



TAOS PUEBLO EDUCATION & TRAINING DIVISION
Phone: 575-758-5990 - Fax: 575-758-5140



TAOS PUEBLO
EDUCATION AND TRAINING DIVISION
PO Box # 1846
TAOS, NM 87571



COMPUTER & INTERNET TIPS

USING YOUR COMPUTER AND THE INTERNET

Basics for Free Office Programs, Photoshop, and Virus Programs

MANUAL (DRAFT)

TAOS PUEBLO EDUCATION AND TRAINING DIVISION

Antonio Arce - (575) 758-5990 or aarce@taospueblo.com



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IMPORTANT COMPUTER PROGRAMS:

Security and system optimization (FREE)

- **CCleaner**: Optimization management: <https://www.piriform.com/ccleaner>
- **Avast!**: Antivirus software: <https://www.avast.com/en-us/index>
- **Malwarebytes**: Anti-malware software: <https://www.malwarebytes.org/>

Productivity (FREE)

- **LibreOffice**: A full-featured office suite: <http://www.libreoffice.org/>
- **Open Office**: A full-featured office suite: <http://www.openoffice.org/>
- **Thunderbird**: Email management software: <https://www.mozilla.org/en-US/thunderbird/>
- **Metapad**: An advanced text editor: <http://liquidninja.com/metapad/>
- **Foxit Reader**: A PDF viewer: <https://www.foxitsoftware.com/products/pdf-reader/>
- **CutePDF**: A PDF writer that works like a virtual printer:
<http://www.cutepdf.com/Products/CutePDF/writer.asp>

Media (FREE)

- **Paint.NET**: A simple image editor: <http://www.getpaint.net/index.html>
- **GIMP**: A complex and powerful image editor: <http://www.gimp.org/>
- **VLC media player**: A cross-platform multimedia player:
<http://www.videolan.org/>
- **K-Lite Codec Pack Standard**: A multimedia player package:
http://www.codecguide.com/download_k-lite_codec_pack_standard.htm
- **Dropbox**: Cloud storage, file synchronization, and file hosting:
<https://www.dropbox.com/>



<https://www.piriform.com/ccleaner>

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CCleaner®

CCleaner is the number-one tool for cleaning your PC.
 It protects your privacy and makes your computer faster and more secure!

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1 BILLION+ DOWNLOADS

CCleaner Professional v5.90.5033 (64-bit)
 Windows 8.1 64-bit
 Intel Core i7-3517U CPU @ 1.90GHz, 4.0GB RAM, Intel HD Graphics 4000

Analysis Complete - (2.961 secs)
 339 MB to be removed. (Approximate size)

Details of files to be deleted (Note: No files have been deleted yet)

Application	File Size	Number of Files
Internet Explorer - Temporary Internet Files	9,462 KB	265 files
Internet Explorer - Cookies	2 KB	9 files
Windows Explorer - Recent Documents	40 KB	55 files
Windows Explorer - Thumbnail Cache	1 KB	4 files

Award-winning PC Optimization

Trusted by millions and critically acclaimed, there's a reason why CCleaner is the world's favorite PC optimization tool! Easy to use, one click cleaning so beginners can optimize their computers in seconds. Plus, it's packed with advanced features for power users.

Optimization and Storage Management



<https://www.avast.com/en-us/index>

The advertisement banner features the Avast logo in the top left corner. In the top right, there are navigation links for 'SHOP NOW', 'ACCOUNT', and 'MENU'. The main headline reads 'The lightest Avast Antivirus yet' in large white font. Below it, a sub-headline says 'Don't waste a minute. Download faster, lightweight protection that won't slow you down.' A central blue button with white text says 'FREE DOWNLOAD'. Below the button, there is a 'NITRO UPDATE' logo and a Windows logo with the text 'Windows 10 compatible'. Three columns of product information are shown: 'Home' (The most trusted PC, Mac, and home network protection.), 'Mobile' (Over 200M installs on Google Play and the App Store combined.), and 'Business' (Security for businesses big and small, mobile included.). The background of the banner shows a woman in a kitchen setting. Below the banner is a blue section with an illustration of a rocket launching from a laptop. The text in this section reads 'Nitro - we're moving on up, into the Cloud'. Below this is a paragraph: 'The new Nitro Update for Avast antivirus is our most lightweight software yet. From now on, we'll be running a significant portion of our analysis in the Cloud - and not on your system where it can slow you down.' At the bottom right of this section is the 'AV comparatives' logo and the text 'Antivirus with the lowest impact on PC performance'.

Antivirus software



<https://www.malwarebytes.org/>

Malwarebytes

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Crush malware

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Malwarebytes ANTI-MALWARE

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Your system is fully protected

License	● Malwarebytes Anti-Malware Premium	View Details >
Database Version	● v2016.02.02.04	Update >
PREMIUM Scan Progress	● Next scheduled scan: 2/3/2016 1:13 AM	
PREMIUM Real-Time Protection	● Malware and Malicious Website Protection enabled	

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<http://www.openoffice.org/>



The Free and Open Productivity Suite

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 English: English (en)

Apache OpenOffice 4.1.2 released

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I want to learn more about OpenOffice

What is Apache OpenOffice? And why should I use it?



I want to download Apache OpenOffice

(Most recent release: 4.1.2)

Download Apache OpenOffice for free (really!) | Click here to get more information.



I need help with my OpenOffice

Help is at hand whenever you need it.



I want to do more with my OpenOffice

Extend Apache OpenOffice with additional functionality, templates and clipart.



I want to participate in OpenOffice

Apache OpenOffice is made with help from people all over the world. Feel free to contribute!



I want to stay in touch with OpenOffice

Follow the progress of OpenOffice via announce list, our blog or social media.

