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

***** ISSUE #31 - Nov., 2006 *****

<http://www.EducationOnlineForComputers.com>

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and associates who might be interested!

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1) Editor's Greeting:

Hello everyone, and welcome to our new subscribers!

This is our November 2006 issue (#31) of our Free monthly Newsletter for EducationOnlineForComputers.com, giving you the most current Free online Microsoft Office and Web Development 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 will help you 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 47 Computer Software Application training, learning and tutorial web sites, with a total of 114 tutorial courses linked. It features many Free Microsoft Office, Flash, Photoshop, Dreamweaver, and Web Development training tutorials for your learning profit and enjoyment.

Please take a look at and bookmark our [Blogs](#), these will be updated daily and weekly with [New Free Training and Tutorial Resources](#), as I discover and evaluate them:

[EducationOnlineForComputers.com Blogs:](#)

- **[Free Microsoft Office Application Training](#)**
- **[Free Web Development Training](#)**
- **[Free Adobe & Macromedia Training](#)**

[Intelligentedu.com Blogs:](#)

- **[Free Technical Computer Training](#)**
- **[Free Computer Books & Ebooks](#)**

To get your **Free MS Office and Web Development Software Training updates via RSS**, please copy (right click and copy shortcut or link location) and paste these urls into your RSS reader:

[Free Microsoft Office Training Tutorial Resources_rss2.xml](#)

[Free Training Photoshop Flash Dreamweaver FrontPage Adobe Macromedia_rss2.xml](#)

[Free Web Development Training Tutorial Resources_rss2.xml](#)

Please visit our **New Free Training and Tutorial Search Engine**, [Edcomp.com](#) -

We have deployed a new website at www.edcomp.com that is a search engine with a large database of over 150,000 free IT education and training web resources, with another 70,000 free resources reserved exclusively for paid members. If you're an educationonlineforcomputers.com member, go to <http://www.edcomp.com/members/> to access the special members' page for searching 220,000 free training web resources.

For your convenience, this newsletter is also available to subscribers in HTML format at this special url:

http://www.edcomp.com/current_news.html

If you are looking for free technical or programming training, please visit our sister site:

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

Also, please check out our new free computer training search site at

www.edcomp.com.

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

Warm Regards,

Scott Turton Newsletter and Web Site Editor

scott_turton@EducationOnlineForComputers.com

<http://www.EducationOnlineForComputers.com>

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

*** [Become a Member of EducationOnlineForComputers.com](http://www.edcomp.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.

[EdComp.com:](#)

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

This is our new free computer and IT education and training search engine housing over 140,000 free training internet resources! Just type in a topic you're looking for and get tons of great web resources instantly. These search results are much better than the big search engines, like google. You can also check out our predefined search results page giving you tons of free training resources: <http://www.edcomp.com/predefined.htm>.

--> 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

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.

[TrainingByEmail](#)

Visit [TrainingByEmail](#) to receive **Free Training for Word, Excel, Outlook, C#, ASP.Net, and SQL** via your email every week! We will send out a new training in the topic of your choosing every week. You can then save this, print it out, or delete it all at your convenience. And you can't beat the price, FREE!

[Free Microsoft Word Training Tutorials](#)

Microsoft Word is the word processor application of the Microsoft Office Suite. By using Word effectively, you can create professional looking documents, and whatever you need from a word processor. Anderson School District in Pendleton, SC, has provided the following Word training documents and tutorials. These teach you how to use the basic features of Word, work with tables, design web pages, and perform mail merges. All of the features demonstrated here are also available in Word 2003.

[Microsoft Word Basics](#) (pdf, 16 pages, 451kb)

This training document outlines most of Word's basic functionality and features, detailing them in a step-by-step format. Creating tables and working with graphics are included.

[How to Insert a Picture Into Word](#) (pdf, 1 page, 145kb)

[Introduction to Tables with Microsoft Word 2002](#) (pdf, 11 pages, 229kb)

Familiarize yourself with creating and managing tables with Word 2002. One of the handiest features of Word 2002 is the ability to create tables. A table is made up of

rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information. You can also use tables to create interesting page layouts, or to create text, graphics and nested tables on a Web page.

Table of Contents

- Objectives
- Introduction
- About tables
- Create a table
- Automatically format a table
- Position a table on a page
- Add a cell, row, or column to a table
- Delete a cell, row, or column from a table
- Merge cells into one cell in a table
- Change the cell margins in a table
- Split a cell into multiple cells in a table
- Change the position of text in a table
- Copy a table
- Delete a table or clear its contents
- Display or hide gridlines in a table

[Introduction to Web Page Design with Microsoft Word 2002](#) (pdf, 12 pages, 365kb)

One of the newest features of Word 2002 is the ability to create web pages. Much of the information which is found in this manual will lay the groundwork for future classes with FrontPage, Microsoft's web development application.

