetzbar Die
 Unterlage ist zum Selbststudium geeignet wie auch als Schulungsunterlage f r Schulungsanbieter und Trainer Alle Schritte
 zu einer Projektplanung unter MS Project werden ausf hrlich beschrieben und mit aussagekr ftigen Screenshots hinterlegt
 Die Inhalte berblick Programmstruktur Anlegen eines neuen Projektes Vorgangsplanung manuelle Planung automatische
 Planung Tabellen Ressourcenplanung Teamplaner Kapazit enabgleich Kostenmanagement Kostenarten Budgetverfolgung
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 Ampelfunktionen Multiprojektmanagement Teilprojekte Ressourcenpool Projektportfolio Berichte und grafische

Auswertungen Anlage mit bersicht aller MS Project Felder Earned Value Analyse u v m Autodesk 3ds Max 2019 for Beginners: A Tutorial Approach, 19th Edition Prof. Sham Tickoo, 2019 Welcome to the world of Autodesk 3ds Max a 3D modeling animation and rendering software package developed by Autodesk Inc It is widely used by architects game developers design visualization specialists and visual effects artists A wide range of modeling and texturing tools make it an ideal platform for 3D modelers and animators The intuitive user interface and workflow tools of Autodesk 3ds Max have made the job of design visualization specialists easier Autodesk 3ds Max 2019 for Beginners A Tutorial Approach is a tutorial based book that introduces the readers to the basic features of 3ds Max 2019 created on real world model through tutorials The book caters to the needs of both the novice and the advanced users of the software This book will help you unleash your creativity and help you create simple and complete 3D models and animations Salient Features Consists of 17 chapters and 5 real world based projects that are organized in a pedagogical sequence covering various aspects of modeling texturing lighting rendering and animation The author has followed the tutorial approach to explain various concepts of modeling texturing lighting rendering and animation Self Evaluation test and Review Questions are given at the end of each chapter so that the users can assess their knowledge Student project has been given at the end of this book to test and enhance the skills of students Table of Contents Chapter 1 Introduction to Autodesk 3ds Max 2019 Chapter 2 Primitive Objects I Chapter 3 Primitive Objects II Chapter 4 Working with Splines I Chapter 5 Working with Splines II Chapter 6 Lofting Twisting and Deforming Objects Chapter 7 Material Editor Creating Materials Chapter 8 Material Editor Texture Maps I Chapter 9 Material Editor Texture Maps II Chapter 10 Material Editor Controlling Texture Maps Chapter 11 Material Editor Miscellaneous Materials Chapter 12 Interior Lighting I Chapter 13 Interior Lighting II Chapter 14 Animation Basics Chapter 15 Complex Animation Chapter 16 Rendering Chapter 17 Creating Walkthrough Project 1 Creating a Windmill Project 2 Creating a Diner Project 3 Architectural Project Project 4 Corporate Design Project Project 5 Creating a Computer Center Index SOLIDWORKS 2018: A Tutorial Approach, 4th Edition Prof. Sham Tickoo, 2018 SOLIDWORKS 2018 A Tutorial Approach introduces readers to SOLIDWORKS 2018 software one of the world s leading parametric solid modeling packages In this book the author has adopted a tutorial based approach to explain the fundamental concepts of SOLIDWORKS This book has been written with the tutorial point of view and the learn by doing theme to help the users easily understand the concepts covered in it The book consists of 12 chapters that are structured in a pedagogical sequence that makes the book very effective in learning the features and capabilities of the software The book covers a wide range of topics such as Sketching Part Modeling Assembly Modeling Drafting in SOLIDWORKS 2018 In addition this book covers the basics of Mold Design FEA and SOLIDWORKS Simulation Salient Features Consists of 12 chapters that are organized in a pedagogical sequence Tutorial approach to explain various concepts of SOLIDWORKS 2018 First page of every chapter summarizes the topics that are covered in it Step by step instructions that guide the users through the learning process Several real world

