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

***** ISSUE #54 - January, 2009 *****

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 January 2009 issue (#54) 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 45 Computer Software Application training, learning and tutorial web sites, with a total of 151 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](#)

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 Training Manuals](#)

Here are 4 Word 2003 Training Manuals, hosted by Villanova University. These will teach you how to use Word to create and work with Paragraphs, Tabs, Tables, Cells, Graphics, Pictures, and Mail Merge. Also available is this short document explaining how to [Fix a Word Mail Merge issue](#) that occurs when Excel loses its formatting when data is merged (1 page, 12kb, pdf).

[Word 2003 Formatting Training Manual](#)

This shows you how to: Format and Align Paragraphs, and Use, Clear and Delete Tabs. (17 pages, 78kb, pdf)

Lesson 1 - Using Paragraph Formatting:

- Formatting Paragraphs
- Aligning Paragraphs
- Using Click and Type to Align Text
- Modifying Paragraph Spacing
- Revealing Formatting
- Modifying Line Spacing
- Copying Paragraph Formats

Lesson 2 - Indenting Paragraphs:

- Changing the Left Indent
- Indenting the First Line
- Creating a Hanging Indent
- Creating a Right Indent

Lesson 3 - Setting Tabs:

- Using Tab Stops
- Setting Tab Stops
- Deleting and Moving Tab Stops
- Clearing All Tabs
- Creating a Leader Tab

[Word 2003 Tables Training Manual](#)

Learn how to: Create, Use and Modify Tables and Cells, and Work with Table Headings, Borders, and Shading. (24 pages, 112kb, pdf)

Lesson 1 - Working with Tables:

Creating a Table

Navigating a Table

Entering Text Into a Table

Inserting a Blank Line

Using Table Autoformat

Hiding and Showing Gridlines

Using the Draw Table Button

Converting Existing Text Into a Table

Lesson 2 - Editing a Table:

Selecting Table Components

Selecting the Entire Table

Inserting Rows and Columns Into a Table

Merging Cells

Rotating Text in a Table

Changing Column Width and Row Height

Aligning Table Text

Distributing Rows and Columns Evenly

Splitting Cells

Deleting Columns and Rows

Setting Table Properties

Converting a Table Into Text

Creating a Table Heading

Lesson 3 - Applying Borders and Shading:

Using Borders and Shading

Adding Borders and Shading to Text

Adding a Border to a Page

Adding a Border to a Table

Removing a Border from a Table

Adding and Removing Shading

[Word 2003 Graphics Training Manual](#)

This teaches you how to: Insert Graphics, and Work with Graphics and Images, 3-D Effects, Layering Text and Objects, WordArt, and Watermarks. (20 pages, 217kb, pdf)

Lesson 1 - Working with Drawing Objects:

Creating a Drawing Object

Selecting Filled and Unfilled Object

Moving an Object

Using the Drawing Canvas

Drawing Without the Drawing Canvas

Drawing a Line

Changing and Removing the Fill Color

Formatting Lines

Resizing an Object

Adding a 3-D Effect

Layering Text and Objects

Deleting an Object

Lesson 2 - Inserting Graphics:

Inserting a Picture

Formatting Pictures

Creating WordArt Objects

Formatting WordArt Objects

Using Advanced Layout Options

Creating Watermarks

[Word 2003 Mail Merge Training Manual](#)

Covers Setting up and Using Mail Merge, Data Source, Entering Records, Merge Fields, Merging and Previewing the Data, Sorting the Data, and Merging Labels, Envelopes, and Directories. (21 pages, 85kb, pdf)

Lesson 1 - Using Mail Merge:

Working with Mail Merge

Starting the Mail Merge Wizard

Identifying the Main Document

Creating a Data Source

Adding Fields to a Data Source

Removing Fields From a Data Source

Rearranging Fields in a Data Source

Saving a Data Source

Entering Records Into a Data Source

Using an Existing Data Source

Setting View Options For Merging

Inserting Merge Fields Into a Document

Previewing Merged Data

Merging to a New Document

Sorting Records to Be Merged

Merging to the Printer

Lesson 2 - Merging Mailing Labels, Envelopes & Directories:

Using Mailing Labels & Envelopes

Creating Mailing Labels/Envelopes

Selecting Label/ Envelope Options

Attaching a Data Source

Inserting Label/Envelope Merge Fields

Merging Labels to a New Document

Creating a Directory

[17 Word Tutorial Videos](#)

Here are 17 well done [Word Tutorial Videos](#) at free-training-tutorial.com. These easy follow step-by-step Word training videos provide simple and easy instructions for using Word. They will help you with formatting and selecting text, editing text, working with paragraphs, spell checking, and learning keyboard shortcuts.

[Formatting Text](#)

- [Selecting text by using mouse clicks](#)
- [Selecting text with the keyboard keys](#)
- [Selecting non-continuous text areas](#)

[Handling Paragraphs](#)

- [Correcting the default line spacing as was in older versions](#)
- [Setting the line spacing](#)
- [Setting the spacing between paragraphs](#)
- [Setting paragraph indentation](#)
- [Setting paragraph's first line indentation](#)

[Spelling](#)

- [Correcting spelling mistakes with Word's suggestions](#)
- [Adding a new word to the built-in dictionary](#)

[Selecting Text](#)

- [Selecting text by using mouse clicks](#)
- [Selecting text with the keyboard keys](#)
- [Selecting non-continuous text areas](#)

[Editing Text](#)

- [Undo - Cancelling your last actions](#)
- [Moving text by using the context menu](#)
- [Moving text by dragging it with the mouse](#)
- [Copying text by using the context menu](#)
- [Copying text by dragging it with the mouse](#)

[Keyboard Shortcuts](#)

Here are Word keyboard shortcuts for selecting, formatting, cutting, copying, pasting, and aligning texts and paragraphs in Word.

[Excel Tutorial Videos](#)

Here are several good [Excel Tutorial Videos](#) at free-training-tutorial.com that will help you master using important Excel features, such as editing cells, rows, and columns; using the sum, average, countif, and VLOOKUP functions; using Excel formulas; creating charts and graphs; and working with filters and pivot tables. They give you step-by-step and easy-to-follow directions for managing and presenting your data with Excel. Each of the links below contain several Excel video training tutorials.

