



د افغانستان اسلامي جمهوریت
د عامې روغتیا وزارت
د کندهار ولایت د عامې روغتیا ریاست
ډاکټر مامون (طاهري) د روغتيايي علومو انستيتوت
تدريسي معاونیت



د کمپیوټر بنسټیز مهارتونه



استاد: جابر احمد (شیرزي)
سمسټر: (لومړي)
کال:

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

لومړي فصل

د کمپیوټر لنډه پېژندګلوي.

ټکنالوجي

- تعريف : هر هغه شي چې موږ ته کار اسانه کړي عبارت د ټکنالوجي څخه دي .
- په عملي ډول سره : چې يوڅو سیستمونه سره يو ځای شي او يو کار د يوي خاصي موخي لپاره ترسره کړي عبارت د ټکنالوجي څخه دي دهمدي ټکنالوجي څخه کمپیوټر معرفی کوو.

کامپیوتر (Computer)

تعریف: کامپیوتر یو برقي ماشین دي چې ریاضیکی او منطقي کارونه سرته رسوي.
یا کامپیوتر یو پروگرام منونکي ماشین دي چې ډیر کار په لږ وخت کې سرته رسوي.
یا کامپیوتر د Compute له کلمي څخه اخستل شوي چې معنا يې محاسبه، شمیرنه او یا هم کڼل دي.



ادامه ...

❖ کولای شي اطلاعات واخلي.

❖ کولای شي اخیستل شوي اطلاعات پروسیس کړي (ترکارلاندې ونیسي).

❖ کولای شي د پروسیس شویو اطلاعاتو پایله د کمپیوټر پرمخ را ښکاره کړي. د (Computer) کلیمه د Compute څخه اخیستل شوي چې د شمېرلو په معنا سره دي او په همدې خاطر کمپیوټر د شمېرونکي په نوم یادېږي. په قاموسونو ټکی کام کي د کمپیوټر اړوند قاموسونو کي د کمپیوټر دپاره په پښتو کي د (سولگر؟) لغت غوره سوی دی.

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 نړۍ لومړنی کمپیوټر

Esmat Aryan

- په پخوا زمانو کې د انسانانو د ژوندانه ضروریات ډیر لږ او ساده و. د وخت په تیریدو 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 کوټو په واسطه سره حل کول، نود همدې مشکلاتو د حلیدو په اساس کمپیوټر مینځ ته راغلي.

- د دغه آلي په وسیله د جمعې، تفریق، ضرب او تقسیم عملي تر سره کېږي. کمپیوټر ته برقي ماغزه وايي. کمپیوټر هم زموږ د مغزو په څېر کولای شي د ډیرو هغو مسایلو لپاره چې کمپیوټر ته سپارل شوي دي د حل لارې او طریقې وړاندې کړي. او دا هم کولای شي چې خپل اشتباهات په ګوته او هغه اصلاح کړي.

د لومړي ځل لپاره کمپیوټر

- د لومړي ځل لپاره لومړۍ کمپیوټر د امریکې په (هاروارد) پوهنتون کې په ۱۹۴۴ میلادي کال کې طرحه او جوړ شو دغه کمپیوټر پروفیسور هواردايکن او مرستندویانو یې جوړ کړ د ماشینونو جوړولو نړیوال تجارتي شرکت (I.B.M) د دغه کمپیوټر په بشپړولو کې ډیر تعاون درلود . دا کمپیوټر د (آی . بی . ایم هاورډ) په نوم ونومول شو . له دغې اختراع راوروسته د کمپیوټر بیلابیل ډولونه ډیزاین شول نن ورځ داسې کمپیوټرونه جوړ شوي چې الوتکې فضايي بیړۍ ، راکټونه او توغندي له ځمکې نه کنټرول او رهبري کوي د الوتنو او توغولو په مهال یې د کمپیوټر په ذریعه سرعت او مسیر ته تغیر ورکول کېدای شي .

د کمپیوټر گټې نسبت و انسان ته څه شي دي؟

- چټک سرعت: کمپیوټر یوه محاسبه او یا هم کوم بل کار ډېر ژر او په چټکه توګه حلوي. که موږ فکر وکړو د یوه د انسان دیوې میاشتي کار، په کمپیوټر کې دڅو شېبو په ترڅ کې اجراء کېدای شي.

- د ډاډ وړتیا: هر هغه محاسبه چې کمپیوټر کې ترسره کېږي د ډاډ وړ او بېله کومې غلطۍ څخه وي، البته که کومه غلطه پایله د کمپیوټر پرمخ ښکاره کړي، هغه به د کمپیوټر تیروتنه نه وي، بلکې دهغه چا غلطی به وي چې و کمپیوټر ته یې ناسم مالومات داخل کړي.

- د ذخیره کولو دپاره حافظه: د کمپیوټر یوه بله ګټه داده، چې ډېر اطلاعات په لږه فضا کې خوندي کوي، البته

- دیادوني وړ ده، چې د کمپیوټر فضا د هغه د هارډیسک په ظرفیت پورې اړه لري. اوسني هارډیسکونو کې فضا خورا ډېره وي.

- لږ لګښت: د کمپیوټر په وسیله د یو کار سرته رسول ارزانه تمامېږي.



د انسان گټې نسبت و کمپیوتر ته څه شي دي؟

- انسان د الله ﷻ په وسیله پیداشوی موجود دی، چې دیوه شي په هکله څېړني، اختراع او نوښت راوستلی شي.
- انسان د دې وړتیا لري چې د نورو موضوعگانو په هکله تصمیمونه ونیسي او بیا دهغه دپاره حل لاري پیدا کړي.
- او داسي نورڅه چې انسان یې ترسره کولای شي، خو کمپیوتر یې په اجراء کولو عاجزه دی، ځکه کمپیوتر د انسان په وسیله جوړ شوی، نو له همدې امله هر هغه کار چې انسان یې ترسره کولای شي، کمپیوتر یې نشي ترسره کولای.



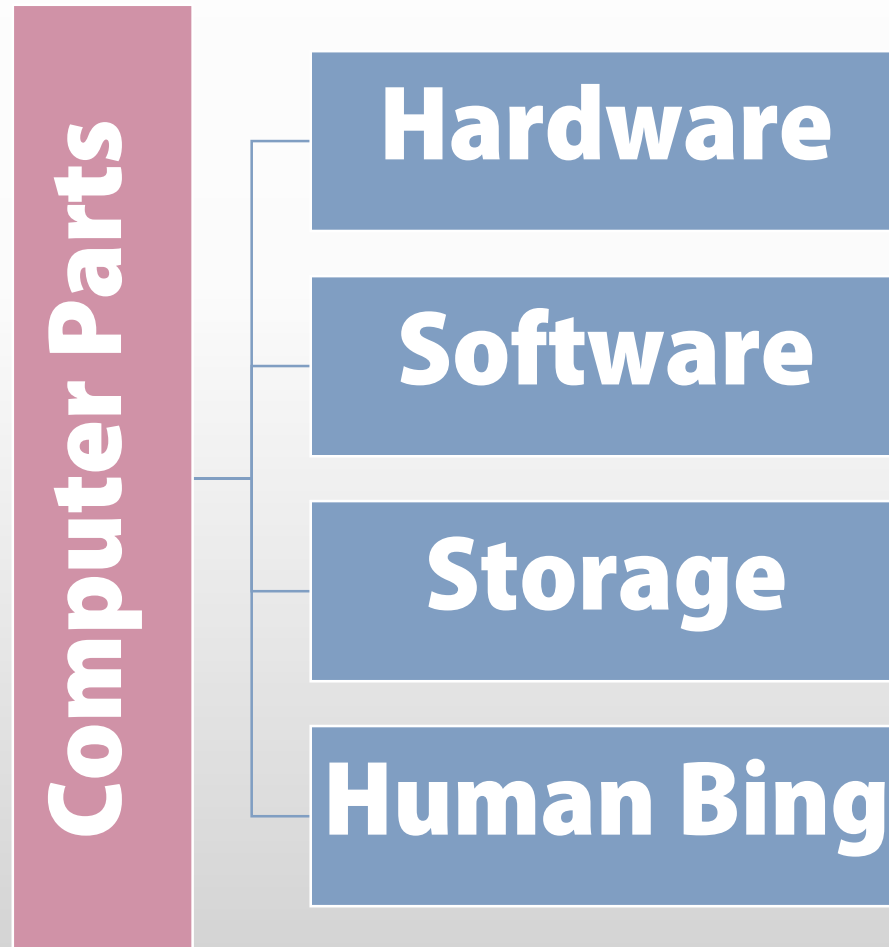
د کمپیوټر د کارونې ځایونه یې



- دفتر Office
- کور Home
- هوټل Hotels
- شفاخانه Hospital
- بانک Banks
- تعلیم Educational
- سوپر مارکیټ Supermarkets
- انټرنیټ internet
- کیم زون Games

د کمپیوټر برخي

- په اصل کې کمپیوټر د څلورو برخو څخه جوړېږي چې په لاندې ډول دي. او هر یوه به جلا، جلا تشریح شي.



۱ هارډویر Hardware

- د کمپیوټر هغه برخي یا پروگرامونه چي فزیکي جوړشت لري او په لاس ورسره تماس حاصلولی شو هارډویر Hardware بلل کیږي.
- د کمپیوټر فزیکي برخه عبارت د هارډویر څخه ده .
- د کمپیوټر هغه برخه چې د لمس، لیدلو او ماتولو وړ وي عبارت د هارډویر څخه دي.



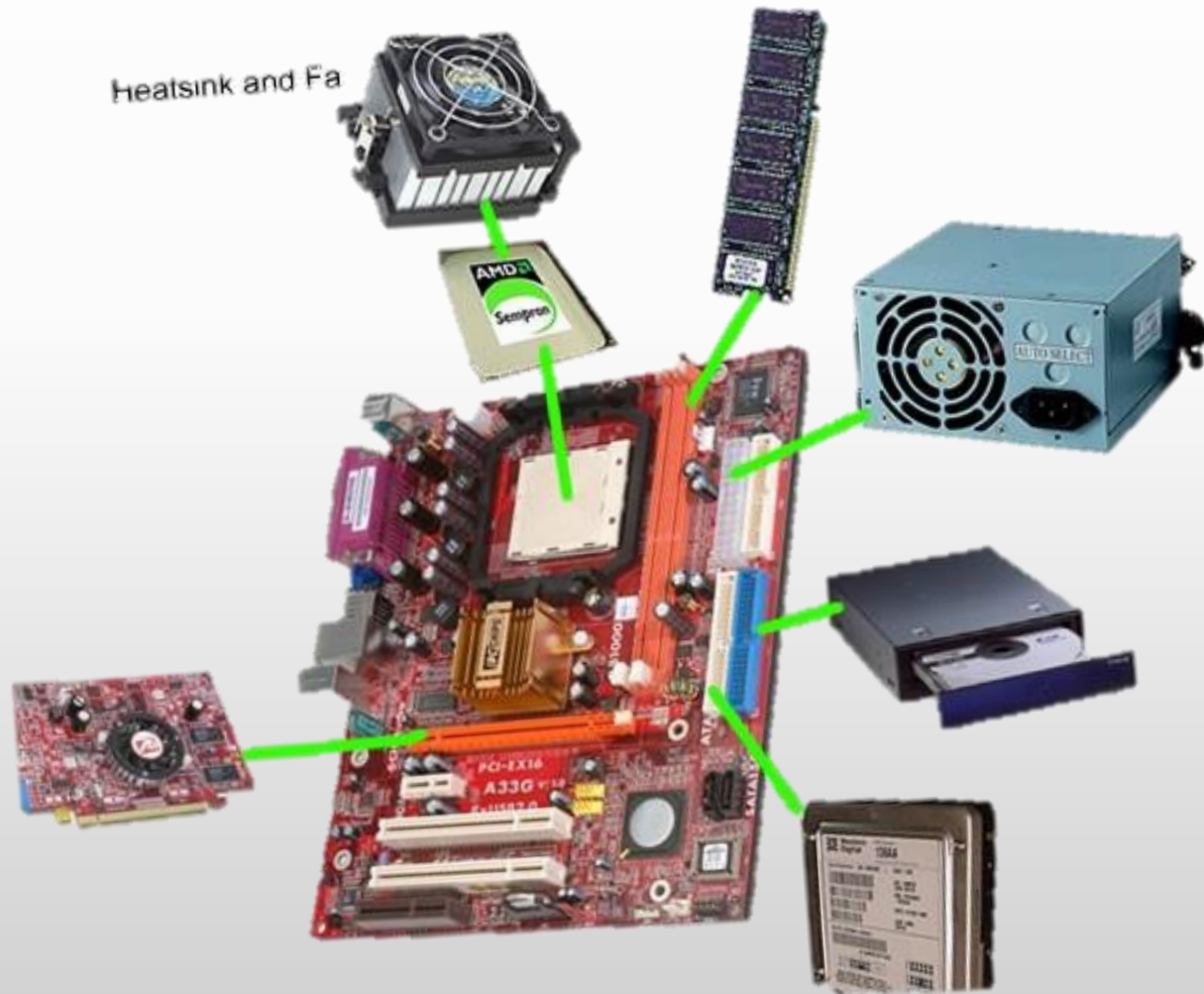
د هارډویر برخې

• د هارډویر برخې درې دي په لاندې ډول سره چې هره برخه یې په مکمل ډول سره تشریح شوي ده .

Input .1

Output .2

Process .3



Input Device Part .1

- د کمپیوټر هغه برخه چې د لاري يي موږ کولاي شو چي وه کمپیوټر ته هر رنگه معلومات داخل کړو.
- Data: ډاټا خپله خامو معلوماتو ته ويل کيږي چې د کمپیوټر د عملیو د اجراتو څخه وروسته هغه په معلوماتو بدليږي.

ډاټا په څلور ډوله ده. په لاندې شکل کې ښودل کيږي .

❖ الفا ډاټا : چې د الف څخه تر ي پوري يا د A څخه تر Z پوري پکښې راځي .

❖ نمبر ډاټا : چې د . څخه تر ۹ عددو پوري پکښې راځي .

❖ الفا نمبر ډاټا : چې د A څخه تر Z او د . څخه تر ۹ دواړه په يوه ځاي کې راشي .

❖ کرافيکي ډاټا : چې هم ويډيو او هم اواز پکښې راځي .

- ۱ انپوټ الاتو مثالونه لکه : فلش ، کيبورډ، موس، میک اوداسي نور...

د input د برخي څخه لومړي موس

- موس د input هغه برخه ده چې د کمپیوټر په سکرین وه کرسر ته حرکت ورکوي. لومړني موس په ۱۹۷۳ کال کې جوړ سو.
- موس درې بټنونه لري چې ورته ښي بټن، کیني یا چپ بټن او رولر وایي. خو د لپ ټاپ موس دوه بټنه او تچ سکرین لري.



د شکل له نظره موس په پنځه قسمه دي.

1. (TRACK Ball MOUSE)

2. (TRACK Laser MOUSE)

3. (TACK PAD MOUSE)

4. (TRACK PAINT MOUSE)

5. (TSS OR TUCH SENZITU SCREEN)



د موس د برخي ادامه ...

- **TRACK BALL MOUSE:** دا هغه موس دی کوم چي په دي کي دننه يو توپ غوندي وړو کي کروي جسم نصب وي. کله چي موږ موس خوځوو نو هلته په سکرين کي د موس نښه يعني کرسر خوځيږي.
- **TRACK LIZER MOUSE:** دا هم ساده غوندي موس دی کوم چي په لاندي برخه کي د توپ پرځای شعاع لري او د هغه شعاع په مرسته زموږ په کمپيوټر کي کرسر کار کوي دغه قسم موس ته اوپتيکل موس وايي.



د لیزر موس برخی

- دري کليکه لري 1 RIGHT CLICK 2 LIFT CLICK 3 SCROLL BUTTN
- LISZER لیزر
- BOARD بورډ

د موس د برخي ادامه ...

- **TRACK PAD MOUSE:** دا موس په لپ ټاپ کمپیوټر کې موقیعت لري چې دوه کلکې لري او یو کوچنی ډوله د ټچ شکه ساحه لري
- **TRACK PAINT MOUSE:** دا ډول موس په کیبورډ کې موقیت لري او ددې د لاري کولاي شوپه منظم ډول کار وکړو. داموس کلکونه نه لري.
- **TRACK TACH MOUSE:** عموماً دا موس په هغه سکرینونو کې راځي چې ټچ ولري.

KAY BOARD کیبورت

- د INPUT هغه اله ده چي وه کمپیوټر ته BAINARY DATA داخلوي باینري د کمپیوټر ژبه کښل کیږي .
- Normal key board: د ۱ څخه تر ۱۰۴ بټنه لري
- Multimedia key board: د ۱ څخه تر ۱۱۷ پوري بټنه لري.
- Ergonomic key board: ددې بټنه معلوم نه دي تر هرڅو پوري راتلای شي.



د کیبورډ ټوله سویچان په پنځو برخو ویشل شوي دي .

Functions keys .1

Keyboard .2

Arrow keys .3

Control keys .4

Key pad .5



Scanner سکینر

- سکینر د انپوت هغه برخه ده چې هارډ کاپی په سافت کاپي اړوي يعني هغه لیکنه چې په یو ورقه پرینټ شوي وي هغه بیرته 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 انپوت هغه برخه ده چې بارکوډ جوړوي او بیرته یې وایی. بارکوډ په مغازو لویو مارکیتونو او کمپني کې استعمالیږي.



MICR (magnetics increate redder)

• د انپوت هغه برخه ده چې په مقناطیسي ډول معلومات ثبتوي او بیرته وایی.

Mice

- د انپوت هغه برخه ده چې انلاک اواز په ډیجیټل اړوي.
- انلاک هغه سیکنل چې دي انسان یی په غوږو اوري.
- ډیجیټل چې انسان یی په غوږو نه سي اوریداي .



LGHT PEN (لايت پين)

- يو قلم دي چي په واسطه يی موږ کولاي شو په کمپيوټر کې امضا وکړو. فقط په تېج سکرين کار کوي .

WEBCAME (کيمره)

- يوه کوچني ډيجيټل کيمره ده چې په مونيټور باندې نصب کېږي او موږ يی په انټرنېټ کې د چاټ کولو په وخت کې استعمالوو. تر څو مقابل لوري ووينو.



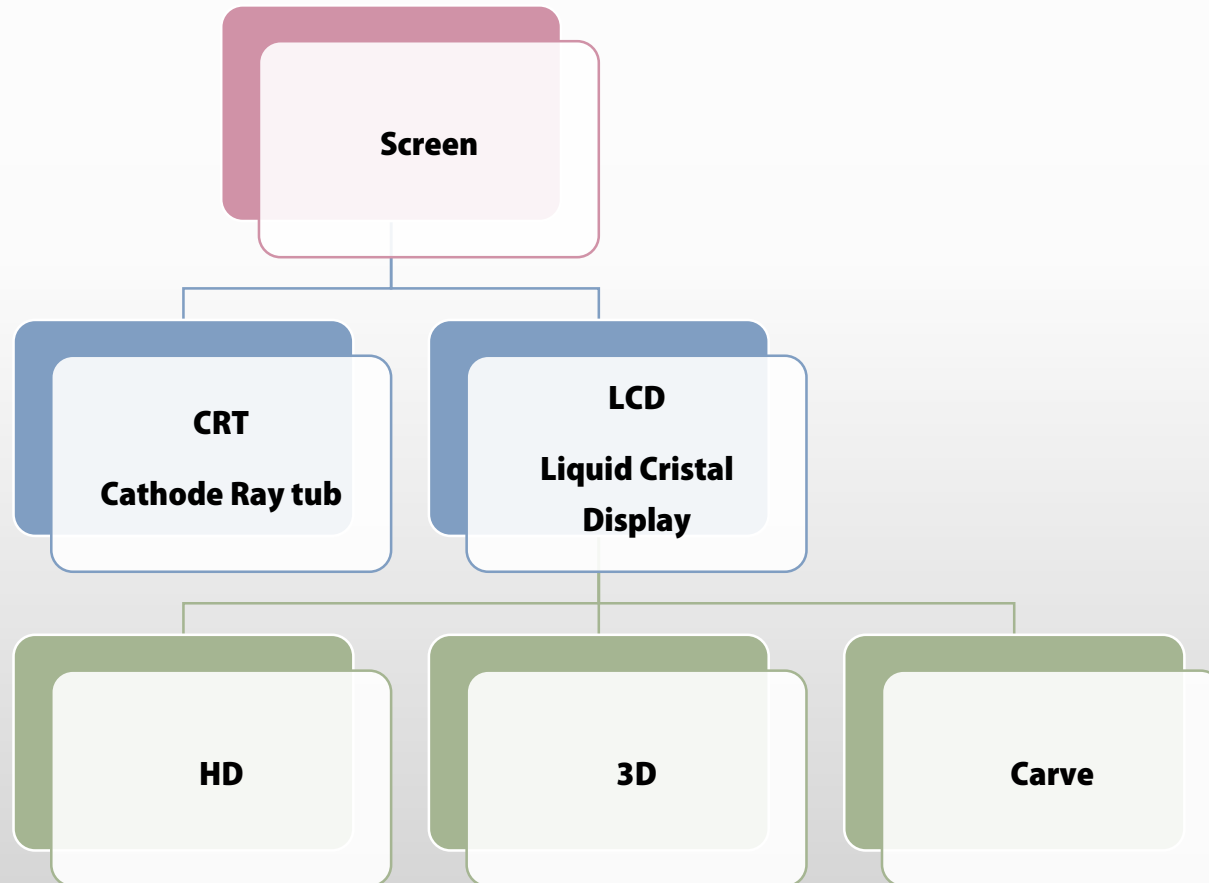
OUT PUT DEVICE PARTS .2

- د کمپیوتر د هغه برخي څخه عبارت ده چې د لاري يي ډاټا او نوري نتيجي موږ ته په لاس راکوي.



سکرین Screen

• Screen: سکرین د اوت پوت هغه برخه ده چې زموږ د کار نتیجه په پرده راښکاره کوي.



Projector

- پروجیکټور هم داسي کار کوي لکه مونیتور خو پرق یی په دي دي کې چې دا وه یوي سپینی ساحې ته ضرورت لري او تر مونیتور ښه کار کوي په بیه کې هم تر مونیتور گران دي .



ادامہ...

projector company

| | |
|-----------|---|
| SONY | ✓ |
| EPSON | ✓ |
| BIRD | ✓ |
| PANASONIC | ✓ |

Types of Projector

| | |
|---------------|---|
| LCD | ➤ |
| MULTIMEDIA | ➤ |
| HD MULTIMEDIA | ➤ |
| 3D | ➤ |

Printer پرنټر

- پرنټر هغه ماشين دي چې سافټ کاپي په هارډ کاپي بدلوي.
- د پرنټر په ذريعه موږ کولای سو چې د کمپیوټر د ذخیرې څخه هغه لیکل سوي معلومات چې موږ ورته ضرورت لرو پخپله کاغذ ته انتقال کړو.



د پرنټر ډولونه

• 1. (Deskjet Printer) ډیسک جیت پرنټر

- دا هغه پرنټر دی کوم چي د پرنټ کولو نه وروسته شه نتیجه لري يعني خلک ددې نتیجه ښه بولي مگر په دغه کي تور او سپين او رنگين رنگونه هم اچول کيږي. ددې پرنټر پرنټ تيزوالی نه لري ليکل يا کومه بله ډيټا يا معلومات يا عکسونه په کاغذ باندې په ډير کم سرعت سره چاپ (پرنټ) کوي.



د پرينټر ډولونه ادامه ...

• 2. (Dot Matrix Printers) ډاټ ميټريکس پرينټر

- دغه پرينټر په داسي شکل جوړ سوی دی لکه د ټايپسټي ماشين، د ټايپسټي ماشين په شان ځکه دی چې د ډاټ ميټريکس پرينټر کي داسي يو ټرانگه وي کوم چې په ټايپسټي کي وي يعني صرف ددې ټراگي شکل د ټايپسټي ماشين په شان دي او په هغه ټرانگه تور رنگ وهل سوی وي هر گله چې پرينټر چاپ کوي يعني پرينټ شروع کيږي نو هغه د توري ټرانگي لاندې په کاغذ باندې ليکل پرينټ کوي نو ليکنه په صفحه باندې ننوتلي شکل غوره کوي. ددا ډول پرينټر د رنگ مصرف ډير کم وي په هغه دفترونو کي ددې پرينټر څخه استفاده کيږي چې پرينټ ته عتبارنه ورکوي لکه د برق بيلونه د ټليفون بيلونه.



د پرينټر ډولونه ادامه ...

• 3. Laser Printer ليزر پرينټر

- دا هغه پرينټر دی د کوم په ذريعه چې موږ کولای سو چې خپل کار ژر وکړو په دغه پرينټر کې چې کوم رنگ استعمالېږي هغه د تورو پوډرو په شان وي په دغه پرينټر کې يو ګول پاڼې وي دغه پاڼې ته ډرم ويل کېږي هر کله چې موږ پرينټ کوو يا کله چې پرينټ شروع کېږي نو ددې ډرم په مرسته کېږي. تر اوسه پورې داسې ليزر هم شته چې په يو رنگ باندې په يوه دقيقه کې ۲۰۰ صفحې چاپ کولی سي چې دا په يوه ساعت کې ۱۲۰۰۰ صفحې جوړوي.
- په نړۍ کې ليزر پرينټر د ايکسروکس مشهورې کمپنۍ لخوا په ۱۹۷۱ م کال کې بازار ته وړاندې سو ورپسې آی بی ایم کمپنۍ ليزر په عنوان د آی بی ایم په ماډل ۳۸۰۰ په ۱۹۷۶ کې بازار ته وړاندې شو د کمپيوټرونو د عام استعمال لپاره په ليزر پرينټر په ۱۹۸۴ م کال کېد ايچ پی کمپنۍ له طرفه داسې پرينټر وړاندې سو چې پی پی ایم ۸ يعنې (۸ پېجس پر مينټ) وو

د پرنټر ډولونه ادامه ...

• PLOTTER .4

- پلوټر هم د پرنټر په شکل سره يو ماشين دي چې د غټو لوحو او بينرانو له پاره کارول کيږي.



SPEAKER

- سپیکرونه هم د اوت پوت له جملي څخه دي چې اصلی وظیفه يي دکمپیوتر او یا نورو آلو څخه ژغ رايستل دي.



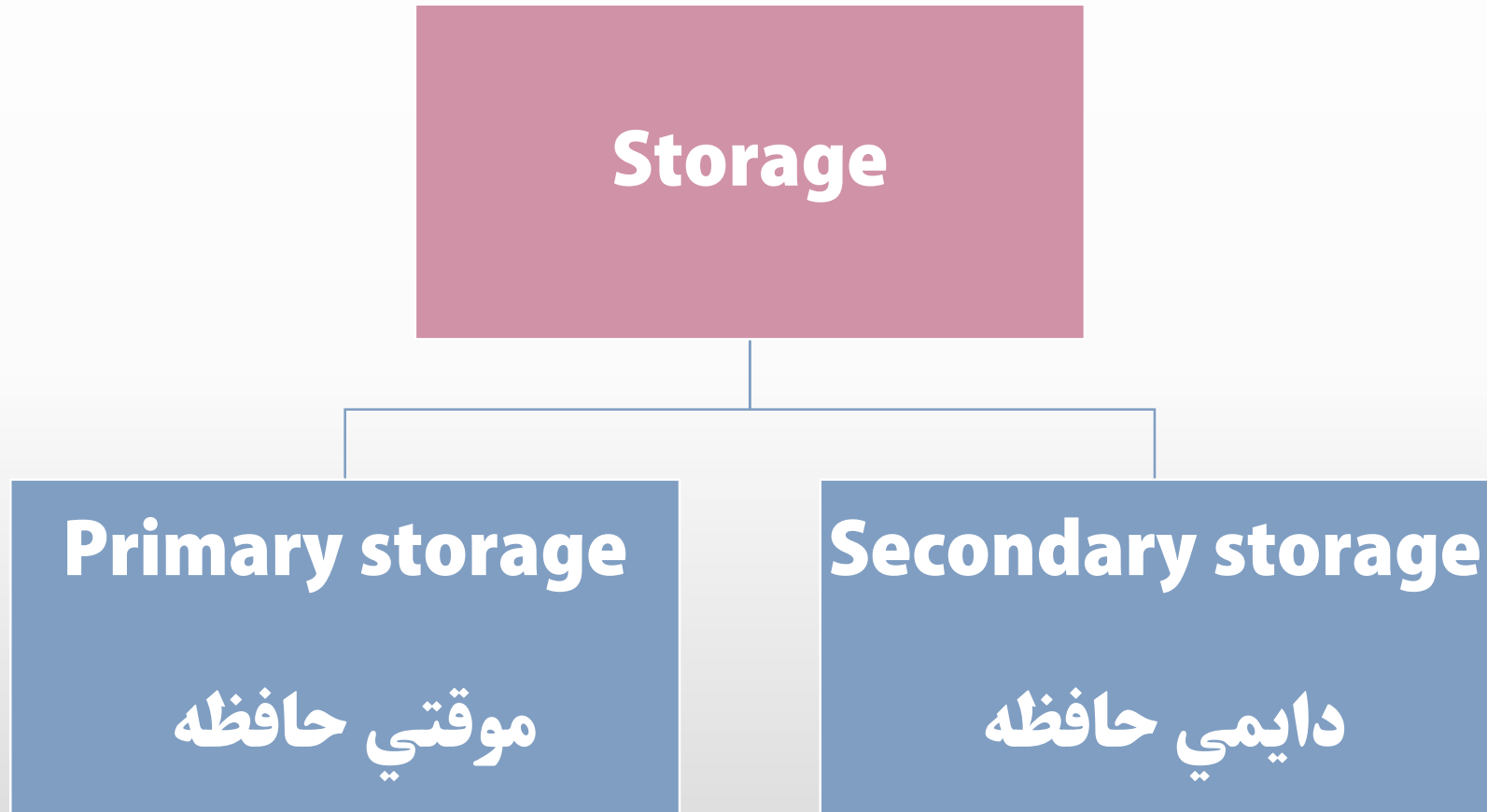
STORAGE DEVICES PART ۲

• Storage (حافظه)

• د کمپیوټر هغه برخه چې په هغه کې زموږ معلومات ذخیره کېږي عبارت د حافظی څخه ده .



حافظه په دوه برخو ویشل شوي دي .



موقتي حافظه Primary storage 1.

هغه حافظي ته ويل كيږي چې ډاټا د لنډ وخت لپاره ذخيره کوي. ژر ذخيره 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



دایمي حافظه Secondary storage

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



د ډاټا د اندازه کولو واحدات

• د د بیت څخه شروع کیږي. چې 1024 بېټه مساوی کیږي په ابایت سره . او په کیبورد کی د یو حروف اندازه مساوي کیږي په 8 بېټه .

• $1024 \text{ BIT} = 1 \text{ byt}$

• $1024 \text{ Byt} = 1 \text{ KB}$

• $1024 \text{ KB} = 1 \text{ MB}$

• $1024 \text{ MB} = 1 \text{ GB}$

• $1024 \text{ GB} = 1 \text{ TB}$

• $1024 \text{ TB} = 1 \text{ HB}$

هاردیسک

- د کمپیوتر هغه برخه ده چې زموږ معلومات موږ د دایم لپاره پکښې ذخیره کولای شو.
- هاردیسک یعنې د کمپیوتر زیرمه تون کوم چې د کمپیوتر په سی.پی.یو کې نصب شوی وي د مفروضاتو او معلوماتو د خوندي ساتلو لپاره استعمالیږي.
- د هاردیسک اختراع په ۱۹۵۰ م کال کې سوې ده کله چې هاردیسک منځ ته راغی نو ډیر په یو لوی سایز کې و تقریبا ۲۶ اینچه و مگر ډیر کم ځای یې درلود د ۲۰۰۵ م کال په اوږدو کې د هیتاچي او سیګاټ کمپنۍ مارکیټ ته ۷۰۰ جی بی او ۵۰۰ جی بی واوايستل .



په هر هارډیسک کې لاندې مواد شته .

NIDLE: نیډل ستن ته وایي چي په هارډیسک کې په فلاټ پرته وي.

PLATE: په هارډیسک کې کرډي پیتی ته وایی.

TRACK: د فلاټ یوې برخې ته ټریک واي.

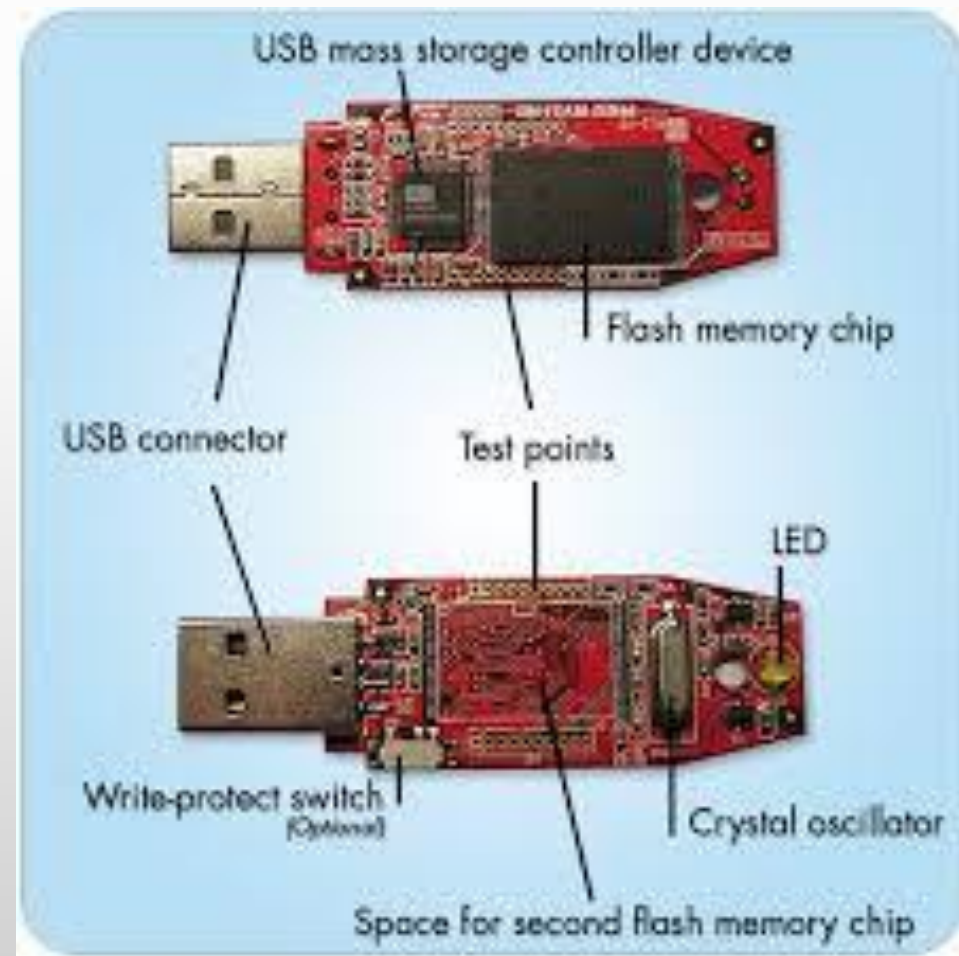
CLUSTER: د ټریک یوې برخې ته کلسټر وایي.

د هارډیسک کلسټر یو دوران 7200 RPM څرخي.



FLASH (PEN DRIVE) فلېش

- دا هم ده حافظي پرمختللی برخه ده چې زموږ ډاټا پکښي زيرمه کيږي . دا يو بل ښه خاصيت لري چې ډير په اسانۍ د يوه ځاي څخه بل ځاي ته د وړلو قابليت لري.



CD / DVD سی دی / دی وی دی

- سی دی او یا هم دی وی دی د حافظي يوه برخه ده چي په دي کې هم موږ کولاي شو چې ډاټا پکښي ذخيره کړو.



دسي ډي او ډي وي تر منځ 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 کېږي چې د سي ډي او کمپیوټر تر منځ اړیکي ټینګوي او د سی ډي معلومات تر کمپیوټر پوري رسوي .
د سی ډي او ډی ویډی ځینی اصطلاحات .

- **CD - R** د هارډیسک اصطلاحات دي
- **CD + R** هم یی ثبتوي او هم یی وایي .
- **CD-RW** هم یی وایي او هم یی ثبتوي .



سافتویر (پوستغالی) Software 1 .

تعریف : سافتویر د کمپیوٹر هغه برخه ده چې لیدل کیږي خو لمس کیږي نه ، یعني یوازي د لیدلو قابلیت لري.

برخي يي په لاندې ډول سره دي:

1. Programming software

2. System software

3. Application software



1. Programming Software

هغه سافټویرونو ته ویل کیږي چې د کمپیوټر لپاره نور پروگرامونه جوړوي. او د هغه پروگرامونه به د کارکوونکي په خوښه کار کوي.



2. system Software

تعريف: هغه سافټويرونو ته ويل كيږي چې د كمپيوټر په سيستم پوري مربوط وي. دا هم په لاندې ډول سره دي: لکه :- software's (os , utilities ,startup)

➤ **Os:** هغه سافټويډي چې د كمپيوټرنور سافټويرونه په كنټروليزي. خپله وينډوز دي ددغه پروگرامو ډولونه په لاندې ډول دي .

