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

***** ISSUE #59 - June, 2009 *****

EducationOnlineForComputers.com

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1) Editor's Greeting

Hello everyone, and welcome to our new subscribers!

This is our June 2009 issue (#59) 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 57 Computer Software Application training, learning and tutorial web sites, with a total of 177 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](#)

If you'd like, also get our [Free MS Office, Adobe, and Web Development Software Training updates via RSS.](#)

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

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!

[6 Word 2003 Tutorials](#)

Here are [6 Word 2003 Tutorials](#) from the University at Albany that teach and explain several of Word's important capabilities, including Menus, Formatting tools, Layout tools, Illustrations, Tables and the Mail merge feature. These features come in handy when working with data that needs to be segregated and formatted for presentation.

[Word 2003 I: Menus, Capabilities and Basic Skills](#)

This Word tutorial explains the menu options available in Word and the dialog boxes they handle which include Open and Save.

[Word 2003 II: Toolbars and Formatting Tools and Techniques](#)

This tutorial demonstrates Word's toolbars and formatting tools such as tabs, margins, paragraphs, colors and alignment of text on a page.

[Word 2003 III: More Formatting Tools & Techniques](#)

This Word tutorial continues from where the previous one left off covering formatting tools and techniques.

[Word 2003 V: Illustration & Layout Tools](#)

This tutorial explains various Illustration and Layout tools in Word such as Clipart, Images, Word Art, Shadows and Textboxes.

[Word 2003 VII: Tables in Word](#)

This tutorial teaches Word's capabilities in creating Tables and adding spreadsheets to the document

[Word 2003 X: Mail Merge and Labels](#)

This Word tutorial explains the Mail Merge feature that is used to generate multiple documents from a single template and using Labels to add names and other data from a database.

[17 Word 2007 Tutorials](#)

These 17 [Word 2007 Tutorials](#) at Microsoft Office Online are in the form of Webcasts, Podcasts and video tips. Word is the word processing software developed by Microsoft and is bundled with the Microsoft Office suite of desktop applications and sold as a standalone application. These Word tutorials demonstrate how to quickly create Word documents with graphics, tips and tricks, simple solutions for complex documents and sharing Word 2007 documents.

These webcasts are recorded as live events by Microsoft Office experts and they discuss tips and tricks to create impressive Word documents, how to effectively use the Ribbon in Word 2007 and interfacing Visual Basic Applications with Microsoft Word.

- [Advanced Tips & Tricks for Word 2007 Documents](#)
- [Top 10 Tips for Microsoft Office Word 2007 \(level 100\)](#)
- [Tips & Tricks for Impressive Word 2007 Documents in Less Time \(Level 200\)](#)
- [Advanced Tips and Tricks: Customizing the Ribbon Using Office Open XML \(Level 300\)](#)
- [Advanced Tips and Tricks: Breaking Into Your Office Open XML Format Documents \(Level 300\)](#)
- [Advanced Tips and Tricks: Using Visual Basic for Applications \(VBA\) Every Day Is Easier Than You Think \(Level 300\)](#)
- [Advanced Tips and Tricks: What You Can Really Do with Your Documents Across the 2007 Office Release \(Level 300\)](#)
- [Advanced Tips & Tricks for Word 2007: Simple Solutions for Complex Documents](#)

These video tips explain Word 2007's fluent user interface and how it benefits users to work and share Word documents among themselves.

Microsoft Office Fluent User Interface: What You Can Do [256k](#) | [750k](#)

Sharing Documents Using Word 2007 [256k](#) | [750k](#)

Utilizing the Insert Tab and Creating Building Blocks [256k](#) | [750k](#)

These podcasts provided below show users quick tips and tricks, some of the top

tips by Word users and an advanced section of tips that make working with Word a very good experience indeed.

- [Advanced Tips & Tricks for Word 2007 Documents](#)
- [Top Tips for Word 2007 \(Level 100\)](#)
- [Microsoft Office System Webcast: Advanced Tips and Tricks for Word 2007: Simple Solutions for Complex Documents \(Level 300\)](#)

These five minute webcasts focus on getting the most of out of Word 2007 and can be downloaded to your computer for later reference.

- [5-Minute Word Webcast](#)
 - [Word Side By Side: What's New & Different](#)
 - [Quick Tips for Getting the Most Out of Microsoft Office Word 2007](#)
-

[5 Excel 2003 Tutorials](#)

These [5 Microsoft Excel 2003 Tutorials](#) from the University at Albany explain the power of Excel by discussing its important features such as data manipulation, formulas and efficiency, formatting, page setup and print options. These features, along with filtering, sorting and presentation have made Excel the de-facto spread sheet application to work with. (these tutorials are in .doc format)

[Excel 2003 I : Introduction, Menus, Toolbars & Selections](#)

This tutorial teaches Excel's menus, toolbars and selections along with rows, columns, cells, and formulas.

[Excel 2003 II : Data, Formulas & Efficiency](#)

This Excel tutorial explains spreadsheet components, their purposes and properties which include formulas, functions, problem solving and workbooks.

