



## Reference Training Guides

### ***“So, You’re New to Computers?” Subject Guide***

The subject of computers is a broad topic, but this guide focuses on materials for those customers that are new to computers. It includes resources on buying a computer, how to use the computer, operating systems, software, and the internet. The Osceola Library System offers computer classes on the basics of computers, but the librarians are always encouraging the students to practice as much as they can after they take the classes. Hopefully this guide will help point out the right resources and introduced customers to topics not covered in the classes.

#### **Useful keywords/subject headings for searching**

Computer(s)

Computer network

Computer science

Computer software

Computer and people with disabilities

Internet

Laptop computers

Software

Microsoft (can search by software name i.e. Excel, Word)

Microcomputers – maintenance and repair

Operating systems (NOTE: can search by individual operating system, i.e. Windows Vista, Mac OS)

Pocket computers

Wireless communication systems

World Wide Web

#### **Dewey numbers**

004 – Data processing / Computer Science (selecting a computer, hardware, etc.)

005 – Computer programs/software

006 – Special computer topics and methods (graphics, multimedia, etc.)

#### **Internet links**

*Annoyances.org!*

<http://www.annoyances.org/>

The most complete collection of information assembled for and by actual users of Microsoft Windows. Stomp out annoyances with this site and fix complex Windows problems.

*Apple Support – Mac 101*

<http://www.apple.com/support/mac101/>

A guide to using Macintosh computers.

*Basic Computer Tutorial*

<http://www.comptechdoc.org/basic/basiclut/>



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“This basic computer tutorial is written for those who do not know very much about computers. The purpose is to help the reader better understand how to use their computer more effectively and safely.”

### *CNET Editors' Desktop Buying Guide*

[http://reviews.cnet.com/Desktop\\_buying\\_guide/4520-7963\\_7-5114565-1.html?tag=dir](http://reviews.cnet.com/Desktop_buying_guide/4520-7963_7-5114565-1.html?tag=dir)

This step-by-step guide to desktop computers "clues you in to what you need to know, from finding the type of PC that fits your lifestyle to catching up on all of the latest trends."

### *CNET Reviews*

<http://reviews.cnet.com/>

This website contains reviews guides to desktop computers, laptops, and other computer peripherals.

### *CNET Shopper.com*

<http://shopper.cnet.com/>

"CNET Shopper lets you comparison shop for: digital cameras, notebooks, hard drives," and other types of computer hardware and software. Searchable, and browsable by category.

### *Consumer Reports: Computer Buying Guide*

<http://www.consumerreports.org/cro/electronics-computers/computers/>

Brief step-by-step guide to making decisions about a computer purchase. Topics include whether to upgrade or buy a new computer, deciding between a laptop and desktop computer and between Windows and Macintosh operating systems, types of laptops and desktops, and computer security. Provides links to related consumer reviews and articles, some free and some requiring a paid subscription.

### *Librarian's Internet Index*

<http://www.lii.org/>

These are websites chosen by librarians. They have a "Computers" category with subtopics.

### *Linux.com*

<http://www.linux.com/whatislinux/>

Learn about Linux, an open source operating system, an alternative to Windows.

### *Microsoft Help and Support*

<http://support.microsoft.com/default.aspx?scid=http://support.microsoft.com/faqs/default.aspx>

Product-by-product FAQs

### *Microsoft Office Online Training*

<http://office.microsoft.com/en-us/training/default.aspx>

This website contains self-paced tutorials that teach you how to use Microsoft Office products, 2003 and 2007 and versions. The tutorials have sound and text.



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### *New User Tutorial*

<http://tech.tln.lib.mi.us/tutor/welcome.htm>

A site designed to teach new users basic computer skills such as using the mouse and the scrollbar, entering commands in dialog boxes, double clicking, and using the File menu and other basic Windows functions. Navigation from page to page is easy for people just learning how to use computers. Tutorial is also available in Spanish.

