



## Newsletter for [EducationOnlineForComputers.com](http://www.EducationOnlineForComputers.com) Computer Software Education, Training & Tutorial Resources

**\*\*\* ISSUE #14 - April 2004 \*\*\***

<http://www.EducationOnlineForComputers.com>

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<http://www.EducationOnlineForComputers.com/newsletter14.html>

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### **1) Editor's Greeting:**

Hello everyone, and welcome to our new subscribers!

This issue marks our 13th monthly Newsletter for EducationOnlineForComputers.com, giving you the most current Free online Software Training and Tutorial Resources that we have recently discovered and researched. This newsletter is free to anyone subscribing ([instructions](#) at bottom, no username/password is needed). To access our member site, however, you do need a user name and password - registering as a member of EducationOnlineForComputers.com costs only \$14 for two months, for more information please see [Become a Member of EducationOnlineForComputers.com](#).

My desire is that these free resources will help you with your computer education and training and are tools to advance your career. Our main mission is the training of those less fortunate who are seeking to become computer literate, from a user's perspective.

By means of this email newsletter, you have knowledge of and access to these sites before our web site visitors do. The best of these resources will be added to our Member Training pages and the remainder to our Free Training pages.

**\*\*\* Current Issue \*\*\***

In this issue we are featuring a total of 31 Software and Computer training, learning and

tutorial web sites, with a total of 269 tutorial courses linked. It features many free Microsoft Office training tutorials for your learning profit and enjoyment.

For your convenience, this newsletter is also available to subscribers in HTML format at this special url: [http://www.educationonlineforcomputers.com/current\\_news.html](http://www.educationonlineforcomputers.com/current_news.html)

If you are looking for free technical or programming training, please visit our sister site: <http://www.intelligentedu.com>.

I wish you the best with your computer studies and learning.

Warm Regards,  
Scott Turton Newsletter and Web Site Editor  
<http://www.EducationOnlineForComputers.com>

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**"Learn New Skills and Increase Your Earning Power  
- With Free Online Computer Training!"**

**\*\*\* [Become a Member of EducationOnlineForComputers.com](http://www.educationonlineforcomputers.com) \*\*\***

Our Members' Site contains the web's best Microsoft Office and other software training resources and tutorials. This content is individually linked and presented in a way to expedite and facilitate your computer learning experience. We have done all the web research and presentation work for you so you can concentrate solely on your computer training. For short [FAQ Answers](#), please see the end of this newsletter.

The total price to join as a member is only \$14 total for 2 months, \$24 for 4 months, \$32 for 6 months, or \$56 for a whole year. The funds generated will assist us to help all those seeking computer education and application end-user training. [Here's the link](#) to see what's available on our member's site and to sign up.

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--> **Here is Your Reward for Subscribing to this Newsletter** <--

\*\*\* [Get Your Free Microsoft Office Forms and Templates](#) \*\*\*

Click here for tons of Free Office Forms and Templates: <http://tinyurl.com/7ibm>

**Here's another special bonus for you:** if you have a web site and want to increase it's traffic by 50%, we'll show you how - Click on this link to sign up at the best free traffic generator on the web today: <http://tinyurl.com/4i2x>

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## **2) The Best New Free Microsoft Office Training & Tutorial Sites:**

This section of our newsletter contains the best new Free Microsoft Office training and tutorial sites that we have found and researched in the last few weeks.

Microsoft Office 2000 is a software suite that consists of different applications that perform various activities. MS Office 2000 is by far the most widely recognized software suite in the world.

### **Skidmore Help Sheets:**

<http://www2.skidmore.edu/cits/selfhelp/helpsheets/index.cfm>

### **Introduction to Microsoft Word 2000:**

[http://www2.skidmore.edu/cits/selfhelp/helpsheets/intro\\_%20Word2000.pdf](http://www2.skidmore.edu/cits/selfhelp/helpsheets/intro_%20Word2000.pdf)

### **Using Word Templates:**

[http://www2.skidmore.edu/cits/selfhelp/helpsheets/word\\_templates.pdf](http://www2.skidmore.edu/cits/selfhelp/helpsheets/word_templates.pdf)

### **Word Collaboration:**

[http://www2.skidmore.edu/cits/selfhelp/helpsheets/word\\_collaboration.pdf](http://www2.skidmore.edu/cits/selfhelp/helpsheets/word_collaboration.pdf)

### **Introduction to Microsoft Excel 2000:**

[http://www2.skidmore.edu/cits/selfhelp/helpsheets/intro\\_%20EXCEL2000.pdf](http://www2.skidmore.edu/cits/selfhelp/helpsheets/intro_%20EXCEL2000.pdf)

**Introduction to Microsoft PowerPoint 2000:**

[http://www2.skidmore.edu/cits/selfhelp/helpsheets/intro\\_PPT\\_2000.pdf](http://www2.skidmore.edu/cits/selfhelp/helpsheets/intro_PPT_2000.pdf)

**Introduction to Microsoft Access 2000:**

[http://www2.skidmore.edu/cits/selfhelp/helpsheets/intro\\_Access.pdf](http://www2.skidmore.edu/cits/selfhelp/helpsheets/intro_Access.pdf)

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**Instructional Resources from Minnesota State University:**

<http://www.mnstate.edu/instrtech/handouts/office2000.htm>

These are instructional technology tutorial handouts for Microsoft Office applications.