[Excel 2003 III : Multi Sheet Workbook Creation](#)

This Excel tutorial describes workbook creation, design, maintenance and usability. Workbooks are primarily used as an analysis tool to decide performance, growth, sales etc.

[Excel 2003 IV : Design and Formatting](#)

This tutorial teaches the design and formatting of the spreadsheet which includes colors, borders, shading, alignment and fonts.

[Excel 2003 V : Page Set Up, Print Area, Options & Security, Filtering and Sorting, and Presentation Charts](#)

This Excel tutorial demonstrates printing options, the page layout, filtering and sorting of the spreadsheet data.

[23 Excel 2007 Tutorials](#)

Here are 23 excellent [Excel 2007 Tutorials](#) at Microsoft Office Online that teach and explain important features of Excel with the help of webcasts. These detailed training webcasts presented by various MVPs demonstrate Excel Formulas, Excel Tips, Effective Data Management and creating charts and graphics. Also provided are video tips and mini-webcasts that show how to create and customize pivot tables, highlight and remove duplicate values, use data in Excel sheets effectively, and perform data analysis.

These Microsoft Excel webcasts teaches users to create attractive charts and graphics and analyzing data dynamically. Advanced tip teach users to access xml format documents in Office.

- [Summarizing Data Effectively Using New Excel 2007 Formulas and Functions](#)
- [Top 10 Tips for Excel 2007 \(Level 100\)](#)
- [Tips and Tricks to Manage Data Effectively by Using Excel Tables \(Level 200\)](#)
- [Creating Attractive Charts & Graphics Using Excel 2007 \(Level 200\)](#)
- [Creating Effective Conditional Formats Using Excel 2007 \(Level 300\)](#)
- [Advanced Tips and Tricks: Breaking Into Your Office Open XML Format Documents \(Level 300\)](#)
- [Advanced Tips and Tricks: Using Visual Basic for Applications \(VBA\) Every Day Is Easier Than You Think \(Level 300\)](#)
- [Advanced Tips and Tricks: What You Can Really Do with Your Documents Across the 2007 Office Release \(Level 300\)](#)
- [Analyzing Data Dynamically Using Excel 2007 PivotTables](#)

These video tips imparts knowledge on the new and improved features of

Microsoft Excel, how to format and apply conditions to data in tables.

- Customizing Conditional Formatting in Excel 2007 [256k](#) | [750k](#)
- Customizing PivotTable Reports to Create Adjustable Charts and Graphs [256k](#) | [750k](#)
- Formatting with Conditional Filtering to Organize Data [256k](#) | [750k](#)
- Getting Started with PivotTable Reports [256k](#) | [750k](#)
- Highlighting and Removing Duplicate Table Values in Excel [256k](#) | [750k](#)
- New and Improved Features [256k](#) | [750k](#)
- Organizing and Grouping with PivotTable Reports [256k](#) | [750k](#)

The podcasts here demonstrate some important tips when using Excel and improving data analysis when using Excel 2007.

- [Summarizing Data Effectively Using New Excel 2007 Formulas and Functions](#)
- [Top 10 Tips for Microsoft Office Excel 2007](#)
- [Improving Data Analysis with Excel 2007 PivotTables and PivotCharts](#)
- [Top Tips for Excel 2007](#)

These mini-webcasts introduce quick tips on what's new and different and how to get the most out of Excel 2007.

- [5-Minute Excel Webcast](#)
- [Excel Side By Side: What's New & Different](#)
- [Quick Tips for Getting the Most Out of Microsoft Office Excel 2007](#)

[7 Outlook 2003 Tutorials](#)

These [7 Microsoft Outlook Tutorials](#) from the University at Albany explain various features of Outlook 2003 including its email features, the Calendar, how to effectively manage tasks, scheduling meetings and conferences, working with contacts in the Address Book and how to use Outlook remotely. (tutorials are in .doc format)

[Outlook 2003 I: Outlook Email Features](#)

This tutorial teaches the email features of Outlook such as managing folders, using the Out Of Office assistant, attaching files to emails and basic mail filtering.

[Outlook 2003 II: Calendar Management](#)

This tutorial explains the calendar in Outlook and its features such as creating new appointments, viewing the calendar, adding contacts and the calendar folder rights.

[Outlook 2003 III: Task Management](#)

This section teaches the importance of the Task list available in Outlook. Various tasks can be planned and created for a Day, Month or Year and users can efficiently manage and track these tasks to completion.

[Archiving and Advanced Folder Management](#)

This Outlook tutorial explains the concept of effective folder management, filtering rules, and archiving old items to a readily accessible location.

[OutLook VI: Sheduling Meetings using the new Global Address Book listings for Conference and Training Rooms](#)

This Outlook tutorial covers general aspects of scheduling meetings and conferences using the Address book.

[OutLook VII: Importing an Excel Name and Address List into Outlook Contacts](#)

This tutorial teaches how to export and import names and email addresses from and into Outlook contacts.

[Outlook Remote Internet Access](#)

This tutorial explains how to access emails in Outlook from anywhere in the world using Microsoft Exchange.