<http://openoffice.apache.org/get-involved.html>



Recent Blog Posts

[All Posts](#)

28 October 2015:

[Announcing Apache OpenOffice 4.1.2](#)

27 September 2015:

[Coming soon... Apache OpenOffice 4.1.2](#)

13 May 2015:

[Authoring e-Books in Apache OpenOffice](#)

13 April 2015:

[Collaboration in the OSA](#)

Recent News

[All N](#)

Udine moves to OpenOffice, v save 360,000 Euro

16 September 2014: The City of Udine, in Ita announced a process that will lead to the installation of OpenOffice on 900 municipal desktops, saving the city 360,000 Euro. ZDN Raffaele Mastrolonardo has the [details](#).

Apache OpenOffice 4.1.1 released

21 August 2014: The Apache OpenOffice project announces the [official release of vers 4.1.1](#). In the [Release Notes](#) you can read ab

A full-featured office suite



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Installation Requirements

- Supports Microsoft Windows 98/ME/2000/XP/2003/Vista/7/2012/8/8.1/10 (32-bit/64-bit).
- Requires PS2PDF converter such as Ghostscript (recommended). You can get the free GPL Ghostscript 8.15 [here](#).

▶ GNU Ghostscript is a free open-source interpreter for the PostScript language and the PDF file format. It is distributed under the [GNU General Public License](#). You may obtain the latest version of free GPL Ghostscript and its source code [here](#).

What's New

- Added support for both 32-bit and 64-bit Windows 8, 8.1, Windows 10. **NEW**
- Added support for both 32-bit and 64-bit GPL GS. **NEW**
- Seamlessly integrate with [CutePDF Professional](#).
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A PDF writer that works like a virtual printer



<http://www.gimp.org>



The Free & Open Source Image Editor

This is the official website of the GNU Image Manipulation Program (GIMP). GIMP is a cross-platform image editor available for GNU/Linux, OS X, Windows and more operating systems. It is free software, you can change its source code and distribute your changes.

Whether you are a graphic designer,

Recent News

GIMP 2.8.18 Released
2016-07-14

GIMP 2.9.4 Released
2016-07-13

GIMPers at Texas Linux Fest 2016
2016-07-04

GEGL 0.3.8 and babl 0.1.18 Released
2016-06-14

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VLC media player

VLC is a free and open source cross-platform multimedia player and framework that plays most multimedia files, and various streaming protocols.

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Other projects from VideoLAN

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VLC media player
 VLC is a powerful media player playing most of the media codecs and video formats out there.

VLMC
 VideoLAN Movie Creator is a non-linear editing software for video creation.

FOR PROFESSIONALS

DVblast
<http://www.videolan.org/projects/dvblast/> simple and powerful MPEG-2 TS demux and streaming

FOR DEVELOPERS

libvdcss

libvdcsl

VLC is a free and open source cross-platform multimedia player and framework that plays most multimedia files, and various streaming protocols.



ONLINE LEARNING RESOURCES:

- **[DrawSpace](https://www.drawspace.com/)**: Fundamental information for beginners to drawing including: articles on choosing supplies, setting up a studio, holding drawing mediums correctly, and becoming more productive by employing helpful techniques
Website: <https://www.drawspace.com/>
- **[Better Money Habits](https://www.bettermoneyhabits.com/index.html)**: Learn about personal finance education through Better Money Habits. Start managing your personal finances and making smart financial decisions now. Website: <https://www.bettermoneyhabits.com/index.html>
- **[Ctrlpaint](http://www.ctrlpaint.com/)**: Ctrl+Paint is a free learning resource dedicated to the basics of digital painting. Each bite-sized video covers a different concept, allowing you to learn complex subjects in manageable increments. Website: <http://www.ctrlpaint.com/>
- **[Khan Academy](https://www.khanacademy.org/)**: More than Free Online Tutoring resources in different K-12 and College subjects. Website: <https://www.khanacademy.org/>
- **[Patrickjmt](http://patrickjmt.com/)**: Free Online Math Tutoring Videos in College Math
Website: <http://patrickjmt.com/>
- **[Simple Science Fitness](http://ss.fitness/)**: Learn how to burn fat and build muscle naturally, backed up by science. The one-stop resource for nutrition and exercise information. Website: <http://ss.fitness/>
- **[Justin Guitar](http://www.justinguitar.com/)**: Completely free guitar lessons from Justin Sandercoe including courses for beginners, electric, acoustic, blues, rock, jazz, folk, technique, aural training and more! Website: <http://www.justinguitar.com/>



Online Formal Classes (Free)

Some of these institutions provide a Certificate from their programs


- **MIT Open Courseware**: MIT OpenCourseWare is a web-based publication of virtually all MIT course content. OCW is open and available to the world and is a permanent MIT activity. Website: <http://ocw.mit.edu/index.htm>
- **Coursera**: Coursera provides universal access to the world's best education, partnering with top universities and organizations to offer courses online. Website: <https://www.coursera.org/>
- **Open Culture**: Your guide to free educational media. Find thousands of free online courses, audio books, textbooks, eBooks, language lessons, movies and more. Website: <http://www.openculture.com/freeonlinecourses>
- **EdX**: EdX offers free online courses and classes. Find the latest MOOC from the world's best universities including MIT, Harvard, Berkeley, UT and others. Topics include ... Website: <https://www.edx.org/>
- **Alison**: Join 7 million learners and explore 750+ free online courses from top publishers. ALISON is the leading provider of free online classes & online learning. Website: <https://alison.com/>



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1	2	3	4	5	6	7	8
2	4	6	8	10	12	14	16
3	6	9	12	15	18	21	24
4	8	12	16	20	24	28	32
5	10	15	20	25	30	35	40
6	12	18	24	30	36	42	48

Microsoft Office



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