

Basic Window

&

Microsoft Word



Computer Training Manual

Table of Content

To the Learner.....	1
1. Introduction to Computer.....	2
2. Fundamental of a Computer.....	4
2.1 Hardware and Software.....	4
2.2 Mouse.....	5
2.3 Keyboard.....	6
2.4 Drives.....	7
3. Basic Window.....	8
3.1 Desktop.....	8
3.2 Start Button.....	9
♦ Shortcut icon.....	9
3.3 Floppy A & Files Size.....	10
3.4 Explorer.....	11
♦ Files/Folders.....	11
♦ Files/Folders.....	12
♦ Files/Folders.....	12
♦ Fonts install.....	12
♦ Folders.....	13
3.5 Recycle Bin.....	13
3.6 Calculator.....	14
3.7 Character Map.....	14
4. Microsoft Word.....	16
♦ Microsoft Word Window.....	17
4.1 Lesson 1 Approach to MS Word.....	20
4.2 Lesson 2 Drawing Tool bars.....	23
4.3 Lesson 3 Table.....	26
4.4 Lesson 4 Save & Print.....	28
4.5 Lesson 5 Chart.....	31
4.6 About the Menus.....	32
♦ File Menu.....	33
♦ Edit Menu.....	34
♦ View Menu.....	36
♦ Insert Menu.....	37
♦ Format Menu.....	44
♦ Tools Menu.....	48
♦ Table Menu.....	51
♦ Window Menu.....	57
♦ Help Menu.....	55
5. Fix Problems.....	56

To the Learner

'D Svplaw<tajccU&fjylwmoilwefr<zn/4; Ny<jypl<m;wmyg/ u&fjylwmu<Ny<
to<jy<awmr, q<lawGobi<vltcsuftc<zpygw, / jyn<pl<hr<svpl<vck [kw<vmawmh
aocmygw, / u&fjylwme<i<E<u<R<f<O<i<Ny<D<om<law<w<uf<r [kw<lv<bp<w<efaw<w<uf
<n/4; lwmyg/

u&fjylwvamu [mo<y<ulus, jye<ey<gy< t<lvmu<u<px<lv<fo<vm<z<q<E<B<law<w<uf
'p<mt<ly<v;u taxmu<ft<u<en<f<awmhay<E<lr, M<x<i<wmb<J... /

p<pmt<ly<v<t<ly<v<u<lp<p? w<p<lv<wy<lv<u<lp<p
v<w<lv<yp<bu<, jze<h<oc<f<y<lon</

More information:

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1. Introduction to Computer

uēfylvmqllvmbmv/... oibjgovm/



Ja [m' lu uēfylvmylaEaEG) wll uēfylvma&mi tylu ' Bllwmi jzplvmyB/m/ ' Bvmur [lvho;awmi f tawnluwntaygrsmvntylqllvmaawnhaocsnvgw, hen/ uēfylvm ' Bvmuaygrsmvmaewlt cēfrn uēfylvmqllvm bmrēfrodo;wlbawG trsmBp&eygao;w, / rolwlt alumi fuvl olwllvlyi efelywbubrbyr&lvmu walumi f jzptfaygi ul ēlywbuvl rob/ ul fwwblqllvmaawnht jypajynzlt&yg bl/ 'gayr, htck Bfa&muēobawūawnhuēfylvmu blzlvlyw, bqlv' bi lwefull a&mu fvmlyy' Bawnolt alumi fullen fēnfavmuāvlvmlun Bat mif...

yxrql uēfylvml [m 1944-rfn plyay:chyw, / IBM¹ uxlvlylvmyg/ Main Frame qlvhl cēfvlvynht BupmBdyg/ t/ jxrcqluēfylvmlēnrrnūawnhMark 1 jzplygw, / t/ āy:pwlef uawnhojtrsmBp t vlylv Ellvnr [lvlygb/ pn&iZ, māwāvnu? tcsuftvūawpōpnfay;wn? &āzāy;wma vmygb/

'galumi ht cllur fusi bawū cēfēfa [muēxlvclw, / aemiqlif uēfylvmqllvm wllut Bp vlvpmavmu jzplvmtlr, lvh 'gayr, huūumi f w, lvh jym&r, bxiw, / 'Bēf Bcwrn uēfylvmaw [m ylvrvmwlt jyi fylvllwmi fi, lvmaeygw, / qēlusi buft aēf uēfylvml vlyāqmi Ell pēfawūawnhyllvllv Bp m vmmu llaw B rēy/

¹ International Business Machines Corporation

'~~Be~~t~~c~~~~s~~~~r~~~~f~~~~a~~~~w~~~~m~~~~t~~~~o~~~~t~~~~r~~~~s~~~~m~~~~q~~~~u~~~~e~~~~f~~~~y~~~~l~~~~w~~~~m~~~~q~~~~i~~~~f~~~~y~~~~p~~~~d~~ (P) v~~h~~~~c~~~~:~~~~w~~~~h~~~~p~~~~m~~~~y~~~~i~~~~v~~~~i~~ (Desktop) u~~e~~~~f~~~~y~~~~l~~~~w~~~~m~~
aw~~j~~~~p~~~~i~~~~v~~~~m~~~~u~~~~h~~~~a~~~~w~~~~&~~~~r~~~~n~~~~y~~~~/~~ aem~~u~~~~a~~~~w~~~~m~~~~h~~~~o~~~~,~~ ~~h~~~~q~~~~n~~~~i~~~~b~~~~i~~~~t~~~~i~~~~h~~~~l~~~~w~~~~h~~² u~~e~~~~f~~~~y~~~~l~~~~w~~~~m~~~~v~~~~;~~aw~~j~~~~p~~~~i~~~~v~~~~h~~
v~~u~~~~f~~~~a~~~~w~~~~m~~_(Laptop)? wub~~v~~~~u~~~~f~~_(Tablet)? y~~b~~~~a~~~~t~~_(PDA) aw~~u~~~~l~~~~v~~~~n~~~~f~~~~;~~ t~~o~~~~t~~~~r~~~~s~~~~m~~~~q~~~~u~~~~e~~~~f~~~~y~~~~l~~~~w~~~~m~~~~u~~~~h~~~~a~~~~w~~~~&~~~~r~~~~n~~
y~~g~~~~/~~

uēfjylwmavmurfn IBM eY Mac qlyd Platform³ Epēkēygw, / IBM-PC uēfjylwmul IBM
uxlwlvwmjzplyd Mac(Macintosh) ul Apple uxlwlvwmjzplygw, / 'BeUēfjylwmt oŋykol
trmpuawm Apple (Mac) ulawtoltawm&raeydy / ou awmawmulla oB uDwmyg/
'grf [lwfaps uDwmygv lajym&r, xilw, / Apple (Mac) [m wu, āwmuēfjylwm
avmurfn Apple acwū Epaygi frmpōxaxmi Ellēbyg/ 'Bebkaellwħ⁴ awūll
wūllwzōb Ellwħ⁵ pepf 'grf [lwf Window⁶ pepēy Mouse ul oŋykwawūll Apple u
plydwkēllwmyg/ aemuxy Epaygi f 10-Epāuāwmrēl Microsoft⁷ wūllurPawēy
tjcm, uēfjylwmxlvlybawū vūlydwylwly Ellēbmyg/ Window 95 = Macintosh 84
vūlrōrēl Ellf, ōajymcluygw, /

av&hIwmvni0yrsn00rly w&u&fylvwvavhva&; c&DuH' de&maae pMunMuygpI

² a1/2 vs nE160m

3 r&ift"jg, uawmvrjavubof&ebe&n? 'grf [lvi ofn&elvrjalumi{aygv/ t/l/b/b)
ueylwmt<ltEbfri/vrjalumi{ 2-cl&v, lviql&si lvmvg/

⁴ icon q l v m Program, Disk Drive, Document t p & l v h Window elements a w c u l u l p m j y k w l z y l h v c l z p i q w , /

⁵ Graphical user interface - system (iriawbe&wl (1/2y) awulwL/Lz0bElwpep) izplyw, /

⁶ GUI pepft wlf tirift ay: t ajccy dwuzuzobEfwpepf

⁷ 'DeUefylwma vnu&ht Buqil Software urP BuDwck'

2. Fundamental of a Computer

2.1. Hardware & Software

uējylwmwvHJ uīwG fxdwEīlwhtpovityīfawūHHardware

uēylwmulcllaptreby;Ellwhullwç kdwtr&aom t&mawcullSoftware

- **Uēfjylwmvvrhrygwhtajccjypin,fawēuawmh**
 - Monitor (Output Device)⁸ **Uēfjylwmrōvryaqmiēawmawēlljri&zltwēlyg/**
 - CPU⁹ (I/O Device) **Uēfjylwmvckvlluxēfcsyqupyāy;olyg/** Output-D eY Input-D awēllqubc ēy;r, lōyg/ oluēll wllūawmh O/I Devices **Eprēvltwēf t vlyvlygw, f**
 - Keyboard (Input Device)¹⁰ **olāy:u cvlvāwēllēg&ifel pmawēllzēf Uēfjylwmulcll fapzlt olhylygw, f**
 - Mouse (Input Device) **Uēfjylwmulcll faptrēhy;zlyg/**

'gawŋm vŋ [m u l l i ŋ ɬ d w e l l i w h t p w f t y l l a w / ʒ p l y g w , / ' g a l u m i h Hardware
v h c : y g w , / ' t a m a w f & l i f u e f j l w m u l l b , l i t v v l y h a p e l l f r [l w l y /

- 'Microsoft Office' Software awŕpŕygw, f olawmhuŕlŕwŕ ŕxŕdŕ
vŕr/ ... uŕfylwmulŕrdŕtŕyŕmŕlŕlyŕay;atmŕfcŕlŕptŕrŕy;zŕly%ŕ&rf
(Program¹¹) awŕpŕygw, f rŕdŕtŕyŕuŕlŕndŕoiŕawnŕwh Program awŕlŕ
oŕmŕrŕnŕjzpygw, f
Oyrm- pŕŕifZ, mawŕypŕkŕqŕif Microsoft Excel¹², Lotus¹³ awŕlŕohŕ, f
tpŕŕicŕpawŕŕlŕzŕqŕiŕawnŕ Microsoft Word¹⁴, Adobe PageMaker¹⁵
pwmawŕlŕohŕ, ŕygŕv/ "gwyŕlŕyŕŕwŕgyŕiqŕwnŕjzwŕlŕqŕiŕawnŕ
Microsoft Photo suit, Adobe Photoshop, Corel Photo Paint¹⁶ pwmawŕlŕ
ohŕr, ŕygh 'gawŕŕ m Software awŕpŕygw, f

⁸ uēylwmxu tcsuftvu? ½ylylpwmauūlxwáy;Eliēlrmñ vlt ywlt &mauūlqlwq, /

⁹ Central Processing Unit & Motherboard/Motherboard/Mainboard/System Unit

¹⁰ u0fj1wmxlltcsuftvu6w6xnby;EilZkrrn vlt ywlu0d maw6uq1vqow, /

¹¹ WCGW&H Software v. Vnif, 01-1079, 1/11/02.

¹² 'Belcwrfn VlohtaeI pmiZ, mawt wuqIftaumiqlivqlygw, /

¹³ pm&ifZ, mawt wuf em n du y 1/2 & r wck

¹⁴ MS Word **uawm1/2olt wufqnyti bur&ayd**

15 yE6xw60a&;tw&uft"utolrsm,yw, / vBufttrsm,qivblyw, /

16 'D3-clr fawm Photoshop u q&m u Dya/

2.2. Mouse

Mouse **q**lvmuawmhtl¹⁷we{vefehw&whuufuav;waumi{ygb/ 'luufuav;ull
txi&o;vlt&yq/ ol[m' deU&efylwmtoljykeohwtw&ufr&fjzprfyy/ tJ... oLub
b, lmb&ovJlun&atmi/...

orfn ylt&ftmjziq&ifb, fnm Buttons 2-c&fvmulhw&r&fyy/ tJ D2-c&fvmulhw&r&fyy/ tJ
Wheel w&c&fyyr, / Wheel tolylylulwmmMicrosoftWord oit&efpm (page 17) a&muf&ol
lunlur, / t&chvmavmq, fwmhMouse's Click tr&ftpmaw&ullunlun&atmi/

○ Mouse ull&fylvltcgr&fn (3)rlb&fyyw, /

1. Click 1/2/3u vplvlylvmuljymvmyg/

(w&c&fylvltcgr&fn olygr, f...)

2. Double Click uvpl2-c&fvmulhw&r&fyyr, /

(w&c&fylvltcgr&fn olygr, f...)

3. Right Click nmbuftjcr&fylvltcgr&fn olygr, /

Right Click r&fylvltcgr&fn olygr, / (ylyjrewhvly&qmits&aw&g

&zltw&f Pop-menu¹⁷ ullc:csiylvltcgr&fn olygr, f...)