۱ Unix

۲ Linux

3 Dos

4 Windows

OS (Operating Software)

• ۱ Linux : دا سافټویرونه مخکی په
غټوشرکتو کی استعمالیدی خو اوس په سرورو
کی استفاده ځینی کیری اوس خلک وه سرور
کمپیوتر ته دغه وړانستالوی گټه یی دا ده
چی دا ډیر سپک دی بله گټه یی داده چی
حافظه لږ غواړي او بله گټه یی هم داده چی
دا د انټرنیټ څخه موږ مفت ترلاسه کولای شو
یعنی په کمه بیه یی موږ ترلاسه کولای شو .

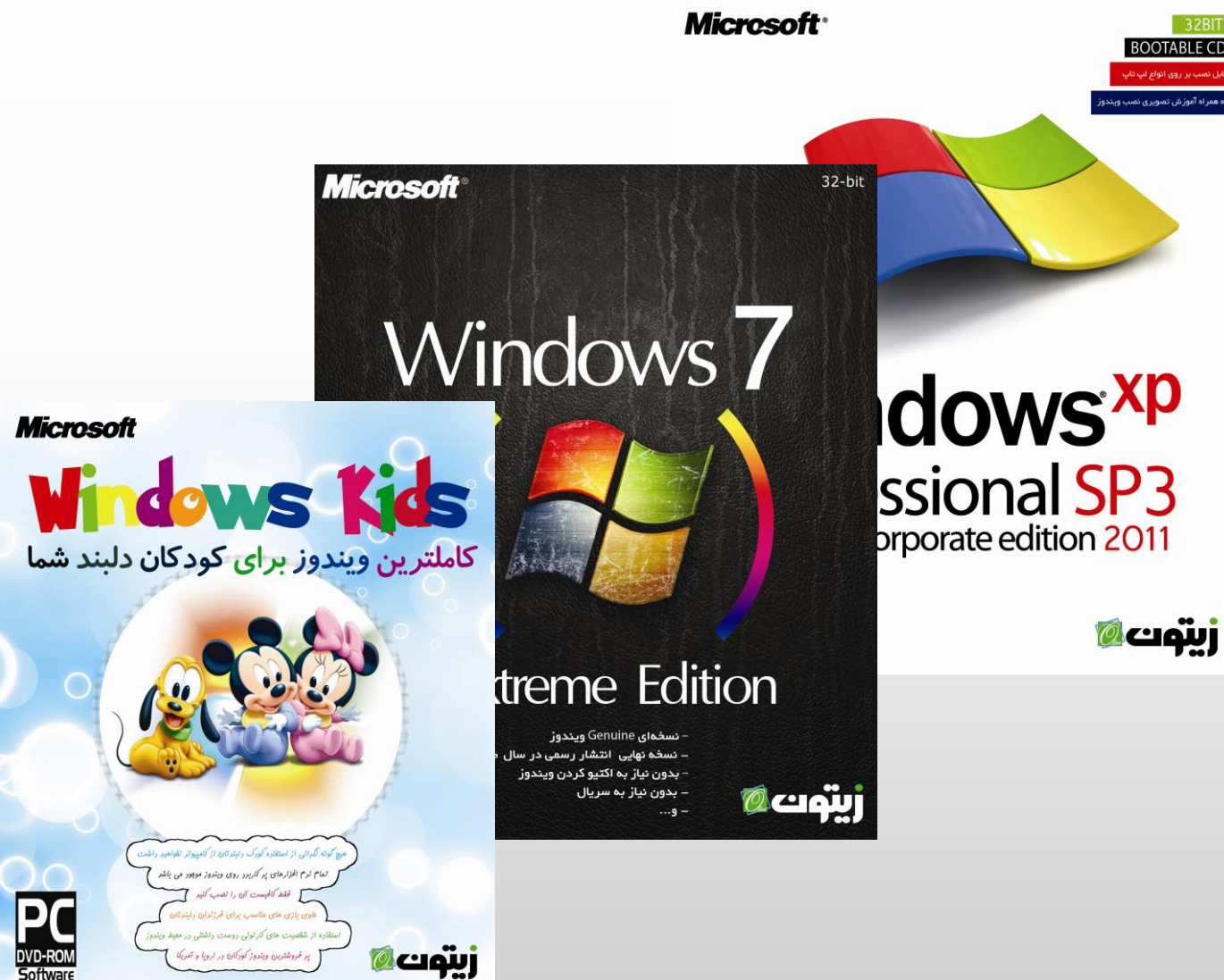
• ۲ Unix : دا سافټویرونه مخکی په غټوشرکتو
کی استعمالیدی خو اوس په سرورو کی
استفاده ځینی کیری اوس خلک وه سرور
کمپیوتر ته دغه وړانستالوی گټه یی دا ده
چی دا ډیر سپک دی بله گټه یی داده چی
حفظه لږ غواړي او بله گټه یی هم داده چی
دا د انټرنیټ څخه موږ مفت ترلاسه کولای شو
یعنی په کمه بیه یی موږ ترلاسه کولای شو . د
لینکس سره هیڅ فرق نه کوی .

OS (Operating Software)

• ۳ Dos: دا سافټویر ډیسک افریتینګ سیستم دی یعنی ددی کار ټوله په کوډ سره دی ددی تاوان دادی چي بغیر له کوډه څوک کار نه سی پکښی کولای او کرافیکس یی هم نه درلودی ویدیو اډیو هم کار نه پکښی کوی خلک ډیر ورسره په تنګ وه دا سی کار یی وو لکه په cmd کی چي څوک کار کوی .

• ۴ Windows: بیا Microsoft کمپنی وینډوز جوړ کړ ددی کمپنی مشر بیلګیت نومیري. د وینډوز ډیر ښه خاصیت دادی چي دا GUI سیستم لری دا معنا Graphical User interface یعنی صفحه یی رنگه ده او د کمپیوټر او یوزر تر منځ اړیکي خپری او بل خاصیت یی دادی چي Data Management لری یعنی ډاټا ته خپل په خوښه پکښی ځای په ځای کولای سی .

د ويندوز ډولونه په لاندې ډول سره دي.



- windows98
- windows 2000
- windows 2003
- windows me
- windows Xp
- windows Vista
- windows Seven
- windows Eight
- windows 10

کله چی موږ وینډوز رانیسو لاندی خصوصیات باید په نظر کی ونسو.

- ۱ • windows 7 enterprise : دا د غټو شرکتو لپاره کارول کیږی .
- ۲ • windows 7 Ultimate : الټیمیت خپله د مکمل په معنا دی یعنی دا وینډوز ټوله شیان پوره لری .
یعنی میډیا پلیرونه او دا سی نور ټوله شیان مکمله لری .
- ۳ • windows 7 Professional : خپله د مسلکی په معنا دی د کورونو لپاره کارول کیږی .
- ۴ • windows 7 Home Premium : دا هم د کورونو لپاره کارول کیږی .

دا وینډوزونه بیا په دوه ډوله دی .

۱ 32 bit ۲ 64 bit

د ويندوز د بټونو تر منځ توپير په لاندې ډول سره دي.

64 bits

- ۱ که کمپوټر قوي وي بايد ۶۴ ور انستال شي.
- ۲ بايد د کمپيوټر ريم ۲ Gb وي که چيري کم سي کار نه کوي .
- ۳ بايد د ۲۰ Gb څخه يي هارډيسک کم نه وي

32 bits

- ۱ که کمپيوټر کمزوره وي بايد ۳۲ ور انستال شي .
- ۲ بايد د کمپيوټر ريم ۱ Gb وي که چيري کم سي کار نه کوي .
- ۳ بايد د ۱۶ Gb څخه يي هارډيسک کم نه وي

3. Application Software

هغه سافټويرونو ته ويل كيږي چې د کارکوونکي په خوښه کارکوي. ډولونه يې ډير دي خو لږي دلته ذکر کوو. لکه:

word processing چې عموماً د کتابت لپاره کارول كيږي.

Spread sheet: هغه دي چې د محاسبې لپاره کارول كيږي.

Data base: هغه دي چې د معلوماتو د ذخيري لپاره کارول كيږي.

او داسي نور

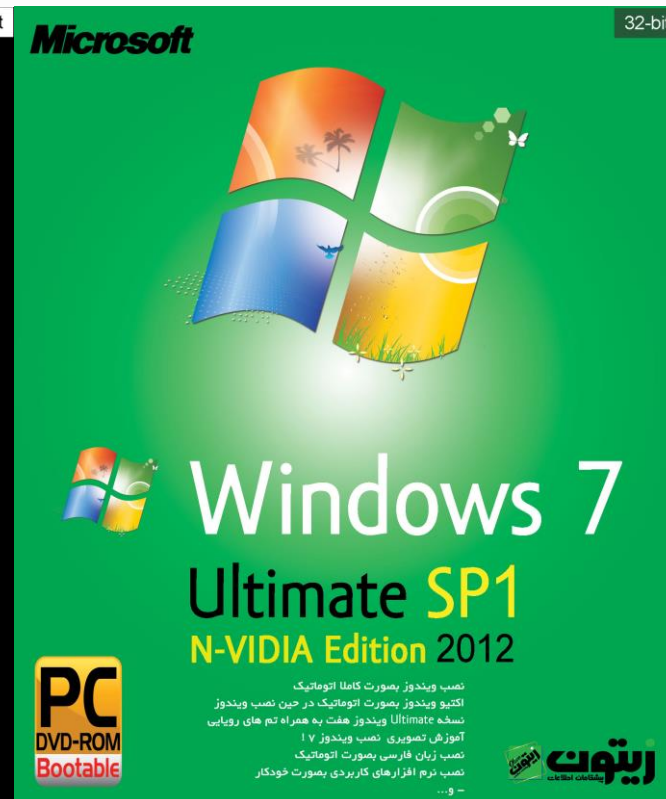
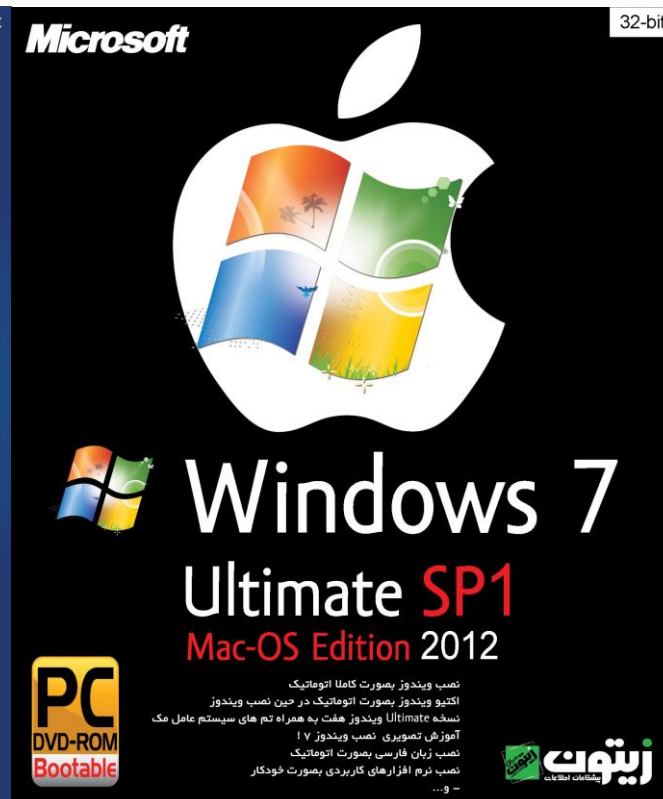
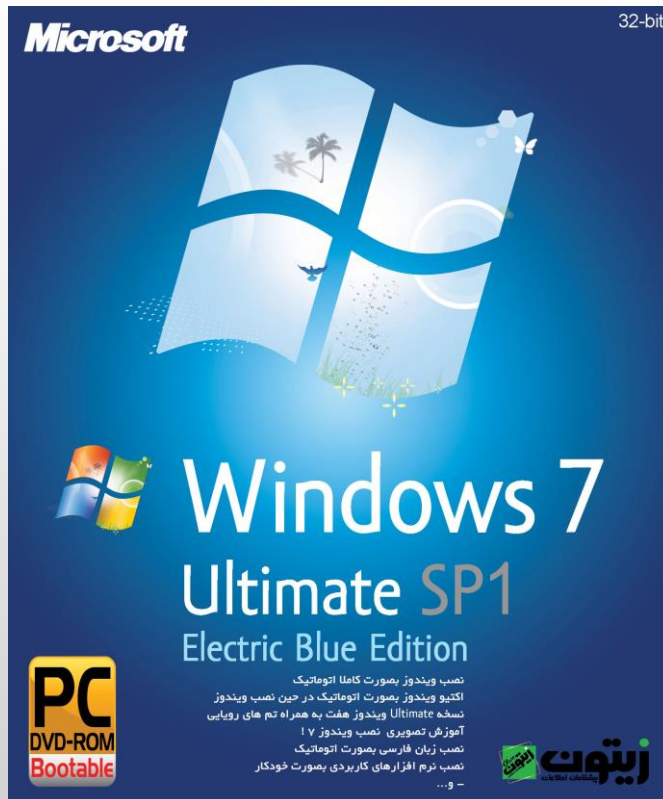


دوهم فصل

د وينډوز لنډه پيژندگلوي.

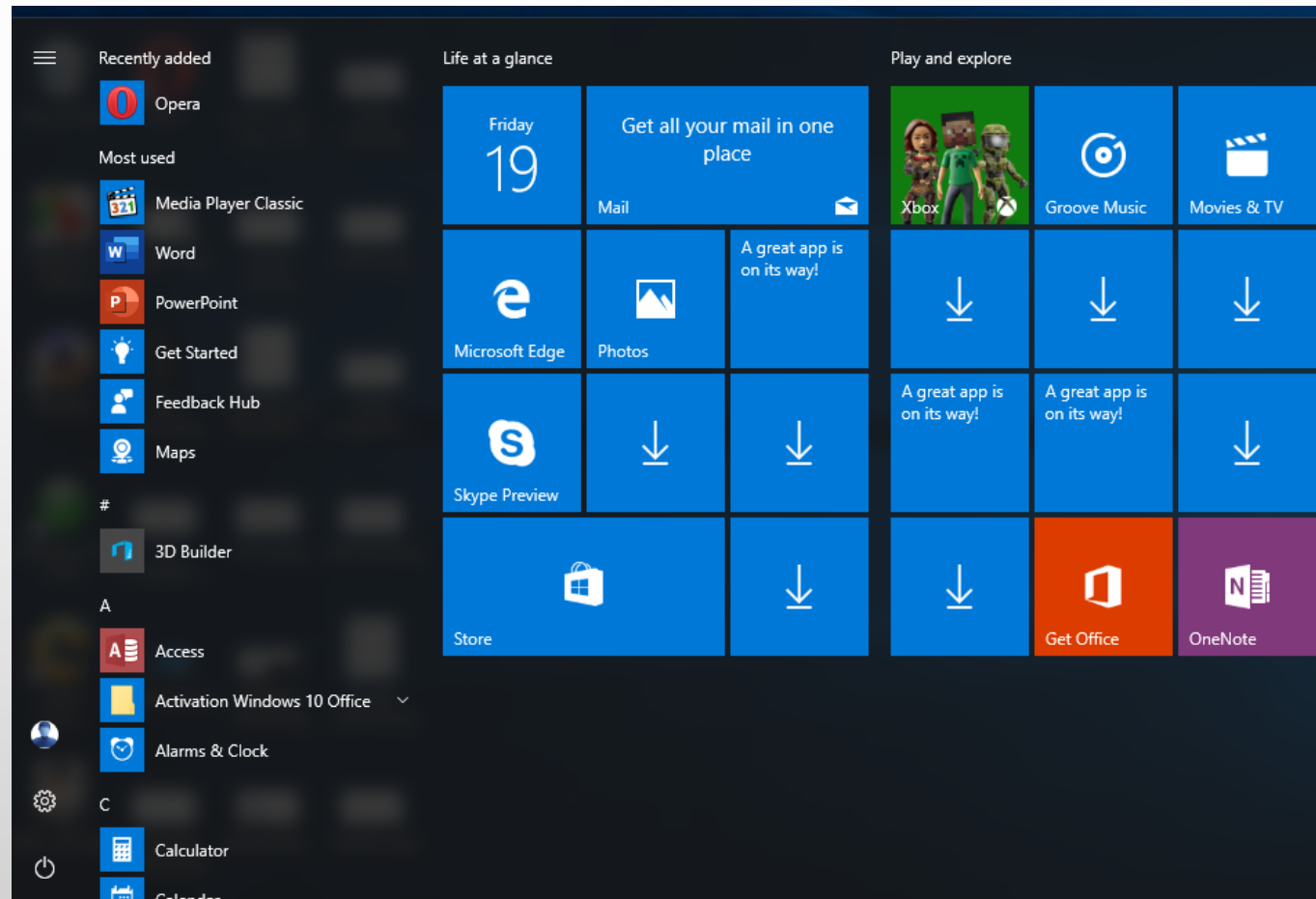
وینډوز Windows

- وینډوز ۷ یو اوپریټینګ سیستم دی چې د مایکروسافت د کمپنۍ له خوا په ۲۰۰۹، ۲۲ جولای کې جوړ شوی دی او خلکو ته هم د همدې کال د اکتوبر د میاشتې په ۲۲ نیټه وړاندې شو. همدا راز وینډوز ۷ د وینډوز ویسټا په خلاف د ښه ډیزاین لرونکي دي چې په ډسکټاپ، لپټاپ او نوټ بوک کمپیوټرونو کې د تجارتي او عادي کارونو لپاره ترې ګټه اخیستل کېږي.



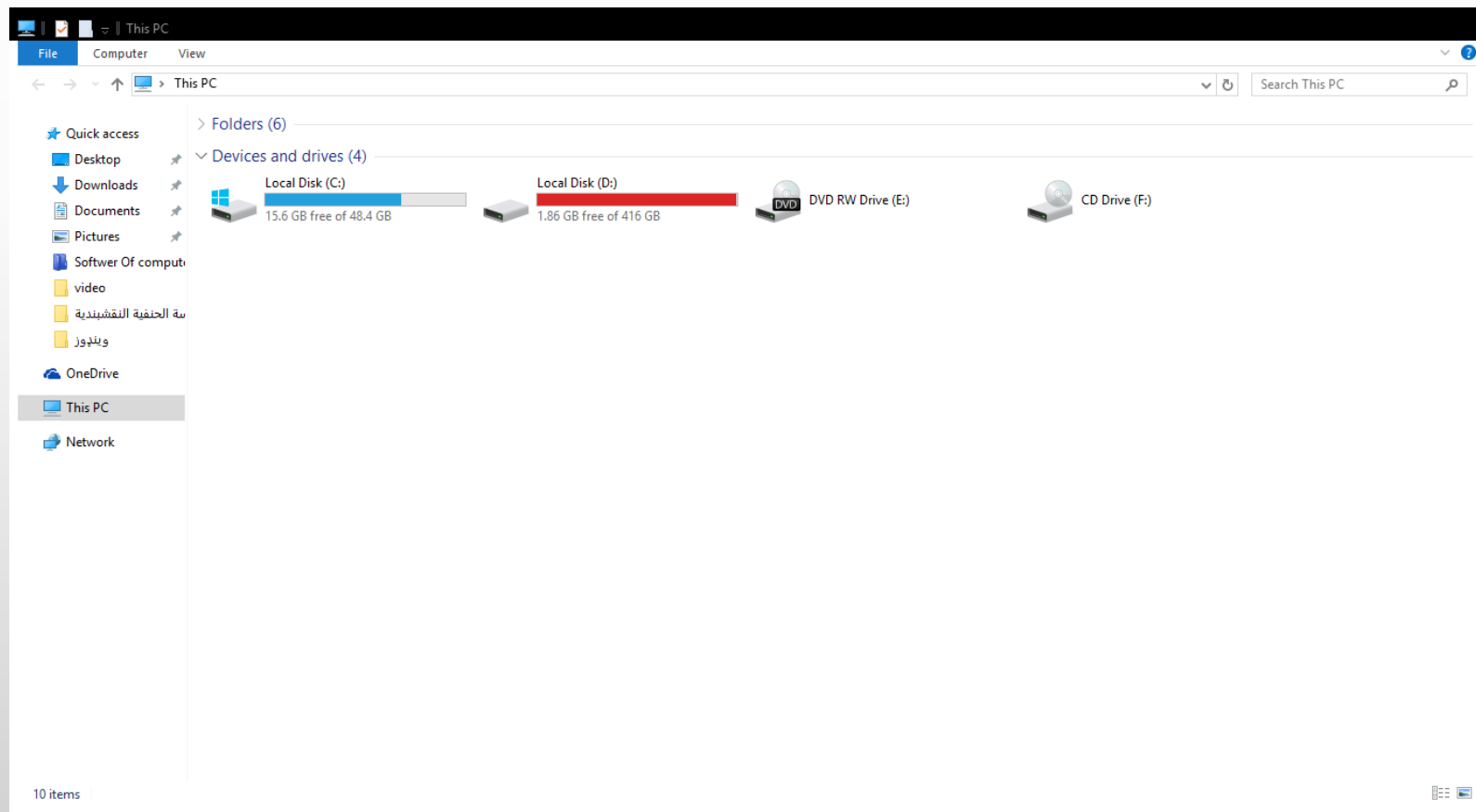
Start Menu

- د ستارټ مینو د خلاصولو لپاره د موس په وسیله د Start Menu په بټنې په پرس کولو یا په کیبورډ کې د وینډوز بټن په کیمانډلو او یا هم د Ctrl+Esc شارکټ په کارولو سره کولی شو ستارټ مینو راخلاصه کړو.

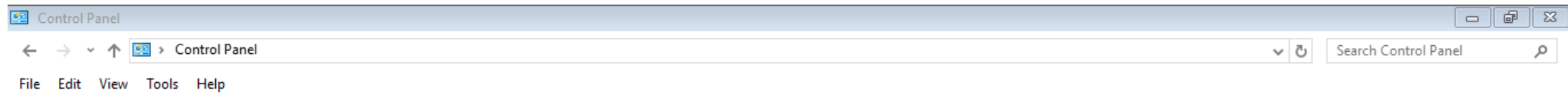


MY COMPUTER (HOME)

- د مای کمپیوتر له لارې دخپل کمپیوتر ډیټا ته لاسرسی پیدا کولی شو لکه : هارډیسک، فلش، ډی وی ډی یا سی ډی او داسې نور همدارنگه هغه ډیوایس ته هم لاس رسی پیدا کړي چې د کمپیوتر سره وصل شوي وي لکه: خارجي هارډیسک اونور...



(Control Panel)



Adjust your computer's settings

View by: Category ▾



System and Security

Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)
Find and fix problems



Network and Internet

Connect to the Internet
View network status and tasks
Choose homegroup and sharing options



Hardware and Sound

View devices and printers
Add a device
Adjust commonly used mobility settings



Programs

Uninstall a program



User Accounts

Change account type



Appearance and Personalization

Change the theme



Clock, Language, and Region

Add a language
Change input methods
Change date, time, or number formats




Ease of Access


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](#)



[Maintenance](#)



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



[Troubleshooting](#)

Find and fix problems

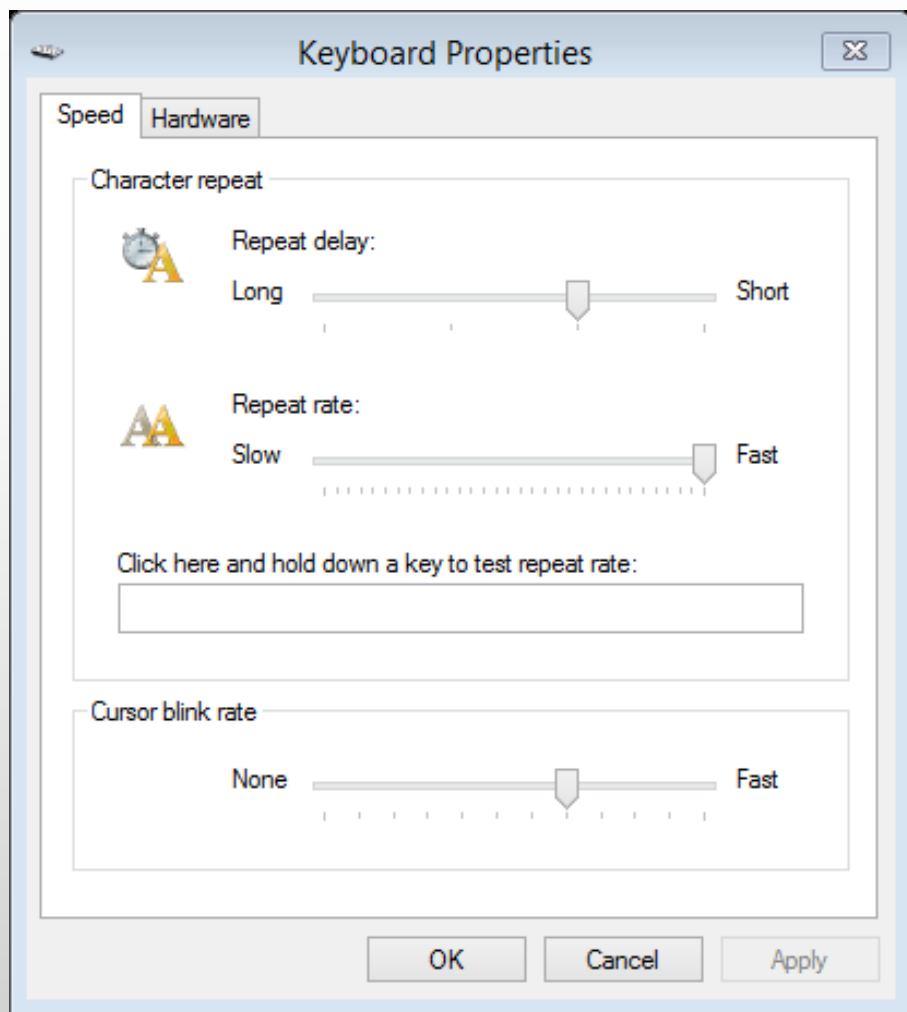


[Recovery](#)

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

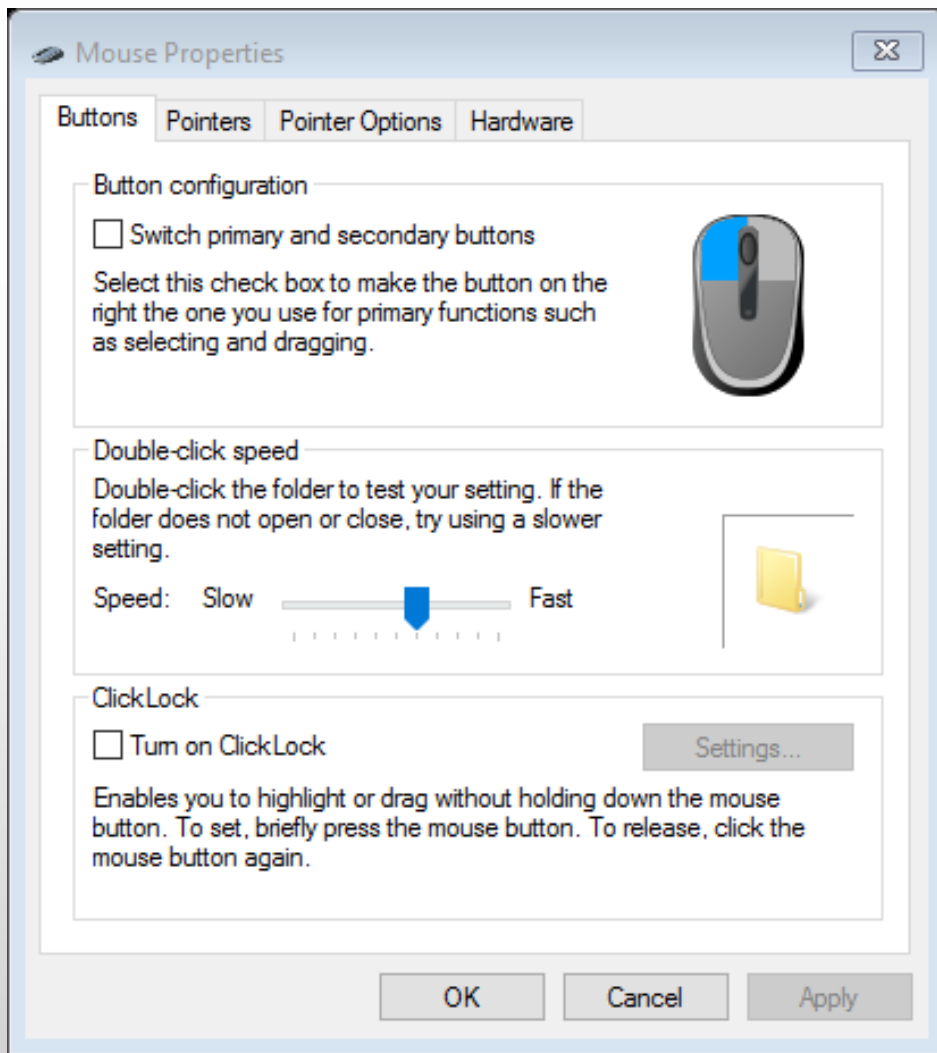
Keyboard

• ددي کمانډپه مرسته د خپل کیبورډ په تنظیماتو کې بدلون راوستلای شو.



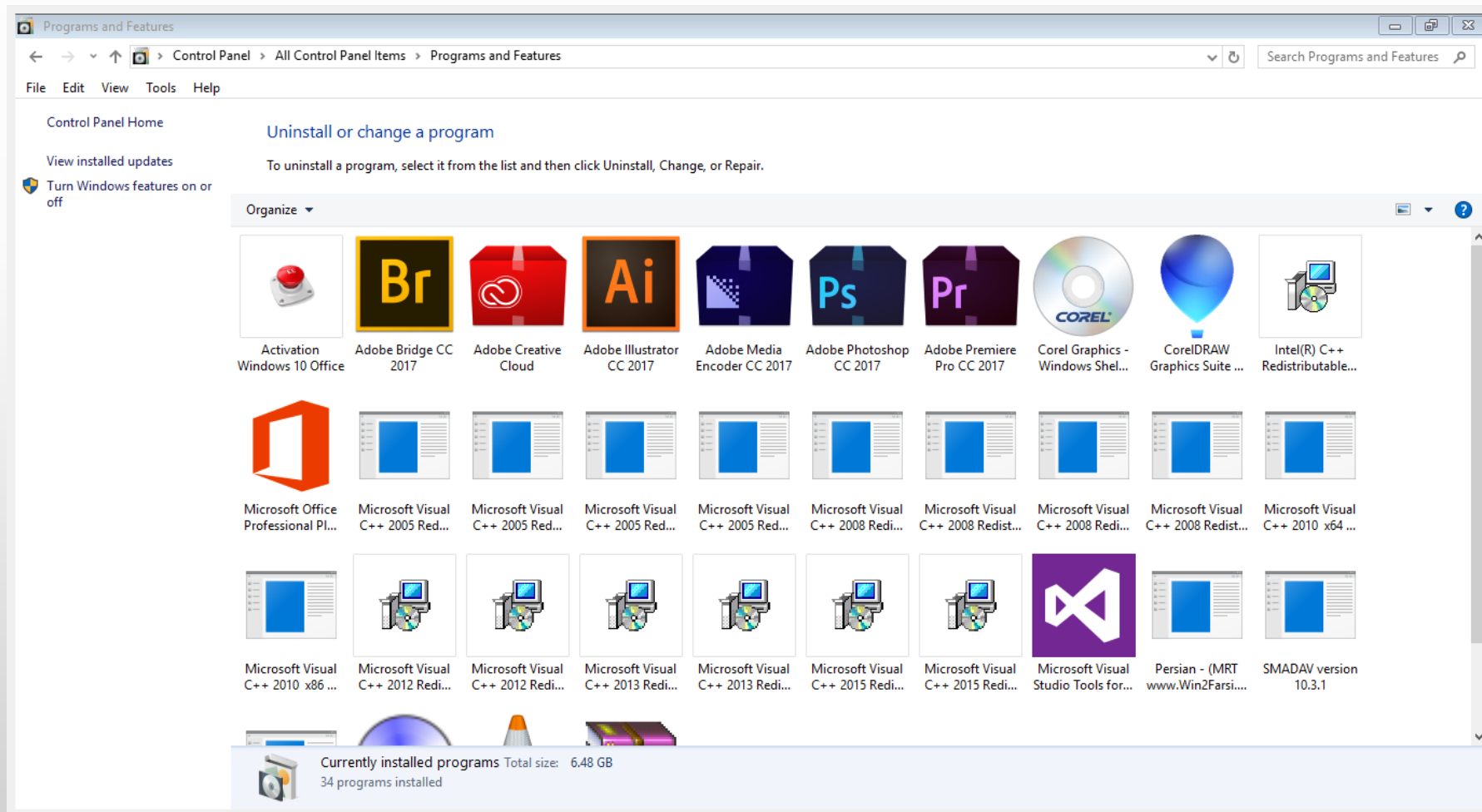
Mouse

- ددې کمانډ په مرسته د Mouse په اړه مختلفې ټاکنې کولی شو.



Program and Futures

- ددي ځايه کولى شو چې هغه پروگرامونه چې موږ غواړو له کمپيوټر څخه لري کړو نو له دې ځايه څخه کار اخلو. په هغه پروگرام باندې کليک کو چې موږ يې غواړو نو يا بيا دهغه څخه **Uninstall/ Change** انتخابوو.



