



User Guide for Windows Tools

Enter ↵

<http://2learner.edu.vn> - <http://2learner.hcmup.edu.vn>

Hướng dẫn sử dụng công cụ/phần mềm

Contents

1

Using MS Auto Collage 2008

2

Using MS Photo Gallery

3

Using Picasa 3.0

4

Using MS Visio 2010

5

Q&A

Cài đặt các ứng dụng, công cụ của Microsoft vào PC

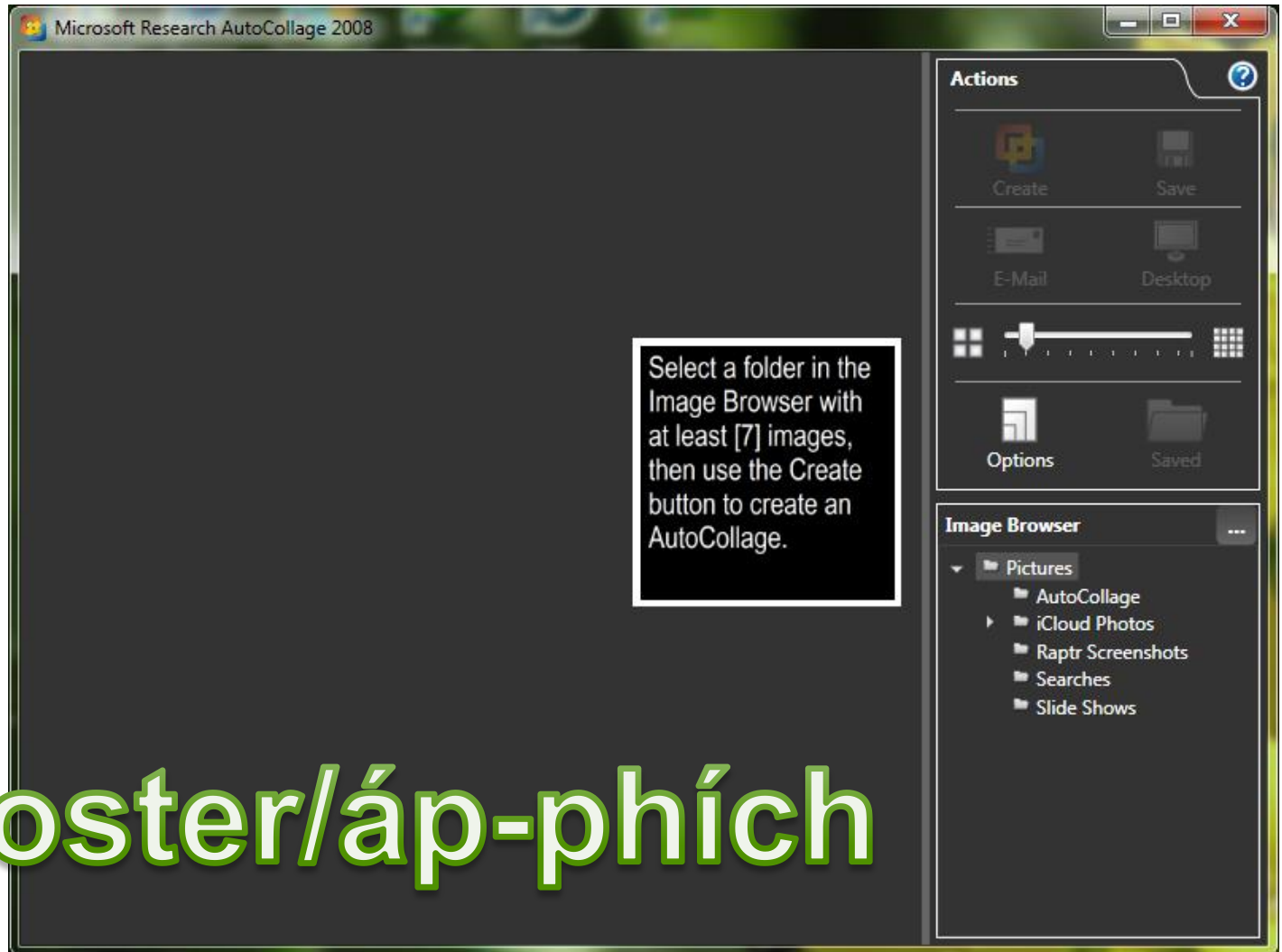


Windows Essentials 2012

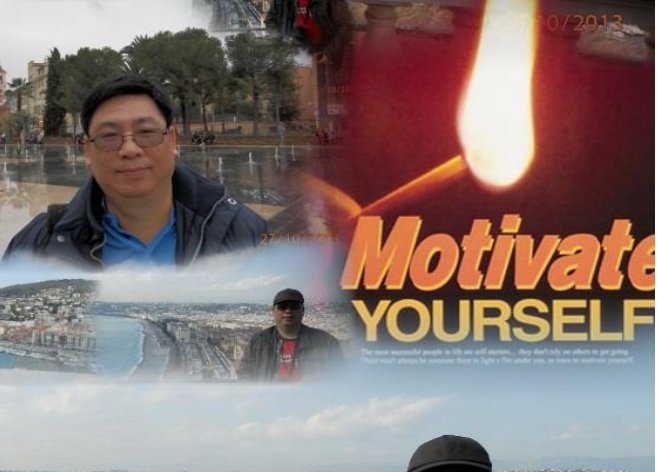
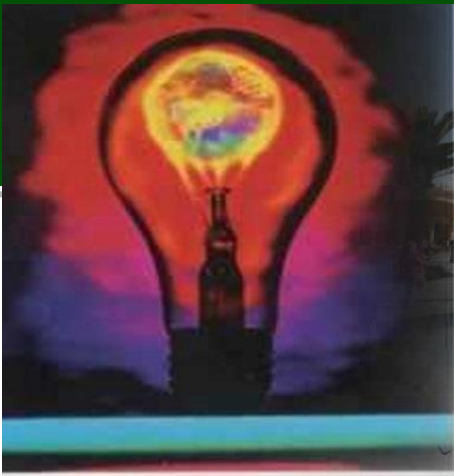
Preparing to install
Windows Live
Essential 2012



MS Research Auto Collage 2008



Tạo Poster/áp-phích



IDEA

Motivate YOURSELF

Motivate YOURSELF

Sử dụng Picasa 3.0 ...

The screenshot displays the Picasa 3.0 application window. The title bar reads "Picasa 3". The menu bar includes "Tập", "Chỉnh sửa", "Xem", "Thư mục", "Ảnh", "Tạo", "Công cụ", and "Trợ giúp". Below the menu bar is a toolbar with icons for "Quay lại Thư viện", "Phát", and font settings (A, AB, AA).

The main workspace is divided into two sections. On the left is the "Chỉnh sửa văn bản" (Text Editing) panel, which includes:

- Font face: Arial
- Font size: 12
- Text styles: Bold (B), Italic (I), Underline (U)
- Text alignment: Left, Center, Right
- Color selection tools (T icons)
- A "Trong suốt" (Opacity) slider
- Buttons for "Sao chép chủ thích" (Copy style), "Xóa tất cả" (Clear all), "Áp dụng" (Apply), and "Hủy" (Cancel)

The main area shows a collage of photos. The collage includes:

- A glowing lightbulb icon with the word "IDEA" below it.
- Text: "Conference in France 2013 Nice, France" in a red script font.
