



د افغانستان اسلامی جموريت  
د عامی روغتیا وزارت  
د کندھار ولایت د عامی روغتیا ریاست  
دکتر مامون (طاہری) دروغتیا ی علومو انسټیتوټ  
تدریسي معاونیت



## د کمپیوټر بنسټیز مهارتونه



استاد: جابر احمد (شیرزی)  
سمستیر: (لومړی)  
کال: .....

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

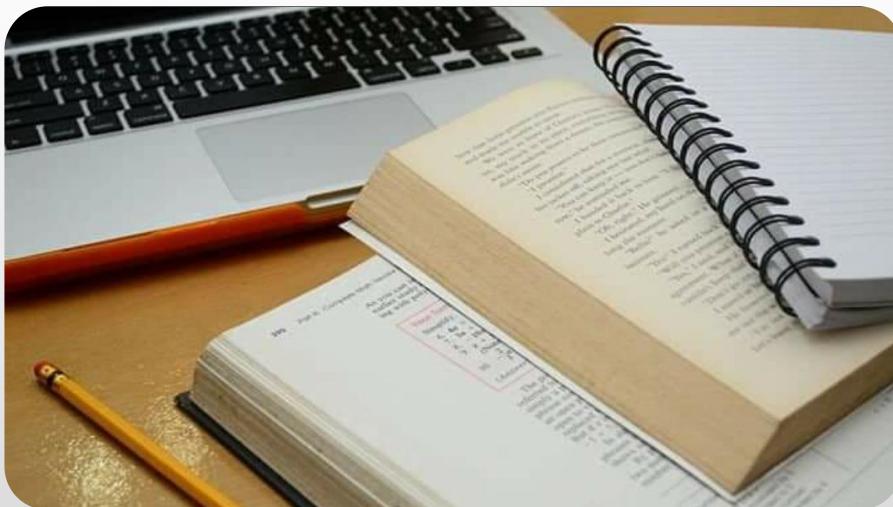
# لومړي فصل د کمپیوټر لنډه پیژنډکوي.

# ټکنالوجي

- تعریف : هر هغه شي چې موږ ته کار اسانه کړي عبارت د ټکنالوجي څخه دي .
- په عملی ډول سره : چې یو خو سیستمونه سره یو ځای شي او یو کار د یوی خاصې موخي لپاره ترسره کړي عبارت د ټکنالوجي څخه دي ده مدي ټکنالوجي څخه کمپیوټر معرفی کوو .

# کمپیوټر (Computer)

تعريف : کمپیوټر یو برقی ماشین دی چې ریاضیکی او منطقی کارونه سرته رسوی.  
یا کمپیوټر یو پروگرام منونکی ماشین دی چې ډیر کار په لړ وخت کې سرته رسوی.  
یا کمپیوټر د **Compute** له کلمی څخه اخستل شوي چې معنا یې محاسبه ،شمیرنه او یا هم کنل دی.



# ادامه ...

- ❖ کولای شي اطلاعات واخلي.
- ❖ کولای شي اخیستل شوي اطلاعات پروسیس کري (ترکارلاندي ونيسي).
- ❖ کولای شي د پروسیس شويو اطلاعاتو پایله د کمپیوټر پرمخ را بسکاره کري. د (Computer) کلیمه د خخه اخستل شوي چې د شمېرلو په معنا سره دي او په همدي خاطر کمپیوټر د شمېرونکي په نوم يادېږي. په قاموسونو تکي کام کي د کمپیوټر اړوند قاموسونو کي د کمپیوټر دپاره په پښتو کي د (سولګر؟) لغت غوره سوي دي.

د کمپیوټر د تورو معنا:

C O M P U T E R

Common Operating Machine particular used for tread, education and research.

## د کمپیوټر تاریخچه



د نړی لړنې کمپیوټر

• په پخوا زمانو کې د انسانانو د ژوندانه ضروریات ډیر لږ او ساده و. د ووخت په تیردو سره د انسانانو نفوس ډیر سو او د انسانانو د ژوند ضروریات هم ورسره ډیر سول . د انسانانو د ژوندانه ضروریات په مختلفو برخو کې وه، چې یوه برخه یې د حساب په هکله وه . انسانانو به حسابونه د کوتو په واسطه سره حل کول، نود همدي مشکلاتو د حلیدو په اساس کمپیوټر مینځ ته راغلي.

• د دغه آلې په وسیله د جمعې، تفریق، ضرب او تقسیم عملې تر سره کېږي کمپیوټر ته برقی ماغزه وايې . کمپیوټر هم زمونږ د مغزو په خبر کولای شي د ډیرو هغو مسایلو لپاره چې کمپیوټر ته سپارل شوی دی د حل لارې او طریقې وړاندې کړي . او دا هم کولای شي چې خپل آشتباهاټ په ګونه او هغه اصلاح کړي .

# د لوړۍ څل لپاره کمپیوټر

• د لوړۍ څل لپاره لډۍ کمپیوټر د امریکي په (هاروارد) پوهنتون کې په ۱۹۴۴ میلادی کال کي طرحه او جوړ شو دغه کمپیوټر پروفیسور هواردايکن او مرستندویانو یې جوړ کړ د ماشینونو جوړولو نړیوال تجارتی شرکت (I.B.M) د دغه کمپیوټر په بشپړولو کې ډیر تعاون درلود . دا کمپیوټر د (آي . بى . ايم هاورډ) په نوم ونومول شو . له دغې اختراع راوروسته د کمپیوټر بیلابیل ډولونه ډیزاین شول نن ورڅ دا سې کمپیوټرونه جوړ شوي چې الوتکي فضایي بېړي ، راکټونه او توغندي له Ҳمکي نه کنټرول او رهبري کوي د الوتنو او توغولو په مهال یې د کمپیوټر په ذريعه سرعت او مسیر ته تغیر ورکول کیداړ شي .

# د کمپیوټر ګټې نېست و انسان ته خه شي دي؟

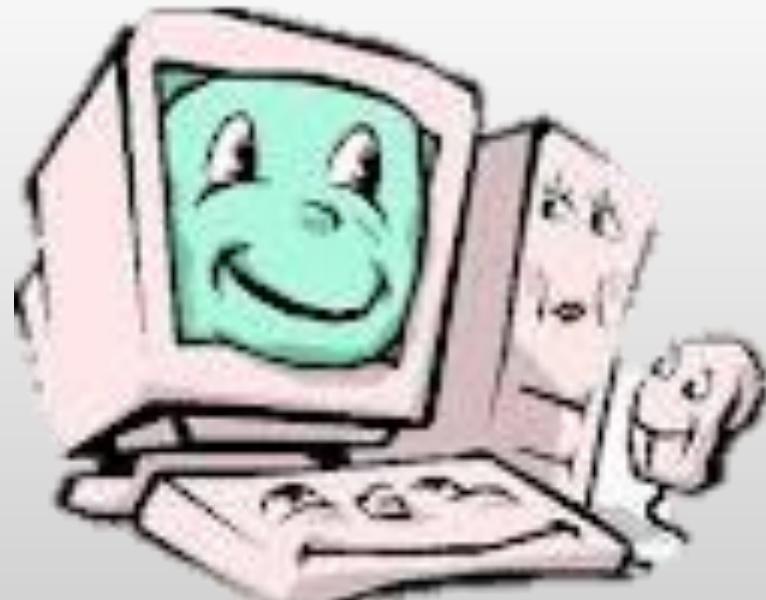


- چېک سرعت: کمپیوټر یوه محاسبه او یاهم کوم بل کار ډېر ژر او په چېکه توګه حلوي. که موږ فکر وکړو د یوه د انسان دیوې میاشتی کار، په کمپیوټر کې د خو ښېو په ترڅ کې اجراء کېدای شي.
- د ډاډ وړتیا: هر هغه محاسبه چې کمپیوټر کې ترسره کېږي د ډاډ وړ او بېله کومې غلطې څخه وي، البته که کومه غلطه پایله د کمپیوټر پرمخ بسکاره کړي، هغه به د کمپیوټر تیروتنه نه وي، بلکې د هغه چا غلطې به وي چې وکمپیوټر ته یې نامې مالومات داخل کړي.
- د ذخیره کولو د پاره حافظه: د کمپیوټر یوه بله ګټه داده، چې ډېر اطلاعات په لړه فضا کې خوندي کوي، البته
- د ډیادونی وړ ده، چې د کمپیوټر فضا د هغه د هارډیسک په ظرفیت پوري اړه لري. او سنې هارډیسکونو کې فضا خوراډېره وي.
- لړه لګښت: د کمپیوټر په وسیله دیوکار سره رسول ارزانه تمامیږي.



# د انسان گتي نسبت و کمپیوټر ته خه شي دي؟

- انسان د الله ﷺ په وسیله پیدا شوی موجود دی، چي دیوه شي په هکله خپرني، اختراع او نوبت راوستلى شي.
- انسان د دې ورتیا لري چي د نورو موضوع گانو په هکله تصمیمونه و نیسي او بیا دهغه دپاره حل لاري پیدا کري.
- او داسي نورخه چي انسان يې ترسره کولای شي، خو کمپیوټر يې په اجراء کولو عاجزه دی، خکه کمپیوټر دانسان په وسیله جوړ شوی، نو له همدي امله هرهغه کار چي انسان يې ترسره کولای شي، کمپیوټر يې نشي ترسره کولای.



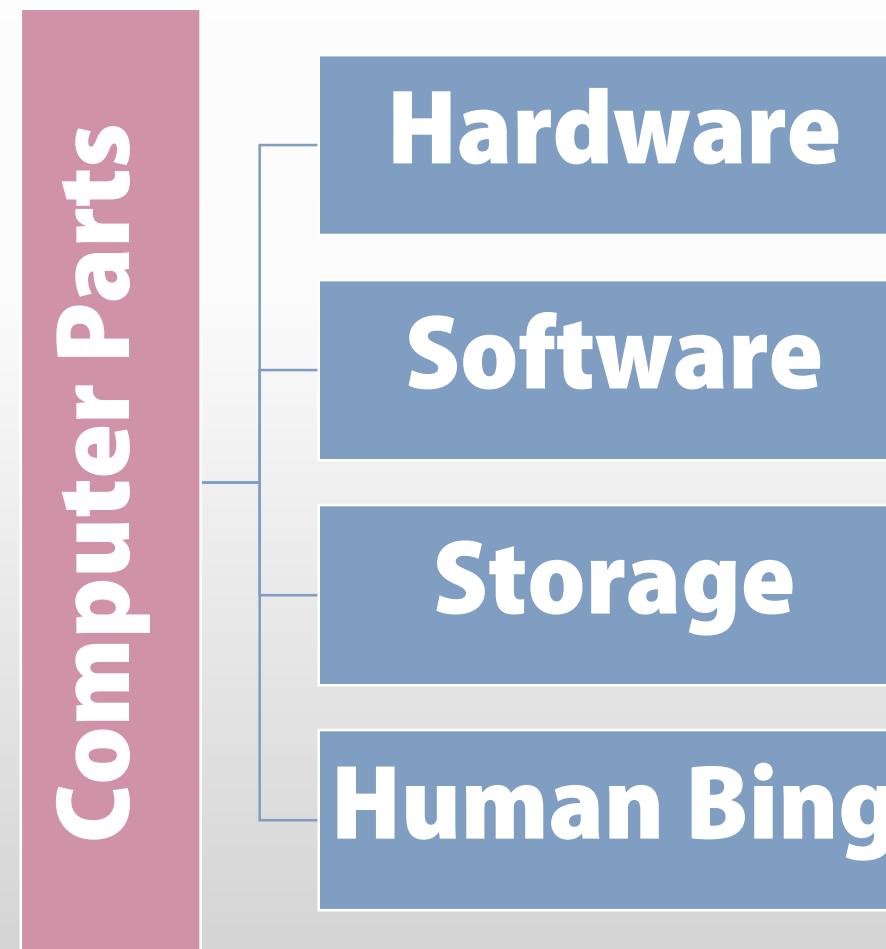
# د کمپیوټر د کارونی ځایونه یې



- دفتر **Office**
- کور **Home**
- هوتل **Hotels**
- شفاخانه **Hospital**
- بانک **Banks**
- تعلیم **Educational**
- سوپر مارکیٹ **Supermarkets**
- انټرنیټ **internet**
- ګیم زون **Games**

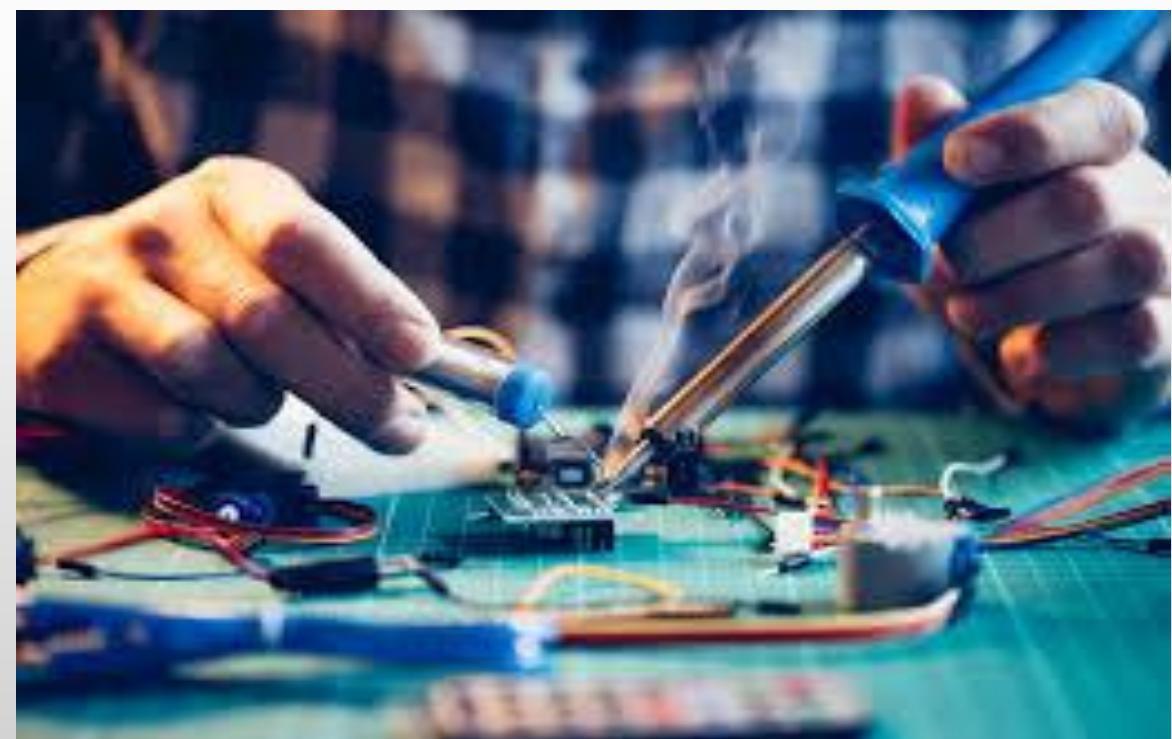
# د کمپیوټر برخی

• په اصل کې کمپیوټر د څلورو برخو څخه جوړدي چې په لاندی ډول دي . او هره یوه به جلا، جلا تshireح شي.



# ۱ هارڊویر Hardware

- د کمپیوټر هغه برخې یا پروگرامونه چې فزيکي جوړشت لري او په لاس ورسه تماس حاصلولي شو هارڊویر **بلل کېږي**.
- د کمپیوټر فزيکي برخه عبارت د هارڊویر څخه ده.
- د کمپیوټر هغه برخه چې د لمس، ليدلو او ماتولو وړ وي عبارت د هارڊویر څخه دي.



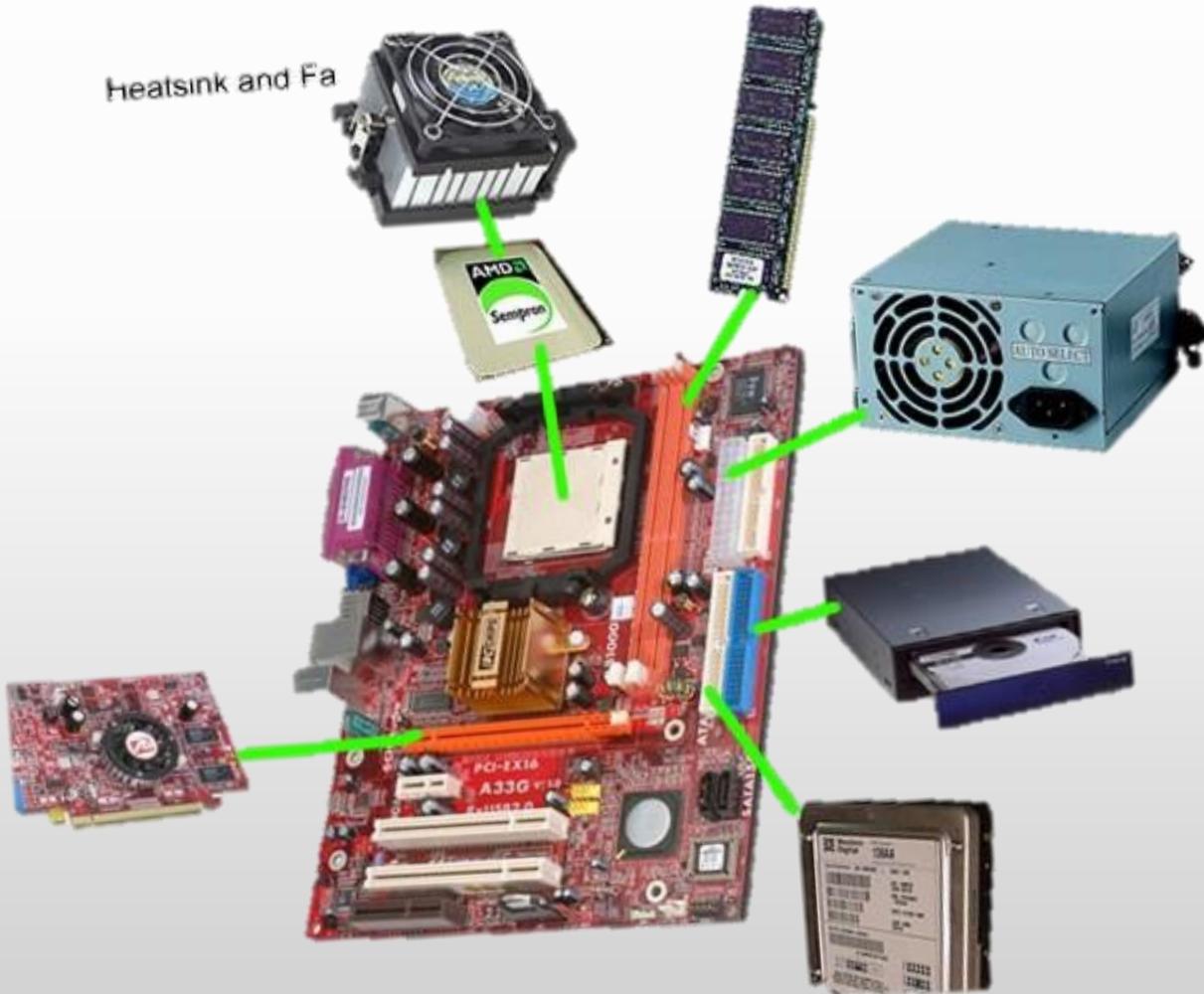
# د هارڊویر برخې

- د هارڊویر برخې درې دی په لاندې چول سره چې هره برخه یې په مکمل چول سره تشریح شوي ده .

**Input .1**

**Output .2**

**Process .3**



# Input Device Part .1

- د کمپیوټر هغه برخه چې د لاري یې مود کولای شو چې وه کمپیوټر ته هر رنګه معلومات داخل کړو.
- داتا خپله خامو معلوماتو ته ویل کېږي چې د کمپیوټر د عملیو د اجراتو خخه وروسته هغه په معلوماتو بدليږي.

داتا په خلور ډوله ده. په لاندی شکل کې بنودل کېږي .

❖ الفا داتا : چې د الف خخه تر ی پوري یا د A خخه تر Z پوري پکښي رائحي .

❖ نمبر داتا : چې د . خخه تر ۹ عددو پوري پکښي رائحي .

❖ الفا نمبر داتا : چې د A خخه تر Z او د . خخه تر ۹ دواړه په یوه ځای کې راشي .

❖ کرافیکي داتا : چې هم ویدیو او هم اواز پکښي رائحي .

• انيټو الاتو مثالونه لکه : فلاش ، کیبورډ، موس، میک او دا سی نور...

# د input د برحی خخه لوړۍ موس

- موس د input هغه برحه د چې د کمپیوټر په سکرین وه کرسر ته حرکت ورکوي. لوړنې موس په ۱۹۷۳ کال کې جوړ سو.
- موس درې بتنهونه لري چې ورته بشی بتنه، کین یا چپ بتنه او رولر وايي. خو د لیپ تاپ موس دوہ بتنه او تچ سکرین لري.



د شکل له نظره موس په پنځه قسمه دي.



- (TRACK Ball MOUSE) .1**
- (TRACK Laser MOUSE) .2**
- (TACK PAD MOUSE) .3**
- (TRACK PAINT MOUSE ) .4**
- (TSS OR TUCH SENZITU SCREEN) .5**



# د موس د برخې ادامه ...

- **د هغه موس دی کوم چې په دی کي دنه یو توب غوندي وروکي کروي جسم نصب وي.** کله چې موب، موس خوڅو نو هله په سکرین کي د موس نښه یعنی کرسر خوڅېږي.
- **د هم ساده غوندي موس دی کوم چې په لاندي برخه کي د توب پرڅای شاعع لري او د هغه شاعع په مرسته زمور په کمپیوټر کي کرسر کار کوي دغه قسم موس ته اوپتیکل موس وايي.**



# د لیزر موس برخې

• دري کلیکه لري **LISZER** لیزر **BOARD** بورډ •  
1 RIGHT CLICK 2 LIFT CLICK 3 SCROLL BUTTN

## د موس د برخې ادامه ...

- **TRACK PAD MOUSE** : دا موس په لپ ټاپ کمپیوټر کې موقیعت لري چې دوھ کلیکه لري او یو کوچنی ډوله د ټچ شکله ساحه لري
- **TRACK PAINT MOUSE** : دا ډول موس په کیبورډ کې موقیت لري او ددی د لاري کولای شوپه منظم ډول کار وکړو. داموس کلیکونه نه لري.
- **TRACK TACH MOUSE** : عموماً دا موس په هغه سکرینونو کې راخي چې ټچ ولري.

# KAY BOARD کیبورڈ

- د INPUT هغه اله ده چي وه کمپیوټر ته BINARY DATA داخلوی باینری د کمپیوټر ڙبه کنل کیږي .
- د ۱۰۴ چخه تر: Normal key board
- د ۱۱۷ چخه تر: Multimedia key board
- د دی چخه معلوم نه دی تر هر خو پوري راتلای شي: Ergonomic key board



د کیبورد توله سویچان په پنځو برخو ويشه شوي دي .



**Functions keys** .1

**Keyboard** .2

**Arrow keys** .3

**Control keys** .4

**Key pad** .5

# سکینر Scanner

- سکینر د انپوټ هغه برخه ده چې هاره کاپی په سافت کاپی اړوی یعنی هغه لیکنه چې په یو ورقه پرینت شوي وي هغه بېرته کمپیوټر ته داخلوي.



# More About Scanner

## Scanner Company

Sony Company

Hp Company

Epson Company

Canon Company

## Scanner quality

Poor quality .1

Medium quality .2

High quality .3

## Scanner size

A4

Letter

A3

A7

A1

A5

# BCR (Barcode redder)

- د انپوټ هغه برخه د چې بارکوډ جوړوي او بيرته يې وايی. بارکوډ په مغازو لويو مارکيټونو او کمپني کې استعمالیږي.



# MICR (magnetics increase redder)

- د انپوت هغه برخه ده چې په مقناطیسی ډول معلومات ٿبتوی او بيرته واي.

## Mice

- د انپوت هغه برخه ده چې انلاک اواز په ډيجيتيل اپوري.
- انلاک هغه سيڪنل چې دي انسان يى په غوردو اوردي.
- ډيجيتيل چې انسان يى په غوردو نه سي اوريدي.



# LGHT PEN (لایت پین)

- یو قلم دی چې په واسطه یې مورډ کولای شو په کمپیوټر کې امضا وکړو. فقط په ټچ سکرین کار کوي.

## WEBCAME (کیمره)

- یوه کوچنې ډیجیټل کیمره ده چې په مونیټور باندې نصب کېږي او مورډ یې په انټرنیټ کې د چاټ کولو په وخت کې استعمالوو. تر څو مقابل ټوري ووينو.



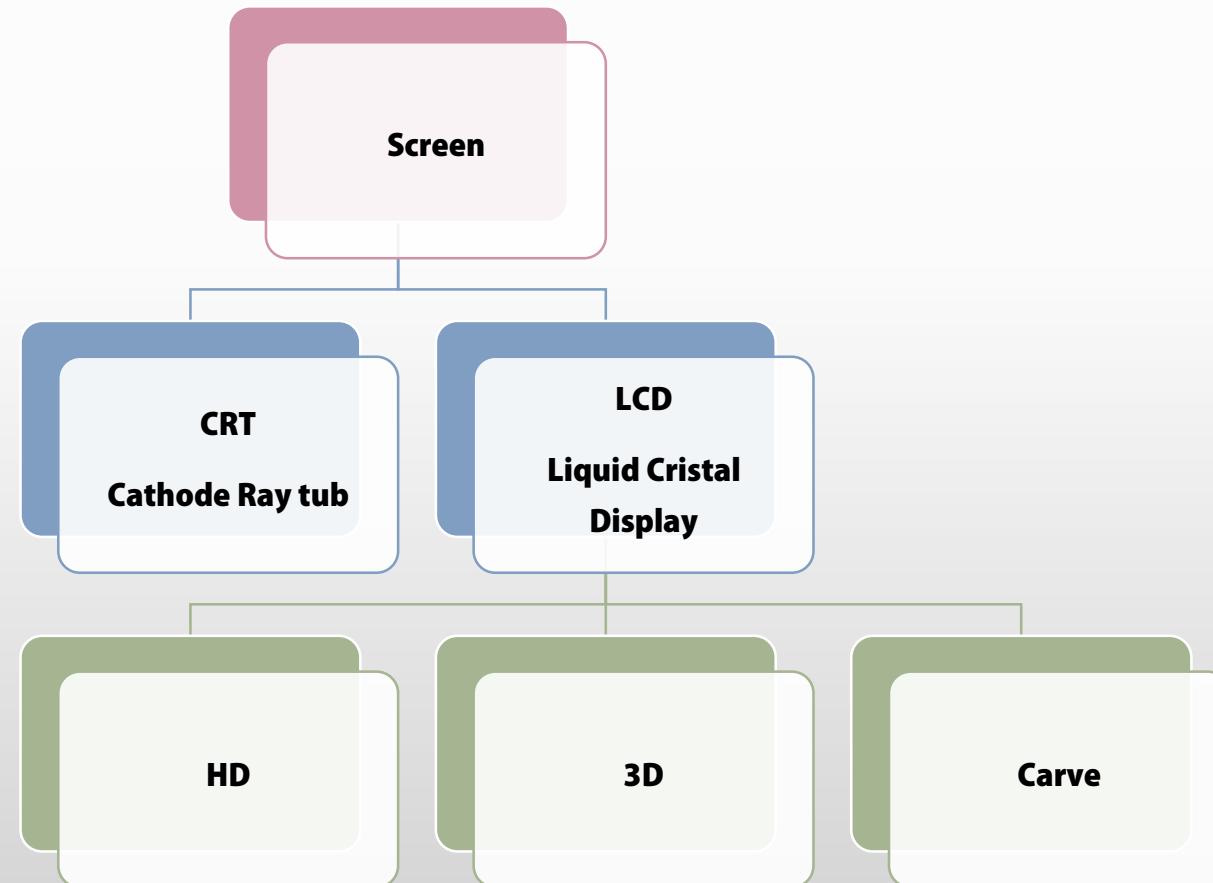
## OUT PUT DEVICE PARTS .2

- د کمپیوټر د هغه برخی څخه عبارت ده چې د لاری یې داټا او نوري نتیجي موده ته په لاس راکوي.



# Screen سکرین

• سکرین د اوپ پوت هغه برخه د چې زموږ د کار نتیجه په پرده راشکاره کوي.



# Projector

• پروجیکتور هم داسی کار کوي لکه مونیتور خو پرق يي په دی کي چې دا وه يوي سپيني ساحې ته ضرورت لري او تر مونیتور بنه کار کوي په بيه کې هم تر مونیتور گران دي .



اداہ...

## **projector company**

SONY ✓  
EPSON ✓  
BIRD ✓  
PANASONICE ✓

## **Types of Projector**

LCD ➤  
MULTIMEDIA ➤  
HD MULTIMEDIA ➤  
3D ➤

# پرینتر Printer

- پرینتر هغه ماشین دی چې سافت کاپی په هاره کاپی بدلوی.
- د پرینتر په ذريعه مور کولای سو چې د کمپیوټر د ذخیرې څخه هغه لیکل سوی معلومات چې مور ورته ضرورت لرو پخپله کاغذ ته انتقال کړو.



## د پرینټر ټولونه

### د ډیسک جیټ پرینټر (Deskjet Printer) .1 •

- دا هغه پرینټر دی کوم چې د پرینټ کولونه وروسته شه نتیجه لري یعنی خلک ددې نتیجه بنه بولی مگر په دغه کي تور او سپین او رنگین رنگونه هم اچول کيري. ددې پرینټر پرینټ تیزوالی نه لري ليکل يا کومه بله ډیتا يا معلومات يا عکسونه په کاغذ باندي په ډير کم سرعت سره چاپ (پرینټ) کوي.



# د پرینټر ډولونه ادامه ...

## • داټ میتریکس پرینټر (Dot Matrix Printers) .2

- دغه پرینټر په داسی شکل جوړ سوی دی لکه د ټایپستی ماشین، د ټایپستی ماشن په شان ځکه دی چې د ډاټ میتریکس پرینټر کي داسی یو ترانګه وي کوم چې په ټایپستی کي وي یعنی صرف ددې ترائی ځکه د ټایپستی ماشین په شان دی او په هغه ترانګه تور رنګ وهل سوی وي هر ځکه چې پرینټر چاپ کوي یعنی پرینټ شروع کېږي نو هغه د توری ترانګی لاندی په کاغذ باندی لیکل پرینټ کوي نو لیکنه په صفحه باندی ننوتلي شکل غوره کوي. ددا ډول پرینټر د رنګ مصرف ډیر کم وي په هغه دفترونو کي ددي پرینټر څخه استفاده کېږي چې پرینټ ته عتبارنه ورکوي لکه د برق بیلونه د ټلیفون بیلونه.



# د پرینټر ډولونه ادامه ...

## لیزر پرینټer.3 •

• دا هغه پرینټر دی د کوم په ذریعه چي مور کولای سو چي خپل کار ڙر وکرو په دغه پرینټر کی چي کوم رنگ استعمالیيري هغه د تورو پودرو په شان وي په دغه پرینټر کی یو گول پاچ په دغه پاچ په ته ډرم ويل کيري هر کله چي مور پرینټ کوو یا کله چي پرینټ شروع کيري نو ددې ډرم په مرسته کيري. تر اوسيه پوري داسي لیزر هم شته چي په یو رنگ باندي په یوه دقیقه کي ۲۰۰ صفحه چاپ کولي سی چي دا په یوه ساعت کي ۱۲۰۰ صفحه جوروی.

• په نړۍ کي لیزر پرینټر د ایکسروکس مشهوري کمپنۍ لخوا په ۱۹۷۱ م کال کي بازار ته وړاندي سو ورپسي آئي بې ايم کمپنۍ لیزر په عنوان د آئي بې ايم په مادل ۳۸۰۰ په ۱۹۷۶ کي بازار ته وړاندي شو د کمپیوټرونو د عام استعمال لپاره په لیزر پرینټر په ۱۹۸۴ م کال کید ایچ پي کمپنۍ له طرفه داسي پرینټر وړاندي سو چي پي ايم ۸ يعني ( ۸ پېجس پر مینټ ) وو

## د پرینټر ډولونه ادامه ...

### PLOTTER .4 •

- پلوټر هم د پرینټر په شکل سره یو ماشین دی چې د غټو لوحو او بیئرانو له پاره کارول کيږي.



# SPEAKER

- سپیکرونه هم د اوپ پوت له جملی څخه دی چې اصلی وظیفه یې د کمپیوټر او یا نورو آلو څخه ڙغ رایستل دی.



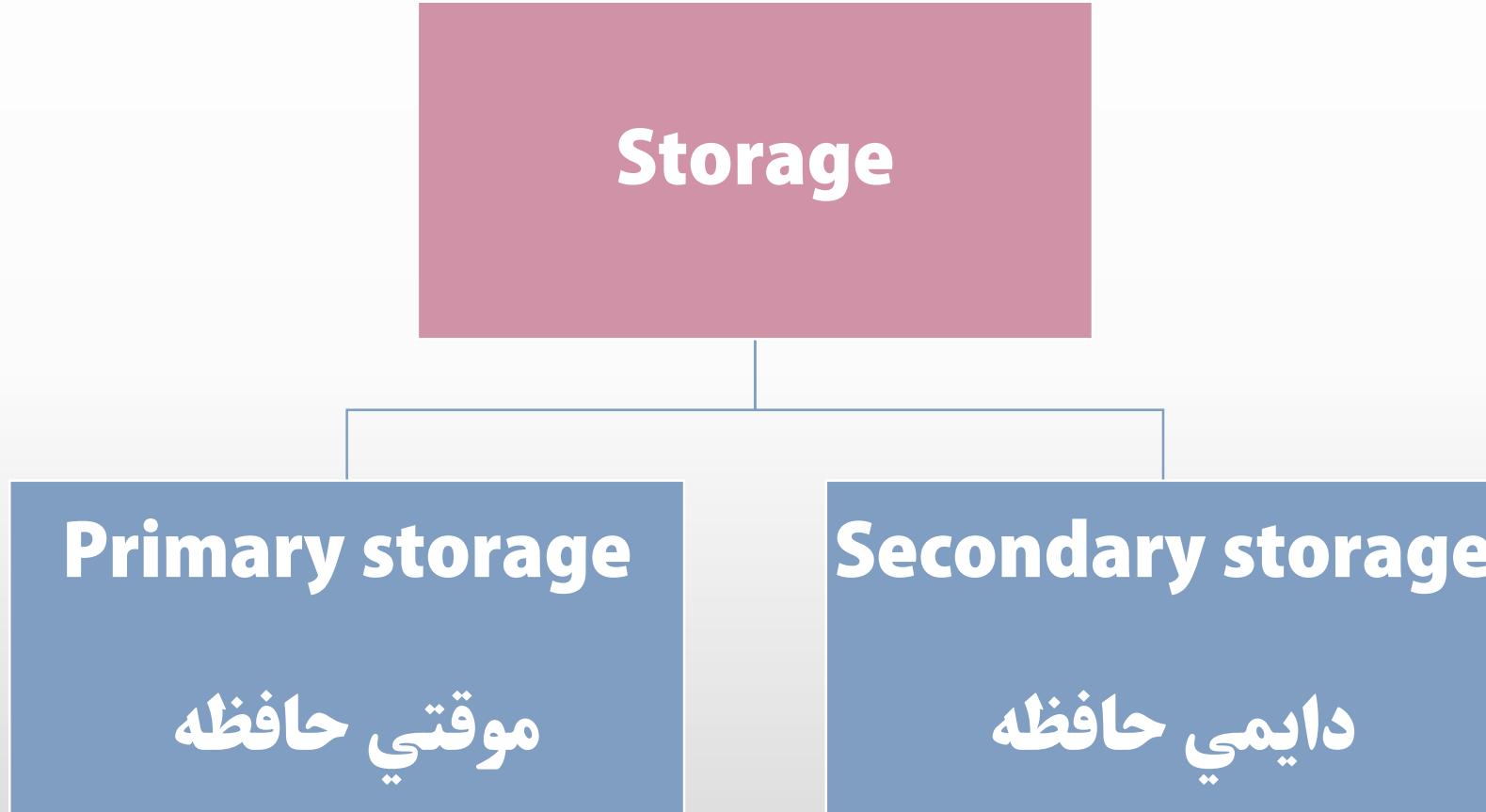
# STORAGE DEVICES PART ۲

## • Storage (حافظه)

- د کمپیوټر هغه برخه چې په هغه کې زموږ معلومات ذخیره کیږي عبارت د حافظي څخه ۵۵.



حافظه په دوه برخو ويشن شوي دي .

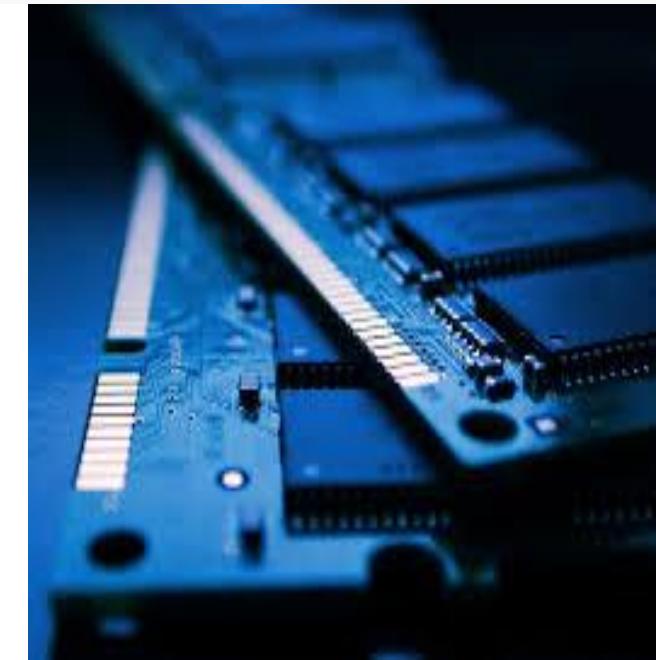


# 1. Primary storage حافظه موقتی

هغه حافظي ته ويل کيږي چي ډاټا د لنډ وخت لپاره ذخیره کوي. ژر ذخیره کيږي او مستقيم د processor سره وصل دي. په دوه ډوله دي چې په لاندې ډول سره دي.

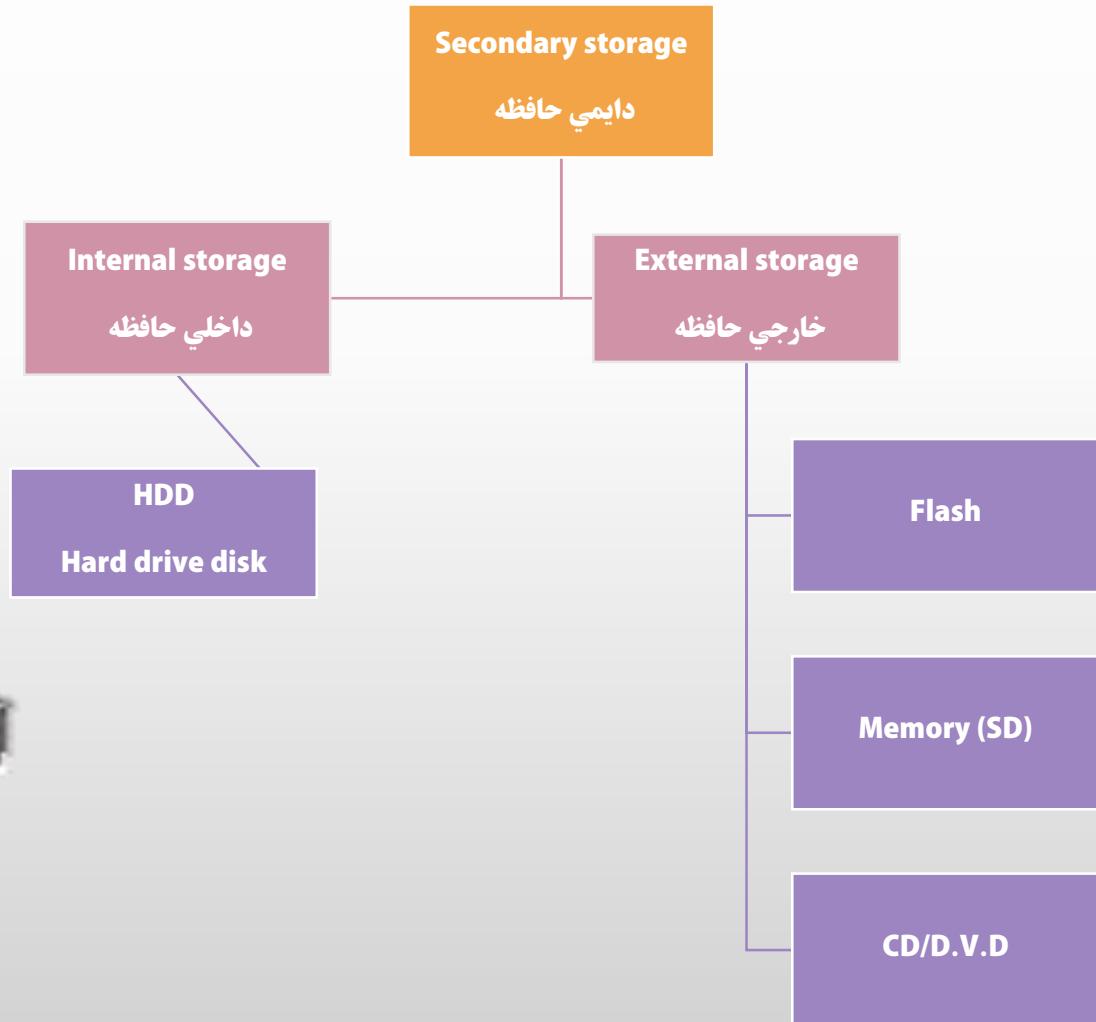
**RAM** = Random access memory

**Rom** = read only memory



# دایمی حافظه 2. Secondary storage

هغه حافظي ته ويل کيږي چې معلومات د دایم لپاره ذخیره کوي او په دوه ډوله ويشه کيږي. چې په لاندې ډول سره دي.



## د داتا د اندازه کولو واحدان

- د د بیت څخه شروع کېږي. چې ۱۰۲۴ بیته مساوی کېږي په ابایت سره . او په کیبورد کي د یو حروف اندازه مساوی کېږي په ۸ بیته .

**1024 BIT=1byt** •

**1024 Byt=1KB** •

**1024 KB = 1MB** •

**1024 MB =1GB** •

**1024 GB =1TB** •

**1024 TB = 1 HB** •

# هارڊیسک

- د کمپیوټر هغه برخه ده چې زموږ معلومات موږ د دایم لپاره پکښي ذخیره کولای شو.
- هارڊیسک یعنی د کمپیوټر زیرمه تون کوم چې د کمپیوټر په سی.پی.يو کي نصب شوي وي د مفروضاتو او معلوماتو د خوندي ساتلو لپاره استعمالیږي.
- د هارڊیسک اختراع په ۱۹۵۰ م کال کي سوې ده کله چې هارڊیسک منځ ته راغي نو ډير په یو لوی سایز کي و تقریبا ۲۶ اینچه و مګر ډير ګم ځای يې درلود د ۵۰۰ م کال په اوږدو کي د هیتاچي او سیگاټ کمپنۍ مارکیټ ته ۷۰۰ جي بي او ۵۰۰ جي بي واوایستل .



په هر هارڊيڪ کې لاندی مواد شته .

NIDLE: نيدل ستن ته وايي چي په هارڊيڪ کې په فلاټ پرته وي.

PLATE: په هارڊيڪ کي کردي پيتي ته وايي.

TRACK: د فلاټ یوی برخې ته ټريک واي.

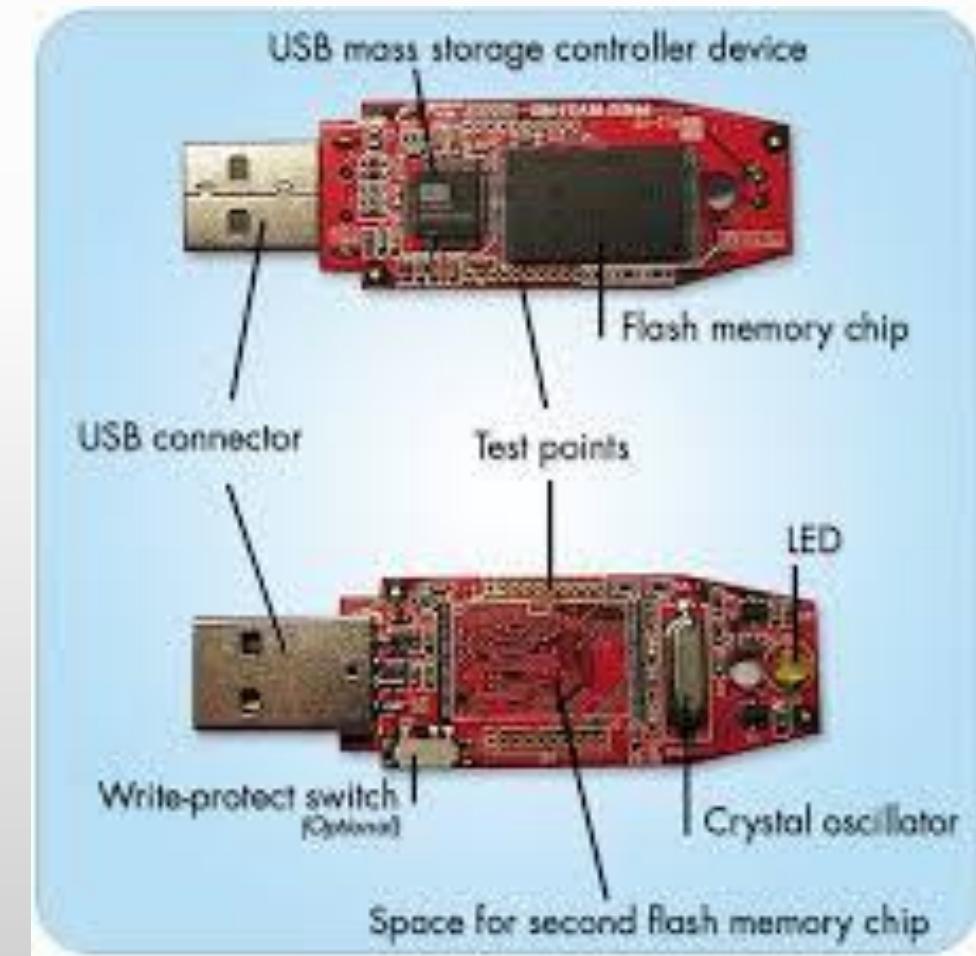
CLASTER: د ټريک یوی برخې ته ڪلستير وايي.

