

Information Technologies Training Guidelines

www.smelink.com.np

Prepared By

Yomari Incorporated Pvt. Ltd.

Ekantakuna, Lalitpur

May-June 2009

Table of Contents

1.	Microsoft Word	1
1.1	File Menu	2
1.2	Edit Menu	4
1.3	View Menu	6
1.4	Insert Menu	8
1.5	Format Menu.....	10
1.6	Tools Menu	13
1.7	Table Menu	15
1.8	Windows Menu	17
2.	Microsoft Excel.....	18
2.1	File Menu	24
2.2	Edit Menu	25
2.3	View Menu	27
2.4	Insert Menu	28
2.5	Format Menu.....	30
2.6	Tools Menu	33
2.7	Data Menu	36
3.	Microsoft PowerPoint	39
3.1	Creating Simple Presentation	40
3.2	To create presentation with design.....	41
3.3	Editing the slides.....	42
3.4	Inserting different items in the slides.	43
3.5	Setting animations.....	44
4.	Adobe Photoshop.....	46
4.1	The Photoshop Application	47
4.2	Getting Images into Photoshop.....	51
4.3	Imaging Concepts.....	54
4.4	Image Editing.....	57
4.5	Preparing Images for Website.....	77
5.	Internet and Email.....	81
5.1	Internet	81
5.2	Email.....	83

Microsoft

Word

1. Microsoft Word

Microsoft word is a document processing application developed by Microsoft Corporation. This application package provides a wide variety of facilities from creating and editing documents to creating newsletter. It is the best of all the available word processors so far.

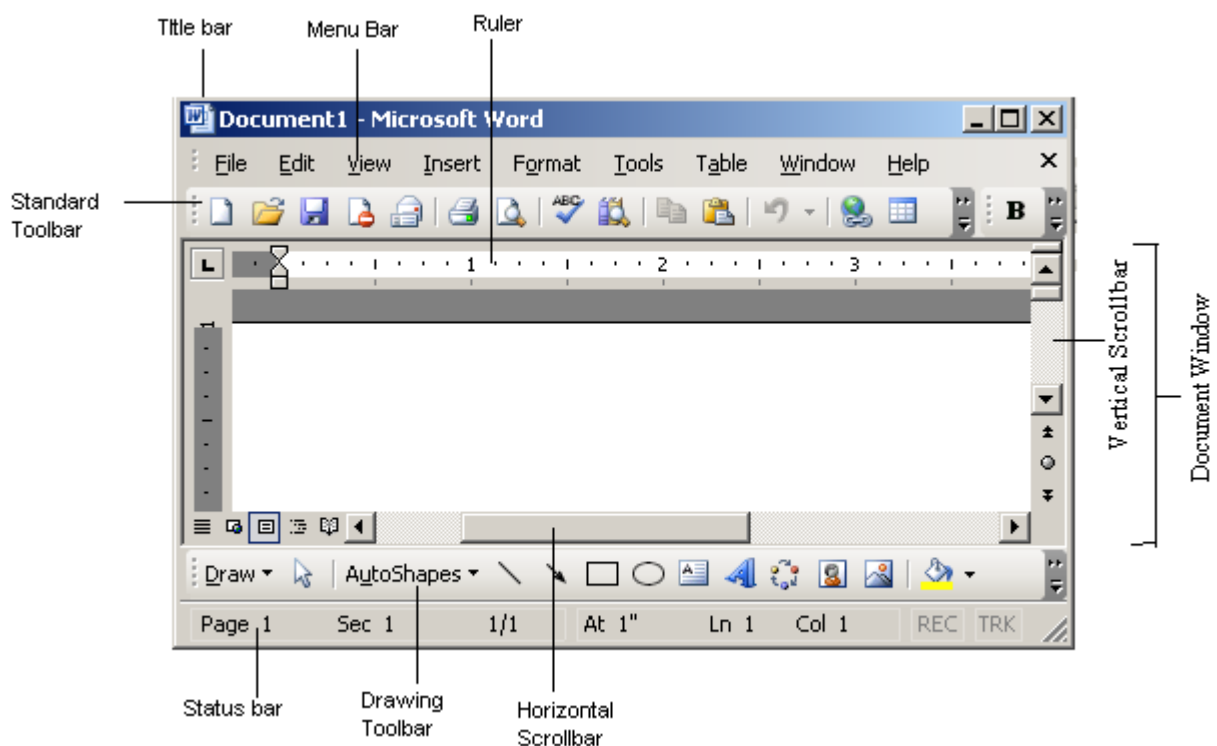
How to start

Start Menu =>Programs =>Microsoft Word OR

Start Menu =>Programs =>Microsoft Office =>Microsoft Office Word. OR

Start menu => Run =>type 'winword' and press 'Ok' button.

Then opens a below window.



1.1 File Menu

Basic operations on file

Creating a New Document

1. File menu => New
2. Click 'Blank Document' on the right pane.

Saving a Document

1. File menu => Save
A dialogue box comes.
2. Select the location. In 'File name' field, write the name of the file
3. Click 'Save' button.

Save As

It is used to save the same file with another name.

1. File menu => Save As
A dialogue box appears.
2. In 'File name' field, write the name of the file.
3. Click 'Save' button.

Closing a Document

It is used to close the currently opened document.

1. File menu => close

Opening a Document

1. File menu => Open
A dialogue box appears.
2. Select your document and click 'Open' button.

Print Previewing a Document

It is used to see a document before printing.

1. File menu => Print preview.
To close it, click 'Close' button.

Printing a Document

It is used to print a document.

1. File menu =>Print
A dialogue box comes. You can choose the document(s) to print, number of copies, pages per sheet etc.
2. Then click Ok button.

1.2 Edit Menu

Moving Text

1. Select the word or text
2. Edit menu => cut. Put the cursor to desired place
3. Edit menu => paste.

Copying Text

1. Select the text
2. Edit menu => copy
3. Put cursor to desired place
4. Edit menu => paste.

Deleting Text

1. Edit menu => clear => contents
OR
Press 'Delete' key from the keyboard.

Undoing/Redoing the Text

1. Edit menu => undo/redo

Finding Text

1. Edit menu => Find
A dialogue box comes
2. In 'Find what' field write the word to find.
3. Click 'Find Next' button.

Replace Text

1. Edit menu => Replace
A dialogue box comes.
2. In 'Find what' field write the word to be replaced.
3. In 'Replace with' field write the word to be replaced with.
4. Click 'Replace' button two times.

Select All Text

It is used to select all the text in the document.

1. Edit menu => Select all
OR
Press 'Ctrl +A' key from keyboard.

1.3 View Menu

To see different views of the document, do anyone:

View menu => normal OR

View menu => web layout OR

View menu => print layout

Showing/Hiding Toolbar

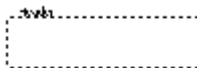
1. View menu => toolbar
2. Click any toolbar to show or hide
New toolbar can also be created by View menu => Customize => toolbars tab => New button.

Hiding/Showing Ruler

1. View menu => Ruler

To keep the repeated text on each document

1. View menu => Header and Footer
2. A box as appears at the top and bottom of document



3. Write text inside the box.
4. Click outside the box 2 times.

To see the document full screen

1. View menu => Full Screen
To close full screen click 'Close' button.

Zooming the document

It is used to see a document in different sizes.

1. View menu => zoom
A dialogue box appears.
2. Select any one eg 100%,75%, 200% etc
3. Click 'Ok' button.

1.4 Insert Menu

This menu is used to insert different items in the document.

Breaking the Page or Column

1. Insert menu => break
Select Page Break/Column Break
2. Then select 'OK'

Inserting Page Number

1. Insert menu => page numbers
A dialogue box appears.
2. Click anyone from 'position' to put to bottom or top.
3. Click anyone from 'alignment' to put page number to right, left etc
See the preview given also.
4. Click 'Ok' button.

Inserting Date and Time

1. Insert menu => Date and Time
2. Click any one format
Click 'Update automatically' to update the date/time when opened or printed.
3. Click 'Ok' button.

Inserting Symbol

It is used to insert the symbols that are not normally found in the keyboard.

1. Insert menu => symbol
A dialogue box comes.
2. Click any symbol.
3. Click 'Insert' button. [You can also assign the short cut key of the symbol by clicking the 'Shortcut Key' button]
4. Click 'Close' button.

Inserting Footnote

It is used to explain some word

1. Insert menu =>Reference =>Footnote
A dialogue box appears. Select the necessary fields.

Inserting Picture on Document

1. Insert menu => Picture. Then choose corresponding options.
To choose from the clip art gallery,
Choose 'Clip Art' => Click 'Go'. Then Select the picture.
To choose from the file in other location,
Choose 'From File'. Then browse the necessary picture.

Inserting Text Box

It is specially used to write some text on some image (where writing is not possible)

1. Put the cursor after the image
2. Insert menu =>Text box.
3. A pointer will appear. Draw the rectangle of the required size in the image to write the text and click outside the picture.

1.5 Format Menu

This is used to format the document

Changing Font Properties

1. Select the text.
2. Format menu => Font
A dialogue box comes.
3. 'Font' tab allows choosing font size, font color, font type, font style etc.
'Character spacing' tab allows choosing the position and spacing of the text.
'Text Effect' tab allows maintaining different style of the text e.g. blinking.

Aligning Paragraph

1. Format menu => paragraph => Indents and spacing tab. Then select appropriate options from 'General' and 'Spacing' options.
The preview of the setting is also available.

Bulleting and Numbering

It is used to write the points using bullets or numbers.

1. Format menu => Bulleting and Numbering
Click 'Bulleted' or 'Numbered' tab or other tab(if required)
Select any one desired style.
2. Click 'Ok' button.

Borders and Shading

It is used to provide border to a section/page or shading effect

1. To provide the border or shading to the text/paragraph
 - a. Select the text/paragraph.
 - b. Format menu => Borders and shading
Form the dialogue box, select 'Borders' or 'Shading' tab
 - c. Choose appropriate options.
2. To provide the border to the whole paragraph

- a. Format menu => Borders and Shading =>Page Border tab.
Select appropriate options.
The preview is also available.

Creating Multiple Columns on Document

1. Format menu => Column
In the dialogue box, select/enter the number of columns
2. Click 'Ok' button.

Inserting Drop Cap

It is used to drop the first letter of the paragraph.

Eg

Nepal is a beautiful country.
NIt is rich in its natural resources.
NIt is also a land of great diversity. It is famous for natural beauty.

Here N is drop-capped.

1. Put cursor to the corresponding paragraph.
2. Format menu => Drop Cap.
3. In the dialogue box, choose appropriate style.

To change the background color or patterns

1. Format menu => background
Click any color.
For more colors, click 'More colors'
To get more styles, click 'Fill effects'.
 - a. A dialogue box comes.
 - b. Click 'gradient', 'texture', 'pattern' tab.
 - c. Click the desired one.
 - d. Click Ok.

Text Direction

It is used to get different direction of text.

Draw a text box or a table.

1. Click inside that text box or table.
2. Format menu => Text direction
A dialogue box appears.
3. Click to any desired style.
4. Click Ok Button.

1.6 Tools Menu

Checking spelling and grammar


For this, the auto spelling and checking must be turned on. To do so, Tools menu => Tools => options => Spelling and Grammar tab => Check on 'Check spelling as you type' options.

It is used to check and correct spelling and grammar mistakes in the document. The mistakes are highlighted in red and green underlines.

1. Write the text.
2. Tools menu => Spelling and Grammar
A dialogue box comes.
3. Under 'suggestion' there may be suggestion.
 - a. To accept any suggestion, click any suggestion
 - b. To ignore the mistake, click 'Ignore' button.
 - c. To add word to dictionary, click 'add' button.

To see the meaning of a word

1. Select the word.
2. Tools menu => language => Thesaurus
A pane comes in right hand.
3. You can find the meanings below in the pane.

To find the meaning of the new word, type the word in 'Search For' box and click 

Tracking the changes made to the document

It is used to find if any changes such as deletion, insertion, formatting made to the document.

1. Open the document (if already saved) or write the text on document.
2. Tools menu => Track changes.
To remove an already set track change,
Tools menu => Track changes

Protecting the document from editing, modifying

It is used to prevent the formatting, editing or removal of tracking change of document.

1. Tools menu => Protect Document
A pane in the right hand appears.
2. Check the box in a) Formatting restrictions b) Editing restrictions and in the 'Start Enforcement' section, click 'Yes Start Enforcing' document.
3. Then a box appears to supply a password. Supply the password. And click Ok.

Now the editing, formatting and removal of tracking change is prevented in the document.

Setting different options

It is used to set different options in editing, viewing, saving etc.

1. Tools menu => Options
A dialogue box appears.
To set options for 'Track changes', click 'Track changes' tab and set options under 'Inserted text', 'Deleted text', 'Formatted text'

To Secure a document, click 'Security' tab and supply password in 'Password to open' and/or 'Password to modify' options. Reenter the password again when prompted.

Similarly, other options for different actions can also be selected from different tabs.

1.7 Table Menu

This menu is used to draw deal with other aspects of the table.