**Word: Mail Merge:**

<http://www.mnstate.edu/...word2.htm>

**Word: Numbers, Bullets and Outlines:**

<http://www.mnstate.edu/...OutliningNumBul.htm>

**Word Part I:**

<http://www.mnstate.edu/...word1.htm>

**Word - Setting tabs:**

[http://www.mnstate.edu/...setting\\_tabs.htm](http://www.mnstate.edu/...setting_tabs.htm)

**Word - Tables:**

<http://www.mnstate.edu/instrtech/handouts/Word/tables.htm>

**Word - Tips and Tricks:**

<http://www.microsoft.com/office/previous/tips/word2000.asp>

**Excel Basics:**

<http://www.mnstate.edu/...BasicFeatures.htm>

**Excel Part I:**

<http://www.mnstate.edu/...excel1.htm>

**Excel Part II:**

<http://www.mnstate.edu/...excel2.htm>

**PowerPoint:**

<http://www.mnstate.edu/...powpt.htm>

**Publishing PowerPoint files to the Web:**

<http://www.mnstate.edu/...PublishToWeb.html>

**Recording Narration in PowerPoint:**

<http://www.mnstate.edu/...RecNarration.htm>

**Access Part I :**

<http://www.mnstate.edu/...accesspt1.htm>

**Access Part II:**

[http://www.mnstate.edu/...microsoft\\_access\\_part\\_2.htm](http://www.mnstate.edu/...microsoft_access_part_2.htm)

**Access Queries:**

<http://www.mnstate.edu/...QueryHandout.htm>

**Access Definitions:**

<http://www.mnstate.edu/...AccessIntro.htm>

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**Microsoft Office Training Tutorials and Help documents:**

<http://www.smith.edu/its/tara/office.html>

**Microsoft Word:**

<http://www.smith.edu/its/tara/word.html>

**Microsoft Excel:**

<http://www.smith.edu/its/tara/excel.html>

**Microsoft PowerPoint:**

<http://www.smith.edu/its/tara/powerpoint.html>

**Microsoft Access:**

<http://www.smith.edu/its/tara/access.html>

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**Computing Services IT Training Manuals:**

<http://www.css.qmul.ac.uk/training/manuals/>

Some of the courses require files to work on. These are available here:

<http://www.css.qmul.ac.uk/training/manuals/CourseFiles/>

**Word Introduction:**

<http://www.css.qmul.ac.uk/training/manuals/WordIntro.pdf>

Can be used also with Word 97, 98, 2000, 2001, 2002 and X.

**Word Intermediate:**

<http://www.css.qmul.ac.uk/training/manuals/Word%20Intermediate.pdf>

Applies to Word 97, 2000 and 2002 and can be used with 98, 2001 and X.

**Word Advanced:**

<http://www.css.qmul.ac.uk/training/manuals/Word%20Advanced.pdf>

Applies to Word 97, 2000 and 2002 and can be used with 98, 2001 and X.

**Excel Data Presentation:**

<http://www.css.qmul.ac.uk/...Excel%20Data%20Presentation.pdf>

Applies to Excel 97, 2000 and 2002 and can be used with 98, 2001 and X.

**Excel Introduction:**

<http://www.css.qmul.ac.uk/training/manuals/Excel%20Intro.pdf>

Applies to Excel 97, 2000 and 2002 and can be used with 98, 2001 and X.

**Excel List/Database Management:**

<http://www.css.qmul.ac.uk/...Excel%20Lists%20and%20Databases.pdf>

Applies to Excel 97, 2000 and 2002 and can be used with 98, 2001 and X.

**Excel Advanced:**

<http://www.css.qmul.ac.uk/training/manuals/Excel%20Advanced.pdf>

Applies to Excel 97, 2000 and 2002 and can be used with 98, 2001 and X.

**Excel VBA Macro development:**

<http://www.css.qmul.ac.uk/training/manuals/ExcelVBAIntro.pdf>

**Access Introduction:**

<http://www.css.qmul.ac.uk/training/manuals/Access%20Intro.pdf>

Applies to Access 97, 2000 and 2002.

**Access Advanced Queries:**

<http://www.css.qmul.ac.uk/...Access%20Advanced%20Queries.pdf>

Applies to Access 97, 2000 and 2002.

**PowerPoint Introduction:**

<http://www.css.qmul.ac.uk/training/manuals/PowerPointIntro.pdf>

**Outlook Express Introduction:**

<http://www.css.qmul.ac.uk/training/manuals/OEIntro.pdf>

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**Outlook 2000 Tutorial:**

[http://www.publicworks.ab.ca/outlook\\_tutorial.htm](http://www.publicworks.ab.ca/outlook_tutorial.htm)

This one-page tutorial covers: Categories, Groups, Inbox, Organization, Rules, Distribution Lists, Contacts, Calendar, Tasks, Journal, and Notes.

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**Screenbook Computer Tutorial Library**

<http://www.evisa.com/e/sb.htm>

These are very in-depth training tutorials for Microsoft Word and Excel.

**Microsoft Word:**



[http://www.evisa.com/e/sbooks/lib10/sbframetoc\\_ie.htm](http://www.evisa.com/e/sbooks/lib10/sbframetoc_ie.htm) A comprehensive set of 30+ tutorials with 500+ screenshots for Microsoft Word covering all important features of the application.

## **Word Basics**

My First Document:

<http://www.evisa.com/e/sbooks/lib10/s01/slide01.htm>

Open an Existing Document:

<http://www.evisa.com/e/sbooks/lib10/s02/slide01.htm>

Opening a Document from the Internet:

<http://www.evisa.com/e/sbooks/lib10/s03/slide01.htm>

Open a Document from Email:

<http://www.evisa.com/e/sbooks/lib10/s04/slide01.htm>

Opening Multiple Documents:

<http://www.evisa.com/e/sbooks/lib10/s05/slide01.htm>

Templates:

<http://www.evisa.com/e/sbooks/lib10/s06/slide01.htm>

Editing a Document:

<http://www.evisa.com/e/sbooks/lib10/s07/slide01.htm>

Special Characters:

<http://www.evisa.com/e/sbooks/lib10/s08/slide01.htm>

Formatting Text:

<http://www.evisa.com/e/sbooks/lib10/s09/slide01.htm>

Copy Formatting:

<http://www.evisa.com/e/sbooks/lib10/s10/slide01.htm>

Spatial Formatting:

<http://www.evisa.com/e/sbooks/lib10/s11/slide01.htm>

Bullets and Numbers:

<http://www.evisa.com/e/sbooks/lib10/s12/slide01.htm>

Tables:

<http://www.evisa.com/e/sbooks/lib10/s13/slide01.htm>

More on Tables:

<http://www.evisa.com/e/sbooks/lib10/s14/slide01.htm>

## **Word Printing**

Print Preview:

<http://www.evisa.com/e/sbooks/lib10/s15/slide01.htm>

Print:

<http://www.evisa.com/e/sbooks/lib10/s16/slide01.htm>

Printing an Envelope:

<http://www.evisa.com/e/sbooks/lib10/s17/slide01.htm>

Printing a Label:

<http://www.evisa.com/e/sbooks/lib10/s18/slide01.htm>

## **Word Viewing and Navigating**

Document Views:

<http://www.evisa.com/e/sbooks/lib10/s19/slide01.htm>

Zoom:

<http://www.evisa.com/e/sbooks/lib10/s20/slide01.htm>

The Document Map:

<http://www.evisa.com/e/sbooks/lib10/s21/slide01.htm>

## **Word Special Elements**

Document Information:

<http://www.evisa.com/e/sbooks/lib10/s22/slide01.htm>

Breaks:

<http://www.evisa.com/e/sbooks/lib10/s23/slide01.htm>

Page Numbers:

<http://www.evisa.com/e/sbooks/lib10/s24/slide01.htm>

Date and Time:

<http://www.evisa.com/e/sbooks/lib10/s25/slide01.htm>

Header and Footer:

<http://www.evisa.com/e/sbooks/lib10/s26/slide01.htm>

Autotext:

<http://www.evisa.com/e/sbooks/lib10/s27/slide01.htm>

Comments:

<http://www.evisa.com/e/sbooks/lib10/s28/slide01.htm>

Footnotes and Endnotes:

<http://www.evisa.com/e/sbooks/lib10/s29/slide01.htm>

Hyperlinks:

<http://www.evisa.com/e/sbooks/lib10/s30/slide01.htm>

Bookmarks:

<http://www.evisa.com/e/sbooks/lib10/s31/slide01.htm>

## **Word Features and Tools**

Mail Merge:

<http://www.evisa.com/e/sbooks/lib10/s32/slide01.htm>

Printing Labels with Mail Merge:

<http://www.evisa.com/e/sbooks/lib10/s33/slide01.htm>

Text Effects:

<http://www.evisa.com/e/sbooks/lib10/s34/slide01.htm>

Clip Art:

<http://www.evisa.com/e/sbooks/lib10/s35/slide01.htm>

Columns:

<http://www.evisa.com/e/sbooks/lib10/s36/slide01.htm>

Table of Contents:

<http://www.evisa.com/e/sbooks/lib10/s37/slide01.htm>

Outlines:

<http://www.evisa.com/e/sbooks/lib10/s38/slide01.htm>

## **Microsoft Excel:**

[http://www.evisa.com/e/sbooks/lib9/sbframetoc\\_ie.htm](http://www.evisa.com/e/sbooks/lib9/sbframetoc_ie.htm)

This is a comprehensive set of 60+ tutorials with 500+ screenshots for Excel 2000, all the way from absolute beginner level (how to start the program) up to pivot tables and macros. Sample files are included which you can run on your own computer.

## **A Sample Excel Application**

Formatting:

<http://www.evisa.com/e/sbooks/lib9/s01/slide01.htm>

Using Formulas:

<http://www.evisa.com/e/sbooks/lib9/s02/slide01.htm>

More on Formulas:

<http://www.evisa.com/e/sbooks/lib9/s03/slide01.htm>

Filtering and Sorting:

<http://www.evisa.com/e/sbooks/lib9/s04/slide01.htm>

Pivot Tables:

<http://www.evisa.com/e/sbooks/lib9/s05/slide01.htm>

## **Excel Basics**

Start Excel:

<http://www.evisa.com/e/sbooks/lib9/s06/slide01.htm>

Creating a File in Excel:

<http://www.evisa.com/e/sbooks/lib9/s07/slide01.htm>

Saving a File:

<http://www.evisa.com/e/sbooks/lib9/s08/slide01.htm>

Open a Workbook:

<http://www.evisa.com/e/sbooks/lib9/s09/slide01.htm>

Finding a Work Book:

<http://www.evisa.com/e/sbooks/lib9/s10/slide01.htm>

Switching between WorkBooks:

<http://www.evisa.com/e/sbooks/lib9/s11/slide01.htm>

Email a Workbook:

<http://www.evisa.com/e/sbooks/lib9/s12/slide01.htm>

Edit or Delete Data:

<http://www.evisa.com/e/sbooks/lib9/s13/slide01.htm>

Move or Copy Data:

<http://www.evisa.com/e/sbooks/lib9/s14/slide01.htm>

Finding Data:

<http://www.evisa.com/e/sbooks/lib9/s15/slide01.htm>

Spelling Check in Excel:

<http://www.evisa.com/e/sbooks/lib9/s16/slide01.htm>

Inserting Rows or Columns:

<http://www.evisa.com/e/sbooks/lib9/s17/slide01.htm>

Deleting Rows or Columns:

<http://www.evisa.com/e/sbooks/lib9/s18/slide01.htm>

Hiding Columns:

<http://www.evisa.com/e/sbooks/lib9/s19/slide01.htm>

Naming Cells:

<http://www.evisa.com/e/sbooks/lib9/s20/slide01.htm>

Undo:

<http://www.evisa.com/e/sbooks/lib9/s21/slide01.htm>

Zooming In or Out:

<http://www.evisa.com/e/sbooks/lib9/s22/slide01.htm>

Splitting Worksheets:

<http://www.evisa.com/e/sbooks/lib9/s23/slide01.htm>

Entering a Formula:

<http://www.evisa.com/e/sbooks/lib9/s24/slide01.htm>

Entering Functions:

<http://www.evisa.com/e/sbooks/lib9/s25/slide01.htm>

Adding Numbers:

<http://www.evisa.com/e/sbooks/lib9/s26/slide01.htm>

Copying a Formula:

<http://www.evisa.com/e/sbooks/lib9/s27/slide01.htm>

Inserting a Worksheet:

<http://www.evisa.com/e/sbooks/lib9/s28/slide01.htm>

Switching between Worksheets:

<http://www.evisa.com/e/sbooks/lib9/s29/slide01.htm>

Renaming a Worksheet:

<http://www.evisa.com/e/sbooks/lib9/s30/slide01.htm>

Moving a Worksheet:

<http://www.evisa.com/e/sbooks/lib9/s31/slide01.htm>

## **Excel Formatting**

Changing Column Width or Row Height:

<http://www.evisa.com/e/sbooks/lib9/s32/slide01.htm>

Font Face and Size:

<http://www.evisa.com/e/sbooks/lib9/s33/slide01.htm>

Bold Italic or Underline:

<http://www.evisa.com/e/sbooks/lib9/s34/slide01.htm>

Colors:

<http://www.evisa.com/e/sbooks/lib9/s35/slide01.htm>

Cell Alignment:

<http://www.evisa.com/e/sbooks/lib9/s36/slide01.htm>

More on Cell Formatting:

<http://www.evisa.com/e/sbooks/lib9/s37/slide01.htm>

Number Formats:

<http://www.evisa.com/e/sbooks/lib9/s38/slide01.htm>

Data Formats:

<http://www.evisa.com/e/sbooks/lib9/s39/slide01.htm>

Adding Borders:

<http://www.evisa.com/e/sbooks/lib9/s40/slide01.htm>

Copy Formatting:

<http://www.evisa.com/e/sbooks/lib9/s41/slide01.htm>

Clear Formatting:

<http://www.evisa.com/e/sbooks/lib9/s42/slide01.htm>

Autoformat in Excel:

<http://www.evisa.com/e/sbooks/lib9/s43/slide01.htm>

## **Excel Printing**

Print Preview:

<http://www.evisa.com/e/sbooks/lib9/s44/slide01.htm>

Print:

<http://www.evisa.com/e/sbooks/lib9/s45/slide01.htm>

Page Orientation:

<http://www.evisa.com/e/sbooks/lib9/s46/slide01.htm>

More Print Options:

<http://www.evisa.com/e/sbooks/lib9/s47/slide01.htm>

Changing Margins:

<http://www.evisa.com/e/sbooks/lib9/s48/slide01.htm>

Page Breaks:

<http://www.evisa.com/e/sbooks/lib9/s49/slide01.htm>

Specifying Number of Pages:

<http://www.evisa.com/e/sbooks/lib9/s50/slide01.htm>

Add Page Labels:

<http://www.evisa.com/e/sbooks/lib9/s51/slide01.htm>

Adding a Header or Footer:

<http://www.evisa.com/e/sbooks/lib9/s52/slide01.htm>

## **Excel Lists and Macros**

Creating a List:

<http://www.evisa.com/e/sbooks/lib9/s53/slide01.htm>

Filtering Data in a list:

<http://www.evisa.com/e/sbooks/lib9/s54/slide01.htm>

Sorting Data in a list:

<http://www.evisa.com/e/sbooks/lib9/s55/slide01.htm>

Adding Subtotals to a List:

<http://www.evisa.com/e/sbooks/lib9/s56/slide01.htm>

Macros:

<http://www.evisa.com/e/sbooks/lib9/s57/slide01.htm>

## **Excel Charts**

Creating a Chart Part I:

<http://www.evisa.com/e/sbooks/lib9/s58/slide01.htm>

Creating a Chart Part II:

<http://www.evisa.com/e/sbooks/lib9/s59/slide01.htm>

Changing Chart Type:

<http://www.evisa.com/e/sbooks/lib9/s60/slide01.htm>

Moving Resizing or Deleting A chart:

<http://www.evisa.com/e/sbooks/lib9/s61/slide01.htm>

Adding Data to a Chart:

<http://www.evisa.com/e/sbooks/lib9/s62/slide01.htm>

Printing a Chart:

<http://www.evisa.com/e/sbooks/lib9/s63/slide01.htm>

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### **3) The Best New Free Training Sites for Flash, Photoshop, Dreamweaver, FrontPage, and other Adobe and Macromedia Applications**

#### **Computing Services IT Training Manuals:**

<http://www.css.qmul.ac.uk/training/manuals/>

Some of the courses require files to work on. These are available here:

<http://www.css.qmul.ac.uk/training/manuals/CourseFiles/>

#### **Dreamweaver Introduction part 1:**

<http://www.css.qmul.ac.uk/training/manuals/DreamweaverIntroPt1.pdf>

#### **Dreamweaver Introduction part 2:**

<http://www.css.qmul.ac.uk/training/manuals/DreamweaverIntroPt2.pdf>

#### **QuarkXPress Introduction:**

<http://www.css.qmul.ac.uk/...QuarkXPress%20Introduction.pdf>

#### **PageMaker Introduction:**

<http://www.css.qmul.ac.uk/.../PageMaker%20Introduction.pdf>

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#### **Instructional Resources from Minnesota State University:**

[http://www.mnstate.edu/instrtech/handouts/web\\_page\\_dev.htm](http://www.mnstate.edu/instrtech/handouts/web_page_dev.htm)

These are instructional technology tutorial handouts for Web Page development.

**Macromedia Flash 5:**

[http://www.mnstate.edu/instrtech/handouts/Flash/FlashV5\\_tutorial/index.htm](http://www.mnstate.edu/instrtech/handouts/Flash/FlashV5_tutorial/index.htm)

**Flash MX Overview:**

<http://www.mnstate.edu/instrtech/handouts/Flash/FlashMXOverview.htm>

**Flash MX Workshop:**

<http://www.mnstate.edu/instrtech/handouts/Flash/FlashMXWorkshop.pdf>

**FrontPage 2000:**

<http://www.mnstate.edu/...FrontPage2000/Default.htm>

**FrontPage Forms:**

[http://www.mnstate.edu/...Frontpage\\_forms.htm](http://www.mnstate.edu/...Frontpage_forms.htm)

**FrontPage with Database:**

<http://www.mnstate.edu/...formsdbhandout.htm>

**Dreamweaver 4:**

<http://www.mnstate.edu/instrtech/handouts/Dreamweaverv4/index.htm>

**Connecting to WWW in Dreamweaver:**

<http://www.mnstate.edu/...ConnectToWWW.htm>

**Dreamweaver MX:**

<http://www.mnstate.edu/instrtech/handouts/DreamWeaverMX/index.htm>

**Adobe Acrobat:**

<http://www.mnstate.edu/instrtech/handouts/Adobe/Acrobat6/create.htm>

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**Skidmore Help Sheets:**

<http://www2.skidmore.edu/cits/selfhelp/helpsheets/index.cfm>



**Intro to Dreamweaver MX:**

[http://www2.skidmore.edu/...intro\\_Dreamweaver\\_MX.pdf](http://www2.skidmore.edu/...intro_Dreamweaver_MX.pdf)

