



Arab Republic Of Egypt
Ministry of Education
The Book Sector

The Computer

For Preparatory One



2012 - 2013

غير مصرح بتداول هذا الكتاب
خارج وزارة التربية والتعليم



The Computer

For Preparatory One

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Introduction

The Ministry of Education exerts no efforts to provide schools with computer sets. Therefore, computer experts are doing their best to prepare the most suitable books for all stages. This book made experience learning easy and helps the students teach themselves. This book concentrates on (Word). Keyboarding should be taught in the early grades before students acquire bad habits. The items covered in this book will enable the pupils create and publish great-looking documents quickly and easily and in a very smart way.

It is often pointed out that computers, like hammers, saws or washing machines, are just tools. We use computers in our everyday life for tasks such as writing documents; calculate budgets, or any kind of 'slave'-labor that the computer can help us with. "The greatest advantage of using computers in schools is that it can be used as a tool for arriving at solutions, wherever appropriate." Software shows us that a majority of the programs are directed at helping the kids memorize facts, foreign words, laws of physics, or to simulate conditions and situations. In more recent times - with the boost of Internet - a heavy focus on search and downloading of information is seen.

It often seems like information is not good enough, if it has not presented multi-medially on the screen, or loaded from a CD or Internet. There is nothing wrong with the fact that information is retrieved by the use of computers or distributed via hi-tech media - but is this media, this path of transportation, so significant that schools and families at any cost must leap at this magic technology and use it - the sooner the better? . Shortage of information is not a major problem today; the contrary seems to be the case; to limit the flood of information.

Computer programs are often consciously used today to increase the student's interest for a subject. "From now on the kids will like mathbecause solving problems is just like playing a game", as the ad for a math training software product, promises. By using this software, the teacher can make the lessons "as exciting as Space Invaders from Mars", because the students will be able to "practice trial-and-error all on their own and thereby find

the right answers to all the problems". Furthermore, the programme is "easy to use and requires no special computer knowledge from the teacher". In this way, one can "give new life to math education".

We are reminded that the computer is not an ordinary tool, such as typewriter or a saw, by the fact that they exert such a great fascination on youths (especially younger boys), or millions of processes are carried out in a split second, with the most amazing results, without enabling us to experience the cause and effect:

In real life, computers are usually connected to the 'outside world' in one way or another: They measure and control things, reads bar codes, transfer money from one bank to another, etc.

We must encourage the young person's universal development, in which the basic understanding of computer technology is one. Showering the modern school kids with loads of 'micro', 'Mega', 'Giga', 'Multimedia', 'click-and-learn-programs' that make all problems in the world into a "game", and as exciting as playing "Space Invaders from Mars".

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UNIT 1

Information Technology



Chapter (1)

Computers in everyday life

Objectives:

By the end of this chapter, you will be able to:

- Define the situations where a computer might be more appropriate than people
- Define the situations where people might be more appropriate than a computer.
- Give real world examples.





Introduction:

- Identify some situations where a computer is more appropriate than a person for carrying out a task and where it is not.
- Know some of the uses of large-scale computer applications in business.
- Know some of the uses of large-scale computer applications in government.
- Know some of the uses of large-scale computer applications in hospitals/healthcare.
- Know some of the uses of computer applications in education .





Information Technology

Computers in everyday life:

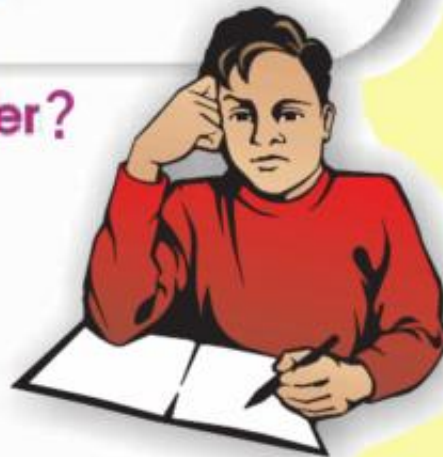
Computers are in common use today as they can be used to process large amount of data in a short time. Many areas of modern society take advantage of the power of computing.

Identify some situations where a computer is more appropriate than a person for carrying out a task and where it is not.





Where Computers are better?

- ☐ Repetitive tasks.
- ☐ Easily automated tasks.
- ☐ Mathematical calculations.
- ☐ Dangerous situations.



Where People are better?

-  Any activity requiring thought or creativity.
-  Interacting with humans.



The Computer



Computers at home:



Many people have a PC. at home, either for work or entertainment. Some of the common uses for a PC. are:



Working from home.



Managing your finances.



Word processing.



Time management, to sort or arrange meetings, birthdays, arrangements etc...



Sending messages to others by email.



Browsing for information, news or shopping on the internet.



Watching, listening and reading films, songs, music and books.



Learning languages or any other aspects of knowledge.



Playing computer games.





Information Technology

Computers in Business:

Most companies use Information Technology(IT)for administration, communication, to sell products (online), to develop software and support services.

Offices ::

Companies can use computers to store their records, keep track of what used to pay employees, send out letters to customers, and communicate with other companies and/or department.



Shops:

Shops and supermarkets use IT on their checkout counters to scan the bar code on the item purchased. This type of system is used to calculate bills by automatically recording the items as they are scanned. This information is shared with the central warehouse magnetic readers if payment is done with a credit card.

Libraries:

Libraries usually put bar codes on books to be scanned when a book is borrowed or returned. This allows librarians to keep an up-to-date database of all their stock and monitor which books are out on loan or overdue.



The Computer



Information Technology

Computers in Education



It is very important to have some computer skills in today's working world. As well as storing student details, names, addresses, and so on. Most schools now have some forms of computer education. Pupils can learn about the computer world and also make use of the ability to connect to other learning institutions. Pupils can also write reports using the computers and also use CBT (Computer Based Training) materials to study science, math, languages etc. Pupils often make use of encyclopedias to search and find useful information.

Real world example .

Distance learning systems: E-learning is a term used to describe studying via the Internet.

Computers in Healthcare

Computers are used to record patient records, control diagnostic instruments and equipment, control ambulance scheduling/tracking, conduct medical research and provide online services.



Chapter (2)

Computer System

Objectives:

By the end of this chapter, you will be able to:

- List four parts of a computer system.
- Define the hardware components.
- Define the software components.
- Define the data & information and list their types.
- Define the humanware.
- Name and describe three types of computers.





Computer System

In specific terms, a computer is an electronic device that processes data converting it into information that is useful to decision makers.

Computers are controlled by programming instructions, which give the machine a purpose and tell it what, when and how to do it.

Computers have many varieties ranging from the small computer built into household appliances to the super computer that helps scientists in researches, or runs large scale applications.



A complete computer system consists of four

- ⇒ **Hardware.**
- ⇒ **Software.**
- ⇒ **Humanware.**
- ⇒ **Data & Information.**





Hardware:

The word hardware refers to any part of the computer you can touch.



Software:

Software is a set of instructions that order the computer to perform tasks.





Information Technology

Humanware:

Humanware refers to the staff who:

- 1 **Maintain hardware.**
- 2 **Develop software.**
- 3 **Design.**
- 4 **Operate and use.**

1



2



3



4



Zamzam Presses



Data & Information:

Data consists of individual facts or bits of information.

The computer stores data of all kinds (words, numbers, images, sounds, or videos).

Within the computer, data is stored in files. A file is simply a set of data that has been given a name.

Data types:

Words

WELCOME

Numbers

3
2 1 5

Images



Sounds





Information Technology

Computer Types

PC



A **PC** is a computer, designed by IBM in 1981. Many different companies make PCs, but all of them are IBM-compatible. What this means, according to Bill Gates, is that they will all run Microsoft Windows.

Capacity: Average hard disk size is from 40 GB to 512 GB.

Speed: Average speed is from 1 GHz to 3 Ghz.

Cost: Fairly inexpensive.

MAINFRAME



A **Mainframe** is a big powerful, expensive computer that can support many users at the same time. Large businesses and organizations use mainframes.

Capacity: capacity of several hundred or even thousands of PCs.

Speed: much faster than PCs.

Cost: highly expensive.

MACINTOSH



Macintosh (Mac) is a computer, but it is not a PC. Macs have a different operating system and use their own software and hardware.

Capacity: Average hard disk size is from 40 GB to 512 GB.

Speed: ranges from 500 MHz to 3Ghz

Cost: fairly inexpensive, but usually costs more than an equivalent PC.





Information Technology

A **Laptop**, or notebook, is a lighter and more portable version of a PC or Mac that can run on batteries.

Capacity: Average hard disk size is from 80 GB to over than 512 GB

Speed: Fast, but slightly slower than a PC. It's average speed is from 700 MHz to 3 Ghz

Cost: Fairly inexpensive, but costs more than an equivalent PC.

LAPTOP



SERVER

A **Server** computer is a central computer attached to a network where users on the network can save their files and information.

Capacity: Greater than a PC, often more than 512 GB.

Speed: Generally faster than a PC, may use multiple CPUs.

Cost: More expensive than a PC but not as expensive as a mainframe.



Personal Data Assistant (PDA): is a handheld computer that is generally used to keep track of appointments and addresses, and stores small files.

Capacity: Much smaller than a PC - 64 MB to 8 GB of storage space.

Speed: Much slower than a PC - 8 Mhz to 266 MHz.

Cost: Expensive when compared to the capacity of a PC.

PDA



The Computer



Worksheet

Tell Me

How to get an appropriate computer



Which Type of Computer do you need?

			
Type: _____	Type: _____	Type: _____	Type: _____
Size : _____	Size : _____	Size : _____	Size : _____
Speed : _____	Speed : _____	Speed : _____	Speed : _____
Cost: _____	Cost: _____	Cost: _____	Cost: _____

Can I Just Buy the Most Expensive Computer I Can Afford?





Worksheet



Information Technology

**Draw a line to match the five.
Steps for buying a computer:**



The Computer



Information Technology



Zamzam Presses

Chapter (3)

Hardware

Objectives:

By the end of this chapter, you will be able to:

- Define Computer processor.
- Define Computer memory.
- Define Input & Output Devices.
- Define Storage devices.





Computer processor:

It is hidden inside the system unit. It is a particularly important part of the computer, known as the central processing unit (or CPU, for short).

It is responsible for data processing in computer.



Central
Processing
Unit
(CPU)

Computer Memory:

A RAM is a computer's temporary storage place, where it gets its work done. For example, when you use a word processor to type a letter, the letter is stored in the computer's memory. The amount of RAM, or memory, is a very important factor in a computer's performance. Generally, the more RAM a computer has the better its performance.





Output&input devices:



Input :

You communicate with the computer via an input device such as:

A mouse
A keyboard
A joystick.

Process/Storage

The computer processes data, makes calculations, directs the work to the hardware, and stores your files.

Output :

The computer communicates its results to you via an output device such as:

A Monitor
A Printer
Speakers.

Input devices:



Keyboard: This is used to input data into a computer. With a keyboard, you can enter commands, select menu options and enter data into applications.

Mouse: The mouse is used :

- Pointing
- Selecting
- Drag and drop
- Open drop down menu





Input Devices:



Light pen: A special pen that lets you draw directly onto the screen, doing mouse functions

Touch screen: Similar to an ordinary computer monitor. It has a thin, transparent layer of plastic covering it, that's touch-sensitive. When you touch a part of the screen, it has the same effect as if you clicked on that area with a mouse.



Joystick: A hand-held stick that can be moved around in any direction. Used mainly for playing games.

Touchpad: Often used on laptops. With a touchpad, you can move the mouse cursor on the screen by touching the pad and moving your finger around. The two buttons, on the touch pad, simulate the use of the left and right buttons of a mouse.





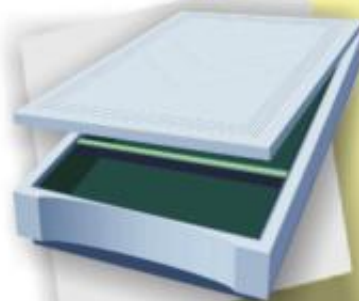
Information Technology

Trackball: Instead of using a mouse, you can also use a trackball. You can use your thumb on the roller-ball to move the cursor on the screen.



Graphics Pad: This is a square piece of material that you can use to draw pictures (for a mouse is not always practical for drawing complicated lines and shapes).

Scanner: Used to scan images/documents into a computer. It can be flatbed or hand-held, it is also used for Optical Character Recognition (OCR) and to scan microfilm/transparencies and negatives.





Output devices:



Monitor:

The screen/monitor/visual display unit is the part of a computer that displays the current process or application. There are several types of monitors.



Laser Printer: These are large, expensive printers that work like a photocopier. They usually have very high quality printouts and can print very fast.

Inkjet Printer: These are smaller, cheaper printers that use a little cartridge to spray a jet of ink onto the paper.



Plotter: This is a special type of printer that draws pictures based on commands from a computer. They are used by engineers, advertisement personnel and designers who need to draw complicated diagrams.





Information Technology

Storage:

A PC processes data in streams of bits (the smallest component of computer data). Each bit can be in one of two states: 1 or 0 (on and off). These states are known as binary digits. Bits are combined in sets of eight to form a byte. Bytes are used to represent data such as characters this table bellow represent the example of (bit - byte - kilobyte - megabyte -gigabyte)

Name	Size	Type	Date Modified
2001sect.pdf	82 KB	Adobe Acrobat Doc...	05/02/2007 10:35
al.doc	79 KB	Microsoft Word Doc...	11/12/2006 11:49
ch1.ppt	2,535 KB	Microsoft PowerPoi...	20/02/2006 10:59
ch2.ppt	3,735 KB	Microsoft PowerPoi...	20/02/2006 11:03
computerTechnology.jpg	40 KB	JPEG Image	14/01/2006 09:51
Faster Smarter At Hardware & Operating Systems.doc	14,880 KB	Compiled HTML Help...	23/02/2007 11:05
102 ECOL 14.0 - Module 1 - Workbook.pdf	125 KB	Adobe Acrobat Doc...	07/06/2006 08:13

Size

Unit	Abbreviation	Size	Symbol	Equivalent
Byte	B	8bits		A single Letter, Number or Symbol
Kilobyte	KB	1,024byte		A one-page, double-spaced letter
Megabyte	MB	1,024Kilobyte		A best-selling novel
Gigabyte	GB	1,024Megabyte		An encyclopedia set
Terabyte	TB	1,024Gigabyte 1,024		A bookstore



The Computer



Storage devices

Zip disks can store 100 to 250 Megabytes (MB) on a removable disk—about 70 to 170 times as much as an old floppy disk.

Zip drives are available in both 100MB and 250MB.



Jaz disk can store 1 to 2 Gigabytes (GB).

Jaz drives are also fast, though not as fast as a hard disk, so they are great for backing up information.

A tape drive creates copies, or backups, of the files on a computer's hard drive onto a tape cartridge. The backed up files can be restored in case the original files are lost due to a disaster or lack of experience.



Flash cards are commonly used as the 'film' for digital cameras as well as computer portable storage. Flash cards can store anywhere from a dozen to several hundred pictures, depending on how much memory they have. There are three different types of flash cards: Compact **Flash cards**, **Smart Media cards**, and **Memory Sticks**. Flash cards can store anywhere from 4 MB all the way up to 2 GB.

USB flash drive is really another type of Flash Card that plugs into a USB port. **USB flash drives** range in sizes from 16 MB to 4 GB.





Information Technology



A **hard drive or hard disk** is a computer's main storage device. Most hard drives are tucked away in the system unit of a computer hidden from view; hard drives can usually be heard whirring inside when you start the computer. An external hard drive resides outside the computer's system unit.

CD-ROM disks: CD-ROM can hold more than 600 Megabytes (MB) of data, most CD-ROMs can only read information. You can't save, or record anything on them.

CD-ROM drive : used for read CD-ROM disks. CDROM stands for:

Compact **D**isc-**R**ead Only Memory



Floppy disk



Some desktop computers still have a floppy drive, although some laptops have dropped the all-but-obsolete floppy drive. Floppy drives read flat, 3½-inch **floppy disks**. Floppy drives are as slow as molasses when compared to hard drives and CD-ROM drives. Floppy disks can only store 1.44 Megabytes (MB) just a little more than your typical novel.

DVD

Digital Versatile Disks used to store data, can hold more than 4.7 GB



The Computer



Information Technology

What makes a computer powerful?

Processor Speed:

A computer can do billions of actions per second.



Reliability:



Failures are usually due to human error, one way or another.

Hard Disk:

A computer can keep huge amounts of data.

The more bytes your hard disk has, the more data/software you can store.



Memory:



The more memory your computer has, the more applications you can run at the same time. Increasing memory also improves system performance.

Like a ballet dancer; the wider the space she has the better she can dance.





Worksheet



Information Technology

Arrange the following storage device ascending drive to storage capacity :



()



()



()



()



The Computer



Worksheet



Choose the word that best describes the picture and write the word in the blank space.

Scanner

system unit

monitor

Mouse

digital camera

printer

Keyboard

trackball

speakers





















Worksheet



Output devices receive information from the CPU and translate it into sound or images that we can understand.

Input devices allow us to send information to the CPU to tell the computer what to do.

Write input or output in the blank next to the components listed

Monitor _____

Keyboard _____

Scanner _____

Graphics _____

Trackball _____

Laser printer _____

Mouse _____

Speakers _____

Digital camera _____

Touchpan _____





Information Technology



Zamzam Presses

Chapter (4)

Software

Objectives:

By the end of this chapter, you will be able to:

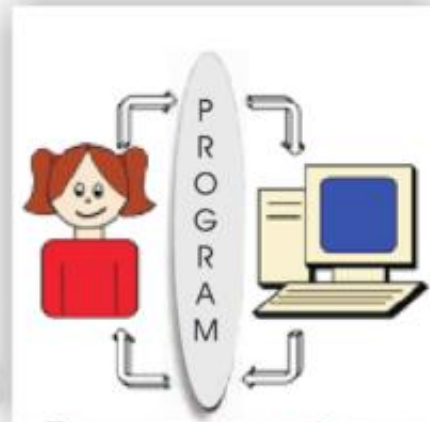
- Define Operating systems.
- Define Applications.
- Define Utility programs.





Software:

Programs: is a program that tells your computer what to do. Programs translate between users and computers.

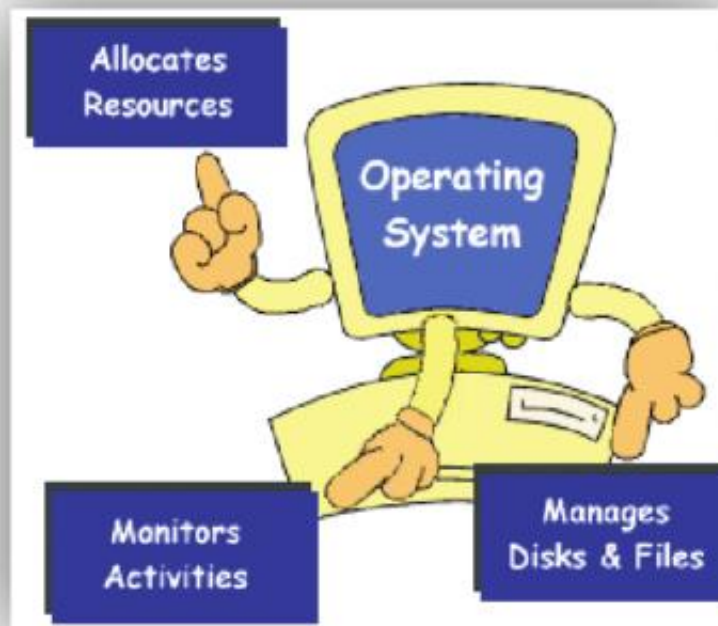


Types of programs:

Operating systems-Applications-Utilities

Operating systems:

- Manage files and disk drives
- Allocate and store data in an organized way
- Monitor and follow up work
- Acts as an intermediary between the user and the physical components of the computer





Applications:

There are many different types of programs for the computer. They are grouped according to the tasks they perform. Here are some very common types of programs and some examples of their uses:

1

Word processing:

- Letter writing
- Essays
- Writing stories

2

Spreadsheets:

- Storing financial information
- Using functions

3

Database:

- Address books
- Mailing lists

4

Entertainment

- Music programs
- Video programs
- Games

5

Education

- Skill practice games
- Tutorials
- How-to do programs

Other

- Macromedia programs
- Movie programs
- Browser programs





Utility Programs :

Is a system program designed to perform a specific task related to the operation of the computer when requested to do so by the computer user. For example a utility program might be used to:

- Complete a screen dump.
- Format a disk.
- Convert the format of a data file in order to be accessed by different applications.

PDF Tool:

Ultra PDF Tool is a powerful utility program for creating /editing/ manipulating PDF files with ease.



Anti-Viruses:

Today's computer viruses are more sophisticated and aggressive than ever. Thankfully, with anti-virus software, you can confidently keep your data safe and your computer completely free of infection.





Software model:

The operating system receives messages from applications and instructs the hardware system to process and/or calculate data. The results are passed back up the chain of events to the user.



- 1 Hardware .
- 2 Operating system .
- 3 Application .
- 4 Data .





worksheet



Choose words from the word list to fill in the blanks:

Word processing
Entertainment

Spreadsheets
Education

Database
Operating system

1 works with words to help you write letters.

2 helps you use functions.

3 Programs translate between users and computer.

4 helps you do Mailing lists.

5 helps you learn new skills.



worksheet



Which one of these tasks considered as an operating system function :

- ☐ Acts as an intermediary between the user and the physical components of the computer .
- ☐ Convert data from one format to anoter .
- ☐ help in writing text .

Which one of these functions that operating system does :

- ☐ Drawing a picture .
- ☐ Determinig the working program .
- ☐ Storing file on disk / C D .
- ☐ Running a chess game .





Information Technology



Chapter (5)

Data & Information & Humanware

Objectives:

By the end of this chapter, you will be able to:

- Define Data.
- Define Information.
- Define Humanware.
- Define Programmers.
- Define Designers.





Information Technology

Sources of information:

Televisions, radios, newspapers, books magazines, conversations, etc... are all sources of information. At work people use information to produce goods and services. Most information at work is handled on paper.



Information technology(IT):

Is a combination of computers , accessories that handle processing and storing of information that is contained in text, text, picture, and voice .



IT combines technologies :

Computing.
Communicating.
Of information as well this is called telecommunication.



Tele communication :

Telecommunication is concerned with carrying or moving information around over distances in the form of a coded electrical, light or radio signals.

Carrying, processing and storing information

Like the human brain, computers handle information as electrical signals. All the information [voice, text, pictures, etc.] carried, processed, and stored, as a series of electrical signals by both the computer and the brain.





Information Technology

Data:

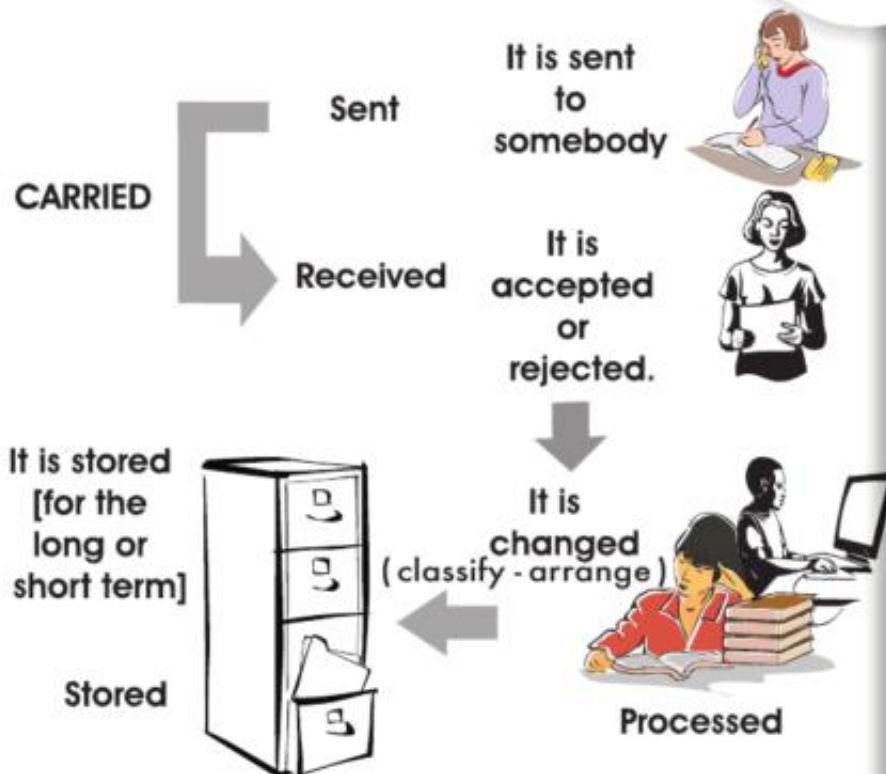
Data is the new material for information. Data is organized into files, and consist of raw facts, it does not have any meaning until it is processed and turned into something useful.

Data comes in many forms, the main forms are letters, numbers and symbols.



Information:

Information. For example the three data items above could represent tasks in formation help for taking desisions .



The Computer



How dose computer process data?

There are two components that handle processing in a computer.

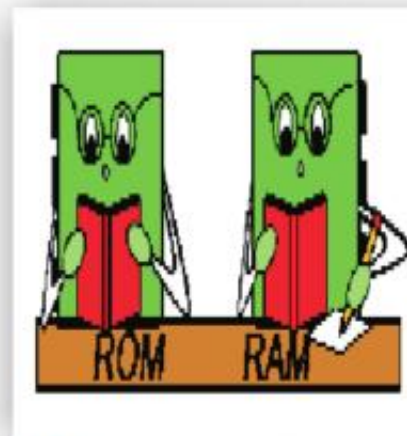


The central processing unit (or CPU)

The place where data is processed .

Memory

The space where the computer can quickly read or write programs and data while they are used.



Main memory

This is where the computer stores the data and commands that are currently being used. When the computer is turned off, all data in the Main Memory vanishes. A data storage method of this type is called volatile since the data "evaporates".

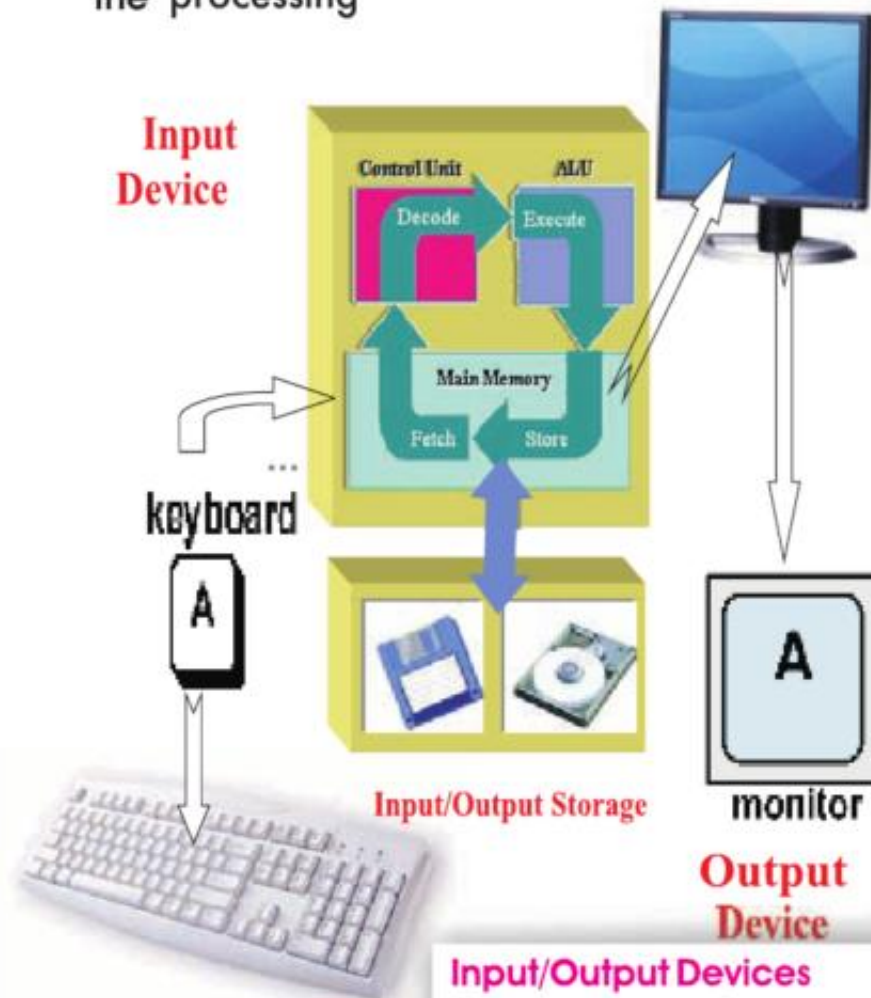




CPU

Stands for **Central Processing Unit**

This is the part of the computer that does the "processing"



Input/Output Devices

When you enter new data, the keystrokes must be stored until the computer can do something with it. When you want data printed out or displayed, it must be stored somewhere handy first.





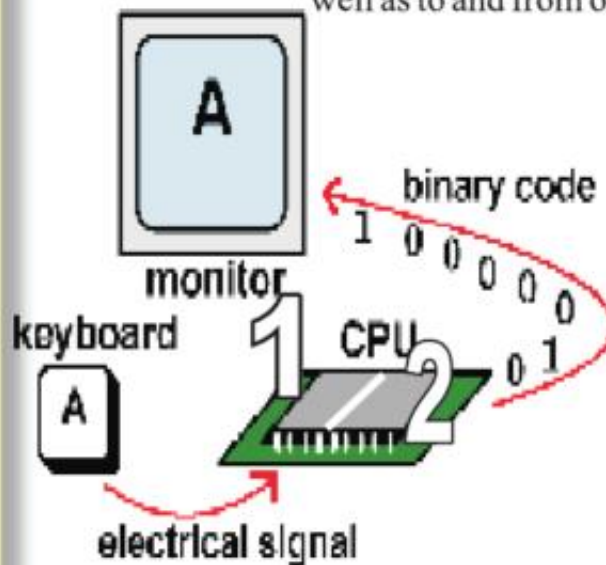
CPU

Every CPU has at least two basic parts

1

The control unit

All the computer's resources are managed from the control unit. Think of the control unit as a traffic cop directing the flow of data through the CPU, as well as to and from other devices.



2

The arithmetic & logic unit

All computer data is stored as numbers, much of the processing that takes place involves comparing numbers.



Information Technology

Humanware:

Designers:

Graphic designers develop the overall layout and production design of magazines, newspapers, and advertisements. They decide on the most effective way of getting a message through a printed, electronic, or a film media using a variety of methods such as idea, color, type, illustration, photography, animation, and various print and layout techniques.



Builders:



Those who participate in computer manufacturing.

Programmers:

Computer programs are instructions that tell the computer what to do, which information to identify and access, how to process it, and what equipment to use. Programmers write programs according to the specifications determined primarily by computer software engineers and systems analysts. The programmer codes those instructions in different programming languages - as Prolog, Java, and C++ - depending on the purpose of the program.



The Computer



Data Processing activities

Data processing consists of three basic activities :

- ☞ Capturing the input data.
- ☞ Processing the data.
- ☞ Managing the output results.

Capturing the input data:

Data must be recorded or captured in some form before they can be processed.



Processing the data:

One or more of the following operations have to be performed on the gathered data :

Classification,
Calculation,
Sorting,
Comparison,
Summarizing.



Managing the output results:

Once data has been captured and Processed, one or more of the following operations may be needed :

Storing and retrieving,
communicating and
reproducing.



Chapter (6)

Internet concepts

Objectives:

By the end of this chapter, you will be able to:

- Define the network and innumerate benefits of using a network.
- Define the internet.
- Define a web site and a web page.
- Define navigating.
- Define a hyperlink.





Information Technology

Networks

A computer network consists of two or more computers that are connected together. They could be in the same room, in the same building or on opposite sides of the world.