Excel Basics:

- [Formatting Cells](#)
- [Worksheets](#)
- [Edit Cells](#)
- [Rows and Columns](#)
- [Find and Replace](#)
- [The Fill Handle](#)

Excel Calculations:

- [Sum, Average, Countif Functions](#)
- [Quick Functions](#)
- [The IF Statement](#)
- [VLOOKUP Function](#)
- [Excel Formulas](#)

Special Excel Features:

- [Charts and Graphs](#)
 - [Sort Data](#)
 - [Filter Data](#)
 - [Conditional Formatting](#)
 - [Pivot Table](#)
 - [First Aid](#)
-

Technical Excel 2003 Tutorials

Here are some good technical [Excel 2003 Tutorials and Articles](#) from Microsoft. These will help you learn the technical side of Excel, including how to use XML functionality with Excel, Map Data, use Windows Forms, create a Report Template, and write macros using Visual Basic for Applications (VBA). Also, here is Chapter 20: [Creating Advanced User Forms](#), from the book "Microsoft Office Excel 2003 Programming Inside Out".

- [Add XML Functionality in Microsoft Office Excel 2003 from Microsoft Visual Basic .NET](#)
- [Creating Charts in Microsoft Office Excel 2003 Using Visual Basic for Applications Code](#)
- [Creating XML Mappings in Excel 2003](#)
- [Different Ways of Using Web Queries in Microsoft Office Excel 2003](#)
- [How Excel 2003 Infers XSDs When Importing XML Data](#)
- [Microsoft Office Excel 2003 Preview](#)
- [Part 1: Automating the XML Data Mapping Process in Excel 2003](#)
- [Part 2: Mapping XML from SQL Server to a Single Cell in Excel 2003](#)
- [Part 3: Replicating Excel 2003 Formulas to SQL Server](#)
- [Populating an Excel 2003 Worksheet with Multiple Related Records from a Windows Form](#)
- [Super-Easy Guide to the Microsoft Office Excel 2003 Object Model](#)
- [Understanding Security for Add-ins and VBA Macros in Excel 2003](#)
- [Using the Excel 2003 XML Tools Add-in Version 1.1](#)
- [Using the Excel XML Toolbox for Microsoft Office Excel 2003](#)
- [Using Visual Basic and ASP with XML to Generate Excel 2003 Workbooks](#)

- [XML and Microsoft Office Excel 2003: Creating an Expense Report Template](#)

[2 Outlook 2007 Training Manuals](#)

Here are two Outlook 2007 Training Manuals, along with an FAQ for Outlook Web Access, hosted by Villanova University. These materials will help you learn the Outlook's important features for performing tasks related to email, contact, and the calendar. Outlook features taught include: OutlookItems, Message Window, the Ribbon, the Office Button and Quick Access Toolbar, the Navigation Pane, the To-Do Bar , Composing and Addressing Email, Signature, Attaching Files, Recalling Messages, Drafts, Out of Office Assistant, Opening/Saving Attachments, Sorting Messages, Managing Views, Search, Folders, Rules, Contacts, Distribution Lists, Using the Calendar, Scheduling Appointments, Working with Calendar Items, Meeting Requests, Reminders, Sharing Calendars, and Calendar Options.

[Outlook 2007 Email and Contacts Training Manual](#)

(50 pages, 2.5mb, pdf)

The Fundamentals:

- What's New in Outlook
- Understanding the Outlook Program Screen
- Understanding Items
- Understanding the Message Window
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using the Navigation Pane
- Using the To-Do Bar
- Using Menus and Toolbars
- Using Keyboard Commands
- Using Help

Composing & Addressing E-mail:

- Composing/ Addressing Email
- Creating/Inserting a Signature
- Attaching Files to a Message
- Attaching Items to a Message
- Inserting Calendars into a Message

- Specifying Message Options
- Recalling a Message
- Saving Unfinished Messages (Drafts)
- Using the Out of Office Assistant

Receiving and Sorting E-mail:

- Reading E-mail
- Opening/Saving Attachments
- Flagging a Message for Follow-up
- Using Color Categories
- Sorting Messages
- Changing Views

Organizing and Finding Information:

- Using Instant Search
- Refining a Search
- Creating and Using Folders
- Managing Folders
- Creating a Rule
- Creating a Rule with the Rules Wizard

Working with Contacts:

- Adding a Contact
- Adding an E-mail Sender to Your Contacts
- Editing and Deleting Contacts
- Changing Contact Views
- Working with Distribution Lists

[Outlook 2007 Calendar Training Manual](#)

(26 pages, 1.6mb, pdf)

Using the Calendar:

- Viewing/Navigating the Calendar
- Scheduling Appointments/Events
- Editing and Rescheduling Appointments & Events
- Working with Recurring Appointments
- Color-coding Calendar Items
- Viewing Calendar Items
- Arranging Calendar Items
- Working with Meeting Requests
- Setting Reminders
- Sharing Calendars
- Configuring Calendar Options
- Printing the Calendar

[FAQ for Outlook Web Access \(OWA\)](#)

(11 pages, 223kb, pdf)

Outlook Web Access (OWA or WebMail) Frequently Asked Questions

[2 PowerPoint 2003 Training Manuals](#)

Here are two very good Powerpoint 2003 Training Manuals, from Villanova University. These provide detailed numbered instructions for each feature and task taught, though they do not provide screen shots. Powerpoint topics that are covered include Adding and Navigating Slides, Using Views, Speaker Notes, Slide Design, the Design Template, the Outline Tab, Modifying and Formatting Text, Bullets and Numbers, Using Graphics, the Slide Show, the Presentation Master, Animation, and Printing.

[PowerPoint 2003 Training Manual: Creating a Presentation](#)

(51 pages, 270kb, pdf)

Lesson 1 - Using Basic Presentation Skills:

- Entering Text into a Presentation
- Saving a New Presentation
- Closing a Presentation
- Creating a New Presentation
- Opening an Existing Presentation
- Adding a New Slide

Lesson 2 - Working With Presentations:

- Navigating Slides
- Changing the Magnification
- Switching Views
- Creating Speaker Notes
- Changing the Slide Layout
- Changing the Design Template

Lesson 3 - Using the Outline Tab:

- Working With the Outline Tab
- Creating a Bulleted List

- Collapsing and Expanding Slides
- Demoting and Promoting Text Lines
- Moving Text Lines
- Adding Slides in the Outline Tab
- Deleting Slides From the Outline Tab
- Rearranging Slides in the Outline Tab
- Creating a Summary Slide

Lesson 4 - Editing and Proofing Text:

- Selecting Text
- Deleting Slide Items
- Moving/Copying Text Between Slides
- Using the Paste Options Button
- Using Undo and Redo
- Importing Text From Word

Lesson 5 - Formatting Presentation Text:

- Formatting Text
- Changing an Existing Font
- Modifying the Font Size
- Changing Font Style and Effect
- Changing the Font Color
- Using the Format Painter
- Changing Text Alignment
- Modifying Paragraph Spacing
- Using the Autofit Options Button

Lesson 6 - Formatting Bullets and Numbers:

- Adding and Removing Bullets
- Adding and Removing Numbers
- Modifying Bullets and Numbers
- Customizing Bullets and Numbers

Lesson 7 - Using Graphic Images:

- Working With Graphics
- Using the Clip Art Task Pane
- Using Slide Layouts
- inserting a Picture
- Cropping a Picture
- Moving a Graphic
- Resizing a Graphic
- Formatting a Graphic
- inserting Clips With Clip Organizer

Lesson 8 - Using Slide Show View:

- Running a Slide Show
- Navigating a Slide Show
- Setting Slide Transitions
- Adding Speaker Notes
- Using the Pen To annotate

Lesson 9 - Editing Presentation Masters:

- Working With the Slide Master
- Formatting the Slide Master
- Formatting the Title Master
- Changing a Font For a Presentation

Lesson 10 - Adding Special Effects:

- Applying an animation Scheme

[PowerPoint 2003 Training Manual: Formatting Your Presentation for Show/Print](#)

(36 pages, 147kb, pdf)

Lesson 1 - Using Slide Sorter View:

- Selecting Multiple Slides
- Moving Slides in Slide Sorter View
- Duplicating Slides in Slide Sorter View
- Copying Slides in Slide Sorter View
- Deleting Slides in Slide Sorter View

Lesson 2 - Editing Presentation Masters:

- Working With the Slide Master
- Formatting the Slide Master
- Adding Header and Footer information
- Formatting the Title Master
- inserting a New Slide Master
- inserting a New Design Master
- Applying Multiple Masters
- Preserving a Slide Master
- Changing a Font For a Presentation

Lesson 3 - Editing Notes and Handout Masters:

- Working With the Notes Master
- Formatting the Notes Master
- Adding a Notes Master Placeholder
- Formatting the Handout Master
- Adding a Handout Master Placeholder

Lesson 4 - Setting Up the Slide Show:

Setting Automatic Slide Timings
Setting Up a Continuous Loop
Hiding a Slide
Rehearsing Slide Transition Timings
Villanova University information
Technologies

Lesson 5 - Using Slide Show View:
Running a Slide Show
Navigating a Slide Show
Setting Slide Transitions
Adding Speaker Notes
Using the Pen To annotate

Lesson 6 - Printing:
Printing Presentations
Selecting Page Setup Options
Previewing a Presentation
Printing Slides
Printing Speaker Notes
Printing Outlines
Printing Handouts
Creating Headers and Footers

[18 Best Powerpoint Tutorials from bnet](#)

Here are many excellent [Powerpoint Tutorials](#), from bnet.com. I have described and linked below what I believe are the 18 best Powerpoint tutorials from this site. (Free registration is required.) Also, here are some more [Powerpoint resources](#) from this site.

[Training Presentation: PowerPoint 2003 - Create Your First Presentation](#)

How to create your first presentation.

[Training Presentation: PowerPoint 2003 - Create Your Own Template](#)

How to create your own Powerpoint template.

[Training Presentation: PowerPoint 2003 - Package To A CD](#)

How to bundle your presentation and all the files it depends on to a CD or folder.

[Training Presentation: PowerPoint 2003 - Preset And Custom Animation](#)

Use PowerPoint 2003 to build presentations with both custom and preset animations.

[50 PowerPoint Keyboard Shortcuts](#)

More than 50 keyboard shortcuts to help you work faster in PowerPoint.

[Design Professional Charts in PowerPoint](#)

Learn about the few basic "information design" guidelines that help make the numbers talk and keep the fluff from confusing your audience.

[How To Create Animated Powerpoint Background Slides](#)

Add an animation to the background or master slide so it will play across all slides.

[Public Speaking: 3 Rules For Powerpoint Slides](#)

Never want to read what's on the screen, use bullets and phrases as opposed to sentences on your slides.

[Are You Getting Your Point Across?](#)

In some cases, using PowerPoint is a good choice. In other instances, another approach may be more effective.

[Copy Excel Data Or Charts To Powerpoint](#)

Copy selected data or charts in Excel and then use the Paste or Paste Special commands in PowerPoint to insert the data or charts into a presentation.

[Sales Powerpoint](#)

This presentation explains the sales powerpoint.

[Can Your PowerPoint Presentation Rival TV Advertising?](#)

Examines eight techniques to bring the effectiveness of a sales presentation at par with TV advertising.

[Public Speaking Power - Not From PowerPoint](#)

Don't hide behind PowerPoint slides. Your personal power will move your audience to buy into your message.

[Pointers For Using PowerPoint Presentations Properly](#)

Powerpoint is a tool that could add so much to your public speaking, yet can also be the biggest downfall for a public speaker.

[How to Embed YouTube Videos in PowerPoint Presentations](#)

Nothing spices up a PowerPoint presentation like a video clip, and very often the perfect clip can be found on YouTube.

[Making Un-Boring Presentations](#)

Boredom is not a design problem, it's a content problem.

[Public Speaking - Use The PowerPoint Effectively](#)

There is a right way and wrong way to give a talk using it as a speaking tool.

[Public Speaking: Use Props To Make Your Presentation Memorable](#)

You might consider using a prop when giving a Powerpoint presentation.

[2 Publisher 2003 Training Manuals](#)

Here are two Publisher 2003 Training Manuals, hosted by Villanova University. The first one teaches you how to create, edit, and work with Flyers in Publisher. The second one shows you how to make and edit a Newsletter using Publisher. Both of these Publisher training manuals demonstrate how to do many tasks, including the following: setup your design using layout and ruler guides; modify the color, page, and page schemes; change fonts and modify text, line, and paragraph properties; work with drawing objects and AutoShapes; adding graphics and clipart; using text boxes; and managing master pages.

[Publisher 2003: Creating Flyers](#) (49 pages, 57kb, pdf)

Lesson 1 - Creating a New Publication:

Opening the New Publication Task Pane

Using the New Publication Task Pane

Using a Publication Type Wizard

Saving a Publication

Closing a Publication

Opening an Existing Publication

Using an Existing Publication

Lesson 2 - Using Basic Publication Skills:

Magnifying a Publication

Adding Text to a Text Box

- Moving an Object
- Resizing an Object
- Using Undo and Redo
- Using the Layout Guides
- Hiding and Displaying Layout Guides
- Moving the Rulers
- Creating and Clearing Ruler Guides

Lesson 3 - Changing Publication Design:

- Modifying a Publication
- Using the Publication Options Task Pane
- Using the Publication Designs Task Pane
- Using the Color Schemes Task Pane
- Using the Font Schemes Task Pane
- Using the Page Content Task Pane

Lesson 4 - Enhancing Publication Text:

- Displaying and Hiding Special Characters
- Changing the Font
- Changing the Font Size
- Changing Font Style and Effect
- Changing the Font Color
- Changing Text Alignment
- Modifying Line and Paragraph Spacing
- Setting Paragraph Breaks
- Using the Format Painter