د هارڊيڪ ڪلستير یو دوران 7200 RPM څرخې.



# FLASH (PEN DRIVE) فلشنی

- دا هم ده حافظي پرمختللي برخه ده چې زمور ډاتا پکبني زيرمه کېږي . دا یو بل به خاصيت لري چې ډير په اسانی د یوه ٿای خخه بل ٿاي ته د ډپلو قابلیت لري.



## سی دی او یا هم ډی وی / ډی وی ډی **CD / DVD**

- سی دی او یا هم ډی وی ډی د حافظی یوه برخه ده چې په دی کې هم موږ کولای شو چې ډاتا پکښي ذخیره کړو.



دسي ڊي او ڊي وي ڊي تر منع توپير.

**CD = 700 MB FILM MP4**

**DVD = 4.8 GB FILM IS COMLET AND FULL HD**

**Blu-Ray = 64 GB Full HD**



**CD**



**DVD**



**BLU-RAY**

# CD ROOM

- هغه ساحي ته ويل کېرى چې د سی ډي او کمپیوټر تر منځ اړیکې ټینکوی او د سی ډي معلومات تر کمپیوټر پوري رسوی .  
**د سی ډي او ډي ویدي ځینې اصطلاحات .**

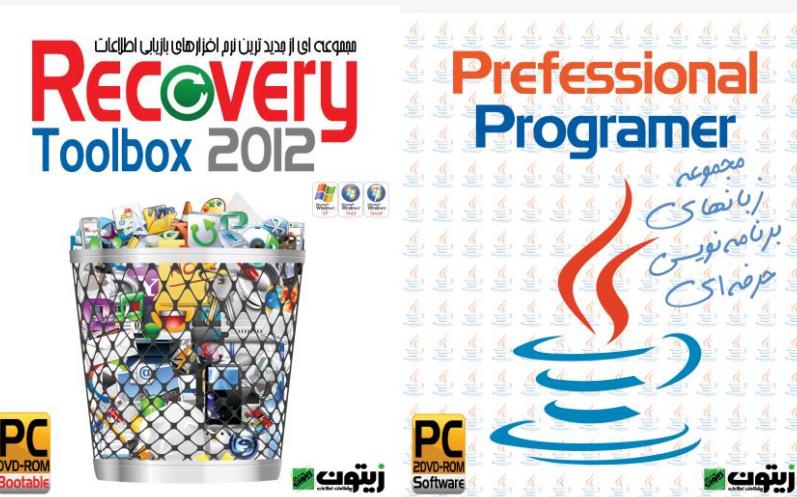


- CD -R د هارډیسک اصطلاحات دی
- CD + R هم یې ٿبتوی او هم یې وايي .
- CD-RW هم یې وايي او هم یې ٿبتوی .

# سافت‌ویر (پوستگالی)

تعريف : سافت‌ویر د کمپیوټر هغه برخه ۵ چې لیدل کېږي خو لمس کېږي نه ، یعنی یوازي د لیدلو قابلیت لري.

برخی یې په لاندې ډول سره دی:



**Programing software .1**

**System software .2**

**Application software .3**

# 1. Programming Software

هغه سافت‌ویرونو ته ويل کېږي چې د کمپیوټر لپاره نورپروگرامونه جوړوي. او د هغه پروگرامونه به د کارکوونکي په خوبنې کار کوي.



## 2. system Software

تعريف: هغه سافتپرونو ته ويل کېږي چې د کمپیوټر په سیستم پوري مربوط وي. دا هم په لاندې ډول سره دي: لکه :- (os , utilities ,startup ) software's

Os : هغه سافتپرودي چې د کمپیوټرنور سافتپرونه په کنټرولپېږي. خپله ویندوز دي ددغه پروگرامو ډولونه په لاندې ډول دي .

1 Unix

2 Linux

3 Dos

4 Windows

# OS (Operating Software)

۱. **Linux** : دا سافتپروګرنه مخکي په غټوشرکتو کي استعماليدی خو اوس په سرورو کي استفاده ځيني کېږي اوس خلک وه سرور کمپیوټر ته دغه ورائنسټالوی ګټه یې دا ده چې دا ډير سپک دی بله ګټه یې داده چې حافظه لړ غواړي او بله ګټه یې هم داده چې دا د انټرنیټ څخه موږ مفت ترلاسه کولای شو یعنی په کمه بیه یې موږ ترلاسه کولای شو .

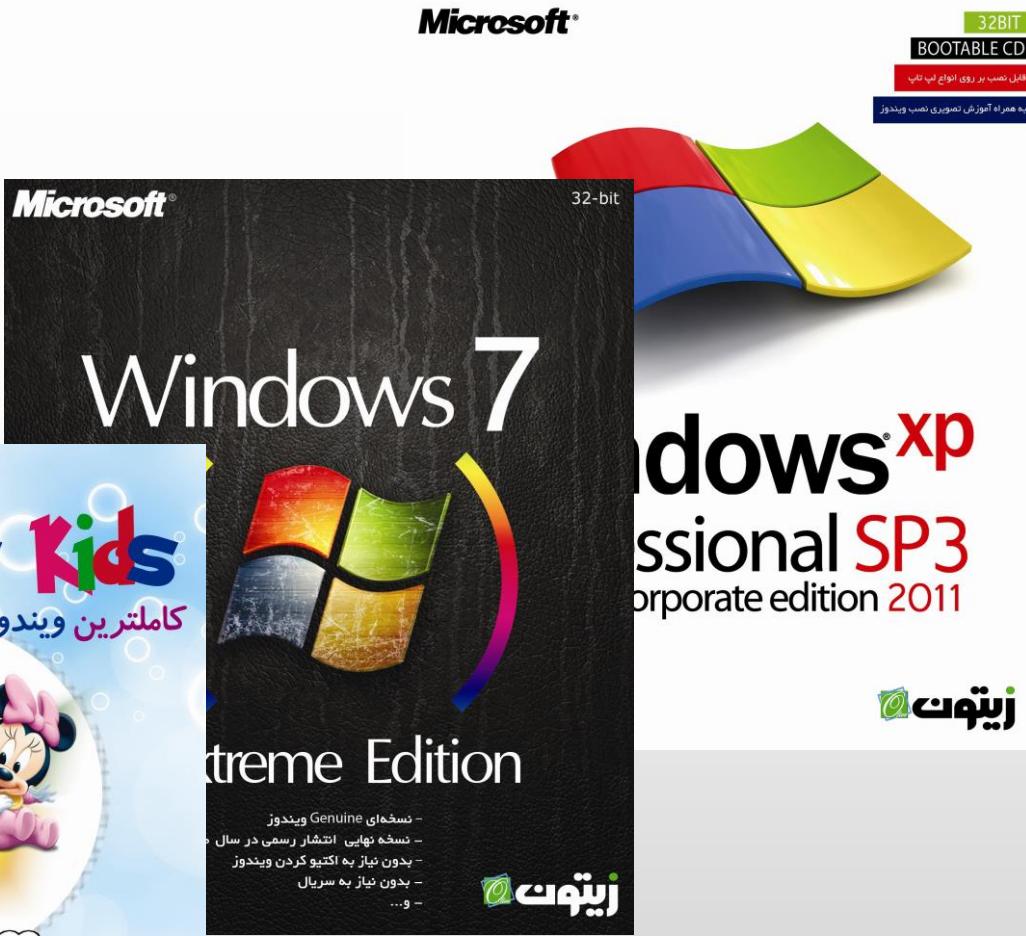
۲. **Unix** : دا سافتپروګرنه مخکي په غټوشرکتو کي استعماليدی خو اوس په سرورو کي استفاده ځيني کېږي اوس خلک وه سرور کمپیوټر ته دغه ورائنسټالوی ګټه یې دا ده چې دا ډير سپک دی بله ګټه یې داده چې حافظه لړ غواړي او بله ګټه یې هم داده چې دا د انټرنیټ څخه موږ مفت ترلاسه کولای شو یعنی په کمه بیه یې موږ ترلاسه کولای شو . د لینکس سره هیڅ فرق نه کوي .

# OS (Operating Software)

٣ • **Dos** : دا سافتويير ډيسک افريتېنگ سيسټم دی يعني ددي کار ټوله په کوډ سره دی ددي تاوان دادی چې بغیر له کوډه خوک کار نه سی پکنسی کولای او کرافیکس یې هم نه درلودی ويډيو اډيو هم کار نه پکنسی کوي خلک ډير ورسه په تنک وه دا سی کار یې وو لکه په cmd کی چې خوک کار کوي .

٤ • **Windows** : بيا Microsoft کمپني ويندوز جوړ کړي ددي کمپني مشر بيلکيټ نوميرۍ. د ويندوز ډير بنه خاصيت دادی چې دا **GUI** سيسټم لري دا معنا **Graphical User interface** يعني صفحه رنګه ده او د کمپيوټر او یوزر تر منځ اړيکي **Data** خېړي او بل خاصيت یې دادی چې **Management** لري يعني ډاتا ته خپل په خونبنه پکنسی څای په څای کولای سی .

# د ویندوز ډولونه په لاندې ډول سره دي.



windows98 •

windows 2000 •

windows 2003 •

windows me •

windows Xp •

windows Vista •

windows Seven •

windows Eight •

windows 10 •

# کله چې موره ویندوز رانیسو لاندی خصوصیات باید په نظر کې ونسو.

۱. د **windows 7 enterprise** : دا د غټو شرکتو لپاره کارول کېږي .
۲. **windows 7 Ultimate** : الټیمیټ خپله د مکمل په معنا دی یعنی دا ویندوز ټوله شیان پوره لري . یعنی میډیا پلیرونه او دا سی نور ټوله شیان مکمله لري .
۳. **windows 7 Professional** : خپله د مسلکی په معنا دی د کورونو لپاره کارول کېږي .
۴. **windows 7 Home Premium** : دا هم د کورونو لپاره کارول کېږي .  
دا ویندوزونه بیا په دوه ډوله دی .

**64 bit**

**32 bit**

د ويندوز د بیتونو تر منځ توپیر په لاندې ډول سره دي.

## 64 bits

- ۱ که کمپیوټر قوى وي باید ۶۴ ور انسټال شی.
- ۲ باید د کمپیوټر ریم ۲ Gb وي که چیری کم سی کار نه کوي.
- ۳ باید د ۲۰ Gb څخه یې هارډیسک کم نه وي

## 32 bits

- ۱ که کمپیوټر کمزوره وي باید ۳۲ ور انسټال شی.
- ۲ باید د کمپیوټر ریم ۱ Gb وي که چیری کم سی کار نه کوي.
- ۳ باید د ۱۶ Gb څخه یې هارډیسک کم نه وي

# 3. Application Software

هغه سافت‌پرونو ته ويل کېږي چې د کارکوونکي په خونه کارکوي. ډولونه يې ډيو دي خو لږي دلته ذکر کوو. لکه:

هغه دی چې عموماً د کتابت لپاره کارول کېږي. **word processing**

هغه دی چې د محاسبې لپاره کارول کېږي. **Spread sheet**

هغه دی چې د معلوماتو د ذخیرې لپاره کارول کېږي. **Data base**

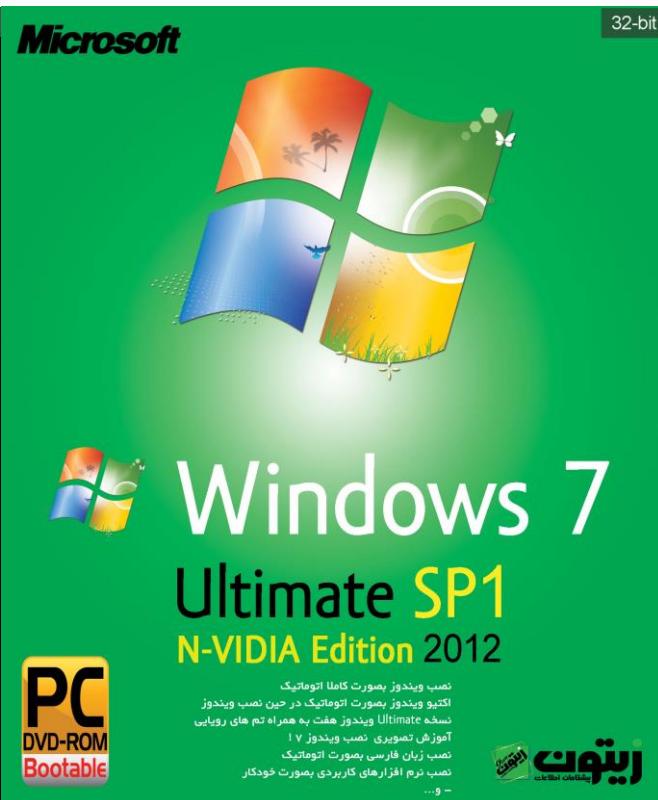
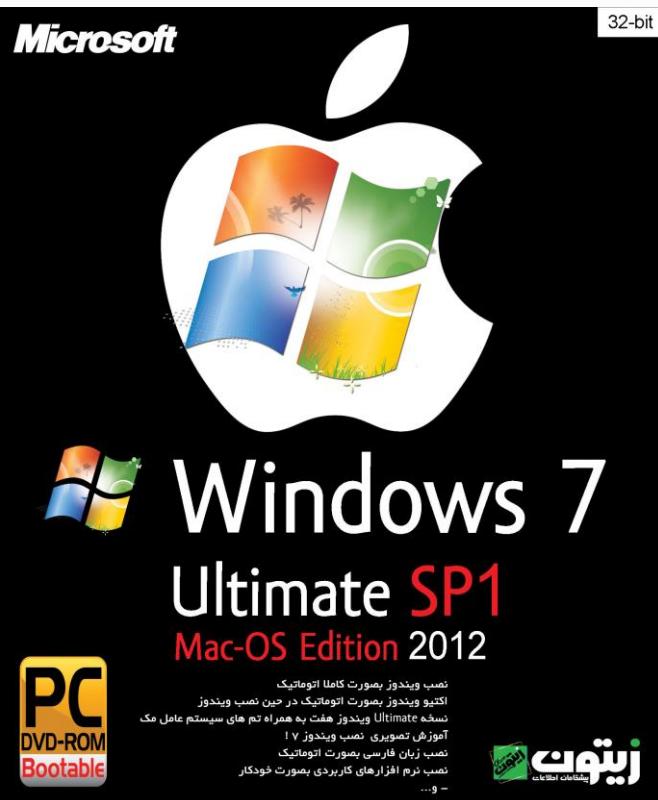
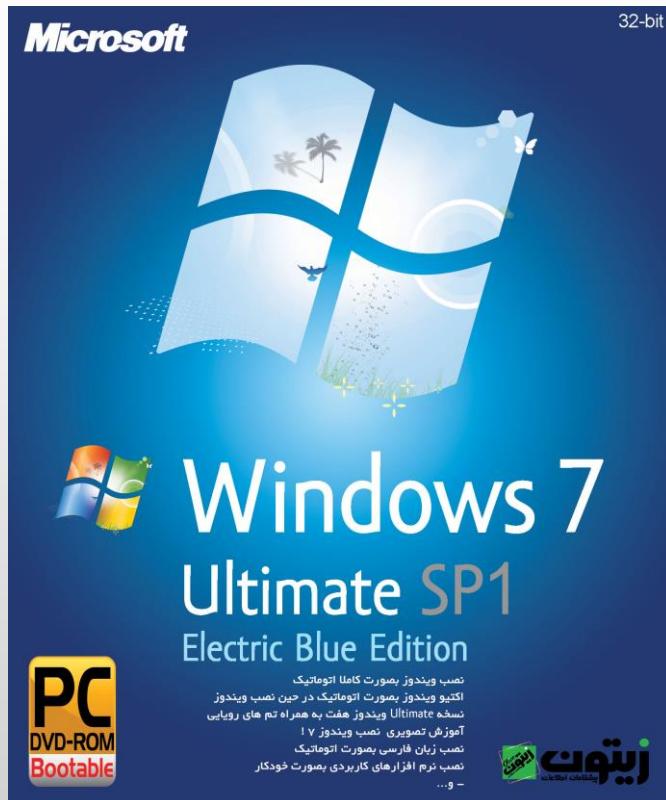
او داسي نور ....



د ویندوز لنډه پیژندگلوي.  
دوهم فصل

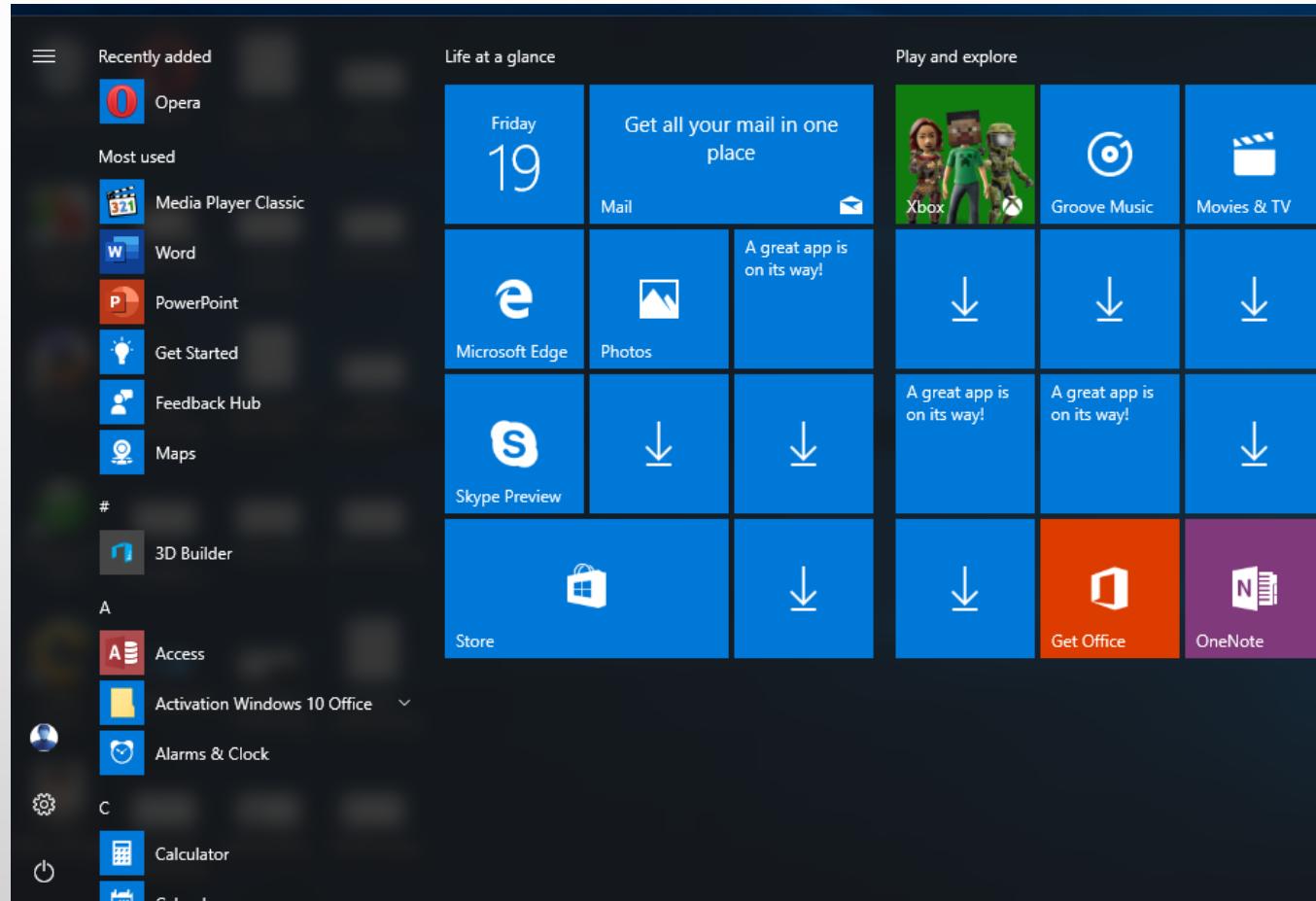
# ویندوز Windows

ویندوز ۷ یو اوپریتینگ سیستم دی چې د مایکروسافت د کمپنی له خوا په ۲۰۰۹، ۲۲ جولای کې جوړ شوي دی او خلکوته هم د همدي کال د اوکتوبه د میاشتی په ۲۲ نیټه وړاندې شو. همدا راز ویندوز ۷ د ویندوز ویستا په خلاف د نسه ډیزاین لرونکي دی چې په ډسکتاپ، لپتاپ او نوت بوک کمپیوټرونو کې د تجارتی او عادي کارونو لپاره ترې ګټه اخیستل کېږي.



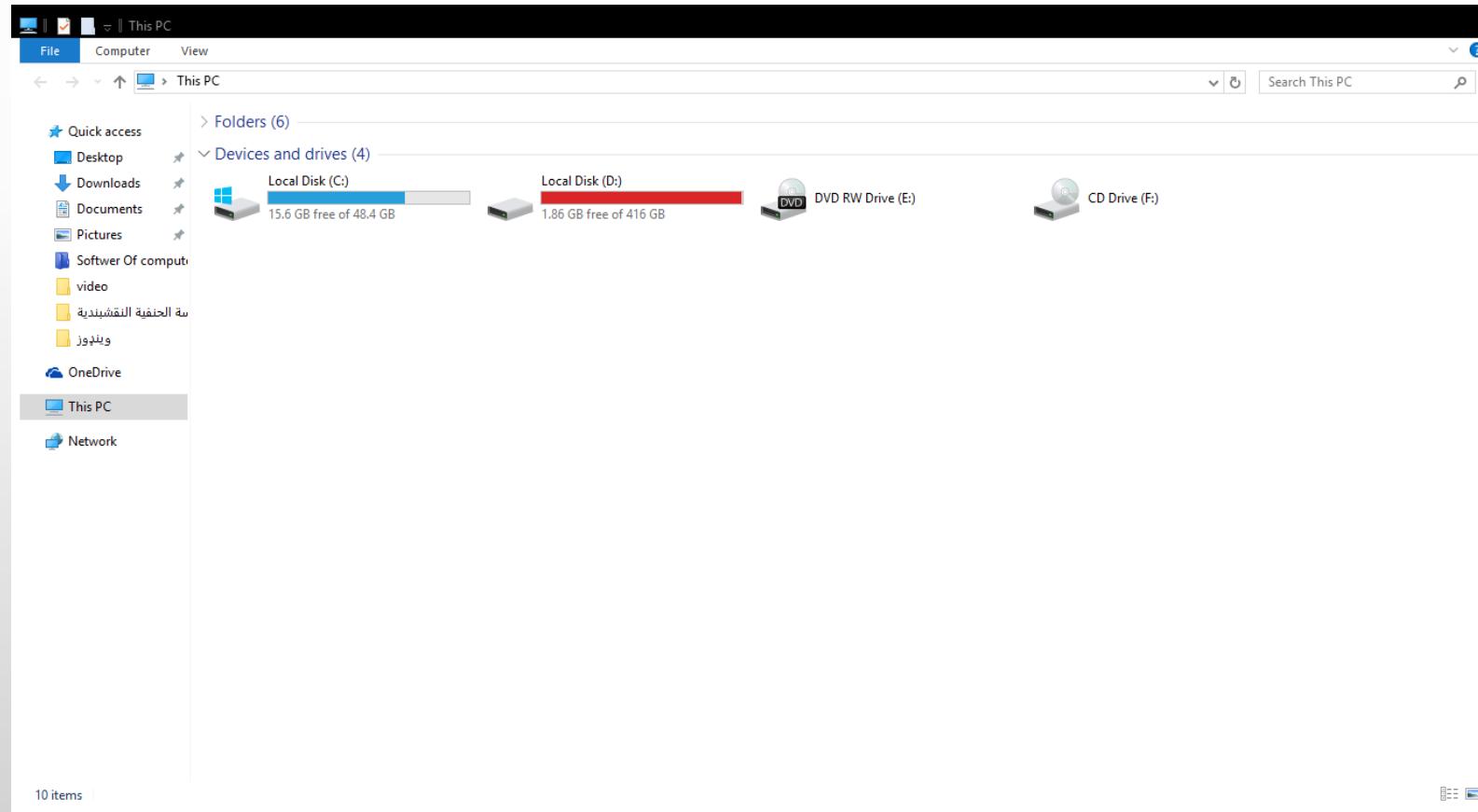
# Start Menu

• د ستارت مینو د خلاصو لو لپاره د موس په وسیله د **Start Menu** په بتنه په پرس کولو یا په کیبورد کي د ویندوز بتین په کیماندلو او یا هم د **Ctrl+Esc** شارکت په کارولو سره کولی شو ستارت مینو را خلاصه کړو.



# MY COMPUTER (HOME)

د مای کمپیوټر له لاري دخپل کمپیوټر ډیتا ته لاسري پیداکولي شو لکه : هارڊیسک، فلش، ډی وی ډی یا سی ډی او داسی نور همدارنګه هغه ډیوایس ته هم لاس رسی پیداکیری چې د کمپیوټر سره وصل شوي وي لکه: خارجي هارڊیسک او نور...



# (Control Panel)

Control Panel

Control Panel

File Edit View Tools Help

Adjust your computer's settings

View by: Category ▾

 <b>System and Security</b> Review your computer's status Save backup copies of your files with File History Backup and Restore (Windows 7) Find and fix problems	 <b>User Accounts</b> Change account type
 <b>Network and Internet</b> Connect to the Internet View network status and tasks Choose homegroup and sharing options	 <b>Appearance and Personalization</b> Change the theme
 <b>Hardware and Sound</b> View devices and printers Add a device Adjust commonly used mobility settings	 <b>Clock, Language, and Region</b> Add a language Change input methods Change date, time, or number formats
 <b>Programs</b> Uninstall a program	 <b>Ease of Access</b> Let Windows suggest settings Optimize visual display

# Action Center

[Control Panel Home](#)

[Change Action Center settings](#)

 [Change User Account Control settings](#)

 [Change Windows SmartScreen settings](#)

[View archived messages](#)

[View performance information](#)

[Review recent messages and resolve problems](#)

No issues have been detected by Action Center.

---

## Security

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## Maintenance

---



If you don't see your problem listed, try one of these:



### Troubleshooting

[Find and fix problems](#)

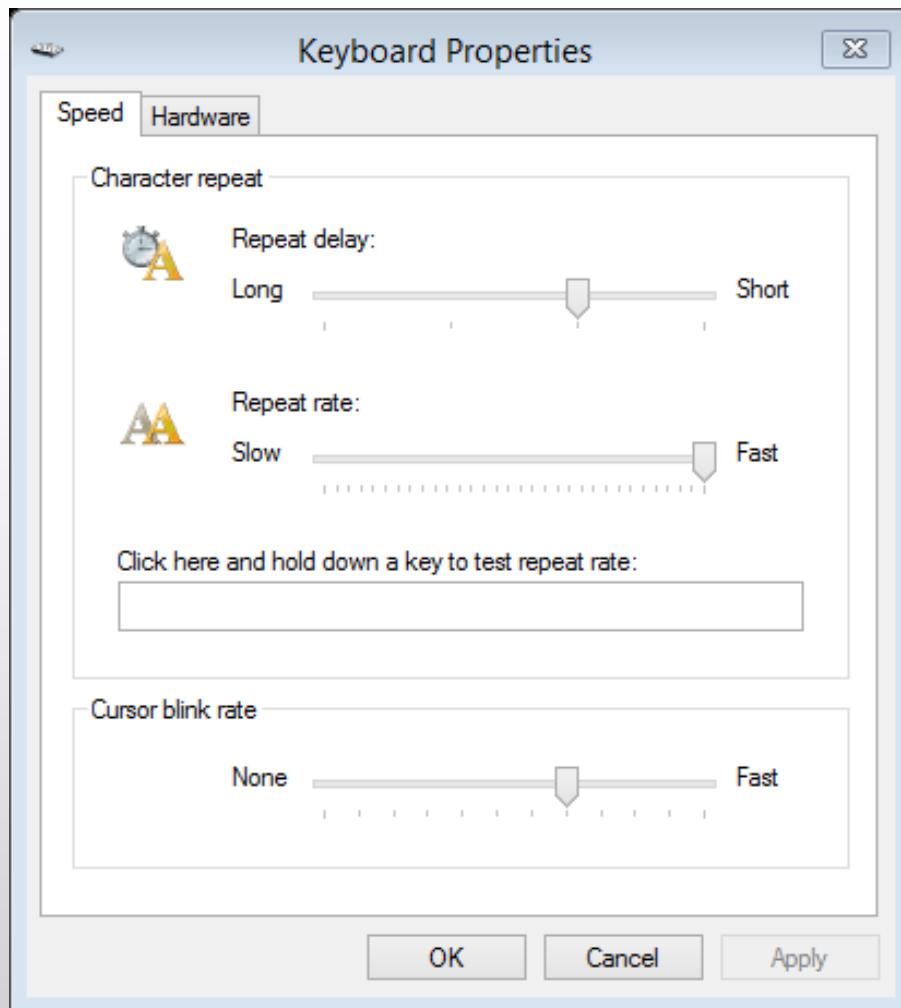


### Recovery

Refresh your PC without affecting your files, or reset it and start over.

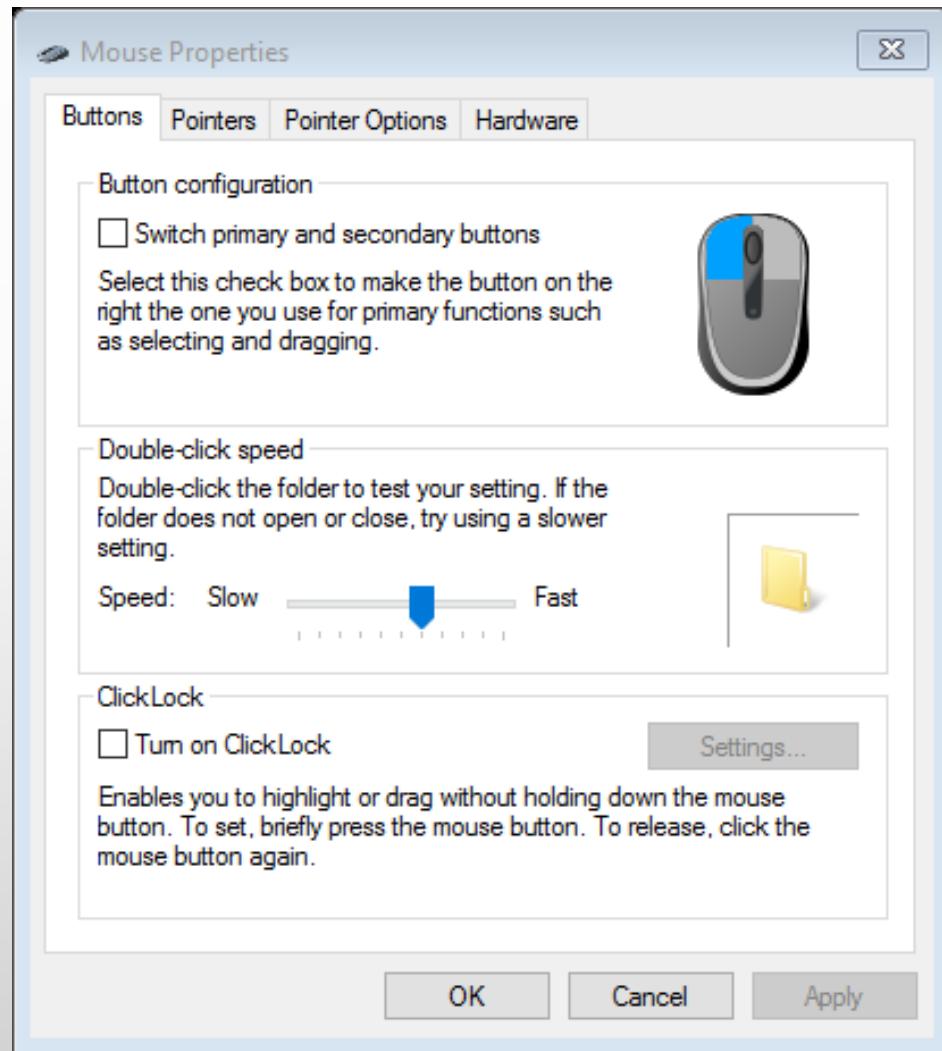
# Keyboard

• ددي کماند په مرسته د خپل کيبورد په تنظيماتو کي بدلون راوستلای شو.



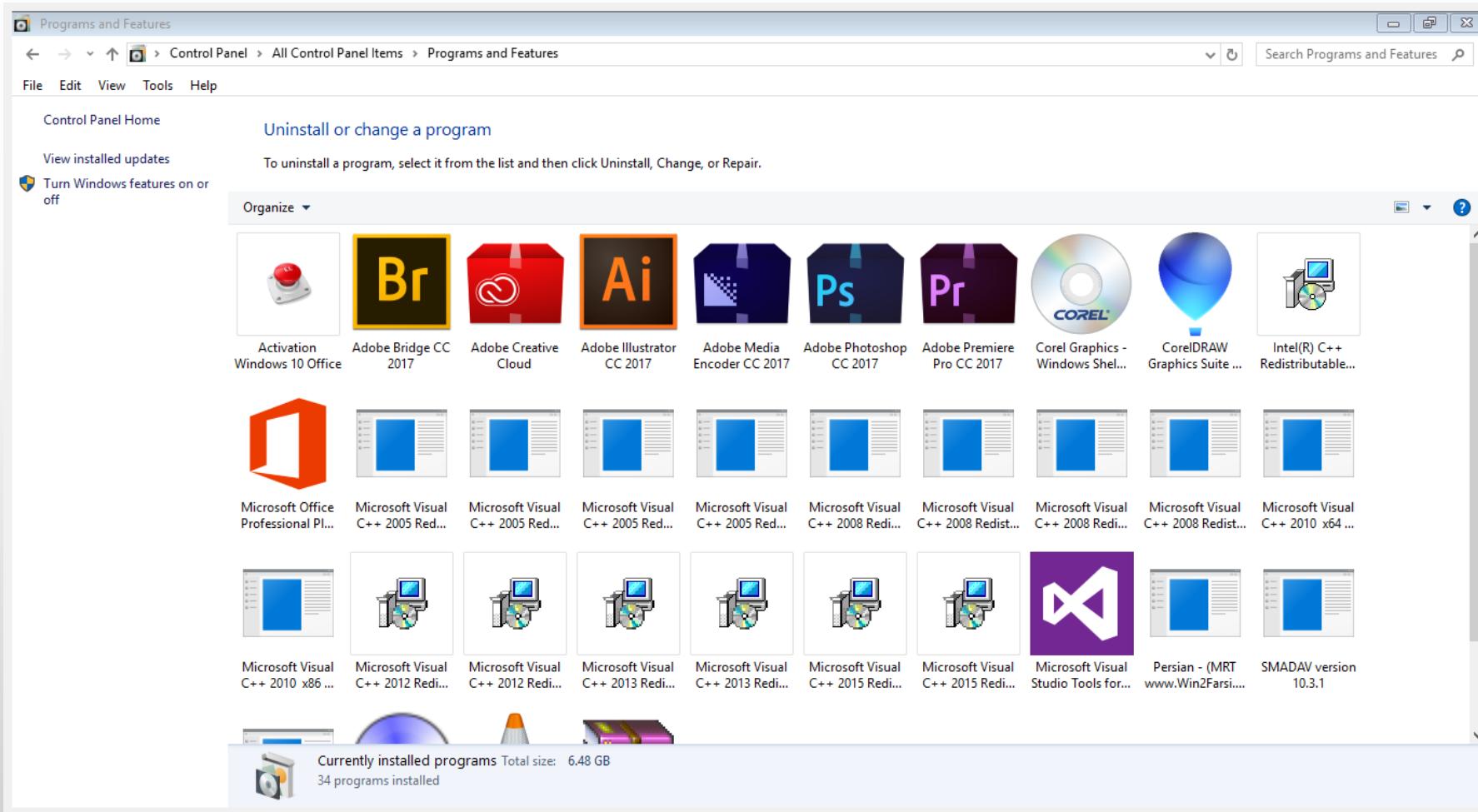
# Mouse

• ددی کماند په مرسته د **Mouse** په اړه مختلفي ټاکنې کولی شو.



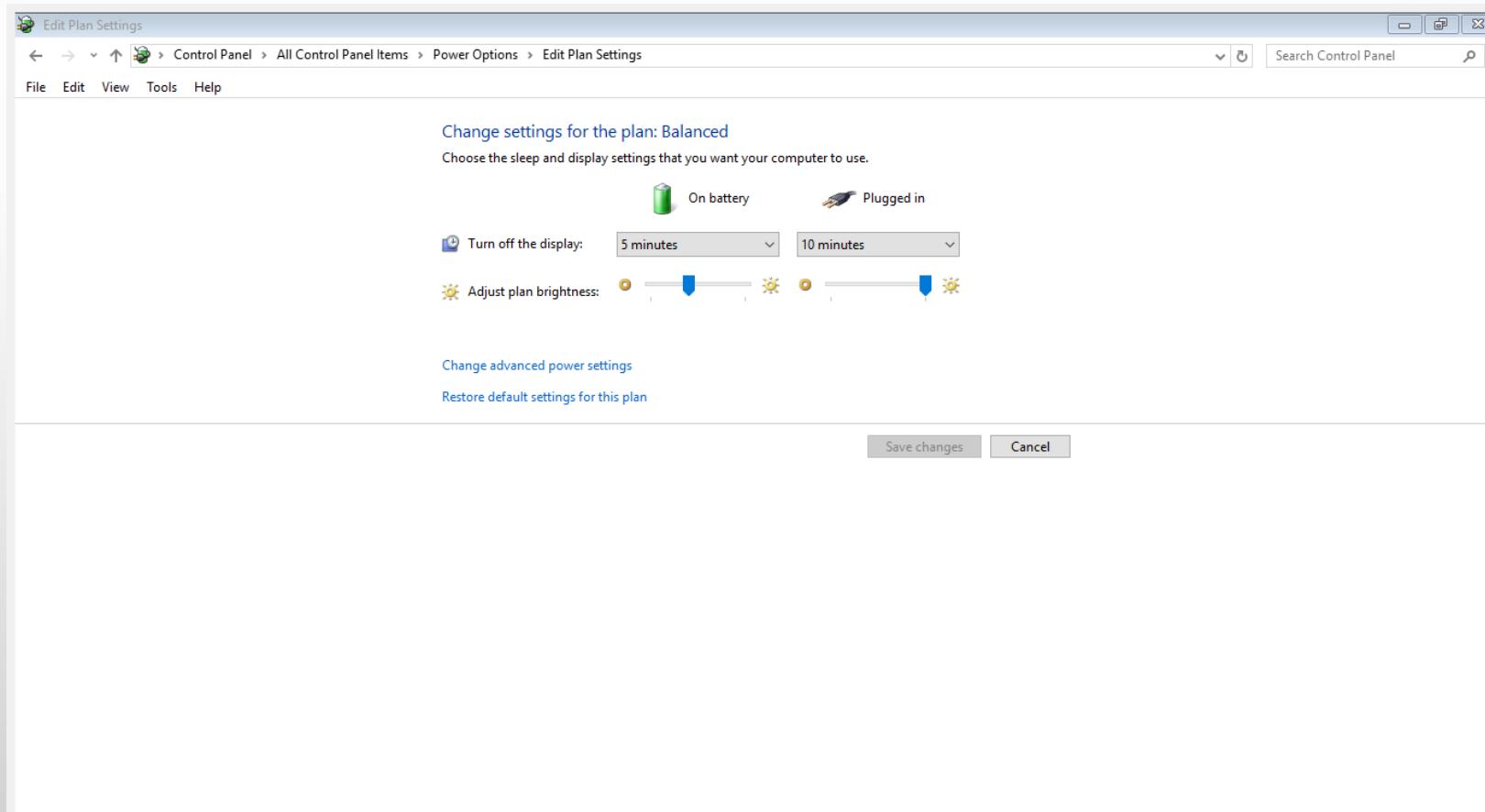
# Program and Futures

• ددي ځایه کولی شو چې هغه پروګرامونه چې موډ غواړو له کمپیوټر څخه لري کړو نو له دی ځایه څخه کار اخلو . په هغه پروګرام باندي کلیک کو چې موډ یې غواړو نو یا بیا ده ځخه انتخابوو.



# Power Option

- نوموري کماند زموږ سره دبرق او قوي په ويسلو کې مرسته کوي لکه هغه برق چې کمپيوټر يې په عادي حالت ، د کار په وخت اویا هم د Sleep په حالت کې مصرف او منظموي.
- درې قسمه پلان د ويندوز لخوا دقوې او برق د مصرف لپاره معرفې شوي دي ، چې عبارت دي له



**Balanced** ۱

**Power Saver** ۲

**High Performance** ۳

# Task Bar and Start Menu

- ددي کماند له لاري پخپله خوبنه په Items کي چيني Start Menu او Taskbar بسکاره او چيني پتوتلی شي او یا د Taskbar په اړه مختلفي تاکنې کولی شي.

## Taskbar

### Lock the taskbar

On

### Automatically hide the taskbar in desktop mode

Off

### Automatically hide the taskbar in tablet mode

Off

### Use small taskbar buttons

On

### Use Peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar

Off

### Replace Command Prompt with Windows PowerShell in the menu when I right-click the start button or press Windows key+X

Off

### Show badges on taskbar buttons

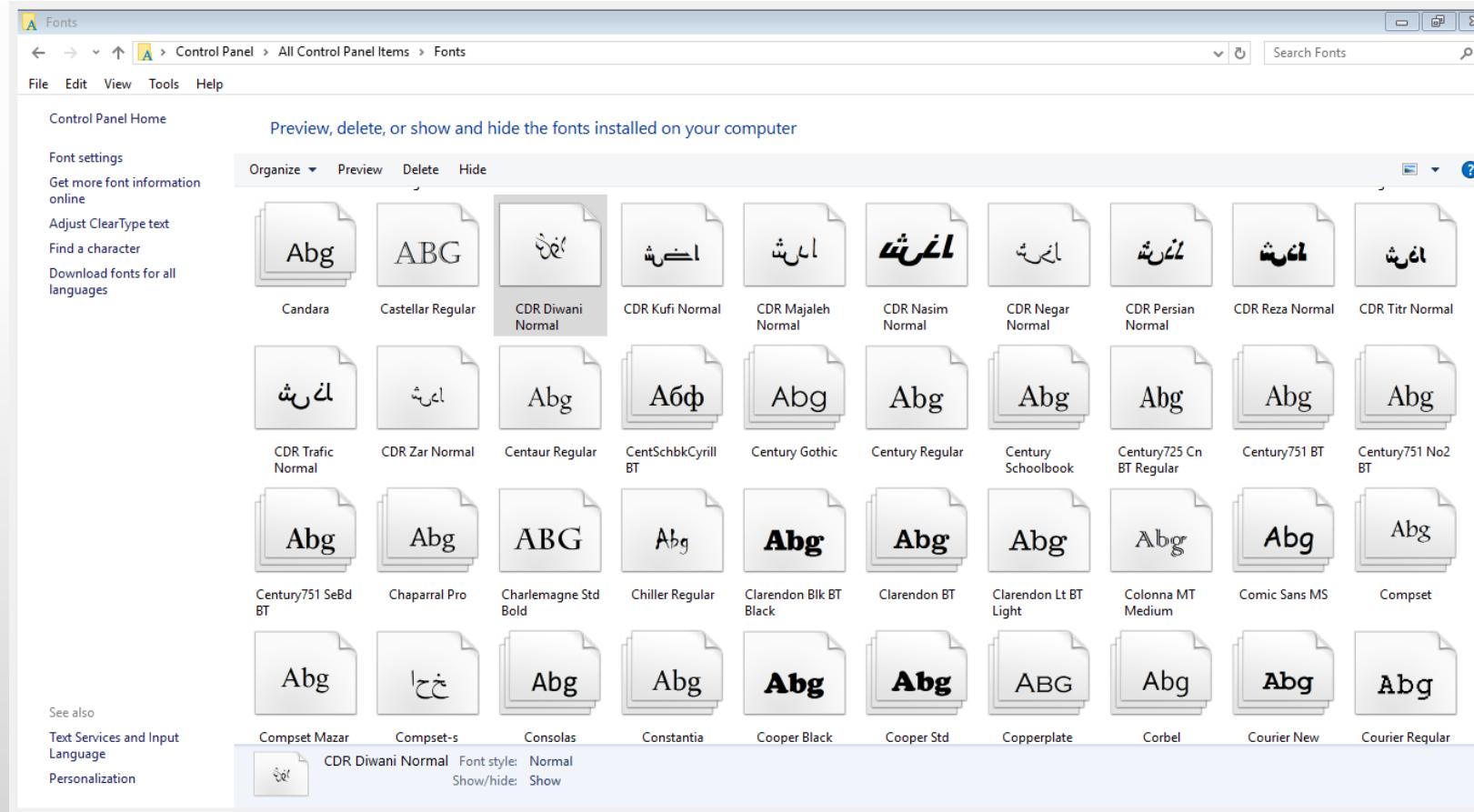
Off

### Taskbar location on screen

Bottom 

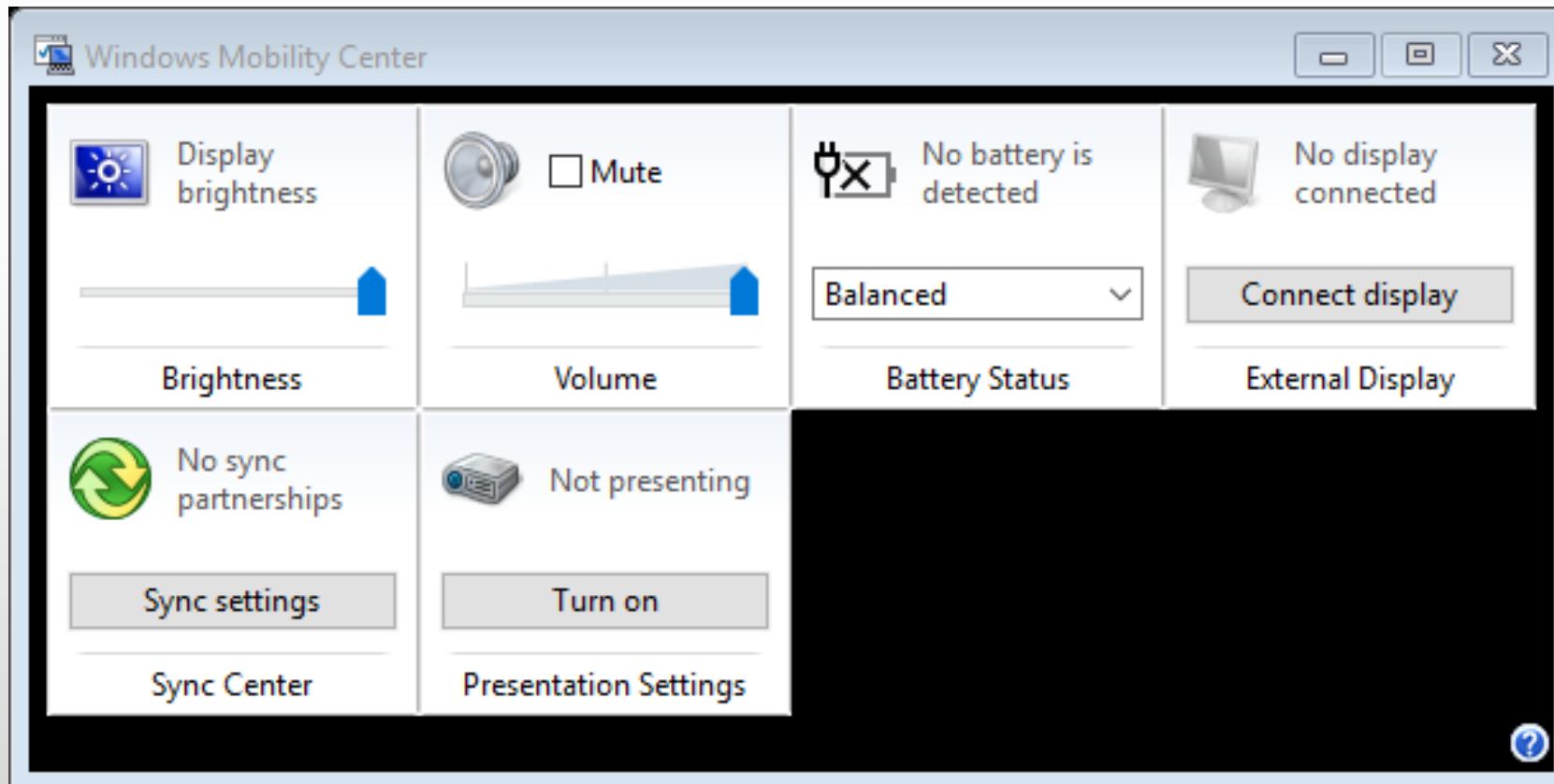
# Fonts

- د خط هغه ډیزاینون ته ویل کېږي چې د مختلفو موضوعاتو د لیکلو په وخت یې موږ د خپل خط د شکلا لپا ره انتخابوو.