**Dreamweaver Site Management:**

[http://www2.skidmore.edu/...Dreamweaver\\_site\\_management.pdf](http://www2.skidmore.edu/...Dreamweaver_site_management.pdf)

**Using Fireworks to Design & Edit Web Graphics:**

[http://www2.skidmore.edu/...intro\\_%20fireworks4.pdf](http://www2.skidmore.edu/...intro_%20fireworks4.pdf)

**Create an Online Form:**

[http://www2.skidmore.edu/cits/selfhelp/helpsheets/online\\_forms.pdf](http://www2.skidmore.edu/cits/selfhelp/helpsheets/online_forms.pdf)

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**Free Photoshop Tutorials from Photoshop-stuff.com:**

<http://www.photoshop-stuff.com/photoshop-tutorials.html>

**Interface Photoshop Tutorials**

3D Sphere:

<http://www.photoshop-stuff.com/sphere/3D-sphere.html>

Make a smooth 3D sphere, can also be used for buttons.

Navigation Bar :

<http://www.photoshop-stuff.com/navbar/Navbar1.html>

Make your own tool bar using custom gradient techniques.

Simple WinAmp Skin:

<http://www.photoshop-stuff.com/WinAmpSkin/WinAmpSkin1.html>

Putting together a simple WinAmp Skin. Making a layout using the Pen tool, beveling, adding buttons, adding details.

3D Button:

<http://www.photoshop-stuff.com/Button/Button1.html>

A way of creating a 3D button using radial gradients, and then making an illusion of a button being pressed using inside shadow.

## **Basic Photoshop Tutorials**

Using Actions:

<http://www.photoshop-stuff.com/UsingActions/UsingActions.html>

Learn how to load, save, and record your own actions.

Loading Brushes:

<http://www.photoshop-stuff.com/LoadingBrushes/LoadBrush.html>

Learn how to simply load brushes.

Photoshop Patterns:

<http://www.photoshop-stuff.com/DefinePattern/DefinePattern1.html>

Define your own photoshop patterns.

Photoshop Magic:

<http://www.photoshop-stuff.com/Photoshop-Magic/Photoshop-Magic.html>

Discover some of the hidden images that programmers hid in photoshop.

Define Custom Brush:

<http://www.photoshop-stuff.com/DefineBrush/DefineBrush1.html>

Create your own brushes.

## **Photoshop Effects Tutorials**

Making your own rusty style:

<http://www.photoshop-stuff.com/RustyStyle/RustyStyle1.html>

A step-by-step tutorial on creating rusty style in photoshop. First, create your own pattern, make the style using custom pattern, save style.

Quick Beveling:

<http://www.photoshop-stuff.com/QuickBeveling/Quick-Beveling.html>

A very quick way to create bevel, after beveling you may apply layer styles to make it look even better.

Grungy Effects:

<http://www.photoshop-stuff.com/Grunge/Grunge-Effect.html>

Create grungy effects using custom displacement maps.

Reflection:

<http://www.photoshop-stuff.com/Reflection-Tutorial/Reflection.html>

Text reflection, this method can also be used for objects and making shadows.

Metallic Screws:

<http://www.photoshop-stuff.com/Screws/Screws1.html>

Create realistic metallic screws using radial gradient and curve adjustments.

Hell Fire Effect:

<http://www.photoshop-stuff.com/Hell Fire Effect/Hell-Fire-Effect1.html>

An easy way to create a great looking fire effect. Just follow the filter techniques and you'll get it eventually.

Frozen Text:

<http://www.photoshop-stuff.com/FrozenText/FrozenTutorial.html>

Give your text a realistic freezing look, using some of the photoshop filters and curve adjustments.

Metallic Text:

<http://www.photoshop-stuff.com/MetallicTutorial/MetallicTutorial.html>

A rather long way to create metal text, using channels and lighting effects, however you come up with a good metal effect and learn channels and lighting as do it.

3D Logo:

<http://www.photoshop-stuff.com/Gradients/Gradients1.html>

Using the gradient tool and some layer style effects to create a good looking 3D logo.

Lemon text tutorial:

<http://www.photoshop-stuff.com/LemonText/LemonPage1.html>

Use a variety of techniques such as layer styles, overlaying, blurring, adding noise and more. Create lemon looking text.

Golden-crispy text tutorial:

<http://www.photoshop-stuff.com/GoldenText/GoldenText1.html>

Add some crisp to your text using layer styles and overlaying techniques.

Raylight Wave tutorial:

<http://www.photoshop-stuff.com/WaveTutorial/WavePage1.html>

Learn how to create an energetic raylight wave using wave filter, blur techniques and overlaying.

Glowing text tutorial:

<http://www.photoshop-stuff.com/GlowingText/Glowing-Text1a.html>

Glowing text with overlaying modifications.

Glow Effect:

<http://www.photoshop-stuff.com/Dodge-Glow-Effect/Dodge-Glow-Effect-Page1.html>

Learn to create the all wanted Dodge Glow Effect since it was "lost" in Photoshop 7.0.

## **Photoshop Texturing Tutorials**

Old Grungy Texture:

<http://www.photoshop-stuff.com/Old-Grunge/Old-Grunge.html>

Using a lot of Photoshop filters together to achive some cool looking effects - the old grungy texture.

Melting Plastic:

<http://www.photoshop-stuff.com/MeltingPlastic/MeltingPlastic1.html>

Create a melting plastic effect using a combination of photoshop filters.

Stone Texture:

<http://www.photoshop-stuff.com/Stone Texture/Stone-Texture1.html>

Another tutorial using Photoshop filters, just follow the steps and you will get a unique stone texture.

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## **FrontPage 2002 Tutorials by Tina Clarke:**

<http://www.accessfp.net/frontpage2002tutorials.htm>

### **Maintaining your FrontPage Website:**

<http://www.accessfp.net/maintenance.htm>

How to maintain your website using FrontPage Tools and Features and the methods to employ.

### **How to save your Favorites and sort them for Broken links:**

<http://www.accessfp.net/favourites.htm>

Using FrontPage and Internet Explorer.

### **Adding Table of Contents to your website with FrontPage 2002:**

<http://www.accessfp.net/fptoc.htm>

All about the FrontPage Table of contents and how to utilise it.

