A concise user's guide to Windows 3.1

If you are a PC user and want to get to grips with Microsoft's Windows, then this book will teach you how to do just that in the shortest and most effective way. The book was written with the non-expert, busy person in mind.

The book explains:-

- What hardware specification you need to run Windows 3.1 successfully, and how to install, customise, fine-tune and optimise your system.

- How to use the Program Manager, File Manager and Print Manager to advantage.

- How to use the word processor Write to type, edit, format, print and save documents.

- How to use Paintbrush and its tools to draw and edit drawings.

- How to set up, sort and search a Cardfile database and exploit its autodial feature.

- How to use the Windows Calendar, Terminal, Notepad, Macro Recorder, PIF Editor and Calculator.