[10 Outlook 2007 Tutorials](#)

Here are 10 excellent [Microsoft Outlook 2007 Tutorials](#) at Microsoft Office Online in the form of Webcasts, Podcasts and video tips. Outlook is a personal information manager that contains an email application, a calendar, a contact manager, a task manager, a note taking application and a journal and is bundled with the Microsoft Office suite of desktop applications. These Outlook tutorials demonstrate the new and improved features in Outlook 2007, connecting to people at a workplace, quick tips and tricks and maximizing Outlook's performance.

These webcasts which are recorded as live events by Microsoft Office experts and include tips for managing email in Outlook and maximizing Outlook's performance. These Webcasts are designed to give you a more hands-on approach.

- [Top Tips for Managing Email in Outlook 2007](#)
- [Top 10 Tips for Microsoft Office 2007 E-mail](#)
- [Tips & Tricks for Maximizing Outlook 2007](#)

These video tips are recorded directly off the presenter's desktop as they demonstrate how to connect with people at the workplace and how to get more out of your personal information. These videos are precise and are used as a quick workflow.

- Connecting with People at Work [256k](#) | [750k](#)
- Getting More out of Your Personal Info [256k](#) | [750k](#)

These podcasts are the audio-only version of previously recorded webcasts and are focused on a specific function or a task in Outlook. These podcasts are usually taken from the webcasts.

- [Top 10 Tips for Microsoft Office 2007 E-mail](#)
- [Process-Driven Collaboration with Windows SharePoint Services 3.0 and Outlook 2007](#)

These five minute webcasts focus on quick tips and tricks in Outlook and can be downloaded to your computer for offline viewing.

- [5-Minute Outlook Webcast](#)
- [Outlook Side By Side: What's New & Different](#)
- [Quick Tips for Getting the Most Out of Outlook 2007](#)

[4 PowerPoint 2003 Tutorials](#)

Here are [4 Microsoft PowerPoint 2003 Tutorials](#) from the University at Albany that teach and describe some of PowerPoint's basic and advanced features, which include Views, Outlines, Templates, Special Effects and custom slides. These PowerPoint tutorials will enhance and make your presentation more effective. (tutorials are in .doc format.)

[PowerPoint 2003 I: Views, Outlines, and Basic Templates](#)

This tutorial explains PowerPoint features such as views, outline and presentation templates and how to effectively use them.

[PowerPoint 2003 II: Special Effects, Timing and Interactivity](#)

This tutorial teaches special transitions and effects such as fade out, motion and user interaction. Also discussed are hyperlinks and how they are used in your slides.

[PowerPoint 2003 III: Objects, Sounds, Videos and Files](#)

This tutorial explains how to insert sound, video and pictures into your slide presentations to make them more interactive.

[PowerPoint 2003 IV: Creating Custom Slides and Templates](#)

This PowerPoint tutorial demonstrates how to create custom designs and templates, insert animations and pictures, insert menus and bullets, and edit fonts in your presentations.

[14 PowerPoint 2007 Tutorials](#)

Here are 14 excellent [PowerPoint 2007 Tutorials](#) at Microsoft Office Online that are in the form of Webcasts, Podcasts and video tips. PowerPoint is presentation program developed by Microsoft and is bundled with the Microsoft Office suite of desktop applications. These PowerPoint tutorials show users how to quickly create presentations with graphics, tips and tricks in PowerPoint 2007, accessing Office XML documents and the new and improved features of PowerPoint 2007.

The PowerPoint webcasts provided below are recorded as live events by Microsoft Office experts and explain how to create presentations in PowerPoint and its tips and tricks. These tips and tricks, while many in number, are explained in a manner that is simple and easy to understand.

- [How to create a 15-minute presentation \(with graphics\) in one hour](#)
- [Top 10 Tips for Microsoft Office PowerPoint 2007](#)
- [Tips & Tricks to Start Strong in Every PowerPoint Presentation](#)

- [Advanced Tips and Tricks: Breaking Into Your Office Open XML Format Documents \(Level 300\)](#)
- [Advanced Tips and Tricks: Using Visual Basic for Applications \(VBA\) Every Day Is Easier Than You Think \(Level 300\)](#)
- [Advanced Tips and Tricks: What You Can Really Do with Your Documents Across the 2007 Office Release \(Level 300\)](#)

These PowerPoint video tips discuss the new and improved features in PowerPoint 2007 and how to apply them in your own presentations.

- Experts show off step-by-step instructions covering the spectrum of the 2007 Office system. Often, you see Applying New and Improved Features to a [256k](#) | [750k](#)
- Quick Tips for PowerPoint 2007 [256k](#) | [750k](#)

These podcasts are the audio-only version of the recorded webcasts and show users how to create a presentation in 15 minutes along with sharing a PowerPoint presentation's contents with other users.

- [How to Create a 15-Minute Presentation \(with Graphics!\) in One Hour](#)
- [Top 10 Tips for Microsoft Office PowerPoint 2007](#)
- [Sharing PowerPoint 2007 Slide Content](#)

These five minute webcasts focuses on quick tips and tricks in PowerPoint and how to get the most of out of PowerPoint 2007. These Mini-webcasts can be downloaded to your computer for offline viewing.

