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# Computer Applications

## Lesson 5



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## Debrief from last week

- Quiz
- Lessons Learned
- Practicum

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## Notes:

- Poll Daddy: Homework
  - Office hours
  - My phone / email
- I heard that there is a really a valuable "Cheat Sheet" at the bottom of our secret Class page on the web. Is that true?
- About ME project
  - I have not yet received the slideshare URL for everyone's **About ME** project
  - When you upload your slideshare you can make it private which gives you a secret URL
  - Upload file as pdf
  - Add a profile pic (150x150) to slideshare and linked in

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## Session Objectives

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


- Change borders on Word table
- PhotoShop Tutorials
  - Smooth and soften skin
  - Whiten and brighten teeth
- Use Excel to:
  - Create a Profit and Loss worksheet
  - Create a personal budget

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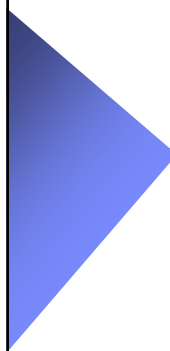
## Change borders on Word Table

- For single rows, which are not considered a table, use paragraph formatting
- For Table area, highlight area of table
- Right click > borders and shading
- Select line style, color and width and then click on border where you want the line



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## PhotoShop Tutorials

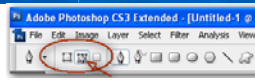

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## PhotoShop: Pen Selection Tool

- 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
- 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
- On **Path's palette**, load path as selection
- Layer > New > Layer via copy

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

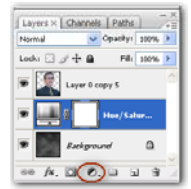



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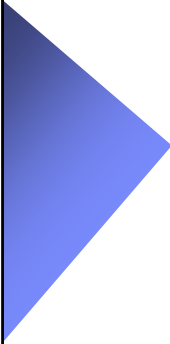
## Brighten and Whiten teeth

- Fix yellow teeth
  - Lasso Tool
  - Create a new adjustment layer
    - Hue / Saturation
      - Edit: Yellow
      - Saturation: -100
      - Edit: Master (all colors)
      - Increase Brightness
  - Select Layer mask and Menu > Edit > Fill > Black
  - Use brush (foreground white) to paint over the teeth and restore whitening and brightening.



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## Excel Basics

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### A table by any other name is still a table

- A series of columns and rows ...
- A database structure ...
- Fields & Records ...
- A Matrix ...

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## Excel Basics

- Columns and Rows
- Formula
- Insert / Delete
- Shading
- Grid Lines
- Tabs
- Print "fit to page"

Tip: Use the "fill handle" to create a series of data like Jan, Feb, Mar ...

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## Profit & Loss

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## Lab: Create a simple P&L

24/7  
Family Fitness and Fun  
STATEMENTS OF INCOME


Revenues	\$12,580.2	\$ 10,900.4	\$ 8,290.3
Cost of sales	6,740.2	5,650.1	4,524.2
<hr/>			
Gross profit	6,835.0	5,657.3	3,270.1
Selling, general and administrative expenses	3,624.6	3,296.3	3,034.0
Other (income) expense, net	1,100.3	(20.0)	19.0
<hr/>			
Operating profit	2,122.1	2,166.0	2,013.1
Interest expense, net	119.7	124.1	142.8
<hr/>			
Income before income taxes	2,102.4	1,980.9	1,970.3
Provision for income taxes	680.3	820.8	982.0
<hr/>			
Net income	\$ 1,720.1	\$ 1,421.3	\$ 1,190.3

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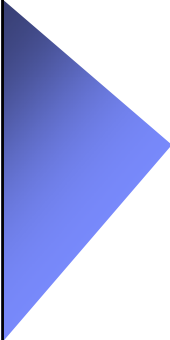
## Aren't you glad your not an accountant?



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## Personal Budget Project

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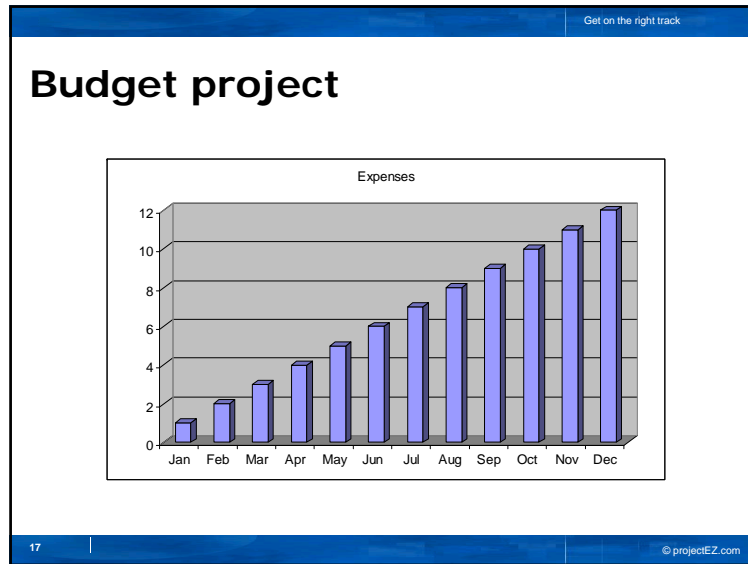
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## Lab Create Personal Budget

- Primary Categories
  - Income
  - Expense
    - Expense should include at least 10 items (rows)
    - Provide subtotals for each category of expense
- Use fake numbers for data (don't show us your real budget!)
- Include SUM formula to add each rows and column
- Show Total Expense
- Show Net Budget (Revenue less Expense)
- Create bar chart to summarize total expense by category by month
- Create Pie chart to summarize expense by category

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- ## Labs
- Post a comment to our blog survey about homework
    - “I need help with ...” [make the word “help” bold]
  - Complete Personal Budget Project
  - Tune your About Me project
    - Post final pdf on slideshare and send me the URL
    - Add head shot photo to your profile
  - Tune your Resume project
    - Send final to class@projectEZ.com
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## Pass it on!

Three things to remember and why they are important to share

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Why should I remember these?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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- ## Review of Objectives
- Now that you’ve completed this session, you are able to:
- Change borders on Word table
  - PhotoShop Tutorials
    - Smooth and soften skin
    - Whiten and brighten teeth
  - Use Excel to:
    - Create a Profit and Loss worksheet
    - Create a personal budget
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## Presentation Author

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## Sources for pictures

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