

Be sure to check out our new [Blogs](#) and discover all the new Free Training!



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

**\*\*\* ISSUE #43 - November, 2007 \*\*\***

[EducationOnlineForComputers.com](#)

This Newsletter is only sent to its subscribers  
and is available on the web at  
[EducationOnlineForComputers.com/newsletter43.html](#)

Newsletter Archives are here:  
[EducationOnlineForComputers.com/newsletter.html](#)

Subscribe and unsubscribe [instructions are at the end](#).

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

---

**In This Issue:**

[1\)... Editor's Greeting](#)

[2\)... Best New Free Microsoft Office Training & Tutorial Sites](#)

[3\)... The Best New Free Training Sites for Flash, Photoshop, Dreamweaver, FrontPage, & other Adobe / Macromedia Applications](#)

[4\)... Best New Free Web Development Training Sites](#)

[5\)... Best New Free Windows, Linux, Hardware & Computer Training](#)

[6\)... Software, Office and Computer Sites Worth Mentioning](#)

[7\)... Question of the Month about Software Training](#)

[8\)... Please Support Our Computer Training Mission](#)

---

---

## 1) Editor's Greeting:

Hello everyone, and welcome to our new subscribers!

Here is our November 2007 issue (#43) 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 112 Computer Software Application training, learning and tutorial web sites, with a total of 52 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](http://www.edcomp.com) - We have deployed a new website at [www.edcomp.com](http://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.educationonlineforcomputers.com/current\\_news.html](http://www.educationonlineforcomputers.com/current_news.html)

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

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

Also, please check out our new free computer training search site at [www.edcomp.com](http://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](mailto: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.educationonlineforcomputers.com) \*\*\*

Our Members' Site contains the web's best Microsoft Office and other software training resources and tutorials. This content is individually linked and presented in a way to expedite and facilitate your computer learning experience. We have done all

the web research and presentation work for you so you can concentrate solely on your computer training. For short [FAQ Answers](#), please see the end of this newsletter.

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

---

---

**[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!

---

### [Guide and Tutorial for Word XP](#)

Here is a great 44-page Word Tutorial, titled '[Your Guide To Microsoft Word XP](#)' (44 pages, 1.2mb, pdf format), provided by the San Antonio Independent School District. Features taught and demonstrated by this Word tutorial include: Views, Text, Fonts, Tables, Borders, Clip Art, Word Art, and Pictures. It includes a quiz at the end you can take to test your Word knowledge. This website's [Technology Literacy Institute](#) offers several excellent web-based Office tutorials and software learning resources. This Word tutorial is located on their [MS Office XP Tutroials](#) page.

#### Word Tutorial Contents:

Topics Page

What is Word XP?

    What should you consider before beginning?

    Plan Ahead!

MS Word XP Basics

    Window Overview

    How to get help in Word

    Help options found on the Menu Bar/Toolbar area

## Screen Tips

The Office Assistant

Ask a Questions Wizard

The What's This arrow

## Different Views in Word XP

Different Views

## Working with Text

Working with Font types, size and color

Working with the Alignment

## Working with Borders and Tables

Creating Page Borders

How to add a border to a page

How to add color to your border

How to add standard text to your certificate

Creating a table to add non-standard text

Inserting a table

To Center a Field

To change the Size of a Cell in aTable

to Eliminate Unnecessary Borders around the Cell

## Working with Clipart

How to Insert Clip Art

## Working with Wort Art

How to Insert Word Art

## Working with Pictures

How to Insert a Picture

## Helpful Information

Use the Help Options to find out more

## Test for Knowledge

Create the following in MS Word XP

Mini MS Word XP Quiz

## Evaluation Form

Geometric Reflecitons and Evaulation

## Software Integration—Content Area

MS Word XP Integration

## Resources, Links & Citations

This is an excellent, feature rich, 56-page Excel Tutorial, titled '[Your Guide To Microsoft Excel XP](#)' (56 pages, 1.8mb, pdf format), hosted by the San Antonio Independent School District. Many Excel features are presented and taught this Excel tutorial including the following: Menu Bar, Toolbar area, entering and formatting data, working with columns and rows, formatting cells, navigating and managing worksheets, using formulas, and creating charts and graphs. You can take a quiz at the end to test your Excel knowledge. This Excel tutorial is located on this site's [MS Office XP Tutorials](#) page.