Drawing a table manually

It is used to draw a table with freehand.

1. Table menu => Draw table
Then a pencil type cursor appears.
2. Draw the table with this cursor.

Insert table, row and column

It is used to draw table, insert rows, columns or cells etc.

To insert table,

1. Table menu => Insert => Table
2. In the dialogue box, write the number of rows and columns.
3. Click 'Ok' button.

To insert row,

1. Put the cursor in any cell of the row.
2. Table menu => Insert => Rows above /rows below

To insert column,

1. Put the cursor in any cell of the column.
2. Table menu => Insert => Column left/column right.

Selecting table, row and column

It is used to select table, row or column

To select a table,

1. Table menu => select => table

To select a row

1. Click on any cell on row
2. Table menu => Select => rows.

To select a column

1. Click on any cell of the column
2. Table menu => Select => Columns.

Delete table, row and column

It is used to delete a row, column or a table.

1. Select the row, column or table.
2. Table menu => row/column/table.

Merging cells

It is used to merge 2 or more cells.

1. Select the cells to merge.
2. Table menu => Merge cells.

Split cells

It is used to split a cell into 2 or more cells.

1. Click the cell to split
2. Table menu => Split cells.
A dialogue box appears.
3. Write the number of rows and columns to produce in the cell.
4. Click Ok button.

1.8 Windows Menu

New Window

It is used to get a new window having the same content.

1. Window menu => New window
A new window appears with the same content.

Arrange all

It is used to arrange all the windows so that all can be seen at once.

1. Window menu => arrange all

Split

It is used to split a window into two windows with the same content.

1. Window menu => Split
A horizontal line appears in document.
2. Move the line up or down and click to split the window.

Microsoft Excel

2. Microsoft Excel

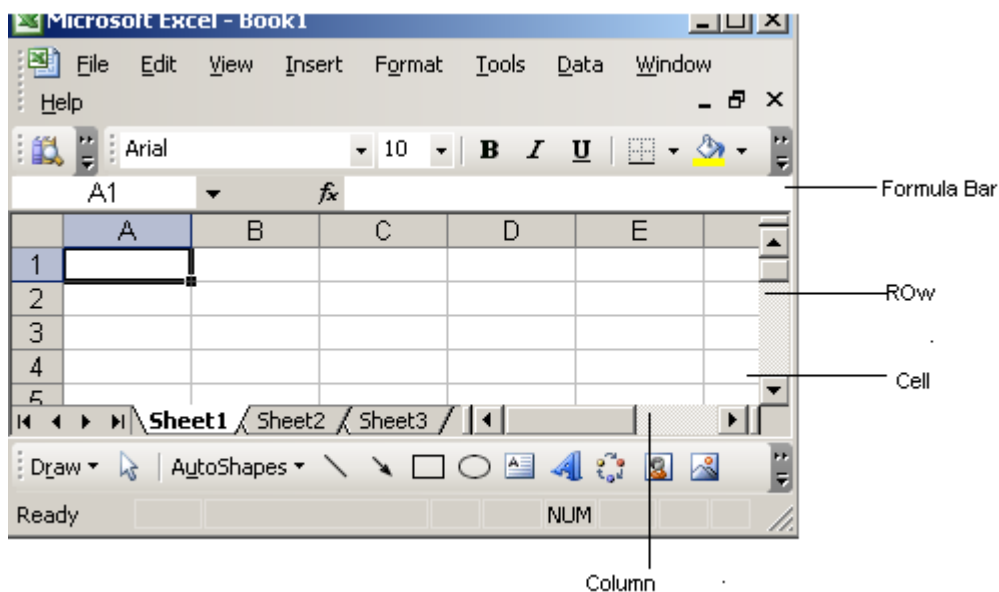
It is powerful, user-friendly spreadsheet management software developed by Microsoft Company to do mathematical calculation in rows and columns. An electronic worksheet is the solutions for all kinds of calculation in the management. It has various features like fast calculations, what if analysis, charts (also called graphics), automatic recalculations, and many more.

To Start Excel

Start menu => Programs => Microsoft Excel.

Start menu => Programs => Microsoft Excel => Microsoft Office Excel.

Start menu => Run => excel. Click Ok



Some terms of Excel

1. Workbook

It is collection of work sheets. Initially only 3 sheets are seen when a new workbook is created. At the total 255 sheets can be added in a workbook

2. Worksheet

It is a sheet where calculations are performed. It consists of a number of rows and columns. Altogether, there are 65536 rows and 256 columns.

3. Cell

Each intersection of row and column forms a cell.

4. Row

There are 65536 rows in a excel worksheet.

5. Column

A worksheet consists of a grid of 256 columns.

Basic Operations:

1. Insert data on a cell
 - a. Click the cell.
 - b. Write the data
 - c. Press Enter key on keyboard.
2. Edit the cell data
 - a. Double click the cell
 - b. A cursor appears.
 - c. Edit the cell data by pressing 'Del' or 'Backspace' key.
 - d. Press Enter key on keyboard or click to other cell.
3. Delete data on a cell
 - a. Click the cell.

- b. Edit menu => Clear => All
- OR
- Press 'Delete' key on the keyboard
4. Select a single cell
 - a. Click the cell
5. Select more than one cell
 - a. Press left click of the mouse.
 - b. Drag the mouse pointer to desired cells.
6. Select entire row/column
 - a. Click on the header of row/column.
7. Select entire sheet.
 - a. Click on the starting header.
8. Change column width or row height
 - a. Take the mouse pointer in the place between 2 row heading or column heading.
 - b. A mouse pointer comes.
 - c. Click it and drag it to change the width.
9. Copy formula.
 - a. Click a cell having formula.
 - b. Edit menu => Copy
 - c. Click to the destination cell.
 - d. Edit menu => Paste

Formula

- Used for mathematical computation.
- Always starts with equals to sign.

Some important operators on formula:

Mathematical Operator

Functional operator	Function
+	Addition
-	Subtraction
*	Multiplication

/	Division
^	Exponential
%	percentage
=	Equals to
<	less than
>	greater than
<=	Less than or equals to
>=	Greater than or equals to
<>	Not equals to

Logical operators	Function
--------------------------	-----------------

AND	ANDing
OR	ORing
NOT	NOTing

Using the formula

=cell1 operator cell2 operator... Ex. =B1+B2

OR

= name of operation (name of cells) Ex =sum (A1, A2, A5)

OR

= name of operation (range of cells) Ex =sum (A1:A5)

Some important functions:

now () – to show current date and time

today() – to show current date

Others are: mode(), median(), abs(), sqrt(), round(), sin(Θ *pi/180).cos(), int()

Note:

- Each cell has unique id
- A cell range is specified by colon
- Text is written in double inverted commas.

Types of references:

1. Relative reference

It describes a cell location that is changing when the formula is moved or copied.

E.g. = A6*5

2. Absolute reference

It describes a cell that will not change when formula is moved or copied. Use a letter \$ before the column name and row number to specify an absolute reference.

E.g. =\$A6\$6*2

The formula copied to any other cell does not change.

3. Mixed reference

It describes a cell which has both relative and absolute parts. A dollar sign (\$) means absolute part and no dollar sign means relative path.

E.g. \$A6

If this cell is copied one cell down it becomes \$A7.

Basic demonstrations:

1. Exponential

=A12^2

2. Percentage

=5%*A12

3. Average

= average (name of cells)

= average (range of cells)

= (a9+c9)/2

4. Maximum and minimum

= max (name of cells)

=max (range of cells)

= min (name of cells)

= min (range of cells)

5. Division

=c9/2

=c9/d25

6. Using IF

=if (a9>2,6,9)

= if (a9>3, "OK", "NOT")

=if (a9="pass", "good", "bad")

= if (a9="pass",10,2)

7. Using AND

=if (AND (condition),value1,value2)

8. Using OR

= if (OR (condition),value1,value2)

9. Count

=count (name of cells)

= count (range of cells)

2.1 File Menu

Creating a new work book

Steps:

1. File menu => New
2. Click 'Blank Workbook'.

2.2 Edit Menu

Moving cell value

Steps:

1. Select the cell(s).
2. Edit menu => cut
3. Put the cursor to destination cell.
4. Edit menu => paste.

Fill

It is used to fill the different cells with the data with reference to the data in a particular cell.

Steps:

1. Select the cell containing data and other blank cells to the top or left or right or bottom.
2. Edit menu => Fill => Up → to fill the top.
 => Down → to fill the bottom.
 => Right → to fill the right.
 => left → to fill the left.
 => series → to fill in the increasing order.

Clear

It is used to delete the contents of the cell.

Steps:

1. Select the cell.
2. Edit menu => Clear => All.

Delete

It is used to delete the cell or row or column.

Steps:

To delete a cell

1. Click a cell.
2. Edit menu => Delete
3. In the dialogue box, click 'Shift cells down' or 'Shift cells right'.
4. Click Ok.

To delete a row

1. Put cursor on the row to delete.
2. Edit menu => Delete => Click 'Entire Row'.

To delete a column

1. Put cursor on the column to delete.
2. Edit menu => Delete => Click 'Entire Column'.

Delete Sheet

It is used to delete the sheet.

Steps:

1. Edit menu => Delete Sheet.
2. Click 'Ok'.

2.3 View Menu

Formula Bar

It is used to show/hide the formula bar.

Steps

1. View menu =>Formula Bar.

Simple formula

A colon (:) is used to specify the cells range. E.g. SUM(E2:E7) refers to summing from cells E2 to E7.

= SUM(E2:E7)

Complex formula

Let's consider the following example to calculate annual income tax. The base for tax is - For an annual salary of one lakh or less , no tax

For an annual salary more than one lakh and less or equal to 175000, 15% tax

For an annual salary more than one lakh seventy-five thousand, 15% tax for initial seventy five thousand and 25 % tax exceeding the one hundred and seventy five thousand.

The formula would be,

= IF (D3<=100000,"0",IF(AND(D3>100000,D3<=175000),(D3-100000)*0.15,75000*0.15+(D3-175000)*0.25))

(Assuming that annual salary is calculated on cell D3)

Basic mathematical functions:

Sum, product, average, min, max

2.4 Insert Menu

Cell

It is used to insert a cell.

Steps:

1. Insert menu => Cell
2. In the dialogue box, click 'Shift cells right' OR 'Shift cells down'.
3. Click 'Ok' button.

Row

It is used to insert the row.

Steps:

1. Insert menu =>row

Column

It is used to insert the column

Steps:

1. Insert menu => column

Worksheet

It is used to insert the worksheet in the current workbook.

Steps:

1. Insert menu => Worksheet.

Function

It is used to use function in the worksheet in the data.

Steps

1. Insert menu => Function.
2. A dialogue box appears. Choose any desired function from 'Function category' and chose any subcategory from 'Function Name'.
3. Click Ok. Another dialogue box comes.
4. Give the cell name or cell range.
5. Click Ok.

Chart

It is used to insert chart in the worksheet. There may be different types of charts: simple bar diagram, subdivided bar diagram, pie chart etc.

Steps:

1. Write data on the work sheet.
2. Insert menu => Chart
A dialogue box comes.
3. Click any one under 'Chart type'. Click any one under 'Chart subtype'.
4. Click 'Next' button.
5. Next, a dialogue box appears.
If required, click 'row' or 'columns' to change the location of the items in x or y axis.
6. Click 'Next' button.
A dialogue box comes.
 - a. Write title of chart under 'Chart title'.
 - b. Write data label for x-axis under 'category x axis'.
 - c. Write data label for y- axis under 'category y axis'.
7. Click 'Next' button.
8. Click 'Finish' button.

Now chart appears on the worksheet. To format any are on the chart, click on the corresponding chart area or labels.

Then a dialogue box comes.

Choose necessary ones.

Click Ok button.

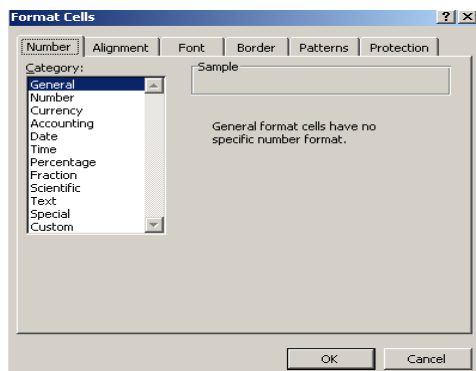
2.5 Format Menu

Cell

It is used to format the cell.

Steps

1. Click any desired cell to format.
2. Format menu => cell
3. A dialogue box with a number of tabs come as



4. Click 'Alignment' tab.
 - a. Click any one under 'horizontal list'
 - b. Click any one under 'vertical list'.
 - c. Set other fields also ,if necessary.
5. Click 'Border' tab.
 - a. Click different border under 'presets' and 'border'.
6. Click 'pattern' tab.

Click any one color.
7. To set the number format visit under 'Number' tab.

Row

It is used to format the row.

Steps:

1. Click any cell on a row.
2. Format menu => Row

- a. To change height click 'height'.
 - * a dialogue box comes
 - * give row height.
 - * click OK.
- b. To auto fit, click 'auto fit'

Column

It is used to format a column.