○ aemubxylvltcgr&fn drag¹⁸ and release¹⁹ vlyjciijzplygw, /

usenylvltcgr&fn e&fylvltcgr&fn q&fylvltcgr&fn drag vlyjciijzplygw, /

▪ yxrw&fylvltcgr&fn Click & drag vlyjciijzplygw, /

icon (ol 1/2/3u vplvlylvmuljymvmyg/

tjcmwae&muf&ol b&fvmulhw&r&fyyr, / wplv&muf&ol

ae&muf&ol b&fvmulhw&r&fyyr, /

▪ Right Click & drag uawmhtol&fylvltcgr&fn olygr, / t&chvmavmq

oLub&fylvltcgr&fn olygr, / Oyrm

Microsoft Word, Corel Draw aw&fylvltcgr&fn Right Click & drag vlyjciijzplygw, /

Copy/Paste ullvlylwnfylvltcgr&fn olygr, /

○ Start \ Control Panel \ Mouse ull&fylvltcgr&fn Double Click avlusi&fylvltcgr&fn

aw&fylvltcgr&fn, / lvmulhw&r&fyyr, / Double Click tjre&fylvltcgr&fn olygr, /

○ Mouse ull&fylvltcgr&fn, q&fylvltcgr&fn [mvnf ae&muf&ol b&fvmulhw&r&fyyr, /

aw&fylvltcgr&fn, / tJjrmvlylvmuljymvmyg/ Pointer²⁰ vltc:nlur, / ylt&ftmjzi

vltc:ayr, hol&fylvltcgr&fn lvmulhw&r&fyyr, / Cursor²¹ 'gr&fylvltcgr&fn Insertion point²²

vltc:nlur, / wltc:ayr, / 'gulMicrosoft Word oit&efpm&muf&ol

aw&fylvltcgr&fn

¹⁷ b, ly&fylvltcgr&fn 'gr&fylvltcgr&fn [wltc:ayr, / Window r&fylvltcgr&fn Right Click vlyjciijzplygw, /

¹⁸ Mouse ull&fylvltcgr&fn wae&muf&ol tjcmwae&muf&ol b&fvmulhw&r&fyyr, /

¹⁹ Mouse z&fvmulhw&r&fyyr, /

²⁰ Pointer ull&fylvltcgr&fn lvmulhw&r&fyyr, /

²¹ b&fvmulhw&r&fyyr, /

²² p&fvmulhw&r&fyyr, /

Paint program

Mouse click: `LeftButton` Window default program: `Paint`

- Start \ All Programs \ Accessories \ Paint Paint program

2.3. Keyboard

u&fylwmultrehy;apc||fz| pmaw&uzltw&uf t"ut ohy&rijzplvlt a&Budygw, /
rodizpfo km&r, hKeys aw&v olw< vlyvlylw&llaocsrsv&xmz&vlygw, /

- O** ylf&ft mji z h Keyboard aw&ft Key 101-v&fgw, /
- O** Esc = escape key vu&lly&ewhvlyfiefwckSx&vW/Ufi=iifuEfyg/
- O** F1, F2, ... = Function Key oijcm&qmi %&tsur&m,t w&uf tohyEI/ (F1 = Help)
- O** Tab = pm/v&lwlt cgr&n t u&rt a0:n&hmnmjcm&cslwt cgr&n ol&ygr, /
- O** Caps Lock = pmv&ubou&buv&utsi lwt cgr&n olult &iEfyg/ NyDrSpml&v&ygr, /
- O** Shift = pmv&ubv&utsi&if Shift Key ulz&k&i&f tu&mpmv&ulyg wly&wnf %&v&ygr, /
- O** Ctrl = Control = ^ = ue&x %&lvzp&ygw, /
Alt = Alternate = atn&vwmedv&zp&ygw, /
olw&vckeI tu&mwckeI wlyDEy& if vly&aqmi tsu&vcull
ylyjrefre&pygr, /
- O**yrm- ^Esc = Start Menu
Alt + Tab = Switch Program (tenfqH y/%&r f2-cl&bk&ygr,)
^S = Ctrl + S = File Save = zilulotfqnfay:ygr, /
Alt F = Alt + F = Open File menu = zilrE,uilz&hay:ygr, /
wcgw&ft olw&eckv&ulw&v&wlt cgvni&fgw, /
- O**yrm- ^Alt Del = Ctrl + Alt + Delete = ue&jylwmultpuaejyelyD boot vlytcl&
- O** Space bar = tu&mwv&lpmae&mjc&may:ygr, /
- O** Back Space = Cursor b, bu&u pmv&law&ulzsu&hay:ygr, / (ta&bu)
- O** Delete = Cursor nmbu&u pmv&law&ulzsu&hay:ygr, / (taemubu)
- O** Status Lights = Num Lock, Caps Lock awGz&bk&^rxm&ullo&Elzyg/
- O** Numeric Key = Num Lock rDvi&er, q&lif0-1-2---9 pwlPefaw&v&ulEI/
rDvi&ebiq&lif Cursor ullae&ma %&hay:EII/
- O** Arrow Key = Cursor ae&ma %&lz/yg/
- O** Enter = ue&jylwmulqu&vuft vlyvly&ef neNumjciif/ pm/v&uhepO&jzp&vUf
aemu&wyllftopp %&ljciifullizp&pygr, /

- Home/End b, f, r, q, n, l, h, w, t, c, g, r, n Cursor u, l, p, m, l, u, m, i, f, & l, a, & l, f, a, e, m, u, f, q, u, l, l, y, r, f, j, z, p, l, y, g, w, f

2.4. Drives

- u, e, f, y, l, w, m, x, f, n, t, c, u, f, t, v, u, a, w, b, l, v, f, i, b, f, f, q, n, f, & m, a, e, & m, j, z, p, l, w, l, Hard Disk e, l, t, j, c, m, Disks a, w, f, t, m, v, u, l, l, Drives a, w, f, t, m, v, u, l, l, c, : l, u, y, g, w, f, O, y, r, m, - A-Drive, C-Drive p, o, j, z, i, h, y, g, v, /
- u, e, f, y, l, w, m, & l, t, a, j, c, c, l, Drives a, w, f, t, u, a, w, m, h, ...
 - o Floppy Disk (A) 1.44MB\1.38MB (1,457,664 bytes)
 - o Local Disk (C, ...) 10 GB to 80 GB t, o, l, r, s, y, g, w, f
 - o CD-Drive (D, ...) 700 MB c, e, l, l, w, f
 - o Removable Disk (E, ... , B) a, w, f, t, u, a, w, m, h, f, (128 MB t, o, l, r, s, y, g, w, f)

y, l, e, f, t, m, j, z, i, h, y, g, v, /

1. Floppy Disk u, l, t, t, l, w, r, f, (Floppy-A) v, l, a, z, n, f, y, w, f
2. Local Disks u, a, w, m, h, C, w, c, k, w, n, f, ? C, D, q, l, y, d, 2- c, l, C, D, E, q, l, y, d, 3- c, k, t, r, a, d, & e, l, l, y, g, w, f, y, l, a, o, a, w, m, h, j, y, m, v, l, r, & y, g, / t, r, s, m, q, l, u, a, w, m, h, C, D, q, l, y, d, 2- c, k, t, r, a, d, c, l, c, k, m, w, m, s, y, g, w, f, Local Disks j, z, p, l, w, l, t, w, f, u, e, f, y, l, w, m, u, a, e, j, z, k, w, f, b, f, v, l, r, & y, g, / j, z, k, w, f, b, f, & i, f, u, e, f, y, l, w, m, t, v, l, y, l, y, l, v, l, r, & a, w, m, y, g, /
3. CD-Drive u, a, w, m, h, Local Drives a, w, f, t, u, a, w, m, h, f, s, q, u, l, y, d, a, z, n, f, y, r, f, O, y, r, m, - Local-C, w, c, k, w, n, f, & i, f, CD-Drive (D) Local-C, D, j, z, p, & i, f, CD-Drive (E)
4. Removable Disk u, a, w, m, h, CD-Drive & l, a, e, m, u, f, s, a, z, n, f, y, r, f, O, y, r, m, - CD-Drive (D) j, z, p, & i, f, Removable Disk (E) CD-Drive (E, F) j, z, p, & i, f, Removable Disk (G)

3. Basic Window

Window qllvm Operation System (OS) wclgy/ jpuzifepjvibqlluygp/ 'Beit oHrsmwh OS
aw&uawmh Linux, Window, Solaris aw&yg/ tjcm OS aw&nf&ygao;w, / 'Beit oHrsmwh
Window qllvmuawmh Apple (Mac) 1984 &h GUI uHvlyp Microsoft u 1990 rfn Window 3 uH
xlvivlyclygw, / aemuqHrfn Window XP uH&muivmcygyl/ olubltajcclyp
avhmoH;lu ygr, / XP qllvmuawmh eXPerience uHqllvmyg/

3.1. Desktop

Monitor Screen uH Desktop vHc:ygw, /

- Desktop &hatmuqHrfn Start menu bar &Hv, /
 - Start menu bar qllvm Start a&xmwhjtjma&mit wclwHjzplygw, /
 - b, buh'girfn Start botton &ygw, / uH z&tsiwhy/ &r&aw&uH
a&mu&atmi foH;zt w&f olublvply&ygr, /
 - Start botton &lab;rfnyH&ftmjzi&awmh Window Media Player eH tjcm
y/ &rftc&uHaw&rfnyg/ uH ft oHrsmr, bxiwhy/ &r&aw&uHv& f&v
jrefre&, E&hatmit / &e&mr&vmyDxmE&lygw, /
 - tv, yH&rf&awmhvu&H&bxmwhy/ &r&aw&uH&azmfyaeygr, /
 - nmbuh'gir&awmh Day-Date-Time uply&awmh toHrsmr, H vlt yr, H icons
aw&uHv& f&v f&uH, E&H&lyxm&waw&ygr, /
- tv, buh'fn icons aw&Hv, /
 - icon wcl uH Double Click ('gr& [kvf Right Click \ Open) vlyivlt cgrfn
ouqHlvh Application²³ wclv&Hmr&jzplygw, /

²³ olub, vlyjym&r, r&f&awmi foH; / avm&vmq, &awmh'lt wH f&bxm&y&awmh

3.2. Start Botton (^Esc)

- uējylwmulywvzlw' grš [lwf vtsi wly%#&rwccklččzlw' lueaplyvly&rn
jzpłygw, ¶
- uējylwmulywvtsiw, bqlif Start \ ²⁴Turn off Computer \ Turn off qlyd
tqilqihuvpłvyay;&ygr, ¶ (²⁵Window 95, ²⁶9X, ²⁷2K, ²⁸ME
awβzpłw, bqlifawmhStart \ Shut down \ Shut down
ull tqilqihuvpłvyboŋ&ygr,)
- vtsiwly%#&rwccklččzbqlifawmhStart \ All Programs \ ??? ... (?) 'De&mrfn
ull vtsiwly%#&rułlvL&Nylawmhuvpłvy&ygr, ¶ (Window 95, 9X,
2K, ME awβzpłw, bqlifawmhStart \ Programs \ ???)
- ull zččtsiwApplication icon wcl m Desktop ay:rččder, bqliftJIcon ull
Double Click (Right Click \ Open) vlybzččlvlnř &ygw, ¶ Start bottom ull
oŋ,zřlvłwmbŁaygŋ

Short cut icon **jykyjci**

- uH ft oHmr, hApplication icon awCwU Desktop ay:wixm;EEllygw, / tJ B\W ac:wixmr, bqkif uH ft aeeYta0;Bvavubofaezfrvwmbj Desktop ay:uaebl uH B Application awCwU wU/Luz6 EElawmrhjzpygw, / 'Bwnh Application icon wclwU Desktop ay:b, Mvirvqlvm NunMu&atmi?
 - Start \ All Programs \ ??? uH&mub&tmi bfrvLlyg/ uH Mtsiwh Application uHlawy b qkif olu Right Click \ Send to \ Deaktop (Creat Short Cut) uH uvprlvfvlwmell tqifajyo frfyg/
 - 'gr\$ [kvf uH Mtsiwh Application uH drag vlynyD Desktop ay:rñ Release vlyfvlu/ygb/ 'gqkif uH Mtsiwh Application's Short Cut [m Desktop ay:a&mub&qyvyl

²⁴ XP & & U Window awf fawmh Shut down vblw, / ckrp wulaygu/ Turn off izpbf vrob/

²⁵ <http://www.mirrorservice.org/ip/ftp/pub/openssh/openssh-3.1.1p1/openssh-3.1.1p1.tar.gz> Window 3, 3.1, 3.11 <http://www.mirrorservice.org/ip/ftp/pub/openssh/openssh-3.1.1p1/openssh-3.1.1p1.tar.gz> Window 95

Window Operation System

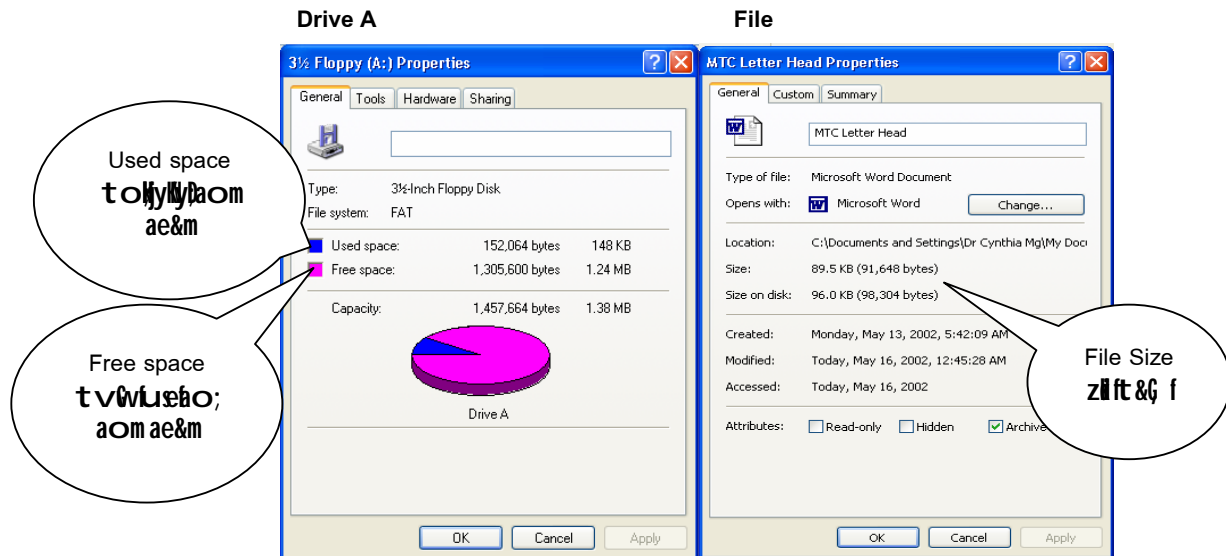
²⁶ **wu, h**Window **tpfzpfvnydawmatmiririvnyfkwmyow, f**

