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Newsletter for EducationOnlineForComputers.com
Computer Software Education, Training & Tutorial
Resources

***** ISSUE #40 - August, 2007 *****

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!

Here is our August 2007 issue (#40) 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 56 Computer Software Application training, learning and tutorial web sites, with a total of 138 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 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 Training for Using Word 2007](#)

Microsoft has made huge changes to the user interface for all of the applications in Office 2007, including Word 2007. It has replaced all menus and toolbars with a new "Ribbon" interface, along with Tabs. The Ribbon and Tabs are positioned across the screen and graphically depict groups of features and functionality.

Here are **Four Free Training Resources for Learning How to Use Word 2007**. The first one is an online course that will help you learn how to use the Ribbon, find familiar features, and understand and use the new XML file format. The second one is a reference for the locations of Word 2003 commands in Word 2007. The third learning resource is a 3 page Word 2007 tutorial article that reviews Word's new features and user interface. The fourth document is a spreadsheet that maps all of Word 2003 menu and toolbar items to the Word 2007 ribbon or interface.

1) [Free Word 2007 Online Course: Up to Speed with Word 2007](#)

After completing this course you will be able to:

- Work with the Ribbon — the new feature that makes Word easier than ever before.

- Find everyday, common commands you need to do your job.
- Use the new file format for Word in the way that's best for you.

Course Contents:

- [Overview](#)
- [Get to Know the Ribbon](#)
- [Find Everyday Commands](#)
- [A New File Format](#)
- [Feedback](#)
- [Quick Reference Card](#)

2) Reference: Locations of Word 2003 Commands in Word 2007

This tutorial article explains and demonstrates elements of the new Microsoft Office Fluent user interface in Microsoft Word 2007. It also provides lists of commands that you may already be familiar with in Word 2003, showing you how to perform the same feature or function in Word 2007.

3) New Features in Word 2007

4) Word 2007 Ribbon Mapping from Word 2003

This is an spreadsheet (.xls) that will help you become familiar with the menu and toolbar options in Word 2007. It maps all of the menu and toolbar features and options in Word 2003 to the equivalent in Word 2007.

Word 2000 Tutorial from Comm. College of RI

This is a well written [Word 2000 Tutorial](#) from the Community College of Rhode Island. It instructs you in numbered steps how to perform and work with the following Word features: Text Editing, Check Spelling and Grammar, Using Document Views, Printing, Character and Paragraph Formatting, Mail Merge, and Tracking Changes. These tutorial lessons can also be used to learn most of the Word features in Word XP and Word 2003.

- [Lesson 1 - Exploring Word](#)
 - [Lesson 2 - Using Basic Document Skills](#)
 - [Lesson 3 - Using Basic Text Editing](#)
 - [Lesson 4 - Checking Spelling and Grammar](#)
 - [Lesson 5 - Working with Document Views](#)
 - [Lesson 6 - Printing](#)
 - [Lesson 7 - Using Character Formatting](#)
 - [Lesson 8 - Using Paragraph Formatting](#)
 - [Mail Merge](#)
 - [Revisions](#)
-

[2 Excel Tutorials from the University of Utah](#)

The University of Utah offers several [Office Handouts and Tutorials](#) that are nicely illustrated with screenshots. Here are their two Excel Tutorials taking you step-by-step through several beginning and advanced features of this spreadsheet application.

[Excel Tutorial Part 1: The Basics of Creating a Spreadsheet](#)

(6 pages, 377kb, pdf format)

Introduction

- How to Run Excel

Entering Data

- How to Enter Information
- Copying Series Content with AutoFill
- Form Controls
- Editing Cell Content

Formatting Worksheets

- Cell Format
- Row and Column Format
- Conditional Format
- Macros

Formulas and Functions

- Calculating Data with Formulas
- Entering Formulas
- Relative and Absolute Cell References

- Calculating Data with Functions
- Saving and Printing Worksheets
- Saving
 - Printing

[Excel Tutorial Part 2: Displaying, Importing and Analyzing Data](#)

(4 pages, 302kb, pdf format)

Displaying Data

- Sort
- Auto Filter and Advanced Filter
- Form
- Subtotal
- Freeze and Split

Importing and Exporting Data

- Import Text Files
- Import From or Export To Other Microsoft Applications (Access)
- Import HTML File

Charting and Analyzing Data

- Charts and Graphs
- Editing a Chart
- Pivot Table and Pivot Chart

[Excel 2000 Tutorial from Comm. College of RI](#)

Here is a well written [Excel 2000 Tutorial](#) from the Community College of Rhode Island, explaining for you step-by-step how to perform the following Excel functionality: Managing Workbooks, Working with Ranges, Creating Formulas, Copying and Moving Data, Printing, Formatting Numbers, Working with Columns and Rows, Using Large Worksheets, and Managing Multiple Worksheets. These tutorial lessons can also be used to learn most of the Excel features in Excel XP and Excel 2003.