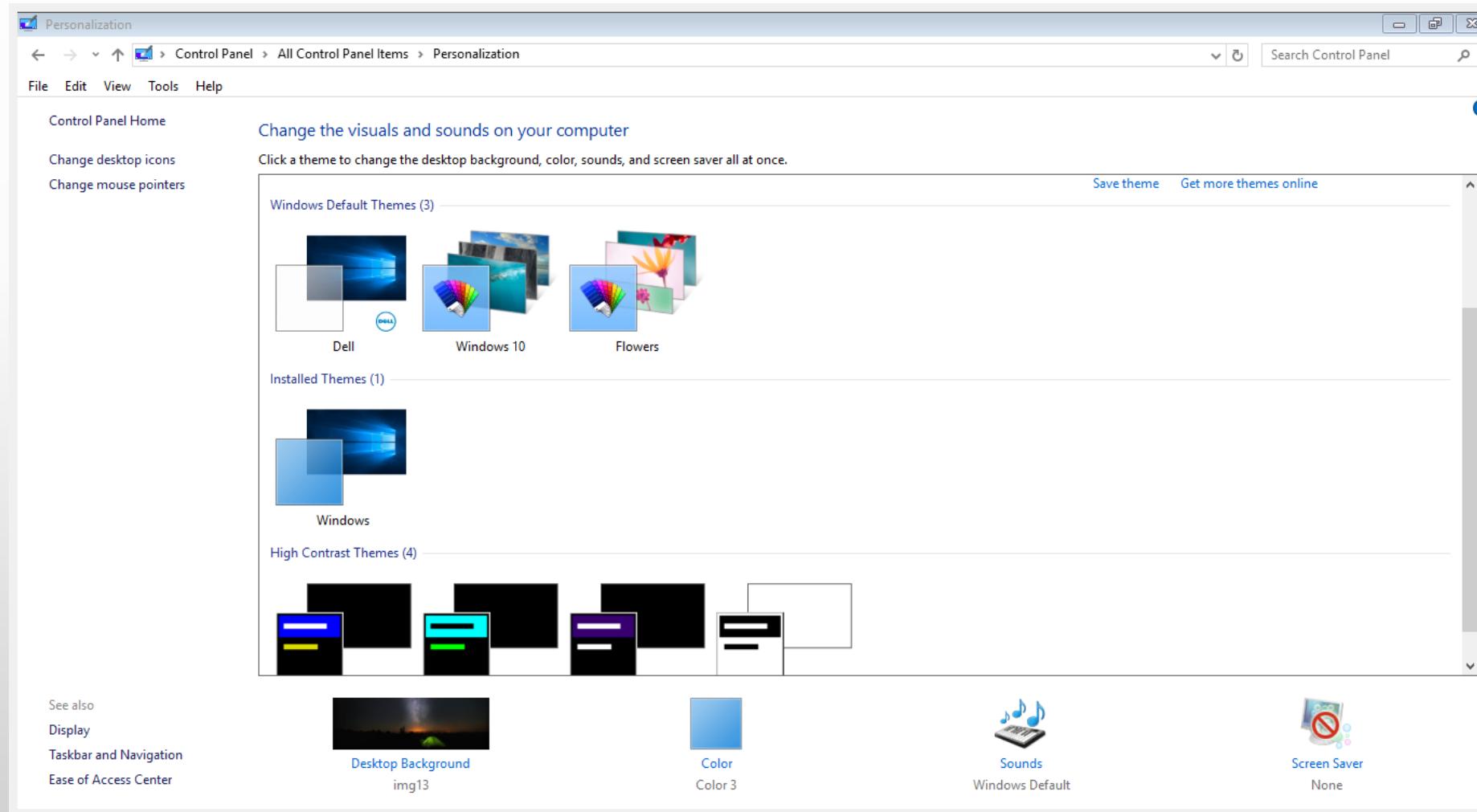
# Windows Mobility Center:

- د اکماند د کمپیوټر د روښاتیا، والیم کنټرول، پاوراپشن او ځینې نورو موضوعاتو د تنظیم لپاره استعمالیږي.
- په لاندې ډول تری یادونه کوو.



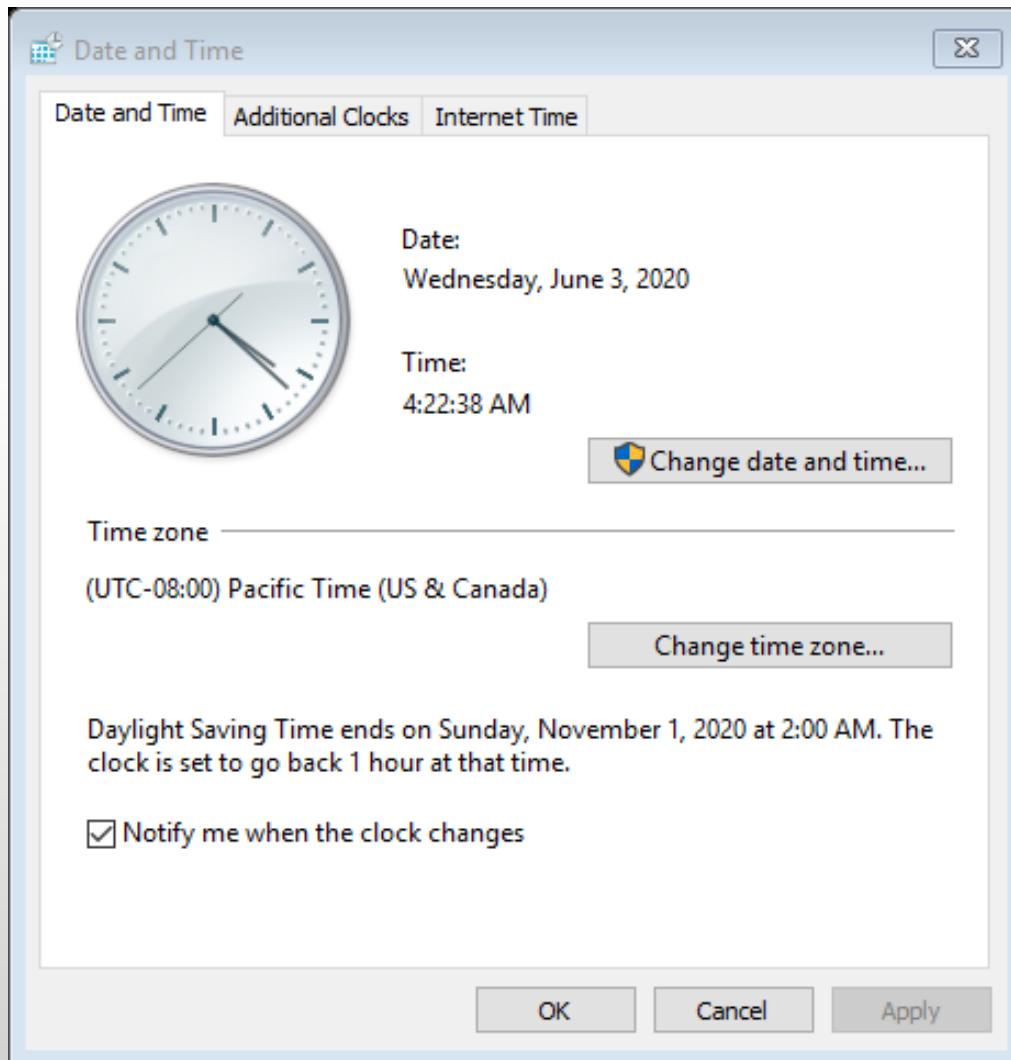
# Personalization

• د کمپیوتر د صفحې لپاره تصاویر، اواز، رنگ او سکرین سیور انتخابولی شو.



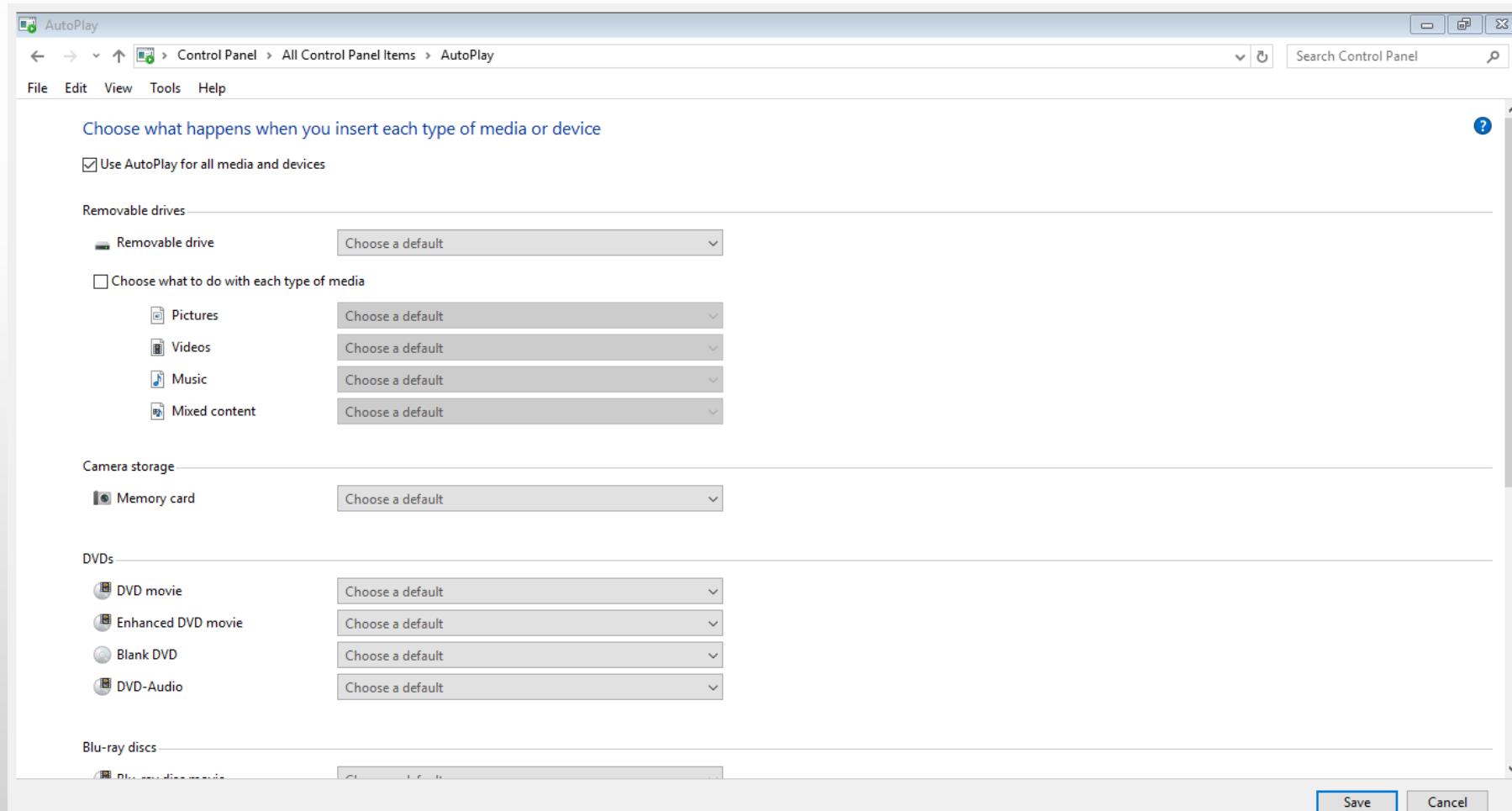
# Date and Time

• د خپل کمپیوټر ساعت، تاریخ او ټایم زون منظمولی شو.



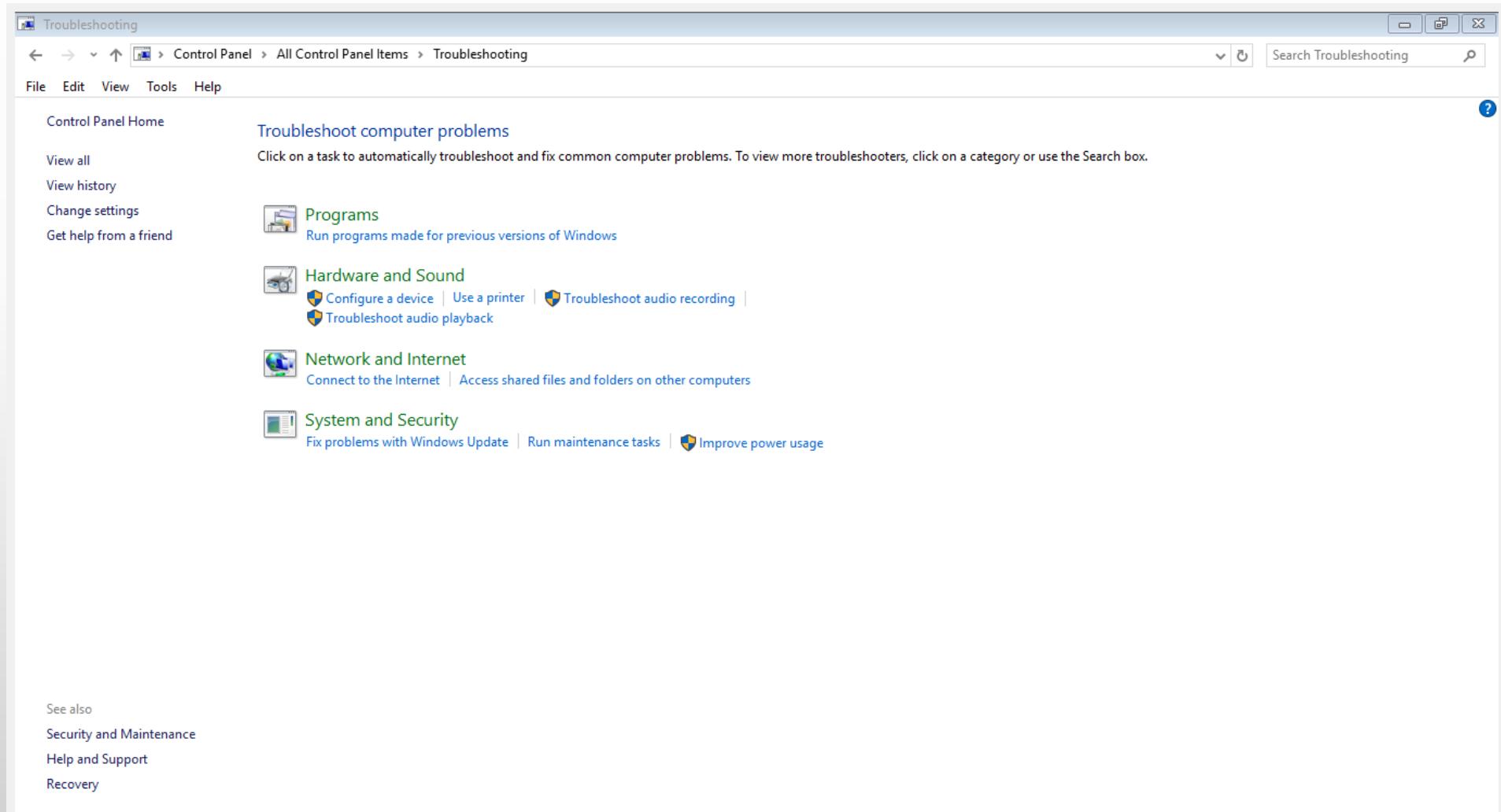
# Auto Play

د ځینو سافتويرونو، ډیواسو، ګیمونو، سی ډی، ډی وی ډی او تصاویر و د خلاصون په Default حالت کې راوستلی شو. یعنی که اړونده (Device) کمپیوټر ته داخل شی، نو څه ډول دی را خلاص شی.



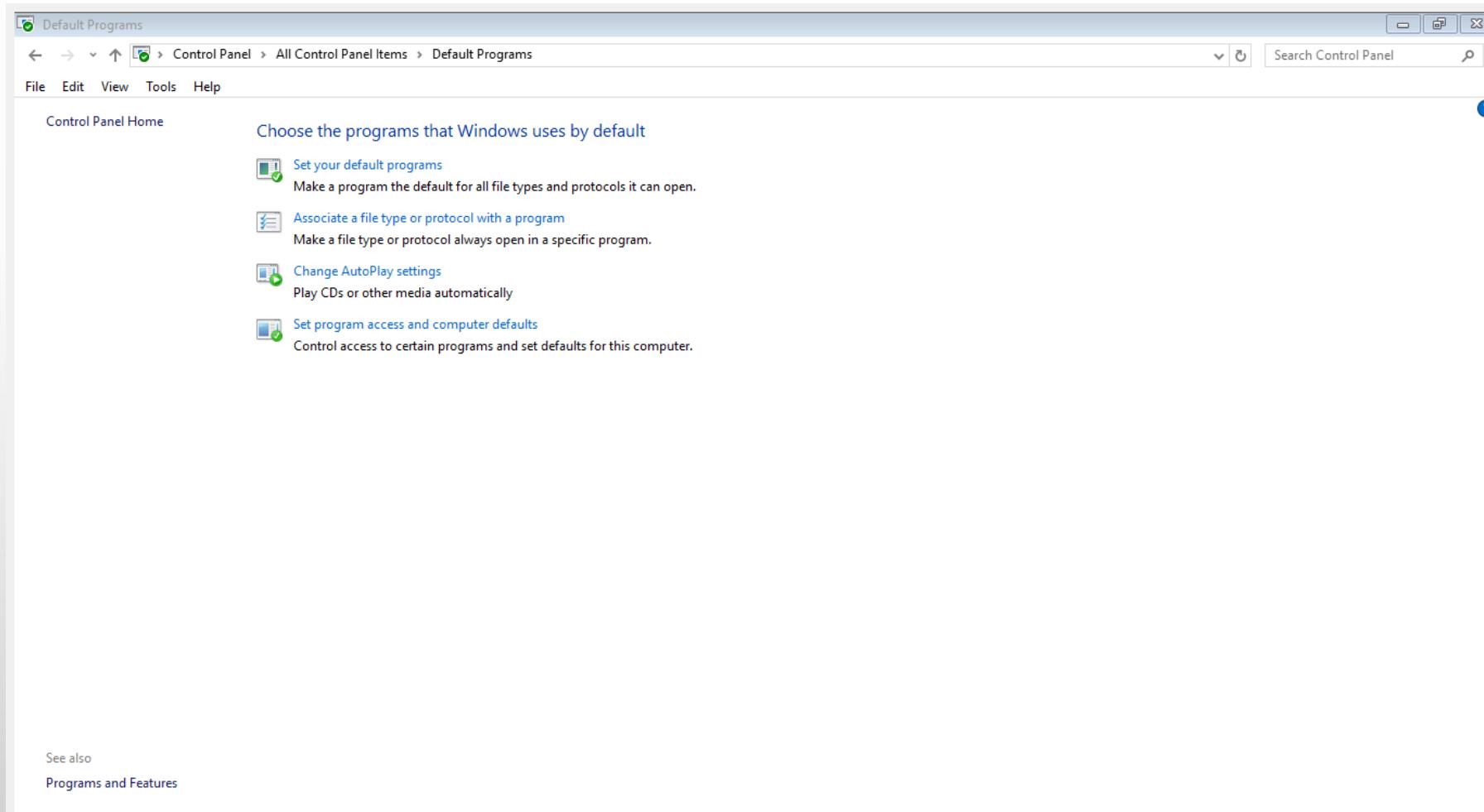
# Trouble Shooting

• د کمپیوټر نو د عمومي او عادي مشکلاتو د حل لپاره تری استفاده کوو.



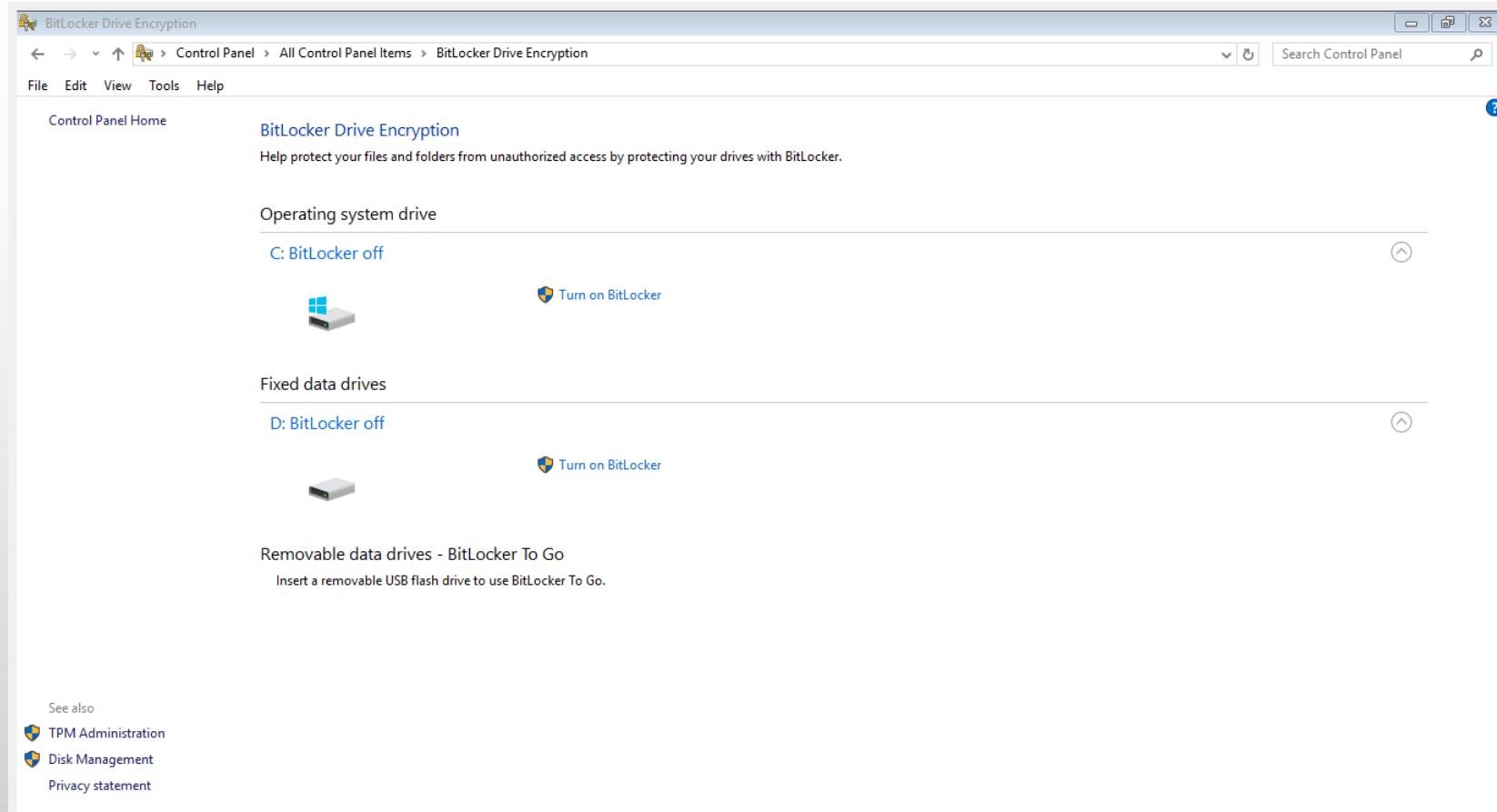
# Default Programs

• ددي کماند په وسیله د خپلی ویندو لپاره ځینې پروگرامونه د اصلی پروگرامونو په ځیث فعالوو لکه :  
**Photo, Paling Music, Internet Browsing, Editing**



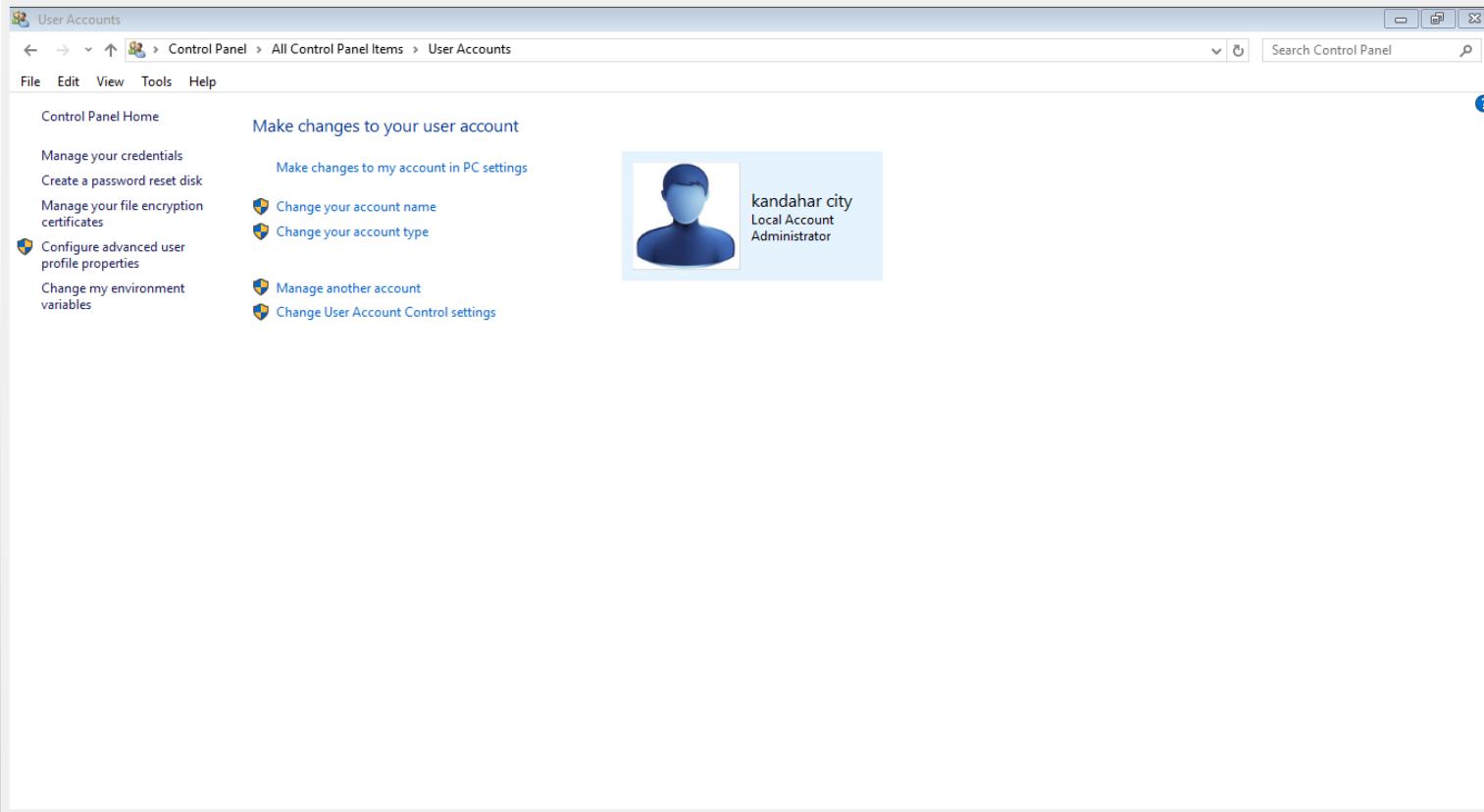
# Bit Locker Drive Encryption

د Bit Locker په مرسته ټول هغه فایلونه او چي زموږ د کمپیوټر په ډرایونو کي پرته وي، قفل او په حفاظت کي راولو. همدارنګه د Bit Locker په ذريعه External Hard Drive او USB Flash Drive ده. Bit Locker په حفاظت کي ساتو او ورته پاسورډ هم ورکولی سو.



# User Account

- د یوزراکاؤنټ په وسیله زیات کسان کولی سی چي له یو واحد کمپیوټر څخه ګته پورته کړي او د هر شخص اکاؤنټ به د بیل Setting لرونکی وي لکه سکرین سیور، ډیسکتاپ بک ګراونډ او نور... همدارنګه یوزراکاؤنټ دا هم کنټرولوی چي کوم پروگرامونه او فایلونه دی استعمال کړي او کوم تغیرات دی په کمپیوټر کې راولی.



- مود په درې ډوله اکاؤنټ جوړولای شو.

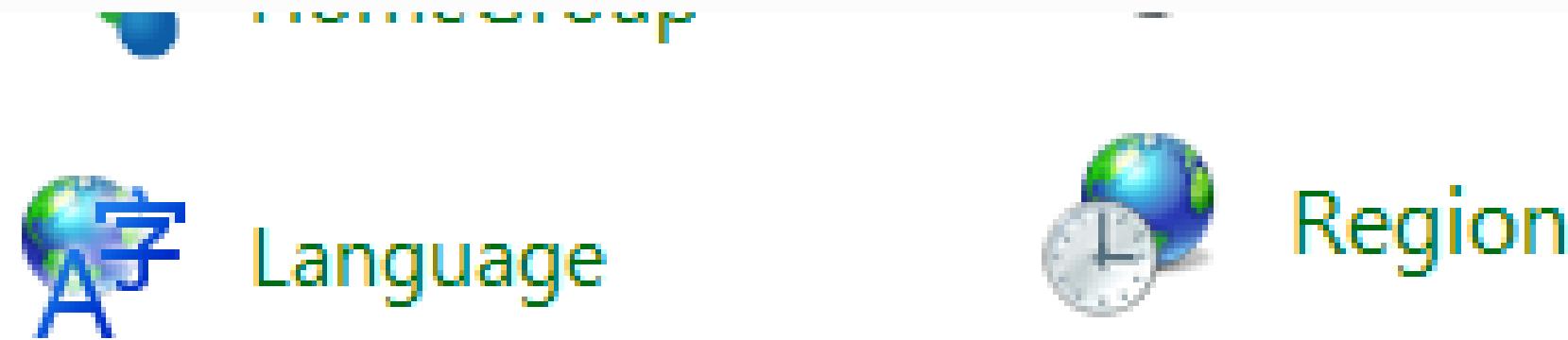
**Standard Accounts ۱**

**Administrator Account ۲**

**Guest Account ۳**

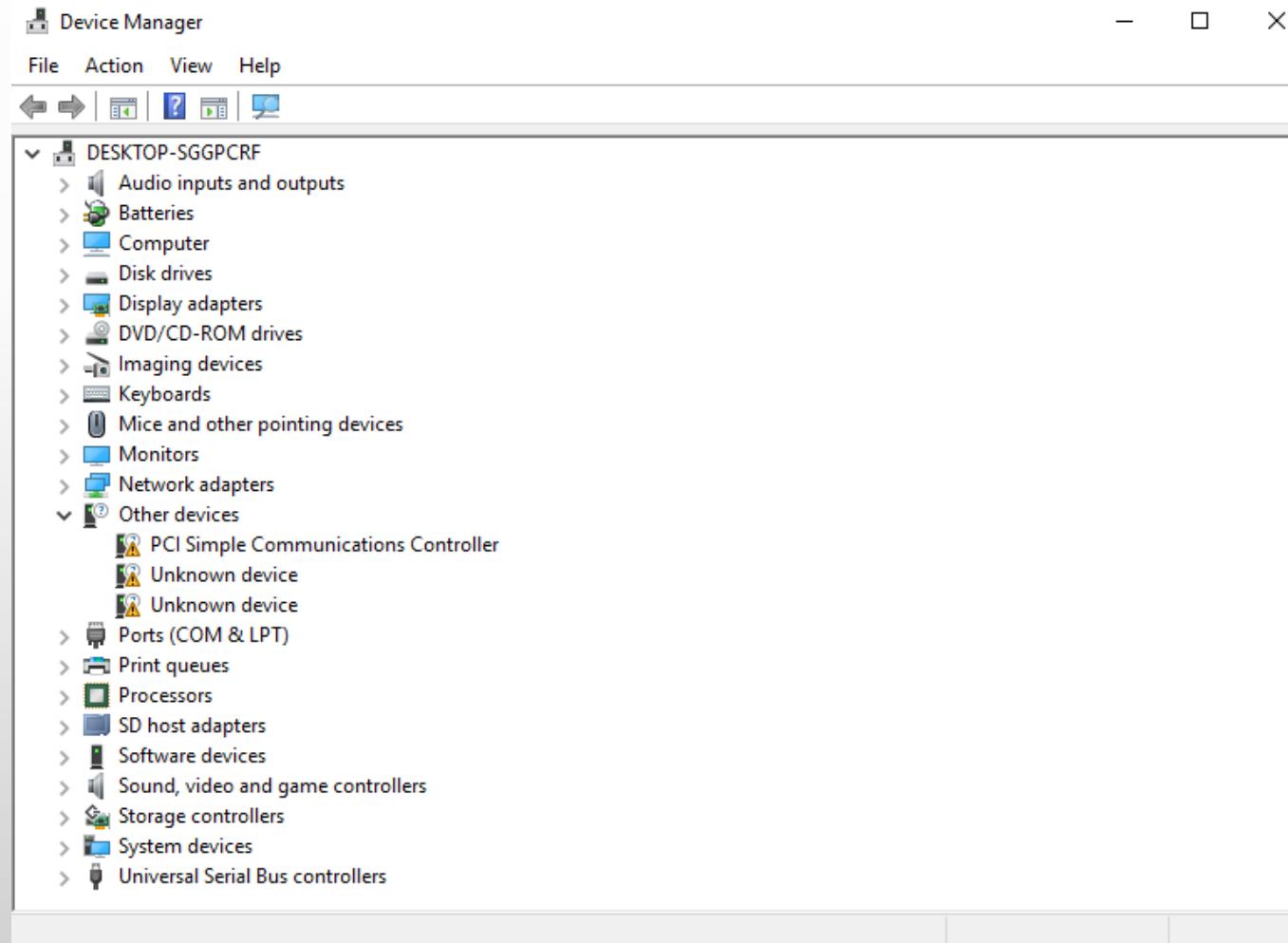
# Region and Language

- د خپل کمپیوټر اعداد، تاریخ، ساعت او ڙبه پخپله خوبنہ ترتیبولی شئ.



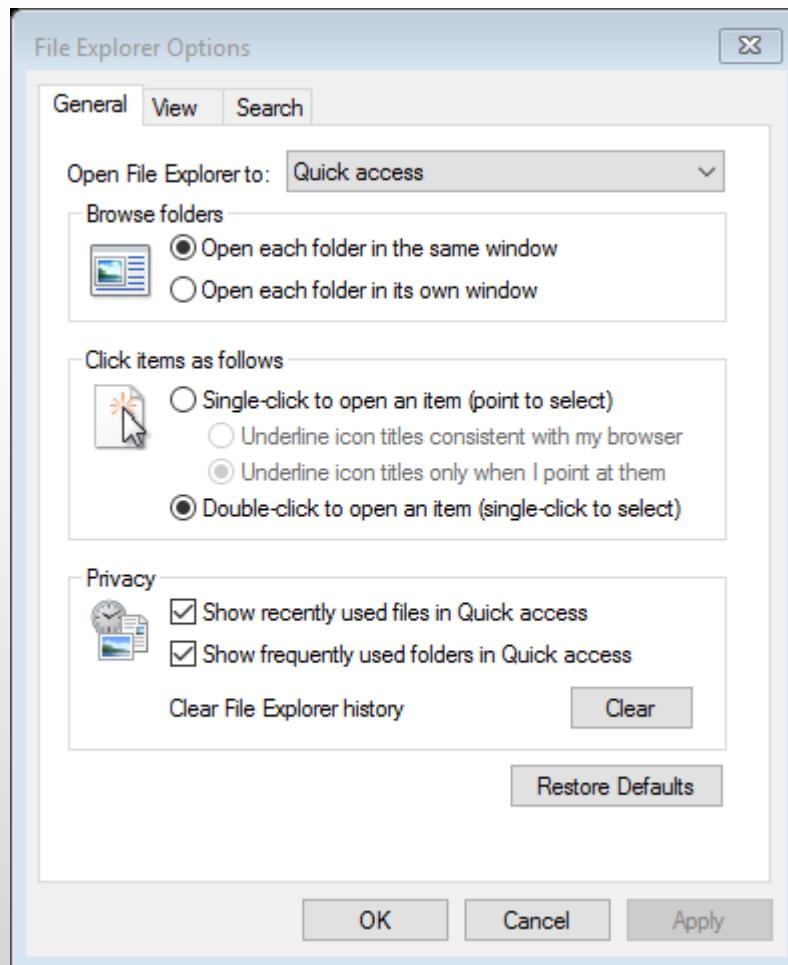
# Device Manager

د **Device Manager** له لاري د خپل کمپیوټر د هارڊویر سټینګ او Driver سافټویر انسټالولی شو، نوموری کمانډ موډ د **Manage My Computer** او هم د **Administrative Tools** له لاري را خلاصولي شو.



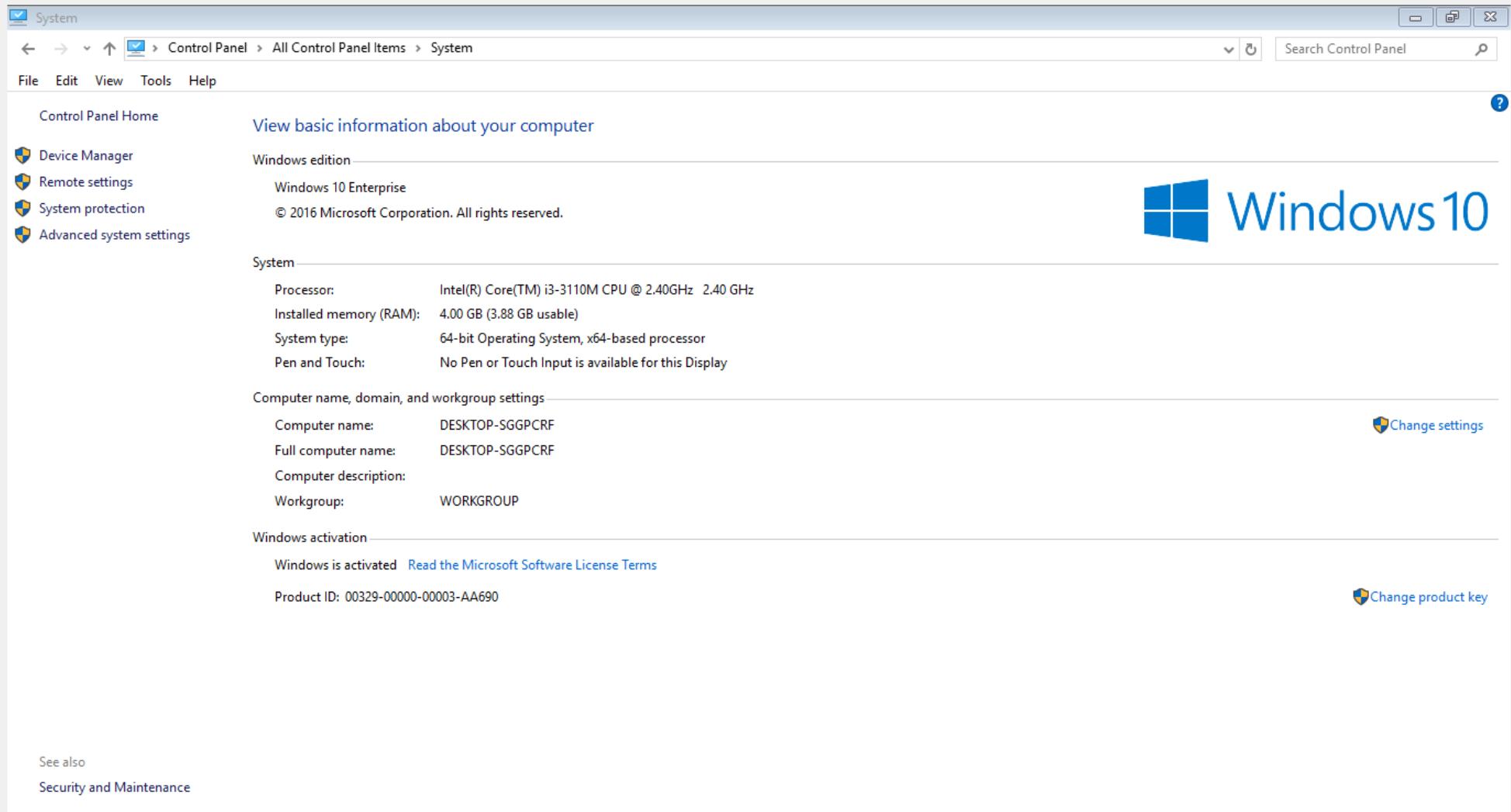
# Folder Option

• ددی کماند په ذریعه په پخپله خوشه مو فایلونه او فولهرونه بسکاره کولی شئ.