Steps:

1. Click any cell on a column.
2. Format menu => column
 - a. To change column width.
 - Click 'width'.
 - A dialogue box comes.
 - Give column width.
 - Click ok button.
 - b. To auto fit,
 - Click 'auto fit'.

Sheet

It is used to format a sheet.

1. To rename a sheet.

Steps:

 - a. Click a sheet.
 - b. Format menu => sheet => Rename
The name of sheet is highlighted
 - c. Write the name of the sheet.

2. To hide a sheet

Steps:

- a. Click a sheet
- b. Format menu => sheet => hide

3. To show the sheet.

Steps:

- a. Format menu => sheet => unhide.
4. To insert a background picture in the sheet.

Steps:

- a. Format menu => Sheet =>Background.
A dialogue box appears.
- b. Give location of picture.
- c. Click 'open' tab.

Auto format

It is used to create a table by using the format given by program.

Steps:

1. Select 2 or more cells.
2. Format menu => auto format.
A dialogue box appears.
3. Click any desired format.
4. Click 'Ok'.

2.6 Tools Menu

Protection

It is used to protect the sheet and workbook from other so they cannot edit or format.

To protect sheet:

Steps:

1. Tools menu => protection => protect sheet.
A dialogue box comes.
2. Select the items to prevent from altering
3. Write the password and click OK button
4. Write the password again in the next appearing box.

Now other cannot edit the data on your sheet.

To unprotect sheet:

Steps:

1. Tools menu => protection => unprotect sheet.
2. A dialogue box comes.
3. Write password. And click OK button.

To protect workbook:

Steps:

1. Tools menu => protection => protect workbook.
2. In the dialogue box, write password and click ok button.
3. Supply password in the next box also.

Now, go to Insert menu => Worksheet.

The worksheet option is disabled.

To unprotect workbook:

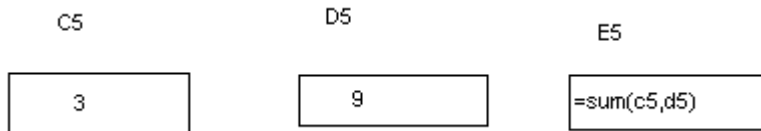
Steps:

1. Tools menu => protection => unprotect workbook.
2. In the dialogue box, write password and click OK button.

Goal Seek

It is used to find a value in a cell through the value of the cell containing the formula.

Eg.



Now to find what value in D5 would cause 15 in E5,

Steps:

1. Tools menu => Goal seek
A dialogue box comes.
2. In 'Set cell, write, E5
3. In 'To value' write 15
4. In 'By changing cell' write D5
5. Click Ok
A box comes with information.
6. Click Ok.

Scenario

It is used in 'what if' analysis. I.e. to know what would be result if different values are changed.

In the example "Goal Seek", let we want to know what different values in D5 would cause what result.

Steps:

1. Tools menu => Scenario
A dialogue box comes.
Click 'Add' button.
2. Write name under ' Scenario name'
In 'Changing cells' field write D5



3. Click Ok.
4. Another dialogue box comes
5. Write value, say 3.
6. Click Ok . Another dialogue box comes.
7. To add more ,click 'Add' button
8. Repeat steps 3, 4, 5.
9. To see analysis,
 - a. Click any name under 'Scenarios'.
 - b. Click 'Show'.
10. Click 'Close' button.

2.7 Data Menu

Filter

It is use dot filter (to show only desired) data among all.



Steps:

1. Click on any cell in data.
2. Data menu => Filter => auto filter.
Then a list icon as  comes in each item on sheet.
3. Click the  button on sheet and click nay one.
To do custom filtering, select 'custom'
 - A dialogue box comes.
 - Fill information
 - Click OK.

Subtotal.

It is used to get the subtotal of the data.

Steps:

1. Sort the data.
2. Click on ay cell with data
3. Data menu => subtotal.
A dialogue box appears.
4. In 'At each change in' click  and select any one.
In 'Use function', click  and select any one.
In 'Add subtotal to', click on any item to apply the function.
5. Click 'Ok' button.

To remove subtotal:

1. Data menu => Subtotal.
2. A dialogue box comes.
3. Click 'Remove All' button.

Validation

It is used to restrict a cell or cells to contain certain data only and no others.

Steps:

1. Select a cell(s) to validate.
2. Data menu => validation.
3. A dialogue box comes.
In 'Allow', click anyone
4. Click 'OK' button.

Form

It is used to see, edit and insert the data one at a time using form

Steps:

1. Click on any cell on data.
2. Data menu => form
A dialogue box comes
3. To see next values click 'Find next'
 - To see previous value click 'Find Previous'.
 - To add new, click 'New'.
 - To delete the current, click 'Delete'.
 - To close, click 'Close'.

Text to Columns

It is used to convert text to column.

Steps:

1. Write text in cells in column. Select the columns.
2. Data menu => Text to column.
A dialogue box comes
3. Click 'Next' button.
4. Another dialogue box comes.
Separate the column using arrow through mouse.
5. Click 'Next'.



6. Click 'Finish'.

Group and Outline

It is used to group the data so that it is easy for data analysis.

Steps:

1. Sort the data.
2. Select the data to group.
3. Data menu => Group and outline => Group
4. A dialogue box comes
 - Click 'Rows'
 - Click 'Ok'.
5. To group other data, repeat steps 1, 2, 3.

Now, in the sheet, you can group or ungroup by clicking  or  signs.

To remove outline:

1. Data menu => Group and outline => Clear outline.

Microsoft PowerPoint

3. Microsoft PowerPoint

It is software developed by Microsoft Company as an office package. It is used to present something in attractive and effective way.

How to start?

Start Menu => Programs => Microsoft PowerPoint

3.1 Creating Simple Presentation

1. File menu => New

Click 'blank presentation' on the right hand menu.

2. The right hand pane provides various text layouts. Click any one.

The basic format used is



3. Click on 'click here to add title' and write heading on it. You can format the fonts or Add pictures etc as per necessity.

4. Similarly click on 'Click here to add subtitle'. And write the text.

5. To add next slides,

Insert menu => New Slide.

6. Similarly write the title and subtitle in this page also.

Add more number of slides as per necessity.

Note: The slides should contain only the bullets (for clarity, conciseness and Effectiveness, not the detailed explanation).

7. To see the slides,

Press F5 key on keyboard.

8. To see the next slides, press 'spacebar' or 'page down' keys on the keyboard.

9. To terminate the slide, press 'ESC' key on keyboard.

3.2 To create presentation with design

1. File menu => New

Choose 'Design templates' from the right hand pane and click on any one desired.

Other steps are same as above.

3.3 Editing the slides

The left hand pane shows a series of slides. Scroll up or down to go to desired slides and click on any slide to show the enlarged view. In the enlarged form the slide is available for editing.

3.4 Inserting different items in the slides.

1. Click on the location of the slide to place the objects (diagram, picture, movie or other sound).
2. Insert menu => Picture/Diagram/Movie and sounds.

As the picture can be obtained from the gallery or other location, movies and sounds can be brought from gallery or from other locations.

3.5 Setting animations

Adding action buttons

Steps:

1. Slide show menu => Action button.
Click any button.
2. A '+' cursor comes.
3. Draw a rectangle using this sign.
A dialogue box comes.
4. Select anyone from 'Hyperlink to'.
Other options are also available to run program or play sound.
5. Click OK

To see the effect, press F5.

To see the action set on button, click the button or take mouse over the button.

Animation Schemes

Steps

1. Select the slide
2. Slide show menu => Animation Schemes
3. On the right hand side, a pane appears.
4. Select any one and see the preview then and there.

To apply the same animation effect to whole the slides, click 'Apply to all slides'.

Customizing animation

Steps:

1. Slide Show menu => Custom Animation.
2. Select the slide and the corresponding text/object.
3. Slide show menu => Custom animation.
4. A pane appears on the right hand pane.

5. To add more effect, select anyone from 'Add Effect' options. There are further options to select: Entrance, Emphasis, Exit and Motion path.
6. The direction and their speed can also be customized under the Modify section.

Slide transition

It determines how the slides are animate when there is transition of slide from one to another.

1. The 'apply to selected slides' option allows to animate one slide transition.
2. 'Modify transition' section allows selecting the speed of transition and if there should be a sound during transition.
3. 'Advance slide' option allows choosing automatic or manual form of transition.

To apply the selected option to all slides, click 'Apply to all slides' option.

**Adobe
Photoshop**

4. Adobe Photoshop

Introduction

Welcome to *Introduction to Photoshop*! This module is designed to get you up and running with Adobe Photoshop.

This module covers of Photoshop CS (also known as version 8). The user interface is pretty much consistent from one version to another, but if you are using a version other than CS, some features may work differently.

Why Photoshop

Adobe Photoshop is the industry standard tool used for digital imaging, which makes Photoshop expertise a valuable commodity in the workplace of today and tomorrow. Learning Photoshop is also a good way to learn imaging concepts. Concepts you learn from working with Photoshop apply to other imaging tools as well.

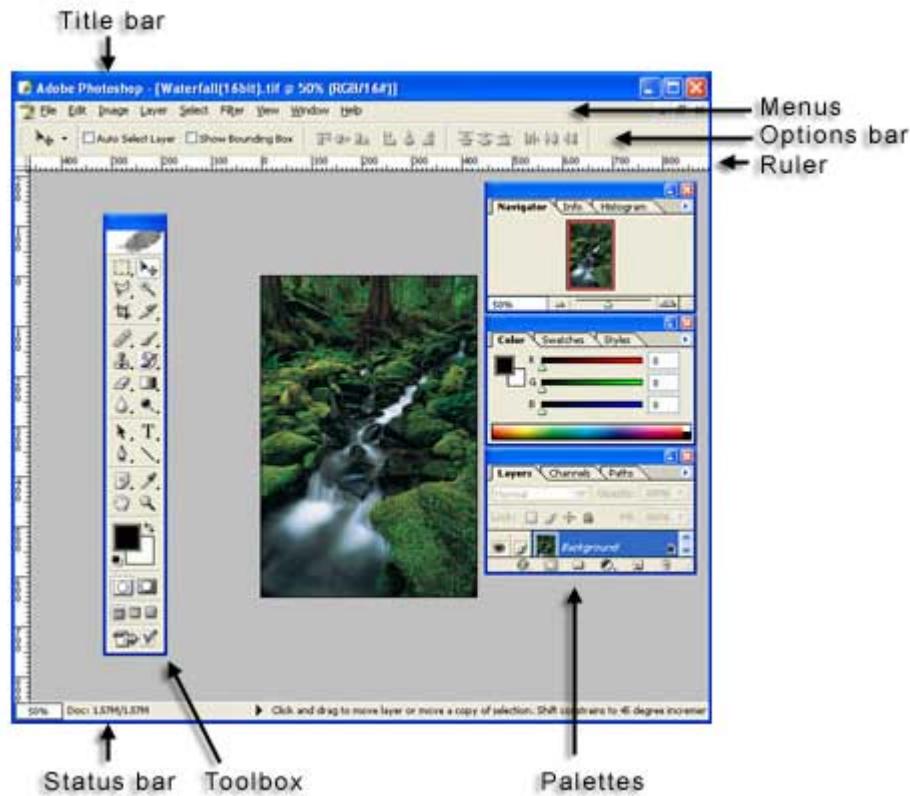
Getting Started

This section provides a brief introduction to the Photoshop, how to bring images into Photoshop, and some tips for working in Photoshop.

Photoshop is a complicated program and can seem intimidating at first. But you don't need to know everything about Photoshop in order to use it productively. Learn how to do one task, and then you can add to your knowledge as you go along. Good luck!

4.1 The Photoshop Application

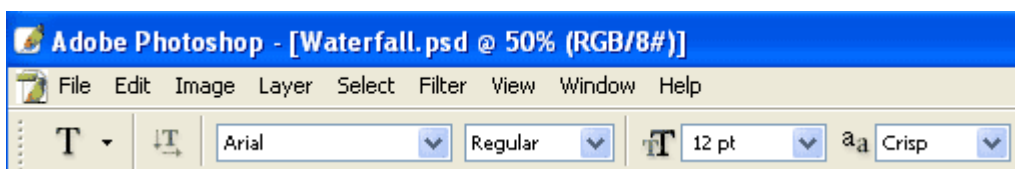
When you open Photoshop, the Photoshop application appears.



Components of the Photoshop include the title bar, menus, options bar, status bar, toolbox, image window, and palettes.

Title, Menu, and Options bars

At the top of the Photoshop desktop includes the title bar, menu bar, and options bar.



The title bar includes the label "Adobe Photoshop" and, in brackets, the current filename (in the above example, Waterfall.psd) the current view (50%), and the color mode and bits per channel (RGB/8#).

Menus (File, Edit, Image, Layer, Select, Filter, View, Window, and Help) appears right below the title bar. Click on a menu name and its menu items will appear.







The options bar appears below the menus. Options appear for the tool that is currently selected in the toolbox. The above example shows options for the Type tool.