- [5-Minute PowerPoint Webcast](#)
- [PowerPoint Side By Side: What's New & Different](#)
- [Quick Tips for Getting the Most Out of PowerPoint 2007](#)

[6 Access 2003 Tutorials](#)

Here are [6 Microsoft Access 2003 Tutorials](#) from the University at Albany. These Access tutorials teach a range of concepts and techniques that are essential for anyone working with and managing Access databases. They cover topics from the basics to the advanced level, which include table design, its capabilities, data entry forms, report design and using the select query. These Access database

tutorials cover the essential workflow for any user to get started and be comfortable with Microsoft Access.

[Access 2003 Introduction I: Introduction & Concepts](#)

This tutorial teaches basic database concepts and how they can be used. The topics covered in this tutorial include the definition of a Relational Database and the database components.

[Access 2003 Introduction II: Basic Table Design and Capabilities](#)

This tutorial explains how to build a simple database and places the focus on creation of tables, data types and primary keys for the tables.

[Access 2003 Introduction III: Introduction to Data Entry Forms](#)

In this tutorial, you'll learn about designing tables with attention to usability and organization of data such that it is easier to match the form to the table and organize the fields.

[Access 2003 Introduction IV: Introduction to Select Queries](#)

This tutorial shows how to retrieve data from a database, including sorting fields, single and multiple search criteria.

[Access 2003 Introduction V: Introduction to Report Design](#)

This tutorial demonstrates how to generate a report from the database using the retrieval queries.

[Access 2003 Intermediate I: Importing and Exporting Data and Action Queries](#)

This tutorial teaches how to import and manipulate data that is from a database other than Access. In this example, data has been imported from an Excel sheet.

[9 Access 2007 Tutorials](#)

These 9 [Access 2007 Tutorials](#) at Microsoft Office Online demonstrate the various features of Access 2007. Access is Microsoft's traditional database tool and is widely used to interface with and create many database applications. These tutorials are in the form of webcasts, video tips and podcasts with each of them explaining report creation and sorting and filtering features in Access. The video

tips show how to carry out simple tasks in Access such as using SharePoint, quick tips and data collection.

[Tracking Your Information Is Easier Than You Think with Access 2007](#)

This webcast is recorded directly from Microsoft Office experts and explains how to start out from scratch in Access 2007.

These video tips have experts discuss a host of Access features and are shot directly from the presenter's desk.

- Easily Design Custom Reports in Access [256k](#) | [750k](#)
- Easily Sort and Filter Complex Tables with Access 2007 [256k](#) | [750k](#)
- E-mail Data Collection with Outlook 2007 and Access 2007 [256k](#) | [750k](#)
- Getting to Know Access 2007 [256k](#) | [750k](#)
- Quick Tips for Access 2007 [256k](#) | [750k](#)
- Save a File as a PDF or XPS in Access 2007 [256k](#) | [750k](#)
- Using SharePoint Server 2007 with Access 2007 [256k](#) | [750k](#)

[Tracking Your Information Is Easier Than You Think with Access 2007](#)

This podcast contains the audio of the earlier presented webcast and is also available for download.

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

[7 Photoshop Tutorials from the University of Florida](#)

Here are [7 Photoshop Tutorials](#), at the University of Florida's website, that describe and demonstrate graphic design using Photoshop. These Photoshop tutorials will help you to increase your skills in many areas of Photoshop. They

guide you through the world of Photoshop by giving you a tour of the application's features, tools, and shortcuts.

[Adobe Photoshop 7.0](#) (1342.7 kb, pdf)

This section of the tutorial gives you an introduction to the graphics editor, Photoshop. It explains basic features like the interface, the color modes, creating customized graphics and saving files.

- What is Adobe Photoshop 7.0?
- The Interface
- Color Modes
- Working with Photos
- Creating Customized Graphics
- Saving Files

[Introduction to Adobe Photoshop](#) (259 kb, pdf)

This tutorial demonstrates on the interface of Photoshop, on how to open an existing image, the different menu bars, the toolbox, the navigator palette, the color palette and a host of other palettes that could make your image editing more efficient.

- Interface
- Open an existing image
- Open a new file
- Menu Bar
- File menu
- Edit menu
- View menu
- Select menu
- Layer menu
- Image menu
- Toolbox
- Option Bar
- Palettes
- Navigator palette
- Color palette
- Swatches palette
- Styles palette
- Character palette
- Paragraph palette
- Layer palette
- History palette

- Saving Files
- Save for Web
- Resolution
- Glossary

[Photoshop Extras](#) (180.5 kb, pdf)

This tutorial teaches you some more Photoshop features like the shortcuts, healing photos, working with selections and layers and how to work on vignette photographs.

- Photoshop Shortcuts
- Healing Photos
- Working with Selections and Layers
- Opening and Saving files and file sizes
- Vignette

[Photoshop CS2 Basics](#) (3013.5 kb, doc)

This tutorial increases your skills in Photoshop CS2 by demonstrating various features like the menu bars, various palettes that are available at your dispense, opening new and existing images, saving the files etc.

