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The visual learner's ultimate guide to the MacBook Pro, MacBook Air and macOS Catalina Teach Yourself VISUALLY MacBook is your ultimate guide to getting up and running quickly with your new MacBook Pro or MacBook Air! Whether you're new to computers or transitioning from a PC, this graphics-heavy guide will show you everything you need to know to get the most out of your new laptop. Clear, step-by-step instructions walk you through each task, with screenshots that help you follow along with confidence. You'll learn how to manage files, work with macOS software, organize photos and media, set up email, access the internet, and adjust settings and preferences to make your MacBook work the way you work. You'll also explore the features that bring computing to a whole new level, including iCloud, FaceTime, the App Store, and so much more! The Mac has long inspired a legion of loyal fans, and you're about to find out why. From sleek design to intuitive interface, to an OS that just works, Apple has cornered the market on the high-end computing experience. The MacBook makes sublime computing portable, and this book shows you how to take advantage of all that your MacBook has to offer. macOS Catalina gives you more of everything you love about Mac. Prepare yourself to experience music, TV, and podcasts in newly designed Mac apps. You can now enjoy your favorite iPad apps on Mac, and even extend your workspace and expand your creativity with iPad and Apple Pencil. Packed with new features and updates to the apps Apple users love, you can now take everything you do up the next level. Get acquainted with the latest macOS version Catalina, and its new features Perform everyday tasks quickly and easily Customize preferences and settings to suit your needs Download new apps, video chat, save to the cloud, and much more! No confusing tech-speak, no vague instructions, and no complex tangents into obscure tasks. This friendly guide is packed with screenshots, easy-to-follow instructions, and a practical sensibility; you're not launching the space shuttle, you just want to open your email. If you're ready to explore all that your MacBook can do, Teach Yourself VISUALLY MacBook is your ideal companion.

Know your new iPhone 12, 12 Pro, and 12 Pro Max from the inside-out with 900 color screen shots! Teach Yourself VISUALLY iPhone is your ultimate guide to getting the most out of your iPhone! Apple's graphics-driven iOS is perfect for visual learners, so this book uses a visual approach to show you everything you need to know to get up and running—and much more. Full-color screen shots walk you step-by-step through setup, customization, and everything your iPhone can do. Whether you are new to the iPhone or have just upgraded to the 12, 12 Pro, or 12 Pro Max, this book helps you discover your phone's full functionality and newest capabilities. Stay in touch by phone, text, email, FaceTime Audio or Video calls, and social media; download and enjoy books, music, movies, and more; take, edit, and manage photos; track your health, fitness, and habits; organize your schedule, your contacts, and your commitments; and much more! The iPhone is designed to be user-friendly, attractive, and functional. But it is capable of so much more than you think—don't you want to explore the possibilities? This book walks you through iOS 14 visually to help you stay in touch, get things done, and have some fun while you're at it! Get to know the iPhone 12, 12 Pro, and 12 Pro Max with 900 full-color screen shots Master the iPhone's basic functions and learn the latest features Customize your iPhone to suit your needs and get optimal performance Find the apps and services that can make your life easier The iPhone you hold in your hand represents the pinnacle of mobile technology and is a masterpiece of industrial design. Once you get to know it, you'll never be without it. Teach Yourself VISUALLY iPhone is your personal map for exploring your new tech companion.

Master the ins and outs of Google's free-to-use office and productivity software Teach Yourself VISUALLY Google Workspace delivers the ultimate guide to getting the most out of Google's Workspace cloud software. Accomplished author Guy Hart-Davis offers readers the ability to tackle a

huge number of everyday productivity problems with Google's intuitive collection of online tools. With over 700 full-color screenshots included to help you learn, you'll discover how to: Manage your online Google Calendar Master the files and folders in your Google Drive storage Customize your folders and navigate your Gmail account Create perfect spreadsheets, presentations, and documents in Google Sheets, Slides, and Docs Perfect for anyone who hopes to make sense of Google's highly practical and free online suite of tools, Teach Yourself VISUALLY Google Workspace also belongs on the bookshelves of those who already find themselves using Workspace and just want to get more out of it.