The Toolbox

The toolbox contains tools for working with images in Photoshop. Only one tool is selected at any given time. To select a tool, click on its icon in the toolbox.

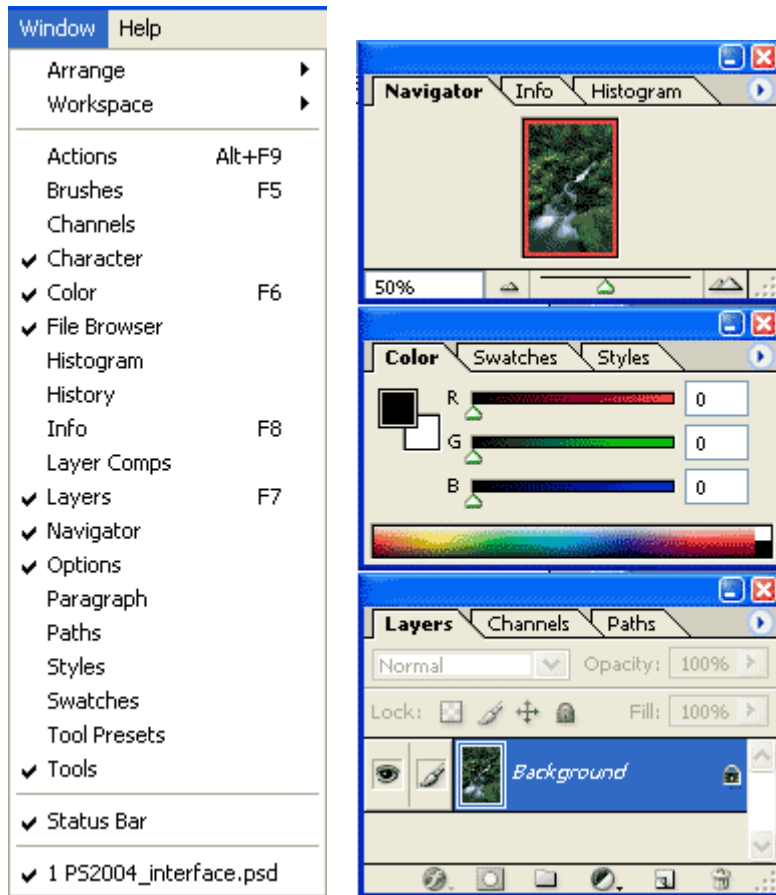
Some important tools are briefly described below. Toolbox tools are used for most Photoshop tasks, so more detailed explanations of how to use particular tools appear throughout this module.



Some Important Tools		
(To access a tool, click its icon in the toolbox.)		
Tool	Name	Purpose / how to use
	Marquee	Click and drag to select part of the image
	Move	Click and drag to move a selected area or an entire layer.
	Crop	Click and drag to specify area to crop. Press Enter key to crop or Escape key to cancel.
	Type	Click the image with the type tool where you want to add type. Then start typing.
	Zoom	Click or drag to zoom in (to zoom out, press the Alt key)
	Hand	Drag with the hand tool to move around an image

Palettes

Palettes enable you to perform a wide variety of tasks in Photoshop. To display or hide particular palettes, go to the Window menu and choose a palette name.



Window menu

Palettes

Palettes are usually organized into groups. In the above example, Layers, Channels, and Paths are a group. You can easily move a palette group by dragging its blue bar (at the top of the group). To shrink a palette group, double-click on its blue bar. To hide a palette group, click its close box (the "X" on the right side of the blue bar).

You can drag the tabs of palettes to move them around, or to combine them into other groups.

To reset palette locations to the default, choose Window>Workspace>Reset Palette Locations.

Rulers

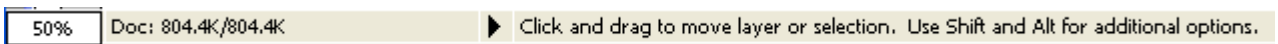
To display or hide rulers, choose Ctrl+R or View>Rulers.



Rulers show the size of your image. For example, the above image is 192 pixels wide by 128 pixels high. To change the unit of measurement (such as from pixels to inches), double click on the ruler, or go to Preferences (Edit>Preferences>Units & Rulers). If you are creating an image for the Web, use pixels as the unit of measurement.

The Status Bar

The status bar at the bottom of the Photoshop desktop provides information about your current view, file and currently selected tool (in this example, the view is now 50%, the file size is 804K, and the move tool is currently selected).

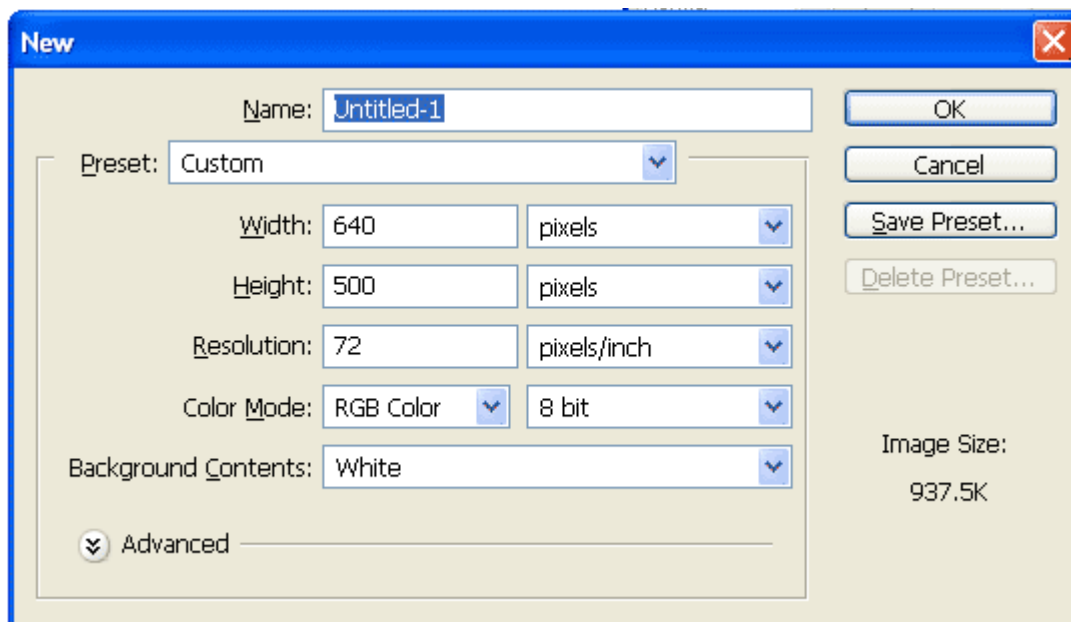


4.2 Getting Images into Photoshop

When you first launch Photoshop, the Photoshop desktop (described above) appears. But in order to do anything, you need to have an image. There are three main ways you can bring an image into Photoshop:

You can open an existing image file by choosing File > Open or File>Browse. Photoshop can open most image file types.


You can create a new Photoshop file from scratch. To do this, choose File > New. Give your file a name, and then choose a preset from the Preset dropdown menu, or enter information for width, height, and color mode (usually RGB). Then click OK.



Moving Around an Image

When editing images in Photoshop, you can do many tasks more effectively if you zoom in and move around the image. You can zoom in close to make adjustments to small areas, and then zoom back out to see how your edits have affected the overall image.


The main tools for zooming and moving around an image are the **zoom tool**, the **hand tool**, and the **navigator** palette.

To zoom in, choose the Zoom tool () and then click or click and drag in the image.

When you zoom in, the zoom percentage (or view size) increases. The current zoom percentage is shown in the status bar and at the top of the image window. The zoom percentage shows the magnification at which you are viewing the image (not the actual size of the image).

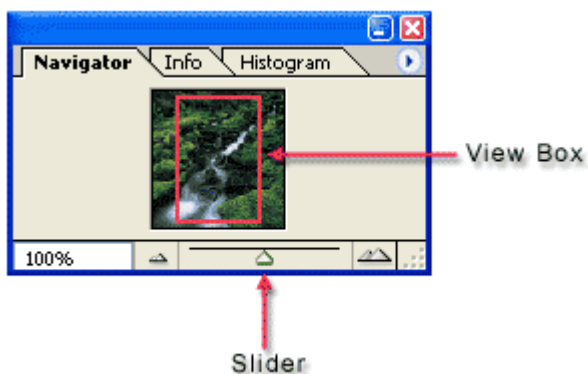
A quick way to go to 100% view size is to double-click on the zoom tool icon in the toolbox.

To zoom out, press the ALT key while you click with the zoom tool.

Use the Hand tool () to move around the image in the window when you are zoomed-in.

When using another tool, you can press the spacebar to temporarily access the hand tool. You can then drag to move around the image. When you stop pressing the spacebar, you will return to using the other tool.

To zoom and move around the image with the Navigator palette, choose Window>Show Navigator. The navigator palette will appear:



You can use the navigator palette to zoom in or out of an image (by dragging the navigator slider) or to move around the image by dragging the view box (when you are zoomed in). The view box shows the part of the image that is currently being displayed in the main image window.

For multiple windows of an image, choose Window>Arrange>New Window. This way you could zoom in very close to part of an image, while also displaying the entire image on your screen in another window at the same time.

Tips for using Photoshop

Displaying and hiding palettes and the toolbox

- Press Tab to hide palettes and toolbox.
- Press Shift-Tab to hide palettes.

Correcting mistakes

- Choose Edit-Step Backward to undo your last action or press Shift+Ctrl+Alt+Z.
- Choose Window>Show History to view the History palette. Then you can click on a previous history state to undo one or more of your actions.
- Choose File-Revert to return to last saved version of file.

Getting Help

To access online help from within Photoshop CS, press the F1 key or choose Help > Photoshop Help.

4.3 Imaging Concepts

Color Modes

Some of the most frequently used color modes are:

RGB Mode

three channels (Red, Green, and Blue)

used by all monitors and by the Web

recommended by Adobe for editing color images



Grayscale Mode

One channel, 256 shades of gray



Bitmap Mode

Black and white (no shades of gray)

Used for line art



Indexed Mode

One color channel, up to 256 color values

Used for GIF images destined for the Web



CMYK Mode

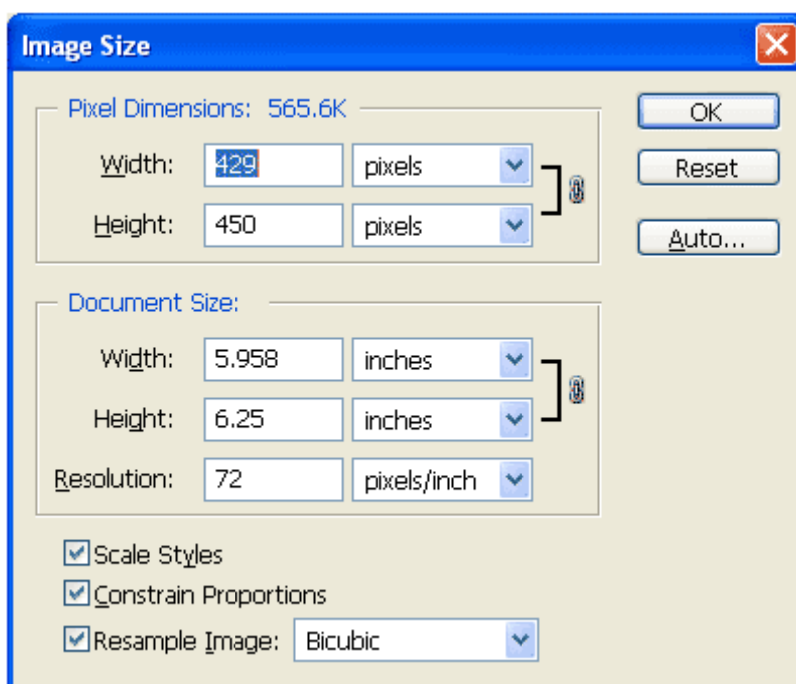
Four channels (Cyan, Magenta, Yellow, Black)

Used by professional printing houses. If you are producing an image for a publication or poster, you may need to save it in CMYK mode.

Image size and resolution

Digital images are made up of pixels (picture elements), which can be defined as colored squares. Each pixel is only one color.

A good way to learn about concepts related to image size and resolution is to experiment with an image using the Image Size dialog box. To do this, open an image in Photoshop. Then choose Image > Image Size, and the Image Size dialog box appears.



Under *Pixel Dimensions*, Width and Height refer to the number of pixels in an image, which has to do with the size of display on screen. Under *Document Size*, Width and Height refer to the size of the image when printed.

4.4 Image Editing

About Image Editing

Photoshop provides numerous powerful tools for working with images. This section describes key tools for image editing.

Keep in mind the following when editing images:

It is always a good idea to keep your original image as a backup and work on a copy, in case you make a mistake and want to start over. (If you want to go back to the file as it was when you opened it, choose File>Revert. You can also go back to a previous state of your image by using the History palette.)


If you have selected an area (using the selection tools), adjustments you make affect only the selected area. Otherwise most adjustments affect all the pixels in the image.