Lesson 5 - Working with Drawing Objects:

- Working with Objects
- Using the Objects Toolbar
- Drawing a Line
- Sizing and Positioning Objects
- Drawing AutoShapes
- Adding Text to an Object

Lesson 6 - Formatting Objects:

- Changing the Fill Color of an Object
- Formatting Lines and Borders
- Working with Layers
- Selecting Multiple Objects
- Grouping Objects
- Deleting an Object
- Rotating and Flipping Objects

Lesson 7 - Using Graphic Images:

Working with Graphics

- Using the Insert Clip Art Task Pane
- Inserting Clips with the Clip Organizer
- Organizing Clips
- Inserting a Picture
- Cropping a Picture
- Changing Text Wrapping
- Recoloring a Clip or Picture
- Using the Design Gallery

Lesson 8 - Using Text Boxes:

- Creating a Text Box
- Moving and Copying Text
- Using the Paste Options Button
- Importing Text from Word

[Publisher 2003: Creating Newsletters](#) (61 pages, 57kb, pdf)

Lesson 1 - Creating a New Publication:

- Opening the New Publication Task Pane
- Using the New Publication Task Pane
- Using a Publication Type Wizard
- Saving a Publication
- Closing a Publication
- Using a Design Set Wizard
- Using a Blank Publication Type Wizard
- Opening an Existing Publication
- Using an Existing Publication

Lesson 2 - Using Basic Publication Skills:

- Magnifying a Publication
- Navigating and Viewing Multiple Pages
- Adding Text to a Text Box
- Moving an Object
- Resizing an Object
- Using Undo and Redo
- Using the Layout Guides
- Hiding and Displaying Layout Guides
- Moving the Rulers
- Creating and Clearing Ruler Guides

Lesson 3 - Changing Publication Design:

- Modifying a Publication
- Using the Publication Options Task Pane

Using the Publication Designs Task Pane

Using the Color Schemes Task Pane

Using the Font Schemes Task Pane

Using the Page Content Task Pane

Formatting a Blank Publication

Importing a Word Document

Lesson 4 - Enhancing Publication Text:

Displaying and Hiding Special Characters

Changing the Font

Changing the Font Size

Changing Font Style and Effect

Changing the Font Color

Changing Text Alignment

Modifying Line and Paragraph Spacing

Setting Paragraph Breaks

Using the Format Painter

Adding Horizontal Rules to a Paragraph

Using the Styles and Formatting Task Pane

Creating a New Text Style

Lesson 5 - Working with Drawing Objects:

Working with Objects

Using the Objects Toolbar

Drawing an Enclosed Object

Drawing a Line

Sizing and Positioning Objects

Drawing AutoShapes

Adding Text to an Object

Lesson 6 - Formatting Objects:

Changing the Fill Color of an Object

Formatting Lines and Borders

Using Additional Line Formatting

Using BorderArt

Working with Layers

Selecting Multiple Objects

Grouping Objects

Deleting an Object

Rotating and Flipping Objects

Lesson 7 - Using Graphic Images:

Working with Graphics

Using the Insert Clip Art Task Pane

Inserting Clips with the Clip Organizer

Organizing Clips

Inserting a Picture

Cropping a Picture

Changing Text Wrapping

Using the Design Gallery

Lesson 8 - Using Text Boxes:

Creating a Text Box

Working with Connected Text Boxes

Connecting Text Boxes

Disconnecting Text Boxes

Deleting Text from the Overflow Area

Creating Columns in a Text Box

Moving and Copying Text

Using the Paste Options Button

Importing Text from Word

Disabling Automatic Copyfitting

Lesson 9 - Customizing Publication:

Working with Custom Publications

Using the Master Page

Using Headers and Footers

Inserting Automatic Page Numbering

Ignoring the Master for a Page

Creating Multiple Master Pages

Editing a Master Page

Adding Pages

Deleting Pages

Inserting Sections

Adding a Background Fill to a Page

Customizing a Color Scheme

3) The Best New Free Training Sites for Flash, Photoshop,

Dreamweaver, FrontPage, and other Adobe and Macromedia Applications

[16 Flash Tutorials from John Nack](#)

John Nack writes a great blog at blogs.adobe.com/jnack. His [Flash Category Archives](#) is an excellent resource for Flash application and web developers. Here are 16 Flash tutorials that he expertly introduces and links to. John's insight and understanding of Flash will help you become a better Flash user and developer.

[Tutorial: Creating Flash panels for Photoshop](#)

Matthew Keefe has posted a brief tutorial on how to create your first Flash panel for Photoshop CS4. To load any SWF in Photoshop as a panel...

[Flash + AE video tutorial](#)

The newly launched Motion Design Center features a video tutorial on using AE to animate text, then import it into Flash.

[Next-gen Web galleries: XSLT, Flash, & CSS for all](#)

Lightroom actually supports two kinds of templates: Flash templates, and HTML templates. In this article, I'm going to focus on HTML templates.

[Color between Photoshop and Flash: What's the](#)

Sweet man, just ran into this issue with a client, and that tutorial helped. Had no idea Flash was so color-blind.

[Use AE+Flash to create interactive video](#)

I think this is just the beginning of what AE & Flash will be able to do in tandem. For more tutorial content on AE, Premiere Pro, Flash...

[PatchPanel: Flash panels for multiple CS applications](#)

Follow along with this tutorial for using a framework that embraces running our Flash plug-in in multiple Creative Suite applications (Photoshop and Illustrator). When we are done, our Flash plug-in will work in all three CS applications using code that is appropriate for each host application

[PatchPanels: Integrating your ExtendScript](#)

Follow along with this tutorial to create a simple Flash plug-in that gets the RGB, CMYK and HSB values of the foreground color in Photoshop CS4.

[Extending Photoshop via SWF Panels: Tutorials](#)

Follow along with this tutorial to create a Hello World Flash panel for Photoshop. In

this exercise, you will create a Flash plug-in within

[Smokin' AE particles, complex Flash masks](#)

Smokin' AE particles, complex Flash masks, more in Design Center Blur by Jeff Foster (video tutorial); Create a complex mask in Flash 8

[Pixel Bender + Your Photos](#)

PB is a way of running fast filter code in Flash Player.

[SiteGrinder 2 turns PSDs into HTML/CSS](#)

MediaLab, makers of the popular PSD2FLA Photoshop-to-Flash conversion plug-in, I've made the tutorial which explains how to convert a psd file to a CSS.

["Star Wars, nothing but Staaar Waaars..."](#)

Now that Flash CS4 offers "postcards in space"-style 3D On [CreativePro.com](#) Jeremy Schultz has posted a tutorial on creating a Star Wars-style text crawl using the new app.

[Tips on Lightroom Flash galleries](#)

If you're interested in wringing the most out of Lightroom's Flash-based Web galleries...

