



User Guide for Windows Tools

Enter ↵

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Hướng dẫn sử dụng công cụ/phần mềm

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

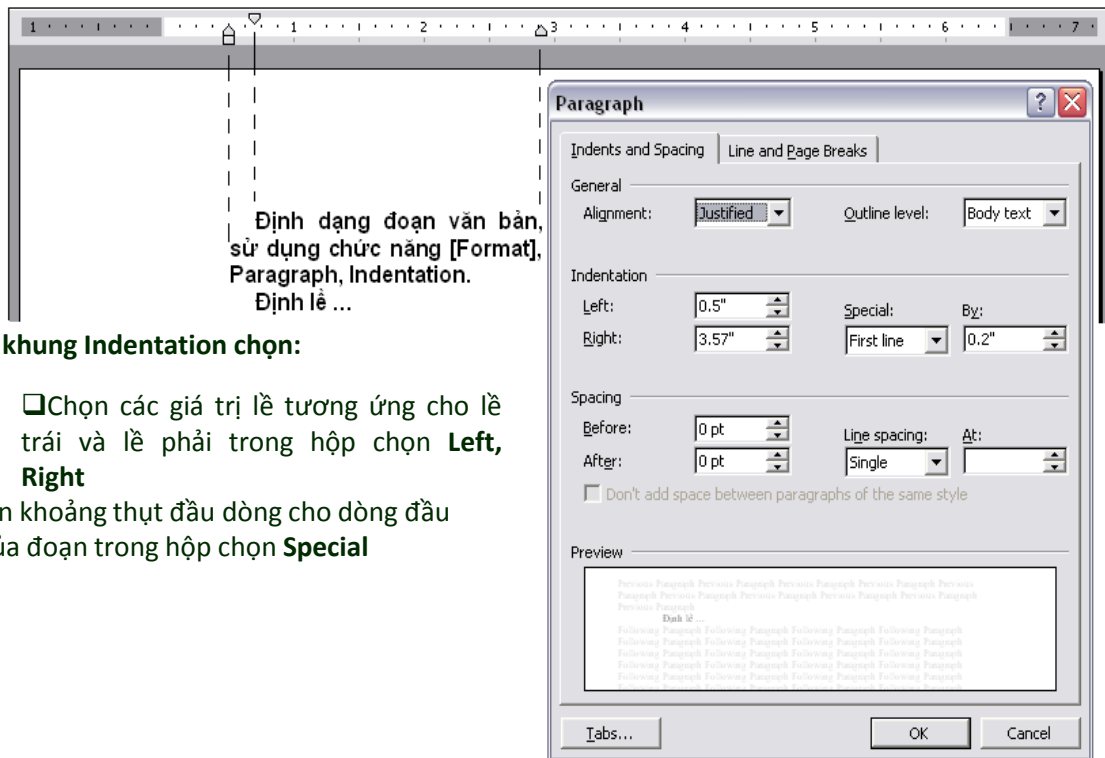
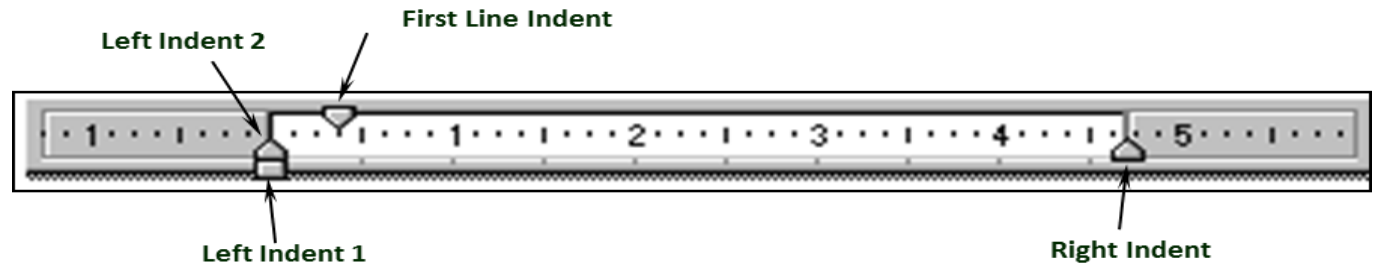


Windows Essentials 2012

Preparing to install
**Windows Live
Essential 2012**



SỬ DỤNG MS Word 2010



Định dạng đoạn văn bản, sử dụng chức năng [Format], Paragraph, Indentation. Định lề ...

