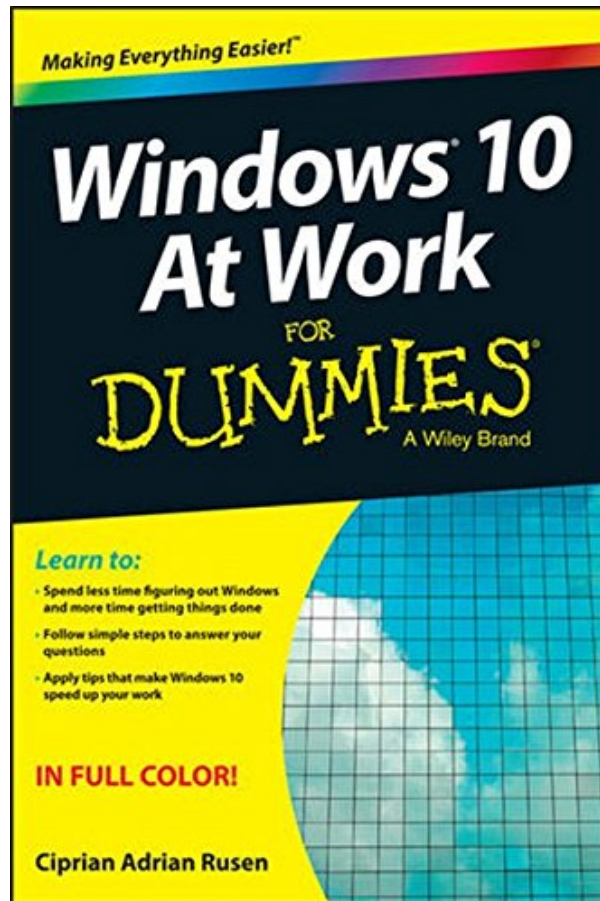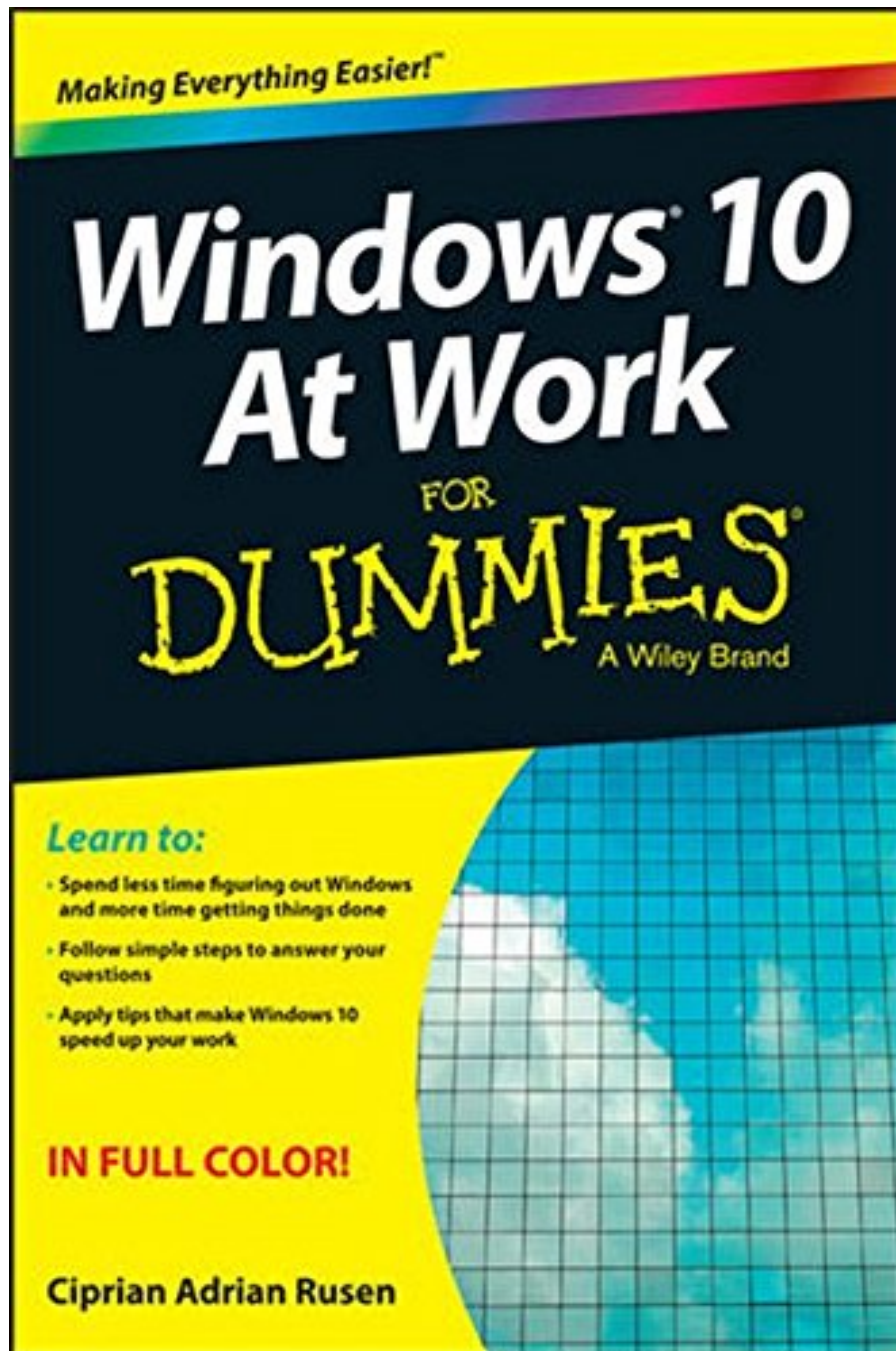# WINDOWS 10 AT WORK FOR DUMMIES BY CIPRIAN ADRIAN RUSEN