### Excel Tutorial Contents:

What is Excel XP

What Should you consider before beginning?

Beginning Basics

Opening Excel XP

Parts of the Excel window

How to get help in Excel SP

Help options found on the Menu Bar/Toolbar Area

Screen Tips

The Office Assistant

Ask a Question Wizard

The What's This arrow

Working with Worksheets

Entering data into a worksheet

Formatting problems with data entry

Changing the appearance of Columns and Rows

Resizing column widths

Resizing row widths

Inserting and Deleting Columns and Rows

Inserting new Columns

Inserting new Rows

Deleting Columns

Deleting Rows

Changing the appearance of Cells

Selecting Cells

Adding color to cells

Adding borders to cells

Navigating a worksheet and/or workbook

Scrolling up and down

Scrolling left and right

Switching between worksheets

Inserting, deleting, naming, and moving a worksheet

Inserting a worksheet



- Deleting a worksheet

- Naming a worksheet

- Moving a worksheet

- Using Formulas

  - Simple Formulas

    - Errors found in formulas

    - Relative cell references

    - Using fill option

    - Absolute cell references

  - Functions

    - Types of functions

    - Example of AVERAGE function

    - Using the AutoSum icon

  - Linking Formulas

- Creating Charts or Graphs

  - Using the Chart Wizard

- Copying a worksheet into MS Word

  - A simple copy and paste

  - Inserting a worksheet

- Helpful Information

- Test for Knowledge

  - Create the following in MS Excel XP

  - Mini MS Excel XP Quiz

- Evaluation Form

  - Geometric Reflection and Evaluation

- Resources, Links & Citations

---

## **[10 Excel Tutorials and How-Tos](#)**

The C·R·E·A·T·E for Mississippi project was designed to better prepare students and teachers for life in the 21st century. This project hosts [64 Microsoft Office Tutorials and How-to Training Documents](#). Here are their 10 Excel Tutorials and How-Tos that will help you become a better Excel user. These Excel tutorials and how-tos are in pdf format. More Excel tutorials from Mississippi State University are available on [this blog post](#).

Excel 2000/XP: Creating an Assessment Tool in Excel 2000/XP: [view](#)

Protect Your Spreadsheets in Excel XP: [view](#)

Basic Excel Worksheet Terminology: [view](#)

Creating Spreadsheets and Charts Using Microsoft Excel: [view](#)

Graphing in Microsoft Excel 2000/XP: [view](#)

How to Create a Dropdown List in Excel: [view](#)

Excel Spreadsheet Vocabulary Review: [view](#)

Using Microsoft Excel to Design Forms: [view](#)

Using Excel's PMT Function: [view](#)

Editing Excel Dropdown Lists: [view](#)

---

## **[PowerPoint XP Tutorial and Guide](#)**

This is a great, informative PowerPoint XP Tutorial, titled '[Your Guide To Microsoft PowerPoint XP](#)' (43 pages, 2.3mb, pdf format), from San Antonio Independent School District. PowerPoint features and functions taught by this PowerPoint tutorial include: Create New Presentation, Slide Views, Slide Layouts and Colors, Fonts, Headers and Footers, Word Art, Clip Art and Graphics, Charts, Tables, Sounds, Slide Shows, and Packaging Presentations.

### **PowerPoint Tutorial Contents:**

What is Power Point XP?

What should you consider before beginning?

