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

*** ISSUE #32 - December, 2006 ***

[EducationOnlineForComputers.com](#)

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

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1) Editor's Greeting:

Hello everyone, and welcome to our new subscribers!

This is our December 2006 issue (#32) 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 35 Computer Software Application training, learning and tutorial web sites, with a total of 128 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 Application Training](#)
- [Free Web Development Training](#)
- [Free Adobe & Macromedia Training](#)

[Intelligentedu.com Blogs:](#)

- [Free Technical Computer Training](#)
- [Free Computer Books & Ebooks](#)

To get your **Free MS Office and Web Development Software Training updates via RSS**, please copy (right click and copy shortcut or link location) and paste these urls into your RSS reader:

[Free Microsoft Office Training Tutorial Resources rss2.xml](#)

[Free Training Photoshop Flash Dreamweaver FrontPage Adobe Macromedia rss2.xml](#)

[Free Web Development Training Tutorial Resources rss2.xml](#)

Please visit our **New Free Training and Tutorial Search Engine**, [Edcomp.com](#) - We have deployed a new website at [www.edcomp.com](#) that is a search engine with a large database of over 150,000 free IT education and training web resources, with another 70,000 free resources reserved exclusively for paid members. If you're an

educationonlineforcomputers.com member, go to <http://www.edcomp.com/members/> to access the special members' page for searching 220,000 free training web resources.

For your convenience, this newsletter is also available to subscribers in HTML format at this special url:
http://www.educationonlineforcomputers.com/current_news.html

If you are looking for free technical or programming training, please visit our sister site:
<http://www.intelligentedu.com>.

Also, please check out our new free computer training search site at www.edcomp.com.

I wish you the best with your computer studies and learning.

Warm Regards,
Scott Turton Newsletter and Web Site Editor
scott_turton@EducationOnlineForComputers.com
<http://www.EducationOnlineForComputers.com>

"Learn New Skills and Increase Your Earning Power - With Free Online Computer Training!"

*** [Become a Member of EducationOnlineForComputers.com](http://www.educationonlineforcomputers.com) ***

Our Members' Site contains the web's best Microsoft Office and other software training resources and tutorials. This content is individually linked and presented in a way to expedite and facilitate your computer learning experience. We have done all the web research and presentation work for you so you can concentrate solely on your computer training. For short [FAQ Answers](#), please see the end of this newsletter.

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

EdComp.com:
<http://www.edcomp.com/>

This is our new free computer and IT education and training search engine housing over 140,000 free training internet resources! Just type in a topic you're looking for and get tons of great web resources instantly. These search results are much better than the big search engines, like google. You can also check out our predefined search results page giving you tons of free training resources: <http://www.edcomp.com/predefined.htm>.

*** Get Your Free Microsoft Office Forms and Templates ***

[Click here](#) for tons of Free Office Forms and Templates

2) The Best New Free Microsoft Office Training & Tutorial Sites:

This section of our newsletter contains the best new Free Microsoft Office training and tutorial sites that we have found and researched in the last few weeks.

[TrainingByEmail](#)

Visit [TrainingByEmail](#) to receive **Free Training for Word, Excel, Outlook, C#, ASP.Net, and SQL** via your email every week! We will send out a new training in the topic of your choosing every week. You can then save this, print it out, or delete it all at your convenience. And you can't beat the price, FREE!

[Free Microsoft Word Course](#)

Here is an excellent [Free Microsoft Word Course](#) that gives you 11 lessons to learn this important word processor application. Each lesson, or section, provides several tutorials on how to perform the features and functions being discussed. These Word course tutorials cover beginning and more advanced topics, such as mail merge and creating a Word macro.

Word Course Lessons:

1. [Get Started with Word](#)
2. [Document Formatting](#)
3. [Cut, Copy and Paste](#)
4. [Clip Art](#)
5. [Multi-Page Documents](#)
6. [The Drawing Toolbar](#)
7. [Word Art](#)
8. [Letterheads, Templates](#)
9. [Mail Merge in Word](#)
10. [How to design a Form](#)
11. [Creating Tables in Word](#)
12. [Create a Word Macro](#)

» **Section One - Get Started with Microsoft Word**

- [1.1 Launching Word](#)
- [1.2 Your First Letter](#)
- [1.3 Saving Documents](#)
- [1.4 Highlighting Text](#)
- [1.5 Opening Files](#)

- [1.6 Adding an Address to a Letter](#)
- [1.7 Switch off Red Green Underline in Word](#)
- [1.8 Spell Checking and Grammar](#)
- [1.9 Project One](#)

» **Section Two - Document Formatting**

- [2.1 Bold Text](#)
- [2.2 Italics](#)
- [2.3 Underline](#)
- [2.4 How to set Tabs](#)
- [2.5 Bulleted text](#)

- [2.6 Setting a Font](#)
- [2.7 Page Margins](#)
- [2.8 More Page Margins](#)
- [2.9 Project Two](#)

» **Section Three - Cut, Copy and Paste**

- [3.1 How to Cut text](#)
- [3.2 How to Cut and Paste text](#)
- [3.3 How to Copy and Paste text](#)

» **Section Four - Clip Art**

- [4.1 Inserting Clip art](#)
- [4.2 Resizing Clip Art](#)

- [4.3 Moving Clip Art](#)
- [4.4 Text Wrapping](#)

» **Section Five -Multi-Page Documents**

- [5.1 How to setup your Page Margins](#)
- [5.2 Inserting Text Files](#)
- [5.3 Headers and Footers](#)
- [5.4 Formatting the Header](#)
- [5.5 An introduction to the Drawing Grid](#)
- [5.6 Print Preview](#)