- Text: "LongLe - Nov, 2013" and "longld@hcmip.edu.vn" in blue.
- Repeating "Motivate YOURSELF" text in orange and white.
- Background images of a man in a blue shirt and a man in a black jacket in various outdoor settings.

At the bottom of the window, a status bar shows the file path: "Pics of Long 2014 > Pics of Long 2014_AutoCollage02.jpg", the date and time "04/04/2014 3:45:36 PM", and image details "1500x1200 pixel 577 Kb (9 / 9)". The bottom toolbar contains icons for "Chia sẻ" (Share), "Email", "In" (Print), and "Xuất" (Export).

Trang hỗ trợ kĩ thuật

Diễn đàn ở trang www.tinhte.vn

Tổng hợp các video của Tinhte.vn

<https://www.youtube.com/user/tinhtevideo/videos>

Hướng dẫn sử dụng Picasa

Phần 1: <https://www.youtube.com/watch?v=Tf-LxxueGYE>

Phần 2: <https://www.youtube.com/watch?v=zcq2kNNx82g>

Phần 3: <https://www.youtube.com/watch?v=QxNWkBpwGO0>

Phần 4: <https://www.youtube.com/watch?v=-Y9zjhdicHc>

Tải Picasa

<http://picasa.google.com/>

Hoặc vào trang của thầy để tải

<http://elearning.fit.hcmup.edu.vn/~longld/Tools%20for%20Educations%20-%20using%20in%20Teaching%20Methods%20,%20no%20sharing%20for%20other%20purposes/>

Chỉnh sửa ảnh trong Picasa

The screenshot displays the Picasa 3 application window. The title bar reads "Picasa 3" and the menu bar includes "Tệp", "Chỉnh sửa", "Xem", "Thư mục", "Ảnh", "Tạo", "Công cụ", and "Trợ giúp". The user's email "ldlongdhp@gmail.com" and links to "Google+ Photos" and "Đăng xuất" are visible in the top right.