Beginning Basics

Opening Power Point

Power Point Window Overview

Creating a new presentation

Slide Views

## Basic Slide Editing

- Slide Layouts

- Slide Color Scheme

- Font Settings

- Headers and Footers

## Adding Content

- Adding Text

- A New Slide

- Word Art

- Graphics from Clip Art

- Graphics from a File

- An Organizational Chart

- A Chart

- Tables

- Sound

- Hyperlinks

## Slide Show Secrets

- Slide Show Animations

- Slide Show Transitions

- Slide Show Timing

- Speaker Notes

## Playing the Slide Show

- Navigation Through a Slide Show

- Additional Slide Show Features

## Packaging a Presentation

- Saving a presentation for preview

- Saving a presentation for preview on the web

- Saving a presentation for preview on any platform

- Printing a presentation

## Helpful Hints For Power Point

- Replace Fonts Globally

- Show slides out of order

- Create a Photo Album

- Protect your Presentation

## Test for Knowledge

- Create a presentation based on your life

- Mini-Power Point Quiz

## Evaluation Form

- Geometric Reflections and Evaluation

## Resources, Links, and Citations

---

## [Access XP Tutorial and Guide](#)

This is an excellent [Access XP Tutorial and Guide](#) that will help you become more familiar and skilled with creating and using Access tables, forms, queries, and reports. Access features that are taught by this Access tutorial include the following: Creating a Database Table, Creating a Lookup Field, Creating and Modifying a Query, Using Filters, Creating and Modifying Forms, Creating and Modifying Reports, Backing up an Access Database, and Performing a Mail Merge. This training tutorial is hosted by the San Antonio Independent School District's [Technology Literacy Institute](#). (55 pages, 1.6mb, pdf format)

### Access Tutorial Contents:

#### What is Access XP?

- What should you consider before beginning?

- Plan Ahead!

#### Opening a new database

- Opening a database

#### Tables

- Creating a table

- What is a field name?

- What is a data type?

- Creating a lookup field

#### Query

- Creating a query

- What's the LNC naming convention?

- How to modify a query

- Querying a date

- Creating a parameter query

- Counting using a query

- Using filters

#### Forms

- Creating a form

- Modifying a form

- How to navigate through your database

#### Reports

- Creating a report

- Modifying a report

#### Backing up a database

- Why should you back up your data?

## Creating a Mail Merge

What is a Mail Merge

## Helpful Information

What types of objects can be created in Access

Some other terms to remember

Data Types in Access

Reasons for making a database

## Test for Knowledge

Create databases based on the following topic

Mini Access Quiz

## Resources, Links & Citations

---

## [Web Outlook Tutorial Guide](#)

Here is an excellent [Web Outlook Tutorial Guide](#), complete with well produced screen illustrations, step-by-step instructions, and explanations of everything you need to know to use this web email tool to its fullest extent. This is a free training document and published by the San Antonio Independent School District. Document format is pdf.

[Your Guide To Microsoft Web Outlook](#) (85 pages, 3.7mb, pdf)

### Individual Chapters of Web Outlook Guide:

- [Chapter 1 - Overview](#) (14 pages)
  - [Chapter 2 - Your Inbox](#) (14 pages)
  - [Chapter 3 - Options in Web Outlook](#) (8 pages)
  - [Chapter 4 - Working with Others](#) (24 pages)
  - [Appendix - MS Web Outlook](#) (17 pages)
  - [Outlook Training Materials for creating Personal Outlook Folders](#) (8 pages)
- 
-

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

#### **[Flash MX Intro Tutorial](#)**

Here is a [Flash Tutorial](#) that demonstrates some of the fundamentals of using Flash MX. Flash features and functionality taught by this Flash tutorial include the following: Timeline, the Toolbar, Drawing, Animation, Shadow effect, Mask layer, and Exporting the movie. This tutorial is hosted by the San Antonio Independent School District on their [Macromedia MX](#) tutorial page.

#### **[Intro to Macromedia Flash MX](#)**

(28 pages, 3.1mb, pdf format)

#### **Flash Tutorial Contents:**

The Flash MX Workspace

The Timeline

Tools on the Toolbar

Drawing Exercises

Bunny Rabbit

Crazy Clown

Animation Exercises

Bouncing Bunny

School Header

Copying the Photos

Removing the photos from the Flash stage

Creating the School's Name

Creating a shadow effect

Creating the tweens

Creating a Mask Layer

Exporting the movie

## **[Photoshop 7 Tutorial](#)**

This Photoshop 7 Tutorial, titled '[Getting Started with Adobe Photoshop](#)', the fundamentals of using many Photoshop's features when working with your digital images. Using this tutorial gives you a great way to increase your working knowledge of Photoshop and its functionality. This tutorial demonstrates and teaches you the following Photoshop functionality: Photoshop Interface, File management, Toolbar, Image menu, Layer management, working with Text, and creating Graphics. This Photoshop tutorial is located on the [Graphics and Multimedia Tutorials](#) page at the University of Texas.

