

# Computer Essentials

## File management

- ❑ Directory Root (usually "C:" drive)
- ❑ Hard drive, USB memory stick, CD, DVD
- ❑ Copy files
- ❑ Delete files (recycle bin)
- ❑ Create a file folder
- ❑ File Types
- ❑ Send files to desktop
- ❑ Search using \* wildcard

## Browser

- ❑ Search using " " to specify a phrase
- ❑ The difference between http vs https
- ❑ Create a folder
- ❑ Organize Bookmarks
- ❑ How to post comments in blog
- ❑ Use HTML tags in blog <b> bold </b>
- ❑ Social bookmarks: delicious, digg
- ❑ Plug-ins: RSS and aardvark
- ❑ Useful sites
  - ❑ projectEZ.com Project Management
  - ❑ Snopes.com Urban Legends
  - ❑ Wikipedia Research tool
  - ❑ IdealBite.com Elegant design
  - ❑ Istock.com photos

# Computer Essentials

## System Tune-up

- ❑ Disk cleanup, defrag, restore
- ❑ Firewall
- ❑ Antivirus
- ❑ Speed: Memory vs processor?
- ❑ NetMeeting

## Shortcut Keys

- ❑ Ctrl + s           to save
- ❑ Ctrl + c           to copy
- ❑ Ctrl + v           to paste
- ❑ Ctrl + z           to undo/redo
- ❑ Ctrl + a           select all

# PowerPoint

- ❑ Selecting, moving and sizing with frame and handles
- ❑ Font size and type
- ❑ Sans-serif
- ❑ Add New slide
- ❑ Move bullets
- ❑ Select multiple objects
- ❑ Home > Arrange
  - ❑ Order Objects
  - ❑ Group Objects
  - ❑ Arrange objects
- ❑ Insert > Picture
- ❑ Picture Tools: Crop, compress, send to back
- ❑ Format Background
- ❑ Design / themes
- ❑ View > Slide Master
  - ❑ Header and footer
- ❑ Ctrl + D to duplicate slides
- ❑ Create hyperlink
- ❑ Find / Replace
- ❑ Imbed Worksheet
- ❑ Paste Special
- ❑ Tables
  - ❑ Adding Table
  - ❑ Add Lines
  - ❑ Add rows

# PhotoShop

- Image
  - > Adjustments > Autolevels
  - > Adjustments > Brightness / Contrast
  - > rotate Canvas
- Resolution
  - 72 dpi for web viewing quality
  - 300 dpi for professional print quality
- Filters
  - > Noise > dust & Scratches
  - > Extract
- Layer > New > Layer via copy to leave the original image information –or– CTRL + J shortcut
- Tools
  - Move Tool
  - Crop Tool
  - Clone Tool
  - Ruler Tool (to straighten a photo)
  - Pen Selection Tool
  - Red eye

# PhotoShop: Pen Selection Tool



1. Preparation
  - Either file open or copy / paste image to Photoshop
  - Press Ctrl+J to create of image (keep source file intact)
  - Press "d" key to reset default foreground/background colors
2. Create a selection path around an object with curves\*
  - Click to anchor. Move along curve. Click and hold to extend handles and make curve
  - Once you have the angle you want, release mouse button
  - Use the amazing Alt key to reset anchor after each move along the path
  - Use Menu > Windows > History to recover from mistakes
3. On **Path's palette**, load path as selection
4. Layer > New > Layer via copy



\* You cannot create a curve greater than 90 degrees.

# PhotoShop Pen Tool Summary

1. To **add an anchor point**, simply click with the Pen Tool.
2. To add an anchor point with direction handles **to draw an angle**, click with the Pen Tool, then drag away from the anchor point before releasing your mouse button. The further you drag, the longer the direction handles will be.
3. To **reset the anchor**, press ALT and click on last anchor. Then follow step 2 above to create another angle

# PhotoShop: Filter > Extract

- Start with your picture
- Duplicate layer (CTRL + J) to save source info
- Filter > Extract
  - Outline edges with highlighter
  - Touch up edges with erasure
  - Use bucket to select area to cut out and press OK
- Duplicate layers a bunch of times to build back artifacts in semi transparent areas
- Merge layers (all but background)
- Select history brush (not art history brush)
  - Windows > History
  - Set brush state to image size (put brush to left of original file in history window)
- Use history brush and eraser tools to clean up image

# PhotoShop

- ❑ How to straighten a photo
- ❑ How to crop a photo to a specific frame size
- ❑ How to create layers
- ❑ How to make selections with the pen tool
- ❑ Filter > Extract
- ❑ How to whiten and brighten teeth
- ❑ Blend if

# DreamWeaver

- HTML

- Bold `<b> </b>`
- Italics `<i> </i>`
- Ordered list `<ol> </ol>`
- Unordered Lists `<ul> </ul>`
- Paragraph `<p>`
- Line break `<br>`

- To insert a hyperlink in a blog comment:  
`<a href=" http://www.URL">Click Here</a href>`

## A few things to ponder...

1. Why is the homework assignment, listed on the slides, always different from the blog?
2. Is there a gremlin, mysteriously, adding more homework to the blog?
3. Does the gremlin also have a deadline of Friday?
4. Should we polldaddy that?
5. Can students submit homework by Friday?
6. No way, Jose
7. Yes, I am superwoman/men
8. Let's polldaddy that question



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