

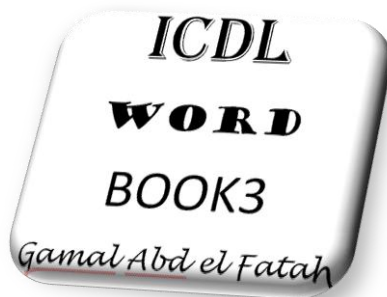
ICDL WORD BOOK3

Gamal Abd el Fatah

0129782104

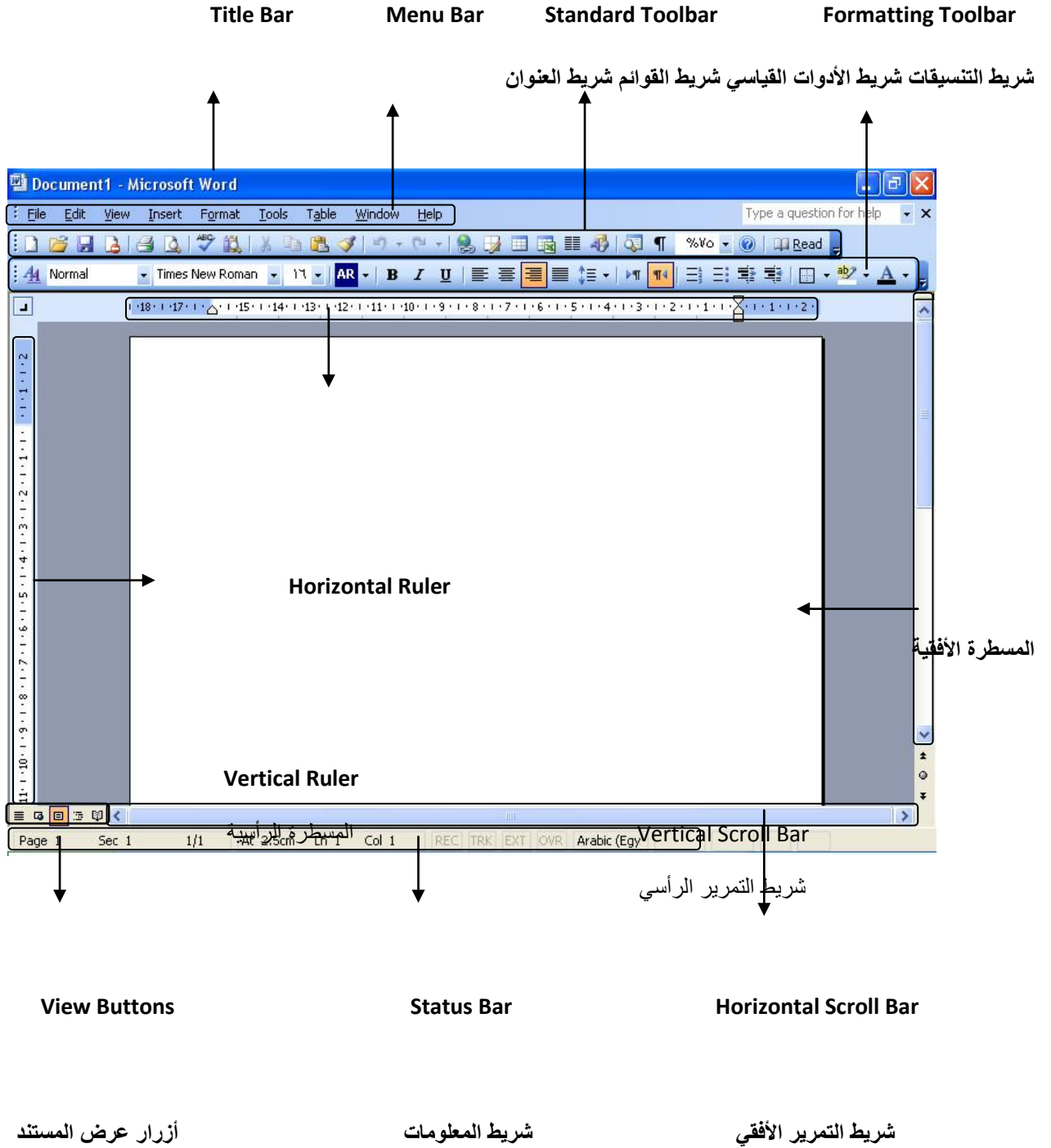
بريد الكتروني

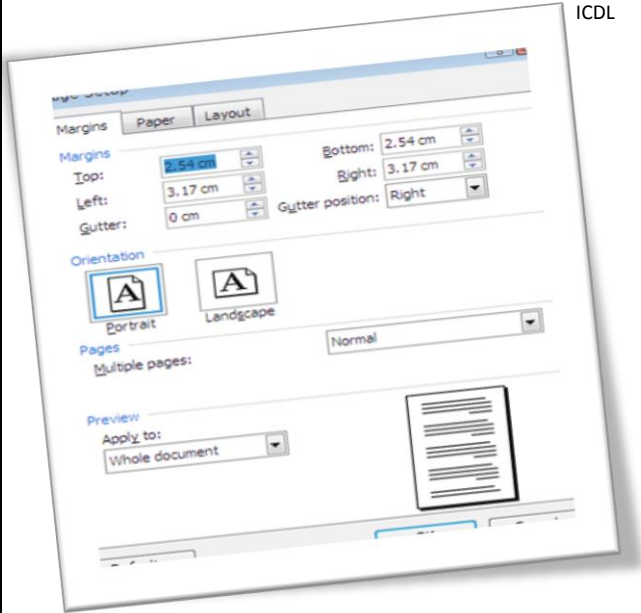
Gamal_abdelfatah2005@yahoo.com



المحاضرة الأولى

مكونات الشاشة الافتتاحية





ضبط الهوامش

اضغط علي ملف - إعدادات صفحة - هوامش

اجعل الهوامش الأربعة 1.5 سم

ما هو هامش التوثيق؟

Adjust margins

Click on File - Page numbers - Margins

Mark the margins of the four 1.5 cm

What is the margin of authentication?

ضبط الزوم

اضغط علي عرض - زوم - 75 %

Adjust the zoom

Click on View - Zoom 75 %

الاطار

اضغط علي تنسيق - حدود وتظليل - حد الصفحة

Framework

Click on the Format - Borders and Shading - Page Border

كتابة فقرة باللغة العربية

قم بكتابة رسالة باللغة العربية ثم قم بعمل الاتي

Write a paragraph in Arabic

Write a letter in Arabic, and make the following statement

شريط التنسيق

ادرس هذا الشريط من اليسار إلي اليمين

Tape format

Consider this tape from left to right



Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal Arial 10 B U

The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replication in many other markets.

To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Our company is number one. We have the vision for the future. We continue to move forward with talented employees who share our vision for success. Every day we come to work with the intention to be successful and break new ground with our innovation and desire.

Page 1 Sec 1 1/1 At Ln Col 1 REC TRK EXT OVR

Modify the top page margin of this document to 1".

