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

***** ISSUE #46 - February, 2008 *****

[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 February 2008 issue (#46) 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 38 Computer Software Application training, learning and tutorial web sites, with a total of 96 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 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

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.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!

[4 Word 2003 Tutorials from Kansas University](#)

Here are four excellent, illustrated [Word 2003 Tutorials from Kansas University](#). These tutorials will teach and show you how to perform many Word tasks and use several important features of Word 2003.

[Word Everyday Tasks Tutorial](#)

This Word tutorial demonstrates the fundamental tasks, such as creating a new document, formatting that document, using the toolbars, setting tabs, formatting, spell checking, and printing. (16 pages, 192kb, pdf format)

Contents of Word Everyday Tasks Tutorial:

Introduction

Objectives

Definitions

Creating a Document

Toolbars

 Moving and Resizing the Toolbars

Rulers

The Status Bar

Task Pane

Page Setup

Selecting Text

- Select Nonconsecutive Items

Copying and Pasting

Drag and Drop Text

Correcting and Deleting

Undoing Mistakes

Formatting Documents

Setting Tabs

Indent Paragraphs

- Create a first-line indent

- Increase or decrease the left indent of a paragraph

- Change the right indent of a paragraph

- Set an indent by using the Tab key

- Create a hanging indent

Spelling and Grammar Checking

Saving Documents

Opening Documents

Easy Access to Documents You Use Often

Word Count Toolbar

Printing

Printing Envelopes

Viewing Multiple Pages in Word

Handy Shortcuts for Word Users

For More Information

- Online

Getting Additional Help

[Word Document Enhancement Tutorial](#)

This Word training tutorial shows ou how to use Word features to perform these tasks: creating and managing tables, inserting and editing images, inserting and using hyperlinks, and using editing tools to review and revise documents. (16 pages, 252kb, pdf format)

Contents of Word Document Enhancement Tutorial:

Introduction

Objectives

Definitions

Tables

- Creating a New Table

- Changing a Column Width Manually

- Adding Columns or Rows

- Deleting Columns or Rows
- Moving or Copying the Contents of a Column or Row
- Creating a Table from Existing Text
- Adding Borders and Shading
- Creating Table Headings
- Inserting Images
 - Inserting ClipArt
 - Inserting Pictures from a File
 - Clips Online
- Inserting Symbols
- Working with Page Breaks
- Inserting Hyperlinks
 - Creating a Link
 - Using and Modifying Hyperlinks
- Headers and Footers
 - Different First Page Header/Footer
- Toolbars
 - Customizing Toolbars
- Getting Additional Help

[Word Tutorial for Creating Long Documents](#)

This Word tutorial shows how to use Word's features for creating longer documents, such as dissertations, monographs, long reports, and full-length manuals. These features include footnotes and endnotes; section breaks; special page numbering; automatically generated tables of contents, tables of figures, and indices; and concordance files for use with indices. (29 pages, 303kb, pdf format)

Contents of Word Tutorial for Creating Long Documents:

- Introduction
- Definitions
- Before You Start: Planning Your Document
 - Limits of Word
- Setting Up Your Document
 - Margins
 - Styles
 - Page Numbers
- Using Section Breaks
 - Viewing Section Breaks
 - Deleting Section Breaks
- Footnotes and Endnotes
 - Using EndNote and Word
- Cross-References
- Generating a Table of Contents

- Updating a Table of Contents.
- Generating a Table of Figures
 - Labeling Images with Captions
 - Building the Table of Figures
- Building an Index.
 - Manually Marking Index Entries
 - Using Concordance Files and Automark.
 - Generating the Index
- Getting Additional Help

Word Mail Merge Tutorial

Here's a tutorial showing how Word's Mail Merge feature works, specifically, how to create a form letter and merge mailing lists to create individualized letters. (12 pages, 117kb, pdf format)

Contents of Word Mail Merge Tutorial:

- Introduction
- Objectives
- Definitions
- Mail Merge
 - Creating a Mail Merge using the Wizard
 - Stopping and Resuming Mail Merge Wizard
 - Creating and Printing Envelopes for a mass mailing using Mail Merge Wizard
- Getting Additional Help

Two Word XP Tutorials

Here are two Word XP Tutorials from Kansas Univeristy, located on their [Word Tutorial Handout](#) page. The first is an introduction to Word tutorial, and the second is their intermediate Word training tutorial. Both of these are easy to follow with illustrated screen shots.

Word XP: Introduction

This introductory Word training tutorial will show you how to perform the fundamental tasks with using Word XP. These include: creating a new document, formatting a document, using the toolbars, setting tabs, page setup, selecting text, copying and

pasting, undoing mistakes, formatting documents and text, spelling and grammar checking, and printing.