- [Lesson 1 - Exploring Excel](#)
- [Lesson 2 - Using Basic Workbook Skills](#)
- [Lesson 3 - Working with Range](#)

- [Lesson 4 - Creating Simple Formulas](#)
 - [Lesson 5 - Copying and Moving Data](#)
 - [Lesson 6 - Printing](#)
 - [Lesson 7 - Formatting Numbers](#)
 - [Lesson 8 - Working with Columns and Rows](#)
 - [Lesson 9 - Using Large Worksheets](#)
 - [Lesson 10 - Working with Multiple Worksheets](#)
-

[Outlook 2000 Tutorial from Comm. College of RI](#)

Here is a step-by-step [Outlook 2000 Tutorial](#) from the Community College of Rhode Island, describing how to perform these activities in Outlook: Outlook Basics, Using Outlook Messaging, Managing Messages, Components and Office, Outlook Messaging Features, Scheduling with the Calendar, Managing Contacts, Working with Tasks, The Journal, Notes, and Organizing Outlook Items. These tutorial lessons can also be used to learn many of these Outlook features in Outlook XP and Outlook 2003.

- [Lesson 1 - Working with Outlook Basics](#)
 - [Lesson 2 - Working with The Office Assistant](#)
 - [Lesson 3 - Using Outlook Messaging](#)
 - [Lesson 4 - Managing Messages](#)
 - [Lesson 5 - Working with Components and Office](#)
 - [Lesson 6 - Using Outlook Messaging Features](#)
 - [Lesson 7 - Scheduling with the Calendar](#)
 - [Lesson 8 - Managing Contacts](#)
 - [Lesson 9 - Working with Tasks](#)
 - [Lesson 10 - Using Journal](#)
 - [Lesson 11 - Using Notes](#)
 - [Lesson 12 - Organizing Outlook Items](#)
-

[PowerPoint 2003 and PowerPoint XP Tutorials](#)

Here are several PowerPoint 2003 and PowerPoint XP Tutorials hosted by the University of Utah's [Office Handouts and Tutorials](#) site. These PowerPoint tutorials teach and demonstrate with screenshots and step-by-step instructions many basic and advanced PowerPoint features.

PowerPoint 2003 Tutorials

[PowerPoint 2003: Basics Tutorial](#)

- [PowerPoint 2003; Basics slides](#)

[Powerpoint 2003: Advanced Techniques Tutorial](#)

- [PowerPoint 2003; Advanced slides](#)

[Powerpoint 2003: Icons](#)

[Tips for Creating Effective and Interesting PowerPoint Presentations](#)

[Powerpoint 2003: Posters](#)

- [PowerPoint Posters: Tips & Guidelines](#) - Medical Graphics and Photography
- [PowerPoint Poster Template: 36" by 56"](#) - Medical Graphics and Photography

[Create Your Own Powerpoint Jeopardy Game](#)

Powerpoint XP (2002) Tutorials

[PowerPoint XP: Basics Tutorial](#)

- [PowerPoint XP; Basics slides](#)

[PowerPoint XP: Advanced Techniques Tutorial](#)

- [PowerPoint XP; Advanced slides](#)

[PowerPoint XP: Icons](#)

[Tips for Creating Effective and Interesting PowerPoint Presentations](#)

[PowerPoint XP: Poster Tutorial](#)

- [Medical Graphics and Photography Helps](#)
 - [Medical Graphics and Photography Helps](#)
 - [Riding the Wave to Powerful Poster Presentations](#)
 - Sample poster [Portable classroom](#)
 - Sample poster [Walking for Fun and Fitness](#)
 - [Eccles Library leaf image](#)
 - [Joan tossing plastic image](#)
 - [Joan tossing plastic image](#)
 - [Recycle logo image](#)
-

[PowerPoint 2000 Tutorial from Comm. College of RI](#)

Here is a [PowerPoint 2000 Tutorial](#) from the Community College of Rhode Island, describing step-by-step how to perform the following PowerPoint functionality: Basic Presentation Skills, Using the Outline Pane, Editing Presentation Text, Printing, Sending, and Publishing, Graphic Images and Tables, and the Slide Show View. These tutorial lessons can also be used to learn most of the PowerPoint features in PowerPoint XP and PowerPoint 2003.