Quit 7 of 36 ITEM NUMBER HC9ILLB91D-BQ9B9E-TNUC 37 mins TIME REMAINING Skip Item

Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal Arial 10 B U

The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replication in many other markets.

To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Page 1 Sec 1 1/1 At Ln Col 1 REC TRK EXT OVR

Open the document Minutes in the My Documents folder.

Quit 1 of 36 ITEM NUMBER HC9ILLB91D-BQ9B9E-TNUC 45 mins TIME REMAINING Skip Item

Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal Arial 10 B U

Social events can greatly contribute to the Team spirit and should be encouraged throughout the organisation. The more that we can bring people together as a 'family' the more chance we have of them feeling that this group is where they want to see their future.

Health programs can also be a valuable way of keeping staff both happy and healthy. If they are not worried about financial pressures or waiting lists then they will be less distracted if they themselves or any of their family suffer ill health.

Sporting activities also make for a healthy body and mind and we should do everything that we can to encourage the inclusion of these in our programs.

None of this is new or rocket science. I'm sure that everyone in the group will have different ideas and variations on some of the themes that I have outlined here. Mail me over the next few weeks and let's get the project planning guys to work on some timelines for us.

Page 14 Sec 1 14/20 At Ln Col 1 REC TRK EXT OVR

Print 2 copies of the current page of this document.