- [5.7 Insert Page numbers into documents](#)
- [5.8 Create a Booklet in Microsoft Word](#)
- [5.9 Add a Title to your Cover Page](#)
- [5.10 Create a Table of Contents Page](#)
- [5.11 Create a Page Break in Word](#)
- [5.12 Advanced Table of Contents](#)

» **Section Six - The Drawing Toolbar, Word Art**

- [6.1 How to use the Drawing toolbar in Word](#)
- [6.2 Adding Shadows and Text to a Shape](#)
- [6.3 Learn how to use AutoShapes](#)
- [6.4 Grouping Objects in Microsoft Word](#)

- [6.5 Working with the Textbox object](#)
- [6.6 Learn how to create Word Art](#)
- [6.7 Advanced Word Art](#)

» **Section Seven - Letterheads, and more ...**

- [7.1 Create a Letterhead in Microsoft Word](#)
- [7.2 Create a Template in Microsoft Word](#)
- [7.3 Mail Merge in Microsoft Word](#)

» **Section Eight - Design a Form in Word**

- [8.1 How to Design a Form in Microsoft Word](#)
- [8.2 Adding Boxes to the Form](#)
- [8.3 Add an Address Box to the Form](#)

» **Section Nine - Create Tables in Word**

[9.1 Create a Table in Microsoft Word](#)

[9.2 Table cells and Internal Table Borders](#)

[9.3 Using the Table Toolbar](#)

[9.4 How to add an external Table Border](#)

» **Section Ten - How to Create Word Macros**

[10.1 What is a Macro?](#)

[10.2 How to create a Macro in Microsoft Word](#)

[10.3 How Assign a Macro to the Keyboard](#)

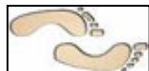
[10.4 How Assign a Macro to the Toolbar](#)

[10.5 How to Delete your Macros](#)

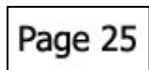
[8 Word Video Tutorials](#)

Here are Teach-ict.com's [training videos](#) teaching you how to use the features of Word, which is the word processor in Microsoft's Office Suite of applications. These videos will help you learn the following Word features: footers, page numbers, bullet points, mail merge, tabs, and table of contents. Learn these Word topics by watching what happens on the screen, and then trying it yourself. This site offers many [Free Video Tutorials](#) on various software applications.

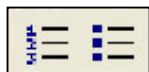
Formatting



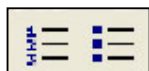
[Adding a footer with a file name and path](#)



[Inserting page numbers](#)

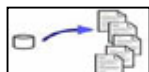


[Inserting bullet points](#)

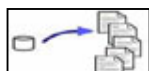


[Customizing bullet points](#)

Mail Merge

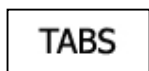


[Mail merging from a database](#)



[Mail merging from a spreadsheet](#)

Additional Features



[Tabs](#)



[Table of Contents](#)

[Free Microsoft Excel Course](#)

Here is an excellent [Free Microsoft Excel Course](#) that gives you 12 lessons to learn this important word processor application. Each lesson, or section, provides several tutorials on how to perform the features and functions being taught. These Excel course tutorials cover many topics and features of this spreadsheet application, including Charting, Math Operators, Functions, Conditional Logic, Scenarios, Goal Seek, Pivot Tables, Data Validation, and Web Integration.

> **Section One - Getting Started with Excel**

- [1 What is a Spreadsheet?](#)
- [2 Launching and Exploring Excel](#)
- [3 Entering data into a Spreadsheet](#)
- [4 How to Widen Rows and Columns in Excel](#)

- [5 Centering Data in a Cell](#)
- [6 Font formatting in Excel](#)
- [7 Saving your work](#)
- [8 Project One](#)

> **Section Two - Entering Data into Cells**

- [1 The Spreadsheet](#)
- [2 AutoFill](#)

- [3 Entering formulas in Excel](#)
- [4 Adding up with SUM](#)

> **Section Three - Extending the Spreadsheet**

- [1 Adding up Rows in Excel](#)
- [2 Copy and Paste in Excel](#)
- [3 Multiplying](#)

- [4 Weekly and Annual Sums](#)
- [5 Adding Comments to Cells](#)
- [6 Project Two](#)

> **Section Four - Excel Charts**

- [1 Sorting Data](#)
- [2 Create a Bar Chart](#)
- [3 Formatting the Chart](#)

- [4 Resizing the Chart](#)
- [5 Creating a Pie Chart](#)
- [6 Project Three](#)

> **Section Five - Math Operators in Excel**

- [1. The Basic Operators](#)
- [2. Combining mathematical Operators](#)

- [3. Project Four- A Budget spreadsheet](#)

> **SectionSix - An Introduction to Functions**

- [1. The Average Function](#)
- [2. Date Functions in Excel](#)

- [3. The Time Function](#)
- [4. Financial Functions in Excel](#)

> **Section Seven - Conditional Logic**

- [1.Conditional Logic](#)
- [2. Conditional Formatting](#)

- [3. The CountIF Function](#)
- [2. The AND and SUMIF functions in Excel](#)

> **Section Eight - Tables, Scenarios, Goal Seek**

- [1. Excel Tables, Part One](#)
- [2. Excel Tables, Part Two](#)

- [3. Scenarios in Excel](#)
- [4. How to use Goal Seek](#)

> Section Nine - Reference, Range, Pivot Table

- [1. Absolute versus Relative cell referencing](#)
- [2. Named Ranges in Excel](#)
- [3. Using Named Ranges](#)

- [4. What is a Pivot Table?](#)
- [5. How to Create a Pivot Table in Excel](#)
- [6. Extending the Pivot Table](#)