There are several benefits of using a network:

I- Sharing resources such as printers:

If you have two PCs but only one printer, the PCs can be connected to the printer and share its resources.

II- Sharing files and data:

Instead of making lots of copies of a file, like company letters, one copy could be stored on a particular PC and everyone could read it.

III- Fast diverging and effective communication:

To help people work together better, users can send messages to each other through their connected computers.

IV- Reducing costs as devices can be shared:

Saves time as communication is as fast as it could be, keeps confidentiality as data and information pass through safe pathways.





Information Technology

Unless you've been living on an isolated island, you already know that the Internet is the biggest revolution in computer technology. You can't ignore that the Internet has changed the world. Fortunately, for the most part, the Internet is incredibly easy to use. Even the most computer-phobic users seem to feel right at home on the Internet.

The Internet is the largest computer network in the world. It consists of millions of computers all over the planet, all connected to each other.



The World Wide Web is what you probably think of when you think of the Internet, although it's really just a part of the Internet.



The Web consists of millions of documents that are stored on hundreds of thousands of computers that are always connected to the Internet. You can find Web pages on every subject imaginable—from your local newspaper to online catalogs or airline schedules, and much, much more.



The Computer

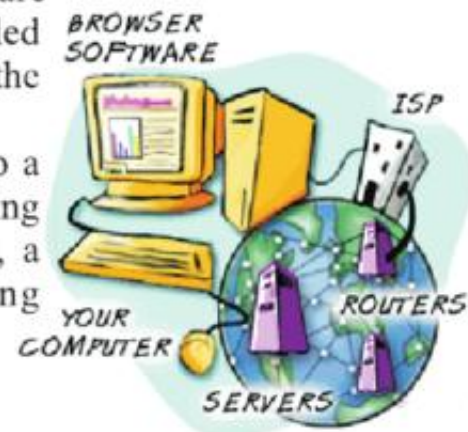


Information Technology

What is the web?

The World Wide Web is a collection of electronic documents that are linked together like a spider web. These documents are stored on computers called servers located around the world.

The Web has evolved into a global electronic publishing medium and increasingly, a medium for conducting electronic commerce.



What are the requirements to connect to the internet ?



The Web consists of:

Your personal computer Web browser software to access the Web, a connection to an Internet service provider (ISP), and servers to host the data.



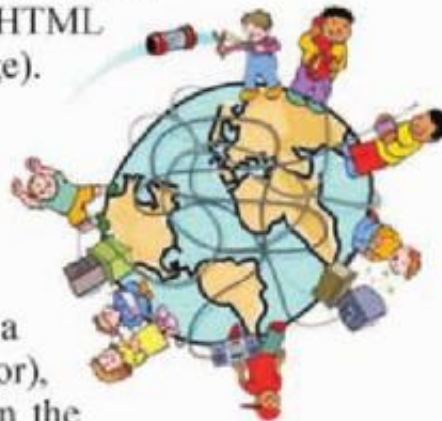
How the Web Works?



Web pages are stored on web servers located around the globe. Entering the **(Uniform Resource Locator) URL** of a web page in your web browser or clicking a link sends a request to the server which hosts the page. The server sends the webpage to your computer and your web browser displays it on your screen.

What is the Web page?

A web page (such as the one you are looking at now) is an electronic document written in a computer language called HTML (Hypertext Markup Language). Web pages can contain text, graphics, video, animation, and sound, as well as interactive features, such as data entry forms. Each page has a unique address known as a URL (Uniform Resource Locator), which identifies its location on the server. Web pages usually contain hyperlinks to other web pages.





Information Technology

Web sites :

A website is one or more web page that relate to a common theme, such as a person, business, organization, or a subject, such as sports. The first page is called the home page, which acts like an index, indicating the content on the site. From the home page, you can click hyperlinks to access other web pages.



Navigating the Web :



There are many ways to move between web pages or websites: Clicking a text Hyperlink, Clicking a hyperlinked graphic image, such as a button, photograph, or drawing, Typing the URL of a web page in the location box (also known as the address field) of your web browser and pressing the Enter or Return key.

Web Browsers :

A web browser is a software program used to access the World Wide Web. A browser (also known as client software) retrieves data from remote web servers and displays a web page. The two most popular browsers are Microsoft Internet Explorer and Mozilla Firefox. Browsers basically work the same way. Once you know one, you can easily learn the others.



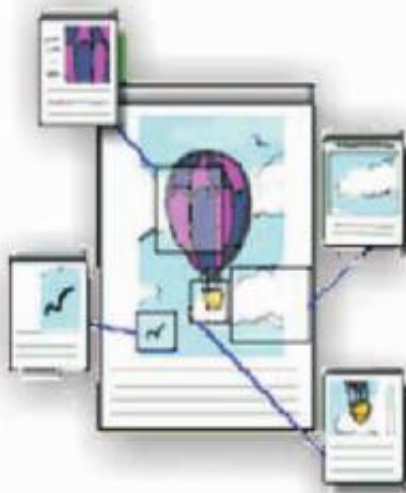


Using Web URLs:

A URL indicates where the web page is stored on the Internet. Some large web sites have multiple URLs that access the same site. The location box or address field on your browser indicates the URL of the page you arrived at after clicking on a link.



How Hyperlinks Work :



A text or graphic hyperlink hides a URL. Clicking a hyperlink passes the URL to your browser. Clicking different parts of a linked graphic, called an image map, takes you to different web pages or different places on the same page. In addition to pointing to web pages, hyperlinks can access media files, such as sound or video clips.





Internet services :

Send and Receive E-mails :

Exchanging electronic mail (or e-mail) is the most used and most popular feature on the Internet. Just like regular paper mail, you can send and receive e-mail with people around the world, as long as they have access to a computer and the Internet. Unlike regular paper mail, e-mail is usually delivered to its destination almost instantly.



The World Wide Web



The World Wide Web is what comes to people's minds when they think of the Internet although it's really only a part of the Internet. The World Wide Web is an enormous collection of interconnected documents stored on Web servers all over the world. The World Wide Web has information on every subject imaginable.



Search:

You can use a search engine to find just about anything on the World Wide Web. A search engine catalogs the billions of Web pages on the Internet so that you can find information on the topics that interest you. Google and Yahoo are two of the most popular search engines out there.



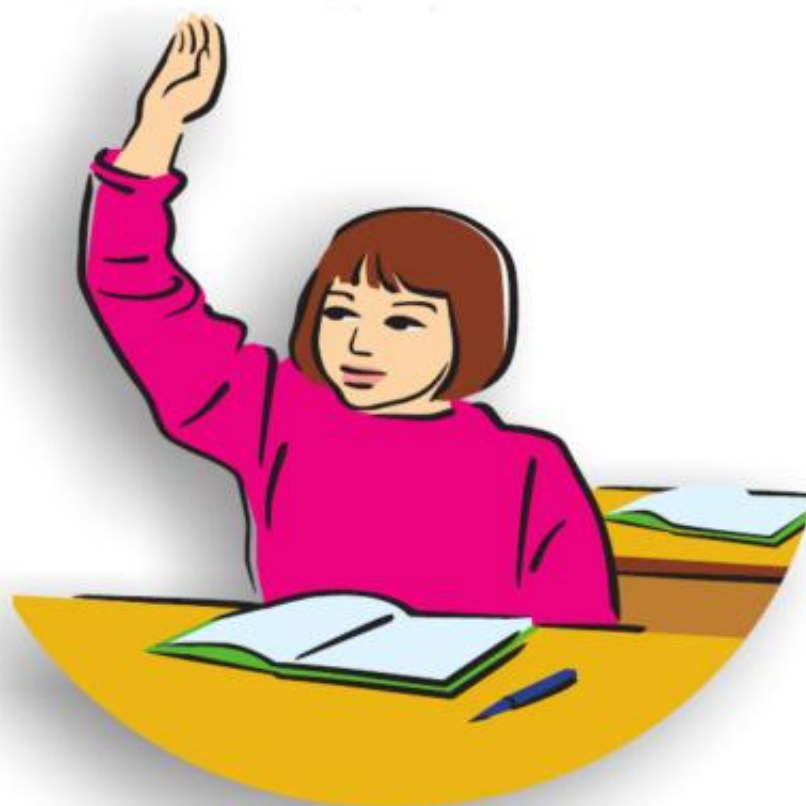
Multimedia on the Web:

Sound, video, animation, and 3D interactive video are referred to as multimedia. Some multimedia is called streaming media, plays as soon as you access a web page. Others require that you download the multimedia file to your computer first. Multimedia files often require that your browser use a plug-in program.





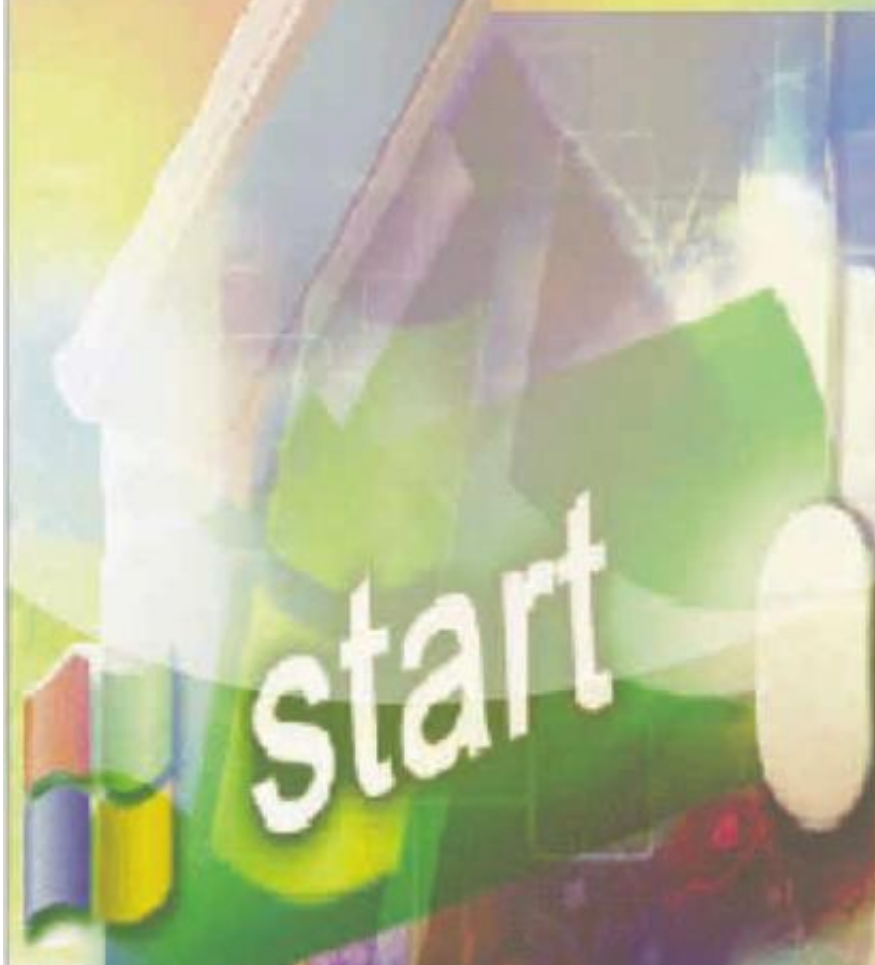
Information Technology



Zamzam Presses

UNIT 2

Windows





Windows



Zamzam Presses

Chapter (1)



Windows

Revision

Objectives:

By the end of this chapter, you will be able to :

- ◆ Define Windows desktop.
- ◆ Move a Window.
- ◆ Size a Window.
- ◆ Open windows .
- ◆ Use the Taskbar to Manipulate Windows.
- ◆ Move Between Foreground and Background Windows.





Windows desktop

Label the diagram below by editing the name of the desktop feature in the blank next to the corresponding number.



Start menu

Clock

My computer icon

My document icon

Minimized windows

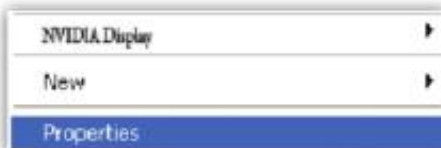
Taskbar

Recycle bin icon

Wall paper

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

How to prepare a screen saver Arrange the following steps to a screen saver :



Right click on free space on desktop .

Choose the proper screen .



Click on the black arrow, the next menu appears .

Choose properties and activate the screen saver tab .



Click on Apply





Sizing a Windows

Re-arrange the following procedures to size “My Computer” Window.

Remember

When you see a scroll bar in a window, it indicates that part of the window is hidden and you must scroll through the window to see the remaining items.

- You may also size both the vertical and horizontal borders at one time. To do this, move the mouse to any corner of the window until the pointer changes to a diagonal double-headed arrow.



- Click and hold the left mouse down on the corner border and move the pointer to the left, right and up or down.



Click and hold the left mouse down on the border and move the pointer to the left or right (vertical borders), up or down (horizontal borders).

The window should expand or collapse. When you have the window the size you want, release the left mouse button.

Place the mouse on any border of the window. The pointer will change to a double-headed arrow.



Open Windows

Re-arrange the following procedures to open a Window of each program below



- Click Notepad. ()
- Point at Accessories. ()
- Point at All Programs. ()
- Click Start. ()

- Click paint. ()
- Point at Accessories. ()
- Click Start. ()
- Point at All Programs. ()



- Point at All Programs. ()
- Click Calculator. ()
- Point at Accessories. ()
- Click Start. ()



Windows



The Computer

Windows

Using the taskbar to Manipulate



Paint

Click on Start menu.
Point at All Programs.
Point at Accessories.
Click on Paint.



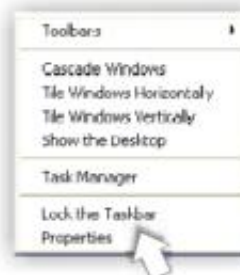
WordPad

Click on Start menu.
Point at All Programs.
Point at Accessories.
Click on WordPad.

• **Right-click the taskbar
in an empty spot.**



Click Tile Windows Vertically.
Right-click the taskbar in an empty spot.
Click Tile Windows Horizontally.
Click Start. Point at All Programs.
Point at Games. Click Solitaire.
Click Tile Windows Horizontally.
Right-click the taskbar in an empty spot.
Click Cascade Windows.
Right-click the taskbar in an empty spot.
Click Show the Desktop.
This will minimize all the open applications to buttons on the Taskbar.
Click Show Open Windows to restore all the open windows.



This opens a shortcut or popup menu for the open objects on the screen.

Moving Between Foreground and Background Windows



You have opened three programs. The last program you opened is on top. It is the active and foreground window. Notice also that the title bar is highlighted. The other two programs are inactive and in the background. Their title bars are gray or inactive.

To move between foreground and background windows

Click anywhere on the window to make it active or click on the taskbar button representing the program you want to be active.

Click on Notepad window.
Click on Paint window.
Click on Calculator window.

Click on Notepad button on taskbar.
Click on Paint button on taskbar.
Click on Calculator button on taskbar.



Windows



The Computer



Windows



Zamzam Presses

Chapter (2)



Windows

Searching For Files and Folders

Objectives:

By the end of this chapter, you will be able to:

- ◆ Practice finding information that is stored in the computer.



Searching:

Today's computers allow us to store a great deal of information. Because of this, we suggest that you should keep your information well-classified and organized so that finding it is an easy process. Despite having the information well-classified, it can happen that sometimes we cannot find a file or folder. When this occurs, we can resort to the Search function provided by Windows to locate the file or folder quickly. The search provided by Windows XP also allows us to search for hardware, a network, people in the directory, Internet pages, etc. We will further discuss this later.

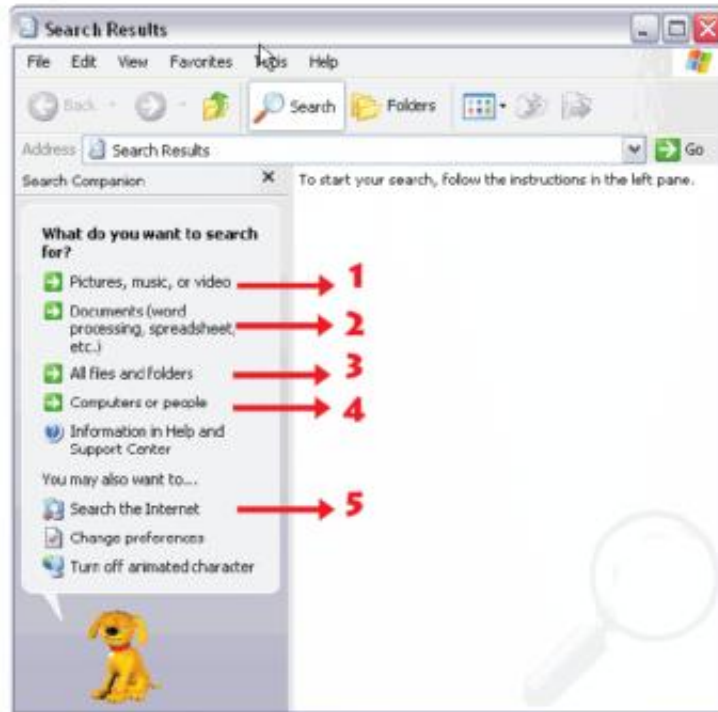
Searching for Files and Folders:

Bringing Up the Search Window:

- 1 Click on the **Start** icon
- 2 Click on the **Search** option
- 3 Click on **All Files and Folders**.



A search window similar to the one shown below will appear, asking you what kind of search you wish to perform.



First, we need to choose one of the options presented, depending on what we are looking for.

- 1 Pictures, music, or video.
- 2 Documents
(Word processing, Spreadsheet, etc.).
- 3 All files and folders.
- 4 Computers or people.
- 5 Search the internet.

The first
three search
options are :
Similar



The Computer



Searching for Files and Folders :

Specifying the Search Parameters :

In the first field shown on the left side of the search window, enter the name of the file or folder you are searching for.

Choosing “All files and folders” a screen will appear so that we can give more information on what we are looking for.

1

All or part of the file name :

we will put All or part of the file name that we are looking for, and then windows will show us files or folders that contain the characters that we have typed.

2

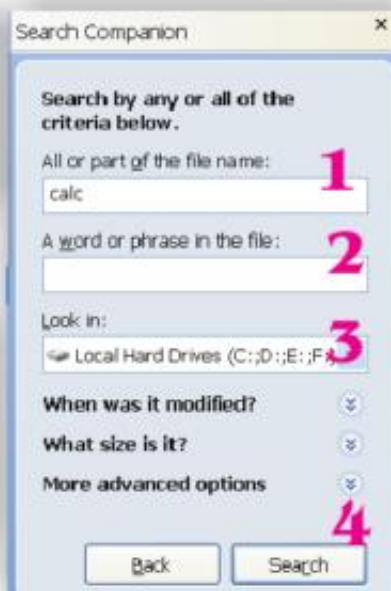
A word or phrase in the file :

we can type the text that the file we are looking for should contain is not always convenient to use this box because this significantly slows down the process as it looks for that word or phrase in each file.

3

Look in :

we can indicate in which unit we wish to look for the file or folder .



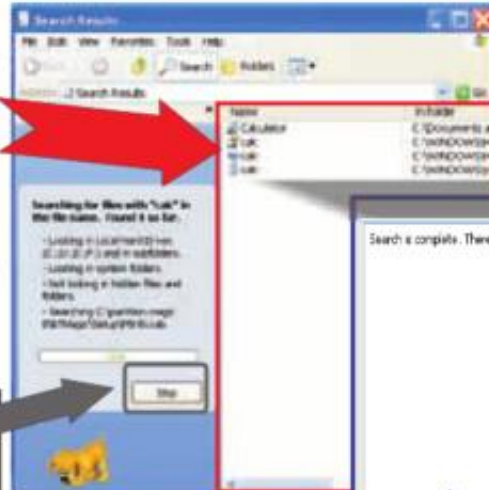
4

Click Search

Click Search to start the search.

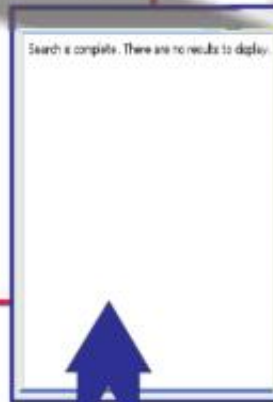
A search window similar to the one shown below will appear.

In case that Windows finds anything, It will notify you in the window to the right.



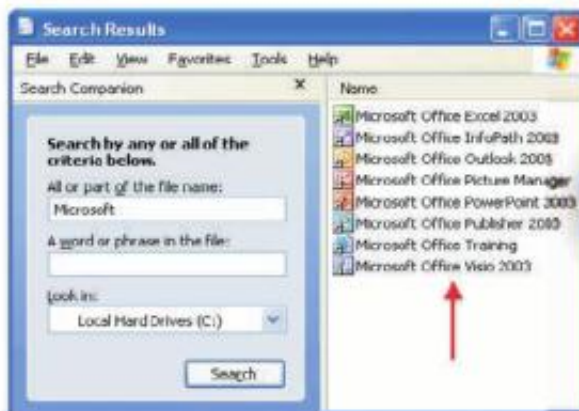
Stop
While it is carrying out the search, we can stop the search by clicking Stop.

In case that Windows does not find anything, it will notify you in the window to the right with a message saying that **the search has ended and that there are no results to show.**



Sorting Through the Search Results

The search results will appear on the right side of the window.



The operations we carry out on the files or folders found by the search are the same ones that we can do on any other file or folder. We can copy, delete, change name, etc....

Searching for Files or Folders:

Searching for a file or folder in the hard Disk.
Finding information that you do not know where it is stored.

Before you start :

You must remember how to open search windows.

- Click on **Start**
- Select the menu **Search**.

- 1 Display the Search menu and select the option **All files and folders**.
- 2 Write the name **calc** in All or part of the file name: box.
- 3 On **Look in** select the C drive.
- 4 Click on **Search** to start the search.
- 5 On the window to the right, the **calculator** will appear, as well as other files and folders.



Start a new search:

We will use variables.
Click Start a new search.

If the calculator does not appear, do not worry because it is possible that you do not have it installed.

- 1 On the “All or part of the file name:” box write **calc***
this way only the files that start with calc will appear.

worksheet



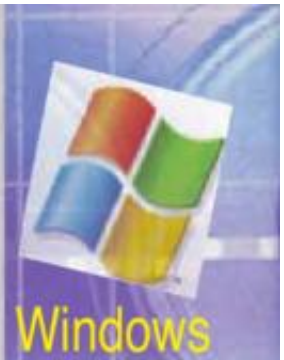
Do a search personalizing it by indicating dates and types of files. Click Start a new search.

- 1 Open the option "When was it modified?".
- 2 Select the box "Within the last week".
- 3 Open the open "More advanced options".
- 4 Click on "Type of file".
- 5 Search for and select the row Microsoft Word document.
- 6 Click on Search to begin.

If there is a file that meets these criteria it will appear in the window to the right.

Exercise :

- 1 Search for the file calc in the drive C.
- 2 Search the files modified between 15/02/2001 and the 7/02/2001.
- 3 Search files or folders that start with Ex, but only in the folder My documents, not in subfolders.



The Computer



Windows



Zamzam Presses

Chapter (3)



Windows

Searching For hardware

Objectives:

By the end of this chapter, you will be able to:

- ◆ Practice searching for hardware in your network.



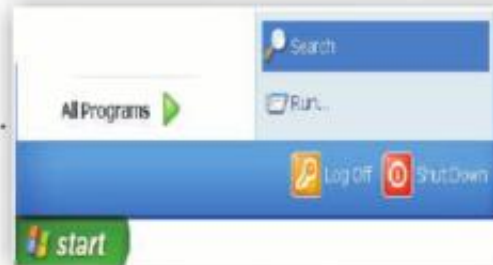
The Computer

Searching for hardware:

If your computer is connected to a network, this option will be useful since it will allow you to access the resources that are shared by other computers within the network. Your computer, for example, can use a printer that is connected to another computer, as long as you have the required permission.

To use this option you need to do the following:

- 1 Click on Start menu.
- 2 Select the option Search.



- 3 Once the window has opened.
- 4 Choose Computers or people.

Then A computer on the network, and the next window will open up.

Which computer are you looking for?

Computer name: **1**

You may also want to...

-  Search this computer for files
-  Search the Internet

2

Click here 

1

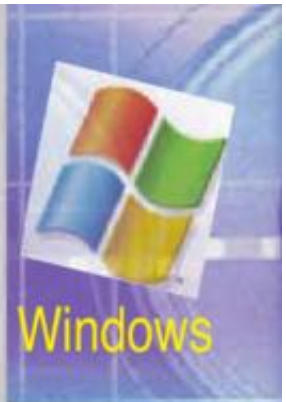
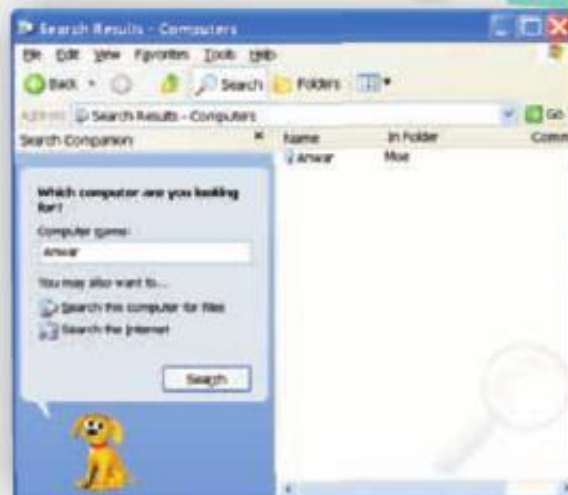
Computer name:

you need to properly type the name of the computer you are looking for, otherwise it is probable that it will not find it.

The way this window works is similar to the way we search for files, the only important difference is that the box looks for a Computer name:



Possible access to the contents of your computer files and folders.



The Computer

Searching for Hardware

Searching for hardware in our network. If your computer is not in a network, this exercise will not be very useful.

Before you start :

You must remember how to open search windows.

- Click Start
- Select on the menu Search.

- 1 Display the Search menu and select the option **Computers or people**.
- 2 Write in the name of the computer that exists on the network.
- 3 On **Look in** select the C drive.
- 4 Click on **Search** to start the search.
- 5 On the window to the right of the hardware that you are looking for will appear, as long as it exists within the network.



If the hardware you are searching for does not appear on the search but you are sure it is in the network it could be that you wrote the name wrong or that your network is wrong.

worksheet



Exercise :Choose the correct option:

1 To search for hardware on the network you need to:

- A** From the Start menu choose hardware from the Search menu.
- B** From the Search menu select the option Computers or people and then choose A computer on the network.

2 If you are looking for a file named

- A** We only get files named John.
- B** We get files that contain the name John, like Johnny for example.
- C** Option B, but we also get folders.





Windows



Zamzam Presses

Chapter (4)



Windows

Searching For pepole in address book

Objectives:

By the end of this chapter, you will be able to:

- ◆ Search for a person in the address book.

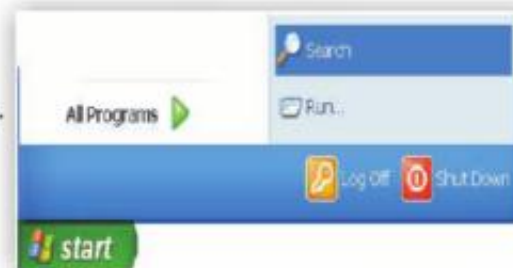


Searching for People:

If you have Outlook or another similar program, it is probable that you have an address book, which is like an agenda. This option allows you to search for the name of a person in the address book.

To use this option you need to do the following:

- 1 Click on Start menu.
- 2 Select the option Search.



- 3 Once the window has opened.
- 4 Select Computers or people.
- 5 People in your address book.

The following window will open.



1

In the box **Look in:** we need to indicate if we want to search in the address book of our computer or in the address book of other people through Internet, which will appear by clicking on the arrow to the right.

2

Next we need to indicate some search criteria, such as:

Name, the email address, the phone number, etc...

If we enter various criteria, it is necessary for them to coincide in order to show the result.

Find Now

Once entered, we can click Find now to begin the search.

Clear All

If you wish to delete the search information that you entered to do another search, click on Clear All.

Searching for People:

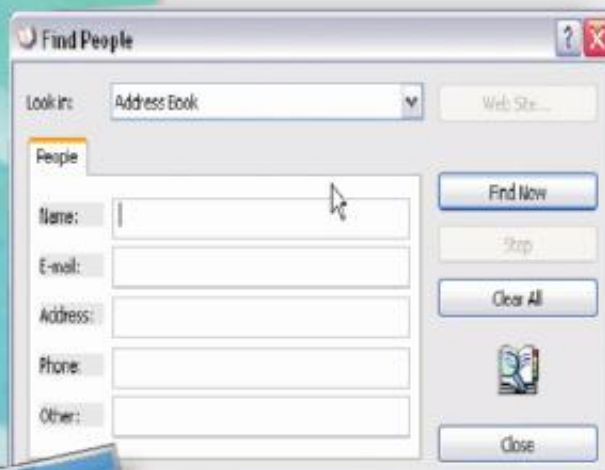
Searching for a person in the address

**Before looking for a person in the address book:
We need to add the contact because it is possible that
we do not have it. To do this follow these steps..**

- 1 Click on Start menu.
- 2 Open the All programs menu and click on Accessories.
- 3 Select the option Address book.
- 4 Click on File and select New Contact.
- 5 Fill in the boxes with one friend's information.
- 6 Once these boxes have been filled in, Click on OK.

To search for the name in the address book:

- 1 Click on Start menu.
- 2 Display the Search menu and select the option Computers or People.
- 3 Select People in the address book.



- 4 In the name box put your friend's name.
- 5 In the e-mail box his email address.
- 6 Click on Search now to begin the search.

worksheet



Windows

Exercise Searching in the address book

1 Search in your address book a person named Hussien.

(Write the steps)

2 If you find him change his phone number, try with another name.

(Write the steps)

3 Choose True or False for each statement.

A If you look in People in my address book and you put the name of a new person and the email address, you will get as a result the people with the same name or with the same email address regardless if they have the same name.

☐

B When I look for a file or folder I can only see it, I cannot change or delete it.

☐

C To look for computers in the web I need to have the name written properly and completely.

☐

The Computer



Windows



Zamzam Presses

Chapter (5)



Windows

Printer

Objectives:

By the end of this chapter, you will be able to:

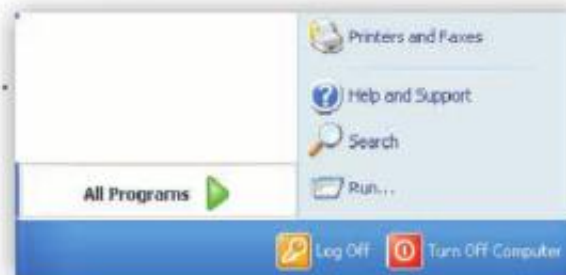
- ◆ Install a printer.
- ◆ Configure a printer.



Installing a Printer:

As we have already seen in the units before, it is very easy to install new hardware, such as printers, since the majority use Plug&Play technology. This allows the operating system to recognize the new printer by simply plugging it in. Nevertheless, in some cases, we may need to do the process manually. When we plug a printer into our computer it is necessary to install the appropriate drivers so that our computer will recognize it. Next, we will learn to install a printer manually and to customize it to our needs.

- 1 Open the Start menu.
- 2 Select the option Printers and Faxes.



If you do not have the option Printers and faxes on your Start menu



- 1 Open the Start menu.
- 2 Select the option control Panel.
- 3 Double click on "Printers and Faxes".

A screen like this one will appear.



These tasks are the ones that are usually needed to handle a printer.

