

Image/Data Manipulation

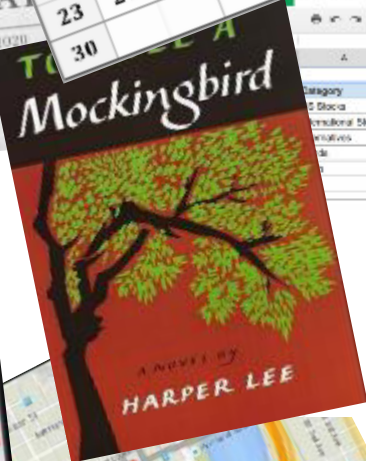
PowerPoint: Presentation Slides

Word: Posters, Newsletters etc.

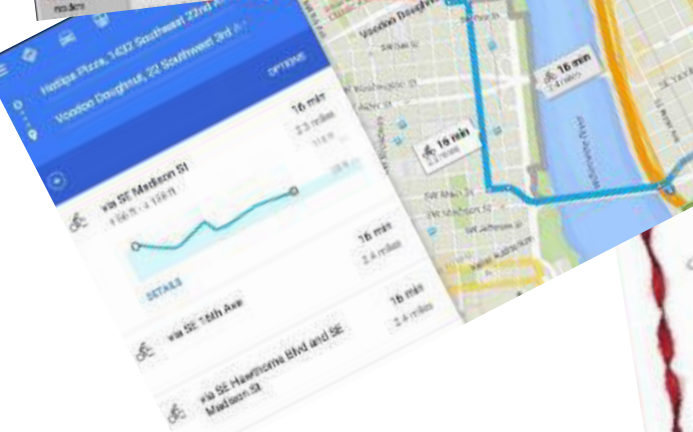
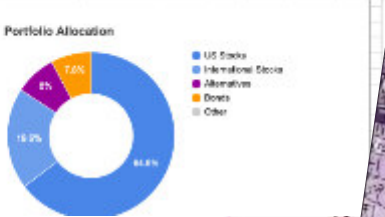
Handouts etc.

Excel: Balance Sheets etc.

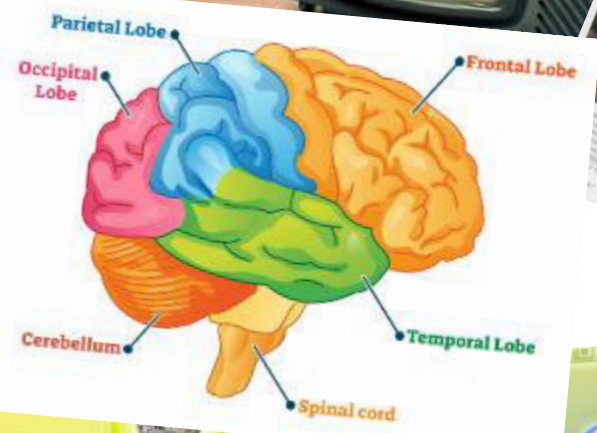
OUTPUTS



Category	Risk Factor	Personal Capital	My Target	Actual	Diff	Threshold	Comment
US Stocks	04.90%	02.00%	08%	04.6%	3.31%	0.00%	\$344,524.0
International Stocks	27.90%	22.00%	28%	19.80%	8.41%	0.00%	\$134,481.0
Bonds	8.90%	11.00%	10%	7.80%	2.50%	0.00%	\$52,581.0
Real Estate	19.90%	12.00%	18%	7.6%	13.10%	0.00%	\$41,633.0
Cash	3.00%	0.00%	2%	0.0%	10.00%	0.00%	\$33.0
							\$535,284.0



INPUTS



Input

- From your knowledge base (The Brain)
- Camera, Internet, Magazines, Newspapers, Books, TV, YouTube

Process

- How we capture images and data and display in PowerPoint, Word and Excel

Output

- Slides, Newsletters, Menu Sheets, Pamphlet, Invitations
- Book, Short stories, Letters and letterheads, Direction sheets
- Club accounts, Christmas and birthday cards, Year calendar, Xmas party, School events etc.

Capturing Text and Pictures and displaying in PowerPoint Word and Excel

Exercise 1

- Enter Your Text directly into a document
- Take Pictures and copy into a document

Exercise 2

- Cut and Paste text from Internet or Electronic File and copy into a document
- Cut and Paste picture from Internet or Electronic File and copy into a document

Exercise 3

- Print screen (PrtScn) from Google Maps – Street View

Exercise 4

- Print screen (PrtScn) from YouTube or Television

Exercise 5

- Cut and Paste from paper source using Optical Character Recognition (OCR Apps)

Exercise 6

- Compressing cropped pictures

Brief History
Tower Bridge is a Grade I listed combined bascule and suspension bridge in London, built between 1886 and 1894, designed by Horace Jones and Barry with the help of Henry Marc Brunel. It crosses the River Thames close to the Tower of London and is one of five London bridges owned and maintained by the Bridge House Estates, a charitable trust founded in 1282. The bridge was constructed to give better access to the East End of London, which had expanded its commercial potential in the 19th century. The bridge was opened by Edward, Prince of Wales and Alexandra, Princess of Wales in 1894.