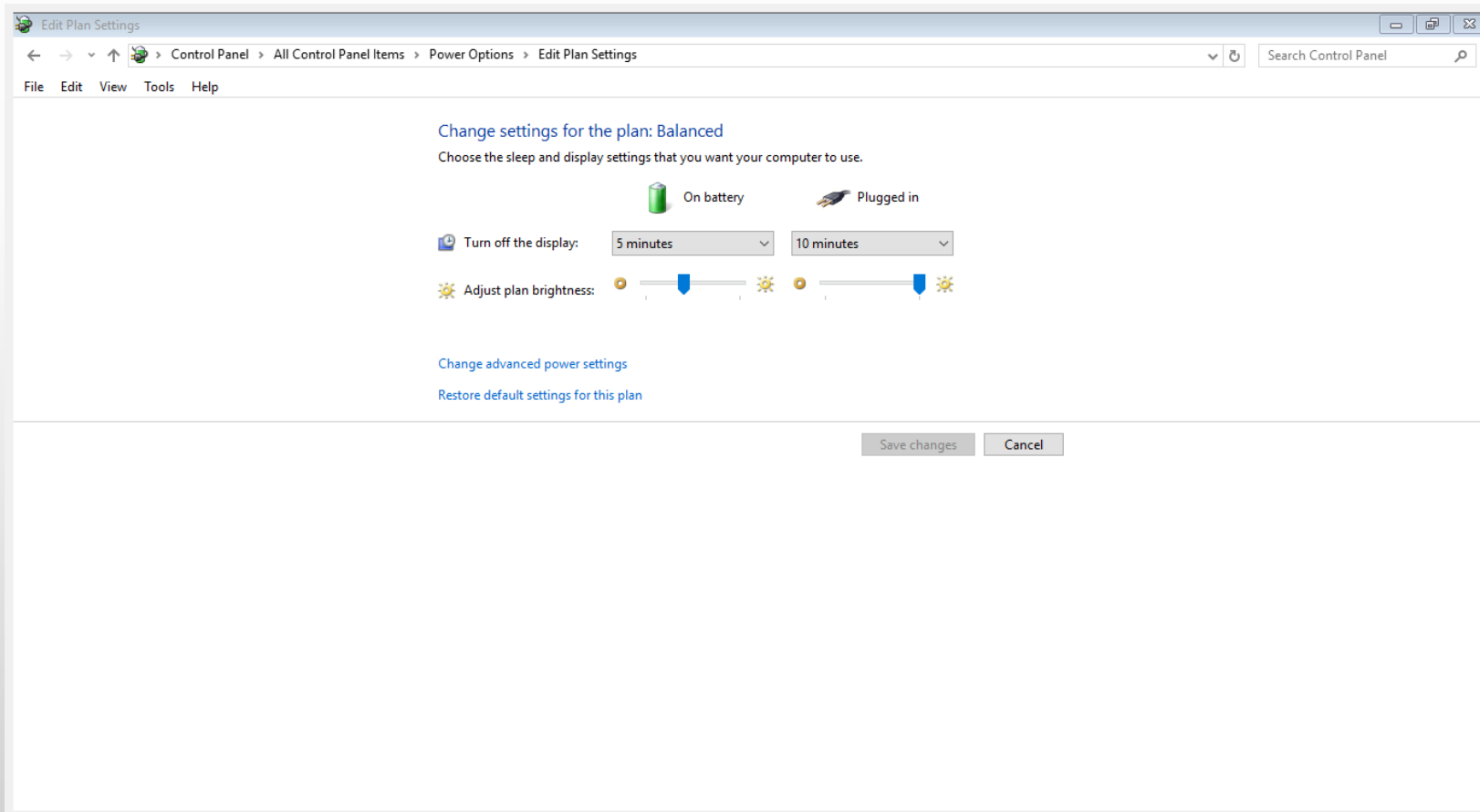
Power Option

- نوموړي کمانډ زموږ سره دبرق او قوې په ویشلو کې مرسته کوي لکه هغه برق چې کمپیوټر یې په عادي حالت ،د کار په وخت اویا هم د Sleep په حالت کې مصرف او منظموي.
- درې قسمه پلان د وینډوز لخوا دقوې اوبرق د مصرف لپاره معرفي شوې دي ، چې عبارت دي له

• ۱) Balanced

• ۲) Power Saver

• ۳) High Performance



Task Bar and Start Menu

- ددي کمانڊ له لاري پخپله خوښه په Taskbar او Start Menu کې ځينې Items ښکاره او ځينې پټولې شي او يا د Start Menu او Taskbar په اړه مختلفې ټاکنې کولې 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

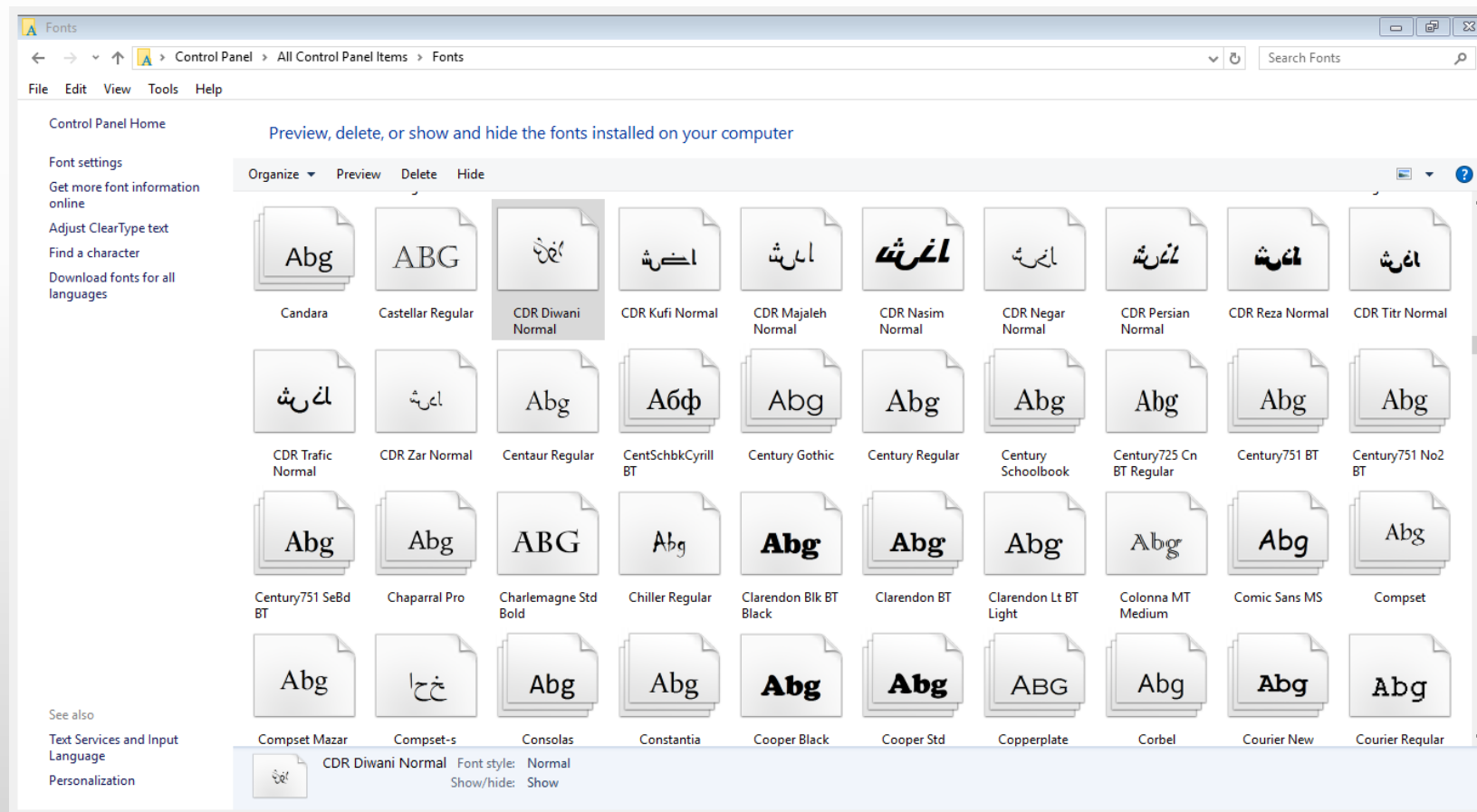
Taskbar location on screen

Bottom



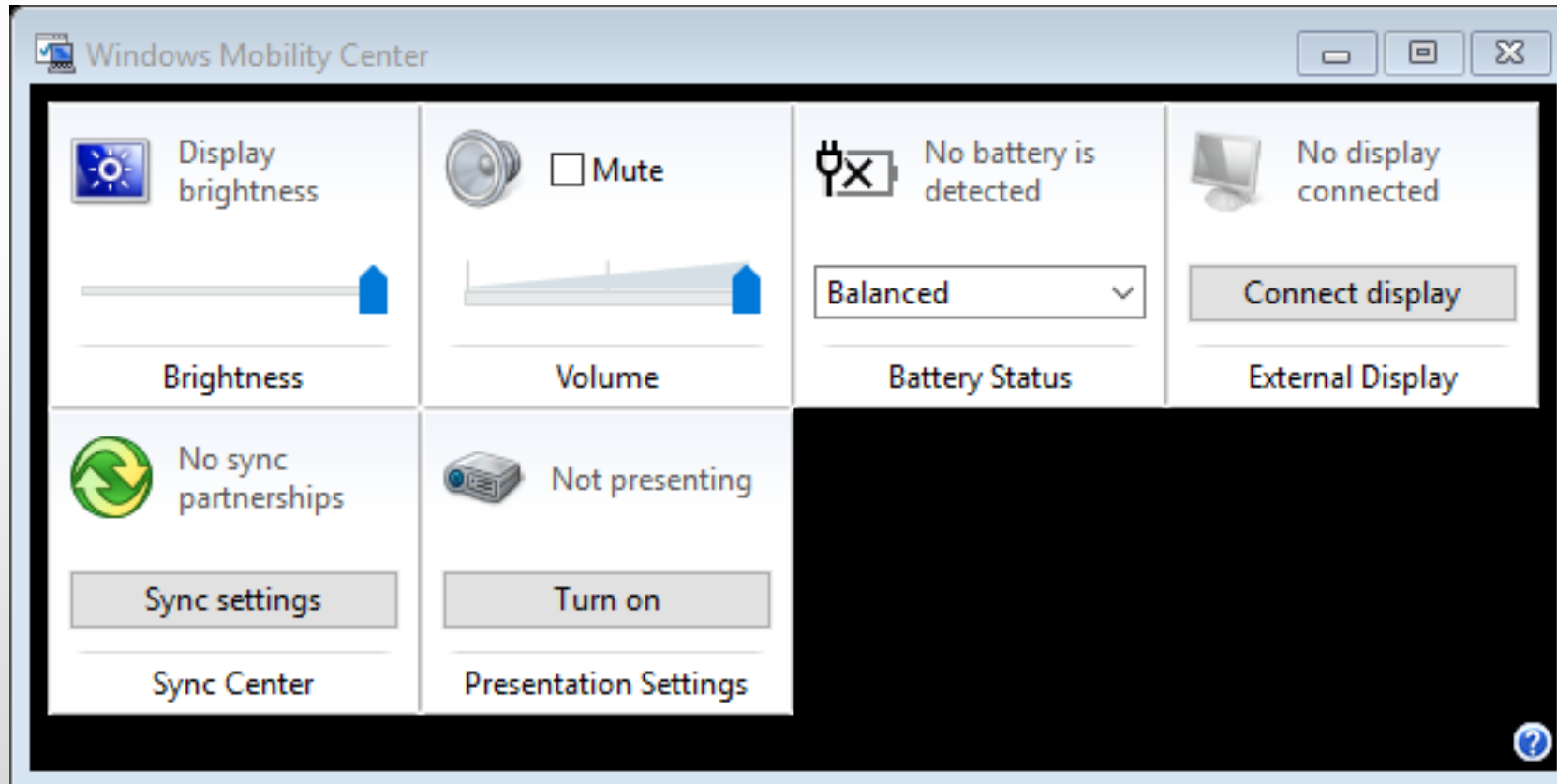
Fonts

- د خط هغه ډیزاینون ته ویل کیږي چې د مختلفو موضوعاتو د لیکلو په وخت یې موږ د خپل خط د شکلا لپاره انتخابوو.



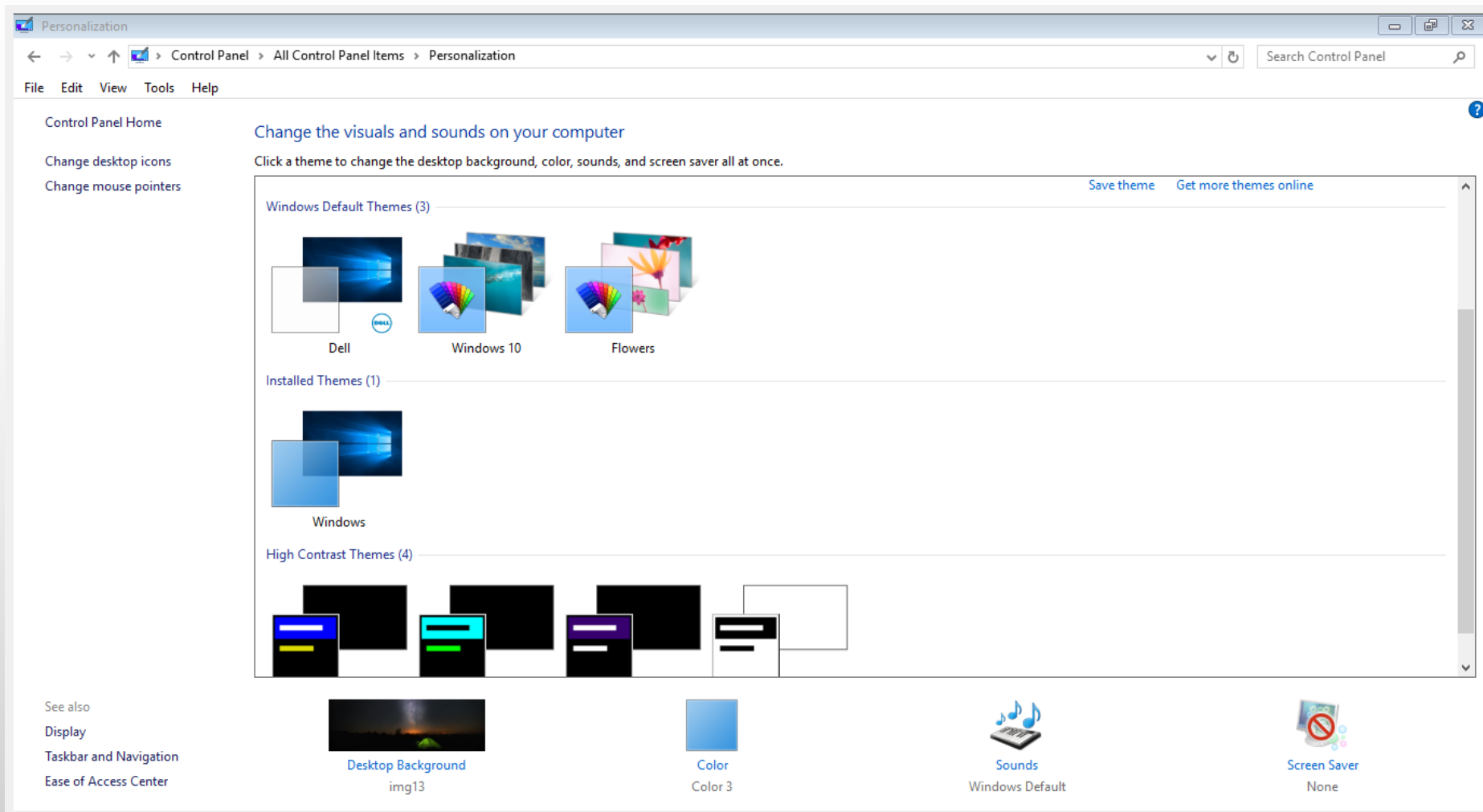
Windows Mobility Center:

- داکمانه د کمپیوټر د روښانتیا، والیم کنټرول، پاوراېشن او ځینې نورو موضوعاتو د تنظیم لپاره استعمالیږي.
- په لاندې ډول ترې یادونه کوو.



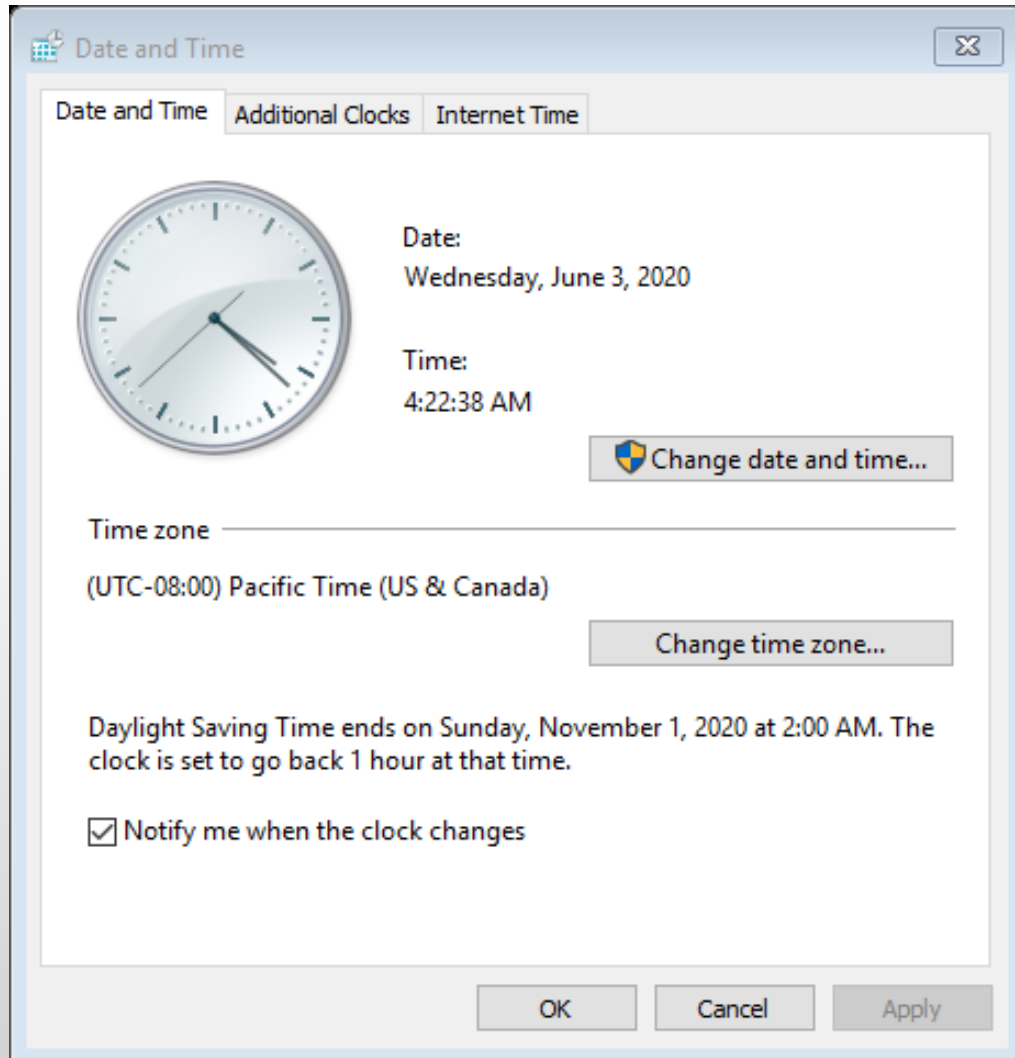
Personalization

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



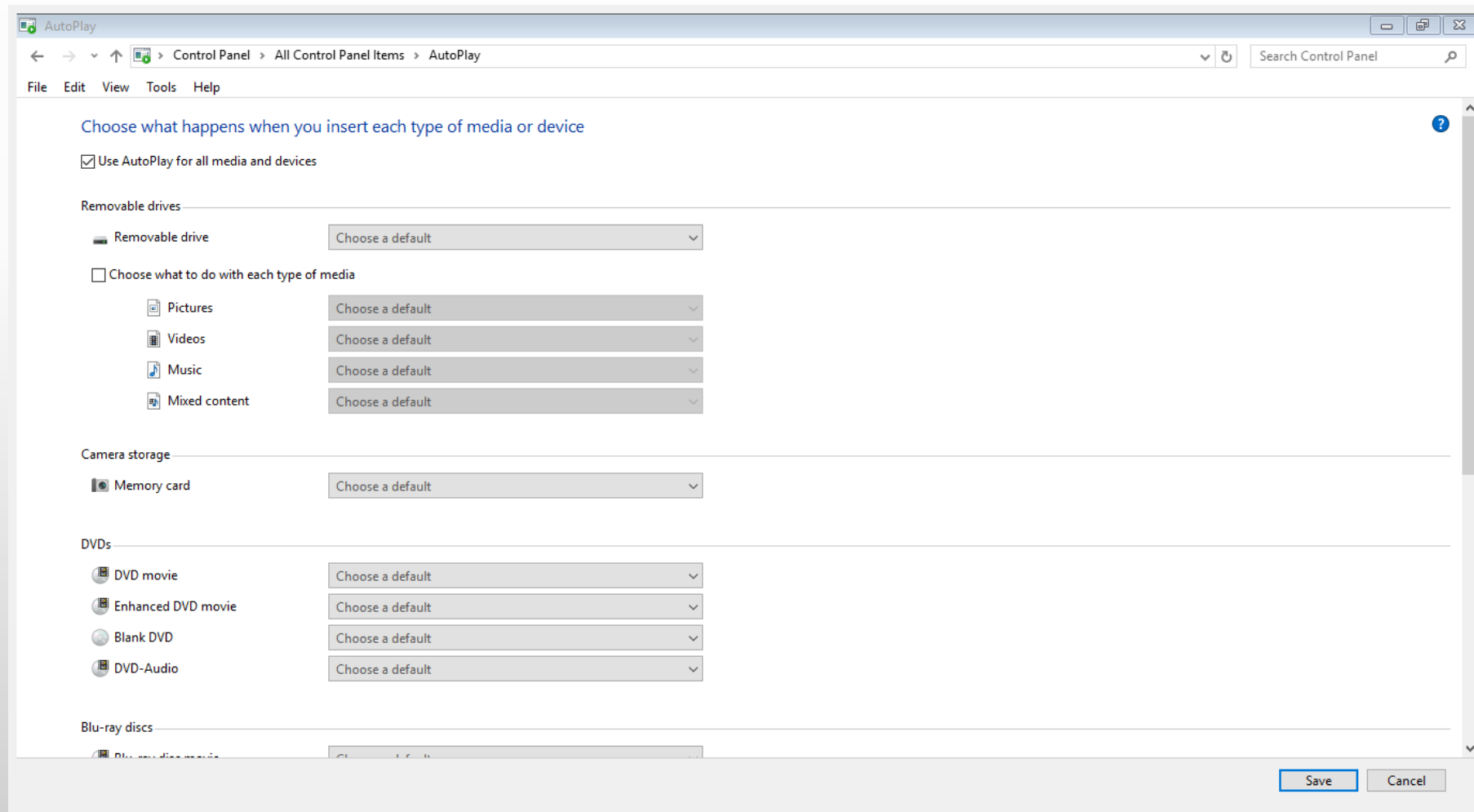
Date and Time

- د خپل کمپیوتر ساعت، تاریخ او ټایم زون منظمولی شو.



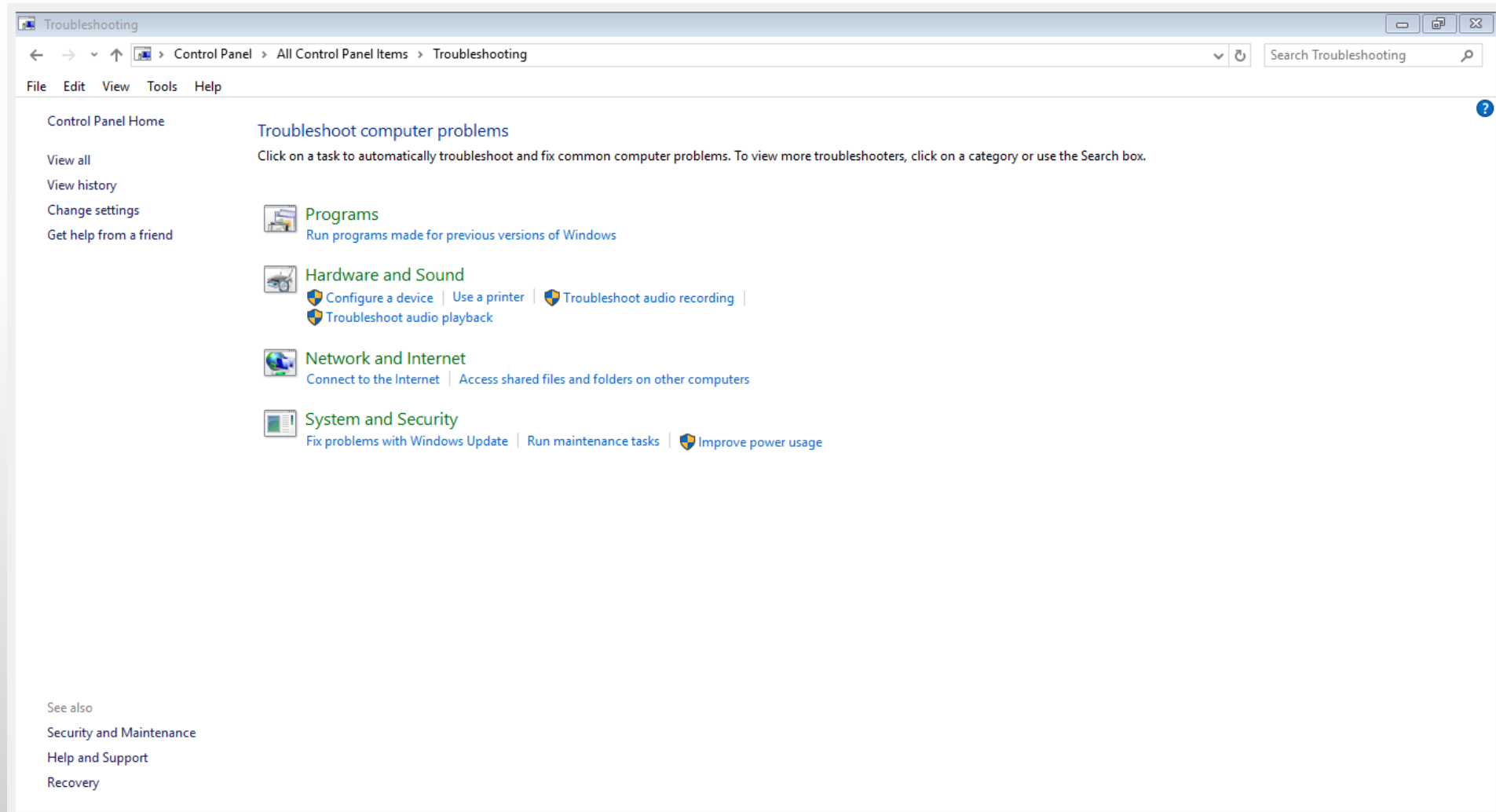
Auto Play

- د ځينو سافټويزونو ، ډيواسو ، گيمونو، سي ډي ، ډي وي ډي او تصاويزو د خلاصون په Default حالت کې راوستلی شو . يعني که اړونده (Device) کمپيوټر ته داخل شي ، نو څه ډول دي راخلاص شي .



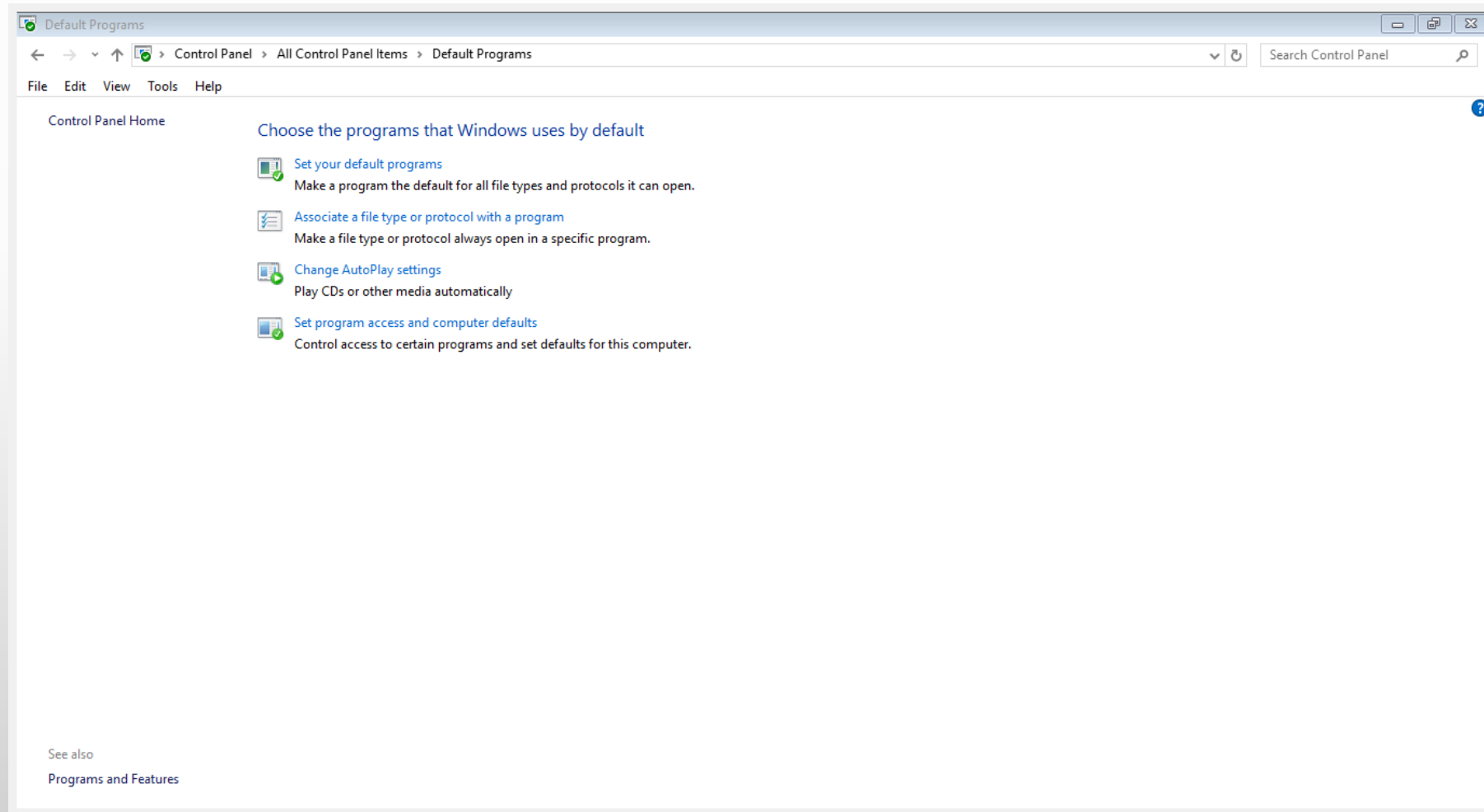
Trouble Shooting

• د کمپیوټرونو د عمومي او عادي مشکلاتو د حل لپاره ترې استفاده کوو.



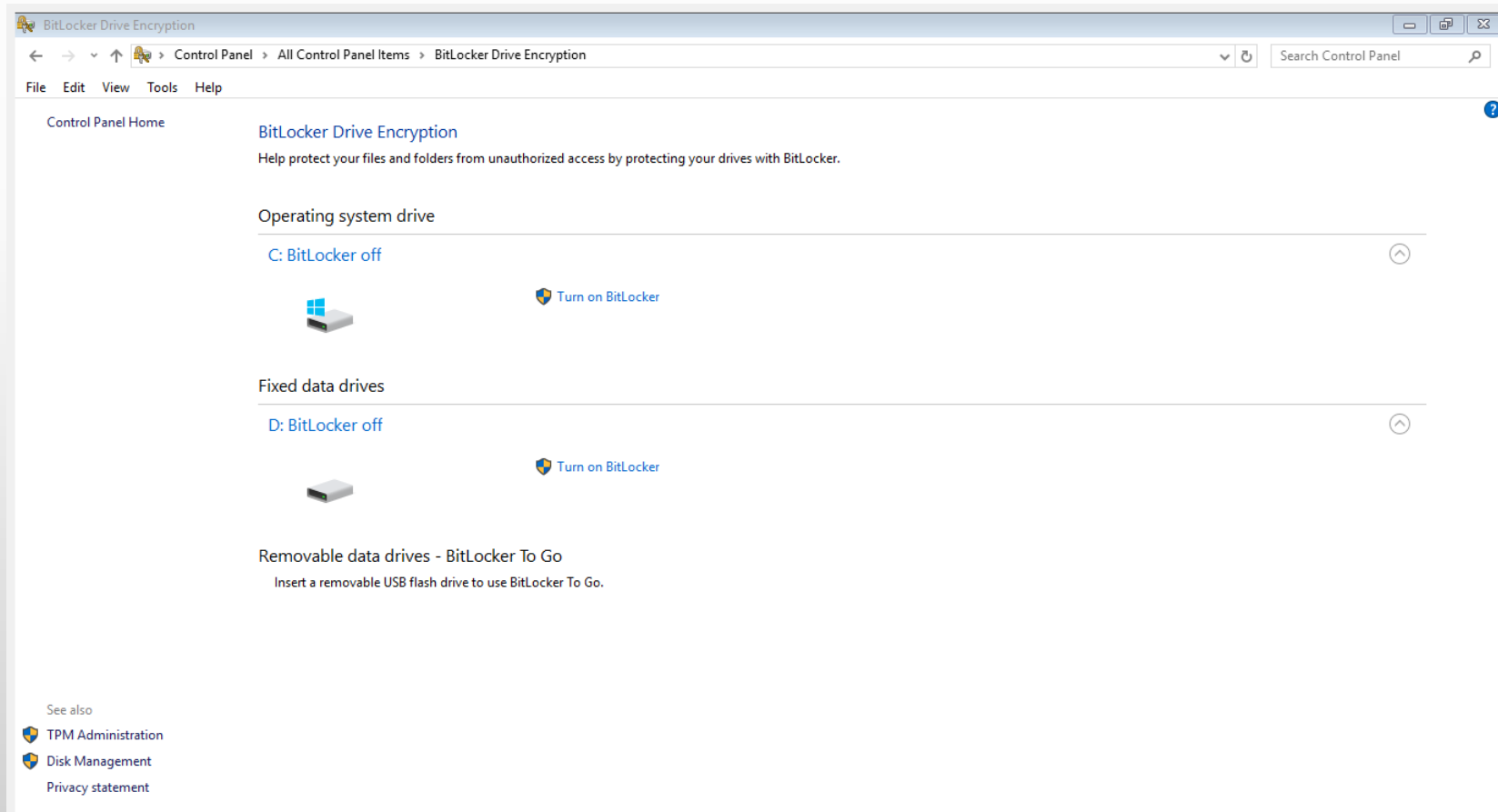
Default Programs

- ددي کمانډ په وسيله د خپلي وينډو لپاره ځيني پروگرامونه د اصلي پروگرامونو په حيث فعالوو لکه : Photo, Paling Music, Internet Browsing, Editing او نور...



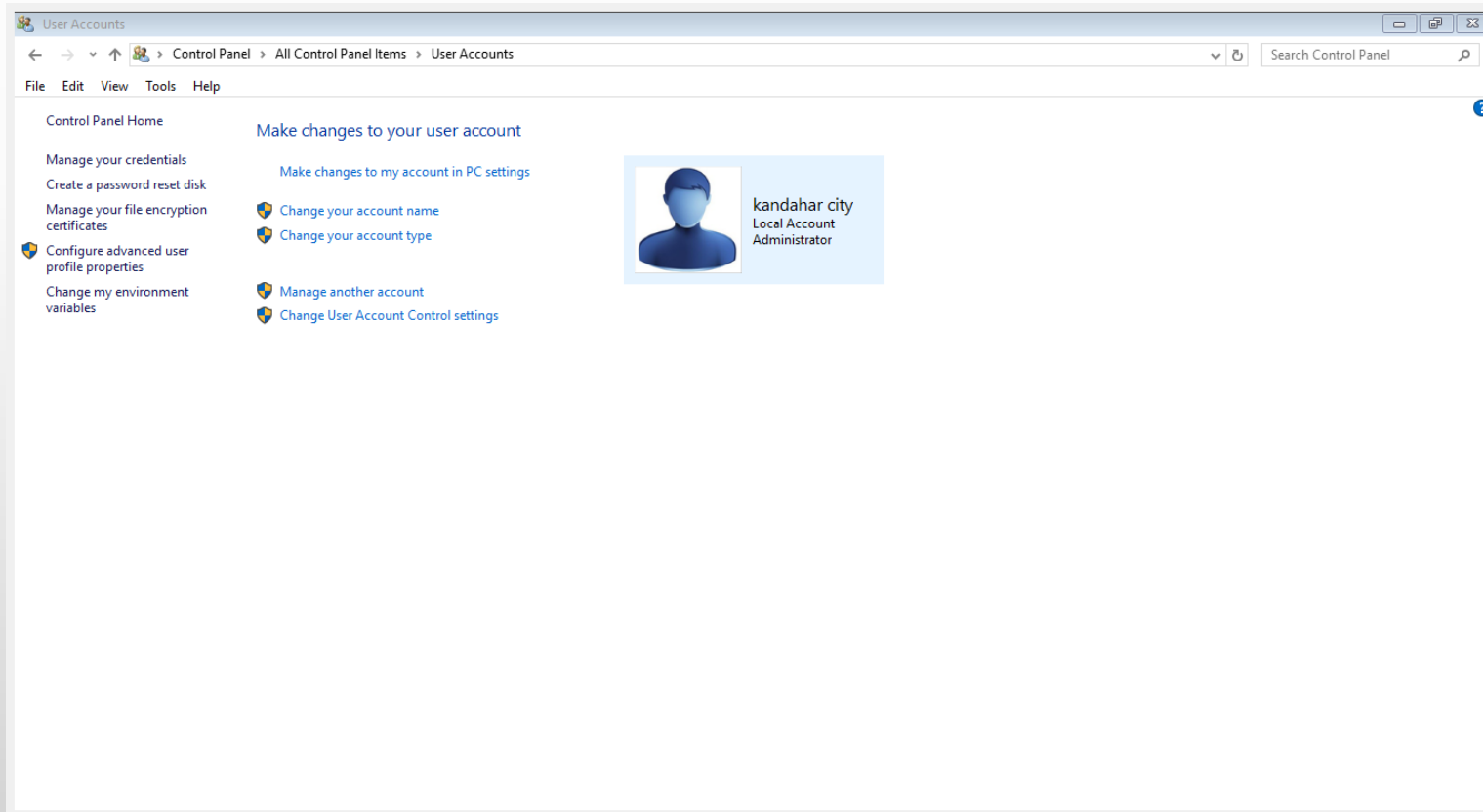
Bit Locker Drive Encryption

- د Bit Locker په مرسته ټول هغه فایلونه او Data چې زموږ د کمپیوټر په ډرایونو کې پرته وي، قفل او په حفاظت کې راولو. همدارنګه د Bit Locker په ذریعې USB Flash Drive او External Hard Drives په حفاظت کې ساتو او ورته پاسورډ هم ورکولی شو.



User Account

- د یوزراکاونټ په وسیله زیات کسان کولی سي چي له یو واحد کمپیوټر څخه ګټه پورته کړي او د هر شخص اکاونټ به د بیل Setting لرونکی وي لکه سکرین سیور، ډیسکتاپ بک ګراونډ او نور... همدارنګه یوزراکاونټ دا هم کنټرولوي چي کوم پروګرامونه او فایلونه دي استعمال کړي او کوم تغیرات دي په کمپیوټر کي راولي.



- موږ په دري ډوله اکاونټ جوړولاي شو.

• ۱ Standard Accounts

• ۲ Administrator Account

• ۳ Guest Account

Region and Language

- د خپل کمپیوټر اعداد، تاریخ، ساعت او ژبه پخپله خوښه ترتیبولی شئ.



