

IN THIS CHAPTER

- » Transforming your computer into a network server
- » Sharing folders with network users
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- » Using Office on a network
- » Working with files offline

Chapter 4

More Ways to Use Your Network

Chapter 3 introduces you to the basics of using a network: logging on, accessing data on shared network folders, printing, and logging off. In this chapter, I go beyond these basics. You find out how to turn your computer into a server that shares its own files and printers, how to use one of the most popular network computer applications — email — and how to work with Office on a network.

Sharing Your Stuff

As you probably know, networks consist of two types of computers: client computers and server computers. In the economy of computer networks, *client computers* are the consumers — the ones that use network resources, such as shared printers and disk drives. *Servers* are the providers — the ones that offer their own printers and hard drives to the network so that the client computers can use them.