### **How to Backup FrontPage:**

<http://www.accessfp.net/backupfp.htm>

Learn how to back up your FrontPage site in a variety of different ways.

### **Adding Navigation To Your Website with FrontPage 2002:**

<http://www.accessfp.net/frontpagenavigation.htm>

Creating and Inserting a Navigation Structure.

### **Adding Included Content To Your Website With FrontPage 2002:**

<http://www.accessfp.net/frontpageincludedcontent.htm>

How to use include pages on your FrontPage website.

### **FrontPage Discussion web 2002:**

<http://www.accessfp.net/frontpagediscussionweb2002.htm>

Tips and tricks for the FrontPage Discussion web, including how to send yourself emails when a message has been posted to the forum.

### **Adding Banners To Your Website With FrontPage 2002:**

<http://www.accessfp.net/frontpagebanners.htm>

All about Working with Page Banners, Adding Comments, Inserting Timestamps.

### **Optimizing your FrontPage site for Search Engines:**

<http://www.accessfp.net/optimizingfrontpage.htm>

**Everything You Wanted To Know About the 'Insert Hyperlink' Dialog Box In FP2002 But Were Afraid To Ask:** <http://www.accessfp.net/frontpagehyperlinks.htm>

### **FrontPage 2002 PhotoGallery:**

<http://www.accessfp.net/frontpagephotogallery.htm>

### **FrontPage Subwebs and Permissions:**

<http://www.accessfp.net/frontpagesubwebs.htm>

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**FrontPage 2000 Tutorial from Accessfp.net:**

<http://www.accessfp.net/frontpage2000tutorials.htm>

**How to print a Broken Links Report in FrontPage 2000:**

<http://www.accessfp.net/brokenlinks.htm>

**How to Configure your backgrounds and avoid the default look:**

<http://www.accessfp.net/backgrounddefault.htm>

**Where is best place to get some Help for FrontPage?:**

<http://www.accessfp.net/frontpagehelp.htm>

**Graphically Speaking:**

<http://www.accessfp.net/graphics.htm>

**FrontPage 2000 FAQs, Tips, Add-ons and How-to's:**

<http://www.accessfp.net/fp-2000.htm>

**Three FrontPage 2000 How-to's:**

<http://www.accessfp.net/fp2khowto.htm>

**FrontPage 2000 Frequently Asked Questions:**

<http://www.accessfp.net/faq1.htm>

**FrontPage 2000 Tips:**

<http://www.accessfp.net/fp2k-tips.htm>

**FrontPage 2000 Resource and Help Links:**

<http://www.accessfp.net/fp2klink.htm>

**FrontPage 2000 Add-in's:**

<http://www.accessfp.net/fp2kaddons.htm>

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**FrontPage 2000 Training Tutorial:**

<http://www.actden.com/fp2000/java/>

**New Page and Adding Color:**

<http://www.actden.com/fp2000/java/1.htm>

**Adding and Formatting Text:**

<http://www.actden.com/fp2000/java/2.htm>

**Adding, Moving and Positioning Images and Clip Art:**

<http://www.actden.com/fp2000/java/3.htm>

**Transparent, Interlaced, and Cropped Images, and DHTML Animations:**

<http://www.actden.com/fp2000/java/4.htm>

**Text and Image Hyperlinks, and Image Hot Spots:**

<http://www.actden.com/fp2000/java/5.htm>

**Create and Format Tables:**

<http://www.actden.com/fp2000/java/6.htm>

**Browser Previews and Compatibility, and Spell Check:**

<http://www.actden.com/fp2000/java/7.htm>

**View, Organize, and Expand Web site:**

<http://www.actden.com/fp2000/java/8.htm>

**Add and Customize Style and Themes:**

<http://www.actden.com/fp2000/java/9.htm>

**Forms, Radio Buttons, Check Boxes, Text Boxes:**

<http://www.actden.com/fp2000/java/10.htm>

**Send Data to Email and Database, View Database:**

<http://www.actden.com/fp2000/java/11.htm>

**Reports for Broken Links, Slow Pages, and Added Files:**

<http://www.actden.com/fp2000/java/12.htm>

**Publish to Server and Go Live:**

<http://www.actden.com/fp2000/java/13.htm>

## 4) The Best New Free Web Development Training Sites

### **Authoring for the World Wide Web:**

<http://www.css.qmul.ac.uk/training/manuals/HTMLIntro.pdf>

This 20-page tutorial workbook describes how to create an HTML document for use on the Web.

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### **HTML By Example:**

<http://www.mis.boun.edu.tr/unal/371/materials/HTML%20By%20Example/>

A 30-chapter book - each chapter starts by explaining a particular concept, giving examples in "snippets" of HTML markup as you go along. Once you've understood each concept, you are then ready to work with a full-blown example.

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### **HTML 2000:**

[http://www.jouwforum.nl/...modules.php?d\\_op=getit&lid=151](http://www.jouwforum.nl/...modules.php?d_op=getit&lid=151)

This help file explains the basics to HTML and web design. It contains everything you need to know to get a basic web site online. (zipped, .chm help file format - 143.55 Kb)

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**Instructional Resources from Minnesota State University:**

[http://www.mnstate.edu/instrtech/handouts/web\\_page\\_dev.htm](http://www.mnstate.edu/instrtech/handouts/web_page_dev.htm)

These are instructional technology tutorial handouts for Web Page development.