Take a guided tour of macOS High Sierra and discover just how much your Mac can do Teach Yourself VISUALLY macOS High Sierra is the perfect introduction to Apple's operating system. With clear, step-by-step instructions and plenty of rich visuals, it walks you through the new macOS High Sierra and demonstrates the essential tasks you need to know. You'll learn how to manipulate Preferences to customize your experience, make the most of your digital media, and streamline your workflow while having a little fun. You'll tour Photos, Messages, and Notifications, and get acquainted with Mission Control, the App Store, and Siri. New Mac users will appreciate the straight-forward instruction, while veteran users will enjoy getting up to speed on the latest features introduced or upgraded in macOS High Sierra. macOS High Sierra is the latest incarnation of Apple's macOS, boasting elegant new visuals, several new features, and more seamless integration of Mac and iOS devices. If you use a Mac, you're going to want a guided tour that shows you just what macOS can do for you. Teach Yourself VISUALLY macOS High Sierra is your go-to guide, from the fundamentals to the neat little tricks that make the Mac experience something far beyond computing.

- Edit and enhance photos with the powerful new tools on the Photos app
- Browse the web safely with Safari's new privacy features
- Share files quickly and easily using iCloud Drive
- Use Siri to accomplish more in less time

Like any computer, your Mac is a tool. And like any tool, the more you know about it, the more you get out of it. Discover the beauty, simplicity, and sheer functionality that millions already enjoy—and get ready to master your Mac with Teach Yourself VISUALLY macOS High Sierra.

If you're a visual learner who prefers instructions that show you how to do something, then this book is for you. Its clear, step-by-step screen shots show you how to tackle more than 160 tasks with your MacBook Air. You'll learn to work with the multitouch trackpad; use the Dock, Exposé, and Spaces; get online via AirPort or Wi-Fi; sync your iPhone to your MacBook Air; manage contacts and calendars; connect to other devices; use e-mail and iChat, surf the Web; and much more. Full-color screen shots demonstrate each task.

Get your blog up and running with the latest version of WordPress WordPress is one of the most popular, easy-to-use blogging platforms and allows you to create a dynamic and engaging blog, even if you have no programming skills or experience. Ideal for the visual learner, Teach Yourself VISUALLY WordPress, Second Edition introduces you to the exciting possibilities of the newest version of WordPress and helps you get started, step by step, with creating and setting up a WordPress site. Author and experienced WordPress user Janet Majure shares advice, insight, and best practices for taking full advantage of all that WordPress has to offer. Presents completely updated coverage of new mobile blogging solutions Shares advice on customizing sites through use of plugins and themes and custom site editing Details more advanced procedures for self-hosted bloggers, including buying a domain, getting a web host, and installing WordPress Demonstrates key points with examples from the author's own WordPress blogs Teach Yourself VISUALLY WordPress, Second Edition clears the air around any blog fog you may find yourself in and gets you started with creating your own dynamic WordPress blog today!

Richly colored illustrations, and clear step-by-step instructions guide users new to Mac OS X Tiger through the basics of this powerful operating system. Covering all aspects of Tiger, this book

shows visual learners how to work with files, customize their computers, and maximize the versatility of iLife '05 applications. Also explores how to browse the Web with Safari, manage fonts with FontBook, use iCal to track appointments, and make the switch from older Mac OS versions. Get your Tiger to roar with this easy to use reference filled with more than 100 fun and helpful tasks, presented in full color with a newly re-designed interior to make learning fast and efficient.

IT professionals who want to move into the networking side in a corporate or enterprise setting will find the detailed content they need to get up to speed on the very latest networking technologies;—plus, current networking professionals will find this a valuable and up-to-date resource. This hands-on guide is designed so that you can select, design, and implement an actual network using the tutorials and steps in the book. Coverage includes an overview of networking technologies, including the hardware, software, transmission media, and data transfer processes; in-depth coverage of OSI and TCP/IP reference models; operating systems and other systems software used in today's networks; LANs, WANS, and MANs, including the components and standards that operate within each type of area network; and more.