Objectives

- Become familiar with the Word 2002 Web interface
- Create and edit a personal Web Site: apply graphics, text and background colors
- Apply a theme to create a consistent look and feel to your Web site
- Create hyperlinks to link Web pages

[Mail Merge](#) (pdf, 3 pages, 61kb)

Defines the terms used in the Microsoft Office mail merge process, and guides you through the 6 steps of the Mail Merge Wizard. To begin the Mail Merge Wizard, click Tools menu, point to Letters and Mailings, and then click Mail Merge Wizard.

[Mail Merge Basics](#) (pdf, 16 slides, 932kb)

Why use mail merge?

- To create customized letters, envelopes, labels , directories, e-mail messages and faxes for mass mailings.
- To create a mail merge, you must have two files:
 - Main document, which contains information that won't change, as well as merge fields and merge blocks, which act as place holders for variable information.
 - Source document, which contains variable information such as names and addresses. Word lets you use as many types of data source files for a merge, including an Office address list,an Outlook contact list, or a Microsoft Access database.

[Desktop Publishing with Word - Tips and Tricks](#) (pdf, 14 pages, 718kb)

This Word tutorial on Desktop Publishing covering the following areas:

1. Using Templates
2. Inserting Images
3. Wrapping Text around a Picture
4. Drawing Tools
5. Autoshape Picture Frame
6. Adding a Drop Shadow to an image
7. Creating a personalized newsletter using Word's mail merge features.

[Over 1600 Microsoft Word Tips](#)

Allen Wyatt's Word Tips provides you over 1,600 free tips and tricks on how to use Word better, faster, and more easily. You can quickly access the answers you need in two ways:

1. Find a topic or feature area below that you need to learn more about, then click on the link. (A bracketed number after a topic indicates the number of articles related to that topic.)
2. Enter your question or keywords in the search box at the top-right corner of every page.

Search for answers:

Information in this Word learning resource site covers several versions of Microsoft Word, including Word 97, Word 2000, Word 2002, and Word 2003. Tips are clearly marked as to the versions to which they apply.

[Over 1600 Microsoft Word Tips](#)

- [Bullets and Numbering](#) [52]
 - [Creating Documents](#) [3]
 - [Customizing Word](#) [81]
 - [Editing](#) [331]
 - [Fields](#) [108]
 - [Files](#) [139]
 - [Find and Replace](#) [71]
 - [Footnotes and Endnotes](#) [38]
 - [Formatting](#) [494]
 - [General](#) [80]
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 - [Headers and Footers](#) [25]
 - [Languages](#) [6]
 - [Macros](#) [358]
 - [Master and Subdocuments](#) [8]
 - [Online and Web](#) [30]
 - [Outlines](#) [12]
 - [Printing](#) [172]
 - [Shortcut Keys](#) [47]
 - [Sorting Information](#) [11]
 - [Styles](#) [40]
 - [Tables](#) [125]
 - [Templates](#) [25]
 - [Tools](#) [363]
 - [Using the Mouse](#) [12]
 - [Word's Environment and Interface](#) [112]
 - [Working with Other Programs](#) [23]
-

[Free Microsoft Word 2000 Course](#)

Here is a free web-based [training course](#) for Microsoft Word 2000. This course covers how to create and edit documents, how to automate text entry, formatting, and tracking changes, how to format and print a document, and how to use word styles and enhance document layout.

1. Introducing Word 2000

[Features of Word 2000](#)

[Getting Started](#)

[Quiz](#)

2. Creating and Editing Documents

[Creating a Document](#)

[Editing a Document](#)

[Quiz](#)

3. Proofreading Documents

[Searching and Proofreading](#)

[Automating Text Entry and Formatting](#)

[Tracking Changes](#)

[Quiz](#)

4. Formatting and Printing Documents

[Formatting a Document](#)

[Printing a Document](#)

[Quiz](#)

5. Advanced Formatting

[Using Word Styles](#)

[Enhancing Document Layout](#)

[Quiz](#)

[Free Microsoft Excel Training Tutorials](#)

Excel the spreadsheet application of the Microsoft Office Suite. A spreadsheet is a grid of rows and columns containing numbers, text, and formulas, and each intersection is called a cell. A spreadsheet's objective is to solve numeric problems and formulas, but they can also be used to display all types of information in a row and column format. Besides calculating accurately and rapidly, spreadsheets are flexible, and when they are updated all related cells are also updated automatically.

Anderson School District in Pendleton, SC, has provided the following **Excel training documents and tutorials**. These teach you how to use the features of Excel, format your data, work with formulas and functions, perform page setup, and create charts. All of the features demonstrated here are also available in Excel 2003.

[Introduction to Microsoft Excel 2002](#) (pdf, 15 pages, 302kb)

The objectives of this Excel tutorial is to help you become familiar with Microsoft Excel; teach you to create, edit, and format spreadsheets; and to show you how to create formulas, charts and pivot tables.