Trong khung Indentation chọn:

- Chọn các giá trị lề tương ứng cho lề trái và lề phải trong hộp chọn **Left, Right**
- Chọn khoảng thụt đầu dòng cho dòng đầu tiên của đoạn trong hộp chọn **Special**

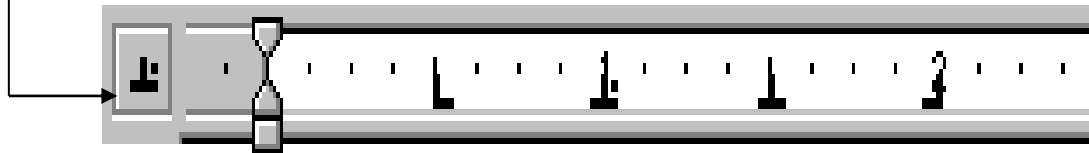
NHẮC LẠI:

- Canh biên
- Canh lề
 - Lề trái, phải
 - Thụt lề

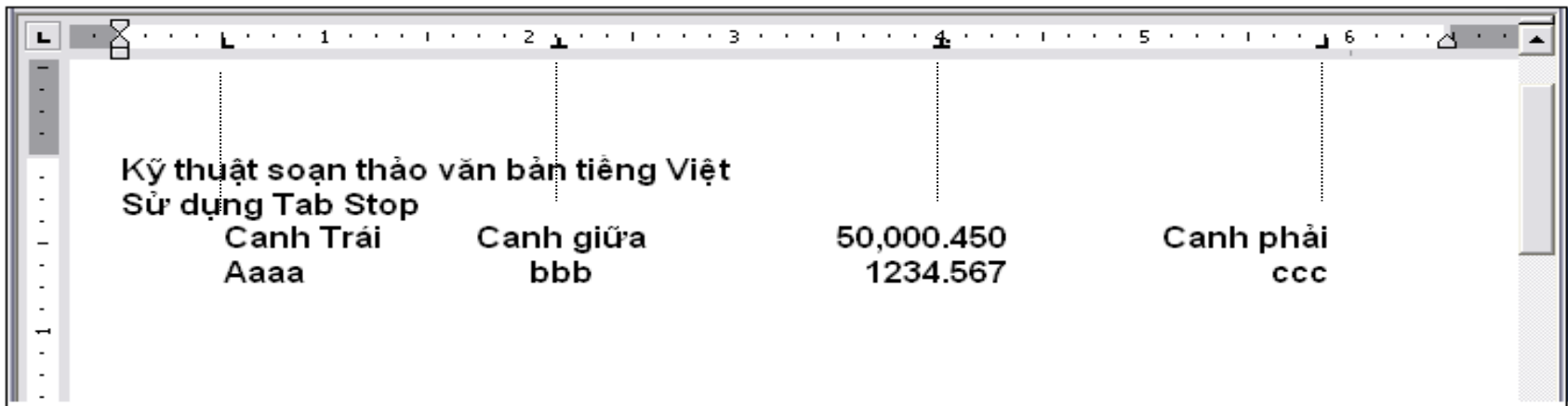
Sử dụng MS Word 2010 – Tab stop

-Đánh dấu khối đoạn văn bản hoặc đặt điểm chèn tại vị trí bắt đầu muốn đặt Tab stop