[Putting Flash video inside the Photoshop UI](#)

Flash inside a PS window is fine if Adobe want to sell services but there's The video tutorial in Photoshop is just a commonly understandable exemple

[Sleek Photoshop-Flash integration sneak at Flashforward](#)

At today's Flashforward keynote speech, Flash PM Mike Downey gave a sneak peek of the integration with Photoshop that's planned for Flash 9.

[Get better color online through Flash Player 10](#)

Let's not mince words: Presenting your images through Flash is now the best way to preserve the fidelity of their color online.

[Flash Animation Tutorials from animation.about.com](#)

Here are lots and lots of [Flash Animation Tutorials](#), from animation.about.com. These Flash tutorials and guides provide step-by-step lessons for both Flash

fundamentals and advanced topics. Use these tutorials to increase your skills in using the many features and tools of Flash. Also, learn how to create and design compelling Flash animations for your web site.

Flash Animation Tutorials, Guides, and Lessons:

- [ActionScripting Basics \(28\)](#)
- [Flash Traditional Animation \(11\)](#)
- [ActionScripting Challenges \(17\)](#)
- [Holiday Themes \(24\)](#)
- [Do-It-Yourself \(1\)](#)
- [Kids' Corner \(3\)](#)
- [Flash Basics: Tweening \(14\)](#)
- [Masking \(4\)](#)
- [Flash for Artwork \(4\)](#)
- [Miscellaneous Tips & Tricks \(35\)](#)
- [Flash for Games & Fun Stuff \(17\)](#)
- [Simple Applications \(31\)](#)
- [Flash MX Effects \(5\)](#)
- [Symbols & Related \(15\)](#)
- [Flash Program Tools \(64\)](#)
- [Web-Related Flash Lessons \(26\)](#)

[Photoshop Tutorials from Psdtuts.com](#)

Here are lots of excellent [Photoshop Tutorials from Psdtuts.com](#). These are broken down into several Photoshop topics and functionality, as shown below. Areas covered by category include Designing, Drawing, Photoshop Effects, Photoshop Interface, Photo Effects, Text Effects, and Photoshop Tools and Tips. The latest Photoshop tutorials for each category are linked here.

[Photoshop Tutorial Categories at psdtuts.com:](#)

[Photoshop Designing Tutorials](#)

- [Create a Sleek Illustration that Fades from Line Art to Color](#)

- [Create and Then Shatter a Grid, while Making a Typographic Poster](#)
- [Design a High Impact Gig Poster Suitable for Screen-Printing](#)
- [23 Awesome Examples of Design as a Force For Good](#)
- [Designing a Typographic Concept Poster](#)
- [Design a Detailed Compass Icon in Photoshop](#)
- [Create a Custom Mac OSX Style Ring Binder Address Book Icon](#)
- [Make an Inspiring Artistic Poster with Drawn Elements](#)
- [Mascot Design In Real Time Order - the SOSFactory Way](#)
- [Make a Turn of the Century Vaudeville Poster](#)

Photoshop Drawing Tutorials

- [How to Create a Classic Guitar from Scratch In Photoshop](#)
- [New PLUS Tutorial - How to Make 3D Neon Light Typography](#)
- [Design a Shiny Bass Guitar Illustration Using Photoshop](#)
- [How to Illustrate a Wooden Frame on a Wall Scene](#)
- [How to Create a Delicious Green Apple Illustration](#)
- [Create a Poster Illustration with Floating Floral Elements](#)
- [Design a Detailed Compass Icon in Photoshop](#)
- [Create a Custom Mac OSX Style Ring Binder Address Book Icon](#)
- [How to Make a Bangin' Woofer Embedded in Wood](#)
- [Make an Inspiring Artistic Poster with Drawn Elements](#)

Photoshop Effects Tutorials

- [How to Simulate Fractals in Photoshop](#)
- [50 Dirty, Filthy Grunge Photoshop Effects](#)
- [45 Explosively Colorful Photoshop Effects](#)
- [50 Creative Photoshop Text Effects](#)
- [40 Dark and Futuristic Photoshop Effects](#)
- [Inspiration: Water and Ice](#)
- [Using Ink Drops in Your Digital Compositions](#)
- [Create an Energy Drink Ad Design](#)
- [Create a Space Explosion From Scratch in Photoshop](#)
- [Create a Magic Crystal Ball](#)

Photoshop Interface Tutorials

- [How to Create a Grunge Web Design in Photoshop](#)
- [From PSD to HTML - Site Build over at NETTUTS](#)
- [Create a Dark Themed Web Design from Scratch](#)
- [Create a Sleek, High-End Web Design from Scratch](#)
- [Design a Cartoon Grunge Web site Layout](#)

- [How to Create a 3D Shelf Element Similar to Dragon Interactive](#)
- [Creating a Cool Brushed Metal Surface in Photoshop](#)
- [How to Create a Simple & Sleek Web 2.0 Site Footer](#)
- [Handy Web 2.0 Icons In Photoshop](#)

Photo Effects with Photoshop

- [Create a Sleek Illustration that Fades from Line Art to Color](#)
- [How to Illustrate a Wooden Frame on a Wall Scene](#)
- [Create an Explosive Cover with Precise Photo Manipulation Techniques](#)
- [Design a Halloween Pumpkin Wallpaper in Photoshop](#)
- [Design a High Impact Gig Poster Suitable for Screen-Printing](#)
- [How to Make a Musical Giraffe Digital Illustration](#)
- [How to Design a Dramatic Winged Dragon with Photoshop](#)
- [Getting to Grips with the Vanishing Point Filter](#)
- [How To Render a Dramatic 3D Wood Cup in Photoshop](#)
- [Achieve HDR Style Effects Using Photoshop and the Lucis Art Filter](#)

Text Effects with Photoshop

- [How to Quickly Create a Stylish Retro Text Effect](#)
- [New PLUS Tutorial - How to Make 3D Neon Light Typography](#)
- [Create a Layered Glowing Text Effect](#)
- [Dramatic Text on Fire Effect in Photoshop](#)
- [6 Quick'n'Dirty Photoshop Text Effects From Scratch](#)
- [Create a Spectacular Grass Text Effect in Photoshop](#) [Design Soft Stylized 3D](#)

Type

- [How to Put Smokin' Bullet Holes and a Wanted Sign into a Piece of Wood](#)
- [How To Create A Gold Text Effect In Photoshop](#)

Photoshop Tools & Tips

- [A Comprehensive Introduction to Photoshop Selection Techniques](#)
 - [30+ Useful Resources for Improving Your Photoshop Efficiency](#)
 - [Useful Applications for the Clone Stamp Tool](#)
 - [Getting to Grips with the Vanishing Point Filter](#)
 - [Font Management: Linotype FontExplorer X](#)
 - [Tools & Tips: Smart Objects and Smart Filters](#)
 - [Tools & Tips: Photoshop Brushes](#)
 - [Tools & Tips: Photoshop Actions](#)
-

[Psdtut's Photoshop Learning Wiki](#)

Here is [Psdtut's Photoshop Wiki](#), which is an ongoing wiki for learning how to use Photoshop, offering [Photoshop Tutorials](#), Tips, and Resources for the beginner and more advanced users. The tutorials covering many features and tools of Photoshop are linked below. This site also provides a comprehensive list of [Photoshop Shortcuts](#) and a section being worked on that teaches and explains [Photoshop's Tools](#). Also, here are all of their [Photoshop Articles](#).