Are you a visual learner? Than Teach Yourself VISUALLY Macs is the book for you! This resource: Offers a perfect introduction for visual learners looking to gain a general understanding of Macs and some of the common peripherals associated with them. Demonstrates everything you need to know about transitioning from Windows to a Mac, using iPhoto, creating home movies with iMovie, and connecting all those cool devices, like the iPhone or iPod, so you can maximize iTunes. Shows you how to browse the Web with Safari and use iCal to track appointments, and what to do if something should ever go wrong. Includes full-color, rich screen shots and illustrations as well as step-by-step instructions clearly explain how to get the most from your Mac.

This step-by-step guide helps readers through the basics of running software, customizing the desktop, and connecting to the Internet. It includes technical tips on troubleshooting and optimizing the system.

Full-color, step-by-step guidance for learning to use Raspberry Pi! Raspberry Pi is an inexpensive, single-board computer that serves as an introductory board for students and developing computer professionals. This image-driven, visual guide shows you how the Raspberry Pi can be easily used as a stand-alone computer, a media center, a web server, and much more. Vivid, full-color images bring Raspberry Pi projects to life, while well-illustrated circuit diagrams and step-by-step practical advice cover everything from working with the included software to branching out into typical but more complex endeavors. Covers interesting topics for students and aspiring computer professionals Demonstrates how to create custom projects, work with the Raspberry OS, install other operating systems, get the most out of the Raspberry Pi, and much more Encourages users to study and tinker with the Raspberry Pi Teach Yourself VISUALLY Raspberry Pi is an ideal resource for anyone who learns better with visual instruction and puts them well on their way to making the most of this low-cost computer.

The perfect introduction for getting up and running and getting the most out of your iMac Apple's iMac is a sleek, all-in-one desktop. In a clear, easy-to-follow visual format, Teach Yourself VISUALLY iMac demonstrates everything you need to know about your new Apple iMac, from the iMac's features and capabilities to the most common peripherals you'll be using with it. Whether you're a total newbie to Macs and the Mac OS or an experienced user looking for expert tips to improve your experience, this book is your perfect guide. Takes you through the basics to get up and running with the iMac's plug-and-play simplicity Walks you through setting up a customized desktop, working with the OS, working with email, and troubleshooting and maintenance tricks that will extend the life of an iMac Explores such topics such as editing photos in iPhoto, creating award winning home movies with iMovie, and connecting all those cool devices like an iPhone or iPod so that readers can kick back and chill out with iTunes Shows you how to browse the web with Safari, use iCal

to track appointments, and what to do if something should ever go wrong with your iMac With 450 rich, full color screenshots and illustrations, and straight-forward step-by-step instructions, Teach Yourself VISUALLY iMac will quickly make you comfortable with your iMac and help you master the advanced features that make the iMac so cool.

Are you a visual learner? Do you prefer instructions that show you how to do something — and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle 150 Mac OS X Snow Leopard tasks. Each task-based spread covers a single technique, sure to help you get up and running on Snow Leopard in no time. You'll learn to: Use the Dock, toolbars, and files Synchronize your iPod® and iPhone Create, edit, and print documents Communicate via e-mail and iChat® Play DVDs and digital video Use MobileMe mail and contacts Two-page lessons break big topics into bite-sized modules Succinct explanations walk you through step by step Full-color screen shots demonstrate each task Helpful sidebars offer practical tips and tricks

Congratulations! When you bought that shiny new anodized aluminum iMac, you made a great choice. Now you want take advantage and control of that baby's awesome speed, high performance, powerful operating system, and fantastic applications, and iMac for Dummies, 5th Edition is here to help you do just that! This easy-to-use guide covers both the iMac's splendid, cutting-edge hardware and Leopard, the latest version of Apple's superb Mac OS X operating system. It gives you the basic information that every iMac owner should know and then moves on to explore the software that comes with your iMac. And, everywhere you look, you'll find plenty of power-user tips and tricks that'll save you time, effort, and money. You'll find out how to: Set up and customize your iMac Import files from your old computer Send and receive mail Store, and organize digital photos, music, and video Back up your system with Time Machine Browse the Internet with Safari Keep in touch with iChat Make your iMac a digital media hub with iLife Connect your iMac to a wireless network Troubleshoot problems Keep your iMac safe and secure Your iMac is an elegant and sophisticated machine — and as fast, powerful, and easy-to-use as a computer can be. With the help you get from iMac For Dummies, 5th Edition you'll be an iMac power user in no time!