Double-click on the icon Add printer

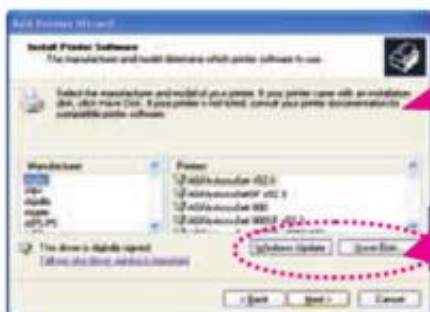
Now, assistant will be asking you questions such as :



if your printer is connected directly to your computer or if it is on the web.



which port it is connected.



And then a screen like the one shown below will be displayed so that you can choose the manufacturer and the type of printer. Then Windows can install the appropriate software.

You can also use the disks provided by the manufacturer, if you have them, or search for the drivers through Windows Update.





Print Manager:

The print manager shows the documents that have been sent to the printer. Through the print manager, we can cancel or pause a document.

To manage the print manager you need to open the appropriate window in the following manner:

Click on the Start menu.

Click on the Printers and faxes.



Click on the printer that you would like to manage.



On the left hand panel, select See what is printing. This will open a window where a list of the documents being printed or waiting to be printed will appear.

The print manager is very useful because we can cancel a document if we do not want it to be printed.

It is possible to restart a print job that has been stopped by turning the computer off or by pausing the documents to give way to more important ones.

When we send a document to be printed, the printer icon will appear in the notification area on the bottom right of the screen. Usually an icon will also appear, depending on the program we are printing from, such as Word, Excel, Paint etc...



You can see that the name of the document we have sent to print appears

- 1- In this example:
(text page / picture).
- 2- Next is the status of the document
(Error-Printing/Offline -printer).
- 3- The name of the person (owner) who sent the document
- 4- Number of Pages.
- 5- The size of file
when it was sent to the printer also appears.





To delete a document:

from the print manager you need to select it and click on Delete.

To pause a documents:

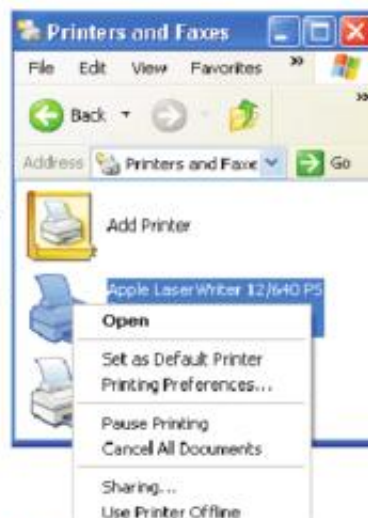
open the menu Document and click on Pause.

To delete all documents:

from the print manager open the menu Printer and select Cancel All Documents.

To temporarily stop the printing of all the documents:

open the menu Printer and select Pause Printing.



To set the printer as the main printer :

open the menu Printer and select Set as Default Printer. Setting a printer as the default printer means that by default all the documents will go to that printer unless otherwise indicated.



Windows

Worksheet



**Draw a line to match between two columns
What the steps must do for:**

**Set the printer as
the main printer**



-Select document
-Click on Delete.

**Temporarily stop
the printing of all
the documents**



- Open the menu Document
- Click on Pause.

Pause a document



-Open the menu Printer
- Select Cancel All Documents.

Delete a document



-Open the menu Printer
-Select Pause Printing.

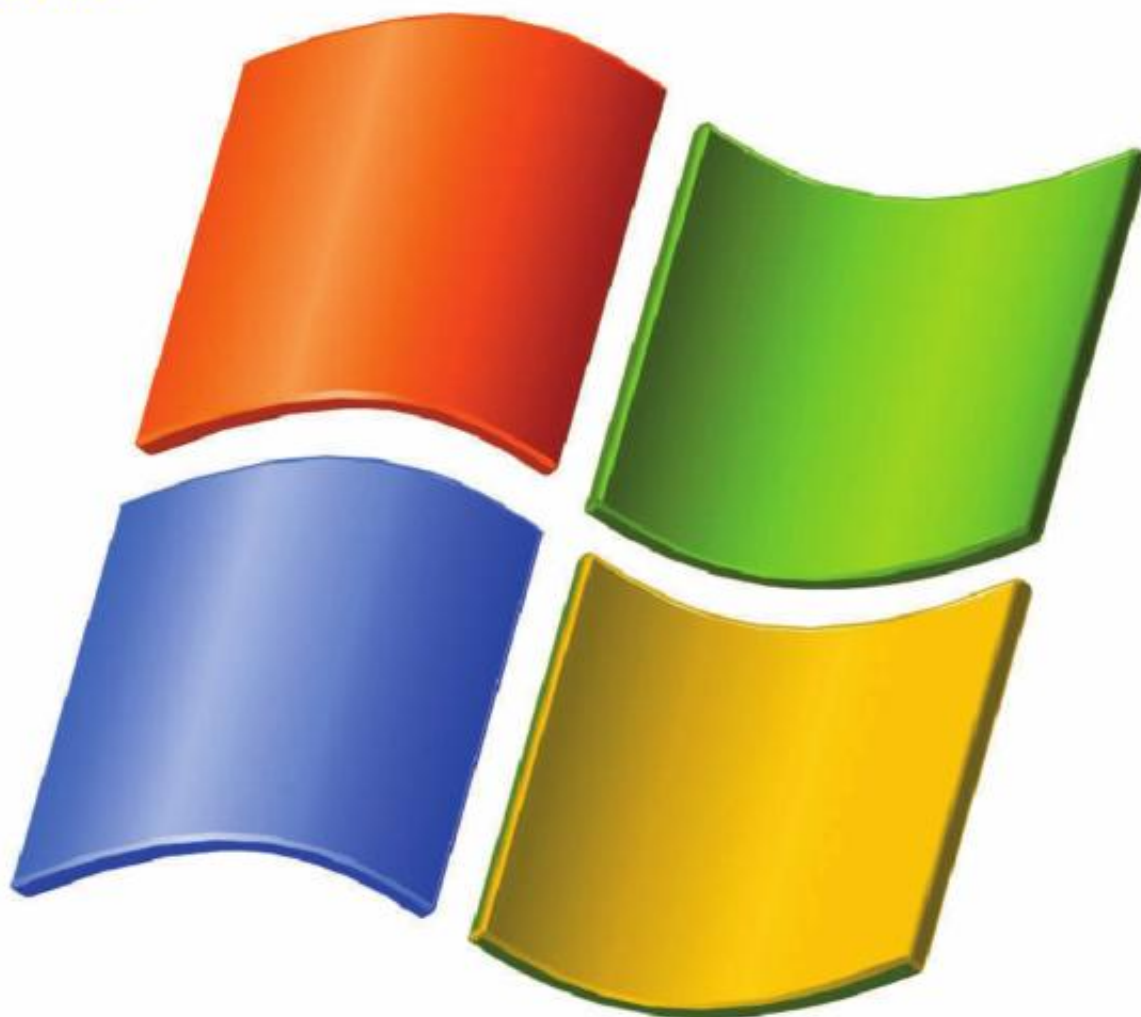
Delete all documents



-Open the menu Printer
- Select Set as Default Printer



Windows



Zamzam Presses

Chapter (6)



Windows

Adding or removing programs

Objectives:

By the end of this chapter, you will be able to:

- ◆ Add New Programs.
- ◆ Modify or remove programs.
- ◆ Add Windows XP components.
- ◆ Add or delete programs for windows.



Adding or removing programs :

In addition to the operating system, computers have other programs installed. If one of them is not useful anymore and we want to delete it, Windows has the Adding or removing programs tool, because a program cannot be uninstalled by simply deleting the files manually, due to that when a program is installed Windows creates notes on the Windows Register.

Adding New Programs

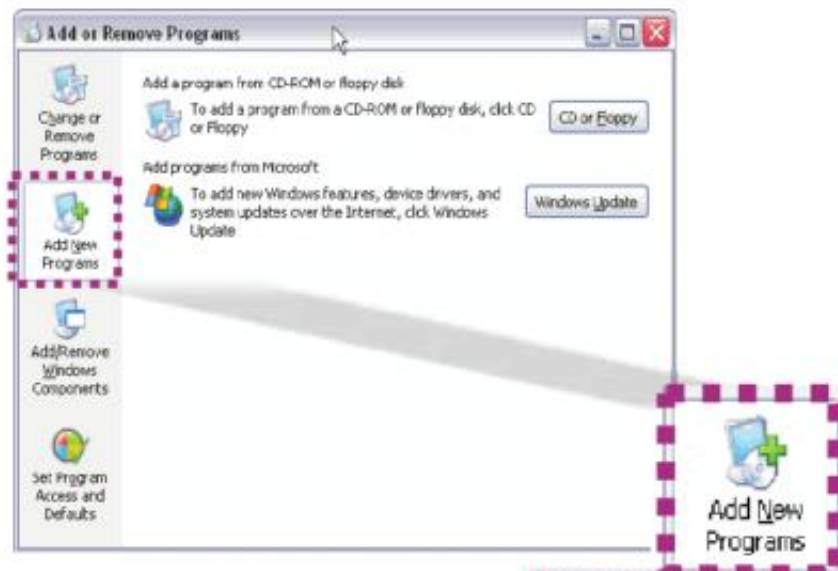
- 1 Open the Start menu.
- 2 Select the option Control panel.
- 3 Click on Add or Remove programmes.



a window will display with the three basic options shown on the left side of the picture as it appears below



A screen like this one will appear.



In this option we have two basic possibilities:

Add a program from CD-ROM or floppy disk.



To add a program from a CD-ROM or floppy disk, click CD or Floppy

1
CD or Floppy

Add programs from Microsoft



To add new Windows features, device drivers, and system updates over the Internet, click Windows Update

2
Windows Update

Adding programs from a CD-ROM or floppy. If the program we want to install is on a CD-ROM or on a floppy, we will click on the CD or Floppy button and a screen will appear prompting us to introduce the CD or floppy in the corresponding drive.

1
CD or Floppy

Adding programs from Microsoft. If what we want is to add or update a new Microsoft component we need to click on Add programs from Microsoft, this will cause the system to connect us to the appropriate web page through the Internet.

2
Windows Update



The Computer

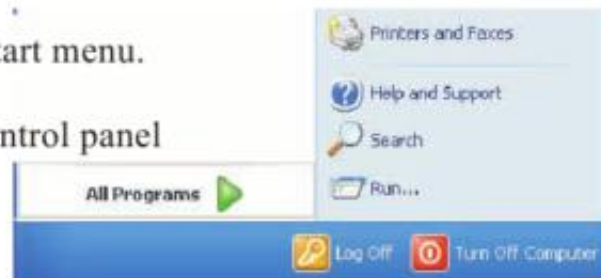
Windows

Windows

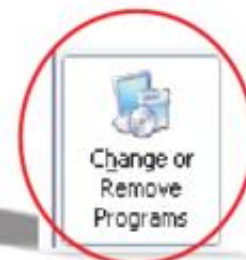
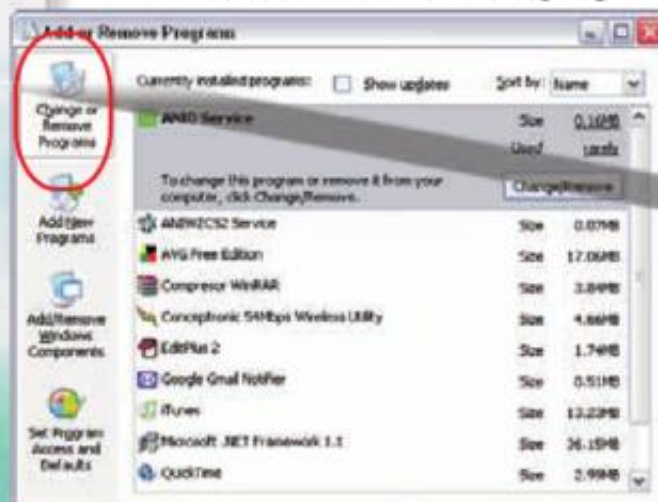
Modifying or removing programs :

Click on the Start menu.

Click on the Control panel



Click on Add or Remove programs.



Click on "Add or Remove Programs" option, a window will display with the three basic options.

The modify or delete programs option is shown on the upper left corner because it is the option that is most often used. On this screen the installed programs in our computer are displayed.

To select the program we want to change or remove we have to click on it. On the image above ANIO Service appears highlighted. Now we can do two things with this program:

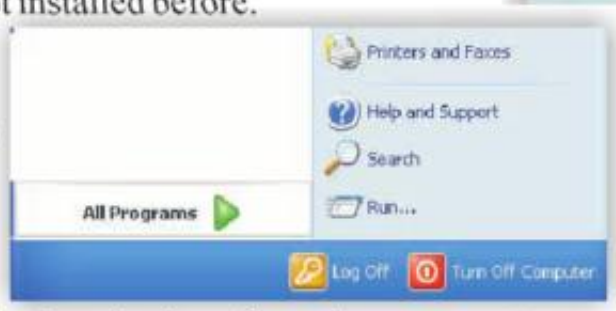
Modify its installation or delete it.

To do this, we have two buttons, Change and Remove. Although normally only one button will appear, Change/Remove.

Adding Windows XP components :

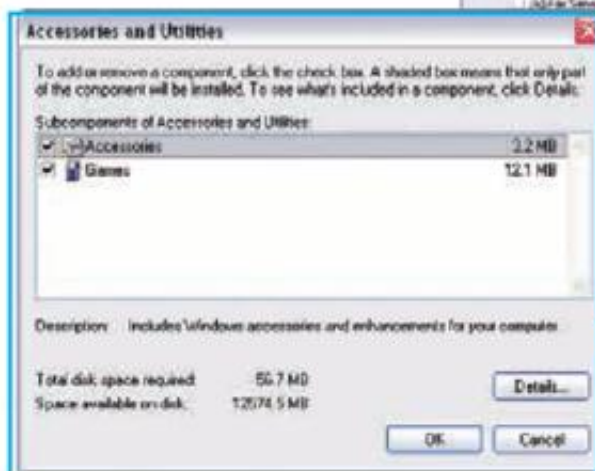
We can modify the components installed in Windows XP either because we do not need them and we want to delete them to free up space on the hard disk or because we want to install a component that was not installed before.

- 1 Click on the Start menu.
- 2 Click on the Control panel.
- 3 Click on Add or Remove programs.



A window will display with the three basic options shown on the left side of the picture, then click on Add/Remove Windows Components.

You can see a list of the components available. From this list check the component you want to install or maintain.



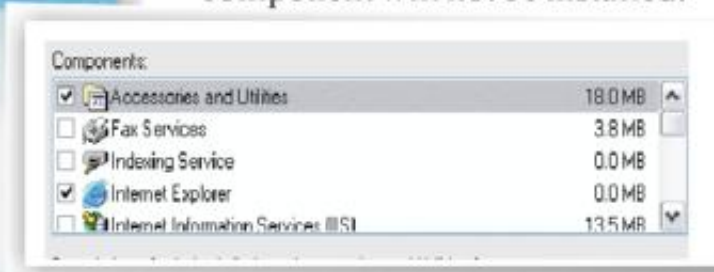
If you do not want to install all the options of a component, click **Details** and choose the ones you want.



The Computer

Windows

If any of the components appears with a shaded slot, this means that not all of the options of this component are selected, and consequently the complete component will not be installed.



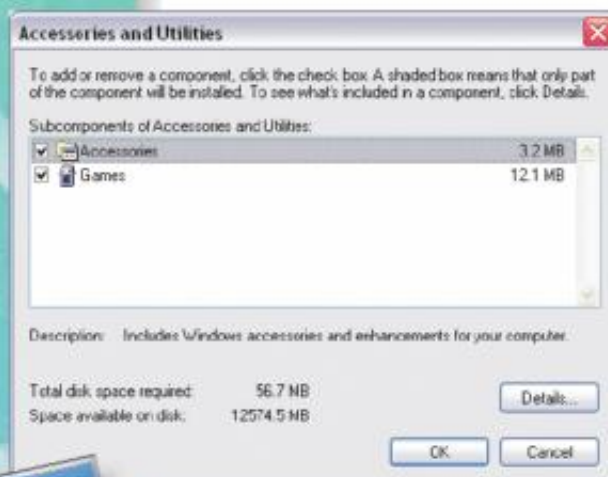
If you want to remove a component that is installed simply uncheck the box.

Once the components that you want to install are selected :

- Click Next -
- Click Finish.

Beneath the list of components we have the total hard disk space needed to install the new components that we select, and last of all, the total hard disk space available.

This information can be very usefull, especially if we are tight on disk space, because this will keep us from trying to install components that will not fit.



This is an example of the window that will appear if you select the component Accessories and utilities and you click on Details..., and then you can select one accessory and see its details.



Exercise : Adding or removing programs
Choose the correct option.

1 Why is it important to properly uninstall programs?

- A) So that they will not appear later on the task bar.
- B) To save space.
- C) Both A and B.

2 How can you install a System component that is not currently installed?

- A) Selecting from the control panel Add or remove programs, and then choosing Add/Remove Windows component.
- B) Only by reinstalling the system.
- C) Neither A nor B.



Windows



Zamzam Presses

Chapter (7)



Windows

Adding new Hardware

Objectives:

By the end of this chapter, you will be able

- ◆ Add hardware.
- ◆ Install a camera.
- ◆ Learn about the Hardware state.



Adding new Hardware :

It is possible to add new physical components to our computer like a modem or a new monitor, just to name a few examples. For the new component to work, our operating system needs to detect it. Usually, Windows will detect the new hardware automatically, but in the event that it does not.

Drivers.

When new hardware is installed, the computer needs the files that describe the hardware and allows the computer to communicate with it. These files are known as drivers.

When we buy a modem, for example, a CD is included that contains the drivers for the modem. When installing the modem, the operating system asks you to insert the disk in order to copy the drivers.

Adding New Hardware :

- 1 Open the Start menu.
- 2 Select the option Control panel.
- 3 Click on "Add hardware".



. For many hardware elements, it is not necessary to open up the computer. For example, in order to connect a mouse, screen, printer, or scanner we simply need to **plug in the cables to the corresponding ports on the PC**. In the majority of the cases there is no confusion because of the fact that a given cable will only fit into one designated port, and they are also color coded.

In other cases, such as installing a sound card or a hard drive, for example, it will be **necessary** to open the computer and look for the corresponding slots. In these cases refer to the instructions provided by the manufacturer -

Once everything has been placed where it needs to go, turn on the computer, keeping in mind that a few different things can occur.

This will be obvious because nothing will cause this scenario, there are two possibilities:

A) The operating system recognizes the new hardware element.

Windows will begin to install the hardware and we will not have to do anything more.



Add Hardware



B) The operating system does not recognize the new hardware element.
In some cases it may ask for the CD with the drivers.



The Computer





Adding new Hardware:

In order to detect the installed hardware, Windows uses an assistant to facilitate the installation of any physical components. On this first window the wizard will ask if we have the CD with the appropriate drivers. If we do, it recommends that we close the assistant.

- 1 Click on the Start menu.
- 2 Click on the Control panel.



- 3 Click on hardware



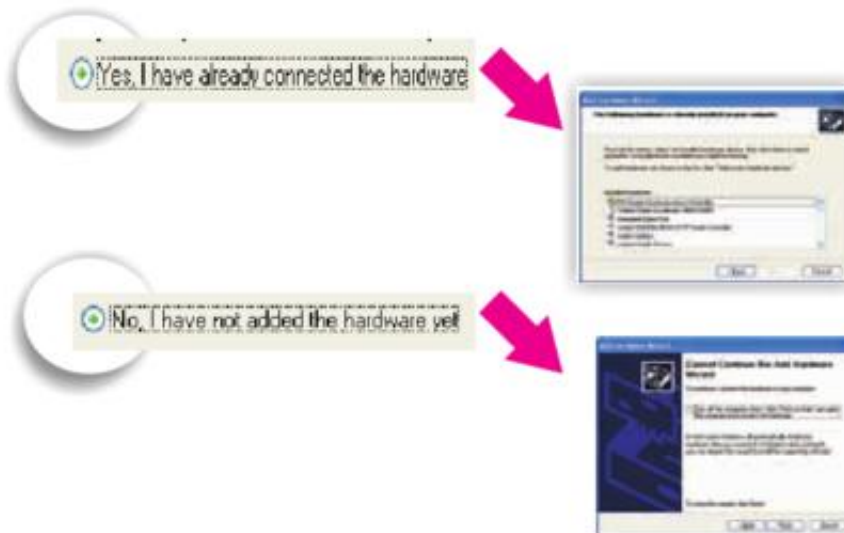
Click next



Have you already connected this hardware to your computer?

Yes

- 1 ☐ Yes, I have already connected the hardware
- 2 ☐ No, I have not added the hardware yet



Once the assistant has started, it will try to detect the hardware automatically. If the hardware is not Plug&Play, it will not be able to find it and we will need to ask it to show a list to indicate the type of hardware we are referring to. (mouse, modem, graphic card, etc). Next a screen will appear like the one shown here displaying the models of the selected hardware.



Once the model is selected and you have click, the driver will be installed.

This process consists of several steps that we have summarized.

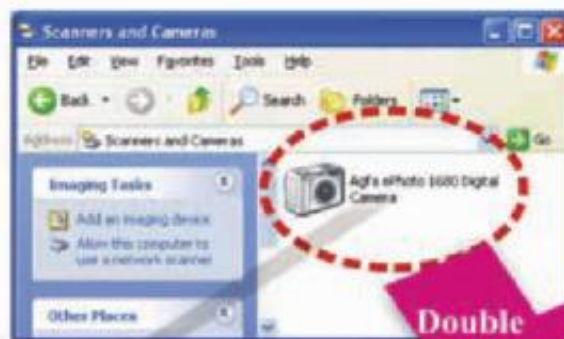
Installing a camera:

Windows XP allows you to connect a myriad of hardware easily. As an example we are going to see how to connect a digital camera there are constant improvements on digital cameras. Being able to directly connect the camera to the computer is one of these improvements. **To do this :**

- 1- From the Start menu.
- 2- Select Control Panel.
- 3- Click on Scanners and cameras.



(you will find it on the left side of the screen). The assistant will start, simply follow the steps to complete the installation.



The state of the Hardware :

When a piece of hardware stops running correctly, we can check its state through the information that Windows provides us. Sometimes the piece of hardware can work properly from a mechanical point of view but its driver is not installed properly, not allowing the hardware to work correctly.

To see the state of the hardware of our system:

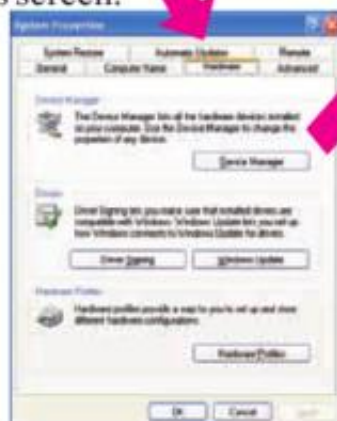
- 1-Select the Start menu.
- 2-Click on Control Panel.
- 3-Click on Performance and maintenance.

Click on See basic information about your computer.

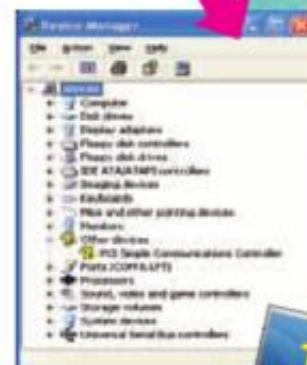


Windows will appear with the **General** tab selected. On this tab we can see generic information about our system, such as what processor is installed, etc.

Click on **Hardware** to view this screen.



Now click on **Device manager**, which will take us to the next screen.



The Computer



Worksheet



Draw a line to match between two columns
How to get this icons:



- Select start menu.
- Click on control panel.
- Click on "Mouse".



- Select start menu.
- Click on control panel.
- Click on "Add hardware".



- Select start menu.
- Click on control panel.
- Click on "Add or remove programs."



- Select start menu.
- Click on control panel.
- Click on "Printers and faxes."



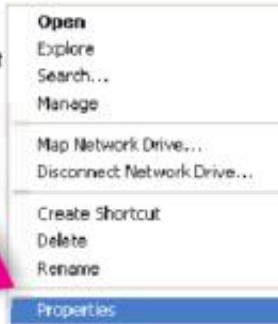
- Select start menu.
- Click on control panel.
- Click on "Date and time".



- Select start menu.
- Click on control panel.
- Click on "Scanner and cameras".

To see the state of the Hardware:

1-Right click on
"My computer" icon From Desktop.



2-Click on "Properties".

3- You will see this screen.

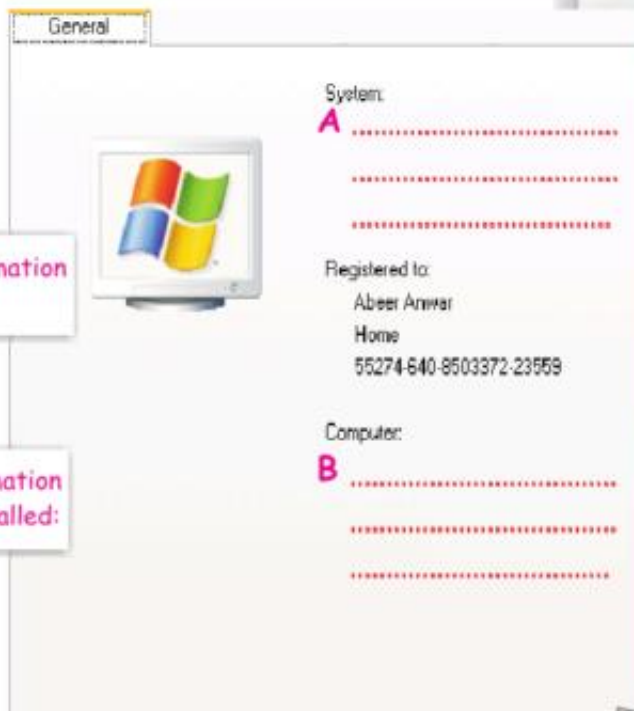


A

Write the generic information
of system:

B

Write the generic information
of what processor is installed:



Windows



The Computer



Windows



Zamzam Presses

Chapter (8)



Windows

Help & support

Objectives:

By the end of this chapter, you will be able to:

- ◆ Use the help .
- ◆ Solve problems using the help.





Help and support :

The new Help and Support window provides simplified, centralized access to all types of help and support, including help files on the computer, troubleshooters, updates, and online support from a variety of sources. If you're connected to the Internet, the latest news displays automatically under

"Did you know?"

To get to Help and Support :

- 1- Click the Start button.
- 2- Choose Help and Support.



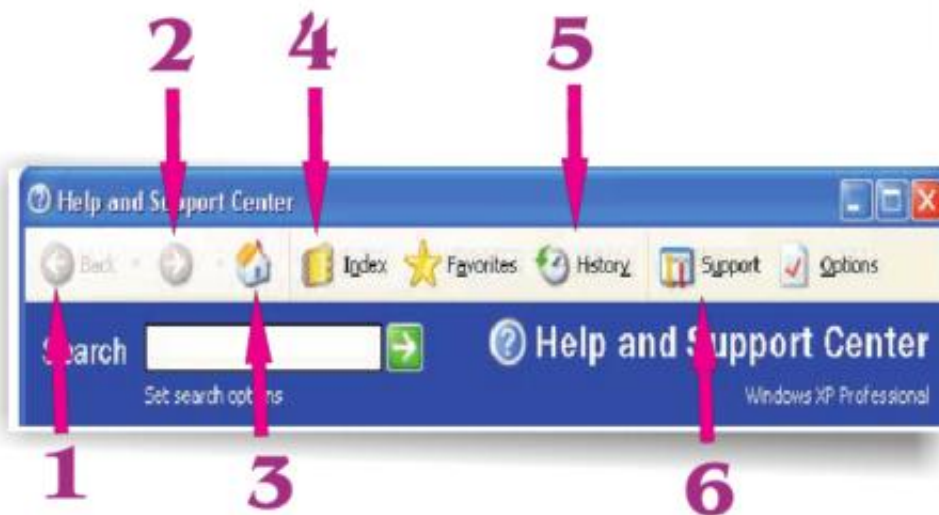
Or, just press the Help (F1).



Help and support :

Buttons across the top of the Help and Support Center window help you get around within Help, **as follows:**

- 1 Back:** After you go to a new page, you can press the Back button to return to the page you just left.
- 2 Forward (right-pointing arrow):** The forward-pointing arrow to the right of the Back button enables you to return to the page that you have just backed out of (if any).
- 3 Home:** Takes you back to the first page of Help and Support Center.
- 4 Index:** Takes you to the Help system index, which is the same as the index at the back of a book.
- 5 History:** Displays a list of Help pages you have already visited.
- 6 Support:** Provides an overview of Support options available from Microsoft.



Windows



The Computer

Windows

Chick on " index "

Help index, which appears when you click on the Index button near the top of the page, displays an index to the Help system, similar to the index at the back of a book. You can scroll through the index using the scroll bar at its right edge.



If you locate an index entry that matches what you're looking for, click it. Then click the Display button below the index. If several topics are available, a Topics Found dialog box displays. Click which ever topic in that dialog box best describes what you're looking for, and then click the Display button.



1-Type in a word or phrase that describes what you need help with.
2-Click on the button just to the right of where typed the word.

Click



Worksheet

Before you start :

You must remember how to open help and support center .

- Click on Start menu
- Select Help and Support.

1 Display the help and support.







Windows



Zamzam Presses

UNIT 3

Word

A stylized illustration featuring a blue pen with a silver clip, positioned diagonally as if writing on a purple computer keyboard. The background consists of large, flowing shapes in shades of purple and yellow. The word 'UNIT 3' is at the top, and 'Word' is at the bottom, both in a bold, purple, sans-serif font with black outlines. A small orange and blue graphic element is visible on the left side.



Chapter (1)

Explore the program

Objectives

By the end of this chapter, you will be able to:

- Get started with Word.
- Explore Word .





Many people use word more frequently than other program. Although word is designed to be intuitive, you will be able to use it more confidently and efficiently if you first take time to get to know the functions in the main document window. This will provide you with a better understanding of the many powerful features offered. Word-processing programs help you create professional-quality documents because you can type and format text, correct errors, and preview your work before you print or distribute a document.



Microsoft word xp one of the most sophisticated word processing programs available today. You can use word to compose and update a wide range of business and personal documents.



Getting started with word :

When you first start Word, the Word program window opens. This window includes many of the menus, tools, and other features found in every Microsoft Office System program window.

BEFORE YOU START

You may have a shortcut for accessing word on your computer desktop. Look out for a word icon, with a small arrow on the bottom left corner. Double-click on this to run word.

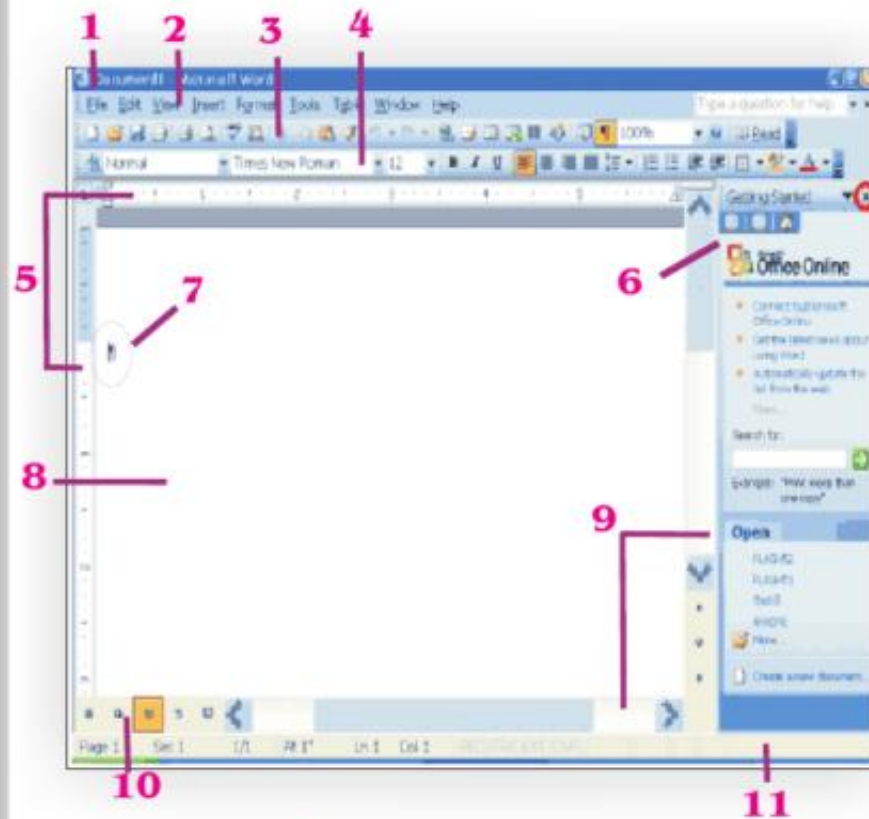
To begin, open Microsoft Word. Your screen will look like the one shown here.