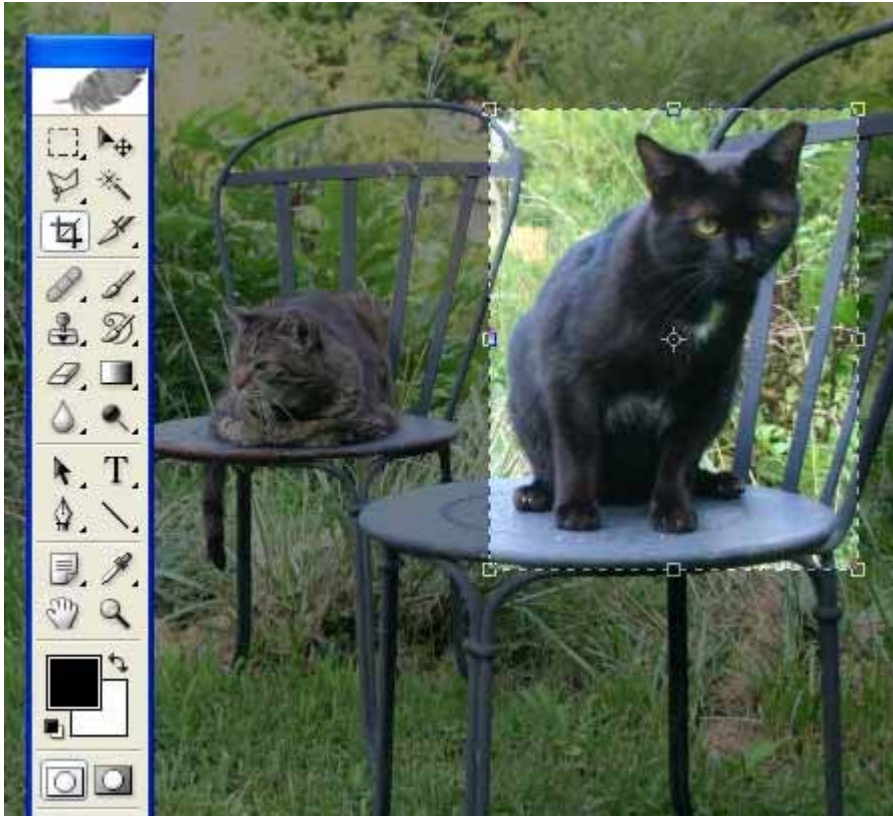
If your image has multiple layers, adjustments you make generally affect only the current layer.

Cropping Images

Cropping and Straightening Images

If you are going to want to crop your image, it is usually a good idea to do this at an early stage, before you do a lot of other editing with other tools. To crop an image:

Choose the Crop tool () in the toolbox. Then click and drag across the image. An outline will appear that shows you the area to be cropped.




Adjust the area to be cropped by using handles on the edges of the image.

Note: If you move the cursor just outside of one of the corner handles, it turns into a curved cursor, which then allows you to change the alignment of the selected area. This is useful, for example, to correct a scan of a picture that was in a crooked position on the scanner.

Press Enter to crop or Escape to cancel.

Removing Imperfections

Using the Clone tool

The clone tool (), also called the rubber stamp, allows you to remove imperfections such as dust and scratches by covering them with samples of nearby pixels. For best results, zoom in close and use a small brush.

Zoom in close to the area you want to edit.

Choose the clone tool, and make sure "aligned" is checked in the Options bar.

In the options bar, choose a brush size (this determines the size of the sample). The cursor shows the size of the brush, as shown below. The circle is the cursor (brush).




(Note: if the cursor doesn't show the brush size, go to Edit>Preferences>Display & Cursors, and choose Brush Size for Painting Cursors.)

Press Alt and click to define initial source point (sample).

Move the cursor over the area you want to cover, and click to cover it with the sample. In the following example, I moved the cursor slightly down and to the left to cover several white specks. You can see that the imperfection has been removed (there is a slight blemish where the clone tool was applied, but it is a vast improvement).



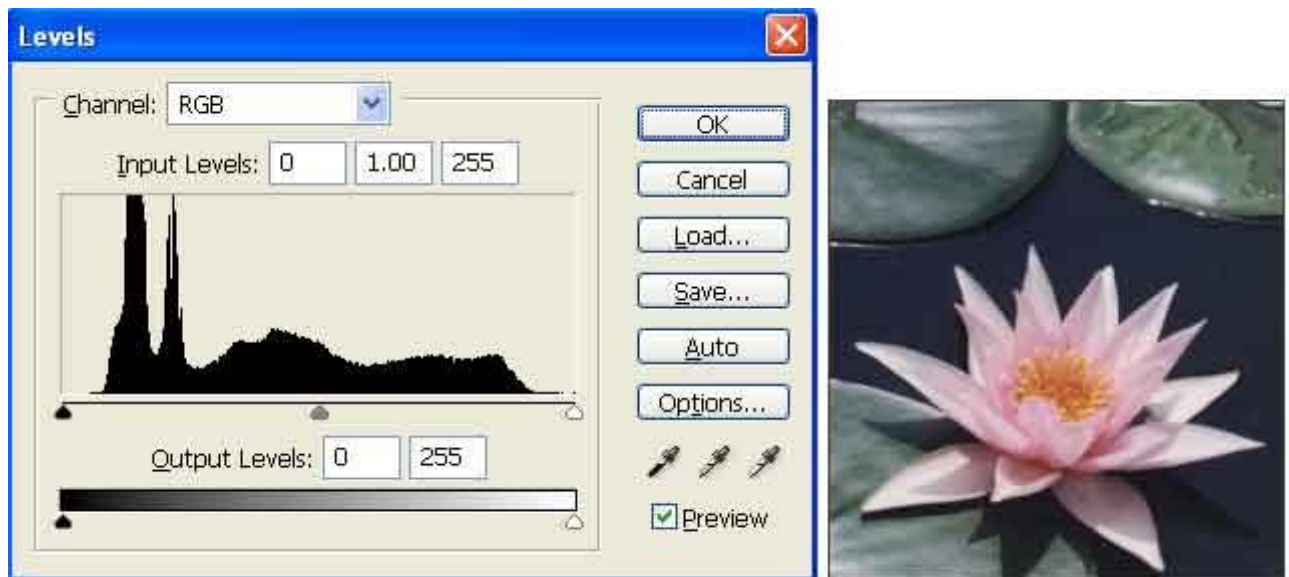
Using the Healing Brush Tool

The steps for using the healing brush tool () are the same as for the clone tool. The healing brush attempts to take the texture from the sample without affecting the brightness of the area to which it is applied. In some cases this is more effective than the clone tool. The following is shows the same correction as above, only this time done with the healing brush tool. The blemish appears to be somewhat less noticeable.



Adjusting Contrast

The Levels command is a very good tool for adjusting image contrast and tonality. Choose Image>Adjust>Levels, and the Levels dialog box appears. It displays a histogram of the brightness values of the pixels in your image. There are two sets of sliders (triangles): input levels and output levels. For most editing tasks, use the input levels sliders (the three triangles just below the histogram):



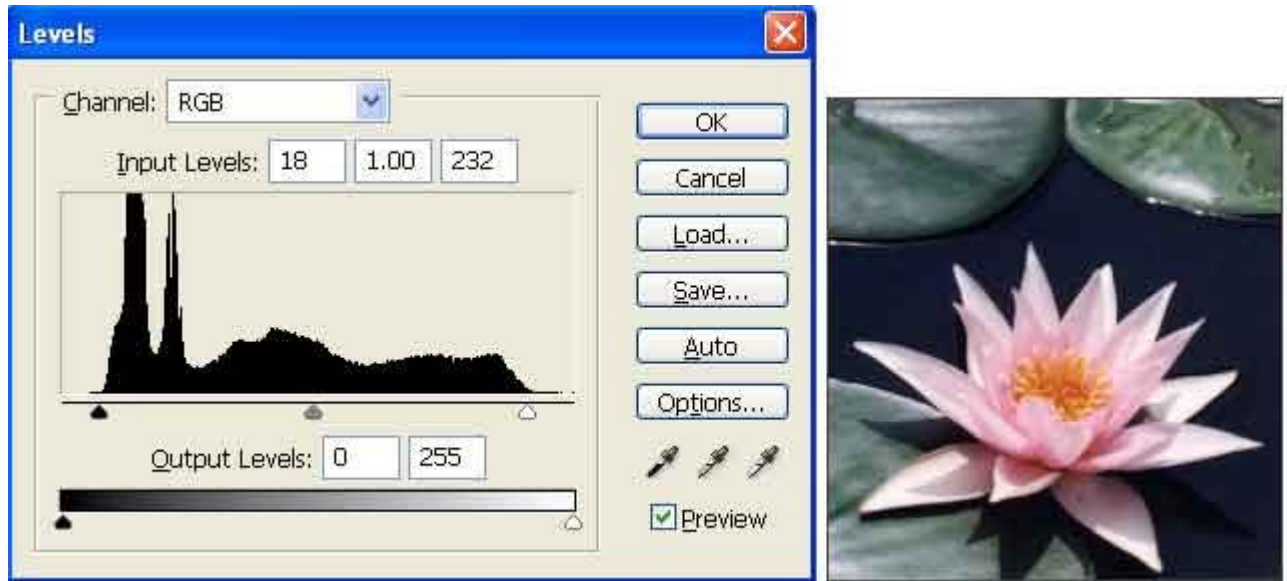
To increase contrast (create more dark and light pixels): Move the left and right sliders toward the middle.

To adjust the midtones: Move the middle input levels slider to the left to lighten midtones, and move the middle slider to the right to darken the midtones.

Keep the Preview box checked in order to see the effects of moving the sliders on your image.

To make the adjustment, click OK. To cancel it, click Cancel.

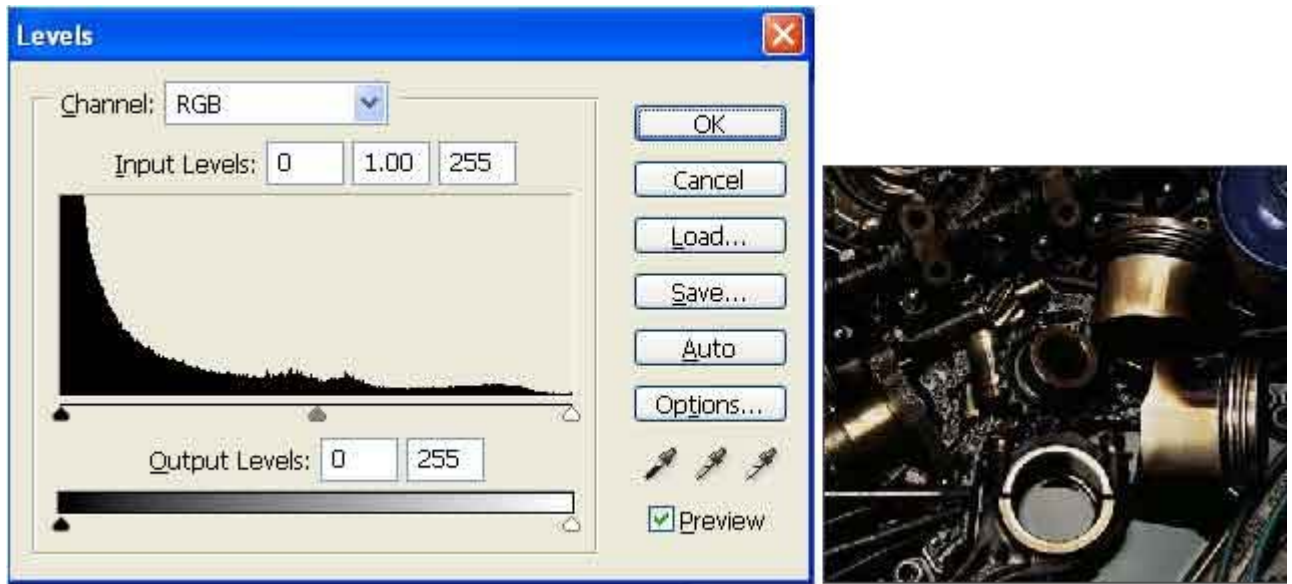
In the above example, the brightness values of the image are fairly well distributed, with more dark pixels than light pixels, due to the dark areas (water) in the image. But there are few (if any) pixels that are completely white or black. We can change this and increase the contrast of this image by moving the left and right sliders a little toward the middle, as shown below.



Because the Preview box in the layers palette is checked, we can see the result on our image as we adjust the sliders. The image now has more contrast (is less "flat") than before, which in most cases is an improvement.

Note: In the above example, the Levels dialog box Channel popup menu is set to the default of RGB, which means the histogram represents a combination of all of the channels (Red, Green, and Blue light) in the image. You can use Levels on an individual channel, which may be a good idea in some cases. However, because you would then be adjusting the brightness values for only one color channel, this is likely to change the color balance of the image. (To fix this problem, consider using Auto Color, described below.)

An even distribution of pixels is not always desirable. For example, the following is a photograph of something dark, and the photographer probably wants the image to be dark as well. In this case there may be no need to make an adjustment in the Levels dialog box.