- [Lesson 1 - Exploring PowerPoint](#)
 - [Lesson 2 - Using Basic Presentation Skills](#)
 - [Lesson 3 - Using the Outline Pane](#)
 - [Lesson 4 - Enhancing Presentation Text](#)
 - [Lesson 5 - Printing, Sending, and Publishing](#)
 - [Lesson 6 - Using Graphic Images and Tables](#)
 - [Lesson 7 - Using Slide Show View](#)
-

[Beginning and Advanced Access Tutorials](#)

Here are two Microsoft Access Tutorials and two Access Slide Presentations from The [University of Utah](#). The two Access tutorials provide step-by-step instructions, along with screenshot graphics to demonstrate both beginning and advanced features of Access.

[Access Basics Presentation](#) (11 Powerpoint slides 67kb)

- Definitions
- Data Integrity
- Access vs. MS Excel
- Examples
- Access vs. MS Excel

[2003 Access Basics Tutorial](#) (7 pages, pdf format, 594kb)

Contents of Microsoft Access Tutorial: The Basics:

Part 1: Starting MS Access and the Database Wizard

Part 2: Database Structure: Table Relationships, Fields, Primary Key,

Part 3: Viewing Your Data: Objects, Tables, Queries, Forms, Reports, Assignment

[Advanced Access Presentation](#) (21 Powerpoint slides, 121 kb)

- Definitions
- Basic Database Design Principles
- Main Parts of Database Design
- Sample Database Scenario
- Database Mission Statement
- Mission Statement >>Tables
- Tables and Fields
- Fields in the Table
- Primary Key
- Foreign Keys
- What You Don't Know Can Cause You Problems
- Access and its Templates Can Help You

[Advanced Access Tutorial](#) (9 pages, pdf format, 379kb)

Contents of Microsoft Access Tutorial: Advanced:

Part 1: Create Database

A. Primary and Foreign Keys, Table Design

B. Importing Data

Part 2: Implement Table Relationships

Part 3: Creating Forms and Modifying Queries and Reports

A. Creating and Modifying Forms

1. Creating Forms

2. Modifying Forms

3. Adding Records Using Forms

B. Modifying Queries and Reports

1. Modifying Queries

2. Modifying Reports

C. Setting Up Functions with Queries and Reports to Create a Count Query and Report

1. Create the Function Column in a Query

2. Run the Function in a Report

Part 4: Test Your Database

Part 5: Conclusion: Assignment - Design, create and modify MS Access forms, queries and reports and check to be sure that

The exercise [files](#) for this advanced Access tutorial are available:

- [Calls.xls](#)
- [Contact.xls](#)
- [Employees.xls](#)

[Access 2000 Tutorial from Comm. College of RI](#)

Here is a well written [Access 2000 Tutorial](#) from the Community College of Rhode Island. It takes you through the steps of how to perform and work with the following Access functionality: Creating and Editing Tables and Records, Filtering Data, Printing, Relationships, Simple Queries, Modifying Query Results, Analyzing Tables, Basic Forms, Basic Reports, and Using Online Help. These tutorial lessons can also be used to learn most of this Access functionality in Access XP and Access 2003.

- [Lesson 1 - Getting Started](#)
- [Lesson 2 - Working with the Office Assistant](#)
- [Lesson 3 - Creating Tables](#)

- [Lesson 4 - Working with Tables](#)
 - [Lesson 5 - Editing Tables](#)
 - [Lesson 6 - Finding and Filtering Data](#)
 - [Lesson 7 - Printing Data](#)
 - [Lesson 8 - Creating Relationships](#)
 - [Lesson 9 - Using Simple Queries](#)
 - [Lesson 10 - Modifying Query Results](#)
 - [Lesson 11 - Analyzing Tables](#)
 - [Lesson 12 - Creating Basic Forms](#)
 - [Lesson 13 - Creating Basic Reports](#)
 - [Lesson 14 - Using Online Help](#)
-

[Advanced Access 2000 Tutorial](#)

Here is a excellent [Advanced Access 2000 Tutorial](#), from the Community College of Rhode Island. It teaches you step-by-step how to perform and work with the following advanced Access functionality: Working with Tables, Field Properties, Operators in Queries, Advanced Queries, Action Queries, Linking and importing Data to an Access Table, Compacting and Backing up a Database, Working with Controls, Design View, Advanced Form Design, Advanced Report Design, and Editing Tools. These tutorial lessons can also be used to learn Access of this Access functionality in Access XP and Access 2003.