(449kb, 22 pages, pdf format)

Contents of Word XP Introduction Tutorial:

Introduction

Objectives

Definitions

Creating a Document

Toolbars

- Moving and Resizing the Toolbars

Rulers

The Status Bar

Task Pane

Page Setup

Selecting Text

- Select Nonconsecutive Items

Copying and Pasting

Drag and Drop Text

Correcting and Deleting

Undoing Mistakes

Formatting Documents

Headers and Footers

- Different First Page Header/Footer

Formatting text by using styles

- Applying a different style to text

- Modifying a style

- Creating a new style

Reveal and Adjust Text Formatting

Setting Tabs

Indent Paragraphs

- Create a first-line indent

- Increase or decrease the left indent of a paragraph

- Change the right indent of a paragraph

- Set an indent by using the Tab key

- Create a hanging indent

Spelling and Grammar Checking

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Easy Access to Documents You Use Often

Word Count Toolbar

Printing

Printing Envelopes

Viewing Multiple Pages in Word

Handy Shortcuts for Word Users

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[Word XP: Intermediate](#)

This Intermediate Word training tutorial introduces the following Word topics and tasks: creating and managing tables, inserting and editing images, inserting and using hyperlinks, using editing tools to review and revise documents, and use the Mail Merge utility. (401kb, 23 pages, pdf format)

Contents of Intermediate Word XP Tutorial:

Introduction

Objectives

Definitions

Tables

- Creating a New Table

- Changing a Column Width Manually

- Adding Columns or Rows

- Deleting Columns or Rows

- Moving or Copying the Contents of a Column or Row

- Creating a Table from Existing Text

- Adding Borders and Shading

- Creating Table Headings

Inserting Images

- Inserting ClipArt

- Inserting Pictures from a File

- Clips Online

- Formatting Images

Inserting Symbols

Working with Page Breaks

Inserting Hyperlinks

- Creating a Link

- Using and Modifying Hyperlinks

Mail Merge

- Creating a Mail Merge using the Wizard

- Stopping and Resuming Mail Merge Wizard

- Printing Envelopes Using Mail Merge Wizard

Reviewing Documents

Inserting Comments

- Modifying Comments

- Deleting Comments

- Deleting Multiple Comments

Tracking Changes

Displaying Tracked Changes

Reviewing Tracked Changes

Changing the Look of Tracked Changes

Changing the size or appearance of balloon text

Changing the default style for comment text

Changing other display and layout options

Merging Tracked Changes from Several Reviewers into one Document

Toolbars

Customizing Toolbars

Getting Additional Help

[Word 2007 Slide Presentation](#)

Getting used to using the new interface, the Ribbon, in Word 2007 takes some time. This [Word 2007 Slide Presentation](#), from Kansas University, will help you learn more about the Ribbon and how you can create and edit Word documents quickly and easily. (28 slides, 1.23mb, pdf format)

- Find out more about the new Word file formats and how they affect you and your work.
- Learn what the Ribbon does for you to make it easier to create and edit documents.
- How to find and use the everyday, common Word commands.

[5 Excel XP Training Guides and Tutorials](#)

Here are 5 Excel XP Training Guides and Tutorials, courtesy of Durham University. These Excel learning documents are will written and will show you many important Excel features, including Charting, Formulas, Functions, Macros, and Data Management. These Excel tutorials are in pdf format. The sample files referred to in

these Excel training documents are available [here](#).

[An Introduction to Microsoft Excel XP](#) (476kb, 41 pages)

A hands-on beginner's training tutorial for working with spreadsheets using Excel. Features covered include: the Excel screen, Task panes, Cell references, entering and editing data into cells, ranges, column widths, formatting cells, working with sheets, borders, spell checking, entering and copying formulas, and creating and working with charts.

[Creating Charts in Microsoft Excel XP](#) (677kb, 51 pages)

This Excel tutorial teaches you the steps and knowledge for creating and working with charts in Excel.

[Using Formulas and Functions in Microsoft Excel XP](#) (508kb, 50 pages)

This training tutorial gives you step-by-step instructions for performing calculations in Excel XP.

[Introduction to Using Macros in Microsoft Excel XP](#) (757kb, 63 pages)

This training guide demonstrates how to use macros in Excel XP. You will learn how to record macros, and write simple macros in Visual Basic for Applications.

[Lists and Data Management in Excel XP](#) (420kb)

Learn how to work with and manage lists and data in Excel 200

[4 Excel 2003 Tutorials from Kansas University](#)

Here are [4 illustrated Excel 2003 Tutorials from Kansas University](#) that demonstrate how use use many important features of Excel. These tutorials take you step-by-step through each task being taught using screen shots and easy-to-follow instructions.

[Excel Introduction Tutorial](#)

This introductory Excel tutorial will get you going with using Excel to perform fundamental tasks, such as creating, saving, and opening new Excel workbooks and worksheets; selecting, copying, and moving data; constructing formulas; formatting worksheets; and setting up worksheets for printing. (22 pages, 424kb, pdf format)

After using this Excel tutorial, you will be able to:

- Create, open, and save Excel workbooks
- Select, copy, and move data
- Create formulas using relative and absolute references
- Format worksheets
- Use Page Setup to set up worksheets for printing

Contents of Excel Introduction Tutorial:Introduction

Objectives

Definitions

Creating and Opening Excel Workbooks

Inside an Excel Worksheet

Creating Formulas

Editing & Deleting Formulas

Copying Formulas and Values

Changing the Workbook or Worksheet Appearance

Getting Additional Help

[Excel Data Management Tutorial](#)