# System

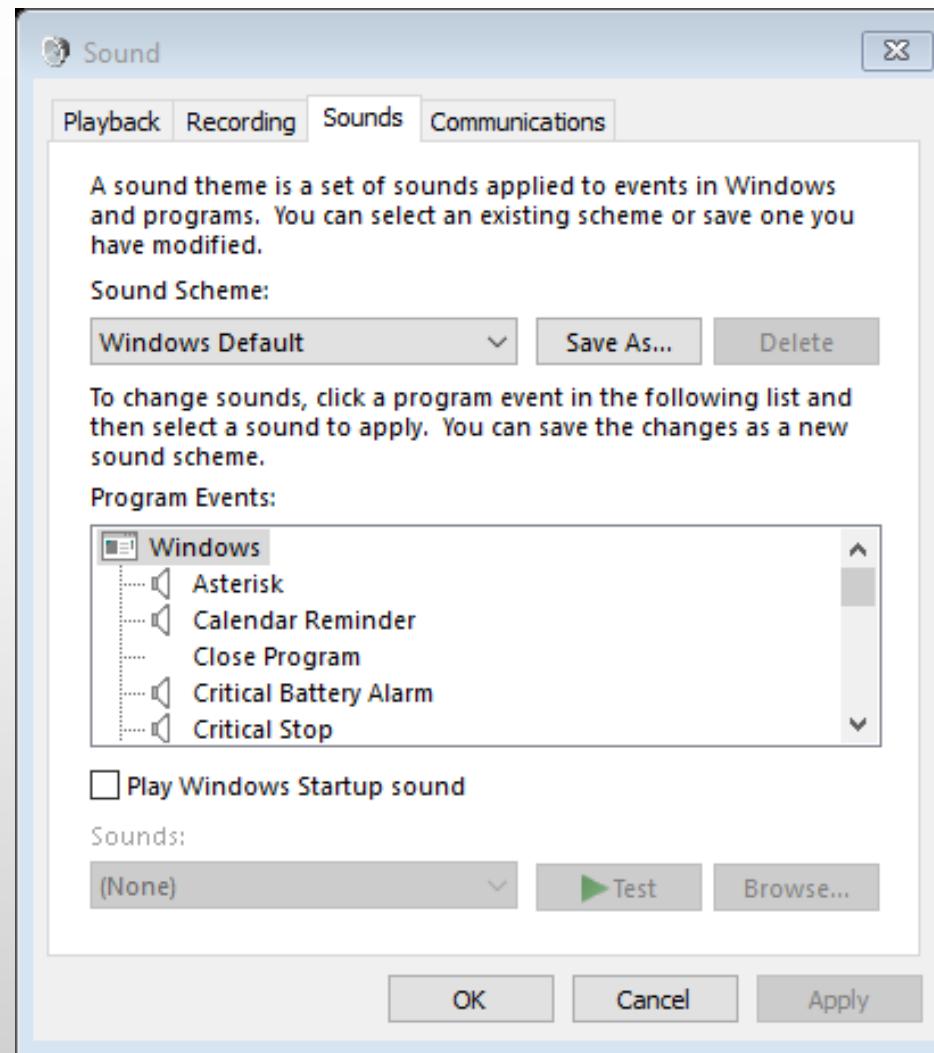
• په لنډه توګه له دی ځایه د کمپیوټر په اړه عمومي معلومات او نور ځینې کارونه ترسره کولی شو.



The screenshot shows the Windows 10 Control Panel System window. The title bar reads "System". The left sidebar lists "Control Panel Home", "Device Manager", "Remote settings", "System protection", and "Advanced system settings". The main content area shows basic information about the computer, including the Windows edition (Windows 10 Enterprise) and copyright information (© 2016 Microsoft Corporation. All rights reserved.). It also displays system specifications: Processor (Intel(R) Core(TM) i3-3110M CPU @ 2.40GHz 2.40 GHz), Installed memory (RAM) (4.00 GB (3.88 GB usable)), System type (64-bit Operating System, x64-based processor), and Pen and Touch (No Pen or Touch Input is available for this Display). Below this, it shows computer name, domain, and workgroup settings: Computer name (DESKTOP-SGGPCRF), Full computer name (DESKTOP-SGGPCRF), Computer description, and Workgroup (WORKGROUP). The Windows activation status is shown as "Windows is activated" with a link to "Read the Microsoft Software License Terms". The product ID is listed as 00329-00000-00003-AA690. At the bottom, there are "Change settings" and "Change product key" buttons. The Windows 10 logo is prominently displayed in the center of the window.

# Sound

• ددې کماند په وسیله د خپل کمپیوټر د آواز Setting برابرولی شي.



د مایکروسافت او د مایکروسافت د  
حینو پروگرامونو لنهه پیژندگلوي.

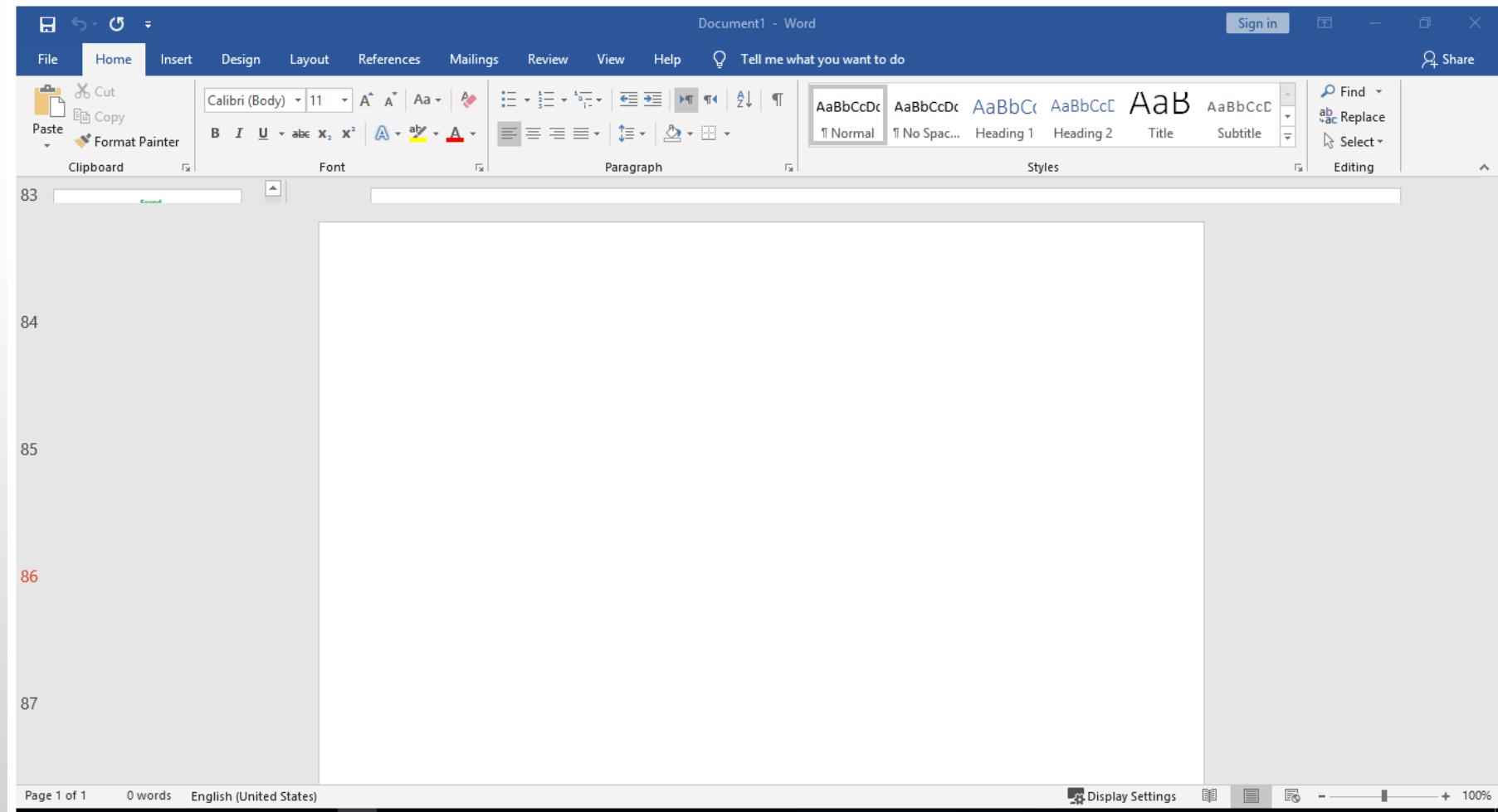
# مايکروسافت کمپنی او په اړه په معلومات

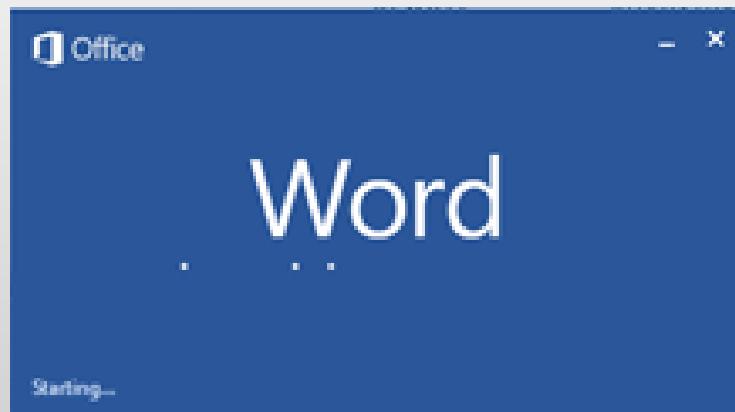
- دا کمپنی په (۱۹۷۵م) کې د امریکا پوهنتون د دوو ټنو محصلینو لخوا جوړه شوه. ددی کمپنی اصلی تولید د کمپیوټر پروګرامونه وه خو اوس د کمپیوټر پرزي دی. **Bill GATES WILLIAM HENNERY & PAUL ALLEN** دی. د نوموري کمپنی د کمپیوټر د پروګرامونو د تولید څخه یو هم د (مايکرو سافت افیس فکیج) دی چې لاندی ډولونه لري.

NO	YEAR RELEASED	NAME	VERSION
1	1995	OFFICE 1995 FOR WIN 95	7.0
2	1997	OFFICE 1997 FOR WIN97	8.0
3	1998	OFFICE 1998 FOR WIN98	8.5
4	1999	OFFICE 2000 FOR WIN2000	9.0
5	2001	OFFICE 2002 FOR WIN2002(XP)	10.0
6	2003	OFFICE 2003 FOR WIN2003(PROF)	11.0
7	2006	OFFICE 2007FOR WIN7	12.0
8	2010	OFFICE 2010 FOR WIN8/VISTA	14.0
9	2013	OFFICE 2013 FOR WIN8/VISTA	15.0
10	2016	OFFICE 2016 FOR WIN 8/10	16.0
11	2019	OFFICE 2019 FOR WIN 10	19.0

# Microsoft Word

**Microsoft Word (or simply Word) is a word processor developed by Microsoft. This application program is mainly used to write books, notes, reports and etc.**



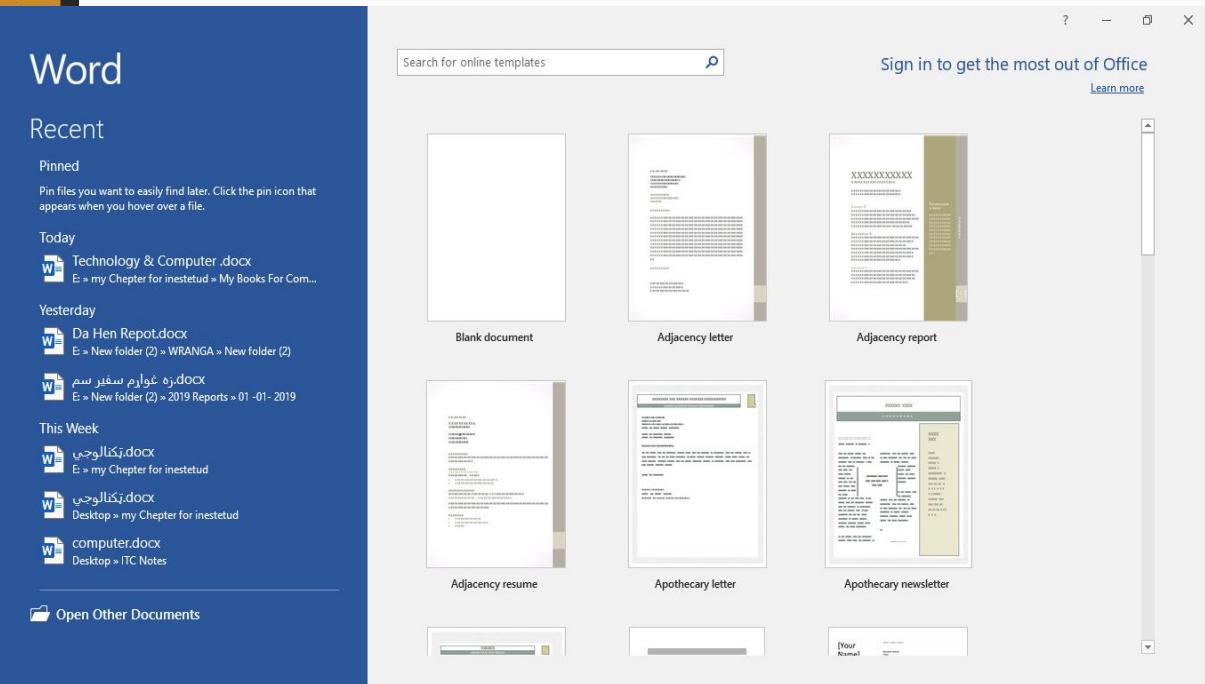


**How to open the Word program?**

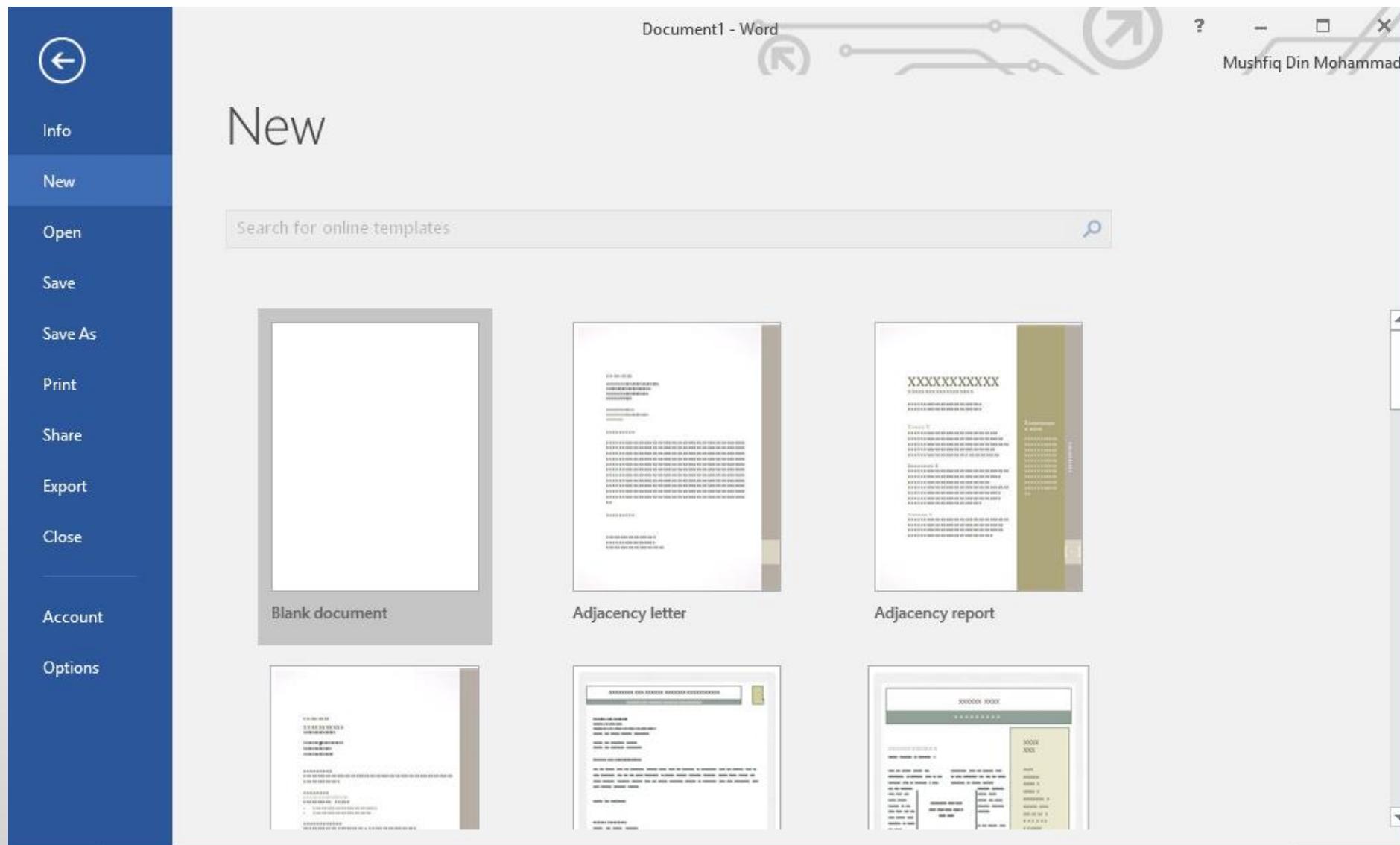
**Press the window •**

**Choose the word icon •**

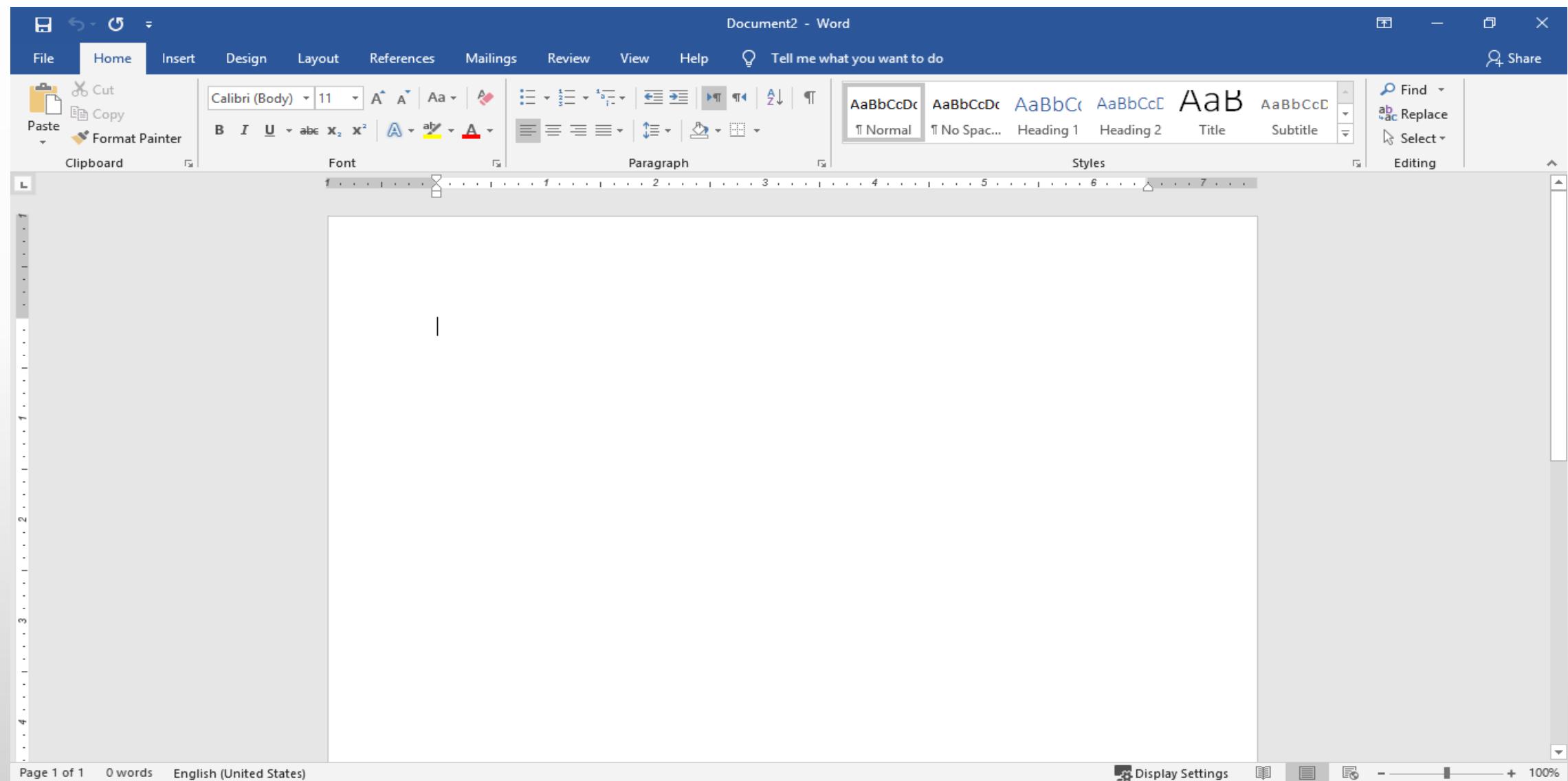
**Click or press Enter Key •**

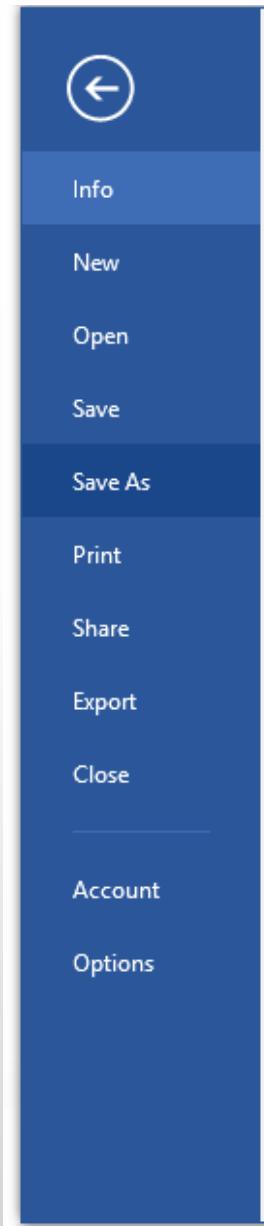


# Startup Screen



# Interface Screen





# The File menu

**New: To open a new file** •

**Open: To open a saved file** •

**Save & Save As: To Save or store a file in a directory** •

**Print: To print a document or file** •

**Share: To share a saved or new file in Online Base** •

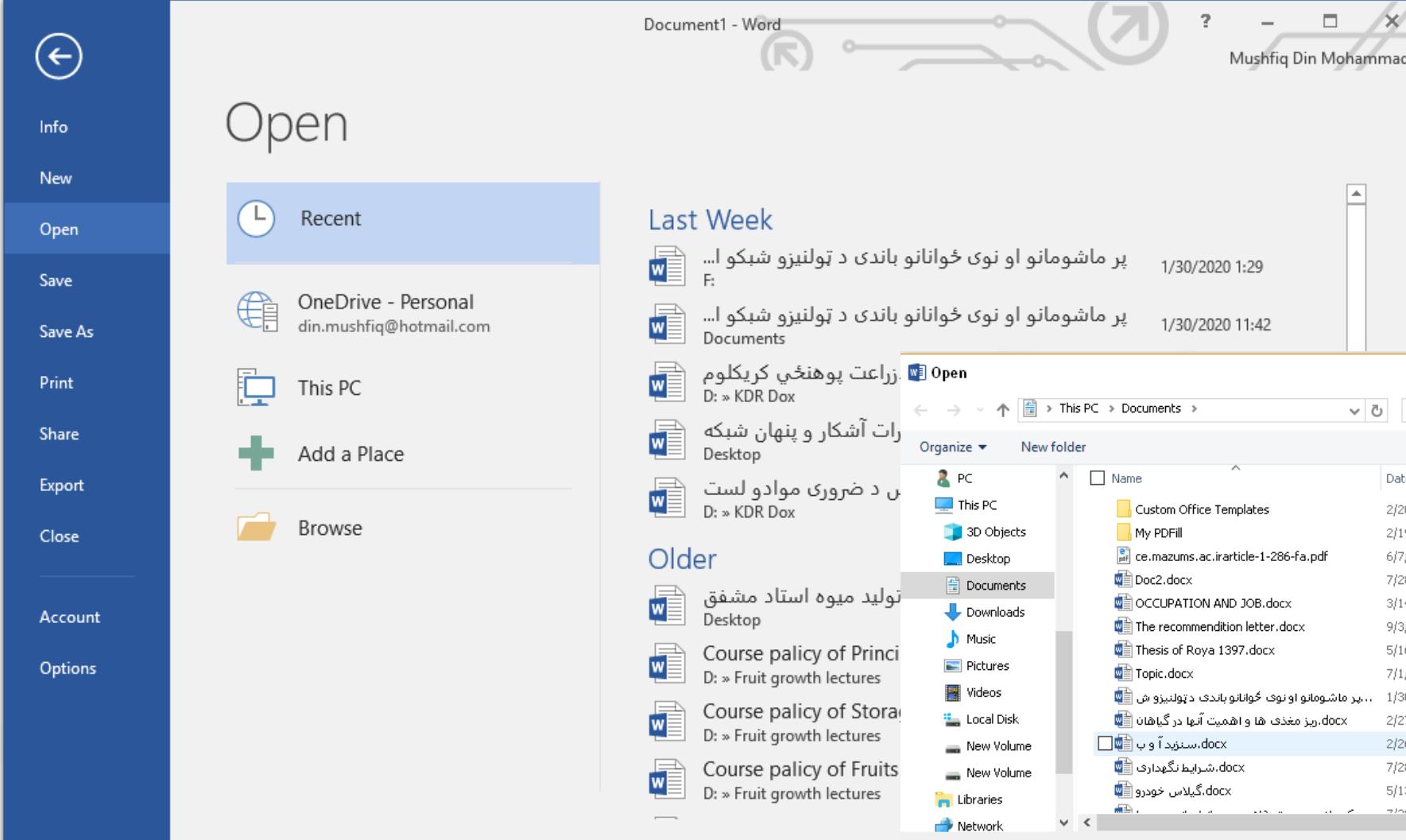
**Export: To save or write a file on other disk** •

**Close: To close a file** •

**Account: To active the word program** •

**Options: To change and manage the commands** •

# Open



The screenshot shows the Microsoft Word application window with the title "Document1 - Word" and the author "Mushfiq Din Mohammad". The "Open" dialog box is displayed, showing the "Recent" section with two entries. The first entry is a document from OneDrive - Personal, and the second is a document from "This PC". Below the "Recent" section, there are sections for "Last Week" and "Older", each listing several documents. A file browser window is overlaid on the dialog box, showing the file structure and a list of files in the "Documents" folder on "This PC".

Document1 - Word

Mushfiq Din Mohammad

Open

Recent

OneDrive - Personal  
din.mushfiq@hotmail.com

This PC

Add a Place

Browse

Last Week

پر ماشومانو او نوي څوانانو باندي د تولنيزو شبکو او ...  
F: 1/30/2020 1:29

پر ماشومانو او نوي څوانانو باندي د تولنيزو شبکو او ...  
Documents 1/30/2020 11:42

زراعت پوهنځي کريکلوم  
D: » KDR Dox

رات آشکار و پنهان شبکه  
Desktop

پ د ضروري موادو لست  
D: » KDR Dox

Older

تولید میوه استاد مشفق  
Desktop

Course palicy of Princi  
D: » Fruit growth lectures

Course palicy of Storage  
D: » Fruit growth lectures

Course palicy of Fruits  
D: » Fruit growth lectures

Open

Search Documents

Organize New folder

PC

- This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk
- New Volume
- New Volume
- Libraries
- Network

Name	Date modified	Type
Custom Office Templates	2/20/2018 4:31	File folder
My PDFill	2/19/2018 11:10	File folder
ce.mazums.ac.ir/article-1-286-fa.pdf	6/7/2019 2:07	PDF File
Doc2.docx	7/28/2018 3:03	Microsoft Word Document
OCCUPATION AND JOB.docx	3/14/2019 6:31	Microsoft Word Document
The recommendation letter.docx	9/3/2019 3:01	Microsoft Word Document
Thesis of Roya 1397.docx	5/16/2018 2:39	Microsoft Word Document
Topic.docx	7/1/2019 10:39	Microsoft Word Document
پر ماشومانو او نوي څوانانو باندي د تولنيزو شبکو او ...	1/30/2020 11:42	Microsoft Word Document
پیز مخذلي ها و اهمیت آنها در ګیاهان	2/27/2019 9:53	Microsoft Word Document
سنیزید آ و ب.docx	2/26/2019 1:26	Microsoft Word Document
شرایط لگههداری	7/28/2018 3:03	Microsoft Word Document
گیلاس خودرو.docx	5/13/2018 6:11	Microsoft Word Document

File name:  All Word Documents (\*.docx\*)

Tools   90

# Save As

Document1 - Word

Mushfiq Din Mohammad

## Save As

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

OneDrive - Personal  
din.mushfiq@hotmail.com

This PC

Add a Place

Browse

NO INTERNET CONNECTION

Save As

Organize ▾

Desktop

Documents

Downloads

Music

Pictures

Videos

Local Disk

New Volume

New Volume

Name

Date modified

Type

Custom Office Templates  
2/20/2018 4:31  
File folder

My PDFill  
2/19/2018 11:10  
File folder

Doc2.docx  
7/28/2018 3:03  
Microsoft Word Document

OCCUPATION AND JOB.docx  
3/14/2019 6:31  
Microsoft Word Document

The recommendation letter.docx  
9/3/2019 3:01  
Microsoft Word Document

Thesis of Roya 1397.docx  
5/16/2018 2:39  
Microsoft Word Document

Topic.docx  
7/1/2019 10:39  
Microsoft Word Document

پور ماشومانو او نوي ځوانابو باندي د تولیې و شبکو  
1/30/2020 11:42  
Microsoft Word Document

File name: Doc1.docx

Save as type: Word Document (\*.docx)

Authors: Mushfiq Din Moham...

Tags: Add a tag

Save Thumbnail

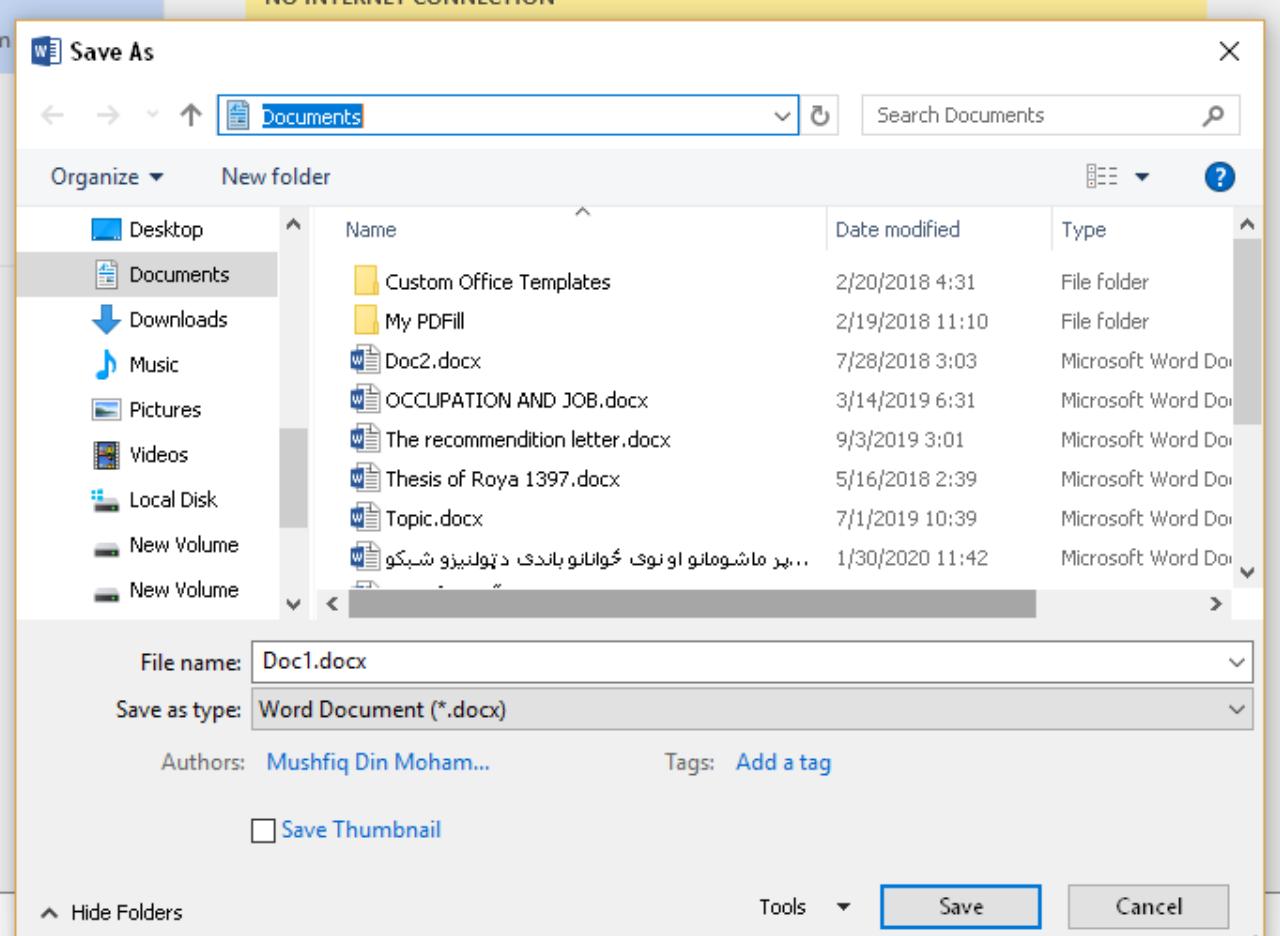
Tools ▾

Save

Cancel

Hide Folders

91



# Print

Document9 - Word

Mushfiq Din Mohammad

## Print

Copies: 1

Printer: HP LaserJet Professional P1102

Offline

Printer Properties

Settings

Status: Offline

Type: HP LaserJet Professional P1102

Where: USB001

Comment:

Print All Pages

The whole thing

Pages:

Print One Sided

Only print on one side of the paper

Collated

1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter

8.5" x 11"

Normal Margins

Left: 1" Right: 1"

1 Page Per Sheet

Page Setup

23 of 28

52%

9:08 2/5/2020 ENG 92

Replica of the [Manchester Baby](#), the world's first electronic [stored-program computer](#), at the [Museum of Science and Industry](#) in Manchester, England.

This section applies to most common [RAM machine](#)-based computers.

In most cases, computer instructions are simple: add one number to another, move some data from one location to another, send a message to some external device, etc. These instructions are read from the computer's [memory](#) and are generally carried out [executed](#) in the order they were given. However, there are usually specialized instructions to tell the computer to jump ahead or backwards to some other place in the program and to carry on executing from there. These are called "jump" instructions (or [branches](#)). Furthermore, jump instructions may be made to happen [conditionally](#), so that different code paths may be used depending on the result of some previous calculation or some external event. Many computers directly support [subroutines](#) by providing a type of jump that "remembers" the location it jumped from and another instruction to return to the instruction following that jump instruction.

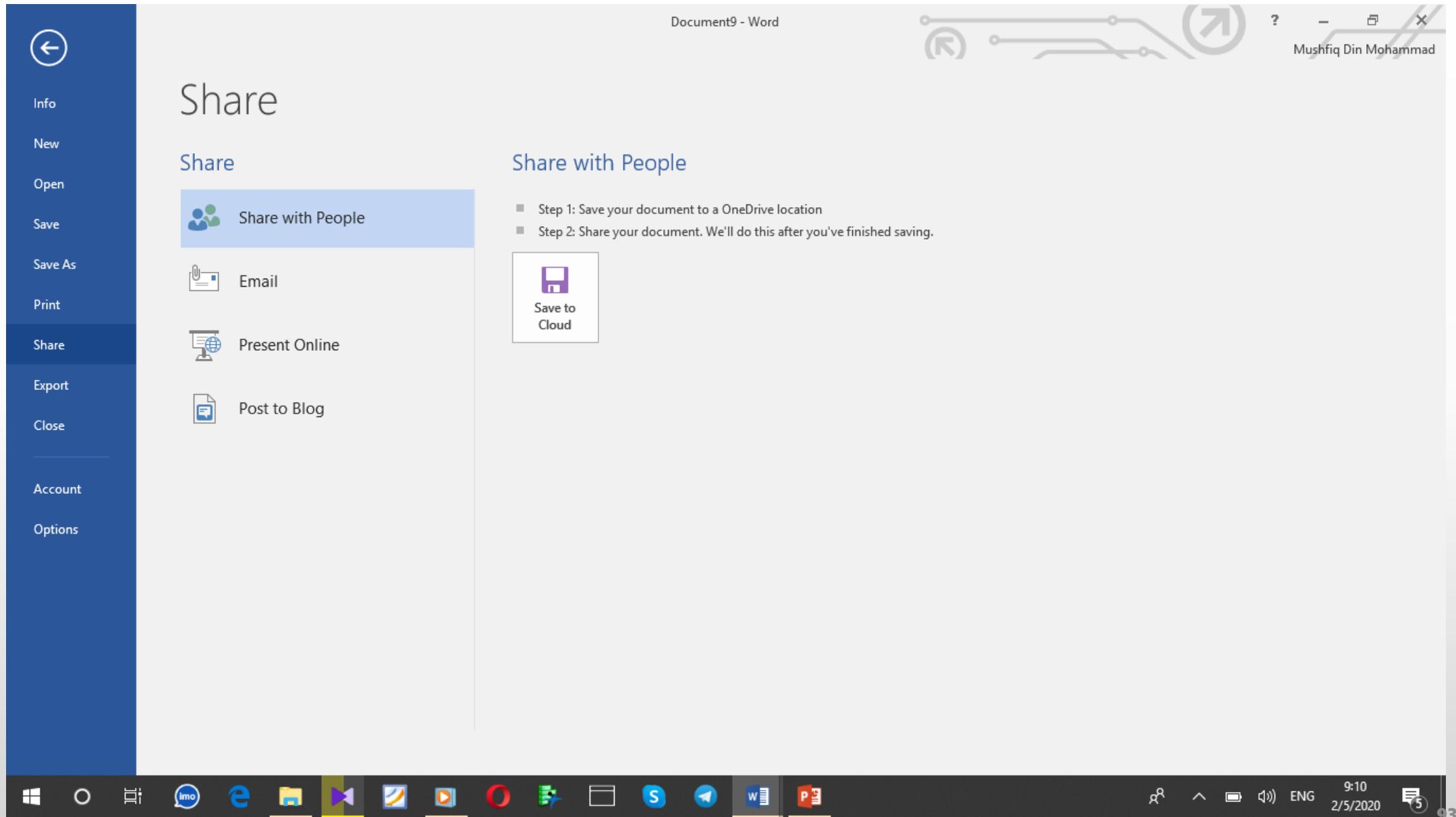
Program execution might be likened to reading a book. While a person will normally read each word and line in sequence, it is also possible to jump back to an earlier place in the text or skip sections that are not of interest. Similarly, a computer may sometimes go back and repeat the instructions in some section of the program over and over again until some internal condition is met. This is called the [flow of control](#) within the program, and it is what allows the computer to perform tasks repeatedly without human intervention.

Comparatively, a person using a pocket [calculator](#) can perform a basic arithmetic operation such as adding two numbers with just a few button presses. But to add together all of the numbers from 1 to 1,000 would take thousands of button presses and a lot of time, with a near certainty of making a mistake. On the other hand, a computer may be programmed to do this with just a few simple instructions. The following example is written in the [MIPS assembly language](#).

```
begin:  
    addi $t0, $0, 0      # initialize sum to 0  
    addi $t1, $0, 1      # set first number to add = 1  
loop:  
    addi $t0, $t0, $t1    # add $t1 to $t0  
    bne $t1, $0, finish  # if add number is greater than n then exit  
    addi $t1, $t1, 1      # update sum  
    addi $t0, $t0, $t1    # get next number  
    j loop               # repeat the summing process  
finish:  
    add $t0, $t0, $0      # put sum in output register
```

Once told to run this program, the computer will perform the repetitive addition task without further human intervention. It will almost never make a mistake and a modern PC can complete the task in a fraction of a second.

# Share



# Export

Document9 - Word

Mushfiq Din Mohammad

Export

Create PDF/XPS Document

Change File Type

Create a PDF/XPS Document

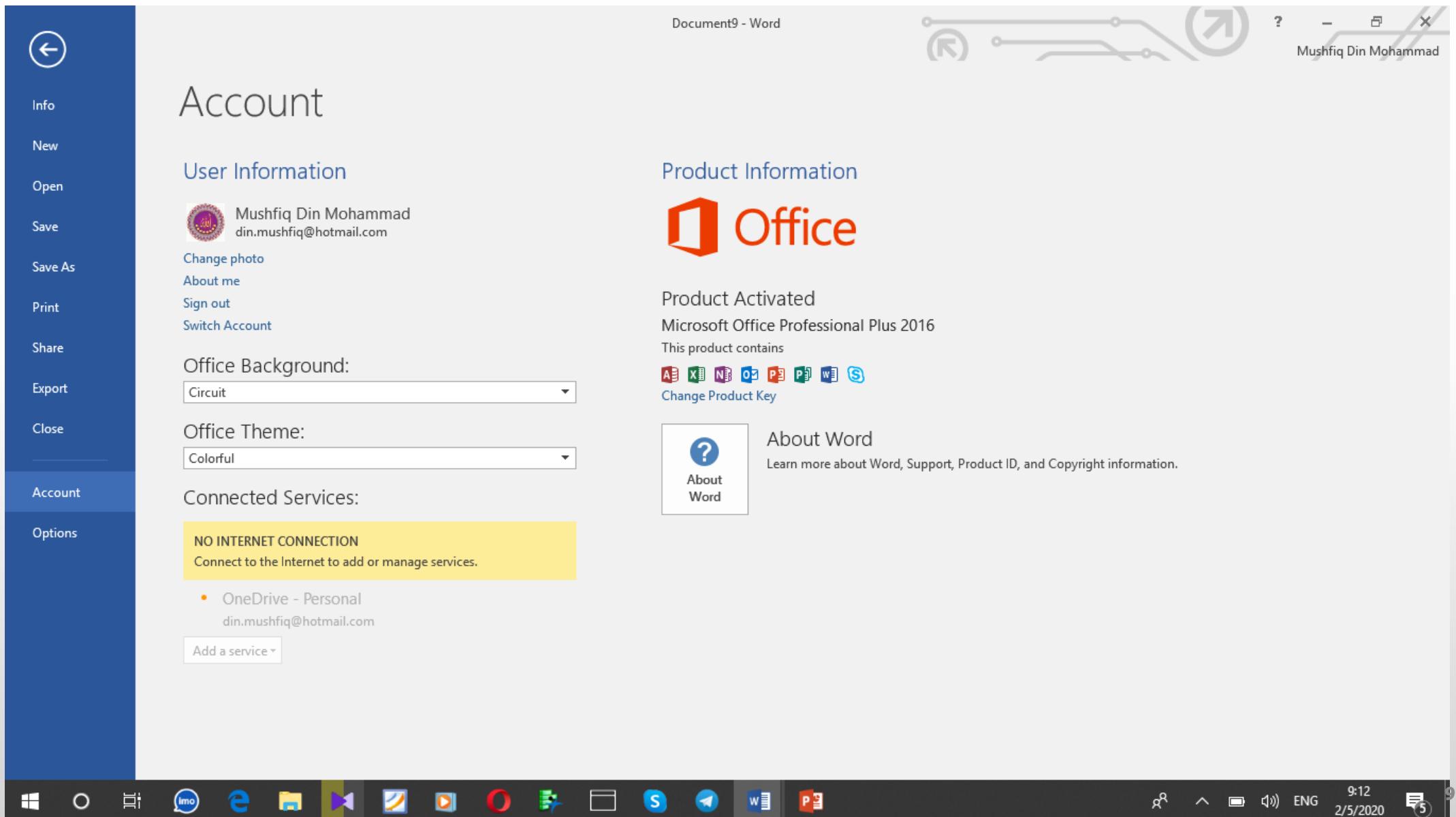
- Preserves layout, formatting, fonts, and images
- Content can't be easily changed
- Free viewers are available on the web

Create PDF/XPS

9:10 2/5/2020 5 94

# Account

Document9 - Word



Account

User Information

Mushfiq Din Mohammad  
din.mushfiq@hotmail.com

Change photo  
About me  
Sign out  
Switch Account

Office Background:  
Circuit

Office Theme:  
Colorful

Connected Services:  
NO INTERNET CONNECTION  
Connect to the Internet to add or manage services.

- OneDrive - Personal  
din.mushfiq@hotmail.com

Add a service ▾

Product Information

Office

Product Activated  
Microsoft Office Professional Plus 2016  
This product contains  
A E X N O P P W S  
Change Product Key

About Word  
Learn more about Word, Support, Product ID, and Copyright information.

95

# Option

Document6 - Word

File Home Insert Design

Cut Copy Format Painter Paste Clipboard

Word Options

General

Display

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

General options for working with Word.

User Interface options

Show Mini Toolbar on selection  ⓘ

Enable Live Preview  ⓘ

Update document content while dragging  ⓘ

ScreenTip style: Show feature descriptions in ScreenTips

Personalize your copy of Microsoft Office

User name: Windows User

Initials: WU

Always use these values regardless of sign in to Office.

Office Background: Circuit

Office Theme: Colorful

Start up options

Choose the extensions you want Word to open by default: Default Programs...

Tell me if Microsoft Word isn't the default program for viewing and editing documents.

