

Get on the right track

Computer Applications

Lesson 2




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I stand **corrected**

- This is a 4 hour class*


*We'll just stay until 11:00pm tonight to make it up 

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Debrief from last week

- Quiz
- Polldaddy results
- Lessons Learned
 - The AI icebox
 - How'd ya like the Text book?
- Practicum



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Free GTD* tip

- Try to complete your homework by Friday 5:00 pm
- Let it percolate
- Tweak it, if necessary, over the weekend
- Plan to spend at least **4 hours** per week on homework

* Get Things Done

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Polldaddy: What do you want to get out of this class?

- Learn new things that will help me become a computer whiz.
- I also would like for this class to be able to help me with my continued studies at the Art Institute.
- Practical application. Not just how to use a program step by step, but how I am going to be able to *apply it* in the future in my career.
- I really excited to learn more about Photoshop.
- Full knowledge and appreciation of how to evolve increasingly and dominate the computer world.

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Lab 1: Create file folders on desktop

- Copy NetMeeting (conf.exe) to desktop
- Launch NetMeeting (quick demo)
- Create file folder called System Tools*
 - Copy disk cleanup, disk defrag, and system restore into it
 - Create a Restore Point (before you run executables)
- Create file folder called RSA100 Class
 - Create another folder inside that folder called "Project-About Me"

* Run your System Tools weekly

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Session Objectives

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

- Nuts & Bolts
 - Tune your system
 - Use keyboard shortcuts
 - Use NetMeeting to share computer resources
- Perform image manipulation in Photoshop
- Avoid Death by PowerPoint
- Create a simple PowerPoint slide deck
 - Import images into an application
 - Create a hyperlink

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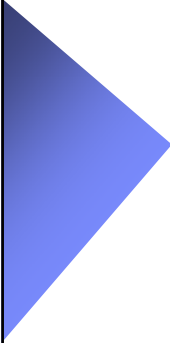
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Tune your System

- Start Control Panel
 - Add / Delete programs
 - Turn off startup sound
- Own your System Tray
 - Start Run Msconfig [startup]
- Right click on blank spot of bottom border of your screen and "show desktop"
- Right click on desktop \ Properties Display settings (color quality 16 bit)

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Keyboard Shortcuts

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You cannot learn to swim by reading about it

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Keyboard shortcuts

Pressing	Does this ...
• Ctrl+x	cut
• Ctrl+c	copy
• Ctrl+v	paste [but why didn't they use "p?"]
• Ctrl+z	Undo / clear
• Ctrl+a	Select all
• Ctrl+f	find
• Ctrl+s	save

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PowerPoint Basics

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PowerPoint Basics

- Design templates
- View Master
 - Font style, san serif like Verdana
 - Change Title font = 32 point
 - Change bullet font = 28 point
 - Change bullet color
- Viewer header/footer

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Design Principles

- View Death by PowerPoint on projectEZ
- Discuss*

*Content. Design. Delivery.

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New Slide

- Choose layout
- Entering text
- Indenting
- Using toolbars
- Slide show

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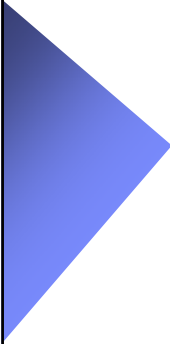
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Lab 2

- File New
- File Save: About [Me] project
- View Slide Master
 - Title font: Verdana / 32pt
 - Bullets: 24 pt and change color
- First Page: About _____
 - Placeholder: search istock for "face"
 - Copy pic to front page of your deck
 - Instructor will demonstrate how to "insert / image"
- Add new slide
 - Change background color to black
 - A.K.A. ...
- Add new slide
 - Your area of study
- Add new slide [this will be last slide in your deck]
 - Attribution
 - Insert hyperlink

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PhotoShop Basics

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Photoshop is a **pixel**-based program



* Images are made of millions of tiny squares

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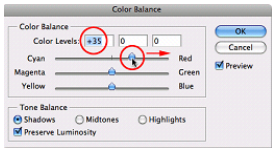
Tips

1. Save your original source pic and work from a copy!
2. Help: Retouching Tools Gallery
3. Help: Keys for selecting tools

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Photoshop Basics




- Image size
- Retouch picture
 - Zoom Ctrl + / -
 - Image adjustments \ auto levels
 - Image adjustments Brightness \ contrast
 - Image crop
 - Clone stamp tool
 - Resize image
 - Split toning effect
 - New adjustment layer \ color balance
 - Highlights -15 yellow, Shadows +35 Red
- Ctrl + C to copy to your PowerPoint slide
- Save as jpg with new name

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PowerPoint Advanced



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Lab 3: PhotoShop

- Get get a web design background picture from istock (leave watermark)
 - From istock
 - Search “web design”
 - Right click on pic and Copy image
 - From Photoshop
 - File New (from clipboard present)
 - Paste image
 - Note Image size: What resolution is web?
- Paste in PowerPoint
- Grab border anchor and stretch to fit screen
- Create a transparent background to highlight text on top of picture

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Lab 4: PowerPoint Advanced

- Start your **ABOUT ME** Project
- Moving slides in the deck
- Copying slides from one deck to another file
 - Windows arrange
- Deleting a slide
- Transitions: be consistent
 - Tip: Transition **Fade smoothly** is one of the more pleasing transitions
- Animations: Use sparingly
- Send to back ... the PowerPoint equivalent of “layers”

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Say "Guacamole"



- Take digital photos
 - Full body shot (white background)
 - Head shot

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Homework

- Find the red eye tool in Photoshop and be prepared to demonstrate it next class
 - Scan "how to fix and enhance photos" topic under Help menu
 - Use Help to find "Retouching Tools Gallery"
 - Go to the page on the web and bookmark it
 - Use help to search for "Keys for selecting tools"
 - Go to the page on the web and bookmark it
- Complete your first draft of **About ME** project
- Print **About ME** project as pdf and upload to slideshare
- Notify me via a comment to the homework blog entry that your file is posted. Use the following HTML code:


```
<a href="[http://myslideshare URL]">Click Here</a href>
```
- Make me de.lic.ious with collaborative bookmarks (see blog post)
- Retouch a family photo and show me the before & after next Monday. Minimum requirement: Use Image adjustment and clone tool.

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Advanced Tips (time permitting)

- Alt + Mouse to move off grid
- Add new slide based on previous shortcut { alt + D }
- Rearranging bullets
- Create a hyperlink
- Image manipulation with PP
 - Cropping
 - Compression
 - Send to back (ie layers)
- Align objects
- Line break vs Paragraph break
- Find / Replace
- Imbed Worksheet
 - Direct copy
 - Edit Paste Special
- Adding Table
 - Add Lines
 - Add rows

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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:

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- Use keyboard shortcuts
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Sources for pictures

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