If, on the other hand, you were taking pictures outside on a snowy day, you would probably expect (and want) the Levels dialog box to show a majority of the pixels on the right side of the histogram.

Photoshop provides other options for adjusting contrast. Image>Adjustments>Brightness/Contrast is the simplest tool, but is not nearly as effective as Levels. Image>Adjustments>Curves is more sophisticated than Levels (but also more difficult to use). For many purposes, Levels provides a good combination of power and ease of use for adjusting image tonality.

Sharpening an Image

Use Filter>Sharpen>Unsharp Mask to sharpen an image. In the dialog box that appears, keep the preview box checked. This allows you to see the effects of different settings.



Amount -- How much sharpening is applied? Consider using a value between 50% and 150% for typical images.

Radius -- The number of pixels affected around edges. Consider using a value between 0.2 and 2.0.

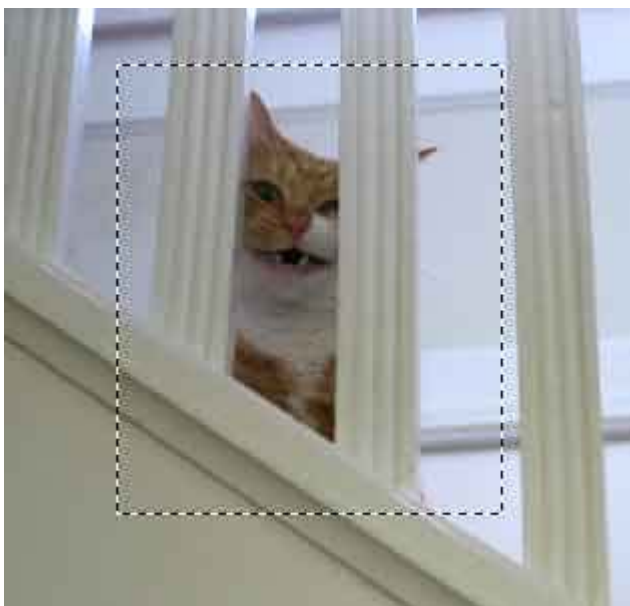
Threshold -- Defines what brightness difference qualifies as an edge (0 is default, sharpens all pixels). Consider using a value somewhere between 1 and 5 (for Threshold, the higher the value, the less pronounced the sharpening effect).

Note: Sharpening is more an art than a science, and is somewhat subjective. The above settings are only suggestions. For best results, you need to look at the particular image and figure out for yourself what looks best! To get the best idea of the effect your settings will have, make sure that you are viewing the image at 100% magnification, and be sure to keep the Preview box checked in the Unsharp Mask dialog box .

Selection Techniques

Up to this point, we have discussed image editing as it applies to an entire image. But in some cases, you may wish to isolate part of an image for editing, or to combine it with other images. In Photoshop, this is called a **selection**. When part of an image has been selected, the image editing tools and commands work the same way, but only the selected part of the image is affected.

When you make a selection, a selection outline appears to show you the selected area. In the following example, a rectangular area has been selected:



Note: In some cases, pixels may be partially selected (see feathering, below). In such a case, the selection outline is only approximate because there is no sharp boundary between selected areas.

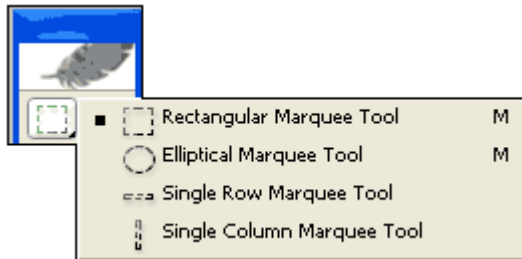
Using Selection Tools


To make a selection, click a selection tool icon in the toolbox. Then use the tool as described below.

Note: Take a look at the Options bar for the tool you are using. (If the options are not visible, choose Window>Options.) You may want to adjust the options for the tool (for example, to make the selection feathered).

In some cases, tools may be hidden "behind" other tools. Click and hold the tool to see the hidden tools.

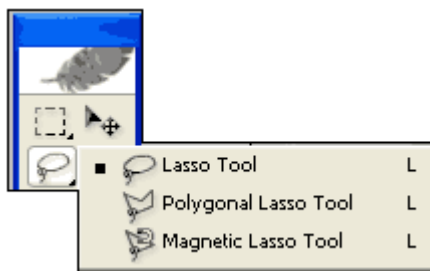
Selecting Rectangles, Ellipses, and Rows: the Marquee tools





The rectangular marquee tool () is probably the most frequently used selection tool. It allows you to select rectangular areas. Click and drag diagonally with it to make a selection.

The elliptical and row marquee tools are less frequently used. They are hidden "behind" the Marquee tool. To select an elliptical area or a single row of pixels, press Shift+M to cycle through the marquee tools. Then drag (with Elliptical tool) or click (with Single Row tools) to make a selection.


Selecting Irregularly Shaped Areas: the Lasso Tools



To create freeform selections, you can click and drag with the Lasso tool (). But the lasso tool may not give you enough control. For more control, you may find the polygon lasso and magnetic lasso tools easier to use.

The Polygon Lasso tool () is often quite useful for selecting irregularly shaped areas. To use it, click on the image, then move to another place and click again to create a segment. Click multiple times to create a selection around an irregular area in your image. Double-click to finish the selection.

Note: *If you are in the middle of selecting and you make a mistake, press the backspace key to go back one segment, or click the Esc key to undo the selection entirely.*

Without pressing the mouse button, move the magnetic lasso tool  around an area to select it. The tool will look for edges.

Selecting by brightness and color: Magic Wand tool (W)

Click somewhere on the image with the magic wand tool to select adjacent portions of the image based on color brightness. The higher the tolerance entered in the Options palette, the more pixels are selected.

Note: *In addition to the above tools, there are some additional more advanced techniques for making selections. For example, you can use the Pen tool to create paths. You can convert a path into a selection by choosing Make Selection from the Path palette menu.*

General Selection techniques

To hide the selection outline, press Ctrl+H. To display the outline again, press Ctrl+H again.

To invert a selection, choose Select > Inverse.

To deselect, click outside of the selection, or choose Select>Deselect, or Press CTRL+D.

Adding to and subtracting from current selections


To add to an existing selection, press Shift

To subtract from an existing selection, press Alt

To add to an existing selection based on color, choose Select > Similar.

Moving Selections

To move a selection outline, put the selection cursor inside the selected area and drag.

To move the contents of a selection, choose the move tool  and drag the selection.

Feathering selections

Feathering gives a selection a softer edge. You can feather a selection by entering a value in the Feather checkbox in the options bar. Or you can feather an existing selection by choosing Select>Feather.



Not
Feathered



Feathered

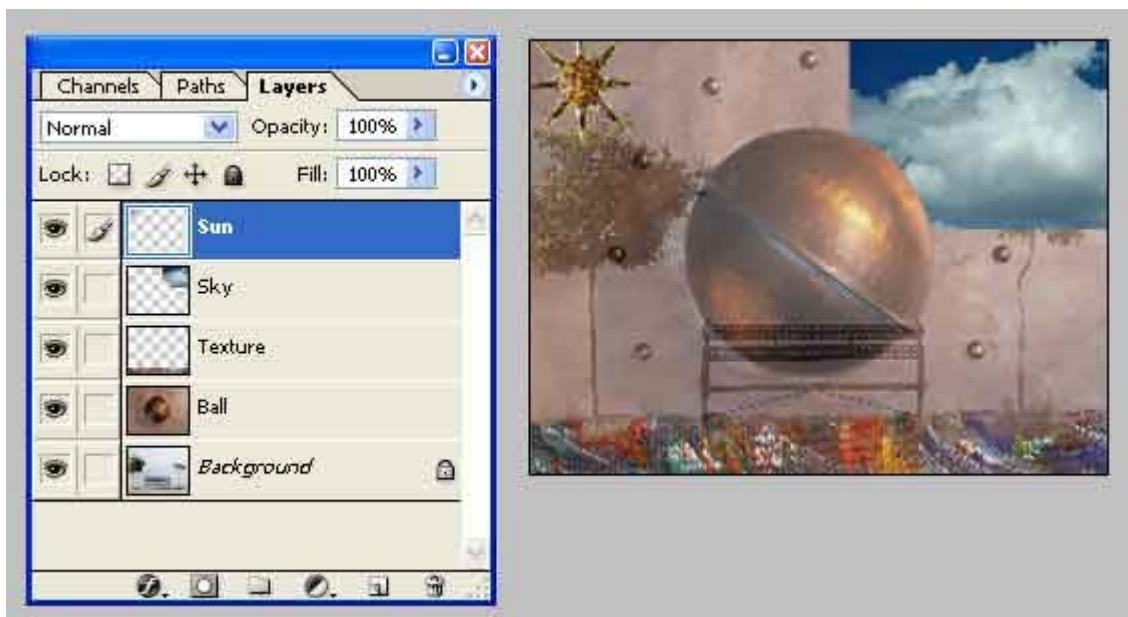
Working with Layers


Images in Adobe Photoshop are made up of layers. Initially, each image has only one layer (called the background layer), but you can add more layers to the image.

Layers are very useful for editing images and creating special effects. For example, you could make a copy of a layer and make some changes to it. If you don't like the results, you can delete the layer and still have your original layer as a backup. You can also combine images by putting different content on different layers.

Note: *Keep in mind that layers require a substantial amount of memory. Photoshop files with large numbers of layers typically are large files.*

To work with layers, display the Layers palette by choosing Layers from the Window menu. The following is an example of the layers palette along with an image.



The first column of the layers palette shows which layers are currently visible, indicated by the eye icon (). In the above example all the layers are visible. You can change a layer's visibility by clicking in the first column for the layer.

Note: *Even when a layer is visible, part of it may be transparent. For example, this happens if you select part of an area and then press the delete key. When part of a layer is transparent, the layers underneath it can show through.*

Photoshop represents transparent areas by a checkerboard pattern:



You can change the opacity of a layer by entering a value between 0 and 100 in the Opacity field at the top of the layers palette. For example, at opacity of 10%, the layer would be nearly transparent; at opacity of 90%, it would be almost completely opaque. The opacity default is 100%.

Editing, you do within Photoshop affect the current layer. In the example above, the "Sun" layer is the current layer.

To make a layer the current layer, click on the layer in the Layers palette.

To change the name of the layer, double-click on the layer's name, then type in a new name.

To create a new layer, click the new layer icon at the bottom of the Layers palette, or duplicate a layer by dragging the layer to the new layer icon.



To delete a layer, click the trash icon, or drag the layer to the trash icon (next to the new layer icon).



To lock (prevent changes to) a layer, click one of the Lock: boxes near the top of the layers palette. From left to right, they are: lock transparent areas, lock pixels, lock layer position, and lock all.

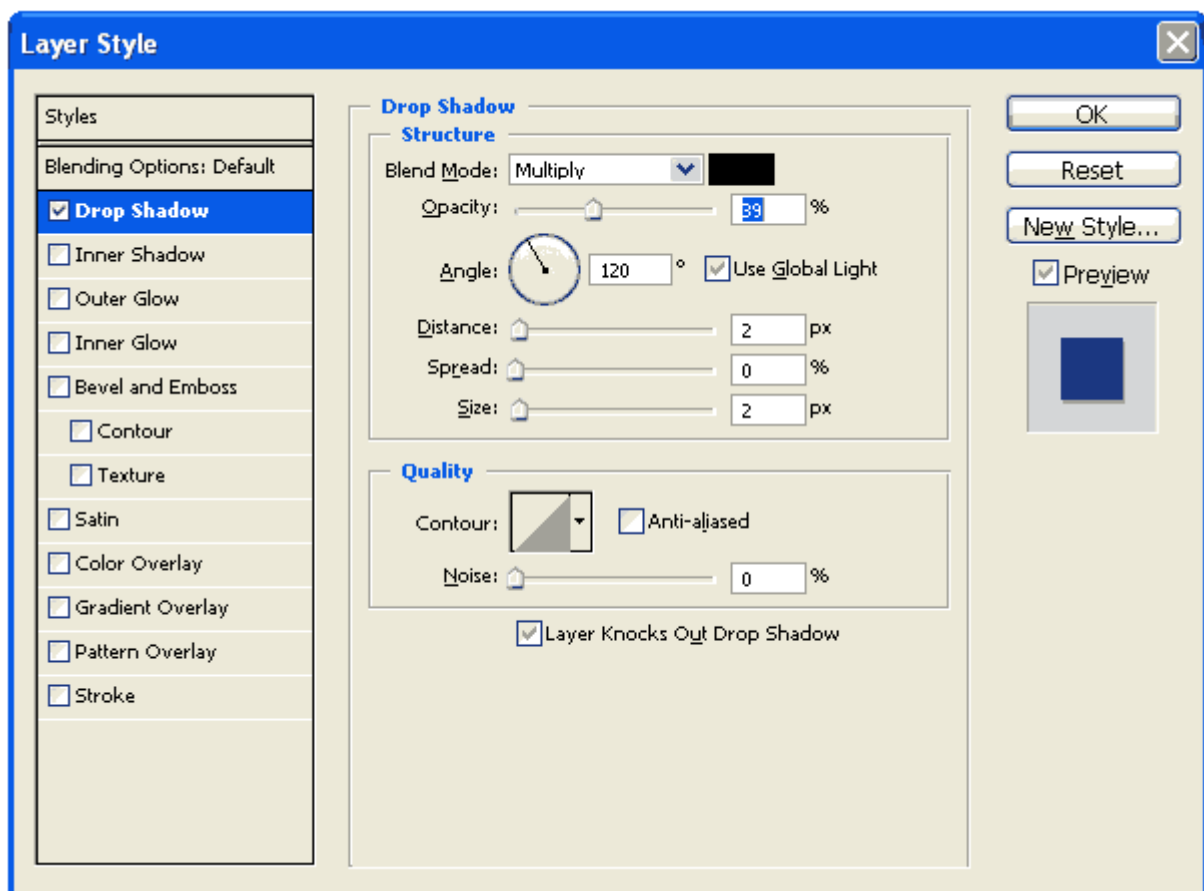


Layer Styles

You can add special effects such as drop shadows to any layer of your Photoshop image by selecting the layer in the layers palette, then clicking the Effects button at the bottom of the layers palette:




The Layer Style dialog box will appear. Use this dialog box to create effects for the currently selected layer.