Open e-mail attachments and other uneditable files in reading view  ⓘ

Show the Start screen when this application starts

Real-time collaboration options

When working with others, I want to automatically share my changes: Ask Me

Show names on presence flags

OK Cancel

Page 1 of 136 10651 words English

9:12 2/5/2020 ENG 120%

Mushfiq Din Mohammad

Find Replace Select Editing

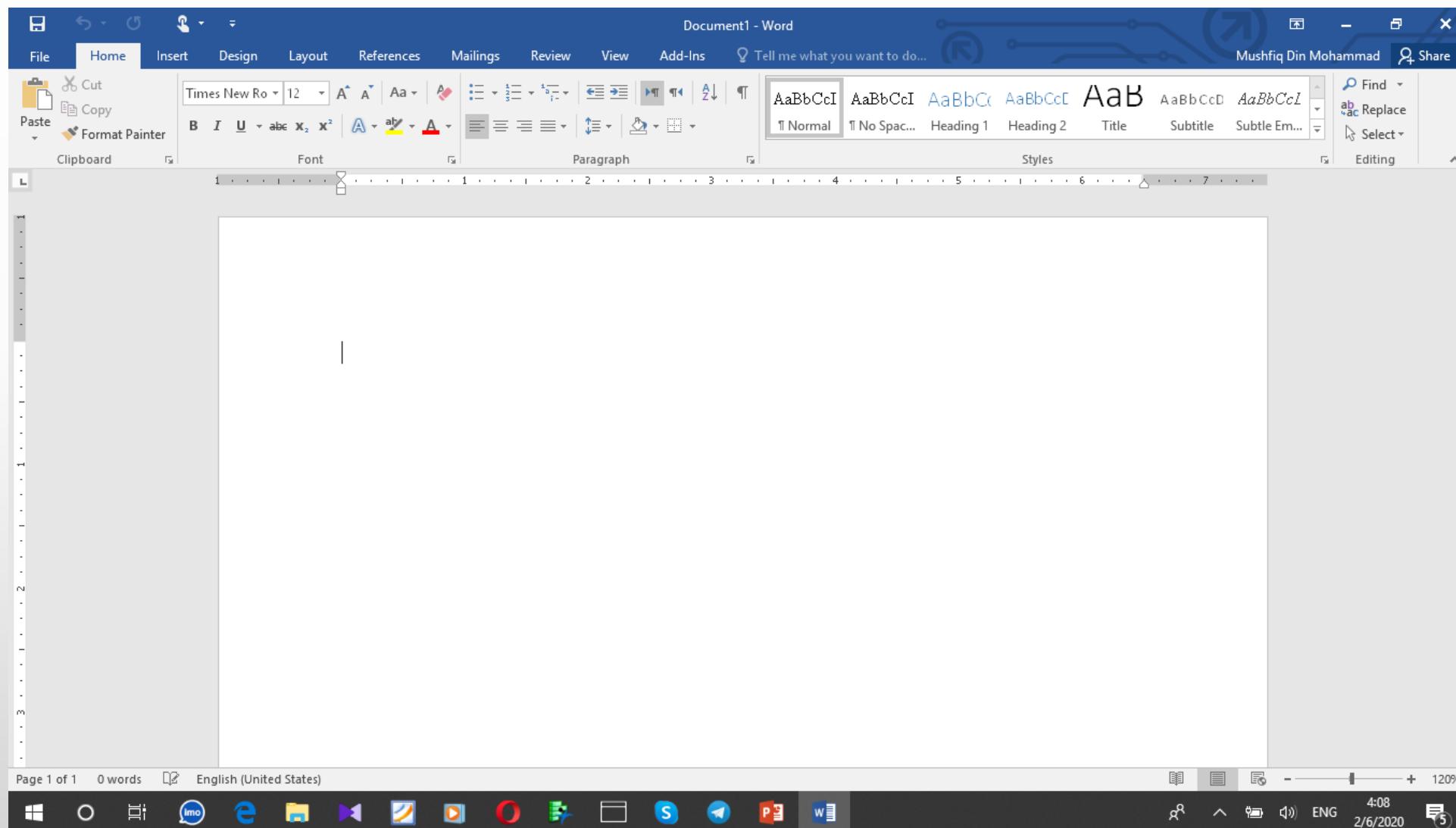
BbCc AaBbCcD

Heading 4 Heading 5

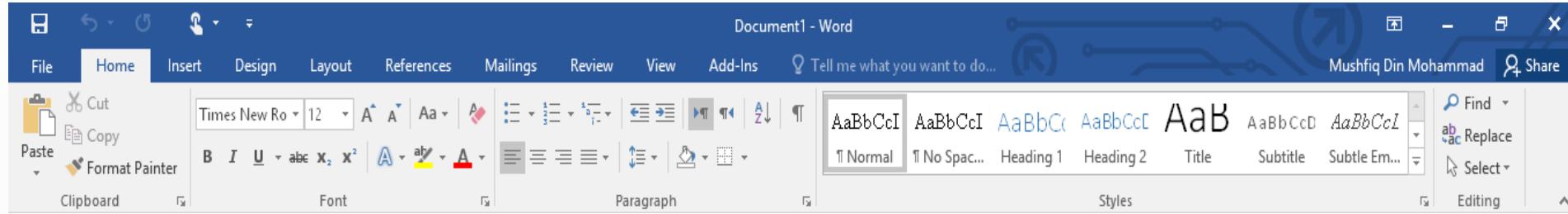
Clipboard

Windows Taskbar

# Microsoft Word



# Home Tab



*The Home Tab* is by far the most important Tab in Microsoft Word. The Home Tab contains all the commands that are used most often. These include formatting commands like changing text **size**, font **style**, font **color**, list **types**, and clipboard functionality like **Cut**, **Copy** and **Paste**.

**Home Tab** •

**Clipboard** ➤

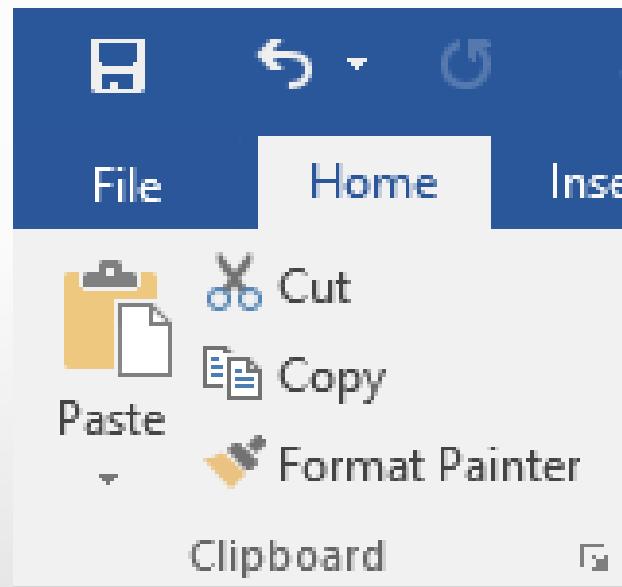
**Fonts** ➤

**Paragraph** ➤

**Styles** ➤

**Editing** ➤

# Clipboard



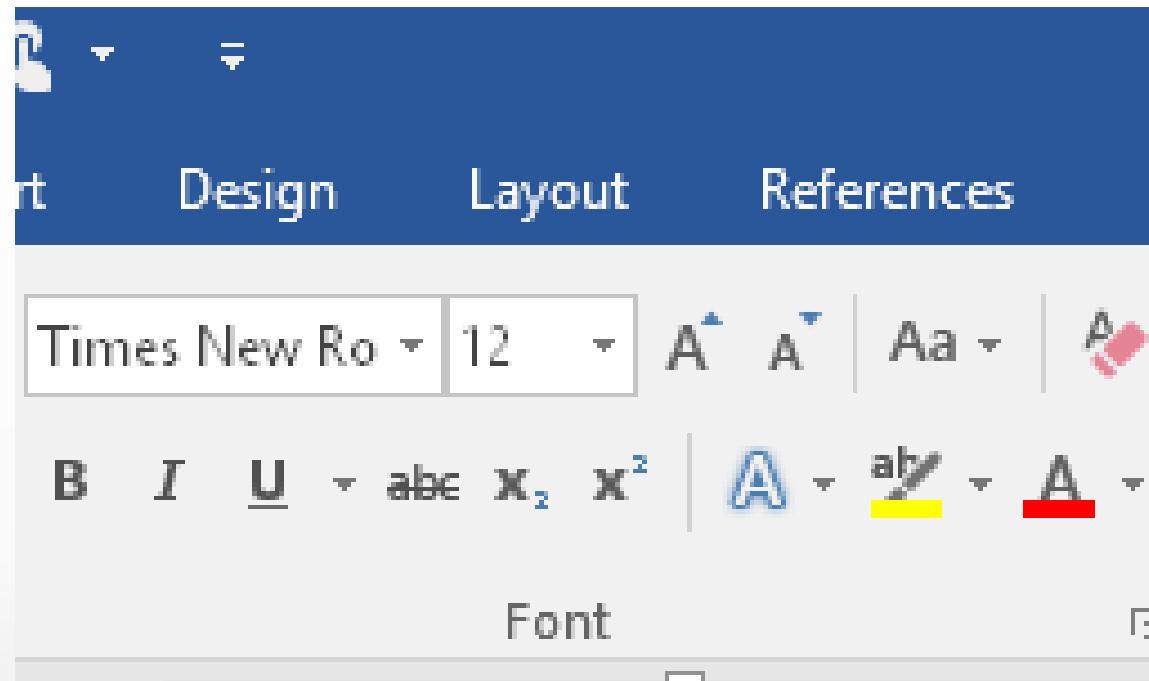
**Paste: To put cut or copied part in a new place.** •

**Cut: To cut/remove selected part of a paragraph.** •

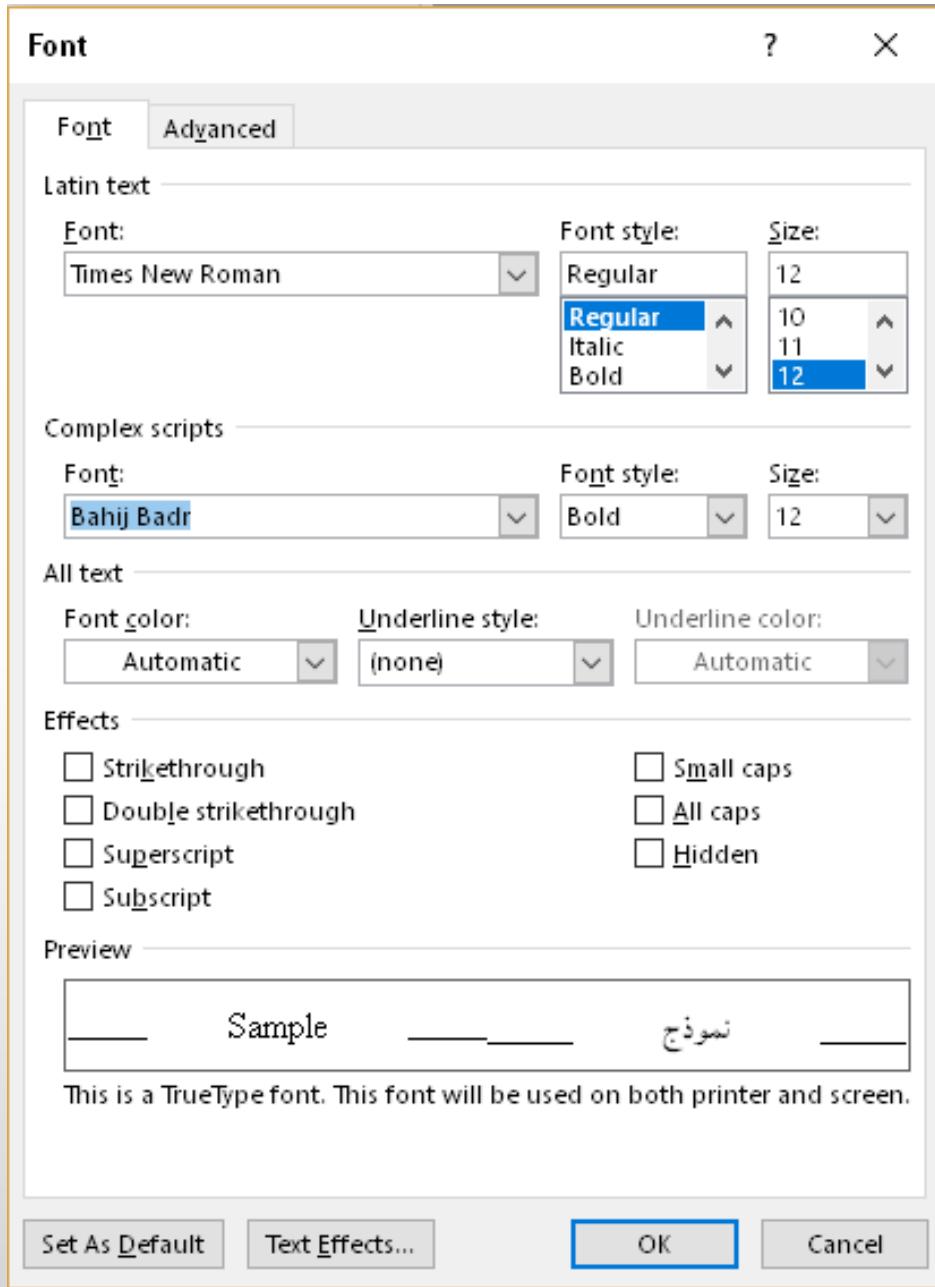
**Copy: To duplicate the selected part of a paragraph.** •

**Format Painter: To change the format style and color of selected part.** •

# Font



**It helps you change document settings like font **size**, adding **bullets**, adjusting **styles** and many other common **features**.**



# Font

**Text Type, style and size** •

**Font color** •

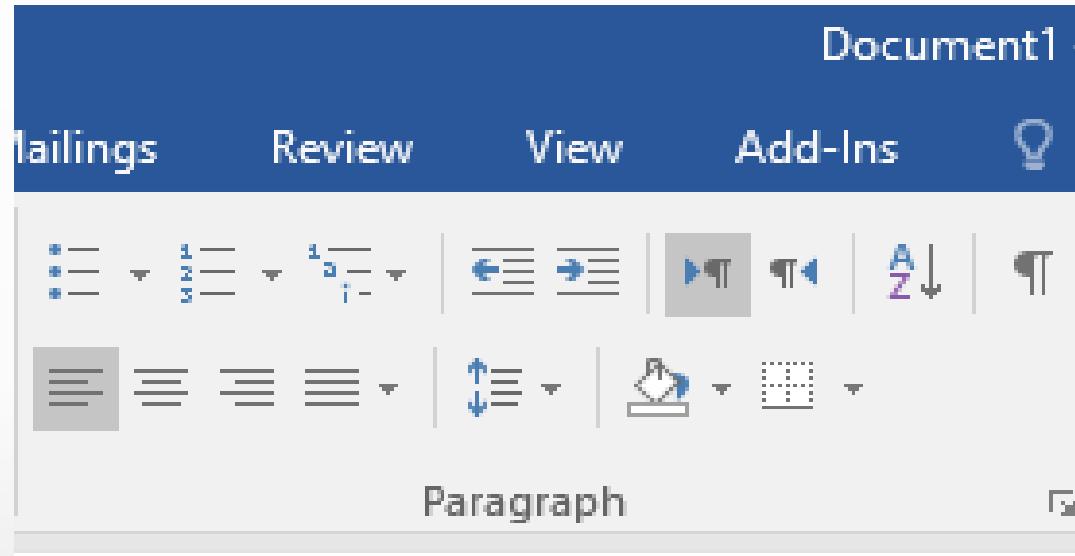
**Underline style and color** •

**Effects** •

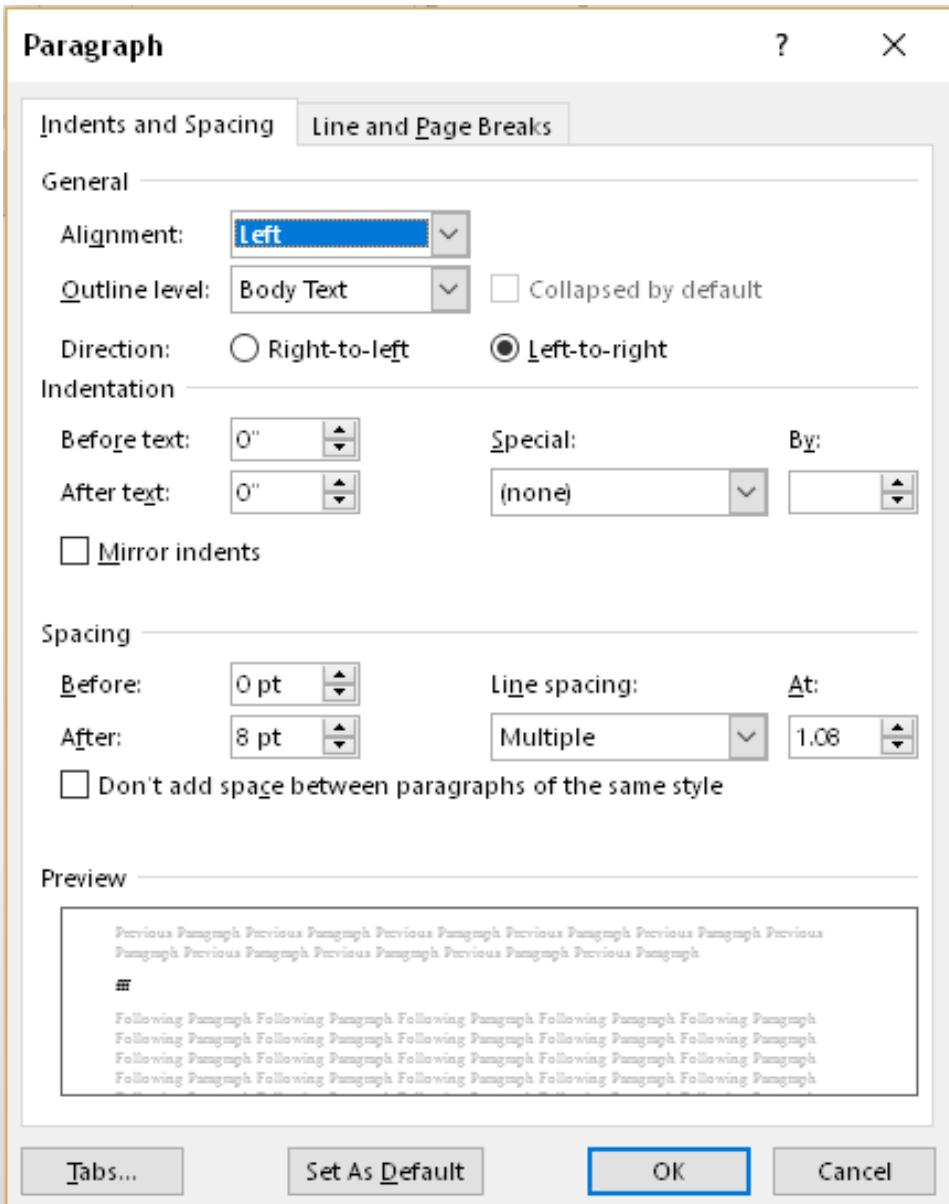
**Set as default** •

**Text effects** •

# Paragraph



**These commands are used to apply **bullets/numbering** or change the **direction of writing**, fixing of **aligns**, space between **lines** and add or remove **columns**.**



# Paragraph

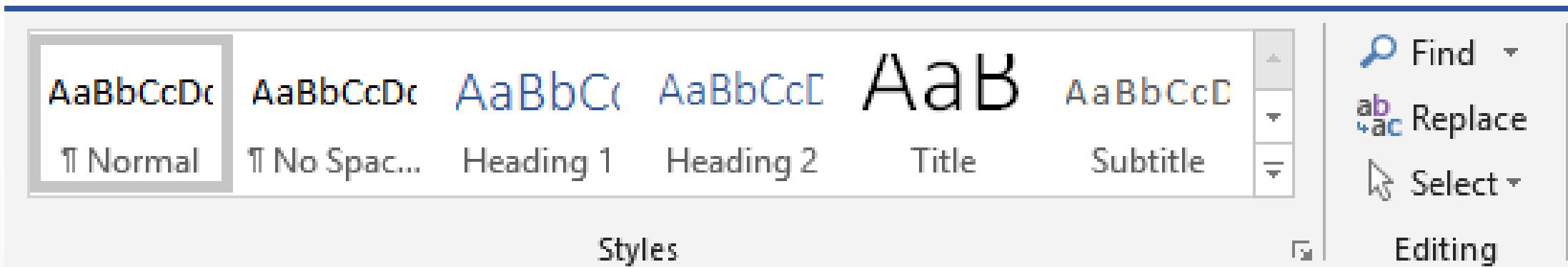
**General** •

**Indentation** •

**Spacing** •

**Line and page breaks** •

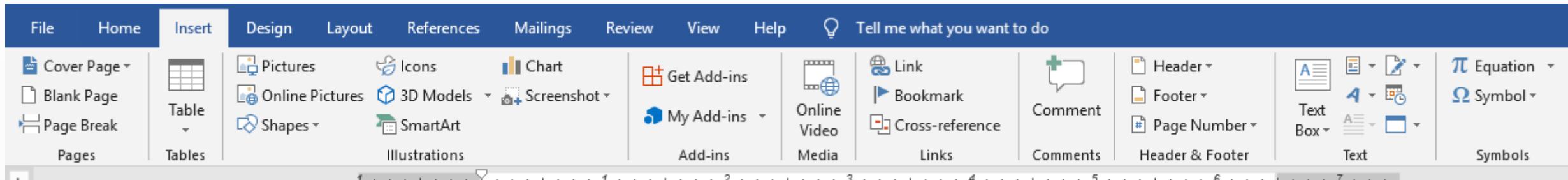
# Styles and Editing



**These commands are used to apply and change the styles of headings and subtitles.**

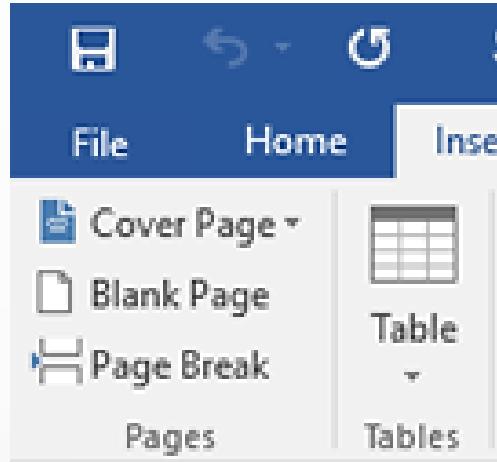
**The Editing commands are used to Find, Replace and Selection styles of a word or sentence.**

# Insert Tab



**This Tab is used to insert different features such as tables, pictures, clip art, shapes, charts, page numbers, word art, headers, and footers into a document. The slides below describes each of the groups and buttons available on this tab.**

# Pages and Tables



**Cover Page:** This button can be used to insert a pre-formatted cover page for a document. The information that is to appear on the page

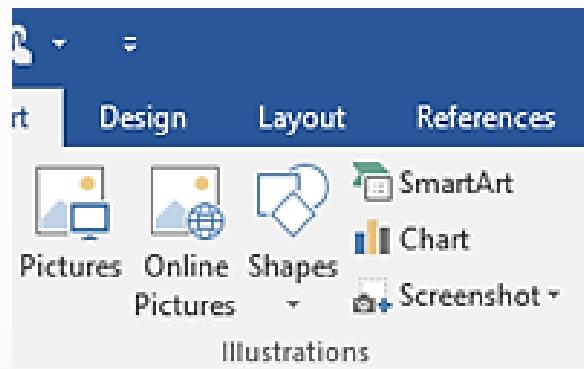
is filled in after the page is created.

**Blank Page:** To insert a new blank page for a document at the cursor position, click this button.

**Page Break:** Click this button to end a page at the current cursor position and start a new page.

**Tables:** This button is used to insert a table into the document. A grid will appear that can be used to create the table

# Illustrations



**Pictures:** To insert a picture from a file on the computer into the document. •

**Online Pictures:** Used to find and insert pictures from the Bing Image Search site. •

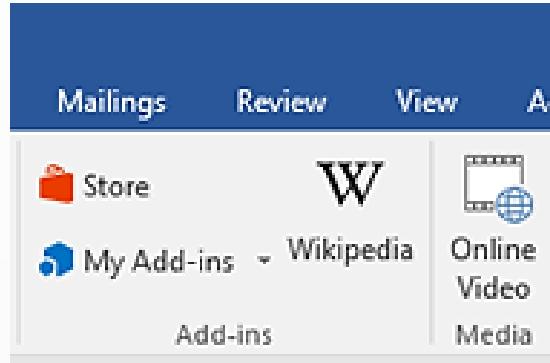
**Shapes:** This button is used to insert ready-made shapes into a document. •

**Smart Art:** To insert a Smart Art graphic into the document, click this button. •

**Chart:** Use this feature to insert a bar, area, or line chart. •

**Screenshot:** Is used to insert a picture of any window that is available on the desktop. •

# Add-ins and Media

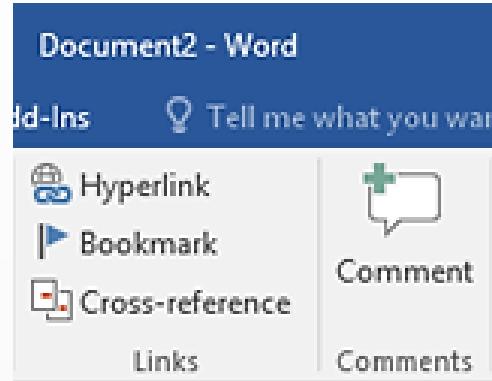


**Store: Use this feature to insert an App into a document and use the Web to enhance the work. Apps need to be downloaded from the Office Store before they can be inserted into the document.**

**Wikipedia: This feature is used to access Wikipedia content from Office. Using this feature will simplify the process of referencing text and images.**

**Online Video: This feature is used to insert videos from a variety of sources.**

# Links and Comments



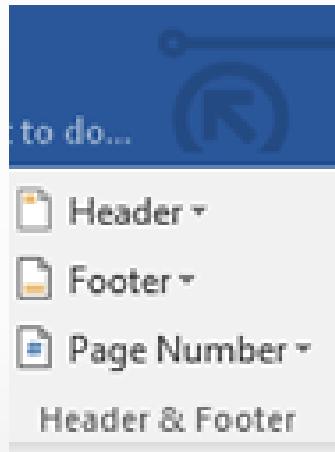
**Hyperlink:** To insert a link to items such as a Web page, another document, or an e-mail address, click this button.

**Bookmark:** Is used to create a bookmark. A bookmark is used to assign a name to a specific area within a document (hyperlink).

**Cross-reference:** This button is used to refer to another area in a document (headings, figures, and tables).

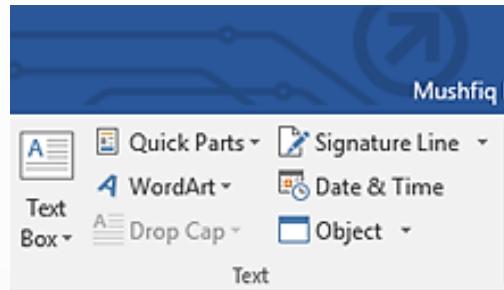
**Comments:** This feature can be used to insert a comment about a part of a document.

# Header & Footer



- Header:** To insert text that appears at the top of each page of the document, click this button. A gallery of header styles and formats will appear. Click the heading style that is to be applied to insert it into the document.
- Footer:** This button is used to insert text that appears at the bottom of each page of the document. A gallery of footer styles and formats will appear. Click the footer style that is displayed to insert it into the document.
- Page Number:** Click this button to insert a page number into the document. A list of page number locations will display.

# Text



My Text

**Text Box:** Text boxes are used to highlight text within a document. •

**Quick Parts:** Click this button to insert preformatted text, auto-text, document properties, and fields into a document. •

**WordArt:** To insert decorative text into the document, click this button. •

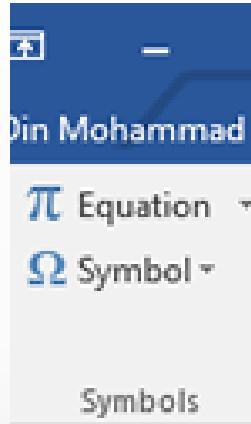
**Drop Cap:** To create a large capital letter at the beginning of a paragraph. •

**Signature line:** Is used to insert a digital signature line into a document. •

**Date & Time:** To insert the date and time into a document, click this button. •

**Objects:** Use this button to insert an object such as an Excel Worksheet or an Excel Chart into the document. •

# Symbols



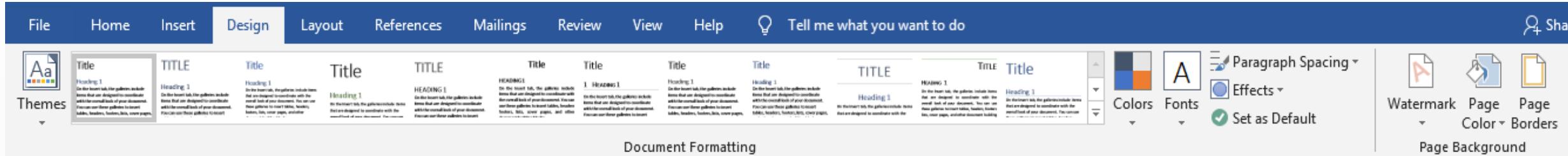
**Equation:** This button is used to insert a mathematical equation into a document. The equation tools ribbon will appear when the button is clicked. This ribbon is used to create the equation. A list of common equations is also available.

**Symbol:** Click this button to insert a symbol such as a copyright or trademark into the document.

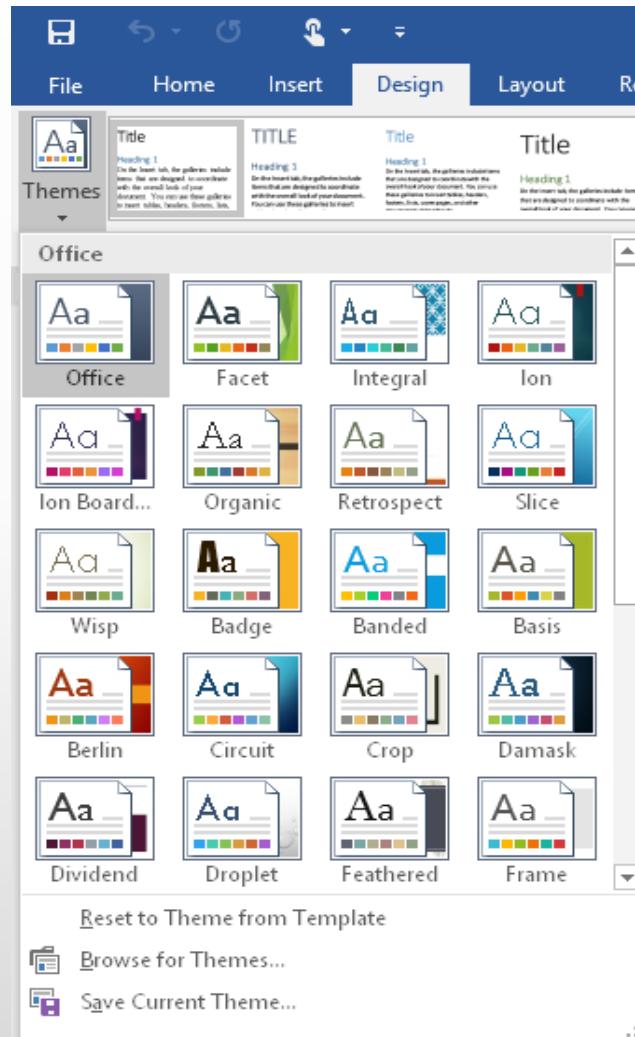
$$f(x) = a_0 + \sum_{n=1}^{\infty} \left( a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$



# Design Tab



**This tab is used to make changes to the design of a Word document, such as changing the document theme or the font for the whole document. It is also possible to add a Page Border or Watermark to the document or to apply a Color to the page.**



**Themes Gallery: This button is used to change the overall design of the document, including colors, fonts, and effects.**

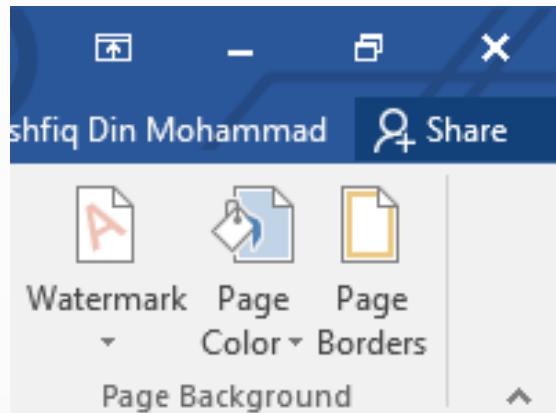
**Style Set Gallery: Use the Style Set Gallery to quickly change the look of a document. These sets change the font and paragraph properties of the entire document.**

**Colors: To change the colors for the selected theme, click this button. A gallery of different theme colors will display.**

**Fonts: Click this button to change the font for the entire document. A gallery of different fonts will display.**

**Paragraph Spacing** **Select this option to change the line and paragraph spacing for an entire document. It is possible to select between predefined values or to specify your own.**

**Effects:** To change the general look of objects in a document, click this button. A gallery of different theme effects will appear.



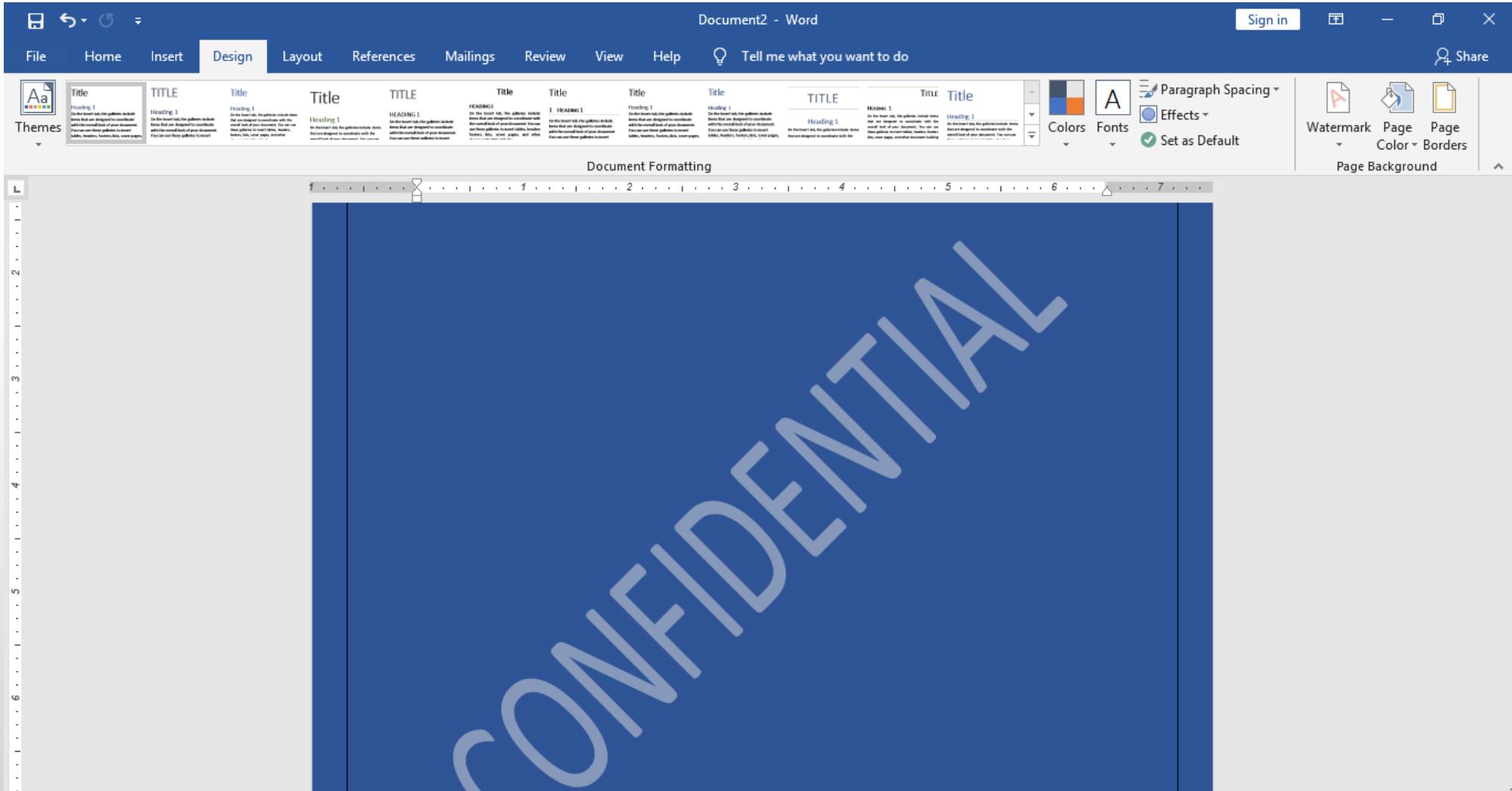
**Set as Default:** Use this option to save the changes made to the document so that when a new blank document is created the document will look like the options specified.

**Watermark:** To insert an image or text in the background of a document, click this button. A gallery of possible watermarks will display.

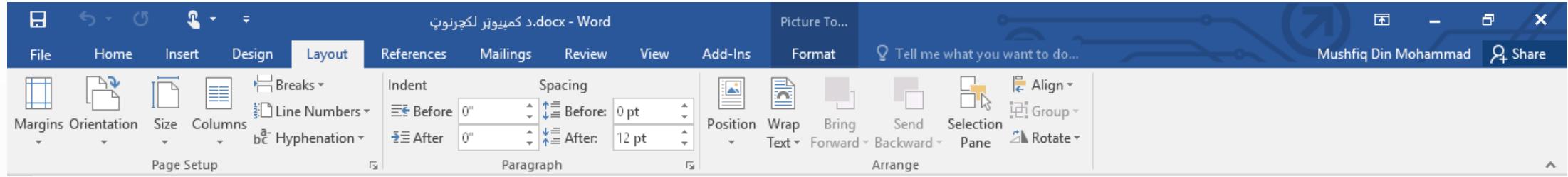
**Page Color:** Click this button to apply a background color to a document. Move the mouse pointer over each item to see a Live Preview of the color before selecting the item.

**Page Borders** This button is used to apply a border around each page of a document or to a selected page. When this button is clicked, the Borders and Shading dialog box will appear with the Page Border tab selected.

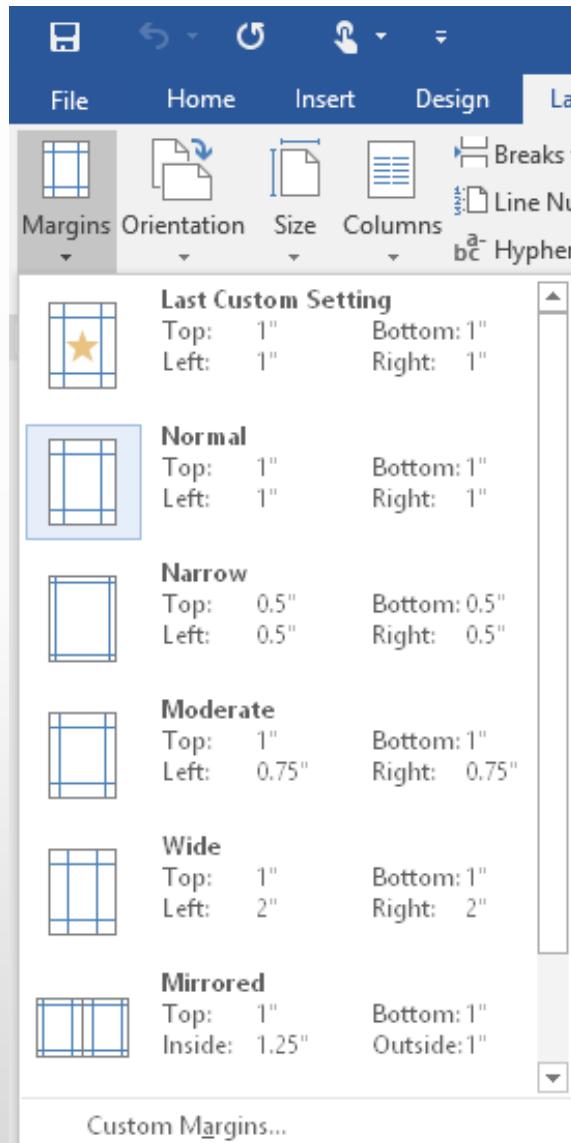
# Page color, page border & Water Mark



# Layout Tab



**This tab is used to make changes to the layout of a page within a Word document such as orientation, margins, page breaks, and page borders.**

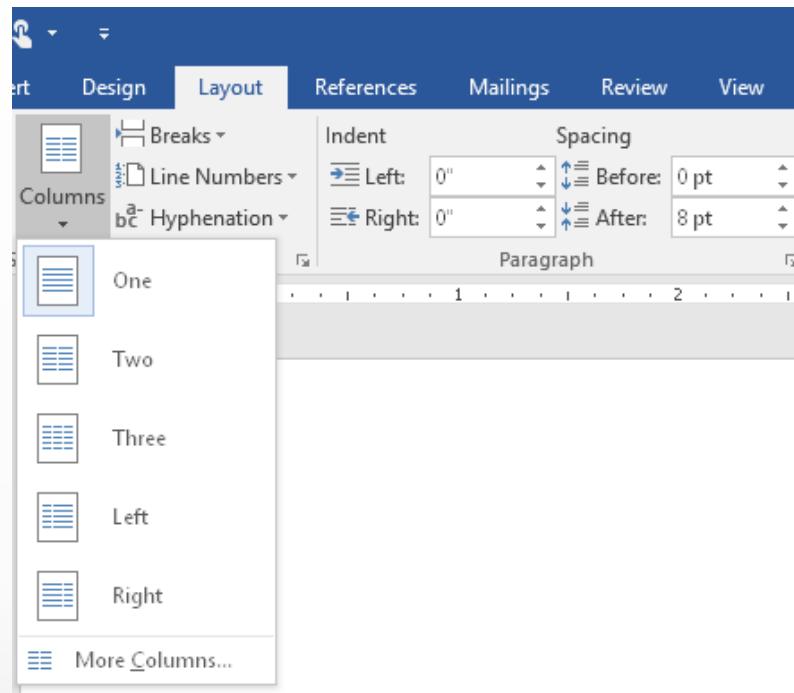


**Margins:** This button is used to change the margins for a document. A list of possible margins will display. Click the Custom Margins link to apply custom settings for the margins.

**Orientation:** To change the orientation of a document from portrait to landscape, click this button.

**Size:** Click this button to change the size of the paper that will be used for the document. A list of different paper sizes will appear. Click the More Paper Sizes link to specify a size that is not in the list.

**Columns:** To apply column formatting to a document, click this button. A gallery of different column formats will appear. Select from one of the options in the list. Click the More Columns link to open the Columns dialog box.

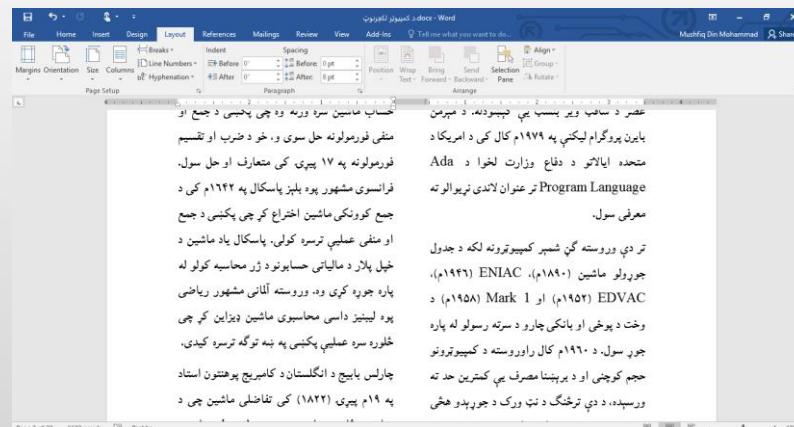


**Breaks: This button is used to insert page, column, and section breaks into a document.**

**Line Numbers: To number lines in a document, click this button. Line numbering can be continuous throughout the document or can be restarted with each page or each section of the document.**

**Hyphenation: This button is used to specify how hyphenation in a document should be applied.**

**Indent: This feature is used to apply a temporary right or left margin to a document. The size of the indent is specified by clicking the spinning arrow for each option.**





**Left: To change the indent for the left margin, click the spinning arrows for this option. The indent will be applied to the whole paragraph, not parts of the paragraph.**

**Right: The spinner arrows for this button are used to apply a temporary right margin to a paragraph.**

**Spacing: To change the spacing before and after a paragraph, click this button.**

**Before: Click the spinning arrow to change the amount of spacing before a paragraph of text.**

**After: To change the spacing in increments of 6 after each paragraph in a document, click the spinning arrows for this option. The number six is equal to one-half of a blank line between paragraphs.**

د کمپیوټر لکچرنوټ .docx - Word

Mushfiq Din Mohammad

File Home Insert Design Layout References Mailings Review View Add-Ins Tell me what you want to do... 

Margins Orientation Size Columns Line Numbers Hyphenation

Breaks

Indent Spacing

Before: 0.6" After: 1" Before: 0 pt After: 0 pt

Position Wrap Bring Send Selection

Text Forward Backward

Align Group Rotate

Arrange

Page Setup

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

په پښتې د ټولونوټو په پښتې د ټولونوټو

رالپورنکی آدرس او مشخصاتو له پاره ځانګړی سوی او د یوزر په واک کی دی.

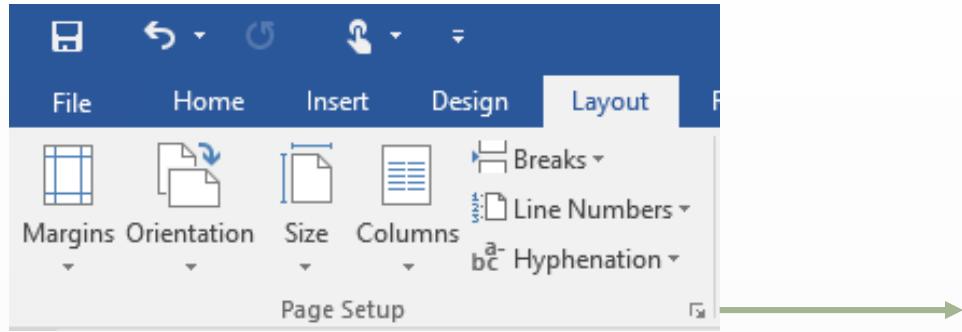
### Review

Spelling & Grammar: د یو متن د لیکلوا پر مهال ټایپی یا گرامری اشتباهات رامنځته کېږي، خو د همدي کمانډ په مرسته نوموری اشتباهات اصلاح کېږي.

Thesaurus: کله هم یوزر د متن لیکلوا پر مهال مترادفی یا داسی کلیمې استعمالوی چې امکان لري د متن د روحیې سره سم نه وی د همدي کمانډ په مرسته د نویو پیشنهاد سویو کلیمو خخه گته اخلو.

