



## Newsletter for Computer Software Education, Training & Tutorial Resources

**\*\*\* ISSUE #2 - April 2003 \*\*\***

<http://www.EducationOnlineForComputers.com>

This Newsletter is only sent to its subscribers and is available in early May, 2003 on the web at <http://www.EducationOnlineForComputers.com/newsletter2.html>

Newsletter Archives will be here:  
<http://www.EducationOnlineForComputers.com/newsletter.html>

Subscribe and unsubscribe instructions are at the end.

Please forward this newsletter to all your friends and associates who might be interested!

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

Hello everyone, and welcome to our second edition of this newsletter!

This is our second monthly Newsletter for our new site, 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 below '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.

This issue describes a total of 19 Software and Computer training, learning and tutorial web sites, with a total of 69 tutorial courses linked. 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 News \*\*\***

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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**Please Visit One of Our Sponsors and request more information** - doing this enables us to bring you these great free computer and software training resources every month:

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**University of Phoenix Online: Advance your career:**  
<http://pontly.com/clk/aftauserafthepausulde>

**Westwood College of Technology:**  
<http://yarnas.com/clk/menweizhoubingzhen>

**ITT Technical Institute:** Choose from their many programs:  
<http://ipodra.com/clk/kaitanyunnuodiao>

**University Alliance Schools:**  
Accelerated degrees and flexible online courses with streaming video lectures  
<http://elilip.com/clk/tuonongzangtuzhuai>

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

**Become a Member of EducationOnlineForComputers.com \*\*\***

<http://tinyurl.com/7ien>

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: <http://tinyurl.com/7ien>

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

**\*\*\* Get Your Free Microsoft Office Forms and Templates \*\*\***

**Get 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.

**Free Microsoft Office Interactive Video Lessons:**

<http://www.ustudy.org/training/microsoftofficeflash/index.html>

Learn to use Microsoft Office with Free interactive lessons by Ustudy.org, here they are:

**Video 1: Starting a Microsoft Office Program (897 Kb):**

<http://www.ustudy.org/training/microsoftofficeflash/task1.html>

**Video 2: Selecting Menu Commands (463 Kb):**

<http://www.ustudy.org/training/microsoftofficeflash/task2.html>

**Video 3: Using Toolbars (0.98 Mb):**

<http://www.ustudy.org/training/microsoftofficeflash/task3.html>

**Video 4: Using Shortcut Menus (318 Kb):**

<http://www.ustudy.org/training/microsoftofficeflash/task4.html>

**Video 5: Getting Help (565 Kb):**

<http://www.ustudy.org/training/microsoftofficeflash/task5.swf>

**Video 6: Switching between open programs (875 Kb):**

<http://www.ustudy.org/training/microsoftofficeflash/task6.html>

**Video 7: Exiting a program (342 Kb):**

<http://www.ustudy.org/training/microsoftofficeflash/task7.html>

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**Microsoft Office Quick References from Byu.edu:**

**Word 2000 Quick Reference:**

<http://it.byu.edu/docs/Qref/word.pdf>

**Excel 2000 Quick Reference:**

<http://it.byu.edu/docs/Qref/excel.pdf>

**Outlook 2000 Quick Reference:**

<http://it.byu.edu/docs/Qref/outlook.pdf>

**PowerPoint 2000 Quick Reference:**

<http://it.byu.edu/docs/Qref/ppoint.pdf>

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**MS Office Tutorials by Tutorialbox.com:**

**Word Tutorial:**

<http://www.tutorialbox.com/tutors/off2000/word/index.html>

**Excel Tutorial:**

<http://www.tutorialbox.com/tutors/off2000/excel/index.html>

**PowerPoint Tutorial:**

<http://www.tutorialbox.com/tutors/off2000/ppt/index.html>

**Access Tutorial:**

<http://www.tutorialbox.com/tutors/off2000/access/index.html>

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**Office 2000 Tutorials from Microsoft:**

**Creating Online Presentations with PowerPoint:**

<http://www.microsoft.com/education/?ID=PptTutorial>

Learn how to easily create a presentation with PowerPoint and add graphics and Excel files to your slides to make them visually and content rich.