The visual guide to unlocking the full potential of the Samsung Galaxy S5 Teach Yourself VISUALLY Samsung Galaxy S5 is the comprehensive guide to everything your new phone has to offer. Clear, concise language and pages of screenshots make this resource easy to follow. With expert guidance written by a veteran technology author, you'll learn how to fully use the Galaxy S5's features and capabilities. All aspects of the device are covered, from initial setup to staying in touch, organizing your life, playing games, watching media, and more! The Samsung Galaxy S5 runs on an Android-based platform, giving you access to over 1 million apps and providing coverage by major carriers worldwide. The Galaxy S5 has added brand new features, such as iris recognition security. This Teach Yourself VISUALLY guide provides step-by-step guidance for getting the most out of your smartphone, laid out in a visually-rich style making it invaluable to those new to smartphone technology. Configure and get your phone set up just the way you want Text, e-mail, use social networking, and take pictures easily Access the Internet, maps, and navigate in a snap Download apps and sync your Galaxy S5 with other devices Your Galaxy S5 can streamline your life, and keep you organized and in touch. Teach Yourself VISUALLY Samsung Galaxy S5 is the new Galaxy owner's indispensable guide to getting up and running quickly.

The visual learner's ultimate guide to the MacBook and macOS High Sierra Teach Yourself VISUALLY MacBook is your ultimate guide to getting up and running quickly with your new MacBook, MacBook Pro, or MacBook Air! Whether you're new to computers or transitioning from a PC, this graphics-heavy guide will show you everything you need to know to get the most out of your new laptop. Clear, step-by-step instructions walk you through each task, with screenshots that help you follow along with confidence. You'll learn how to manage files, work with macOS software, organize photos and media, set up email, access the internet, and adjust settings and preferences to make your MacBook work the way you work. You'll also explore the features that bring computing to a whole new level, including iCloud, FaceTime, the App Store, and so much more! The Mac has long inspired a legion of loyal fans, and you're about to find out why. From sleek design to intuitive interface, to an OS that just works, Apple has cornered the market on the high-end computing experience. The MacBook makes sublime computing portable, and this book shows you how to take advantage of all that your MacBook has to offer. Get acquainted with the latest macOS version and its new features Perform everyday tasks quickly and easily Customize preferences and settings to suit your needs Download new apps, video chat, save to the cloud, and much more! No confusing tech-speak, no vague instructions, and no complex tangents into obscure tasks. This friendly guide

is packed with screenshots, easy-to-follow instructions, and a practical sensibility; you're not launching the space shuttle, you just want to open your email. If you're ready to explore all that your MacBook can do, Teach Yourself VISUALLY MacBook is your ideal companion.

Excel X for Mac OS X is the model OS X app, from its Aqua interface to its complete support for OS X's modern architecture. In Excel X for Mac OS X: Visual QuickStart Guide, author Maria Langer, veteran Mac writer and consultant, walks you through all that's new and noteworthy in Microsoft's spreadsheet powerhouse, dispensing lots of expert tips along the way. Maria knows you're a busy professional. That's why Excel X for Mac OS X: VQS was designed to let you learn as you work. Use it as a quick-reference guide: Just look up a topic in the index—or use the page tabs to thumb to it—then follow the simple, concise steps and check your results against the accompanying screenshots. Newcomers can treat the book as a step-by-step introduction to Excel, starting with the basics, then moving on to more advanced techniques, such as inserting objects and multimedia events, creating charts and graphs, and publishing spreadsheets to the Web.

