

Get on the right track

Computer Applications

Lesson 3



1 | © projectEZ.com

Get on the right track

Debrief from last week

- Quiz
- Lessons Learned
- Practicum

2 | © projectEZ.com

Get on the right track

Class Survey: How accessible is our Computer Lab?

- Do you have access to the lab when you need it?
- I will be available on Friday's for consultation
- I can meet you at the lab if necessary
- Just drop me a note class@projectEZ.com or comment in my blog
- My phone number: 919.490.0988
- Buddy system

3 | © projectEZ.com

Get on the right track

Session Objectives

By the end of this session, you will be able to:

- Nuts & Bolts
 - Understand Directory Tree
 - Organizing Bookmarks
 - RSS Feeds
 - Scanning a photo
- Critique Draft About Me projects
- PowerPoint Advanced (continued)
- Learn PhotoShop Layers (continued)
- **Dream a little DreamWeaver ...**

4 | © projectEZ.com

Get on the right track

Nuts & Bolts

- Start Explorer
- Directory Tree
 - Directory Root
 - Find your class folder
 - Copy folder to USB Memory Stick
 - Drag and drop or Ctrl+c
- Scanning a photo
- Use a USB memory stick

5 | © projectEZ.com

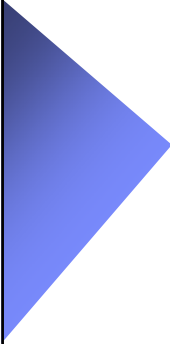
Get on the right track

Lab: Firefox

- View > Toolbars > Bookmarks Toolbar
- Bookmarks > Organizing Bookmarks
- Wizz RSS Reader demo

6 | © projectEZ.com

Get on the right track



Critique About Me

7 | © projectEZ.com

Get on the right track

Critiquing About ME Projects

- Grade on Content. Design. Delivery.
- Protect your personal info
- Work collaboratively

8 | © projectEZ.com

Get on the right track


Design Principles*

- Use large font
- San serif font (without features at the end of strokes)
- Avoid red text (unless it is **bad news**)
- Do not use clip art
- Use a shape with transparency as a backdrop for text (if necessary)
- Put Pictures primarily in bottom right portion of slide
- Slides are free

* Can be broken

9 | © projectEZ.com

Get on the right track

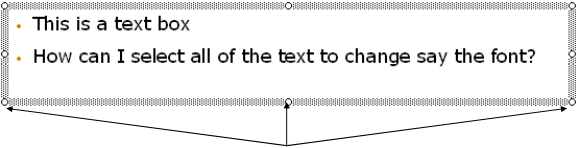


PowerPoint

10 | © projectEZ.com

Get on the right track

PowerPoint Selection Tips



- This is a text box
- How can I select all of the text to change say the font?

Handles are used to size the object

Right click anywhere along the object edge (except on a handle) to select ALL text

11 | © projectEZ.com

Get on the right track

Navigation basics

- Double click: to select a word
- Ctrl + A: Selecting all text in text frame
- Alt + shift + arrows: Rearranging bullets*

*cut & paste is **not** an elegant way to accomplish this task

12 | © projectEZ.com

Get on the right track

PhotoShop Tools

13 | © projectEZ.com

Get on the right track

Resolution

- 72 or 96 dpi for web viewing quality
- 300 dpi for professional print quality

14 | © projectEZ.com

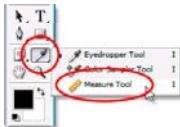
Get on the right track

Photoshop Practice

Tip: Use the Ruler tool to straighten the image.

Picture: Mom with Romona

- Straighten the image
- Crop Photo
- Use the Clone Tool to touch up the photo
- Image adjustments
 - Auto levels
 - brightness / contrast
- Filters
 - Dust and scratches
 - Radius = 5
 - Threshold = 15

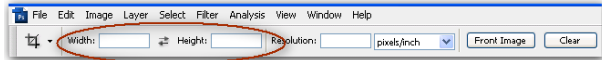


15 | © projectEZ.com

Get on the right track

Cropping photos to a specific frame size

- Select the crop tool
- Enter the exact print dimensions you need in the options bar



- Click into the image and drag out a cropping border

16 | © projectEZ.com

Get on the right track

Photoshop Layers

Tip: Holding down shift while you drag your marquee selection tool will constraint the proportions.

- File > New > Web preset canvas
- Press "D" key to reset default background / foreground color
- Create two color squares
 - Select area using Marquee tool
 - Change foreground color to red
 - Edit fill "Black" or right click fill
 - {ctrl + D} to deselect object
 - Repeat and make a Blue square
- Try to swap them. I dare you!

17 | © projectEZ.com

Get on the right track

Photoshop layers


Tip: Make it a habit to name your layers

- The Background layer is special
 - It's locked and cannot be moved
 - Cannot be deleted (and you cannot delete any part of it)
 - Cannot be transparent
- Lab: Create two new Layers
 - Create **overlapping** Black and Blue square on *different* layers
 - Play with them

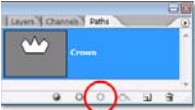

18 | © projectEZ.com

Get on the right track

Photoshop Pen tool



- Prepare to use this tool
 - Pen Path selection tool (Nonprinting element)
 - Press "D" key to reset default background / foreground color
 - Make certain you have Pen **PATH** (not Pen Shapes) tool selected
- Use Image of Stop Sign for this lab and start with new layer
- Trace lines
- On **Path's palette**, load path as selection

- Layer > New > Layer via copy
- Turn off "eye" on other layers and you will see cut out

19 | © projectEZ.com

Get on the right track

PhotoShop Essentials ...

- Always work from a new layer and leave your source image safe
- Press "D" key to reset default background / foreground color
- Menu option > Window > History to backtrack if you make a mistake
- Ctrl + A to select all
- Ctrl + D to deselect and turn off the marching ants
- Ctrl+A+Z to undo

20 | © projectEZ.com

Get on the right track



Dream a little Dreamweaver

21 | © projectEZ.com

Get on the right track

Lab: Create an email signature Line

- Create Table
- Insert Picture
- Insert Text
- Insert hyperlink to Meet Me on slideshare

22 | © projectEZ.com


Get on the right track

Common HTML tags

	to Open	to Close
• Bold	<code></code>	<code></code>
• Italics	<code><i></code>	<code></i></code>
• Ordered list	<code></code>	<code></code>
• Unordered Lists	<code></code>	<code></code>
• Paragraph	<code><p></code>	
• Line break	<code>
</code>	

23 | © projectEZ.com

Get on the right track



I wonder if I should memorize the
common HTML tags?

24 | © projectEZ.com

Get on the right track

Presentation Author

The contents of the presentation are sole intellectual property of John Langlois and are not to be distributed without prior written approval.

Sources for pictures

<http://www.istockphoto.com>
<http://www.photoshopessentials.com>
<http://www.projectez.com>

29 | © projectEZ.com