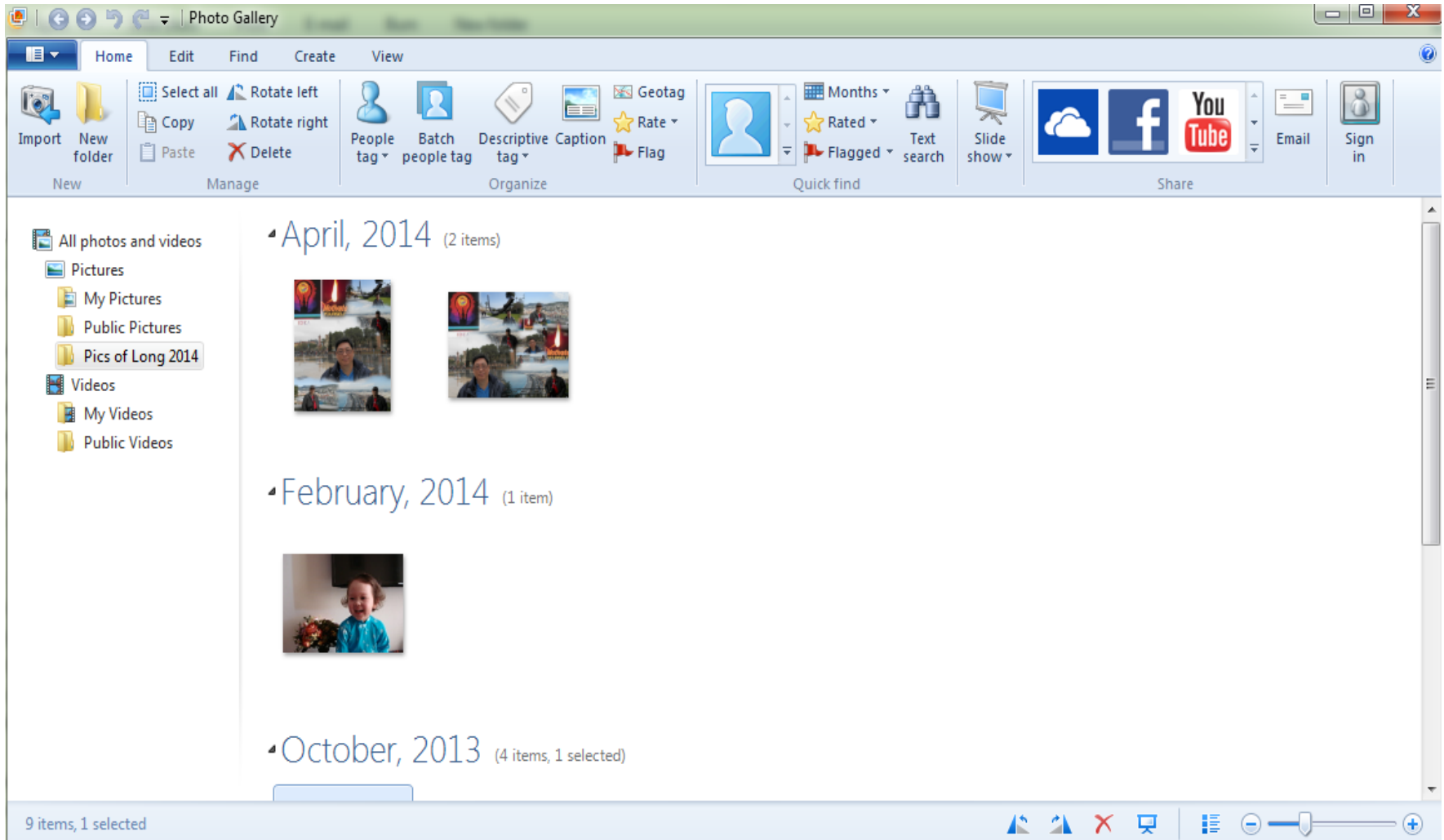
The main workspace shows a photo collage with several images and text overlays. The text includes "IDEA Conference in France 2013", "MOTIVATE YOURSELF", and "LongLe - Nov, 2013 longld@hcmup.edu.vn". A "Thêm Chủ thích!" button is located at the bottom of the collage.