Personalization



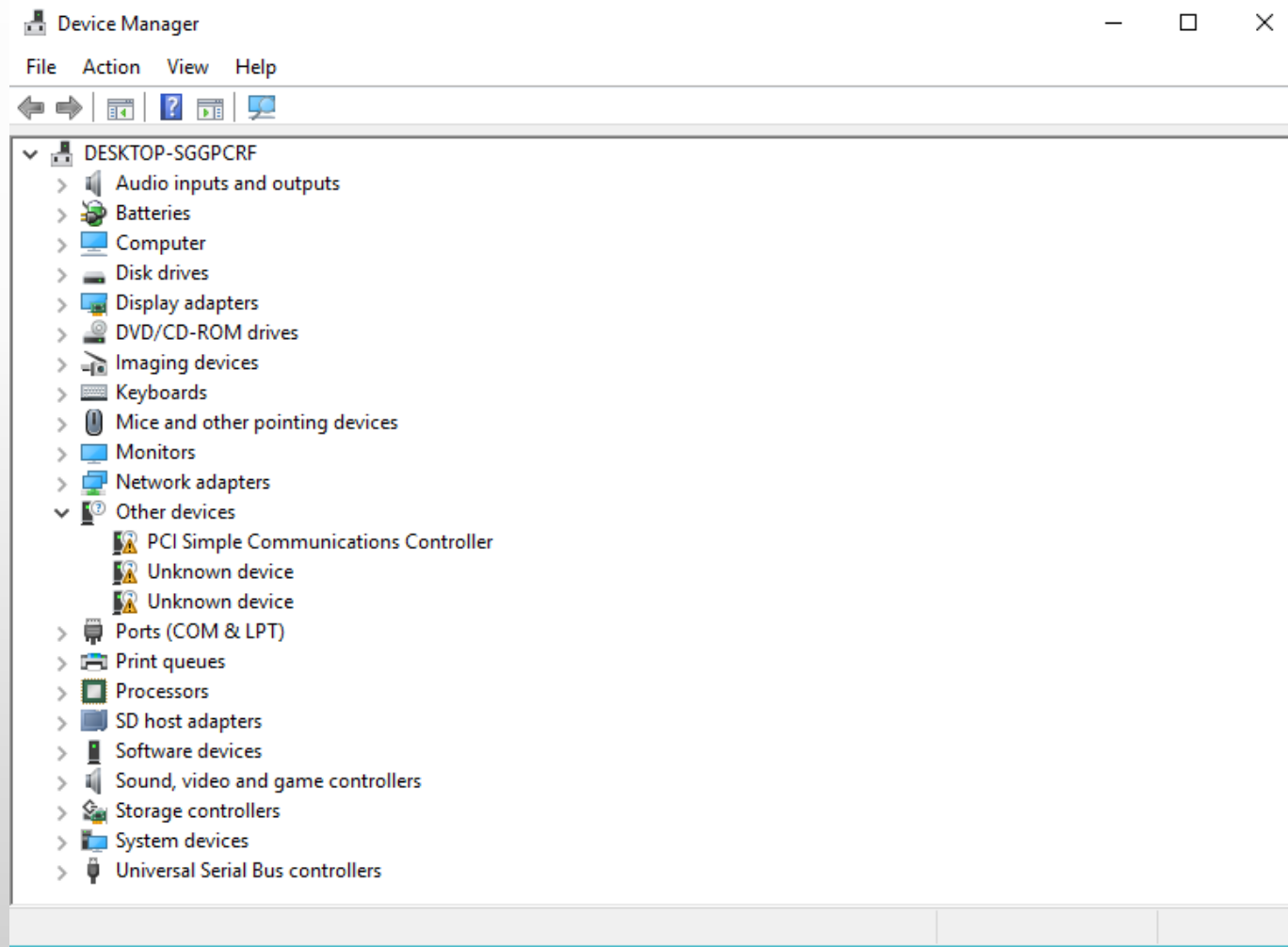
Language



Region

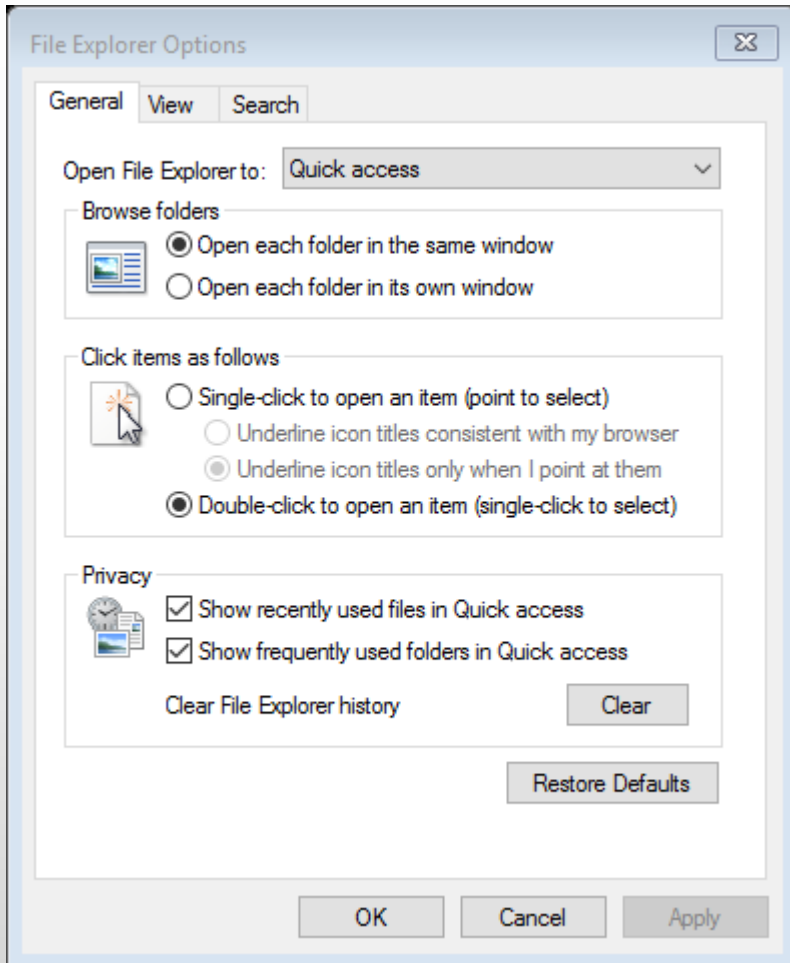
Device Manager

- د Device Manager له لاري د خپل کمپیوټر د هارډویر ستینگ او Driver سافټویر انسټالولی شو، نوموړی کمانډ موږ د Administrative Tools او هم د My Computer د Manage له لاري راخلاصولی شو.



Folder Option

• ددې کمانډ په ذریعه په پخپله خوښه مو فایلونه او فولډرونه ښکاره کولی شئ.



System

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

The screenshot shows the Windows 10 'System' control panel window. The title bar reads 'System'. The address bar shows the navigation path: 'Control Panel > All Control Panel Items > System'. A search bar on the right says 'Search Control Panel'. The left sidebar contains links to 'Control Panel Home', 'Device Manager', 'Remote settings', 'System protection', and 'Advanced system settings'. The main content area is titled 'View basic information about your computer' and includes a help icon. It is divided into several sections: 'Windows edition' showing 'Windows 10 Enterprise' and '© 2016 Microsoft Corporation. All rights reserved.' with the Windows 10 logo; 'System' providing details on the processor (Intel(R) Core(TM) i3-3110M CPU @ 2.40GHz 2.40 GHz), installed memory (4.00 GB), system type (64-bit), and pen/touch input; 'Computer name, domain, and workgroup settings' listing the computer name (DESKTOP-SGGPCRf), full name, description, and workgroup (WORKGROUP), with a 'Change settings' link; and 'Windows activation' confirming the OS is activated with a license terms link and a product ID (00329-00000-00003-AA690), with a 'Change product key' link. At the bottom, a 'See also' section points to 'Security and Maintenance'.

System

Control Panel > All Control Panel Items > System

File Edit View Tools Help

Control Panel Home

Device Manager

Remote settings

System protection

Advanced system settings

View basic information about your computer

Windows edition

Windows 10 Enterprise

© 2016 Microsoft Corporation. All rights reserved.

System

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

Pen and Touch: No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

Computer name: DESKTOP-SGGPCRf

Full computer name: DESKTOP-SGGPCRf

Computer description:

Workgroup: WORKGROUP

Windows activation

Windows is activated [Read the Microsoft Software License Terms](#)

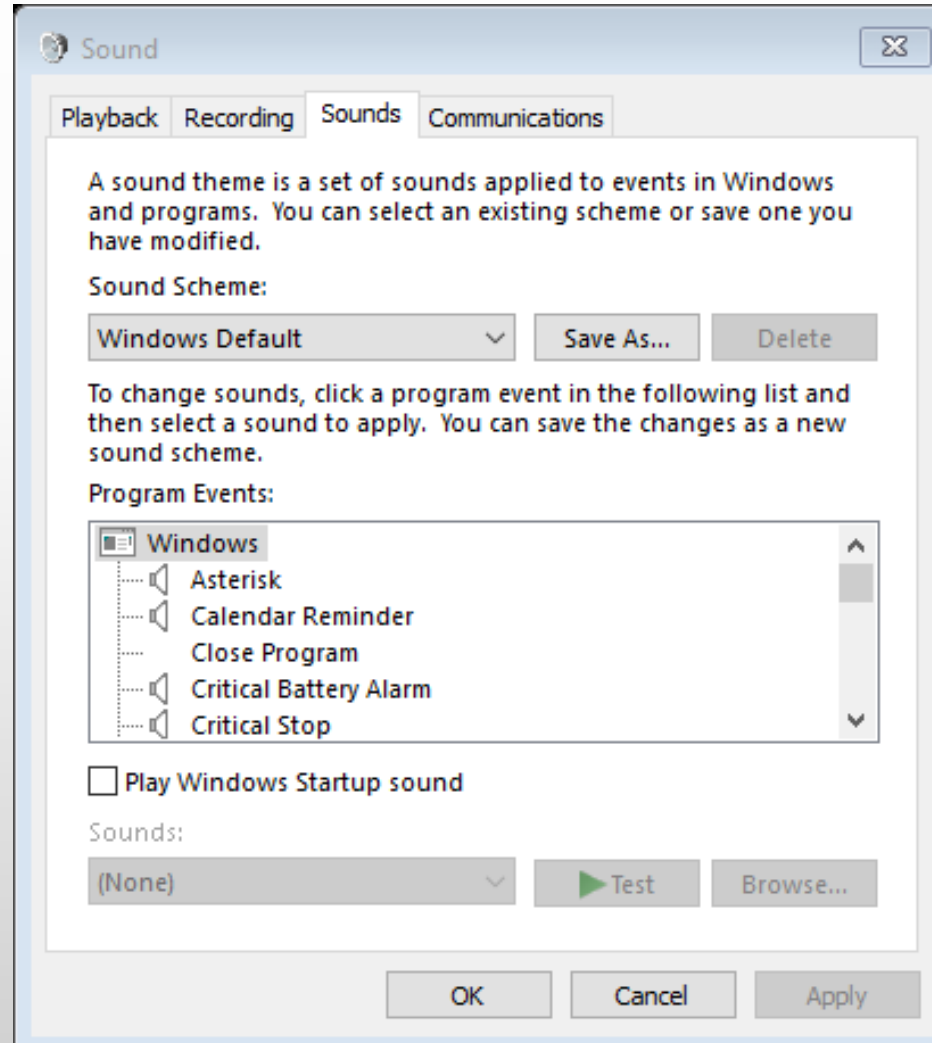
Product ID: 00329-00000-00003-AA690

See also

Security and Maintenance

Sound

- ددې کمانډ په وسیله د خپل کمپیوټر د آواز Setting برابرولی شي.



دریم فصل

د مایکروسافت او د مایکروسافت د
خُینو پروگرامونو لنډه پیژندگلوی.

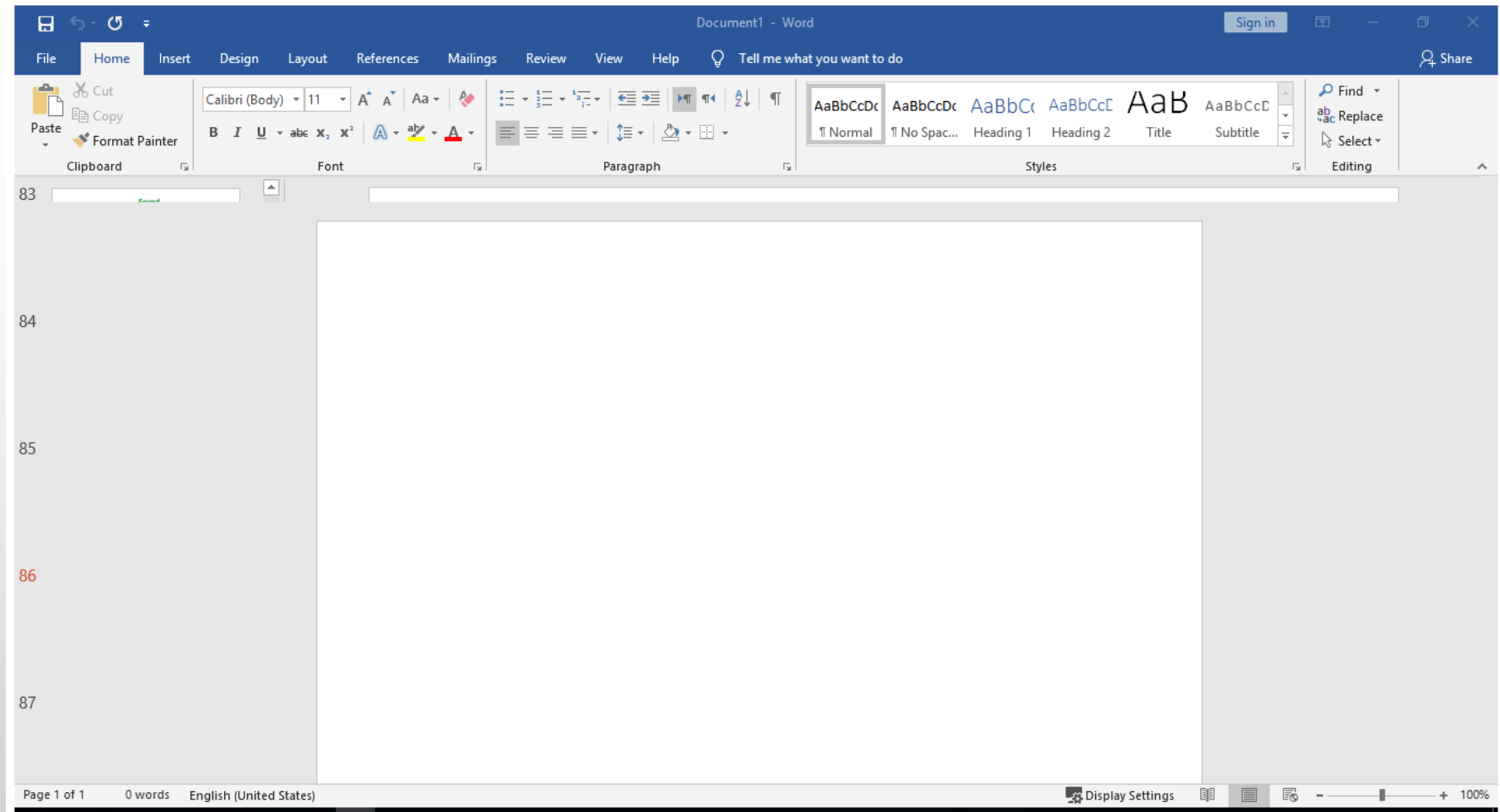
مایکروسافت کمپني او په اړه يي معلومات

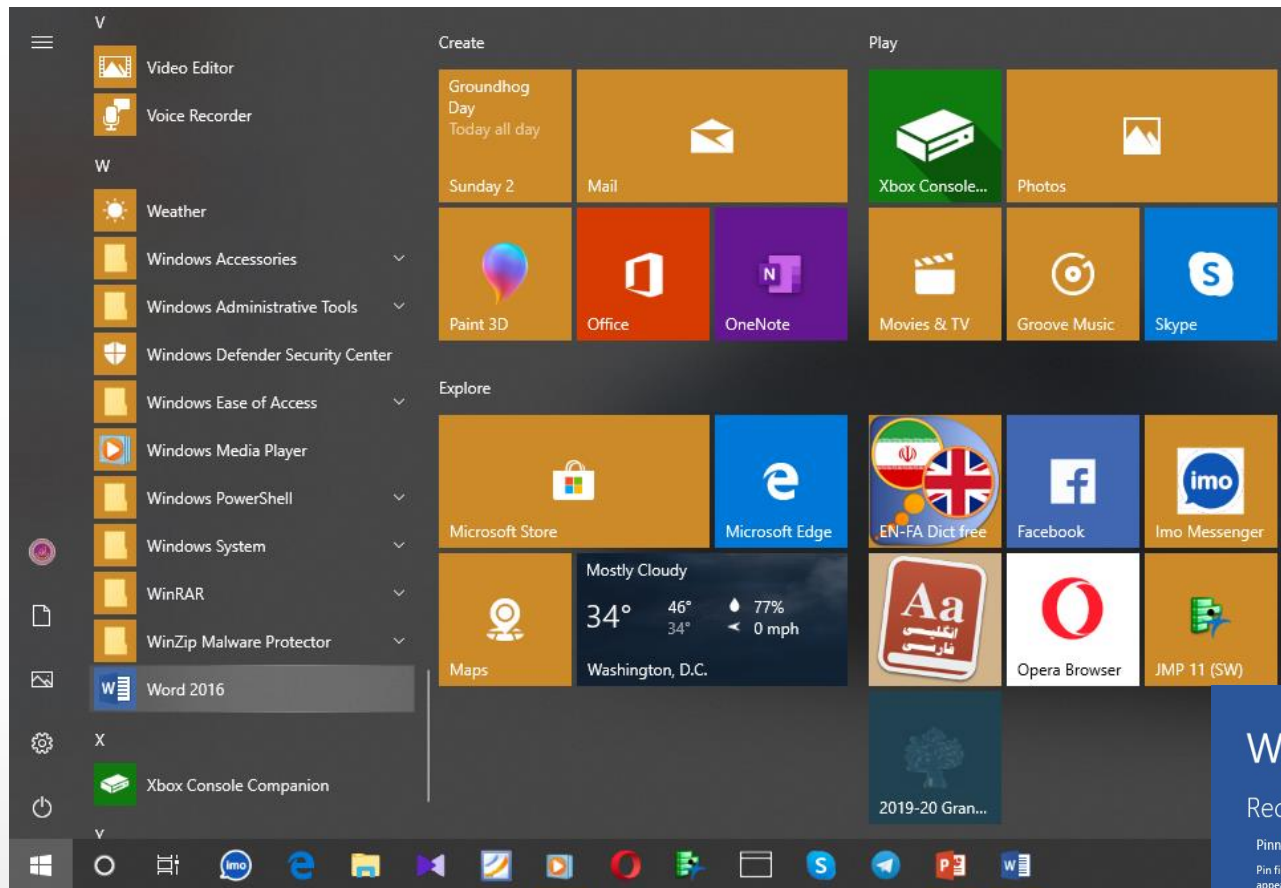
- دا کمپني په (۱۹۷۵م) کې د امریکا پوهنتون د دوو تنو محصلینو لخوا جوړه شوه. ددې کمپني اصلي تولید د کمپیوټر پروګرامونه وه خو اوس د کمپیوټر پرزي دي. **Bill GATES WILLIAM HENNER & PAUL ALLEN** دي. د نوموړي کمپني د کمپیوټر د پروګرامونو د تولید څخه یو هم د (مایکرو سافت افس فکیج) دي چې لاندې ډولونه لري.

| 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

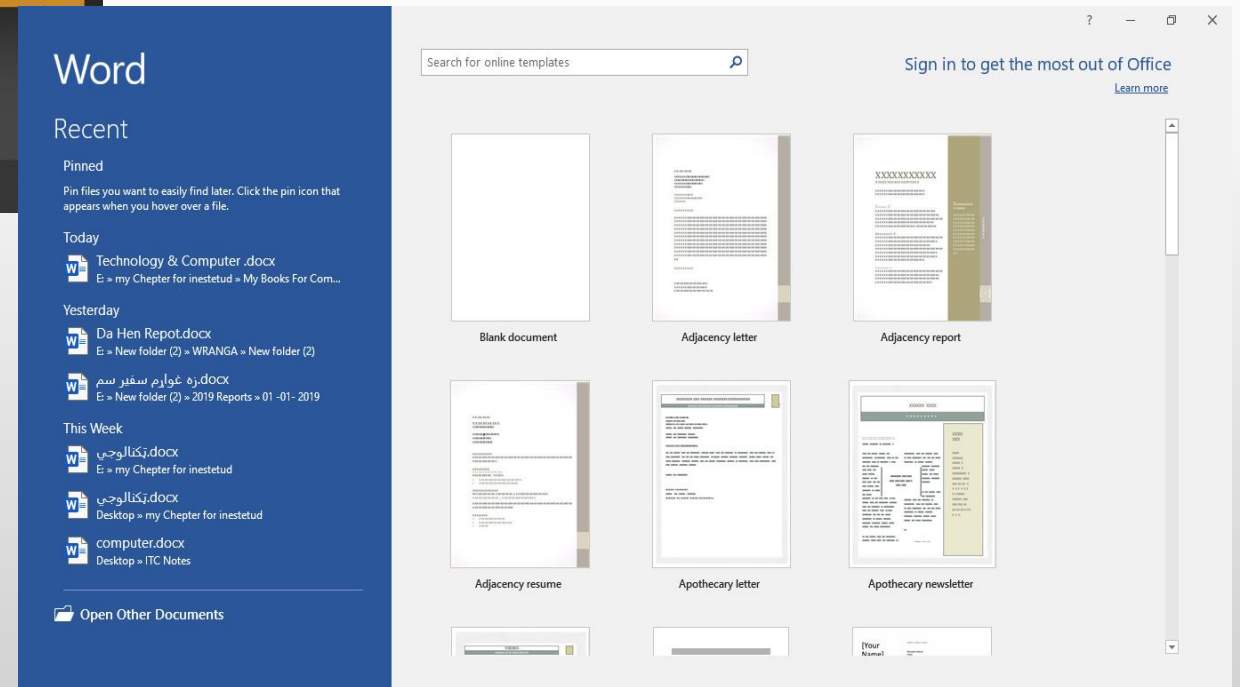
Microsoft Word (or simply Word) is a word processor developed by Microsoft. This application program is mainly used to write books, notes, reports and etc.



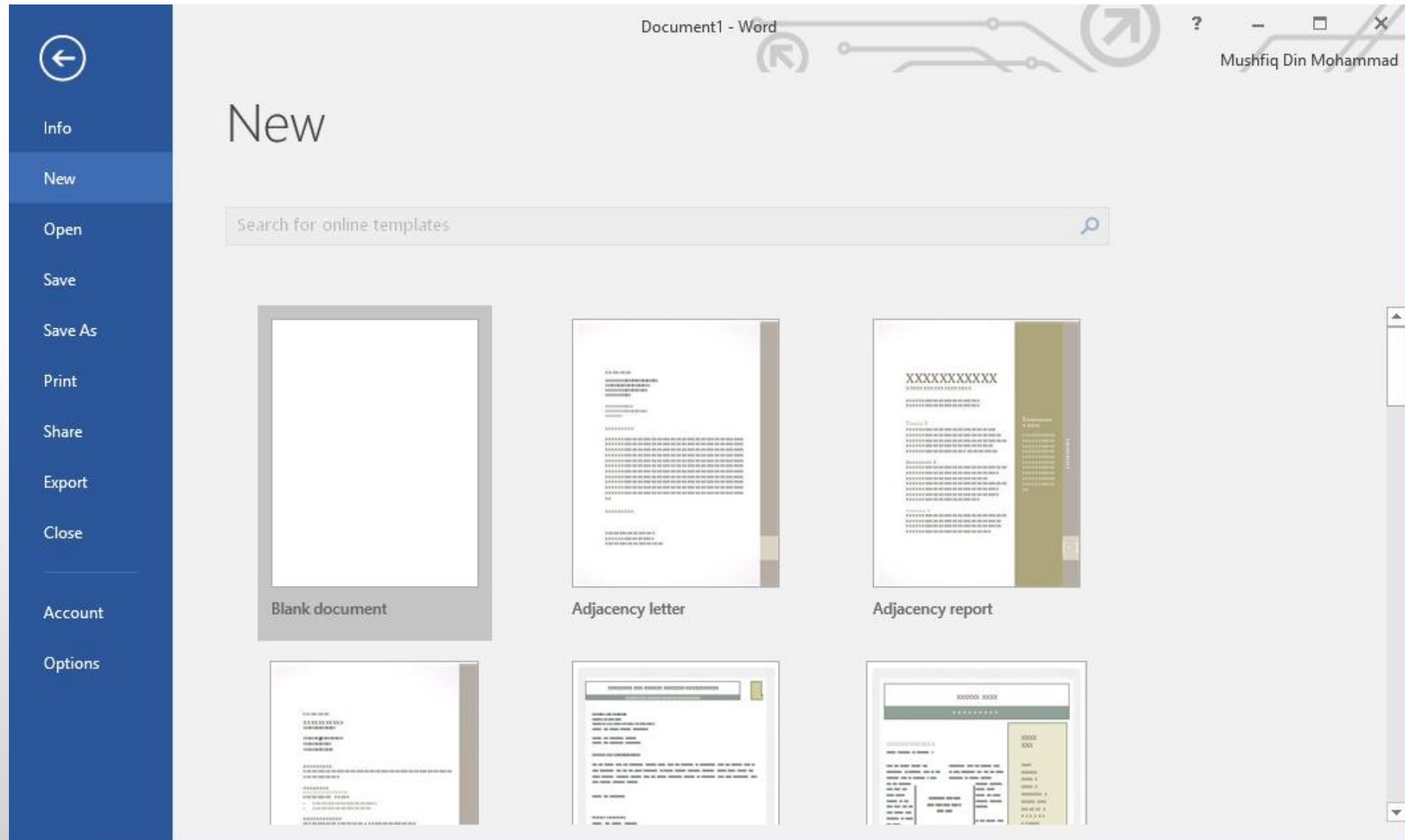


How to open the Word program?

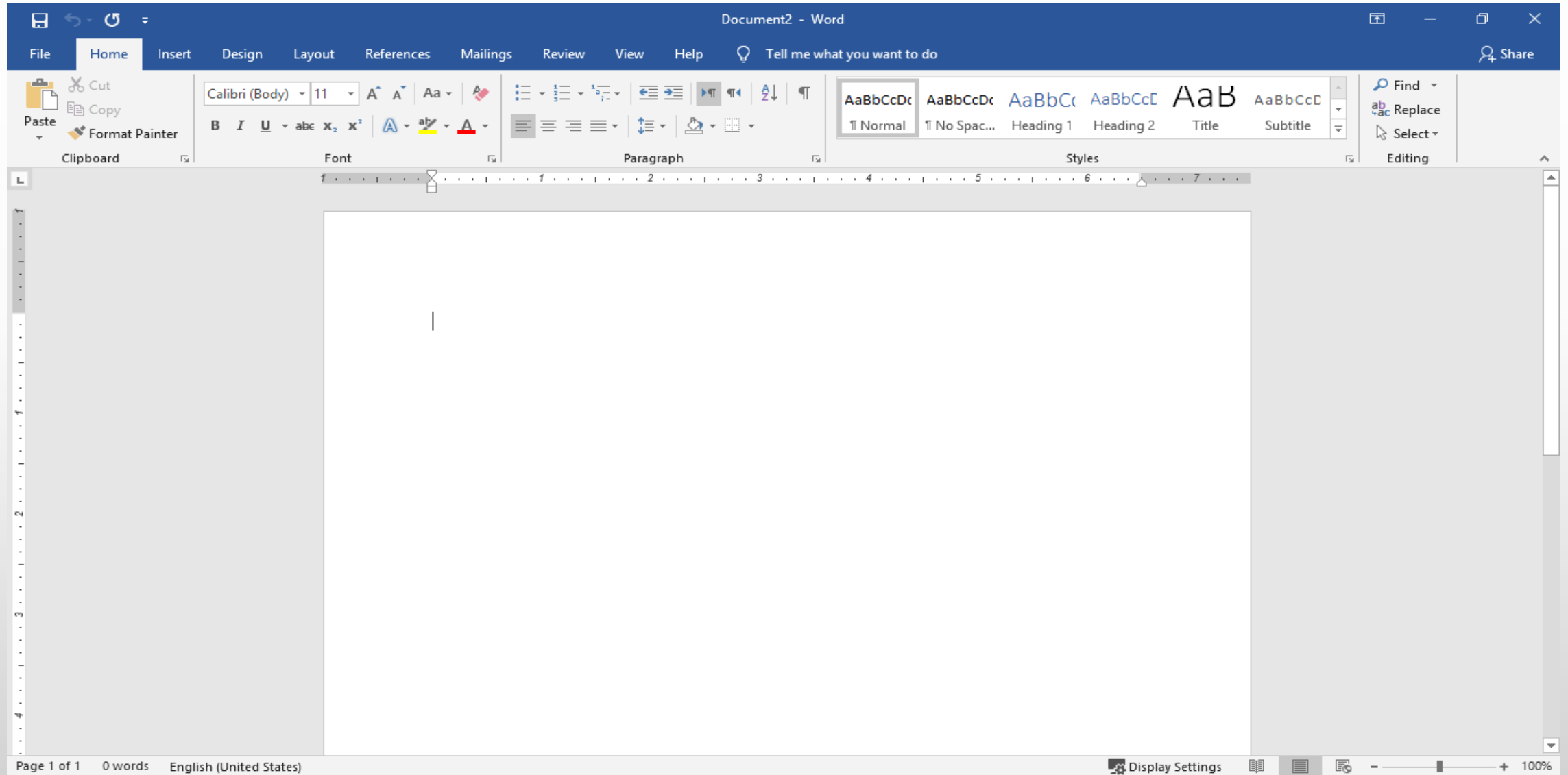
- Press the window
- Choose the word icon
- Click or press Enter Key



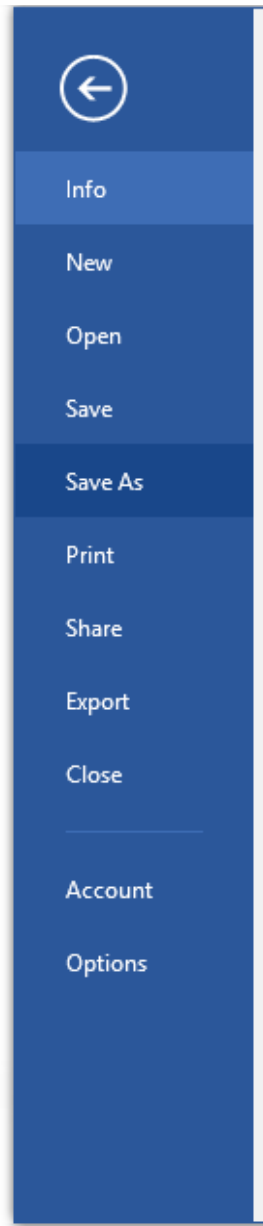
Startup Screen



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 image shows the Microsoft Word 'Open' screen. On the left is a blue sidebar with navigation options: Info, New, Open (highlighted), Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is titled 'Open' and features a 'Recent' section with links to OneDrive, This PC, and a 'Browse' button. Below this is a 'Last Week' section listing recent documents. An 'Open' file explorer window is overlaid on the right, showing the 'Documents' folder. The file list includes various documents, with 'سنتزید آ و ب.docx' selected. The file name field is empty, and the file type is set to 'All Word Documents (*.docx;*.doc)'. The 'Open' button is highlighted in the bottom right corner.

Document1 - Word

Mushfiq Din Mohammad

Open

Recent

OneDrive - Personal
din.mushfiq@hotmail.com

This PC

Add a Place

Browse

Last Week

- پر ماشومانو او نوی خوانانو باندی د ټولنیزو شبکو ا... 1/30/2020 1:29
- پر ماشومانو او نوی خوانانو باندی د ټولنیزو شبکو ا... 1/30/2020 11:42
- زراعت پوهنځي کریکوم 1/30/2020 11:42
- رات آشکار و پنهان شیکه 1/30/2020 11:42
- د ضروری موادو لست 1/30/2020 11:42

Older

- تولید میوه استاد مشفق 1/30/2020 11:42
- Course policy of Princi 1/30/2020 11:42
- Course policy of Stora 1/30/2020 11:42
- Course policy of Fruits 1/30/2020 11:42

Open

This PC > Documents

Search Documents

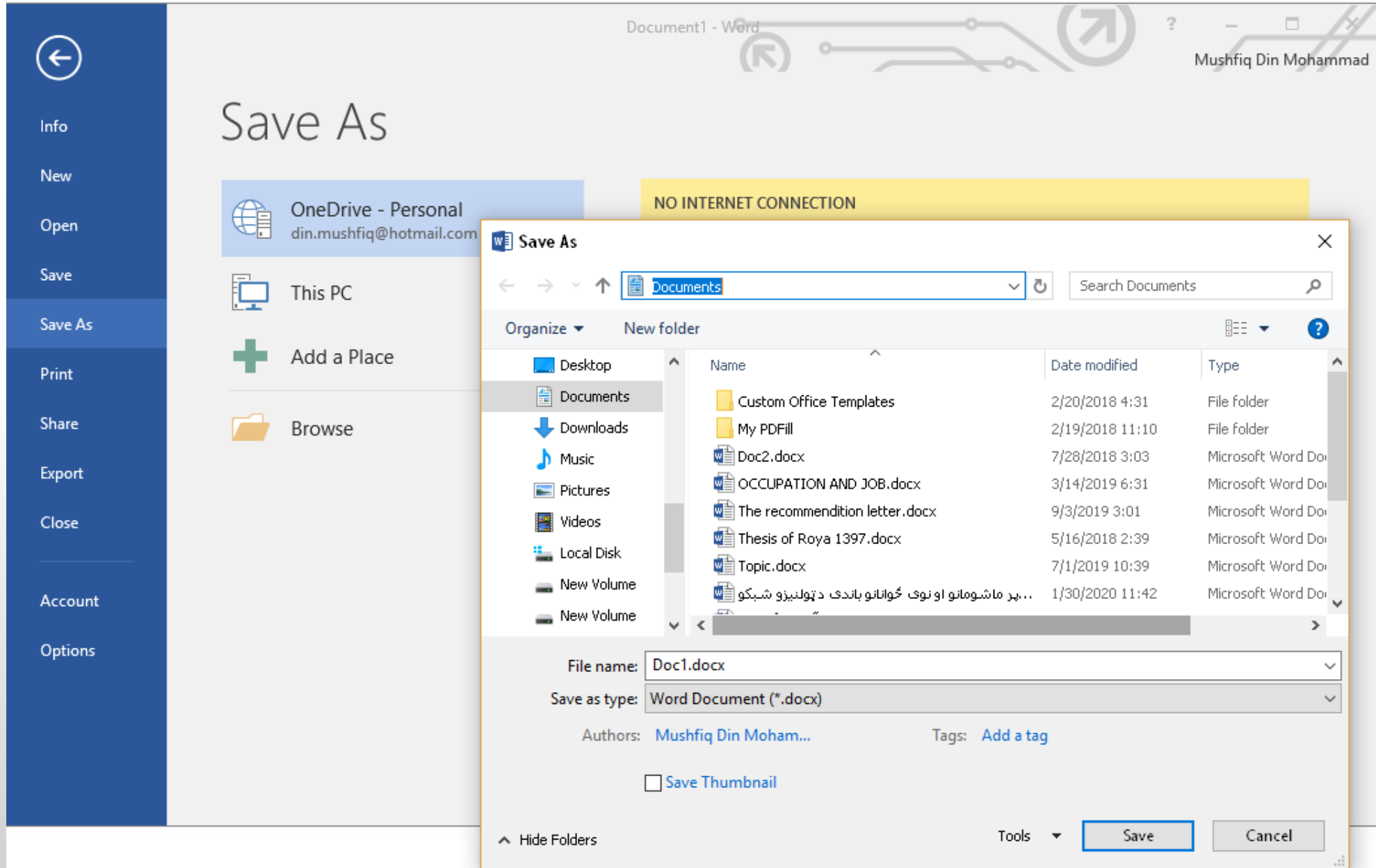
Organize New folder

| Name | Date modified | Type |
|--|-----------------|-------------------------|
| Custom Office Templates | 2/20/2018 4:31 | File folder |
| My PDFfill | 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 نوی خوانانو باندی د ټولنیزو شبکو ا... | 1/30/2020 11:42 | Microsoft Word Document |
| ریز مغذی ها و اهمیت آنها در گیاهان.docx | 2/27/2019 9:53 | Microsoft Word Document |
| سنتزید آ و ب.docx | 2/26/2019 1:26 | Microsoft Word Document |
| شرایط نگهداری.docx | 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;*.doc)

Open Cancel

Save As



Print

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Document9 - Word

↶ ↷

?


—

📄

✕

Mushfiq Din Mohammad


Print



Print

Copies: 1

Printer



HP LaserJet Professional P1102

Offline

Printer Properties

Printer Status


Status: Offline

Type: HP LaserJet Professional P1102

Where: USB001

Comment:


Settings



Print All Pages


The whole thing

Pages:




Print One Sided

Only print on one side of th...




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



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 BAW 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 sequences of instructions 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, they may at times 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 $0, $0, 0      # initialize sum to 0
addi $9, $0, 1      # set first number to add = 1
loop:
slti $10, $9, 1000  # check if the number is less than 1000
bgeq $10, $0, finish # if add number is greater than n than exit
add $0, $0, $9      # update sum
addi $9, $9, 1       # get next number
j loop              # repeat the summing process
finish:
add $2, $0, $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.

23 of 28

52%

9:08 2/5/2020

Share

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Document9 - Word

?


—


📄


✕


Mushfiq Din Mohammad

Share

 Share with People

 Email


 Present Online

 Post to Blog

Share with People

■ Step 1: Save your document to a OneDrive location

■ Step 2: Share your document. We'll do this after you've finished saving.



