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- Office 2007
- Fun with Movies, Music, and Photos
- Upgrading and Supercharging
- Home Networking

Mark L. Chambers





**PCs**  
*ALL-IN-ONE-DESK REFERENCE*  
FOR  
**DUMMIES®**  
4TH EDITION

**by Mark L. Chambers**



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# About the Author

**Mark L. Chambers** has been an author, a computer consultant, a BBS sysop, a programmer, and a hardware technician for more than 20 years — pushing computers and their uses far beyond “normal” performance limits for decades now. His first love affair with a computer peripheral blossomed in 1984 when he bought his lightning-fast 300 BPS modem for his Atari 400. Now he spends entirely too much time on the Internet and drinks far too much caffeine-laden soda.

With a degree in journalism and creative writing from Louisiana State University, Mark took the logical career choice: programming computers. However, after five years as a COBOL programmer for a hospital system, he decided there must be a better way to earn a living, and he became the Documentation Manager for Datastorm Technologies, a well-known communications software developer. Somewhere in between writing software manuals, Mark began writing computer how-to books. His first book, *Running a Perfect BBS*, was published in 1994 — and after a short decade or so of fun (disguised as hard work), Mark is one of the most productive and best-selling technology authors on the planet.

Along with writing several books a year and editing whatever his publishers throw at him, Mark has also branched out into Web-based education, designing and teaching a number of online classes — called WebClinics — for Hewlett-Packard.

His favorite pastimes include collecting gargoyles, watching St. Louis Cardinals baseball, playing his three pinball machines and the latest computer games, supercharging computers, and rendering 3D flights of fancy with TrueSpace — and during all that, he listens to just about every type of music imaginable. Mark’s popular worldwide Internet radio station, MLC Radio (at [www.mlcbooks.com](http://www.mlcbooks.com)), plays only CD-quality classics from 1970 to 1979, including everything from Rush to Billy Joel to the *Rocky Horror Picture Show*.

Mark’s rapidly expanding list of books includes *MacBook For Dummies*; *Apple TV For Dummies*; *iMac For Dummies*, Fourth Edition; *Mac OS X Leopard All-In-One Desk Reference For Dummies*; *Building a PC For Dummies*, Fifth Edition; *Scanners For Dummies*, Second Edition; *CD & DVD Recording For Dummies*, Second Edition; *PCs All-In-One Desk Reference For Dummies*, Third Edition; *Mac OS X Tiger: Top 100 Simplified Tips & Tricks*; *Microsoft Office v. X Power User’s Guide*; *BURN IT! Creating Your Own Great DVDs and CDs*; *The Hewlett-Packard Official Printer Handbook*; *The Hewlett-Packard Official Recordable CD Handbook*; *The Hewlett-Packard Official Digital Photography Handbook*;

*Computer Gamer's Bible; Recordable CD Bible; Teach Yourself the iMac Visually; Running a Perfect BBS; Official Netscape Guide to Web Animation; and the Windows 98 Troubleshooting and Optimizing Little Black Book.*

His books have been translated into 14 different languages so far — his favorites are German, Polish, Dutch, and French. Although he can't read them, he enjoys the pictures a great deal.

Mark welcomes all comments about his books. You can reach him at [mark@mlcbooks.com](mailto:mark@mlcbooks.com), or visit MLC Books Online, his Web site, at [www.mlcbooks.com](http://www.mlcbooks.com).

# *Dedication*

This book is dedicated to my daughter in-between, Chelsea Chambers — graphic designer, Johnny Depp expert, mathematician, and audiophile — with all my love.

# *Author's Acknowledgments*

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This is my fourth All-in-One Desk Reference For Dummies volume, and again, the Wiley Composition Services team has outdone itself in designing and preparing the material. All the beautiful formatting in this book (including every single figure and screen shot, all the step-by-step procedures, and the regular appearances of Mark's Maxims) is a testament to this team's hard work.

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# Introduction

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**W**hat's the definition of a reference book? Well, I like to think of this book as a snapshot. Sure, it's an extremely *heavy* photograph, weighing in at more than 700 pages — but nevertheless it captures the current state of PCs, including hardware, the most popular applications, and of course, the latest and greatest incarnation of the Windows operating system that we all cherish (in this case, Windows Vista).

That covers a lot of ground, especially when you consider how the PC has branched out into all sorts of new directions in the past decade. What used to be primarily a simple word processing platform in the early days of DOS has now become a hub for digital video and CD-quality audio, an optical recording center, an Internet communications system, a digital darkroom, a 3D gaming console, an office productivity center — the list goes on and on. Therefore, fitting the features and functionality of today's PCs into a single volume was a challenge for me — *and* it proved singularly rewarding because PCs are both my career and my favorite hobby!

With that comprehensive approach in mind, this book still holds true to the *For Dummies* format: step-by-step instructions on each major feature within Windows Vista, Microsoft Office 2007, and other popular PC applications, with a little personal opinion, my recommendations, and my attempts at humor mixed in to add spice. I take the time to explain each topic for those who have just entered the PC universe, but you uncover plenty of advanced information as well. With this book in hand, you can set up a wireless network, navigate an Excel spreadsheet, diagnose hardware problems, and even work magic with your digital camera.