Table of Contents:

- Objectives
- Introduction
- Components of the Excel Window
- Entering and Editing Data
- Working with Excel Documents
- Formulas and Functions
- Formatting Data
- Page Setup, Previewing, and Printing
- Additional Resources

[Using Excel Formulas and Functions](#) (pdf, 17 pages, 137kb)

Formulas and functions in Excel give the user a powerful method to calculate and solve numeric problems and build what-if type scenarios. A formula in Excel always begins with an equal sign (=), followed by the elements to be calculated (the operands), which are separated by calculation operators. For example, the following formula multiplies 2 by 3 and then adds 5 to the result: =5+2*3. A formula can contain any or all of the following items: functions (a pre-written formula that returns a value), references, operators (a sign or symbol that specifies the type of calculation), and constants.

[Creating Charts in Excel](#) (pdf, 6 pages, 159kb)

An easy step-by step guide showing how to create charts using Excel, with screen shots and help tips.

[Charts with Word and Excel.pdf](#) (pdf, 12 pages, 332kb)

Explains how to create charts in Microsoft Word (6 pages) and Microsoft Excel (6 pages, with an exercise). Excel charts are created from worksheets and usually have titles, data labels, a legend, and at least one data series. Titles and labels describe what is charted. A legend contains labels that identify data series. The data series is a set of related data that is to be plotted. The three most common charts are bar, pie, and line.

[67 Excel Tutorials on Charting, Pivot Tables, Add-ins](#)

Here is a comprehensive linked list of 67 Excel articles, tutorials, and tips covering Excel Add-ins, Excel Charting and Graphing, and Pivot Tables. These learning materials are hosted by three excellent Excel tutorial sites: [MrExcel](#), [Chip Pearson](#), and [John Walkenbach](#), all together containing over 500 Excel Articles and Tutorials.

These Excel articles and tutorials are presented in this post within these categories:

- [Add-Ins for Excel](#) - Find out where to get Excel add-ins and how to use them.
- [Charts and Graphing in Excel](#) - Learn how to Chart and Graph in Excel, from beginning to end.
- [Pivot Tables](#) - Learn this important Excel data analysis feature.

[187 Excel Formula Tutorials and Examples](#)

Here are a total of 187 Excel articles, tutorials, and examples for learning how to create, work with, and use [Excel Formulas](#). These learning materials are hosted by three Excel tutorial sites: [MrExcel](#), [Chip Pearson](#), and [John Walkenbach](#), which host over 500 excellent Excel Articles and Tutorials.

[PowerPoint 2002 Tutorial](#)

Microsoft PowerPoint is the presentation graphics program of the Microsoft Office Suite. By using PowerPoint, you are able to efficiently generate professional presentations with which you can effectively communicate and with impressive results. Here is a 23-page [Powerpoint tutorial](#), provided by Anderson School District in Pendleton, SC, that teaches you how to use the Powerpoint's features to create nice looking slide presentations. All of the features shown here are also available in Powerpoint 2003. (23 pages, 382kb, pdf format)

Powerpoint Tutorial Objectives:

- Become familiar with the PowerPoint interface
- Create and edit a PowerPoint slide presentation: apply graphics, text, and background colors
- Apply a theme to create a consistent look and feel to your presentation

Table of Contents

- Objectives
- Introduction
- Microsoft PowerPoint Interface
- Creating a New Presentation
- About PowerPoint Views
- Working with Slides
- Add text to a slide
- Add Graphics to a Slide
- Change Text Format
- About Layouts
- About Design Templates
- Animate text and objects
- Running a Presentation
- Additional Resources

Microsoft Access is a [relational database management system](#) from Microsoft, it combines the relational [Microsoft Jet Database Engine](#) with a graphical user interface. Microsoft Access can use [data](#) stored in Access, [Microsoft SQL Server](#), [Oracle](#), or any [ODBC](#)-compliant data container. Skilled software developers and data architects use it to develop application software. Relatively unskilled programmers and non-programmer "power users" can use it to build simple applications. It supports some [object-oriented](#) (OO) techniques but falls short of being a fully OO development tool.

Anderson School District in Pendleton, SC, has provided the following **Access training documents with exercises**. These teach you how to use many of the features of Access, such as creating and working with tables, forms, reports, generating easy and complex queries. All of the features demonstrated here are also available in Access 2003.

[Introduction to Access XP](#) (pdf, 10 pages, 215kb)

This Access training document teaches you how to create and edit Access tables, use table design functions, perform basic and more complex queries, and generate forms and reports. It contains a glossary of terms and 5 in-depth exercises explaining how to accomplish the tasks that are described.