²⁷ 98 aemurix yay: www / ouawm internet or mawt wuf "uxmw, mbw, /

28 2000 eL ME eLl b m v l l v m u f t c e l e l u a v ; t w f r f n x l v l y a & m i f c s w m v q l v m t c k u l l y m j y m
ro l a o ; y g / ME q l v m u a w m h a x m i p E S f Millennium u l l q l l v m y g /

3.3. Floppy A

Floppy (A) 1.44MB & 1.38MB used space / free space
 1.38MB used space / free space
 My Computer Floppy A Right Click
 Pop-up menu Properties used space / free space
 My Computer Floppy A Right Click
 Properties used space / free space



Drives used space / free space
 Documents / Folders Size

Computer \ size unit

Space bar 1 bit

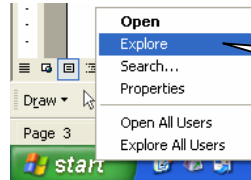
- 8 bit = 1 byte
- 1024 bytes = 1 kilo byte
- 1024 kilo bytes = 1 mega byte
- 1024 mega bytes = 1 gega byte

²⁹ Folder name & size unit
 Folder name & size unit

3.4. Explorer³⁰

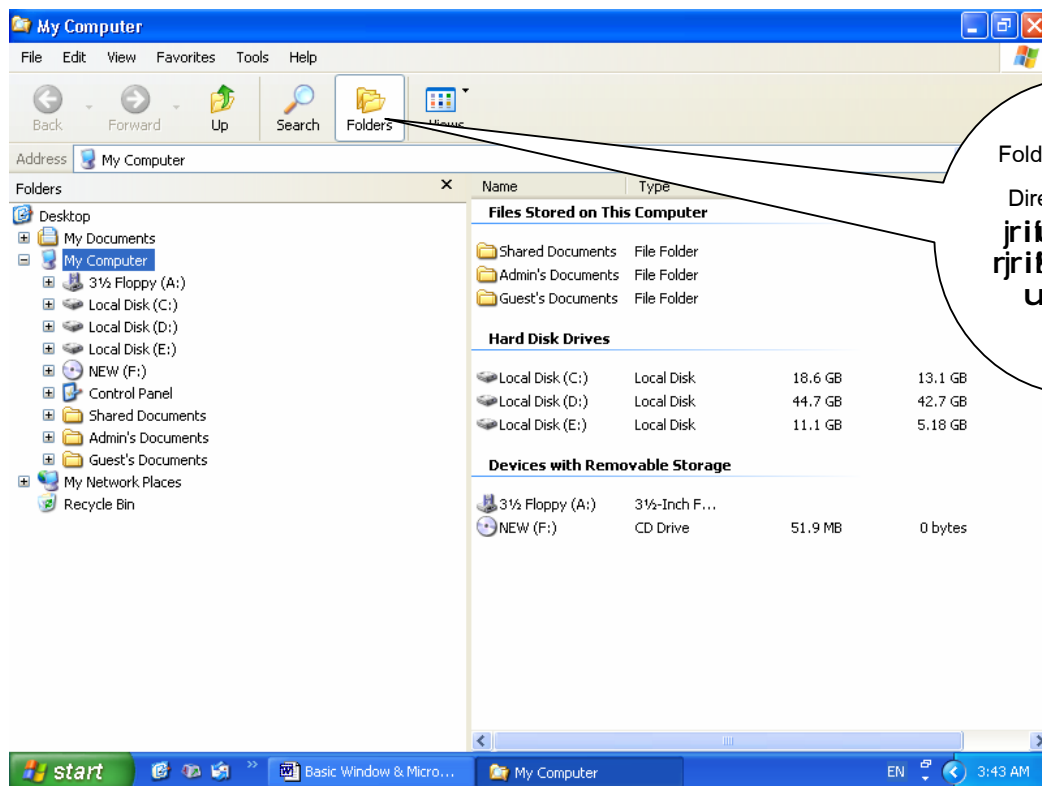
Files/Folders aw&ljrefre&szl

- Explorer **ull to hlyci f t m j z i h r t & h z l h a w & l l & s a z & m r f n y l y j r e a p y g w , f** Explorer / Window Explorer **p o j z i h a c : l u y g w , f**
- Start menu **ull** Right Click **v l y f v l u & i f w b u f f i y x m w l t w l l f** pop-menu **a y : v m y g r , f**
- **t j k u** Explorer **ull** Click **v l y f v l u y g / ' g q l i f -** Explorer Window **a y : v m y g l y f**



Explorer **ull**
u v p l v l y f v l u y g

- Desktop **a y : u** Folder icon **o l f l w f** My Computer **ull** Right Click **v l y f v l u** Explorer **ull** Click **v l y f i f v n f** Explorer Window **a y : v m r f j z p l y g w , f**



Folder View (or)
Directory Tree
j r i l u f f 2 - b u f
r j r i & i f ' D e & m u l l
u v p l v l y g

- **w c g w & l l f n** Explorer **ull & f v l u b y r ,** **h j r i l u f f 1 - b u b j r i & w l t c g a w & g y g w , f** ' **g q l i f** Folders **v l u & x m w l i c o n** **ull u v p l v l y f v l u & i f j r i l u f f 2 - b u f j r i & r f j z p l y g w , f** **t j k u j r i l u f f 2 - b u f j r i & w m u l l** Directory Tree view **v l u c : y g r , f** (XP, 2K, ME **w l t f n** **t w l v l y g b l**) **t j c m** OS **a w f s a w m h** View **u w q i h** Explorer bar **ull & y g / l y p a w m h** Folder **a w & l u v p l v l y f ,** **l q l i f** Directory Tree **ull & v m r f y g**)

³⁰ **o l u l w n b m r f r o d o ; v l l ' t w l l f b x m v l u D r ,** **h e n f r o l u t e b x m w m a w & l w c k u a w m b l /**
' l w n l u m a e m u l y l l f u s c i A s m w b d m w l t c g u s e n l u l y e a j m j z l v n f r a r k h e n f

- **ay:vmw** Explorer Window & **h** Scroll Bar **ula%20un&iftay:q** **lr**

Desktop

Floppy A

My Computer pojizhaw&ygr, / 'gaw&lluvpivlyr, fq&lfmbujscrfrfn

oebubqilwfiles / folders awUlawBygvtr, / 'gqkif Explorer Directory Tree
ubNylawm uq BklUawUdirefreZCEllyr [kwvm/

Files/Folders awulttrnbiymizl

Explorer **u****l****o****w****y****d****a****w****n****a****w****e****r****m****v****i****t****y****!****!** Files/Folder **w****c****t****u****r** Right Click **v****y****f****M****L****&****i****f** pop-

menu wch:y:vmgr, / t'lk Rename ulluvpiv/vluy/ 'gq&ift'D File/Folder

trnllSelect vlylpmjzpaewmllawDygr, / uH ftopyeay;csiwhtrnll

u0bhwuawqikuknly/ tjilburfu uvplwcsufye/vy/vlufy/ 'gqkif
trnfajymi fNDomjzpb0fwmuHaw0ygr, f

eFiles/Folders **awful**&malicious³¹ Copy-Paste **vltzr** Font install³³ **vltzr**

- 1 Explorer **u**llto hyllyp aw&&mvhuu| RbFiles/Folder wckkuuMouse zdkm&if
ajymi{a%|Xmcsi lvhae&mullwlu/luq&knvlu/yg/ 'gqkif tJ Bll llae&ma%|
vlybohygyll
- tophajymi{lvhae&meJrvae&mvll m Drive rwb|qkifrvae&mrtn
rkifzlluseheygr, / tophajymi{lvhae&mullCopy tjzplyly;wm
jzplygw, /
- Drive wlv, lqkifrvae&mrtnrkifzllrusebwmyg/ tophajymi{lvh
ae&mullCopy/Paste yplylvmr[lwb|Cut/Paste yplyly;wmjzplygw, /
2 aemuiven{uawmhuu| RbFiles/Folder wckkuuCut vlyyg/ ajymi{a%|Xmcsi lvh
ae&mrtn Paste jye/vlyyg/

Font install **vlyzl**

Fonts qllvm pmv hylpawg/ jrefmpm/utsi w, bllifpuXRh jrefm-Font &&km&ygr, /
'Mblu&ipm/utsi w, bllifpuXRh u&f-ont &&e&ygr, /

zİŁawŮllae&m¼EİİbvItJİnřawftwİİfİbFont awŮlVnř install vİyEİİřgw, İ

- Font & Drive(A, C, D, ...) > Install > Fonts > Copy
- C \ Window > Fonts folder > Paste > Font install

Fonts folder **u** **l** **e** **n** **f** **2** **-** **e** **n** **f** **e** **b** **b** **t** **E** **n** **f** **y** **g** **w** **,** **!**

- ```
1 C \ Window \ Fonts
2 Start \ Control Panel \ Fonts
```

<sup>31</sup> wplivckut, lwmyq/

<sup>32</sup> [ul.bmw.lv/pl/vclulijeny/dlyfr/vlu/vmullc:wmvg/](http://ul.bmw.lv/pl/vclulijeny/dlyfr/vlu/vmullc:wmvg/)

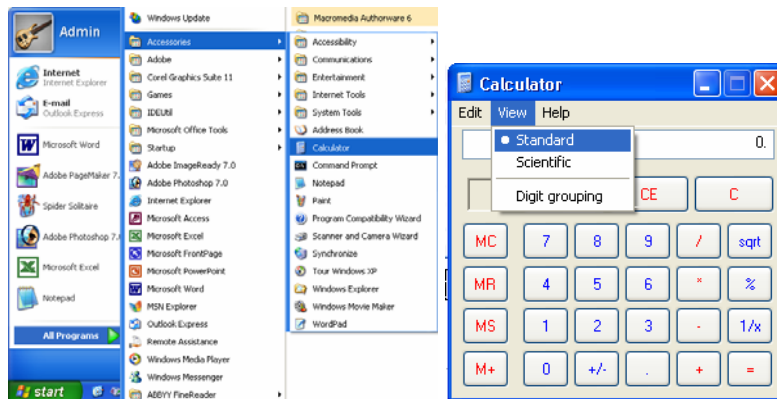
33 uefylwmxrftolyklatmifxnb0fwu1lc:wmyq/





### 3.6. Calculator \*Pewpustolyici

Start \ Program \ Accessories \ Calculator Click vkyvU&if Calculator wch:y:vmygyD



Calculator View **2-c&ygw, / y****<ft o hylkawft wuf t cr i&wt wllf** Standard View **yg/  
yftijxm;wh**View menu **at mu fu** Scientific **uhuvptvlu&i fyldrm;whcvlvuav;aw&ll  
&&/mygr, /**

tJCalculator uHMouse t0hlyNp w6tsuE1bvHKeyboard uaevnfw6tsuE1lgw, /  
tayji(+)? tElw(-)? tajrfu(\*)? tpm(/) tw6fuawmhtwlbjzpnD nDcsi(=)tw6f  
uHwmHKeyboard rfiq&fEnter key uH0&yr, /

### 3.7. Character Map

Character Map **q**lwm Window Setup **r**f&f\$NyDomy/ token/wpmvHaw&szlt w&lyg/  
userw/pn/2Lue&ife/tcdlauwaw&tu&awGb, f&f&f(rob! q!wltcgawf&n  
ollub&zlVqr, f

Start \ Program \ Accessories \ System tools \ Character Map **Click vjvL&lf** Character Map  
box **ay:vmgr, / atmurfyLulyxmygw, /**

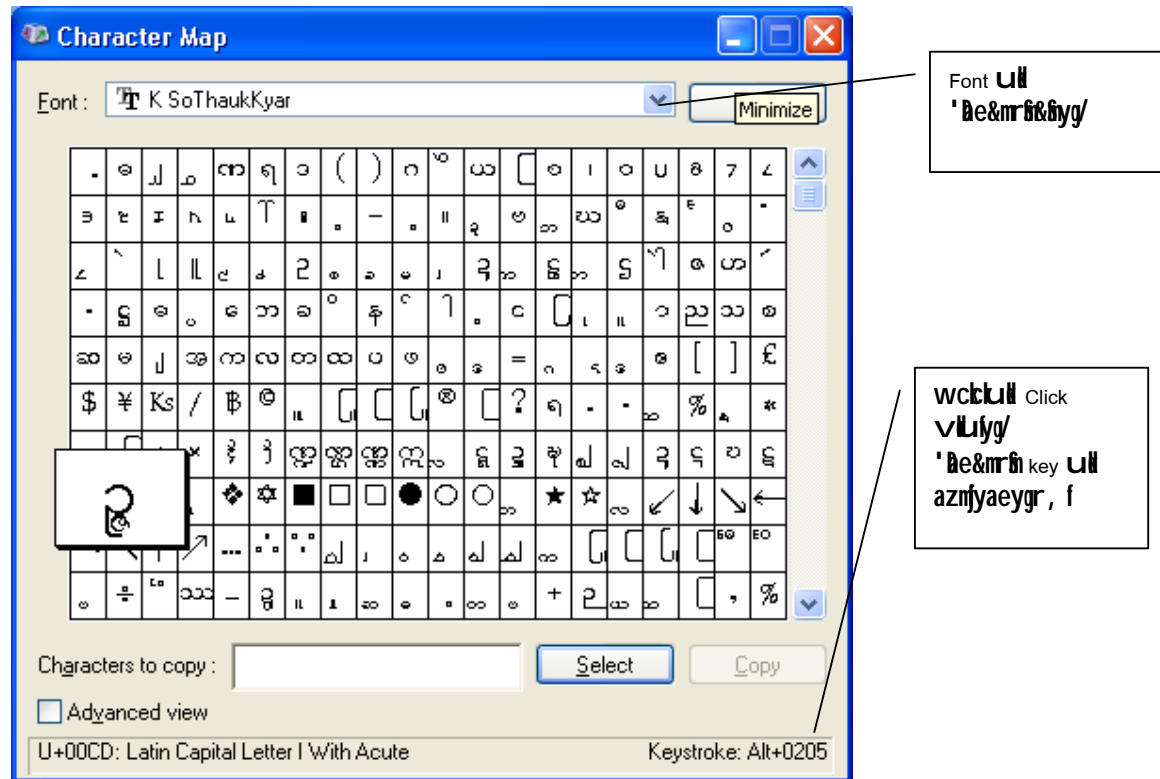
tu, i System tools xrf Character Map & faeb|qkif...

