军队院校外训系列教材

计算机应用

Computer Application

主　编　薛　强　王守尊
副主编　刘　伟　陈耘云

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前　言

计算机是人类发明的一种现代通用智能工具。随着计算机技术的发展，计算机技术几乎已渗透到人类社会活动的一切领域，计算机的普及也从发达国家向包括欠发达国家在内的世界各国推进，计算机知识已经成为当代文化的一个重要组成部分。

我校的外训教育已走过十几年的历程，主要的培养对象是一些来自亚非拉国家的学员，他们的计算机知识因计算机普及的程度不同而存在着很大的差异，尤其是来自非洲国家的士官学员对计算机知识的掌握相对薄弱。最初制定的培养计划主要是针对专业类并不包含计算机类的课程，但面对铺天盖地的电子信息，他们对计算机方面的知识表现出了焦虑和渴求。按照他们的需求，这些年来陆陆续续开设了一些计算机软件方面的课程，内容包括网络通信、中文学习、办公文档、图像处理、影视制作和数据库技术等，课程的开设满足了外训学员的要求，受到了他们的欢迎。但在教学中，在中国可以免费使用的软件大多是中文界面的，这给他们的学习带来了极大的困难，因此迫切需要有一本英文版的教材来指导他们的学习。本教材就是为了满足这种要求而编写的。

本书的内容是根据学员最关心的计算机知识而编写的，可以划分为 6 大部分，分别为网络电话、网络聊天、影视制作、幻灯设计、图像处理和数据库技术。

在网络电话部分，主要介绍了国内和国外最常用的打电话工具 UUCall 和 Skype，通过这两个软件的学习，他们可以通过网络很便宜的打电话。

在网络聊天部分，介绍了国产软件 QQ，在这里他们可以和中国人聊天、交友并学习中文等。

在影视制作部分，主要是讲解 Ulead Video Studio 9 软件。通过本部分的学习，学员可以编辑他们在中国拍摄的大量的影视资料，具有实用性和娱乐性。

幻灯设计部分是基于学员对工作的需求而开设的，他们回国后也要讲课和汇报，讲解的内容是 Microsoft Office PowerPoint2003。

在图像处理部分，讲解的内容是 Adobe Photoshop CS3。此软件可以按要求对图像进行处理，加工后的图像可以作为贴图用于广告和动画设计。

在数据库技术部分，讲解的内容是软件 Visual FoxPro 6.0。此软件的内容是针对军官培训增加的内容，它是数据信息处理和办公室自动化的重要工具，

可以提高他们的计算机应用能力。

在编写本书的过程中，得到了同事们的大力帮助。教材英文内容的校对得到了来自斯里兰卡 TMAA Tennekoon 中校、T. Alwis Weerasinghe 中校、PDS Dias 中校，巴基斯坦 Zeeshan Shahid 少校、Mohammad Azam 少校的帮助，在此一并表示感谢。

由于作者水平所限，书中难免存在错误和不当之处，欢迎专家和读者批评指正。

编者

2009 年 3 月

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PREFACE

Computers are a widely-used modern intelligent tool invented by human being. With the development of computer technology, it has immerged into almost all the fields of human's social activities, and with the step-by-step popularization of computers from the developed countries to the underdeveloped ones, the knowledge about computer has been an important part of modern culture.

Our university has had a history of more than ten years in training foreign trainees who mainly come from the Asian, African and Latin American countries. They have more or less knowledge about computer on the basis of the application of computers in their countries. Especially for petty officers from the African countries, they have poor knowledge about computer. Our original teaching project includes these courses connected to their majors, instead of the course about computer. However, owing to the fact they feel anxious and eager to learn the knowledge of computer while facing the information explosion, we have been opening some courses of computer software including network communication, Chinese study, word processing, image processing, video editing and data bank, etc. in these years, which meet the requirements of the trainees and are very popular. But while learning the software with Chinese interface, the foreign trainees have encountered many difficulties and are looking forward to a textbook of English version. The book is compiled to meet their requirements.