### **Photoshop Tutorial Contents:**

- [Familiarizing Yourself with the Photoshop Interface](#)
- [Opening/Creating files](#)
- [Using the Toolbar](#)
- [Using the Image Menu](#)
- [Layer Management](#)
- [Working with Text](#)
- [Creating Graphics](#)
- [Tips & Fun Stuff](#)
- [Evaluate this tutorial](#)
- [PDF Handout](#)
- [Tools PDF Handout](#)

---

## **[Photoshop 7 Tutorial and Guide](#)**

Here is an excellent [Photoshop 7 Tutorial and Guide](#), hosted by the San Antonio Independent School District. Some of the Photohop features and functionality taught

by this Photoshop tutorial include the following: Toobar basics, Palette Overview, Selection Tools, Drawing Tools, Color Tools, Eraser Tools, Text Tools, Resizing Images, Adjusting and Replacing Color, Adding Text to Images, Applying Filters to Images, New Canvas, Drawing an Image, Working with Layers, and Using History. This school district's [Technology Literacy Institute](#) website provides easy access to web-based [tutorials](#) and resources. (62 pages, 12.9mb. pdf format)

## Photoshop Tutorial Contents:

What is Adobe Photoshop

What should I consider before beginning?

Beginning Basics

Opening Photoshop

Photoshop Window Overview

Tool Bar Overview

Palette Overview

Creating a new Document

Tool Bar Uses

Selection Tools

Paint / Drawing Tools

Color Tools

Eraser Tools

Text Tools

Photo Retouching

Resizing Images

Adjusting Color

Replacing Color

Removing Unwanted Images

Replacing Part of an Image

Adding Text to Images

Adding Effects to Text on Images

Applying Filters to Images

Adding Color to B&W Images

Saving Images for Publication

Printing from Photoshop

Starting from Scratch

New Canvas

Drawing an Image

Working with Layers

Adding an Image from another source

Using History

Completing a Collage

Helpful Hints for Photoshop



Layers

Saving

Test for Knowledge

Application of Skills

Mini-Quiz

Resources, Links and Citations

---

## [2 Dreamweaver MX Tutorials](#)

Here are two Dreamweaver MX Tutorials from the University of Texas, located on their [Web Development Tutorials](#) page. The first one helps you get started creating your web site, and the second tutorial teaches you more Dreamweaver features, such as inserting Flash objects, applying CCS to your pages, creating and using Dreamweaver Templates, and creating a web photo album.

Dreamweaver can simplify many of the complexities involved with creating a web page or site. However, in order to utilize all of the functionality of Dreamweaver, a site must be created. This first Dreamweaver tutorial will help you do just that:

[Creating Your Site with Dreamweaver MX.](#)

Tutorial Contents:

- [Saving Your Page](#)
- [Insert a Table](#)
- [Insert an Image](#)
- [Links & Anchors](#)
- [Font & Color](#)
- [Preview & Post](#)
- [Evaluate this tutorial](#)

Print a Handout:

- [PDF](#) (24MB)
- [Word](#) ( 1MB)

This second Dreamweaver MX tutorial, named [Even More Dreamweaver MX Tutorial](#), teaches and demonstrates more design functionality using Dreamweaver MX. At the completion of this tutorial, you will know:

1. How to create your Web page in layout view
2. How to insert Flash Text and Flash Button objects
3. How to apply Cascading Style Sheets to your Web pages
4. How to create and use Dreamweaver Templates
5. How to create a Web Photo Album

Even More Dreamweaver Tutorial Contents:

- [Page Layout](#)
  - [Flash Button and Flash Text](#)
  - [Cascading Style Sheet](#)
  - [Templates](#)
  - [Web Photo Album](#)
  - [Evaluate this tutorial](#)
  - [PDF Handout](#)
- 

## [Dreamweaver MX 2004 Tutorial](#)

Here is a good [Dreamweaver MX 2004 Tutorial](#), from the University of Texas, that describes how to do many important tasks using this web development application. When finished reading and using it, you will have the understanding to easily create new web pages.