The visual learner's ultimate guide to the MacBook Pro, MacBook Air and macOS Monterey Teach Yourself VISUALLY MacBook is your ultimate guide to getting up and running quickly with your new MacBook Pro or MacBook Air! Whether you're new to computers or transitioning from a PC, this graphics-heavy guide will show you everything you need to know to get the most out of your new laptop. Clear, step-by-step instructions walk you through each task, with screenshots that help you follow along with confidence. You'll learn how to manage files, work with macOS software, organize photos and media, set up email, access the internet, and adjust settings and preferences to make your MacBook work the way you work. You'll also explore the features that bring computing to a whole new level, including iCloud, FaceTime, the App Store, and so much more! The Mac has long inspired a legion of loyal fans, and you're about to find out why. From sleek design to intuitive interface, to an OS that just works, Apple has cornered the market on the high-end computing experience. The MacBook makes sublime computing portable, and this book shows you how to take advantage of all that your MacBook has to offer. macOS Monterey gives you more of everything you love about Mac. Prepare yourself to experience music, TV, and podcasts in newly designed Mac apps. You can now enjoy your favorite iPad apps on Mac, and even extend your workspace and expand your creativity with iPad and Apple Pencil. Packed with new features and updates to the apps Apple users love, you can now take everything you do up the next level. Get acquainted with the latest macOS version Monterey, and its new features Perform everyday tasks quickly and easily Customize preferences and settings to suit your needs Download new apps, video chat, save to the cloud, and much more! No confusing tech-speak, no vague instructions, and no complex tangents into obscure tasks. This friendly guide is packed with screenshots, easy-to-follow instructions, and a practical sensibility; you're not launching the space shuttle, you just want to open your email. If you're ready to explore all that your MacBook can do, Teach Yourself VISUALLY MacBook is your ideal companion.

Experience all your Android device has to offer! Teach Yourself VISUALLY Android Phones and Tablets, 2nd Edition is the perfect resource if you are a visual learner who wants to master the ins and outs of the Android operating system. With step-by-step instructions driven by targeted, easy-to-understand graphics, this informative book shines a light on the features, functions, and quirks of the Android OS—and shows you how to use them. With the guidance provided by this easy to follow resource, you will quickly access, download, and enjoy books, apps, music, and video content, as well as photos, emails, and other forms of media, right from your phone or tablet! This book is perfect for Android users at beginner to intermediate levels. The Android operating system is graphics intensive, which is why a visual guide is the best way to navigate your Android device. Now that the Android OS is available on both phones and tablets, you can maximize the productivity and convenience of your devices by mastering the features, functions, and quirks of this operating system. Explore the latest Android features and functions Peruse full-color illustrations that walk you, step-by-step, through instructions for using the Android operating system Discover how to access, download, and enjoy multimedia content Sync your Android devices to maximize their capabilities Teach Yourself VISUALLY Android Phones and Tablets, 2nd Edition is the top resource for visual learners wanting to further explore the capabilities of Android devices.

This book is for people who have never used a MacBook or its software as well as people who use MacBook and want to expand their use of the computer.

Everything you need to know about Windows 11 in a single, visual book Teach Yourself VISUALLY Windows 11 collects all the resources you need to master the day-to-day use of Microsoft's new op-

erating system and delivers them in a single resource. Fully illustrated, step-by-step instructions are combined with crystal-clear screenshots to walk you through the basic and advanced functions of Windows 11. Teach Yourself VISUALLY Windows 11 offers the best visual learning techniques with comprehensive source material about the interface and substance of Windows 11, as well as: Stepwise guidance on working with files, digital pictures, and media Instructions for customizing Windows 11 and sharing your computer with family members Tutorials on installing and repairing applications, system maintenance, and computer security The fastest, easiest way for visual learners to get a grip on Windows 11, Teach Yourself VISUALLY Windows 11 is the best way to go from newbie to expert in no time at all.