### *ZDNET: Reviews and Prices*

<http://review.zdnet.com/>

Use this site to help evaluate computers and computer-related peripherals. Compare prices if you already know what you want to buy, or peruse reviews and awards if you haven't made up your mind. Also has weekly specials and news. Browseable and searchable.

## Databases

### *Computer Database*

Contains product information, news, and reviews.

### *Grolier Online*

This is an online encyclopedia. You can get information on the computer and parts of the computer.

## Books

### Reference

#### *Consumer Reports Buying Guide*

REF 640.73 BUY

This guide contains trusted product reviews and comparisons, test results and ratings for most of your buying needs.

Available at Central, STC, BVL, PC

#### *Dictionary of computer and Internet terms*

REF 004.03 DOW

Computer technology is constantly developing, which is why this title has undergone a complete revision, making it a virtually brand new quick-reference book for all computer users.

Available at Central, BVL, PC, STC

#### *Encyclopedia of Computers and Computer History*

REF 004.03 ENC

From Abacus to Konrad Zuse, this encyclopedia explains the birth of computers and their growth in history.



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Available at Central, STC, BVL, PC

### Nonfiction

*Buying a computer for dummies*

004.16 GOO

Author helps with finding a tailor-made computer that suits specific needs while also offering longevity.

Available at BVL, STC, KV

*The complete idiot's guide to computer basics*

004.16 KRA

A basic guide to computers for beginners.

Available at Central, BVL, PC, STC, WO, NC

*The complete idiot's guide to Microsoft Windows Vista*

005.4 MCF

A user guide to the latest OS from Microsoft.

Available at Central, BVL, PC, STC

*Create your own home networks: using what you already know*

004.68 LAZ

A unique book that will show you how to make your home computers talk to each other while sharing files, music and printers. The most common networking tasks are presented in project-format that doesn't require any in-depth understanding of computer systems or networks beyond that of a typical computer user.

Available at BVL, PC, and STC

*Cutting edge PowerPoint 2007 for dummies*

005.5 BAJ

Covers interface changes, presentation themes, and multimedia Pump up your presentations using the latest PowerPoint techniques.

Available at Central, BVL, PC, STC

*Excel 2003 for dummies*

005.369 HAR

Covers creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, adding database records, using seek-and-find options, printing, adding hyperlinks to worksheets, saving worksheets as Web pages, adding existing worksheet data to an existing Web page, and sending worksheets via e-mail.

Available at Central, STC

*Excel 2003 visual encyclopedia*



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005.36 KIN

Covering everything from Alignment to Zoom, this easy-to-navigate reference provides the answers to all of your Excel questions.

Available at Central, BVL, WO, KV, PC, STC

*How computers work*

004.16 WHI

Using large color images and accessible language, they use about two pages each to explain how approximately 40 devices and concepts of various PC hardware and software components work, most often in a concise, step-by-step format.

Available at Central, PC, STC, WO

*How to do everything with Mac OS X*

005.4 MCE

Experience the excitement of Apple's revolutionary new release with help from this hands-on guide. Use the Finder to easily navigate files, folders, and applications and customize its display to meet your needs.

Available at Central, STC, PC

*The internet for dummies*

004.67 LEV

This fully updated edition gets you up to speed on broadband, wireless connections, e-mail, blogging, Google, and even maintaining a safety net on the Net.

Available at Central, STC, BVL, PC, WO, KV, NC

*Laptops for dummies*

004.16 GOO

Here's Dan Gookin's should-be-patented five-step process for buying a computer plus the complete laptop lowdown -- power management, wireless access, special security issues, and more.

Available at Central, STC, BVL, PC

*Linux all-in-one desk reference for dummies*

005.446 BAR

This book/DVD package takes novice readers step-by-step through installation and setup for five different Linux distributions, covering navigating the desktop, networking, getting online, administration and security, working with Linux servers, and programming.

Available at Central and STC

*Master visually Microsoft Windows Vista*

005.4 TID

Hundreds of succinctly captioned, step-by-step screen shots reveal how to accomplish more than 200 Windows Vista tasks

Available Central, BVL, WO, PC, STC



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### *Microsoft Office Access 2003*

005.7565 LOW

Learn to create and use databases, enter and retrieve data, present your information in forms and reports, and so much more.