This Excel 2003 tutorial describes you how to use Excel to work with lists, data forms, filtering, and subtotals features, along with managing windows and link to data and formulas. (18 pages, 267kb, pdf format)

After using this Excel tutorial, you should be able to:

- Sort a data list
- Filter a data list according to criteria
- Extract data list information
- Use the subtotal function
- Adjust the spreadsheet windows

Contents of Excel Data Management Tutorial:

Introduction

Objectives

Using Excel lists

 Creating a List

Sorting

 To perform a Simple Sort

 To Sort by Multiple Columns

Data Forms

 Adding Data Using the Data Form

 Finding Records Using Criteria

Filtering Data

- AutoFilter
- Advanced Filters
- Special Features for Filtered Lists
- Totals and Subtotals
 - Total Row
 - Subtotals
- Managing Windows
 - Multiple Windows
 - Splitting Windows
 - Freezing Panes
- Linking Data
- Getting Additional Help

[Excel Tutorial on Functions and Data Analysis Tools](#)

This Excel 2003 tutorial will show you how to use Excel's functions and data analysis tools. Topics explained include functions such as Average and Sum, and data analysis tools such as pivot tables and conditional summations. (19 pages, 371kb, pdf format)

After reading and applying this Excel tutorial, you will be able to:

- Define terms related to using functions
- Create and edit a function
- Identify add-in functions
- Perform data analysis using Data Analysis Tools
- Create a formula with the Conditional Sum wizard
- Learn to troubleshoot a formula

Contents of Excel Tutorial on Functions and Data Analysis Tools:

- Introduction
- Objectives
- Definitions
- Inserting Functions
 - Sample Functions
- Add-In Commands and Functions
 - Loading an Add-In
 - Unloading an Add-In
- Data Analysis Tools
 - Histogram
 - Conditional Sum
 - Analyzing Data with the PivotTable
 - Array Formulas
- Getting Additional Help

[Excel Charting Tutorial](#)

Learn how to use Excel to create and edit charts, modify chart options, and format chart objects, as well as use trendlines, forecasts, and error bars to present data graphically. (17 pages, 361kb, pdf format)

You will be able to do the following after going through this Excel tutorial:

- Create and edit charts
- Modify chart options
- Format chart objects
- Apply trendlines and error bars

Contents of Excel Charting Tutorial:

Introduction

Objectives

Definitions

Creating a Chart

 Using the Chart Wizard

Modifying Charts

 Formatting Chart Objects

 Trendlines

Pie Charts

 Creating a Pie Chart

Printing Charts

 Printing an Embedded Chart on a Separate Page

Getting Additional Help

[69 Page PowerPoint Tutorial](#)

Here is an excellent 69-page PowerPoint Tutorial, named [Using Microsoft Powerpoint 2003](#). Using step-by-step instructions and screen shots, it teaches you how to use Powerpoint 2003 to its fullest, using much of its functionality. It shows you how to perform the following important tasks: formatting bullets, creating master views, working with clip art and images, creating charts and graphs, working with the drawing tools, using the color palettes, and making transitions and animation effects. This PowerPoint training guide and tutorial is 1.75mb in size and is in pdf format. It is located in the University's [ITS Guides](#) page.

Contents of Using Microsoft Powerpoint 2003 Tutorial:

- Introduction
- Getting started with PowerPoint
- The New Presentation Task Pane
- AutoContent Wizard
- Navigation
- The Views
- Design Templates
- Creating a new Slide
- Adding additional Slides
- Text formatting: Bullets
- Master Views
- Clip Art
- Inserting, scaling, moving and deleting objects
- Images
- Organization Charts
- Diagrams
- Charts and Graphs
- Comments
- Working with Drawing Tools
- Layout
- Using the Color Palettes
- Multi-media elements
- Slide Shows
- Transitions, simple Text Animation Effects and Timings
- Applying Animation Effects to text and objects
- Customizing Slide Shows
- Page / Slide Format
- Printing
- Saving Presentations
- Creating a Slide Show File
- Getting Help for PowerPoint

[4 Outlook Quick Info Sheets](#)

Durham University provides the following four Outlook Quick Info Sheets so you can learn, use, and be productive with Outlook's features without spending too much time with longer tutorials or guides. Each of these is 1 or 2 pages, three cover

Outlook 2003 client, and one is for Outlook Web Access. These are available on the University' [Quick Info Sheets](#) page. These Outlook quick learning sheets are in pdf format.