Get to know macOS Sierra with this visual expert guide Teach Yourself VISUALLY macOS Sierra is your ideal guide to the new Mac operating system. Clear, step-by-step instructions walk you through setup, show you around, and help you get down to work—but first you'll have a little fun. Sierra brings Siri to the desktop, provides seamless access across devices, allows you to copy from one device and paste to another, and so much more. This guide takes you through the beautiful, functional, simplicity that is the macOS workflow, with straightforward explanations, step-by-step demonstration, and rich, easy-to-follow visuals. From essential everyday tasks to the specialized "tricks" you can only find on a Mac, you'll know Sierra inside-out in a flash. Expert instruction is the key to getting the most out of any tool, and your Mac is a tool like no other. Connect, create, enjoy, and more with fewer clicks, fewer issues, and much less confusion than any other operating system. This book is your personal guide to exploring and using macOS Sierra. Set up seamless contacts, email, and calendars, Messages, and FaceTime Find your way around Mission Control, Launchpad, Dashboard, and Time Machine Organize photos, video, movies, music, and files, on your Mac or in the cloud Secure, customize, and maintain your Mac for flawless functionality Get streamlined, get organized, and get going: macOS Sierra helps you work, play, and live better with features and capabilities designed for the way you operate. Teach Yourself VISUALLY macOS Sierra walks you through what you need to know to experience everything your Mac has to offer.

Master one of the most popular word processors ever with this essential, visual reference Teach Yourself VISUALLY: Word 2019 provides readers with a thorough and visual exploration of the 2019 edition of Microsoft Word. Written by the celebrated author of over 100 books on computing, Guy Hart-Davis, Teach Yourself VISUALLY: Word 2019 allows you to quickly get up to speed with one of the most popular word processors on the planet. The book covers all the topics you'll need to comprehensively master Word 2019, and includes: Full-color, step-by-step instructions showing you how to perform all the essential tasks of Microsoft Word 2019 How to set up and format documents, edit them, and add images and charts How to post documents online for sharing and reviewing and take advantage of all the newest features of Word Newly updated to include the latest features of Microsoft Word, like how to collaborate on documents in real time, draw and write with the digital pen, new accessibility options and the new Resume Assistant, Teach Yourself VISUALLY: Word 2019 belongs on the shelf of anyone who wants to improve their effectiveness with this essential word processor.

Describes the basics of microcomputers, covering such topics as Windows Vista, Macintosh OS X, software, networking, multimedia, the Internet, wireless computing, and computer security.

The mechanics of Web design made easy for visual learners An effective Web site combines good graphic design principles with a functional user interface. This colorful, step-by-step guide shows visual learners how to plan, develop, and publish a site, all with easy-to-follow lessons. Each task is illustrated with screen shots accompanied by numbered steps. You'll learn all the tools and techniques for creating great-looking Web sites that users will love. Good Web design incorporates basic graphic design principles as well as the techniques required to make a site easy to navigate and user-friendly Those who learn best when someone shows them how will quickly get up to speed with the full-color screen shots and step-by-step illustrations in this visual guide Covers planning a site, creating eye-popping content with popular Adobe tools, building in functionality with HTML and CSS, testing the site, taking it live, and keeping it up to date Companion Web site features code and design examples for experimentation If you find learning easier when someone shows you how to do something, you'll quickly learn to build Web sites with Teach Yourself VISUALLY Web Design.

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 175 tasks involving HTML and CSS. Each task-based spread covers a single technique, sure to help you get up and running with HTML

and CSS in no time. You'll learn to: View HTML code in a browser Add and format text Prepare images for the Web Insert links to other pages Control layout with style sheets Add JavaScript to a Web page Helpful sidebars offer practical tips and tricks Succinct explanations walk you through step by step Full-color screen shots demonstrate each task Two-page lessons break big topics into bite-sized modules

Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap. Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word Previous editions have sold more than 220,000 copies The Visual learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.