mechanical engineering designs as tutorials and projects Additional information throughout the book in the form of notes and tips Self Evaluation Tests and Review Questions at the end of the chapters for the users to assess their knowledge Technical support by contacting techsupport cadcim com Additional learning resources at <http://allaboutcadcam.blogspot.com> Table of Contents Chapter 1 Introduction to SOLIDWORKS 2018 Chapter 2 Drawing Sketches for Solid Models Chapter 3 Editing and Modifying Sketches Chapter 4 Adding Relations and Dimensions to Sketches Chapter 5 Advanced Dimensioning Techniques and Base Feature Options Chapter 6 Creating Reference Geometries Chapter 7 Advanced Modeling Tools I Chapter 8 Advanced Modeling Tools II Chapter 9 Assembly Modeling Chapter 10 Working with Drawing Views Chapter 11 Introduction to FEA and SOLIDWORKS Simulation Chapter 12 Introduction to Mold Design Student Project Index **Pixologic ZBrush 2018: A Comprehensive Guide, 5th Edition** Prof. Sham Tickoo, 2019 Pixologic ZBrush 2018 A Comprehensive Guide covers all features of ZBrush 2018 which is a powerful modeling and sculpting software developed by Pixologic Inc and is used for developing highly detailed characters for movies games and digital design projects The book provides in depth details of the concepts and explains the usage and functions of the most commonly used tools of ZBrush In this edition new feature such as ZModeler NanoMesh and KeyShot renderer have been also been explained This book will unleash your creativity and transform your imagination into reality thus helping you create realistic 3D models This book caters to the needs of both the novice and advanced users of ZBrush 2018 and is ideally suited for learning at your convenience and at your pace Salient Features Consists of 12 chapters 1 project that are organized in a pedagogical sequence Covers all aspects such as modeling texturing lighting animation in ZBrush Tutorial approach to explain the concepts and usage of tools First page of every chapter summarizes the topics that are covered in the chapter Additional information is provided throughout the book in the form of notes and tips Self Evaluation test Review Questions at the end of each chapter so that the users can assess their knowledge Table of Contents Chapter 1 Exploring ZBrush Interface Chapter 2 Sculpting Brushes Chapter 3 Introduction to Digital Sculpting Chapter 4 SubTools and FiberMesh Chapter 5 ZSpheres Chapter 6 DynaMesh NanoMesh and ZRemesher Chapter 7 ShadowBox Chapter 8 Materials in ZBrush Chapter 9 Texturing in ZBrush Chapter 10 UV Master Chapter 11 Lighting Chapter 12 Rendering Project 1 Cartoon Character Modeling Index **Project 2016 For Dummies** Cynthia Snyder Dionisio, 2016-03-21 The easy way to take control of project timelines resources budgets and details Project manager meet your new assistant Once you discover Project 2016 you ll be amazed at how efficient and effective the project management process can be Written by an expert author who knows project management processes backward and forward this friendly hands on guide shows you how to get started enter tasks and estimate durations work with resources and costs fine tune your schedule set baselines collect data analyze progress and keep your projects on track How many times have you heard people in the office mutter under their breath These projects never run on time Well now they can Project 2016 For Dummies shows you how to use the latest version of Microsoft Project to create realistic project timelines make the most of

available resources keep on top of all those pesky details and finally complete your project on time and on budget Easy Fully updated to reflect the latest software changes in Microsoft Project 2016 All new case studies and examples highlight the relevance of key features of Microsoft Project 2016 Exposes the correlation between what project managers do and how Microsoft Project 2016 supports their work Covers working with calendars using and sharing resources budgeting gathering and tracking data and more If you re a time pressured project manager looking to make your life and your projects easier Project 2016 For Dummies shows you how to get things done

Exploring AutoCAD Civil 3D 2019, 9th Edition Prof. Sham Tickoo,2018 Exploring AutoCAD Civil 3D 2019 book introduces the users to the powerful Building Information Modeling BIM solution AutoCAD Civil 3D The BIM solution in AutoCAD Civil 3D helps create and visualize a coordinated data model This data model can then be used to design and analyze a civil engineering project for its optimum and cost effective performance This book has been written considering the needs of the professionals such as engineers surveyors watershed and storm water analysts land developers and CAD technicians who wish to learn and explore the usage and abilities of AutoCAD Civil 3D in their respective domains This book consists of 13 chapters covering Points Creations Surface Creations Surface Analysis Corridor Modeling Pipe Networks Pressure Networks and Parcels and so on The chapters are organized in a pedagogical sequence to help users understand the concepts easily Each chapter begins with a command section that provides a detailed explanation of the commands and tools in AutoCAD Civil 3D The chapters in this book cover the basic as well as advanced concepts in AutoCAD Civil 3D such as COGO points surfaces and surface analysis alignments profiles sections grading assemblies corridor modeling earthwork calculations and pipe and pressure networks Salient Features Consists of 13 chapters that are arranged in pedagogical sequence Contains 808 pages 50 tutorials about 26 exercises and more than 770 illustrations Real world engineering projects used in tutorials exercises and explaining various tools and concepts Table of Contents Chapter 1 Introduction to AutoCAD Civil 3D 2019 Chapter 2 Working with Points Chapter 3 Working with Surfaces Chapter 4 Surface Volumes and Analysis Chapter 5 Alignments Chapter 6 Working with Profiles Chapter 7 Working with Assemblies and Subassemblies Chapter 8 Working with Corridors and Parcels Chapter 9 Sample Lines Sections and Quantity Takeoffs Chapter 10 Feature Lines and Grading Chapter 11 Pipe Networks Chapter 12 Pressure Networks Chapter 13 Working with Plan Production Tools and Data Shortcuts Index