This book, compiled on the basis of the computer knowledge that interests the trainees, is composed of six parts: Internet Telephone, Web Chat, Video Editing, PPT Design, Image Processing and Data Bank.

The first part Internet Telephone mainly introduces how to use UUcall and Skype, the most commonly used internet telephone in China and outside China respectively, which can help the trainees to make a call as cheap as possible.

Web Chat mainly introduces the Chinese software QQ, through which the trainees can chat and make friends with the Chinese people and even learn Chinese.

Video Editing introduces the pragmatic and interesting software Ulead Video Studio 9 to help the trainees to edit and process their video materials taken in China.

PPT Design is mainly about Microsoft Office PowerPoint 2003, for some trainees will possibly give classes or do presentations after his return to their countries.

Image Processing mainly introduces Adobe Photoshop CS3, the software to process the images and even applies them to the advertisement and animation.

Data processing mainly introduces Visual FoxPro6. 0, an important tool of Data Processing and Office Automation. This part is added for the foreign officers and can help them improve their ability of computer application.

Here I would like to thank my colleagues for their great help in my compiling this book. I also wish to thank Cdr. TMAA Tennekoon, Cdr. T. Alwis Weerasinghe and Cdr. PDS Dias from Sri Lanka Navy and Lt. Cdr Zeeshan Shahid and Lt. Cdr. Mohammad Azam from Pakistan Navy for reviewing and proofreading the manuscript of English version.

In addition, we welcome any comments or suggestions from both trainees and instructors.

Editors

March, 2009

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Chapter 1 How to Use the Phone Online

Now voice chat through UUCall, Skype or other communication software has become a very ordinary matter. However, China's software as well as Chinese language interface software is a challenge for foreign students who know little about Chinese language. In this chapter, the most commonly used communication software in China will be introduced.

1.1 UUCall

1.1.1 Characteristics

UUCall enables you to call any telephone or mobile all over the world and is No. 1 Internet phone brand in China. Its characteristics are as follows:

(1) Free communication: UUCall provides global free calls between users, and its sound quality is better than the traditional chat software.

(2) Save 80% money: it is very economic to use UUCall to call others. The lowest fare to dial a phone is 0.06 yuan / min.

(3) Outstanding quality: VoTune voice engine technology helps UUCall to keep ahead in the field of professional voice communication.

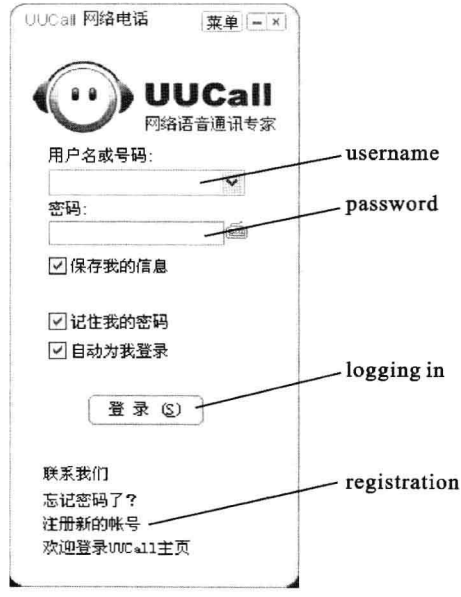

Figure 1-1 UUCall Interface

1.1.2 Download and Install

The address to download UUCall is: http://www.UUCall.com/down-

load. do.

UUCall, as green software, doesn't need any installation, and can run directly by double click. After running, the interface will appear as follows.

1.1.3 Apply for Registration

To apply for registration, you need to fill out the registration table in Figure 1-2. After referring, you will get a username or a user number.