[Photoshop Tutorials from wiki.psdtuts.com](#)

- [Actions](#)
- [Adjust Sharpness and Blur](#)
- [Camera Raw](#)
- [Channels](#)
- [Color](#)
- [Color Modes](#)
- [Color Settings](#)
- [Correct Image Distortion and Noise](#)
- [Create Images](#)
- [Create Panoramic Images](#)
- [Crop Images](#)
- [Delete and Extract Objects](#)
- [Draw](#)
- [Filters](#)
- [Getting Started](#)
- [Grid](#)
- [Guides](#)
- [HDR Images](#)
- [Image Size and Resolution](#)
- [Import Images](#)
- [Keyboard Shortcuts](#)
- [Layers](#)
- [Liquify Filter](#)
- [Optimize Images](#)
- [Options Bar](#)

- [Paint](#)
- [Palettes](#)
- [Performance Tips](#)
- [Photomerge](#)
- [Plugins](#)
- [Preferences](#)
- [Preset Manager](#)
- [Print](#)
- [Remove the Background](#)
- [Retouch and Transform](#)
- [Rotate an Image](#)
- [Rulers](#)
- [Save and Export](#)
- [Selection](#)
- [Tool Presets](#)
- [Transform Objects](#)
- [Type](#)
- [Undo Changes](#)
- [Vanishing Point](#)
- [Viewing Options](#)
- [Video and Animation](#)
- [Web Graphics](#)
- [Workspace](#)

[Dreamweaver CS3 and CS4 Tutorials](#)

Here are several Dreamweaver CS3 and CS4 Tutorials in video format. These Dreamweaver tutorials will teach and show you the features and tools for creating for web pages. You will learn how to embed video files, add sounds and interactivity into your web site, along with using the new Spry features. (If necessary, click on the "Play Tutorial" link to run the video tutorial.)

- [The New Live Browser View in Dreamweaver CS4](#)
- [Dreamweaver CS4 Photoshop Smart Objects](#)

- [Create Printer Friendly Stylesheets in Dreamweaver CS3](#)
 - [Place Photoshop documents into Dreamweaver](#)
 - [Using Page Templates in Dreamweaver CS3, Part 1](#)
 - [Creating and using Dreamweaver Templates, Part 2](#)
 - [Use the Spry Accordion Panel in Dreamweaver CS3](#)
 - [Making a Spry Menu in Dreamweaver CS3](#)
 - [Collapsible Content Boxe in Dreamweaver CS3](#)
 - [Making a Tabbed Panel with Dreamweaver CS3](#)
 - [Define a Site to Use PHP pages with Dreamweaver CS3](#)
 - [Use Dreamweaver to add a Flash movie to your page](#)
-

FrontPage 2003 Training Manual

Here is a 35-page, 7-lesson [FrontPage 2003 Training Manual](#), hosted by Villanova University. This training document will help you with learning the following FrontPage functionality: Using the Page View, Adding Pages to a Web, Inserting Files into a Web Page, Importing a File into a Web, Aligning a Web Page, Formatting Fonts, Web Page Backgrounds, Linking within your Site and to Outside Websites, Link Properties, Inserting Images and Clip Art, Graphic Hotspots, and Inserting and Modifying Tables and Cells. (35 pages, 213kb, pdf)

Contents of FrontPage 2003 Training Manual:

Lesson 1 - Working with Your Website
Getting Started
Working with Frontpage

Lesson 2 - Working with Page View
Using Page View
Switching Between Open Web Pages
Adding, Editing, and Deleting Text
Saving an Existing Web Page
Previewing a Web Page
Previewing a Web in a Browser

Lesson 3 - Creating Webs

Adding Content to a Home Page

Adding Pages to a Web

Saving a New Web Page

Inserting a File Into a Web Page

Importing a File Into a Web

Deleting a Web Page

Lesson 4 - Formatting and Enhancing Web Pages

Aligning Text in a Web Page

Changing the Appearance Of a Font

Inserting a Horizontal Line

Adding a Background Color to a Web Page

Lesson 5 - Working with Links

Working with Hyperlinks

Linking to an Existing File Or Web Page

Creating a Link to an Outside Website

Creating a Link to a New Web Page

Creating a Mailto Link

Following a Hyperlink

Changing Hyperlink Properties

Lesson 6 - Using Graphics and Animations

Working with Graphics and Animations

Inserting a Picture From a File

Adding Hotspots to a Picture

Using the Insert Clip Art Task Pane

Lesson 7 - Working with Tables

Inserting a Table Into a Web Page

Adding and Deleting Rows Or Columns

Entering Text Into a Table

Merging Cells in a Table

Splitting Cells

Splitting a Table

Aligning Text Vertically

Adjusting the Properties Of a Table

Changing the Properties Of a Cell

[2 Training Manuals for Adobe Acrobat](#)

Here are two Training Manuals for Adobe Acrobat, hosted by Villanova University. The first one teaches you how to create and work with Editable PDF Forms in Acrobat 7. The second one shows you how to use several of Acrobat's advanced editing tools, including Crop Tool, Snapshot Tool, Headers and Footers, Adding Hyperlinks, Combining PDF Documents, Editing Text, and Page Commands .

[Creating Editable PDF Forms in Acrobat 7.0](#) (10 pages, 57kb, pdf)

Getting Started

Creating the Adobe Form

- To insert a Text Field

- To insert a Check Box/Radio Button

- To insert a Combo Box or List Box (Combo Box is drop-down; List Box is scrollable)

- To insert a Button (Save Form, Print Form, Reset Form, Email Form)

- Aligning Fields by Size and Location

- Aligning fields to the same location (plane) on your form

Aligning fields to the same size on your form

Setting The Tab Order On Your Form

Saving and Testing Your Form

- Saving Your Form

- Testing Your Form

Editing Text On Your Form

- Using the TouchUp Text Tool

- Using the TouchUp Object Tool

What To Do If You Need To Redo Your Form

Creating Hyperlinks on Your Form

- To turn typed website addresses in your document into active hyperlinks

- To establish an individual link, including an email link from plain text

[Using Acrobat's Advanced Editing Tools](#) (13 pages, 328kb, pdf)

Introduction

Acrobat Professional vs. Acrobat Reader

Creating a PDF File

- Converting a File from Within MS Office Applications

Crop Tool

Snapshot Tool

Adding Headers and Footers

Adding a Hyperlink to an Acrobat Document

Combining Multiple PDF Documents

Editing Text in PDF Documents

Working with Page Commands in PDF Documents

Saving and Printing Acrobat Files

4) The Best New Free Web Development Training Sites

[Web Design, CSS, and HTML Tutorials](#)

Here are 45 [Tutorials covering Web Design, CSS, and HTML](#) at work.blogspot.com. These web development and design tutorials are included in this site's [Woork Handbook](#), which is a free eBook that teaches CSS, HTML, Ajax, and web programming.