Save to Cloud

Windows taskbar with icons for Start, Task View, File Explorer, Microsoft Edge, Word, PowerPoint, and system tray (clock, network, volume, language, notifications).


Export


Document9 - Word

Mushfiq Din Mohammad

Export


- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export**
- Close
- Account
- Options

 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

Windows taskbar: Windows logo, Task View, File Explorer, Microsoft Edge, VLC media player, Google Chrome, Microsoft Word, Microsoft PowerPoint, System tray (Search, Network, Volume, Language: ENG, Date: 9:10 2/5/2020, Notifications: 5)

Account

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Document9 - Word

?

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📄

✕

Mushfiq Din Mohammad

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



Product Activated

Microsoft Office Professional Plus 2016

This product contains



[Change Product Key](#)

?

About Word

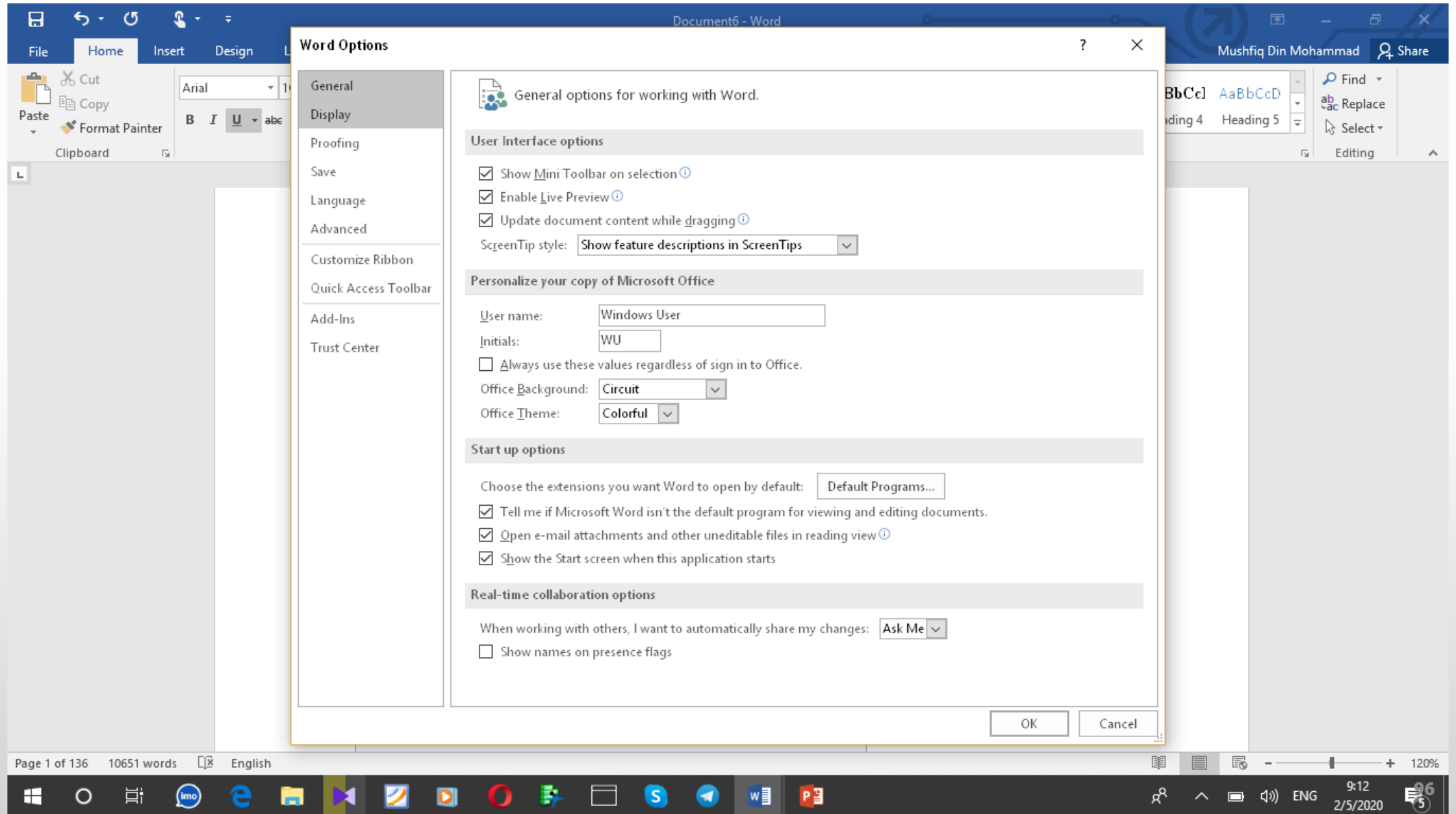
About Word

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

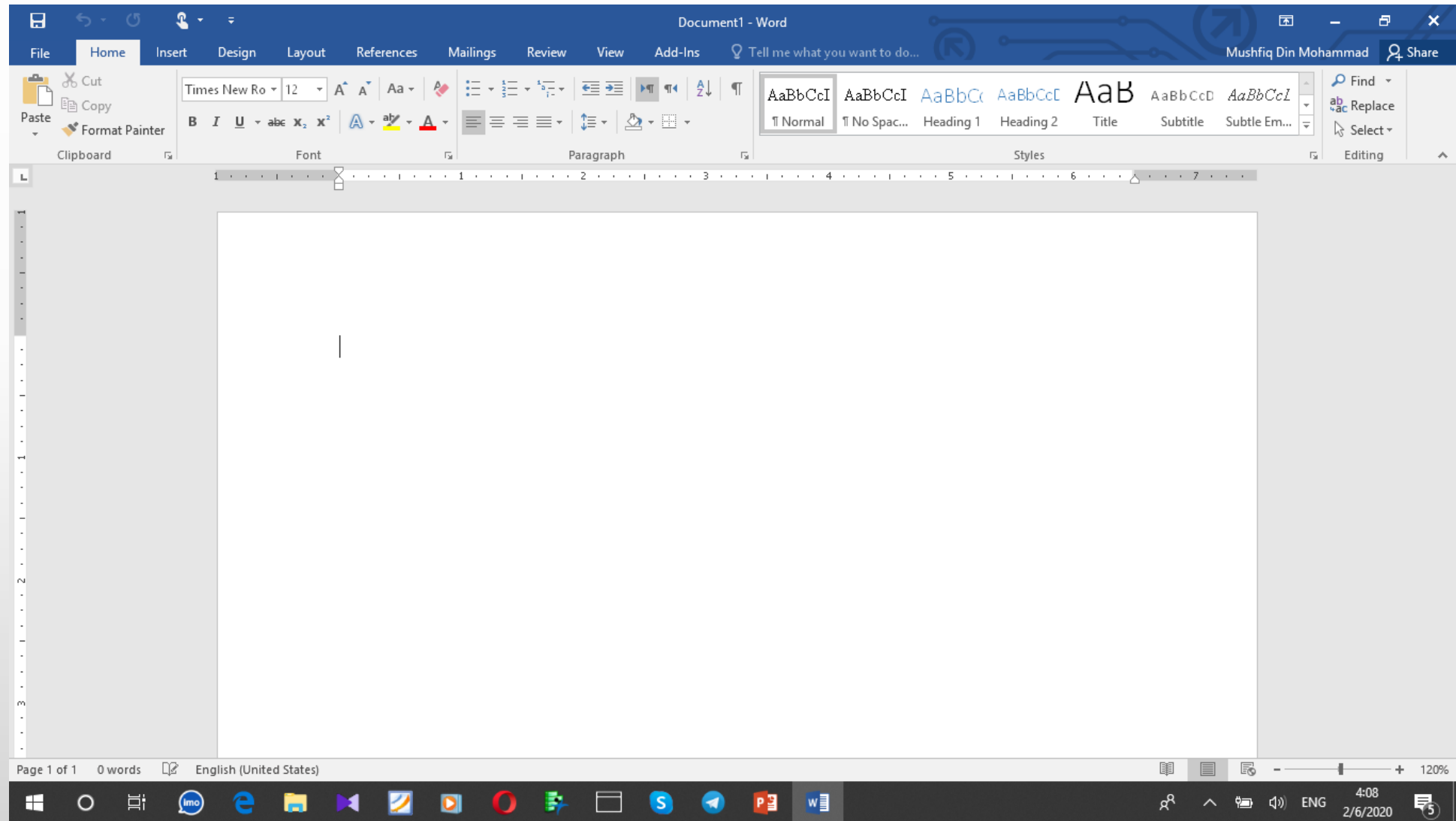
Windows taskbar icons: Start, Task View, Edge, File Explorer, VLC, Paint, Chrome, Firefox, Word, PowerPoint, Teams, OneDrive, Outlook, Word, PowerPoint

System tray: Network, Volume, ENG, 9:12, 2/5/2020, 5 notifications

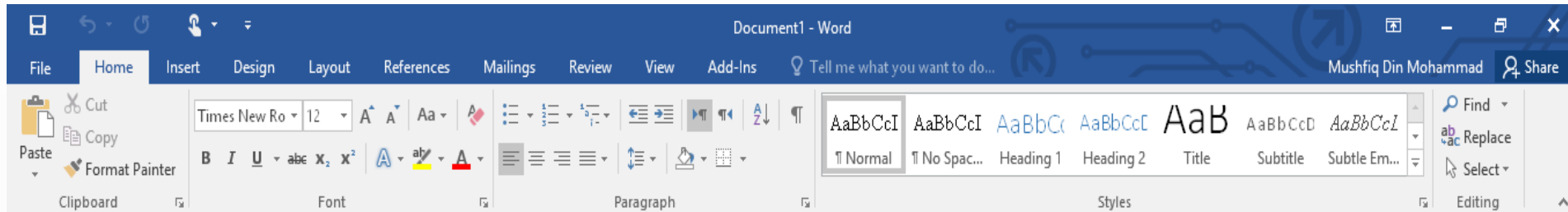
Option



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 ➤

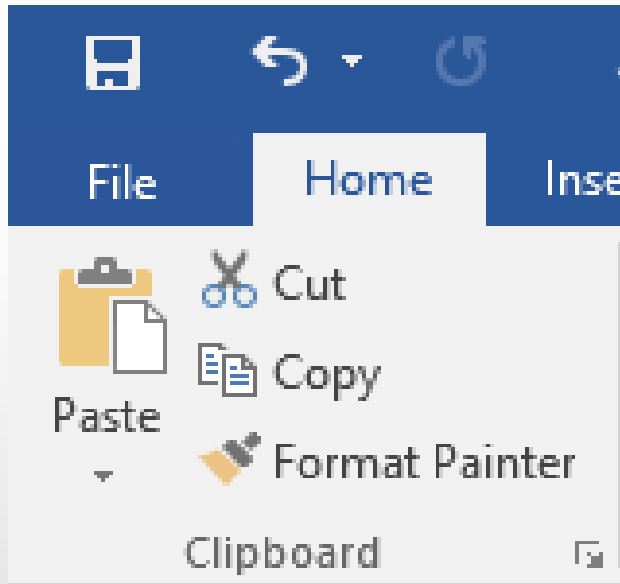
Fonts ➤

Paragraph ➤

Styles ➤

Editing ➤

Clipboard



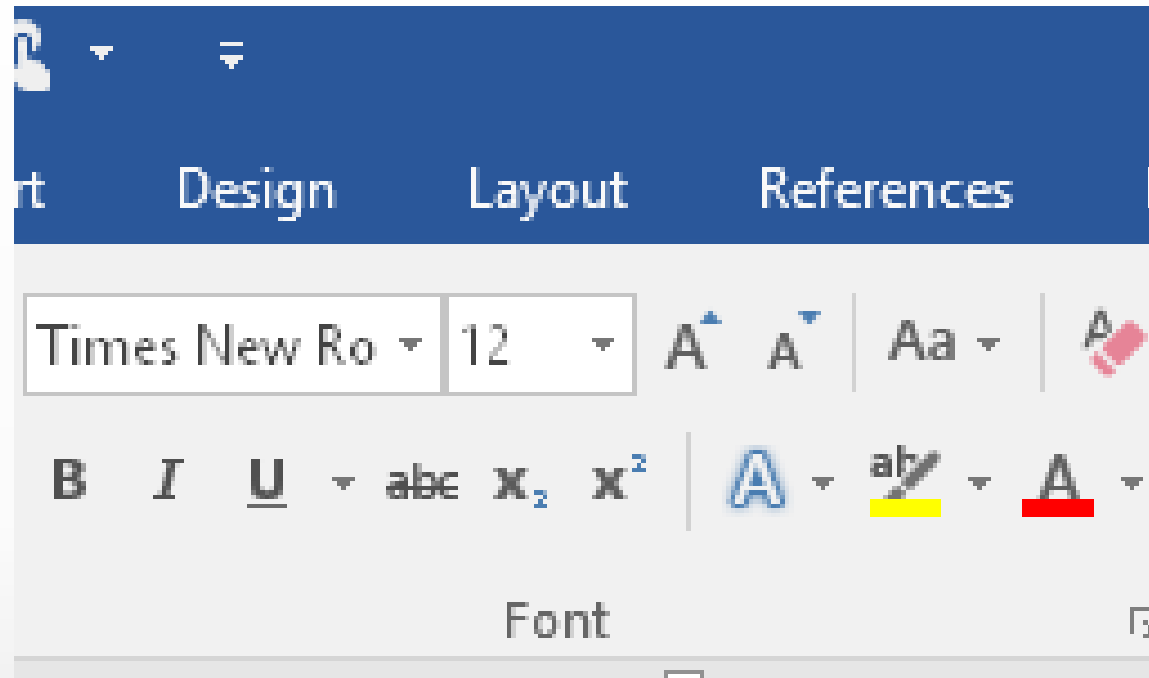
Paste: To put cut or copied part in a new place. •

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

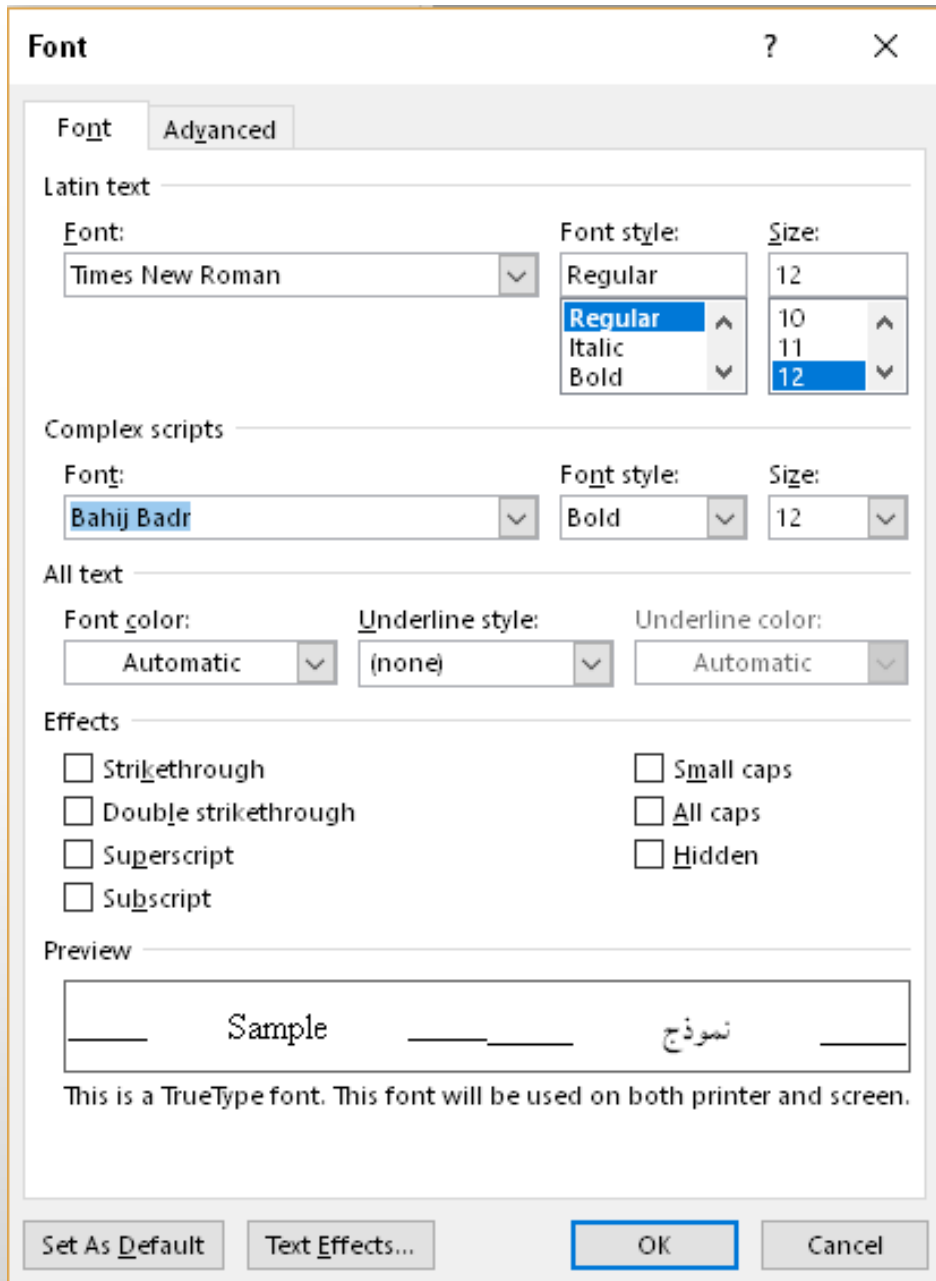
Copy: To duplicate the selected part of a paragraph. •

Forma 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 •

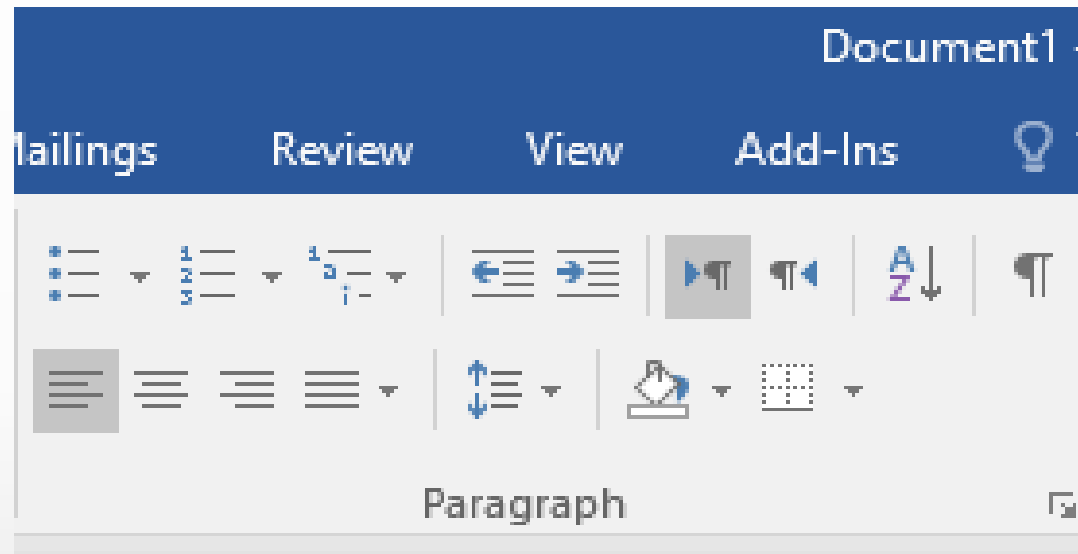
Underline style and color •

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 •**
- page breaks •**

Paragraph

?

×

Indents and Spacing

Line and Page Breaks

General

Alignment:

Left

▼

Outline level:

Body Text

▼

☐ Collapsed by default

Direction:

☐ Right-to-left

☒ Left-to-right

Indentation

Before text:

0"

▲▼

After text:

0"

▲▼

Special:

(none)

▼

By:

▲▼

☐ Mirror indents

Spacing

Before:

0 pt

▲▼

After:

8 pt

▲▼

Line spacing:

Multiple

▼

At:

1.08

▲▼

☐ Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

#

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

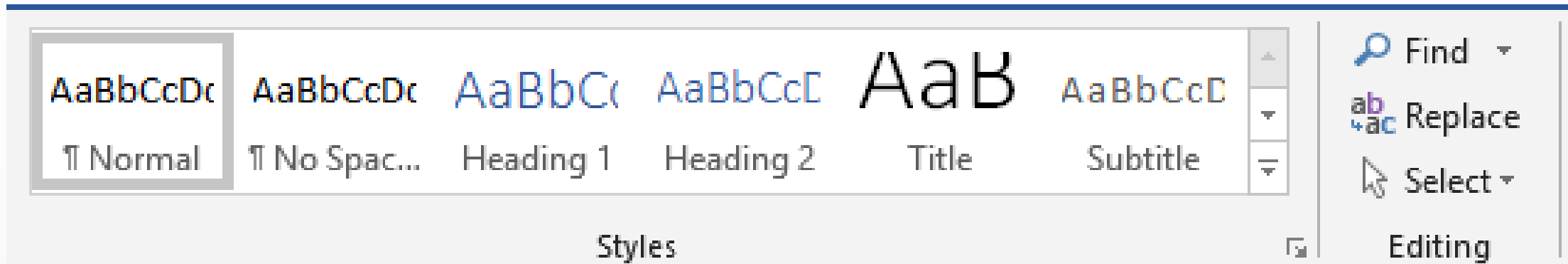
Tab...

Set As Default

OK

Cancel

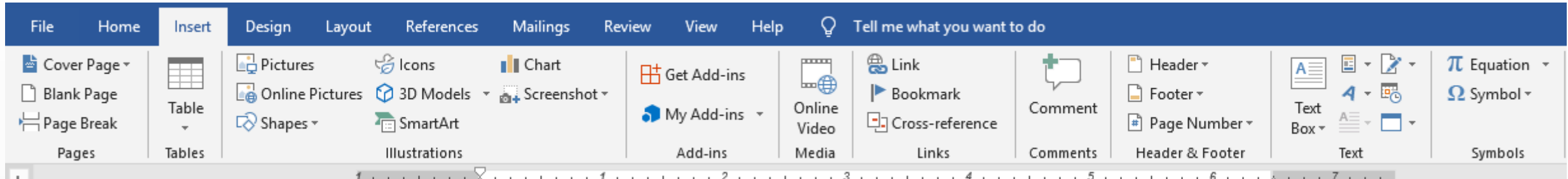
Styles and Editing



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

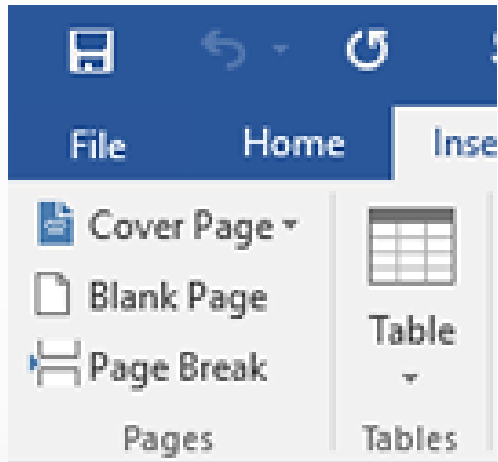
The **Editing commands are used to Find, Replace and Selection styles of a **word** or **sentence**.**

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



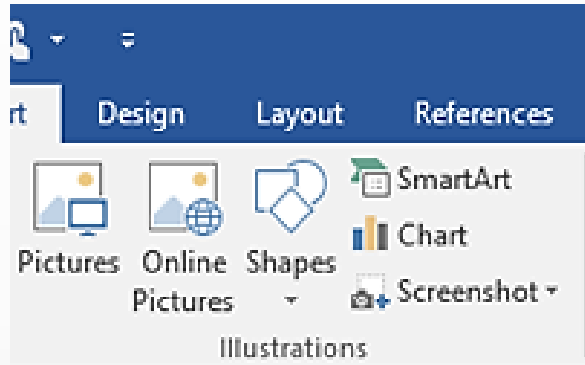
Cover Page: This button can be used to insert a pre-formatted cover page for a document. The information that is to appear on the page is filled in after the page is created. •

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. •

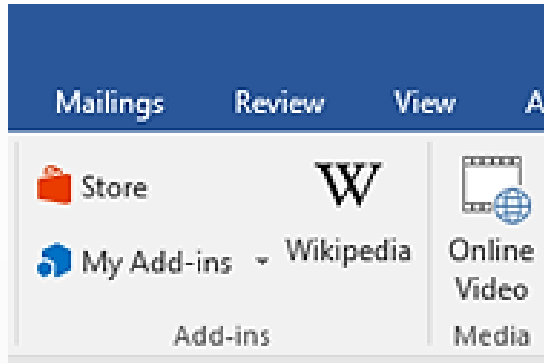
Shapes: This button is used to insert ready-made shapes into a document. •

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

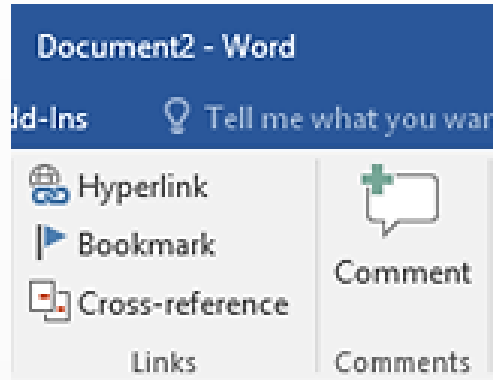


Store: Use this feature to insert an App into a document and use the Web to enhance the work. Apps need to be downloaded from the Office Store before they can be inserted into the document. •

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



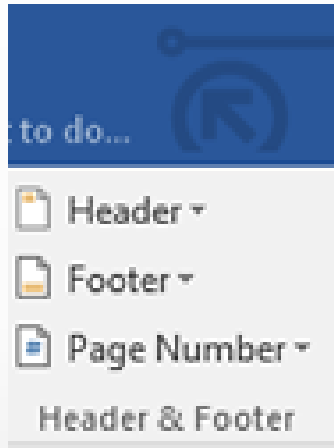
Hyperlink: To insert a link to items such as a Web page, another document, or an e-mail address, click this button. •

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

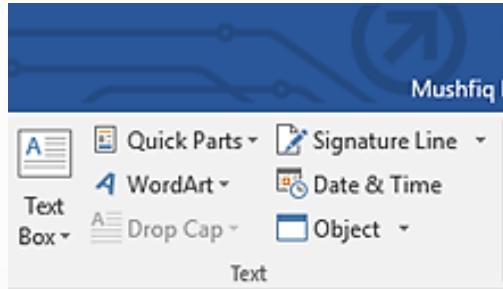


Header: To insert text that appears at the top of each page of the document, click this button. A gallery of header styles and formats will appear. Click the heading style that is to be applied to insert it into the document •

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. •

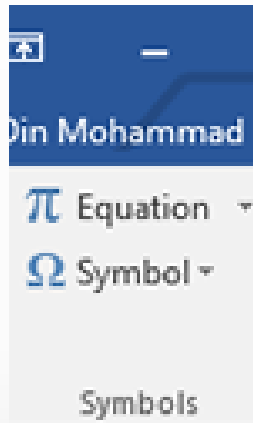
Drop Cap: To create a large capital letter at the beginning of a paragraph. •

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



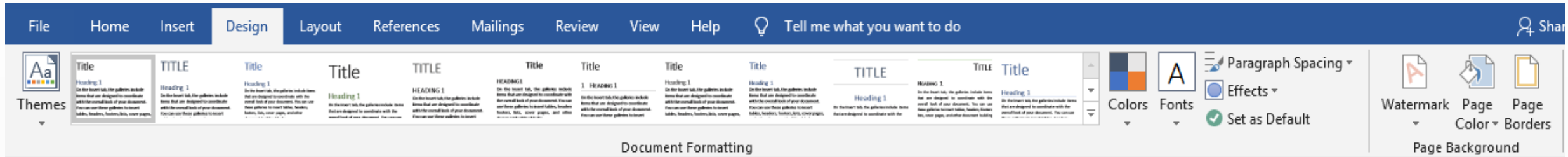
Equation: This button is used to insert a mathematical equation into a document. The equation tools ribbon will appear when the button is clicked. This ribbon is used to create the equation. A list of common equations is also available.

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

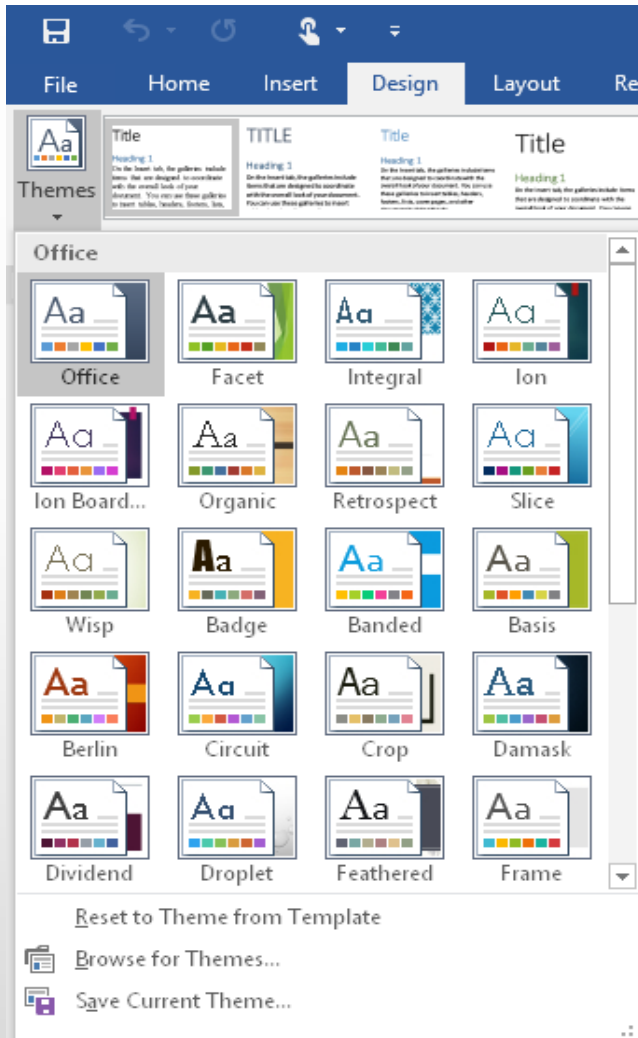
$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$



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.

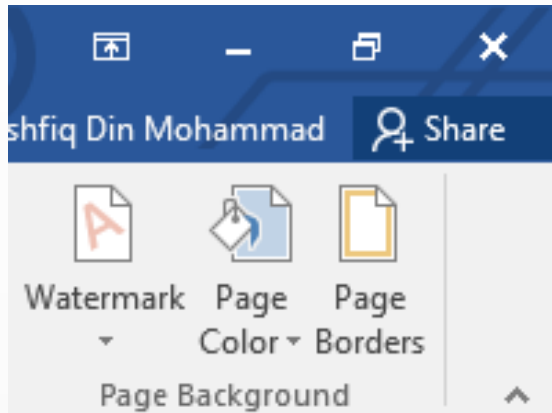
Effects: To change the general look of objects in a document, click this button. A gallery of different theme effects will appear.

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.

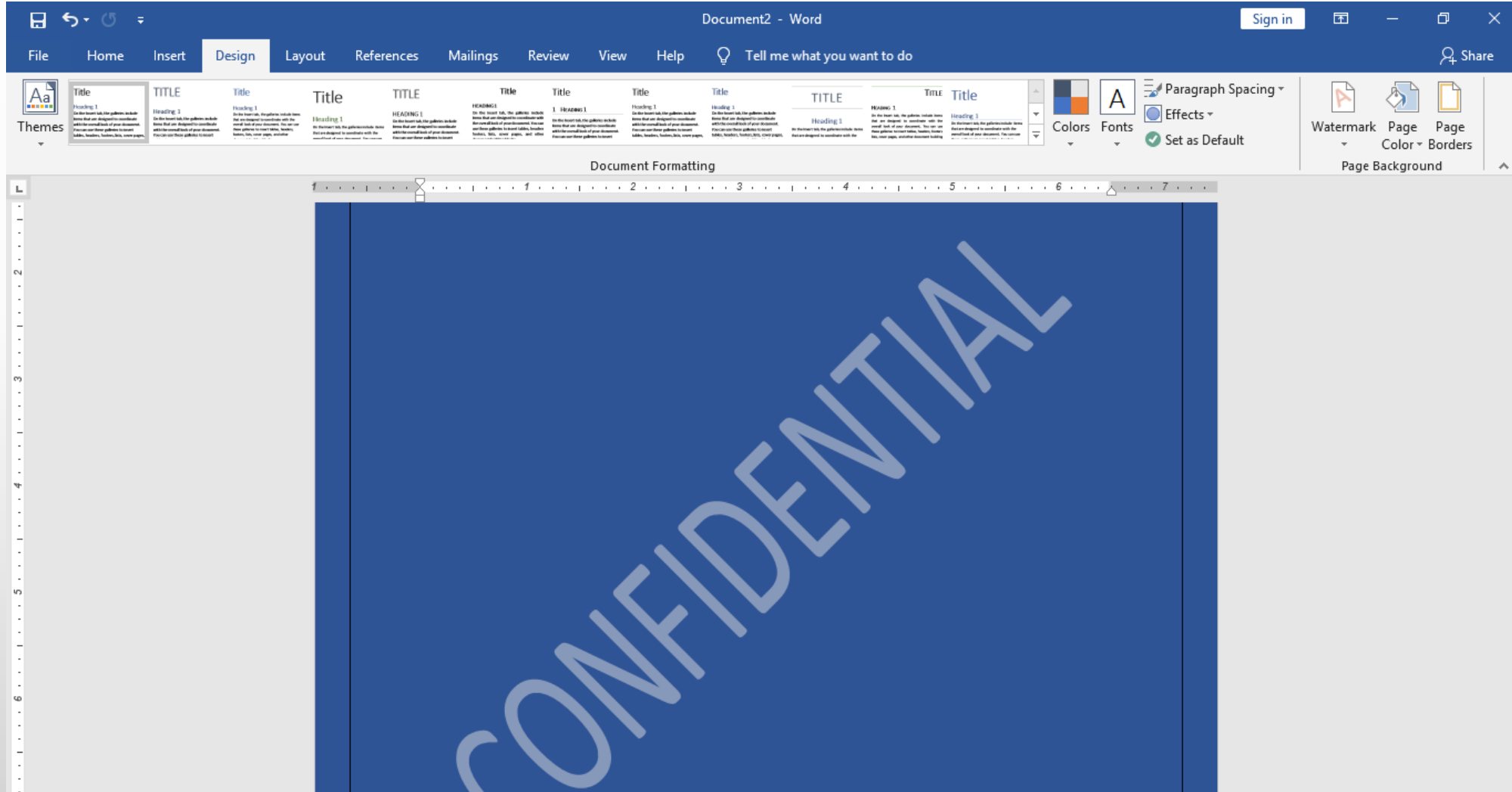
Watermark: To insert an image or text in the background of a document, click this button. A gallery of possible watermarks will display.

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.

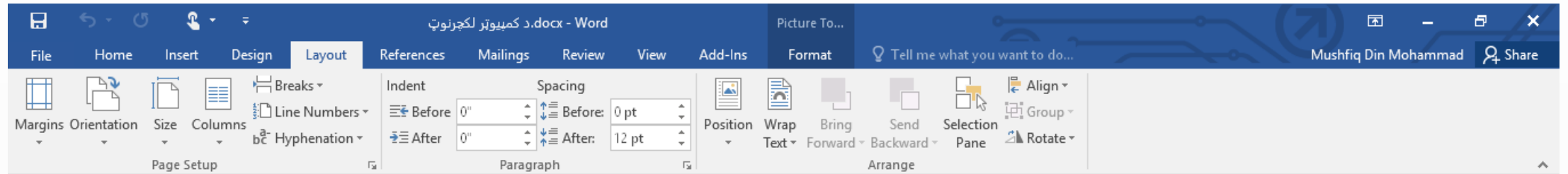
Page Borders This button is used to apply a border around each page of a document or to a selected page. When this button is clicked, the Borders and Shading dialog box will appear with the Page Border tab selected.



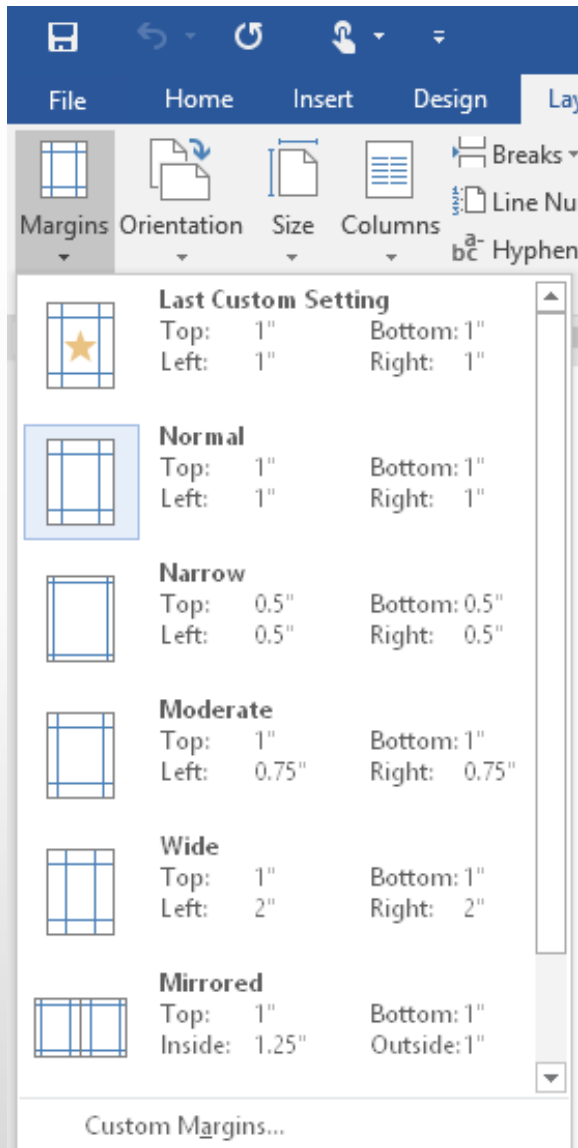
Page color, page border & Water Mark



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.