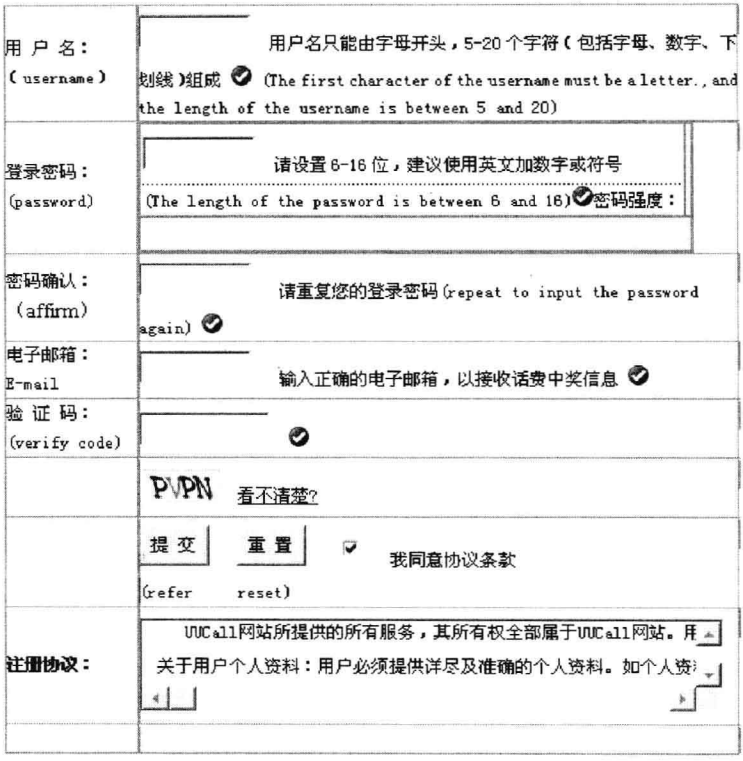

Figure 1-2 Registration Table

1.1.4 Make a Free Call

When you have got a UUCall number, you may take part in the activity of free experience. The steps are as follows:

(1) Figure 1-3: Open the free experience web.

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(2) Figure 1-4: Input your mobile phone number to get the experience code.

(3) Figure 1-5: Input the experience code.

(4) Figure 1-6: Your balance of the UUCall account will be added 1.2 yuan or more, and then you can call from the UUCall interface.

Figure 1-3 Free Experience Web

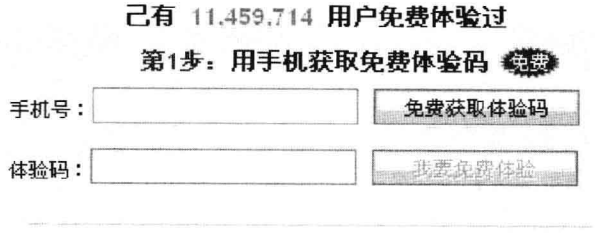

Figure 1-4 Input Mobile Phone Number

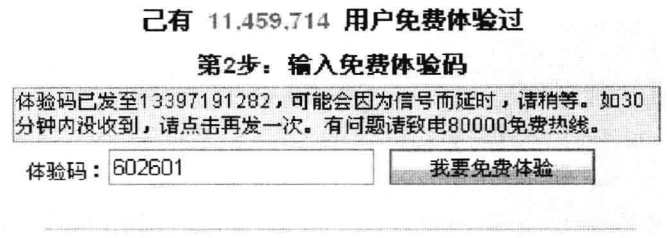

Figure 1-5 Input the Experience Code

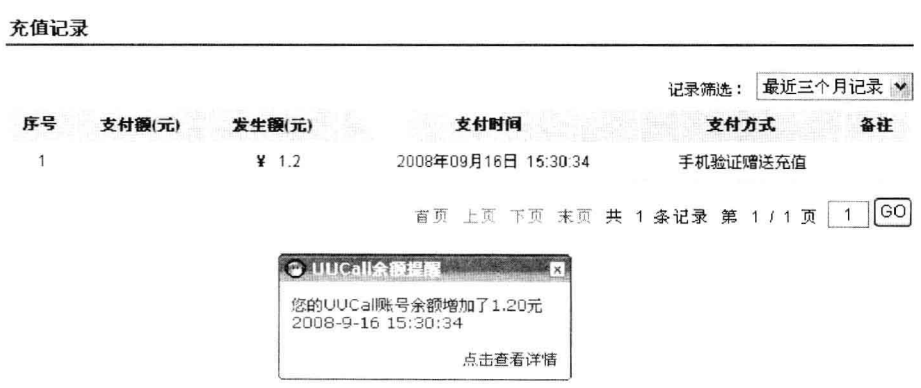

Figure 1-6 Your UUCall Account

1.1.5 Recharge

Calling via the computer, you may get 10-60 minutes of free experience. After the free enjoyment of the fairy tale, you must recharge your account so as to make phone calls.