Tutorial Objectives:

- Explore interface, menus & properties manager
- Create a basic web page
- Add text, links, tables and images
- Change fonts and alignment
- Review transferring files and images to the server and learn techniques for

## effective management of your server space

### Contents of Dreamweaver MX 2004 Tutorial:

- [Getting Started](#)
  - [Connecting to Your Server Space](#)
  - [Creating Your Page](#)
  - [Inserting Images](#)
  - [Inserting Tables](#)
  - [Links](#)
  - [Anchors](#)
  - [Page Properties](#)
  - [Resources](#)
  - [Evaluate this tutorial](#)
  - [PDF Handout](#)
- 

### **Dreamweaver MX Tutorial**

This is a well written, illustrated Dreamweaver MX Tutorial, titled '[Intro to Macromedia Dreamweaver MX](#)', from the San Antonio Independent School District. Dreamweaver features and functionality demonstrated and shown in this Dreamweaver tutorial include: Panel Groups, Tool Bars, Create a New Site, Site Panel, Page Properties, Saving a Page, Images, Horizontal Rules, Navigation Bar, Create a Template, Bullets, Hyperlinks, Templates, and Rollovers. This tutorial is found on this site's [Macromedia MX](#) tutorial page. (51 pages, 1.6mb, pdf format)

### Dreamweaver MX Tutorial Contents:

What is Macromedia Dreamweaver?

What should I consider before beginning?

Beginning Basics

Opening Dreamweaver

Dreamweaver Window Overview

Panel Groups Overview

## Dreamweaver Tool Bars

### Setting Up a Site

- Creating a New Site

- Setting up Server Access

- Using Site Panel

### Creating a Web Site

- Setting Page Properties

- Preparing your Page

- Adding Title to Document

- Saving the Page

- Creating an Email Link

- Inserting an Image into the title

- Horizontal Rule

- Navigation Bar

- Creating a template

- Creating Web Site Pages

- Creating Numbered or Bulleted Lists

- Adding Hyperlinks

- Applying Template

### Dreamweaver Extras

- Adding Fireworks or Flash objects

- Creating Rollovers

- Adding Time and Date Stamp

- Adding Copyright information

### Helpful Hints for Dreamweaver

- Using Dreamweaver Help

- Standard View vs Layout View

### Test for Knowledge

- Create a Classroom Web Page

- Mini-Power Point Quiz

### Evaluation Form

- Geometric Reflections and Evaluation

### Resources, Links, and Citations

---

---

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

## [Web Page Design Tutorials](#)

Here are nine illustrated [Web Page Design Tutorials](#), courtesy of the San Antonio Independent School District. Web design and development topics taught and covered by these tutorials include the following: web design theory, images, Fireworks, Flash, Dreamweaver, CSS, and templates. This educational website's [Technology Literacy Institute](#) provides access to free web-based tutorials and resources. These training documents are in pdf format.

### Web Design Academy - Part One

[Day One - Theory, MS Word and PowerPoint](#) (28 pages)

[Day Two - MS PowerPoint, Digital Images and Fireworks MX](#) (42 pages)

[Day Three - Macromedia Flash MX](#) (32 pages)

[Day Four - Macromedia Dreamweaver and Fireworks MX](#) (16 pages)

[Day Five -Website Prep and Final Product](#) (16 pages)

### Web Design Academy - Part Two

[Day One - Theory, MS PowerPoint and Digital Images](#) (44 pages)

[Day Two - Macromedia Fireworks and Dreamweaver MX](#) (28 pages)

[Day Three - Cascading Style Sheets \(CSS\) and Templates](#) (20 pages)

[Day Four - Macromedia Flash, Dreamweaver MX, and Website Prep](#) (9 pages)

---

## [Cascading Style Sheet \(CSS\) Tutorials](#)

WebDevelopmentTutorials.com hosts these [Cascading Style Sheet Tutorials](#) (CSS Tutorials) that show you, by example, how to use and code CSS for your web pages. These CSS tutorials demonstrate many areas and functionality that you will need to know when using Cascading Style Sheets.