12 Website Design Tutorials and Tips:

- [Step by step guide for newbie to design a simple web application](#)
- [Set up your Workspace](#)
- [A typical website structure](#)
- [Config.php: define your database connection's parameters](#)
- [Design the page layout using CSS](#)
- [Conceptual design for index.php page layout](#)
- [Load page using URL variables and PHP include\(\) function](#)
- [Load pages using URL variables and Coldfusion cinclude tag](#)
- [A typical website structure \(Coldfusion\)](#)
- [Web Navigation bar using CSS, PHP and URL variables](#)
- [Web Navigation bar using CSS, Coldfusion & URL variables](#)
- [Add #navbar elements to default.css file and to index.php](#)

33 CSS, HTML, Web Design Tutorials and Tips:

- [Structured process you must know to develop a web application](#)
 - [Useful guidelines to improve CSS coding and maintainability](#)
 - [CSS coding: semantic approach in naming convention](#)
 - [Simplicity is better: some suggestions for a clean blog layout](#)
 - [Are you a CSS fanatic?](#)
 - [Liquid layer with rounded corners using css](#)
 - [CSS Tutorial to Optimize CSS files to improve code readability](#)
 - [Three column fixed layout structure using CSS](#)
 - [Digg-like navigation bar using CSS](#)
 - [Simple CSS vertical menu Digg-like](#)
 - [Table's anatomy: why tables are not so bad](#)
 - [Liquid styled input element with CSS](#)
 - [Flickr like horizontal menu](#)
 - [Socialiconize your site](#)
 - [Tabbed search bar using CSS and Javascript](#)
 - [Beautiful CSS Form](#)
 - [Liquid expandable section with rounded corners using CSS](#)
 - [How to design a compelling header for your site using CSS](#)
 - [Write a well structured CSS file without becoming crazy](#)
 - [CSS Tutorial for Perfect Pagination Style](#)
 - [Clean Tab Bar Digg-like using CSS](#)
 - [CSS Message Box collection](#)
 - [Two CSS vertical menu with show/hide effects](#)
 - [Nice comments counter style for your blog post](#)
 - [Top-Down approach to simplify your CSS code](#)
 - [Use CSS to Create a Pastel Color Menu with Dynamic Submenu](#)
 - [Beautiful CSS buttons with icon set](#)
 - [Clean and pure CSS FORM design](#)
 - [Nice CSS menu with feed reader icons list](#)
 - [Navigation bar with tabs using CSS and sliding doors effect](#)
 - [Nice login and signup panel Newsvine like using CSS](#)
 - [Tips to design your site for mobile devices](#)
 - [Elegant glass style Navigation bar using CSS & toggle animated effect](#)
-

[CSS Tutorial and Guidelines from DesignReviver](#)

Here is an excellent CSS Tutorial with Guidelines from designreviver.com, titled [13 Training Principles of CSS Everyone Should Know](#). These CSS tips and design suggestions will help you write better CSS for your website. They will also assist you in writing CSS code quicker and will make your website more efficient. Each guideline is explained in detail, with code examples where applicable.

1. Name CSS Classes Intelligently
2. Use Shorthand Coding Techniques
3. Know Your Audience & Support Their Browsers
4. CSS vs. Javascript
5. Use Premade CSS Templates
6. Validate Your CSS
7. Use The Proper Doctype
8. Use a CSS Compressor
9. Remember Case Sensitive Element Names
10. Download CSS Resource Guides
11. Don't Declare Default Values
12. Group Your Selectors
13. Simplify Your Coding

[Free PHP Programming Book](#)

I have posted information about a great [Free PHP Programming Book](#) on our other [free computer training blog](#) at intelligentedu.com. If you need or are looking for instruction with coding PHP on your web pages, here is [a free online book covering how to program using PHP. The objective of this PHP book is to have fun while you learn how to program web pages and sites using PHP, even if you have not coded with PHP before.](#)

1. Introducing PHP
2. Simple variables and operators
3. Functions

4. Arrays
5. Object-oriented programming
6. HTML forms
7. Working with files
8. Databases
9. Cookies and sessions
10. Multimedia
11. XML and XSLT
12. Output buffering
13. Java and COM
14. Networks
15. Miscellaneous topics
16. Security concerns
17. Performance
18. Writing PHP
19. Writing extensions
20. Alternative PHP uses
21. Practical PHP
22. Bringing it to a close
23. The future of PHP
24. Choosing an ISP
25. Glossary

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

[TweakHound's Super XP Tweaking Guide](#)

This was the first comprehensive, step-by-step Windows XP tweaking guide on the

net and it continues to be updated. The author provides recommendations for using each tweak presented and also assigns a "safety" level to each one. This site also offers this [Windows XP Backup Strategies For Home Users](#).

- 1 - [Before You Begin Tweaking XP...](#)
- 2 - [Windows Built-In Tweaks](#)
- 3 - [Windows Built-In Tweaks Part 2](#)
- 4 - [The Page File](#)
- 5 - [Services](#)
- 6 - [Registry Hacks](#)
- 7 - [Tweaking Apps](#)
- 8 - [Creating Your Own Registry Files](#)
- 9 - [Broadband Tweaks](#)
- 10 - [Make your own free Tweaking Toolbox](#)
- 11 - [Bad Tweaks](#)
- 12 - [Clean, Defrag, Optimize](#)
- 13 - [XP Tweaking Guide Notes & FAQ's](#)
- 14 - [Benchmarking The Tweaks](#)

[A Guide to Tweak & Optimize Microsoft Vista](#)

This guide takes you through several important tweaks for Vista that will help to give you a better user experience with this operating system. It also explains some keyboard shortcuts.