Note: This is a simulation - you do not need to have a printer attached to your computer.

Quit 13 of 36 ITEM NUMBER HC9ILLB91D-BQ9B9E-TNUC 35 mins TIME REMAINING Skip Item

Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal Arial 10 B U

1 2 3 4 5 6

If you could copy all of these actions and list them separately on a sheet at the end of the full minutes this would help to focus all of us on carrying them out before the following meeting. We should then make the first item of the Agenda for each meeting signing off on these actions or carrying forward any that have not been carried out.

As you are fully occupied with your present role would it help if Bob were able to take on some of the organisational load for future meetings, such as booking the venue, organising accommodation and ordering the refreshments? I only suggest this because I know that you always end up with the major part of these tasks and while it is commendable that you carry them out with amazing efficiency it does seem unfair that the entire burden should constantly fall on your shoulders.

Page 1 Sec 1 1/1 At Ln Col 1 REC TRK EXT OVR

Create a new blank document.

Quit 14 Of 36 HC9ILLB91D-BQ9B9E-TNUC 34 mins Skip Item

Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal Arial 10 B U

1 2 3 4 5 6

Staff Issues

It is essential that we do not lose experienced staff and I am delighted to report that morale has never been higher.

Maintaining stability in the workforce:

- Salary scales that match or exceed the market level.
- Ongoing staff training and development.
- Excellent internal communications.
- A good working environment.
- A good management team.

Human resources report Dec. 2001

As the 'team' is so central to our success, we must strive for the best possible working environment so that a minimum level of staff turnover is maintained.

Page 1 Sec 1 1/1 At Ln Col 1 REC TRK EXT OVR

Print one copy of this document using the Reception printer.

Note: This is a simulation - you do not need to have a printer attached to your computer.

Quit 22 of 36 HC9ILLB91D-BQ9B9E-TNUC 30 mins Skip Item

Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal Arial 10 B U

1 2 3 4 5 6

To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues

It is essential that we do not lose experienced staff and I am delighted to report that morale has never been higher.

Maintaining stability in the workforce:

- Salary scales that match or exceed the market level.
- Ongoing staff training and development.
- Excellent internal communications.
- A good working environment.
- A good management team.

Page 1 Sec 1 1/1 At Ln Col 1 REC TRK EXT OVR

Save the current document onto the Desktop.

Note: You do not need to change the filename.

Quit 23 of 36 HC9ILLB91D-BQ9B9E-TNUC 30 mins Skip Item

ولحفظ الملف اتباع هذه الخطوات الآتية :-

- ١ - اضغط بالفأرة - بزر الأيسر - على قائمة "ملف" أو "file"
- ٢ - اختر منها أمر "حفظ" save يجب أن تسمي الملف
- ٣ - اكتب اسم الملف في المكان الذي تلاحظ فيه المؤشر .
- ٤ - ثم اضغط على أمر "حفظ" save وهكذا يتم حفظ وهذا هو الحفظ العام يعني ليس له كلمة سر أما إذا أردت أن تحفظ ملفك بكلمة سر أو مكان معين فاتبع الخطوات الآتية :-
- ١ - اضغط بالفأرة - بزر الأيسر - على قائمة ملف file
- ٢ - اختر منها أمر "حفظ باسم" save as
- ٣ - ثم ظلل الملف الذي تريد أن يحفظه بكلمة سر .
- ٤ - ثم اختر أدوات tools
- ٥ - ثم خيارات الأمان options
- ٦ - ثم اكتب كلمة السر في خانة كلمة مرور للفتح ، ثم اضغط " موافق "

To save the file Apta the following steps: -

- 1 - Click your mouse - right left - a list of "file" or "file"
- 2 - Choose which is the "Save" save file must be called
- 3 - Type the name of the file in the place in which it notes the index.
- 4 - then click on the order of the "Save" save and so is saved and this is the conservation of the year means no passwords If you want to save your file is password or a particular place follow the following steps: -
- 1 - Click your mouse - right left - on the File menu file
- 2 - Choose which is the "Save As" save as
- 3 - then Highlight the file you want to protect it with a password.
- 4 - Then select Tools tools
- 5 - then security options options
- 6 - and then type the password in the password box to open, then press "OK"