## CSS Text Tutorials

- [How to set the color of text with CSS](#)
- [How to set the background color of text with CSS](#)
- [How to specify the letter-spacing of characters with CSS](#)
- [How to specify the line-height of a paragraph with CSS](#)
- [How to align text to the left, center or right with CSS](#)
- [How to decorate text with CSS: underline, none, line-through and overline](#)
- [How to indent the first line of a paragraph with CSS](#)
- [How to set text to all upper-case, all lower-case or to capitalize the first letter of every word](#)
- [How to specify word-spacing with CSS](#)
- [How to set the direction of text with CSS](#)

## CSS Font Tutorials

- [How to specify the font-family of text with CSS](#)
- [How to specify the font-size of text with CSS](#)
- [How to set the caption font with CSS](#)
- [How to adjust the font size](#)
- [How to specify the font-style of text with CSS](#)
- [How to set the variant of text with CSS](#)
- [How to set the boldness of a font with CSS](#)

## CSS Border Tutorials

- [How to set the border of an HTML element with CSS](#)
- [How to set all of the top border properties in one declaration](#)
- [How to set all of the bottom border properties in one declaration](#)
- [How to set all of the left border properties in one declaration](#)
- [How to set all of the right border properties in one declaration](#)
- [How to set the style of the four borders](#)
- [How to set the top border of an HTML element with CSS](#)

- [How to set the bottom border of an HTML element with CSS](#)

## **CSS Background Tutorials**

- [How to set the background color of a web page with CSS](#)
- [How to set an image as a background of a web page with CSS](#)
- [How to repeat a background image on a web page with CSS](#)
- [How to repeat a background image vertically on a web page](#)
- [How to repeat a background image horizontally on a web page with CSS](#)
- [How to display a background image only once](#)
- [How to place a background image either left, center or right with CSS](#)
- [How to position a background image using percentage points with CSS](#)
- [How to position a background image using pixel values](#)
- [How to set a fixed background image with CSS](#)

## **CSS Margin Tutorials**

- [How to set all of the margin properties in one declaration with CSS](#)
- [How to set the top margin of a text using cm values](#)
- [How to set the top margin of a text using percentage values](#)
- [How to set the bottom margin of a text using cm values](#)
- [How to set the bottom margin of a text using percentage values](#)
- [How to set the left margin of a text using cm values](#)
- [How to set the left margin of a text using percentage values](#)
- [How to set the right margin of a text using percentage values](#)
- [How to set the right margin of a text using cm values](#)

## **CSS Padding Tutorials**

- [How to set the top padding of a text with CSS using pixel values](#)
- [How to set the bottom padding of a text with CSS using pixel values](#)
- [How to set the left padding of a text with CSS using pixel values](#)
- [How to set the right padding of a text with CSS using pixel values](#)
- [How to set the top padding of a text with CSS using cm values](#)
- [How to set the left padding of a text with CSS using cm values](#)
- [How to set the right padding of a text with CSS using cm values](#)
- [How to set the bottom padding of a text with CSS using cm values](#)

## CSS List Tutorials

- [How to make different list-item markers in un-ordered lists with CSS](#)
- [How to make different list-item markers in ordered lists with CSS](#)

## CSS Dimension Tutorials

- [How to set the height of an HTML element with CSS using pixel values](#)
- [How to set the width of an HTML element with CSS using pixel values](#)
- [How to set the line-height of a line using values with CSS using pixel values](#)
- [How to set the line-height of a line with CSS using number values](#)

## CSS Classification Tutorials

- [How to display an HTML element as an inline element with CSS](#)
- [How to display an HTML element as a block element using CSS](#)

---

---

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

Two eBooks for learning how to use and work with Windows XP:

- [Windows XP Professional eBook](#) (free)
- [Windows XP eBook](#) (free)



### **3 Guides To Understanding PCs**

#### **[Your Guide To Understanding PCs](#)**

- 40 pages, pdf format

#### **[Your Guide To Anti-Virus Solutions](#)**

- 17 pages, pdf format

#### **[Your Guide To CD Burning and Plug-Ins for PCs](#)**

- 34 pages, pdf format

---

### **Beginner's Guide to Windows XP**

Here is an excellent 21-chapter beginner's guide for using and administering Windows XP.