### **Analyzing Data with Microsoft Excel:**

<http://www.microsoft.com/education/?ID=ExcelTutorial>

Learn how to:

- Gather real-world data from different sources, including text files, databases, and the Web
- Use PivotTables and PivotCharts to ask questions of complex data
- Save your analysis as an interactive Web page

### **Analyzing Data Using Access:**

<http://www.microsoft.com/education/?ID=AccessTutorial>

Learn how to:

- Create a database to store and analyze your data
- Use queries to organize and simplify large quantities of data
- Format and customize data for printing by using reports
- Create Web pages to display the contents of your queries and reports

### **Collaborating with Others Using Outlook and Exchange:**

<http://www.microsoft.com/education/?ID=OutlookExchTutorial>

Learn how to:

- Improve communication and organization by using the features of Microsoft Outlook
- Use public folders to share information efficiently
- Use e-mail effectively to communicate with colleagues and students
- Use the Outlook Calendar to better organize your time

### **Managing Your Time Using Outlook:**

<http://www.microsoft.com/education/?ID=OutlookTutorial>

Learn how to:

- Use Outlook Today for an always current, at-a-glance view of your day
- Schedule meetings for times when attendees are available using Plan a Meeting
- Stay on top of your "to do" list by creating and assigning tasks
- Flag a message and set a date for follow up
- Use the Journal to keep track of your work day

### **Word and the Writing Process:**

<http://www.microsoft.com/education/?ID=WordTutorial>

Learn how to:

- Begin a new writing project with Microsoft Word
- Use the document map and outline view to help you organize your work into logical sections
- Use Word as a powerful, collaborative, process-oriented writing tool
- Save your document as a Web page and use a Web for discussions to develop the topic
- Add comments to a document, keep track of changes, and save evolving versions of your

work

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### **3) The Best New Free Flash, Photoshop, Dreamweaver and FrontPage Training Sites**

**FrontPage, Dreamweaver and Photoshop Tutorials by Tutorialbox.com:**

**FrontPage Tutorial:**

<http://www.tutorialbox.com/tutors/off2000/frontpage/index.html>

**Dreamweaver Tutorial (15 pages):**

<http://www.tutorialbox.com/tutors/dreamw.pdf>

**Photoshop Tutorial:**

<http://www.tutorialbox.com/tutors/photoshop/PhotoTut.HTML>

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**Training Presentations:**

<http://www.cit.cornell.edu/atc/materials/FLEX/presentations/presentations.shtml>

Download and expand the course files before proceeding, then download and print the handouts. Here are the training materials:

**Web Authoring with Macromedia Dreamweaver:**

<http://www.cit.cornell.edu/atc/materials/FLEX/dreamweaver/dw.shtml>

**Site Management with Dreamweaver:**

<http://www.cit.cornell.edu/atc/materials/FLEX/sitemgtdw/>

**Beyond Basic Page Elements with Dreamweaver:**



<http://www.cit.cornell.edu/atc/materials/FLEX/advdw/>

**Editing Images with Adobe Photoshop:**

<http://www.cit.cornell.edu/atc/materials/FLEX/photoshop/ps.shtml>

**Intermediate Photoshop Techniques:**

<http://www.cit.cornell.edu/atc/materials/FLEX/intps/index.shtml>

**Adobe PDF for Electronic Publishing:**

<http://www.cit.cornell.edu/atc/materials/FLEX/pdf/>

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**As Simple As Photoshop: Animated Adobe Photoshop Tutorials:**

<http://digicollage.com/asap/>

These two help-books of the ASAP series are offered to you absolutely free.

**The Concepts** shows you around Photoshop and covers PS interface and general work principles:

<http://digicollage.com/asap/2/download.php?title=Concepts>

**All The Tools** is a comprehensive Photoshop Toolbox reference, showing you the purpose and work principle of any Photoshop tool:

<http://digicollage.com/asap/2/download.php?title=Tools>

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**Todd's Dreamweaver MX Tutorial for Smarties:**

**Beginner Version:**

<http://www.cwrl.utexas.edu/roadmap/Dreamweaver/tutorial1.htm>

**Intermediate Version:**

<http://www.cwrl.utexas.edu/roadmap/Dreamweaver/tutorial2.htm>

**Using Flash 5:**

[http://www.cs.tcd.ie/courses/mscmm/2001/int\\_auth/using\\_flash\\_5.pdf](http://www.cs.tcd.ie/courses/mscmm/2001/int_auth/using_flash_5.pdf)

This is a great 380 page guide on how to use Flash.