The left sidebar contains editing tools and options:

- Tools: Crop (Cắt), Straighten (Làm thẳng), Red-eye (Mắt đỏ), Zoom (Xem trang đầu tiên tìm được), Auto Contrast (Chỉnh độ tương phản tự động), Auto Color (Chỉnh màu tự động), Sharpen (Chỉnh sửa), Noise Reduction (Văn bản), and a Brightness (Tô sáng) slider.
- Buttons: "Hoàn tác" (Undo) and "Làm lại" (Redo).
- EXIF Information: "Thông tin Hoàng đô & Camera" with a histogram and the message "Không có sẵn dữ liệu EXIF."

The bottom status bar shows the file path "Pics of Long 2014 > Pics of Long 2014_AutoCollage02.jpg", date and time "04/04/2014 3:45:36 PM", dimensions "1498x1198 pixel", size "828 KB", and page count "(8 / 8)". The bottom toolbar includes "Chon", "Chia sẻ trên Google+", "Email", "In", and "Xuất".

Sử dụng Photo Gallery ...



Trang hỗ trợ kĩ thuật

Hướng dẫn sử dụng Windows Live Photo Gallery

Bài viết:

<http://dantri.com.vn/suc-manh-so/thu-thuat-de-co-buc-anh-chup-voi-chinh-minh-428414.htm>

Bài viết tiếng Anh:

<http://digitalunite.com/guides/digital-photography/how-to-use-windows-live-photo-gallery>

Đọc thêm về các phần mềm chỉnh sửa ảnh thông dụng:

<http://phapluat.sangnhuong.com/showthread.php?t=20622>

Tài liệu đọc thêm – Reference Guide for Picasa and Photo Gallery

<http://homepages.ihug.co.nz/~edent/picasa-WLPG.pdf>

Chỉnh sửa ảnh trong Photo Gallery

The screenshot displays the Windows Photo Gallery application interface. At the top, there is a ribbon menu with tabs for 'Edit', 'Create', and 'View'. The 'Edit' tab is active, showing various editing tools categorized into 'Iterate', 'Manage', 'Organize', 'Adjustments', and 'Effects'. The 'Adjustments' group includes tools like 'Auto adjust', 'Crop', 'Red eye', 'Retouch', 'Straighten', 'Noise reduction', 'Color', and 'Exposure'. The 'Effects' group shows a preview of the current photo with several effect thumbnails. Below the ribbon, a large collage of photos is displayed. The collage features a lightbulb with a globe inside, a person in a boat, a person in a jacket, and a person in a jacket with the text 'MOTIVATE YOURSELF' overlaid. The word 'IDEA' is also visible in the collage. To the right of the collage, there is a sidebar with sections for 'People tags', 'Geotag', 'Caption', 'Descriptive tags', and 'Information'. The 'Information' section shows the filename 'Pics of Long 2014_AutoCollage...', the date taken '04/04/2014 3:45 PM', the size '846 KB', and a rating of five stars. At the bottom of the application, there is a navigation bar with '2 of 9' on the left and navigation controls on the right.

2 of 9

MS Visio 2010

The screenshot displays the Microsoft Visio 2010 application window. The title bar reads "Microsoft Visio". The ribbon at the top includes "File", "Home", "Insert", "Design", "Data", "Review", "View", and "Add-Ins". On the left, the "File" menu is open, showing options like "Save", "Save As", "Open", "Close", "Info", "Recent", "New", "Print", "Save & Send", "Help", "Options", and "Exit". The "New" tab is selected. The main area is titled "Choose a Template" and features a "Home" button and eight template categories: Business, Engineering, Flowchart, General, Maps and Floor Plans, Network, Schedule, and Software and Database. Below this is the "Other Ways to Get Started" section with four options: "Blank drawing" (highlighted with a yellow border), "Office.com templates", "Sample diagrams", and "New from existing". On the right, the "Blank drawing" panel is visible, showing a large empty drawing area, unit selection options (Metric Units and US Units, with US Units selected), and a "Create" button.