PowerPoint Slide



Wedding Budget Summary

CATEGORY	ESTIMATED	ACTUAL	OVER/UNDER
Outfits	5,490.00	5,770.00	-280.00
Reception	1,850.00	920.00	122.00
Music	600.00	400.00	200.00
Printing	925.00	870.00	65.00
Photography	1,625.00	1,575.00	50.00
Decorations	780.00	720.00	60.00
Flowers	900.00	850.00	50.00
Guests	1,345.00	1,675.00	-330.00
Travel	300.00	165.00	135.00
Other	885.00	1,021.00	-136.00
TOTAL	17,630.00	17,374.00	256.00

Excel SpreadSheet



Exercise 1a – Bridges over the Thames

1. Type your data into here

2. Load your picture using the “picture symbol”

Exercise 1a – Bridges over the Thames

Picture of the Queen Elizabeth Bridge over the Thames taken from the south bank looking east.



Exercise 1b – Flyer for the Cycle Group

1. Type your data into here

2. Load your picture using the “picture
symbol”

Join Us

Our next cycle trip will be on Friday 27th October
- meet at the Lido at 10.00 am

Exercise 2a – Bridges over the Thames

1. Cut and Paste text from Internet

2. Cut and Paste a picture from Internet

[About: Tower Bridge \(dbpedia.org\)](http://dbpedia.org)

Exercise 2a – Bridges over the Thames

Tower Bridge is a Grade I listed combined bascule and suspension bridge in London, built between 1886 and 1894, designed by Horace Jones and engineered by John Wolfe Barry with the help of Henry Marc Brunel. It crosses the River Thames close to the Tower of London and is one of five London bridges owned and maintained by the Bridge House Estates, a charitable trust founded in 1282. The bridge was constructed to give better access to the East End of London, which had expanded its commercial potential in the 19th century. The bridge was opened by Edward, Prince of Wales and Alexandra, Princess of Wales in 1894.

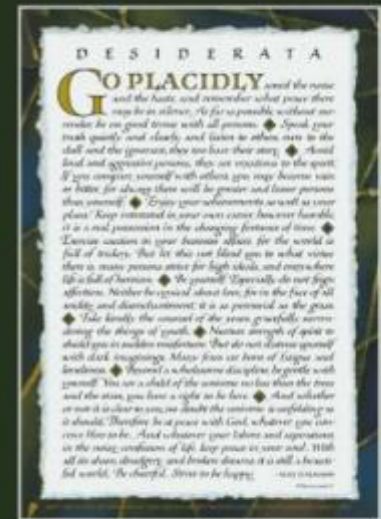
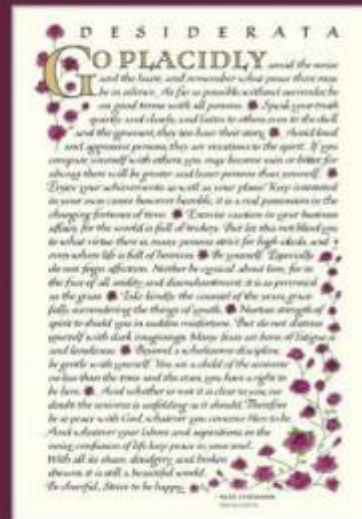


Example 2b – Poem on the Wall - Desiderata

"Desiderata" is an early 1920s prose poem by the American writer Max Ehrmann. The text was widely distributed in poster form in the 1960s and 1970s.

"Go placidly amid the noise and the haste and remember what peace there may be in silence. As far as possible....."

[Desiderata: Original Text](#)



Desiderata



Go placidly amid the noise and the haste, and remember what peace there may be in silence. As far as possible, without surrender, be on good terms with all persons. Speak your truth quietly and clearly; and listen to others, even to the dull and the ignorant; they too have their story.



Avoid loud and aggressive persons; they are vexatious to the spirit. If you compare yourself with others, you may become vain or bitter, for always there will be greater and lesser persons than yourself.



Enjoy your achievements as well as your plans. Keep interested in your own career, however humble; it is a real possession in the changing fortunes of time.

Exercise caution in your business affairs, for the world is full of trickery. But let this not blind you to what virtue there is; many persons strive for high ideals, and everywhere life is full of heroism. Be yourself. Especially do not feign affection. Neither be cynical about love; for in the face of all aridity and disenchantment, it is as perennial as the grass.



Take kindly the counsel of the years, gracefully surrendering the things of youth.

Nurture strength of spirit to shield you in sudden misfortune. But do not distress yourself with dark imaginings. Many fears are born of fatigue and loneliness.

Beyond a wholesome discipline, be gentle with yourself. You are a child of the universe no less than the trees and the stars; you have a right to be here.



And whether or not it is clear to you, no doubt the universe is unfolding as it should. Therefore be at peace with God, whatever you conceive Him to be. And whatever your labors and aspirations, in the noisy confusion of life, keep peace in your soul. With all its sham, drudgery and broken dreams, it is still a beautiful world. Be cheerful. Strive to be happy.