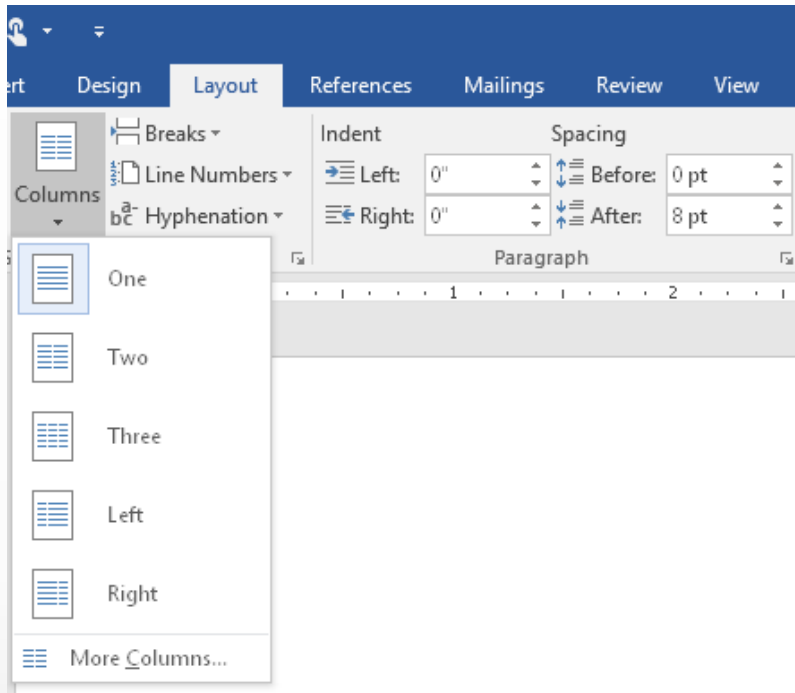


Margins: This button is used to change the margins for a document. A list of possible margins will display. Click the Custom Margins link to apply custom settings for the margins.

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.

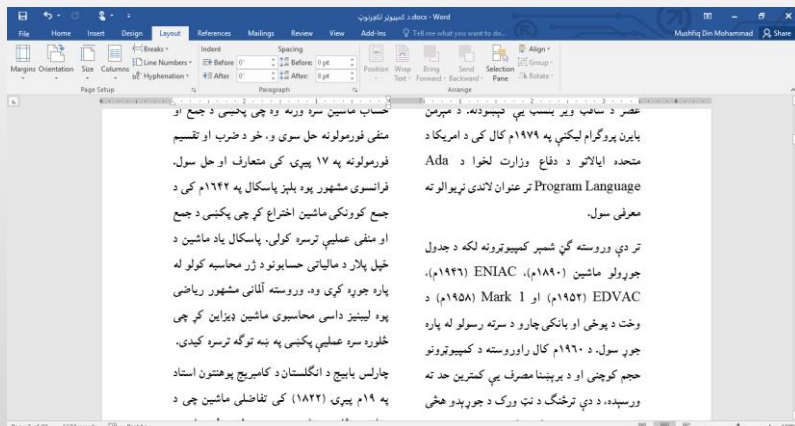
Columns: To apply column formatting to a document, click this button. A gallery of different column formats will appear. Select from one of the options in the list. Click the More Columns link to open the Columns dialog box.



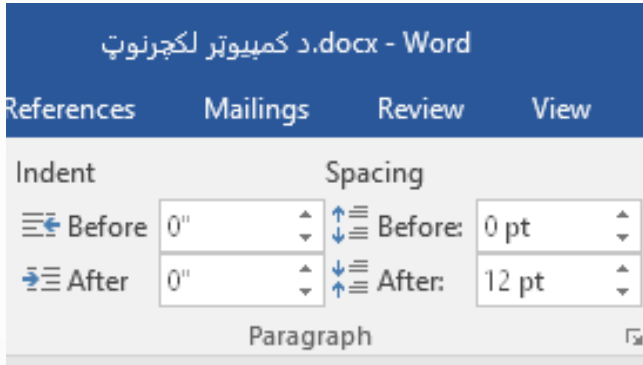
Breaks: This button is used to insert page, column, and section breaks into a document.

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. کامپیوتر لکچرنوټ - Word

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

Margins Orientation Size Columns Line Numbers Hyphenation Page Setup

Indent Before 0.6" After 1" Spacing Before 0 pt After 0 pt Paragraph

Position Wrap Text Bring Forward Send Backward Selection Pane Arrange Align Group Rotate

په نښې ترلاسه کيږي.

رالېږونکي آدرس او مشخصاتو له پاره ځانگړي سوي او د يوزر په واک کې دي.

:Review

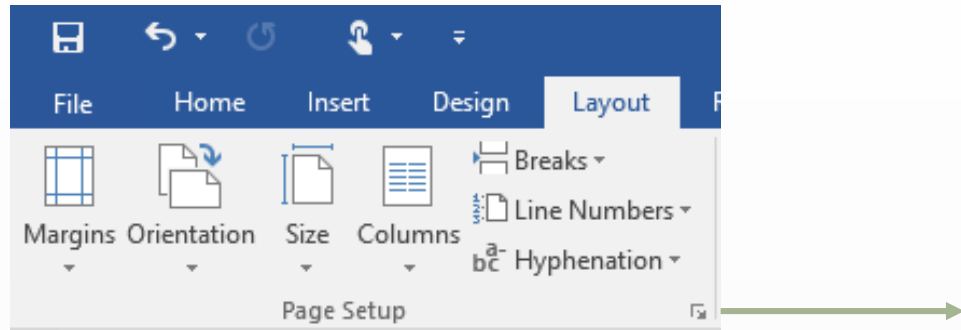
Spelling & Grammar: د يو متن د ليکلو پر مهال تايپي يا گرامري اشتباهات رامنځته کيږي، خو د همدې کمانډ په مرسته نوموړي اشتباهات اصلاح کيږي.

Thesaurus: کله هم يوزر د متن ليکلو پر مهال مترادفي يا داسې کليمې استعمالوي چي امکان لري د متن د روحيې سره سم نه وي د همدې کمانډ په مرسته د نويو پيشنهاد سويو کليمو څخه گټه اخلو.

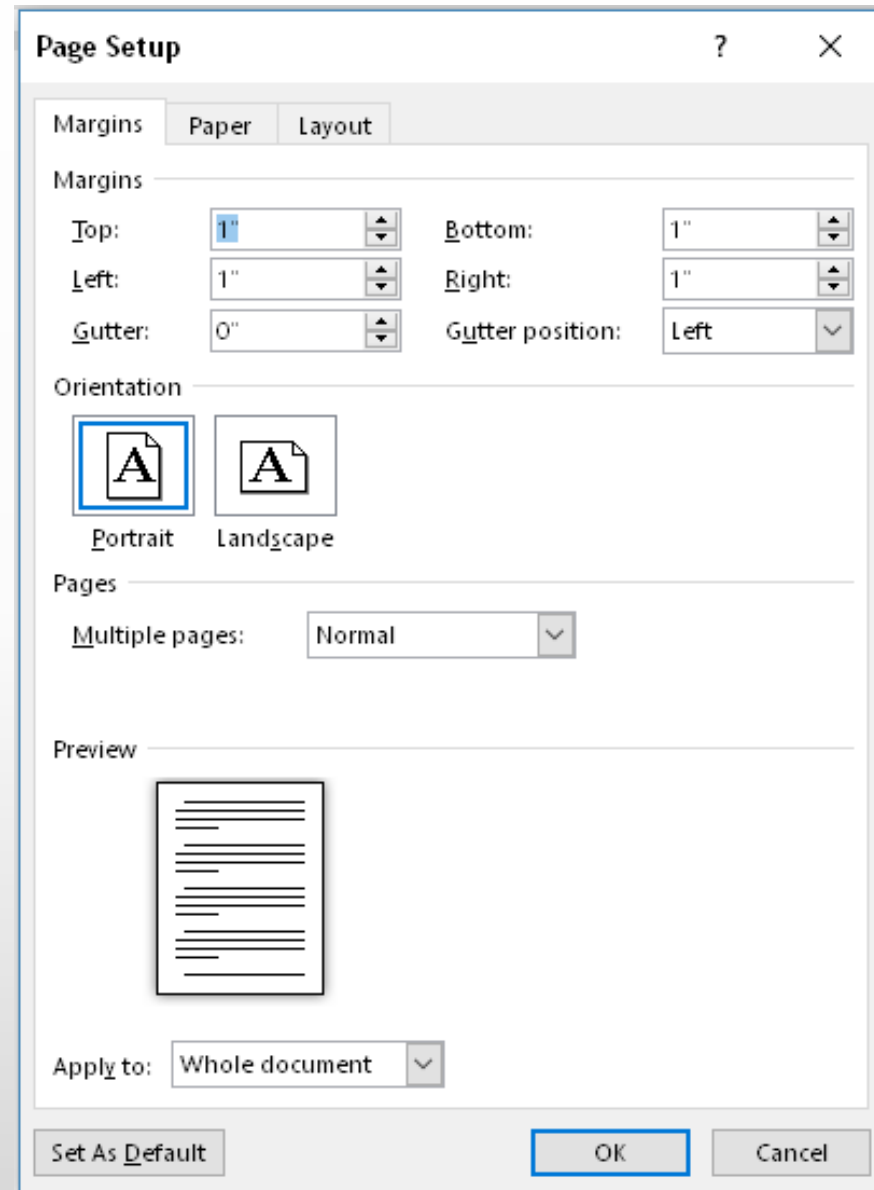
Word Count: معمولاً علمي مقالې د يو ژورنال د روحيې له مخي جوړيږي چي بايد څو کليمې ولري. د دې کمانډ په مرسته د فايل ليکل سوي کليمې، پاراگرافونه، ليکونو او ... شمېرل کيږي.

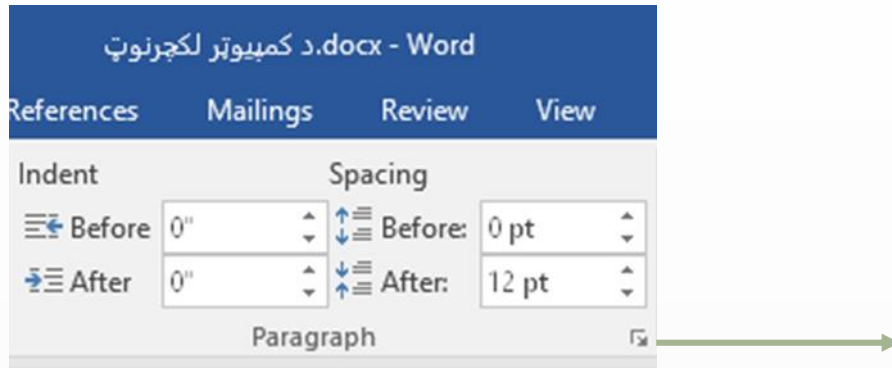
Smart Lookup Insights: د انټرنېټ د شتون په صورت کې د يوې کليمې يا موضوع په هکله تعريفونه، عکسونه او نښې ترلاسه کيږي.

Page 18 of 25 6623 words Pashto 128%



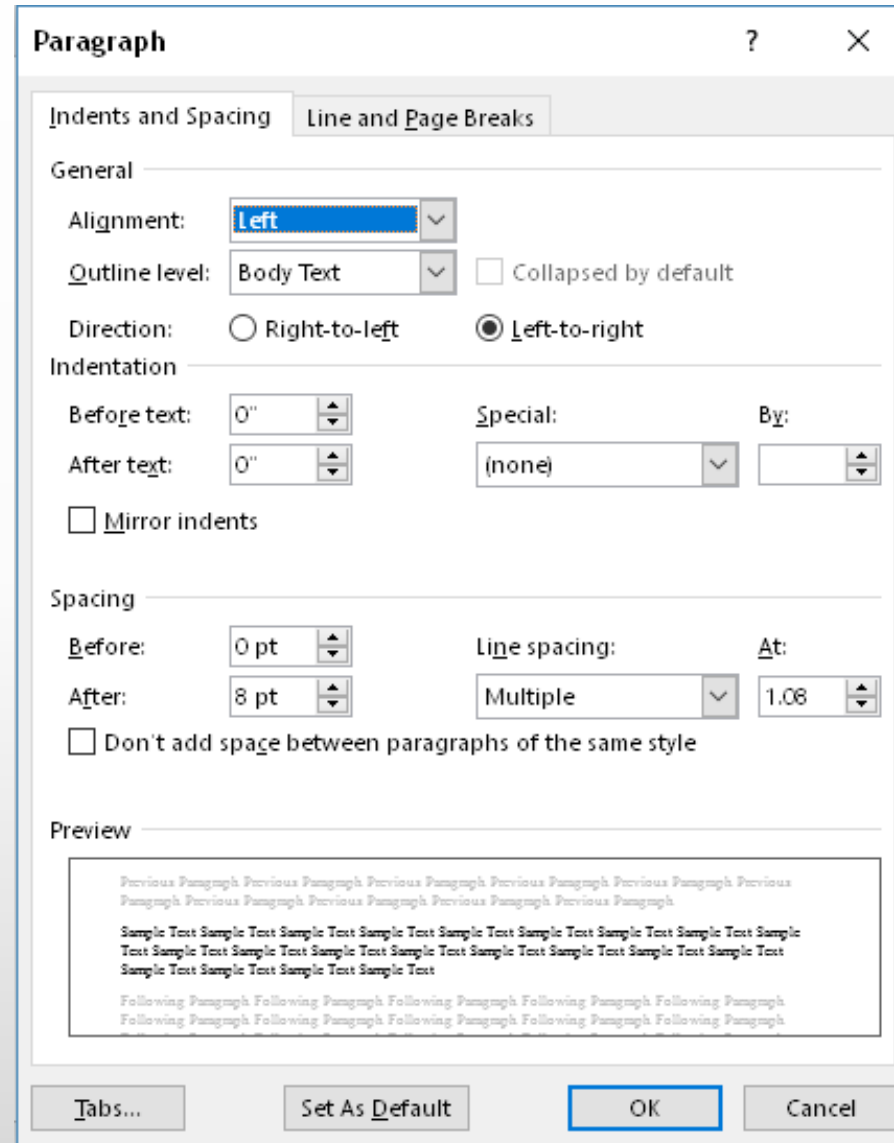
Page Setup Dialog Box Launcher: •
This button is located in the lower right corner of the Page Setup Group. It is used to open the Page Setup dialog box where Margins and other paragraph formatting options can be specified.





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.

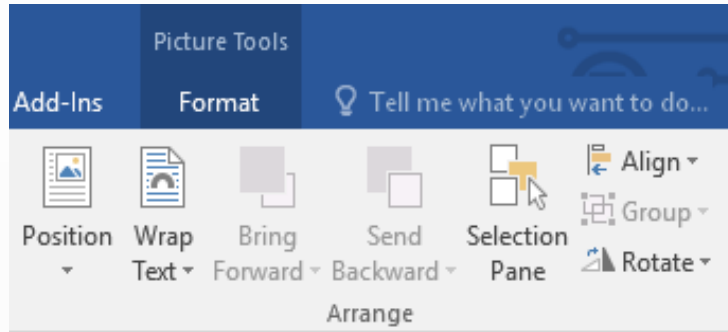
Bring Forward: When one object has been placed on top of another one, this option is used to bring the bottom one to the front of the other one.

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 Line Numbers Hyphenation

Page Setup

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

Position Wrap Text Bring Forward Send Backward Selection Pane Align Group Rotate

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

10 2016 OFFICE 2016

Microsoft Word

MS =

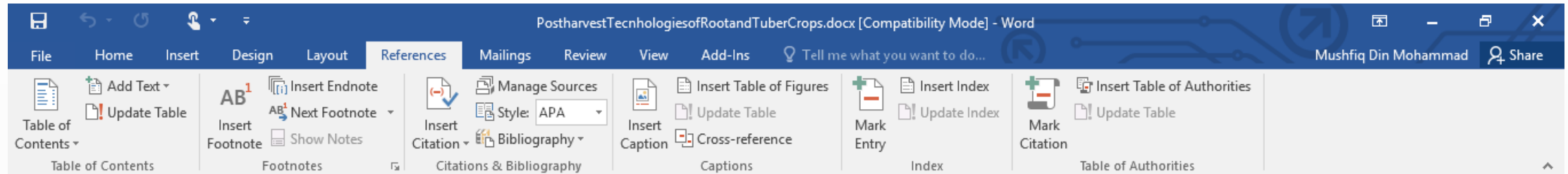
Office 2016 package (word, excel, PowerPoint, etc.)

MS word is use for the documentation.

86

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

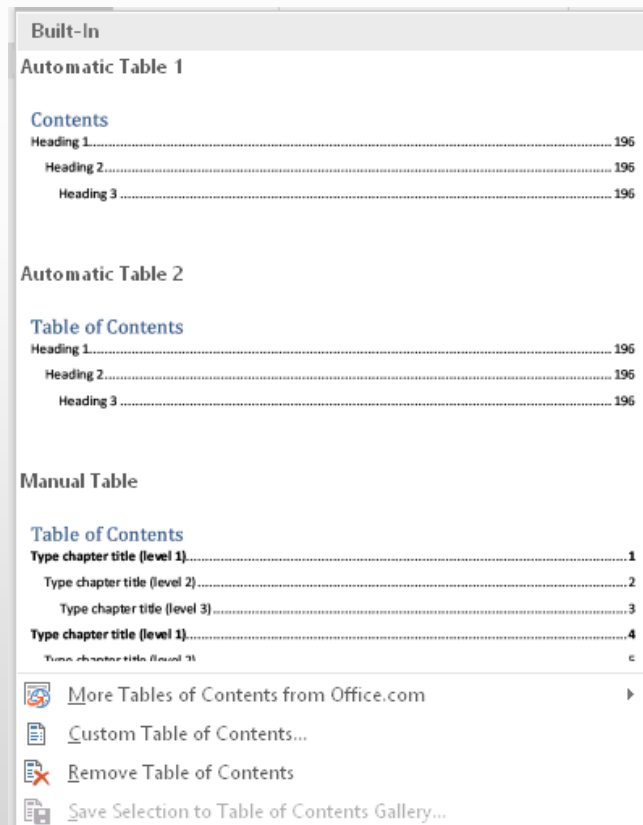
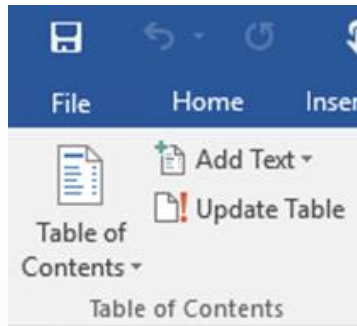
Reference Tab



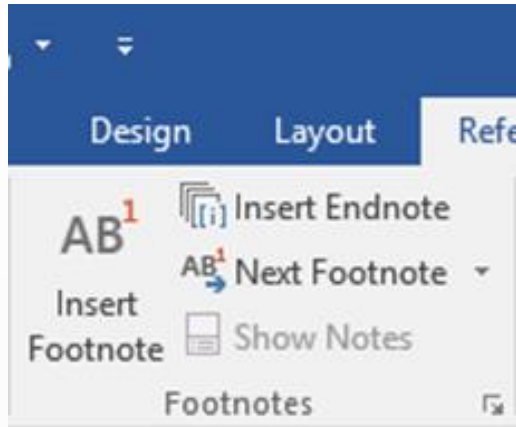
This tab is used to insert reference elements, such as a table of contents, into a document.

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).

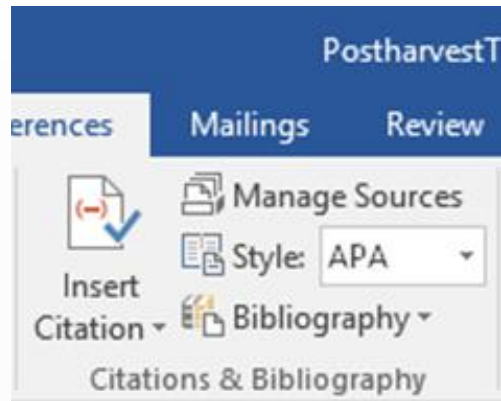
The built-in function in Word is suitable if you have a limited number of references and if you don't need to have access to your references from multiple computers.



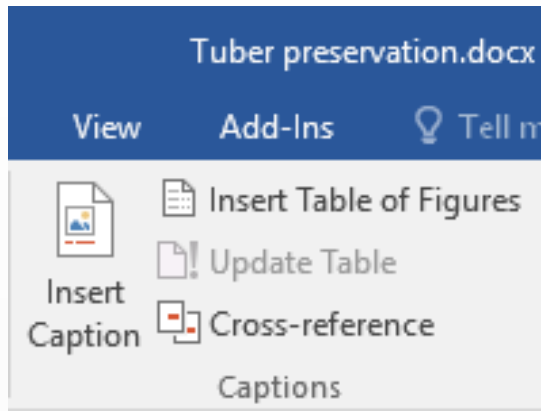
- **Table of Contents:** A gallery of three different types of tables will display. The automatic tables use the Heading 1 to 3 styles to create the table. Click the Custom Table of Contents link to display additional options for creating a Table of Contents.
- **Add Text:** Click this button to include 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.



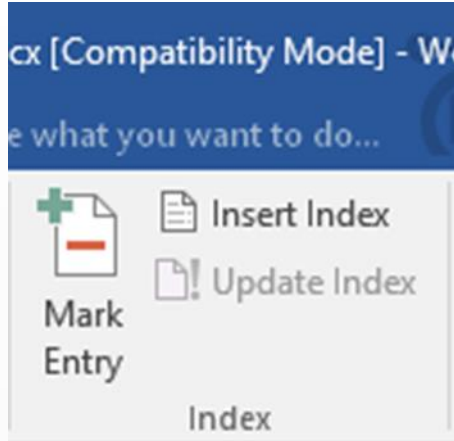
- **Insert Footnote:** To create a footnote within a document, click this button. A footnote will appear at the end of the page.
- **Insert Endnote:** This button is used to insert an endnote into the document. Endnotes usually appear at the end of the document.
- **Next Footnote:** Click this button 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.



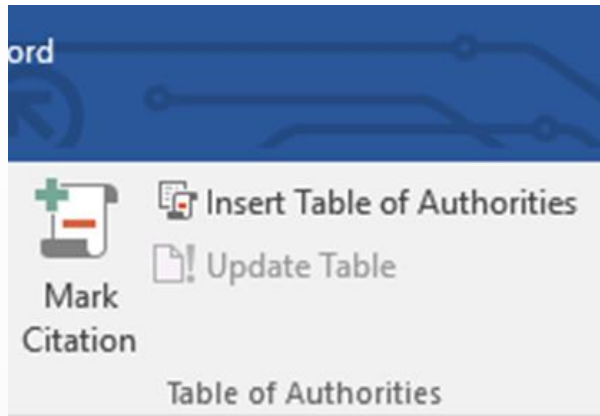
- **Insert Citation:** To cite a book, journal article, or other article as a source for information used in a document, click this button. The citation can be created from selected text or can be typed into the document.
- **Manage Sources** Click this button to view a list of all the citations in the 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.

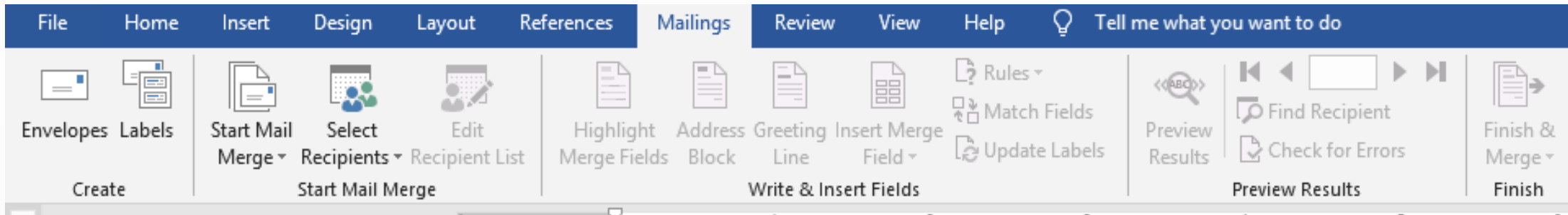


- **Mark Entry:** Use this button to mark an entry for the selected text so that it will appear in the index for the document.
- **Insert Index:** This button is used to insert the index into the document. The index is a list of keywords within a document. The page numbers are inserted along with the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



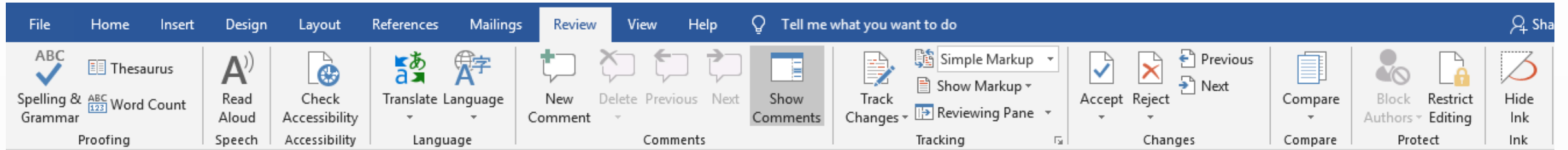
- **Mark Citation:** Click this button to add the selected text as an entry in the table of authorities.
- **Insert Table of Authorities:** To insert the table of authorities into a document, click this button. A table of authorities lists the cases, statutes, and other authorities cited in the document.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

Mailings Tab



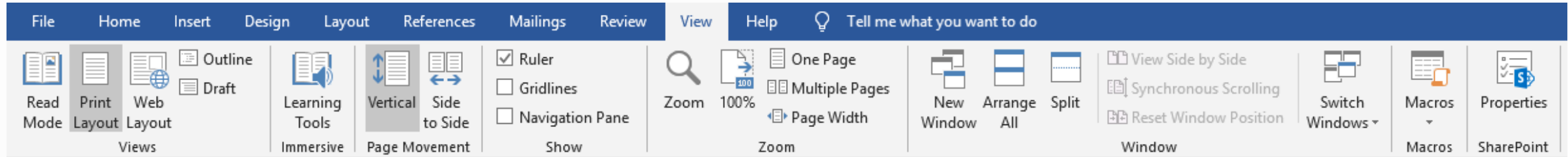
This tab is used for the mail some things and we can make here Label, Envelopes, ID Card, Mail And Some thing.

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

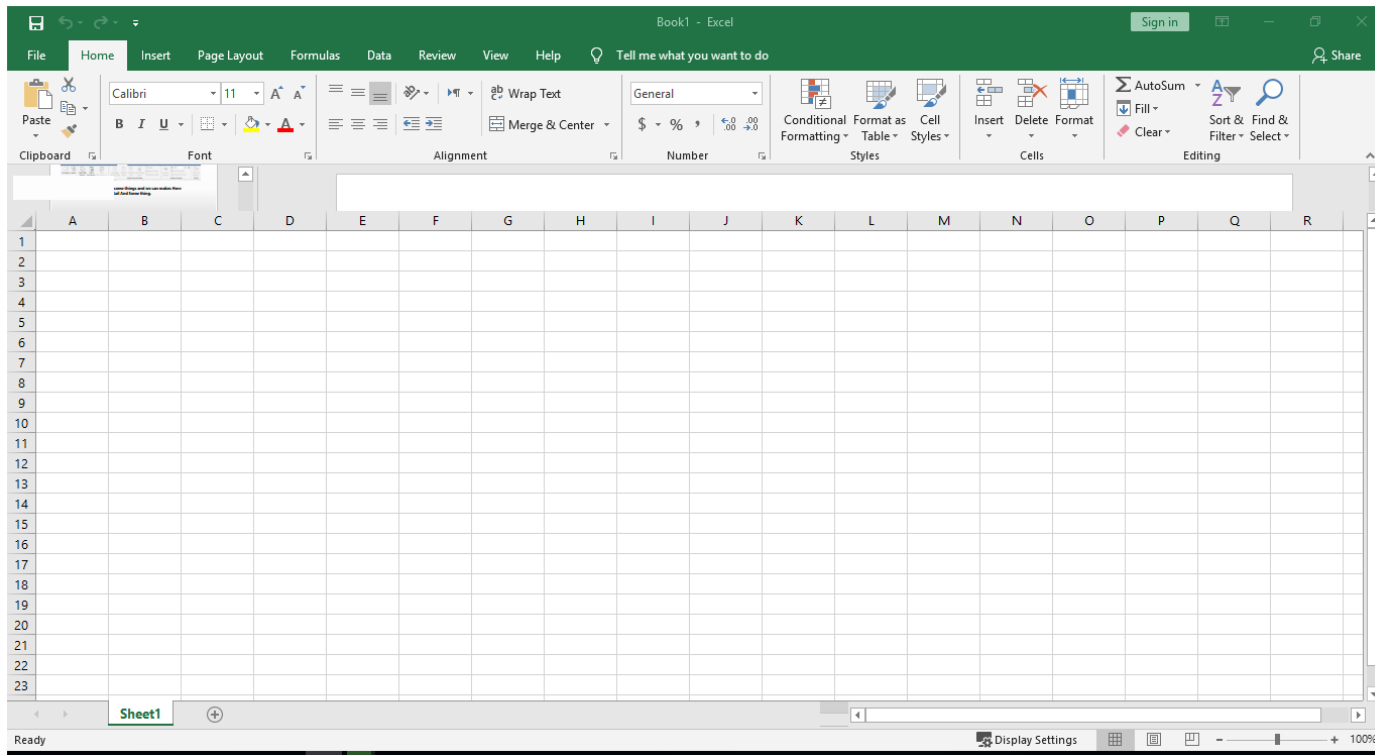


View it mean to look over Document And we can view over Document like Such as Read Mode, Print Layout ,Web Layout, Learning Tools , Ruler, Zoom Tools And ETC

خلورم فصل مایگروسافٹ ایکسل 2016

Microsoft Excel 2016

- Excel په لغت کښې له حدڅخه لوړیدو ته وایي.
- Excel د اعدادو او ارقامو جلا کوونکي او یو حسابي پروگرام دی چې له دفتری پروگرامونو څخه ګڼل کیږي.
- د Excel پروگرام هغه معیارونه اوساده لاری دکمپیوټر ګټه اخیستونکو ته په ګوته کوي ترڅو له هغو څخه په حساب، چوکاټ جوړونې اوځنی وختونه د databases په جوړولو کې 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 

| | A | B | C |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Blank workbook

| | | | | |
|---|---|--------------------------|---|---|
| | A | B | C | D |
| 1 | | Your Company Name | | |
| 2 | | Street Address | | |
| 3 | | Address 2 | | |
| 4 | | City, ST ZIP Code | | |
| 5 | | | | |
| 6 | | Statement | | |
| 7 | | | | |

Billing Statement

| | | | | |
|-----|---|-------------------------------|-----|---------------|
| | A | B | C | D |
| 1 | | | | |
| 2 | | Blood Pressure Tracker | | |
| 3 | | | | |
| 4 | | | | Name _____ |
| 5 | | | | Systoll _____ |
| 7 | | Target blood pressure= | 120 | |
| 9 | | | | Systoll _____ |
| 10 | | Call physician if above | | |
| ... | | | | |

Blood Pressure Tracker

| | | | |
|---|--------------------------------|---|---|
| | B | C | D |
| 1 | | | |
| 2 | Expense Report | | |
| 3 | | | |
| 4 | PURPOSE: _____ | | |
| 5 | | | |
| 6 | EMPLOYEE'S ORGANIZATION: _____ | | |

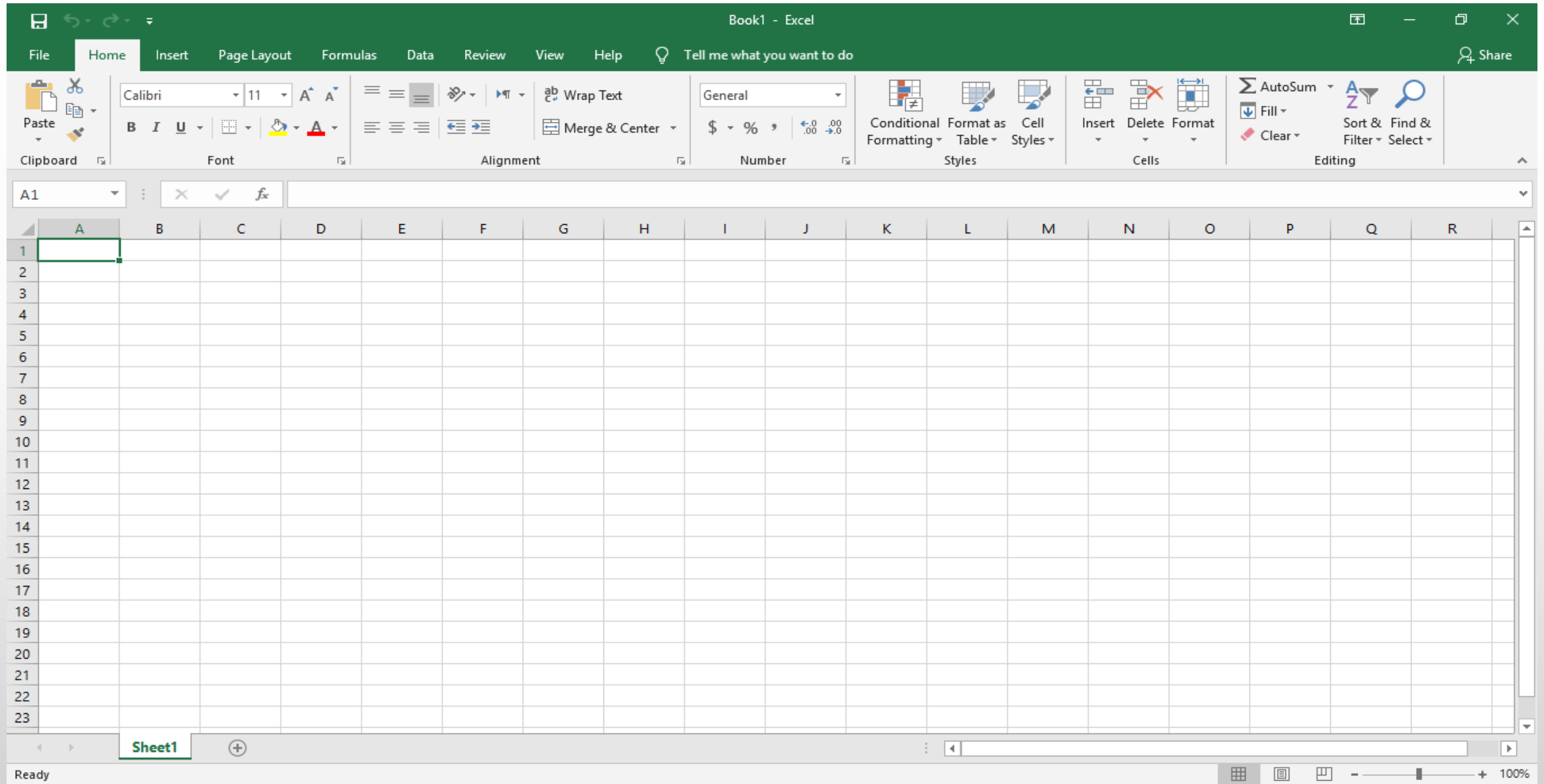
Expense Report

| | A | B | C |
|---|-----------------------------------|---|-----------------------------|
| 1 | Loan Amortization Schedule | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | Loan amount |
| 6 | | | Annual interest rate |
| 7 | | | Loan period in years |
| 8 | | | Number of payments per year |
| 9 | | | Start date of loan |

Loan Amortization

Microsoft Project Plan Impor...