> Section Ten - Input Forms, Data Validation

- [1. Data Input Forms in Excel](#)
- [2. Data Validation in Excel \(Drop down lists\)](#)

- [3. Displaying Error Messages](#)

> Section Eleven - Web Integration

- [1. Web Integration and Excel](#)
- [2. How to Create a Web Query in Excel](#)

- [3. Web Query, Part Two](#)
- [4. How to Add Hyperlinks in Excel](#)

> Section Twelve - Extras

- [1. Insert a spreadsheet into a Word document](#)
- [2. Reference a formula in a different Worksheet](#)

- [3. Insert drawing objects into spreadsheets](#)
- [4. Insert images into Excel](#)

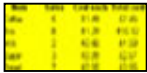
Excel Video Tutorials

Here are Teach-ict.com's [Excel Training Videos](#) teaching you how to use the features of Excel, Microsoft's Office Spreadsheet application. These will help you learn how to perform the following functions using Excel: Formatting (colors, borders, cells, tabs, text), Inserting, Deleting, Moving, Charts (type, colors, new chart, labels), Validation, Formulas (autofill, sum, percent, average, min, max, vlookup), Printing, Sorting, and Searching . Using these training videos and can learn these Excel features by watching what happens on the screen, and then trying it yourself. These are some of the many [Free Video Tutorials](#) on various software applications that Teach-ict.com offers.

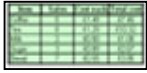
Excel Tutorial Topics:

- [Formatting](#)
- [Insert/Delete/Copy](#)
- [Charts](#)
- [Validation](#)
- [Formulas](#)
- [Printing](#)
- [Sorting and Searching](#)

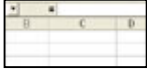
Formatting



[Background colours](#)



[Borders](#)



[Column Widths](#)



[Currency](#)



[Merging cells](#)



[Tabs - renaming](#)

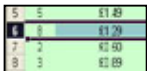


[Wrapping text](#)

Inserting/Hiding/Deleting/Moving



[Footer - inserting](#)



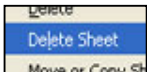
[Row - deleting a row](#)



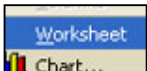
[Row - inserting a new one](#)



[Worksheet - making a copy](#)



[Worksheet - deleting one](#)

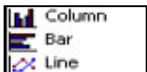


[Worksheet - inserting a new one](#)

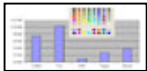
Charts



[Axis - changing values](#)



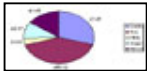
[Chart type - changing it](#)



[Colours - changing them](#)



[New chart - making one](#)



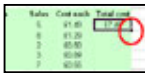
[Pie chart - adding labels](#)

Validation



[Drop down pick list](#)

Formulas



Rate	Cost each	Total cost
1	£1.00	£1.00
2	£1.25	£2.50
3	£0.50	£1.50
4	£0.75	£3.00
5	£0.25	£1.25

[Autofill - copying formulas](#)

=B3+A4

[Addition formula](#)

=SUM

[SUM formula](#)

=B3*A4

[Multiplication formula](#)

%

[Percentage formula](#)

=AVERAGE

[Average formula](#)

=MIN

[Min formula](#)

=MAX

[Max formula](#)

VLOOKUP

[VLOOKUP formula](#)

\$F\$6

[Absolute Cell Reference](#)

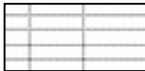
=D5*E5
=D6*E6
=D7*E7

[Formulas - showing them](#)

£1.00
£2.67
£3.85

[Formulas - hiding them](#)

Printing



[Gridlines](#)



[Orientation - Portrait/Landscape](#)



[Print Preview](#)

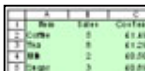
Set Print Area
Clear Print Area

[Print area - how to set it](#)



Cost each	Total
£1.49	£7.45
£1.25	£10.00
£0.50	£1.50

[Printing to one page](#)



Rate	Cost each	Total cost
1	£1.00	£1.00
2	£1.25	£2.50
3	£0.50	£1.50
4	£0.75	£3.00
5	£0.25	£1.25

[Row and column headers - displaying](#)

Sorting & Searching



[Sorting data in a table](#)



[Goal Seek](#)

[7 PowerPoint Video Tutorials](#)

One of the best ways to learn how a software application works is to watch it being used via screen videos. Teach-ICT.com provides many [Free Video Tutorials](#) on various software applications. Here are their [training videos](#) teaching you how to use some of the features of PowerPoint. These will help you learn how to perform the following functions using PowerPoint: creating a new slideshow, adding a new slide, formatting bullet points, adding the date and time to footers, adding animation, performing slide transitions, and creating hyperlinks.

Starting Off

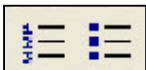


[Creating a new Powerpoint slideshow](#)

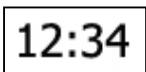


[New slide - adding one](#)

Formatting



[Bullet points - changing the style](#)



[Date and time - adding to footers](#)

Developing Your Presentation



[Animation - adding to text and images](#)



[Slide transitions](#)



[Hyperlinks to other slides](#)

[Microsoft Access Video Tutorials](#)

One of the best ways to learn how a software application works is to watch it being used via screen videos. Teach-ICT.com provides many [Free Video Tutorials](#) on various software applications. Here are their [training videos](#) teaching you how to use the features of Access, Microsoft's Office Database application. These will help you learn how to perform the following functions using Access: field and input validation, creating simple and complex queries, creating a report from a query, designing and using tables, filtering and sorting tables, and creating and customizing forms and subforms. Using these training videos, you can learn Access by watching what happens on the screen, and then try it yourself.