Exercise 3 – (PrtScn) from Google Maps – Street View

1. Cut and Paste text from Internet
2. (PrtScn) from Google Maps
3. Street View – to help identify shops and houses

Exercise 3 – (PrtScn) from Google Maps – Street View

1. Picture of Tower Bridge

2. (PrtScn) from Google Maps

3. Street View – Look at Ruislip High Road



Exercise 3 – (PrtScn) from Google Maps – Street View

1. Cut and Paste text from Internet
2. (PrtScn) from Google Maps
3. Street View – to help identify shops and houses

Exercise 3 – (PrtScn) from Google Maps – Street View

1. Picture of Tower Bridge

2. (PrtScn) from Google Maps

3. Street View – Look at Ruislip High Road



Exercise 4 – Pictures from the TV or YouTube

[Hillingdon u3a - Singers Concert](#)

[BBC iPlayer - Watch BBC Two live](#)

Exercise 4 – Pictures from the TV or YouTube

[Hillingdon u3a - Singers Concert](#)

[BBC iPlayer - Watch BBC Two live](#)



Example 5a – From a Magazine Article

1. Scan article into computer
2. Cut out text required
3. Paste into an Optical character recognition “app” (OCR)



Example 5a – From a Magazine Article

Example 5a – From a Magazine Article

Example 5a – From a Magazine Article

Vandals cause BCN main line woes
The Birmingham main line canal suffered a pair of unusual obstructions in November. First, the entire flight of Wolverhampton locks was drained by vandals, flooding nearby roads and halting boat traffic for at least two days. This was the fourth time in recent months that the entire flight had been drained, and the Canal & River Trust will clearly have to rethink its security policy on lock paddles. Later, one of the most bizarre lock obstructions happened in Tipton Locks on 14th November, when a stolen car was driven into the bottom lock before dawn. Local CRT operatives, already busy with attempts to refill the Wolverhampton flight, had to hire a large crane at short notice to lift out the Land Rover Discovery some 12 hours later. Barely had both obstructions been cleared by Tuesday morning than the local teams were called to remove two more cars - one at Olton, near Solihull, on the Grand Union, and the other at the bottom of the Delph Nine lock flight on the Dudley No 2 Canal.



**CRT West Midlands
engineers lift the
car out of Tipton
Bottom Lock on
Monday evening.**

Example 5a - Vandal's cause BCN main line woes

The Birmingham main line canal suffered a pair of unusual obstructions in November. First, the entire flight of Wolverhampton locks was drained by vandals, flooding nearby roads and halting boat traffic for at least two days. This was the fourth time in recent months that the entire flight had been drained, and the Canal & River Trust will clearly have to rethink its security policy on lock paddles. Later, one of the most bizarre lock obstructions happened in Tipton Locks on 14th November, when a stolen car was driven into the bottom lock before dawn. Local CRT operatives, already busy with attempts to refill the Wolverhampton flight, had to hire a large crane at short notice to lift out the Land Rover Discovery some 12 hours later. Barely had both obstructions been cleared by Tuesday morning than the local teams were called to remove two more cars - one at Olton, near Solihull, on the Grand Union, and the other at the bottom of the Delph Nine lock flight on the Dudley No 2 Canal.



Example 5b – From a Newspaper

1. Scan article into computer
2. Cut out text required
3. Paste into an Optical character recognition “app” (OCR)

Example 5b – From a Newspaper

1. Scan article into computer
2. Cut out text required
3. Paste into an Optical character recognition “app” (OCR)

Example 5b – From a Newspaper

Man arrested
over Bully XL
dog attack

A 60-YEAR-old man has been arrested on suspicion of possessing a dog dangerously out of control, after a schoolgirl, 11, and two men were savaged at the weekend. Ana Paun was walking to buy sweets with her 18-year-old sister when the American Bully XL clamped its jaws around her arm and 'wouldn't let go'. Harrowing footage of the two-minute attack in Bordesley Green, Birmingham, on Saturday showed how she was knocked to the ground, with the dog only letting go when a bystander hit it with a broom.» The dog then bit her again on the shoulder before a second man pulled the animal away. It then chased a third male into a petrol station and attacked him on the forecourt. A West Midlands Police spokesman said the man had been bailed while enquiries continued. 'The dog currently remains in secure kennels,' they added. Following the attack Home Secretary Suella Braverman said she was seeking 'urgent advice' on banning the 'lethal' breed - linked to nine deaths in the last two years.

Man arrested over Bully XL dog attack

A 60-YEAR-old man has been arrested on suspicion of possessing a dog dangerously out of control, after a schoolgirl, 11, and two men were savaged at the weekend.

Ana Paun was walking to buy sweets with her 18-year-old sister when the American Bully XL clamped its jaws around her arm and 'wouldn't let go'.

Harrowing footage of the two-minute attack in Bordesley Green, Birmingham, on Saturday showed how she was knocked to the ground, with the dog only letting go when a bystander hit it with a broom.»

The dog then bit her again on the shoulder before a second man pulled the animal away. It then chased a third male into a petrol station and attacked him on the forecourt.

A West Midlands Police spokesman said the man had been bailed while enquiries continued.

'The dog currently remains in secure kennels,' they added.

Following the attack Home Secretary Suella Braverman said she was seeking 'urgent advice' on banning the 'lethal' breed - linked to nine deaths in the last two years.