[Using Microsoft Outlook 2003 Mail](#) (51kb, 2 pages)

- Composing a New Message
- Inserting an Attachment
- Sending a Message
- Using Rules
- Adding a Signature
- Using Mail Folders
- Outlook Today
- Using the Reading Pane
- Printing Messages
- Using the Out of Office Assistant
- Viewing Images

[Using Microsoft Outlook 2003 Calendar](#) (104kb, 2 pages)

- Creating a New Appointment
- Inviting Attendees
- Opening another Calendar
- Sharing your Calendar
- Handling Meeting Attendance Requests
- Moving or Deleting Appointments and Meetings
- Good Practice

[Sharing Mail Folders in Microsoft Outlook 2003](#) (40kb, 1 page)

- Sharing Outlook Mail Folders
- Adding a secondary exchange account
- Giving designate rights to other users

[Using Microsoft Outlook Web Access](#) (161kb, 2 pages)

- Using Outlook Web Access (OWA)
- Calendar
- Contacts
- Tasks
- Email
- Public Folders
- Rules
- Options

[76 Page Access 2003 Tutorial](#)

This Access 2003 Tutorial, titled [An Introduction to Databases using Microsoft Access 2003](#), from Durham University, will teach you the fundamentals of creating and working with relational databases using Microsoft Access 2003. Access features and topics covered include: data tables, sorting records, using filters, defining and using queries, edit and replace, keys and indexes, linking tables, creating entry forms, creating reports, and converting databases from one Access version to another. (788kb, 76 pages, pdf format)

Contents of Access Tutorial:

- 1 Introduction
 - 1.1 About Microsoft Access
 - 1.2 What you should know already
 - 1.3 Giving commands
- 2 Database concepts
- 3 Starting up Access
- 4 A first look at the Access environment
 - 4.1 The Access screen
- 5 A first look at an Access database
 - 5.1 Obtaining a copy of the sample database
 - 5.2 Opening an existing database
 - 5.3 The Default Database Folder
 - 5.4 Looking at the data tables
 - 5.5 Moving around in a table
 - 5.6 Sorting records
 - 5.7 Locating specific records
- 6 Using filters
 - 6.1 Using Filter By Selection
 - 6.2 Using Filter By Form
 - 6.3 Using Filter For Input
 - 6.4 Sorting filtered records
 - 6.5 Advanced Filter/Sort
 - 6.6 Saving a filter
 - 6.6.1 Saving a filter as a query
 - 6.6.2 Saving a filter with a table, form or query
- 7 Defining and using queries

- 7.1 Creating a simple query
- 7.2 Running a query on selected fields
- 7.3 Searching for particular records
- 7.4 Searching for non-equalities
- 7.5 Calculated fields
- 7.6 Summary statistics
- 7.7 Summary of operators available in queries
- 8 Properties of objects
 - 8.1 What are objects?
 - 8.2 Changing object properties
- 9 More advanced queries
 - 9.1 Searching multiple tables
 - 9.2 Sorting the recordset
 - 9.3 Saving queries
 - 9.4 Saving and printing a recordset
 - 9.5 Parameter queries
 - 9.6 Query wizards
- 10 Printing datasheets
- 11 Exiting Access
- 12 Creating tables, entering and editing data
 - 12.1 Defining fields
 - 12.2 Checking and modifying table structure
 - 12.3 Entering and editing data in a table
 - 12.4 Inserting and deleting records
 - 12.4.1 Inserting new records
 - 12.4.2 Deleting records
 - 12.5 Making global changes to data
 - 12.5.1 Using Edit | Replace
 - 12.5.2 Action queries
 - 12.6 Validity checks
 - 12.7 Keys and indexes
 - 12.7.1 What is a key?
 - 12.7.2 Defining a primary key
 - 12.7.3 Defining indexes
 - 12.8 Printing a table design
- 13 Linking tables and referential integrity
 - 13.1 Creating a link between two tables
 - 13.2 Referential integrity
- 14 Creating data entry forms
 - 14.1 Using the AutoForm Wizard
 - 14.2 Adding new records using the data entry form
 - 14.3 Editing records using the data entry form
 - 14.4 Deleting a record using the data entry form
 - 14.5 Simple modifications to the data entry form

- 14.6 Further modifications
 - 14.6.1 Moving fields
 - 14.6.2 Removing a field
 - 14.6.3 Adding fields
 - 14.6.4 Resizing the form
 - 14.6.5 Adding text to a form
 - 14.6.6 Adding special controls
 - 14.7 Saving a form 60
 - 14.8 Creating a form from multiple tables
 - 15 Producing reports
 - 15.1 Producing a simple report
 - 15.2 Modifying reports
 - 15.3 Adding summary data to a report
 - 15.4 Preparing a set of labels
 - 16 Miscellaneous
 - 16.1 Exporting and Importing data and other database objects
 - 16.2 Compacting an Access database file
 - 16.3 Converting from Access 97 to Access 2000
 - 16.4 Converting from Access 2000 to Access 97
 - 17 Further information
 - 17.1 The Access online help
 - 17.2 Books, manuals and other documents
 - 17.3 Special interest grou
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3) The Best New Free Training Sites for Flash, Photoshop, Dreamweaver, FrontPage, and other Adobe and Macromedia Applications

[21 Page Flash Training Tutorial](#)

Here is a 21-page Flash Training Tutorial, titled [Creating Animation and Interactivity](#)

[with Flash](#), from Durham Univeristy. By using this, you will learn how to create web-based animated and interactive content using Flash. Flash permits you to create compelling and attractive animations, along with interactivity without writing a lot of coding. This Flash training document covers creating and modifying objects, creating animation, adding action buttons to develop interactivity and publishing movies. (21 pages, 211kb,, pdf format)

Flash Training Tutorial Contents:

1. Getting started
2. Creating and Editing Objects
 - 2.1 Adding and modifying a shape
 - 2.2 Adding text
3. Symbols and Instances
 - 3.1 Converting existing objects to symbols
 - 3.2 Creating an object as a symbol
4. Working with Images
5. Layers
6. Animating in Flash
 - 6.1 Using Layers in animation
 - 6.2 Tweened animation
 - 6.3 Frame by frame animation
 - 6.4 Applying effects to text
 - 6.5 Emphasising text
7. Adding Buttons
 - 7.1 Assigning actions in the Timeline
 - 7.2 Assigning actions to buttons
8. Testing Flash Movies
9. Publishing Flash Movies
10. Further information

[Flash MX 2004 Tutorial](#)

Here is a [Flash MX 2004 Tutorial](#) that takes you step-by-step, with screen shots, through the process of learning and using Flash to create and publish animations. It teaches you these Flash topics: basic drawing tools and the drawing environment; animation control using the timeline; frame-by-frame, shape tween, and motion tween animations; simple animation control using ActionScript; importing graphics into Flash; and publishing Flash animations in various formats. (319kb, 27 pages,

pdf format)

Flash Tutorial Contents:

- Introduction
- Definitions
- Using Flash
- Basic Tools
- Vector Graphics
- Stage Elements and Properties
- Layers
- The Timeline
- Frame-by-Frame Animation
- Motion Tween Animation with Symbols
- Editing Symbols
- Motion Guide Animation
- Frame Adjustments
- Shape Tween Animation
- Breaking Apart Symbols
- More on Tweening
- Importing Graphics into Flash
- Introduction to ActionScript
- Frame Actions: stop()
- Button Actions: Event Handlers
- Publishing Flash Files to the Internet
- For More Information
- Getting Additional Help

[2 Photoshop CS2 Tutorials](#)

Here are 2 Photoshop CS2 Tutorials from Kansas University that will show you how to use Photoshop to perform many image editing and manipulation tasks. Using Photoshop, you can customize graphics, edit photographs and create images for both print and the web. The first tutorial is an Introduction to Photoshop and the second is an Intermediate Photoshop Tutorial.

[Photoshop CS2 Introduction Tutorial](#)

This tutorial covers the fundamental features of Photoshop, including common tools and palettes as well as basic image manipulation. (609kb, 18 pages, pdf format)

Contents of Photoshop Introduction Tutorial:

- Introduction
- Objectives
- Prerequisites
- The Photoshop Environment
 - Photoshop Toolbox
 - Overview of the tools
- Using the tool options bar
 - To display the tool options bar
 - To return a tool or all tools to the default settings
- Using palettes
 - Displaying palettes
- Correcting mistakes
 - To undo the last operation
 - To redo the last operation
 - To revert to the last saved version
- The History Palette
 - To delete one or more states of the image
 - Using context menus
- The Color palette
 - To display the Color palette
- Working with Layers
 - The Layers palette
- Related Training Available from Instructional Services
- Exercise: To create our little penguin

[Intermeditate Photoshop CS2 Tutorial](#)

This tutorial teaches you how to perform advanced selection techniques (masks), raster vs. vector drawing, placing type in images, and filters. It also shows you some useful Photoshop tips, tricks and features. (424kb, 14 pages, pdf format)

Contents of Intermediate Photoshop Tutorial:

- Introduction
- Objectives
- Prerequisites
 - Color Correction
- Color correction tools
- Painting versus Drawing
 - Bitmap versus Vector Graphics

- Shapes
 - Paths
 - Masks
 - Quick Mask Mode
 - Alpha Channels
 - Filters
 - Creating gradient filled type with the Type Mask tool
 - Vignette
 - Picture Package
 - For More Information
 - Getting Additional Help
-

[39 Photoshop Tutorials and Tips](#)

AbTuts.com offers the following free [39 Photoshop Tutorials and Tips](#). These will help you learn many of Photoshop's tools and features to create various image effects, manipulations, and edits that you can use on web sites and documents.



[Twisted Background](#)

In this Photoshop tutorial, find out how to create twisted background on a simple way.



[Love preloader](#)

Learn how to make a love preloader for your site in flash 8 using ActionScript.



[Sign post menu](#)

This detailed Photoshop tutorial explains how to create sign post menu in flash 8.



[Rounded content box](#)

How to created a content box for a web site.



[Modern red button](#)

This Photoshop tutorial teaches you how to create modern submit button for your contact form or something else.



[Modern content box](#)

This Photoshop tutorial demonstrates how to create Modern content box.



[Window light effect](#)

This Photoshop demonstrates how to apply light effect on a photograph, with the light coming through the window.



[Green orb](#)

This Photoshop tutorial describes how to create green orb, which fits excellently in your menu or header.



[Simple horizontal menu](#)

Tutorial explains how to create simple horizontal menu.



[Restaurant header](#)

This Photoshop tutorial shows you how to create restaurant header.



[Artificial smooth skin](#)

This Photoshop tutorial describes how to create and apply smooth face effect on any face. You can see this effect on some models, in many magazines, on cd cover...



[Navigation box](#)

Learn how to create Navigation box.



[Blue Portfolio layout](#)

In this Photoshop tutorial, you will find out how to create Blue Portfolio layout.