Starting off



[Creating a new database](#)

Validation



[Validation rule and text](#) - To allow a specific choice of options e.g. male or female



[Required Field](#)



[Basic Input Mask](#)

Queries



[Creating a query from one table](#)



[Creating a query from more than one table](#)



[Adding a field to an existing query](#)



[Creating an 'OR' query](#)



[Creating a 'NOT' query](#)



[Creating an 'IS NULL' query](#) (to find blank records)



[Creating a query to search between two dates](#)



[Creating a query using a WILDCARD](#)

Reports



[Creating a report from a query](#)

Tables



[Creating a table](#)



[Data types - setting appropriate ones](#)



[Design view - change from datasheet view](#)



[Field length](#)



[Indexed Field](#)



[Primary Key](#)



[Drop down list](#)



[Records - adding new](#)



[Relationships - creating](#)



[Relationships - deleting](#)



[Required Field](#)



[Filter](#)



[Sort](#)

Forms



[Creating a new form using the Wizard](#)



[Customising your form](#)



[Adding macro buttons](#)



[Field - adding a missing one to a form](#)



[Records - adding new](#)



[Subforms](#)



[Creating a Switchboard Form](#)



[Setting the Switchboard to be the opening screen](#)

[Microsoft Access Database Tutorial](#)

Profsr.com offers this Microsoft [Access tutorial](#) giving you step-by-step instructions on how to create and develop a commercial-grade database application. It begins with teaching database modeling, which deals with the actual design of the database before it's created. After designing database, you will learn how to develop the required database objects and learn how to use them. A simple application (Video Rental Store) is demonstrated showing how Microsoft Access is used in business. This database application assists with gaining an understanding of how users can deploy Access using its database management tools and facilities.

- [Lesson 1 - Microsoft Access Introduction](#)
 - [Lesson 2 - Designing the application - tables, fields, data types, properties](#)
 - [Lesson 3 - Creating the database - primary key, creating tables](#)
 - [Lesson 4 - Defining Table relationships - referential integrity, primary and foreign keys](#)
 - [Lesson 5 - Entering data into Tables - data view, sorting and ordering](#)
 - [Lesson 6 - Creating data-entry forms - data validation, default values](#)
 - [Lesson 7 - Building simple Queries - sorting, selection criteria, working with dates](#)
 - [Lesson 8 - More complex Queries - multiple tables, linking, functions](#)
 - [Lesson 9 - Creating a Master/Detail form](#)
 - [Lesson 10 - The Microsoft Access Application Menu - the Switchboard](#)
 - [Lesson 11 - Creating Macros - autoexec, conditions](#)
 - [Lesson 12 - Writing Reports](#)
 - [Lesson 13 - Sales Analysis Reports with Microsoft Access](#)
 - [Lesson 14 - Action Queries - Updating data](#)
 - [Download Area- sample Microsoft Access databases](#)
-

[Microsoft Project and Gantt Chart Tutorials](#)

This is a nicely illustrated, 2-page tutorial covering Microsoft Project that introduces you to Project and demonstrates its basic functionality. This application has many features and capabilities and some of the most important are shown in this tutorial.

- [Defining the Project](#)
- [Manage the Project Resources](#)

Gantt Charts are an important concept that is used in Microsoft Project and its important to understand how to use these types of charts. Here is a 4-page [Gantt Chart Tutorial](#) (pdf format) that discusses project planning basics (tasks, milestones, work breakdown statements) and how to use Excel to make Gantt Charts.

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

[Flash Video Tutorials](#)

Here are Teach-ict.com's free [Flash Training Videos](#) teaching you how to use several important features of Flash, Adobe's popular web animation application. These will help you learn how to perform the basics, create and use buttons, graphics, and animations with Flash. Using these training videos, you can learn Flash by watching what happens on the screen, and then trying out the functions for yourself. These are part of the many [Free Video Tutorials](#) on various software applications that Teach-ict.com.

Flash Training Topics:

- [Basics](#)
- [Buttons](#)
- [Graphics](#)
- [Animation](#)



Basics

[Opening Flash](#)



[Adding Layers](#)



[Selecting objects](#)



[Stretching/shrinking an object](#)



[Rotating an object](#)



[Showing gridlines](#)



[Adding a sound file](#)



[Stopping a movie from looping](#)



[Converting an object to a symbol](#)



[Importing images to the library](#)



[Inserting images from the library](#)



[Publishing your movie](#)

Buttons



[Drawing button shapes](#)



[Converting buttons to symbols](#)



[Adding an 'over' state to a button](#)

Graphics



[Drawing a pencil line](#)



[Changing the pencil end caps](#)



[Drawing a rectangle](#)



[Drawing a circle](#)



[Drawing a ball](#)



[Adding colours to an object](#)



[Changing the stage background colour](#)



[Adding gradients](#)



[Overlaying objects](#)



[Tracing an image](#)

Animation



[Making a ball 'bounce'](#)



[Making an image 'spin'](#)



[Fading an image in and out](#)



[Zooming in and out to an image](#)



[Removing 'jerky' zooming effects](#)



[Stopping a movie from looping](#)

4 Flash and Actionscript Video Tutorials

[XML Driven Slideshow](#)

Title: XML driven Slideshow

URL: <http://tutorial.templates247.com/tutorial5/>

Time: 10 Mins

Difficulty Level: Intermediate

Summary: How to make a xml driven slideshow

Assumed knowledge: Xml, Components

Author: Chris Calangi

Website: Templates247.com

Tutorial Files: Source

Description: How to make a xml driven slideshow. With a use of a component, you can easily make a slideshow in Flash.