- 1 Open "Start menu".
- 2 Select "All programs".
- 3 Select "Microsoft word"





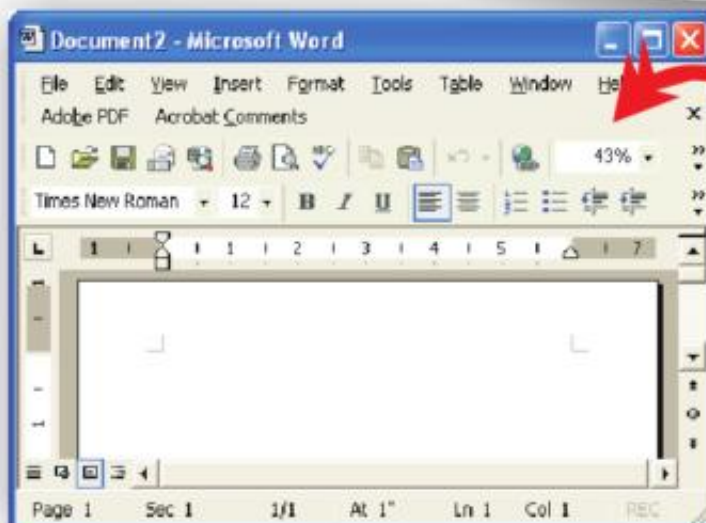
Microsoft Word XP screen:



- 1 Title bar.
- 2 Menu bar.
- 3 Standard toolbar.
- 4 Formatting toolbar.
- 5 Ruler
- 6 Task pane.
- 7 Insertion point.
- 8 Document window.
- 9 Scroll bar.
- 10 View buttons.
- 11 Status bar.



Click the **X** in the upper right corner of the New Document pane to close the New Document pane. Your screen will then look like the one shown here.



This lesson will **familiarize** you with the Microsoft Word screen.

The Title Bar:



The Title bar, which is located at the very top of the screen. On the Title bar, Microsoft Word displays the name of the document on which you are currently working. At the top of your screen, you should see "Microsoft Word - Document1" or a similar name.



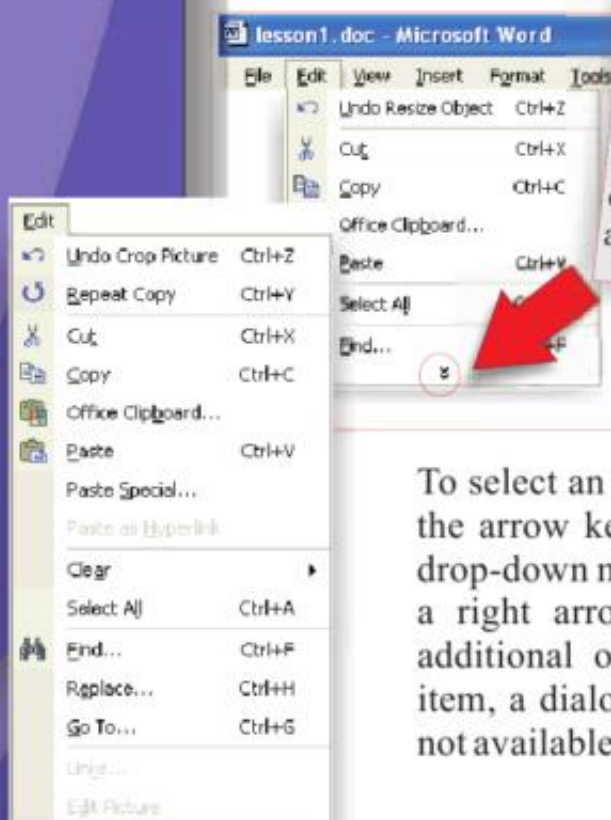
The Computer



The Menu Bar :

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments Type a question for help X

The Menu bar is generally found directly below the Title bar. The Menu bar displays the menu. The Menu bar begins with the word File and continues with Edit, View, Insert, Format, Tools, Table, Window, and Help. You use the menus to give instructions to the software. Point with your mouse to a menu option and click the left mouse button to open a drop-down menu. You can now use the left and right arrow keys on your keyboard to move left and right across the Menu bar options. You can use the up and down arrow keys to move up and down the drop-down menu.



The most frequently used menu options appear on the menu list. A **chevron** appears at the bottom of the list. Click on the chevron to display additional menu options.

To select an option, click on the option or use the arrow keys to move to the option on the drop-down menu and press Enter. An ellipse or a right arrow after a menu item signifies additional options; if you select that menu item, a dialog box appears. Items in grey are not available.

Toolbars :

The Standard Toolbar :

One-click on buttons to activate common commands.



New



Open folder



Save



E-mail



Print



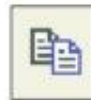
Print preview



Spelling



Cut



Copy



Past



Format



Undo typing



Redo typing



80% Zoom



Word help



















The Formatting Toolbar :

Below the standard toolbar in your document windows, you will usually see the formatting. This contains a standardized set of useful command buttons.



Times New Roman ▾		Font	
12 ▾	Font size	Normal ▾	Style options
	Bold		Numbering
	Italic		Bullets
	Under line		Line spacing
	Align left		Decrease indent
	Center		Increase indent
	Align right		Outside border
	Justify		Font color

To show toolbars:

- 1 click on **View** from Menu bar.
- 2 Select **Toolbars**.



The Ruler:

The ruler is generally found below the main toolbars. The ruler is used to change the format of your document quickly.

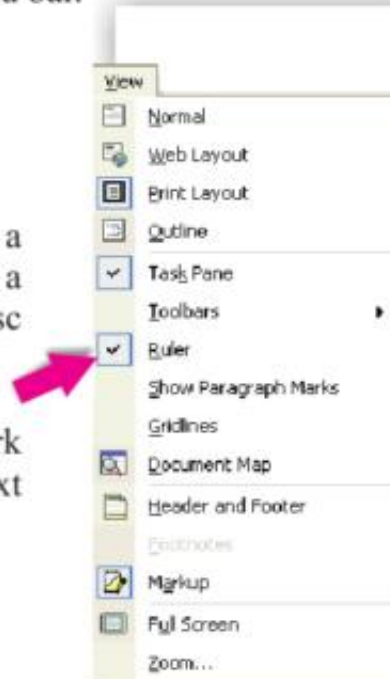


To display the ruler:

Click on View on the Menu bar.

The option Ruler should have a **check** mark next to it. If it has a check mark next to it, press Esc to close the menu.

If it does not have a **check** mark next to it, continue to the next step.



Click on “Ruler”.

The ruler now appears below the toolbars.

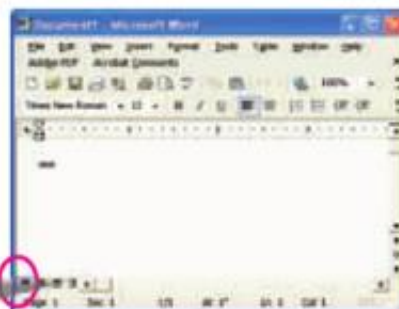


Document View

In Word, you can display your document in one of five views: Normal, Web Layout, Print Layout, Reading Layout, or Online Layout.

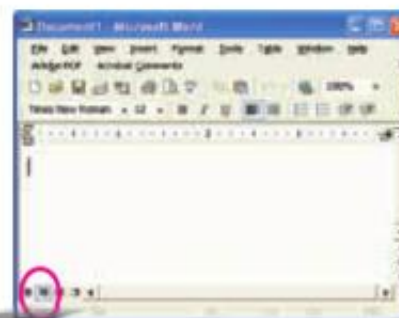
Normal View :

Normal view is the most often used and shows formatting such as line spacing, font, point size, and italics. Word displays multiple-column text in one continuous column.



Web Layout :

Web layout view enables you to view your document as it would appear in a browser such as Internet Explorer.



Print Layout :

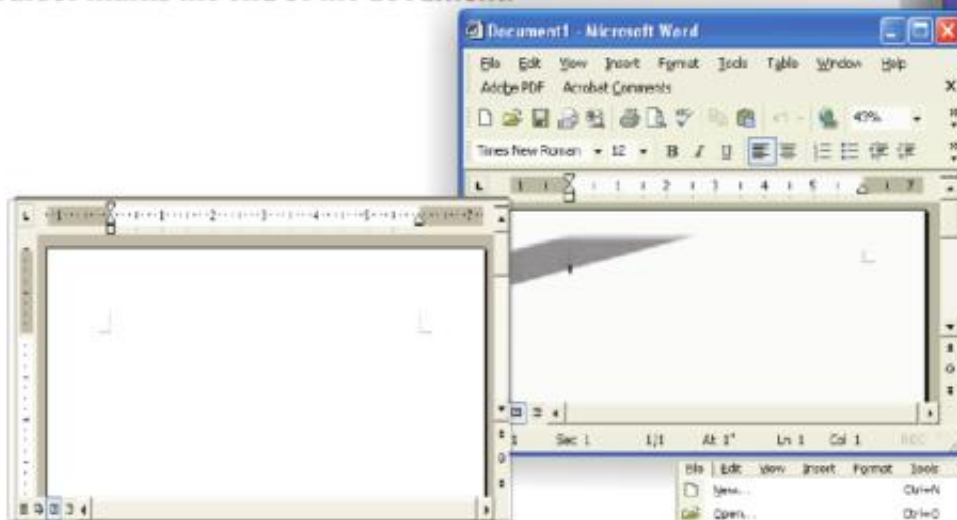
The Print Layout view shows the document as it will look when it is printed.





Text Area :

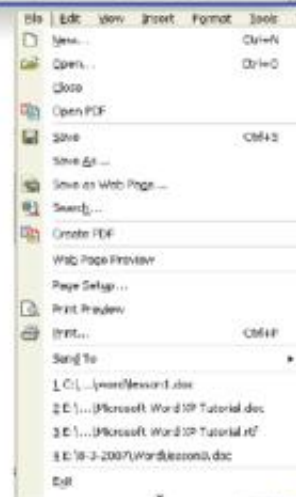
Just below the ruler there is a large area called the “text area”. You type your document in the text area. The blinking vertical line in the upper left corner of the text area is the cursor. It marks the insertion point. As you type, your work shows at the cursor location. The horizontal line next to the cursor marks the end of the document.



Exiting Word:

To exit Word:

- 1 Click on File.
- 2 Click on Exit, which can be found at the bottom of the drop-down menu.





1 4
2 3



Z G
K B



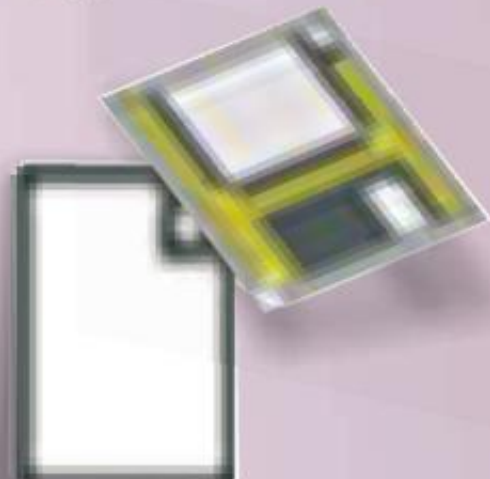
Chapter (2)

Entering text

Objectives

By the end of this chapter, you will be able to:

- Enter text.
- Save a new document .
- Close a document.
- Exit Word.





Type in your text and you will see it appear on the page of the open document. Unlike typing on a typewriter, you do not have to press the “return “ key at the next line. It doesn’t matter if you make mistakes, as you can edit your work at any point, deleting text or moving it around the page.

TYPE OF DATA:

Picture.
Text.
Number.
Symbols.



Z G
K B





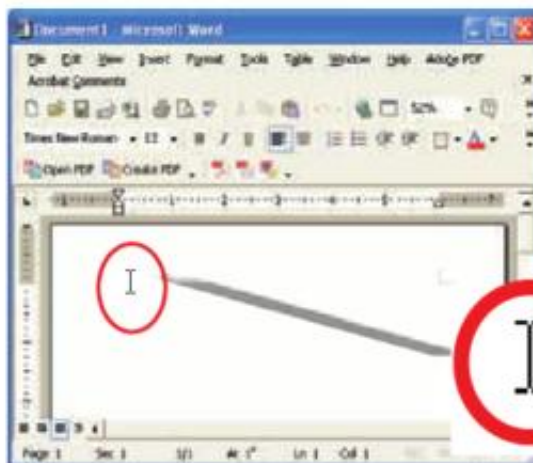
Create a new document with Word:

To create a document you must open the Word windows.

BEFORE YOU START



Open a document by going to the file menu and selecting new. Then double-click on the blank document icon on the toolbar.



When you open a document or start a new document the cursor always appears at the very beginning of the first page.

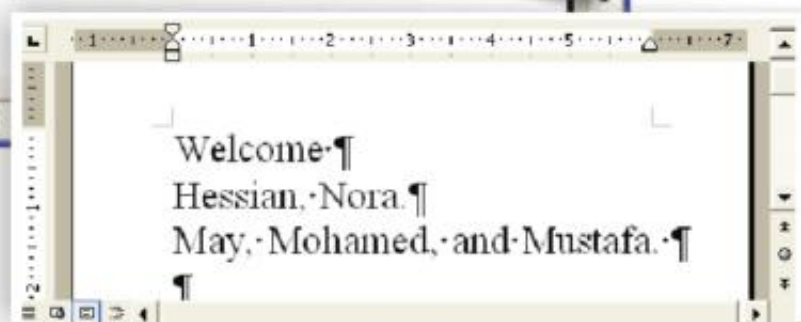
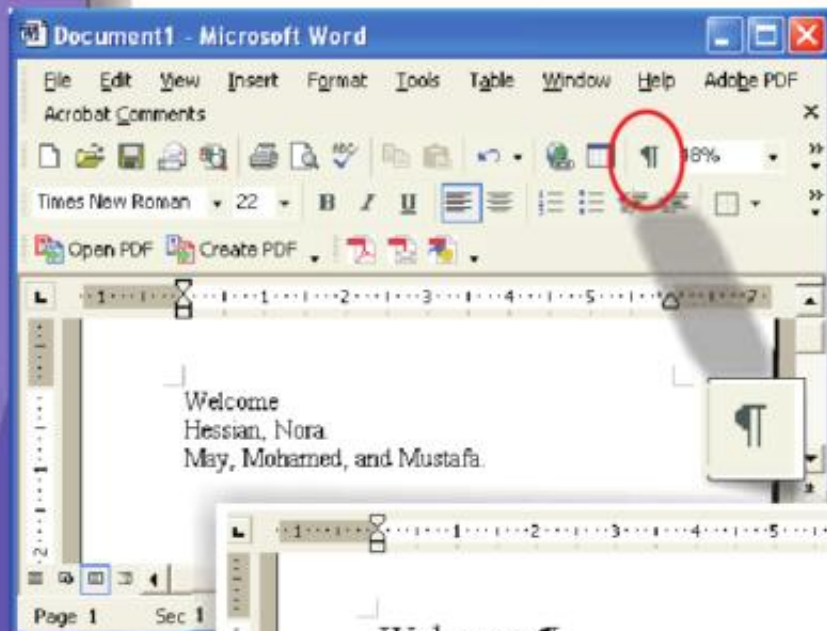
Move the cursor to the point where you want to start typing. The pointer shape indicates how the text will be formatted, double click and then start typing your text.



The Computer

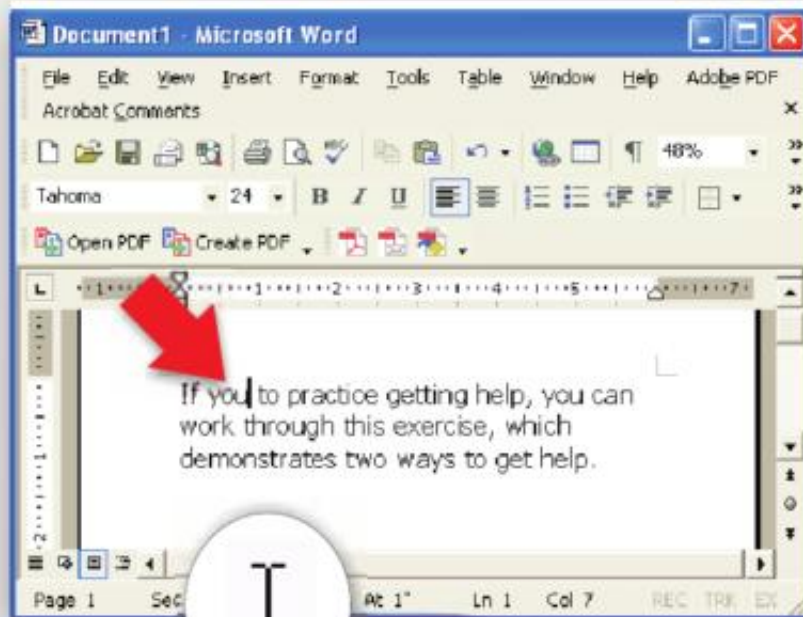


In word, text flows or 'wraps' automatically onto the next line when you reach the right-hand margin. You only need to press the return key to start a new paragraph, or when making a list.



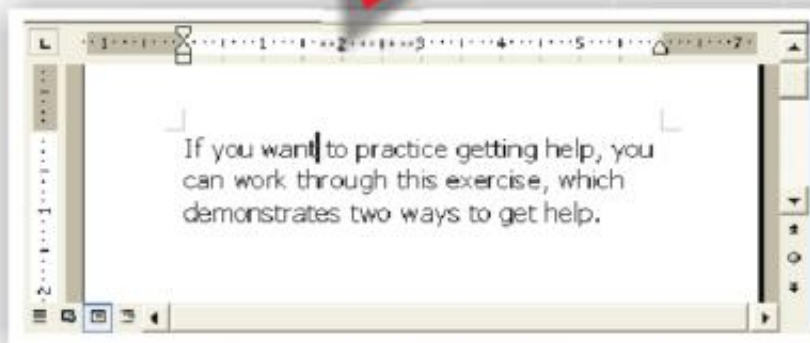
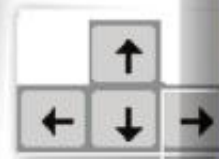
Click the **Show/Hide** button on the toolbar to reveal or hide non-printing characters, such as returns and spaces.

To insert word (words) between existing text :



Move your cursor to the position, to add new text .

- Using the mouse.
- Using the arrows.
- Type "want".

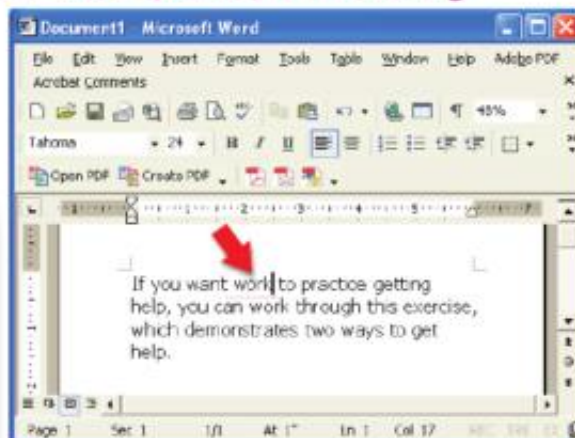




To delete error word (words) for existing text:

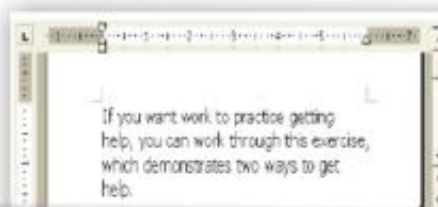
BackSpace

Using the **backspace** key to delete errors to the left of the cursor.



del

Using the **delete** key to delete errors by clicking and dragging the mouse pointer over an area text to highlight it, then pressing delete.



If you want **work** to practice getting help, you can work through this exercise, which demonstrates two ways to get help.

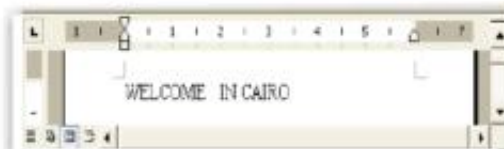
Pressing delete

del

To type capital letters:

Caps Lock

To type a series of capital letters, press the Caps lock key before type letter.



↑ shift

To type a capital letter, hold down the shift key and press on the letter key.





Type this text :

You type your document in the text area. The blinking vertical line in the upper left corner of the text area is the cursor. It marks the insertion point. As you type, your work shows at the cursor location. The horizontal line next to the cursor marks the end of the document. If You have completed, save your work before exiting.

Save your document:

Any new document should be saved as soon as possible after creating it, this is important because sometimes a computer's screen freezes and you have to exit the program without saving your files.

BEFORE YOU START

To save a document for the first time:
Click on file from menu bar.
Choose save.
Or you can click the save button on toolbar.
Or shortcut Ctrl + s.



Save



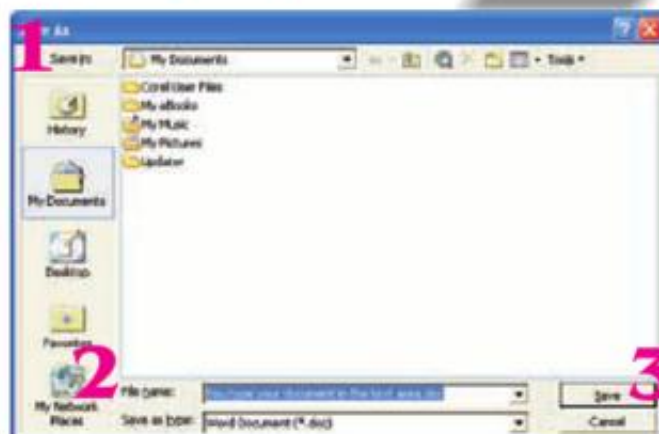
The Computer



- 1 Click file from menu bar.
- 2 Choose save.



The first time you save a document, the save as dialog box opens.



1 Save in :

Save in: My Documents

Click the arrow to the right of the panel if you want to choose different location my documents is a good place to store files.



2 File name :

File name: You type your document in the text area.doc

File name:

You must write the name of the document
Pressing delete key.
Write the name. "Text one"

Click save button .

3

Save

The file name in the blue title bar at the top of the windows.



Closing your document:

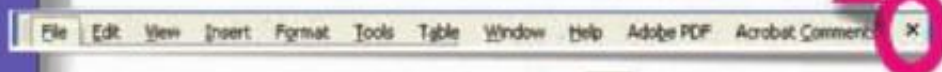
To close a document :

- 1 Click file from menu bar.
- 2 Choose close.



Or

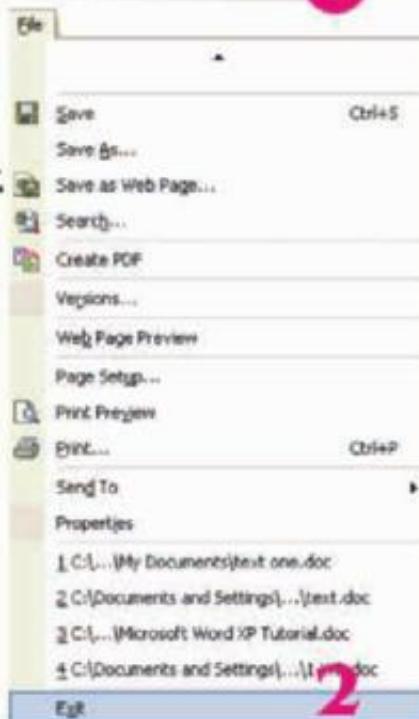
Click on **X** from menu



Exiting word

To exit a program:

- 1 Click file from menu bar.
- 2 Choose exit.



Or

Click on **X** from title bar



worksheet

Open a new document Using save

Open a new document.

Type your name and what your shopping list is for.
Here are some examples:

Birthday list - Telephone list

Press **Enter**.

Type your list.

Press **Enter** after each item.

Save your work, save it by name of your list



- () Select Microsoft word.
- () Open file menu.
- () Select new.
- () Open start menu.
- () Open all programs.



- () Open file menu.
- () Select drive d:.
- () Click in save icon.
- () Write the file name.
- () Select save.



Telephone list
Mohamed: 7455866
Nora: 3325689
Hussien 55 66 44 8
May : 5566223
Marim :3157792
Mustafa : 4566785

**Re-arrange
Steps**

worksheet

Close a file
And
Exiting word

Open new document.

Type your school name.

Press **Enter**.

List three features that describe how your school looks.

Press **Enter** after each item.

Save your work.

Close your work.

Exit word.



Open file menu.
Select



Open file menu.
Select

Write

Close or **Exit**

Chapter (3)

Entering text

Objectives

By the end of this chapter, you will be able to:

- Open a document .
- Modify a document .





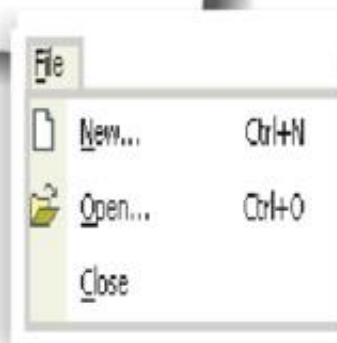
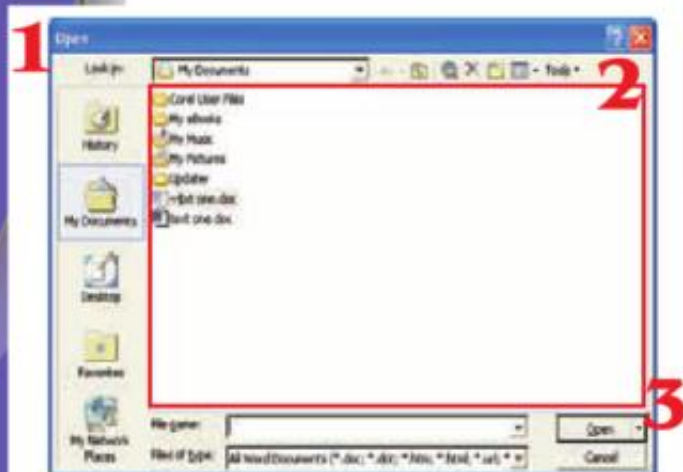
Open existing document with Word:

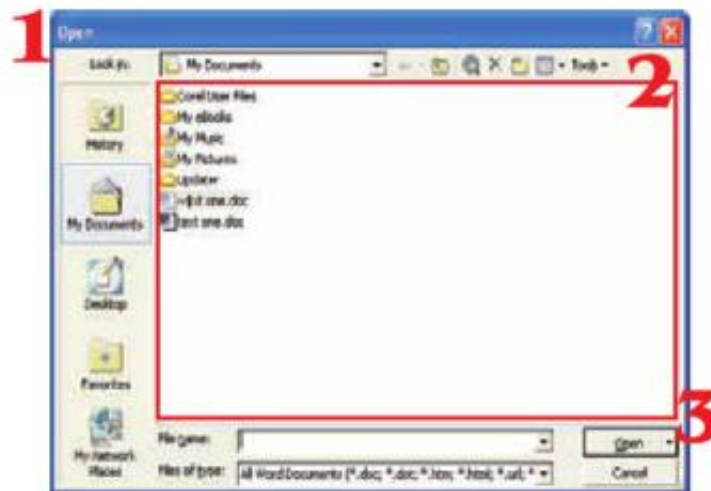
After you become familiar with the ins and outs of the Open dialog box, opening documents is fairly straightforward. The basic premise behind using the Open dialog box to open files is to select a file name and then click the Open button, or to simply double-click a file name. To open multiple files from within the Open dialog box, select files while pressing Shift or Ctrl, and then click the Open button.

BEFORE YOU START



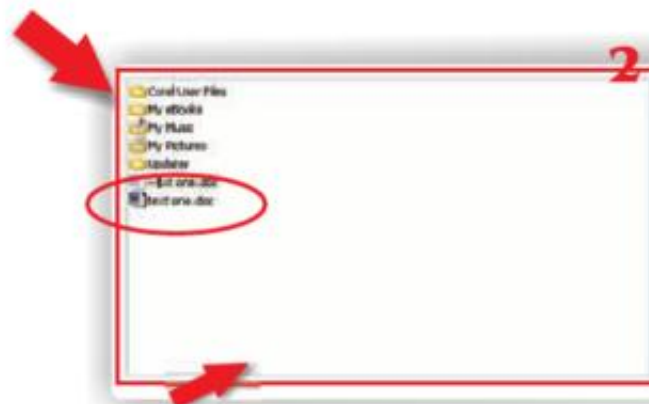
Open a document by going to the "file menu" and selecting "open". Then double-click on "open" in the toolbar.





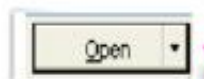
1 Look in :

Click the arrow to the right of the panel if you want to open the location that you store a file in . The result will appear in the same dialog box.

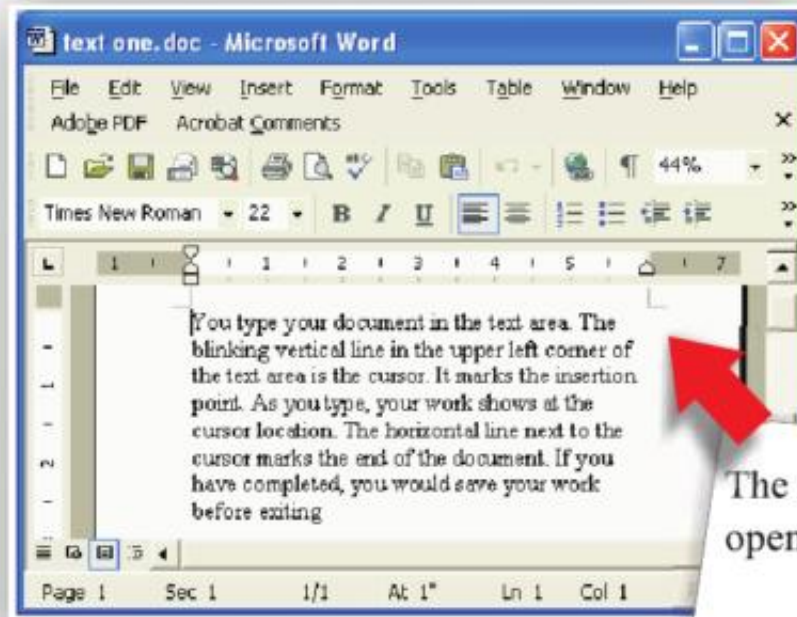


You must choose the name of the document.
Click on the name of file.
"Text one.doc"

3



Click on the open button



The document
open in window

Selection :

Character, word, line, sentence, paragraph or entire body text.