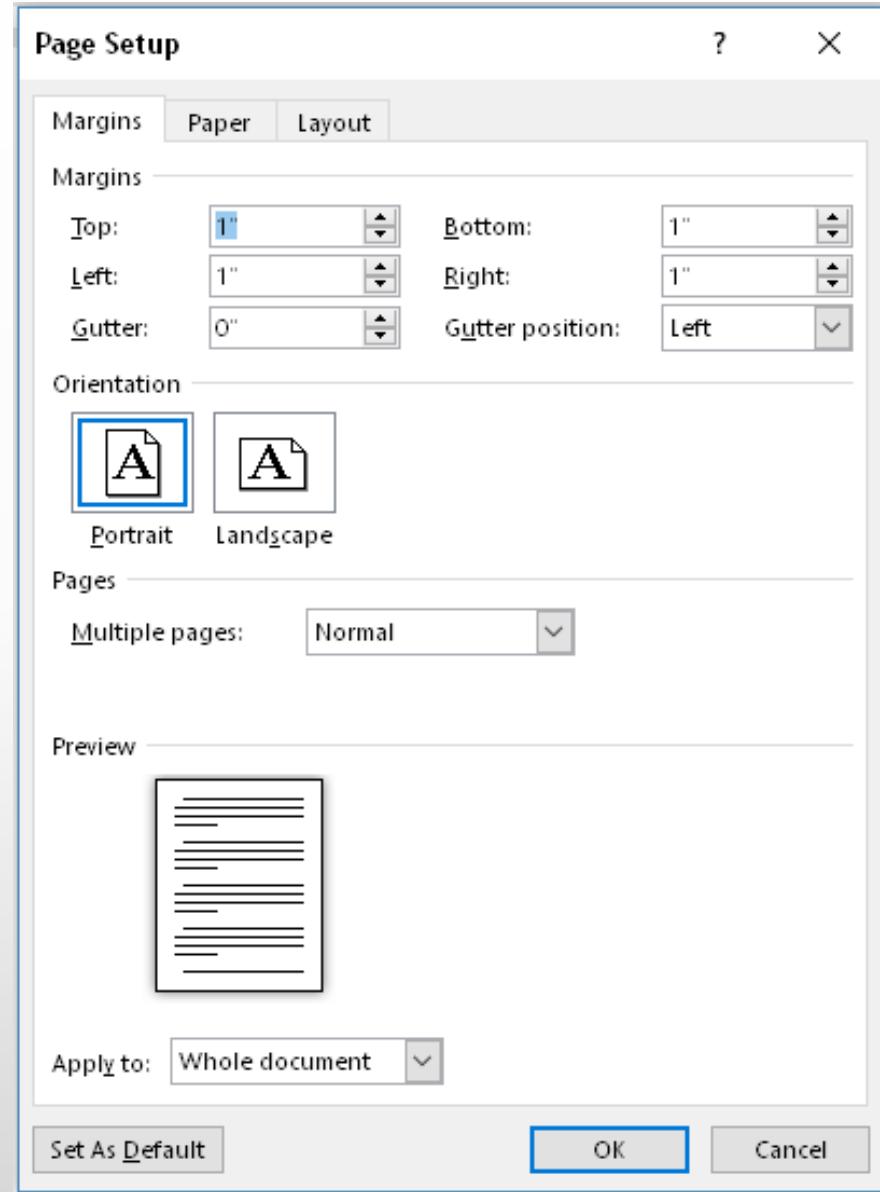
Word Count: معمولاً علمي مقالې د یو ژورنال د روحیې له مخې جو پېړو چې باید خو کلیمې ولري. د دې کمانډ په مرسته د فایل لیکل سوی کلیمې، پاراګرافونه، لیکونو او ... شمېرل کېږي.

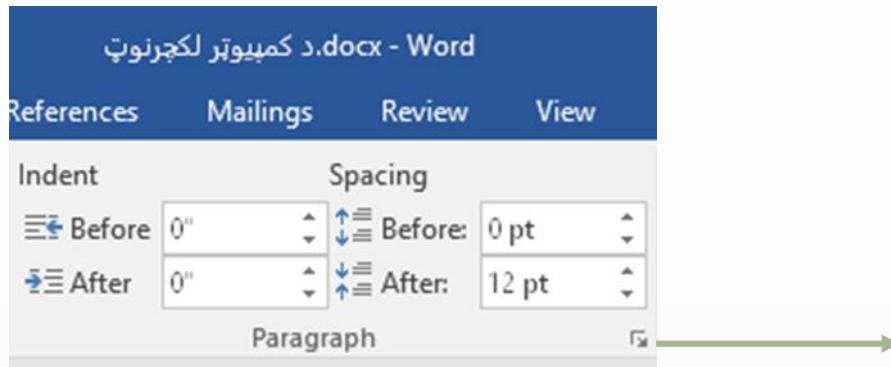
Smart Lookup Insights: د انټرنېت د شتون په صورت کې د یوې کلیمې یا موضوع په هکله تعریفونه، عکسونه او نسبې ترلاسه کېږي.



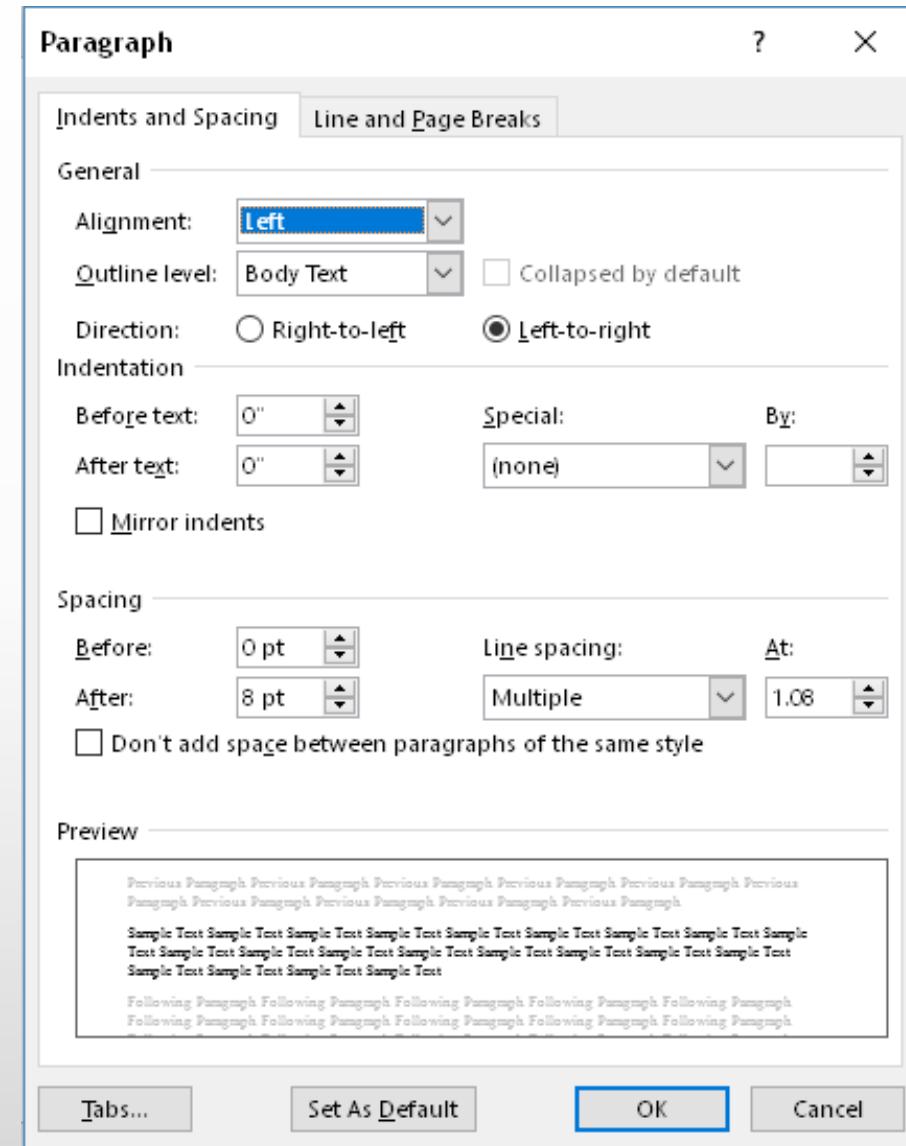
## **Page Setup Dialog Box Launcher:** •

**This button is located in the lower right corner of the Page Setup Group. It is used to open the Page Setup dialog box where Margins and other paragraph formatting options can be specified.**

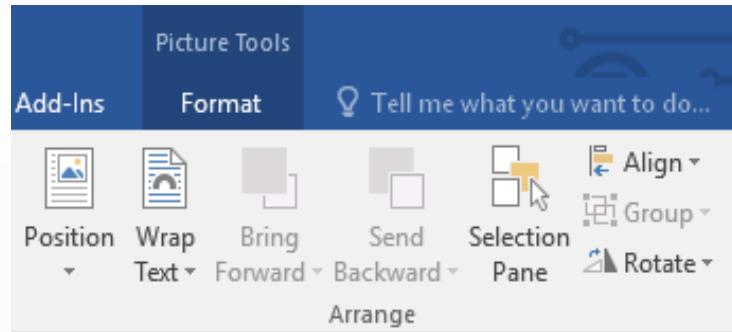




**Paragraph Settings Dialog Box Launcher:** •  
This button is located in the lower right corner of the Paragraph Group. It is used to open the Paragraph dialog box. In this box it is possible to specify the amount of spacing between paragraphs and how to break paragraphs in a document.



**Position:** When a graphic image, WordArt, or a text box has been inserted into a document, this button is used to select the position of the object on the page.



**Wrap Text:** This button is used to specify how text will wrap around an object.

**Bring Forward:** When one object has been placed on top of another one, this option is used to bring the bottom one to the front of the other one.

**Send Backward:** To place an object placed on top of another one in the back, click this button.

**Selection Pane:** Align Click this button to align a group of selected objects to the left, right, top, or bottom.

**Group:** This button is used to group objects together so that they can be treated as a single object.

**Rotate:** To rotate or flip an object, click this button.

Technology & Computer .docx - Word

File Home Insert Design Layout References Mailings Review View Help Format Tell me what you want to do

Margins Orientation Size Columns Page Setup

Breaks Line Numbers Hyphenation

Indent Spacing Position Wrap Align Selection

Left: 0" Before: 12 pt Right: 0" After: 0 pt

Page Setup

Paragraph

Office 2016

10 2016 OFFICE 2016

Microsoft

Office 2016 package (word, excel, PowerPoint, a

MS word

MS word is use for the documentation.

Wrap Text

In Line with Text

Square

Tight

Through

Top and Bottom

Behind Text

In Front of Text

Edit Wrap Points

Move with Text

Fix Position on Page

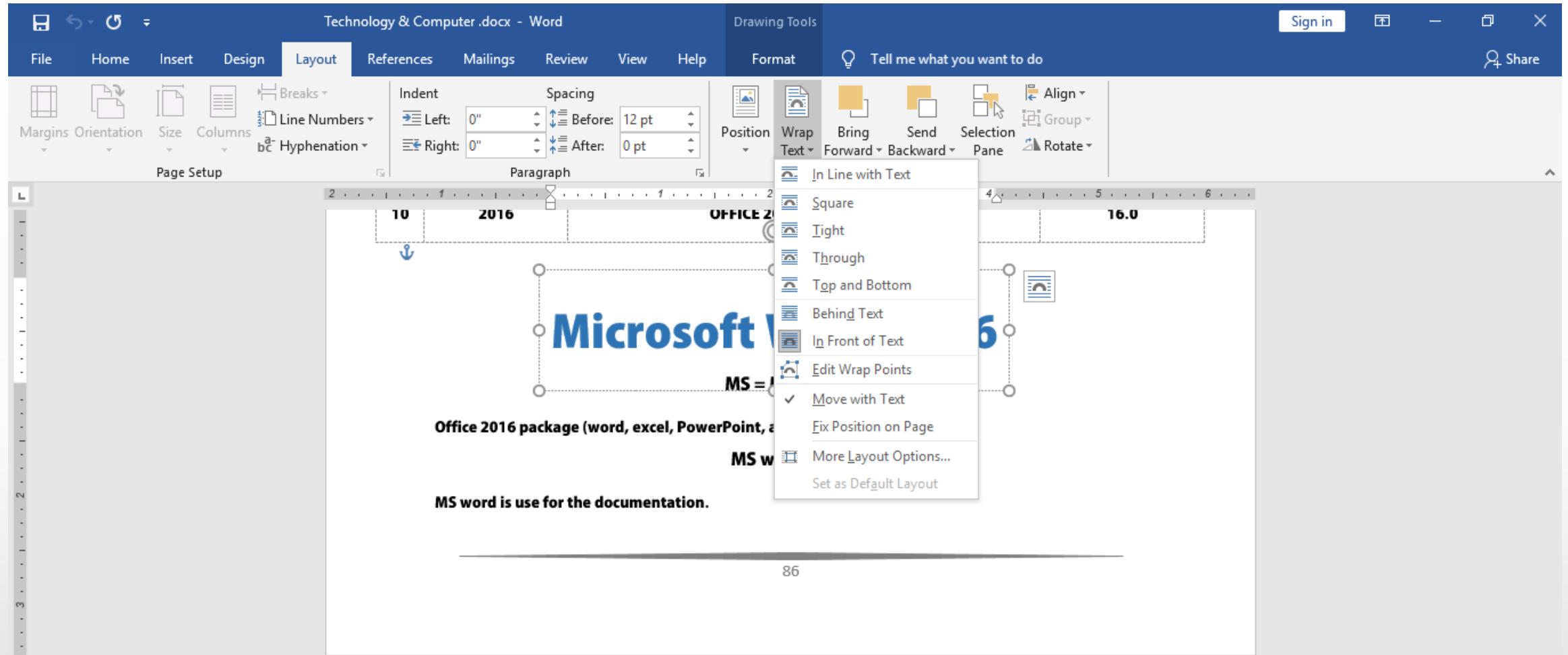
More Layout Options...

Set as Default Layout

16.0

6

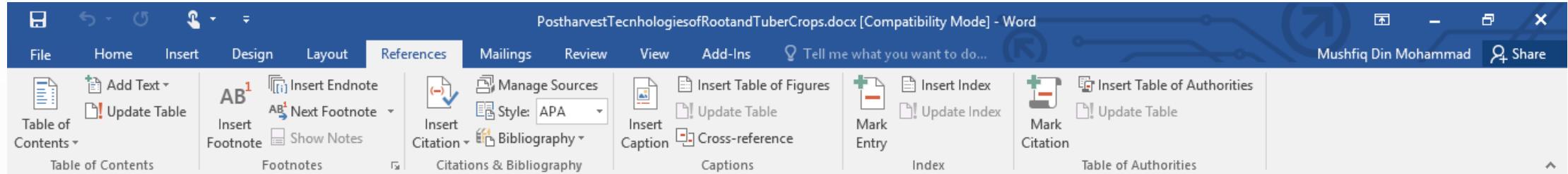
86



The screenshot shows a Microsoft Word document with the ribbon menu open. The 'Format' tab is selected. A 'Wrap Text' dropdown menu is open, listing options like 'In Line with Text', 'Square', 'Tight', etc. A Microsoft logo graphic is selected, and the 'Wrap Text' menu is applied to it. The document content includes text about the Office 2016 package and MS Word's use for documentation.

Different between MS word 2003, 2007, 2010, 2013, 2016

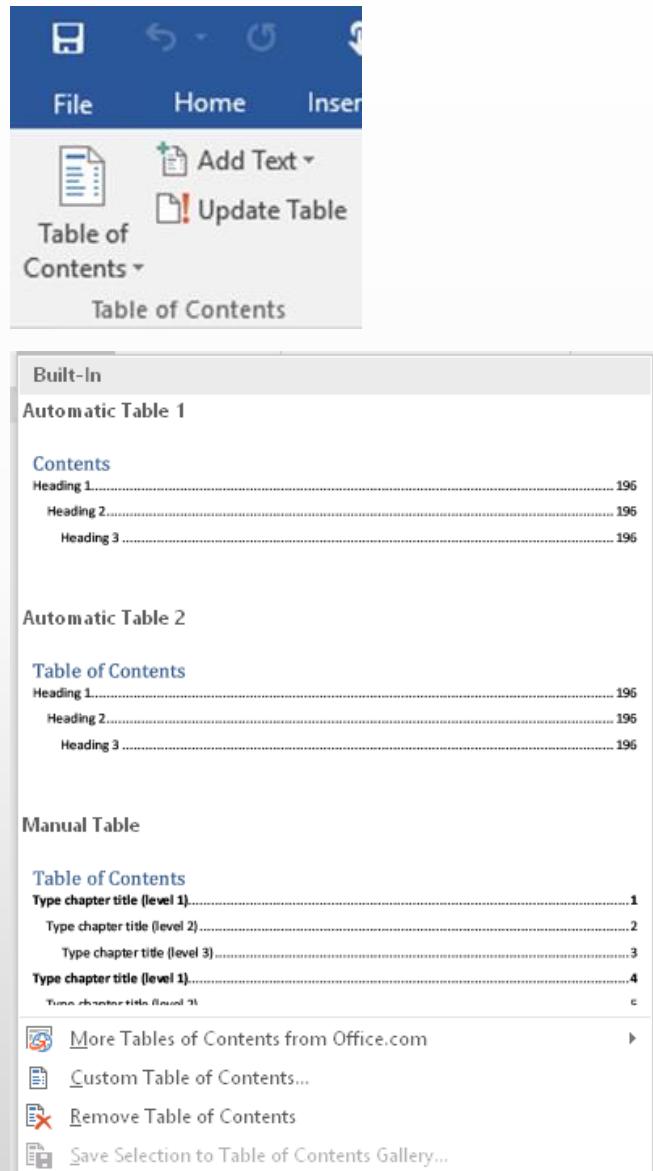
# Reference Tab



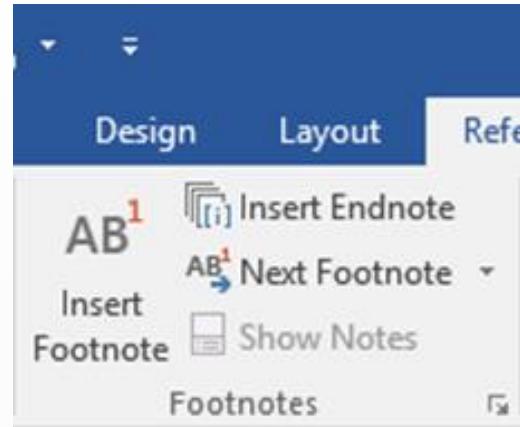
**This tab is used to insert reference elements, such as a table of contents, into a document.**

**Here you can manually enter references and refer to them in the text and create a bibliography in the most common styles (APA, Harvard, MLA, etc).**

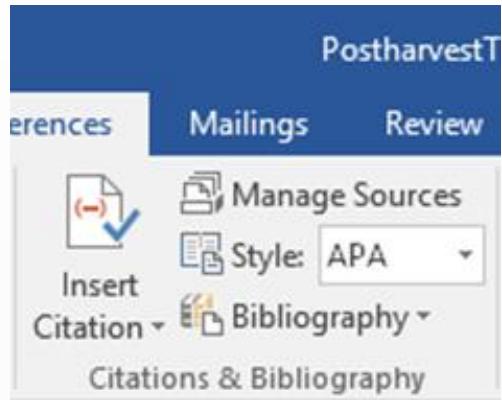
**The built-in function in Word is suitable if you have a limited number of references and if you don't need to have access to your references from multiple computers.**



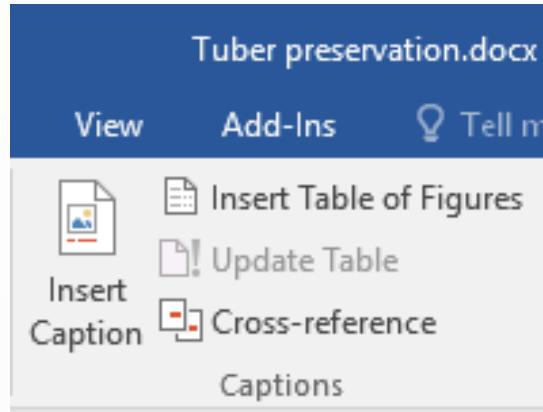
- **Table of Contents: A gallery of three different types of tables will display. The automatic tables use the Heading 1 to 3 styles to create the table. Click the Custom Table of Contents link to display additional options for creating a Table of Contents.**
- **Add Text: Click this button to include the current heading in the table of contents.**
- **Update Table: This button is used to update the page numbers or the entire table of contents.**



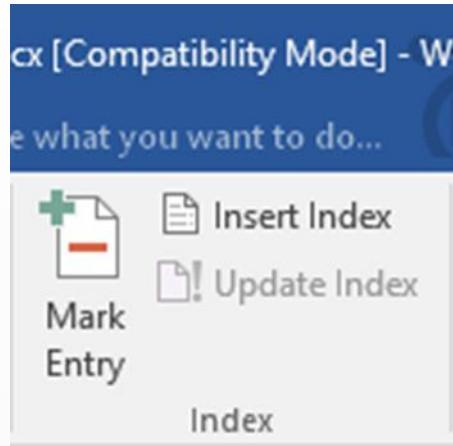
- **Insert Footnote:** To create a footnote within a document, click this button. A footnote will appear at the end of the page.
- **Insert Endnote:** This button is used to insert an endnote into the document. Endnotes usually appear at the end of the document.
- **Next Footnote:** Click this button to move through the footnote in the document. Click the arrow to move to the previous footnote or endnote.
- **Show Notes:** This button is used to scroll through a document to find the location for the footnotes and endnotes.



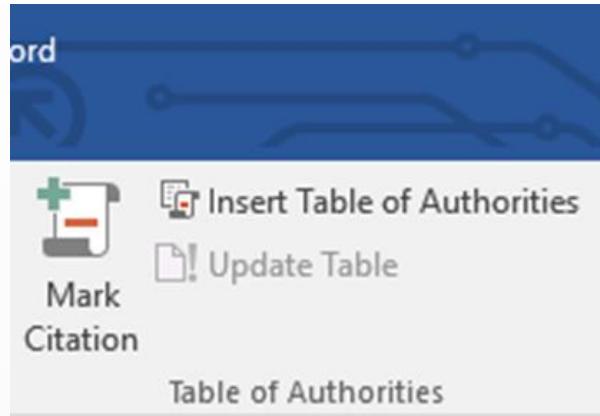
- **Insert Citation:** To cite a book, journal article, or other article as a source for information used in a document, click this button. The citation can be created from selected text or can be typed into the document.
- **Manage Sources** Click this button to view a list of all the citations in the document.
- **Style:** This button is used to select the style for the citation. Several styles are listed such as APA, MLA, and Turabian.
- **Bibliography:** To add a bibliography (list of all the sources) into a document, click this button.



- **Insert Caption: Click this button to insert a caption for a picture or other image, a shape, or a table.**
- **Insert Table of Figures: To insert a table (list) of all the figures in the document, click this button.**
- **Update Table: Click this button to update the table of figures so that all the figures are included in the list.**
- **Cross-reference: This button is used to insert a cross-reference to headings, a figure, or a table within a document. By default, cross references are inserted as hyperlinks.**

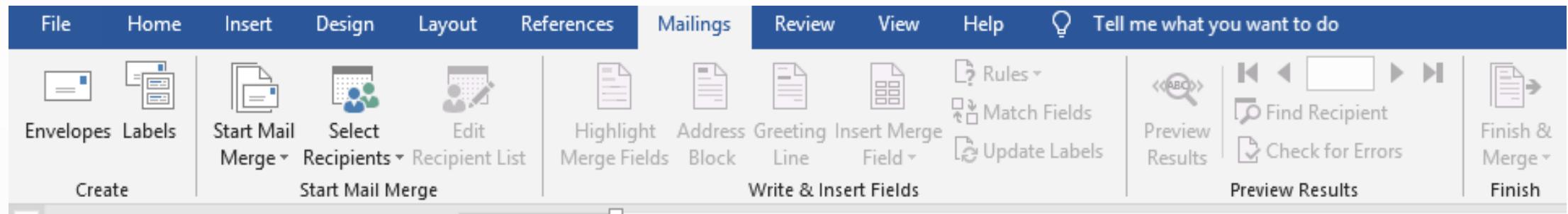


- **Mark Entry: Use this button to mark an entry for the selected text so that it will appear in the index for the document.**
- **Insert Index: This button is used to insert the index into the document. The index is a list of keywords within a document. The page numbers are inserted along with the keywords.**
- **Update Index: To update the index so that the page numbers for each entry are accurate, click this button.**



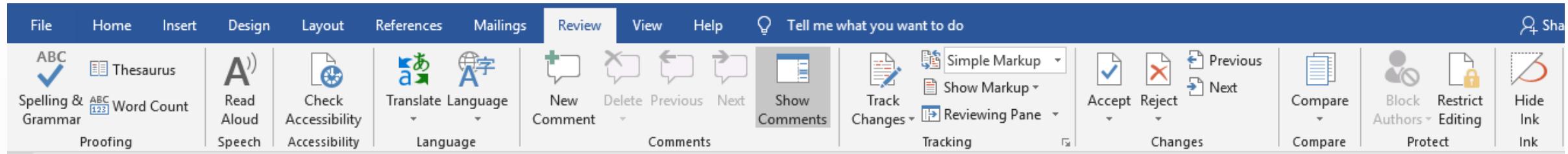
- **Mark Citation:** Click this button to add the selected text as an entry in the table of authorities.
- **Insert Table of Authorities:** To insert the table of authorities into a document, click this button. A table of authorities lists the cases, statutes, and other authorities cited in the document.
- **Update Table:** This button is used to update the table of authorities so that the entries and page numbers are all included.

# Mailings Tab



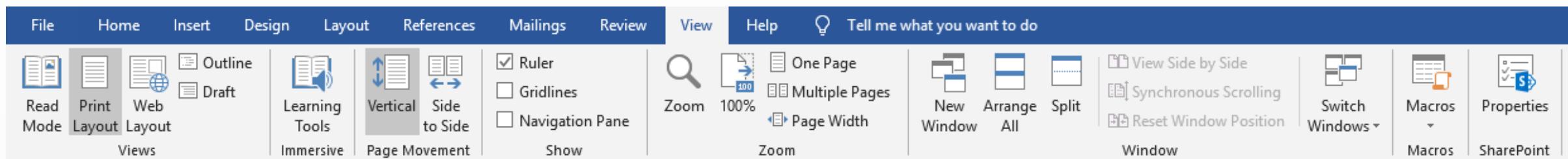
**This tab Is used for the mail some things and we can makes Here Label , Envelops , ID Card , Mail And Some thing.**

# Review Tab



**Review it mean practice by over Document we can check here over spellings and Grammar Mastic , we can take a Comment And We can Allow to Track Chang in Over Document .**

# View Tab



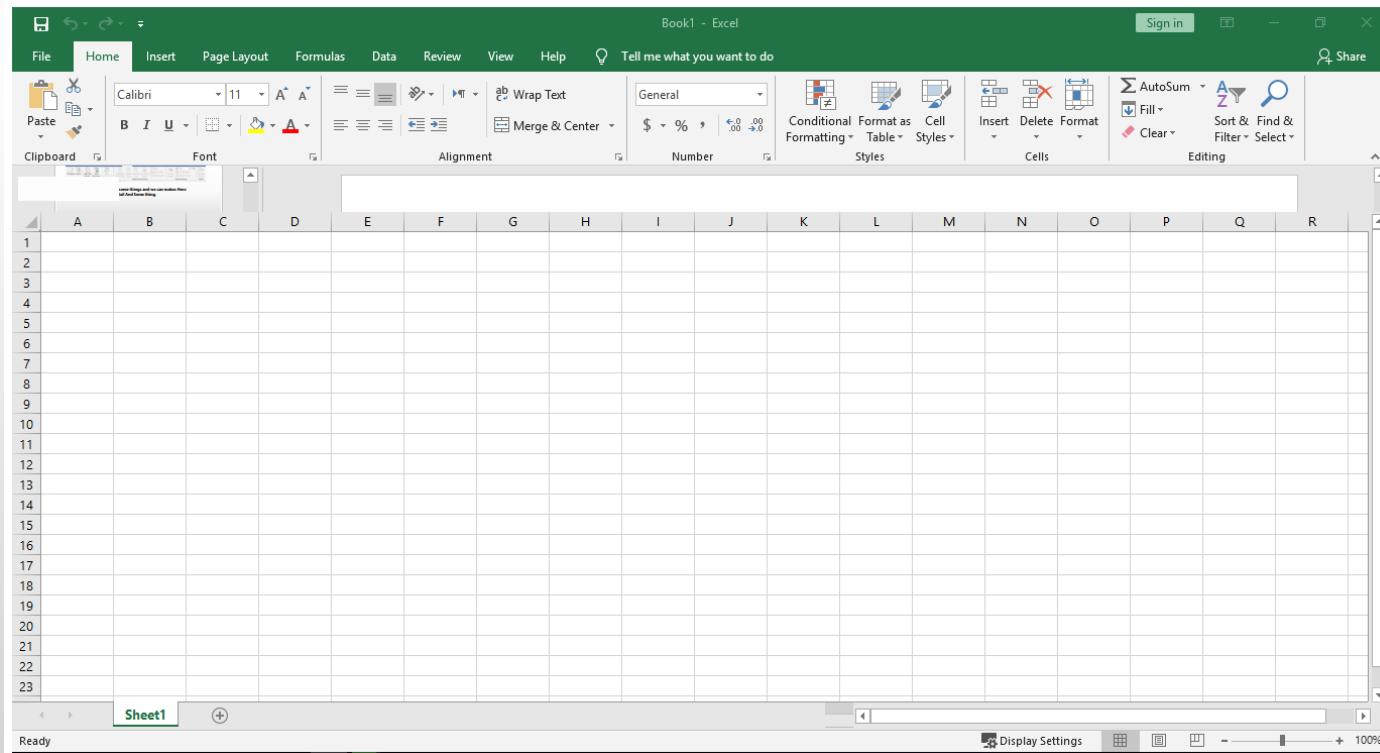
**View it mean to look over Document And we can view over Document like Such as Read Mode, Print Layout ,Web Layout, Learning Tools , Ruler, Zoom Tools And ETC**

خُلورم فصل  
مايگرو سافت ایکسل

2016

# Microsoft Excel 2016

- **په لغت کښی له حدڅخه لوړیدوته واي.**
- **دادادو او رقاموجلا کوونکی او یو حسابی پروگرام دی چې له دفتری پروگرامونو خخه ګپل کېږي.**
- **پروگرام هغه معیارونه او ساده لاری د کمپیوټر ګټه اخیستونکو ته په ګوته کوي ترڅوله هغو خخه په حساب، چوکاټ جوړونی او خنی وختونه databases په جوړولوکی تری استفاده وکړي.**



# Startup Screen

## Excel

### Recent

**Pinned**

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

**This Week**

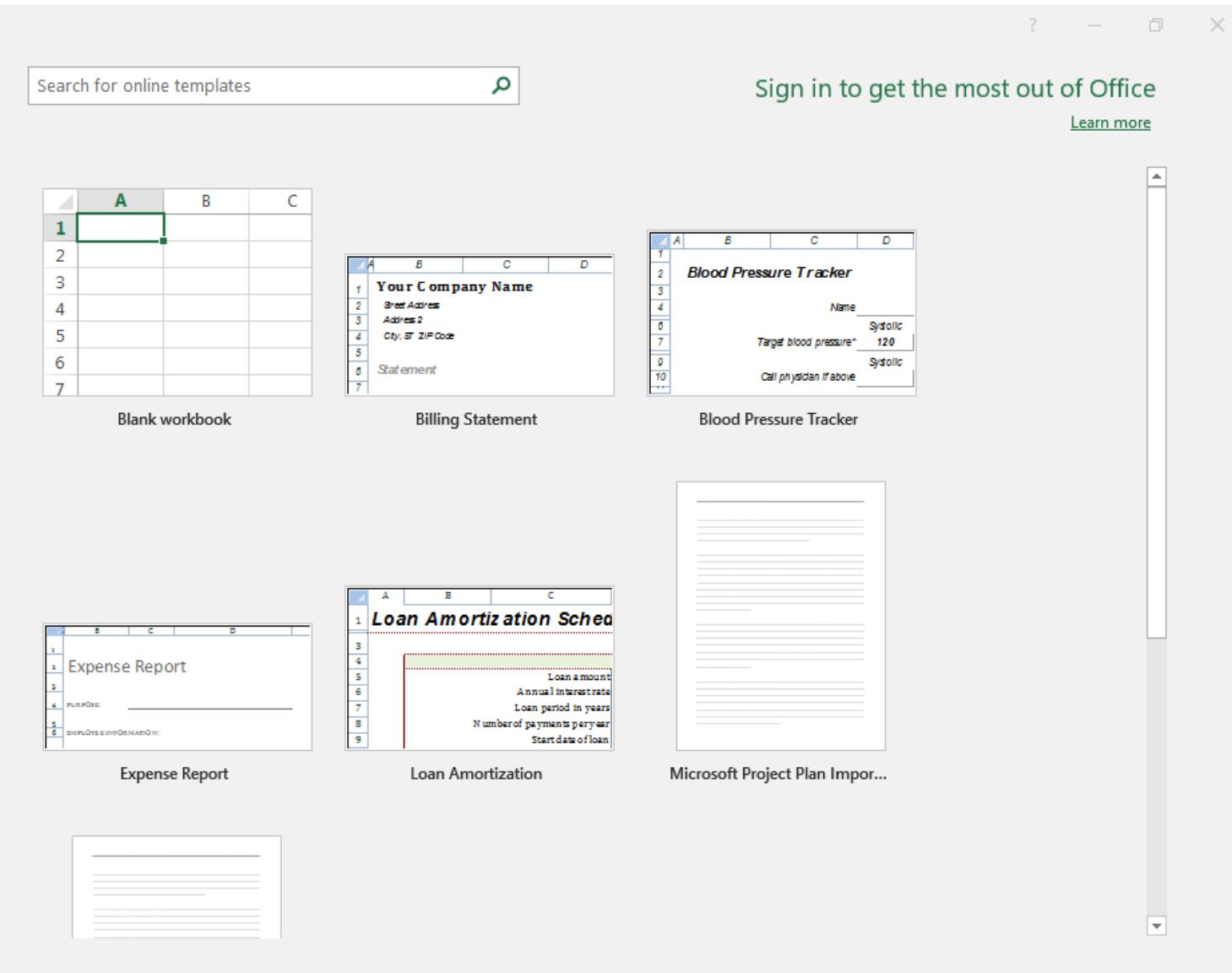
- Week 2. 2021\_Patients\_Movement\_Over...**  
H: » 2021 Folder » Weekly report to PMR
- IR - TO BE ATTACHED LIST - Copy - Cop...**  
H: » 2021 Folder » Monthly Reports » Feb - 2021
- 2021\_Monthly\_PH\_Stock\_Report 2020.xls**  
H: » 2021 Folder » Monthly Reports » Feb - 2021
- 6.1.2021 Advance Summary sheet 2020....**  
H: » 2021 Folder » 2021 Advance Summaries » Jan...
- 16.2.2021 Advance Summary sheet 2020...**  
H: » 2021 Folder » 2021 Advance Summaries » Feb...
- 03.2.2021 Advance Summary sheet 2020...**  
H: » 2021 Folder » 2021 Advance Summaries » Feb...

---

**Open Other Workbooks**

Search for online templates 

Sign in to get the most out of Office [Learn more](#)



The screenshot shows the Microsoft Excel startup screen. At the top, there's a search bar for online templates and a sign-in link. Below the search bar are six preview cards for different templates: 'Blank workbook', 'Billing Statement', 'Blood Pressure Tracker', 'Expense Report', 'Loan Amortization', and 'Microsoft Project Plan Import...'. Each card shows a preview of the template's layout and data. The 'Blank workbook' card shows a simple grid with columns A, B, and C and rows 1 through 7. The 'Billing Statement' card shows a form with fields for company name, address, and statement. The 'Blood Pressure Tracker' card shows a table for tracking blood pressure with columns A, B, C, and D and rows 1 through 10. The 'Expense Report' card shows a form with fields for purpose and employee information. The 'Loan Amortization' card shows a table for loan amortization with columns A, B, and C and rows 1 through 9. The 'Microsoft Project Plan Import...' card shows a table for project tasks with columns A, B, and C and rows 1 through 10.

# Inter Face Of Ms. Excel

The screenshot displays the Microsoft Excel interface with the following details:

- Top Bar:** The title bar reads "Book1 - Excel". The ribbon tabs are "File", "Home", "Insert", "Page Layout", "Formulas", "Data", "Review", "View", and "Help". A search bar says "Tell me what you want to do".
- Clipboard Group:** Includes Paste, Font, Alignment, Number, Styles, Cells, and Editing buttons.
- Font Group:** Includes Calibri, 11, Bold, Italic, Underline, and Alignment buttons.
- Number Group:** Includes Wrap Text, General, \$, %, and Number buttons.
- Styles Group:** Includes Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, and Format buttons.
- Cells Group:** Includes AutoSum, Fill, Clear, Sort & Find & Filter, and Select buttons.
- Editing Group:** Includes AutoSum, Fill, Clear, Sort & Find & Filter, and Select buttons.
- Worksheet Area:** The main area shows a grid from A1 to R23. Cell A1 is selected and highlighted in green.
- Bottom Bar:** Includes navigation buttons (Back, Forward, Home, New, Save, Print, etc.), a status bar showing "Ready", and a zoom level of 100%.



Info

New

Open

Save

Save As

History

Print

Share

Export

Close

---

Account

Feedback

Options

# File Menu

**New: To open a new file**

**Open: To open a saved file**

**Save & Save As: To Save or store a file in a directory**

**Print: To print a workbook or file**

**Share: To share a saved or new file in Online Base**

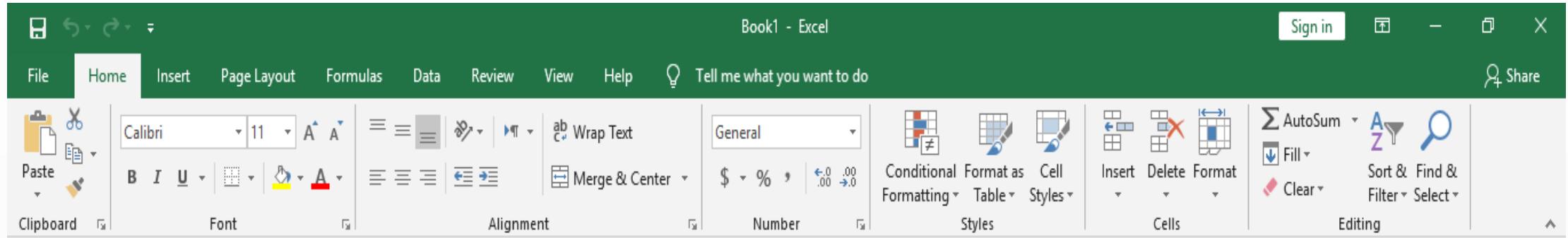
**Export: To save or write a file on other disk**

**Close: To close a file**

**Account: To active the word program**

**Options: To change and manage the commands**

# Home Tab Of Excel



**We can Make Text Bold And Decrease and we can change here fonts style we can change Alignment Of Fonts We Can Take the Data type to over text we can take here Conditional Formatting and Format as table and Also we can Delete cell here .**

# New in Excel 2016

## Column

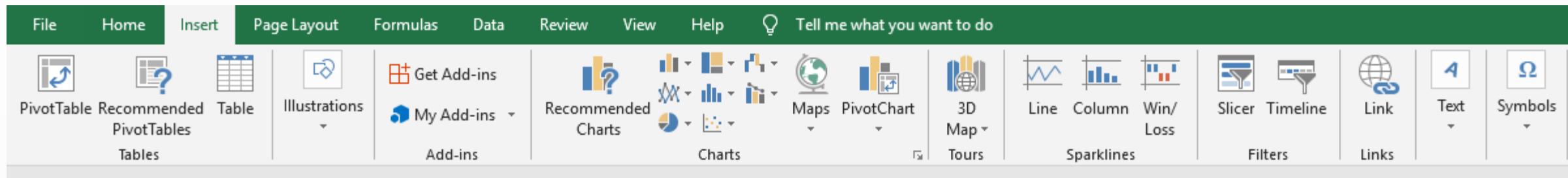
A

Cell

## Row

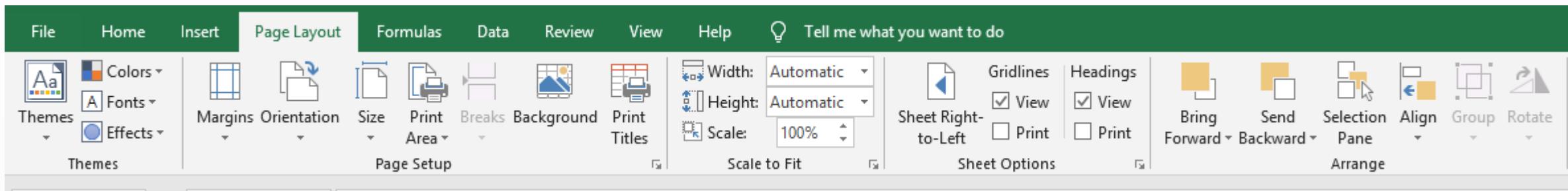
## Table

# Excel Insert Tab



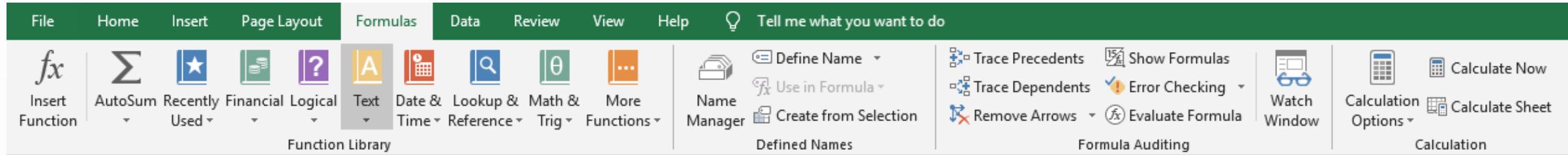
**This Tab is used to insert different features such as **tables**, **pictures**, **shapes**, **charts**, **page numbers**, **word art**, **headers**, and **footers** into a Workbook.**

# Page Layout Tab



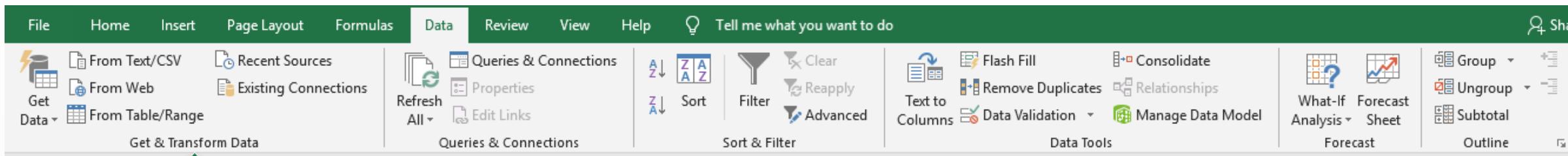
**This tab is used to make changes to the layout of a page within a Word document such as orientation, margins, page breaks, and page borders.**

# Formulas Tab



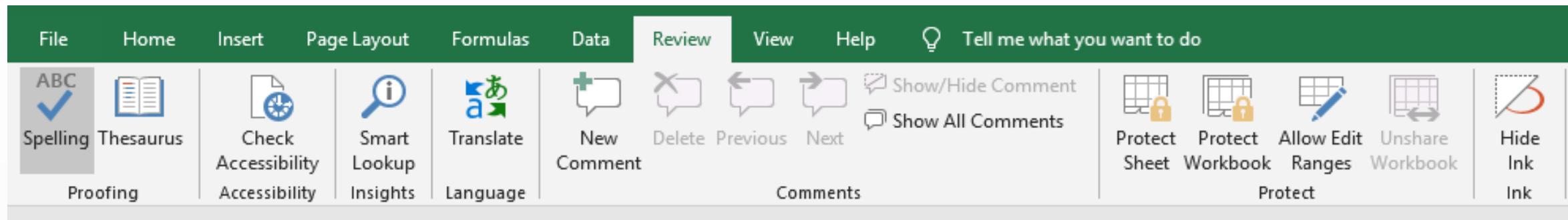
We can take formulas here

# Data Tab



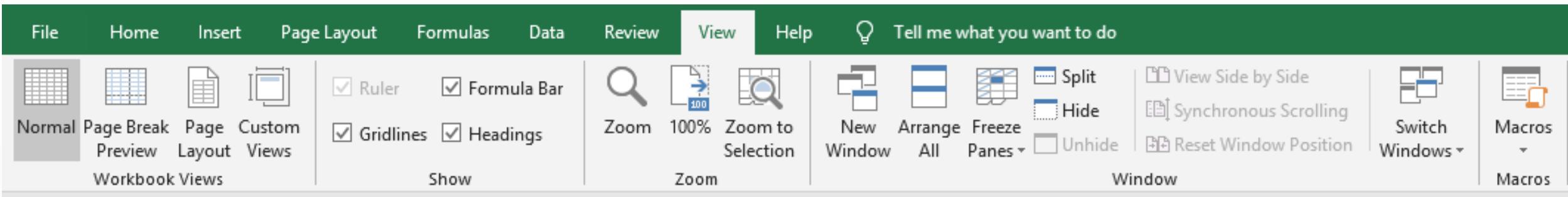
**We Can Import And Export The Data And We Can Apply the Filter In over Data , we can Make here Consolidate**

# Review Tab



**Review it mean practice by over Document we can check here over spellings and Grammar Mastic , we can take a Comment And We can Allow to Track Chang in Over Document .**

# Excel View Tab

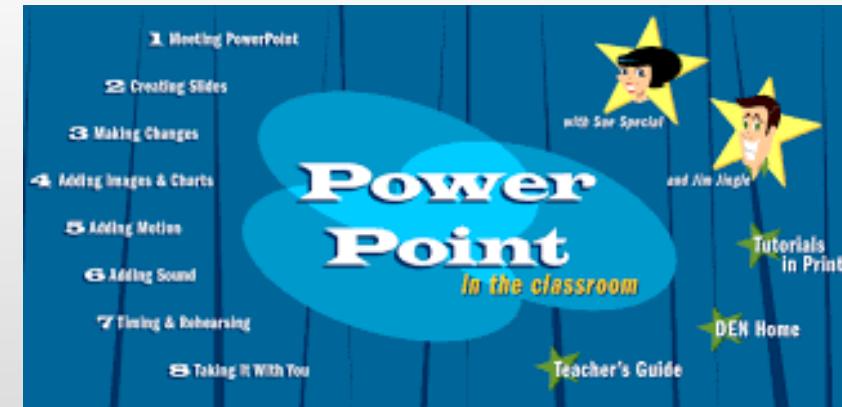
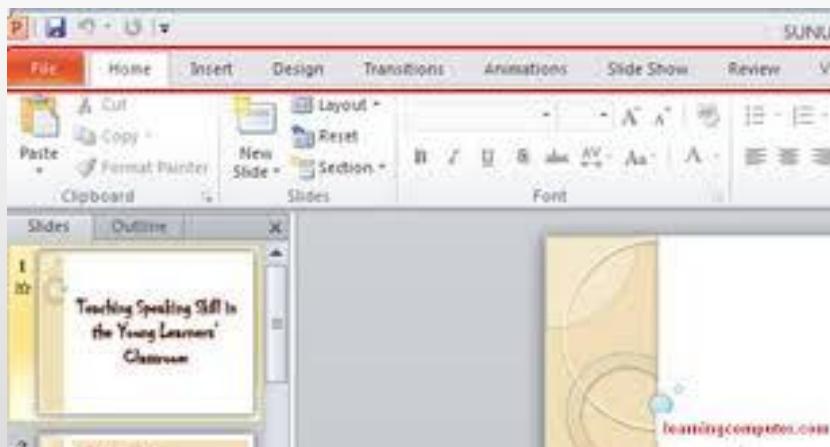
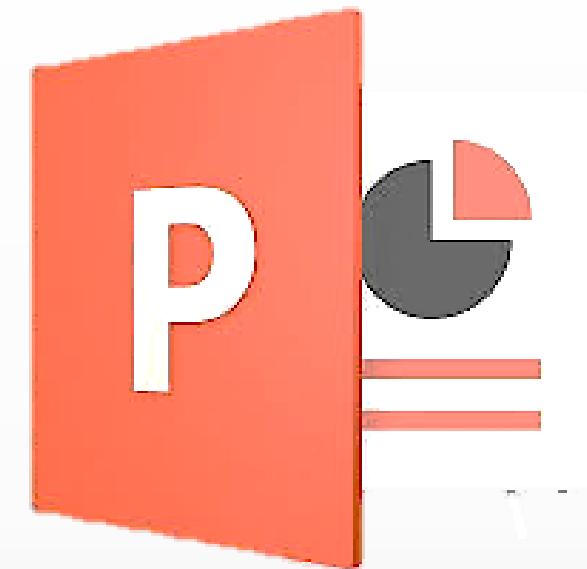


**View it mean to look over workbook And we can view over workbook like Such as Normal Mode, Page Break Preview Mode , Ruler, Zoom Tools And ETC**

پنجم فصل  
مايگرو سافت پاورپوائنٹ  
2016

# Microsoft Power Point

**PowerPoint is a slideshow presentation program that's part of the Microsoft office suite of tools. PowerPoint makes it easy to create, collaborate, and present your ideas in dynamic, visually compelling ways.**



# Startup Screen

The image shows the Microsoft PowerPoint startup screen. On the left, a sidebar titled "PowerPoint" displays "Recent" documents categorized by date: "Today", "Yesterday", "This Week", and "Last Week". Each category lists a document with its name, a preview icon, and the drive location (e.g., D:). At the bottom of the sidebar is a link to "Open Other Presentations". The main area is a grid of online templates. The top row includes a search bar, suggested searches (Presentations, Themes, Education, Charts, Diagrams, Business, Infographics), and user information (Mushfiq Din Mohammad, din.mushfiq@hotmail.com, Switch account). The grid itself contains 12 template cards arranged in three rows of four. The cards are: "Blank Presentation" (grey), "Parallax" (white), "Welcome to PowerPoint" (orange), "Bring Your Presentations to Life with 3D" (red), "Gallery" (grey), "Parcel" (blue), "Wood Type" (white), "Ion Boardroom" (purple), and "Quotable" (teal). The "Ion Boardroom" card is currently selected, as indicated by a small circular icon with a play symbol in the bottom right corner.

