1. Open Photoshop
2. Click File>Open & Select your desired photo and double click on it.
3. Press `C’ to select `Crop tool’ or do it manually using your mouse.
4. Set Parameter into tool properties bar which is located on top of the canvas. (Width, height & res.)
5. Drag & Crop
6. Press `Enter’
7. To Save go to `File>Save for web & devices’
8. A dialogue box will appear   
   Set JPEG as picture format and click on SAVE
9. Done☺