- Interface
- Open an existing image
- Open a new file
- Menu Bar
- File menu
- Edit menu
- View menu
- Select menu
- Layer menu
- Image menu
- Toolbox
- Option Bar
- Palettes
- Navigator palette
- Color palette
- Swatches palette
- Styles palette
- Character palette
- Paragraph palette
- Layer palette
- History palette

- Saving Files
- Save for Web
- Resolution
- Glossary

[Introduction to Adobe Photoshop CS3](#) (4877 kb,doc) [PDF](#) 2036

Here is a introduction to Photoshop CS3 which gives you the knowledge of the Photoshop interface and the various mechanics related to it.

- The Photoshop Interface
- The Mechanics of Photoshop

[Photoshop Shortcuts](#) (23.5 kb, doc)

This lists out various keyboard shortcuts that could make your Photoshop editing much faster and efficient.

[Adobe Photoshop Outline](#) (27.5 kb, doc)

This tutorial describes briefly the main points related to learning Photoshop.

5 Photoshop Tutorials

These 5 excellent [Photoshop Tutorials](#) from the University of Albany offer an in depth coverage of Photoshop and scanning. Most images are created by a professional designer or scanned and then modified to create a new image. In both cases, an image editing tool like Photoshop is used to modify or create the image. These Photoshop Tutorials start with the basics such as scanning an image into Photoshop and moves onto more complex actions such as Layer Management and Compositing.

[Photoshop I: Scanning with a Flatbed Scanner into Photoshop](#)

This Photoshop tutorial explains how to setup a scanning device and connect it to software for scanning. It also discusses various issues a first time user might have such as resolution, dimensions and output issues.

[Photoshop II: Introduction and Basic Image Editing](#)

This Photoshop tutorial teaches the basics of image editing such as image color, brightness and contrast and color balance. It also provides an overview of Photoshop's features.

[Photoshop III: Selecting, Drawing and Painting Tools](#)

This tutorial explains a few of Photoshop's tools such as the Selecting, Drawing and Painting tools and how they can be effectively used on an image.

[Photoshop IV: Layer Management & Photo Compositing](#)

In this tutorial, Photoshop's photo compositing features and layering systems are discussed. Also covered are background and transparency issues and layer adjustments.

[Photoshop V: Filters and Special Effects](#)

This Photoshop tutorial teaches the filters and special effects that can be added to certain areas on an image. Many of these filters are already present in Photoshop while many more can be downloaded and used.

[50 Ways to Become a Better Designer](#)

Here are [50 Ways to Become a Better Designer](#) at computerarts.co.uk. These tips and techniques explain aspects and practices of good design and how one can become a better designer and Photoshop user. They explain key points that a designer should be aware of while creating his design, such as colors, fonts, shading, gradients and channels. The tools used to create designs and some of its options are also discussed in detail. A few tips and tricks of good designers are also given, which discuss shortcuts and quick steps to use in design creation to simplify the work of the designer. This compilation is from 17 leading designers who work in print, video and on the web.

- 01 ROUGH COMPS
- 02 METAPHORS
- 03 FROM WORDS TO PICTURES
- 04 BRAND THINKING
- 05 KEEP YOUR BRAINSTORMS REALLY SHORT

- 06 USE A SKETCHBOOK
- 07 GET AWAY FROM YOUR COMPUTER
- 08 JOIN A FORUM
- 09 TAKE A SHOWER
- 10 SPECS!
- 11 KEEP A LIBRARY
- 12 WEB STANDARDS
- 13 KEEP IT CURRENT
- 14 KEEP IT SIMPLE
- 15 RECORD YOUR ACTIONS
- 16 SAVE, SAVE, SAVE!
- 17 STORE YOUR ASSETS
- 18 COLLABORATE
- 19 GET IT RIGHT FIRST TIME
- 20 PRACTICE ALWAYS MAKES PERFECT
- 21 ALPHA CHANNELS IN PHOTOSHOP
- 22 BUY MORE RAM
- 23 GRADIENTS IN PHOTOSHOP
- 24 MORE LAYERS
- 25 AIRBRUSH IN ILLUSTRATOR
- 26 EVIL FLASH
- 27 NAME CONVENTIONS
- 28 GROUP LAYERS
- 29 FORBIDDEN FRUIT
- 30 THINK ON PAPER
- 31 WALK AWAY
- 32 ACROBATICS
- 33 KERN!
- 34 BACK TO THE BRIEF
- 35 ENOUGH IS ENOUGH
- 36 PRINT FINISHES
- 37 ADDING TEXTURE
- 38 BE PREPARED
- 39 A LITTLE SHADING
- 40 BULGING EYES
- 41 READ AND RE-READ!
- 42 BE SPECIFIC
- 43 DON'T RELY ON THE SPELLCHECKER!
- 44 STICK TO THE BRIEF!
- 45 WORK WITH CLIENTS
- 46 STICK TO WHAT YOU KNOW
- 47 DON'T ASSUME ANYTHING
- 48 JUSTIFY YOUR ACTIONS

- 49 DESIGN HISTORY
 - 50 MANAGE EXPECTATIONS
-

[11 Photoshop Tutorials](#)

Here are [11 Adobe Photoshop Tutorials](#) at nicetutz.blogspot.com discuss and demonstrate various Photoshop tips and effects that can be quickly created. The effects include fireworks effects, water drops effects, creating metallic fonts and working with retro patterns. These Photoshop Tutorials provide photo and color retouching tips, and pointers on working with layers and tools, and also offer some Photoshop tricks, as well as a list of shortcut keys that will come in handy for any Photoshop user.