IT'S reported that Home Secretary Suella Braverman has requested urgent advice on banning American XL Bully dogs. I'd like to know what the interpretation of 'urgent,' is. Why can't she just ban them now? HOW many more children going to be harmed these animals? all I know that most of their owners are yobos who parade their ferocious dogs as status symbols. R MORGAN, Haaield, mrtys. ENVIRONMENT minister Lord Benyon said last month that there were no plans to add XL Bully dogs to the list of banned dangerous breeds. Surely the list should be open to amendment at all times. This breed should be added without delay. We are talking about dogs bred to fight and threaten. If a breed has a history Of attacking people, it should be banned Without discussion. Amv owners who fail to comply must be fined heavily. VICK SMITH, Blandford Forum, Dorset. ANYONE who has owned even a small dog knows that on rare occasions, when the red mist descends, it is ven' difficult to restrain the animal. Yes, some large dogs may normally be much more passive than the average Jack Russell, but every dog is capable of turning from a placid pet, into a raging beast in an instant. A large dog is capable of killing a fully grown human and few people could safely Ferocious: An American XL Bully

An American XL Bully step in to prevent this happening. Most people only own ferocious looking canines to intimidate the rest of us. The combination of such owners and breeds inevitably leads to tragedy. Members of the public should be prevented from owning any dog breed that grows to a vast size. Admittedly, the complications of interbreeding make this a difficult task for the Government, but too much innocent blood has been shed.

T.J. HICKMAN, Southampton.

DON'T bother banning dangerous dogs or introducing licences. Pass a law that all large dogs have to wear muzzles in public and give police the power to remove from the street any that don't comply.

Mrs M.A. HAY, Studley, Warks.

A BAN on XL Bully dogs would be unfair on owners whose pets have been trained correctly and have done nothing wrong. I own two XL Bullies that are friendly around children, adults and other animals. I have come across aggressive chihuahuas, but no one has suggested banning them. Any dog, regardless of the breed, can be dangerous.

SUSAN DEMI, Preston, Lancs.

NO DOG is a born killer. Those that do kill haven't been trained and socialised correctly, and are owned as weapons by people who want to look tough.

M. SIMS, Warrington, Cheshire.



IT'S reported that Home Secretary Suella Braverman has requested urgent advice on banning American XL Bully dogs. I'd like to know what the interpretation of 'urgent' is. Why can't she just ban them now? How many more children are going to be harmed by these animals? We all know that most of their owners are yobos who parade their ferocious dogs as status symbols.

P MORGAN, Hadfield, Derby.

ENVIRONMENT minister Lord Benyon said last month that there were no plans to add XL Bully dogs to the list of banned dangerous breeds. Surely the list should be open to amendment at all times. This breed should be added without delay. We are talking about dogs bred to fight and threaten. If a breed has a history of attacking people, it should be banned without discussion. Any owners who fail to comply must be fined heavily.

NICK SMITH, Blandford Forum, Dorset.

ANYONE who has owned even a small dog knows that on rare occasions, when the red mist descends, it is very difficult to restrain the animal. Yes, some large dogs may normally be much more passive than the average Jack Russell, but every dog is capable of turning from a placid pet into a raging beast in an instant. A large dog is capable of killing a fully grown human and few people could safely

step in to prevent this happening. Most people only own ferocious looking canines to intimidate the rest of us. The combination of such owners and breeds inevitably leads to tragedy. Members of the public should be prevented from owning any dog breed that grows to a vast size. Admittedly, the complications of interbreeding make this a difficult task for the Government, but too much innocent blood has been shed.

T.J. HICKMAN, Southampton.

DON'T bother banning dangerous dogs or introducing licences. Pass a law that all large dogs have to wear muzzles in public and give police the power to remove from the street any that don't comply.

Mrs M.A. HAY, Studley, Warks.

A BAN on XL Bully dogs would be unfair on owners whose pets have been trained correctly and have done nothing wrong. I own two XL Bullies that are friendly around children, adults and other animals. I have come across aggressive chihuahuas, but no one has suggested banning them. Any dog, regardless of the breed, can be dangerous.

SUSAN DEMI, Preston, Lancs.

NO DOG is a born killer. Those that do kill haven't been trained and socialised correctly, and are owned as weapons by people who want to look tough.

M. SIMS, Warrington, Cheshire.

FEROCIOUS: AN AMERICAN XL BULLY

Exercise 5 - Quality of the Scan

In brief

LANCASTER TO TEWITFIELD

12.5 miles, 0 locks ⌚ Cruising time: 4 hours

The quiet canal becomes even more hushed north of Lancaster, with views of Morecambe and the Lake District fells giving it an atmosphere all of its own. Hest Bank is a fabulous place to tie up for the night, while the canal's terminus at Tewitfield offers the opportunity to assess the active restoration work taking place on the Northern Reaches to Kendal.

FOOD & DRINK STOPS

Hest Bank Inn, Hest Bank
Facing onto the canal at the loveliest part of Hest Bank, this pub's beer garden is the perfect place to enjoy a drink on a summer's day.

Archers Cafe, Bolton-le-Sands
If you're after freshly ground coffee and a wonderful selection of home-made dishes, then try this classy cafe overlooking Morecambe Bay.

1 From Lancaster the canal quickly immerses itself in pleasant countryside, with the north-west coastline coming ever closer. As along these northern reaches, it's worth keeping an eye out for waterbirds such as curlews and oystercatchers.