PowerPoint

Recent

Today

1st Class, 2nd sem lecture.pptx  
D:

Yesterday

Storage and Process chapter 1-6.pptx  
D: » KDR Dox » Lectures 1398 » Process presentations

This Week

Storage and Process presentation.pptx  
D: » KDR Dox » Lectures 1398 » Process presentations

chapter 1.pptx  
D: » Fruit growth lectures » 98-99 lectures

chapter 5.pptx  
D: » Fruit growth lectures » 98-99 lectures

Last Week

chapter 4.pptx  
F:

chapter 3.pptx  
D: » Fruit growth lectures » 98-99 lectures

Open Other Presentations

Search for online templates and themes

Suggested searches: Presentations Themes Education Charts Diagrams Business Infographics

Mushfiq Din Mohammad  
din.mushfiq@hotmail.com  
Switch account

Blank Presentation

Parallax

Welcome to PowerPoint

Bring Your Presentations to Life with 3D

GALLERY

PARCEL

Wood Type

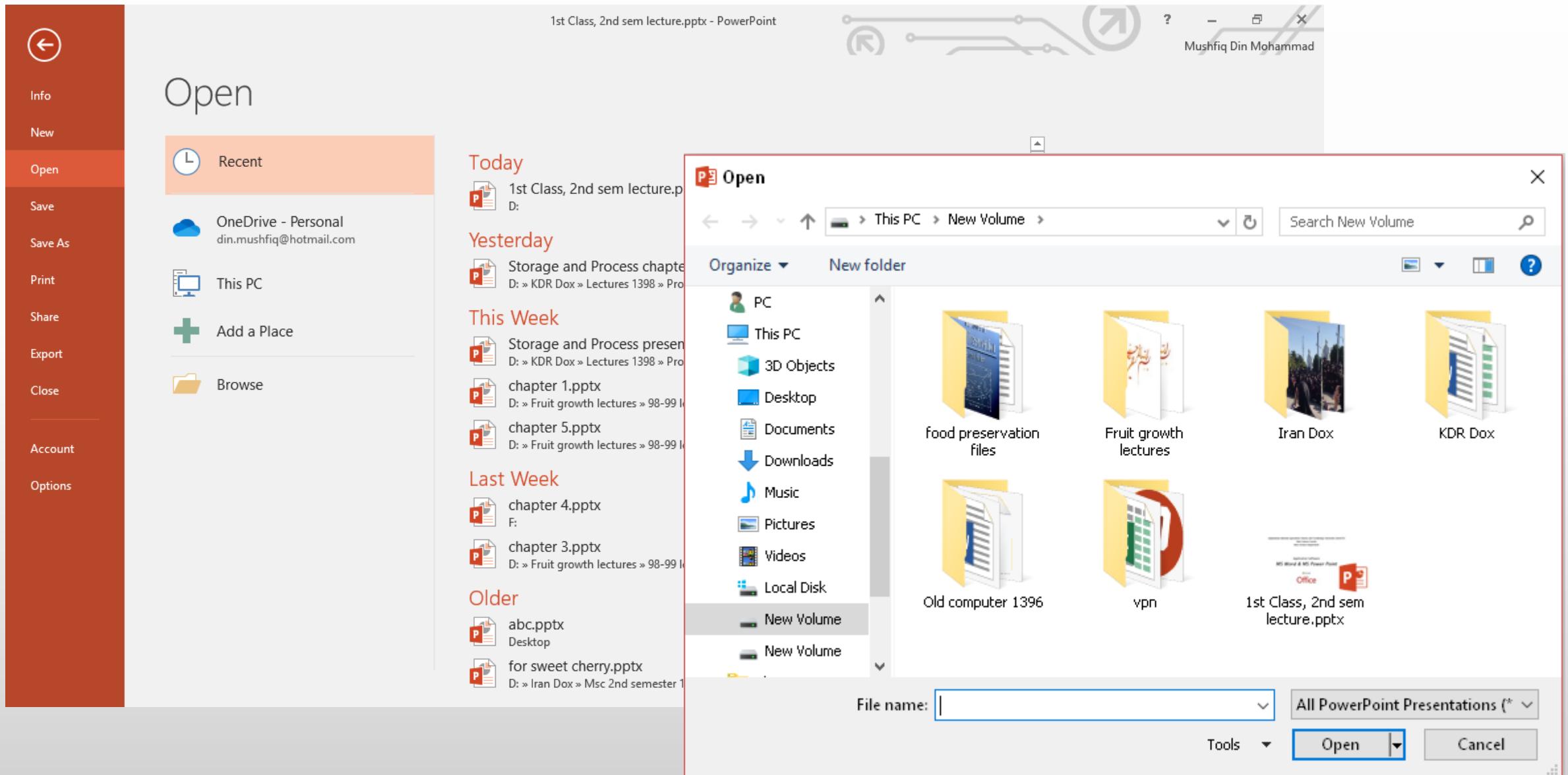
ION BOARDROOM

Quotable

SAVONI

CRON

# Open



The image shows a Microsoft PowerPoint window with the title bar "1st Class, 2nd sem lecture.pptx - PowerPoint" and the user "Mushfiq Din Mohammad". The ribbon on the left is visible, showing the "Open" tab selected. The "Recent" section is highlighted in orange, displaying a list of recently used files categorized by date: Today, Yesterday, This Week, Last Week, and Older. The "Today" section shows "1st Class, 2nd sem lecture.pptx" from OneDrive. The "Open" dialog box is overlaid on the ribbon, showing the file path "This PC > New Volume >". The "Organize" dropdown menu is open, showing options like PC, This PC, 3D Objects, Desktop, Documents, Downloads, Music, Pictures, Videos, Local Disk, and two "New Volume" options. The "File name:" dropdown is empty, and the "Tools" and "Open" buttons are at the bottom right of the dialog box.

1st Class, 2nd sem lecture.pptx - PowerPoint

Mushfiq Din Mohammad

Open

Recent

Today

1st Class, 2nd sem lecture.pptx

Yesterday

Storage and Process chapter 1.pptx

This Week

Storage and Process presentation.pptx

chapter 1.pptx

chapter 5.pptx

Last Week

chapter 4.pptx

chapter 3.pptx

Older

abc.pptx

for sweet cherry.pptx

Open

Organize

PC

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

Local Disk

New Volume

New Volume

File name:

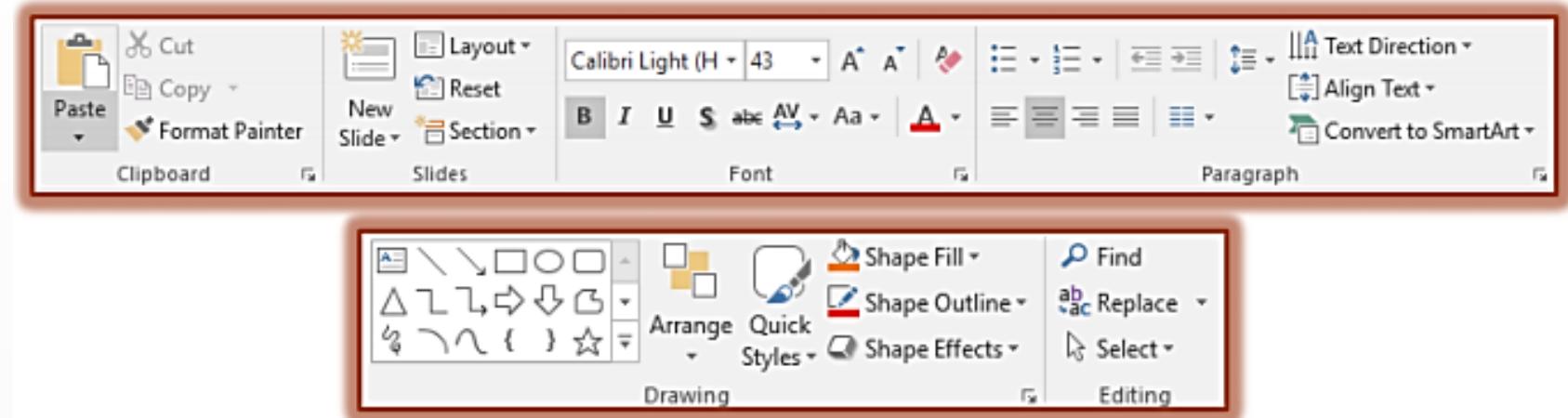
All PowerPoint Presentations (\*.\*)

Tools

Open

Cancel

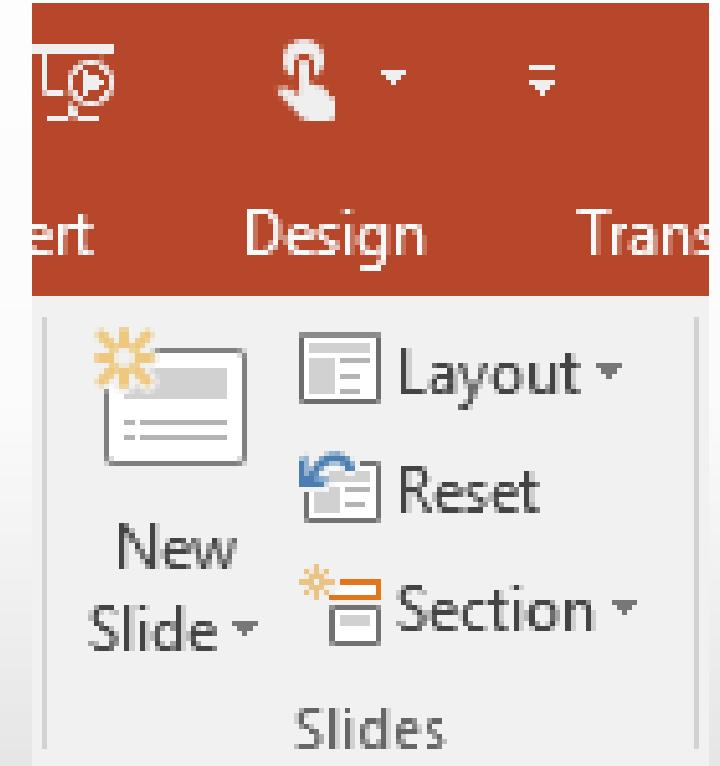
# Home Tab



- **Changing Fonts**
- **Cutting and pasting text and images**
- **Changing paragraph formats**
- **Drawing objects**
- **Editing text**

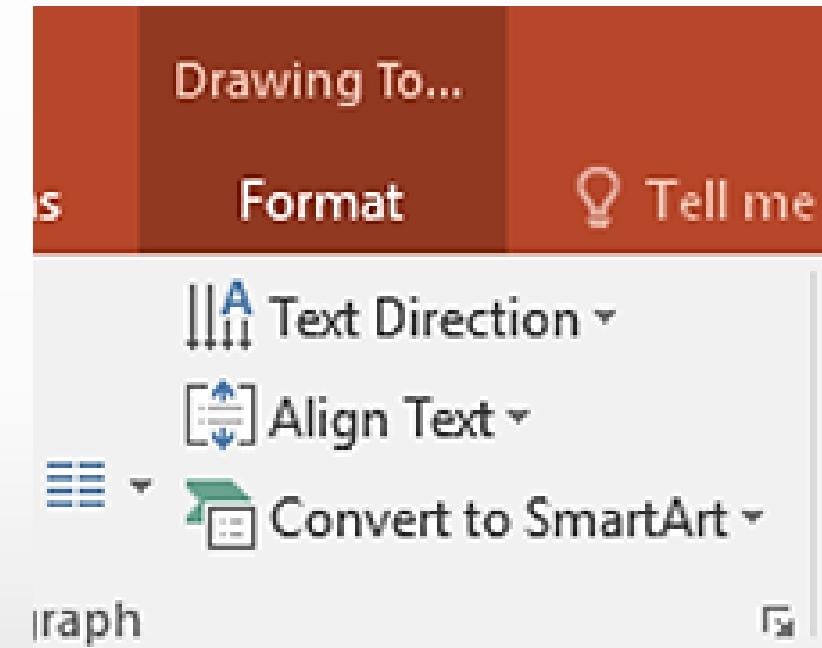
# Slides

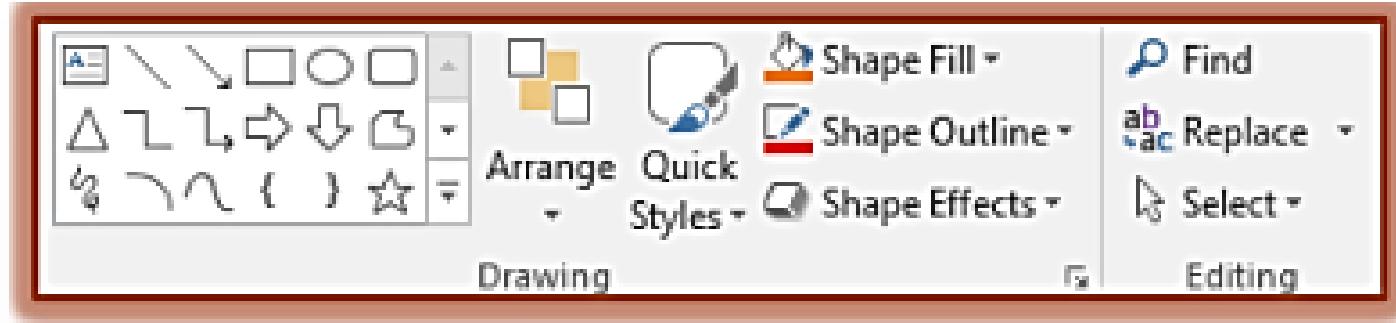
- **New Slide:** This is use button to insert a new slide into the presentation.
- **Layouts:** To apply it to the current slide; the slide where the insertion point is located.
- **This button is used to Reset the slide position, size, and formatting to its default value.**
- **Use this button to organize the slides in a presentation into sections.**



## Paragraph

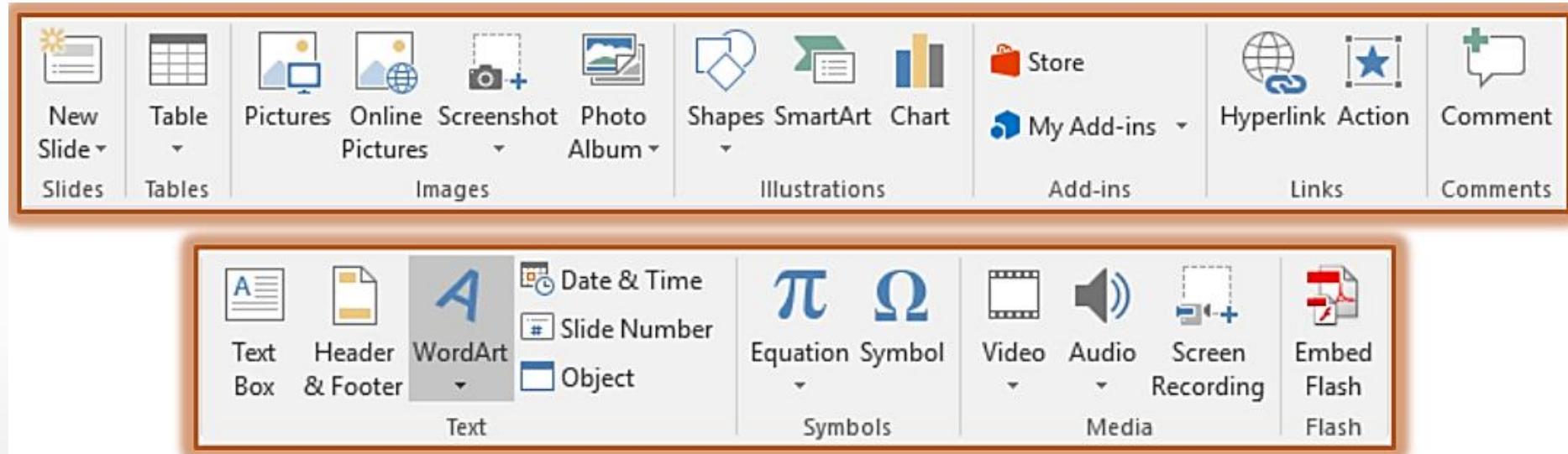
- **Add/Remove Column:** Click this button to split the text in the slide to two or more columns.
- **Text Direction:** To change the orientation of text to vertical or stacked, also possible to rotate the text using this button.
- **Align Text:** This button is used to specify how text is aligned vertically in the text box. The default options are top, bottom, and middle.
- **Insert Smart Art Graphic:** When this button is clicked, the selected bullet items are converted to a Smart Art graphic.





- **Shapes Gallery:** To insert different shapes such as rectangles, triangles, and circles into a slide.
- **Arrange:** To arrange objects on the slide by changing the order, position, and rotation. A list of different options will appear when the button is clicked.
- **Quick Styles:** Use this button to apply a visual style to the shape or text.
- **Shape Fill:** To change the fill color for the selected shape.
- **Shape Outline:** To apply different outline colors and options to the selected shape will appear.
- **Shape Effects:** To apply shadows or other effects to a shape.

# Insert Tab

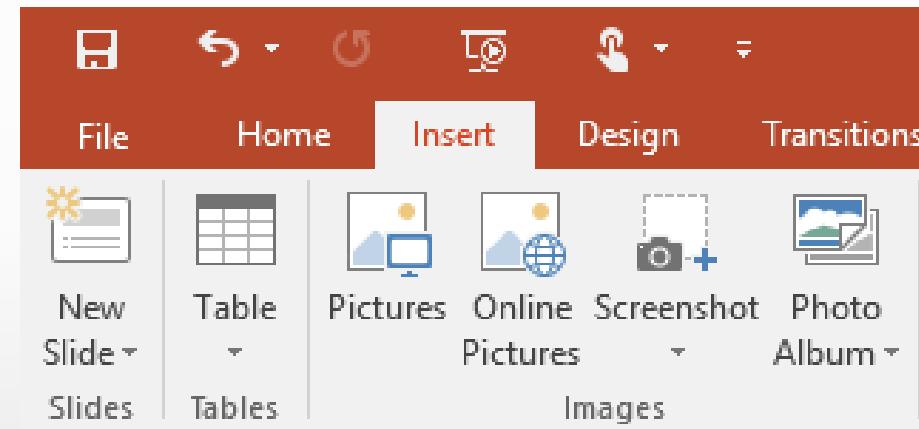


**The Insert Tab is used to insert different features such as slide, tables, pictures, clip art, shapes, charts, slide numbers, word art, headers, and footers into a presentation.**

**The below slides describe each of the groups and buttons available on this tab.**

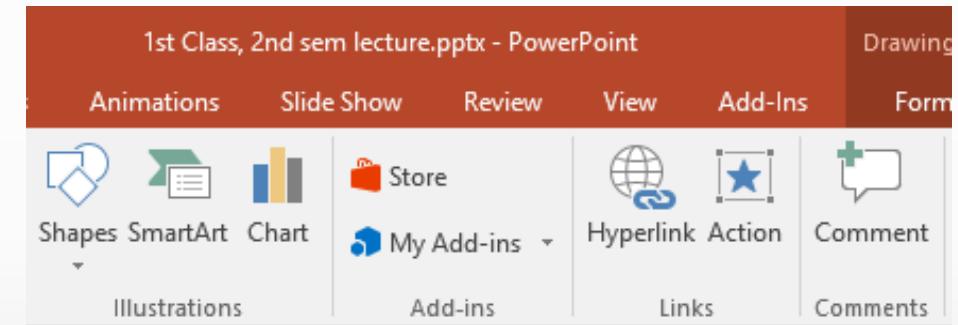
# Slides, Tables and Images

- **New Slide:** This button is used to insert a new slide into the presentation.
- **To insert a slide with a different layout, click the arrow at the bottom of the button.**
- **Tables:** This button is used to insert a table into a slide.
- **Images:** To insert a picture from a file into the slide, click this button. This dialog box is used to select the picture
- **Photo Album** To create a presentation based on a set of pictures, click this button



# Illustrations, Add-ins, Links & Comments

- **Shapes:** This button is used to insert different shapes into a slide.
- **Smart Art:** To insert a Smart Art graphic into a slide.
- **Chart:** Click this button to display the Insert Chart dialog box.
- **Store:** These features allows you to find add-ins at the Office Store.
- **Hyperlink:** To insert a link to items such as a Web page, another document, or an email address.
- **Action:** When some type of actions such as creating a hyperlink to an object or inserting a sound is to be specified, click this button.
- **Comments:** Use this feature to add a note about a portion of the presentation.



# Text

**Text boxes are used to highlight text within a presentation. Click this button to display a gallery of different types of text boxes.**

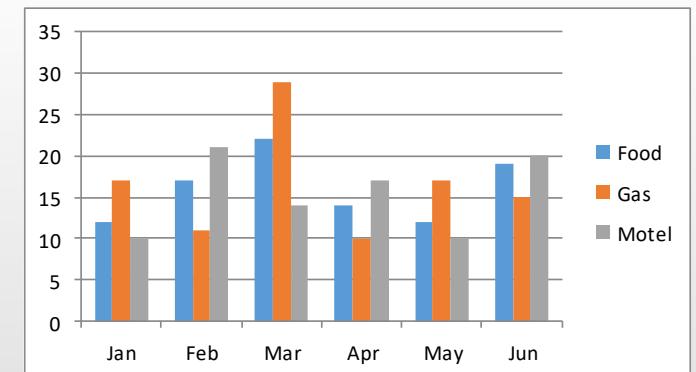
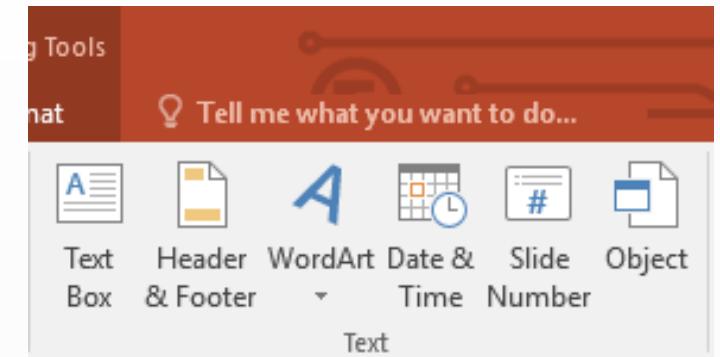
**Header & Footer: This button is used to insert a header or footer into the presentation or for handouts.**

**WordArt: This button to insert decorative text into a slide. When the button is clicked, a gallery of Word Art styles will be displayed.**

**Date and Time: To insert the date and time into the current presentation, click this button.**

**Slide Number: Click this button to insert the slide number into the slide. The slide number reflects the position of the slide.**

**Object: Use this button to insert an object such as an Excel Worksheet or an Excel Chart into the presentation.**



# Symbols & Media

**Equation:** To insert common mathematical equations into a slide, click this button.

**Symbol:** This button is used to insert symbols that are not on the keyboard into the document.

**Video:** This button is used to insert a video clip into a presentation slide. Videos can be inserted from the Web, Facebook, or from a file that is stored in a folder on the computer.

**Audio:** To insert a sound or recording into a presentation, click this button. Sound can be inserted from Office.com, or a file on the computer.

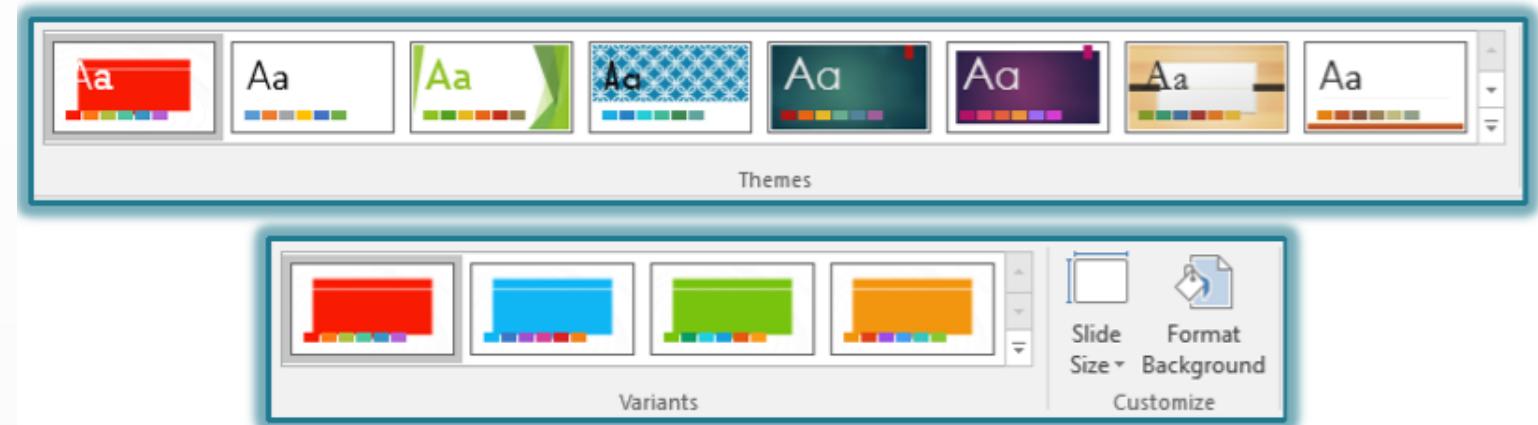
**Screen Recording:** This feature can be used to record the computer screen and related audio before inserting the recording onto a slide.



$$a^2 + b^2 = c^2$$

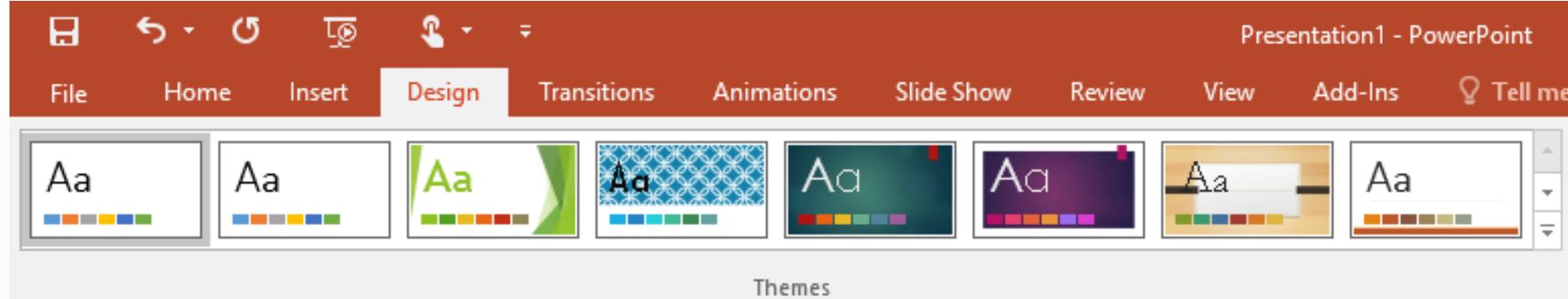
$$\mathcal{A} \in \pi$$

# Design Tab



- **Using Template Designs**
- **Changing Slide Background Color**
- **Design New Slides**
- **To make changes to the Slide Size**

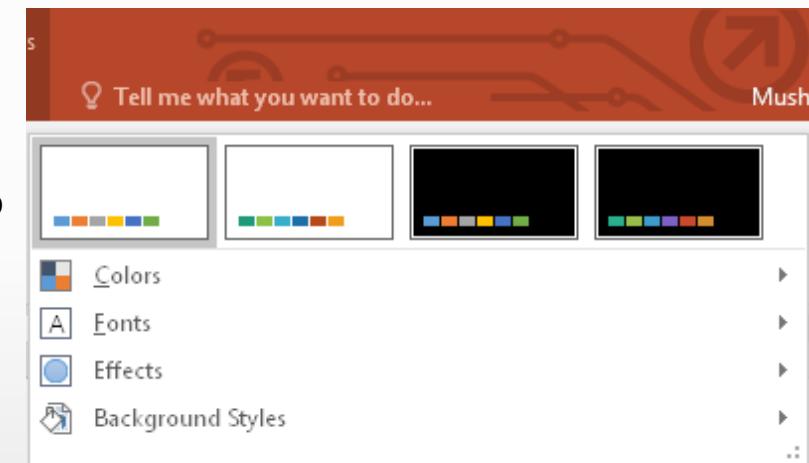
# Themes



- **Move the mouse pointer over each of the designs to see a Live Preview. Click the design to apply it to the presentation.**
- **To access additional themes, click the arrows at the end of the Styles Gallery.**
- **To display all the designs, click the More button in the lower right corner of the gallery.**

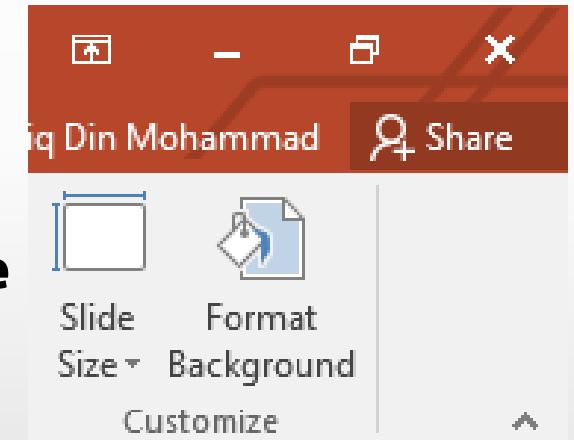
# Variants

- **Variants Gallery:** Once a theme has been chosen for a presentation this area is used to select different colors, fonts, and effects for the theme.
- **Colors:** This option is used to change the colors for the selected theme.
- **Fonts:** When this option is selected, a list of available theme fonts will be displayed. To access this option, click the More button in the Variants Gallery.
- **Effects:** These are sets of lines and fill effects that can be applied to a theme in a presentation
- **Background Styles:** When the background for a slide needs to be changed, click this button. A gallery of different backgrounds will display. Click the Format Background link to open the Format Background Task Pane.

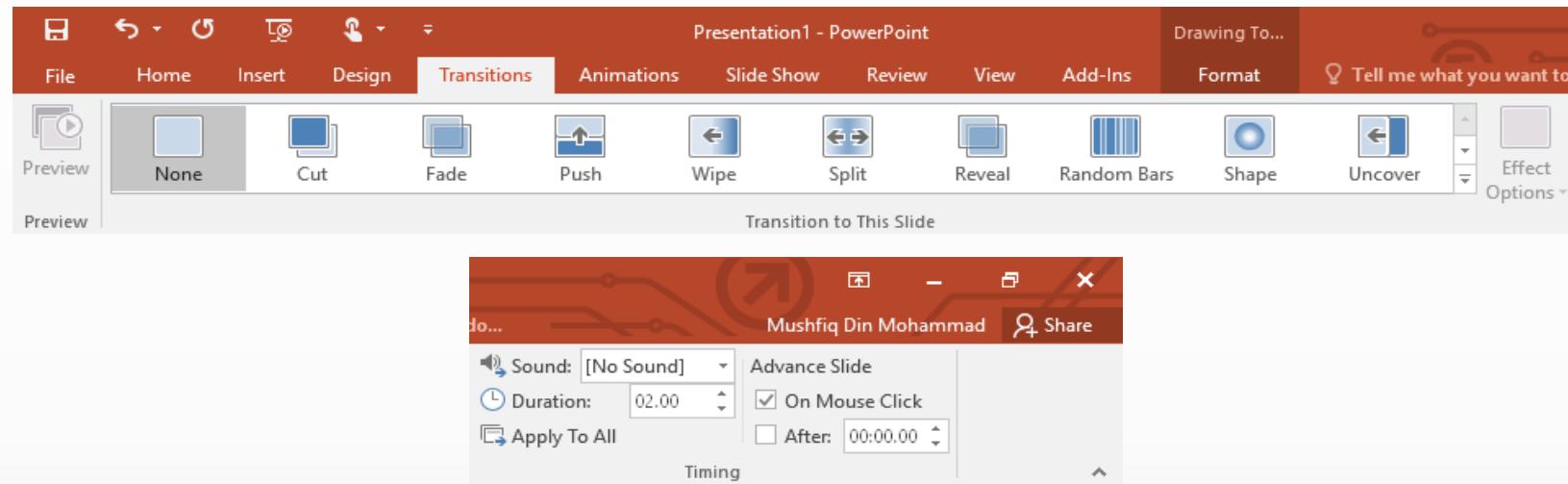


# Customize

- **Slide Size:** To change the slide from Standard to Widescreen, click this button. Select Custom Slide Size to make additional size changes, such as Portrait or Landscape.
- **Format Background:** Use this button to open the Format Background Task Pane. This task pane is used to add background pictures to a slide or to apply other formatting features to the design of a presentation.



# Transition Tab



**This tab can be used to set slide transitions for the PowerPoint presentation.**

**Transitions determine how the slides in the presentation will move from slide to slide. When the transition is selected, it is applied to the current slide. To apply a Transition to all the slides, click the Apply to All button in the Timing Group.**

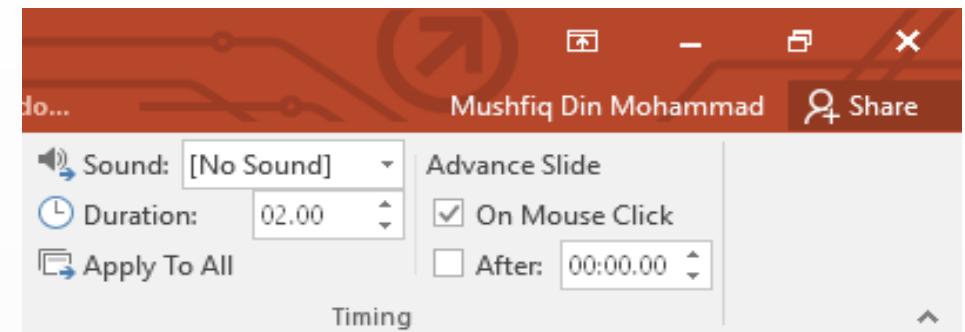
# Transition to This Slide



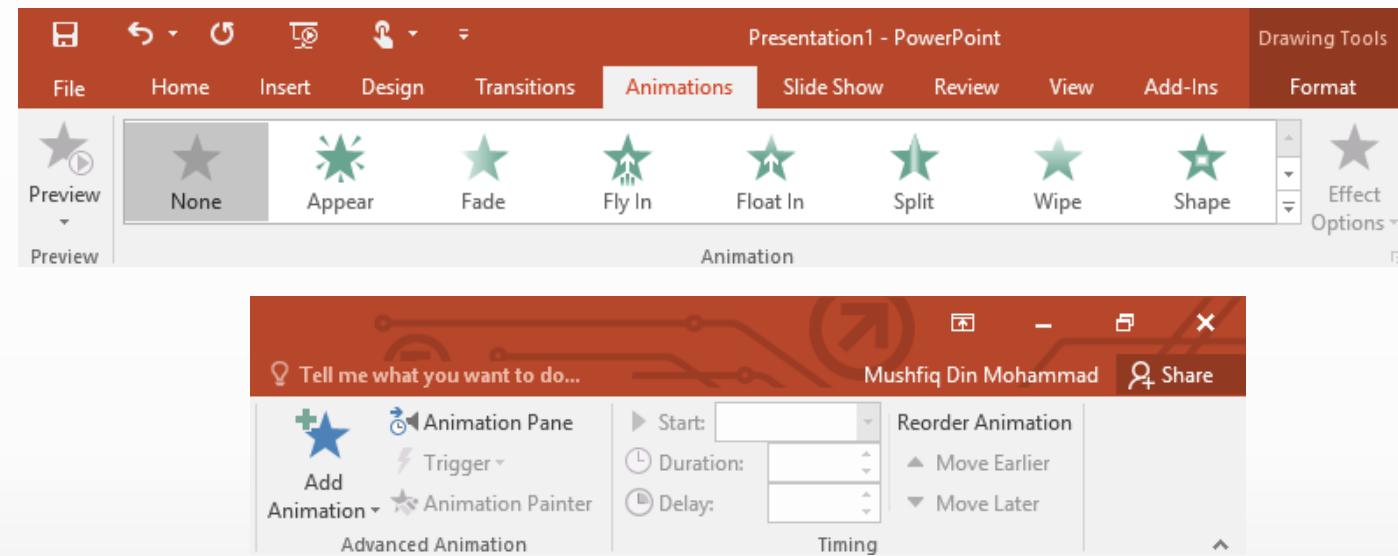
- **Preview:** This option is used to display an animation or slide transition after it has been applied to a slide.
- **Transition Gallery:** To select a transition effect for a slide or all the slides in the presentation, click one of the options in this group. There are three categories of transitions; Subtle, Exciting, and Dynamic Content.
- **Effect Options:** Click this button to change to a variation of the selected transition. Variations are used to change the direction or other options for a transition. The options in this list change according to the Transition selected.

# Timing

- **Sound:** This option is used to add a sound to the Transition effect.
- **Duration:** Click the spinner arrows for this option to specify how long the transition should play.
- **Apply to All:** Use this option to apply the transition to all the slides in the presentation. When the transition is first selected, it is only applied to the selected slide.
- **Advance Slide:** This option is used to determine how the slide is going to transition from one slide to the next.
- **On Mouse Click:** To keep the slide from moving to the next slide until the mouse is clicked, use this option.
- **After:** Select this option to move to a new slide after a specified number of seconds.



# Animation Tab



**This tab can be used to set animations for the PowerPoint presentation.**

**Animations determine how the bullets, pictures, images, and other objects will enter the slide during a presentation.**

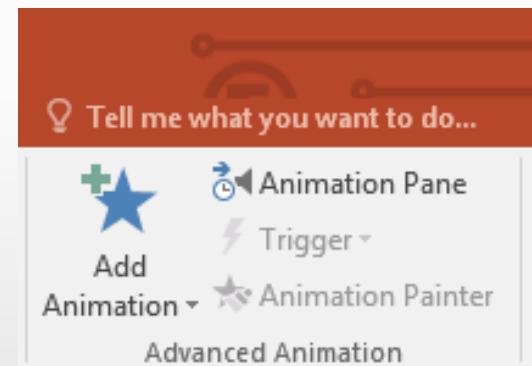
# Animation



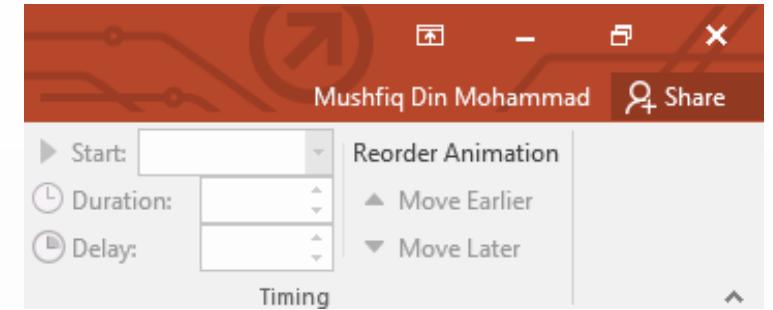
- **Preview:** This option is used to display an animation or slide transition after it has been applied to a slide.
- **Animation Gallery:** To select an animation effect for the selected element in a slide, click one of the options in this group. Click the More button in the bottom right corner of the gallery to view more options.
- **Effect Options:** Click this button to apply additional effect options to the object, such as changing the direction of the animation.

# Advanced Animation

- **Add Animation:** This is a method for adding additional animation to a slide object.  
**The animation will be added after any animation already applied to the object.**
- **Animation Pane:** To open the Animation Pane, click this button. A list of animations that have been applied to the selected object will appear in the pane.
- **Trigger:** This option is used to set a special start condition for an animation. The trigger can be set to have the animation start when another item is clicked or to have a media element play when the slide reaches a bookmark.
- **Animation Painter:** Once an animation has been created, this button can be used to apply the same animation to other objects in the presentation.

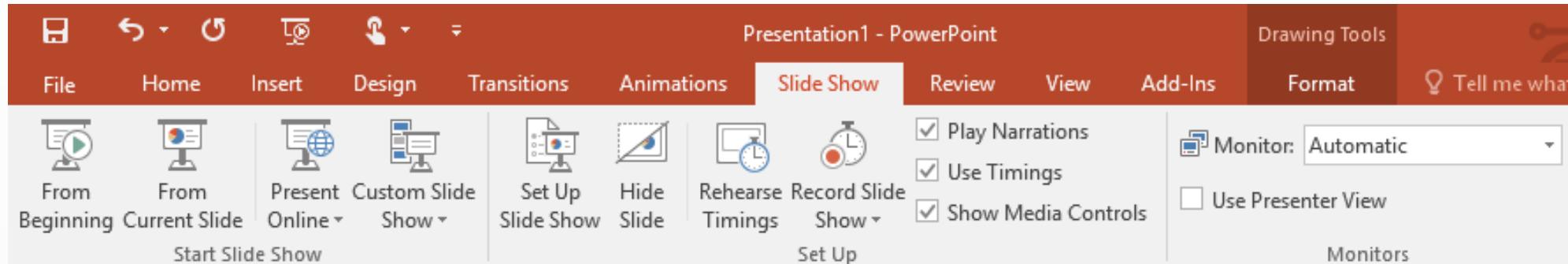


# Timing



- **Start (On Click):** This option is used to specify when an animation should start to play. The options are **On Click**, **With Previous**, and **After Previous**.
- **Duration:** Click the spinner arrows for this option to specify how long the animation should play.
- **Delay:** Use this option to specify how many seconds to wait before the animation starts to play.
- **Reorder Animation:** The two options below are used to determine the order of the animations in a selected slide.
- **Move Earlier:** Click this option to move the animation so that it will play earlier than the current position.
- **Move Later:** To move the animation to later in the presentation, click this option.