- [Photo to illustration Vector Effect](#)
 - [Fireworks Effects](#)
 - [Real Water Drops Effect](#)
 - [Retro Pattern](#)
 - [Exploding Text Effect](#)
 - [Metallic Type Text Effect](#)
 - [Adobe Photoshop Tool Tips](#)
 - [Adobe Photoshop Layer Tips](#)
 - [Dreamy Photo Effect](#)
 - [Eyes Color Retouching](#)
 - [Adobe Photoshop Shortcuts Keys](#)
-

[Fireworks 8 Tutorial](#)

Here is an [Adobe Fireworks 8 Tutorial](#), hosted at the University of Florida, that

explains in detail several features of this bitmap and vector graphics editor. This Fireworks tutorial describes Fireworks' features through a tour with appropriate screen shots wherever necessary. The tutorial explains various features of the Fireworks, such as the interface, creating and saving an image, difference between a bitmap and a vector, various tools, menus and panels. (17 pages, 1.9 mb, doc format)

Fireworks 8 Tutorial Topics:

- Fireworks Start Page
 - Fireworks Interface
 - Creating and Saving a New Image
 - Open an Existing File
 - Bitmap vs. Vector
 - Fireworks Tools
 - Menus
 - Panels
-

[5 Dreamweaver Web Design Tutorials](#)

These 5 excellent [Dreamweaver Web Design Tutorials](#) from the University of Albany address the procedures and tools used in creating and maintaining web pages and web sites. These Web Design tutorials also include specific topics to help staff maintain web pages under the University of Albany Web Standards. (these tutorials are in .doc format)

[Introduction to Ualbany Web Design and Site Structure](#)

This tutorial teaches how to plan and organize departmental website structure at UAlbany. We will discuss the term 'Information Architecture' and how to think about it when planning your departmental web pages. This tutorial will be taught using Adobe Dreamweaver CS4. Topics covered include discussion of concepts and purpose, discussion of Information Architecture, review and explanation of the worksheet.

[Creating and Maintaining Web Pages using UAlbany Templates](#)

This tutorial is offered in Adobe Dreamweaver CS4 and strongly recommend that

you use this application when updating your site. This tutorial teaches the procedures, logistics and, especially the reasons for creating and maintaining pages that are compliant with the UAlbany look, including layout, colors and styles.

[Working with 'Includes' and other structures provided in Web Templates](#)

This tutorial continues the topics started in tutorial I02, with special emphasis on the 'includes' attached to the UAlbany Web Templates. The topics covered under this tutorial are what are 'Includes', 'Includes' on the properties inspector in Dreamweaver, editing 'Includes' and other style issues.

[Dreamweaver MX2004 I: Introduction to Concepts](#)

This tutorial covers a group of recommendations and suggestions that will help you to more logically execute the new updates to your UAlbany Departmental website. The topics covered in this tutorial are best practices and things to remember.

[Dreamweaver MX2004 II: Basic Page Design](#)

This tutorial explains how to use Dreamweaver MX 2004 to build a web page. Participants will become familiar with the various Dreamweaver components, such as the Properties Inspector, Insert Bar tabs, and the Code and Design views. Participants will also learn how to use Dreamweaver to make tables for page layout and control. This tutorial is also covering on how to install and manage images on a web page.

4) The Best New Free Web Development Training Sites

[Web Development Tutorials using Microsoft Technologies](#)

Here are several [Tutorials and Articles on Web Development using Microsoft Technologies](#), at Microsoft Developer Network, covering various web development topics and techniques using Microsoft. ASP .NET is a web application framework developed and marketed by Microsoft Corporation to allow programmers to build

dynamic web sites, web applications and web services. These Web Development Tutorials cover web development using ASP .NET, HTML and CSS, Internet Explorer Development, Internet Information Services, Scripting, Server Technologies and Silverlight.

[ASP .NET Web Applications](#)

ASP .NET is a unified web platform that provides all the services necessary for the user to build enterprise-class applications. This tutorial explains about web development using [ASP.NET](#), the Visual Web Developer and Model-View-Controller (MVC) pattern which is an architectural design principle that separates the components of a Web application.

- [Web Development with ASP.NET](#) and Visual Web Developer
- [ASP.NET Model View Controller \(MVC\)](#)

[HTML and CSS](#)

HTML, an acronym for HyperText Markup Language, is the one of the most popular markup languages that is used for web pages. This tutorial explains the topics of new features of Internet Explorer, HTML, DHTML Behaviors and Data Binding and CSS in detail.

