

# What Where and How to find tutorials, manuals, classes

## Introduction

The Internet has been described as the 'world's biggest copy machine'. The sheer volume of information that we are subjected to has also said to be 'like trying to get a drink of water from a fire hydrant'

The objective of this workshop is to provide an approach to

- finding
- using
- managing

the information related to

- what is out there on the cloud
- where it is and
- how to find it.

There is

- good information and
- bad information

There is

- information that is online,
- in the form of video and
- in the form of downloadable material (may be in e.g. Word, PDF, html, PowerPoint or images).

The power of Google in finding this information depends on how you frame your 'keywords'.

## Office tutorials

The home of Office is Microsoft so it is logical to start your search there. If you use the terms '[Microsoft Office tutorials](#)' the result will take you to a very broad overview of all Office sections i.e. Word, Excel, Powerpoint, Outlook, One Note and Access. You can refine that

search to any of those Office components. You can further refine the search by using the version of office in the keyword search e.g. Word 2003, 2007 or 2010.

The Microsoft site has tutorial that are in text and interactive forms and some with tests of your understanding. Some are only online while others can be downloaded

If you click on the video bar that appears on the left of your Google search you can also view a variety of videos (some good, some bad and some very very bad!). many of the video tutorials have captions to make the videos understandable by viewers with a hearing problem. These captions may need to be turned on by clicking on the little 'cc' icon at the bottom of the video screen. Many can be downloaded.

It is also useful to put in the search term the word 'free' as there are many organisations which provide professional tutorial services.

There are of course other office programmes such as Libre Open Office. Just change your keywords to get their tutorials.

Many tutorials can be downloaded in the form of a manual. Watch the file size though if you consider downloading such manuals.

## **Other software**

Many software programmes e.g. Faststone Image Viewer (which we use in SeniorNet for simple alteration of images) can be downloaded by using the name of the software followed by the word tutorial (and the word free!).

A useful tip when you have a programme that has a 'chm' file (showing as a file box with a large yellow question mark) is that you can download that help file to say your desktop or a Help File folder you have created. It can then be opened to give yourself a quick tutorial without having to open the particular programme. You may have to search programmes for a compiled HTML help file.

## **Useful sites for Office tutorials**

[In Pictures online tutorials](#) are based on pictures, not words. They walk you through tasks step-by-step. There's no complicated multimedia, just pictures that show exactly what to do.

Try some of the [51 Office 97/98/2000/XP-2002/2003 and 2007 tutorials](#), contained on this website, which are available, at no cost, to anyone who desires to download them.

[GCFLearnFree.org](#)<sup>®</sup> creates and provides online learning to anyone who wants to improve the technology, literacy and math skills needed to be successful in both work and life. They have over 750 different lessons.

## Useful sites for general tutorials

[This page](#) lists a massive range of free tutorials on a wide range of subjects from HP. The lessons have tutor help as well in many courses. They can commonly be downloaded to work through the lessons at your leisure.

## Manuals

Searching for manuals, whether it be computers, cameras, software, washing machines, dishwashers, cars or anything you wish to name relies on knowing some pretty specific details of the object you are looking to find i.e. the model details. The best starting point is to bring up the manufacturers home page and start from there.

A good site for manuals related to computer subjects is makeuseof.com. They have a good range of [‘cheat sheets’](#) – one page tips for learning your software.

Their guides also cover a wide range of computing related subjects. you will find over 50 high quality guides covering wide variety of topics. From a dummy guide to build your own computer to an easy encryption guide. All free. [To download them](#) you just need a password. Simply subscribe to weekl MakeUseOf Newsletter using your email below to get it. The password will be instantly emailed to you once you have confirmed.

## General

A mix of tutorials by subject

Each of the headings below is a link to the subject noted.

[Microsoft Office Online](#): Taming Templates columns from Office Online

[Excel add-ins](#)

[Education World® : Teacher Tools & Templates](#)

[TechTutorials: A Free Computer Reference Site](#)

[Help2Go](#)

[TypingTest.com - Test Your Typing Speed](#)

[Typography Tutorials - Legibility | Readability in Type](#)