Start \ Control Panel \ Add/Remove Programs \ Add/Remove Windows Components \ System tools

ubbNyDawmh Character Map uilCheck vlyvLyg/ Ny&lf Apply vly? NyDawmhOK

EsurlyvLur, qllif Character Map ultonKvLyvD

Microsoft Word **rwawmtolodvtr, rxiig/** Character Map **tpm, Insert \ Symbols**  
**ubfEIMVqbl** (Insert menu **tcefrsSijxmwh** Symbols **talunifullunig/** page 40)



## 4. Microsoft Word

Microsoft Word qllm Microsoft Office Suite xlu pmpbm/ly/ & rfwclg/ MS Office Suite xrh

- o Word pmpbm/ly/ (1/10)
- o Excel pm&iZ, m
- o Power Point Presentation &S{vi{wifjci{
- o Access Data base
- o Outlook Email
- o Front Page Create Web pwhly/ & rawg Oiygw, /

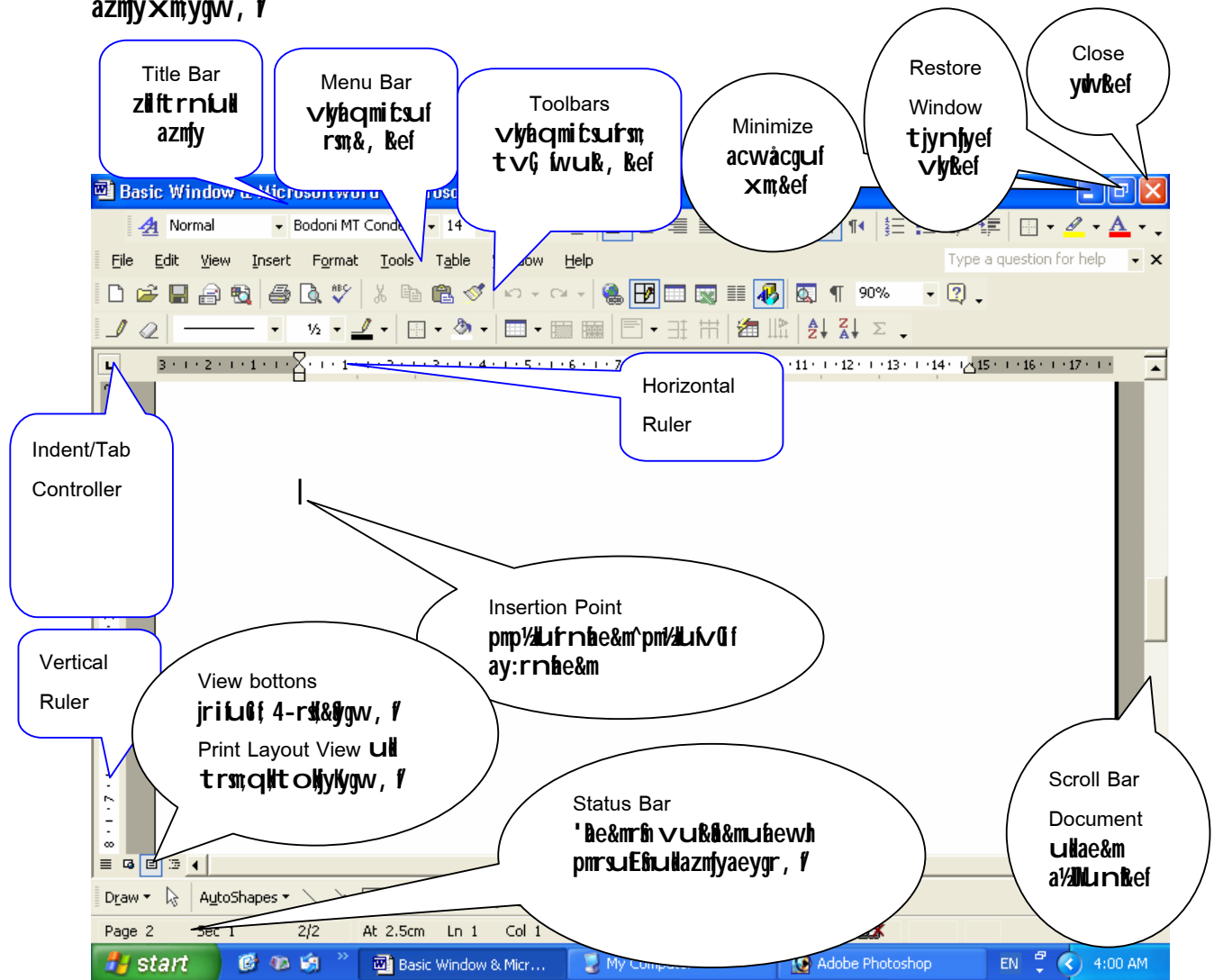
tJ kfrs Word, Excel, Power Point awC m olbuqll & mt vluqll if taumi{qll Software  
aw&/lygw, / ' bllcl Command aw& vlyvlyll Menu aw&vnaqmulyluvnf, oyltu  
jcm, vluqll [ wlygb/ ' bwm Word ullt ajcc luse faumi faumi{ ullw& lwwr, bllif  
tjcm y/ & raw& lvnf ullw& Ellrlyg/

Start \ All Programs \ Microsoft Word ull Click vlyvlu& if u&fylwmaely pawm MS Word ull  
Load vlyhewm ullaw& ygr, / cPami & ygr, / Load vlylwnly Doh& iawmhrvjri be&wh  
Window Desktop ay: ull MS Word Window a&mulvmygyll

## MS Word Window

MS Word Window ay:rñ rzjpraeoññ&r, ñodm&r, hTitle bar / Tool bar aw&ñ  
avñmñññ&tmiñ at mñrñ MS Word Window ay:rñ tvñvñññMenu & bars aw&ñ  
azñfyxmygw, ñ

The diagram illustrates the layout of a Microsoft Word window. It shows a title bar at the top with standard window controls (minimize, maximize, close) and a toolbar with icons for New, Open, Save, Print, and Exit. Below the title bar is the menu bar with options like File, Edit, Format, Tools, Window, and Help. The main body of the window is the document area where text is entered. At the bottom, there are several toolbars including Standard, Formatting, Drawing, and Tables.



- [illegible]

- Menu bar
  - y/ & rftm v/ r/ n Menu bar & ygw, / File menu uae Help menu t x & ygw, / t/ & j aw & r/ n u/ / v/ y a q m i t s i w/ h Command aw & u/ / & r/ i j z p/ ygw, /
- Toolbars
  - Toolbars u a w m h Menu bar r f i & v h v/ y a q m i t s u/ Command aw & k u t o h t r m q/ Command aw & u/ t v & / w u l, b/ & u/ t m i p p n f a y; x m w m j z p/ ygw, / Toolbars u b/ i c i f t m j z i h v/ y a q m i t s u/ w c k v/ y t s i w/ t c g r/ n Menu bar x D i/ y/ t q i/ q i a v/ t u b/ t a e z/ t v/ h w m y g/
  - Tool bar aw & t m v/ u/ t t r i w r/ v/ t y a e r/ r [ w/ y g/ ' g a l u m i h t o h r v/ o; w/ h bar w c s u/ l y v/ x m r, q/ i/ i f u/ / & v e z/ & u/ / v/ h Monitor Screen u/ l/ n/ f y/ y a e & m u s, i s, f t o/ l y/ & u/ / y g r, / b, / v/ y v/ r v/ / a e & m 2- c l u a e y o v/ & u/ / y g w, / y o v/ x m w/ h Tool bars aw & u/ l/ n/ f t/ j a e & m 2- c l u a e z/ & u/ / i y g w, /
  - y x r w a e & m u a w m h View menu u/ l/ & u/ / y/ o h t m u/ u Toolbars u/ b/ u z/ & u/ / y g/ t/ j/ & t r s v/ u a v; a w/ j c p x m w m a w & u a w m h v u/ & & u/ x m w/ h Toolbars aw & y g/ u/ / i/ t s i w/ h v c k u/ u v p/ v/ y/ v/ u/ & i f t r s v/ j c p/ y/ o m j z p b/ t/ y/ o w/ y/ u/ i w n/ f r/ i/ b/ j z/ & u/ / y/ o m v n/ j z p b/ t/ r/ i/ y g/ y o v/ t s i w/ h v c k u/ l/ n/ f u v p/ v/ c s u/ v/ y/ v/ u/ & i f y o v/ b/ t/ r/ i/ y g/
  - a e m u/ v a e & m u a w m h Toolbars t w e f u a e & m v/ o v/ w c k/ r/ n Right Click v/ y/ y g/ ' g q/ i/ f Tools aw & t r m/ u/ p x & u/ v m v m u/ l a w & y g r, /
  - y/ t/ & t m j z i q/ i/ i a w m h u a e m i t a e e/ Standard e/ Formatting toolbars E p/ c l u b/ j t/ t z/ & u/ x m a v/ & u/ / y g w, / u e/ v m a w & u/ l w m h/ t y r/ z/ & u/ / y g w, /
- Insertion point
  - p m p n/ u/ & i f ' a e & m u p/ y/ a y: r/ i j z p/ ygw, / o l u/ l Cursor v/ l/ n/ f a c: ygw, /
- View buttons
  - j r i u/ & f 4- r s/ & u/ / y g w, / Print Layout View u/ l t o h t r m q/ u/ y g/
  - t j c m j r i u/ & f x u a w m h Outline View [ m v n/ f w c g w & t o h w n/ h v h j r i u/ & f w c z p/ ygw, /
- Status bar
  - v u/ & & m u/ h e w/ h p m r s u E f i & h e/ y g w e/ y p m a l u m i f a & ? p m v/ t t a & t w & u/ a w & u/ l a z n/ f y a e y g r, /
- Scroll bar
  - Scroll bar r/ n arrow key aw & a w/ r, i x i y g w, / t/ j u/ p a w & u/ l Mouse e/ u v p/ v/ y/ r, q/ i/ i f p m i/ & u/ f m v/ v/ u/ l y/ a/ & v e r/ i y g/
  - ' g r/ s [ w/ f Scroll bar & u/ t v, r/ i & & v/ h b o t t o n u/ l Mouse e/ u/ l/ y/ a/ & i v/ j p m i/ & u/ l a b; b, h m^ t a y: a t m u/ f a e & m a/ & y; r/ i j z p/ ygw, /
  - ' a e & m r/ n Mouse's Wheel t v/ y/ v/ y/ u/ l n/ f e n/ f u n/ & a t m i/ p m i/ & u/ l a e & m a/ & u n/ k/ t w & u/ f Scroll bar u/ l t o h/ j Mouse's Wheel u/ b/ & u/ l y g w, / Mouse's Wheel [ m o/ h w w & i f a w n/ f t o/ i i w/ t w & u/ f o l u b/ j c m a t m u/ r/ n q u/ l u n/ u/ & a t m i/

■ using Mouse's Wheel

- **Mouse's Wheel** **ul/ſhby;½&ygyſ**  
**vſhNunlyg/ pm/ſu½&ewmulw&ygr, ſ**
- **Control key** **ul&km&iſel** **Wheel** **ul/ſhNunlyg/ jriſuſſtajymiſſtvjzphē**  
**wmulw&ygr, ſ ta&ſouſul/ſh&iſZoom(+)** **jzph, ſ taemubulſ**  
**vſh&iſZoom(-)** **jzphēygr, ſ (y½&ſftawmſrſmſrſn 'ſpſſjriſuſſ cſſcſſ**  
**Ellygw, ſ)**

# Lesson 1 Approach to Microsoft Word

# စတင်ချဉ်းကပ်ခြင်း

yxroite!pmt aee!okm,oiwhitcsuf9-csu!lavivm!un!atmif...