- [What's New in Internet Explorer?](#)
- [HTML and DHTML Overviews and Tutorials](#)
- [HTML and DHTML Reference](#)
- [Cascading Style Sheets \(CSS\)](#)
- [DHTML Behaviors](#)
- [DHTML Data Binding](#)
- [Scriptable Editing](#)
- [Web Multimedia](#)
- [HTML Applications \(HTA\)](#)
- [Accessibility](#)
- [Technical Articles and Columns](#)

[Internet Explorer Development](#)

This tutorial explains various methods for developers to add functionality to Microsoft Internet Explorer and thus allowing to enhance the user interface. As Internet Explorer's component architecture is based on Component Object Model (COM), there are many different ways to extend its capabilities.

- [Internet Explorer Architecture](#)
- [Browser Extensions](#)
- [Content Extensions](#)
- [Hosting and Reuse](#)
- [Globalization](#)
- [URL Monikers](#)
- [Security and Privacy](#)
- [Technical Articles and Columns](#)
- [Book Excerpts](#)

Internet Information Services (IIS)

This tutorial details out Internet Information Services 6.0 and 7.0 which is a set of Internet-based services for servers created by Microsoft for use with Microsoft Windows.

- [Internet Information Services \(IIS\) 7.0 Development](#)
- [Internet Information Services \(IIS\) 6.0 SDK](#)
- [Internet Information Services Extensions](#)
- [Technical Articles](#)

Scripting

A scripting language is a programming language that allows some control of a single or many software application. This tutorial explains about various Microsoft windows scripting technologies like JScript, VBScript and various Windows Script Components, Host and Interfaces.

- [Microsoft Windows Script Technologies](#)
- [Technical Articles, Columns and Books](#)

Server Technologies

This tutorial explains some of the server technologies that are used in the industry like ASP, Indexing Service, Sharepoint Products and Technologies and Silverlight.

- [Active Server Pages](#)
- [Indexing Service 2.0](#)
- [SharePoint Products and Technologies](#)
- [Site Server](#)

[Silverlight](#)

Microsoft Silverlight is a programmable web browser plugin that enables features such as animation, vector graphics and audio-video playback that characterizes Rich Internet Applications. This tutorial deals with the various features of Silverlight.

- [Silverlight 3 Beta](#)
 - [Silverlight 2](#)
-

[2 CSS Tutorials and Guides](#)

Here is a [Comprehensive CSS Guide and Tutorial](#), located at wsabstract.com, that will teach and show you, from the ground up, how to code and use CSS (Cascading Style Sheets) in your web pages and sites. The introduction page of this CSS tutorial says this about what CSS is and how it can benefit your web site: "Style is what gives an item its distinctive look or feel. For text it could be what font is used, what color, size, or spacing. It also applies to other HTML objects such as links, images, backgrounds, margins and borders. Some of the benefits to using CSS are more consistency, better layout and visual design, plus easier HTML coding. Also you can do things with style sheets that could never be done before."

- [Introduction](#)
- [4 ways to defining style](#)
- [The basics, ids, classes, and spans](#)
- [Margins](#)
- [Font and text](#)
- [Backgrounds](#)
- [Advanced CSS concepts](#)

Here is another [CSS Tutorial](#), at htmlhelp.com, that will also help you learn and improve your CSS coding skills.

[Style Sheets Now!](#)

Change the appearance of hundreds of Web pages by changing just one

file... Influence presentation without losing visitors... All with the power and flexibility of Web style sheets.

[Quick Tutorial](#)

A basic introduction to Cascading Style Sheets.

[CSS Structure and Rules](#)

An introduction to the various kinds of selectors, pseudo-classes, pseudo-elements, and cascading order.

[CSS Properties](#)

Descriptions of the various properties available in Cascading Style Sheets, level 1.

[Linking Style Sheets to HTML](#)

Various methods of incorporating style sheets into an HTML document.

[Style Sheet Dependence](#)

How to misuse style sheets and make your pages inaccessible.

[CSSCheck](#)

Check the syntax and style of your Cascading Style Sheets with this CSS lint.

[CSS References](#)

Links to CSS specifications and other documentation.

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

[How to Setup Windows XP Multiple Users](#)

[How to Setup Different Users on Windows Vista](#)

Do you have multiple users in your house for the computer? These days it is common to have a household computer, particularly in families, so setting up an

individual user for each person using the computer is a good idea. Setting up multiple users allows personalization and privacy and is easy to do in Windows XP.

[How to Configure Windows XP for an Ethernet Connection](#)

If you have new internet service or change your service to High Speed Internet you will need to have a Local Area Connection set up in order to get Internet Access. Here's how you get the Ethernet Connection and your Local Area Connection.

[How to configure Windows XP to manage Wireless Network Connections](#)

This article will describe how to configure Windows XP to manage your computer's wireless connection.

[Configure a VPN Connection Using Windows XP](#)

In this article we will learn how to configure a connection to a virtual private network (VPN) using Windows XP. This article will show you how to create a new VPN connection using Microsoft Windows XP. By creating an encryption tunnel through the Internet, data can be passed safely.

