



## Photoshop Elements 9.0, Level II

- **Advanced Tools.** Cloning; Repairing; Applying Filters.
- **Using Selection and Layers.** Advanced Selection and Basic Masking; Use of Adjustment, Gradient, Color, and Effects Layers; Filter Gallery Advanced Usage; Correcting and Modifying Images with Layer and Blending Options; Locking, Moving, and Deleting Layers.
- **Combining Text with Your Images.** Creating Simple Type; Basic Text Changes; Applying Styles to Type Layers; Cookie Cutter Tool; Text Warping; Clipping Masks.
- **Special Effects.** Creating Panoramas; Stitching, Aligning Layers; Montages and Collages; Editing RAW images; Sharing Photos by E-mail; Burning Disks; Websites.

# MICROSOFT OFFICE 2007

## Photoshop Elements, III

- Work with your own images! Bring a flash drive to class with at least 15 of your .JPGs on it!
- Show off your photos—and your creativity—in entertaining ways, including photo books, scrapbook pages, slide shows, and more.
- **Customizing PowerPoint.** Change Default Presentation Options; Make Favorite PowerPoint Commands Easily Accessible; Make Commands Available with a Specific Presentation.

## PHOTOSHOP ELEMENTS 8.0 LEVEL III

- **Creating a Form Design.** Examining Form Basics, Using Templates with Forms, Using Tables to Create a Layout.
- **Inserting Form Fields.** Inserting Text Form Fields, Inserting Check Box Form Fields, Inserting Drop-Down Form Fields.
- **Protecting and Testing Forms.** Protecting Forms, Entering Data into Forms, Displaying and Updating Calculation Field Results.
- **Working with Macros.** Creating Macros, Running Macros, Editing Macros, Copying, Renaming and Deleting Macros.
- **Customizing the PowerPoint Environment.** Setting Default Options, Customizing Toolbars and Menus, adding Macros to Toolbars.
- **Using Excel Worksheets in PowerPoint Documents.** Creating Worksheets, Modifying Worksheets, Inserting Existing Worksheets.
- **Navigating Long Documents.** Browsing by Objects, Using the Go To Feature, Splitting the Document Window, Using the Document Map.
- **Adding Navigational Aids.** Using Bookmarks and Hyperlinks, Creating Bookmarks, Inserting Hyperlinks, Using Cross References, Creating and Updating Cross References.
- **Using Footnotes and Endnotes.** Creating, Editing, and Customizing Footnotes and Endnotes, Converting Footnotes to Endnotes.
- **Creating an Index.** Marking Index Entries, Formatting, Compiling, and Updating an Index.
- **Creating Tables of Contents.** Compiling and Updating a Table of Contents.