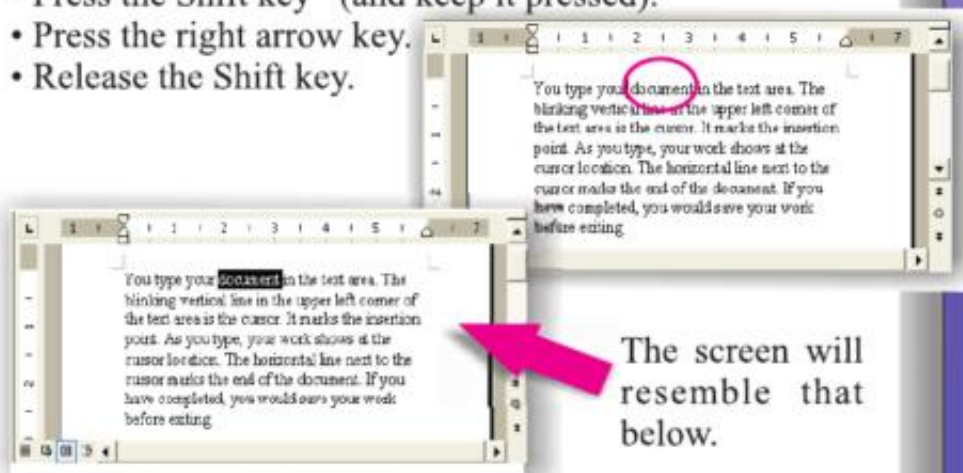
Make sure you know how to:

- Selecting a character
- Selecting a word
- Selecting a line
- Selecting a sentence
- Selecting a paragraph
- Selecting all text

Selecting a character:

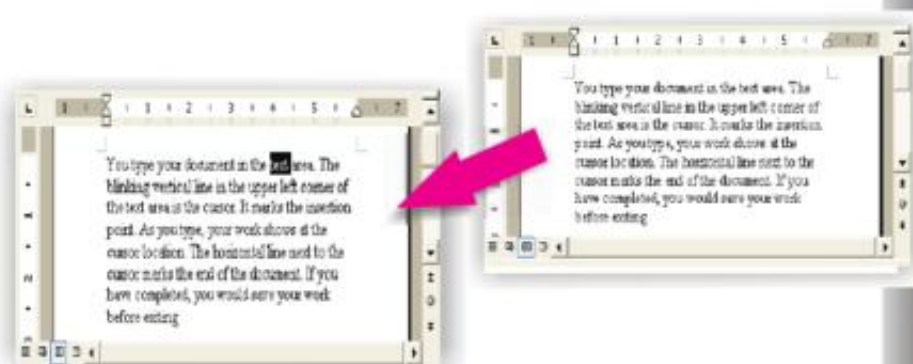
Click just in front of the character you want to select (in this case in front of the first character in the blue paragraph).

- Press the Shift key (and keep it pressed).
- Press the right arrow key.
- Release the Shift key.



Selecting a word:

Double click on the second word in the blue paragraph, as illustrated. Now the word is selected.

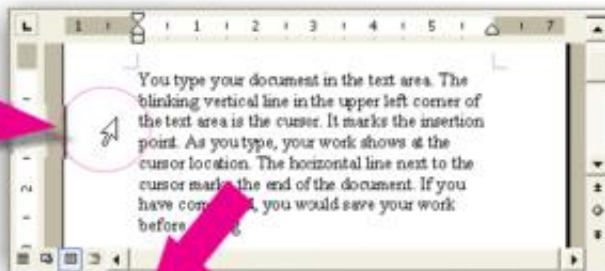




Selecting a line :

Move the mouse pointer to the left of the second line within the blue paragraph and wait until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right.

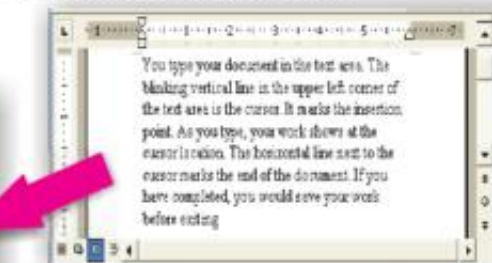
You are now in the **"Selection Bar"**, a hidden screen element. Click once with the mouse button to select the line, as illustrated.



Now the line is selected

Selecting a sentence:

Click within the second sentence of the second paragraph. Depress the Ctrl key and then click within the sentence, to select the sentence.

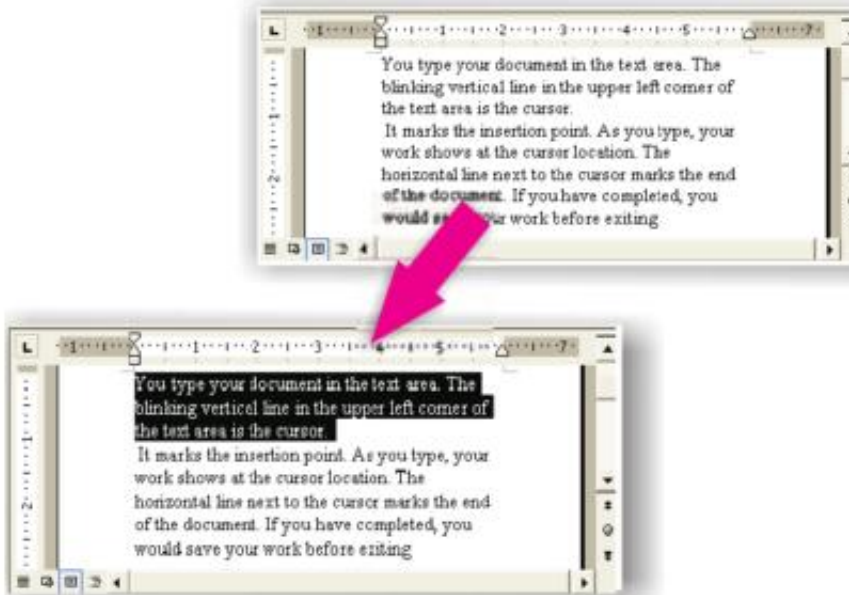


Now the sentence is selected

Selecting a paragraph:

Click within the paragraph starting with the words 'To select a character'.

Click three times to select the paragraph, as illustrated.



Selecting all text:

Experiment with selecting all the text within the document by pressing **Ctrl+A**.



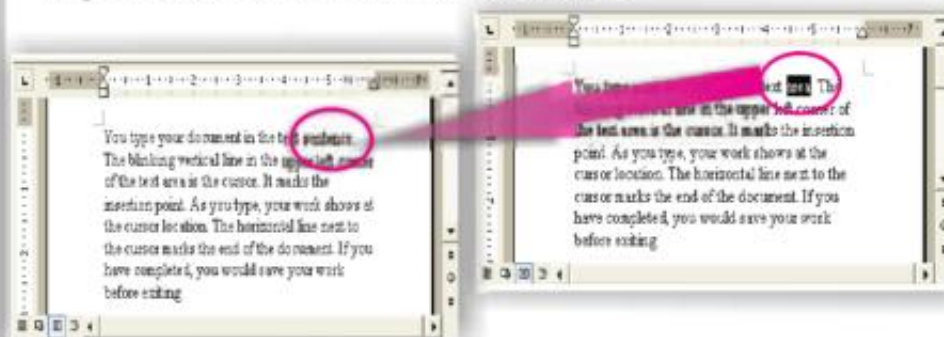
Now all text are selected



Modifying existing text:

Double click on the word “area” in the first line (to select it).

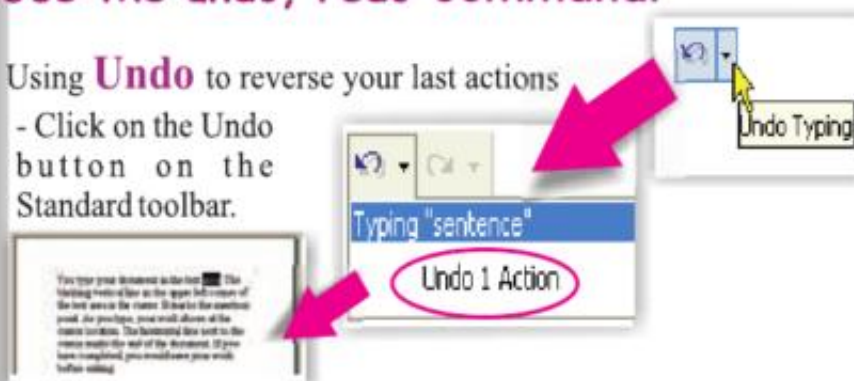
Replace the selected word with “sentence”.



Use the undo, redo command:

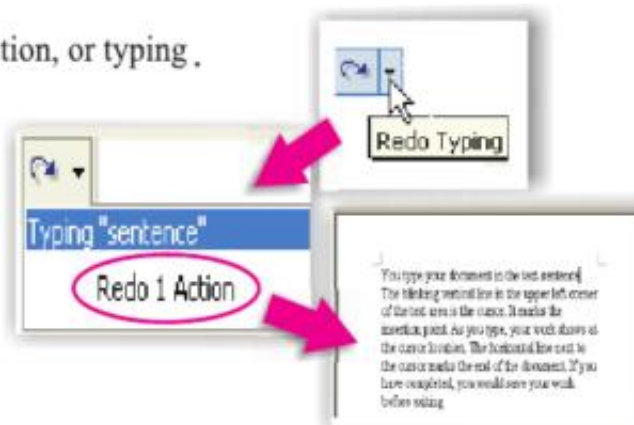
Using **Undo** to reverse your last actions

- Click on the Undo button on the Standard toolbar.



Repeating a command, action, or typing.

Click on the **Redo** button on the Standard toolbar.

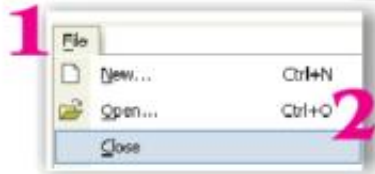


Closing your document

To close a document :

1 Click on "file" from menu bar.

2 Choose close.



Or

Click on  from menu



Exiting word

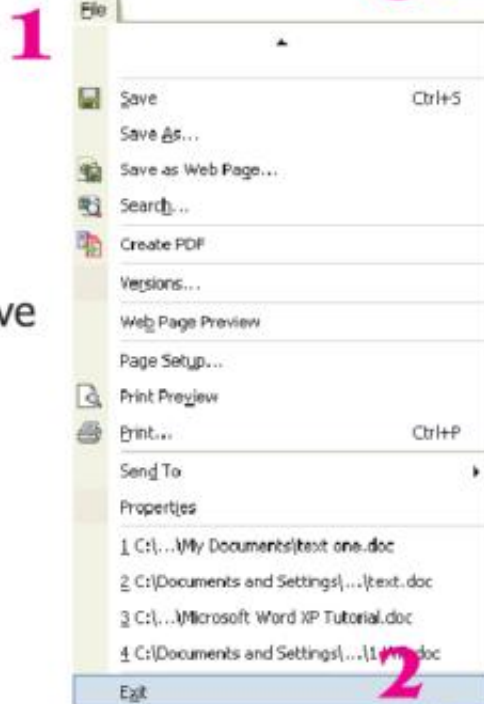
To exit a program:

1 Click on "file" from menu bar.

2 Choose exit.

Or you can click the save button on toolbar.

Or shortcut Ctrl + s



Or

Click on  from title bar



worksheet

Open an existing document Using save

Open your telephone list .

Add more items to your telephone list .

Press **Enter** .

Type your list .

Press **Enter** after each item .

Save your work, using .
Save icon .



- () Select Microsoft word.
- () Open file menu.
- () Select open.
- () Open start menu.
- () Open all programs.



- () Open file menu.
- () Select drive d:.
- () Click in save icon .
- () Write the file name.
- () Select save .

**Re-arrange
Steps**

worksheet

Use undo and redo

Open a new document.

type the first name.

Change the font size.

Change the font.

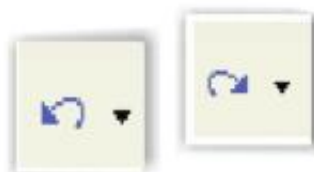
Underline your name.

Change the font colour of each letter.

Click edit -undo.

Do this task again but use the icons.

Click edit -redo.



Write

(Count how many
clicks it takes to get
back to a blank page)

(Count how many
clicks it takes to get
to format again)

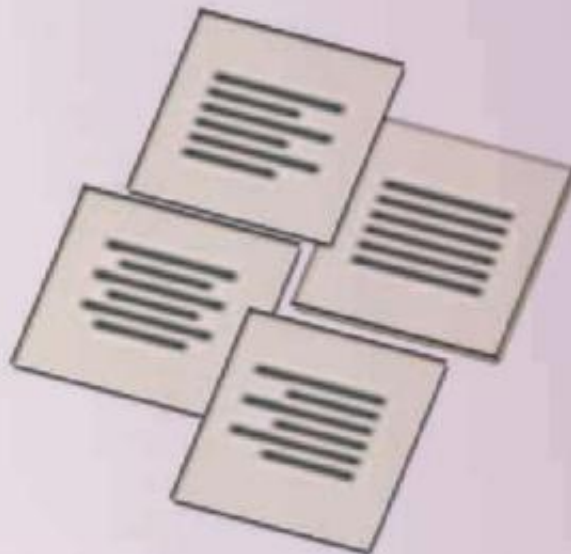
Chapter (4)

Formatting text

Objectives

By the end of this chapter, you will be able to:

- Make paragraph.
- Align paragraph.



Paragraphs are the basic building blocks of any document . Paragraphs can include any amount of text and graphics, or any other item, followed by a paragraph mark or break. Paragraph marks store the formatting applied to each paragraph. In this chapter, you will learn the fundamentals of paragraph formatting in Word. The paragraph ends at the paragraph mark. Thus formatting for a paragraph is held in the paragraph mark at the end of the text; delete that mark and the formatting for the preceding text is removed and replaced with the formatting held in the next paragraph mark.





Paragraphs :

Each time you press the Enter key, Word begins a new paragraph. Click on the Show/Hide button on the Standard toolbar or press Ctrl+Shift+* to display the paragraph marks. Press the Enter key several times, and you'll see Word insert strange little backward P icons, with the semicircle at the top of the P filled in. These are the paragraph marks, and they store the information about the paragraph.



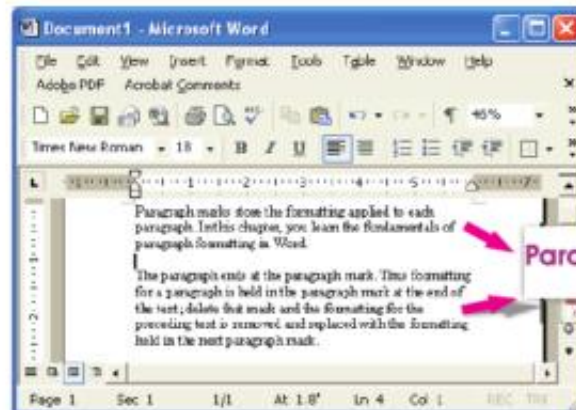
BEFORE YOU START

Type the text below .
Going to the toolbar and then click on Show/hide icon.



Paragraph marks store the formatting applied to each paragraph. In this chapter, you learn the fundamentals of paragraph formatting in Word..

The paragraph ends at the paragraph mark. Thus formatting for a paragraph is held in the paragraph mark at the end of the text; delete that mark and the formatting for the preceding text is removed and replaced with the formatting held in the next paragraph mark.



Paragraph

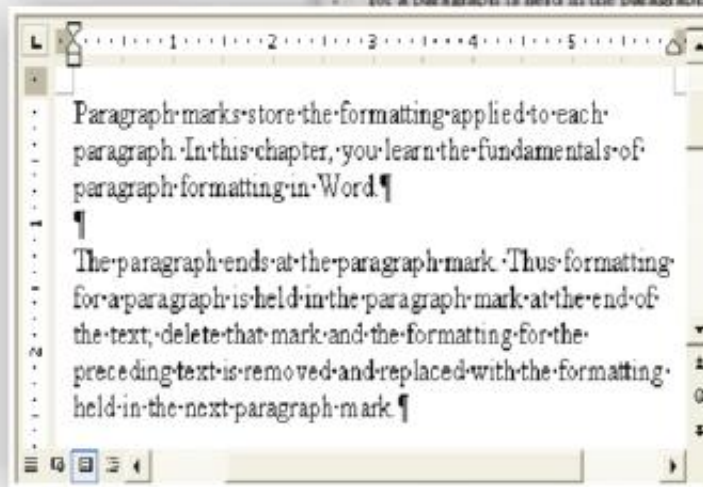
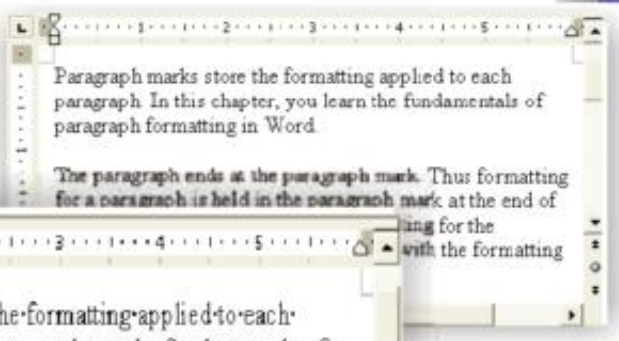
Click on the Show/Hide button on the Standard toolbar.

Or

Press Ctrl+Shift+* to display the paragraph marks.



Space



paragraph marks



Paragraph Formatting :

You can apply paragraph formatting using styles, which are in effect collections of formatting. When you press Enter to start a new paragraph, that new paragraph will, in general, contain exactly the same formatting as the previous paragraph. There are some cases when this won't happen, though, some styles may be set up such that when you press Enter, a new style, with different formatting, is used for the next paragraph. For instance, a heading style may be set up to automatically begin working.

Alignment Type Button :

You can apply paragraph formatting using buttons on the Formatting toolbar :



Align left

Text aligns with the left margin, and the right margin is dragged. This is the default setting.



Justify

Text aligns with both the left and right margins by adding extra spaces between



Center

Text is centered between margins.



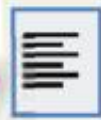
Align right

Text aligns with the right margin, and the Left margin is dragged.

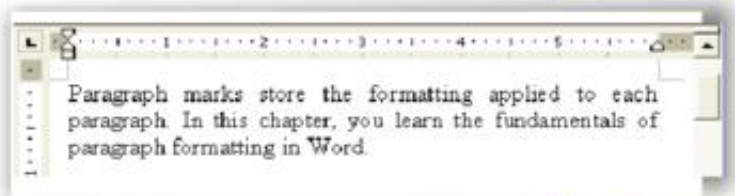
- Select all text.
- From formatting tool bar .



CLICK ON



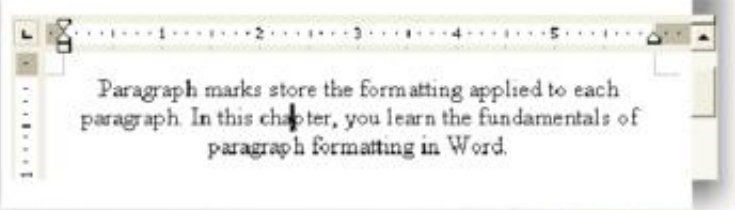
Align left :



CLICK ON



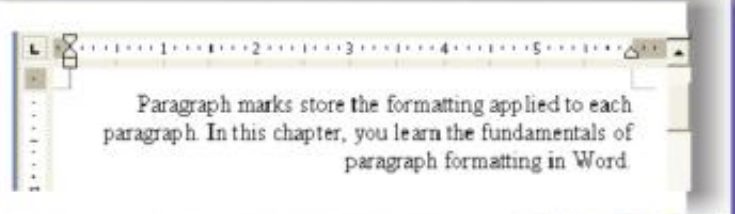
Center :



CLICK ON



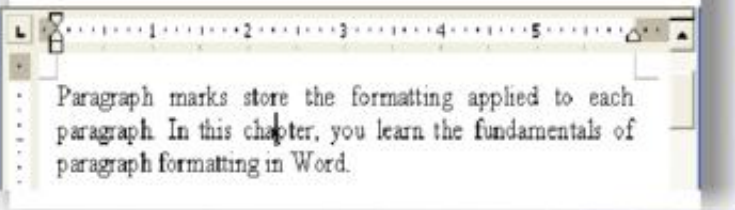
Align right :



CLICK ON



Justify :





Adjusting line spacing:

The line-spacing feature in Word begins with automatic spacing, and with this feature, you can increase spacing, reduce spacing, permit extra spacing for a large character or superscript on the line, or even control the spacing exactly. Spacing is measured in terms of lines. Normal text has single spacing of one line, but you can choose from several line options or even specify line spacing based on points.



Line Spacing Options

Line spacing:

Double

Double-spacing (an extra full line of space between lines).

Single

Single-line spacing. (Line height automatically adjusts to accommodate the size of the font and any graphics or formulas in a line).

1.5 Lines

Line-and-one-half spacing (an extra half-line of space between lines).

Exactly

The exact spacing that you specify in the At box. All lines are exactly the same height, regardless of the size of the characters in the line; Word doesn't add extra spacing. Note that some text may be cut off if enough space is not available.

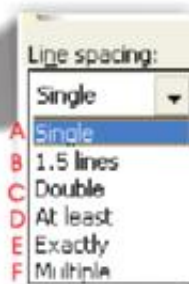
At Least

At least the spacing that you specify in the At box the line won't be shorter than what you specify, but it may be taller because Word will add extra spacing for tall characters, big graphics,

Multiple

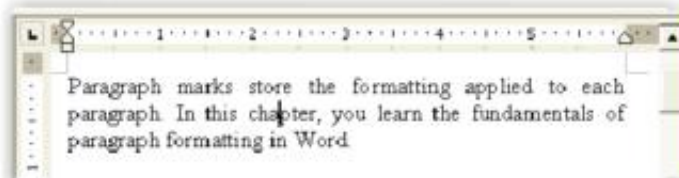
Multiples of single-line spacing, such as triple (3) or quadruple (4), as specified in the At box.

- 1- Open format from the main menu.
- 2- Choose paragraph.

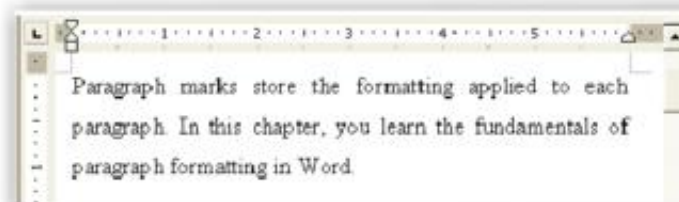


- 3- Choose from "Line spacing"

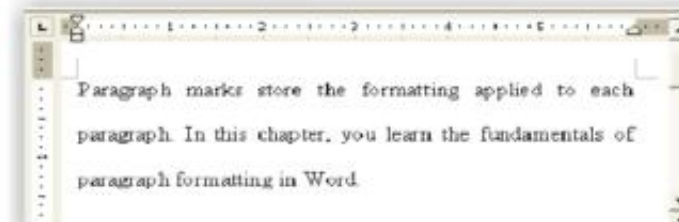
A Single



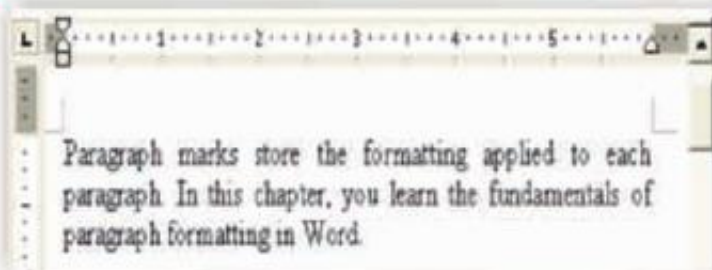
B Double



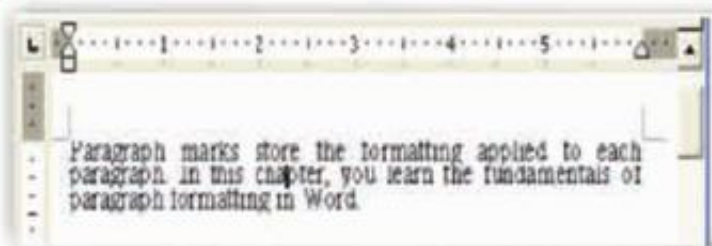
C 1.5 Lines



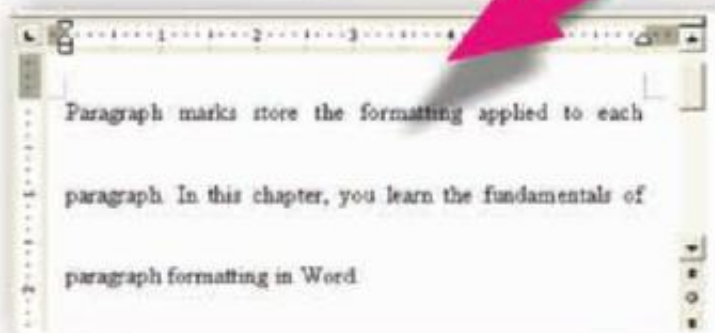
D Exactly



E At Least



F Multiple



worksheet

Aligning text

Open a new document.

Type the following words “right-hand side”.

Click on the align right icon.
press on enter.

Type the following words “left-hand side”.

Click on the align left.

Press on “Enter”.

Type “center”.

Click on the center icon.

Save your work.

Print your work.

Close your file, Exit word.

() Select the type of the alignment

() Select text

() From formatting bar



Re-arrange
Steps

Write Steps



Chapter (5)

Formatting text

Objectives

By the end of this chapter, you will be able to:

- Create lists.
- Modify lists.
- Format lists.
- Customize your list.





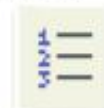
Creating Lists:

To organize lists in a document, such as lists of events, names, numbers, or procedures, Office Specialists you can format the information in a bulleted or numbered list. A bullet is a small graphic, such as a dot, that introduces an item in a list. Where the order of items is not important, use bullets. Use numbers instead of bullets when you want to emphasize sequence, as in a series of steps. If you move, insert, or delete items in a numbered list, Word rennumbers the list for you. If the items in a list are out of order, alphabetically or numerically, you can sort the items in ascending or descending order using the Sort command on the Table menu.

BEFORE YOU START



Bullets



Numbering

Type the text below .
Going to the toolbar and then click on "Bullets or Numbering icon".

Decipher all those line spacing to read between the line:

Single spacing.

1.5 lines.

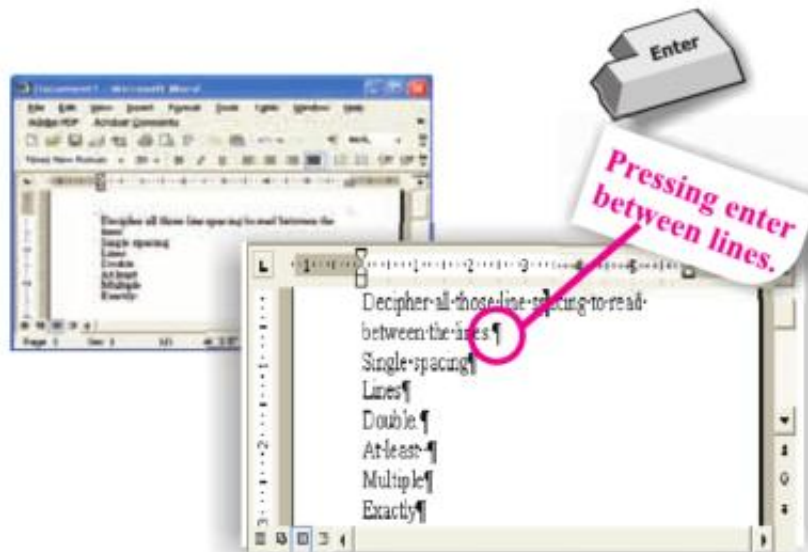
Double.

At least.

Multiple.

Exactly.





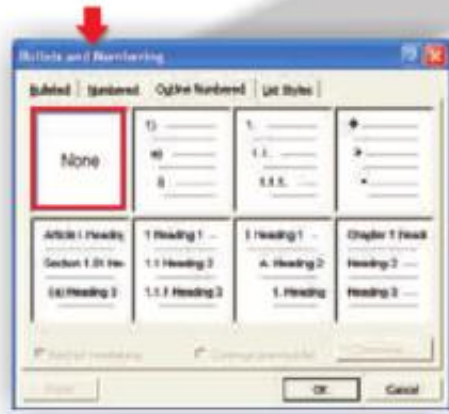
Click on the bullet button on the Formatting toolbar.

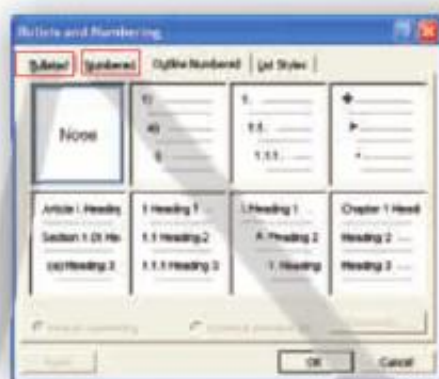
Or

- 1 On the Format menu.
- 2 Click on "Bullets and Numbering".



The Bullets and Numbering dialog box appears





Select bulleted



Select numbered



- 1 Select text.
- 2 Click on "Bullets" from formatting bar

1

Select text



2



- 1 Select text.
- 2 On the Format menu .
- 3 Click on "Bullets and Numbering".
- 4 Click bulleted .
- 5 select bulleted.
- 6 click on "OK" button.

Select
text

2



3

5

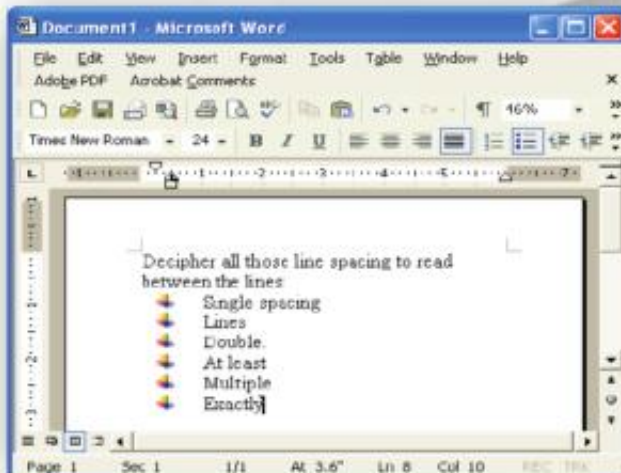
Select the Setubal
bulleted.

4



6

OK



- 1 Select text.
- 2 On the Format menu.
- 3 Click on "Bullets and Numbering".
- 4 Click bulleted.
- 5 select bulleted.
- 6 click on "OK" button.

Select text

2



3

5

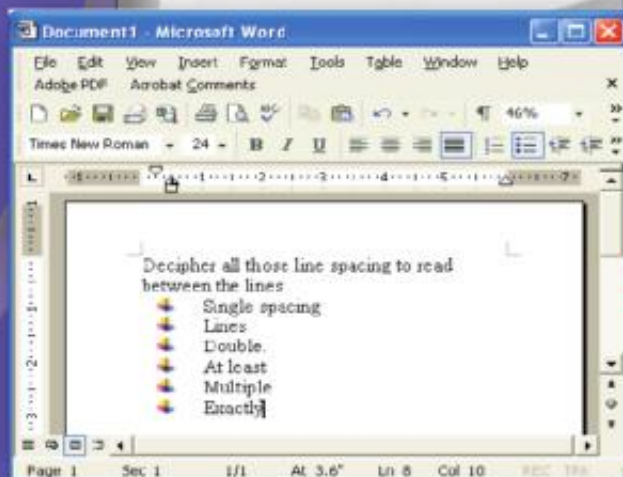
Select the Setubal bulleted.

4



6

OK



- 1 Select text.
- 2 On the Format menu-
- 3 Click on "Bullets and Numbering".
- 4 Click on "Numbered".
- 5 Select format of number.
- 6 Click on "OK" button.