[Access Exercises](#) (pdf, 5 pages, 86kb)

These Access exercises demonstrate and instruct you how to do the following: create a Report and Report Layouts, create an AutoReport, use the Report Wizard, work with Report Preview, print a Report, and save a Report.

[Introduction to Access](#) (pdf, 63 slides, 234kb)

These training slides explain the following Access database concepts, features, and procedures:

- Database Design Concepts
- Database Management System (provides functions to store, search or query, and report the data contained in the database)
- Relational Database (a collection of related information organized into separate files or tables that can be related to one another by common components or fields.)
- Single Table vs. Relational Tables
- The Access Database Container
- Database management system components or 'Objects'.
 - Tables
 - Queries
 - Forms
 - Reports
 - Pages

- Macros
 - Modules
 - Planning and Creating a New Database
 - Naming Conventions
 - Creating tables in design view
 - Creating a Primary Key or Index
 - Working with Tables
 - Choosing Fields for a Query and Criteria in a Query
 - Criteria Symbols
 - Working with Queries and more Complex Queries
 - Query Types
 - Forms and Reports
 - Forms and Reports Design
-

[Microsoft Publisher Tutorial](#)

Microsoft Publisher is a very effective desktop publishing program that helps you design and develop professional quality documents, including creating newsletters, flyers, logos, signs, forms and much more. With Publisher's features, you can also combine text, graphics, illustrations, and photographs. Publisher also uses additional tools over and above those usually found in word processing packages. The application also includes design templates, graphic manipulation tools, color schemes, and multiple page wizards and templates.

Anderson School District in Pendleton, SC, has provided the following [Publisher Tutorial](#) (pdf format, 5 pages, 148kb). It teaches you how to use many features of Publisher, such as creating an advertising flyer, adding color and border to a text frame and editing graphics. All of the features demonstrated here are also available in Publisher 2003.

The [Microsoft Office Specialist Certification](#) program (MOS) provides computer program literacy, measures proficiency, and identifies opportunities for skills enhancement. Successful candidates receive an Office Specialist certificate that sets them apart from their peers in the competitive job market. Microsoft's MOS (Microsoft Office Specialist) certification is meant for people in any industry and with various job roles who want to demonstrate a high-level of proficiency in the various Office applications: Word, Excel, Access, PowerPoint, and Outlook.. The Microsoft Office Specialist program is the only comprehensive, performance-based certification program approved by Microsoft to [validate desktop computer skills](#) using the following Microsoft Office programs:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Project

Here are several **free training documents and tutorials** that will help you study and pass the **Microsoft Office Certification Exams** for each given application. These tutorials and practice exams will help you learn and master the Microsoft Office applications, you can use and study these even if you are not planning to take the exam(s). The Cramsession training documents here (pdf format) are available after you [register for free](#).

Word XP MOS Practice Exams with Answers

- [MOS Microsoft MOS-WXP v03 19 04 082q](#)
- [MOS Microsoft MOS-WXP v04 08 05 082q](#)

Excel XP MOS Practice Exams with Answers

- [MOS Microsoft MOS-EXP v10 13 04 084q](#)
- [MOS Microsoft MOS-EXP v04 01 05 084q](#)
- [MOS Microsoft MOS-E2E v05 12 05 030q](#)

Outlook XP MOS Practice Exams with Answers

- [MOS Microsoft MOS-OMP v03 18 04 083q](#)
- [MOS Microsoft MOS-OMP v04 07 05 083q](#)

PowerPoint XP MOS Practice Exams with Answers

- [MOS Microsoft MOS-P2K v04 16 04 032q](#)

Access XP MOS Database Practice Exams with Answers

- [MOS Microsoft MOS-AXP v03 22 04 082q](#)
- [MOS Microsoft MOS-AXP v05 23 05 082q](#)

MOS XP Cramsession Study Guides

- [Access XP / 2002 Study Guide](#)
- [Excel XP / 2002 Study Guide](#)
- [Outlook XP / 2002 Study Guide](#)
- [PowerPoint XP / 2002 Study Guide](#)
- [Word XP / 2002 Study Guide](#)

MOS XP Cramsession Expert Study Guides

- [Excel XP / 2002 Expert Study Guide](#)
 - [Word XP / 2002 Expert Study Guide](#)
-
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3) The Best New Free Training Sites for Flash, Photoshop,

Dreamweaver, FrontPage, and other Adobe and Macromedia Applications

[Flash Tutorials from Meet The Flash](#)

[Meet the Flash](#) is a Flash Tutorial website that provides free Flash tutorials, along with some training movie clips demonstrating how to practically use this application. These Flash tutorials are available online and also as a downloadable [video book](#). This course is targeted towards those new to using Flash. The course tutorials and book can be played on all Windows, Macintosh, and Linux systems. The basic package is free and includes all the Flash training content in textual format, along with 9 movie clips (total running time about 30 min).