- [Lesson 1 - Modifying Tables](#)
- [Lesson 2 - Setting Field Properties](#)
- [Lesson 3 - Using Operators in Queries](#)
- [Lesson 4 - Designing Advanced Queries](#)
- [Lesson 5 - Creating Action Queries](#)
- [Lesson 6 - Using Advanced Query Wizards](#)
- [Lesson 7 - Using Advanced Database Features](#)
- [Lesson 8 - Manipulating Controls](#)
- [Lesson 9 - Using Design View](#)
- [Lesson 10 - Using Advanced Form Design](#)
- [Lesson 11 - Using Advanced Report Design](#)
- [Lesson 12 - Using Editing Tools](#)

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

[25 Flash Tutorials from Spoono](#)

Here are 25 nicely written and easy to follow [Flash Tutorials from Spoono](#), the web designers' playground. These free Flash training pages cover all Flash skill levels: beginning, intermediate, and advanced.

8 Beginning Flash Tutorials:

- [Alpha/Onion Skin](#)
- [Animated Button](#)
- [Custom Cursor](#)
- [Invisible Button](#)
- [Object Follow Mouse](#)
- [Simple Text Bevel](#)
- [Sound Loops](#)
- [Typewriter Effect](#)

11 Intermediate Flash Tutorials:

- [Collapsing Text Button](#)
- [Collision Detection](#)
- [Double Click](#)
- [Draggable Masks](#)
- [Flash and JavaScript](#)
- [Gravity in Flash](#)
- [Movie Functions](#)
- [Opposeable Mouse Effect](#)
- [Revolving Text Button](#)
- [Scrolling](#)
- [Springy Text Button](#)

6 Adanced Flash Tutorials:

- [Advanced Preloader](#)
 - [Digital Timer](#)
 - [Flash and XML](#)
 - [Keyboard Movement - Part 1](#)
 - [Keyboard Movement - Part 2](#)
 - [Keyboard Movement - Part 3](#)
-

[Best 22 Flash Tutorials by Creativepro.com](#)

Here are top 22 Flash Tutorials hosted and linked by [Creativepro.com](#). These will teach and show you how to do many things for your web sites using Flash, including how to implement sound, use bitmapped images, create movies and animations, switch between video clips, animate masks, and more.

[Making Flash Roar - Part 1](#)

This is the first part of a Flash tutorial on how sounds help tell the story and enhance the mood, letting the audience know whether something is funny, scary, or important.

[Making Flash Roar - Part 2](#)

This is the second part of a Flash tutorial on how sounds help tell the story and enhance the mood, letting the audience know whether something is funny, scary, or important.

[Flash MX: Enabling the Rich Internet](#)

Macromedia's new vision of Flash offers video and audio integration, a polished and streamlined interface, and enhanced graphic tools.

[Too Much Flash on the Brain](#)

Contributing editor Pamela Pfiffner joins Lynda Weinman in a look at the bleeding edge of Web design using Flash.

[Flash without Flash](#)

At the recent Thunder Lizard Web Design Conference in Atlanta, a certain brilliant woman posited that "SWF is the PostScript of the twenty-first century."

[How to use bitmapped images in Flash 5](#)

Learn how to use photographic bitmapped images in Flash to add depth to the background of a Web site, enhance buttons and other interactive elements.

[Flash in a Flash](#)

Find out how the author created several Flash animated shorts for a Web site, and he did them all in six weeks.

[Creating Flash Animations in Adobe Illustrator](#)

Learn how to use the Release to Layers functions in Flash to generate animated SWF files.

[Flash Explores New Angles](#)

Macromedia's Flash MX allows users to do a number of cool tricks, including switching instantaneously between video clips.

[Flash Physics: Velocity and Acceleration](#)

Flash, by definition, brings 2D drawing to life. But it lets you do even more: To give your Flash animations a sense of realistic movement, discover how to use the laws of physics and mimic the way objects behave in nature.

[Optimize Preloading with Flash 5](#)

This Flash tutorial teaches how to optimize the size of your Flash files, when they are packed with audio and imported graphics.

[Macworld's Flash 5 Expert Guide](#)

Flash's unintuitive interface, click-intensive dialogs, and limited scripting support have been known to inspire a love-hate relationship between the program and developers. Sure, you can do amazing things in Flash, but it isn't easy.