UUCall is currently offering Internet banking online recharge, bank remittance, China's postal network Huitong recharge (the post office to buy rechargeable cards), Shenzhou Xing rechargeable card, and other recharge modes. One of the most common modes is to buy the phone cards in the post office.

If your bank card has been open to online payment, you will be able to recharge your UUCall online account with real-time receiving.

Online recharge includes:

(1) Direct charge of Internet banking through bank cards.

(2) Third-party payment platform, such as 99Bill. com and Alipay. com. As for the recharge, you can refer to Figure 1-7.

Figure 1-7 Recharge Methods

1.1.6 Dial-up

(1) UUCall dial telephone, free direct-dial number, such as: 80099.

(2) Dial the mobile phone, adding 0 before the phone number, such as 013312345678.

(3) Dial a phone within mainland of China, region code + phone number, such as 08887654321.

(4) Dial an overseas phone, country code + region code + phone number, such as the United States 0015152780000.

1.2 Skype

Skype, with a powerful voice communication capability, is sweeping the world of voice communication software. Using Skype to call another person

who is also a Skype user is totally free. You can call anywhere in the world at any time through free Skype-to-Skype calls.

1.2.1 Download and Install

The Skype's address is: http://skype.tom.com/. You can download from here.

Run the installing program, referring to Figure 1-8 and Figure 1-9.

Figure 1-8 Installing Step 1

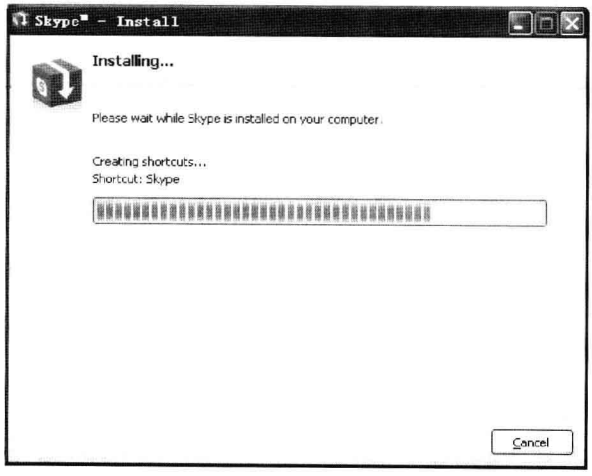

Figure 1-9 Installing Step 2

1.2.2 Create a New Skype Account

If you are a new user, you must register for an account through filling out the tables below in Figure 1-10 and Figure 1-11.