[Custom Easing in Flash 8](#)

Title: Custom Easing in Flash 8

URL: <http://tutorial.templates247.com/tutorial4/>

Time: 30 Mins

Difficulty Level: Intermediate

Summary: How Custom Easing in flash 8 works.

Assumed knowledge: Tween, Custom Easing

Author: Chris Calangi

Website: Templates247.com

Tutorial Files: Source

Description: How Custom Easing in flash 8 works. The tutorial describes the basics of Custom Easing a new feature in flash8.

[Actionscripted Fader](#)

Title: Actionscripted Fader

URL: <http://tutorial.templates247.com/tutorial3/>

Time: 30 Mins

Difficulty Level: Intermediate

Summary: How to fade an mc using Actionscript.

Assumed knowledge: Tween, Functions / Global, Movieclip Actions

Author: Chris Calangi

Website: Templates247.com

Tutorial Files: Source

Description: How to fade an mc using Actionscript. This is a useful script that you can use to fade any movieclip in your flash.

[Pseudo Zoom Effect with Actionscript](#)

URL: <http://tutorial.templates247.com/tutorial2/>

Time: 30 Mins

Difficulty Level: Intermediate

Summary: How to make a pseudo-zoom effect

Assumed knowledge: Tween, Photoshop Filters

Author: Chris Calangi

Website: Templates247.com

Tutorial Files: Source

Description: How to make a pseudo-zoom effect. It gives the illusion that you are zooming the actual object from flash.

[Photoshop Tutorials from Learn2Photoshop](#)

Learn2Photoshop.com is a Photoshop Tutorial website that offers Adobe [Photoshop tutorials](#) making digital photographic manipulation easy and fun for everyone, from amateurs to seasoned programmers. The creative web and game design techniques taught by these photoshop tutorials cover: teaching texturing techniques, layer effects, tiling textures, and keying green backdrops.

1) [Texturing Techniques: The Cabinet Case-Study - Part 1](#)

This tutorial teaches true photo-texturing, versus the lazy-man's way of selecting an image, resizing it, saving it and calling it texture. This is known as (photorape). Using a high-resolution photo image that has issues of flash spots from the camera, barrel distortion and rotation, and color inaccuracy, Part 1 of this study addresses the barrel distortion and rotation.

2) [Texturing Techniques: The Cabinet Case-Study - Part 2](#)

Using the same high-resolution photo image as in Part 1, this tutorial case study (Part 2) addresses the last problem to be fixed -- flash spots from the camera, which are hard to remove and are a dead give-away for photorape.

3) [Layer Effects Explained](#)

Assuming a very basic knowledge and understanding of layers and simple tools, this tutorial explain some layer effects and blending options using demos for each. These are: Drop Shadow, Inner Shadow, Outer Glow, Inner Glow, and also Bevel and Emboss

4) [The easiest way to make tileable textures with PhotoShop7 or above](#)

This is a true newby guide and the author encourages the reader to feel free to cut and paste the first image (a cropped photo of grass) into Photoshop for actually trying out the techniques taught in the tutorial. Here you will learn to remove tell-tale signs like seam lines between tiles using the healing brush tool.

5) [Keying Green Backdrops](#) (original tutorial is [here](#))

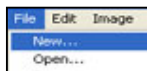
This tutorial is about editing photos with a green backdrop and at the end discusses editing photos with a translucent image. In this tutorial, objects will be separated from green backdrops with precision, including learning how to mask fine strands of hair and also a translucent glass vase. Techniques taught are identifying green areas, creating a black and white layer to represent the transparency of the image, using the channel mixer tool, adjusting the green backdrop with the Hue/Saturation Tool and removing green edge artifacts.

[Photoshop Video Tutorials](#)

One of the best ways to learn how a software application works is to watch it being used via screen videos. Teach-ICT.com provides many [Free Video Tutorials](#) on various software applications. Here are their training videos covering Photoshop. These will help you learn how to perform the following functions using Photoshop: editing, drawing, painting, manipulating images, and effects. [Learn Photoshop](#) by watching what happens in these videos, and then try it yourself.

Photoshop Topics:

- [Starting off](#)
- [Editing with Photoshop](#)
- [Doing Drawing & Painting using Photosho](#)
- [Photoshop Effects](#)
- [Manipulating Images with Photoshop](#)



Starting off

[Starting a new project](#)

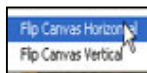


[Opening a saved picture](#)

Editing



[Rotating an image](#)



[Flipping an image](#)



[Sharpening an image](#)



Drawing and Painting

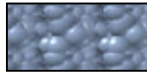
[Drawing a line using the brush tool](#)



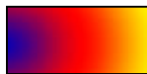
[Preset brush effects](#)



[Making your own unique brush from an image](#)



[Preset paint fill effects](#)



[Gradient fill effects](#)



[Filling a background of a picture with colour](#)



[Filling a shape with colour](#)



[Making a repeating background pattern](#)

Effects



[Bubbles](#)



[Emboss](#)



[Graphics pen](#)



[Lens flare](#)



[Lighting effects](#)



[Liquify](#)



[Mosaic tiles](#)



[Neon glow](#)



[Pop Art effect](#)



[Rainbow effect](#)



[Stained glass](#)



[Starburst](#)



[Textured text effects](#)



[Twirl](#)



[Watercolour painting](#)



[Wind](#)

Manipulating Images



[Changing the colours of an image](#) (large file, 37mb)



[Combining parts of two different photos to create a new one](#)

[Dreamweaver Video Tutorials](#)