[Becoming a Flash 5 Master: Lesson 1](#)

Learn how to add snappy interactivity and animations to your Web pages using Flash and without scripting any DHTML.

[Flash 5: Shared Libraries](#)

Flash 5 introduces several features that make it easier to control external files and share resources across a project. In this walkthrough we'll make a gadget that works like a child's toy keyboard, using an external linked graphic symbol and the new ActionScripting syntax.

[Flash Your E-mail](#)

Would you like to have a signature file on your emails that instantly tells recipients you are a good designer? Would you like to bring your client's newsletters to life with all the capabilities of Flash animation? Then this Flash tutorial is for you.

[Hierarchical Menus in Flash](#)

Find out how to create a Hierarchical Menu using Flash. This menu works when the user clicks on the arrow or plus sign, and a sublist of items expands below it pushing everything else down.

[From Fireworks to Flash and Back](#)

Fireworks takes care of the bitmap images while Flash handles the vector graphics and animation controls. Learn how to easily import native Fireworks files into Flash, and perform some round-trip editing techniques that make these two applications a perfect combination.

[Off the Beaten Path with Flash and LiveMotion](#)

Learn how to animate objects along a custom motion path in Flash and LiveMotion.

[Animating Masks in Flash and LiveMotion](#)

Animated masks in Flash and LiveMotion can produce a compelling effect by revealing only one part of the underlying animation at a time. By including masks in your animations, you can add a sense of complexity and interest.

[Getting Started with Coldfusion MX and Flash Remoting](#)

How to use Flash Remoting, allowing you to use ColdFusion MX functionality in your Macromedia Flash movies easily, using familiar Macromedia Flash syntax and objects.

[Making a Splash with Flash: An Animation Primer](#)

This tutorial reviews Flash's user interface and then demonstrates how to use it to build a basic Flash animation, that would be suitable for an introduction movie for your Web site.

[One Approach to Mastering Flash](#)

Learn the intricacies of Flash's Tell Target command, which is used to manage and manipulate nested video clips.

[Two Excellent Photoshop Tutorials](#)

Here are two excellent Photoshop Tutorials from the University of Utah. These will help you get up to speed quickly using either Photoshop CS or Photoshop 7. They take you step-by-step through many important Photoshop features and functionality related to editing and manipulating images and photographs that you have downloaded from your digital camera or scanned into your computer. These two tutorials teach essentially the same features, use the one that is appropriate for your version of Photoshop.

[Using Photoshop CS2 to Edit Images](#)

(11 pages, 689 kb, pdf format)

[Using Photoshop 7 to Edit Images](#)

(11 pages, 804 kb, pdf format)

Tutorial Exercise One - Basics

For this exercise you will start with a scanned photograph and make typical kinds of adjustments. You will learn to use a variety of tools & functions including

- Crop, Measure
- Rotate
- Zoom
- Variations

Correcting the Exposure and Color Balance

When correcting for exposure and color it's helpful to have the original picture in front of you.

Brightness/Contrast

Increasing contrast makes the light areas lighter and the dark areas darker; decreasing it makes the light areas darker and the dark areas lighter.

Tutorial Exercise Two - Retouching Photos

In this exercise, you'll use the following Photoshop features, and then proceed to the others:

- Crop the image
- Straighten the image
- Adjust the tonal rang
- Removing a color cast (or imbalances of color)
- Experiment with the various choices including the Tone Balance.(Shadows, Midtones, Highlights)

Replacing colors in an image

Options in the Replace Color command's dialog box allow you to adjust the hue, saturation, and lightness components of a selected area of the image. It helps to zoom in on the area where you want to effect a change.

Sponge tool - Adjusting saturation

When you change the saturation of a color, you adjust its strength or purity. The Sponge Tool is useful in letting you make subtle saturation changes to specific areas of an image. We will use the sponge tool on the red and white stripped tarp covering the main gondola in the picture.

Dodge Tool - Adjusting lightness

Use the Dodge Tool to lighten the highlights along the gondola's hull and exaggerate the reflection of the water there.

Clone Stamp Tool -- Removing unwanted objects

Use the Clone Stamp Tool to remove an object or area by "cloning" an area of the image over the area you want to eliminate.

Replacing part of an image

The sky is fairly drab and overcast in this photograph. You will replace it with a more interesting sky from another file.

Adding Text

Adding a Layer Style (CS)

Horizontal Type Tool (ver.7)

Warp Text (CS)

Move Tool (ver.7)

Applying the Unsharp Mask filter (ver.7)

Flatten image into a single layer

Tutorial Exercise Three - Working with a LOGO

The goal in this short exercise is to take a logo and make a modification to it.