I sincerely hope that you enjoy this book and that it will help open up the countless possibilities offered by your PC. Thanks to the efforts of all those software developers, engineers, and hardware manufacturers, you and I get to play!

## *What's Really Required*

Here's a short section for you — you need a PC, preferably running Windows Vista.

(I told you it was short.)

## *What's Not Required*

If you've read any of my earlier books, you already know the score. But just in case you haven't (hint, hint), here's the list of what you don't need:

- ◆ **A degree in computer science:** Computers are supposed to be **easy**. I like 'em that way, and I get *very* testy when faced with anyone who tries to make a PC artificially complex. 'Nuff said.
- ◆ **All sorts of expensive software:** Because Microsoft Office 2007 is so doggone popular, I cover it here — but virtually everything else is either included in Windows Vista or is cheap to buy.
- ◆ **An Internet connection:** Some folks should be reminded that PCs are quite productive by themselves. Naturally, you need an Internet connection to use Internet Explorer and Outlook Express, but you don't have to be online to enjoy your computer.

## *About This Book*

Each of the eight minibooks in this desk reference squarely addresses a specific topic, and there's no need to read this whole book in a linear fashion. You certainly can, if you like, but it's not necessary. Instead, each minibook (and on a lower level, each individual chapter) has been designed to be self-contained. You can jump from chapter to chapter to pursue information about what you're working on right now — happy in the knowledge that when you decide to invest in a digital camera (or a scanner or a memory upgrade), it's covered!

## *Conventions Used in This Book*

Like other *For Dummies* books, this volume uses a helpful set of conventions to indicate what needs to be done or what you'll see on-screen.

### *Stuff that you type*

When I ask you to type something, like a command or an entry in a text box, the text appears like this:

**Type me**

Press the Enter key to process the entry.

### ***Menu commands***

When I give you a specific set of menu commands to use, they appear in this format:

Edit⇨Copy

In this example, you should click the Edit menu and then choose the Copy menu item.

### ***Display messages***

If I mention a specific message that you see on your screen, it looks like this on the page:

This is a message displayed by an application.

## ***How This Book Is Organized***

Here's a quick summary of what's included in those eight minibooks (with cross-references where appropriate, included at great expense).

### ***Book I: PC Hardware***

It's not a PC without the hardware. In this minibook, I discuss both the standard equipment (like your monitor, keyboard, and mouse) and optional items that you can attach (like a scanner or a game controller). I also cover the different ports on your PC and the proper methods of maintaining your PC hardware.

### ***Book II: Windows Vista***

A minibook for the Vista generation — with everything you need to know about today's most popular PC operating system, including the basics, advanced customizing topics, maintenance, the included applications — and (insert ominous chord here) troubleshooting.

### ***Book III: The Internet***

The obligatory Internet information fills this minibook. Discover how to navigate the Web, block that infernal spam from your e-mail, fritter away countless hours with instant messaging, and — most important — keep your computer secure while you're online.

### ***Book IV: Microsoft Works***

Most people call Works 8 “the programs I got with my PC.” But as you discover in this minibook, there’s no shortage of features or functionality within Works (even though it’s usually overshadowed by the behemoth that is Microsoft Office 2007). You find out how to use each of the Works applications and how to use them in tandem to accomplish tasks.

### ***Book V: Office 2007***

Okay, so I decided to cover the behemoth. The major components of Microsoft Office 2007 are Word, Excel, PowerPoint, Access, and Outlook — and the gang’s all here, with each application covered in a separate chapter. If you use Office 2007, you’ll treasure this minibook — if you don’t use Office, you’ll still enjoy it as a spellbinding work of nonfiction. (Sure, Mark.)

### ***Book VI: Fun with Movies, Music, and Photos***

Your PC is now a digital, multimedia production center — and an excellent combination for watching video and listening to music, to boot. In this minibook, I show you the latest cutting-edge fun you can have with your DV camcorder, your MP3 player, and your digital camera. Wait until you show your home movies on DVD!

### ***Book VII: Upgrading and Supercharging***

The gloves come off in this minibook: If you’re hankering to turn the corner and become a PC power user, use these chapters to help you upgrade your PC’s hardware, including your system RAM, your CPU and motherboard, your graphics card, and even external connections like USB 2.0 and FireWire. “To the BatCave!”

### ***Book VIII: Home Networking***

The final minibook is devoted to one of the fastest-growing segments of the PC population: those folks who are adding a home (or small-office) network. In these chapters, I demonstrate how to install your own wired network as well as how to expand with the latest wireless technology. Then I turn your attention to security so that you can use your network without fear of intrusion.

## ***Icons Used in This Book***

In a book stuffed to the gills with icons, my editors have decided to use — you guessed it — more icons. Luckily, however, the book’s set of icons acts as visual signposts for specific information that you don’t want to miss.