Introducing PHP 7/MySQL Prof. Sham Tickoo,2018-01-22 Introducing PHP 7 MySQL book is an example based book which is written to cater to the needs of the novice users who wish to learn PHP 7 and MySQL It is quite helpful for the experienced web developers as well who want to develop efficient programs The book highlights PHP and MySQL as the easiest languages for learning web development and also explains various features of the languages in a simple and easy style The highlight of the book is that each concept introduced in it has been exemplified by a program to clarify and facilitate better understanding Also the line by line explanation of each program ensures that the users with no previous programming experience are able to understand the

concepts and master the programming techniques and use them with flexibility while designing programs

Salient Features

Consists of 12 chapters that are organized in a pedagogical sequence

Covers various aspects of creating efficient programs using PHP 7 and MySQL

The first page of every chapter summarizes the topics that are covered in it

Each concept discussed in the textbook is exemplified by a program to clarify and facilitate better understanding

Step by step instructions that guide the users through the learning process

Additional information is provided throughout the textbook in the form of notes and tips

Self Evaluation Test and Review Questions are given at the end of each chapter so that the users can assess their knowledge

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Computer hardware, Ubuntu Linux, Windows 10, Internet Introductions Lalit Mali, 2017-03-07

This book will help its readers to know more about the basics of computer hardware and its peripheral devices

number system operating system

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Linux introduction installing linux

Ubuntu linux interface root console command line control and its structure

understating internet its concept as well as tips about Microsoft office 2016

detail explanation about Microsoft office application menu tab complete description

Exploring AutoCAD Civil 3D 2018, 8th Edition Prof. Sham Tickoo, 2018-01-12

Exploring AutoCAD Civil 3D 2018 book introduces the users to the powerful Building Information Modeling BIM solution

AutoCAD Civil 3D The BIM solution in AutoCAD Civil 3D helps create and visualize a coordinated data model

This data model can then be used to design and analyze a civil engineering project for its optimum and cost effective performance

This book has been written considering the needs of the professionals such as engineers surveyors watershed and storm water analysts land developers and CAD technicians who wish to learn and explore the usage and abilities of AutoCAD Civil 3D in their respective domains

This book provides comprehensive text and graphics to explain various concepts and procedures required in designing solutions for various infrastructure works

The accompanying tutorials and exercises which relate to the real world projects help you better understand the tools in AutoCAD Civil 3D

This book consists of 13 Chapters covering Points Creations Surface Creations Surface Analysis Corridor Modeling Pipe Networks Pressure Networks Parcels Corridor Bowties and Dynamic Profiles and so on

Each chapter begins with a command section that provides a detailed explanation of the commands and tools in AutoCAD Civil 3D

The chapters in this book cover the basic as well as advanced concepts in AutoCAD Civil 3D such as COGO points surfaces and surface analysis alignments profiles sections grading assemblies corridor modeling earthwork calculations and pipe and pressure networks

This edition covers the description of all enhancements and newly introduced tools

Salient Features

Consists of 13 chapters that are arranged in pedagogical sequence covering the

scope of the software Consists of 806 pages more than 765 illustrations and a comprehensive coverage of concepts and tools Consists of 38 tutorials and about 20 exercises which provide real world experience of designing engineering projects using AutoCAD Civil 3D Step by step examples to guide the users through the learning process Additional information provided throughout the book in the form of tips and notes Self Evaluation test Review Questions and Exercises are given at the end of each chapter so that the users can assess their knowledge Table of Contents Chapter 1 Introduction to AutoCAD Civil 3D 2018 Chapter 2 Working with Points Chapter 3 Working with Surfaces Chapter 4 Surface Volumes and Analysis Chapter 5 Alignments Chapter 6 Working with Profiles Chapter 7 Working with Assemblies and Subassemblies Chapter 8 Working with Corridors and Parcels Chapter 9 Sample Lines Sections and Quantity Takeoffs Chapter 10 Feature Lines and Grading Chapter 11 Pipe Networks Chapter 12 Pressure Networks Chapter 13 Working with Plan Production Tools and Data Shortcuts Index