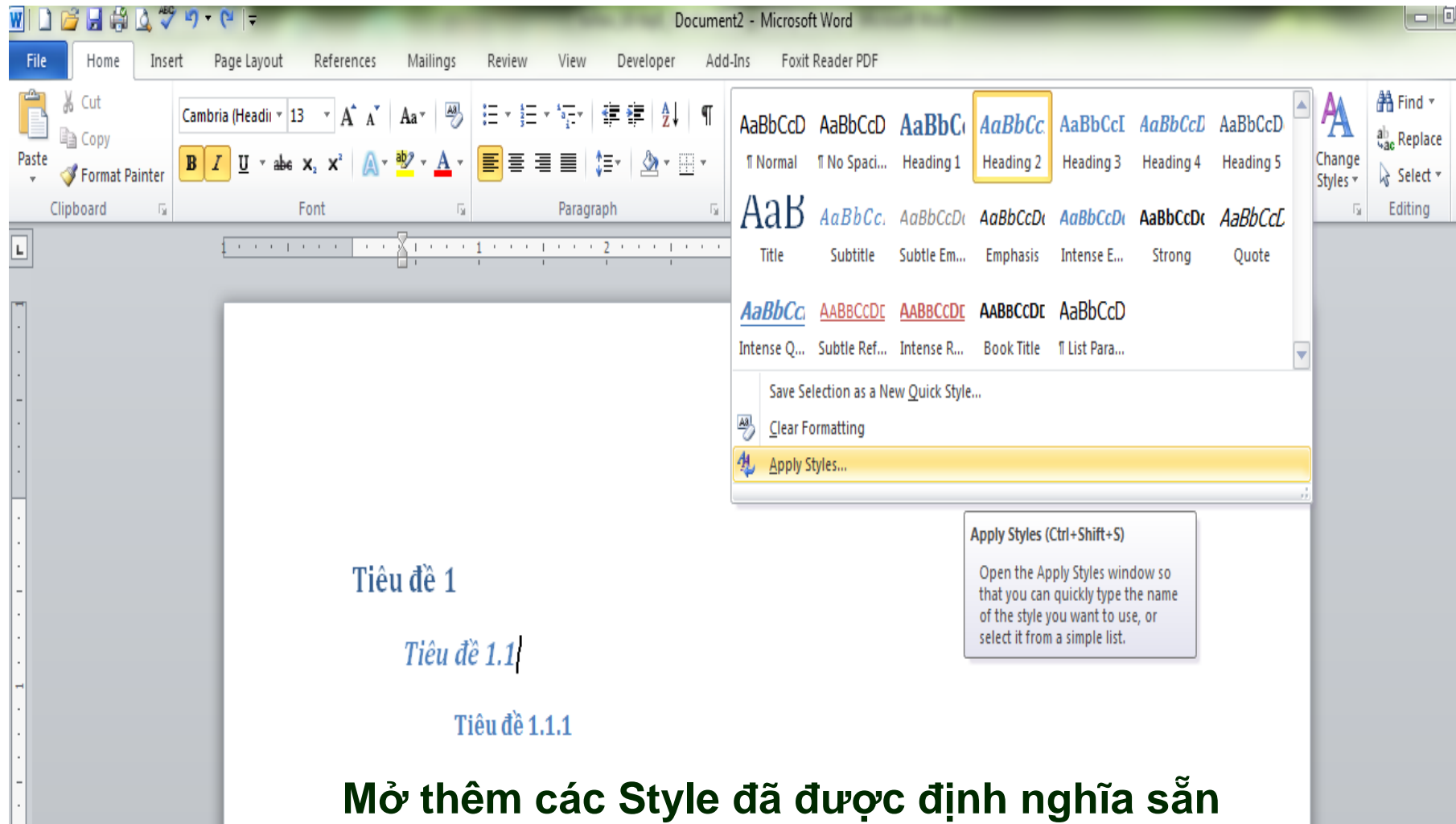
-Nhấp chuột trên vị trí chọn Tab (bên trái thước ngang) để chọn loại Tab tương ứng