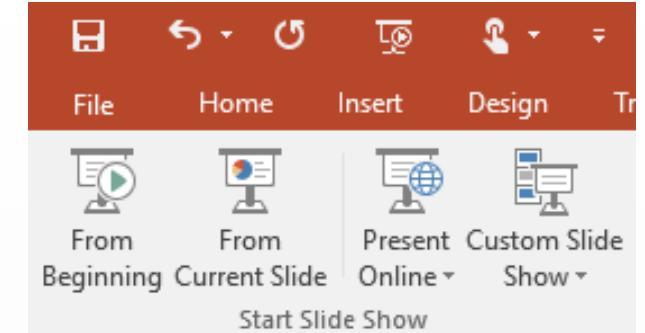
# Slide Show Tab



**This tab provides options for presenting the Slide Show to the audience.**

**Narration for the show can be recorded. Decisions can be made as to where to start the presentation. In addition, custom shows can be created.**

# Start Slide Show



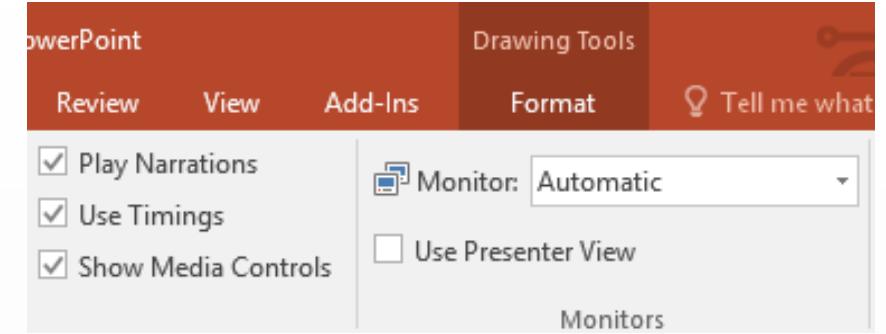
- **From Beginning:** Click this button to start the slide show at the first slide. This will start the show at the beginning even though the insertion point is not in the first slide.
- **From Current Slide:** When the insertion point is in a different slide than the first one, clicking this button will start the show on the selected slide.
- **Present Online:** This option is used to present a PowerPoint presentation on the Internet using the default presentation service. The viewers can watch the presentation through a Web browser.
- **Custom Slide Show:** A custom slide show displays only selected slides. This option makes it possible to have several slide shows within the same presentation.

# Set Up



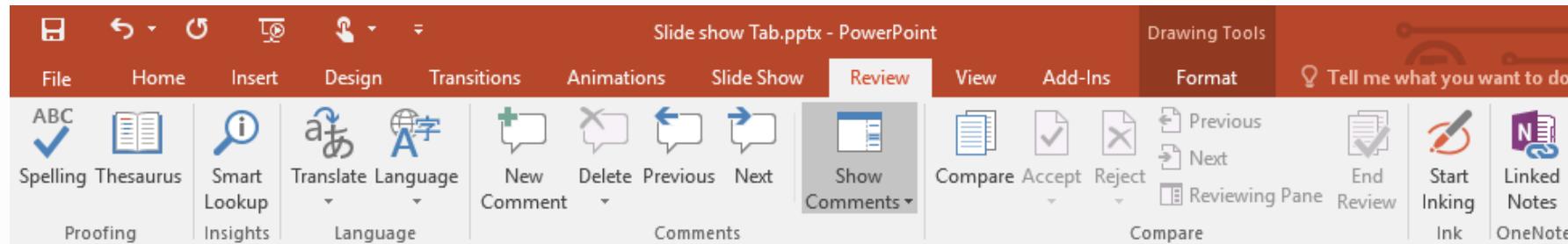
- **Set Up Slide Show:** To set up advanced options for a presentation such as viewing the show on a kiosk.
- **Hide Slide:** To hide a slide within the presentation, click this button. This means that the slide will not be shown during the presentation.
- **Rehearse Timings:** This option is used to rehearse the timing for a presentation. These timings can be used when a presentation is a self-running show, such as when displaying it on a kiosk.
- **Record Slide Show:** To record a narration to go with the slides in the presentation, click this button. The Record Narration dialog box will display where the options for recording can be set.

# Monitors



- **Play Narrations:** This option allows narrations and laser gestures to be played back during a slide show.
- **Use Timings:** Click the check box for this option if the timings that were set up will be used during the presentation.
- **Show Media Controls:** Select this option to have media controls for audio and video show when the mouse pointer is moved over an object during a slide show presentation.
- **Show Presentation On:** Click the arrow for this option to choose whether to let PowerPoint chose the monitor to show the presentation on or to allow the presenter to select the monitor.
- **Use Presenter View:** This option is used when a computer is connected to more than one monitor.

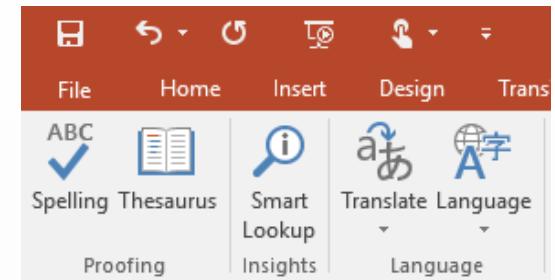
# Review Tab



**When working with PowerPoint, this tab is used to check the spelling in the presentation, to add comments to different slides within the presentation, and to protect the presentation so that others cannot make revisions.**

**This document lists each of the groups and buttons on the ribbon for this tab.**

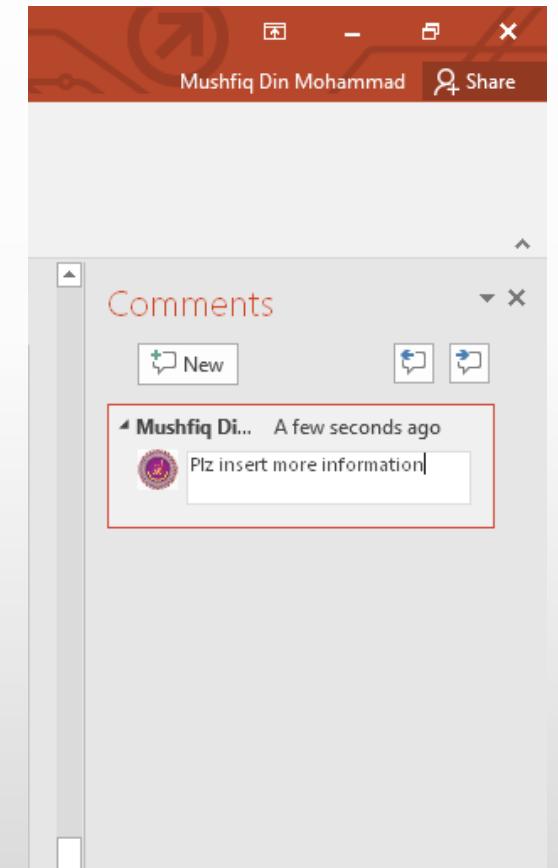
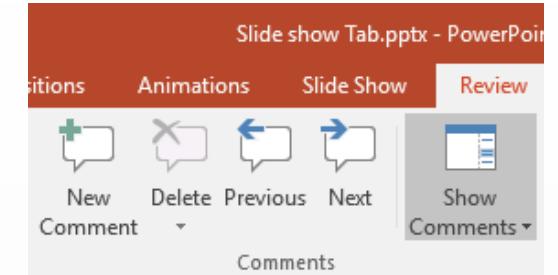
# Proofing, Insights & Language



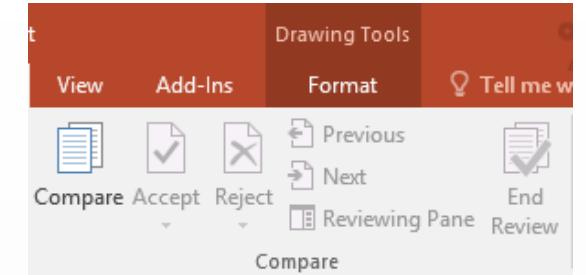
- **Spelling:** To check the spelling in the presentation, click this button. The spell checker will check the whole presentation for spelling errors.
- **Thesaurus:** This button is used to search for words that have the same or a similar meaning to the selected word.
- **Smart Lookup:** Use this button to learn more about selected text by seeing definitions, images, and other results from various online sources.
- **Translate:** When this button is clicked, it is possible to translate the selected text into a different language.
- **Language:** To display a list of different languages, click this button. This list can be used to change the language for the entire presentation.

# Comments

- **New Comment:** Click this button to add a comment to a slide. The Comment Task Pane will appear on the right side of the window. This is the area where the comment is input.
- **Delete:** Use this button to delete a comment from the slide.
- **Previous:** This button is used to display a previous comment in a presentation.
- **Next:** To display the next comment in the presentation, click this button.
- **Show Comments:** This button is used to show the comments or to show the markups in the presentation.

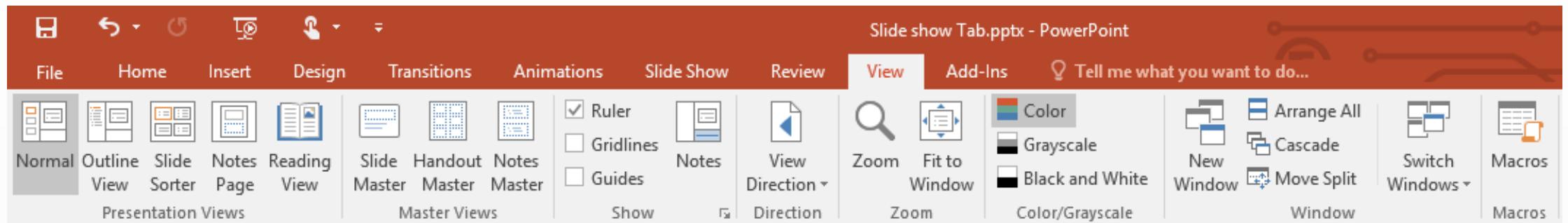


# Compare



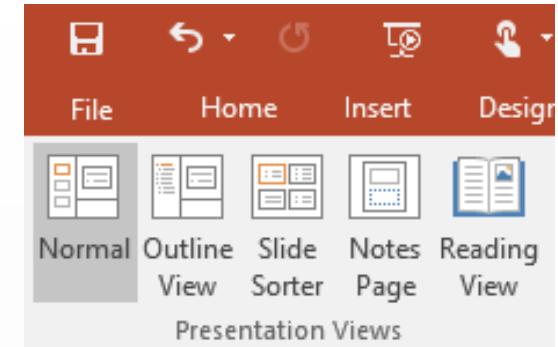
- **Compare:** To compare or combine two or more versions of a presentation at one time, click this button.
- **Accept:** To accept a change in a presentation and move on to the next change, click this button.
- **Reject:** Click this button to reject changes that have been made to a presentation.
- **Previous:** To navigate to a previous revision in a presentation so that changes can be accepted or rejected, click this button.
- **Next:** This button is used to navigate to the next revision in a presentation so that changes can be accepted or rejected.
- **Reviewing Pane:** To show the changes in a presentation in a separate pane, click this option.
- **End Review:** This button is used to end the current review and apply the current accept and reject decisions.

# View Tab



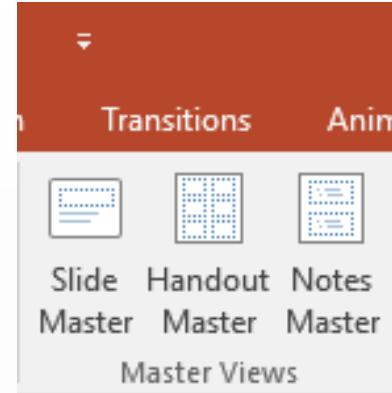
**When working with PowerPoint, this tab is used to view the presentation in different formats, it is also used to view more than one PowerPoint window at a time, or to decide whether to display the ruler within the window.**

# Presentation Views



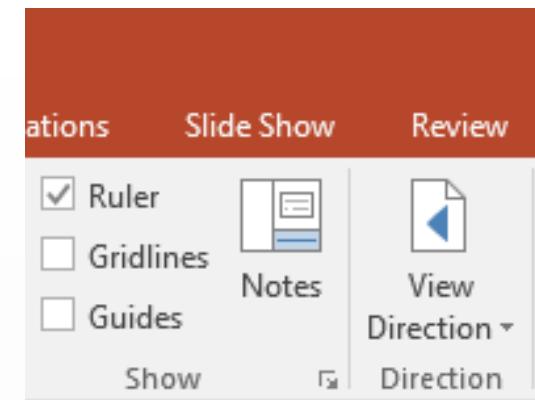
- **Normal:** This is the default view for all PowerPoint presentations. In this view, the slide pane and thumbnails of the slides will be displayed.
- **Outline View:** Click this button to view the presentation as an outline. The outline will appear in the frame to the left of the slide pane.
- **Slide Sorter:** To view the slides as thumbnails, click this button. The slides will appear in columns and rows. This format makes it easy to rearrange the slides.
- **Notes Page:** The slides appear at the top of the page and the speaker notes that have been entered for the presentation will show at the bottom of the page.
- **Reading View:** This view is used to view the presentation as a slide show that fits within the window.

# Master Views

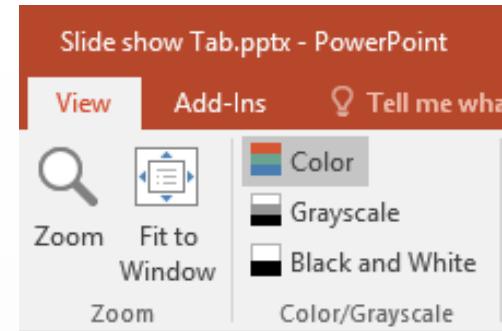


- **Slide Master:** Click this button to change the design and layout of the slide masters. These masters are the ones that each slide in the presentation is based on. The changes affect what is displayed on all the slides with that layout in the presentation. Animations and transitions can be added in the slide master. The top, larger slide is used to change options for all the slides in the presentation no matter what the layout.
- **Handout Master:** To change the design and layout of the printed handouts for a presentation, click this button.
- **Notes Master:** This button is used to change the way the notes page is displayed and printed.

# Show & Direction



- **Ruler:** To display the horizontal and vertical ruler in the PowerPoint window a check mark must appear in the check box for this option.
- **Gridlines:** Click the check box for this option to display gridlines in a presentation. The gridlines are used to align objects on a slide.
- **Guides:** Use this option to show adjustable drawing guides to which objects can be aligned on the slide.
- **Notes:** Click this button to add speaker notes to a presentation. These notes can be used for quick reference during a presentation.
- **View Direction:** To change the thumbnail from the left side to right side of the screen.

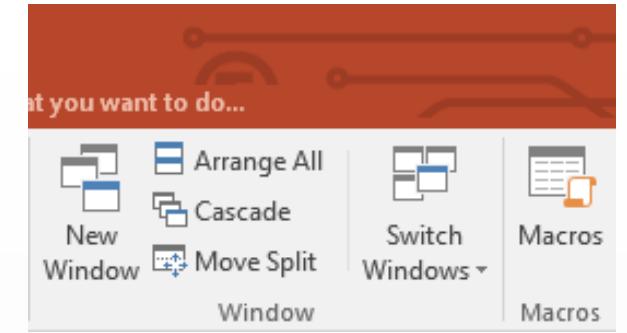


# Zoom & Color/Grayscale

- **Zoom:** To specify the zoom level for viewing the slide in the PowerPoint window, click this button.
- **Fit to Window:** This button is used to zoom the presentation so that the slide fills the window.
- **Color:** To view the presentation in color, choose this option. This is the default option for viewing presentations.
- **Grayscale:** This button is used to view the presentation in grayscale. Gray-scale shows the presentation in black and white with gray tones.
- **Black and White:** When this option is chosen, the presentation will be shown in black and white without any gray tones.

# Window & Macros

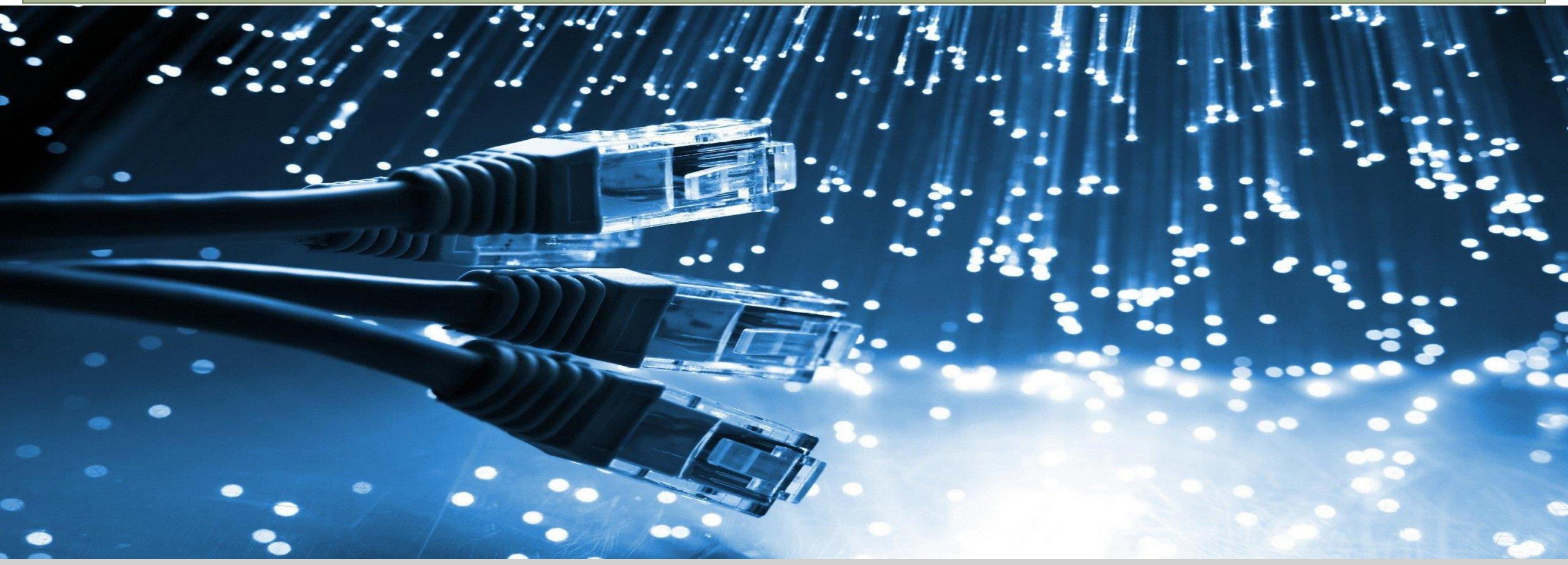
- **New Window:** To open a new PowerPoint window, click this button.
- **Arrange All:** To tile the open windows on the screen side-by-side.
- **Cascade:** Use this button to tile the open windows so that they overlap vertically on the screen.
- **Move Split:** This option is used to move the splitters that separate the different sections of the window.
- **Switch Windows:** Click this button to switch from one window to another window.
- **Macros:** These are miniature programs that are used to perform specified tasks within a program (Ctrl + P).



# شپږم فصل انټرنیټ او په اړه بې لنډ معلومات

# Basics of Internet

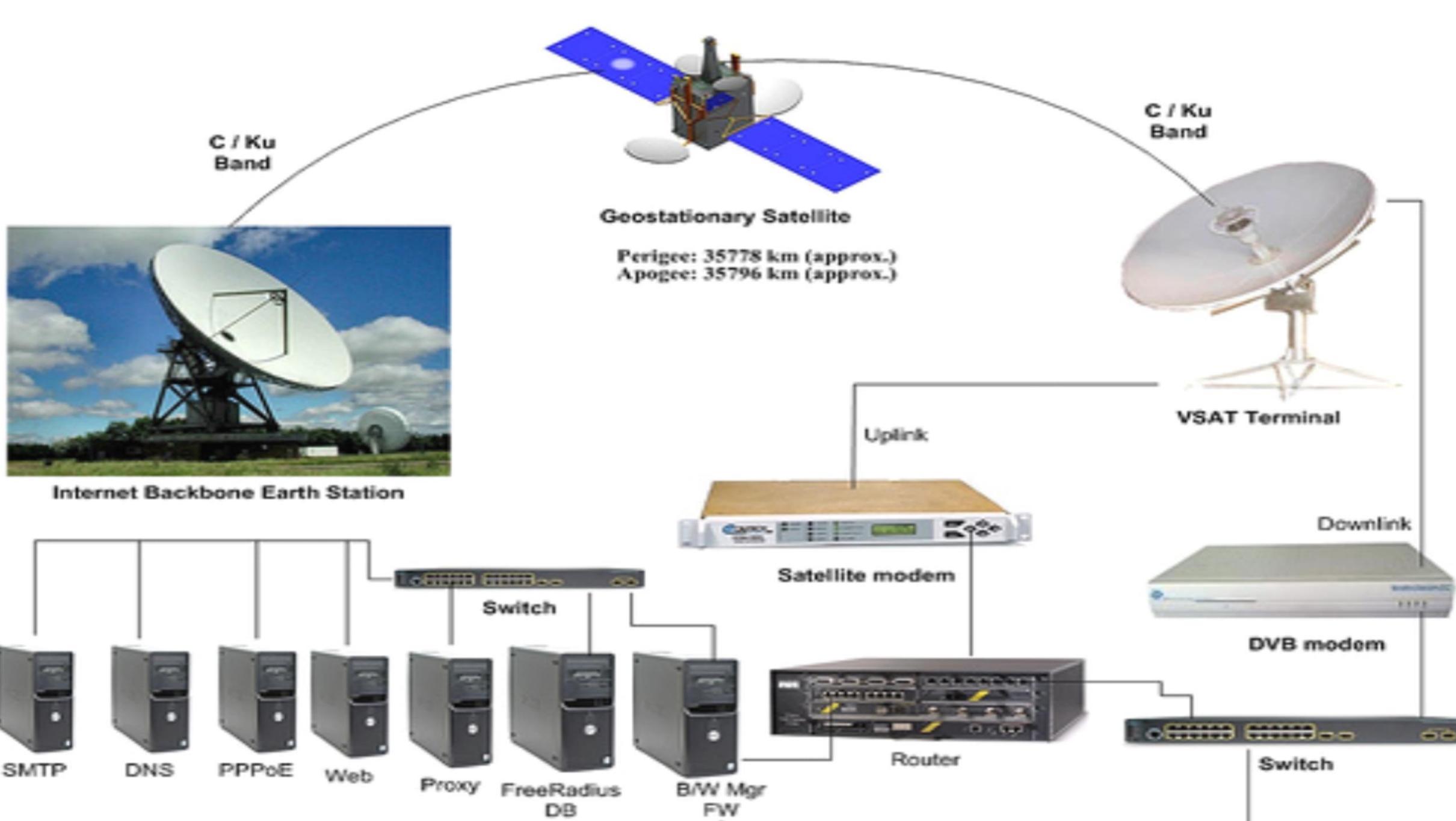
## General Information About Internet

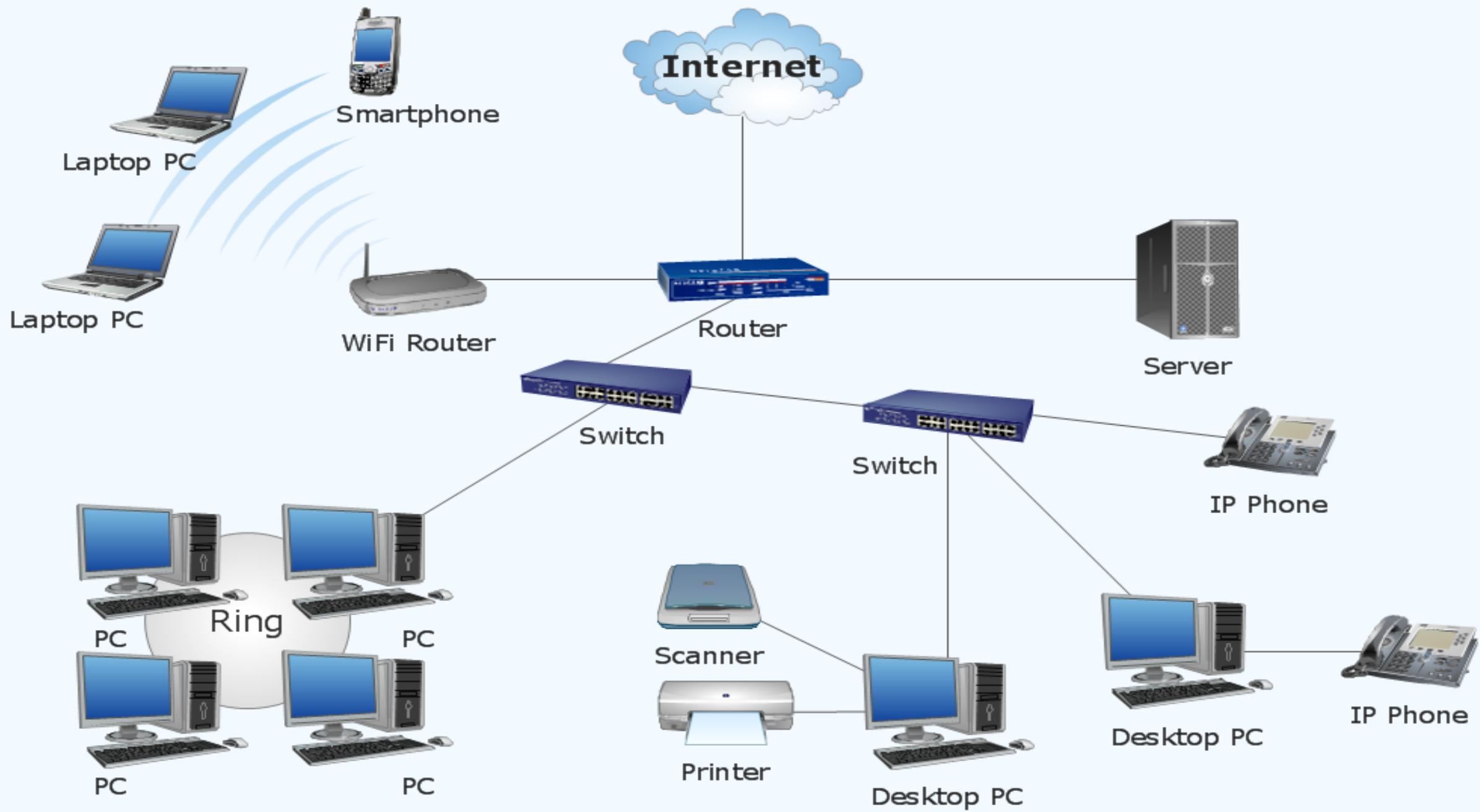


# What is internet?

1. **Internet: is the global Computer Network (internet is the International computers Network which is Span all around the World) The Internet, sometimes called simply "the Net" The word (term) of internet is taken from **international Network****
2. **internet ( i in Lower Case Means networks of Few Computer)**
3. **Internet(I in upper Case Means network of hundred , and thousand of Computer)**
4. **Internet: is the a Huge (Large) Network of Millions Computers from all Around the World**







# A Brief History of the Internet

- 1. In 1969, the US Department of Defense started a project to allow researchers and military personnel to communicate with each other in an emergency. The project was called ARPAnet and it is the foundation of the Internet.**
- 2. Throughout the 1970's, what would later become the Internet was developed. While mostly military personnel and scientists used it in its early days, the advent of the World Wide Web in the early 1990's changed all that.**
- 3. Today, the Internet is not owned or operated by any one entity. This worldwide computer network allows people to communicate and exchange information in new ways.**

# **Internet offers rich resources**

## **1. Information**

- **Web, web site, browser (IE, Firefox)**
- **Search engine (Google)**

## **2. Communication**

- **E-mail, chat group, Internet telephone**
- **Instant messaging, social network (Myspace, Facebook), blog**

## **3. Commerce**

- **Online shopping**

## **4. Entertainment**

- **YouTube**

## **5. Job**

# Internet Terms (terminologies)

1. **Address Bar** – an address bar is the top, long, white box into which you type the website address you want to visit
2. **Online** – a computer is connected to the Internet either by telephone or cable
3. **Offline** – you are using your computer, but it is not connected to the Internet
4. **Social Networking** – Using the Internet to discuss interests, meet new friends, share photographs, send messages and/or chat with people
5. **URL** – an address that you need to type to access a website. This usually begins with “www”. URL stands for Uniform Resource Locator
6. **Web Site** – a location on the Internet where a person or organization has put their information for people to use.

**www.abc.edu.org**

**7. Web Page – one page of a website.**

**8. Browsers : is used to open the web site (web pages)**

**9. The Hand Cursor (Link): when we select any of the web site address so our cursor will be changed in to Hand**

**10. Date transfer Rate: is the amount date that sent and receives**

**11. Home page: first page of the website**

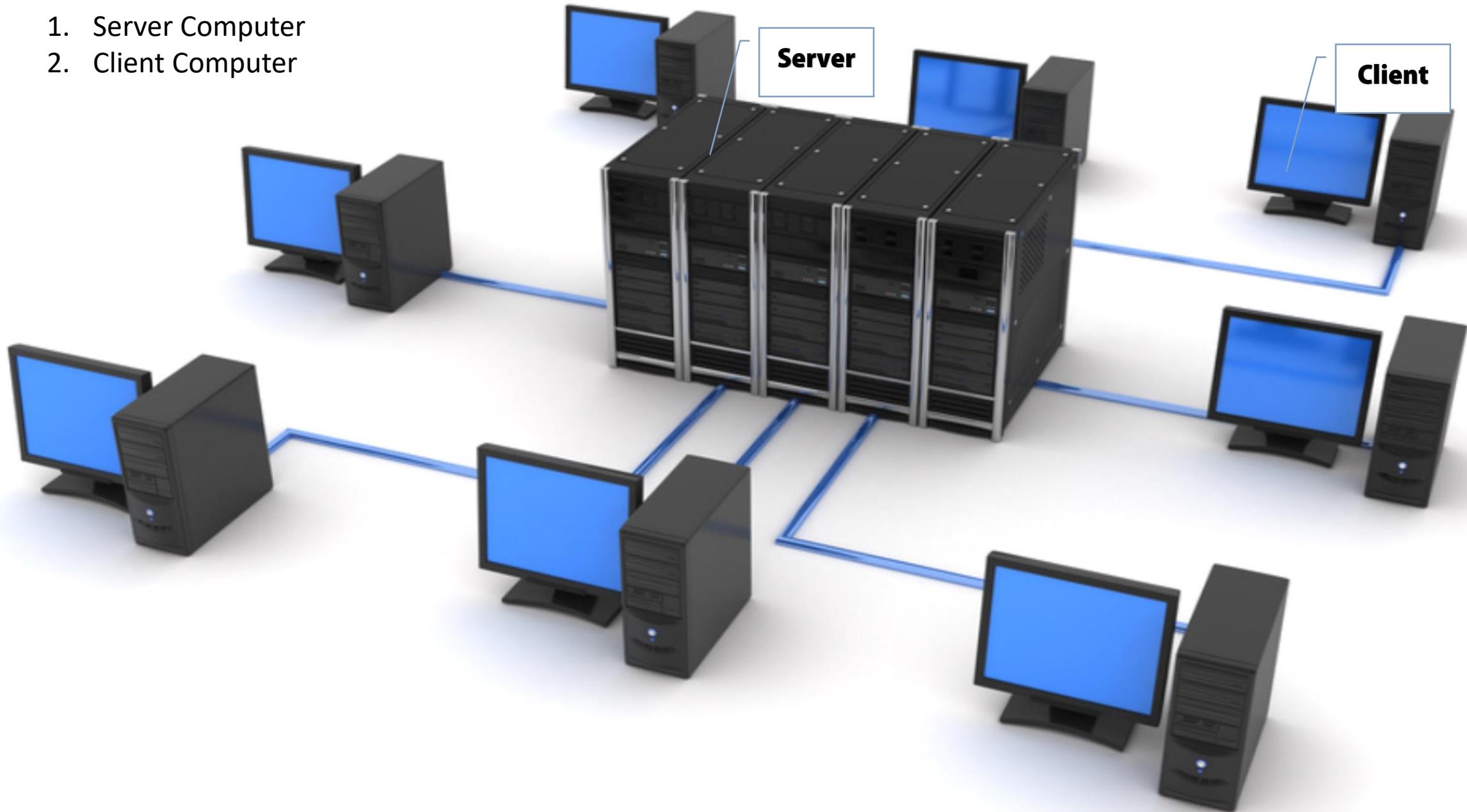


**12. *Client*: A client is any computer on the network that requests services from another computer on the network.**

**13. *Server*: A server is a computer that receives requests from client computers, processes these requests, and sends the output to the respective client computers that had placed the requests.**

**14. *Web Server*: A Web server is a computer that is dedicated to provide Web services to clients on the Internet. Web services are often provided through Web sites that are hosted on a Web server that is accessed by a client. However, before the clients can access the site, it is preferable to register the domain name at a Domain Name Service**

1. Server Computer
2. Client Computer



**15. *ISP*: is a company that provides internet connection for User..**

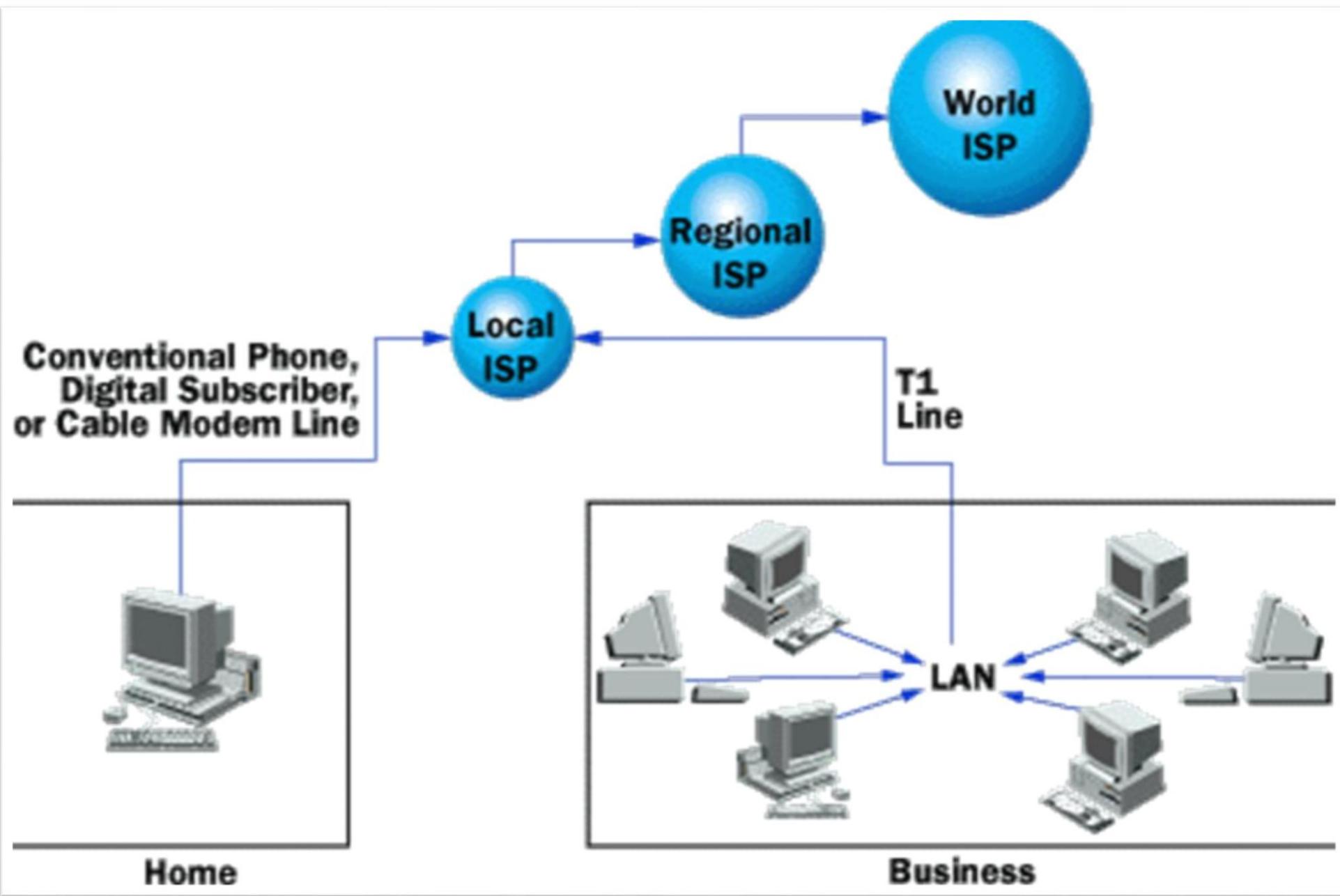
**16. *Modem*: To access the Internet, a user requires a hardware device called a modem. The word *modem* Taken from the words *modulator* and *demodulator*. A modem transmits data over telephone lines as analog signals and then converts them digital signals that can be interpreted by a computer.**

**17. *Web Development*: Web development is the process of creating Web pages for a Web site that will be hosted on the Internet**

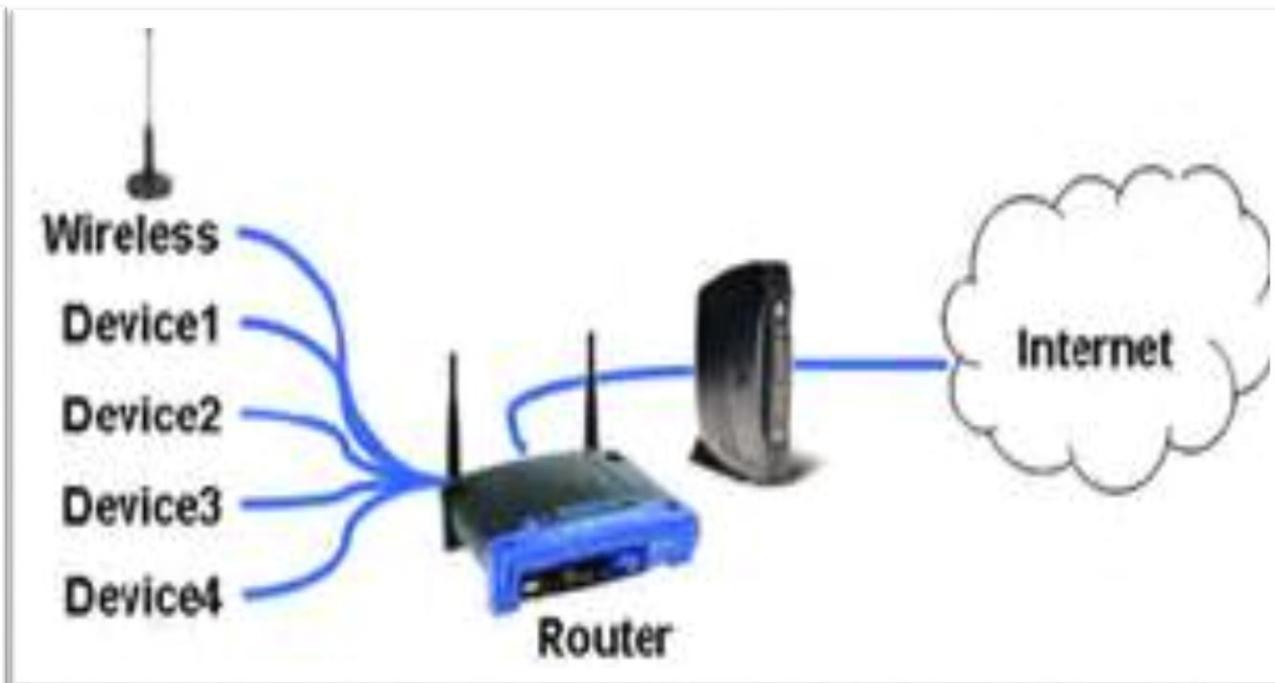
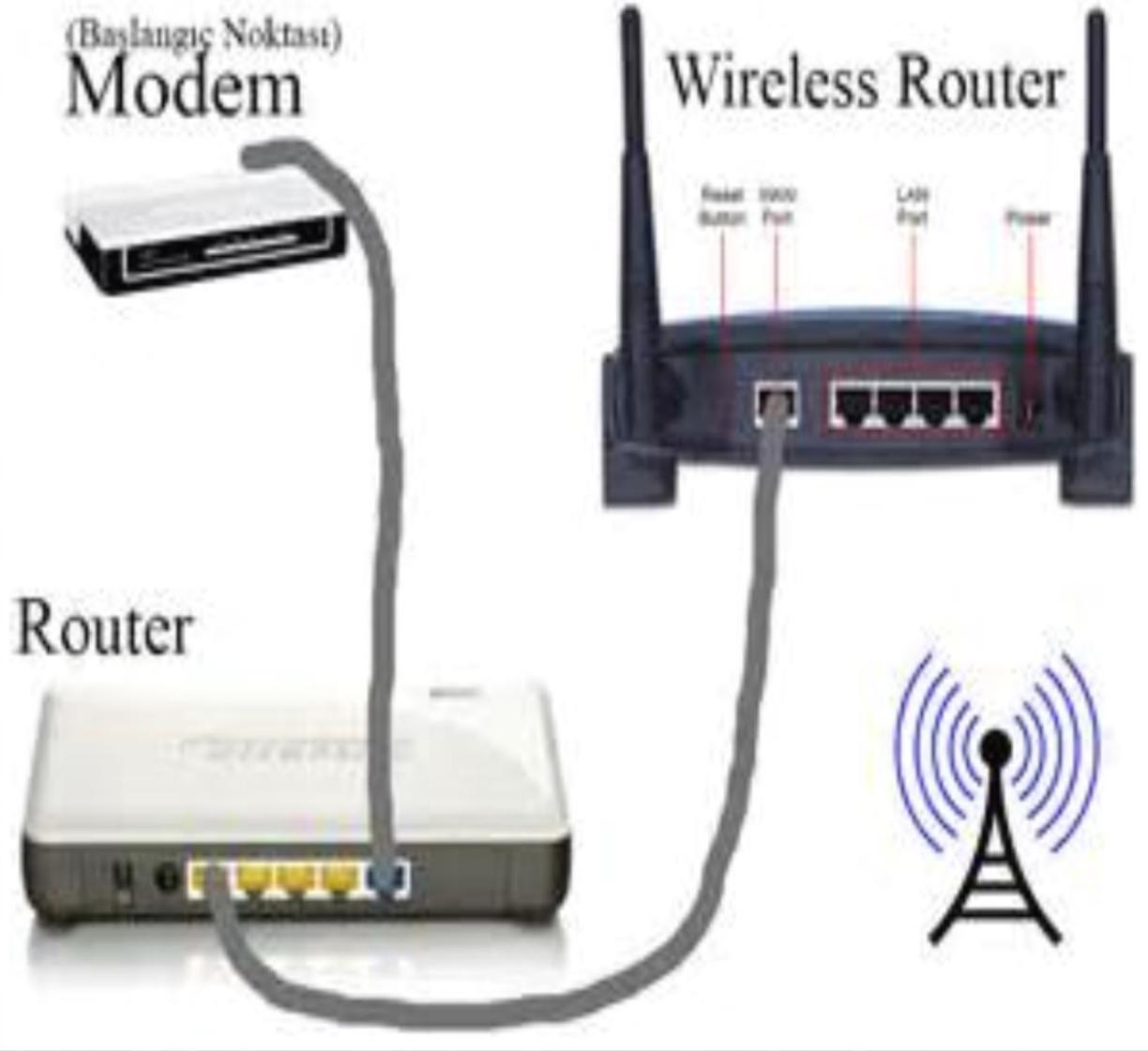
**18. *Site Hosting*: To enable people to access your site, you need to host it. You can either host the site on your own Web server or you can buy space from a Web site-hosting company**

**18. *Access Methods*: Access methods refer to the means of accessing sites on the Internet**

## Accessing Internet Connection



## Modem connection



**19. *Bandwidth*: Bandwidth refers to the rate of data transfer over the Internet**

**20. *Protocols*: Protocols are a set of rules that are followed on a network to facilitate communication between two different computers on a network or different networks**

**21. *absolute URL* a URL that contains the full address, identifying the machine, directory, and file. For example, if a web page contains the link:**

**< a href="http://www.IBM.Com/2010IBM/about\_2010\_IBM/">**

**22. *account*: authorization to use a computer or any kind of computer service**

**23. *add-in*: a package providing additional features to a program**

**24. *address book* a facility in an e-mail program, chat program, or web browser for storing addresses of individuals or web sites**





# **Google**

**Google: is a Search Engine where we can Search**

- 1. Books**
- 2. Image**
- 3. Videos**
- 4. Software's**
- 5. .....**



# History of google

**Google**

**Technology company** • [google.com](http://google.com)

**Google Inc. is an American multinational technology company specializing in Internet-related services and products. These include online advertising technologies, search, cloud computing, and software.**

**Designated CEO: Sundar Pichai**

**CEO: Larry Page**

**Founded: September 4, 1998, Menlo Park, California, United States**

**Headquarters: Mountain View, California, United States**

**Founders: Larry Page, Sergey Brin**



# Google

**Working on Sites which provide free resources**

- 1. Books===[www.bookboon.com](http://www.bookboon.com)**
- 2. Image ===**can searched by google****
- 3. Videos===**[www.youtube.com](http://www.youtube.com)****
- 4. Software's===**[www.getintpc.com](http://www.getintpc.com)****



# **Creating a Gmail Account/google Account**

**Gmail: is stand for (google mail)**

**Gmail: we can sent and Receive Emails**



# YouTube

**YouTube: provides Videos Downloading and uploading Faculties**



# Yahoo

**Yahoo: is a popular searching engine after google**

**Yahoo provide (Searching + Videos+ News+ Email.....) Facuilites**



# Skype

**Skype: is used for Video and Text Chatting**

**Thanks For Your Attention**

# Any Question ?

سؤال ?