**[Chapter 1. Introduction to Windows XP.](#)**

**[Chapter 2. Start Windows XP.](#)**

**[Chapter 3. Save a couple of documents.](#)**

**[Chapter 4. Adjust the taskbar.](#)**

**[Chapter 5. My Computer.](#)**

**[Chapter 6. Drives, files and Explorer.](#)**

**[Chapter 7. The Screen's properties.](#)**

**[Chapter 8. Entertainment.](#)**

**[Chapter 9. My Documents folder.](#)**

**[Chapter 10. More exercises with files.](#)**

**[Chapter 11. More about files and data.](#)**

[Chapter 12. Searches on the hard disk.](#)

[Chapter 13. About fonts.](#)

[Chapter 14. About images.](#)

[Chapter 15. About CD and DVD.](#)

[Chapter 16. New hardware.](#)

[Chapter 17. Images, sound and video.](#)

[Chapter 18. Disk cleanup.](#)

[Chapter 19. Harddisk maintenance.](#)

[Chapter 20. Backup copies.](#)

[Chapter 21. System restoration.](#)

---

## **[Superuser Windows XP - Tips and Tricks](#)**

This is a great 27-chapter guide of tips and tricks for taking total control of Windows XP. Learn how to run and administer this operating system so it works for you and not against you.

[Chapter 1. Lots of Windows.](#)

[Chapter 2. The program's decline.](#)

[Chapter 3. Windows Update.](#)

[Chapter 4. Preparation for Windows XP.](#)

[Chapter 5. The actual installation.](#)

[Chapter 6. After the installation](#)

[Chapter 7. Performance and adaptability.](#)

[Chapter 8. The page file.](#)

[Chapter 9. Fragmented files.](#)

[Chapter 10. Fixed user data.](#)

[Chapter 11. File management.](#)

[Chapter 12. Folder Cache - a nice utility.](#)

[Chapter 13. The temporary files.](#)

[Chapter 14. Starting up a computer.](#)

[Chapter 15. Windows Registry.](#)

[Chapter 16. Security.](#)

[Chapter 17. Spyware.](#)

[Chapter 18. Antivirus.](#)

[Chapter 19. Firewall.](#)

[Chapter 20. IE or Mozilla.](#)

[Chapter 21. Backup - an introduction.](#)

[Chapter 22. The daily backup.](#)

[Chapter 23. External backup.](#)

[Chapter 24. File synchronizing.](#)

[Chapter 25. More about scripts.](#)

[Chapter 26. Hard disks in Windows.](#)

[Chapter 27. When catastrophe has struck](#)

---

---

## 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.*

### [Spellbook - IT mage's best friend](#)

This site provides links for downloading some of the best open source and free software on the web. Here are some of the programs you can download and install to improve your computing experience.

#### Email Clients

- [Thunderbird - Reclaim your inbox](#)
- [WebMail](#)

## Notepad Replacement

- [Notepad++](#)
- [PSPad editor](#)
- [EditPad Lite](#)

## Anti-Virus

- [AVG Free](#)
- [AntiVir PersonalEdition Classic](#)
- [Avast! 4 Home Edition](#)
- [BitDefender 8 Free Edition](#)
- [ClamWin](#)
- [a-squared](#)

## Adware / Spyware / Rootkit Remover

- [Ad-Aware Personal](#)
- [Spybot-S&D](#)
- [Bazooka](#)
- [SpywareBlaster](#)
- [SpywareGuard](#)
- [CWShredder](#)
- [WinPatrol](#)

## Firewall

- [Sunbelt Kerio Personal Firewall](#)
- [ZoneAlarm](#)
- [Jetico Personal Firewall](#)