2 Approaching **Hest Bank**, Morecambe Bay is clearly visible in the distance, and from Bridge 118 it's only a 200-yard walk to the beach at high tide. This is a magical place to moor and certainly very popular in the summer, you can try a 6-mile guided walk across the sand to Kent Bay.



3 The next settlement is **Bolton-le-Sands**, which clearly takes pride in the canal, with some very pretty gardens snatching down to the water's edge. It also has two pubs, one of which, the Packet Boat, was a stopping-off point for passenger 'packet' boats coming from Preston. There was once a landing stage on the outside and steps up to the inn, but nowadays's boaters have to walk round via the nearby bridge.



Exercise 5 - Quality of the Scan

1 From Lancaster the canal quickly immerses itself in pleasant countryside, with the north-west coastline coming ever closer. All along these northern reaches it's worth keeping an eye out for seabirds such as curlew and oystercatchers.

In brief
LANCASTER TO TEWITFIELD
 12.5 miles, 0 locks ⌚ Cruising time: 4 hours

The quiet canal becomes even more hushed north of Lancaster, with views of Morecambe and the Lake District fells giving it an atmosphere all of its own. Hest Bank is a fabulous place to tie up for the night, while the canal's terminus at Tewitfield offers the opportunity to assess the active restoration work taking place on the Northern Reaches to Kendal.

FOOD & DRINK STOPS
Hest Bank Inn, Hest Bank
 Facing onto the canal at the loveliest part of Hest Bank, this pub's beer garden is the perfect place to enjoy a drink on a summer's day.
Archers Cafe, Bolton-le-Sands
 If you're after freshly ground coffee and a wonderful selection of home-made dishes, then try this classy cafe overlooking Morecambe Bay.

1 From Lancaster the canal quickly immerses itself in pleasant countryside, with the north-west coastline coming ever closer. All along these northern reaches it's worth keeping an eye out for seabirds such as curlew and oystercatchers.

2 Approaching **Hest Bank**. Morecambe Bay is clearly visible in the distance, and from Bridge 118 it's only a 200-yard walk to the beach at high tide. This is a magical place to moor and certainly very popular in the summer, you can try a 6-mile guided walk across the sand to Kent Bay.

3 The next settlement is **Bolton-le-Sands**, which clearly takes pride in the canal, with some very pretty gardens stretching down to the water's edge. It also has two pubs, one of which, the Packet Boat, was a stopping-off point for passenger 'packet' boats coming from Preston. There was once a landing stage on the outside and steps up to the inn, but nowadays boats have to walk round via the nearby bridge.