Mở một trang vẽ mới (trống)



Drawing1 - Microsoft Visio

File Home Insert Design Data Review View Add-Ins

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 12pt, Bold, Italic, Underline, Text color, Background color

Paragraph: Bulleted list, Numbered list, Indent, Decrease indent, Increase indent, Decrease indent, Increase indent, Paragraph style

Tools: Pointer Tool, Connector, Text

Shape: Fill, Line, Shadow

Arrange: Auto Align & Space, Position, Bring Forward, Send Backward, Group

Editing: Find, Layers, Select

Shapes: More Shapes

Where are the shapes?
There are no stencils open.
Click the More Shapes menu above to browse shape categories and open stencils.

Search for Shapes
Find Shapes Online...
My Shapes
Business
Engineering
Flowchart
General
Maps and Floor Plans
Network
Schedule
Software and Database
Visio Extras
Open Stencil...
New Stencil (US units)
New Stencil (Metric)
Show Document Stencil

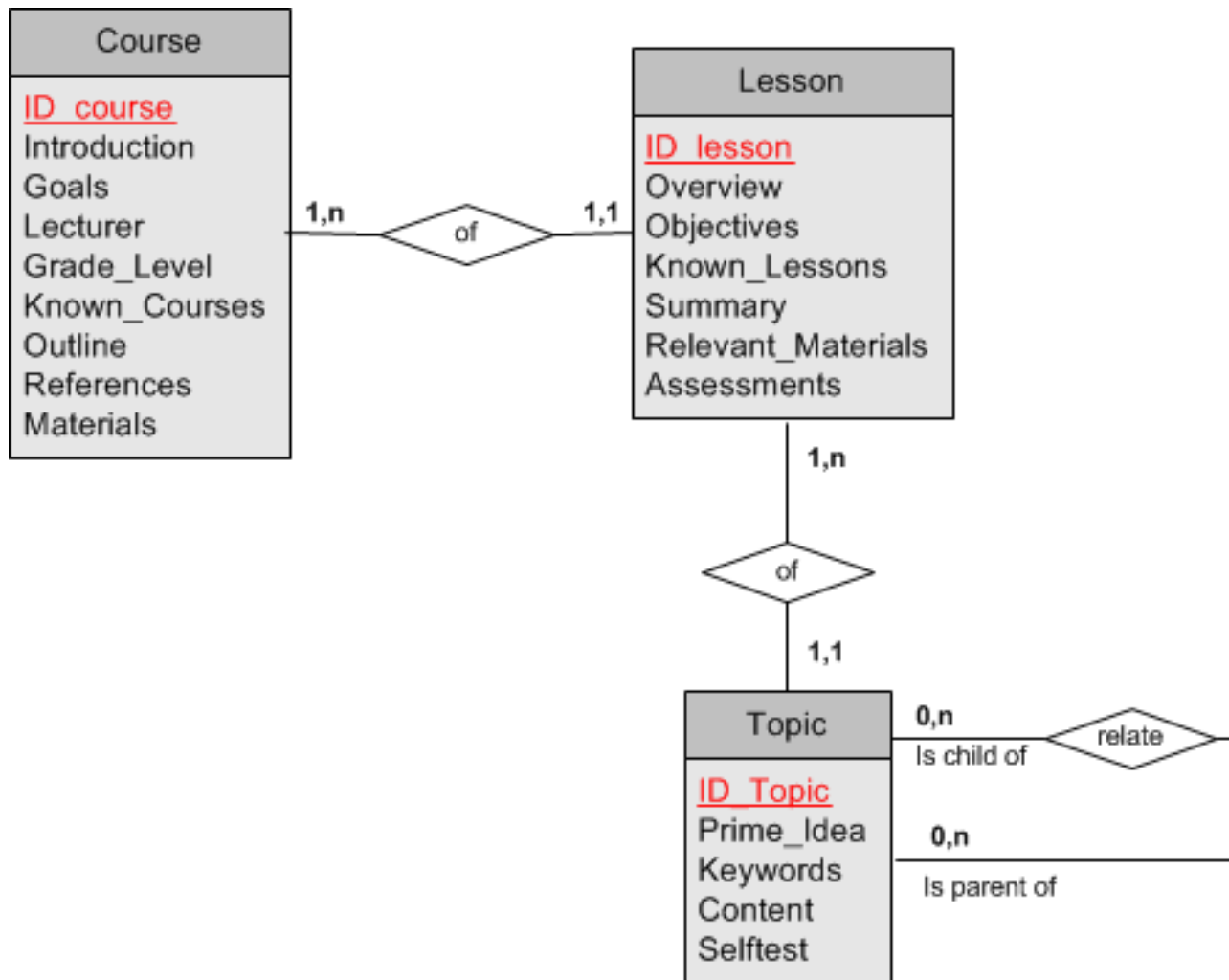
Basic Shapes (Metric)
Basic Shapes (US units)
Blocks (Metric)
Blocks (US units)
Blocks Raised (Metric)
Blocks Raised (US units)
Blocks With Perspective (Metric)
Blocks With Perspective (US units)