Resolution Explanations

- Image Resolution
- Monitor Resolution
- Printer or Output Resolution

Photoshop Tools

File Formats Explanations

- Bitmap
 - GIF
 - JPEG
 - PICT
 - TIFF
-

[Photoshop Tutorials from Heathrowe.com](#)

Here are very well produced [Photoshop Tutorials](#) from Heathrowe.com, providing Photoshop users an excellent set of over 75 Photoshop tutorials for all skill levels. These tutorials offer detailed screen-shots and step-by-step instructions, giving you a good understanding of the secrets beneath the tools. These Photoshop tutorials are categorized by their primary Tool Technique:

- [Automation](#)
- [Color Manipulation](#)
- [ImageReady](#)
- [Knockout Power Tricks](#)
- [Layer Blending Styles](#)
- [Other Tools Techniques](#)
- [Painting Techniques](#)
- [Pattern/Texture Techniques](#)
- [Pen Tool Techniques](#)
- [Shape Tools Techniques](#)
- [ShortCuts, Tips & Tricks](#)
- [Third Party Plugin](#)
- [Type Tool Techniques](#)
- [Web Design Techniques](#)

[FrontPage 2000 Tutorial from Comm. College of RI](#)

Here is a step-by-step how [FrontPage 2000 Tutorial](#) from the Community College of Rhode Island, describing how to do the following tasks using FrontPage: Creating and Working with Webs, Working with Page View, Working with Links, Formatting and Developing Web Pages, Graphics and Animations, Working with Tables, and Finalizing and Publishing a Website. These tutorial lessons can also be used to learn many of these FrontPage features in FrontPage XP and FrontPage 2003.

[Lesson 1 - Working with FrontPage](#)

[Lesson 2 - Creating Webs](#)

[Lesson 3 - Working with Webs](#)

[Lesson 4 - Working with Page View](#)

[Lesson 5 - Working with Links](#)

[Lesson 6 - Formatting and Enhancing Web Pages](#)

[Lesson 7 - Using Graphics and Animations](#)

[Lesson 8 - Working with Tables](#)

[Lesson 9 - Finalizing and Publishing Webs](#)

4) The Best New Free Web Development Training Sites

[The Web Designer's Killer Handbook](#)

The goal of [The Web Designer's Killer Handbook](#), by Stefan Mischook, is to present and demonstrate some of the more useful techniques and code, in relation to HTML, JavaScript, and Cascading Style Sheets (CSS), that the author has found when creating websites and web applications. As such it provides useful tips and code snippets. The easiest way to get started with this web designer handbook is to create a practice HTML page, cut and paste the code provided, and then make small changes to see how your changes look in the browser and affect functionality. You will learn more if you try some things on your own and change the code to try to do other things, or break the code, and then see what happens. [This article](#) explains why its important to understand and know HTML, JavaScript, and CSS, even when you are using a wysiwyg type of web editor.

[Styling Your Web Pages](#)

- Styling Tips
- Change the color of the browser's scroll bars:
- Create link roll-over effects without images:
- CSS floating background image
- CSS relative positioning
- CSS absolute positioning
- Fieldset element with CSS styling affecting margin (outside) and padding (inside)
- CSS Border style (inline) applied to a table

[Miscellaneous Web Design Tips](#)

- Subscripts
- Superscripts
- Prevent the page from jumping
- Cause the page to jump
- Obfuscated email address to protect yourself from spam
- Jump to a spot on another page

- [ASCII Character Code](#)
 - [Easy navigational drop-down menus](#)
 - [Removing the %20 in URL's](#)
 - [Add to favorites: How to create an 'add to favorites' link](#)
 - [Link made with an image instead of text](#)
 - [A more extensive version of the "Add to Favorites" code](#)
-

[Web Development Tutorials](#)

Here are several [Web Development Tutorials](#) from Outfront.net. By using these you will learn how to use CSS, JavaScript, and HTML to give you web site a better look and feel for your users, and to improve its functionality.