شريط القياسي standard bar



دمج الرسائل Mail Merge

كيف يمكنك كتابة عدد من الشهادات لمجموعة طلاب مرة واحدة لعمل ذلك اتبع الاتي

١ - افتح برنامج إكسيل Excel ثم قم بتصميم هذه الورقة عليه

الاسم	العربي	العلوم	الدراسات	المجموع
حسن محمود حسن	32	23	12	
كمال سعد الدين	34	33	23	
احمد محمد سعد	43	50	21	
حسين كمال يس	34	94	23	
محمود احمد علي	23	44	43	
ابراهيم محمود	34	34	45	
مصطفى جمال	43	43	56	

٢ - قم بفتح برنامج وورد Word ثم صمم عليه الشهادة التالية:

مدرسة وادي النظرون الثانوية

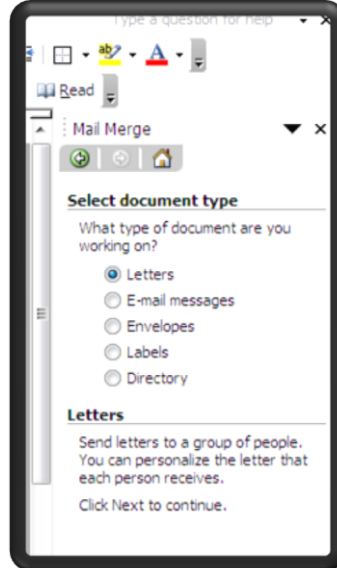
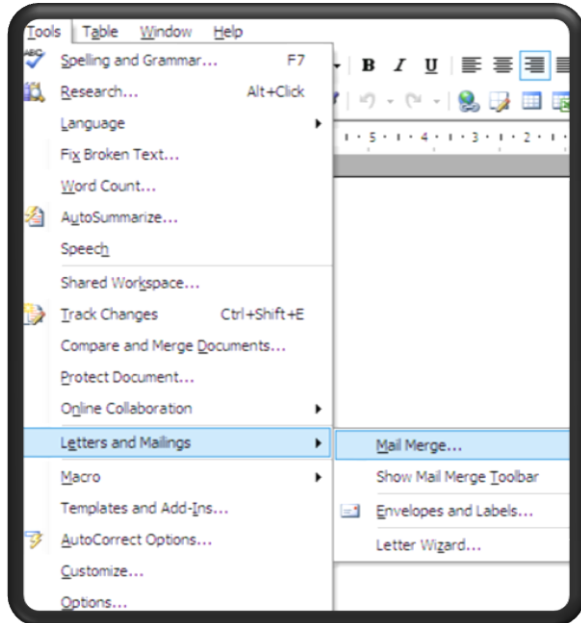
تشهد المدرسة بأن الطالب قد حصل علي الدرجات الاتية :-

اسم الطالب :

العربي	العلوم	الدراسات	المجموع

٣ - قم بالضغط علي كما بالصورة

٤ - اتبع الخطوات حتي يتم الانتهاء من كتابة الاسماء



قائمة ملف File

- ١ - جديد (يستخدم في فتح ملف جديد) New
- ٢ - فتح (يستخدم في ملف فتح سبق تخزينه) Open
- ٣ - غلق (يستخدم لغلق الملف فقط بدون التطبيق) close
- ٤ - حفظ (يستخدم لحفظ الملف لأول مرة وبعد الإضافة عليه) save
- ٥ - حفظ باسم (يستخدم لحفظ نسخة جديدة بنفس المحتوى مع تغيير الاسم) save as
- ٦ - الحفظ كصفحة نت save web
- ٧ - إعداد الصفحة (ضبط الهوامش - الطباعة بعرض الورقة) page setup
- ٨ - معاينة قبل الطباعة Print preview
- ٩ - الطباعة (سيتم دراسته) print
- ١٠ - إرسال الي send to
- ١١ - الخروج من البرنامج Exit

قائمة تحرير Edit

- ١ - تراجع undo
- ٢ - اعادة التراجع do
- ٣ - قص cut
- ٤ - نسخ copy
- ٥ - حقيبة القصاصات clip board
- ٦ - لصق past
- ٧ - مسح clesr
- ٨ - تحديد الكل select all
- ٩ - البحث find
- ١٠ - الاستبدال replies
- ١١ - الذهاب الي go to