**Frames:**

<http://www.mnstate.edu/...Internet/FramesWrk/index.htm>

**Stylesheets:**

<http://www.mnstate.edu/...Internet/CSSHandout/handout.htm>

**HTML Code for Special Characters:**

<http://www.mnstate.edu/...Internet/BasicHTML/specialCharacters.htm>

**Introduction to Metatags:**

<http://www.mnstate.edu/instrtech/handouts/MetaTags/overview.htm>

**Netscape Composer:**

[http://www.mnstate.edu/...Internet/WebPages/Composer/netscape\\_composer.htm](http://www.mnstate.edu/...Internet/WebPages/Composer/netscape_composer.htm)

**WinZip:**

<http://www.mnstate.edu/instrtech/handouts/WinZip/UsingWinZip.htm>

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**Web Programming Tutorials and Training from Builder.com:**

<http://builder.com.com/>

**Web Development Library:**

<http://builder.com.com/1200-31-5084834.html>

<http://builder.com.com/2001-31-0.html>

**Authoring & Site Design:**

**Building:**

<http://builder.com.com/1200-31-5084840.html>

**CSS:**

<http://builder.com.com/1200-31-5084825.html>

**Design:**

<http://builder.com.com/1200-31-5084834.html>

**Development:**

<http://builder.com.com/1200-31-5084836.html>

**DHTML:**

<http://builder.com.com/1200-31-5087750.html>

**Dreamweaver:**

<http://builder.com.com/1200-31-5084823.html>

**Flash:**

<http://builder.com.com/1200-31-5087754.html>

**Forms:**

<http://builder.com.com/1200-31-5087742.html>

**Frames:**

<http://builder.com.com/1200-31-5084818.html>

**FrontPage:**

<http://builder.com.com/1200-31-5084820.html>

**Graphics:**

<http://builder.com.com/1200-31-5084829.html>

**HTML:**

<http://builder.com.com/1200-31-5084827.html>

**WAP:**

<http://builder.com.com/1200-31-5087752.html>

**Programming & Scripting:**

**ASP:**

<http://builder.com.com/1200-31-5084845.html>

**JavaScript:**

<http://builder.com.com/1200-31-5084860.html>

**JSP:**

<http://builder.com.com/1200-31-5084856.html>

**PHP:**

<http://builder.com.com/1200-31-5084854.html>

**Script Library:**

<http://builder.com.com/1200-31-5087736.html>

**Web Tricks:**

<http://builder.com.com/1200-31-5084862.html>

**XML:**

<http://builder.com.com/1200-31-5084849.html>

**Reference Materials:**

**CSS reference table:**

<http://builder.com.com/5100-31-5071268.html>

**Color code converter:**

<http://builder.com.com/1200-31-5087779.html>

**HTML tags and attributes:**

<http://builder.com.com/5100-31-5074181.html>

**Script Library:**

<http://builder.com.com/1200-31-5087736.html>

**Smart HTML State/City picker:**

<ftp://ftp.download.com/pub/builder/u00220040303TOT01.zip>

An HTML/JavaScript page showing how to create a form where the data presented by one

dropdown box is determined by the choice made in another dropdown box.

### **XML and Microsoft Office:**

<http://msdn.microsoft.com/library/en-us/dnofftalk/html/office08022001.asp>

XML allows you to import and work with data that originates from applications outside of Microsoft Office, as well as export data from Office to a myriad of other data formats that your business partners may require.

### **Beginning Web Development in Access 2002 :**

[http://msdn.microsoft.com/library/en-us/dnacc2k2/html/odc\\_adap.asp](http://msdn.microsoft.com/library/en-us/dnacc2k2/html/odc_adap.asp)

This article discusses Web development in Microsoft Access 2002 using data access pages--how data access pages work, and when to use them--as well as ways to take advantage of new features within Access 2002.

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## **5) The Best New Free Windows, Linux, Hardware and General Computer Training Sites**

### **Windows Tutorial Part I:**

[http://www.mnstate.edu/...personal\\_prod/win95/WIN95INT.HTML](http://www.mnstate.edu/...personal_prod/win95/WIN95INT.HTML)

### **Windows Tutorial Part II:**

[http://www.mnstate.edu/...personal\\_prod/win95/win95\\_part\\_2.htm](http://www.mnstate.edu/...personal_prod/win95/win95_part_2.htm)

### **Windows Shortcut Keys Tutorial:**

[http://www.mnstate.edu/...personal\\_prod/Windows2000/WindowsKeyShortcuts.htm](http://www.mnstate.edu/...personal_prod/Windows2000/WindowsKeyShortcuts.htm)

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### **Windows 2000 Basics:**

[http://www.3dtree.com/ev/e/sbooks/lib8/sbframetoc\\_ie.htm](http://www.3dtree.com/ev/e/sbooks/lib8/sbframetoc_ie.htm)

Although the screenshots in this set of 40+ tutorials with 600+ screenshots were taken with Windows 2000, this set of tutorials is not just for Windows 2000. It covers the basics of Windows generally, such as what is a folder, and how to use Windows Explorer. This is information that anyone who uses any Microsoft Windows operating system should know.

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**Set a password-protected screensaver in Win 2000 & XP:**

[http://www2.skidmore.edu/...secure\\_screensaver\\_win.pdf](http://www2.skidmore.edu/...secure_screensaver_win.pdf)

**Set a password-protected screensaver in Mac OS X:**

[http://www2.skidmore.edu/...secure\\_screensaver\\_osx.pdf](http://www2.skidmore.edu/...secure_screensaver_osx.pdf)

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**Platinum Edition Using Windows 98:**

<http://www.vanwijk.com/...Platinum%20Edition%20Using%20Windows%2098>

**Special Edition Using Windows 98:**

<http://www.vanwijk.com/...Special%20Edition%20Using%20Windows%2098>

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**Windows Introduction:**

<http://www.css.qmul.ac.uk/training/manuals/Windows%20Intro.pdf>

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**6) Software, Office and Computer Sites and Downloads Worth Mentioning**

### **My Outlook Calendar:**

<http://www.slipstick.com/files/myolcal.zip>

Customizable Word template for generating and printing Outlook weekly and monthly calendars. Print any Outlook calendar that you have access to, including calendars from other users' mailboxes and Public Folders. Add color coding by category or by type of item (one-day event, multiple-day event, etc.) Specify time and date formats and the title for the calendar. Freeware, 121kb, 17 Oct 2000. Available in versions for Office 2000 version (may work with Office 2002 as well) and Office 97/Outlook 98

<<http://www.slipstick.com/files/MyOLCal97.zip>>.

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### **Notebook:**

<http://www.slipstick.com/files/notebook.zip>

Have you used ECCO or Lotus Organizer and miss the outlining capability? Here's a simple way to do much the same thing in Microsoft Outlook. To use it, use File | Open Special Folder | Personal Folder to open the Notebook.pst file downloaded via the link below. Then copy the Notepad folder to your Personal Folders or Exchange Server mailbox. In the Notepad folder, use Compose | New Post in This Folder to open a special form with Chapter, Heading, Page and Page Number fields that are used in the special views created for this folder. Freeware, 26kb, 22 Aug 97. Click here to download.