[Introduction To Cascading Style Sheets](#)

- [CSS Basics: 3 different ways to apply style sheets:](#)
 1. [Inline Styles](#)
 2. [Embedded Style Sheets](#)
 3. [Linked Style Sheets](#)
- [Cascading Style Sheets - Part 2](#)
 - [Constructing a Style Sheet](#)
- [Cascading Style Sheets - Part 3](#)
 - [Using CSS for Text Formatting](#)
 - [Inheritance](#)
 - [Linked or Embedded?](#)
 - [Selectors for Text Style](#)
 - [Browser Support](#)

[Creating Funky Forms With CSS](#)

- [Part 2: Adding a Style to the Submit Button](#)

- [Part 3: Adding Styles to Text Areas](#)

[An Introduction To JavaScript - Part 1](#)

- [An Introduction to JavaScript - Part 2](#)

[Creating JavaScript Rollover Buttons - Part 1](#)

- [Creating JavaScript Rollover Buttons - Part 2: Creating the JavaScript](#)
- [Creating JavaScript Rollover Buttons - Part 3: Putting the Code in Your Pages](#)

More Web Design and Development Tutorials:

- [JavaScript Snippets](#)
 - [Fun With Background Images](#)
 - [Fun With Bulleted Lists](#)
 - [Are You Compliant?](#)
 - [Creating Custom Error Pages](#)
 - [Designing Fast Loading Sites](#)
 - [htaccess Magic](#)
 - [Getting More From Mailto](#)
 - [Installing And Using Perl Scripts](#)
 - [Preparing Photos For Your Web Site](#)
 - [The Popup Dilemma](#)
 - [Creating And Using robots.txt File](#)
-
-

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

[Windows Vista Tips & Tricks, Part 1 - Vista User Interface](#)

Learn Vista tips, tricks, and tools for more effectively utilizing the new user interface to your advantage and efficiently managing file and application performance.

[Windows Vista Tips & Tricks, Part 2 - Performance and Security](#)

Here are Vista tips, tricks, and tools for optimizing performance under Windows Vista while ensuring that you're taking full advantage of the operating system's security features.

[Windows 2000 Tutorial](#)

- [Lesson 1 - Working with Computers](#)
 - [Lesson 2 - Using Startup and Shutdown](#)
 - [Lesson 3 - Reviewing the Desktop](#)
 - [Lesson 4 - Manipulating Windows & Programs](#)
 - [Lesson 5 - Using Menus and Dialog Boxes](#)
 - [Lesson 6 - Using My Computer](#)
 - [Lesson 7 - Using the Windows Explorer](#)
 - [Lesson 8 - Using Files/Folders/Shortcuts](#)
 - [Lesson 9 - Changing Time Settings](#)
 - [Lesson 10 - Using Accessories](#)
 - [Lesson 11 - Using Printers](#)
 - [Lesson 12 - Using Help](#)
-

Beginning Linux and Linux Desktop Tutorials

The new Vista Windows operating system from Microsoft is not being met with great applause and more and more computer users are looking for alternatives to Windows for various reasons. One alternative is Linux, which has virtually all the software that most people need to do the things they normally do on their Windows desktops. Some of the advantages of using Linux include: a secure system without DRM restrictions and spyware issues, it works even on old hardware, freedom from all viruses and malware, and all the software in a Linux distribution is available for free.

Linux.about.com articles:

- [Linux Advantages](#)
- [Linux, the Ultimate Unix](#)
- [Linux Distributions: How to Choose One](#)
- [CD-Based Linux Distributions](#)
- [Install Red Hat Linux - Configuring a Dual-Boot System](#)
- [More Linux Distros](#)
- [Which One to Choose?](#)
- [Distro Top Picks](#)

[The Perfect Desktop - PCLinuxOS 2007](#)

This tutorial explains how to set up a PCLinuxOS 2007 desktop that is a full-fledged replacement for a Windows desktop

[The Perfect Desktop - Ubuntu 7.04 Feisty Fawn](#)

Learn how to set up a Ubuntu 7.04 Linux desktop that fully replaces the Windows desktop.

[The Perfect Desktop - Fedora 7](#)

This tutorial shows how you can set up a Fedora 7 desktop that is a full-fledged replacement for a Windows desktop.

[The Perfect Desktop - Debian Etch \(Debian 4.0\)](#)

How to set up a Debian Etch (Debian 4.0) desktop that fully replaces the Windows desktop.

[The Perfect Desktop - Mandriva 2007 Spring Free \(Mandriva 2007.1\)](#)

How to set up a Mandriva 2007.1 desktop that fully replaces the Windows desktop.

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

The following programs are totally Free, no popups, no adware, no spyware, and no shareware.

HovText 2.0

HovText is a small open source Windows application that removes any formatting within the clipboard from copied text. This means that the words will be pasted as pure text without any font sizes, colors, layout, etc. Using this tool, for example, you can copy and paste text from Internet Explorer and paste it into Outlook or Word without any formatting coming along, allowing you to keep your current formatting within Outlook or Word.