**Chọn More Shapes...
→ Dùng để mở các
thanh công cụ vẽ**

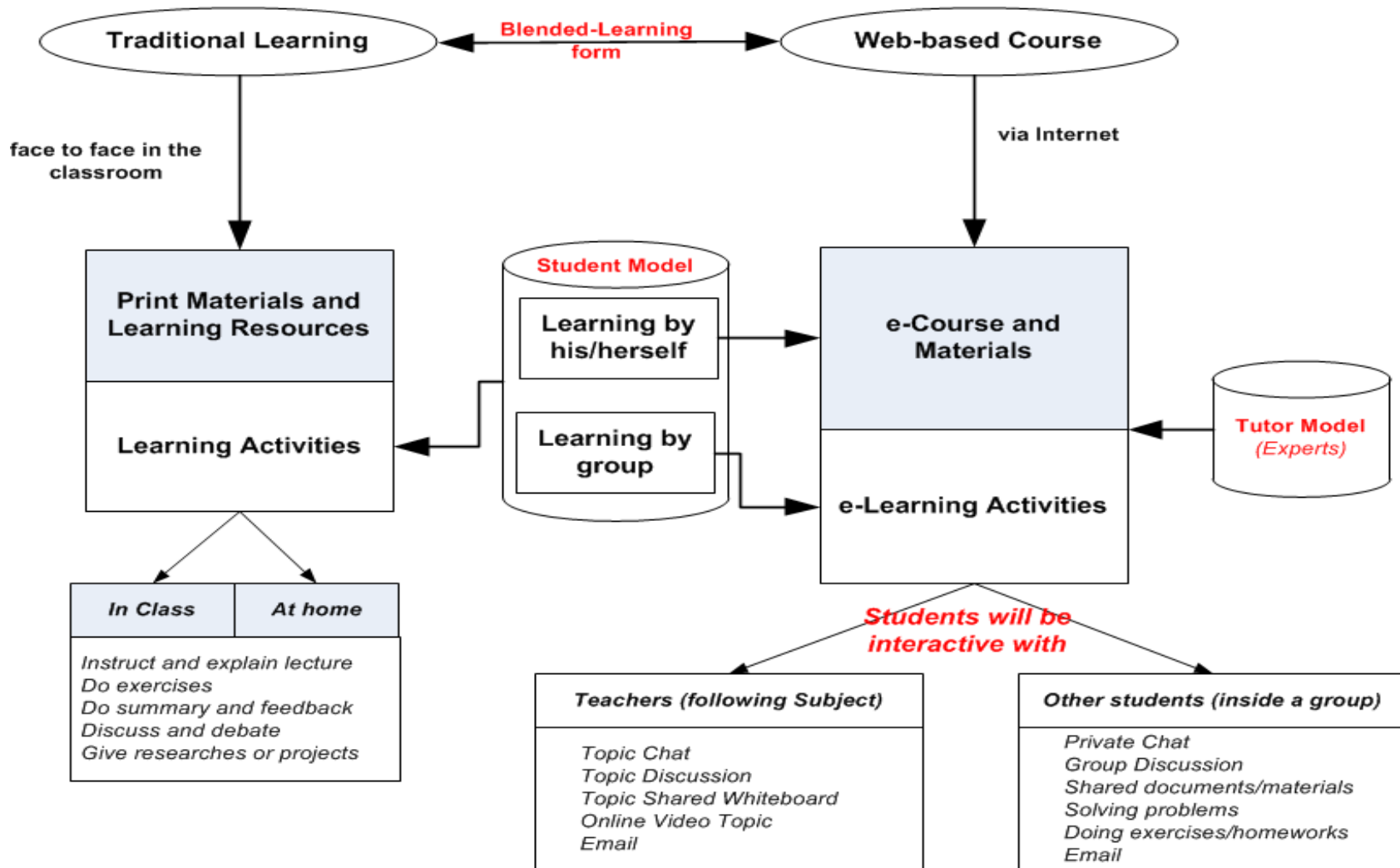
Ví dụ như hình:

Basic Shapes (Met...
Rectangle
Square
Ellipse
Circle
Rounded rectangle
Triangle
45 degree single
45 degree double

Vẽ hình theo mẫu (h.01)

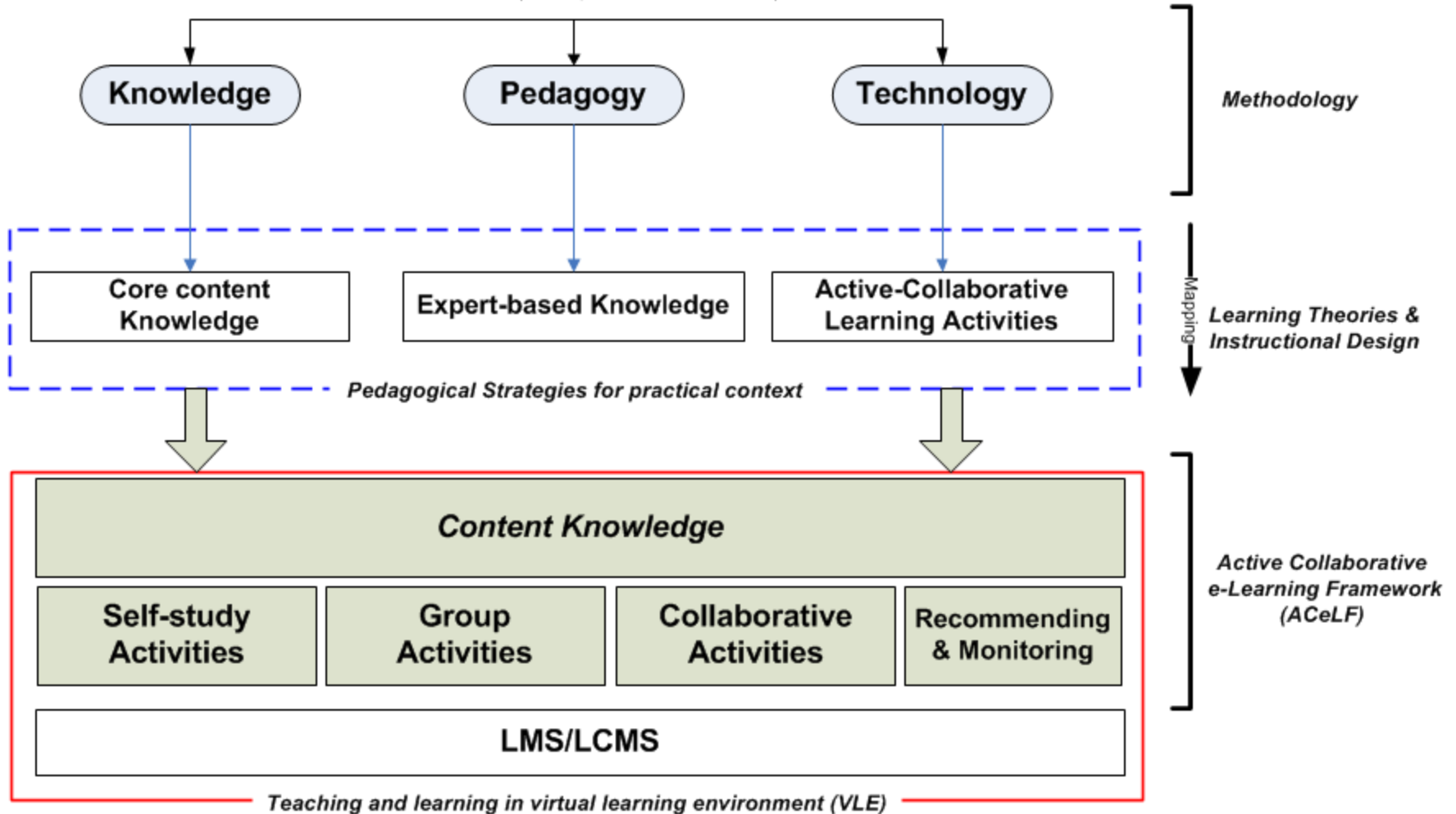


Vẽ hình theo mẫu (h.02)