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**Flash 5 Visual QuickStart Guide Readings:**

<http://art.sdsu.edu/courses/stringfellow/art444/lecture.html>

This page has the following training material for Flash 5:

**Flash Editing Environment, Creating Simple Graphics:**

<http://art.sdsu.edu/courses/stringfellow/art444/flash1.html>

**Modifying Simple Graphics, Complex Graphics On A Single Layer:**

<http://art.sdsu.edu/courses/stringfellow/art444/flash2.html>

**Graphics On Multiple Layers, Saving & Reusing Graphic Elements, and Using Non-Flash Graphics:**

<http://art.sdsu.edu/courses/stringfellow/art444/flash3.html>

**Frame-By-Frame Animations, Animation With Motion Tweening, and Animation With Shape Tweening:**

<http://art.sdsu.edu/courses/stringfellow/art444/flash4.html>

**More Complex Animation Tasks, Interactivity With Simple Frame Actions:**

<http://art.sdsu.edu/courses/stringfellow/art444/flash5.html>

**Interactivity With Objects, Introducing Complex Interactivity:**

<http://art.sdsu.edu/courses/stringfellow/art444/flash6.html>

**Adding Sound To Your Movies:**

<http://art.sdsu.edu/courses/stringfellow/art444/flash7.html>

**Delivering Movies To Your Audience:**

<http://art.sdsu.edu/courses/stringfellow/art444/flash8.html>

**Digital Audio for Multimedia Projects:**

<http://art.sdsu.edu/courses/stringfellow/art444/audio.html>

**Flash Dragables:**

<http://art.sdsu.edu/courses/stringfellow/art444/dragnotes.html>

Create a scrolling text box in Flash:

<http://art.sdsu.edu/courses/stringfellow/art444/scroller.html>

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

**Web Site Development Lectures:**

<http://art.sdsu.edu/courses/stringfellow/art444/lecture.html>

This page has the following training material for HTML and Web Design:

**Basic HTML tags:**

<http://art.sdsu.edu/courses/stringfellow/art444/tags.html>

**Optimizing Web Graphics:**

<http://art.sdsu.edu/courses/stringfellow/art444/graphics.html>

**Web Alignment Techniques & Horizontal Rules:**

<http://art.sdsu.edu/courses/stringfellow/art444/align.html>

**Using HTML Tables for Web Page Layout:**

<http://art.sdsu.edu/courses/stringfellow/art444/tables.html>

**Frame-based Layouts:**

<http://art.sdsu.edu/courses/stringfellow/art444/frames.html>

## **Creating Ordered/Unordered Lists & Named Anchors:**

<http://art.sdsu.edu/courses/stringfellow/art444/lists.html>

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## **MSC Multimedia Systems Online Course:**

<http://www.cs.tcd.ie/courses/mscmm/2002/lectures.htm>

<http://www.cs.tcd.ie/courses/mscmm/2001/lectures2001.htm>

<http://www.cs.tcd.ie/courses/mscmm/2000/lecturenotes.htm>

These are excellent lecture notes and guides for Interactive Authoring, HTML, Video Capture, Image Processing, Director, Flash, and Midi. (Powerpoint format).

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

### **The Expert Guide to Microsoft Windows XP:**

<http://www.microsoft.com/reader/includes/ExpertGuidetoMicrosoftWindowsXP.lit>

This is a Free eBook teaching you all about Windows XP. You'll need Microsoft Reader to access it: <http://www.microsoft.com/reader/default.asp>

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### **Basic Windows Tutorials:**

<http://www.learnthat.com/courses/computer/windows/>

<http://www.learnthat.com/courses/computer/windowsxp/>

These free tutorials will help you understand aspects of Windows that are often overlooked

in many learning materials. They are designed to be informative and practical, explaining what things do, and how you do them.