Browse [Flash Tutorials](#) online:

- [Drawing](#)
- [Filling](#)
- [Painting](#)
- [Drawing Modes](#)
- [Shape Properties](#)
- [Choosing Colors](#)
- [Gradients](#)
- [Reusing Color](#)
- [Selection Tools](#)

[Reverse Animating a Movie](#)

Here's a Flash tutorial one of our visitors has just made, and he hopes you like it. Title: Reverse Animating a Movie Description: This tutorial deals with reverse animating a flash movieclip. It uses a simple technique with minimal ActionScript . This tutorial assumes the reader to know about Buttons and Button actions, Motion Path, Paths to Object. Tutorial url: <http://tutorial.templates247.com/tutorial1/>

[Free Photoshop Help Book](#)

Along with its integrated Web tool application, ImageReady, Adobe Photoshop provides its users a rich, integrated application for graphics designers. Using Photoshop, you can develop intricate and professional images for print, the Web, wireless devices, and other media. Photoshop gives users access to a great tool set for retouching, painting, drawing, and Web graphics, along with features like the History palette and editable layer effects.

This online **Photoshop Help Book** will teach you many of the new capabilities and features of Photoshop 7.0, including the following: File Browser, Healing brush, Web transparency, Enhanced Web output, WBMP support, Rollovers palette, Workspaces, Tool presets, Auto Color command, and Data-driven graphics.

[Adobe Photoshop 7.0 Help Book](#)

- [Introduction](#)
- [An Overview of Adobe Photoshop](#)
- [What's New in Photoshop 7.0](#)
- [Looking at the Work Area](#)
- [Getting Images into Photoshop and ImageReady](#)
- [Working with Color](#)
- [Producing Consistent Color \(Photoshop\)](#)
- [Making Color and Tonal Adjustments](#)
- [Selecting](#)
- [Transforming and Retouching](#)
- [Drawing](#)
- [Painting](#)
- [Using Channels and Masks](#)
- [Using Layers](#)
- [Applying Filters for Special Effects](#)
- [Using Type](#)
- [Designing Web Pages](#)
- [Creating Rollovers and Animations \(ImageReady\)](#)
- [Preparing Graphics for the Web](#)
- [Saving and Exporting Images](#)
- [Printing \(Photoshop\)](#)
- [Automating Tasks](#)

- [Macintosh Shortcuts](#)
 - [Windows Shortcuts](#)
-

[Web Content Creation Training for Dreamweaver and more](#)

Here are several excellent and free video-based training modules, hosted by Nortellearnit.org, that cover and teach [Web Content Creation](#) for Dreamweaver, Word, Powerpoint, OpenOffice, and Nvu. Select the application you would like to use and learn how to use its features and functions to create web content. These training modules are good for a refresher or to learn the app from scratch. Each training video tutorial is designed to demonstrate the specific topics for you in a step-by-step fashion.

Dreamweaver

Dreamweaver: Creating A Site

Application: DreamWeaver - Creating a basic site - the setup.[09:24] [Flash](#)

Dreamweaver: Basics

Application: DreamWeaver - Editing basics. [05:50] [Flash](#)

Dreamweaver: Formatting

Application: DreamWeaver - Formatting pages and content.
[06:04] [Flash](#)

Dreamweaver: Multimedia

Application: Dreamweaver - Adding multimedia components to your web pages. [08:06] [Flash](#)

Dreamweaver: Publishing

Application: DreamWeaver - Publishing a website is easy.
[04:10] [Flash](#)

Microsoft and Open Office Tools

MS Word and Open Office: Design

Application: Microsoft Word - Creating HTML documents. [08:08] [Flash](#)

MS Word and Open Office: Design 2

Application: Open Office Writer - Creating HTML documents with Open Office Writer. [05:39] [Flash](#)

MS Powerpoint and Open Office: Design 1

Application: Microsoft PowerPoint and Open Office Impress - Creating HTML documents and sites. [08:22] [Flash](#)

Nvu and You!

[Download](#) and use Nvu for free, no limits

Nvu: Basics

Application: Nvu -The basics of using Nvu for site design.[04:49] [Flash](#)

Nvu: Formatting

Application: Nvu - Formatting pages and page content. [05:36] [Flash](#)

Nvu: Multimedia

Application: Nvu - Adding multimedia components to web pages.
[05:09] [Flash](#)

Nvu: Publishing and Managing

Application: Nvu - Publishing your website. [05:52] [Flash](#)

[Tutorial on Microsoft Frontpage and Web Development](#)

FrontPage is the web development application of the Microsoft Office Suite. It allows you to create and edit your web pages and web site in a graphical user interface, such as Word. You don't need to know how to program using HTML to create a web site using FrontPage. However, at times it will be helpful to be familiar with certain HTML tags, such as <p> (paragraph),
 (line break), (bold), and the heading tags, such as <h1> and <h2>. When you need to, FrontPage allows you to go

behind the scenes and examine and edit the actual HTML code, if desired.