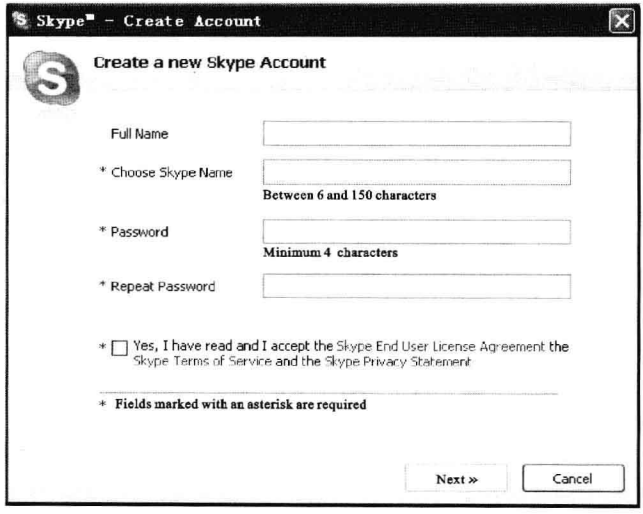

Figure 1-10 Installing Step 3

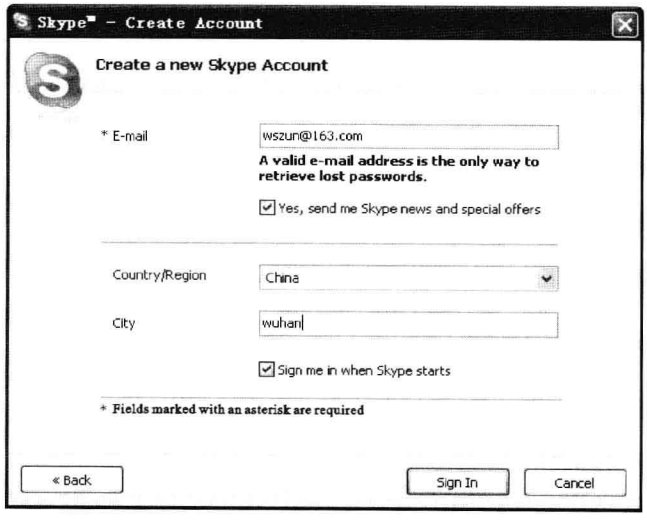

Figure 1-11 Installing Step 4

If all above steps have been done, the main interface of Skype in Figure 1-12 will appear.

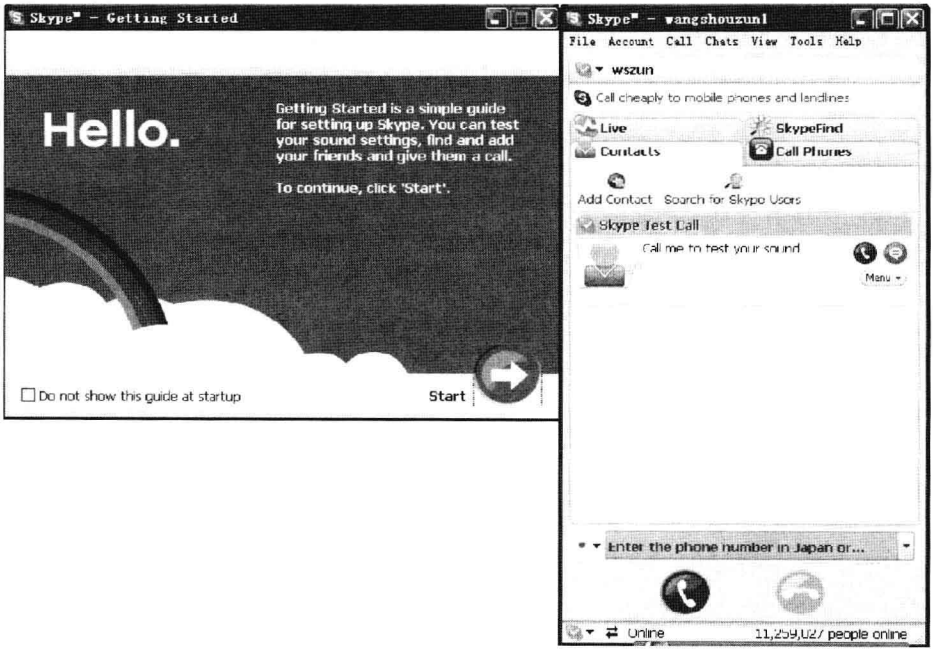

Figure 1-12 Main Interface of Skype

1.2.3 How to Add a Contact

To find friends and add them to your contacts, select the **Search for Skype Users** option from the **Contacts** menu or press the **Add a Contact** in the left corner of your contact list.

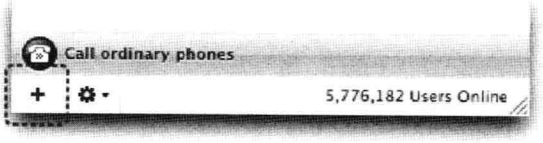

Figure 1-13 Add a Contact Menu

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