

Preface

Make your PC extend a longer hand to deliver better results.....

In today's world every person is using computers in one form or the other, be it a desktop PC, a laptop or even a tablet. Computers have made our working fast and effective, so it's important that these devices are in the best possible health. This book comes in handy to make your computer works flawlessly and as fast as possible. By following the book you won't need any external help with your computer.

This book contains :

- all the information in classified manner for efficient working of a computer
- tips and tricks required
- shortcuts
- important software
- data recovery solutions
- getting to know your PC (hardware and software installed, windows version, etc.)
- solution to common errors you face
- cleaning up your PC to free up space
- important terminology and some other important tutorials in the "how to" section.

Do not install too many software/applications on your computer. Install only those software/applications which are absolutely necessary. Information of all necessary software/applications are given in detail. Choose the software/applications you need on the basis of that information

This book is dedicated to help people of any field, accountants, students, office executives, business men, computer user or enthusiast.

Valuable suggestions from readers are welcome. So that the book can be improved in coming editions. You can write to us at dhruv.mehta12@yahoo.co.in

— Dhruv Mehta

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