4 Carnforth

5 Capernwray

6 Tewitfield

7 Bolton-le-Sands

8 Hest Bank

9 Lancaster

10 Kendal

11 Burton-in-Kendal

12 Tewitfield Lock (in closed)

13 Tewitfield Marina

14 Borwick

15 Capernwray

16 Lancashire

17 Lancashire

18 Lancashire

19 Lancashire

20 Lancashire

21 Lancashire

22 Lancashire

23 Lancashire

24 Lancashire

25 Lancashire

26 Lancashire

27 Lancashire

28 Lancashire

29 Lancashire

30 Lancashire

31 Lancashire

32 Lancashire

33 Lancashire

34 Lancashire

35 Lancashire

36 Lancashire

37 Lancashire

38 Lancashire

39 Lancashire

40 Lancashire

41 Lancashire

42 Lancashire

43 Lancashire

44 Lancashire

45 Lancashire

46 Lancashire

47 Lancashire

48 Lancashire

49 Lancashire

50 Lancashire

51 Lancashire

52 Lancashire

53 Lancashire

54 Lancashire

55 Lancashire

56 Lancashire

57 Lancashire

58 Lancashire

59 Lancashire

60 Lancashire

61 Lancashire

62 Lancashire

63 Lancashire

64 Lancashire

65 Lancashire

66 Lancashire

67 Lancashire

68 Lancashire

69 Lancashire

70 Lancashire

71 Lancashire

72 Lancashire

73 Lancashire

74 Lancashire

75 Lancashire

76 Lancashire

77 Lancashire

78 Lancashire

79 Lancashire

80 Lancashire

81 Lancashire

82 Lancashire

83 Lancashire

84 Lancashire

85 Lancashire

86 Lancashire

87 Lancashire

88 Lancashire

89 Lancashire

90 Lancashire

91 Lancashire

92 Lancashire

93 Lancashire

94 Lancashire

95 Lancashire

96 Lancashire

97 Lancashire

98 Lancashire

99 Lancashire

100 Lancashire

101 Lancashire

102 Lancashire

103 Lancashire

104 Lancashire

105 Lancashire

106 Lancashire

107 Lancashire

108 Lancashire

109 Lancashire

110 Lancashire

111 Lancashire

112 Lancashire

113 Lancashire

114 Lancashire

115 Lancashire

116 Lancashire

117 Lancashire

118 Lancashire

119 Lancashire

120 Lancashire

121 Lancashire

122 Lancashire

123 Lancashire

124 Lancashire

125 Lancashire

126 Lancashire

127 Lancashire

128 Lancashire

129 Lancashire

130 Lancashire

131 Lancashire

132 Lancashire

133 Lancashire

134 Lancashire

135 Lancashire

136 Lancashire

137 Lancashire

138 Lancashire

139 Lancashire

140 Lancashire

141 Lancashire

142 Lancashire

143 Lancashire

144 Lancashire

145 Lancashire

146 Lancashire

147 Lancashire

148 Lancashire

149 Lancashire

150 Lancashire

151 Lancashire

152 Lancashire

153 Lancashire

154 Lancashire

155 Lancashire

156 Lancashire

157 Lancashire

158 Lancashire

159 Lancashire

160 Lancashire

161 Lancashire

162 Lancashire

163 Lancashire

164 Lancashire

165 Lancashire

166 Lancashire

167 Lancashire

168 Lancashire

169 Lancashire

170 Lancashire

171 Lancashire

172 Lancashire

173 Lancashire

174 Lancashire

175 Lancashire

176 Lancashire

177 Lancashire

178 Lancashire

179 Lancashire

180 Lancashire

181 Lancashire

182 Lancashire

183 Lancashire

184 Lancashire

185 Lancashire

186 Lancashire

187 Lancashire

188 Lancashire

189 Lancashire

190 Lancashire

191 Lancashire

192 Lancashire

193 Lancashire

194 Lancashire

195 Lancashire

196 Lancashire

197 Lancashire

198 Lancashire

199 Lancashire

200 Lancashire

201 Lancashire

202 Lancashire

203 Lancashire

204 Lancashire

205 Lancashire

206 Lancashire

207 Lancashire

208 Lancashire

209 Lancashire

210 Lancashire

211 Lancashire

212 Lancashire

213 Lancashire

214 Lancashire

215 Lancashire

216 Lancashire

217 Lancashire

218 Lancashire

219 Lancashire

220 Lancashire

221 Lancashire

222 Lancashire

223 Lancashire

224 Lancashire

225 Lancashire

226 Lancashire

227 Lancashire

228 Lancashire

229 Lancashire

230 Lancashire

231 Lancashire

232 Lancashire

233 Lancashire

234 Lancashire

235 Lancashire

236 Lancashire

237 Lancashire

238 Lancashire

239 Lancashire

240 Lancashire

241 Lancashire

242 Lancashire

243 Lancashire

244 Lancashire

245 Lancashire

246 Lancashire

247 Lancashire

248 Lancashire

249 Lancashire

250 Lancashire

251 Lancashire

252 Lancashire

253 Lancashire

254 Lancashire

255 Lancashire

256 Lancashire

257 Lancashire

258 Lancashire

259 Lancashire

260 Lancashire

261 Lancashire

262 Lancashire

263 Lancashire

264 Lancashire

265 Lancashire

266 Lancashire

267 Lancashire

268 Lancashire

269 Lancashire

270 Lancashire

271 Lancashire

272 Lancashire

273 Lancashire

274 Lancashire

275 Lancashire

276 Lancashire

277 Lancashire

278 Lancashire

279 Lancashire