قائمة عرض View

- ١ - عرض عادي normal
- ٢ - عرض للطباعة print layout
- ٣ - عرض شريط التنسك بان (الغير مباشر) pane
- ٤ - ظهور أشرطة الادوات tools bar
- ٥ - عرض المسطرة ruler
- ٦ - رأس وتذييل الصفحة header and footer
- ٧ - ملئ الشاشة fill screen
- ٨ - تكبير zoom

قائمة إدراج Insert

- ١ - فواصل صفحات page number
- ٢ - رمز sympual
- ٣ - صورة picture
- ٤ - مربع نص text Box
- ٥ - ارتباط تشعبي hyperlink

قائمة تنسيق Format

- ١ - خط (تستخدم لغير الخط من حيث الحجم – والنوع واللون) font
- ٢ - فقرة paragraph
- ٣ - تعداد نقطي ورقمي number and ballet
- ٤ - حدود وتظليل border and shading
- ٥ - أعمدة Colum

Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help Type a question for help

Normal Arial 10

As the 'team' is so central to our success, we must strive for the best possible working environment so that a minimum level of staff turnover is maintained.

In the best scenario this should be done without increasing costs.

Page 1 Sec 1 1/1 At Ln Col 1 REC TRK EXT OVR

Cut the selected word possible and paste it between the words best and scenario.

Quit 4 of 36 ITEM NUMBER HC9ILLB91D-BQ9B9E-TNUC 40 mins TIME REMAINING Skip Item

Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help Type a question for help

Normal Arial 10

Success Factors
The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

Future Strategy
To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products
The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues
It is essential that we do not lose experienced staff and I am delighted to report that morale has never been higher.

Maintaining stability in the workforce:

Page 1 Sec 1 1/1 At Ln Col 1 REC TRK EXT OVR

Use the Find tool to automatically find the next instance of the phrase series of products in this document.


Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help Type a question for help

Normal Arial 10

The Master Plan:
The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

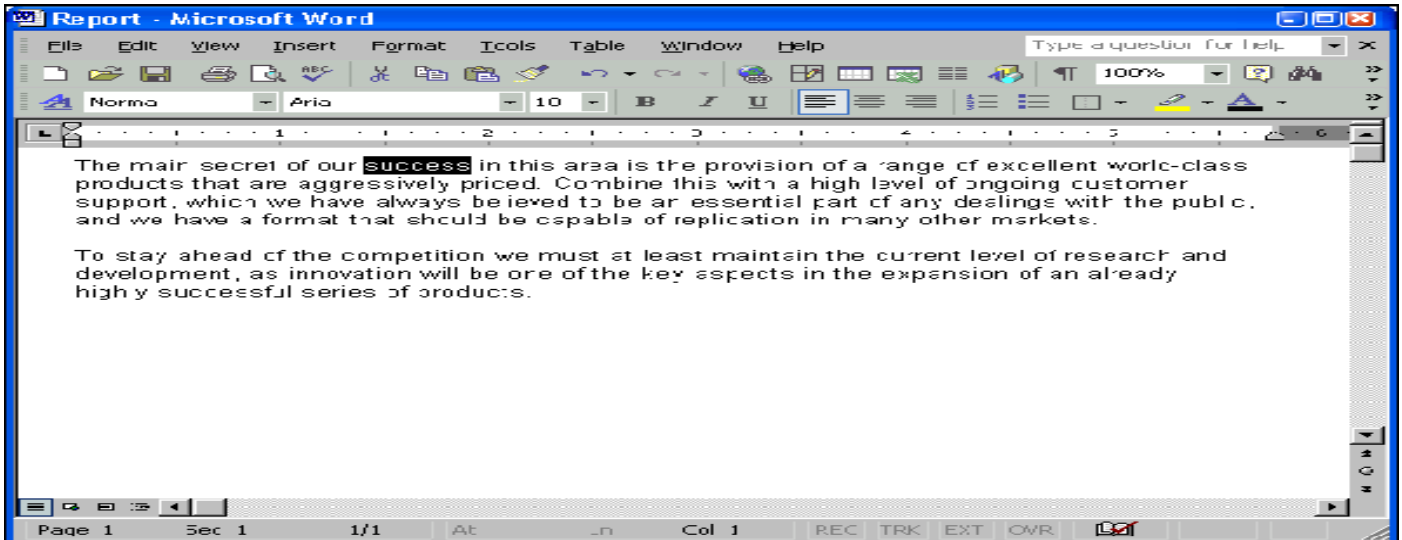
To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.