-Nhấp chuột vào một vị trí trên thước, sẽ có kí hiệu tương ứng của Tab cần đặt tại đó



Tạo chỉ mục và mục lục



The screenshot displays the Microsoft Word interface. The ribbon is set to the 'Home' tab, showing the Font and Paragraph groups. The 'Apply Styles' task pane is open on the right, showing a list of styles. The 'Heading 2' style is highlighted with a yellow box. Below the task pane, a text box contains the following text:

Tiêu đề 1

Tiêu đề 1.1

 Tiêu đề 1.1.1

Mở thêm các Style đã được định nghĩa sẵn

The 'Apply Styles' task pane includes the following options:

- Save Selection as a New Quick Style...
- Clear Formatting
- Apply Styles...

A tooltip for the 'Apply Styles' button reads: 'Apply Styles (Ctrl+Shift+S) Open the Apply Styles window so that you can quickly type the name of the style you want to use, or select it from a simple list.'

Tạo chỉ mục và mục lục

The image shows the Microsoft Word interface with the 'Modify Style' dialog box open. The dialog box is titled 'Modify Style' and shows the following details for the selected style 'Heading 2':

- Name: Heading 2
- Style type: Linked (paragraph and character)
- Style based on: Normal
- Style for following paragraph: Normal

The 'Formatting' section shows the font set to Cambria (Headings), size 13, with bold, italic, and underline options. The 'Format' button at the bottom left of the dialog is highlighted with a blue starburst graphic.

In the background, the 'Style' gallery is visible, showing various styles. A context menu is open over the 'Heading 2' style, with the 'Modify...' option highlighted. The menu options include:

- Update Heading 2 to Match Selection
- Modify...
- Select All: (No Data)
- Rename...
- Remove from Quick Style Gallery
- Add Gallery to Quick Access Toolbar