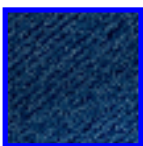
[Clean Green Content box](#)

This Photoshop tutorial teaches how to create a Clean Green Content box.



[Modern Button](#)

This Photoshop tutorial demonstrates how to learn how to create button, which you can use it on web in html forms, or in forums.



[Denim](#)

This Photoshop tutorial shows you how to design denim.



[Sonic effect](#)

Learn how to create a Sonic effect.



[Tabbed Horizontal Menu](#)

Shows how to create a Tabbed Horizontal Menu.



[Portal content box](#)

Find out how to create a content box which fits perfectly in portal layout with two or three columns.



[Realistic Fog](#)

This Photoshop tutorial explains step-by-step how to create Realistic fog, and how to apply it on any picture.



[Bad teeth](#)

This Photoshop tutorial describes how to disfigure the teeth on some photos of your friends, etc.



[Twirly background](#)

In this Photoshop tutorial, you will learn how to create a Twirly background which fits excellently on posters and placards.



[Face manipulation](#)

This tutorial shows you how to put any picture on face and adjust it to contour of face.



[Army girl](#)

From this Photoshop tutorial, learn how to convert usual girl in Army girl using duotone.



[Full head regeneration](#)

This Photoshop tutorial teaches you how to make a full head regeneration, including: hear, lip, skin and eyse.



[Dark and Light effect](#)

In this Photoshop tutorial, discover how to transform any picture into a dark and light picture using some special photoshop effects.



[Ragged sheet](#)

This Photoshop tutorial describes how to create ragged sheet effect on a simple way in few steps.



[Correct answer](#)

This Photoshop tutorial will teach you how to create a checkbox.



[3 in 1](#)

Use this Photoshop tutorial to find out how to connect three different cities in one.



[Shine clock effect](#)

This Photoshop tutorial describes how to create shine clock effect, using Brush Tool.



[Newspaper raster](#)

This Photoshop tutorial demonstrates how to create a raster line, and how to apply it on some picture.



[Business poster](#)

This Photoshop tutorial teaches you how to create business poster.



[Glass Letter](#)

In this Photoshop tutorial you'll learn how to create Glass Letter, using Layer Style.



[Autumn droop](#)

In this Photoshop tutorial you will find out how to create autumn droop.



[Room assortment](#)

Use this Photoshop tutorial to learn how to change a picture on wall and set the picture on tv, on a simple way.



[Uncoloring part of coloured picture](#)

This Photoshop tutorial teaches you how to uncoloring part of coloured picture using Brus Tool.



[Wall Type](#)

Using this Photoshop tutorial, your will find out how to engrave some type in the Wall.



[3D Type](#)

Learn how to create 3D Type using Free Transform Tool, to use in your web site or publication.



[Realistic human shadow](#)

This Photoshop tutorial explains how to create a realistic human shadow using photoshop tricks.

[Web Graphics ImageReady Tutorial](#)

Here is a Web Graphics ImageReady Tutorial that will show you how to optimize your images for the web, along with a slide presentation that informs you about the image creation and editing process. Both of these are from Kansas University.

[ImageReady Web Graphics Tutorial](#)

This ImageReady tutorial shows you how to do tasks associated with creating, formatting, and manipulating web-based images. It demonstrates using ImageReady to do tasks such as optimizing, slicing, creating rollovers, and GIF animation. (407kb, 14 pages, pdf format)

After completing this Photoshop tutorial, will be able to do the following:

- Optimize your image file type and file size.
- Use slicing tools to decrease image/Web page load times.
- Create interactive navigation buttons using image rollovers.
- Animate GIF images to use on a Web page.

Contents of ImageReady Web Graphics Tutorial:

Introduction

Objectives

Prerequisites

Web Graphic File Types

 GIF Image File Format

 JPEG Image File Format

 PNG Image File Format

 Optimizing Web Graphics

Using Graphical Slices

 Viewing Slices

 Image Rollovers

 Preview in Browser

Web Animations

 To Insert a Second Frame

 Tween Frames

Getting Additional Help

[Graphics Foundation](#)

To create the best possible images you need to make informed choices about various image properties. This slide presentation will help you understand the image production process, from acquisition/creation, through manipulation and editing, saving, and deployment. It covers digital image terminology, such as resolution, color depth, and file formats. (1.9mb, 31 pages, pdf format)

[Dreamweaver CS3 Classroom in a Book](#)

Collectionofbooks.blogspot.com offers a freely available download link for the Dreamweaver ebook, [Dreamweaver CS3 Classroom in a Book](#). To download this ebook, click on the link "Mirror: [Download from Depositfiles.com](#)", then on the depositfiles page, click on the red download button, wait 60 seconds, then enter the 4 character code and click on the red "Download the file" button.

This Dreamweaver ebook will show you how to perform many important tasks and features using Dreamweaver, including the following: how to customize a Dreamweaver workspace, apply cascading style sheets, enter headline and body text, insert graphics and rollovers, add links to a page, add interactive elements, add new code or code snippets, and publish your website to the Web. The ebook is 320 pages in length, in CHM format, and 38.94mb in size.