Anderson School District in Pendleton, SC, has provided the following [FrontPage Tutorial](#) (pdf, 18 pages, 1.47mb). This will show you how to use some of FrontPage's features, such as working with files and folders, creating and editing tables, making hyperlinks to other web pages, inserting graphics into your web pages, using compression for your pages, and other tips and techniques. All of the features demonstrated here are also available in Word 2003.

Table of Contents:

- Basic Organization and Design
 - Directory and folder structure
 - Files and Folders
 - Index Files
 - The Purpose
 - Saving locally, on your web space and the issue of relativity
 - Tables
 - The Purpose
 - Creating Tables
 - Creating Complex Layouts Using Tables
 - Links
 - The Purpose
 - How To Create Hyperlinks
 - Graphics
 - Inserting graphics into your webpage
 - Inserting a picture file
 - Inserting clip art
 - Compression
 - The Purpose
 - Resample
 - Quality Adjustments
 - Thumbnails
 - Creating Thumbnails
 - Appropriate Material for your Web Site
 - Checklist
 - Guidelines
 - Cool Tips
 - Marquee
 - Interactive Button
-

[Free Imaging and Graphics Video-based Training](#)

Nortellearnit.org offers these fantastic **[free video-based training modules](#) for learning how to work with images, graphics, and photos**. By taking and going through these imaging training videos you will learn about the different type of images, image resolution, and image colors. You will also and gain the skills necessary to capture images using digital camaras, screen captures, and scanners. After that you can take the training modules for working with and publishing your images, graphics, and photos, learning how to manipulate and adjust them, and to how format them for the web. Some of these training videos demonstrate the use of **Irfanview** and **Photoshop**. [Irfanview](#) is a completely free imaging and graphics application.

Introduction

Digital Images [2:31]

An introduction to digital images and the move from film to digital imaging.

[Real](#) | [Windows Media](#) | [Flash](#)

Digital Imaging Project [2:41]

In this series you can get hands-on experience by completing a collage project using either Irfanview or Photoshop.

[Real](#) | [Windows Media](#) | [Flash](#)

Digital Image Basics

Raster and Vector Images [6:34]

An introduction to raster and vector images, their file types and when to use them.

[Real](#) | [Windows Media](#) | [Flash](#)

Image Resolution [5:25]

What is image resolution and how does it affect things like file size and image quality?

[Real](#) | [Windows Media](#) | [Flash](#)

Image Colors [5:11]

How do digital images support colors and how does it work - a little math in this one.

[Real](#) | [Windows Media](#) | [Flash](#)

Raster File Types [9:47]

A detailed look at raster file types including tiff, png, gif, bitmap, and jpeg.

[Real](#) | [Windows Media](#) | [Flash](#)

Vector File Types [5:48]

A detailed look at vector file types and the differences from raster files as well as how they are supported in software and online.

[Real](#) | [Windows Media](#) | [Flash](#)

Creating Digital Images

Digital Cameras [10:35]

Learn the basic functions of digital cameras and what exactly does 3 Mega pixels mean.

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Screen Captures [4:39]

How do you capture images from your computer so you can edit and share them?

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Scanners [8:22]

A scanner is an inexpensive computer peripheral for capturing digital images and more - get to know your scanner.

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Digital Camera Peripherals [4:47]

Learn more about digital camera peripherals that can help make digital imaging easier for you.

[Real](#) | [Windows Media](#) | [Flash](#)

Online Images [2:52]

There are lots of digital images online - how do you access them?

[Real](#) | [Windows Media](#) | [Flash](#)

Working with Digital Images

Digital Imaging Tools [4:47]

An introduction to the many software tools to help you with your digital imaging needs.

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Irfanview - Image Adjustment [5:40]

[Irfanview](#) is a free download. This video starts with an introduction to Irfanview and

how to do basic adjustments that will make the most of your images.

[Real](#) | [Windows Media](#) | [Flash](#)

Irfanview - Selection Tools [5:17]

Irfanview and how to use the selection tool to edit and crop your images.

[Real](#) | [Windows Media](#) | [Flash](#)

Irfanview - Photo Manipulation [5:35]Irfanview and how to do more advanced editing such as red-eye reduction and special effects.

[Real](#) | [Windows Media](#) | [Flash](#)

Irfanview - Collage Project [6:55]

Create a collage using your images captured from different sources using Irfanview. Learn by practicing all the skills you have seen in this series of videos.

[Real](#) | [Windows Media](#) | [Flash](#)

Photoshop - Image Adjustment [5:37]

An introduction to Photoshop and basic adjustments to make the most of your images.

[Real](#) | [Windows Media](#) | [Flash](#)

Photoshop - Selection Tools [7:11]

Photoshop and how to use the different selection tools to edit and crop your images.