Chỉnh sửa các Style đã có

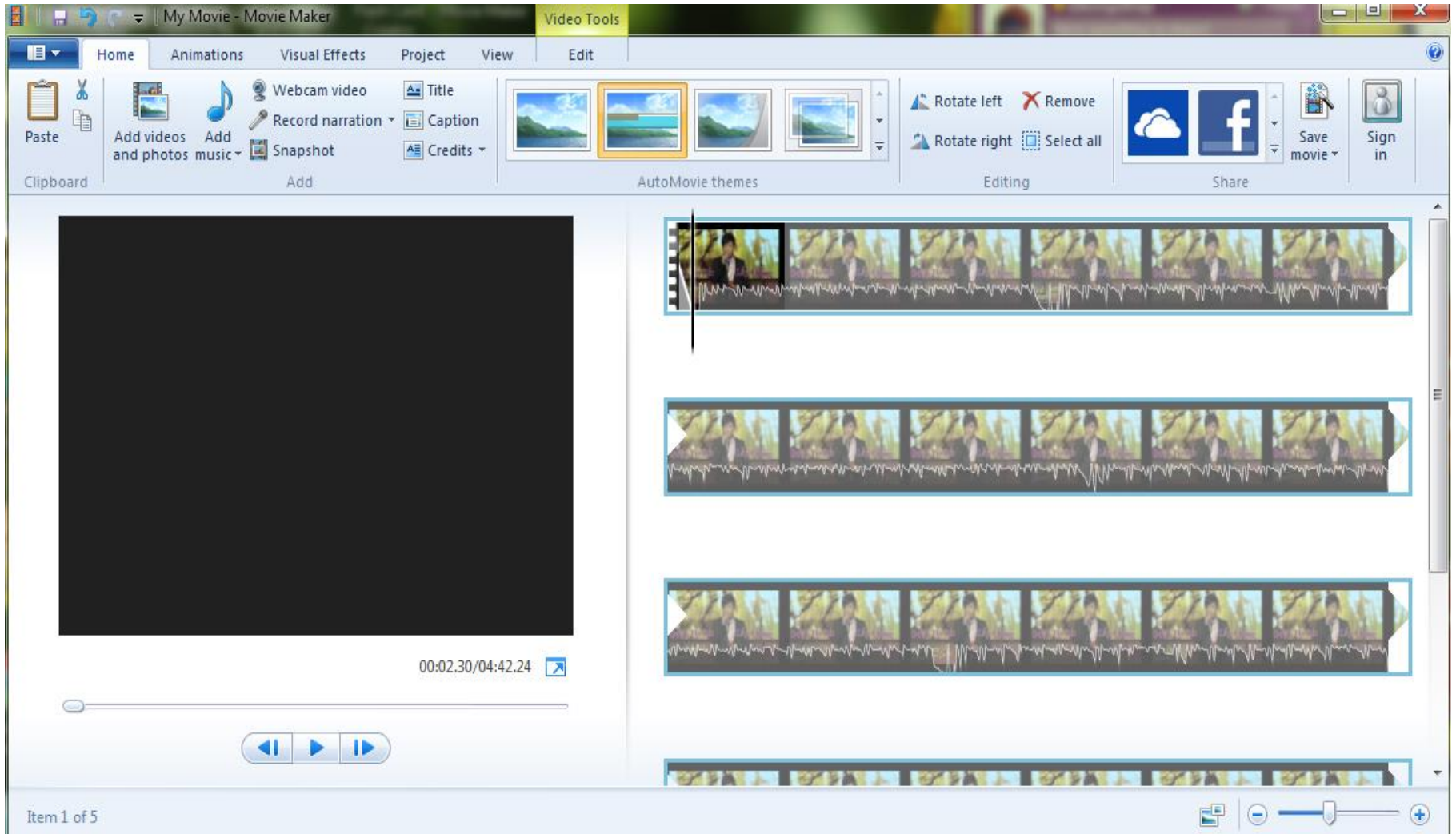
Thao tác định dạng bình thường

Tạo mục lục

The image shows a Microsoft Word document with the 'References' tab selected. The 'Table of Contents' task pane is open on the left, displaying three styles: 'Automatic Table 1', 'Automatic Table 2', and 'Manual Table'. The 'Automatic Table 1' style is selected. The 'Table of Contents' dialog box is open on the right, showing the 'Table of Contents' tab. The 'Print Preview' section displays a table of contents with three levels of headings and page numbers. The 'Web Preview' section shows the same headings with blue hyperlinks. The 'Show page numbers' and 'Right align page numbers' checkboxes are checked. The 'Tab leader' is set to '.....'. The 'General' section shows 'Formats' set to 'From template' and 'Show levels' set to '3'. The 'Options...' and 'Modify...' buttons are visible at the bottom right of the dialog box.

Chọn và tạo mục lục theo Style – chọn số mức xuất hiện

Sử dụng Windows Live Movie Maker



Trang hỗ trợ kỹ thuật

Hướng dẫn sử dụng Windows Movie Maker

Windows Live Movie Maker - Quick Tutorial

https://www.youtube.com/watch?v=vh82WqBQ_2c

Hay:

<https://www.youtube.com/watch?v=sLTnsWV2tjE>

<https://www.youtube.com/watch?v=DKUwRmnSEA8>

Có thể hướng dẫn bằng tiếng Việt

Làm video và slide show đơn giản -

<https://www.youtube.com/watch?v=xAVP9RkhnZE>

Minh họa:

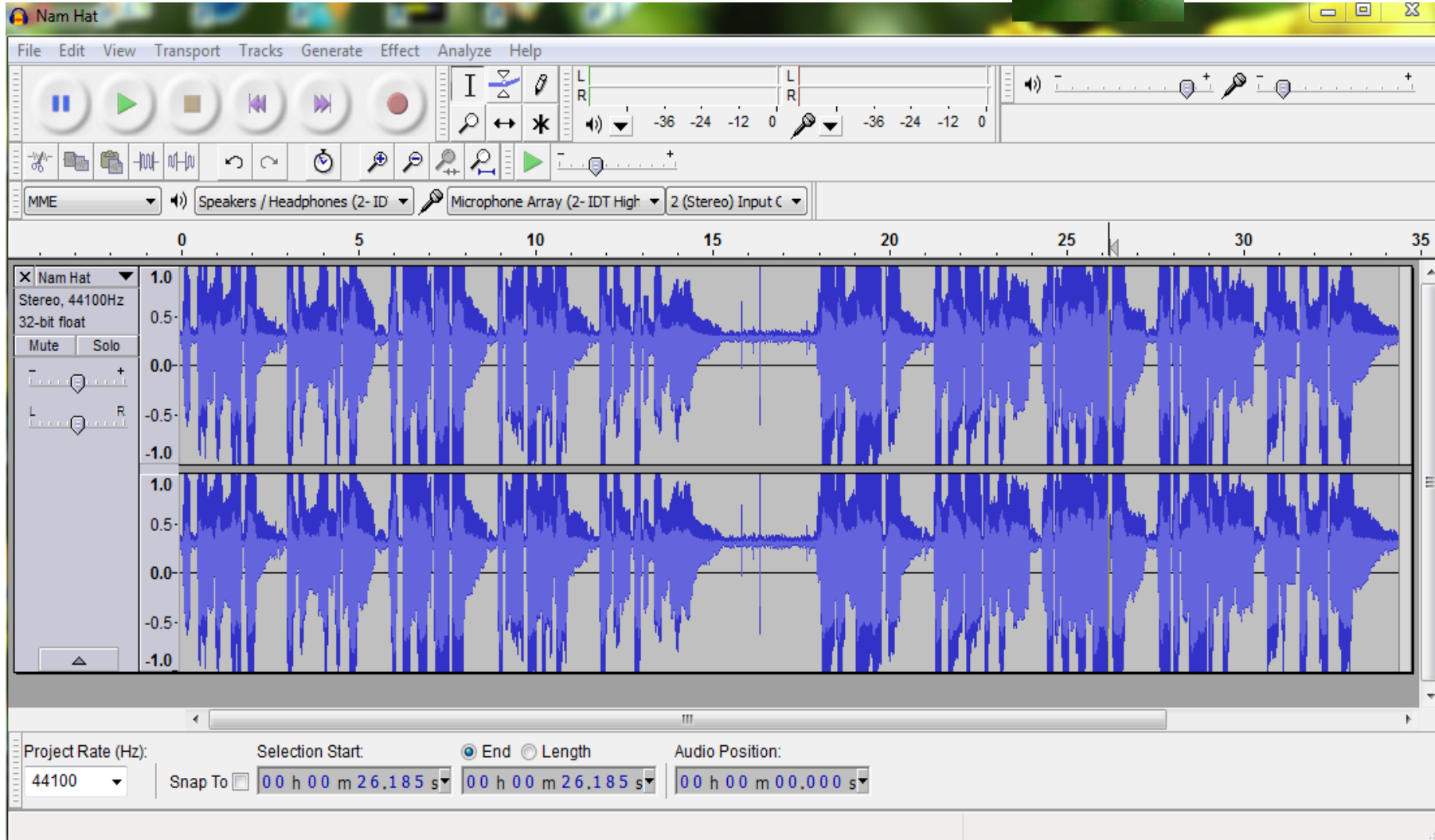
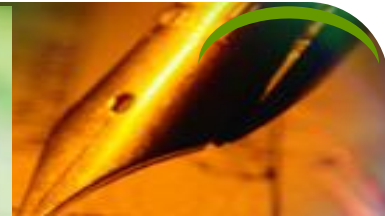
<https://www.youtube.com/watch?v=2HDfIYYJ1gw>