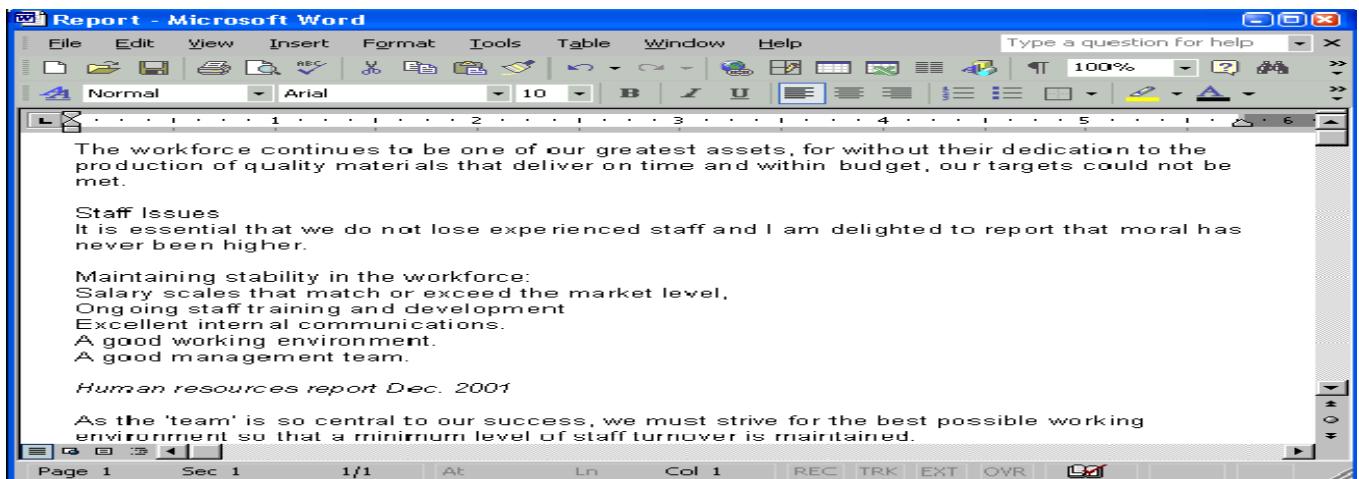
Page 1 Sec 1 1/1 At Ln Col 1 REC TRK EXT OVR

start Report - Mikrc... Mission Statem... 3:15 PM

Cut the selected picture from the document Report and paste it into Mission Statement, which is already open.



Copy the selected word **success** and paste it between the words **this** and **with** in the second line.



View this document at **75%** of its current size.