[Real](#) | [Windows Media](#) | [Flash](#)

Photoshop - Photo Manipulation [8:32]

Photoshop and how to do more advanced editing, reduction and special effects.

[Real](#) | [Windows Media](#) | [Flash](#)

Photoshop - Layers [6:30]

Layers offer a distinct advantage to editing in a more advanced program like Photoshop. Try them out and see how much more you can do.

[Real](#) | [Windows Media](#) | [Flash](#)

Photoshop - Collage Project [5:17]

Create a collage using your images captured from different sources and Photoshop. Learn by using all the skills you have seen in this series of videos.

[Real](#) | [Windows Media](#) | [Flash](#)

Publishing

Formatting for the Web [7:19]

What are the basics of getting your images ready for display on the web or computer

screen - file size and resolution make a big difference.

[Real](#) | [Windows Media](#) | [Flash](#)

Storing Pictures [7:55]

You are in the age of digital images and you need to learn new ways to deal with all of the images you are collecting.

[Real](#) | [Windows Media](#) | [Flash](#)

Printers [7:28]

In the end you will want to print some of your images. What is important so you get good quality printed images of all sizes?

[Real](#) | [Windows Media](#) | [Flash](#)

4) The Best New Free Web Development Training Sites

[Cascading Style Sheets Tutorials](#)

PageResource.com offers these well written [tutorials on CSS](#), or Cascading Style Sheets. Learn how to design and layout your web pages using these Cascading Style Sheets tutorials.

Getting Started

- [Introduction](#) - A brief introduction to CSS that will allow you to find out what style sheet are, and what they can do for your pages.
- [Properties Table](#) - A quick reference table for the css properties!
- [Using the Style Attribute](#) - Use the style attribute inside an HTML tag to define styles.
- [Styles in the Head Section](#) - Use the style tag in the head section to define styles.

- [Classes and IDs](#) - Use classes to define styles.
- [External Style Sheets](#) - Use style sheets to add the same styles to multiple pages.

Intermediate

- [Using the Box Properties](#) - How to change the width, height, margins, and padding...
 - [Using the Position Properties](#) - How to give something that exact position!
 - [Using the Text Properties](#) - How to change the alignment and decoration of your text.
 - [Using the Font Properties](#) - How to change the font, font size, font color, and more!
 - [The Color and Background Properties](#) - How to use background colors and images for more than just the entire page!
 - [The Cursor Properties](#) - See how to change the appearance of the viewer's cursor on the page.
 - [More on Backgrounds](#) - Use style sheets to do more with backgrounds, like positioning them.
 - [More on Backgrounds 2](#) - Further details on some of the background properties.
-

[Cascading Style Sheets Reference Guide](#)

Anaturb.net offers the following [Cascading Style Sheets Reference Guide](#), with examples, covering text properties, font properties, box properties, list style, background and units.

- [Text Properties](#)
- [Font Properties](#)
- [Box Properties](#)
- [List Style](#)
- [Background](#)

- [Units](#)
-

[Free Web Content Creation Training Videos](#)

Here are 22 free video-based training modules for [Web Content Creation](#), hosted by Nortellearnit.org. Start from the beginning and learn how to create your own web content, or select the training module for the area where you need to refresh or learn from scratch. Each training tutorial is set up to demonstrate the specific topic to you step-by-step. Here are the web content and development topics covered:

- Intro Web Design 1
 - Intro Web Design 2
 - Design Principles 1
 - Design Principles 2
 - Project 1: Criteria for Websites
 - Project 2: Evaluating Websites
 - File Structure and Naming
 - Site Pre-Production
 - Project 3: Digital Portfolio Pre-Pro
 - HTML Basics
 - Site Production Basics
 - Multimedia Basics
 - Docs for the Web: HTML
 - Docs for the Web: PDF and More
 - Project 4: Portfolio: Site Template
 - Project 5: Portfolio: Assembly
 - Instant Publishing
 - Web Hosting Technology
 - Publishing to the Web
 - Managing Your Website
 - Domain Names
-

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

[Computer Tutorials for Beginners](#)

- How to Secure your PC from Intruders
- Control Panel - Tweak your PC
- Windows XP Tutorials:
 - [The Windows XP Desktop](#)
 - [Exploring the Start Menu](#)
 - [How to Create a Desktop Shortcut](#)
 - [The Hard Drive Explained](#)
 - [How Big is your Hard Drive?](#)
 - [The Windows Explorer tool](#)
 - [How to Create a New Folder](#)
 - [Moving Folders on your Hard Drive](#)
 - [Copy folders from a CD to your Hard Drive](#)
 - [Finding Files with Windows XP](#)
 - [Windows XP and Wallpapers](#)
 - [How to change your Screen Saver](#)
 - [How to Zip and Unzip files with WinZip](#)