[Download](#) (497 kB)

Abee CHM Maker 1.3

Abee CHM Maker is an easy to use program for making CHM-type files, which is the Windows Help file format. A CHM file allows you to put many HTML pages into a single file for easy access. A CHM file also allows you to index the contents for more convenient and quick search and navigation. You don't need to know how to create

or use *.hhp and *.hhc files. Instead, this program allows you to just add needed files and folders and then build a CHM file by pressing one button.

[Download](#) (1383 kB)

DVD Copy Machine 0.9

DVD Copy Machine allows you to: copy DVD movies to DVD+/-R(W) disks: - from DVD to HDD - from HDD to DVD; convert DVD VOB-files to one MPEG1 file; convert DVD VOB-files to one MPEG2 file; convert DVD VOB-files to one AVI file; use for conversion Audio and Video codecs installed on your computer. Rip DVD - Allows you to decrypt DVD movie. ToMPEG1 - Allows you to decrypt DVD movie and convert it to MPEG1 format. ToMPEG2 - Allows you to decrypt DVD movie and convert it to MPEG2 format. ToAVI - Allows you to decrypt DVD movie and convert it to AVI format, using selected audio and video codecs. Burn DVD - Allows you to write data on CD/DVD R/RW discs.

[Download](#) (1151 kB)

LetMeType 1.81

LetMeType is similar to AutoComplete, except it runs in the background for any program you use. It analyses what you type and then suggests a word after you have typed the first two or three letters. A list of the most probable words is displayed, and you can select one with a single keystroke or just continue typing.

[Download](#) (563 kB)

GreatFamily 1.1.3

Using this application, you can easily build your family tree and generate web pages in a graphical way. You simply draw your family tree using nothing but the mouse. You can also navigate and then zoom in to look at only a part of your family tree. Easily create your family chronicle using the MS Word report generator. If you'd like, you can also, with one click, export your family tree to appealing, graphical web pages, including any pictures and additional information you have supplied.

[Download](#) (867 kB)

PTFB 1.06.4

PTFB is a background tool that will press buttons for you automatically. When you no longer want to click on a button in a dialog, you simply tell it which button should be pressed, and it will always press it from then on. By default, PTFB is cautious - a dialog has to be a perfect match for its hitlist entry before any buttons will be pressed. But it can be set to be less strict, allowing a range of similar dialogs to be handled from one hitlist entry. A task bar icon is available and you can tell it how much delay time it should have..

[Download](#) (461 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.

August 2007 Question of the Month:

What are the choices with Free Hosted Office Applications on the Web today?

Answer:

Today most Web 2.0 office applications provide the capability to share, edit, and collaborate with your co-workers, customers, and peers in real time. Because these are web applications, your collaboration is entirely independent of software and your operating system. Some of the most popular, free web-based office applications are from Google - right now, Google offers Calendar, Gmail (with Google Talk integration), Page Creator, Spreadsheets, and Google Docs (Word processor). Earlier this month, Google officially launched both its Docs and Spreadsheets web applications as [Google Docs & Spreadsheets](#). According to Google, these products' "biggest wow feature" is the ability for multiple users to simultaneously edit spreadsheets and chat. Things are getting better with Google's web applications: once you obtain a free Google Account, you will be able to export and import a wide variety of file formats, including an option to publish to a blog or as an HTML page. Also, Google has acquired [JotSpot](#), which offers JotSpot Tracker, turning spreadsheets into collaborative, interactive Web applications.

[ThinkFree Office](#) is a Web-based, server hosted office suite that allows users to create, edit and share word processing, spreadsheet, and presentation files anytime, anywhere. This site offers a free online alternative to Microsoft Office, free 1gb online storage, and free online document collaboration.

[Bubbl.us](#) is a simple and free web application that lets you brainstorm online.

Finally, by all means take a look at [The Freelancer's Toolset: 100 Web Apps for Everything You Will Possibly Need](#), these categories are covered here:

- Organization
- Calendars & To-Do Lists
- Your Money
- Storage
- Project Management & Productivity
- Writing & Design Tools
- Security & Privacy
- Mobility & Contact
- Marketing & Networking
- Business & Legal
- Client Contact & Feedback

- Website Tools
- Printing & Packaging
- Tools to Give & Take
- Miscellaneous

I hope this helps you.

Scott Turton

Site Editor

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

8) Please Support Our Training Mission

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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](#)

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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 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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