( ' ð e & m r ŋ w c j z n l y t a j y m c s i l v m & g w , / b m v b q l w m h u e f y l w m e q l l w h  
 t a c : t a 0 : a w & u l l i f i E D u r f i 0 i h e a t m i l y b m z l y g w , / b m v l v b q l w m h  
 t a c : t a 0 : a w n a w m r s r s m u l l u s e m i l t c b l h e w b m o m p u m a w e q l v o a t m i f  
 b m o m j y e z l u f y g w , / ' b u y l j y m & r , b q l i f u e f y l w m t o l t E f a w q m  
 r l v t \* l y p m e b w m i b o f r w l v m a w G & g w , / ' a w m o l u l o l t w i f b a c : w m  
 y l p a u m i s r , j z p l w l t w e l f i f i E D u r f i 0 i h e a t m i f \* 1 / 2 l y l e l y g r , / )

- File - Document - Publication top window, 1
- Document window fit zpatmilyr, 1
- pn/ftaetxm rfrf ul mliwph[ kfr[ kwppaq;r, 1
- pn/ftaetxm jiqir, 1
- yrf - 'grf[ kvf- tolrnwhpn/ftaetxm/
- pvlulfn/ftaetxmullDefault (ylo) zpatmi b, mlyrv/
- Select vlyw, qlvbmvl bmalumi hSelect vlyu&wmv/ Select vlywltcg  
ylyjreqlvq lbatmif Shift + arrow key awub, mlyrv/
- Text awulAlign (b, fnm-A[ hñ) zpatmi b, mlyrv/
- Text awulStyle (Bold/Italic/Underline) b, mlymi rv/
- Line spacing (Leading)<sup>35</sup> elParagraph spacing<sup>36</sup> qlvbmvl/

'qawwU' B i t e f p m r f n a v h m l u & r, /

Document **topiwckewr, f**

Microsoft Word r6n pma w6z uzt w6f

- File \ New **u** Click **yg/**
  - p** Insertion Point **ay:vmgr, / 'gq&if**  
**pmp' / uiv & ygyl 'gayr, hpm / uftaetxm [m u / vtsiwhtaetxm**  
**[wfr [wft & ifq pp&q; & ygOr, / 't w&uf**
- File \ Page Setup <sup>37</sup> **u** Click **yg/**
  - 'gq&if** Page Setup Dialog Box <sup>38</sup> **ay:vmgr, /** Margin, Paper, Layout  
**q / dawmh** Section **3-chw&yr, /**

35 pmaLumi fwaLumi feLwaLumi f&htLum;u tpuvft uSullajymvmyg/

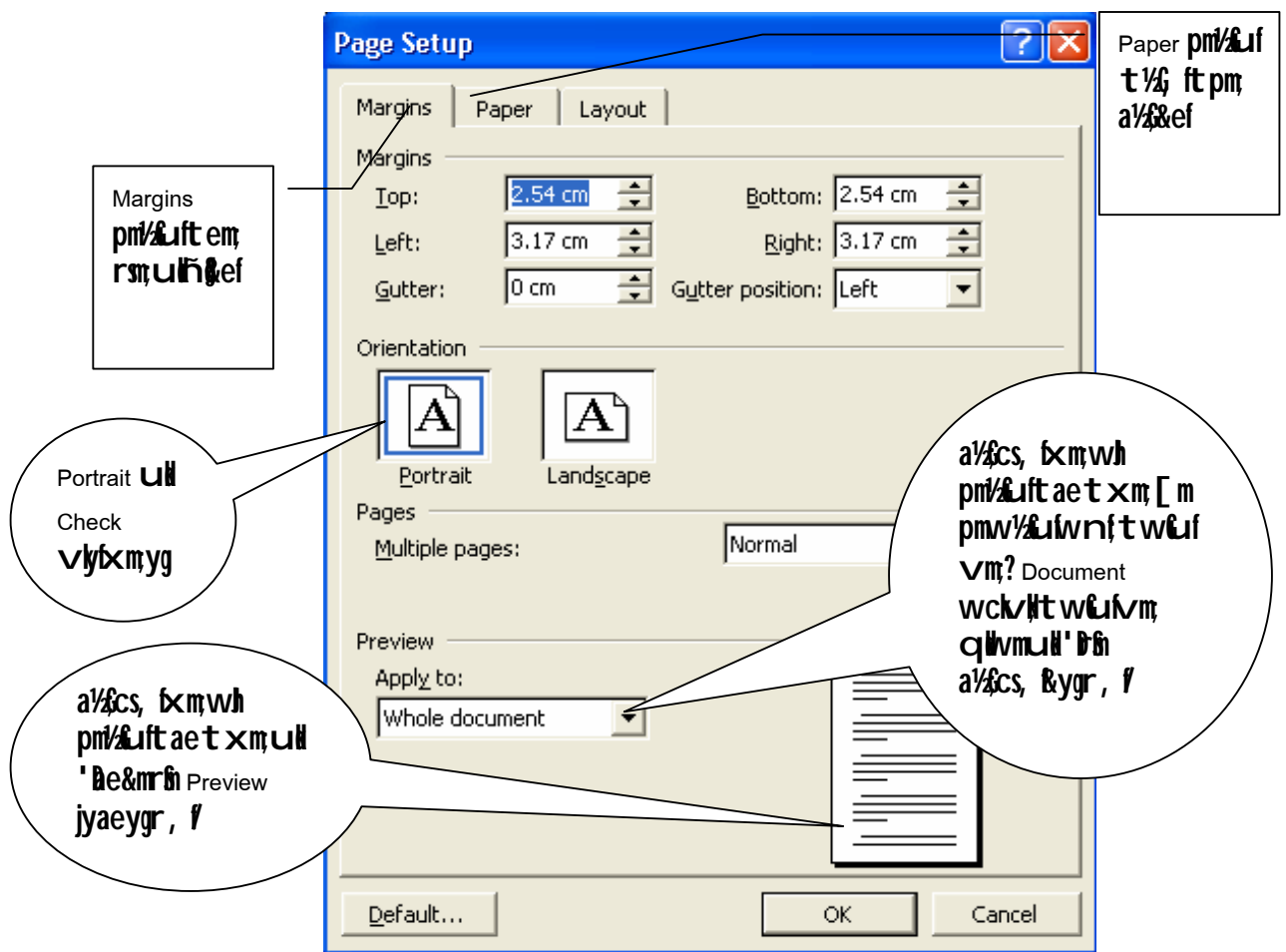
36 pmyllfwylléwyllftlwm, u t pwlft u? t uft a0; u llajymwmyg/

37 Document Setup

38 Dialogue &lv t "gŋ, ŋawm t i y e f t v s p u m a j y m a q a E s w m u l q l v m y g / Box u l t r s m q h o l u w m  
u a w m h a o w m a y g a e n f ' g a y r, i t j c m t "gŋ, i t a e e l o j c m a e n f 1/2 t i c k e t b o x t l v b l w m  
a w l n f & g w, / ' b w m Dialog Box u l a q a E s m a e m v b l i f o i h v e r, x i g w, / w u, b l i v n f

- Paper **U** **pm/ft t 1/2 ft pm a 1/2 y/** Paper Size **ae&mr** A4 **u** **ll** Check **vlybmyg/**
- Margin **U** **pm/ft t em (xufatmuab;aw&)** **t u0f^tus, fa 1/2 y/**  
Default Margin **U** 2.54 – 2.54 – 3.17 – 3.17 cm **pi w b m jzplygw, /** inches  
**t aeeUawm** 1 – 1 – 1.25 – 1.25 inches **jzplygw, /** Orientation **r fawm** Portrait  
**u** **ll** Check **vlybmyg/**
- **pm/ft t 1/2 y/** **lyb if OK vlyg/**

Page Setup Check **vlyw mlt t r vlyb mlygw, / t xlojzihul** **hul** **aeusufylwm**  
**r [ w b ] t jcm;ufylwmv r t vlyb r, ft cgr dlawefyg/**



**u** **ll** **l v l s i w h y p l t d z l t w e f u l l** **e l u e f y l w m e t j y e f t v e p u m a j m w h e & m r [ w l v m / ' g a y r, h** **Dialog Box**  
**u** **ll** **Dialog Box v l b r s i w m u t & s f q l j z p r, b i y g w, /** **Dialog Box e l c y q i q i j z p l w h e m u l v r s u a w m h**  
**Wizard jzplygw, / o b l r i f u a w m h a r f i q & m e u l t u s i b l p w l t " g j, b y g w, / u** **ll** **l v l s i w h v c k z l t w e f**  
**u** **ll** **w l l t p t q l v y z l r v b l** **Wizard a w e l t q i l q i b j z s f a y; o b n 1/2 u e f y l w m u o l l o m o m o b j z s f a y;?**  
**v l y b r a y; r b j z p l y g w, /**



pnp1/4uzltwufToolbar xlu Font tool rfn uftolykvvhFont u1la/4cs, bXmyg/ Ny&i f  
 atmurfsijxmwtwltwl{ 1/4uLunNupV pni/4uwtcgrfn bmultSFormat<sup>39</sup> rvlygeV 1/4u/bj  
 1/4ub0,ygr, / tm,vNvRsuH ktsiwwhybNullFormat vkygr, /

### Original Text

obbbN/D  
6-Eft 1/2; hūmīfāv;wā, mufū oltarullīDvmwīlygw, /  
nīfāv;uobqīfūllaqmīlqDv, wīl taru omūllcsygw, /  
Jnīfāv;ulīpīvrqīlygelbm, / ou qīīqīf  
emw, qīlvmrobīfāv}wīl  
cPaeawmībīw&ulmīyēw, / taraj;vmawmīnīfāv;  
olūlel[ pīyīpīlīewmawD&w, /  
JtcbbbN/D omūoltarullīpīymw, /

## Formatted Text

obbbbN  
 6-Eft ½; hūmīav;wa, mufu oltaruū iNvmwlygw, /  
 nDav;u obqyīūlaqmīqūv, wll taru omūllcmygw, /  
 JnDav;uū pūvrqlygebm&, / ou qlyīqif emv, qūvm  
 robtavJwll  
 cPaeawmh iūbūw&ūvmyelw, / tarajy;vmawmh nDav;  
 oullc plyDīlle wmw&w, /  
 JtcbbbbN omūoltaruūqajymw, /

♦ 'pmyllub, mFormat vlybvqlvm Nun&atmi'

- **acgi{p0pmwrf;uH**Select **vylyD** Align Center (^E) **ay;vlylgw, /** Style **tw&uawmh**  
Bold (Sh^B) **el** Under line (Sh^U) **Eptk/hay;xmygw, /**
- **usewlpmtm;vhuH**Select **lyD** Align Justify (^J) **ay:ygw, /**
- **pmyllaw&h&Bfrn** Cursor **cslyD** Tab **wcsupDacgulygw, /**
- **pmoyusewlpmaNumifawuH** **t**aewmfzpbthratmiñlgw, / (**usewlpmaNumif**  
**atmur&BvlpmaNumif&h&Bqlem;upm;law&cl oihwnt, he&maw&B** Space bar  
**acguh;1/2gb)**
- **aemuqHt aeeYpmtm;vhuH**Select **lyD** Format menu \ Paragraph \ Indent and Spacing \  
Spacing **xlu** Before **ae&mfrn** 6pt **uH** **bxm;vluwmyg/ 'gq&if pmyllvwclvckNum;**  
**t uñta0; [ m 6pt plzpbth;ydlyH**

39 uefylwmr6awmhpaw? t1/2awu1t pit p0cswm? ae&mwusp00wmu1Format vblqvw, f

# Lesson 2 Drawing Toolbar

ရုပ်ပုံတွေ၊ မျဉ်းကြောင်းတွေကို ဘယ်မှာရယူနိုင်မလဲ

'Acgi f p0a t m u r f n p u v D i p m p & m a w t r s m , B u p a w t & r f n g /

1. AutoShape  
to i v l y d o m j z p l w h t a j c k h l t y f, h y p h w G, b o E l l y g r, /  
' t x r f n Connectors e l y w b o u l n e n e n f a j y m p & m l y g w, / a t m u b u r f n  
t l g u l l o j c m x n h & ; v l l y g w, /
2. Line, Arrow, Rectangle, Oval  
Line (r d o f a l u m i f), Arrow (j r m), Rectangle<sup>40</sup> (a v ; a x m i), Oval<sup>41</sup> (b o d y) Tools a w l u l  
a w l y g r, / u l l t a e e l v l t y l w m a w a & ; q e l t w e l f o u t q l l & m Tool u l l y d  
t v G l w u l a & ; q e l l y g r, /<sup>42</sup>
3. Text Box  
Text Box 2 - r d l y g w, / / w r s t u a w m y l l y g b / a e m u l w r s t u a w m a ' g i l u l f  
p m a w l u l z l w l l t c g r f n o l z l y g /
4. Word Art  
p m v l ' z l l t v a w & l s i w, l q l i f Word Art<sup>43</sup> u l b l r f a y g l
5. Diagram  
t z t p n f w c b, l v l z p n f w n h q m u l x m w, l q l w m r s t u l l & l j y c s i w l l t c g r f n  
' l w c l u t a w m u l t o l l y g w, / v u l a w b o m u n m u n l y g / (Insert menu \ Picture \  
Organization Chart) e l q i l y g w, / ' q a y r, h ' d f u t r t t p m y l l y g w, /

Diagram **xrh** to **ih** **b** **ll** **wer** **my** **h6** **ch** **y** **x** **my** **gw** **f** **wcl** **u** **1/2** **cs** **ly** OK  
**v** **lv** **u** **if** Diagram **wcl** tool box **wch** **y** **v** **my** **qr** **f**

- ◆ Insert shape **uEgfyDawmh** Diagram **yHwEuXyWHznboEEllygw, /yBbW, qkif** Select **vlyH** Delete key **uEgfyg/**
- ◆ Move shape buttons **EpcUawmhyHwEuHta&B-taemufpp0zlyg/**
- ◆ Auto Format **uEgfyDawmh'ZlfrspUwWByar, /**

<sup>40</sup> Rhombus tem 4-bundpwkelyltisif Ctrl key ulkmyd qkyar, /

41 tcdly%&raw6fawmEllipes vllolygw, / Ollpu&ewhpuOllfyNlts&lf Ctrl key ul&ckmNp  
q&vqr, /