Here are Teach-ict.com's [Dreamweaver Training Videos](#) teaching you how to use the features of Dreamweaver, Adobe's GUI Web Development application. These will help you learn how to use Dreamweaver's features in regards to Setting up a new site, Templates, Images, Tables, Hyperlinks and Menus, Formatting Text, Behaviours. By viewing these training videos, you can learn Dreamweaver by watching what happens on the screen, and then try out the features shown for yourself. Teach-ict.com offers many [Free Video Tutorials](#) on various software applications

Dreamweaver Training Topics:

- [Setting up a new site](#)
- [Templates](#)
- [Images](#)
- [Tables](#)
- [Hyperlinks and Menus](#)
- [Formatting Text](#)
- [Behaviours](#)

Setting up a new site



[New site - setting one up](#)



[Home page - setting one up](#)



[New pages - adding more pages](#)



[Page titles - labelling pages](#)



[Site map - viewing your site](#)



[Adding Page Content](#)



[Viewing the HTML code](#)

Templates



[Setting up a new template](#)



[Creating a new page from a template](#)



[Applying a template to an existing page](#)

Images



[Images](#)



[Resizing Images](#)



[Page Banners](#)



[Aligning images and text](#)

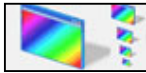


[Creating hotspots on images](#)

Tables



[Setting up a table](#)



[Adding a coloured background](#)



[Merging cells in a table](#)

Hyperlinks and Menus



[Menu - creating a simple menu](#)



[Rollover buttons](#)



[Flash menu buttons](#)



[Anchors](#)



[Linking to a document](#)



[Linking to an external website](#)



[Creating an email link](#)



[Creating hotspots on images](#)



[Flash text as a link](#)

Formatting Text



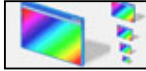
[Font Style](#)



[Heading Style](#)



[Font Size](#)



[Font Colour](#)



[Bullet Points](#)



[Indenting Text](#)



[Flash text](#)

Behaviours



[Popup text box](#)



[Swapping one image for another](#)

[FrontPage Video Tutorials](#)

Here are Teach-ict.com's [training videos](#) teaching you how to use the features of Frontpage, Microsoft's GUI Web Site Editor. These videos will help you learn many Frontpage features related to: formatting, content, images, hyperlinks, backgrounds, and tables. Because one of the best ways to learn how a software application works is watching it being used, by using these training videos you can learn Frontpage by watching what happens on the screen, and then try it yourself. This site offers many [Free Video Tutorials](#) on various software applications.

Learn these Frontpage Topics:

- [Setting up a new site](#)
- [Formatting](#)
- [Content](#)
- [Images](#)
- [Hyperlinks and Menus](#)
- [Backgrounds](#)
- [Tables](#)

Setting up a new site



[New site - setting one up](#)



[New pages - adding more pages](#)



[Opening pages](#)



[Viewing how pages look](#)

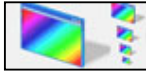


[Saving your work](#)

Formatting



[Bullet Points](#)



[Font Colour](#)



[Horizontal Line](#)

Content



[Adding content](#)



[Marquee](#)

Images



[Images - adding one](#)



[Page Banners](#)

Hyperlinks and Menus



[Menu - creating one from a theme](#)



[Menu - interactive menu buttons](#)



[Hyperlinks to a page in your site](#)



[Hyperlinks to external sites](#)

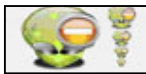


[Changing the colours of hyperlinks](#)

Backgrounds



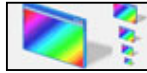
[Theme - adding a theme](#)



[Theme - removing a theme](#)



[Theme - customising a theme](#)

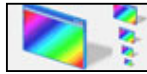


[Coloured background](#)

Tables



[Setting up a tables](#)



[Adding a coloured background](#)



[Merging cells in a table](#)



[Table borders](#)



[Text alignment in tables](#)

4) The Best New Free Web Development Training Sites

[Simple HTML Tutorial](#)

HTML is an abbreviation for HyperText Markup Language and is what is used to program web pages. It is used by placing HTML tags and codes into text (marking up the text) so that web browsers can understand it and display it as the author has designed the page.

Here are several methods on programming web pages with HTML:

- using a regular text editor to write the web page content and manually place the HTML tags and code into and around the text. Not very easy for large web pages and sites. Many [freeware text editors](#) are available on the web.
- using an HTML editor; which functions as a text editor, except the HTML tags and code are inserted around the text by using menu options and buttons. [Arachnophilia](#) is one of these tools.
- using a word processor, such as Word or [OpenOffice.org's](#) Writer, and saving the file in HTML format. One downside to using Word with this method, is the file will be much larger than needed and Microsoft proprietary codes will be inserted along with standard HTML.
- using a GUI web page editor, as FrontPage or [Nvu](#), with which you design, construct and write the web page, and in the background the application writes the HTML code for you.

[This tutorial](#) will teach you the HTML tags and code required for developing you own web pages. You can write your web pages in a text editor using HTML code, or you can first use a GUI editor and then edit the HTML directly to tweak the way the page looks and displays.

- [Lesson 1 - Preparation](#)
- [Lesson 2 - The Stylesheet](#)

- [Lesson 3 - Basic Tags](#)
 - [Lesson 4 - Tables](#)
 - [Lesson 5 - Lists](#)
 - [Lesson 6 - Java](#)
-

[Web Design Library](#)

Here is [my blog post](#) about the [Web Design Library](#), which offers a large collection of Web Design Tutorials using [Phothoshop](#), [Flash](#), [HTML](#), [CSS](#), [PHP](#), and [Javascript](#). Also check out the [Editor's Picks](#).