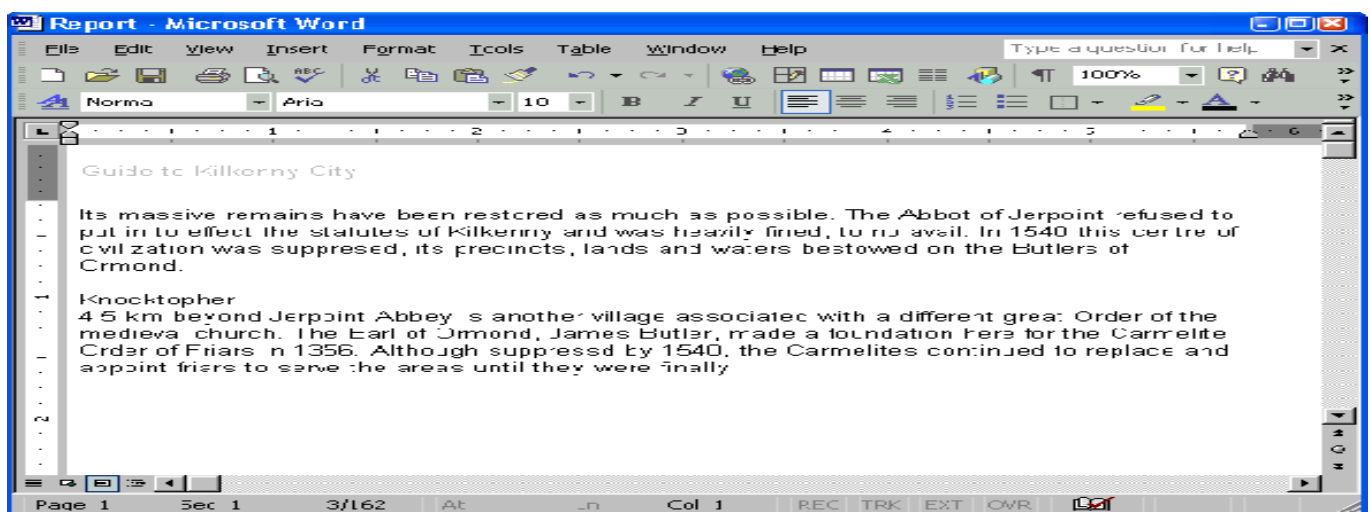
Quit

2 of 36

HC9ILLB91D-BQ9B9E-TNUC

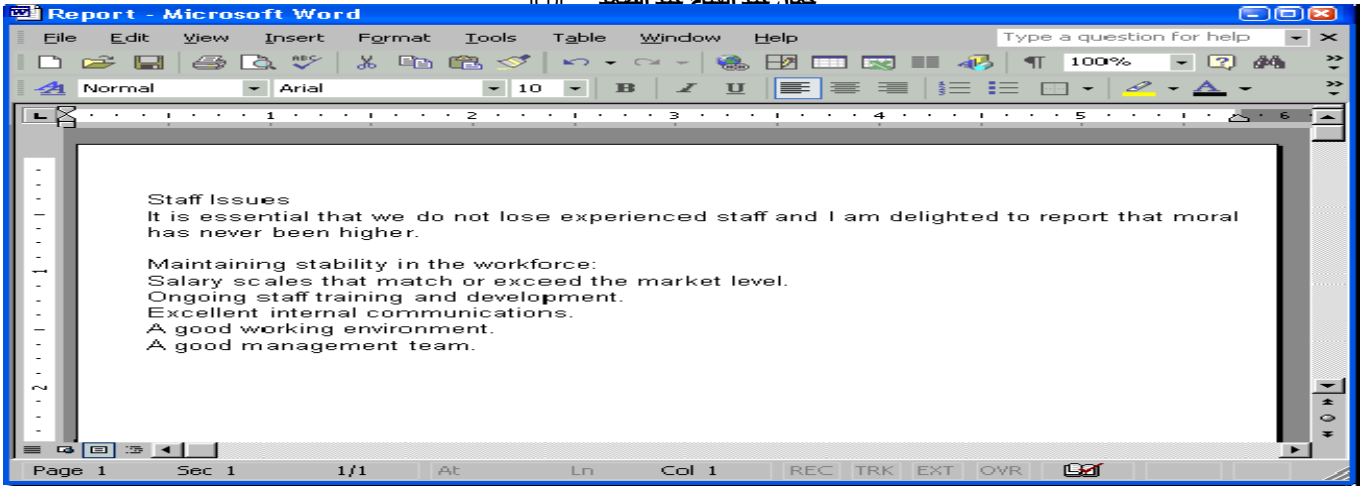
43 mins

Skip Item



Change the text in the page header to **Guide to Kilkenny County**.

Close Header and Footer view to submit your answer.



Insert a table 4 columns wide by 2 rows deep into this document.