<https://www.youtube.com/watch?v=nqtBGUThtWA>

Làm video clip -

<https://www.youtube.com/watch?v=vwN92DoP4Fw>

Sử dụng Audacity 2.0.5



The screenshot displays the Audacity 2.0.5 interface. At the top, the title bar shows the window name "Nam Hat". The menu bar includes File, Edit, View, Transport, Tracks, Generate, Effect, Analyze, and Help. Below the menu bar is a toolbar with various icons for playback, editing, and effects. The main workspace shows a stereo audio track named "Nam Hat" with a blue waveform. The track is set to Stereo, 44100Hz, 32-bit float. The volume and pan controls for the track are visible on the left. The bottom status bar shows the Project Rate (Hz) set to 44100, and the Selection Start, End, and Audio Position fields.

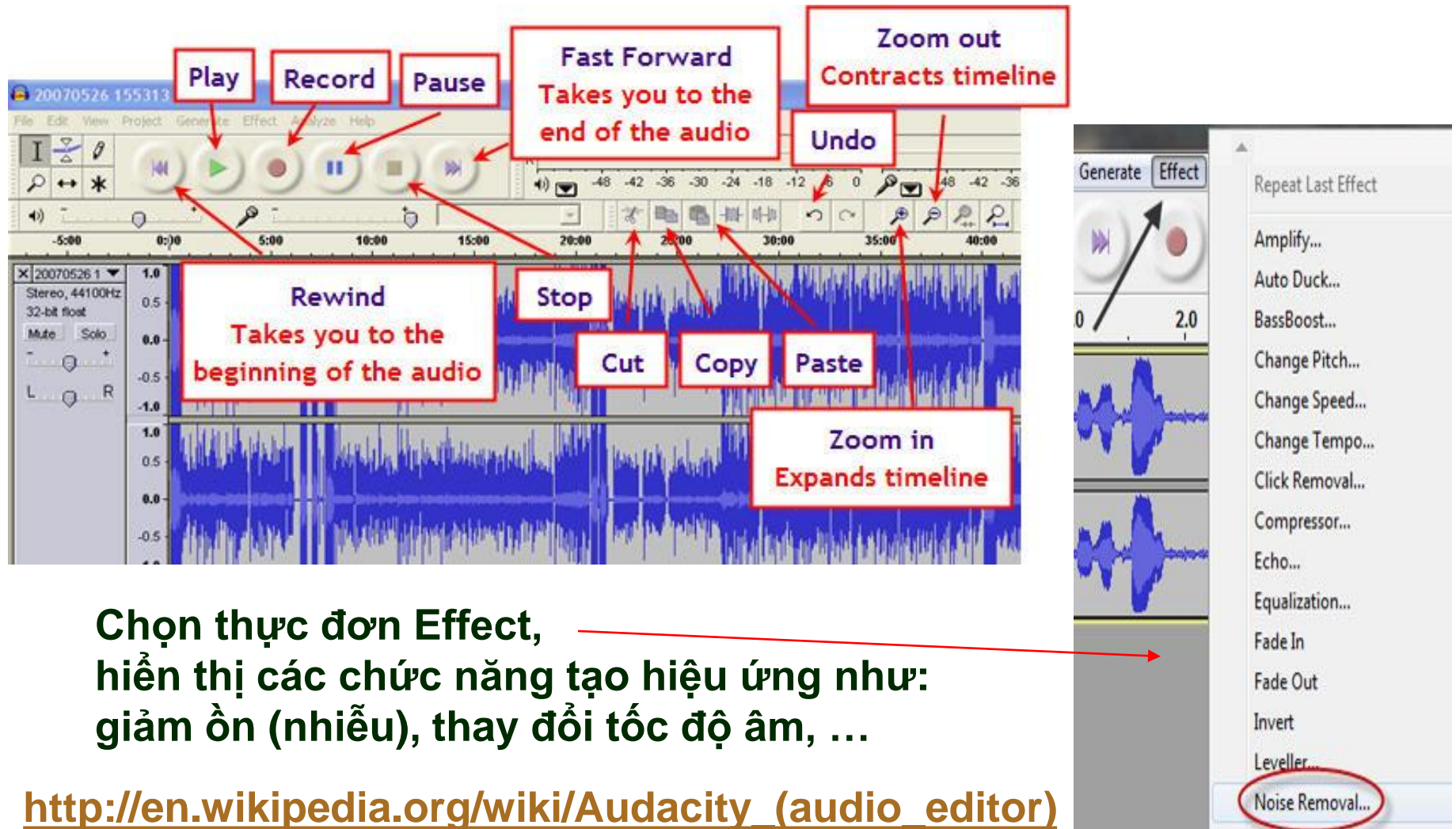
Project Rate (Hz): 44100

Selection Start: 00 h 00 m 26.185 s

End: 00 h 00 m 26.185 s

Audio Position: 00 h 00 m 00.000 s

Các chức năng quan trọng...



The image shows the Audacity audio editor interface. The top toolbar contains buttons for Play, Record, Pause, Fast Forward, and Undo. The main window displays a multi-track audio waveform. Callout boxes with red arrows point to specific features: 'Play' (green right arrow), 'Record' (red circle), 'Pause' (blue double vertical bars), 'Fast Forward' (blue right arrow with double lines), 'Zoom out' (magnifying glass with minus sign), 'Undo' (curved arrow), 'Rewind' (blue left arrow with double lines), 'Stop' (red square), 'Cut' (scissors), 'Copy' (document with plus), 'Paste' (document with minus), and 'Zoom in' (magnifying glass with plus sign). A red arrow points from the text below to the 'Effect' menu in the 'Generate' panel on the right, which lists various audio processing options. 'Noise Removal...' is circled in red at the bottom of the list.

Play

Record

Pause

Fast Forward
Takes you to the end of the audio

Zoom out
Contracts timeline

Undo

Rewind
Takes you to the beginning of the audio

Stop

Cut

Copy

Paste

Zoom in
Expands timeline