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

Homeandlearn.co.uk provides some excellent free computer training, including this [Web Design Course](#) and these [Cascading Style Sheet Tutorials](#). These course lessons and tutorials will teach you how to create web pages using HTML and CSS. To begin, first read their [Introduction to the Web Design Course](#) to see more about what you will learn, and to download their free HTML editor.

Web Design HTML and CSS Topics:

- [A first Web Page](#)
- [Images and the Web](#)
- [HTML Text Formatting](#)
- [Adding Links with HTML](#)
- [HTML Tables](#)
- [HTML Forms](#)
- [HTML Frames](#)
- [CSS - How to Set Up a Style Sheet](#)
- [CSS - Formatting Text with Style Sheets](#)
- [Stylesheet Reference](#)

> **Section One - A first Web Page**

- [1 Anatomy of a Web Page](#)
- [2 The Five Minute Web Page](#)

- [3 The HTML Skeleton](#)
- [4 Adding Colours to Web Pages](#)

> **Section Two - Images and the Web**

- [1 inserting images into a web page](#)
- [2 Image Types](#)
- [3 Design a Web Page with and Image](#)

- [4 Image Alignment](#)
- [5 Image Tag Reference](#)

> **Section Three - HTML Text Formatting**

- [1 Text Colour, Headings, Centre](#)
- [2 Bold, Italics, Sub and Superscript](#)
- [3 The Font Tag](#)

- [4 HTML Bullets and Lists](#)
- [5 Horizontal Rules](#)
- [6 Extra HTML Formatting Tags](#)

> **Section Four - Adding Links with HTML**

- [1 What is a Hyperlink?](#)
- [2 Anchors](#)
- [3 Target and Bookmark Links](#)
- [4 Email Links](#)

- [5 Navigational Icons as Links](#)
- [6 HTML Image Maps](#)
- [7 Links to Other File Types](#)

> **Section Five - HTML Tables**

- [1 Data Presentation](#)
- [2 Creating a HTML Table](#)
- [3 Rowspan and Colspan](#)
- [4 Aligning Contents in a Cell](#)

- [5 Tables and Cell Colours](#)
- [6 Using Images in Tables](#)
- [7 Nested Tables](#)

> **Section Six - HTML Forms**

- [1 Introduction to HTML Forms](#)
- [2 Textboxes and Textareas](#)
- [3 Option Buttons, Chexboxes, Submit, Reset](#)

- [4 Aligning Form Elements](#)
- [5 HTML List Boxes](#)
- [6 Passwords, Buttons, Image Buttons, Hidden Elements](#)

> **Section Seven - HTML Frames**

- [1 Setting up the Frame Document](#)
- [2 Frame Targetting](#)
- [3 Creating a Frame Document](#)

- [4 Inserting Target Links](#)
- [5 Frames in Rows and Columns](#)

> **Section One - How to Set Up a Style Sheet**

- [1 An Introduction to Cascading Style Sheets](#)
- [2 Adding the Style Tags to your HTML page](#)
- [3 Style Sheet Rules](#)
- [4 Where to put your Styles](#)

> **Section Two - Formatting Text with Style Sheets**

- [1 Using Selectors to set a Font Colour](#)
- [2 A CSS MouseOver](#)
- [3 Change the Background colour behind Text](#)
- [4 Add a Border around Text](#)
- [5 Margings and Indents](#)

[Download a Style Sheet Reference](#)

(54 kb, CHM help file)

[Great PHP Tutorials](#)

If you need to get training on how to code your web pages and sites with PHP, then take a look at [my post](#) on Home and Learn's [Beginners PHP Tutorials](#). After going through these PHP tutorials you will be able to start coding with PHP immediately. The following PHP topics are taught here: Conditional Logic, HTML Forms, Loops, Arrays, String Manipulation, Functions, Security, Working with Files, Date and Time, PHP and MySQL, and User Authentication. The last 2 tutorial sections teach you how to code your own web Survey and web Forum using PHP.

PHP Topics to Learn:

1. [Introduction](#)
 2. [Getting Started](#)
 3. [Conditional Logic](#)
 4. [HTML Forms](#)
 5. [PHP Loops](#)
 6. [Arrays and PHP](#)
 7. [String Manipulation](#)
 8. [Create your own Functions](#)
 9. [Security Issues](#)
 10. [Working with Files](#)
 11. [Date and Time](#)
 12. [PHP and MySQL](#)
 13. [User Authentication](#)
 14. [Build your own Survey](#)
 15. [Build your own Forum](#)
-
-

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

[Windows Tutorials and Free Training](#)

These Windows tutorials will teach you many aspects and functions of Microsoft Windows. They demonstrate those features that all Windows versions share, and are often overlooked in other Windows tutorials. These were written to be useful and are packed with information on how Windows works and how to manage the operating system.

[Windows 98 Viewlets](#)

57 tutorials on many aspects of Windows 98.

[Windows XP Tutorials](#)

Free tutorials and courses for Windows XP

[What is Windows?](#)

A very brief introduction to Windows Software.

[Keyboard Functions in Windows](#)

Learn about all the keys on your keyboard, and how they operate in Windows.

[How to Back Up Your Hard Drive](#)

Are you prepared if your computer fizzles? Protect your data.

[Bytes, KiloBytes, MegaBytes](#)

Are you confused about how big a gigabyte is? Learn how to measure sizes in computer lingo.

[How do I Use the Keyboard to do Things Faster?](#)

Learn some basic Windows keyboard shortcuts to save you time!

[How to Find Files on Your Computer](#)

Ever lose something that you really needed on your computer? Now you can find it easily!

[Understanding the Windows Folder System](#)

Your computer works like one big filing cabinet, perfectly organized if you know where to put things, a big pile of trash if you don't.