[How to connect your Laptop/PC/Computer to your TV](#)

Here's a quick walk-through of all the methods that I know to connect a laptop or PC to your TV.

[How to setup Remote Desktop on Windows XP](#)

If you have never used Remote Desktop, it is a really great way to connect to another PC (office, home, etc) remotely and get work done that you otherwise could not get done. I routinely use remote desktop to connect to servers at our office, connect to user's computers to provide tech support, and to connect to my personal computer at home to access files.

[How to Avoid Phishing Scams](#)

If you received an E-mail message from your bank saying that your checking account was overdrawn because of a check that you didn't write, what would you do? Before you answer, it's important to realize that you may not really be overdrawn and that there is a good chance that someone is trying to scam you. In this article, I will explain exactly how this type of scam works and how to avoid being a victim.

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.

[Speakonia](#)

Speakonia is a Text-To-Speech (TTS) program that provides an easy-to-use interface, similar to Notepad. It reads aloud any text you type into the text area, a text file or the clipboard. The reading can be paused, resumed and exported to a wave file. In addition Speakonia is able to fetch webpages through an internal http interface and read them aloud for you (buggy - reads code aloud too). You can even have your emails read to you using the "Clipboard Reading" feature.

[Rainlendar Lite](#)

Rainlendar Lite is a small and compact desktop calendar that comes with some powerful features under the hood. It integrates nicely with your desktop wallpaper and allows interactive access to selected dates, just click on a date to add an appointment or reminder. It also comes with a ToDo list that can optionally be displayed or maintained hidden. The calendar automatically supports one-time and recurring events and tasks with optional reminder alarms. It highlights dates that have appointments and you can quickly switch between months via keyboard shortcuts or your mouse wheel.

[NoteTab Light](#)

Popular text editor and Notepad replacement. Tabbed interface provides easy access to all open documents. Offers many time-saving features, including a "Clipbook" tool that can be used to paste frequently-used text clips and playback macros. Can search and replace multi-line criteria across all open documents, with support for regular expressions. The editor can open links and preview documents in any web browser. Can read and write UNIX and Mac files. Other features include support for templates, AutoCorrect mode, strip HTML tags, text to HTML, sort/join/split/indent lines, drag-and-drop editing, and much more.

[InfraRecorder](#)

InfraRecorder is an Open Source CD/DVD burning solution with an easy to use interface and an advanced set of features that enables you to create data, audio, video and mixed-mode discs and disc images (ISO and BIN/CUE). It automatically converts your music files to the proper format for Audio CDs that can be played on any standard CD player. You can also copy discs, erase rewritable discs using four different methods, work with multi-session discs and more.

[PhotoFiltre](#)

PhotoFiltre is a complete image editing and effects package, that will not only amaze you with features but also the fact that it is free (for personal use). It comes with many features that rival some commercial packages, as well as additional add-on that can be downloaded from the web site. PhotoFiltre offers all the standard editing features (selection, clone brush, paint brush etc.) as well as a large selection of image effects, photo masks, image adjustments, thumbnail browser and much more. The program also supports batch processing to apply filters,

sizing, adjustments and transformations to a large number of images at once.

Mega MP3 Splitter

MP3 Splitter is a simple audio editing utility that is used to split an MP3 into multiple segments (tracks). It is handy for dividing long radio shows or mixes. The program is easy to use, just load the MP3 file, and set the breakpoints while you listen to the audio playback. No further documentation provided though.

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.

June 2009 Question of the Month:

What are some good, free hosting services for blogs.

Answer:

Here are what I believe to be the top free blogging hosting services on the web.

Aeonity Blog

Aeonity Blog is a Free Blog Hosting Community where you may publish information instantly on your website and customize your blog to fit your

personality. It basically works like an online journal, diary, weblog, or notepad and requires little or no technical background to update and maintain.

[Blogates](#)

Blogates is a free, web-based tool that helps you publish to the web instantly. Blogates is an upcoming hosted service providing powerful tools for creating full-featured weblogs. It provides an import tool for many popular blog formats.

[Okayblog.net](#)

This free blog hosting service is powered by WordPress. Create your own blog in minutes.

[Blogger](#)

This is Google's free blog hosting service. Many features are available, can be confusing for the beginning blogger.

[Blog.com](#)

Blog.com is used by almost two million bloggers. It provides many features, and provides a fully-featured publishing platform for free.

<http://blog.com/features>

[BlogEasy](#)

BlogEasy offers free blog hosting, which is a free web page publishing and syndication service that allows users to quickly share information, such as news, reviews, blogs, journals, weblogs, diaries, and photos.

[ClearBlogs](#)

ClearBlogs is a great way to make your thoughts heard by over 175,000 viewers every month. Provides customizable templates that are easy to use.

[tBlog](#)

tBlog offers the following: bannerless blogging, suggested networking match, full theme control, real-time statistics, and custom HTML.

I hope this helps you.

Scott Turton

Site Editor

EducationOnlineForComputers.com

8) Please Support Our Training Mission

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

[ITT Technical Institute: Choose from their many programs](#)

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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

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 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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