AutoCAD LT 2020 for Designers, 13th Edition Prof. Sham Tickoo, 2019 The AutoCAD LT 2020 for Designers 13th Edition book explains commands tools and their applications to solve drafting and design problems In this book every AutoCAD LT command is thoroughly explained with the help of examples and illustrations This makes it easy for the users to understand the functions of the tools and their applications in the drawing After reading this AutoCAD LT book the user will be able to use AutoCAD LT commands to make a drawing dimension a drawing apply constraints to sketches insert symbols as well as create text blocks and dynamic blocks This AutoCAD LT book also covers basic drafting and design concepts such as dimensioning principles and assembly drawings that equip the users with the essential drafting skills to solve the drawing problems in AutoCAD LT While reading this book you will learn about Blocks palette Save to Web Mobile and Shared Views that will enhance the usability of the software Salient Features Comprehensive book with chapters organized in a pedagogical sequence Detailed explanation of all commands and tools Summarized content on the first page of the topics that are covered in the chapter Hundreds of illustrations for easy understanding of concepts Step by step instructions to guide the users through the learning process More than 30 real world mechanical engineering designs as examples Additional information throughout the book in the form of notes and tips Self Evaluation Tests and Review Questions at the end of each chapter to help the users assess their knowledge Table of Contents Chapter 1 Introduction to AutoCAD LT Chapter 2 Getting Started with AutoCAD LT Chapter 3 Getting started with Advanced Sketching Chapter 4 Working with Drawing Aids Chapter 5 Editing Sketched Objects I Chapter 6 Editing Sketched Objects II Chapter 7 Creating Texts and Tables Chapter 8 Basic Dimensioning Geometric Dimensioning and Tolerancing Chapter 9 Editing Dimensions Chapter 10 Dimension Styles Multileader Styles and System Variables Chapter 11 Hatching Drawings Chapter 12 Model Space Viewports Paper Space Viewports and Layouts Chapter 13 Plotting Drawings Chapter 14 Template Drawings Chapter 15 Working with Blocks Chapter 16 Defining Block Attributes Chapter 17 Understanding External References Chapter 18 Working with Advanced Drawing Options Chapter 19 Grouping and Advanced Editing of Sketched Objects Chapter 20

Working with Data Exchange Object Linking and Embedding Chapter 21 Conventional Dimensioning and Projection Theory using AutoCAD LT Chapter 22 Concepts of Geometric Dimensioning and Tolerancing Chapter 23 Isometric Drawings Index For Free Download

Pixologic ZBrush 4R8: A Comprehensive Guide, 4th Edition Prof. Sham Tickoo, 2018 Pixologic ZBrush 4R8 A Comprehensive Guide book covers all features of ZBrush 4R8 in a simple lucid and comprehensive manner It gives in depth details of the concepts and explains the usage and functions of ZBrush such as DynaMesh NanoMesh ZRemesher ZModeler NanoMesh and KeyShot renderer In this edition new features such as Gizmo 3D and the Live Boolean mode which is used to generate boolean results have been explained This book will unleash your creativity and transform your imagination into reality thus helping you create realistic 3D models This book caters to the needs of both the novice and advanced users of ZBrush 4R8 and is ideally suited for learning at your convenience and at your pace Salient Features Consists of 12 chapters and 1 project that are organized in a pedagogical sequence covering various aspects of modeling texturing lighting and animation The author has followed the tutorial approach to explain various concepts of modeling texturing lighting and animation The first page of every chapter summarizes the topics that will be covered in it Step by step instructions that guide the users through the learning process Additional information is provided throughout the book in the form of notes and tips Self Evaluation test and Review Questions are given at the end of each chapter so that the users can assess their knowledge Table of Contents Chapter 1 Exploring ZBrush Interface Chapter 2 Sculpting Brushes Chapter 3 Introduction to Digital Sculpting Chapter 4 SubTools and FiberMesh Chapter 5 ZSpheres Chapter 6 DynaMesh NanoMesh and ZRemesher Chapter 7 ShadowBox Chapter 8 Materials in ZBrush Chapter 9 Texturing in ZBrush Chapter 10 UV Master Chapter 11 Lighting Chapter 12 Rendering Project 1 Cartoon Character Modeling Index