**Microsoft Windows 98 (57 tutorials):**

<http://www.learnthat.com/courses/viewlets/windows98/>

**What Is Windows?:**

<http://www.learnthat.com/courses/computer/windows/whatis.shtml>

**Windows Folders and Directories:**

<http://www.learnthat.com/courses/computer/directory/>

**How to Find Files on your computer:**

<http://www.learnthat.com/courses/computer/findfiles/>

**Install an Operating System (Windows):**

<http://www.learnthat.com/courses/computer/buildpc/>

**List of Windows Keyboard Shortcuts:**

<http://www.learnthat.com/courses/computer/winshortcuts/>

**Bytes and Kilobytes: Understanding File Sizes:**

<http://www.learnthat.com/courses/computer/windows/filesize1.shtml>

**How to Back Up your Hard Drive:**

<http://www.learnthat.com/courses/computer/windows/backup1.shtml>

**Keyboard Functions in Windows:**

<http://www.learnthat.com/courses/computer/windows/keyboard1.shtml>

**Using Character Map:**

<http://www.learnthat.com/courses/quick/charmap/index.html>

**Windows Registry Tips and Tricks:**

<http://www.learnthat.com/courses/computer/registry/>

**Introduction to the Windows XP Interface & Desktop:**

<http://www.learnthat.com/courses/computer/windowsxp/desktop.html>

**What are the Information Bubbles that Popup Occasionally?:**

<http://www.learnthat.com/courses/computer/windowsxp/desktop.html>

**Windows XP Automatic Updates:**

<http://www.learnthat.com/courses/computer/windowsxp/autoupdates.html>

**Make Windows XP Look Like Windows ME or Windows 2000:**

<http://www.learnthat.com/courses/computer/windowsxp/w2k.html>

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**Getting Started with Linux:**

<http://www.linux.org/lessons/beginner/toc.html>

If you're new to Linux and want to find out how to use the fastest growing operating system today, all you have to do is follow these lessons and you'll be using Linux efficiently in no time. Getting Started with Linux is designed as a self-study course.

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**Computer Basics:**

<http://www.multcolib.org/seniors/seniors/tutorials/basics/>

Learn about the parts that make up a computer, what software is, how to use the mouse, and some simple terms.

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**Internet Basics:**

<http://www.multcolib.org/seniors/seniors/tutorials/internet/>

Learn what the Internet is, how to sign up for e-mail, and how to search for information on the web.

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

### **rjhExtensions:**

<http://www.rjhsoftware.com/rjhextensions>

This is an excellent free utility program that adds eight handy commands to the pop-up menu whenever you right-click a file or folder in Windows. The available commands are: Print directory list; Save directory list; Encrypt and Decrypt files; Shred files to erase them completely; Duplicate a file; Copy a file's path to the clipboard; Open a DOS window in the currently selected folder; and Rename batches of files.

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### **Webshots:**

<http://www.webshots.com/>

From this site you can download an application that controls your wallpaper and loads a screen saver which shows a slide show of all your webshots wallpaper collection. The wallpaper can be configured to show a calendar in the upper right hand corner of the screen. You receive six wallpapers with the application, but you can add more from their collections in many categories from Renaissance art to Mountains to Sport Heroes to Cats. There are also thousands of user posted wallpapers in webshot format.

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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 2003 Question: What resources does Microsoft provide for learning and getting help with Microsoft Office?**

**Answer: Here are some of the best support and help sites that Microsoft offers for Office:**

Office 2000 Suite Support Center:

<http://support.microsoft.com/support/default.asp?SD=SO&PR=ofw2k>

Office XP Suite Support Center:

<http://support.microsoft.com/default.aspx?ID=FH;EN-US;offxp>

Microsoft Office Newsgroups to ask questions and get answers:

[http://communities.microsoft.com/newsgroups/default.asp?icp=prod\\_office](http://communities.microsoft.com/newsgroups/default.asp?icp=prod_office)

Updates/Addins/Tips/How-to/Downloads:

<http://office.microsoft.com>

MS Graphics and Clipart:

<http://dgl.microsoft.com>

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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**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.com/free\\_to\\_sell.html](http://www.intelligentedu.com.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>

**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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<http://tinyurl.com/7ien>

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. If you use a credit card when joining, it will be billed by 2Checkout.com or Paypal.com. The vendor on your statement will be "EducOnl4Comp". When your membership period expires, you will be asked if you want to renew your membership, you will not be automatically charged another fee on your credit card or check, unless you request it when you register.
3. 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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(You will need to confirm using a link in a confirming email.)

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Thank You!

<http://www.EducationOnlineForComputers.com>