280 Lancashire

281 Lancashire

282 Lancashire

283 Lancashire

284 Lancashire

285 Lancashire

286 Lancashire

287 Lancashire

288 Lancashire

289 Lancashire

290 Lancashire

291 Lancashire

292 Lancashire

293 Lancashire

294 Lancashire

295 Lancashire

296 Lancashire

297 Lancashire

298 Lancashire

299 Lancashire

300 Lancashire

301 Lancashire

302 Lancashire

303 Lancashire

304 Lancashire

305 Lancashire

306 Lancashire

307 Lancashire

308 Lancashire

309 Lancashire

310 Lancashire

311 Lancashire

312 Lancashire

313 Lancashire

314 Lancashire

315 Lancashire

316 Lancashire

317 Lancashire

318 Lancashire

319 Lancashire

320 Lancashire

321 Lancashire

322 Lancashire

323 Lancashire

324 Lancashire

325 Lancashire

326 Lancashire

327 Lancashire

328 Lancashire

329 Lancashire

330 Lancashire

331 Lancashire

332 Lancashire

333 Lancashire

334 Lancashire

335 Lancashire

336 Lancashire

337 Lancashire

338 Lancashire

339 Lancashire

340 Lancashire

341 Lancashire

342 Lancashire

343 Lancashire

344 Lancashire

345 Lancashire

346 Lancashire

347 Lancashire

348 Lancashire

349 Lancashire

350 Lancashire

351 Lancashire

352 Lancashire

353 Lancashire

354 Lancashire

355 Lancashire

356 Lancashire

357 Lancashire

358 Lancashire

359 Lancashire

360 Lancashire

361 Lancashire

362 Lancashire

363 Lancashire

364 Lancashire

365 Lancashire

366 Lancashire

367 Lancashire

368 Lancashire

369 Lancashire

370 Lancashire

371 Lancashire

372 Lancashire

373 Lancashire

374 Lancashire

375 Lancashire

376 Lancashire

377 Lancashire

378 Lancashire

379 Lancashire

380 Lancashire

381 Lancashire

382 Lancashire

383 Lancashire

384 Lancashire

385 Lancashire

386 Lancashire

387 Lancashire

388 Lancashire

389 Lancashire

390 Lancashire

391 Lancashire

392 Lancashire

393 Lancashire

394 Lancashire

395 Lancashire

396 Lancashire

397 Lancashire

398 Lancashire

399 Lancashire

400 Lancashire

401 Lancashire

402 Lancashire

403 Lancashire

404 Lancashire

405 Lancashire

406 Lancashire

407 Lancashire

408 Lancashire

409 Lancashire

410 Lancashire

411 Lancashire

412 Lancashire

413 Lancashire

414 Lancashire

415 Lancashire

416 Lancashire

417 Lancashire

418 Lancashire

419 Lancashire

420 Lancashire

421 Lancashire

422 Lancashire

423 Lancashire

424 Lancashire

425 Lancashire

426 Lancashire

427 Lancashire

428 Lancashire

429 Lancashire

430 Lancashire

431 Lancashire

432 Lancashire

433 Lancashire

434 Lancashire

435 Lancashire

436 Lancashire

437 Lancashire

438 Lancashire

439 Lancashire

440 Lancashire

441 Lancashire

442 Lancashire

443 Lancashire

444 Lancashire

445 Lancashire

446 Lancashire

447 Lancashire

448 Lancashire

449 Lancashire

450 Lancashire

451 Lancashire

452 Lancashire

453 Lancashire

454 Lancashire

455 Lancashire

456 Lancashire

457 Lancashire

458 Lancashire

459 Lancashire

460 Lancashire

461 Lancashire

462 Lancashire

463 Lancashire

464 Lancashire

465 Lancashire

466 Lancashire

467 Lancashire

468 Lancashire

469 Lancashire

470 Lancashire

471 Lancashire

472 Lancashire

473 Lancashire

474 Lancashire

475 Lancashire

476 Lancashire

477 Lancashire

478 Lancashire

479 Lancashire

480 Lancashire

481 Lancashire

482 Lancashire

483 Lancashire

484 Lancashire

485 Lancashire

486 Lancashire

487 Lancashire

488 Lancashire

489 Lancashire

490 Lancashire

491 Lancashire

492 Lancashire

493 Lancashire

494 Lancashire

495 Lancashire

496 Lancashire

497 Lancashire

498 Lancashire

499 Lancashire

500 Lancashire

501 Lancashire

502 Lancashire

503 Lancashire

504 Lancashire

505 Lancashire

506 Lancashire

507 Lancashire

508 Lancashire

509 Lancashire

510 Lancashire

511 Lancashire

512 Lancashire

513 Lancashire

514 Lancashire

515 Lancashire

516 Lancashire

517 Lancashire

518 Lancashire

519 Lancashire

520 Lancashire

521 Lancashire

522 Lancashire

523 Lancashire

524 Lancashire

525 Lancashire

526 Lancashire

527 Lancashire

528 Lancashire

529 Lancashire

530 Lancashire

531 Lancashire

532 Lancashire

533 Lancashire

534 Lancashire

535 Lancashire

536 Lancashire

537 Lancashire

538 Lancashire

539 Lancashire

540 Lancashire

541 Lancashire

542 Lancashire

543 Lancashire

544 Lancashire

545 Lancashire

546 Lancashire

547 Lancashire

548 Lancashire

549 Lancashire

550 Lancashire

551 Lancashire