Available at Central, STC, PC

### *Microsoft Office Access 2003: a beginner's guide*

005.7565 SHE

Learn to create and use databases, enter and retrieve data, present your information in forms and reports, and so much more.

Available at Central, STC, BVL, PC

### *Microsoft Office Publisher 2003: introductory concepts and techniques*

686.2254 SHE

Learn to use Publisher 2003

Available at Central

### *Microsoft Office Word 2003 step by step*

652.5 MIC

Learn how to use this word processor.

Available at Central, STC, BVL, PC, WO

### *Microsoft Word 2003: top 100 simplified tips & tricks*

005.52 SIM

Learn how to use the word processor.

Available at Central, STC, BVL, PC

### *Outlook 2007 for dummies*

005.5 DYS

Shows how to manage time and information in the new interface, covering instant searches, the To-Do bar, color categories, and task integration with OneNote, Project, Access, and Windows SharePoint Services Explains how to connect across boundaries with access to WSS data, two-way sync and offline access, calendar sharing, smart scheduling, RSS support, electronic business cards, and the improved out-of-office assistant Demonstrates how to stay safe and in control with the improved spam filter, anti-phishing capabilities, e-mail postmark features, e-mail folder organization, and information rights management.

Available at Central, BVL, PC, STC

### *Photoshop Elements for dummies*

006.6 OBE

Discover how to organize and manage your photos, correct contrast, color, and clarity, perform simple image makeovers, Obtain accurate color from your desktop color printer, get artsy with the pencil and brush tools, and Produce the family photo album.



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Available at Central, BVL, PC, STC

*The rough guide to the internet*

004.678 BUC

Written in plain English, it covers everything from getting online for the first time to advanced tips and tricks.

Available at Central, STC, BVL, PC, WO

*Switching to the Mac: the missing manual*

005.4 POG

All about the Macintosh operating system.

Available at Central, STC, BVL, PC

*Teach yourself visually Windows XP second edition*

005.4 MCF

Step-by-step instructions, hundreds of full-color screen shots, and essential task coverage make this the ideal reference for beginning-to-intermediate visual learners Windows accounts for more than 90 percent of the OS market.

Available at Central, BVL, WO, KV, PC, STC

*Windows Vista for dummies*

005.4 RAT

This book gets you through all the Windows Vista tasks and tripwires, including starting programs, finding files, navigating the new see-through interface, staying safe while you cruise the Internet, and much more.

Available at Central, BVL, PC, STC, WO

*Windows XP*

005.4 MAT

Color screenshots and brief instructions show you how to use all the powerful Windows XP features in no time.

Available at Central, BVL, PC

## Local contacts (For Buying and Repair)

### Buying

*Best Buy*

<http://www.bestbuy.com/>

1620 W Osceola Pkwy

Kissimmee, FL 34741

Phone: 407-847-8617



## Reference Training Guides

Hours: Mon-Sat 10:00am-9:00pm  
Sun 11:00am-7:00pm

### *Circuit City*

<http://www.circuitcity.com/>

7915 South Orange Blossom Trail  
Orlando, FL 32809  
Tel: (407) 850-3918

### *Dell*

<http://www.dell.com/>

1-800-449-3355

Call to find a kiosk or Dell store near you, or buy over the phone and online.

## Repair

### *Computer City*

Computer and office machine repair  
5481 W Irlo Bronson Memorial Hwy  
Kissimmee, FL 34746  
407-787-4010

### *Computer Depot*

~ Computer and office machine repair  
2151 Hickory Wood Court  
St Cloud, FL 34772  
407-891-7333

### *Geek Squad*

This is a computer help and repair company located in Best Buy and Office Depot stores. They are available 24/7.

Inside a Best Buy  
1620 W. Osceola Pkwy  
Kissimmee, FL 34741  
1-800-GEEK-SQUAD