42 t1D<sub>bottoms</sub> awu1uvp1v1v1u1wme1Box t1u1u1wch1y:vmygr, / t1k1f1a&q1s1vni1 &ygw, /  
'gr1[kw1t1D<sub>Box</sub> u1v1ts1b1 - q1k1a1w1h1z v1y1ygr, / 'gr1t1D<sub>Box</sub> a1y1m1u1b1ygr, / u1l1 m1ts1l1w  
u1v1ni1 q1s1k1y1gw, /

<sup>43</sup> Word Art bottom **uvvpkyfvlurif** WordArtGallery dialog box **ay:vmygr, f t j Dk uH BuL&mvcln**  
**uvvpkyfvlurif** OK **uuvvpkyfvlurif, lq&if** Box **wckkyay:vmygr, f t j Dk uH BuL&pumpvlawB**  
**eJpmvMyPH (Font) awCula%yDlEElgw, f** Text box **awCulBr, qLVnf 't wllfygb/** Text box **qMyr, h**  
**prawCyif%ylwCulnf xnbCfElEgw, f**

6. Clip Art  
oLlUvpIvIvU&ifClip Art Gallery ay:vmygr, / tJkLu uH BuLU&myH aw&ll, bElygw, / (Insert menu \ Picture \ Clip Art) eItwlyg/  

7. Picture  
olvnfblClip Art eFuoygb/ uejylwmxf&vhl/yjy "gyjhw&lxnbGf vlvltcgrfnlygr, / (Insert menu \ Picture \ From file) eItwlyg/  

8. Fill Color  
Drawing Objects qf bxmwih/yjyvclhtwGfta&mi LUajymi fay:ygr, /  

9. Line Color  
Drawing Objects qf bxmwih/yjyvclhabomi vlfta&mi? rOfalumi faw&h ta&mi LUajymi fay:ygr, /  

10. Font Color  
pmvLaw&ltta&mi LUajymi fay:ygr, /  

11. Line Style  
qfKmxwhrOfalumi faw&htxlt yg? yplaw&ll' Dfa%, Ell ygw, /  

12. Dash Style  
rOfalumi fwalumi ftwGfrn tpub, Eppuygv/ tpu&w&llb, lvyt&tpttpOtsrvlqlvmull' De&mrfn a%, Ell ygw, /  

13. Arrow Style  
jrmyplaw&lu uH BUlUlmull, bW/ygb/  

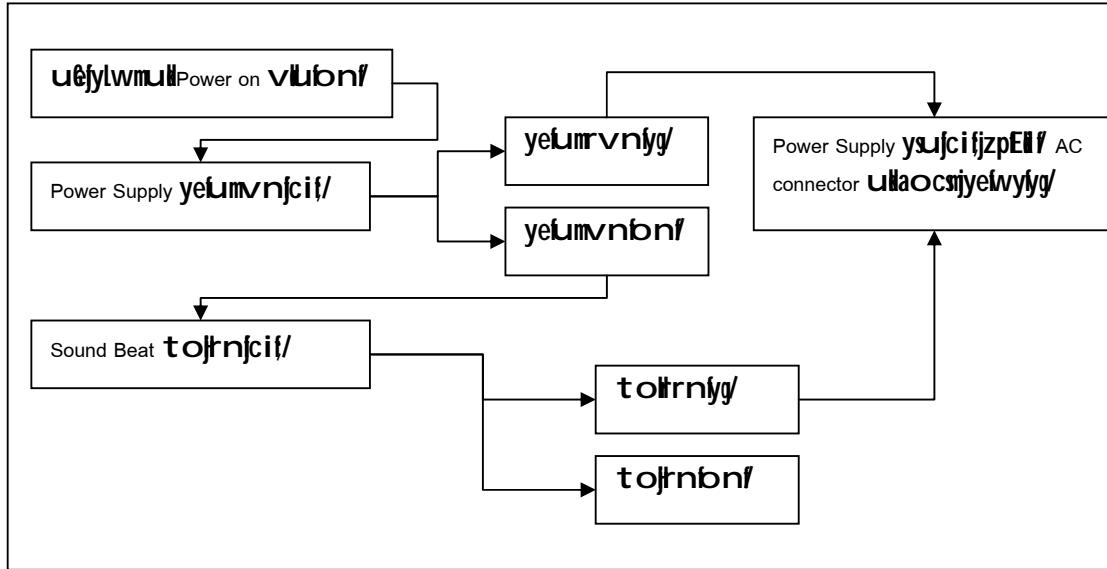
14. Shadow Style  
oluawmt&yusyly/ uH q&luwh/yjyvclullb, Mlt&yuspcslV.. 'DfpvBUlyfyiEll ygw, /  

15. 3D Style  
uH qfKmxwhylaw&llonbufrilybzpatmi vlkyay:ygr, /  


Connector **ulb, mblr** (Autoshapes \ Connector)

'BpOfpm;MunkWck&gw, / Connector ubmaLumi bZkVbv/ oZkVv&i f  
bmVlt yi fef cNUNunhawnrv&hnt wgwavrfawmhvu, iuL/vlt cgaw&iv, /  
vLvbMunhawnvltqirajyb/ orsu&ir;Munhawnh.. owL/vtob/ [kvw, /  
tolenfawnhogrob&izpb&wmyg/ o&fawmifstolenfawnharlob&wmaygh tckv/  
ar&f&arlob& r&vq/ 'galLumi hpmt&f&xn&g;xmay;vLuf, / arlob&wlt cgyenLunh&ygh

Connector **uolozlv/mu wae&muae tjcm;wae&mulqub& ñëjyzlyg/ 't w&uf**  
**at murñ erbmwclun&at mi f**



- **yxrqñ** Drawing toolbar **xlu** Text box **uñ mlyg/**  
 box **tububwchy:vmgr, / tñkñrñ** Text box **wclq& mlyg/**  
**pmaw&ubxñmlyg/**
- **aemuxyñ** Text box **aw&xyñ/vlyf, mlyg/**
- **a&q&ubxñmlyg/** Text box **aw&llae&mcsyg/**
- Drawing Toolbars \ Autosshpae \ Connectors **xlu oibwnr, ñvclun&, mlyg/**
- Text box **wclq&emrñ** Mouse **ultxmlyg/**
- Text box **abmiay:u** Mouse **ebdwhe&rñ tjym&mitpuuav;aw&ay:vmr, /**
- **tñ&e&muae** drag **qñ/aemuxyñ** Text box **wchy:uñq&c:vmrg/**
- **aemuxyñ** box **rñv/ tjym&mitpuuav;aw&ay:vmlyqñif** Mouse Release **vlyg/**
- **'gqñif** Text box **2-clun** Connector **ebqub& mlyg/**

# Lesson 3 Table

## စာရင်းဇယားရိုက်ခြင်း

1. Table `wcb, m knrv`
2. Table column `awultuof^tus, fb, mlyrv`
3. Columns & Rows `awullnhnmnjzpátmb, mhfv`
4. Table `wckv` Column `wck` Row `wculb, m` Select `vjrv`
5. Align `ñvmulb, mlyrv`
6. Cell `awullaygiMunr, / cMunr, /`
7. Table `xlvitywhe&awefn ta&mb, mknrv`

Word **xrfn pm&ifZ, m,wck1/2uzlt w&f**

- Table menu
- Tables and Borders tool bar

Document **topwcul** File / New **vlybzhluyg/** File / Page Setup **uae pm/ufatxm**  
**ulppq;yg/ vitybvll** Format **vlyg/**

Table Menu \ Insert \ Table **u** Click **v** **y** **v** **u** **y** **g** / Dialog Box **w** **c** **h** **y** **:** **v** **m** **y** **r** , / Dialog Box **q** **l** **v** **m**  
Command ( **v** **y** **q** **m** **i** **c** **u** ) **w** **c** **k** **t** **w** **u** **f** **u** **l** **w** **i** **n** **y** **i** **q** **i** **e** **l** **e** **t** **w** **u** **y** **g** /

Dialog Box **xrft**      Number of Coloums (*Z, m\ a'gi/v/Lj*) **ae&mrfn** 6 Coloums , *lyq/*

Numbers of Rows (Z, m \ twelv) 5 Rows , bmyg/

'gqkif Z, mufwcvmydy atmufr Z, muf 2-clu , Dfymygw, f wcu  
riv<sup>1</sup>uxmwhZ, mufyg/ aemwcu Format vlybmwhZ, mufyg/ b, Ml Format  
ovb<sup>1</sup>mulavvmlunkatmi/

Original  
Table

Expenditure for ... Training

| No.   | Description | Units  | Price | Costs | Remark |
|-------|-------------|--------|-------|-------|--------|
| 1     | Paper       | 2 pack | 500   | 1000  | A4     |
| 20    | Pencil      | 2 dz   | 100   | 200   |        |
| 300   | Plastic Bag | 2 dz   | 200   | 400   |        |
| Total |             |        |       | 1600  |        |

### Expenditure for ... Training

Formatted  
Table

| No.          | Description | Units  | Price | Costs       | Remark |
|--------------|-------------|--------|-------|-------------|--------|
| 1            | Paper       | 2 pack | 500   | 1000        | A4     |
| 20           | Pencil      | 2 dz   | 100   | 200         |        |
| 300          | Plastic Bag | 2 dz   | 200   | 400         |        |
| <b>Total</b> |             |        |       | <b>1600</b> |        |

Z, m, u, f, u, n, j, y, n, p, l, a, t, m, i, 1/2, u, n, y, d, o, g, n, y, d, k, i, f

Columns **awalt&ing**Columns **awwum,xu** Line **away:rfn** Mouse **uwwixm,unbif** Cursor

ypHvrHajymi foHwmuH awDr, / Mouse uH zokmNyD Drag qHunhyg/

Columns' Line [ m u l l g w b u l l i v l u l m y g r , / t l e n j e l Columns a w d l

tus<sup>h</sup>tus, fuln<sup>h</sup>fulg/  
(eremyxmw<sup>h</sup>Z, mul<sup>h</sup>l<sup>h</sup>h<sup>h</sup>mygw, f)

Column **tuotus, f**

- yxrtսննևսօվևն, /
- 'ltսննևս, հևևն, / Remark տսննւ՝wmajymի/vrtrvկց/

Column **nñ**

- 3-4-5 **တင်ပေးပါ။** Select **Table**\Auto Fit\ Distribute Columns Evenly **ပါ**  
Click **Table**\Auto Fit\ Distribute Columns Evenly **ပါ**  
**အသုံးပြုပါ။**

Align **ñci**

- Table **wck/kuil** Center x Center **vlyxmxzlvjgw, / 't'w&is** Table **wck/kuil**  
 Select **lyp** Tables and Borders tool bar **xlu** Cells Alingment **xlu** Align Center **uul**  
 Check **vlyvlu&is** Cells **tmvul** Center x Center **jzpbthryg, /**
- \***Pefwefz&znfywlt u&awc** (No., Price, Costs) **atmulipraw&ul** Select  
**vlyyg/** Format menu\Paragraph\Alignment Right **uul** Check **vlyvlu/yg/ 'gq&is**  
**nmbuulitnh&myljzpbthryg, /**
- **ly&hmt u&aw&ulwmt** Select **lyp** Left Align **ay:xmygw, /**

Cell **aygi fjc i f^c f c i f**

- Total **tuluṯhi** Insertion Point **cxmȳg/** Price **tuluṯxull**Select **vlyḅmȳg/**  
TableMerge Cell **ull**Click **vlyṯvLi&i f apmepmu** Select **vlyḅmwht tuluṯwG**  
**aygiṯoṯwmull awlByqr, / tu, i aygiṯyḅomull iyeḅutsiṯw, ḱliif**  
**tṯtutuluṯijelyṯp** Select **yq/** TableSplit Cell **ull**Click **vlyṯvLi&i f** Dialog Box  
**wchȳ:vmmull awlRr, / tṯḱṯṯ ull msiḅavmul** Columns/Rows  
**ta&twḱull/vLixnlyṯp** OK **vlyṯvLi&i faygiṯxmwh tuluṯwGjelyṯubṯ**  
**wnullawwByqr, /**

ta&mixnfcif

- *acgi/p0? tay:qHtuU? atmuqHtuUwU#* Select *vly/y?* Tables and Borders tool bar\Shading Color *xL ta&mi/wckay;xmwmyy/*

# Lesson 4 Save & Print

သိမ်းဆည်းခြင်း / ပုဒ်မထုတ်ယူခြင်း

1. File Save **offqnfjci f**
2. Password **xnfci f**
3. Header / Footer **xnfci f**
4. Print & Print preview

- Document **wacht op officiële**

Z, m, u, e, l, l, p, w, b, u, l, y, i, q, i, y, d, w, l, t, c, g, r, f, n, File \ Save v, l, y, v, l, u, l, y, /, a, y, : v, m, w, h  
Dialog Box x, r, f, n, File Name a, y, : y, /, b, , b, u, f, t, a, y, : a, ' g, i, r, f, f, e, l, l, v, h, Save in  
a, e, & m, r, f, n, u, l, l, b, , a, e, & m, r, f, n, o, t, f, x, m, c, s, i, b, v, b, q, l, v, m, u, l, l, a, /, a, y, /, (y, r, f, t, m, j, z, i, t, q, i, f,  
a, w, m, h, My Document x, r, f, f, b, x, m, l, u, r, l, y, y, /, ) y, l, d, e, i, f, Save u, e, g, v, l, u, l, y, /, ' g, q, l, i, f,  
a, p, m, a, p, m, u, a, y, : x, m, w, h, a, e, & m, r, f, n, (My Document x, r, f, f, ) u, l, l, B, l, Document u, l, l,  
o, t, f, x, m, a, y, : y, l, d, j, z, p, b, o, r, y, d, y, l, d,