552 Lancashire

553 Lancashire

554 Lancashire

555 Lancashire

556 Lancashire

557 Lancashire

558 Lancashire

559 Lancashire

560 Lancashire

561 Lancashire

562 Lancashire

563 Lancashire

564 Lancashire

565 Lancashire

566 Lancashire

567 Lancashire

568 Lancashire

569 Lancashire

570 Lancashire

571 Lancashire

572 Lancashire

573 Lancashire

574 Lancashire

575 Lancashire

576 Lancashire

577 Lancashire

578 Lancashire

579 Lancashire

580 Lancashire

581 Lancashire

582 Lancashire

583 Lancashire

584 Lancashire

585 Lancashire

586 Lancashire

587 Lancashire

588 Lancashire

589 Lancashire

590 Lancashire

591 Lancashire

592 Lancashire

593 Lancashire

594 Lancashire

595 Lancashire

596 Lancashire

597 Lancashire

598 Lancashire

599 Lancashire

600 Lancashire

601 Lancashire

602 Lancashire

603 Lancashire

604 Lancashire

605 Lancashire

606 Lancashire

607 Lancashire

608 Lancashire

609 Lancashire

610 Lancashire

611 Lancashire

612 Lancashire

613 Lancashire

614 Lancashire

615 Lancashire

616 Lancashire

617 Lancashire

618 Lancashire

619 Lancashire

620 Lancashire

621 Lancashire

622 Lancashire

623 Lancashire

624 Lancashire

625 Lancashire

626 Lancashire

627 Lancashire

628 Lancashire

629 Lancashire

630 Lancashire

631 Lancashire

632 Lancashire

633 Lancashire

634 Lancashire

635 Lancashire

636 Lancashire

637 Lancashire

638 Lancashire

639 Lancashire

640 Lancashire

641 Lancashire

642 Lancashire

643 Lancashire

644 Lancashire

645 Lancashire

646 Lancashire

647 Lancashire

648 Lancashire

649 Lancashire

650 Lancashire

651 Lancashire

652 Lancashire

653 Lancashire

654 Lancashire

655 Lancashire

656 Lancashire

657 Lancashire

658 Lancashire

659 Lancashire

660 Lancashire

661 Lancashire

662 Lancashire

663 Lancashire

664 Lancashire

665 Lancashire

666 Lancashire

667 Lancashire

668 Lancashire

669 Lancashire

670 Lancashire

671 Lancashire

672 Lancashire

673 Lancashire

674 Lancashire

675 Lancashire

676 Lancashire

677 Lancashire

678 Lancashire

679 Lancashire

680 Lancashire

681 Lancashire

682 Lancashire

683 Lancashire

684 Lancashire

685 Lancashire

686 Lancashire

687 Lancashire

688 Lancashire

689 Lancashire

690 Lancashire

691 Lancashire

692 Lancashire

693 Lancashire

694 Lancashire

695 Lancashire

696 Lancashire

697 Lancashire

698 Lancashire

699 Lancashire

700 Lancashire

701 Lancashire

702 Lancashire

703 Lancashire

704 Lancashire

705 Lancashire

706 Lancashire

707 Lancashire

708 Lancashire

709 Lancashire

710 Lancashire

711 Lancashire

712 Lancashire

713 Lancashire

714 Lancashire

715 Lancashire

716 Lancashire

717 Lancashire

718 Lancashire

719 Lancashire

720 Lancashire

721 Lancashire

722 Lancashire

723 Lancashire

724 Lancashire

725 Lancashire

726 Lancashire

727 Lancashire

728 Lancashire

729 Lancashire

730 Lancashire

731 Lancashire

732 Lancashire

733 Lancashire

734 Lancashire

735 Lancashire

736 Lancashire

737 Lancashire

738 Lancashire

739 Lancashire

740 Lancashire

741

Exercise 5 – OCR apps

Optical character recognition or optical character reader (OCR)

Changing New Line to a Space

Use Word as there are better word processing tools.

From Home Page – select “Editing” then go to “Replace”

Select More

Go to Special Codes – select Paragraph Mark and replace with “press space bar”

Exercise 6 – Compressed Images and Copyright Law

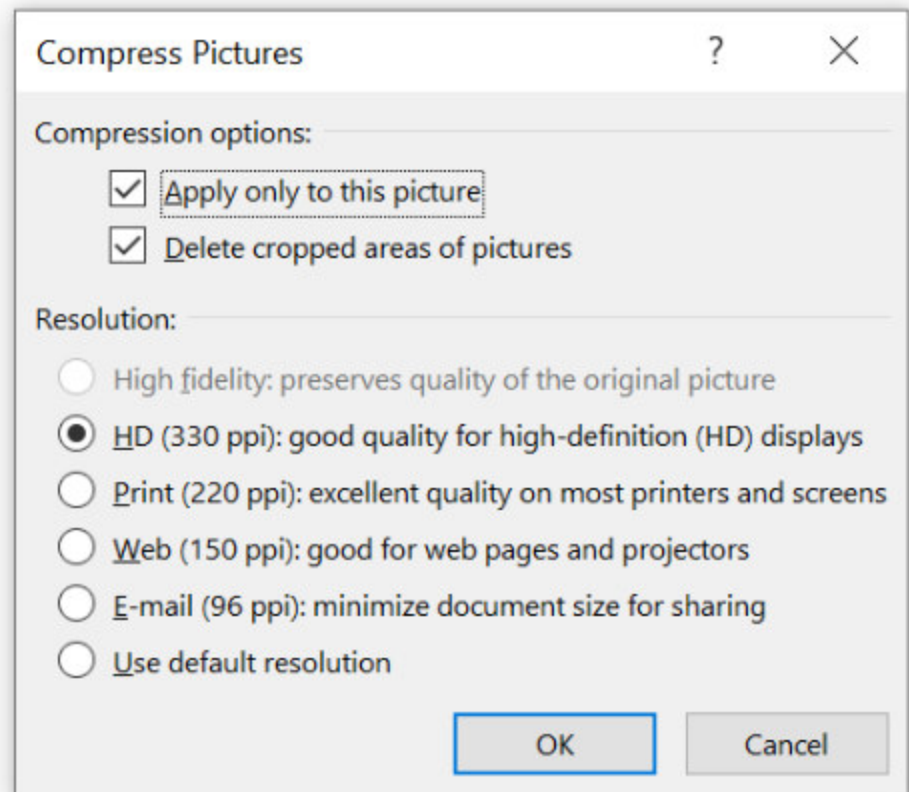
Compressed Images - We use compressed images in Microsoft to reduce the file size of pictures and save disk space. The compression options reduce both the file size and picture dimensions based on how you intend to use the picture, such as viewing on screen or in an email message. You can compress all pictures in the file or just the ones that you select.

Click on Picture

Select “Picture Format”

Select “Compress Picture”

Copyright Law - Copyright laws prohibit people from copying, distributing, or using someone else’s work without their permission. This includes any content that is published on the internet, such as text, images, videos, and music. The copyright owner has the exclusive right to reproduce, distribute, and display their work. If someone uses copyrighted material without permission, they may be liable for infringement and may have to pay damages to the copyright owner.



The End