[Year of the Teacher Windows XP Tutorials](#)

To download all tutorials in an easy to print format please choose a level below:

- [Windows XP Beginner Tutorial](#) [pdf, 2.1 MB]
- [Windows XP Intermediate Tutorial](#) [pdf, 2.8 MB]

Navigate here to access each individual tutorial:

- [Windows XP Basics](#)
 - [Working With Windows](#)
 - [Working With a Program](#)
 - [Working With Files and Folders](#)
 - [Customize Folders and Start Menu](#)
 - [Customize Windows, Accessibility](#)
 - [Useful Utilities](#)
 - [Pictures and Multimedia](#)
-
-

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

[FmEdit98 2.0](#)

Say goodbye to Windows Explorer, when you start using FmEdit98 you will never have the need to use explorer again. (zip format, 887 kB)

Features:

- File Manager with all of Windows explorer options plus a Dual File Manager
- View / Edit / Print - large ASCII files, limited only by the amount of RAM on your PC
- View / Print - BMP, GIF, ANIMATED GIF's, JPG, JPEG and PNG image files
- View / Edit / Print - large html files, also includes formatted printing of the html document, text search and copy to clipboard
- View / Edit / Print - rich text format files, and create new rtf files
- View, add to, extract from, delete from or create a self extracting exe file from a zip file, and create new zip files
- Zip Spanning

- Hex Editor
 - Font Viewer
 - Instant access to configuration files, regedit, win.ini, autoexec.bat etc.
 - Clipboard viewer, pop up calander plus a calculator on the toolbar for easy access.
-

[ClipCache 1.41](#)

ClipCache (freeware) enhances the Windows clipboard by automatically saving the clipboard contents each time it changes. The 3 pane view: Group, Item and Preview allow easy management of clips. Groups help categorise and maintain your clips. Captured clips are available for pasting back into applications through the main window, system wide hotkeys or from the system tray. Edit and create text clips giving post-it note functionality. Append copied text to the clipboard rather than replacing the contents. Supports drag & drop, right click menus, column sorting etc. (zip format, 797 kB)

[Clean It 1.03](#)

Clean It is a simple, easy to use application that is designed to remove temporary Internet and System files from your computer. No installation is necessary. You can launch the program from any folder using the run command or by placing a shortcut on your desktop. (zip format, 46 kB)

[Photo Print Calendar 3.00E](#)

Photo Print Calendar is a powerful tool for creating common wall calendars. You can use your own images as main picture for every single months. Photo Print Calendar is international and allows users to format the view of days and weeks in different local ways. The easy to use interface gives access to all options and allows creating your own calendar in a few minutes. Nice December tool, even for creating personal (Christmas) gifts. (zip format, 2118 kB)

[PrintKey 5.01se](#)

PrintKey allows printing anything on the screen to the printer. Once loaded, it sits in the task bar. Hit the Print Screen key on your keyboard and the program grabs the current screen, and is ready to manipulate (cut, crop, convert to gray scale, etc) then either print or save to file. Very intuitive, easy to use interface. Low resource consumption. (zip format, 384 kB)

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.

November 2006 Question of the Month:

As web-based applications become more popular and smart devices become mainstream and do things that computers can do, will traditional desktop software begin to fade away, and possibly be replaced by Internet-based computing and/or smart device computing?

Answer:

As web-based applications become more popular, we are also seeing a great increase in the number of powerful devices being used today, including blackberrys, smart cell phones, game boxes, personal music players, digital cameras, etc.

All smart devices have specialized software and an operating system, so as these are integrated in the future, they will need to support users with sharing, synchronizing information, and expanding out to other users and information repositories. One the the big challenges will be to figure out how to connect all of the devices used by a single person to provide individual access to, and control of, his or her information wherever it resides. There will probably be dual systems bringing together a centralized and a decentralized model.

In regards to desktop and web applications, I predict an eventual blend of the two that will be come together and create desktop applications that will able to go anywhere and use any data. On the web, a given remote system will probably not be a centralized server, but instead a global assortment of systems owned by dozens of different companies. This shifting of control to many varied types of online systems and servers will cause social and legal issues that will be challenging to solve.

I hope this help you.

Scott Turton

[EducationOnlineForComputers.com](http://www.EducationOnlineForComputers.com)

8) Please Support Our Training Mission

<http://www.EducationOnlineForComputers.com>

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

This is our new free computer and IT education and training search engine housing over 150,000 free training internet resources! Just type in a topic you're looking for and get tons of great web resources instantly. These search results are much better than the big search engines, like google. You can also check out our predefined search results page giving you tons of free training resources:

<http://www.edcomp.com/predefined.htm>.

ITT Technical Institute: Choose from their many programs:

University of Phoenix Online: Advance your career

DeVry: Online degrees for working adults

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.

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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 at scott_turton@educationonlineforcomputers.com

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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-

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