Inter Face Of Ms. Excel





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

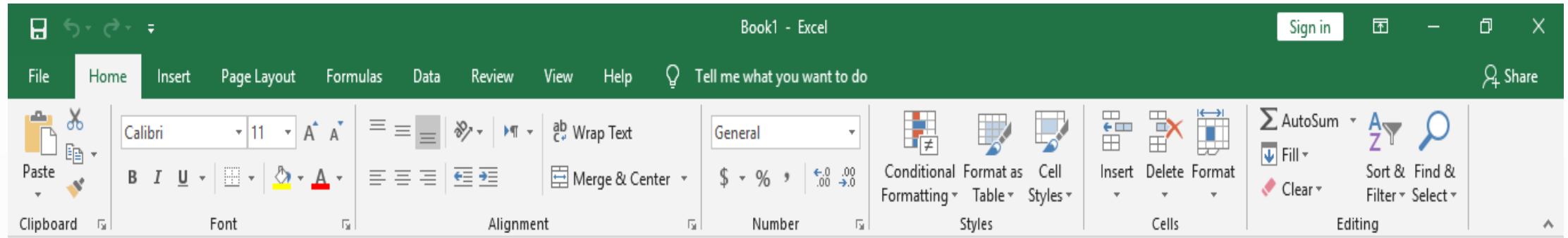
Export: To save or write a file on other disk

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

[illegible]

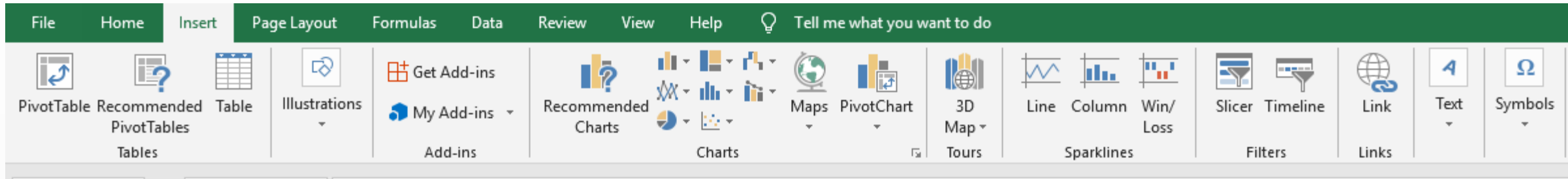
Cell

2

Row

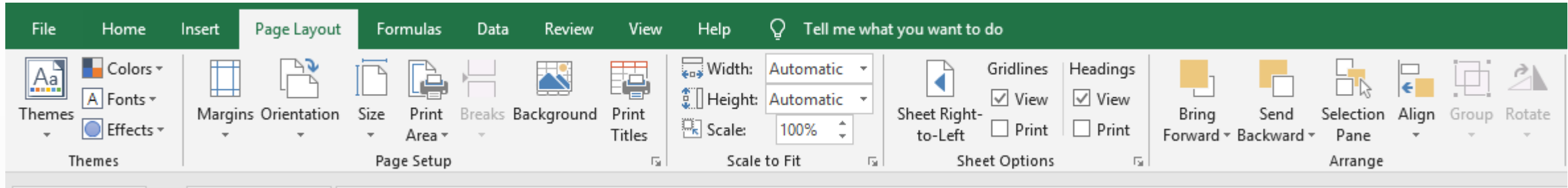
Table

Excel Insert Tab



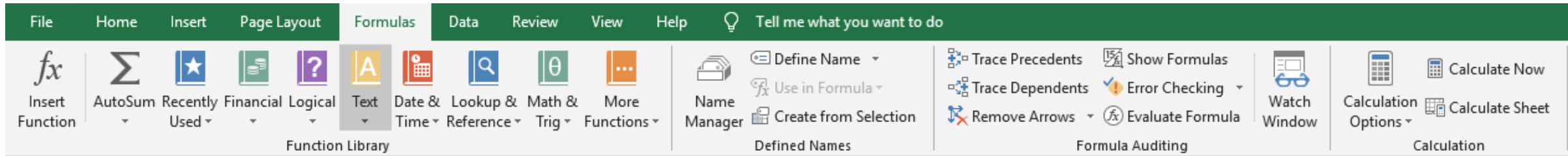
This Tab is used to insert different features such as **tables, pictures, shapes, charts, page numbers, word art, headers, and footers into a Workbook.**

Page Layout Tab



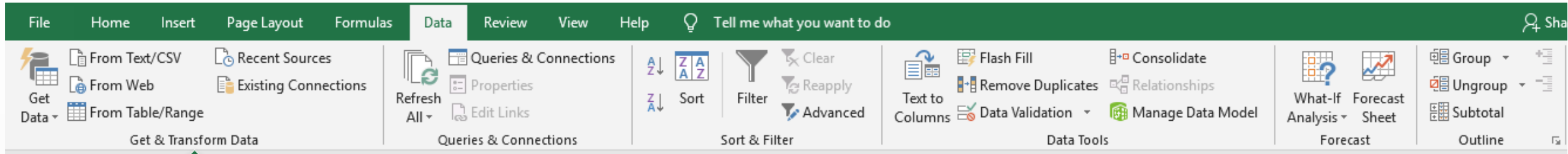
This tab is used to make changes to the layout of a page within a Word document such as orientation, margins, page breaks, and page borders.

Formulas Tab



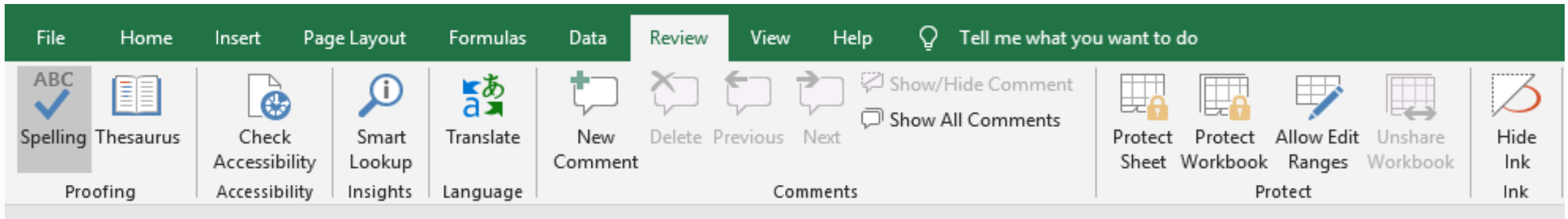
We can take **formulas** here

Data Tab



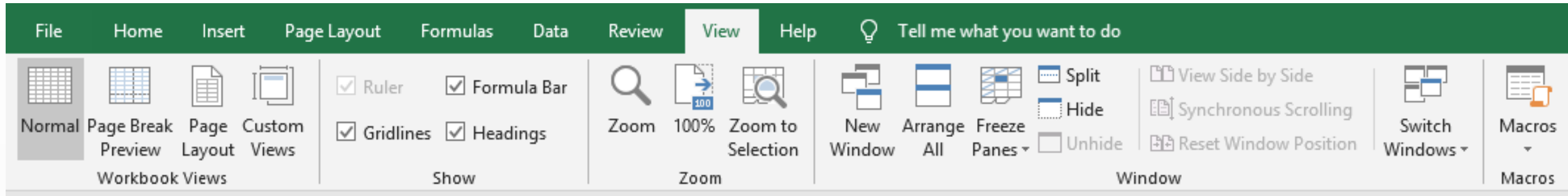
We Can Import And Export The Data And We Can Apply the Filter In over Data , we can Make here Consolidate

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

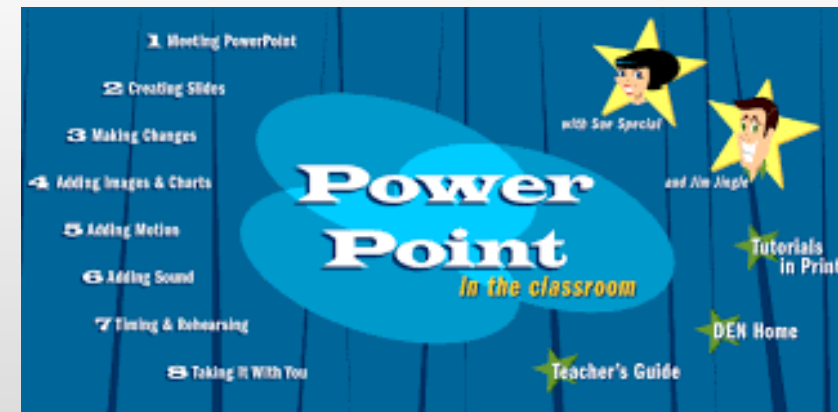


View it mean to look over workbook And we can view over workbook like Such as Normal Mode, Page Break Preview Mode , Ruler, Zoom Tools And ETC

پنجم فصل
مایکروسافٹ 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 screenshot displays the Microsoft PowerPoint startup interface. On the left is a dark red sidebar with the 'PowerPoint' logo and a 'Recent' section. The 'Recent' section lists presentations organized by date: 'Today', 'Yesterday', 'This Week', and 'Last Week'. Each entry includes a PowerPoint icon, the file name, and its location. At the bottom of the sidebar is a link to 'Open Other Presentations'. The main area on the right is light gray and features a search bar at the top for online templates. Below the search bar are 'Suggested searches' for various categories like Presentations, Themes, and Education. A user profile for 'Mushfiq Din Mohammad' is visible in the top right corner. The central part of the screen is a 'Infographics' gallery showing a grid of presentation templates. The templates include 'Blank Presentation', 'Parallax', 'Welcome to PowerPoint', 'Bring Your Presentations to Life with 3D', 'GALLERY', 'PARCEL', 'WOOD TYPE', 'Ion Boardroom', 'Quotable', and others. Each template has a small thumbnail image and a title below it.

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

Bring your presentations to life...

Gallery

Parcel

WOOD TYPE

Ion Boardroom

Quotable

Wood Type

Ion Boardroom

Quotable

Open

The image shows the Microsoft PowerPoint application window with the 'Open' tab selected in the left-hand ribbon. The main area displays a list of recent files categorized by time: Today, Yesterday, This Week, Last Week, and Older. A file explorer window is overlaid on the right side of the PowerPoint window, showing the contents of a folder named 'New Volume' on 'This PC'. The file explorer window has a search bar at the top right and a list of files and folders. The file '1st Class, 2nd sem lecture.pptx' is highlighted in the file explorer window. The PowerPoint window title bar shows the file name '1st Class, 2nd sem lecture.pptx - PowerPoint' and the user name 'Mushfiq Din Mohammad'.

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

Mushfiq Din Mohammad

Open

Recent

- OneDrive - Personal
din.mushfiq@hotmail.com
- This PC
- Add a Place
- Browse

Today

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

Yesterday

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

This Week

- Storage and Process presentation.pptx
D: » KDR Dox » Lectures 1398 » Pro
- chapter 1.pptx
D: » Fruit growth lectures » 98-99 l
- chapter 5.pptx
D: » Fruit growth lectures » 98-99 l

Last Week

- chapter 4.pptx
F:
- chapter 3.pptx
D: » Fruit growth lectures » 98-99 l

Older

- abc.pptx
Desktop
- for sweet cherry.pptx
D: » Iran Dox » Msc 2nd semester 1

Open

← → ↶ ↷ ↻ 🔍 Search New Volume

Organize New folder

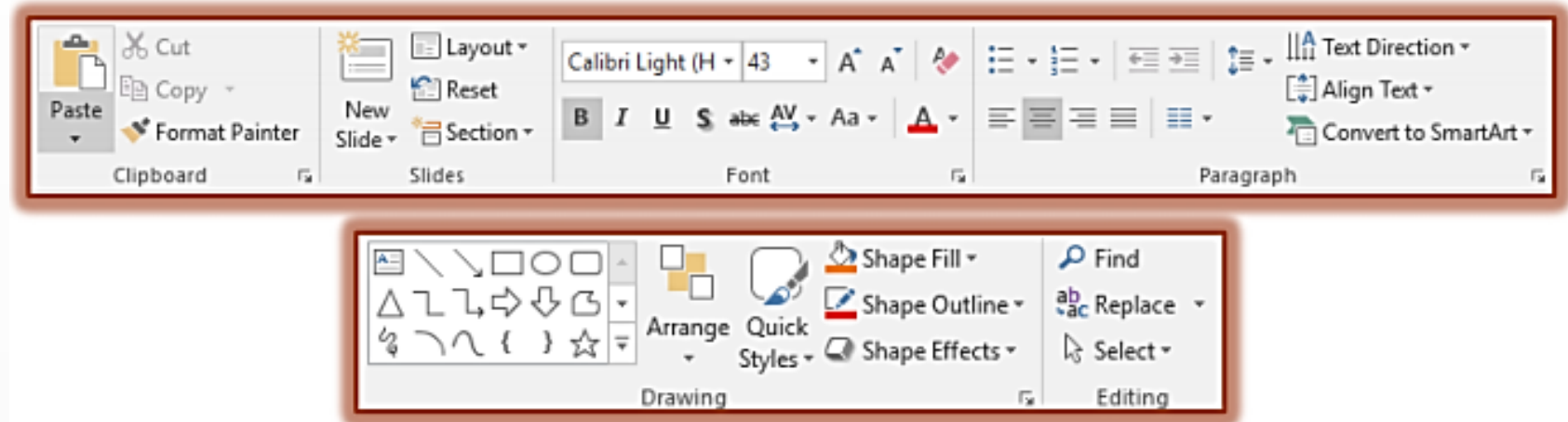
- PC
- This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk
- New Volume
- New Volume

- food preservation files
- Fruit growth lectures
- Iran Dox
- KDR Dox
- Old computer 1396
- vpn
- 1st Class, 2nd sem lecture.pptx

File name: All PowerPoint Presentations (*.pptx)

Tools Open Cancel

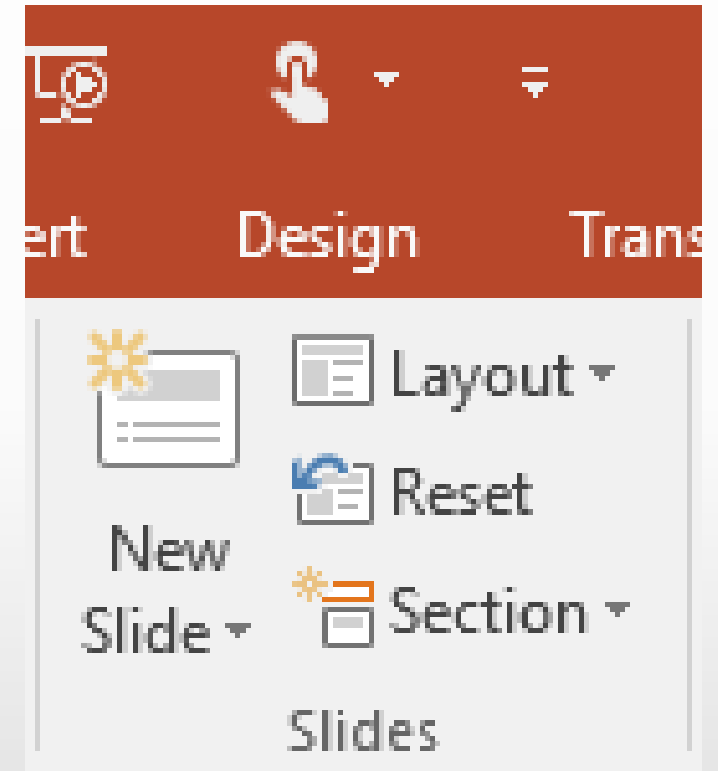
Home Tab



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

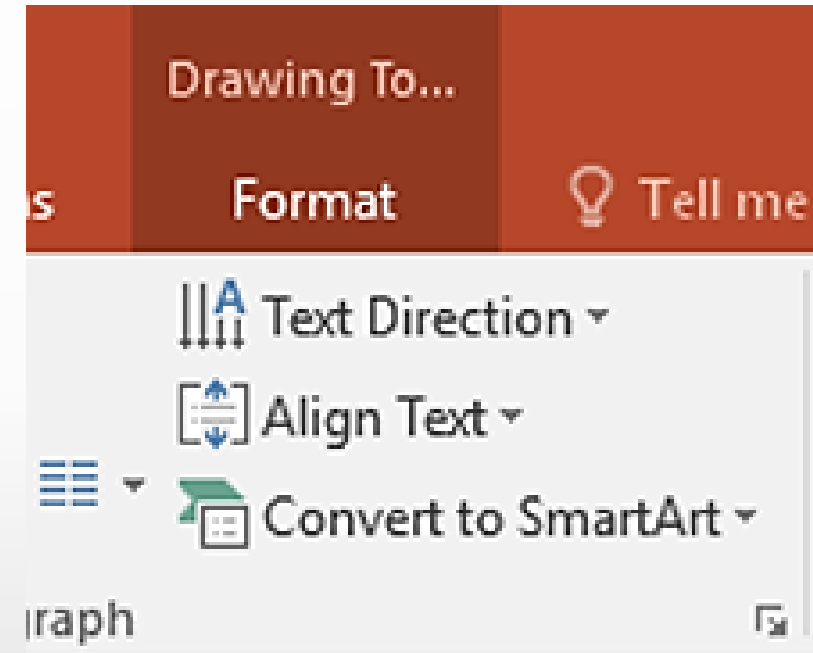
Slides

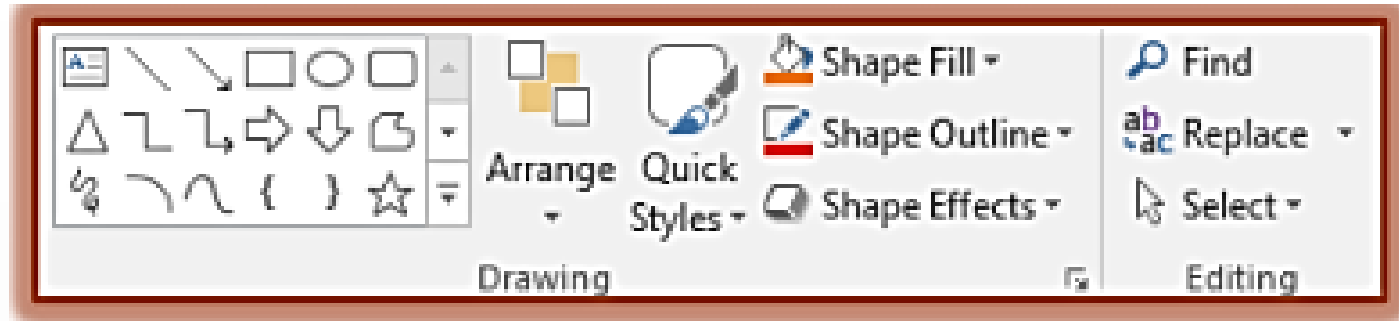
- **New Slide:** This is use button to insert a new slide into the presentation.
- **Layouts:** To apply it to the current slide; the slide where the insertion point is located.
- **This button is used to Reset the slide position, size, and formatting to its default value.**
- **Use this button to organize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



Paragraph

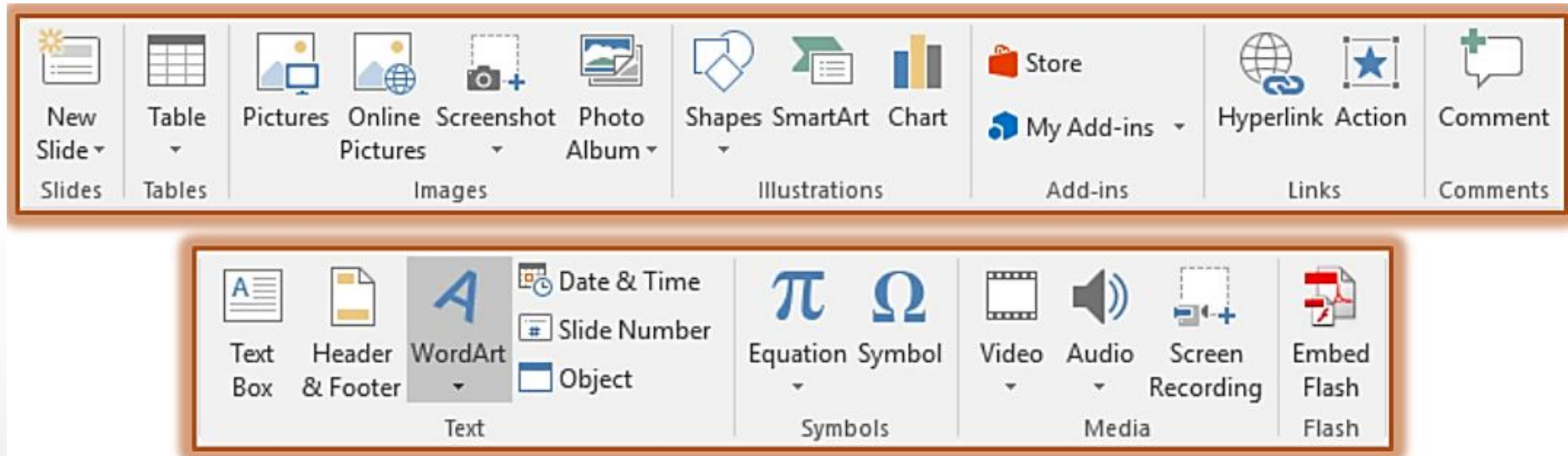
- **Add/Remove Column:** Click this button to split the text in the slide to two or more columns.
- **Text Direction:** To change the orientation of text to vertical or stacked, also possible to rotate the text using this button.
- **Align Text:** This button is used to specify how text is aligned vertically 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

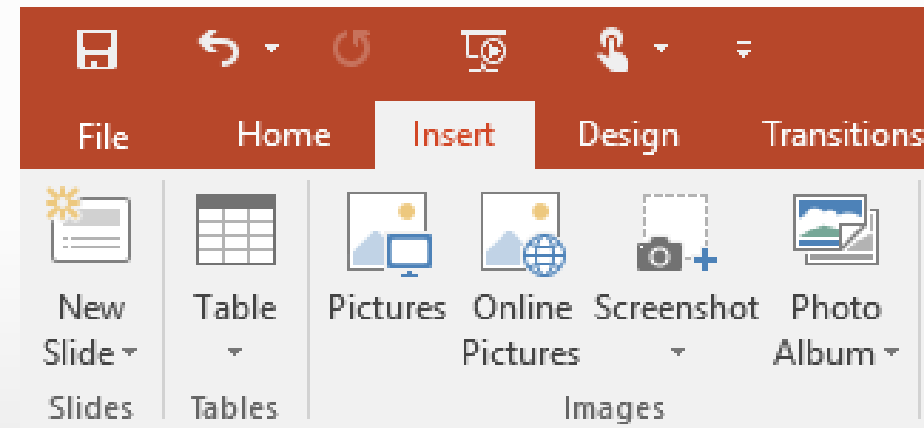


The Insert Tab is used to insert different features such as slide, tables, pictures, clip art, shapes, charts, slide numbers, word art, headers, and footers into a presentation.

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

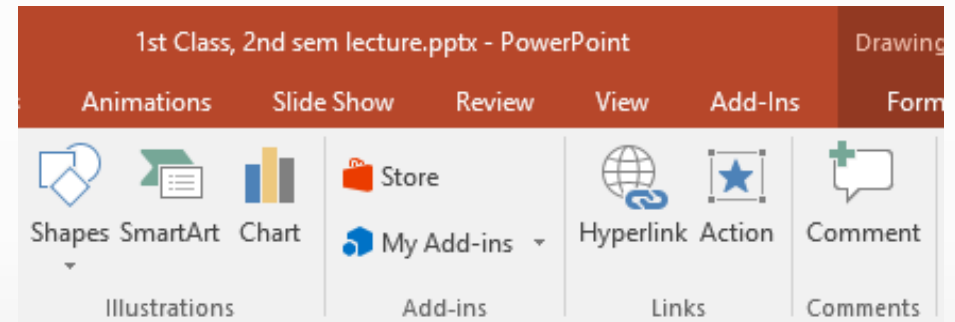
Slides, Tables and Images

- **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.

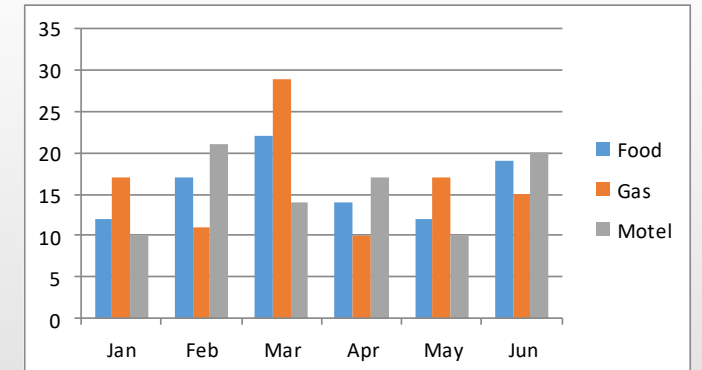
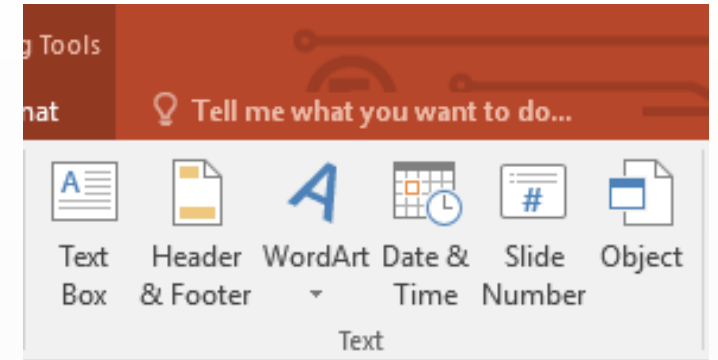
Header & Footer: This button is used to insert a header or footer into the presentation or for handouts.

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.

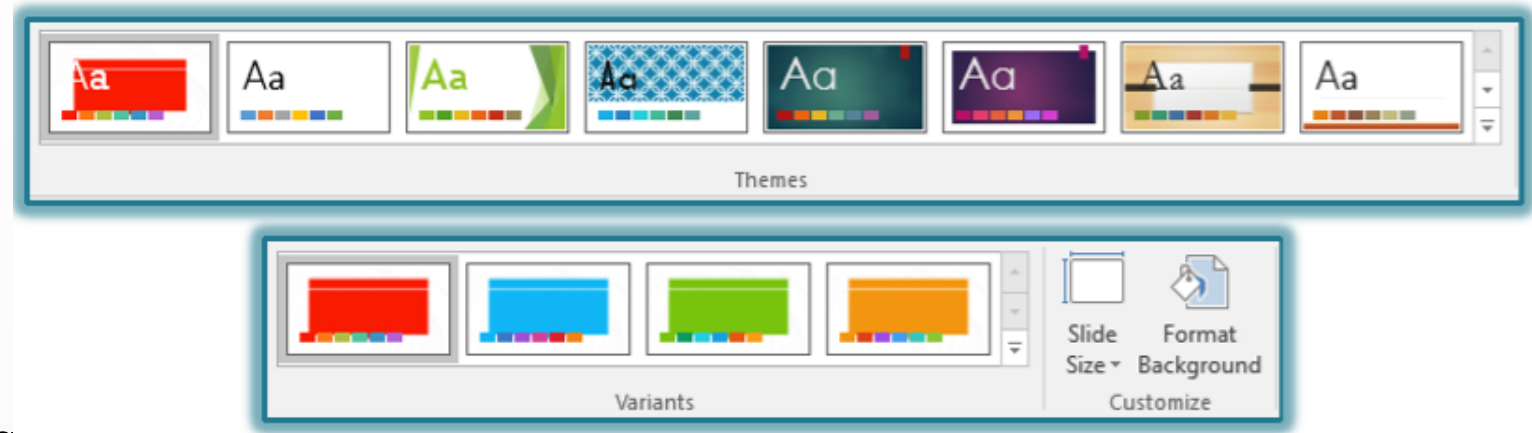
Screen Recording: This feature can be used to record the computer screen and related audio before inserting the recording onto a slide.



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

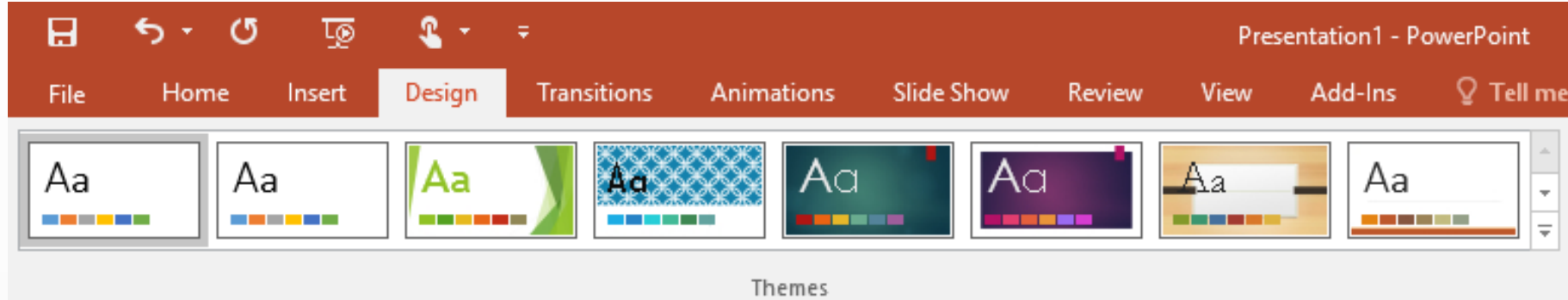
Æ € π

Design Tab



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

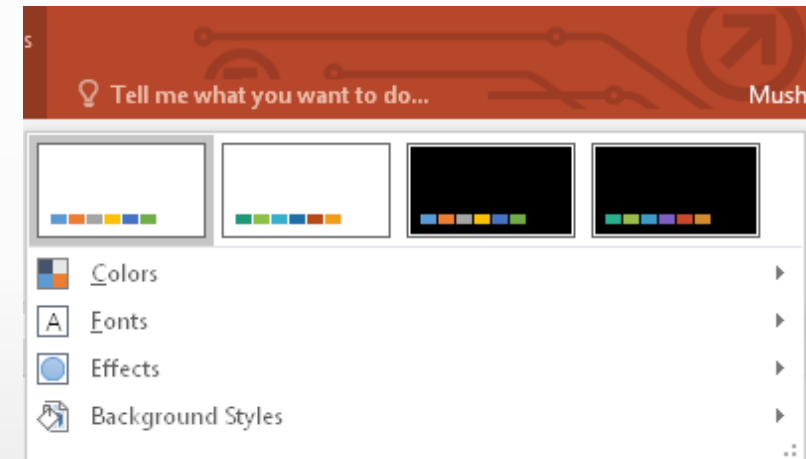
Themes



- **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.**

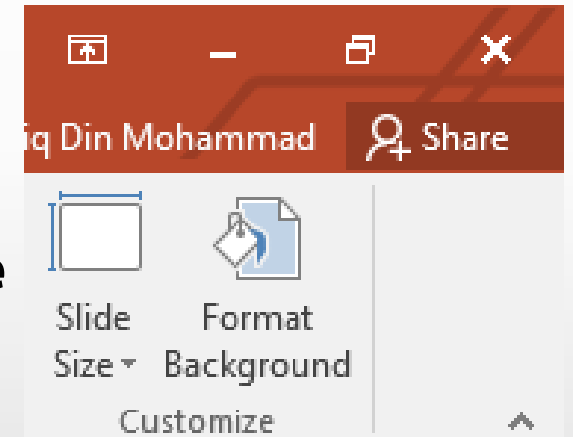
Variants

- **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.

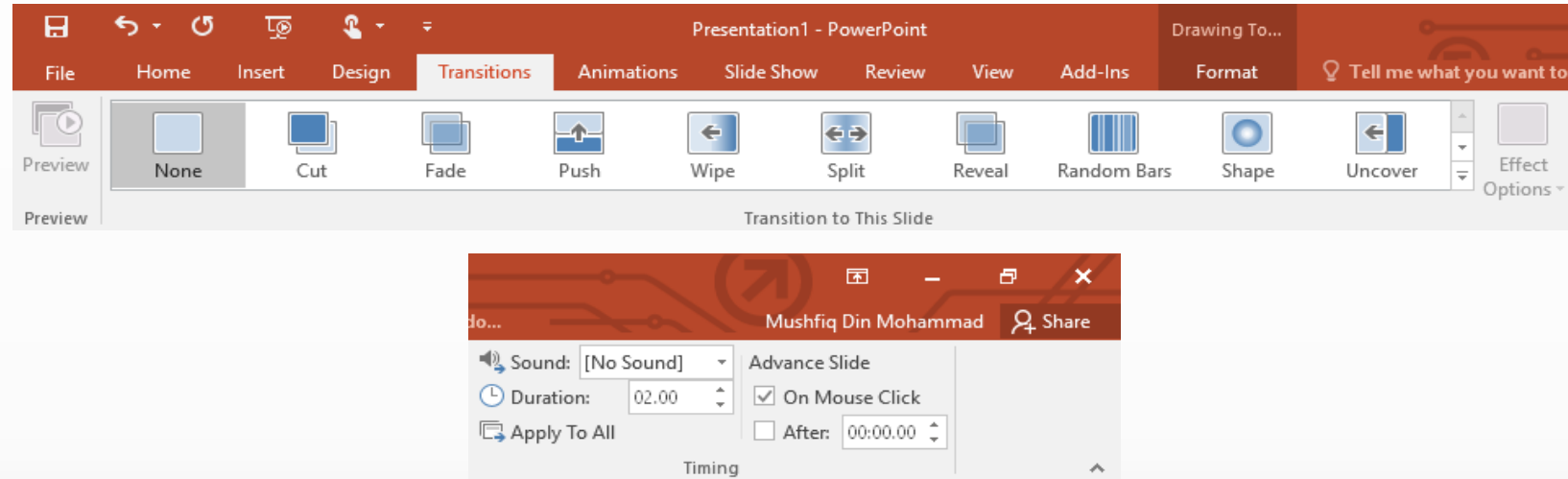


Customize

- **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.

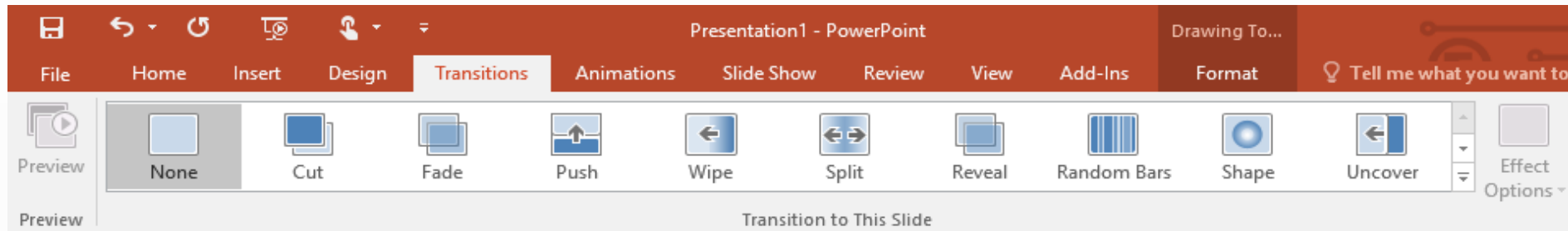


Transition Tab



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.

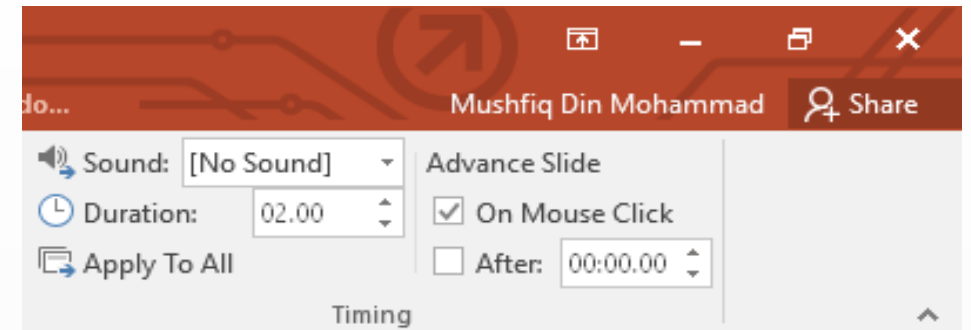
Transition to This Slide



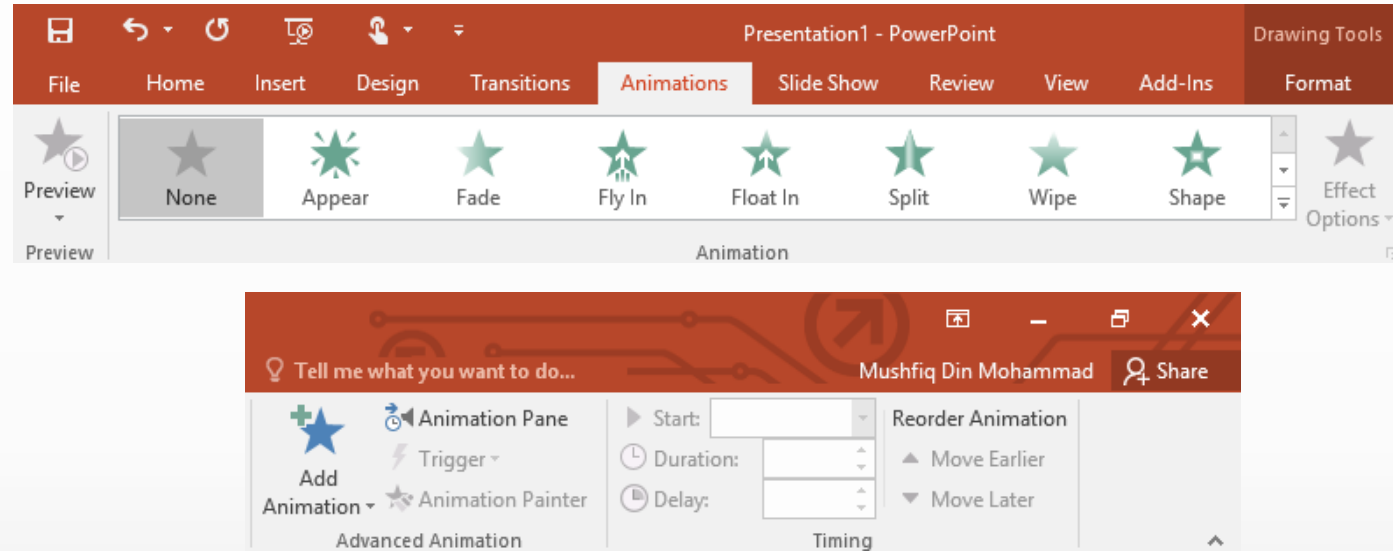
- **Preview:** This option is used to display an animation or slide transition after it has been applied to a slide.
- **Transition Gallery:** To select a transition effect for a slide or all the slides in the presentation, click one of the options in this group. There are three categories of transitions; 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.