4) The Best New Free Web Development Training Sites

[CSS Programming Wikibook](#)

CSS is a way to describe the "style" of a web page, namely, the colors, fonts, layout,

and other presentation aspects of the document. A single CSS file can describe a common "style" to be applied to many [HTML](#), [XHTML](#), and [XML](#) documents (which describe the content and structure of the elements of each document). Typically a particular element in an HTML page has a "cascade" of CSS style rules that can be applied to it. The highest priority style rule is applied to each element. CSS is a very powerful tool that gives a web designer great power over their site if used properly. For example, if you are writing a large website, you can have a consistent display presentation for every title, sub-title, paragraph, text, etc. Here is an excellent, free textbook that will show you how to use and program with CSS, the *CSS Programming Wikibook*.

[CSS Programming Wikibook](#), an open-content textbook.

[1 Introduction](#)

[1.1 What is CSS?](#)

[2 Basic CSS](#)

[3 Advanced CSS](#)

[4 Troubleshooting](#)

[5 Index](#)

[6 Hacks & Filters](#)

[7 Links](#)

[Basic CSS Wikibook section:](#)

1. Applying CSS to HTML - Each method has its place however the linked method is the most important and the one this wikibook will reference.
 1. [Linked CSS Method](#) (using an external CSS file to link to multiple pages on a web site)
 2. [Embedded CSS Method](#) (linked CSS is preferred in most cases)
 3. [Inline CSS Method](#) (linked CSS is preferred in most cases)
2. [Applying CSS to XML](#)
3. CSS Construction
 1. [CSS Syntax](#)
 2. [Defining Style Rules](#)
 3. [CSS Lengths and Units](#)
 4. [CSS Selectors](#)
 5. [CSS Inheritance Rules](#)

6. [The Important Keyword](#)
 4. CSS Presentation
 1. [Color](#)
 2. [Fonts and other text properties](#)
 3. [Hyperlink Behavior](#)
 4. [Lists](#)
 5. [Setting the size and shape of elements with the "Box Model"](#)
 6. [Background](#)
 7. [CSS Shorthand Properties](#)
 5. CSS Layout
 1. [Positioning Elements \(includes floating elements\)](#)
 2. [Tables](#)
 3. [Floating elements](#)
 4. [Media Types](#)
-

[HTML Programming Wikibook](#)

HTML is the [markup language](#) that is used for creating web pages. HTML pages are text files stored on computers connected to the Internet. These files contain [markup](#), which are browser instructions for displaying, or rendering, the text, images, tables, links, etc. on the web page. Here is the *HTML Programming Wikibook*, a free open-content textbook that teaches and shows you how to use and code HTML on your web pages.

[The HTML Programming Wikibook:](#)

Basic HTML

The `html`, `head` and `body` elements denote the general outline of every HTML document. We will now examine the HTML elements in more detail.

- [Head and Body Elements](#)
- [Paragraphs and Headings](#)

- [Changing the appearance of documents with CSS](#)
- [Commenting in HTML](#)
- [Using Textual Modifiers](#)
- [Formatting Your Text](#)
- [Hyperlinks](#)
- [Inserting Images](#)
- [Lists](#)

Advanced HTML

- [Using Tables](#)
- [Using Forms](#)
- [Using Other Elements](#)

Techniques that shouldn't be used:

- [Using Frames](#)
- [Using Layers](#)
- [Adding Music To A Page](#)

Appendices

- [Alphabetical list of HTML 4.01/XHTML 1.0 elements](#)
- [Standard Attributes List](#)

[Accessible Web Design Guide](#)

What is Web Accessibility? A web page is accessible if all users are able to access the document and read the content. Users should be able to access it without needing to change their browser, or adjust the browser settings. A well-designed site will work in any browser with any reasonable settings. Many accessibility improvements also make it easier for everyone to use the site. For example, improving the navigation structure of a web site helps everyone, but also especially helps people with poor memory. There are also pure usability problems such as broken links, which affect everyone equally.

Here is an [Accessible Web Design Guide](#), from Durham University, that will help you design and make your web sites accessible to all users, regardless of disability or choice of browser. This Guide explains the benefits of accessible design, and techniques for writing accessible websites. (22 pages, 174kb, pdf)

Contents of Accessible Web Design Guide:

- 1 About accessibility
 - 1.1 What is accessibility?
 - 1.2 What is usability?
 - 1.3 Legal Requirements
 - 1.4 Browser compatibility
 - 1.5 Search Engines
 - 1.6 University Policy
 - 1.7 The Web Accessibility Initiative
 - 1.8 Other terms used in this Guide
- 2 Finding Accessibility Problems
 - 2.1 Examples of inaccessible pages
 - 2.2 Tools for finding accessibility problems
 - 2.3 Identifying accessibility problems
- 3 Fixing accessibility problems
 - 3.1 Accessible text
 - 3.2 Accessible Graphics
 - 3.3 Accessible Tables 10
 - 3.4 Accessible use of color
 - 3.5 Scripts, Java applets, Flash and similar technologies
 - 3.6 Frames
- 4 Other accessibility issues
 - 4.1 Structural Markup
 - 4.2 Validation
 - 4.3 Navigation
 - 4.4 Other areas to consider
- 5 Useful tools
 - 5.1 Browsers
 - 5.2 Validators
 - 5.3 Accessibility Checking Tools
 - 5.4 Other tools
- 6 Summary