## Multimedia Players

- [BSplayer](#)
- [Media Player Classic](#)
- [Foobar2000](#)
- [XMPlay](#)
- [iTunes](#)

- [Winamp](#)

## CD/DVD Burning

- [CDBurnerXP Pro](#)
- [Burn4Free](#)
- [Burnatonce](#)
- [Burrn](#)
- [CDRDAO](#)
- [CDR Tools Frontend](#)
- [Deepburner](#)
- [ImgBurn](#)

## Digital Image Editor

- [GIMP - The GNU Image Manipulation Program](#)
- [GIMPShop](#)
- [Paint.NET](#)
- [PhotoPlus - Image and Photo Editing Software](#)

## Registry Cleaner

- [EasyCleaner](#)
- [RegCleaner](#)

## Backup - Synchronization Utility

- [SyncBackSE](#)

## File Cleaner

- [Empty Temp Folders](#)
- [CCleaner](#)

## System Information Utility

- [SIW - System Information for Windows](#)

---

---

## 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 2007 Question of the Month:

Where can I download a good Rootkit Removal tool that I can trust?

#### Answer:

A [Rootkit](#) is an especially bad program that is designed to hide trojans, viruses and other malware from your anti-virus and anti-spyware programs. Fortunately, there are now available several free software tools on the web that can detect rootkits in your system. I have researched these rootkit removal tools and here are the best ones I have found.

#### [Panda Anti-Rootkit 1.08.00](#)

This one is one of the best, it is not only good at detecting rootkits it also quite effective at removing them.

#### [Icesword 1.22](#)

IceSword is an effective tool against rootkits

#### [RootkitRevealer v1.71](#)

This tool from Microsoft lists Registry and file system API discrepancies that may indicate the presence of a user-mode or kernel-mode rootkit.

#### [GMER](#)

Detects and removes rootkits, and also monitors several system functions.

### **[DarkSpy Anti-Rookit](#)**

A multiway-based detection tool for rootkit detection.

I hope this helps you.

**Scott Turton**

**Site Editor**

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

---

---

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

**<http://www.EducationOnlineForComputers.com>**

### **How You Can Support Our Computer and Software Training Mission**

**Please help support EducationOnlineForComputers.com's Computer and Software Education and Training Mission by visiting our sponsors below and requesting more information. By doing so, you will be helping people who want to learn to use computers in an Information Technology career.**

---

**[EdComp.com:](#)**

**[www.edcomp.com/](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**  
[www.educationonlineforcomputers.com](http://www.educationonlineforcomputers.com)

**Free Computer Software Training Now!**

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

**Copyright Notice: Please note that all of the items hyperlinked are copyrighted by their authors and/or publishers. You are expected to look for, read, and adhere to such notices. Downloaded and online material is copyrighted whether or not a copyright notice is present.**



**\*\*\*[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](mailto: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.**
- 
- 

**To Subscribe to this Free monthly Newsletter of Computer Education, Training, & Tutorial Resources simply send a blank email to this address:**

**[newsletter-sub@educationonlineforcomputers.com](mailto:newsletter-sub@educationonlineforcomputers.com)**

**(You will need to confirm using a link in a confirming email.)**

**Or go to this web page and use the subscribe form:**

**[http://www.educationonlineforcomputers.com/newsletr\\_sub\\_unsub.html](http://www.educationonlineforcomputers.com/newsletr_sub_unsub.html)**

**To Unsubscribe from this Free monthly Newsletter of Computer Education, Training, & Tutorial Resources simply send a blank email to this address:**

**[newsletter-unsub@educationonlineforcomputers.com](mailto:newsletter-unsub@educationonlineforcomputers.com)**

**(no need to confirm)**

**Or simply go to this web page and use the unsubscribe form:**

**[http://www.educationonlineforcomputers.com/newsletr\\_sub\\_unsub.html](http://www.educationonlineforcomputers.com/newsletr_sub_unsub.html)**

---

**Thank You!**

**[scott\\_turton@educationonlineforcomputers.com](mailto:scott_turton@educationonlineforcomputers.com)**

**<http://www.EducationOnlineForComputers.com>**