Generate Effect

- Repeat Last Effect
- Amplify...
- Auto Duck...
- BassBoost...
- Change Pitch...
- Change Speed...
- Change Tempo...
- Click Removal...
- Compressor...
- Echo...
- Equalization...
- Fade In
- Fade Out
- Invert
- Leveller...
- Noise Removal...

Chọn thực đơn Effect, hiển thị các chức năng tạo hiệu ứng như: giảm ồn (nhiều), thay đổi tốc độ âm, ...

[http://en.wikipedia.org/wiki/Audacity_\(audio_editor\)](http://en.wikipedia.org/wiki/Audacity_(audio_editor))

PhotoStory 3.0



Photo Story 3 for Windows

Welcome to Photo Story 3 for Windows



Photo Story helps you to create exciting video stories by adding panning and zooming effects to your pictures.

Use Photo Story to record narration for your pictures, and add titles and background music to your story. You can also share your story in a variety of ways.

Select one of the following options, and then click Next.

- Begin a new story
- Edit a project
- Play a story

Digital Storytelling

<http://storycenter.org/>

Help < Back Next > Cancel

Tham khảo với...

Digital storytelling

From Wikipedia, the free encyclopedia

http://en.wikipedia.org/wiki/Digital_storytelling



EDUCATIONAL USES OF
Digital Storytelling

" Digital storytelling provides an authentic personal learning experience- as such; student investment is greatly increased resulting in greatly improved motivation and end product. "

- David Jakes

<http://digitalstorytelling.coe.uh.edu/>

<http://edtechteacher.org/index.php/teaching-technology/presentation-multimedia/digital-storytelling>

<http://digitalstorytelling.coe.uh.edu/page.cfm?id=24&cid=24>



EDUCATIONAL USES OF
Digital Storytelling

...students with time management, problem solving, communication skills and interpersonal qualities such as teamwork, critical thought, information collection, data interpretation, text and image analysis, synthesis and self-valuation."

-Carmen Gregori Signes



edtechteacher
Leading Change in Changing Times



Thank You!

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