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

Windows XP Training Guides from Purdue Univeristy

[Windows XP Basics: a Self-Study Guide](#)

[Windows XP: Backing Up Files](#)

[Windows XP: File Management Self-Study Guide](#)

[Windows XP: File Sharing & Securing](#)

[Windows XP: Permissions](#)

More Free Training From Purdue

[Troubleshooting for Viruses](#)

[Troubleshooting: Workstation Security](#)

[Scan, Spam & Spyware](#)

[Web Browser Management - Tips & Techniques -](#)

[Basic Internet Searching](#)

[Super Internet Searching](#)

[Google This!](#)

[Introduction to Personal Computing with Windows XP](#)

This document explains the basics of the Microsoft Windows operating system. It is intended for users who are either new to personal computing, or are new to the Windows environment.

After using this Windows tutorial, will be able to:

- Identify desktop objects.
 - Select programs with the Start Menu.
 - Create shortcuts for programs, files, and folders.
 - Identify the parts and types of a window.
 - Understand the difference between memory and storage.
 - Perform “housekeeping” procedures to find, copy, move, and delete files, folders, and programs.
 - Use the Search and Help features.
 - Shut down Windows properly.
-
-

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.

[Quick Media Converter](#)

Quick Media Converter enables you to convert between most audio and video formats, including AVI, DVD, Quicktime, Flash, Xvid, DivX, MPEG, MP3, WMA, MP4, 3GP and many others. You can convert multiple files (of different formats) in a single process and optionally customize the output settings in Expert Mode. In addition to media conversion, the program also includes CamStudio, which allows you to record desktop activity to video, as well as a WebCam capture feature that enables you to record video directly from your webcam device. Quick Media Converter uses open source code from softwares such as FFmpeg and FFplayer.

[Free YouTube to iPod and PSP Converter](#)

Free YouTube to iPod and PSP Converter enables you to convert .FLV files to .MP4 files that can be played on your iPod, Sony PSP or mobile phone. The program can extract the video directly from a YouTube URL or load a .flv file from a local folder. You can choose from several video quality presets and you also extract the audio track from the video and save it as MP3 file.

[Free Video to Flash Converter](#)

Free Video to Flash Converter enables you to convert video files to flash video format (SWF and FLV) so that you can publish them on the web. You can convert the entire video, or selected a particular scene from the clip.

[Simple File Joiner](#)

Simple File Joiner is a simple tool allowing you to join together multiple text files, word processing documents, or MPEG movies into one. It can optionally insert a divider between the merged parts.

[MediaMonkey](#)

MediaMonkey is a multi-featured music manager that includes many useful tools. It acts as a Music Manager, Scanner, Player, Encoder, Decoder, Converter, Grabber, Tagger, Renamer, Playlister, Locator, Cacher and more. It includes powerful scanning features of all music files, as well as a built in player and Encoder/Decoder. In addition, it can also convert among various types of files and extract (rip) data from audio CDs.

[The GodFather](#)

The GodFather is an intelligent MP3 renamer and organizer, that helps you get rid of all those strange MP3 file names and convert them into a consistent name scheme, based on the artist, song, album information etc. contained in the MP3 tag. It will scan your MP3 folders and automatically suggest candidates for new names, showing you the old and suggested name in the result window. Additional features include create/merge play lists, encode-decode with LAME, export to file, play, freedb.org support and more. Well designed interface. Also supports ogg, mpc, ape, flac, aac, apl, wv, mp4 and ofr formats.

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.

February 2008 Question of the Month:

What are some of the freely available alternates to popular proprietary software, such as Office, Photoshop, Illustrator, Dreamweaver, etc.?

Answer:

Freeware-Software.org offers links to what they judge to be the best free software and games for Windows. You can download many free software applications from this site.

Also, take a look at this blog post, titled, [The Top 50 Proprietary Programs that Drive You Crazy — and Their Open Source Alternatives](#). On this page you'll find descriptions and links to many free software applications in the following categories.

- Basics
- Office Suites
- Office Tools
- Productivity
- Graphic Programs
- Web Editors
- Publishing
- Communications
- Media
- Utilities
- Security
- Financial

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>

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[EdComp.com:](http://www.edcomp.com/)

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](#)

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www.educationonlineforcomputers.com

Free Computer Software Training Now!

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

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

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

EducationOnlineForComputers.com Member Site FAQ Answers:

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

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

These are as follows:

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- 2. 19 Online Business and Reference Books, including titles such as Scientific Advertising, The Art of Electronic Publishing, and Small Business Manual**
- 3. 12 Instructive e-Books, including On Line Stealth Marketing, 7 Secrets to Unlimited Traffic, and Increase Auction Profits.**
- 4. Instant and Easy Online Access to the 24 Best Free Computer Help & Support Sites.**
- 5. 45 of the Best, Completely Free Programs and Utilities.**

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Thank You!

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