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### **eBay Reminder:**

<http://www.schmidks.de/ebayrem.aspx>

Creates an Outlook appointment with a reminder for the eBay auction you're currently viewing in your browser. Free.

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## **Calendar Updates - Free Holiday and Sport Team Schedules for Microsoft Outlook:**

<http://www.calendar-updates.com/>

Conveniently add holidays and sport team schedules directly to your Microsoft Outlook calendar. Once downloaded to your computer, you will have every game or event for an entire season added to your calendar.

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## **Outlook NameDays:**

<http://www.kalmstrom.nu/default.asp?Page=products/outlook/OutlookNameDays/>

Free tool to add "name day" events for names from many countries to any Outlook calendar folder.

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## **Public Holiday Calendar for Outlook:**

<http://www.panoramastudio.co.uk/outlook-calendar.htm>

Add holidays to Outlook from your home country and other countries you choose. Free.

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## **OutClock:**

<http://www.emn.fr/spiracllock/outclock/>

Clock display that shows your upcoming Outlook appointments as a color-coded spiral. Free.

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## **7) Question of the Month about Software Training:**

Each month Scott Turton will answer a current or important question that we have received about computer and software training.

### **April 2004 Question:**

How can I create PDF files for free?

### **Answer:**

Download and install [OpenOffice.org](http://www.openoffice.org), it runs on both Windows and Linux operating systems. Here is the download page:

Once you have it installed, simply open your Microsoft Office application with it and click on the PDF icon in the toolbar. The process of creating a PDF file is automatic.

I hope this helps you.

Scott Turton

<http://www.EducationOnlineForComputers.com>

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## **8) Please Support Our Training Mission**

<http://www.EducationOnlineForComputers.com>

How You Can Support Our Computer and Software Training Mission

Please help support EducationOnlineForComputers.com's Computer and Software Education and Training Mission by visiting our sponsors below and requesting more



information. By doing so, you will be helping people who want to learn to use computers in an Information Technology career.

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**Financing4all.net:**

<http://www.financing4all.net>

Learn and then apply the Financing and Investment Techniques used today to make the best financial and investment decisions possible. You'll get Free Information and Guides, Learning Materials, and Online Tools to empower you to deal with those who do this everyday. We will lead and guide you in your decisions about Auto Loans and Leases, Home Mortgages and Refinancing, Stocks, Investments, Insurance, Business Loans, Lenders and Investors.

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**University of Phoenix Online: Advance your career:**

<http://pontly.com/clk/aftauserafthepausulde>

**DeVry: Online degrees for working adults?**

<http://iashel.com/clk/guntuanglangan>

**ITT Technical Institute: Choose from their many programs:**

<http://ipodra.com/clk/kaitanyunnuodiao>

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**Free to Sell - The Ultimate eBook!**

(lowest price on the web)

[http://www.intelligentedu.com/free\\_to\\_sell.html](http://www.intelligentedu.com/free_to_sell.html)

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**Search for IT Training:**

<http://tinyurl.com/4133>

**Computer Colleges:**

<http://tinyurl.com/4132>

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**American College of Computer & Information Sciences:**

Get the degree you need to advance your career...online at your convenience

<http://wesac.com/clk/solfglurtmataftatz>

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**Saint Leo University Online:**

Accelerated Online Degree Programs: Business and Accounting, Computer Information, Criminal Justice, Liberal Arts.

<http://gartum.com/clk/yadenibonkiryudaibon>

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**University Alliance Schools:**

Accelerated degrees and flexible online courses with streaming video lectures

<http://elilip.com/clk/tuonongzangtuzhuai>

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**EducationOnlineForComputers.com**

<http://www.EducationOnlineForComputers.com>

**Free Computer Software Training Now!**

A free and member-based software educational and training portal web site. We have

compiled, categorized, described, and linked many sites that will be of keen interest to computer software application end-users seeking free training and knowledge. Many subject areas are covered, including Microsoft Office, Flash, Photoshop, Dreamweaver, FrontPage, Web Development, Windows, Linux, and Computer Hardware. You are able to study and learn all about computer software via Free training, courses, tutorials, documentation, articles, tips, notes, and help. Check us out today.

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**\*\*\*[EducationOnlineForComputers.com's Member Site](#)\*\*\***

Our Members' Site contains the web's best computer software training resources and tutorials. This content is individually linked and presented in a way to expedite and facilitate your software and computer learning experience. We have done all the web research and presentation work for you so you can concentrate solely on your computer training.

EducationOnlineForComputers.com Member Site FAQ Answers:

1. All of the web sites and pages in our members site are not in the free section of our web site. The member site training is more detailed and the best available. The online training resources in our members' site are linked and laid out in a much more detailed fashion than those in the free section. This will save you time in finding all the best free training on the web.
2. You can choose to pay using either Paypal or 2Checkout. If paying pay check and you live in the U.S., please select 2Checkout.
3. You have a choice to select the non-recurring or recurring method of payment. If you select non-recurring, when your membership period expires, you will not be automatically charged another fee on your credit card or check.
4. The total price to join our member's site is only \$14 total for 2 months, \$24 for 4 months, \$32 for 6 months, or \$56 for a whole year. The funds generated will assist us to help all those seeking software application education training. Here's the link to see what's available on our member's site and to sign up: <http://tinyurl.com/7ien>. You can email Scott Turton with questions.

I will give you 5 Great Free Bonuses when you sign up now.

These are as follows:

1. 28 Modules of Soft Skills Training, covering topics such as Coaching, Delegating, Finance Essentials, Hiring, Leading and Motivating Team, Making a Presentation, Managing Your Time, and Setting Goals.
  2. 19 Online Business and Reference Books, including titles such as Scientific Advertising, The Art of Electronic Publishing, and Small Business Manual
  3. 12 Instructive e-Books, including On Line Stealth Marketing, 7 Secrets to Unlimited Traffic, and Increase Auction Profits.
  4. Instant and Easy Online Access to the 24 Best Free Computer Help & Support Sites.
  5. 45 of the Best, Completely Free Programs and Utilities.
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**Thank You!**

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