Solid Edge 2019 for Designers, 16th Edition Prof. Sham Tickoo, 2019 Solid Edge 2019 for Designers book introduces the readers to Solid Edge 2019 one of the world's leading parametric solid modeling packages This book consists of 15 chapters structured in a pedagogical sequence covering the Part Assembly Drafting and Sheet Metal environments of Solid Edge 2019 Both Synchronous and Ordered environments are discussed throughout this book In this book 3D Sketching is also discussed in both Synchronous and Ordered environments 3D Sketching combines the speed and flexibility of modeling with precise control on dimension driven designs thereby providing tremendous productivity gains over traditional methods Additionally in this book the author emphasizes on the solid modeling and editing techniques that enhance the productivity and efficiency of the users Also chapters are provided with tutorials that are created using the commands discussed in the chapter This approach allows the users to use this book initially as a learning tool and then as a reference material Salient Features Consists of 15 chapters that are organized in a pedagogical sequence Comprehensive coverage of Solid Edge 2019 concepts and techniques Hundreds of illustrations for easy understanding of concepts Self Evaluation Tests and Review Questions at the end of the chapters to help the users assess their knowledge Table of Contents Chapter 1 Introduction to Solid Edge 2019

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Excel 2016 in easy steps Michael Price, Mike McGrath, 2016-01-27 Excel 2016 in easy steps will help you get to grips with the latest version of this popular spreadsheet application Areas covered include Creating editing and manipulating worksheets Formulas Functions and Pivot Tables Handy templates to give you a head start Macros for everyday tasks to save time Charts to get an overview of your data Linking workbooks for automatic updates Using the Excel Online app to share and collaborate on spreadsheets and workbooks Adding images and illustrations to your spreadsheet to impress your colleagues Whether you re upgrading to Excel 2016 or new to the spreadsheet concept use this guide to learn the key features constructively and get more out of Excel 2016 in easy steps

Microsoft Project 2016 Renke Holert, 2019-11-15 Praxisnahes Handbuch f r die Projektarbeit mit Microsoft Project Project Server und Project Online Dieses Buch zeigt allen Projekt Beteiligten wie sie durch Microsoft Project und Project Server bei der Arbeit effizient unterst tzt werden F r jede Zielgruppe werden die Aufgaben aus etablierten Standardwerken wie dem PMBOK Guide des Project Management Institute PMI abgeleitet Es eignet sich als Vorbereitung auf die ISO 21500 und ISO 21504 Zertifizierung Schrittweise wird dargestellt wie diese mit Microsoft Project Project Web App und SharePoint gel st werden k nnen Das Buch konzentriert sich auf die Kern Prozesse und f hrt die Anwender sicher durch die f r sie relevanten Bereiche der Software Dabei ordnet dieser Leitfaden die zielgruppenbezogenen Aufgaben in den methodischen und technischen Gesamtkontext ein So werden z B berg nge zu anderen Funktions Bereichen wie dem Controlling aber auch Schnittstellen zu anderen technischen Systemen wie z B Microsoft Outlook und Microsoft Exchange Server aufgezeigt Eine unternehmensweit einsetzbare Projektmanagement L sung stellt hohe Anforderungen an interne und externe Beteiligte Projektleiter Projektmitarbeiter Ressourcenmanager und F hrungskr fte In diesem methodischen Leitfaden f r alle Projektbeteiligten finden Sie L sungen f r ein unternehmensweites Projektmanagement mit Microsoft Project Neu in der sechsten Auflage hervorgegangen aus Microsoft Project Das Profibuch Neuerungen in Project und Project Server 2016 u a Verbesserungen beim Ressourcenmanagement Alle Prozesse werden auf Basis der neuesten Ausgabe des weltweiten gr ten Projektmanagementstandards dem PMBOK Guide 6th Edition beschrie

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Windows 10 in easy steps, 2nd Edition Nick Vandome, 2016-10-27 Windows 10 in easy steps 2nd Edition provides full colour and comprehensive coverage of this new operating system from Microsoft and shows how to get the most out of it whether you are using a desktop computer or a mobile device It details the new features and shows how these integrate with the more traditional elements of the operating system It covers the new

features and includes Upgrading to Windows 10 and personalising it for your needs Getting to grips with the Windows 10 interface navigating with the Start menu the Start button and the Taskbar Customising the live tiles feature so that you can create your own look and feel Accessing and downloading apps and how to work with them and organise them Working with files and folders using OneDrive for free storage and sharing files Using Cortana the Personal Digital Assistant to search your computer or the web or to perform actions like opening apps or documents Getting online with the new browser Microsoft Edge and keeping in touch by email and Skype Perfecting photos viewing movies playing music and games Windows 10 is one of the most significant upgrades in Microsoft s history and Windows 10 in easy steps 2nd Edition is ideal for newbies and for those wanting to quickly grasp the essentials in the new version Covers the Windows 10 Anniversary Update released August 2016 Table of Contents Introducing Windows 10 Getting Started Working with Apps Basic Controls Customizing Windows File Explorer Managing Files and Folders Digital Lifestyle Microsoft Edge Browser Keeping in Touch Networking System and Security

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