Vẽ hình theo mẫu (h.03)

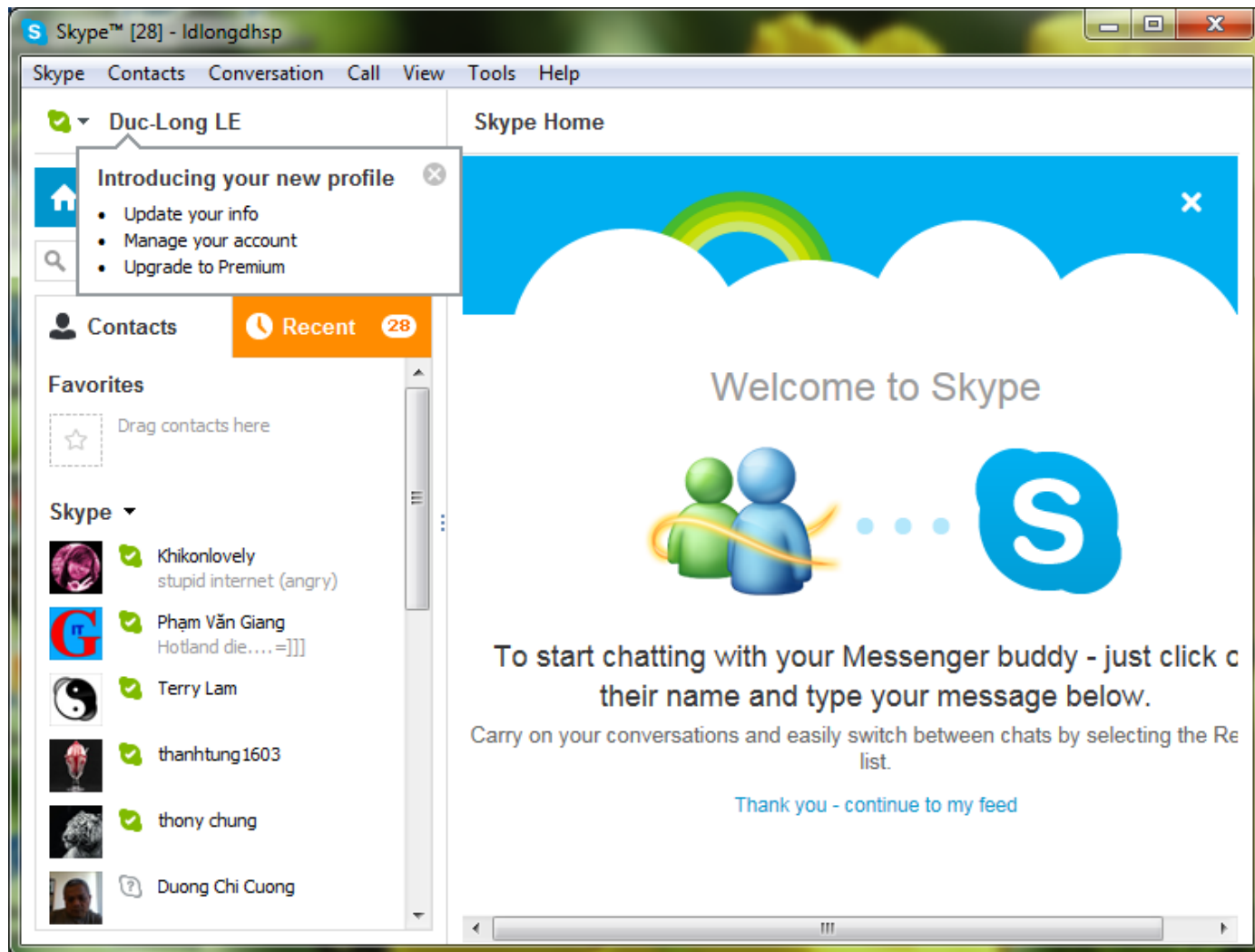
TPACK model (Thompson & Mishra 2008)



Skype Voice and Video call



**Tạo acc
và sử dụng**





Thank You!

Lê Đức Long, longld@hcmup.edu.vn

www.2learner.edu.vn

03/2014