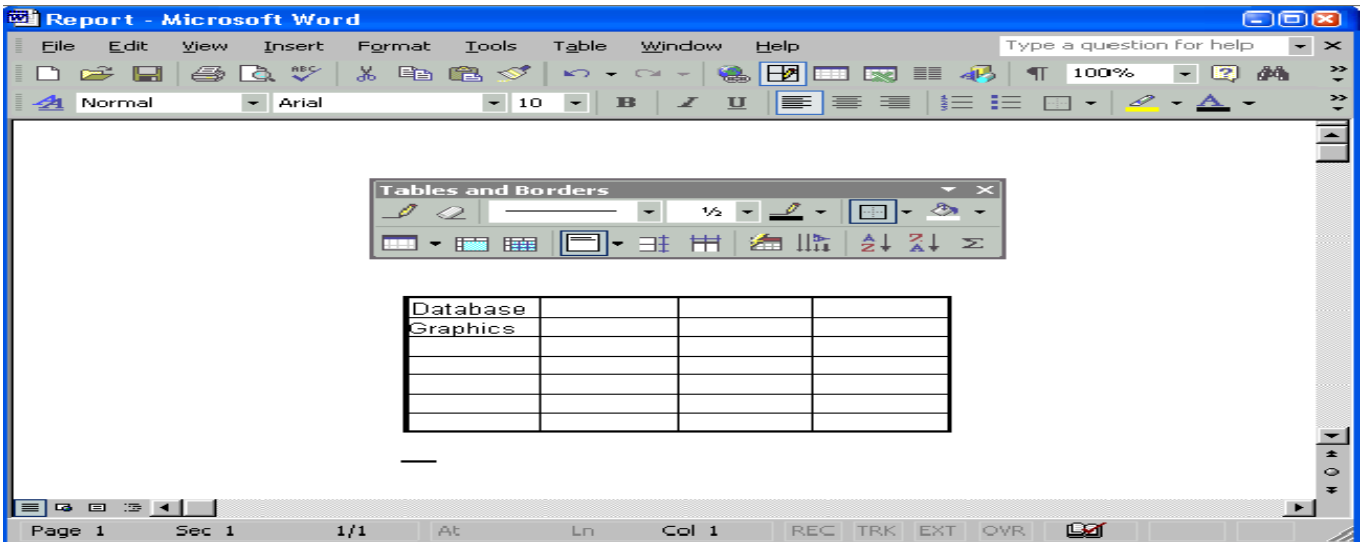
Quit

8 of 36
ITEM NUMBER

HC9ILLB91D-BQ9B9E-TNUC

37 mins
TIME REMAINING

Skip Item



Change the height of row 1 to 0.7".

Quit

20 of 36
ITEM NUMBER

HC9ILLB91D-BQ9B9E-TNUC

30 mins
TIME REMAINING

Skip Item

Microsoft Word - New Products

File Edit View Insert Format Tools Table Window Help

Normal Times New Roman 10

Mail Merge: Write your letter

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- Postal bar code...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- Next: Preview your letters
- Previous: Select recipients

Page 1 Sec 1 1/1 At Ln Col 1 REC TRK E

Insert a merge field that will display the recipients name in the format **Dear Mr. Randall**, at the insertion point.

Quit 10 of 36 ITEM NUMBER HC9ILLB91D-BQ9B9E-TNUC 35 mins TIME REMAINING Skip Item

Microsoft Word - New Products

File Edit View Insert Format Tools Table Window Help

Normal Arial 10

Mail Merge: Preview your letters

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

- Edit recipient list...
- Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

- Next: Complete the merge
- Previous: Write your letter

Page 1 Sec 1 1/1 At Ln Col 1 REC TRK

Complete this mail merge and create a **new merged document of the first eight letters**.

Quit 11 of 36 ITEM NUMBER HC9ILLB91D-BQ9B9E-TNUC 35 mins TIME REMAINING Skip Item

<p>Mr Joe Malone CourseSoft Ltd. Eton House 10 Fitzwilliam Square Archway London N19 3HQ</p> <p>Ms Julia Smith Online Training Solutions Synge Square 17 Synge Street Chiswick London W4 8CD</p>	<p>«FullName» «Company» «Address 1» «Address 2» «Address 3» «City» «Postal Code»</p> <p>«Next Record» «FullName» «Company» «Address 1» «Address 2» «Address 3» «City» «Postal Code»</p>	<p>FullName MR. Joe Malone</p> <p>Company Course Soft Ltd.</p> <p>Address 1 Don house</p> <p>Address 2 10 Fitzwilliam Square</p> <p>Address 3 Archway</p> <p>City London</p> <p>Postal Code N19 3HQ</p>
--	---	--

Data Source

Main Document

Merge Document



Drag each of the **red** labels to the appropriate document.
(You can click on a label to restore it to its original position.)

Click **SUBMIT** when you have finished.