Step-by-Step, Full-Color Graphics! Learn how to use HTML, XHTML, and CSS, right away--the Quick-Steps way. Color photos and screenshots with clear instructions show you how to build your own website, add graphics and links, and create tables and frames. Learn how to apply the power and flexibility of XHTML and CSS to your website, and make sure it's compatible with all browsers for PCs and Macs. Color-coded tabs make it easy to flip straight to the information you need. Get your website up and running in no time with help from this easy-to-use guide. 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

Microsoft Excel 2011 for Mac OS X is a powerful application, but many of its most impressive features can be difficult to find. Learn Excel 2011 for Mac by Guy Hart-Davis is a practical, hands-on approach to learning all of the details of Excel 2011 in order to get work done efficiently on Mac OS X. From using formulas and functions to creating databases, from analyzing data to automating tasks, you'll learn everything you need to know to put this powerful application to use for a variety of tasks.

Step-by-step lessons that visually show you how to get the most from your iMac Apple's newest generation of iMacs boasts the critically acclaimed Thunderbolt ports as well as the new OS X Lion operating system. With this full-color, step-by-step guide, experienced author Guy Hart-Davis guides you through everything you need to know about the capabilities and features of the iMac. Rich screenshots and illustrations walk you through the multi-media features offered by the iMac line, including how to surf the web with Safari, using iCal to track appointments, and sync and control your iOS devices. Plus, straightforward instructions and easy-to-follow guidance help remove any trepidation you may have of learning all about this amazing machine! Walks you through the basics including getting up and running with a customized desktop, working with the OS, using e-mail, and more Demonstrates troubleshooting and maintenance tricks that will extend the life of your iMac Shows you how to edit photos in iPhoto, create impressive home movies with iMovie,

and connect iOS devices such as iPhones and iPads Whether you're new to the iMac or looking to sharpen your skills and savviness, Teach Yourself VISUALLY iMac, Second Edition will help you master the features that make the iMac so unique.

Know your new iPhone 11, 11 Pro, and 11 Pro Max from the inside-out with 900 color screen shots! Teach Yourself VISUALLY iPhone is your ultimate guide to getting the most out of your iPhone! Apple's graphics-driven iOS is perfect for visual learners, so this book uses a visual approach to show you everything you need to know to get up and running—and much more. Full-color screen shots walk you step-by-step through setup, customization, and everything your iPhone can do. Whether you are new to the iPhone or have just upgraded to the 11, 11 Pro, or 11 Pro Max, this book helps you discover your phone's full functionality and newest capabilities. Stay in touch by phone, text, email, FaceTime Audio or FaceTime Video calls, or social media; download and enjoy books, music, movies, and more; take, edit, and manage photos; track your health, fitness, and habits; organize your schedule, your contacts, and your commitments; and much more! The iPhone is designed to be user-friendly, attractive, and functional. But it is capable of so much more than you think—don't you want to explore the possibilities? This book walks you through iOS 13 visually to help you stay in touch, get things done, and have some fun while you're at it! Get to know iOS 13 with 900 full-color screen shots Master the iPhone's basic functions and learn the latest features Customize your iPhone to suit your needs and get optimal performance Find the apps and services that can make your life easier The iPhone you hold in your hand represents the pinnacle of mobile technology and is a masterpiece of industrial design. Once you get to know it, you'll never be without it. Teach Yourself VISUALLY iPhone is your personal map for exploring your new tech companion.

Get the most out of the latest MacBook Air with this easy-to-read visual guide Who doesn't love the MacBook Air? It's light as a feather, yet delivers heavyweight functionality. If you want clear, practical, visual instructions on how to use your new MacBook Air, this is the book for you. Using tons of illustrations and step-by-step explanations, Teach Yourself VISUALLY MacBook Air gets you up and running by clearly showing you how to do everything. From the basics to everything the new OS X operating system brings to the table, this book guides you through. Walks you through all the new features and functions of the new MacBook Air Shows you how to work with the new OS X Mavericks operating system, iCloud, FaceTime, and more Covers basics, such as powering up and shutting down to running Windows applications and downloading apps from the Mac Store Features full-color screen shots to reinforce your visual learning of processes Find all the cool and practical ways to use your MacBook Air with Teach Yourself VISUALLY MacBook Air.