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Learn to:

- Spend less time figuring out Windows and more time getting things done
- Follow simple steps to answer your questions
- Apply tips that make Windows 10 speed up your work

No time for a complete Windows 10 course? Get just what you need to know—now!

You've got work to do, and you don't want to waste time trying to figure out all the new Windows 10 stuff. This fully illustrated guide is exactly what you need! Here you'll find all the common workday Windows tasks with step-by-step instructions, from signing on to using Skype to connecting remotely to your company's network using VPN. Find what you need and get it done!

- A quick meet-and-greet — learn to set up and sign into Windows 10, use the new Start menu, and work with touch settings
- Get connected — connect to Wi-Fi, adjust the settings, browse the web, manage downloads, and disable cookies
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- The apps you need most — create shortcuts to your favorite apps and pin them to the taskbar
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- Advice on how to manage and find your files
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- Ways to connect remotely when you're traveling

- How to be productive using tools like OneDrive and Skype
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- Directions for fixing common Windows 10 problems

About the Author
Ciprian Adrian Rusen is a Microsoft MVP and Windows expert. His blog digitalcitizen.life has more than 1.3 million monthly readers who look to him for insight into technology in general and Windows in particular.

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The fast and easy way to get up and running with Windows 10 at work

If you want to spend less time figuring out Windows and more time getting things accomplished, you've come to the right place. Covering Windows 10 and packed with time-saving tips to help you get the most out of the software, Windows 10 At Work For Dummies offers everything you need to get back precious hours of your work day and make Windows work for you, rather than against you.

This full-color, all-encompassing guide breaks down the most common Windows tasks into easily digestible parts, providing you with illustrated, step-by-step instructions on everything you'll encounter in Windows 10. From setting up your desktop with your favorite apps to finding the files and applications you need—and everything in between—this hands-on, friendly guide takes the headache out of working with Windows.

- Provides over 300 tasks broken into core steps
- Provides easy-to-follow answers to all of your Windows questions
- Illustrates the new features of Windows 10
- If you're a time-pressed professional looking to find answers to all of your Windows-related questions, this is the one-stop resource you'll turn to again and again.

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