- Password **xn1b6fjci f**

- o Password xnlvlt y& if File \ Save rvl/yg/ File \ Save as ullay/cs, yg/  
ay:vmw Dialog Box xrln File Name ay:yg/ b, buftay:a'gi rfn/vh Save  
in ae&rln ul b, ae&rln olf xmcsi bvq lvmulla/yg/  
o Dialog Box &l tay:^nmbufrfn Tools xlu Security Option ull/vl/yg/  
o Password to Open/Password to Modify tuunaw&rln  
ul &l vCDsflygw/zpap^pmalumi fjpap /ulx nlyg/ /ulx nlv/ulw  
pnawGelygwawGwbongzpap^rwlonjzpap - &ygw, /  
ta&/udvwmuawmul &l Password ullul lbom rsvrldyg/  
o /uly pof& if OK vl/yg/ ay:vmw Password to Open Box xrln apmapmu  
Password to Open ae&rln /ulxmwl mulje/ulay:yg/ OK vlyv/ul& if  
Password to Modify Box jyeay:vmr, / tJ rfnvnf apmapmu Password to  
Modify ae&rln /ulxmwmulje/ulay:yg/  
o Nlpof& if OK vlyv/ulyg/  
o Save vlyv/ulyg/

- Document **ta[mifwcktmjye&sjcif**

- o Save **vlytyDof,wh** Document **ullyvvlUlyg/** MS Word **ull/nf, ywvvlUlyg/**  
**apmapmu** Document **ullye&SILun&atni f**
- o Desktop \ My Document **ulG tyD apmapmu** Document **ullye&SILunlyg/**  
**(ul btrfxm,wh&mulul frsvf&i&wmhlye&i&wmjyO emawvEilygw, f)**
- o Open **vlytyg/**

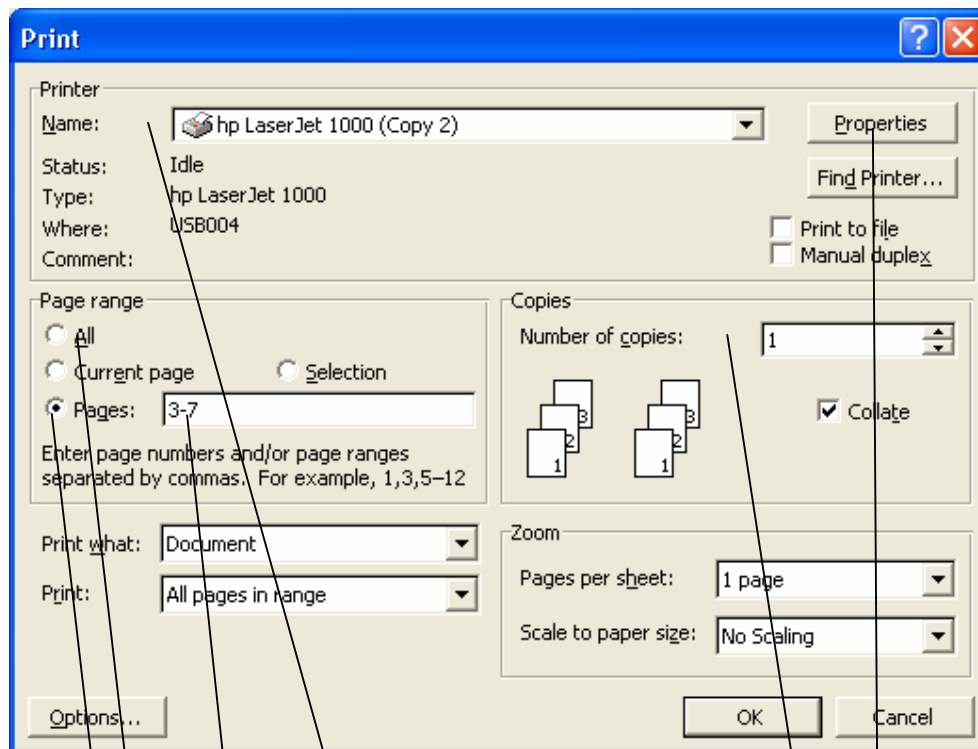
- Header/Footer **xnb0fjci**  
**wcgw&lt;f1/2LxcmlyDom?** Print **vlyxcmlyDom** Document **wcluluserwll**  
**jyely&szllvlt ywlt cgaw&ygw, / 'gayr, ftd**File **ub, f** Safe  
**vlyxmrf&frob?**lyDawmhFile name **b, vly;xmrf&frob** ... **qlygawmh...**
- '**gq&lt;ftjpmzllultenfi, jyelyjyiqir, ?** Print **vlytsir, f...** **qllvlt cgrn** ...  
**tu, f r** File name **ot, ?** File Path **ot, tq&lt;ftjzllulolhe&mrfob&f**  
**z0lv/lu/2bhyg**
- '**gayr, hemrnehe&mrob**qllwmum... **b, vlly/vrj...**
- aemulxywcyel/2u&rvm ... [**lvlvmayg** &**rawlawmb**q&lt;ftjyel/2u/2u **vlyD**  
**bm&Drj...**
- tj/2ljzp&atmifu** f Save **vlywzllawf** Header/Footer **aw&kn&may;zl**  
**vlygw, / b, vlkn&rvj...** **lun&atmif...**
  - View \ Header and Footer **ull**Click **vlu&f** Header and Footer View  
**ay:vmgr, /** Header and Footer **tw&uf** Tools bar **wckvn&ay:vmr, /**
  - Header **qllvmu** **pm/2uftay:bubutyll**f File Name **azmfyav&lvlt yll/**
  - Footer **u** **pm/2u&tmbubu** File Path (**otfxm&onhe&m**) Author (**pm/2ub**)  
**tjgaw&llazmfyav&lvlt yllfyg/**
  - Header **ae&mrf** Tools bar **xlu** File Name **ull** **vllyg/** Footer **ae&mrf** Page  
**ull, vllyg/** Footer **ae&mrfb** File Name and Path **ullxyf, vllyg/ Ny&f**  
Tools bar **ullyvvvllyg/ 'gq&lt;ftjpm/2uftay:bubtrn?atmbubtrn**  
**pmrsu&f elygw&ftrn? ae&maw&llxnb0fNyDob&yr, /**
  - '**gq&lt;ft** Print **vlywlt cgrn** **tjDtrn&aw& otfxm;whe&mawyg** **pm/2ub**  
**ygvmrfayg** **jye&szllvlt cgrn** **vG** **b0lvlyg**
- teniqhtae**l File name **ullwmh**Print **vlyr, pm/2ur** **xnb0fzllvlygw, /**  
Path- **otfxm;whe&m****lto&fawmifzll&mrb&fjye&szllvG** **lv, f**  
**r[ lvvlm/**

File **ta[mifwckulijye&fcsi&i f**

- Start \ Search **u1uvpyg/**
- **ay:vmw** box **xrh** All files and folders **u1uvpyg/**
- All of part of file name **u1uvpyg/** **ly&iatmuf&w** Search button **uEgVUy/**
- **'gq&iufeylwmuae z1u1u&ay;aeqy** **cPapmly/** **&aww, ?**  
**raw0tqlvmluuefylwmu tp&ichvtr, ?**



- Print Preview
  - Document Print xlv, jci
    - File \ Print Preview Click yg/ tJ
    - Print vly&ix&vnr, hpm/ft aet x m ulljri & ygr, / pthv&ul&jzply&q&i f
  - File \ Print Click yg/ ay:vmwv Dialog Box rñ vlt ylv mawG jyi&qib&cs, Ny&awm OK vlylv&u&i&ygy



pm/ft ygv&w&v  
yftjy x m wlt wlt  
(3-4) elygv&w&v  
tv, rñ Hyphen  
cly& x may;&  
ygr, /

Printer  
tr&tpm&/&ef

'&c&ñ pm/ft &G ft pm?  
taet x m awGa&/&cs, Ell f

tpb, hvmuf Print  
c&bvj- a&/&ef

Document xlv  
pm/ft t u&v&v  
xlv, bll

Document xlv  
a&/&cs, b m wv  
pm/ft&w&v&v  
xlv, bll

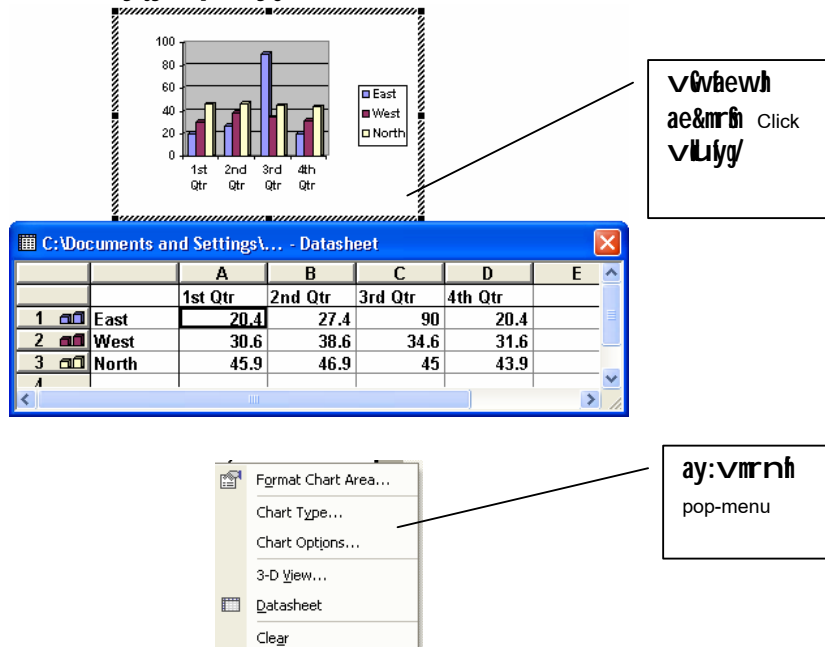
# Lesson 5 Charts

ဂရပ်ဘားများ (သရုပ်ပြပုံများ)

အတူတူပင်၊ အသစ်တစ်ခု (Chart) ဖန်တီးပါ။

Insert \ Picture \ Chart ဖန်တီးပါ။ Chart ဖန်တီးပါ။

Chart ဖန်တီးပါ။ Right Click ဖန်တီးပါ။



- Format Chart Area ဖန်တီးပါ။
- 1) အသစ်တစ်ခု ဖန်တီးပါ။
  - 2) font ဖန်တီးပါ။
- Chart Type ဖန်တီးပါ။
- 1) ဖန်တီးပါ။
- Chart Option ဖန်တီးပါ။
- 1) Title ဖန်တီးပါ။
  - 2) Legend ဖန်တီးပါ။
  - 3) Data labels ဖန်တီးပါ။
- 3-D View ဖန်တီးပါ။
- Data sheet ဖန်တီးပါ။
- Clear ဖန်တီးပါ။

# About the Menu

## မိန့်ဖျားဒါးကြာင်း

Menu awCulliyelyavlvMunMUOpV yHst mjiZiqlKiawmhREawCul Mouse Click vlyNd  
z6Nuygw, / 'gayr, hMouse ulp&mrvbe Keyboard ubbNyz6Eliwyao;w, /

Alt key uH uHxm,vUy/ 'tcsrñ rEbm,uHnHvUy/ rEwcpH  
pmvHvHvHvH Under line wmxm,wmaW&ygr, / Alt uHkxm&ifeI tJpmHvH  
quEgVU&if obbuqHf &m rElyHvmmuHw&ygr, / Oym- File menu  
uHktsiw, qHif Alt + F uE&ygr, / Table menu uHktsiw, qHif Alt + A uE&ygr, /

aemuxyqulypawm File menu xlu Page Setup u46tsiw, blygawm apmapmutwifbl  
Alt + F uEfyg/ Nypawm uEfyg/ 'gqkif Page Setup box ay:vmvmu4w4r5yg/ bmv4U  
u4quE4v4b4wmh Page Setup pma4umi4x4f4 u44 Under line ay:xm4v4yg/  
ticmr4aw4ku Command / Dialog box aw4u4/ '4n4f4ire4re4c4: 4t4ny4E4fyg, /

'gu:lsvfxmrygaen/ ylyðrefrestvlyvlyEliZli 'gutrsnBuðtaxmuftuhy:rbyg/ bmvW/ qWwmyyZ&rftrulefmrñ ðnfultoljlyEliWlygb/ 'gu:lusenwWu Short cut oWw, fW ac:ygw, / Short cut aw&lylyfxmr, ? tvGv&xmr, b&iftvlyvlyWltcgrñ trsnBuð vlyðrefefmrñ aocnygw, /

re, xrh tcdvyaqmitsuaw[m toh,swltwuf ofcm, Short cut ay;xmwmaW6  
 &ygw, / t jgawfllolbuqllwhe&mab;rh a&;xmwmulwdrfyg/ Oyrn File New q&lf  
 Ctrl + N vhy;xmygw, / y%&rftm,vrh zllftopfwck, zltwuf 'D Short cut ubj  
 ohygw, / 'qu Keyboard short cut yq/

Mouse **EgylDkR, h** Toolbars **ay:rfuswmh ½yflv;awefjygw, / t!tWuUk/**  
**rEay:rf ouqB&mtvUf ½yflv;awfjxm,wmuUw&rfyg/ Oyrm-** Print **tw&uqBif**  
**y&iUwMhV; pojzihydV/ 'qawUUnf okmzMit ylgw, /**

uJ File menu uaeplvNuNu&atmi/ 'gayr, hrEltm,vHl olxU Command awGtm,vM  
uNuNunfrawmr[wyg/ tolenfr, ftcsuNcexmcrfng/

## 1. File menu

## i. New (Ctrl + N)

File/Document/Publication **topwck, zlyg/**

- ♦ (oltwftao;pvluwmmLesson 1, page 20 rfiyeMunlyg/)