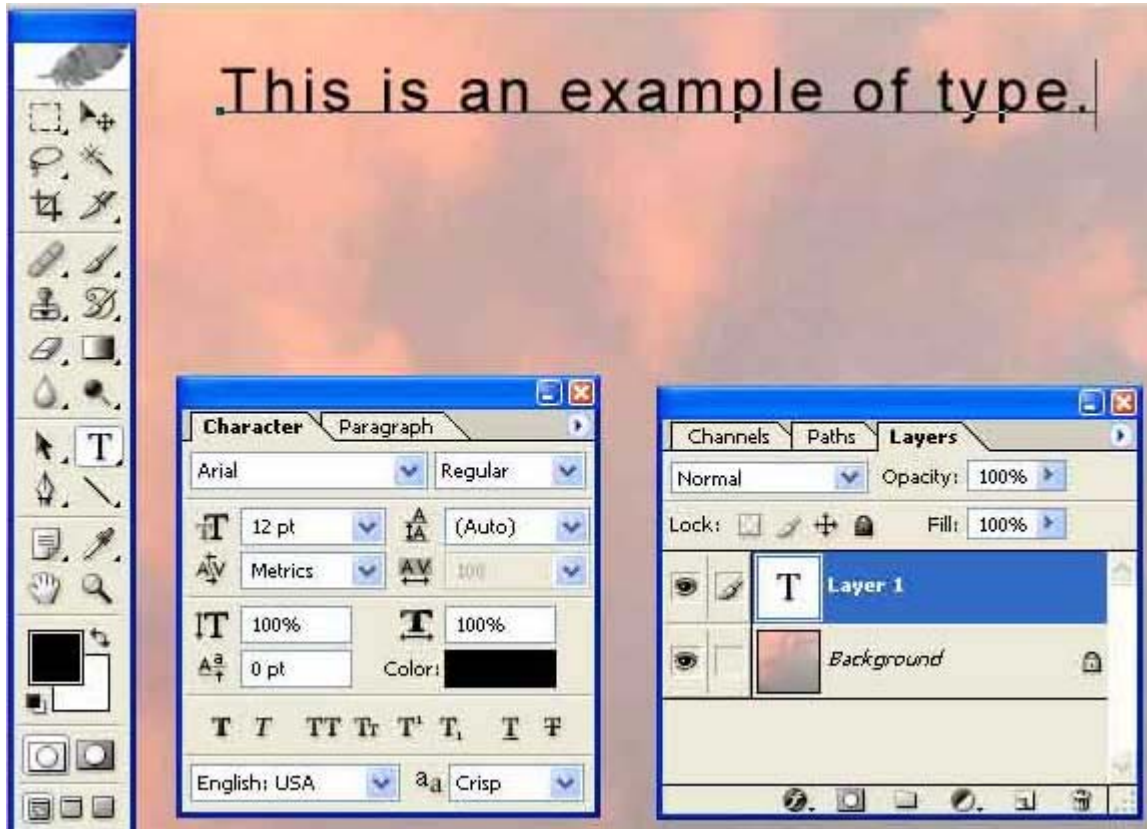
Note: Transparent portions of a layer allow the layer to have edges to which you can apply effects such as drop shadows. If your layer doesn't have any transparent pixels, you may not be able to see any changes when you apply layer effects.

Combining Images

One of the great advantages of layers is that they can be used to combine images. You can combine images by opening two images in Photoshop, and then using the move tool  to drag one image on top of the other. When you do this, the first image appears as a new layer in the second image. You can also copy and paste a selection from one image to another, which also creates a new layer.

Adding Type to Images



To add type to images use the Type tool (“T” in the Toolbox). .




To enter a single line of text, click on the image with the type tool. Then type. A type layer is automatically created.

To create a paragraph (column) of text, click and drag with the type tool, then start typing. When you enter the text, it will wrap at the point where you stopped dragging.

To reposition the text while you are using the Type tool, press the Ctrl key. The Type will change into the move tool so you can move the text box.

When you are finished typing, click the “Tick Mark” () in the options bar or press the Enter button of the Number Pad. To cancel, click the () mark in the options bar.

To adjust the color and format of your type, select the type and then change the settings in the options bar (at the top of the Photoshop desktop), or use the Character or Paragraph palettes (to display these palettes, click on the text palettes button () , which appears in the Options bar whenever the Type tool is selected).

When you use the Type tool, a type layer is automatically created. As long as your type is on a Type layer it is editable. If you convert it to an image layer by rasterizing it (Layer>Rasterize), you will no longer be able to edit it.

Painting Techniques

In addition to working with photographs and type, you can also use Photoshop create or modify images using paint brushes and colors. The brushes are also used for some other special purposes, such as for using the healing brush and eraser tools.

Choosing an area to paint

To isolate an area you want to paint, make a selection. This protects the non-selected area of the image from painting. If you want to paint on the entire image, make sure nothing is selected.

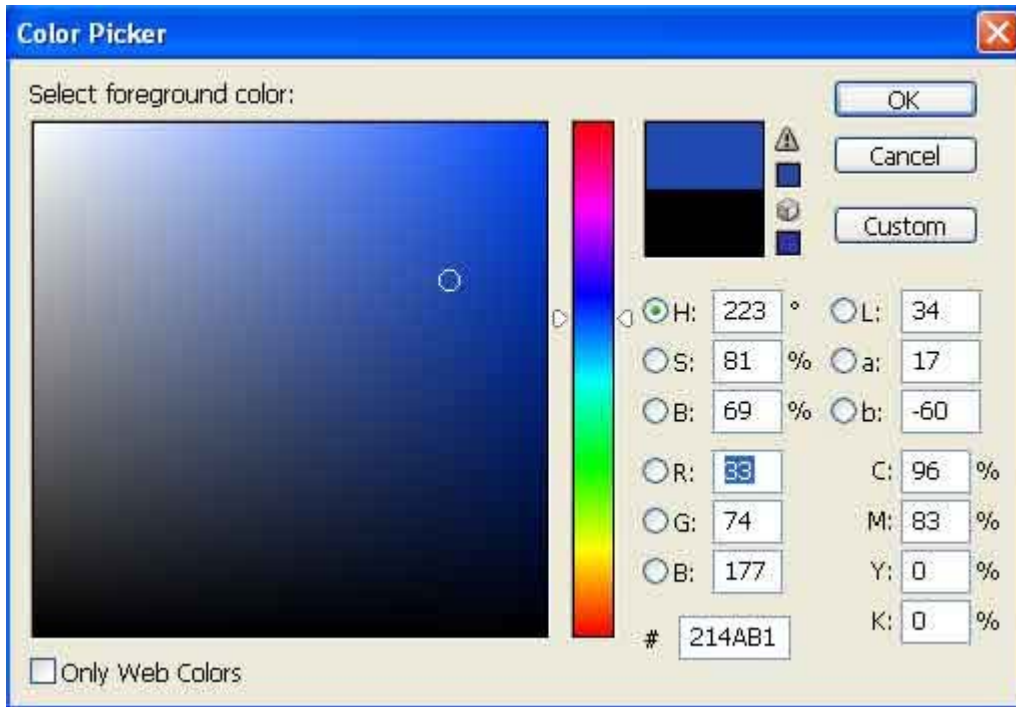
Choosing Foreground and Background colors

The paint brushes paint with the current foreground color, which is shown in the toolbox. The default foreground color is black and the default background color is white, as shown below.



To swap the foreground and background colors, type X, or click on the double-sided arrow. To return to the default color, type D.

To choose a new color, click on the foreground color in the toolbox, and the color picker will appear.



When you choose a color and then click OK, the new foreground color appears in the toolbox:




You can also choose colors by clicking in the swatches palette or color bar (in color palette), or clicking on the Eyedropper tool and using it to sample a color from the image by clicking on the image.

Using Painting Tools

Using the Paintbrush (B) 

- Choose the tool in the toolbox. Change the brush size and other options for the tool if you wish by changing the settings in the options bar.
- Drag on the image or selection. To constrain brush strokes to straight lines, press shift while you drag.

Using the Eraser (E) tool 

The eraser erases to transparency if on a layer other than the background. It erases to the background color if you are erasing on the background layer.


Choose the Eraser tool, then choose a type of eraser from the Eraser Options palette (paintbrush, airbrush, pencil, or block). Drag on the image to erase.

Note: You may want to make a copy of your layer before you use the eraser so that you will have a backup.

Using the Paint Bucket (G) 

The Paint Bucket fills adjacent areas that have colors within tolerance range of a pixel you click.

- In the layers palette, check Preserve Transparency if you want to avoid filling transparent areas of the layer
- Choose the Paint Bucket tool.
- Set a tolerance value in the options bar.
- Click in the portion of the image that you want to fill.

Creating gradients (G) 

- Click the Gradient (G) tool.
- Choose Gradient options in the Options bar.
- Click and drag to create a gradient.

4.5 Preparing Images for Website

Web Imaging Tips

When saving or exporting files for use on the web, you need to save images in a Web-compatible file format, such as GIF or JPEG. To do this you can use File > Save For Web or File Save As. Save for Web gives you the most options, and allows you to preview your image at different compression levels.

Here are some things to keep in mind when saving images for the Web:

When you export images from Photoshop to a Web file format, keep a native Photoshop file as backup. This will help you if you need to modify any of the images later.

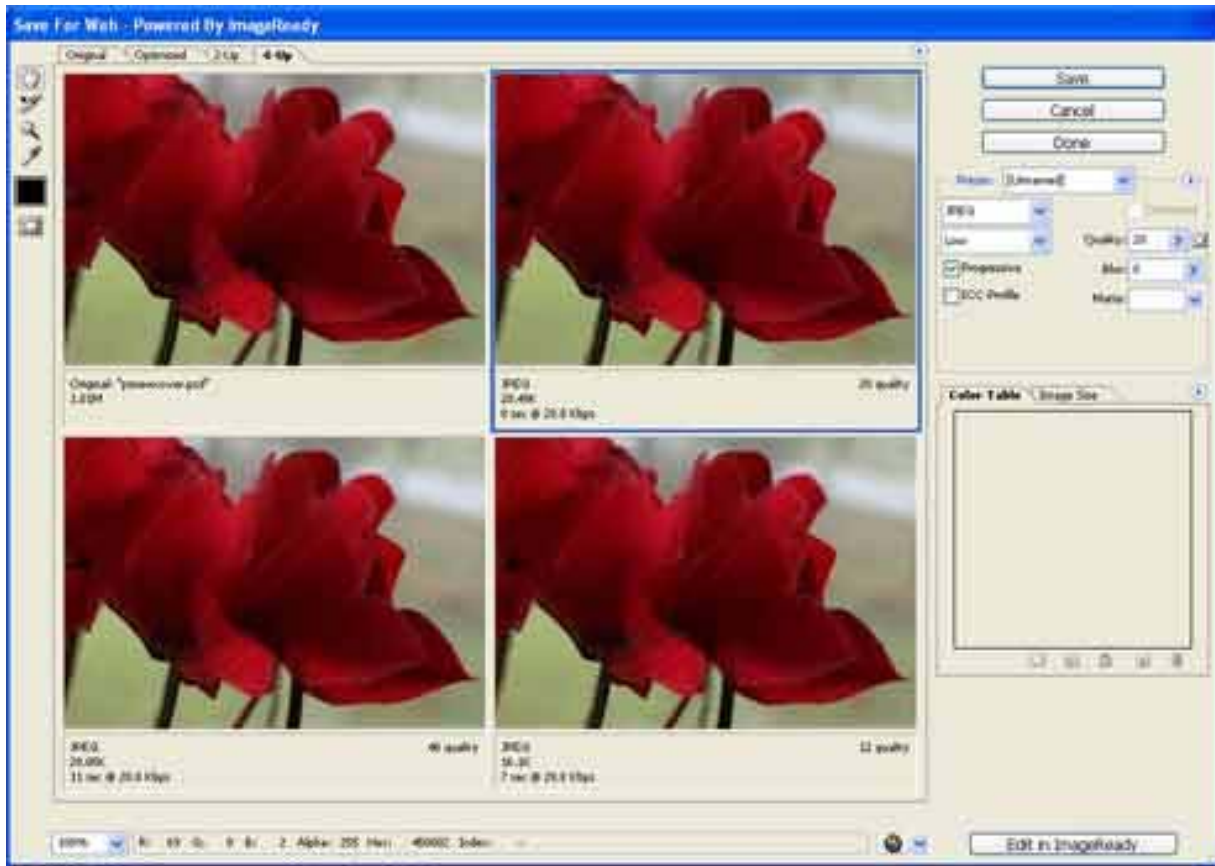
Make file sizes as small as possible while maintaining acceptable image quality.

