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Computer Applications

Lesson 4



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Debrief from last week

- Quiz
- Lessons Learned
- Practicum

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Notes:

- We will meet on Thurs or Friday, Nov 13 or 14th to review the lesson plan for the following Monday
- When you upload your slideshare you can make it private which gives you a secret URL

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Session Objectives

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

- Critique PowerPoint presentations
- Create a studio background for your head shot photo
- Select paths using PhotoShop pen Tool.
- Improve your signature line in DreamWeaver
- Create a resume in Word

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Nuts & Bolts

- Social Bookmarks can help you find truly **useful** web pages
- Firefox add-ons
 - Wizz RSS ... news reader
 - Aardvark ... control what you print
- Discuss Screen capture tools

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Critique PowerPoint Presentations

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AI 's Got talent!




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Question

- Why is my PowerPoint file so large?
- What can I do to reduce it?



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Answer

1. Picture Tools > Compress all pictures
2. Send a .pdf version of file instead of the .ppt
3. Copy "paste special \ picture or enhanced metafile" when copying worksheets and content from other apps.

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Create a studio background in PhotoShop

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PhotoShop Essentials ...

- Ctrl + J 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 + D to deselect and turn off the marching ants


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Let's review the Pen selection tool



1. Start with new layer!
2. Make certain you have Pen PATH (not Pen Shapes) tool selected
3. Press "D" key to reset default background / foreground color
4. Create a selection path around an object with straight lines
5. Create a selection path around an object with curves
 - You cannot create a curve greater than 90 degrees.
 - Use the amazing Alt key to reset anchor after each move along the path
 - Use Menu > Windows > History to recover from mistakes



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Step 1: Create a studio background

1. File new: 72 dpi, 8x10 inch canvas
2. Edit \ Fill \ background color: Black
3. Select new layer
 - Filter \ Render \ clouds
 - Ctrl+f to reapply filter for different looks
4. Lower Opacity to 40%
5. Right click on Layer 1 and merge down
6. Filter \ Brush Strokes \ Spatter
 - Spray radius: 10
 - Smoothness: 5
 - Edit \ Fade spatter \ Opacity =50%
7. Filter \ Brush Strokes \ Sprayed Strokes: 12 and 7 & Right diagnol
 - Edit \ Fade

- Change image size to 300 dpi
- Add New Adjustment Layer

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Step 2: Cut out your photo

- 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

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Step 3: Drop your photo on top of background

- Use Move Tool or copy / paste
- Save your completed Photoshop file and then make copies for various purposes
- Change Image size
 - Image > Image Size
 - How to "Crop Photo to specific frame size"
- Upload photo to your LinkedIn profile

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**Dream a little
Dreamweaver**

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Clean up your signature line

- Select the whole table and Property Inspect will let you remove the "border"
- Set Border = 0



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DreamWeaver Review

- Split view to see code
- Tables
 - Insert Row
 - Insert Column
 - Merge Cell
- Link Targets

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Image size matters

- Always be mindful of the size of your images
- Large images take longer to transmit across the network and consume valuable hard drive space

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Word Basics

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Word Basics

Tip: Create and use Styles to speed formatting


- Page Setup
- Headers and Footers
- Sections
- Tables
- Format
 - Fonts
 - Bullets
- Tools \ Word count
- Tools \ Track changes
- Insert Picture
 - Format picture layout

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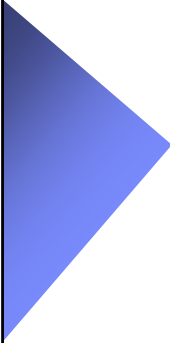
Create a Table

- 2 columns x 5 rows
- Remove lines via borders and shading



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Resume Project

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Lab: LinkedIn profile

- Build your professional network
- Complete your profile
- Add connections
- Tip: Keep it all business*

* ... And cleanup your facebook page!

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delicious Home Bookmarks People Tags

Searching Everybody's bookmarks for:

resume Search

Sign in to search your own bookmarks

See all bookmarks tagged resume Search all of Delicious for "resume"

Everybody's bookmarks 35818 results - show all

Resume Design | Resume Management | Resume Improvements | emurse.com SAVE 2791
First saved by: lllg90 career jobs tools web2.0 resume

Give your resume a face lift "LifeClever .-.) SAVE 3475
First saved by: a7an design career tips cv resume

Rands In Repose: A Glimpse and a Hook SAVE 3029
First saved by: mjadd career jobs tips cv resume

RESUME WRITING | How to write a masterpiece of a resume SAVE 3184
First saved by: hdnvnt career jobs writing howto resume

36 Beautiful Resume Ideas That Work | JobMob SAVE 3114
First saved by: shariat design career cv jobs resume

Give your resume a face lift at LifeClever .-.) Tips for Design and Life SAVE 2020
First saved by: bazak design career cv tips resume

The Simple Dollar "How to Construct a Killer Resume, From Start to Finish" SAVE 1479
First saved by: Scaklight career jobs howto tips resume

CNN.com - 25 words that hurt your resume - Jan 20, 2006 SAVE 1813
First saved by: Muzr career jobs tips job resume

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People vote with their bookmarks

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Word Resume Project Guidelines

- Fit on a page
 - don't fret this rule, but give it a try
- Include these Categories
 - Summary of Qualifications
 - Highlights of Experience
 - Professional History
 - Education
- Include a picture of yourself
- Include both bold and italics text

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Homework

- Complete your resume project
- Review "How to" Photoshop tutorials
 - How to create a portrait studio background
 - How to extract picture
- Comment to one of my blog posts. Get fancy. Use HTML tags
- Connect to everyone in this class (including me) using LinkedIn
- Do another photo restoration and bring in the before and after [again]
- Read this insightful review of web design <http://webdesignfromscratch.com/10-best-designed-web-sites.cfm>
- Bookmark our secret Class page on my website. [PW: Class]
- Study for the Quiz

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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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Sources for pictures

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