The perfect how-to guide for visual learners Apple's Mac Mini packs a powerful punch in a small package, including both HDMI and Thunderbolt ports plus the acclaimed OS X. But if you want to get the very most from all this power and versatility, be sure to get this practical visual guide. With full-color, step-by-step instructions as well as screenshots and illustrations on every page, it clearly shows you how to accomplish tasks rather than burying you in pages of text. Discover helpful visuals and how-tos on the OS, hardware specs, Launchpad, the App Store, multimedia capabilities (such as connecting your Mac Mini to your HDTV and using it as a media center) and more. Helps Mac Mini users get up to speed quickly on the latest and best features, including the major features of the OS X operating system and the new Thunderbolt and HDMI ports Teaches practical techniques using easy-to-follow, step-by-step visuals and brief explanations Features full-color screen shots on every page Covers OS and hardware basics as well as the Launchpad, the App Store, media center capabilities, maintenance, and troubleshooting Helps you surf the web with Sa-

fari, organize movies and music in iTunes, take advantage of home theater capabilities, and configure your system for optimum use. Teach Yourself VISUALLY Mac Mini helps you get big results out of your Mac Mini.

Quickly get up to speed on your MacBook Pro This handy resource is not only visually appealing but offers excellent step-by-step guidance to your MacBook Pro. Following the illustrated instructions will empower you to accomplish everyday tasks quickly and easily. The book covers the basics such as powering on or shutting down the MacBook Pro and working on the Mac desktop with the new Mission Control and Launchpad--to downloading applications with the Mac App Store, running Windows applications, and more. Use this clear, visual guide and quickly learn the ins and outs of your MacBook Pro. Covers new hardware updates, Mac OS X Lion, iLife, iTunes, and more Shows you how to work on the desktop, configure widgets on the dashboard, run Windows applications, and do your own troubleshooting Teach Yourself VISUALLY MacBook Pro offers fully illustrated instructions for learning how to use your MacBook Pro to its full potential.

Step-by-step screen shots show you how to tackle more than 100 Apple Watch tasks. Each task-based spread covers a single technique, sure to help you get up and running on Apple Watch in no time.

Clear instructions to help visual learners get started with their MacBook Pro Covering all the essential information you need to get up to speed with your MacBook Pro, this new edition provides you with the most up-to-date information on performing everyday tasks quickly and easily. From basics such as powering on or shutting down the MacBook Pro to more advanced tasks such as running Windows applications, this visual guide provides the help and support you need to confidently use your MacBook Pro to its full potential. Empowers you to perform everyday tasks quickly and easily Covers new hardware updates, the latest version of OS X, troubleshooting, iCloud, FaceTime, and more Walks you through working on the Mac desktop with Mission Control and Launchpad Explains how to download applications from the Mac App Store Teach Yourself VISUALLY MacBook Pro, Second Edition is an ideal, fully illustrated guide for learning how to make the most of all your MacBook Pro has to offer.

Learn the basics and beyond with this visual guide to the iPad, iPad mini, and iPad Pro Teach Yourself VISUALLY iPad is a clear, concise, image-rich guide to getting the most out of your iPad, iPad mini, or iPad Pro running iOS 11. Designed to quickly get you the answers you need, it cuts to the chase by skipping the long-winded explanations and breaking each task down into bite-sized pieces. You'll find step-by-step instruction for everything from the initial setup to working with key features, plus troubleshooting advice that can help you avoid a trip to the Apple Genius Bar. Helpful sidebars highlight tips and tricks that get things done faster, and plenty of full-color screenshots help you visualize the lesson at hand. Exploring your iPad on your own is fun, but you'll miss some of the lesser-known features that help make the iPad the superior device it is. This guide provides a visual tour that helps new users will learn how to take advantage of all the iPad has to offer, and experienced users will discover techniques to streamline everyday tasks. Customize your iPad and connect via Wi-Fi and Bluetooth Access music, videos, games, photos, books, and apps Set up your e-mail, browse the Web, and manage social media Troubleshoot and fix minor issues that arise Now that you have this coveted device in your hands, you want to use every feature and maximize every capability—and Teach Yourself VISUALLY iPad helps you do just that, walking you through each step in the iPad experience.