

# Computers.Beyond the Basics

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## Course Outline:

*Note: The goal of this class is to cover as much as possible on this list thoroughly so that you receive a good introduction on the material.*

1. Introduction to Photoshop Elements
  - a. Touching up photos
  - b. Cropping photos
  - c. Reducing file size
  - d. Discussion of JPG and PSD
  - e. A few pointers on digital photography
2. File Management (Windows)
  - a. Creating folders
  - b. Naming files
  - c. Moving/renaming/deleting files
  - d. Working with a flash drive or floppy disk  
*special note...instructor will provide floppy disks in class, it is up to student purchase a flash drive on their own (available at Staples)*
3. Using images in the following:
  - a. Word/PowerPoint documents
  - b. Email attachments
4. Word
  - a. Templates (fax cover sheets, personal letterhead)
  - b. Keyboard shortcuts
  - c. Working with tabs and tables
  - d. Answering specific student questions
5. Excel – introductory session: formulas, formatting, printing. Time permitting, students will learn graphs
6. Internet – social networking sites
  - a. Facebook                      facebook.com                      online social groups
  - b. YouTube                      youtube.com                      videos on all topics
  - c. Craigs List                      craigslist.org                      online classifieds (usually free)
  - d. Match                      match.com                      online dating service

## **Part 1 - Photoshop Elements**

This class is being taught in a PC/Windows environment. If you work on a Mac, the commands are very much the same. The apple (command) key is used in lieu of the control key. Also, instead of right clicking, hold down the apple key with the mouse to get the context sensitive menu.

### **System requirements:**

Windows 2000 with Service Pack 4

Windows XP with Service Pack 1 (recommended)

Intel Pentium III or 4 or faster processor

1 gig RAM. (If you have a computer with Windows Vista, minimum of 3 gig). Program is more responsive with higher RAM.

600 MB hard disk space

### **Storage**

A minimum of 40 gigabytes of storage is recommended for your PC. If you wish to store images off the hard drive (recommended in case of system crash), use your CD burner. If you have a USB port, use memory sticks.

### **Software**

Version 6.0 was introduced October 2007. You can purchase software retail or online. Some sources you may wish to use include the following. Prices are subject to change. (no guarantees on any of these vendors is implied). You may even wish to check eBay for availability:

- \$100 from Adobe
- Campustech.com – must be a student, call 1-800-543-8188
- Amazon, \$85.99

### **Bibliography**

Having a book (or two) may be a good idea so you have reference material. It is not mandatory to get a book, but there are many books readily available. These are the following methods to get books:

- Library – not always the most current books, but it's free. Often you only need a book for a couple of weeks.
- Retail at Barnes & Noble or Borders. This allows you to actually look at the book and see how useful/helpful it will be.
- Order online.
- Whether you are purchasing a book for Elements, Word, Excel purchase one that complements the version you use.

## **Color Printing**

As of the time of this writing (June 2008), we only have a black and white laser printer in the training lab. It is best to review the material on the screen as we progress. Please note that monitors see colors slightly different and printed results may differ.

If you are planning on keeping photos for a long time, make sure they are not exposed to direct sunlight.

## **Color Printers**

They cost from \$35 to over a thousand dollars and higher. For sizes up to 8" x 10", an inexpensive one is sufficient. If you plan on doing a lot of color printing, you may wish to purchase a higher quality printer that has separate ink wells for the each color. That will help maximize yield. Some photo printers have an additional blank ink cartridge. Some machines use archival inks which supposedly last 75 years.

It is recommended that you use name brand cartridges. Refilling cartridges may work for casual work but may not provide optimal results for photos.

There are also many different types of papers out there, from matte to glossy and in many different weights. There are also cotton rag papers for special effects. Camera Wholesalers in Stamford may be of assistance.

## Part 2 - File Management

This will be a hands-on session where we will work with Windows XP to create folders, name files, etc.

There are many books/handouts you can purchase. They can be purchased online or at larger bookstores such as Borders or Barnes & Noble.

### Windows XP For Dummies, 2nd Edition: 432 pages

Publisher: For Dummies; 2 edition (October 8, 2004)

ISBN-10: 0764573268

ISBN-13: 978-0764573262

### Windows XP Home Edition: The Missing Manual (2nd Edition) by David Pogue

Paperback: 612 pages

Publisher: Pogue Press; 2 edition (December 16, 2004)

ISBN-10: 059600897X

ISBN-13: 978-0596008970

### Teach Yourself VISUALLY Windows XP (Teach Yourself Visually) (Paperback) by Paul McFedries

Publisher: Visual; 2 edition (April 5, 2005)

ISBN-10: 0764579274

ISBN-13: 978-0764579271

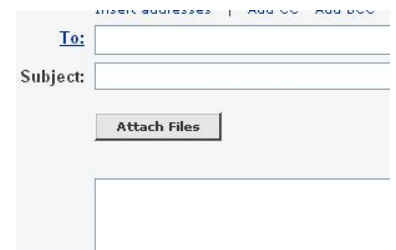
Note, many of you are probably familiar that Windows Vista (a new operating system) was introduced in 2007. If you are purchasing a new computer, you can still get XP (which is recommended over Vista).

## Part 3—Inserting your photos in email/Word files

**Email** – Compose your message with the address, subject, and message.

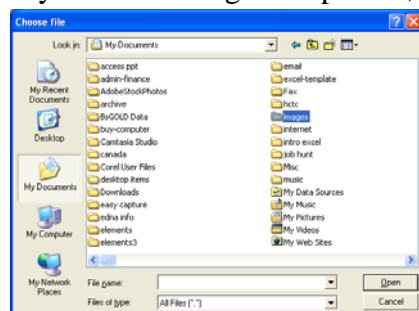
The illustrations shown here are from Yahoo. All email programs work in a very similar fashion.

1. To send the email, find the button in your email that says “attach files” and click on it.

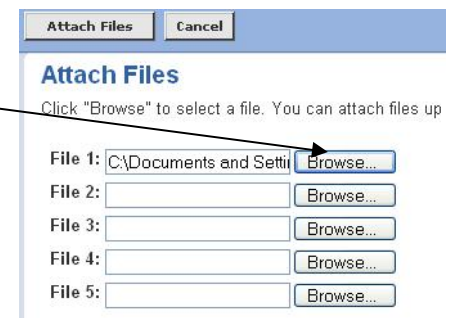


2. After clicking on Attach Files, click on browse. The diagram below right shows one file attached.

3. At this point you need to select each file *separately*. This means if you are sending three photos, you have to do three attachments.



You do not have to send three emails. The diagram at left shows the files and folders in the “My Documents” folder. Double click on the file to select it.



4. Repeat the above three steps for additional attachments

## **Word**

1. Position cursor where you wish image to be.
2. Click on Insert in the menu bar.
3. Select Picture.
4. If you want a specific photo, click on **picture** and browse as indicated in step 3 on the previous page.
5. When the picture is selected, you will see the picture toolbar. (If you don't see the toolbar, click on View, Toolbars, Picture).
6. If you wish to position the image with text surrounding the graphic, click on the dog on this toolbar and select **Tight**.
7. Position mouse inside image and move around to position.

## **Part 4–Word**

Hands-on activities

## **Part 5–Excel**

Hands-on activities

## **Part 6–Social Networking Sites**

Use class website for additional information. Click on “Computers...beyond the basics” at top right.