1 Select text.

2 On the Format menu-

3 Click on "Bullets and Numbering".

4 Click on "Numbered".

5 Select format of number .

6 Click on "OK" button.

For emphasis, you can change any bullet or number style to one of Word's predefined formats. For example, you can switch round bullets to check boxes, or change the letters in Roman numerals from upper case to lower case.

Customize...

Use the Bullets and Numbering dialog box to modify, format, and customize your list.



Picture...

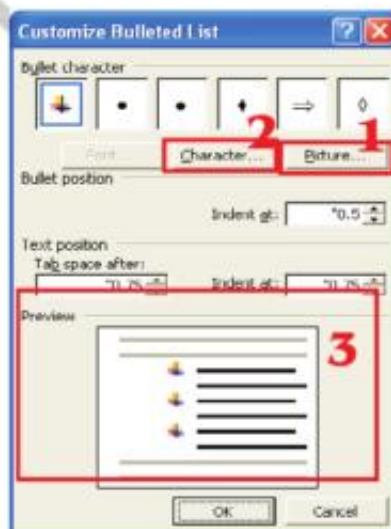
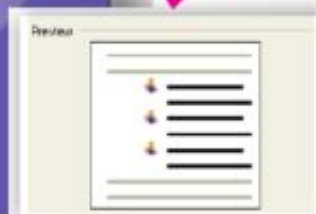
You can also customize the list style or insert a picture as a bullet.

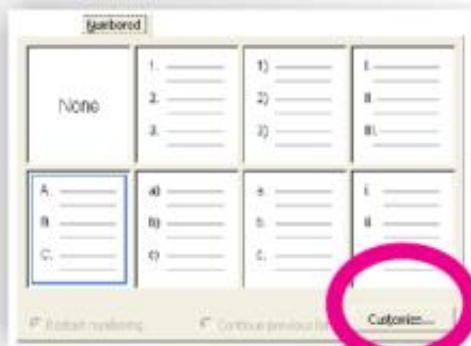


Character...

You can also customize the list style or insert a character as a bullet.

To see the result





Customize...

Use the Bullets and Numbering dialog box to modify, format, and customize your list.

Start at: A **1**

Start at: 1

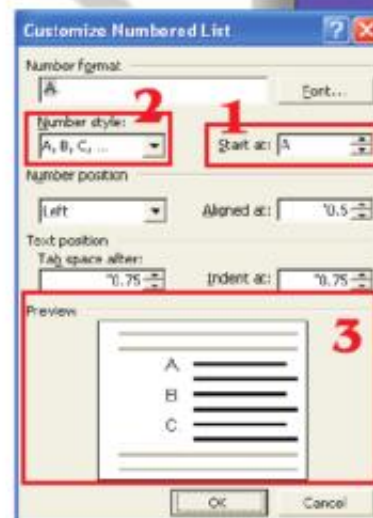
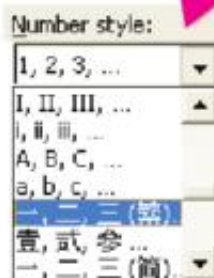
Start at: i

You can also customize the list start value.

Number style: A, B, C, ... **2**

You can also customize the list style number.

To see the result **3**





Chapter (6)

Formatting text

Objectives

By the end of this chapter, you will be able to:

- Change font style.
- Add effects.
- Change font.
- Change font size.
- Change font color.



B I



Changing the Look of Characters Microsoft The text you type in a document is displayed in a particular font. A font is a complete Office Specialist set of characters that all have the same design. The fonts that are available vary from one computer to another. Common fonts include Times New Roman, Courier, Arial.

You can vary a font's basic design by changing the following attributes:

- ◆ Almost every font comes in a range of font sizes. The font size is measured in points, from the top of letters that have parts that stick up(ascenders), such as h, to the bottom of letters that have parts that drop down (descenders).
- ◆ Almost every font comes in a range of font styles. The most common are regular (or plain), italic, bold, and bold italic.
- ◆ Fonts can be enhanced by applying font effects, such as underlining, small capital letters, or shadows.
- ◆ A range of font colors is available in a standard palette, but you can also specify custom colors.
- ◆ You can alter character spacing by pushing characters apart or squeezing them together to achieve a desired effect.



Changing the Look of Characters :

After you have selected an appropriate font for each element of a document, you can use these sets of attributes to achieve different effects. Although some attributes might cancel each other out, they are usually cumulative. For example, The Garden Company might use a bold font in various sizes and various shades of green to make different heading levels stand out in a newsletter. Collectively, the font and the attributes used to vary looks are called character formatting.



BEFORE YOU START

BU*I*

Type the text below .
Going to the toolbar and then click on bold, italic, and underline icon.



Input/output storage:

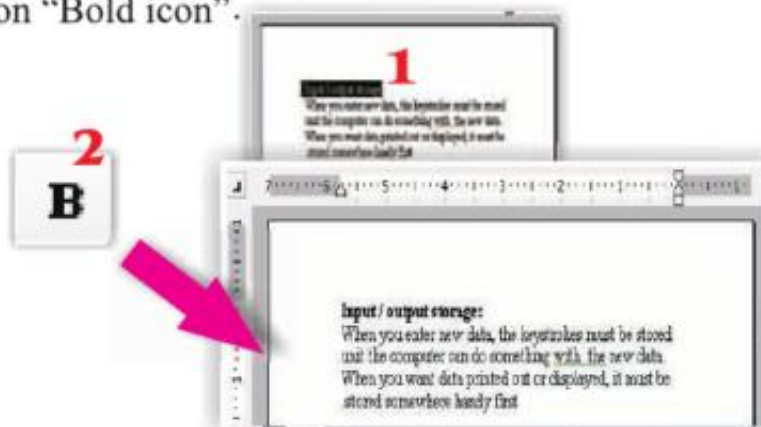
When you enter new data, the keystrokes must be stored until the computer can do something with the new data. When you want data printed out or displayed, it must be stored somewhere handy first.



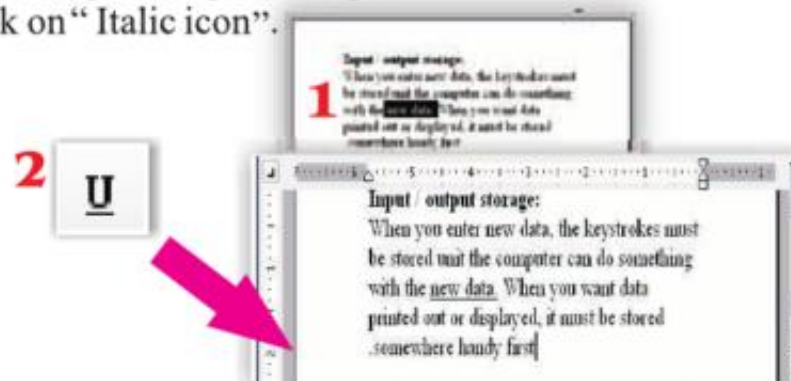
The Computer



- 1 Select "input / output storage".
- 2 Click on "Bold icon".



- 1 Select "input / output storage".
- 2 Click on "Italic icon".



- 1 Select "input / output storage".
- 2 Click on "Italic icon".



Changing the Look of Characters :



A range of font colors is available in a standard palette, but you can also specify.

Times New Roman

22

Almost every font comes in a range of font sizes. The font size is measured in points, from the top of letters that have parts that stick up.

BEFORE YOU START

Open the file of the text bellow.
Going to the toolbar and then click on Font, Font size and font color icon.



Type this text :

Input / output storage:

When you enter new data, the keystrokes must be stored until the computer can do something with the new data. When you want data printed out or displayed, it must be stored somewhere handy first.



The Computer

1 Select text.



2 Click Font from formatting bar.

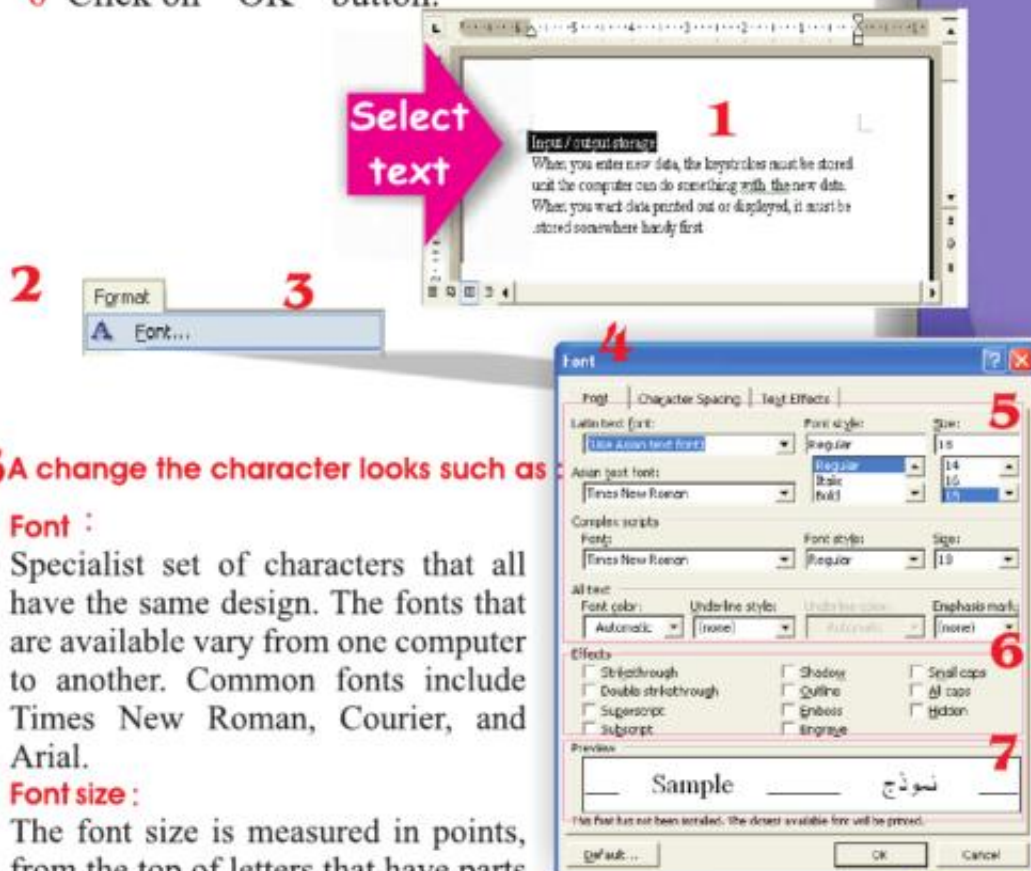


3 Search for Font name using scrollbar.

4 Click Font name.



- 1 Select text.
- 2 From the Format menu .
- 3 Click on "Font".
- 4 Click on "Font tab".
- 5 Select a new font "Poster Bodoni BT".
- 6 Click on "OK " button.



The screenshot shows the MS Word interface. A text box contains the text "Logo / output storage" followed by a paragraph of text. A pink arrow labeled "1" points to the selected text. Below the text box, the "Format" menu is open, and the "Font..." option is highlighted, labeled with a red "2". The "Font" dialog box is open, showing the "Font" tab. The "Font" dropdown is set to "Times New Roman", and the "Font style" dropdown is set to "Regular", labeled with a red "5". The "Font size" is set to "12". The "Effects" section shows checkboxes for "Strikethrough", "Double strikethrough", "Superscript", and "Subscript", labeled with a red "6". The "Preview" section shows a sample of the text "Sample" and "نموذج", labeled with a red "7".

5 A change the character looks such as :

Font :

Specialist set of characters that all have the same design. The fonts that are available vary from one computer to another. Common fonts include Times New Roman, Courier, and Arial.

Font size :

The font size is measured in points, from the top of letters that have parts that stick up

Font style :

(bold - italic - underline)

6 Effects :

Fonts can be enhanced by applying font effects, such as underlining, small capital letters, or shadows.

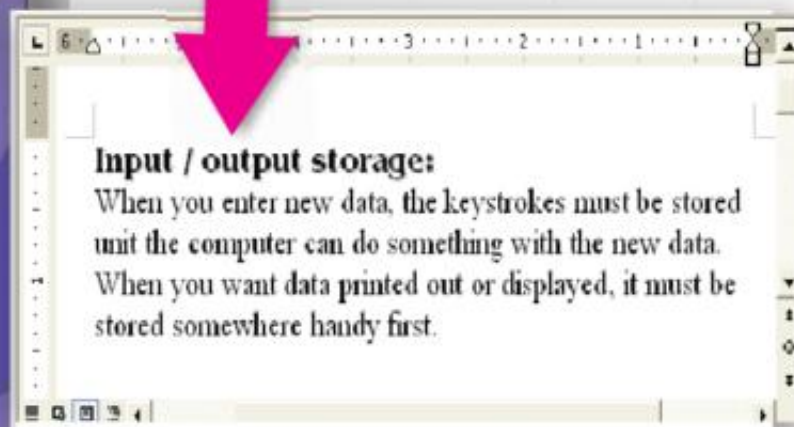
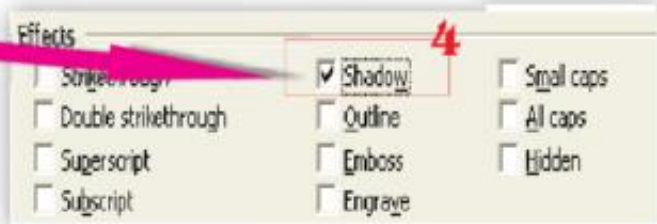
7 Preview :

To see the result

- 1 Search for font name "Benguiat bt".
- 2 select font style "bod".
- 3 Select font size "18".



- 4 From "Effects" select font, select "Shadow".



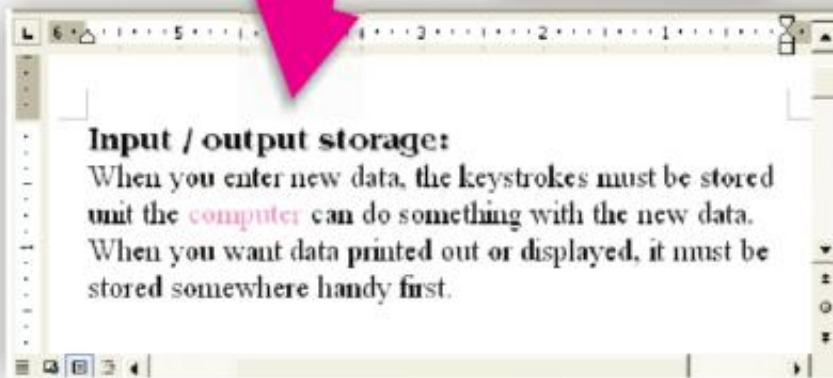
Select
word



- 1 On the Formatting toolbar.
- 2 Click the down arrow to the right of the Font Color button.
- 3 Click on the color palette.
- 4 Click the Pink box in the first column of the fourth row.



The color of the
selected word is now
pink.



worksheet

Using bold



Open a new document .

Click on the “bold icon” .

Type the title of your favorite book .

Press on enter .

Click on the “bold icon” to change the font to normal .

Write three sentences about why you like your book .

Save your work .

check your work in print preview .

print your work .

Close your file, Exit word .



B



**Write
Steps**

worksheet

Using italic



Open a new document.

Type the sentences in the box below.

add three examples to each sentence in italic the first one is for you.

Lots of people go abroad on holiday.
I eat fruit for example
I like healthy food, for example
Forms have different animals , for example
there are many makes of car for example

Add three sentences in your own.

Save your work.

Check your work in print.

Print your work.

Close your file, Exit word.

I



Write
Steps

worksheet

Using underline



Open a new document

Type the following numbers

Underline the number that are multiplies of 2.

1	2	3	4	5
5	6	7	8	6
7	8	9	10	12
13	14	15	16	17
18	19	20	22	25

Save your work.

Print your work.

Close your file, Exit word.

U



Write
Steps



MS Word

worksheet

Change font size



Open a new document .

Select font to use .

Type the following and change the font size of the words to match the meaning :

Small	large
Miniature	tiny
Massive	gigantic

Type three other words that you could use to describe size and change their font size to match the meaning.

Save your work .

Close your file, Exit word .



Write Steps



The Computer

worksheet



Format font - using effects

Open a new document

type the flowing words using the matching format effect for each .

Strikethrough	outline
Double Strikethrough	emboss
Superscript	engrave
Subscript	small caps
Shadow	all caps

Change the font, style, size, and color of each.

Save your work .

print your work.

Close your file, Exit word .



**Write
Steps**

worksheet

Change font




MS Word

Open a new document .

Select font to use .

Type your class name .

Press **Enter**, type your class number .

Highlight your class name by dragging the  over it, holding down the left button and change font .

Chose font name for class name .

Chose font name for class number .

Save your work .

Times New Roman

- () From formatting bar .
- () Select text .
- () Open font .
- () Write the text .
- () Open choose font .

Font name for class name .

Font name for class number .

Name of my class is:
Class number is:

**Re-arrange
Steps**

203

The Computer

worksheet

Change font colour



Open a new document.

Type each of the following words using the font color that matches it.

the first one is done for you.

Elephant	ruby
Daffodil	sea
Sand	grass

Add five words of your own.

Now type your full name using a different font color.

Save your work.

Close your file, **Exit** word.



- () Select your color.
- () Open font color icon.
- () Select text.
- () From formatting bar.



**Write
Steps**

Chapter (7)

Copy, cut, and paste text










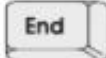




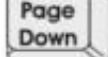
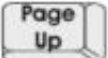

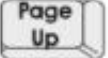

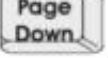
Objectives

At the end of this chapter, you will be able to

- Copy selected text.
- Cut selected text.
- Paste selected text.



The following table shows the keys and key combinations you can use to move the insertion point quickly.

Pressing this key	MOVES THE INSERTION POINT
	Left one character at a time.
	Right one character at a time.
	Down one line at a time.
	Up one line at a time.
 + 	Left one word at a time.
 + 	Right one word at a time.
	To the beginning of the current.
	To the end of the current line.
 + 	To the start of the document.
 + 	To the end of the document.
	Up one screen.
	Down one screen.
 + 	To the beginning of the previous. Page.
 + 	To the beginning of the next page.

Copy, cut, paste :

To save time, you can copy and paste its properties as necessary, instead of having. A quick way to copy and paste is to use [ctrl] key +[c] key to copy and use [ctrl] key +[v] key to paste.

BEFORE YOU START

Go to the toolbar and then click on copy, cut, and paste icon.



Input/output storage:

When you enter new data, the keystrokes must be stored until the computer can do something with the new data. When you want data printed out or displayed, it must be stored somewhere handy first.





Copy text :

- 1 Select text.
- 2 Click on "copy button" from formatting toolbar.

Select text

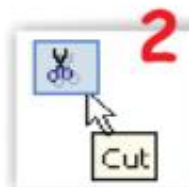
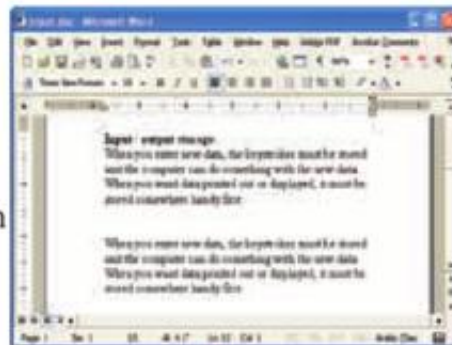


- 3 Select new area.
- 4 Click paste button from formatting toolbar.



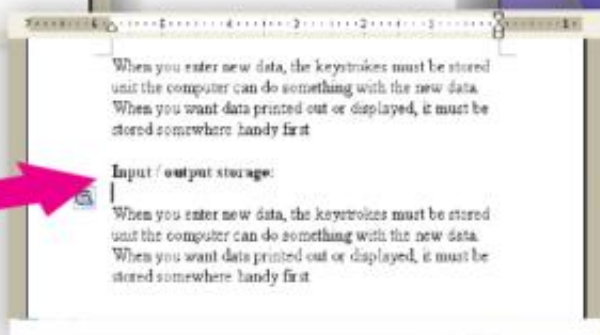
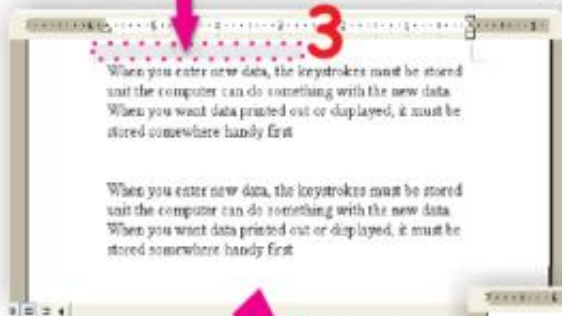
Cut text:

- 1 Select text.
- 2 Click Cut button from formatting toolbar.



The select text is hide.

- 3 Select new area.
- 4 Click past button from formatting toolbar.



Using clipboard :

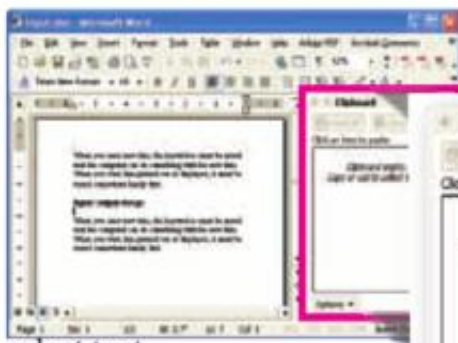
The clipboard stores up to 24 items at any time, depending on their size. With the insertion point at the correct position in the text.



BEFORE YOU START

Going to the menu bar.
Click on Edit menu and select Clipboard
Going to the toolbar and then click on copy, cut, and paste icon.

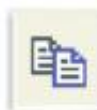




- 1 select text.
- 2 click Edit menu from menu bar.
- 3 click on "copy" .
Or click "copy button" .



- 4 click on Edit menu from menu bar.
- 5 click on paste .
Or click paste button .
Or click clipboard .



or

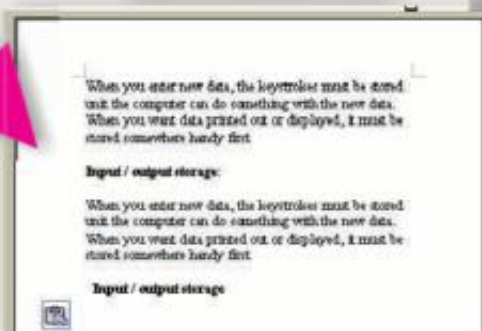


or



4

or



Apply Text Formatting:

You have already copied and pasted text. Similarly, you can copy text formatting from one text selection to another. In this topic, you will use the Format Painter tool to do that. You just spent 10 minutes formatting the heading for an important report so that it looks exactly the way you want it to. Now, you need to format six other headings in the report in exactly the same way. You could select each of the remaining headings and apply all the individual format options again, but that would take valuable time that you would rather use to edit the report. A better way would be to copy the formatting you just created and paste that formatting over the rest of the headings. That way you could save almost an hour and be assured that the headings are all formatted consistently.

BEFORE YOU START



Going to open document

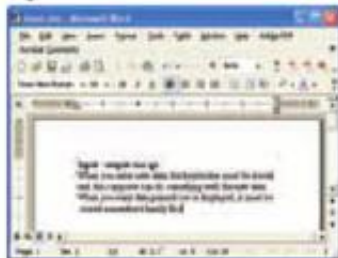
Applying new format looks such as :
Font - font style - font color



To copy text formatting and apply it to another text selection:

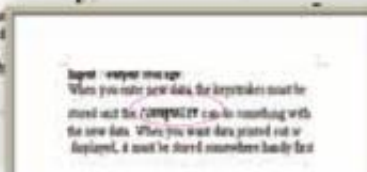
1. Select the text with the formatting you want to copy.
2. On the Standard toolbar, click the Format Painter button.

Open this document .



Apply the following form at this document :

Font is : "Dauphin" .
Font style is : "bold" .
Font size is : "36" .



- 1 select text that has the format you want apply it to another text.
- 2 click on format painter from formatting bar .

Select Text

Input / output storage:
When you enter new data, the keystrokes must be stored unit the **computer** can do something with the new data. When you want data printed out or displayed, it must be stored somewhere handy first



- 3 Drag to select the text to which you want to apply the copied text formatting.

Input / output storage:
When you enter new data, the keystrokes must be stored unit the **computer** can do something with the new data. When you want data printed out or displayed, it must be stored **somewhere** handy first



The mouse pointer changes to a paintbrush with an I-beam.

Format Painter immediately applies the copied formatting to the new selection .

worksheet

Cut and paste



Open a new document.

Type the following :

One	A hexagon has this many sides
Three	A square has this many sides
Four	A triangle has this many sides
Six	An octagon has this many sides
Eight	A circle has this many sides

Cut and paste the correct answers next to where they should go .

Do this activity again
using these icons.

Save your work.

print your work.

Close your file, Exit word.



**Write
Steps**

worksheet

Copy and paste

Your best friends like the design of your “keep out” and would like you to make some for them.

Open the file that you saved your “keep out” sign in.

Select the words.

Copy the words.

Open a new document.

Paste the words.

Add your friends details.

Copy me

Keep out !

Save your work.

Print your work.

Close your file, Exit word.



- () Open edit menu.
- () Select paste.
- () Select new point.
- () Select text.
- () Select copy.
- () Select edit menu.

**Re-arrange
Steps**



Chapter (8)

Using graphics

Objectives

By the end of this chapter, you will be able to:

- Add picture and modify.





Word's graphics capabilities enable you to create dazzling documents as well as integrating content from other Office applications into your Word documents. You learn how to use Word's powerful graphics features, including choosing the right image file format, editing graphics, laying out your documents, and creating "Word Art" to add shaped text with special effects.

Adding graphics to illustrate your documents makes those documents more appealing. The pictures that you insert can come from numerous sources, such as stand-alone graphics programs, scanned art, and clip art. Word allows you to add existing graphics to your document in a variety of ways. You also can create your own graphics from scratch using Word's powerful drawing tools. This chapter explains how to use Word's graphic tools to add and work with graphics in your documents and how to work with text boxes to lay out text and graphics anywhere you want on a page.



Where to Get Graphic Images?

Inserting Pictures into Documents Word is extremely flexible in how you can insert a picture into a document. For example, you can place the picture in-line with existing text or insert it in a text box or table. Different techniques offer different advantages. Inserting a picture in a text box, which you then can position anywhere in your document, enables you to have both text and images stored in easily movable containers. Unfortunately, the way Word handles these containers is a little buggy, and sometimes they won't go where you want them to go! You can also insert a picture in a cell of a table, allowing you to position the picture next to text in an adjacent cell.

Add a picture:

When you insert a picture in your Word document, that image appears where the insertion point is located. When you place the image in a text box, the image moves with the text if you add or delete the paragraph mark either preceding or following the picture.

BEFORE YOU START

Open a document. you may already have a picture that you want to insert, but don't worry if you can easily find graphics stored on computer, on a cd or on the internet.

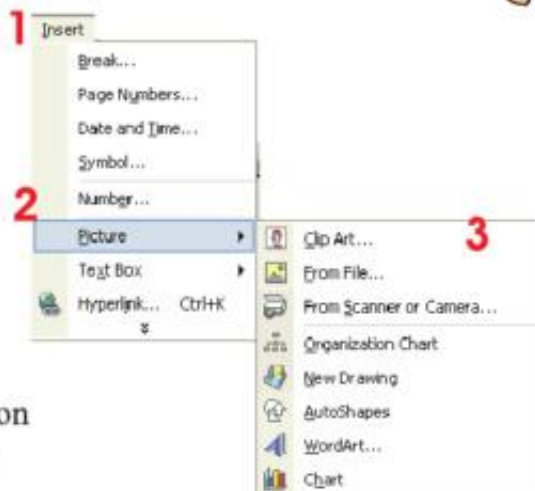
You can insert a picture in your document in various ways:

- 1 Use the Insert menu from menu bar.
- 2 Click on Picture command.
- 3 Choose either the Clip Art or From File submenu.

Or



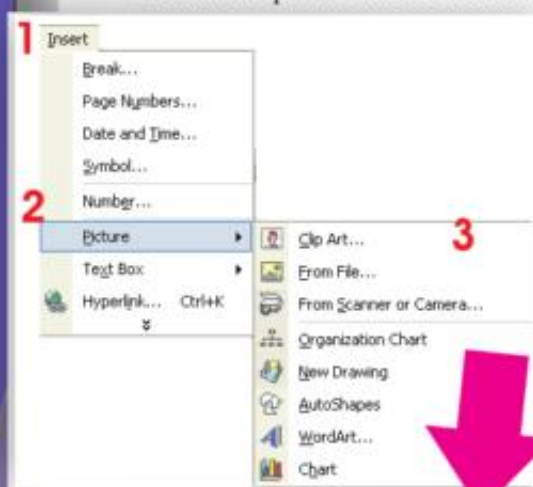
Click on the Picture button on Picture toolbar.



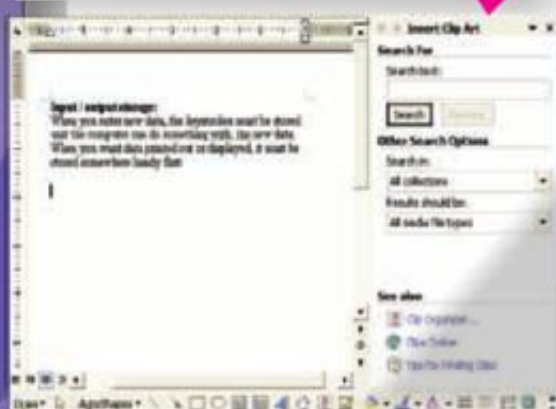
Put the cursor where you would like to insert the picture.

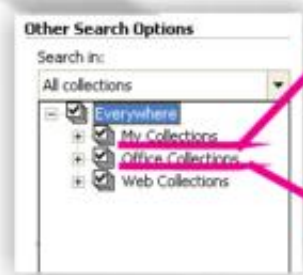


To insert a picture from word's clip gallery, go to the insert menu.



Insert Clip Art



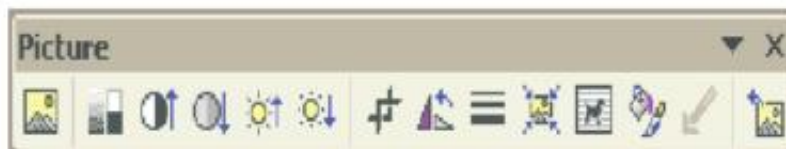


Modify Pictures :

After you insert a picture, you can scale or stretch it to a smaller or a larger size by some percentage, Either proportionally or non-proportionally. You also can size a picture to the exact desired width and height, or you can crop away parts you do not want to display. Resizing is useful when you need a picture to be a certain size. Cropping is effective when you want to show only part of a picture. You can resize and crop pictures using either the mouse or a dialog box.

BEFORE YOU START

Open a document.
Insert picture from Clip Art .
Select picture by click on it .

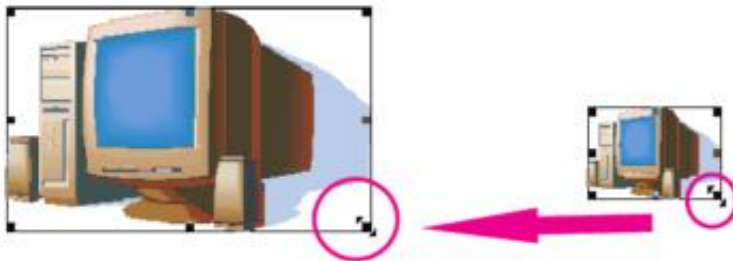


When you click on a picture, the picture bar will appear.