- [Index](#)
- [Pack 1](#)
- [Desktop, Start Menu, Taskbar, and Notification Area](#)
- [Visual Tweaks](#)
- [Drive & File System Tweaks](#)
- [Security Center & Other Security Related Tweaks](#)
- [The Page File, SuperFetch, and ReadyBoost](#)
- [Windows Vista Services Guide](#)
- [Vista Services Recommendations](#)
- [Internet & Networking Tweaks](#)

- [Clean, Defrag, & Optimize](#)
 - [Cool Tools](#)
-

[Basic Computer Information from Gadgetcage.com](#)

What is a Computer?

- [Introduction to Computers](#)
- [Components of Computer](#)
- [Other Components](#)
- [Mother Board of Computer](#)
- [Software](#)

Windows Short Cut Keys

- [Windows Shortcut Keys I](#)
- [Windows Shortcut Keys II](#)

Types of Computer and Filesystems:

- [NFS](#)
- [NTFS](#)
- [Difference between Windows, Linux, Mac](#)

Assembling a Computer:

- [Assembling Computer I](#)
 - [Assembling Computer II](#)
-

[Windows XP Setup and Configuration Tutorials from Microsoft](#)

Here are nine Windows XP set up and configuration tutorials that will help you use Windows XP.

- [Installation and setup overview](#)
 - [Activate and register Windows XP](#)
 - [Moving files and settings to a new computer](#)
 - [Create and customize user accounts](#)
 - [Switch between users](#)
 - [Join a network](#)
 - [Set up Windows XP for multiple languages](#)
 - [Validate Windows XP](#)
 - [Upgrade to Windows Vista](#)
-

[How to Do a Repair Install for Windows XP](#)

At some point you may need to re-install your Windows XP operating system because of bad files, spyware, malware, or a virus. A Repair Install will replace files altered by adware and malware, but it will not fix an adware, malware problem. You will still need to find and remove those malicious programs using a spyware removal tool. A Repair Install will replace the system files with the files on the XP CD used for the Repair Install. It will leave your applications and settings intact, but Windows updates will need to be reapplied, meaning downloaded and installed again. You can use the In place upgrade option to change a Product Key in the event you entered a key that was already activated. The In Place Upgrade also produces the same result as the Repair Install.

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.

Sunbird

Sunbird enables you to easily manage your schedule, appointments and tasks. It uses the iCalendar format to store your data on the local computer or a network, and can export it to HTML or CSV, and also publish it to the web for sharing. You can easily change and reschedule appointments by simply dragging them from one day to another, or adjust the duration by resizing the marked entry. Sunbird supports multiple levels of color coded calendars that can be displayed within the same interface, allowing you to view your work and personal calendars separately or overlapped. Other features include task management and reminder alerts, recurring events, event categories, customizable calendar views, password protection, and add-ons.

Kurlo

Kurlo is a portable contact manager that can be installed on your PC or a USB drive or other portable device. It provides an easy-to-use interface and a surprising range of features that extend the functionality beyond that of a simple address book. In addition to detailed contacts record and personal categories, it can notify you of birthdays, anniversaries and other events, and even includes emailing features to send messages to selected contacts or mailing lists. Kurlo can also help you print address labels and envelopes, using selected contacts from your database. Other features include advanced search, import/export, and data backup.

CSS Tab Designer

CSS Tab Designer allows you to easily create a tab style navigation bar from a selection of templates. It includes horizontal designs, as well as some vertical ones,

and offers a wide selection of color schemes, as well as several different tab design styles. All you have to do is add your menu items, and save the HTML code to be used in your pages. The program offers preview in multiple browsers, and includes several samples to get started.

[Vibe Streamer](#)

Vibe Streamer is a personal MP3 Streaming Server that allows you or your friends to listen to your MP3 collection from any web browser across the local network or via the Internet. The program is easy to install and offers a variety of settings to secure and limit access to your music. You can create multiple user accounts and groups, each with specific access privileges, limit the number of connected users, restrict access by IP address, and log all activities. The browser interface provides standard playback functions and also allows the user to queue files, use shuffle and repeat playback.

[Digital Clip Factory](#)

Digital Clip Factory enables you to create video slideshows from a series of still images. You can customize the transition times and zoom effects and also load background music from WAV or MP3 files. The program supports JPG and GIF images and can output the slideshow to WMV format in different resolutions.

[MASH - Microsoft Agent Scripting Helper](#)

MASH allows you to bring your desktop and presentations to life with Microsoft Agent animated, talking characters. You can easily compose and playback custom Microsoft Agent scripts by simply selecting the options, characters, styles from the interface. It also allows you to let the character speak one thing and show something else in the balloon. Using the software, you can launch programs, documents, and more with your voice or save your presentations as standalone .EXE file, PowerPoint, Email Stationery, HTML Scripts, WScript, Visual Basic, and VBA. It not only offers a variety of output options that accommodate novice users, as well as webmasters and programmers, but also comes with many options allowing you to configure every aspect of the animation.

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.

January 2008 Question of the Month:

How do web searches in the address bar of Internet Explorer and Firefox work, and how can I configure this feature for each browser?

Answer:

Here are some good resources for learning how this works and how to set it up for each one:

[Address-bar Searches in Firefox and Internet Explorer](#)

An address-bar search is a quick shorthand search typed in the address-bar field. By default Internet Explorer searches MSN. With a little tweaking, you can use keywords to make it search Google, IMDB, or any other web-search you desire. Firefox does it easily, and Internet Explorer can be taught.

[Search for Information From the Address Bar in Internet Explorer](#)

You can quickly search for information on the Web using the AutoSearch feature in Internet Explorer 6 in Windows XP. In the Address bar, simply type "go" or "find" or "?" followed by a keyword or phrase, and then press Enter. Your search results will soon appear. Internet Explorer searches for your word or topic using only one search service. If you don't find what you need, click the Search button on the toolbar and try using different search services.

[How to Change Your FireFox Location Bar Search Engine](#)

If you want to restore the Google "I'm Lucky" search then perform this simple steps:

1. Type about:config in Firefox location bar and press Enter
2. Type keyword in Filter textbox and you will see only the preference keyword.URL.
3. Double-click on keyword.URL and change the value to:

<http://www.google.com/search?btnI=l%27m+Feeling+Lucky&q=>

That's all it takes to restore default keyword search functionality in Google.

Note: You can use this to change to any search engine for keyword search.

[What are Smart Keywords \(in Firefox\)?](#)

Smart Keywords are an easy way to search websites right from the Location bar

[Prevent OpenDNS From Redirecting Google Searches - Fix for Firefox & IE Address Bar](#)

A side effect of using OpenDNS is that you can no longer search Google from Firefox location bar or the address bar of Internet Explorer. If you like to disable OpenDNS Guide search without removing the OpenDNS DNS entries from your computer or router, just follow these simple steps.

[To disable Internet Explorer Address bar search from opening a file present in Desktop](#)

I hope this helps you.

Scott Turton

Site Editor

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:](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](#)

EducationOnlineForComputers.com
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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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

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