[Using Character Map](#)

This one page tutorial explains the Character Map utility and creating all those é's and other fancy characters.

[How to Install an Operating System \(OS\)](#)

A tutorial teaching how to Install an Operating System on your computer (Windows 95/98)

[Windows Registry](#)

Tips, hints, and tricks for the Windows Registry. Compatible with Windows 2000, Windows XP, Windows ME, Windows 98 & 95.

[Basic Unix and Telnet Tutorial](#)

This Unix tutorial is designed for those managing web sites who need to use and administer a Unix web server from their desktop computer. It teaches the Unix commands that you will need to setup and manipulate your web files.

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

[Turbo Navigator 1.47](#)

Turbo Navigator is advanced, highly customisable file manager for Windows NT/2000/XP. It works as Windows Explorer but with one main difference: it uses two file panels, as in Symantec's Norton Commander, a well known commercial file manager for DOS and Windows. Download [this version](#) of Turbo Navigator if you're using Windows 9x/Me. 923kB

Features:

- Full Drag and Drop capability;
- Built-in file viewer for text, RTF and binary files;
- System Tree View for both panels able to mimic Windows Explorer.
- Advanced change attributes capability (recurse subdirectories, ability to change System attribute, ability to change Created/Modified/Accessed file time/date stamp);

- Copy speed display;
 - Advanced filtering capability (in file panels and in basic operations like copy, move and delete);
 - Built-in favourites for quick directory change;
 - Ability to wipe the files from the disk so they can not be undeleted;
 - Fully customisable colours in the file panels;
 - Built-in Media Player for quick preview of WAV, MID, MP3, AVI, MPG and other supported file formats without any need for opening separate applications;
 - Very detailed, yet very simple user interface;
 - Full Clipboard support including file name and file path copy;
 - Built-in strong encryption capability for quick file encryption;
 - Very advanced selection mechanism;
 - Detailed directory info display with graph...
-

[Dialog Box Assistant](#)

Dialog Box Assistant is a very simple program that becomes absolutely essential after you use it once or twice. This software adds two extra buttons to your Windows Open and Save dialog box. The left button shows you the list of most recently launched files. The right button shows you the list of most recently accessed folders. You can instantly launch a file or open a folder from the list without having to waste time browsing. 366kB

[ShowCalc 3.01](#)

32-bit calculator that, in addition to basic arithmetic, memory and scientific functions (hex, trig, and log modules), includes an extremely useful, scrolling 'tape Window' that allows you to easily view your work. You can then print this adding machine-like tape, or copy the data onto your clipboard for use in other applications. 710kB

[2Flyer Screensaver Builder 2.1](#)

2Flyer Screen Saver Builder allows you to create professional screensavers. You can use up to 1000 JPG, GIF, BMP or WMF, EMF images, optionally add MP3, WAV or MID sound and choose from 240 transition effects that can be customized to create unlimited unique effects. The screensavers can be saved as single .exe screen saver installation file, allowing you to email and share the screensaver with your friends. You have the option to include a web site link, readme.txt and more. Additional features include project support, compatibility with screensaver passwords, transition effects, full screen stretching, and preview mode. 1514kB

[Hotmail Popper 2.1.1](#)

Hotmail Popper is a small application that allows you to check your Hotmail account e-mail from a normal POP mail client (such as Eudora, IncrediMail, Mozilla Thunderbird, Opera, Netscape, etc). Unlike standard mail accounts which allow users to retrieve their e-mail through a POP mail client, Hotmail can normally only be checked on the web. With Hotmail Popper, you can use your favorite POP mail client to retrieve your e-mail from your Hotmail account. 1005kB

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.

December 2006 Question of the Month:

Will Google really compete with Microsoft and its Office suite, and if so, how will it do it?

Answer:

In short, yes, and very competitively. As I see it, one aspect of the future of computing will be getting and having all of your devices connected and sharing information with each other over an intranet or the Internet. I think Google sees it this way also, and will be offering "virtual" applications (free and advertising-paid online software) for all kinds of devices, that will give users the ability to use any device with a web connection. Google CEO Eric Schmidt wrote an [article](#) for The Economist, in which he says: "Today's desktop software will be overtaken by internet-based services that enable users to choose the document formats, search tools and editing capability that best suit their needs." During the past few months Google has done several product releases and acquisitions. All of these are either in the office space or in areas that Microsoft wants to be in, so Google has established itself as a prime competitor to Microsoft.

The following are or will be directly competing with Microsoft in the future: [Google Apps For Your Domain](#) (lets you offer email, IM and calendar accounts to your web users), [Google Docs & Spreadsheets](#) (online Word and Excel compatible applications), the acquisition of [JotSpot](#), the acquisition of [YouTube](#) (YouTube has a 45 percent share of the online video market, which is more than its top four competitors combined), the [Google Desktop](#), and the introduction of [Google Co-op](#), with which you can create a free Custom Search Engine that reflects your knowledge and interests. These applications show that Google is aiming for a greater emphasis on office and productivity software. They will only become more attractive to users as more features and functionality are added in the future.

Microsoft is pushing for its online applications to work together with installed software. On the other hand, Google has shown that it is mostly interested in online software, although some applications such as Google Desktop are a combination of web-based and off-line. Google could attack Microsoft more openly in many areas in 2007, including office software, because the uptake of Microsoft's Vista OS will be pressure on Google to respond. Microsoft will put its Live.com search page on its IE7 browser as the default homepage.

I hope this help 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/>

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

<http://www.EducationOnlineForComputers.com>

Free Computer Software Training Now!

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

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[EducationOnlineForComputers.com's Member Site](http://www.EducationOnlineForComputers.com)

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.
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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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