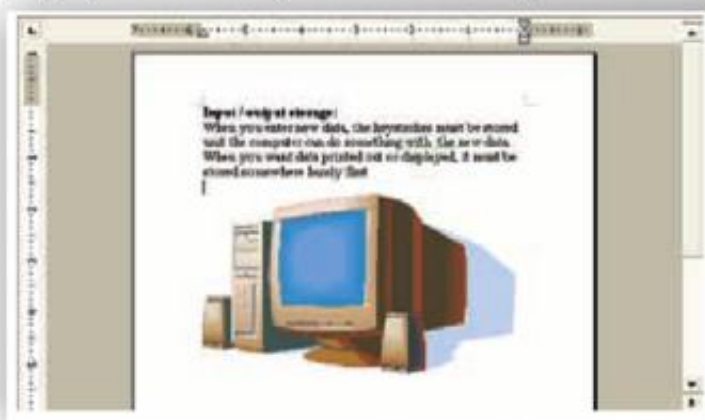
Resizing and Cropping Pictures:



You can resize and crop pictures using either the mouse or a dialog box.



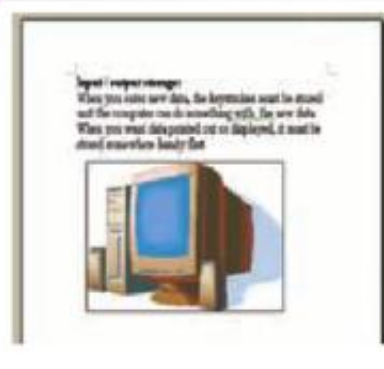
To resize, however, the picture's proportions change. Move a **handle** on the left side of the image, for instance, and you make the image thinner, but its height won't change. Cropping a picture is very similar to sizing it.



Adding Borders to Pictures:

You can add a border around a picture or a drawing in several ways. Click the image and choose one of the following methods:

- 1 Choose the Format menu.
- 2 Choose Picture .
- 3 Click on “ Layout tab”.
- 4 Click on “Colors and Lines”.
- 5 Click on “OK” .



- 1 Select the picture you want to crop.
- 2 On the Picture toolbar, click Crop .



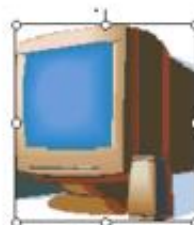
You can crop any picture except an animated GIF picture by using the Crop command. To crop an animated GIF, trim the picture in an animated GIF editing program, and then insert the picture again.



- 3 Position the cropping tool over a cropping handle and then do one of the following:

- To crop one side, drag the center handle on that side inward.
- To crop equally on two sides at once, hold down CTRL as you drag the center handle on either side inward.
- To crop equally on all four sides at once, hold down CTRL as you drag a corner handle inward.

- 4 On the Picture toolbar, click Crop to turn off the Crop command.



Note You can undo a crop at anytime before saving the picture.



worksheet

Inserting clipart art



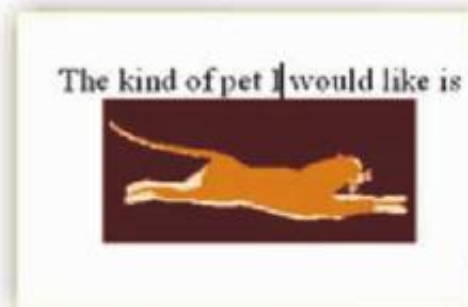
Open a new document.

If you have a pet type: “my pet is a”

“The kind of pet I would like is” .

Press Enter.

Insert a clipart picture of the kind of pet you have or would like .



Save your work.

Close your file, Exit word.



Four horizontal lines for writing.



Four horizontal lines for writing.

**Write
Steps**

Chapter (9)

Using graphics

Objectives

By the end of this chapter, you will be able to:

- Add word art.
- Add autoshapes.



Creating Word art :

When you want a fancy text banner that you can't seem to create with font attributes, you can use Word Art to create special effects for your text. You can make Word Art text appear curved, outlined, multicolored, shadowed, or three-dimensional. To create a Word Art object using existing text in your document, you select the text, click on the Insert Word Art button on the Drawing toolbar, click on style in the Word Art Gallery dialog box, and then click on OK. The Edit Word Art Text dialog box appears with your text selection highlighted so that you can add further formatting to the text. Click on OK inserts the Word Art object in the document at the insertion point. Selecting a Word Art object displays the Word Art toolbar, which you can use to edit.

BEFORE YOU START

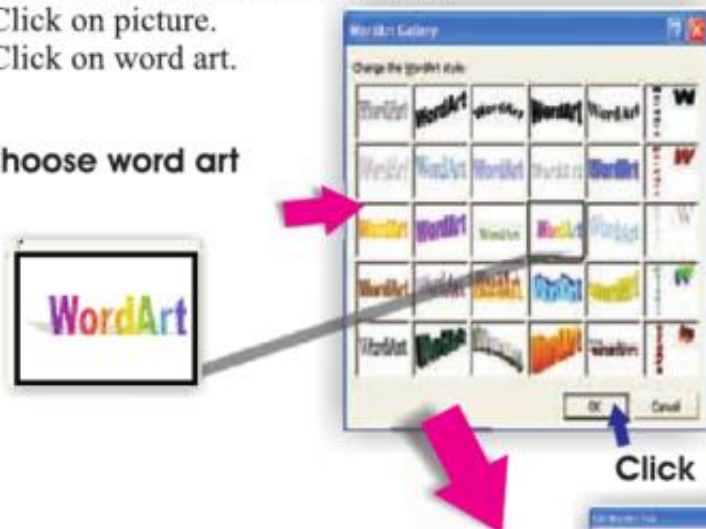
Go to open new document.
Type the following text.



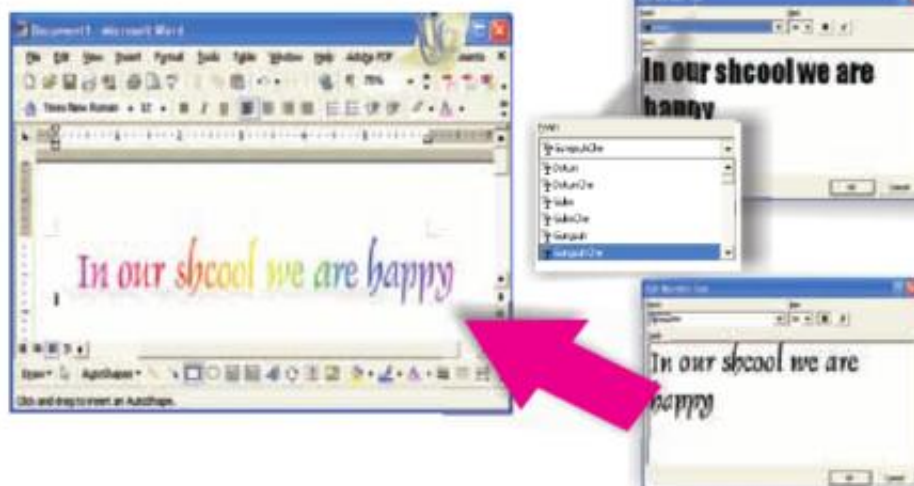
In our school we are happy

- 1 Click on the page roughly where you want your word art text will appear.
- 2 Click insert menu from menu bar.
- 3 Click on picture.
- 4 Click on word art.

Choose word art



- 5 Write the text below.
"In our school we are happy"





Creating AutoShape:

You can use Word's drawing tools to add shapes (drawing objects) to your documents. Office Specialist Drawing objects can add interest and impact to your message. Popular drawing objects include ovals, rectangles, lines, curves, and Auto Shapes more complex shapes such as stars and banners.

To draw a shape, you click on tool on the Drawing toolbar. Word then displays a drawing canvas. You drag the pointer across the drawing canvas to create a drawing object the size and shape you want. If you add multiple objects to the same drawing canvas, you can size and move the drawing canvas and the objects it contains as one unit. Tip You don't have to use Word's drawing canvas when creating drawing objects. If you prefer to create them directly in your documents, click on Options on the Tools menu, click the General tab, clear the "Automatically create drawing canvas when inserting Auto Shapes" check box, and then click OK. By default, a drawing canvas has no visible attributes of its own, but because it is itself a drawing object, you can apply borders and shading to it just as you can to any other object in Word. You can also manipulate it by using the tools on the Drawing Canvas toolbar. Those tools let you fit the drawing canvas to its contents, expand it, scale it, and specify how text should wrap around it.

BEFORE YOU START

AutoShapes ▾

Going to open a new document.



1 Click on the page roughly where you want your word art text will appear.

2 Click on AutoShapes from draw bar.





The attributes you can change include the following:

- The fill color inside the object.
- The color, thickness, and style of the border around the object.
- The shadow effect behind the object.
- The three-dimensional aspect, or perspective, from which you are observing the object.
- The angle of rotation, or orientation, of the object.
- The alignment of the object in relation to the page.
- The way text wraps around the object.
- The order of the object in a stack of objects.

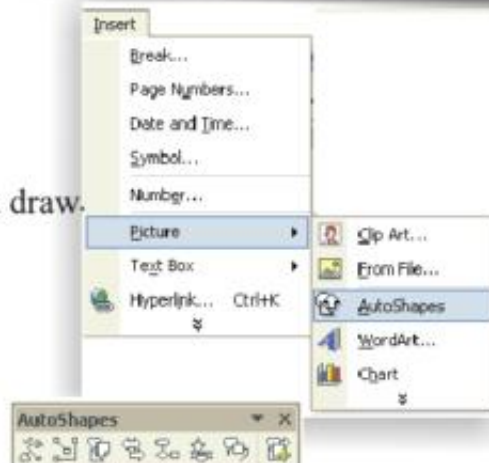
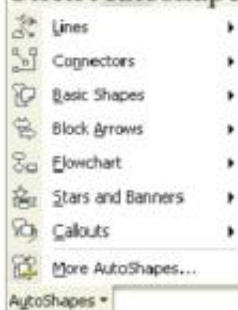
BEFORE YOU START

AutoShapes ▾

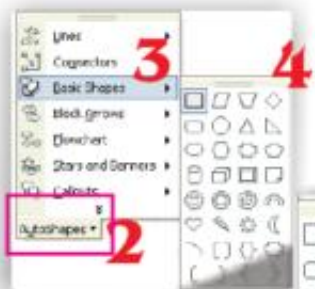
Going to open new document.

To insert autoshapecs :

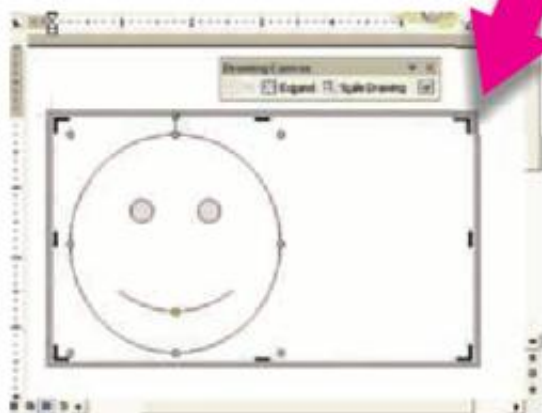
- 1 Click on insert menu.
 - 2 Click on picture.
 - 3 Click on Autoshapecs.
- Or
- 4 Click Autoshapecs from draw.



- 1 Click on the page roughly where you want your word art text will appear.
- 2 Click on AutoShapes from draw bar .



- 3 Click on basic shape from AutoShapes menu .
- 4 click smiley face .





worksheet
Inserting wordart
Inserting autoshapes



Open a new document.

Type your name .

Select your name and click on center button
from formatting tool bar .

Press enter .

Click insert menu from menu bar.

C lick on picture.

Click on word art.

Type your school's name .

Click insert menu from menu bar.

C lick on picture.

Click on autoshapes .

Click on smiley face

Draw the document .
before you save .



Save your work .

Close your file, **Exit** word .



Chapter (10)

Using tables

Objectives

By the end of this chapter, you will be able to:

- Present information in a table.
- Format table information.
- Work with table data.



Inserting Tables into a Word Document:

To insert a table into your document, go to Table menu and select Insert. It will ask you to specify the number of columns and rows.

Table size	
Number of columns:	<input type="text" value="3"/>
Number of rows:	<input type="text" value="2"/>

Example of Table inserted into document given below:
You are now ready to start entering text into the table.

Word will automatically insert rows into your table when you reach the end of the table. However, you are able to insert rows and columns in as well manually.

Inserting Rows into a Table.

Inserting Columns into a Table.

Add a table:

Table provide an ideal structure for organizing and presenting information. Table data can be sorted alphabetically, numerically, or by data, and you can treat the table like a mini-spreadsheet and use it to perform calculations. Word lets you move the table around the page, or position it exactly where you want within text.

BEFORE YOU START



Open new document.
Think about how many columns and rows you are likely to need .

You can insert a table in your document in various ways:

- 1 Use the Table menu from menu bar.
- 2 Click on Insert command.
- 3 Choose either the Table.



Or

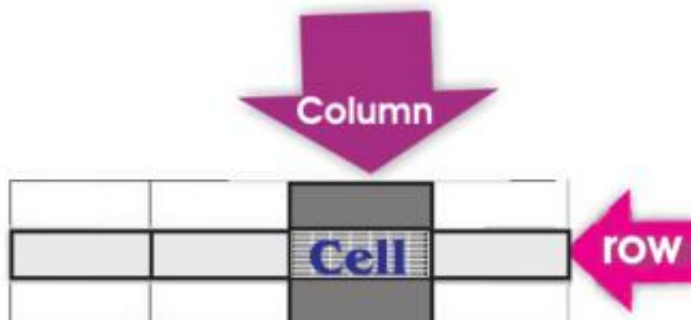


Click the Insert Table button on the standard toolbar.



Put the cursor where you would like to insert the table.

Table consist of :



Open a new document, and Insert table as below this table consist of 2 columns and 6 row .

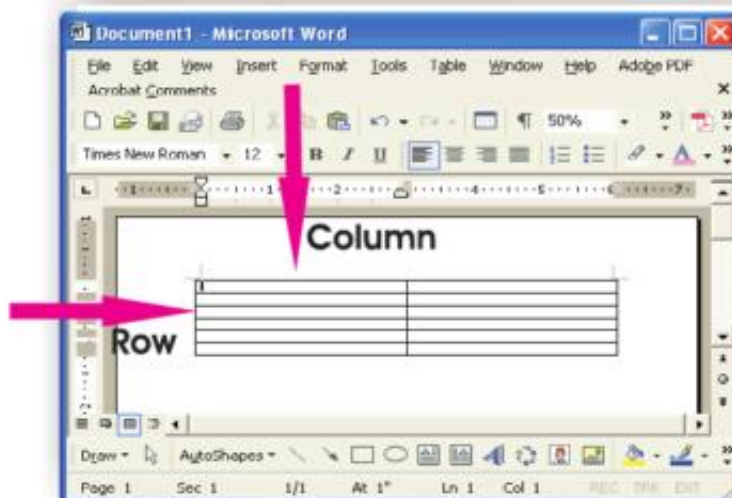
Name of shape	Number of side
Circle	1
Triangle	3
Square	4
Pentagon	5
Hexagon	6

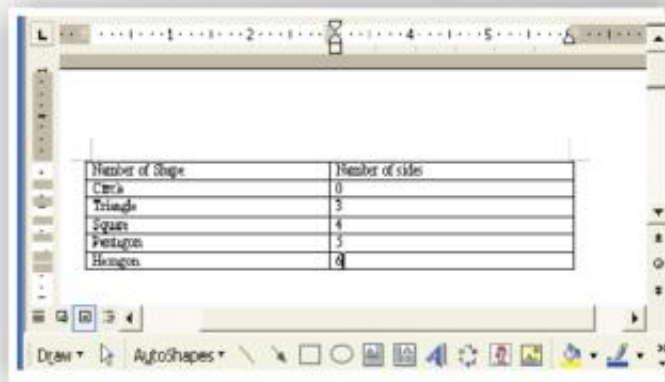
You can insert a table in your document in various ways:

- 1 Use the Table menu from menu bar.
- 2 Click on Insert command.
- 3 Choose either the Table ,



- 4 Change Number of columns to be 2 using mouse to change value .
- 5 Change Number of rows to be 6 using mouse to change value .





Format table information:

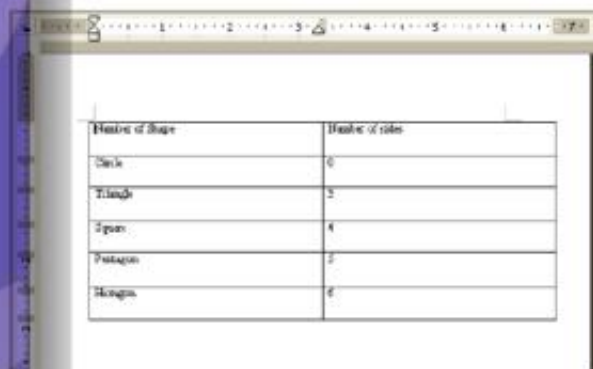


Select
table
button



Using the table resize handle to change the size of the table .

Table
resize
handle



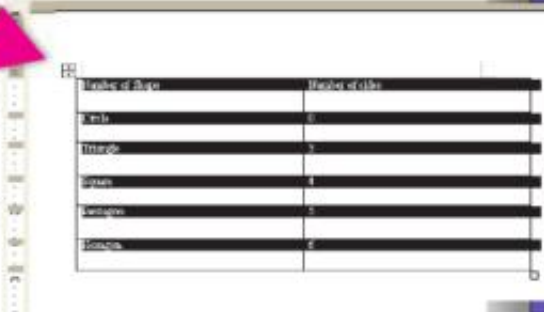
Click on
select table
button



Number of Shape	Number of sides
Circle	0
Triangle	3
Square	4
Pentagon	5
Hexagon	6

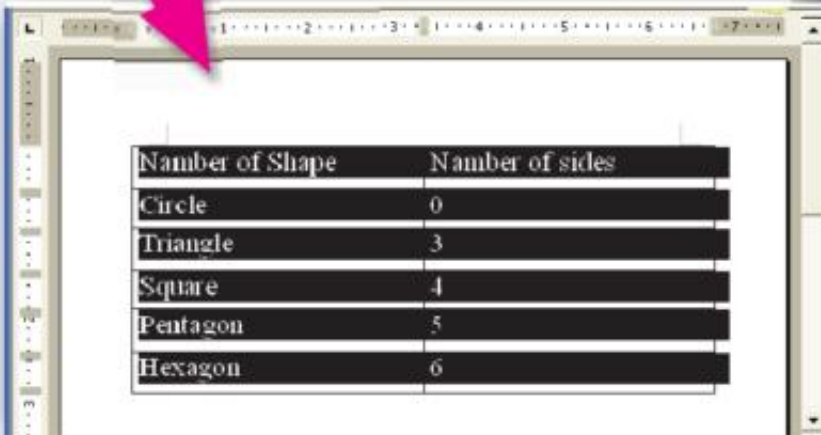
Change the look of the text

Click on font from formatting bar,
and change font to be "Time New
Roman".
Click on font size from the
formatting bar, and the change size
to be 24.

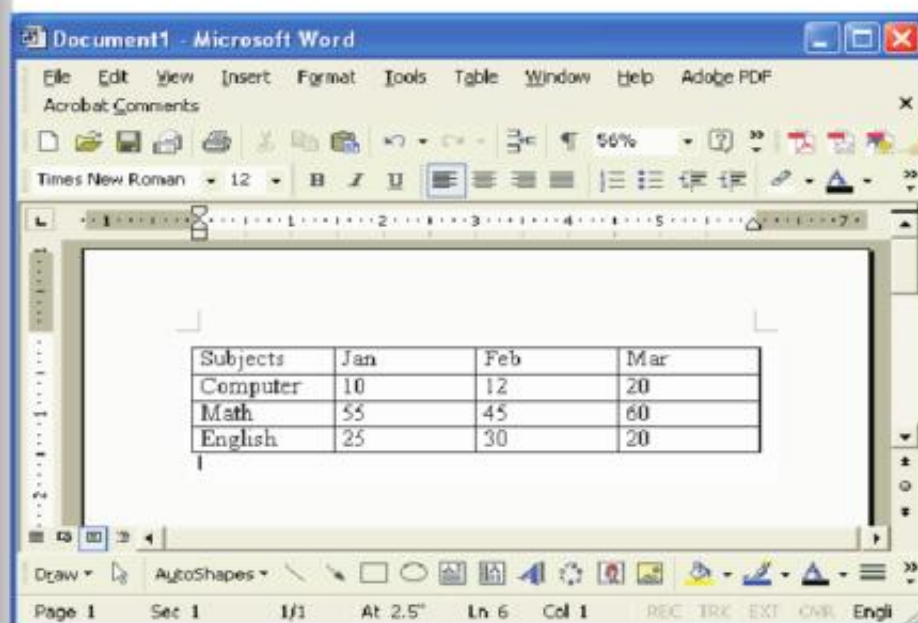


Number of Shape	Number of sides
Circle	0
Triangle	3
Square	4
Pentagon	5
Hexagon	6

Times New Roman 24



Number of Shape	Number of sides
Circle	0
Triangle	3
Square	4
Pentagon	5
Hexagon	6



Chapter (11)

Using Autoformat table:

Objectives

By the end of this chapter, you will be able to:

- **Add autoformat tables.**

Autoformat table :

This option is used when you want to create a certain design for your table. Many different styles of tables are available ranging from standard layout grids to 3D grids. Highlight the table that you want to format. Go to Table menu and select Autoformat. You will see a category of format as the following.

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Table autoformat :

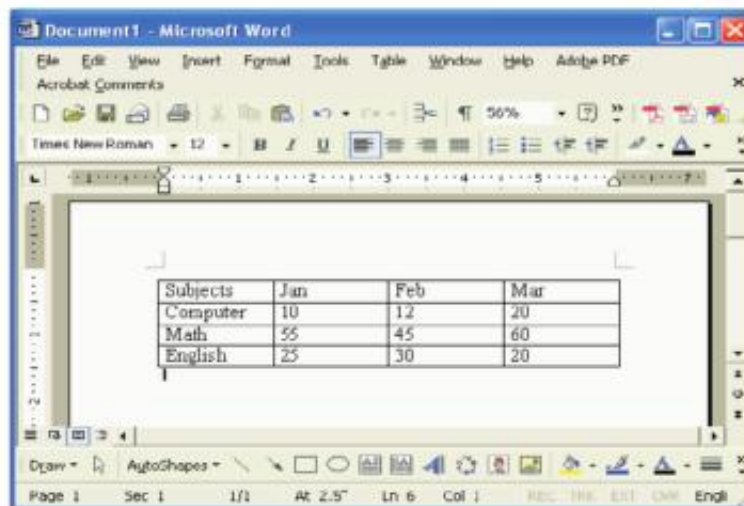
BEFORE YOU START

- To use table autoformat :
- Go to the Table menu.
 - Choose table autoformat.

To use the table autoformat.
To do this write this table :

Subjects	Jan	Feb	Mar
Computer	10	12	20
Math	55	45	60
English	25	30	20





- Click on table from the main menu.
- Click on “autoformat table”.

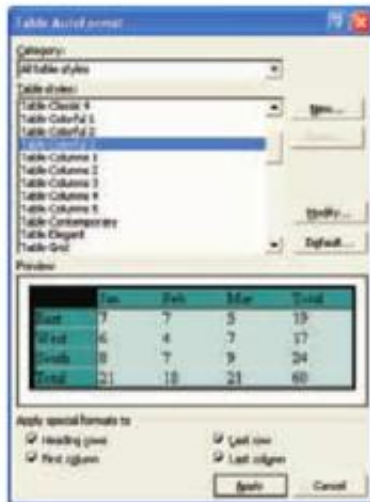


1 Table style :
The name of the table style.
You can choose one.

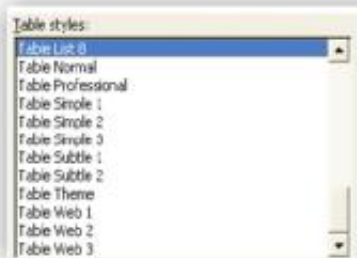
2 Preview : To see the result ,

3 Apply special format to : To change format of table style

- Heading.
- First column.
- Last row.
- Last column.



- Click on the name of style
- . Look at the preview.



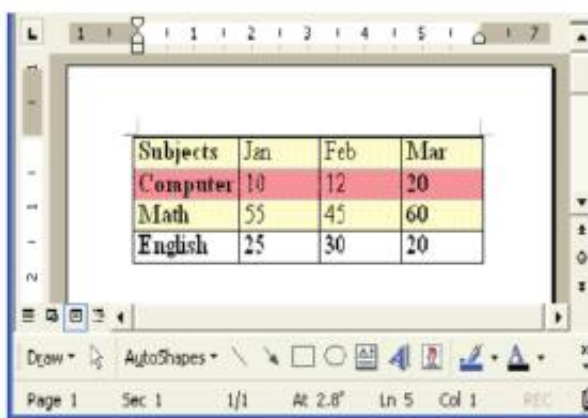
- Click on "table list 8".

Preview

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

- Change heading row to be :

☒ Heading rows





Chapter (12)

Finding and Replacing Text:

Objectives

By the end of this chapter, you will be able to:

- Find text in document.
- Replace text in document.



Finding and Replacing

When editing your work, you may realize that you have consistently misspelt a name or used the wrong sort of formatting and character. Word's find and replace feature allows you to correct those errors with just a few keystrokes.

BEFORE YOU START

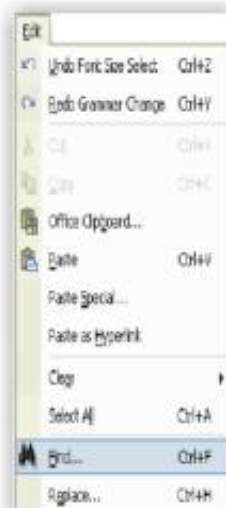
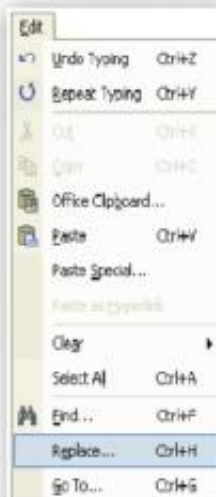


Go to the edit menu and choose find to open the find and replace dialogue box. Select the replace tab. This offers the most flexible search and text editing options.

To find the text in a document.

To find and replace text in a document.

- 1 Open "Edit" menu from main menu.
- 2 Select "find" or "replace" .





Type this text:

To add a picture watermark

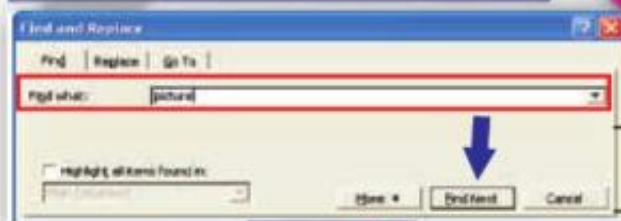
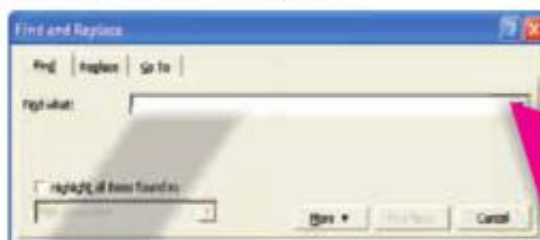
- 1 In the lower-left corner of the window, click the Print Layout View button.
- 2 On the Format menu, point to Background, and click Printed Watermark.
- 3 Select the Picture watermark option, and then click the Select Picture button.
- 4 Double click the picture you want to insert as a watermark.
- 5 Click the down arrow to the right of the Scale box, and then choose how big or small you want the watermark picture to appear in the document.
- 6 For a more vibrant picture, clear the Washout check box.
- 7 Clicks OK.



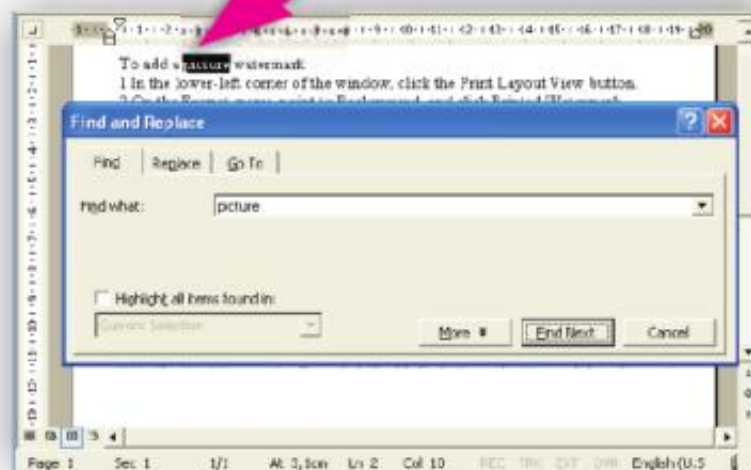


Save document

- 1- Click on edit menu from main menu.
- 2- Click on "Find..".



write in find what
"Picture"
click Find next .





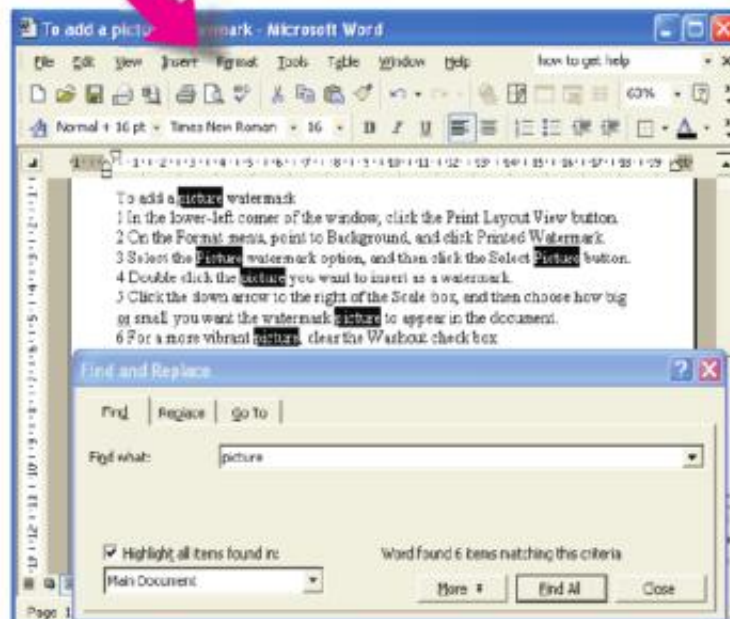
- Click on "Find next"

- Click on "find next".
- Mark the check box.

☒ Highlight all items found in:

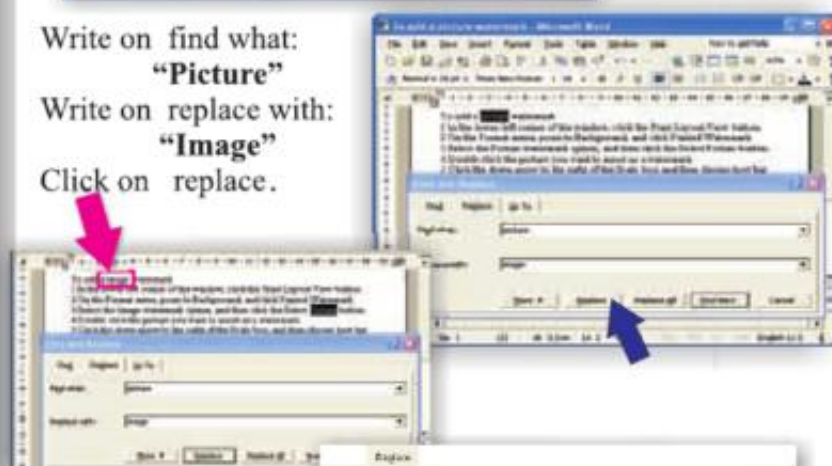


-Click on "Find next".