When working on the Web, remember to think in terms of pixels (not inches). Images will appear on the Web at about the same size as they do when you are looking at them in Photoshop at 100% view.

The “*Save for Web*” Command

A good way to save images for the Web is to choose File > Save for Web. The advantage of the Save for Web command is that it presents previews of your image with different settings. You can apply different settings to different previews and compare them before you decide which settings you want to use when you save the image.

When you choose Save for Web, the following dialog box appears:



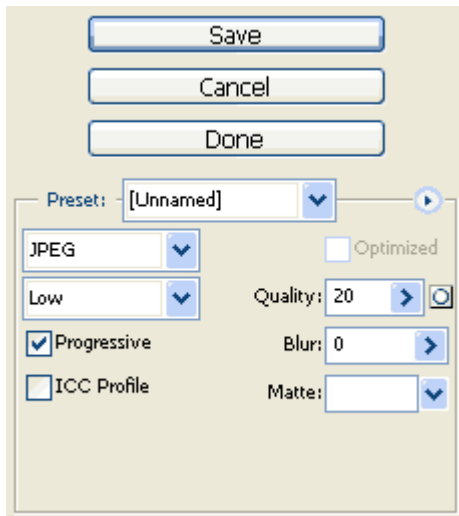
In the Save for Web dialog box, the original image appears in the upper left corner, and the others are previews. Click on one of the previews to select it. (A thin blue line appears around the currently selected preview.) You can change the selected preview's settings in the upper right area of the dialog box. The available settings change depending on whether you choose JPEG or GIF from the popup menu in the upper-right area.

The file size for each preview is shown below the preview. Compare the file sizes and display quality of the previews. In some cases either GIF or JPEG is acceptable.

In general, for color photographs and images with gradients use JPEG format. For images or graphics with flat colors (such as illustrations and logos), use GIF format.

For JPEG format:

Choose JPEG from the popup menu in the upper-right area.



If you wish, choose one of the Preset options for defining your settings; otherwise choose the settings you want to specify from the other popup menus.

Choose Quality, either by choosing Low, Medium or High or by choosing a value between 0 and 100. A high number such as 90 will result in a very high quality image, but the file will be larger and will take much longer to download. Most images can be saved at fairly low quality and still look good on the Web.

For GIF Format:

Choose GIF from the popup menu in the upper-right area.



If you wish, choose one of the Preset options for defining your settings; otherwise choose the settings you want to specify from the other popup menus.

Choose a color reduction palette. Usually Selective, Adaptive, and Perceptual work well. You can experiment and see which looks best to you.

Specify the number of colors you want the GIF image to have (the more colors the larger the file size)

Choose Interlaced if you want the image to start appearing more quickly (recommended).

Email and Internet

5. Internet and Email

5.1 Internet

Internet is a network of computers around the world. Every computer connected to the internet must have a unique identification. This unique identification is called the IP (Internet Protocol) address. The IP address is number-form of address and is easily used/understood by machine. But it is quite difficult for human to remember and use such numbers. So for the easy daily use, such names are translated to easy-to-use and easy-to-remember form. Ex bbc.co.uk is an easy name for normal man to use. It actually refers to a computer located somewhere in the world.

There are different ways of using the internet resources. For a normal man, the easy interfaces are available. They normally use the internet through the Browser or some simple applications such as messenger.

Browser

There are different browsers available. One of the most commonly used browsers is Internet Explorer. Other are Mozilla Firefox, Netscape navigator etc. Whichever browser we use, the purpose is same but the features provided by the individual browser may be different.

Websites

A web page is a page containing text, picture and/or different multimedia objects such as sound, movie etc. A collection of web pages form a website. Now a days, even small firms or individuals have websites to give information about them. These websites are stored in some computer somewhere in the world. These computers are also designated by IP. For easiness, these are mapped to easy names such as www.planetfinance.org, www.smelink.com.np

We can access the website through the browser.

Hosting

Web Hosting or 'Hosting' is a service provided by a vendor which offers a physical location for the storage of web pages and files. Think of a Web Hosting Company as a type of landlord, they rent physical space on their servers allowing web pages to be viewed on the Internet.

Domain

An addressing construct used for identifying and locating computers on the Internet. Domain names provide a system of easy-to-remember Internet addresses, which can be translated by the Domain Name System (DNS) into the numeric addresses (IP address) used by a network. For example: `www.planetfinance.org` is the domain name.

Every domain name has a suffix that indicates which Top Level Domain (TLD) it belongs to.

Which are as follows:

- `com` - commercial business
- `org` - Organizations (nonprofit)
- `net` - Network organizations
- `gov` - Government agencies
- `edu` - Educational institutions
- `mil` - Military
- `ca` - Canada
- `th` - Thailand
- `np` - Nepal

5.2 Email

The full form of email is Electronic mail. For a normal mail delivery we must have a sender's and receivers address. Similarly, we need a sender's and receiver's email address to send email. The email address can be publicly available email address (free of cost). And privately used email address. Yahoo, Hotmail, Gmail etc are some common names providing the free email facility to the users. An individual can easily create and use the account to send/receive email. Depending upon the providers, there is variation in the size of the email box. One can send, receive, and store the emails in his /her account as per necessity. Before using the account each must create an individual account.

There may also be organization specific email addresses. These types of email systems are created specially for security and maintenance point of view. It is restricted to certain group or individual.

Messenger

Messenger is a chat application for people to chat directly with each other when they are online. Almost all the email providers have also provided the chat facility. Eg Yahoo has Yahoo Messenger, Hotmail has msn Messenger.

Mail System

How to open account to send/receive email?

1. Open browser
2. In the address bar, type the name of the email address provider's website e.g. www.yahoo.com or www.hotmail.com
3. To create the account, one must click 'Sign Up'.
4. The sign form asks different personal information. (The information may be varied depending upon the provider)
5. Upon filling the information, click on the Agreement button.
While creating the account, the address must be unique to all others.
6. If the necessary fields are filled and comply with their rules are regulations, the account with the requested id is created and is ready to send receive the mail.

Using the account

There are different categories inside.

'Inbox' contains the mail sent by others

'Sent' contains the mail sent to others

'Spam' contains the mail not really found to coming from reliable source.

'Draft' contains the mail being drafted but not sent.

'Composer' section is used to compose a new mail to be sent to others.

Note: *The name of the categories may slightly vary depending upon the provider.*

There may also be additional options such as Delete (to delete unwanted mail), Reply (to reply to a particular person), Forward (to forward the mail received to someone else).

While composing mail, the only compulsory part is the receiver's email id.

Using an already created account

1. Open browser and type the name of the provider's address.
2. Supply your id and password provided in the sign up form.
3. Click 'sign in' button.

Safety Precaution: *After signing in the account, never close the account directly. The proper method is to click 'Sign out' option to exit.*

Messenger

The messenger facility is embedded with email system in Gmail so when one signs in, one can chat directly. But in Yahoo!, MSN and some other, the messenger system is separate from mail system but the same id is used to chat as well.

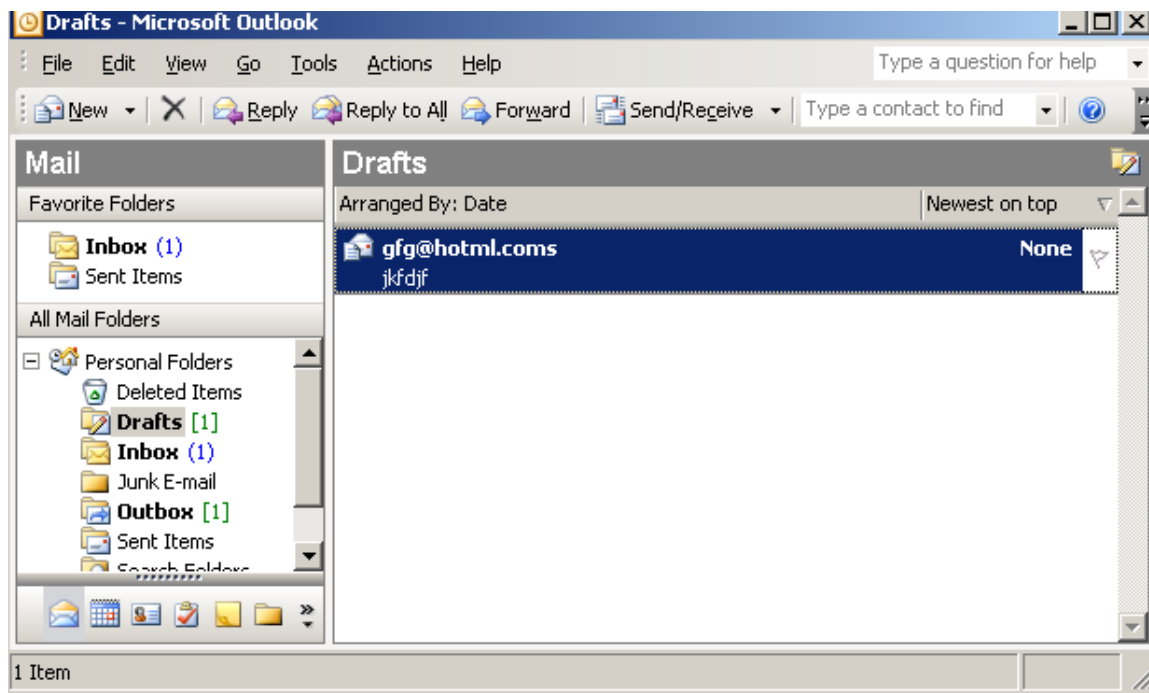
For using the messenger, the application should be installed in one's system.

1. Open the messenger.
2. Supply the username and password and click 'Sign In'.
3. To add new account,
4. To chat,
5. To exit,

Note: Never close the messenger directly for the safety purpose.

Microsoft Outlook

Normally a separate mail agent such as outlook is used when we have our own mail system or when we purchase the mail address from some organization such as ISP, though we can also use such mail agent for public mail system such as hotmail.



Following are the major steps in outlook.

1. Creating account.

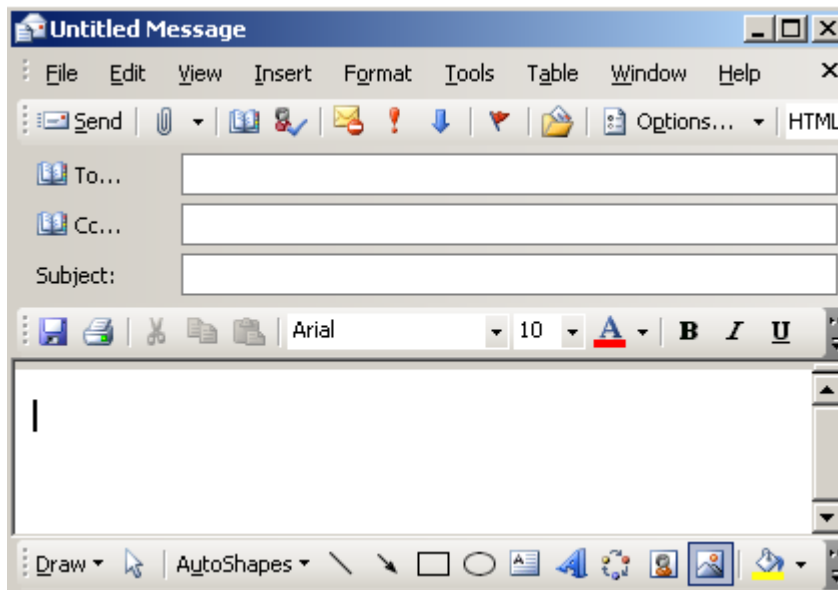
Open Outlook

Tools menu =>Email accounts

In server type select POP3, IMAP etc by consulting the provider

Then provide the email address, Incoming mail server, Outgoing mail server, user name and password as the required information.


2. Click 'New' to create mail message.
3. Following is the appeared window.



In 'To' field, write the receiver's name

In 'Cc' field, write the name of other receiver(s).

In the 'Subject' field, write the subject.

After writing the message in the textbox, click  to send the message.

To complete the remaining the process of sending and receiving the mails click the

 button on the main window.