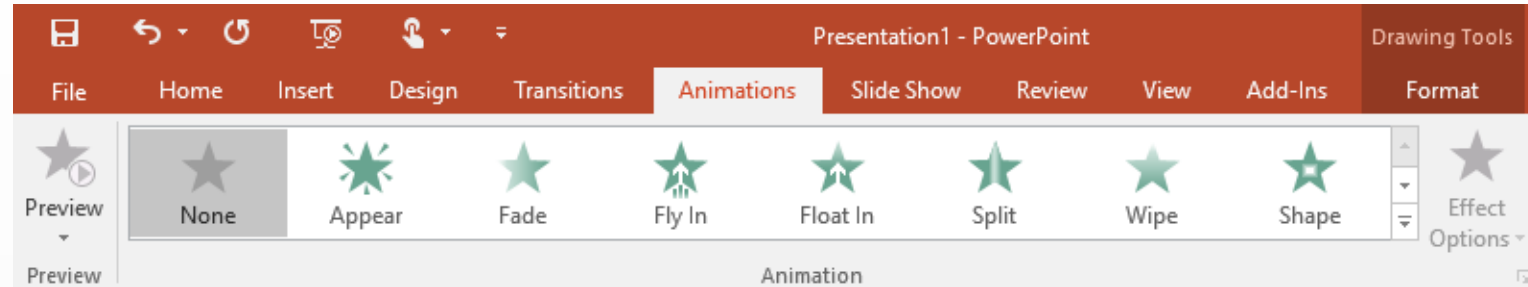
Animation Tab



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.

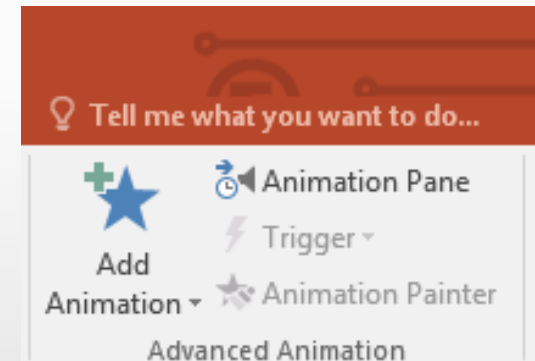
Animation



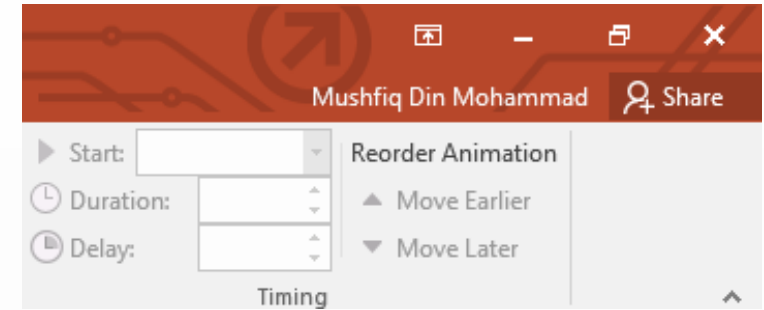
- **Preview:** This option is used to display an animation or slide transition after it has been applied to a slide.
- **Animation Gallery:** To select an animation effect for the selected element in a slide, click one of the options in this group. Click the More button in the bottom right corner of 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.

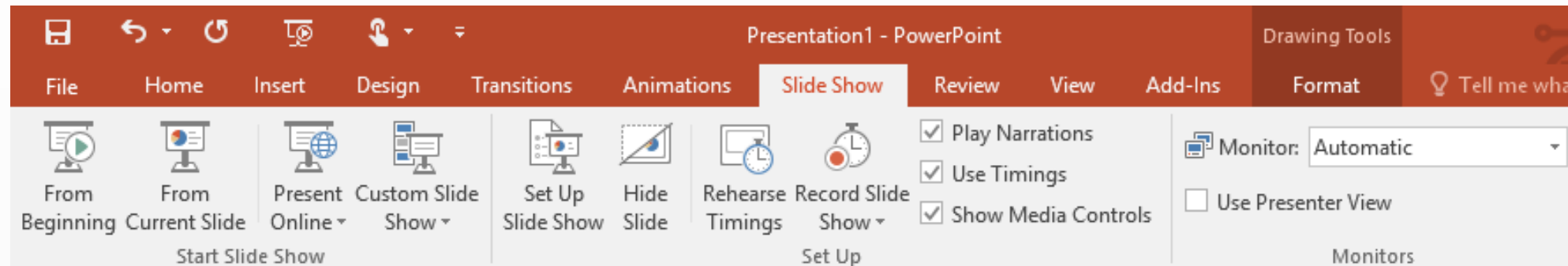


Timing



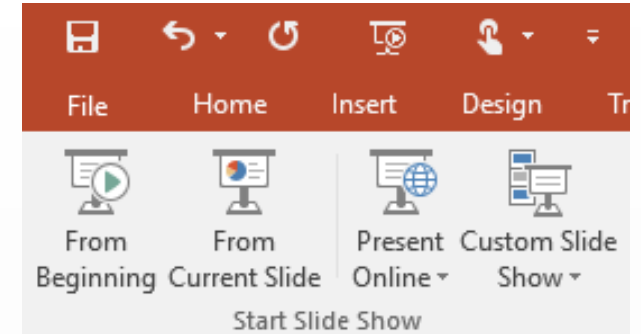
- **Start (On Click):** This option is used to specify when an animation should start to play. The options are **On Click**, **With Previous**, and **After Previous**.
- **Duration:** Click the spinner arrows for this option to specify how long the animation should play.
- **Delay:** Use this option 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



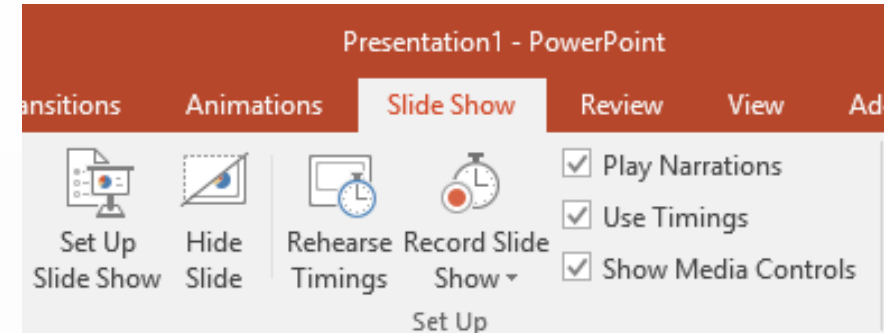
This tab provides options for presenting the Slide Show to the audience. Narration for the show can be recorded. Decisions can be made as to where to start the presentation. In addition, custom shows can be created.

Start Slide Show



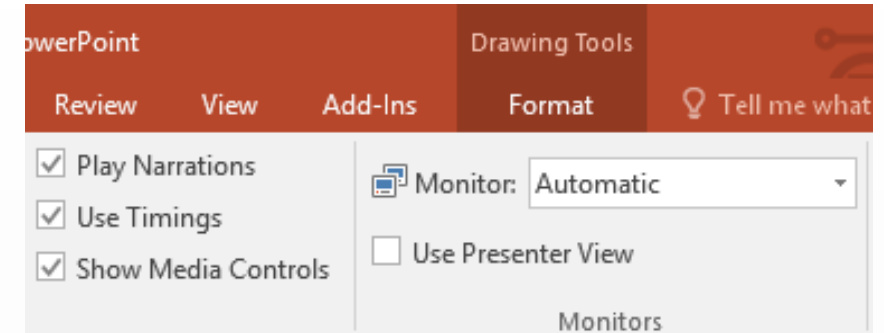
- **From Beginning:** Click this button to start the slide show at the first slide. This will start the show at the beginning even though the insertion point is not in the first slide.
- **From Current Slide:** When the insertion point is in a different slide than the first one, clicking this button 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



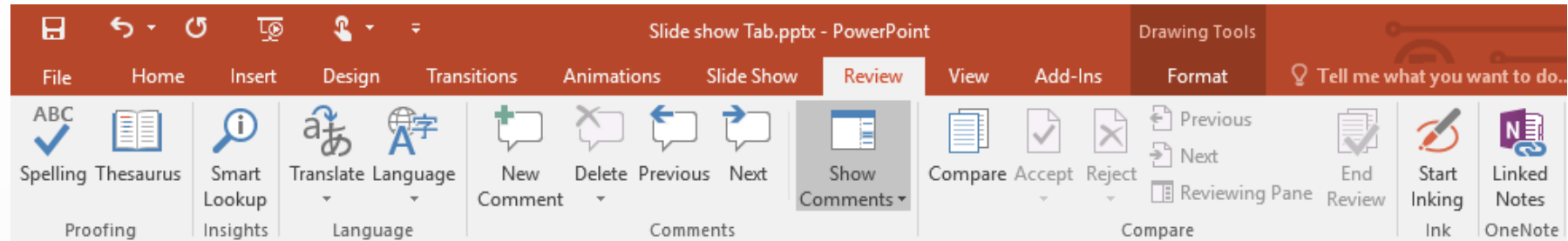
- **Set Up Slide Show:** To set up advanced options for a presentation such as viewing the show on a kiosk.
- **Hide Slide:** To hide a slide within the presentation, click this button. This means that the slide will not be shown during the presentation.
- **Rehearse Timings:** This option is used to 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.

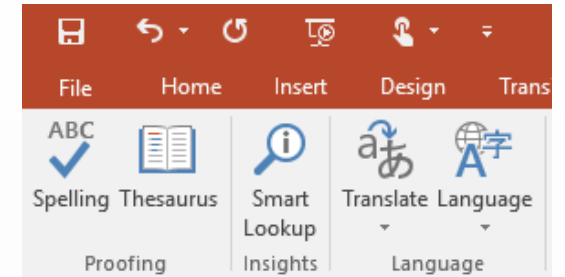
Review Tab



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.

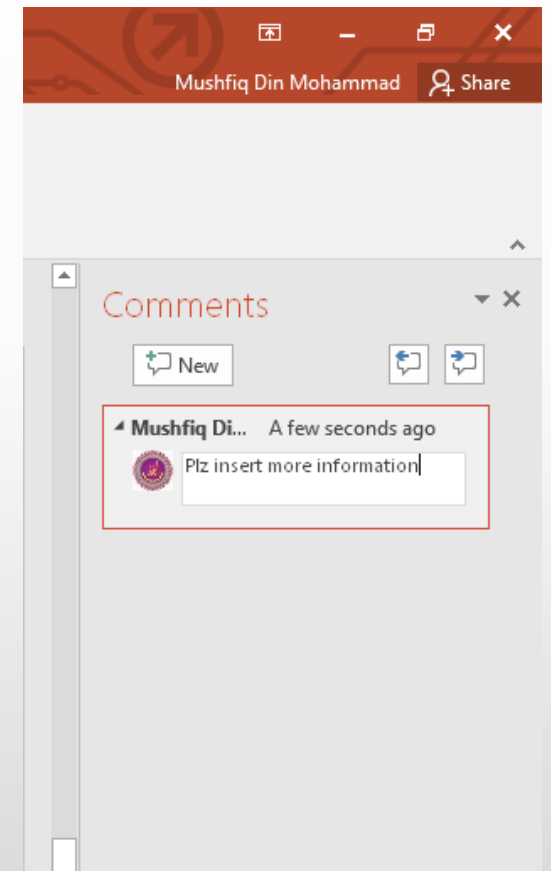
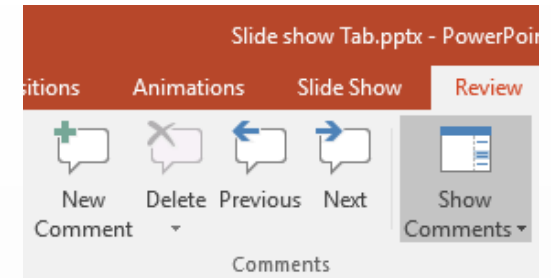
Proofing, Insights & Language



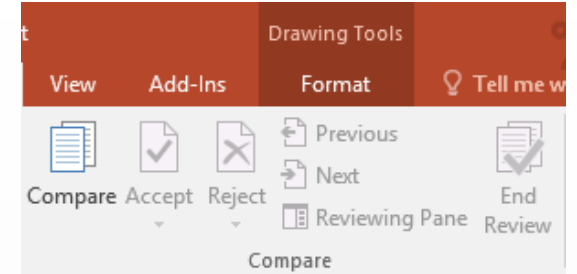
- **Spelling:** To check the spelling in the presentation, click this button. The spell checker will check the whole presentation for spelling errors.
- **Thesaurus:** This button is used to search for words that have the same or a similar meaning to the selected word.
- **Smart Lookup:** Use this button 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.

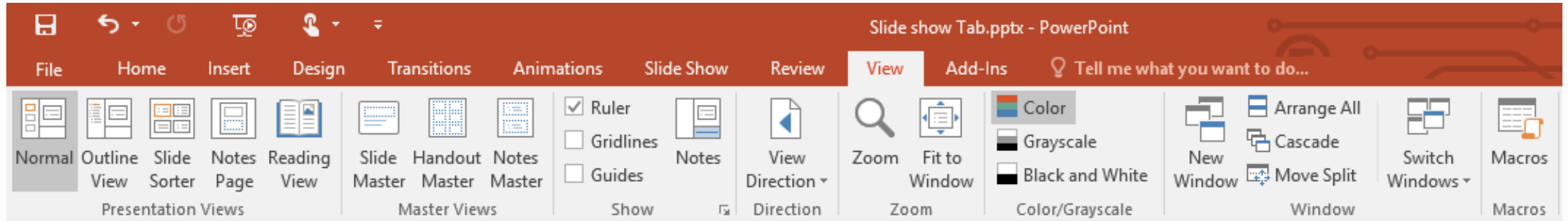


Compare



- **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.

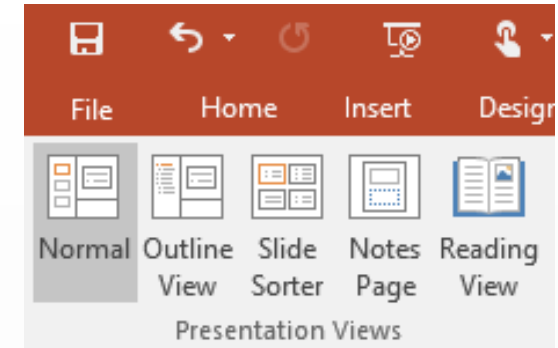
View Tab



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.

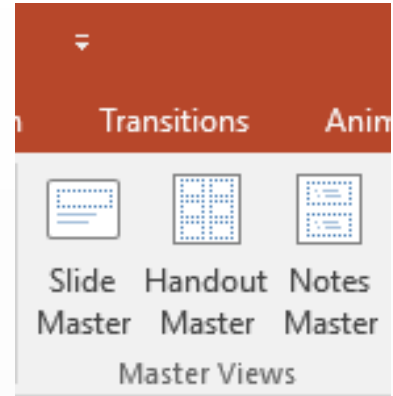
Presentation Views

- **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.

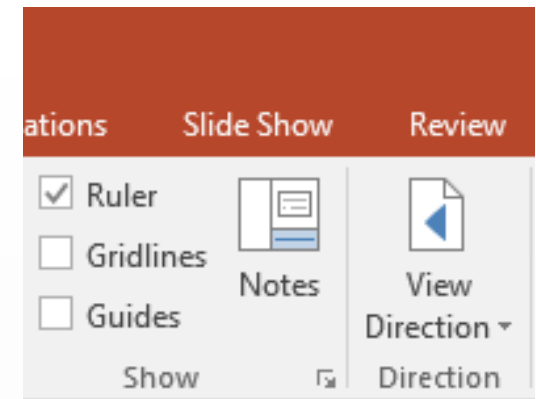


Master Views

- **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.

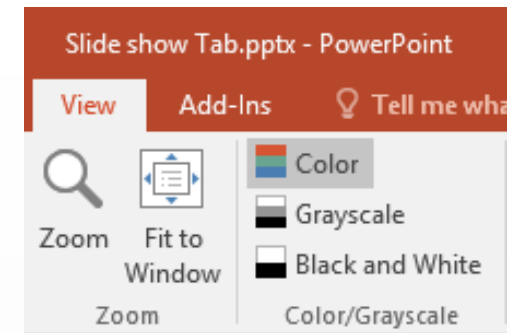


Show & Direction



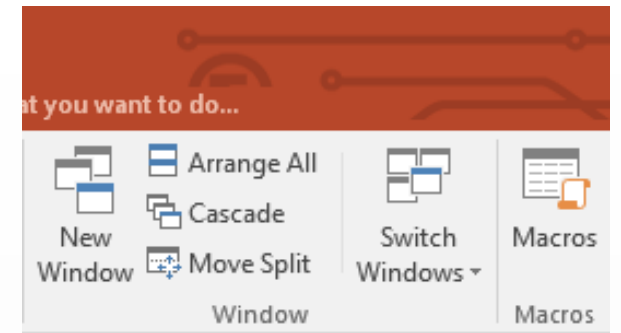
- **Ruler:** To display the horizontal and vertical ruler in the PowerPoint window a check mark must appear in the check box for this option.
- **Gridlines:** Click the check box for this option to display gridlines in a presentation. The gridlines are used to align objects on a slide.
- **Guides:** 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



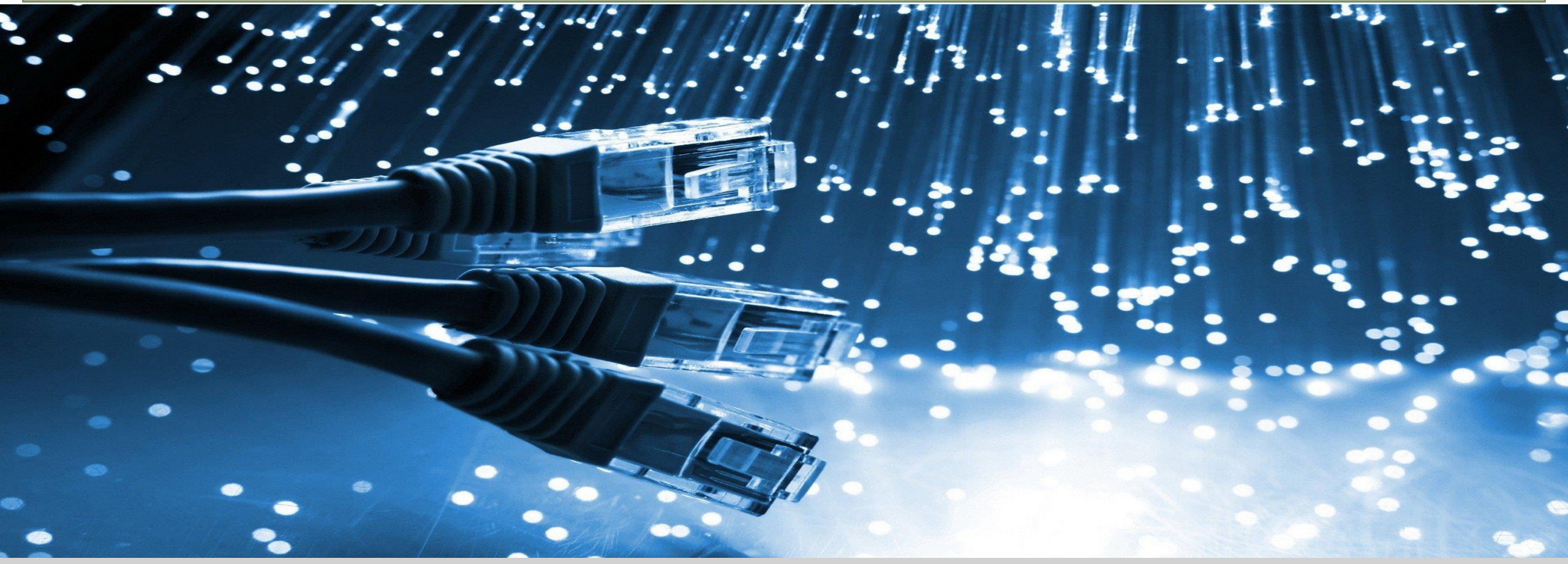
- **New Window:** To open a new PowerPoint window, click this button.
- **Arrange All:** To tile the open windows on the screen side-by-side.
- **Cascade:** Use this button to tile the open windows so that they overlap vertically on the screen.
- **Move Split:** This option is used to move the splitters 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 یې لنډه معلومات

Basics of Internet

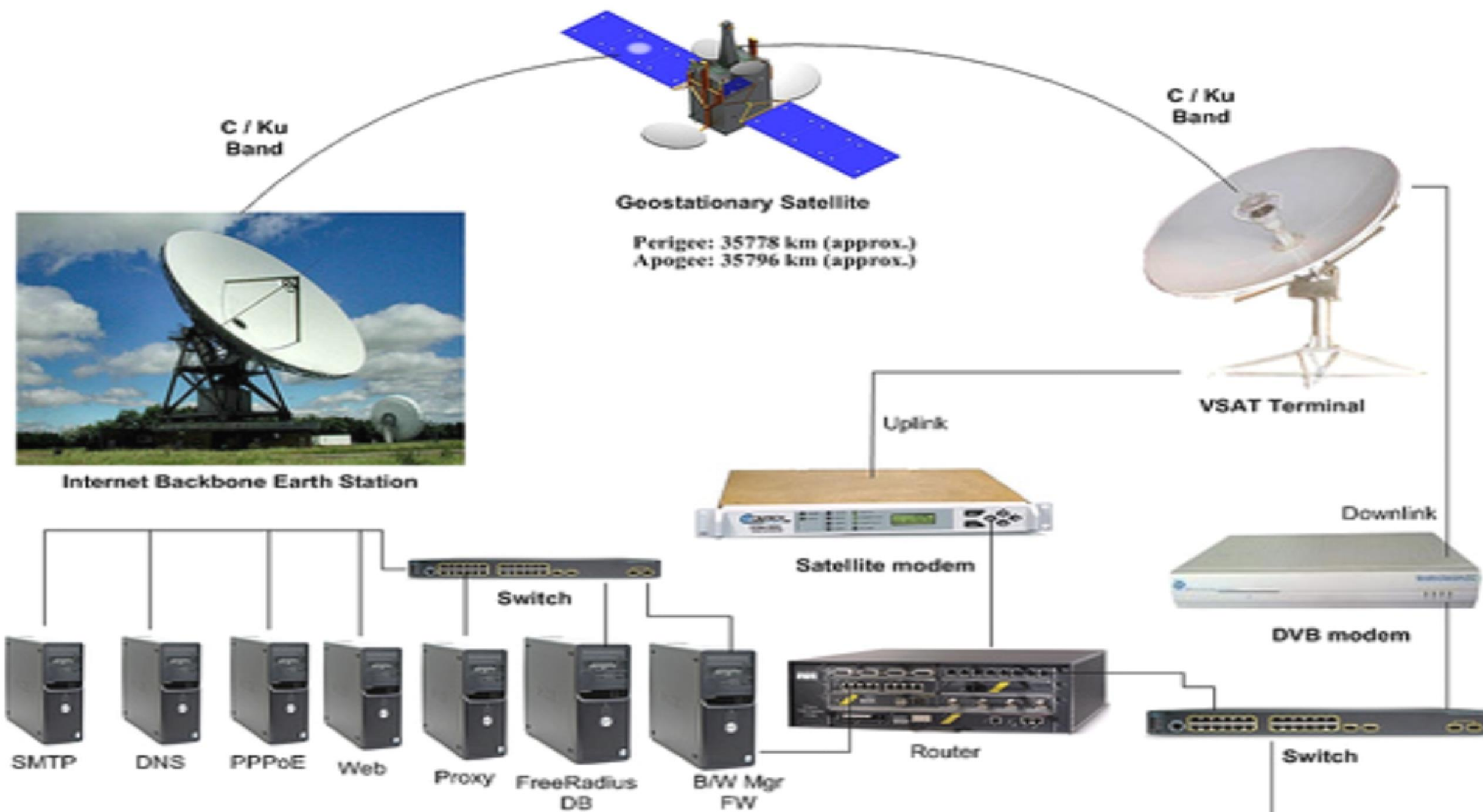
General Information About Internet

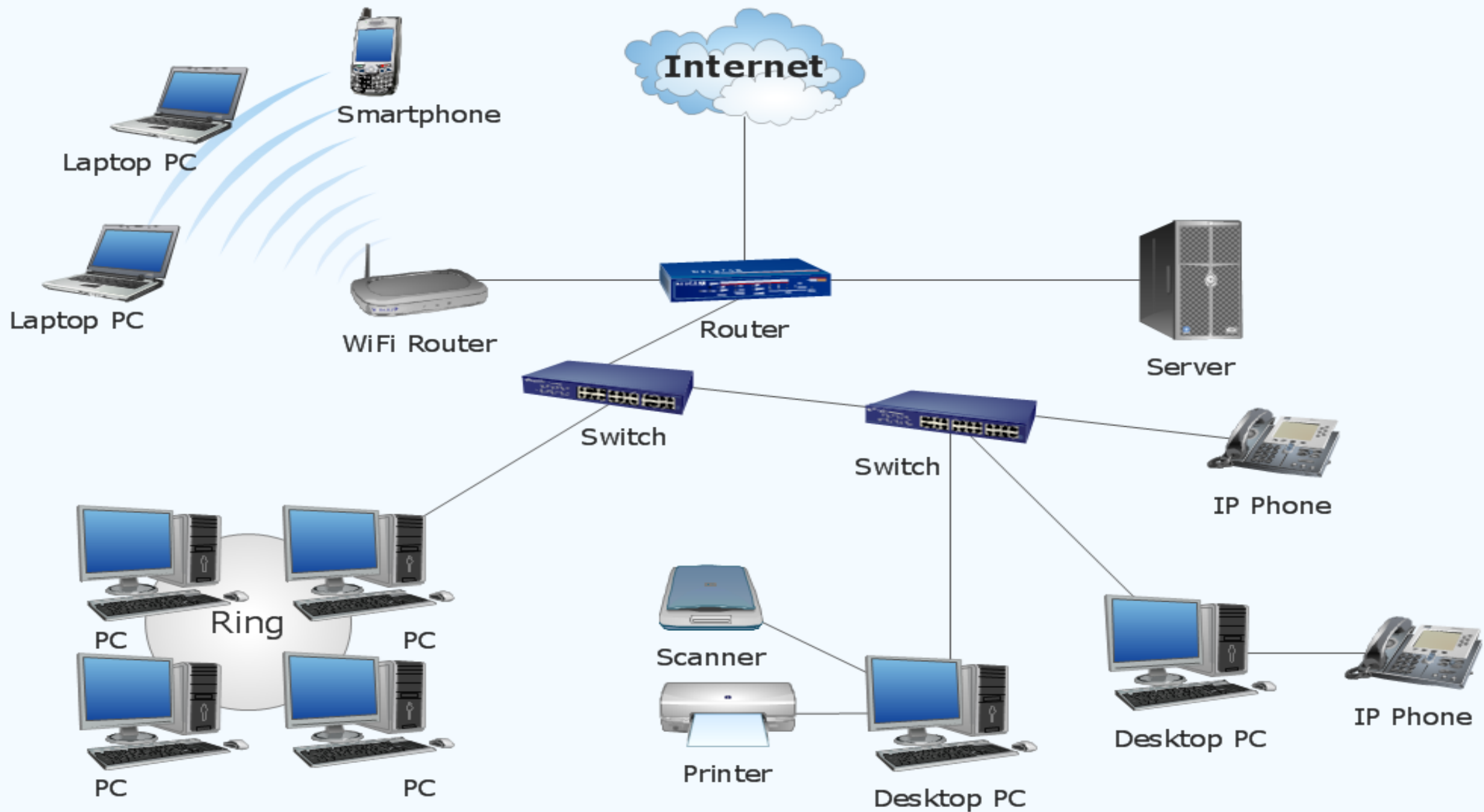


What is internet?

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

Site offering jobs opportunity

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 curser will be changed in to Hand

10. Data transfer Rate: is the amount data that sent and receives

11. Home page: first page of the website

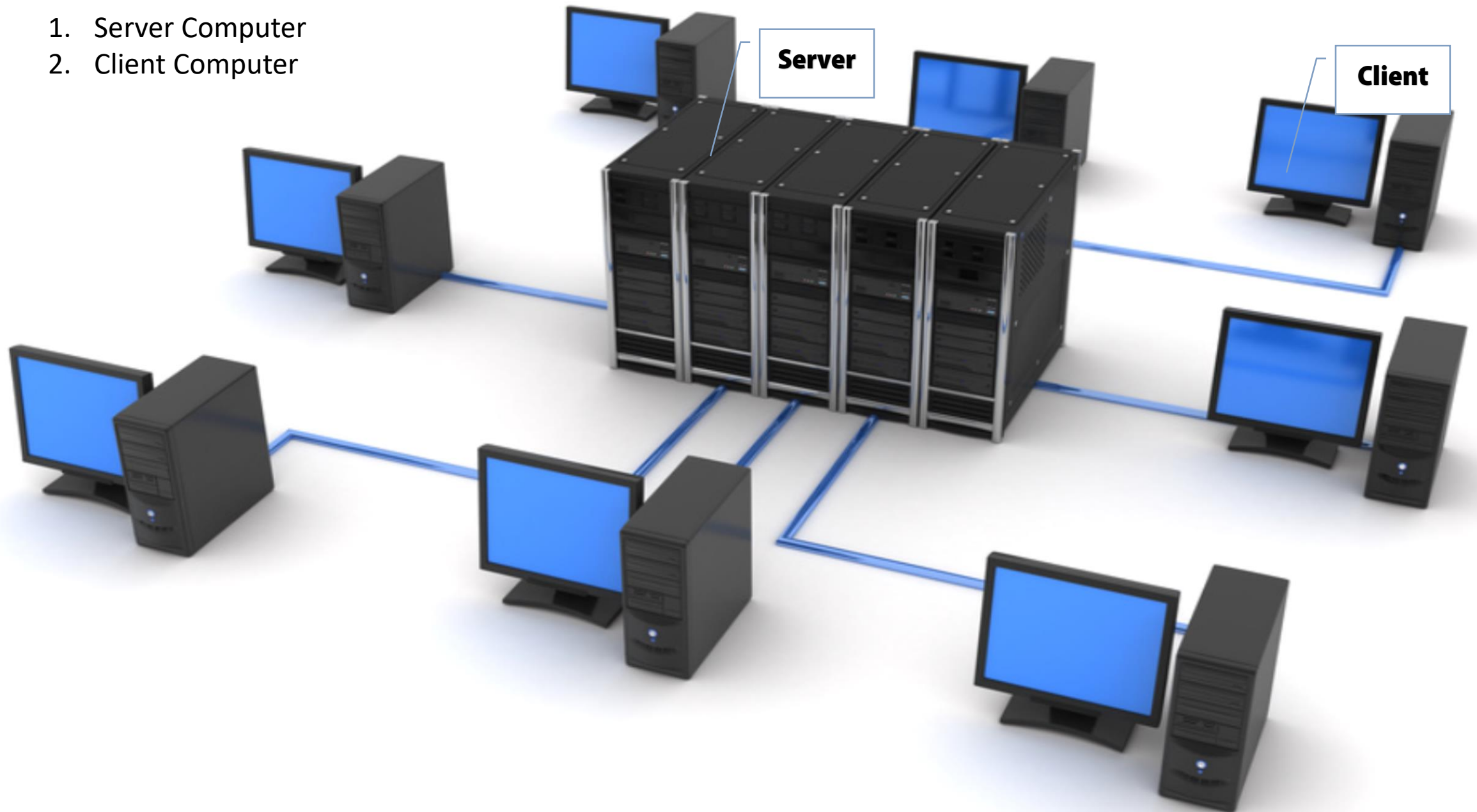
12. *Client*: A client is any computer on the network that requests services from another computer on the network.

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..

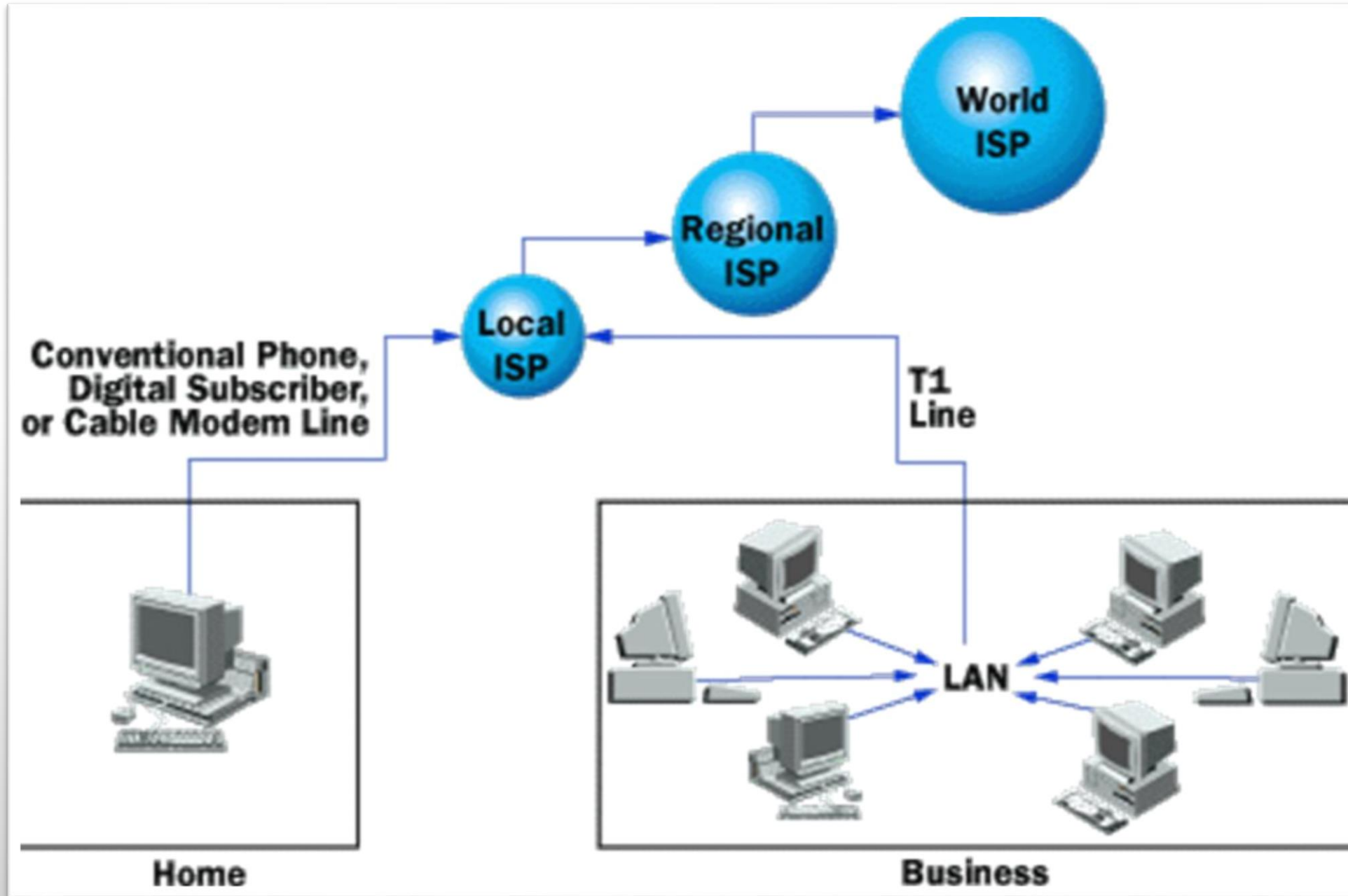
16. *Modem*: To access the Internet, a user requires a hardware device called a modem. The word *modem* Taken from the words *modulator* and *demodulator*. A modem transmits data over telephone lines as analog signals and then converts them digital signals that can be interpreted by a computer.

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

(Basic NOKTast)
Modem

Wireless Router

Router

Reset Button
Power Port
LAN Port
Power

Wireless

Device1

Device2

Device3

Device4

Router

Internet

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:

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



Internet

Modem (dialup or broadband)



Desktop computer with PCI adapter



Desktop computer with PCI adapter

Notebook with PC card adapter



Techfuels.com



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](https://www.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**
- 2. Image === can searched by google**
- 3. Videos===== www.youtube.com**
- 4. Software's===== 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 Facuilites



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 ?

سوال ؟