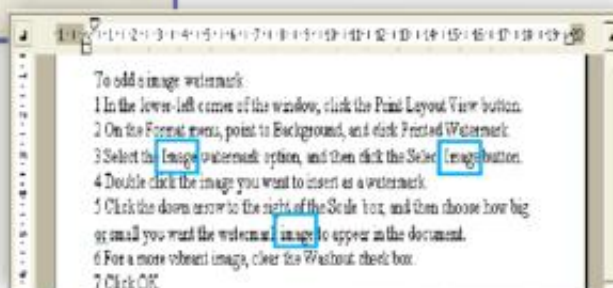
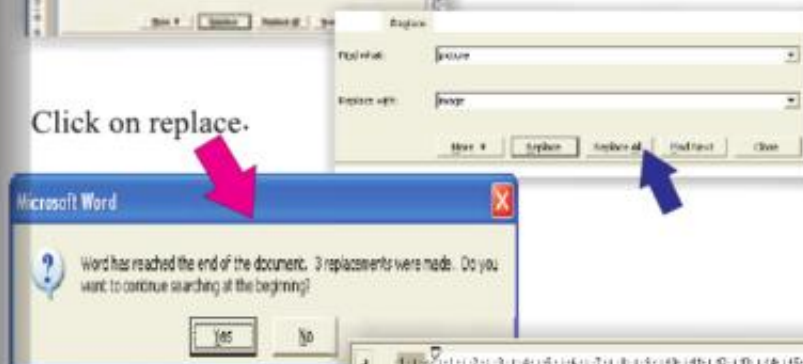




Write on find what:
“Picture”
 Write on replace with:
“Image”
 Click on replace.



Click on replace.





MS Word

worksheet

Find and replace



Open a new document.

Type the following :

She sells sea shells on the sea shore.

Find the first “sea” and replace it with the word “crab by
Click on replace.”

Replace the second “sea “with the word “lake”

Save your work as the
following name “findword”

Close your file, Exit word





Write
Steps



The Computer

Chapter (13)

Header & footer

Objectives

By the end of this chapter, you will be able to:

- Add header to a document.
- Add footer to a document.



Headers and footers:

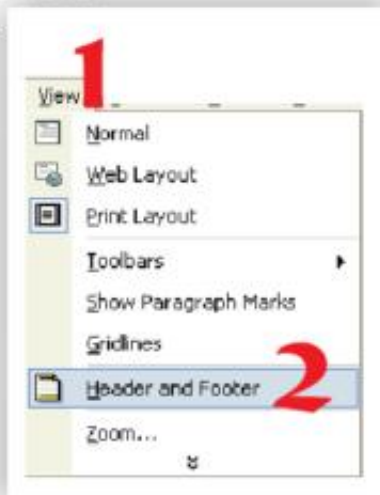
Header and footer enable you to add running information to your pages, such as page numbers. They appear at the top or bottom margins of your document, outside the normal print area. Any thing that you insert in a header or footer appears on every page of your document, unless you specify otherwise.

BEFORE YOU START

To add a header or footer to a document, click on the view menu and choose header and footer. A toolbar appears that allows you to enter text and style it as you wish.

To add header and footer :

- 1 Click on view menu from main menu.
- 2 Click on “ header and footer” .

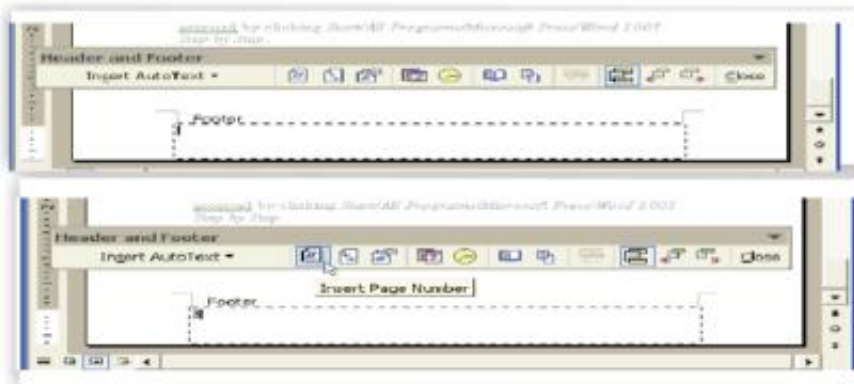




Word switches to Print Layout view, outlines the header area at the top of the page, positions the insertion point in the header, and displays the Header and Footer toolbar.

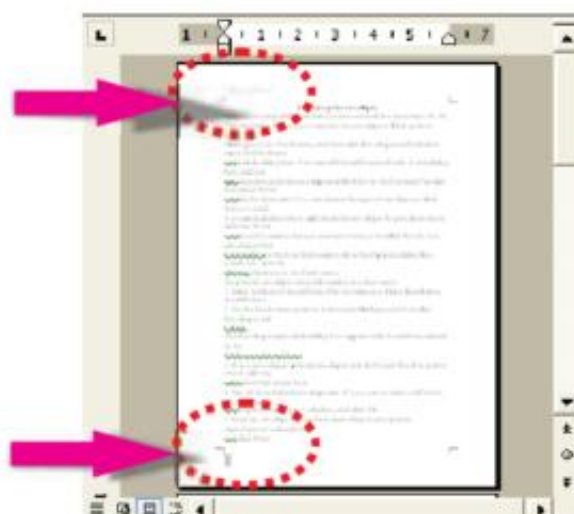
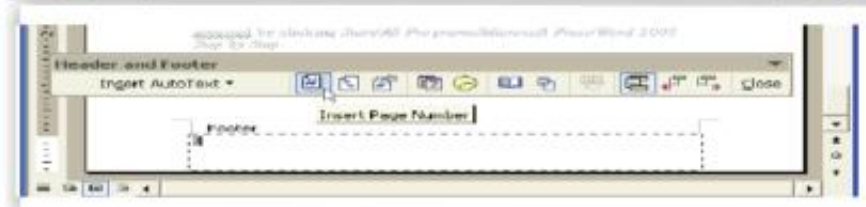


- 1 Insert Page Number.
- 2 Insert Number of pages.
- 3 Format page number.
- 4 Insert date.
- 5 Insert time.
- 6 Page set up.
- 7 Show/hide document text.
- 8 Same as Previous.
- 9 Switch between Header and Footer.
- 10 Show Previous.
- 11 Show next.





Click on view from menu bar.



Formatting Page Numbers :

When you insert page numbers in headers or footers, you can format them directly using buttons on the Formatting toolbar as long as the header and footer areas are active. If you want to change the formatting later you can change it by clicking on Page Numbers on the Insert menu and making changes in the Page Numbers dialog box. To format existing page numbers:

1 On the Insert menu, click on Page Numbers.

The Page Numbers dialog box appears.



2- Click on the Format button.

The Page Number Format dialog box appears.

3- Click on the down arrow to the right of the Number Format box, and click on the number format you want.

4- Select any other options you want to apply, and then click on "OK".



5- Click on the down arrow to the right of the Position box, and click the location where you want the page numbers to appear.

6- Click on the down arrow to the right of the alignment box, and click the alignment setting you want.

7- Click on "OK" to close the Page Numbers dialog box .

worksheet Header and Footer



Open a document "findword".

From view menu select Header and footer

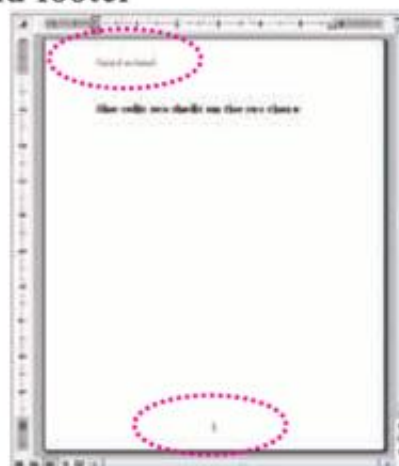
Write the text "Good school"
in left part of the header area

Go to the footer area .

Click on page number button
From Header and footer tool
bar .

Select number of page from
footer area .

Go to formatting tool bar and
click on center button .



Save your work .

Close your file, Exit word .

**Write
Steps**

Chapter (14)

Printing a Document

Objectives

By the end of this chapter, you will be able to

- Preview a document
- Print a document.





When you are satisfied with the way a document looks in Print Preview, you can print it by clicking the Print button on the Standard toolbar or on the Print Preview toolbar. Word then uses the settings specified in the Print dialog box and your computer's default printer.

To view or change the print settings, click Print on the File menu to open the Print dialog box. You can then specify which printer to use, what to print, and how many copies, and make other changes to the settings. In this exercise, you will preview a document, adjust the top margin, change the orientation, and select a new printer before sending the document to be printed.

Before printing a documents, you should verify that it looks the way you want. Office Specialist save time, money, and paper by avoiding duplicate printing.

Print Preview shows you exactly how your text will be printed on each page. This is essential for multi-page documents, but is helpful even for one-page documents. The Print Preview toolbar provides the tools that you need to check the presentation of each page. You can see the layout, and you can even change the text from this view.

The way a page is laid out in a printed document is called the page orientation.



Printing your work:

You are now ready to print out your pages. For the best results, take time to consider the appropriate layout for your document and to view how it will look before printing. Most printers allow you to vary the size of paper you printer, you may even be able to produce high quality photographic prints.

BEFORE YOU START

Open the word document you wish to print out. Go to the file menu and select page set up in the dialogue box, select the margins tab you can see how your page looks in the preview section.

To start printing or preview printing :

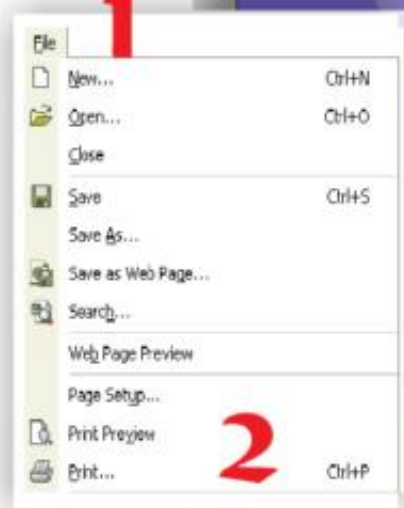
- 1 Click on "file menu" from main menu.
- 2 Click on print or print preview .
- Or
- 3 From stranded bar click on "print icon"
From stranded bar click on "print preview icon".



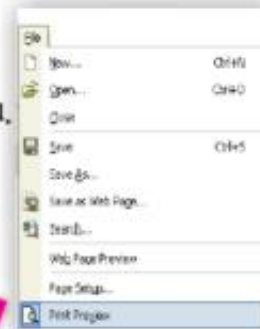
Print



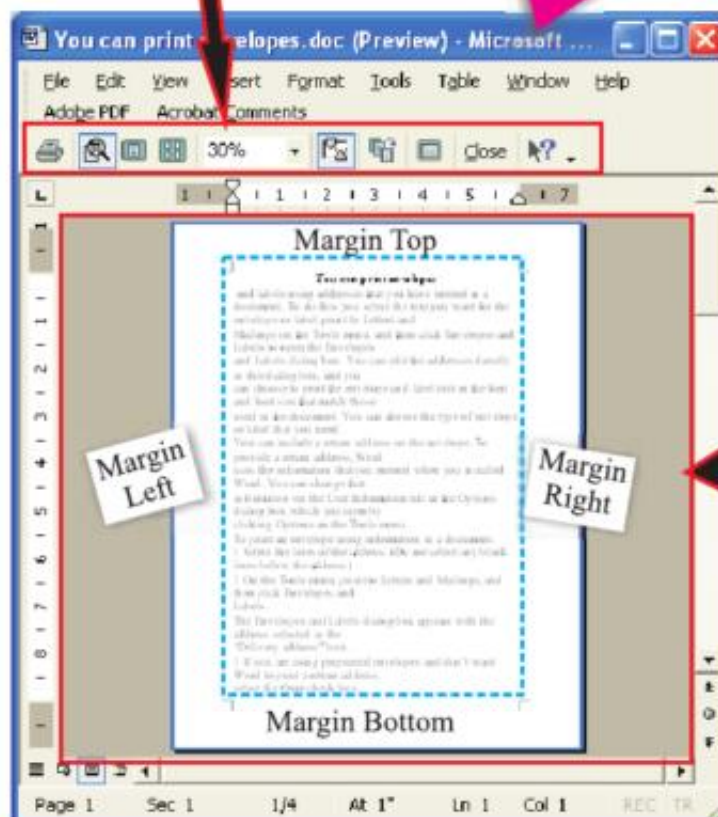
Print preview



- 1 Click on file from menu bar.
- 2 Click on print preview from file menu.



Print Preview toolbar



Portrait orientation

A document has only one page orientation unless you divide your document into sections. Then each section can have its own page orientation .



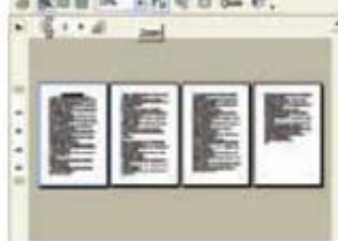
1 Print

2 Magnifier

3 One page



5 Zoom



4 Multiple



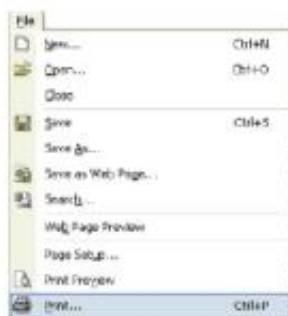
6 View ruler

7 Shrink to fit

8 Full screen

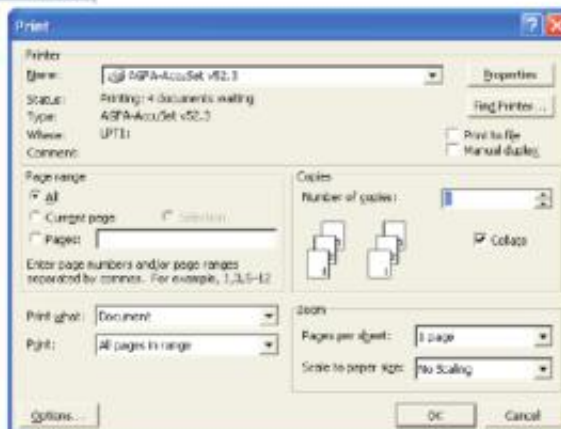


The Computer



On the File menu, click on Print.

The Print dialog box appears.



If you want to use the current Print dialog box settings, you can click on the Print button on either the Print Preview or Standard toolbar to print the document without first viewing the settings.

If you have more than one printer available to you and you want to switch printers, click on the down arrow to the right of the Name box, and click on the printer you want in the drop-down list.

In the Page Range area, click on the Current Page option.

In the Copies area, change the Number of copies setting to 2, and then click on OK.

Word prints two copies of the first page of the document on the printer you have designated.

worksheet

Printing a document



Open a new document .

Type your name .

press on enter .

Now type a list of things that you would like for your birthday.
press enter after each item .

Save your work .

print two copies of your birthday list.

Click on the arrows to change the number of copies to 2 birthday list.

Do this task again but use the icon on the top of the screen .

In my birthday I like :

Close your file, **Exit** word .



Open menu .

Select

Write

 **File**

 **Print**

worksheet

Printing Printing preview
a document



Open a new document .

Type your first name and surname .

Press on enter .

Type your class name or number .

Change the font .

Change the font size to 72 .

print preview your work .

If your name is too big to fit on
one line, close.

Change the font size to 48

Print your work .

Do this task again but use the icon on the top of the screen

Close your file, Exit word .

My first name is :

My surname is :



**Write
Steps**

Chapter (15)

Using borders:

Objectives

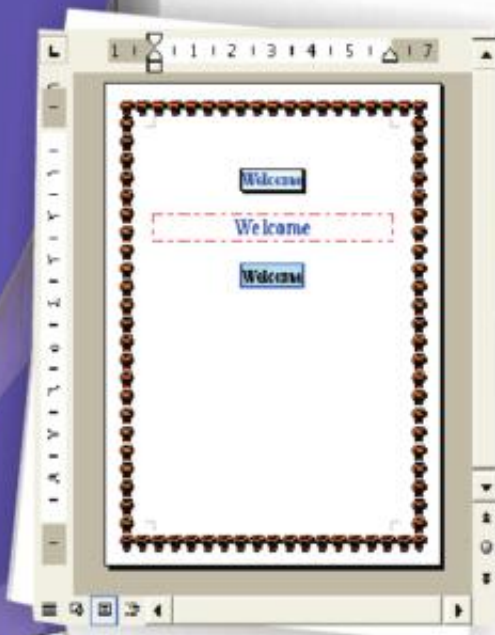
By the end of this chapter, you will be Able to

- Add a border to text.
- Add a border to page.



You can enhance the appearance of a paragraph by changing the way text is aligned, Office Specialist modifying the spacing between paragraphs, and adding borders and shading around text. In Word, a paragraph is any amount of text that ends when you press the **Enter** key. A paragraph can include a single sentence consisting of one or more words, or several sentences.

You control the width of paragraphs by setting the left and right margins, and you control the length of pages by setting the top and bottom margins. The margin size controls the amount of white space that surrounds your text. You can use the options in the Page Setup dialog box to control the margins of the entire document and of specific sections of the document.



Welcome

Welcome

Welcome

Adding border to text:

BEFORE YOU START

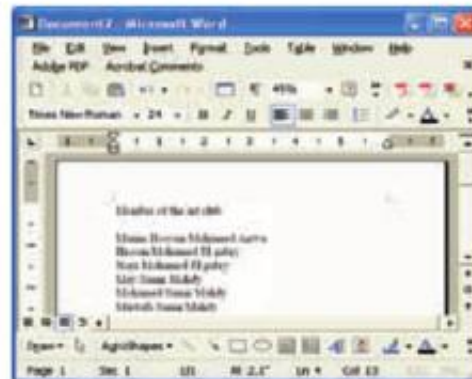
Go to the format menu.
Choose border and shading.



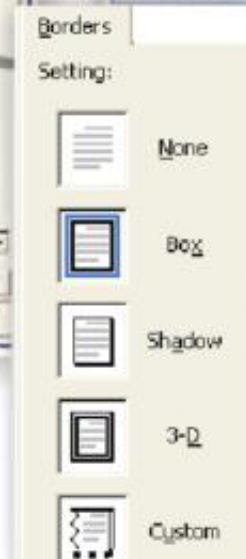
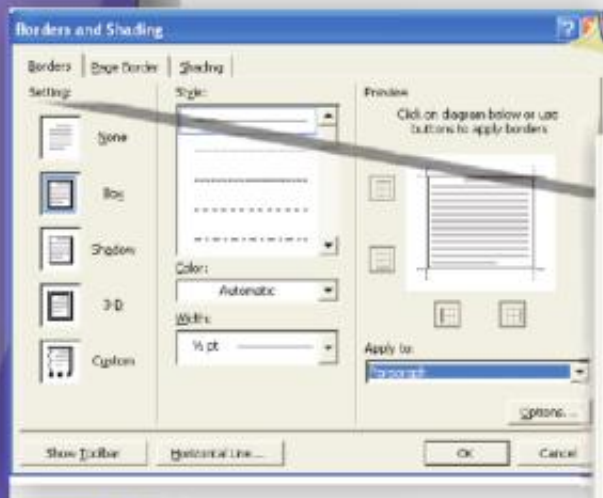
Write this text:

Member of the art club :

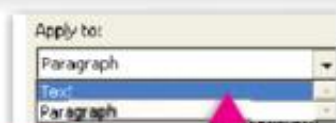
Marim Hossam Mohamed Anwer.
Hessan Mohamed El gabry.
Nora Mohamed El gabry.
May Samir Mahdy.
Mohamed Samir Mahdy.
Mustafa Samir Mahdy.



Select text:
Members of the art club:



Border
setting



Click



worksh

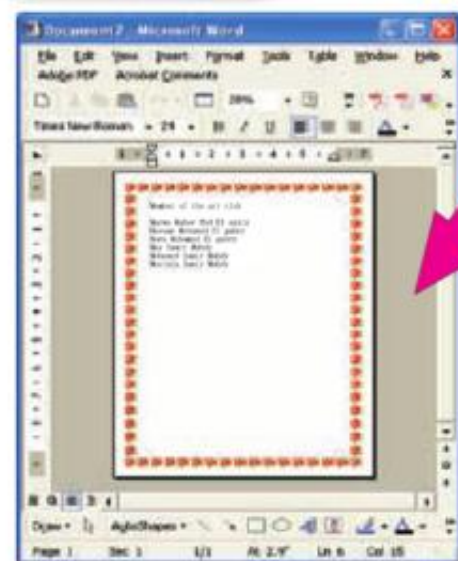
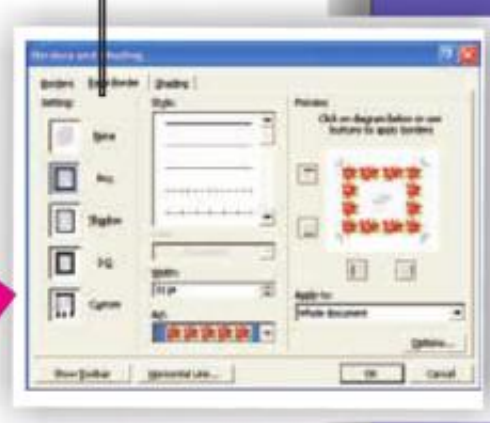
- Click on format menu.
- Click on Border and Shading.



Click on the art menu.



Select one.



worksheet

Border text
Border page



Open a new document .

Write your name .

Insert your picture .

Select your name .

Click on font size and select 72

From format menu select
Border and shading .

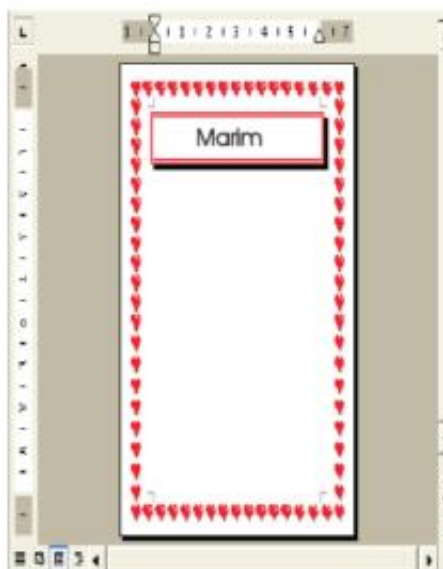
Select “ border tab” .

From format menu select .
Border and shading .

Select “ border page tab” .

Save your work .

Close your file, Exit word .



Write Steps



Chapter (16)

Page layout

Objectives

By the end of this chapter, you will be able to

- **Change between two orientations**





Orientation of document:

The margins are set to default values. To select a new value, click on the up or down arrows beside each panel, or highlight the existing value and type a new number. Under “orientation”, select portrait (vertical) or landscape (horizontal).

BEFORE YOU START

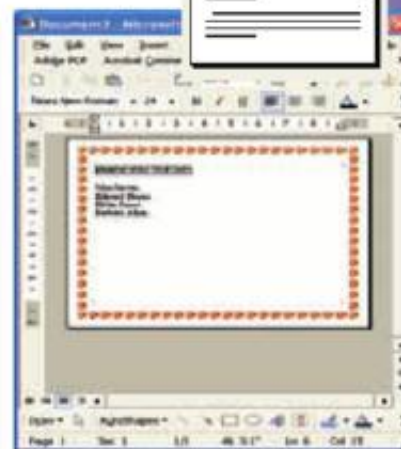
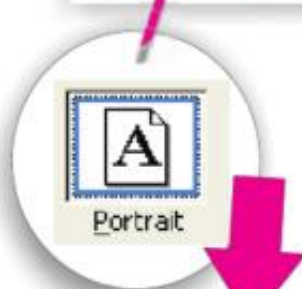
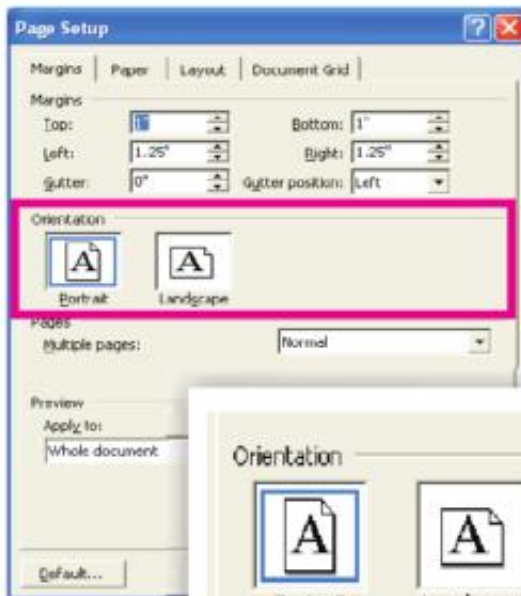
Go to open document.
Go to file menu and select page setup.



To open the dialogue box of page setup
Do this :

Click on file menu.
Click on page setup.





worksheet

Setting -up a landscape page



Open a new document.

set-up a landscape page.

Click on font and select Arial.

Click on font size and select 72.

Type the name of your favorites pop star.

Press on enter.

Change the font size to 28.

write three sentences about why you like them.

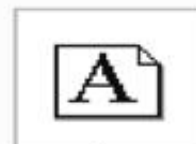
check your work in print.

Save your work.

Print your work.

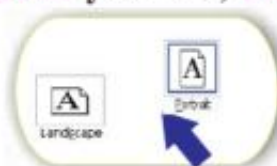


Portrait



Landscape

Close your file, Exit word.



Open Menu.

Select

Write
Steps

Write
File
page set up

Chapter (17)

Using help:

Objectives

By the end of this chapter, you will be able to

- Get help.
- Use help.





If your question is about Microsoft Office Word, and not about the content of this Microsoft Press book, your first recourse is Word's Help system. This system is a combination of help tools and files stored on your computer when you installed The Microsoft Office System and, if your computer is connected to the Internet, help files available from Microsoft Office Online.

To find out about different items on the screen, you can display a Screen Tip. To display a Screen Tip for a toolbar button, for example, point to the button without clicking it. Its Screen Tip appears, telling you its name. In some dialogue boxes, you can click a question mark icon to the left of the Close button in the title bar to display the Microsoft Office Word Help window with information related to the dialogue box. When you have a question about using Word, you can type it in the "Type a question for help" box at the right end of the program window's menu bar. Then press F to display a list of Help topics from which you can select the one that most closely relates to your question. Another way to get help is to display the Office Assistant, which provides help as you work in the form of helpful information or a tip. If the Office Assistant is hidden when a tip is available, a light bulb appears. Clicking on the light bulb displays the tip, and provides other options.





Getting Help:

If you need help with word or would like the friendly office assistant to help with a specific task, then select the option you want from this menu, including help on the web.

BEFORE YOU START



BE SURE TO start Word before beginning this exercise.

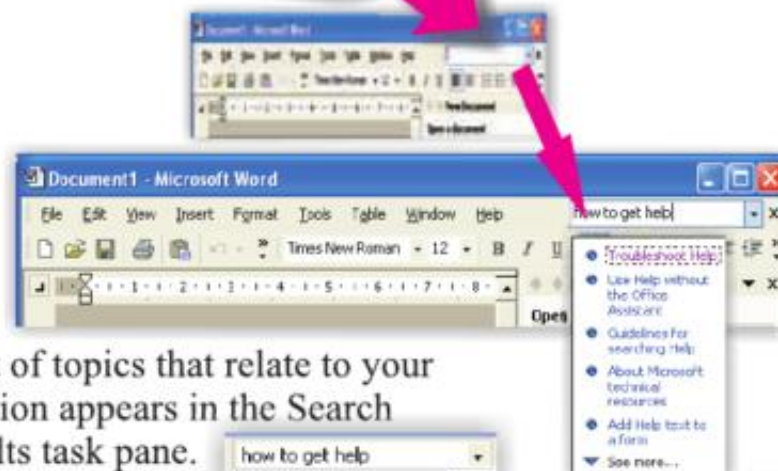
1 At the right end of the menu bar, click on the Type a question for help box.

To begin, open Microsoft Word. Your screen will look like the one shown

- 1 Open the start menu.
- 2 Select "All programs".
- 3 Select "Microsoft .



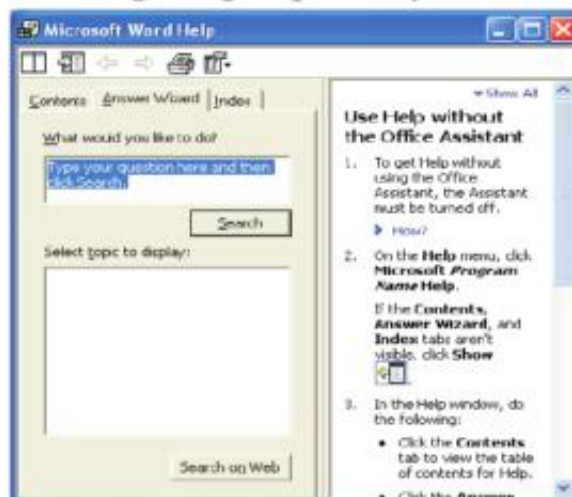
Type How do I get help?



A list of topics that relate to your question appears in the Search Results task pane.

You can click any of the help topics to get more information or instructions.

In the Search Results task pane, scroll down the results list, and click on About getting help while you work.



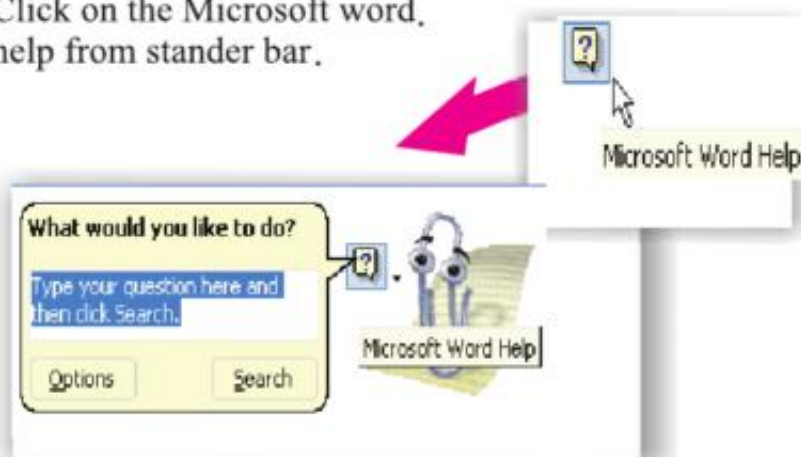
At the right end of the Microsoft Office Word Help window's title bar, click on the Maximize button, and then click on the Show All option.

The topic content expands to provide in-dept information about getting help while you work.





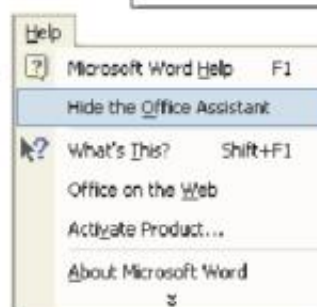
Click on the Microsoft word help from stander bar.



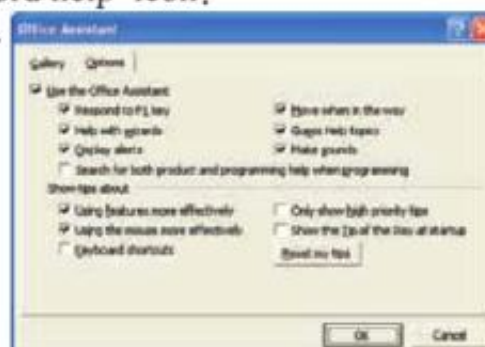
- Right click on Microsoft word help icon.
- Click on hide from menu.



- Click on help menu.
- Click on Hide the office assistant.



- Right click on Microsoft word help icon.
- Click on option from menu.



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المواصفات الفنية:

مقاس الكتاب:	$\frac{1}{16}$ (١٠٠ × ٧٠) سم
طبع المتن:	٤ لون
طبع الغلاف:	٤ لون
ورق المتن:	٨٠ جم أبيض
ورق الغلاف:	٢٠٠ جم كوشيه