## ii. Open (Ctrl + O)

**t&i&lyDom; zllfta[ mifwckulz6zlyg/**

## iii. Close (Alt + F, C)

**z6bxm;wckllwckulhyvzlyg/**

- ♦ Active File Window **nmbuftay:a'gi lu Luubajccwefwlvlygb/**  
**uH lyvr, zllu Save rvy&ao;blq&if Save rfm;qvhtar;pmwef**  
**eltwl Yes, No, Cancel buttons av;awgyay:vmygr, / Yes uEgvlU&if**  
**'zllxrhjlyijajymi{vbxm;orUllSave vlyay;ygr, / No q&i&awmh**  
**jlyijajymi{vbxm;wmauGullSave rvyay;awmlygb/ Cancel uawmh**  
**'zllulyvrfr [lwao;ygb;q&ifolluEgzyg/**

## iv. Save (Ctrl + S)

**jlyijajymi{vjznbo{fwmauullotqntzlyg/**

- ♦ **zllftopwck(oll ta[ mifwckh ull jlyijajymi{vjznbo{xm;wmauG**  
**twlfrluncPqibvllSave vlyhezlvlygr, / zllrEtu&Glyd Save ull**  
**olluvpzlvlygb/ Standard toolbar ay:rbb/ Floppy vlyprlav;el**  
**xlvbxm;wmau&rlyg/ olluvplvlyzlyijyibrowullrswbm**  
**otqntay;aerlyg/ tlfkuivG lwmawmhudblway:uae Ctrl + S**  
**uEgvlUzlygb/**

## v. Save As (F12)

**rlyzlluE\*ltwllxm; , / jlyijajymi{vbxm;wmauullzllftoprh ygoi&pcslw, f**  
**q&if Save As ulllygr, / aemuNyawmhzllft rnhajymi{zllotfwhe&m ajymi{**  
**zllPass word xnlzq&i&ivn{ Save As ulllygr, /**

- ♦ **zllwcku&Glyd jlyijznp&uwmaw&lylyawmhSave As uEgvlUlyg/ Save**  
**As dialog box ay:vmygr, / Box xrhzll&mrnftoplvchajymi{ ('gr\$ [kvf**  
**ollr, he&majymi{) ay;&ygr, /<sup>44</sup> ajymi{ay;lyd&if Save uEgvlUlyg/**  
**'gq&iftrnbpf(oll ae&moprh otqntlydoh;wmau&rlyg/**
- ♦ Pass word **twluuwmhLesson 4, Password xnb6tjci? page 28 rfi**  
**jyeMunlyg/**

## vi. Page Setup (Alt + F, U) (Double Click on Ruler)

**pn/lttaetxm;ullu l&tslwhylylyizltwul Page Setup uaejyibay;&rlyg/**

- ♦ Margins, Paper, Layout, Doucument Grid **qlyd Section 4-cl&ygw, /**

<sup>44</sup> **bmalumiqlwmae&mwckh tr&tpm;+trnlvzllwckuyl&lylyg/ Window u tlgulvurcllyg/**  
**trnf(oll ae&majymi{b) Save vlyr, q&ifrlv&ewzllulzulyplyd zllftopullxm;ay;rlyzplygw, /**

- ♦ Margins **rn** **pm**/**u****h****ab**;**b**, **hn**? **tay**?**a****t****m****u****f****ae****&****m****v****l** **t****u****ht****a****0**;**aw****G**  
**u****ll****p****h****u****l****u****t****sh****n****E****l****l****y****g****w**, **/** (**tao**;**p****h****u****l** Lesson 1, page 20  
**rn****ij****ye****l****u****n****l****y****g**) Orientation **u****aw****n****h****pm**/**u****h****a**'**gi****f****u****l****u****f****m**?  
**t****v****s**/**u****l****f****m**;**q****l****u****m****u****l****j****y****m****w****m****y****g**/ Portrait **u** **pm**/**u****f****a**'**gi****f****u****l**? Landscape **u**  
**pm**/**u****l****t** **v****s**/**u****l****y****g**/ **w****c****l****y**/**h** **&****r****h****w****e****f****h****aw****n** Tall / Wide **v****b****l****y****g****w**, **/**  
 ♦ Paper **x****r****h****aw****n****h****pm**/**u****l****t** **1**/**4** **ft****pm****u****l****a****1**/**4**, **E****l****l****y****g****w**, **/** **t****o****h****t****r****m****q****h**  
**j****z****p****r****h****u****aw****n****A4** **ay****gh****e****n**?  
 ♦ Layout **rn** Header/Footer **&****h****t****u****s**, **ft****0****e****f****u****l****l****ow****r****s****w****ay**;**E****l****l****y****g****w**, **/**
- vii. **Print Preview (Alt + F, V) Ctrl + Alt + I)**  
**pm**/**u****h****aw****u****l** **Print** **r****v****l****y****c****i****r****h** **u****l** **m****l****s****i****w****l****t** **a****e****t****x****m**, **[** **kw****r** **[** **kw****i****y****e****p****p****a****q**;**z****l****y****g**/  
 (**Lesson 4, page 28** **rn****ij****ye****l****u****n****l****y****g**)
- viii. **Print (Ctrl + P)**  
**t****m**, **v****h****u****l****u****j****z****p****l****y****g** **&****i****f** **pm**/**u****l****u****l****y****&****i****b**kw****i**, **z****l****y****g**/ **y****&****i****r****x****w****c****i****r****h** **pm**/**u****l****t****a****e**  
**t****x****m**, **r****e****f****r****r****e**? **y****&****i****w****m****t****r****e** **t****pm**, **r****e****f****r****r****e** **p****w****m****a****w** **u****l****p****p****a****q**;**j****y****i****a****y**;**&****y****g****r**, **/**  
 (**Lesson 4, page 28** **rn****ij****ye****l****u****n****l****y****g**)**
- ix. **Exit (Alt + F, X)**  
 Microsoft Word Program **x****l****u****a****e****t****l****y****d****t****y****l****x****u****b****h****z****l****y****g**/ Title bar **u** **t****e****h****&****m****i** Cross **e****l**  
**t****w****l****w****y****g****b****l**
- x. **Recent Documents**  
 File name **w****c****l****u****l** **Exit** **&****h****t****a****y**:**r****h****u****y****f****u****h****z****n****f****y****x****m**;**w****m****u****l****h****aw****&****r****h****y****g**/ ' **g****u****aw****n****h**  
 Word **x****r****h****aw****u****l****u****t** **v****l****y****v****l****y****c****i****r****h** **h****aw****u****l****h****z****n****f****y****w****n****j****z****p****l****y****g****w**, **/** **u****l** **m****l****s****i****w****l****t**  
**w****c****l****u****l****o****&****h****w****e****&****m****u****w****l****t** **x****d****t****q****i****q****i****b****h****y****z****h****r****v****b****e****l**' **h****e****&****m****u****a****e****z****h****E****l****i**  
**y****g****w**, **/**

## 2. Edit menu

- i. Undo (Ctrl + Z) / Redo (Ctrl + Y)
- uU vlyclvlylqmi tcsu lrlr Bulu vlyjelyl/ylot fcsi wlt cgrñ ohygw, /
- ♦ wplwclutsluylpvlulylp rSrzsutslawmbtqlkif Undo uEgvlul/yg/ Undo Eglp rSjyelvlytsi ho;w, lqlk iawmh Redo uEgRfaygh
  - ♦ uUumi fwmvclu Word rñ Undo uU uelt owf&ly;ygw, /<sup>45</sup> zllwckñ pzclwun fuae aemuqlt cñft xdvlylxmwhlyly iajymi fvlhawuU rBulubtqlwlt cgrñ Undo ulquwluwcsuylwscuEgbot; if [U .. zllf ppzcltsi ftxdllyjebotay; rñjzplygw, /
  - ♦ Numxlu wae&m&rñ Save vlyclr, lqlk iawmh tJ DSave vlyclvlyhe&mt xdbllyjebotay; yqr, /

45 CorelDraw tlyphwfiw Undo ultueltowr&lyygw, / Macromedia tlypeI Adobe tlyphwfiawmh  
tueltowr&lyygw, / Oymr Adobe PageMaker rnfqkif Undo 1-sub&lyygw, / Adobe Photoshop r&awmh  
Undo tcsuf20 txdwkw&lyygw, / Macromedia Freehand rfi10-csuf

ii. Cut (Ctrl + X) / Copy (Ctrl + C) / Paste (Ctrl + V)

pm (o) 1/2 ylwckulul, lyd xylybzhaemt oplwlyzlyg/ ul, zluawnht&if

Select vlyfxm&ygr, /

- ♦ Cut vlyr, bqlifawnhriv pm'yhueraeawmlygbt/ ohtlyd Paste vlyr, he&mrfn pmawGylwGjyehay:vmrjzplygw, /
- ♦ Copy vly&iawnhrivae&mrfnJuseclr, / Paste vlyr, he&moprfnJ xylylybzhaemtvmrjzplygw, /
- ♦ Paset uawnhtCopy/Cut vlyfxmwmaw&hlyyelyay:vmaprjzplygw, / Paste rlytciifn Cursor/Insertion point ul&i&e&mcsxm&ygr, /
- ♦ Copy/Cut ullwbutvlyfxmr, bqlifaemulxyft oplwckulxylyd Copy/Cut rlytcsi Window Clipboard rfe&le0rjzplygw, / tbutbutxylyd Paste vlyElygw, /

iii. Clear

pm^1/2 ylwckulzsuypzlyg/ t&if Selet vlyfxm&ygr, / Keyboard ay:u Delet key elt wlyg/

iv. Select All (Ctrl + A)

Document x&newmaw&tmvhuSelect vlyay:ygr, /

v. Find (Ctrl + F) / Replace (Ctrl + H)

Find u wplwckul&faz& Replace u &faw&vmvmaw&hwccklyt pmx&ajymi(v) zlyzplygw, /

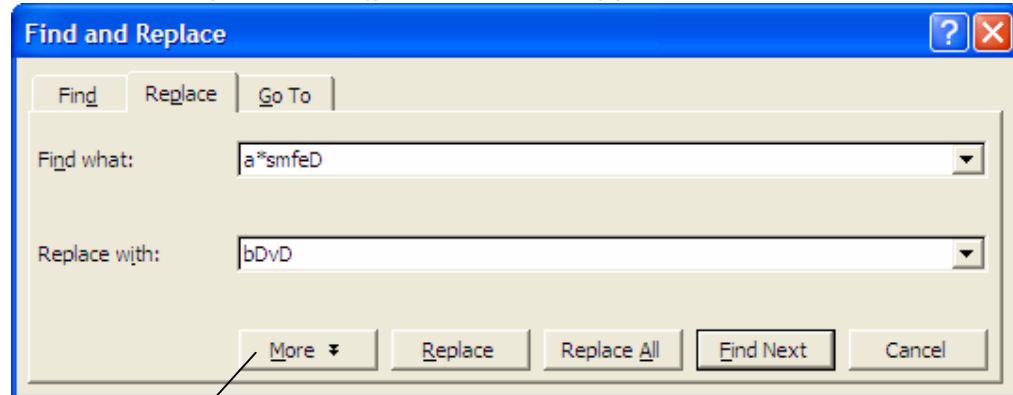
- ♦ Find uElyvlyr, bqlifBox wchay:vmaygr, / tJbxrhn ul &faz&hwh wckulxnob&fay:lyd Find Next botton ulwvplvlyr, bqlif&faz&y:rn jzplygw, / pumvhwvhl 'grf [ lwfpumvhwaw&pmvlyp t xlt u&m pwmaw&tr&ul&faz&y:Elygw, /
- ♦ Replace uElyvlyr, bqlifvBox wchay:vmaygr, / tay:bujcrtf Find What- (bmul&fay;&rfin)? atmulbuylf rfin Replace- (tpmx&lay:apcsi whwplwck) tJgaw&hupblwlae 1/2ulxnay;&ygr, /

o vufaw&wcpfroyMun&atmi&atmulferbenjymygr, /

Alulxrh  
 O, s0bxrhwckul ajrznewh ar&ul a\*sfjriobhw, /  
 rsulwaw&lyd ilkmyl aygubewh ar&ul pprfcsipov&ly  
 obr;Munlv, /  
 Jbmvlwawmvlar&J  
 Jigh&igav; aoothv oluljrirlybewm ar&ul  
 armrMunbebjymw, /  
 Jtll.. [ lwlv/ a&igav;ul ajrirlywm usiutlu&udygm}  
 a\*sfjrit olu u&Pmo&ytmb [ efa&mp&ubew, /

]] [wlv, / igh%ig u eihumi&Aluxhfv}} ar&u ajrBudzi feJ  
ajzvluw, /

- o tJ pmyllxlu ja\*sfepqlvbmnnu]] bDv/vhjymifcsi w, / pmyllul  
Select vlylvawmh Replace uEg/vluvg/ ay:vmwvBox xJh atmul  
rfjyxmwlt wll{ %luxnlyg/ NyD&if Replace ullvcsutstfEg/bthryg/  
'gql&ifemrnhjymifob;wmulwv&ygr, /



pmyllul  
tjcm tao:pvf  
usvmawlyitsi&if  
'Be&mrfn  
uvpvlvyg/

- o Replace All uenfenf tE&m, &vlt w&faocmwlt cgrS  
o&pcsi ygw, / bmvllqllwmh Document wckvlt&vlt m,vllul  
ajymi fypvlur&jzplvlt w&lyg/

#### vi. Go To (Ctrl + G)

Go To ulbMyDawmhul bthvvhpmrsuEbuljtjreqllo&Elygw, / tJtjyif  
Line (pmaumi) aw& Bookmark, Footnote, Endnote trsmBudygbl tJtcmvllulGo  
To uwqihjrefrebthElygw, /

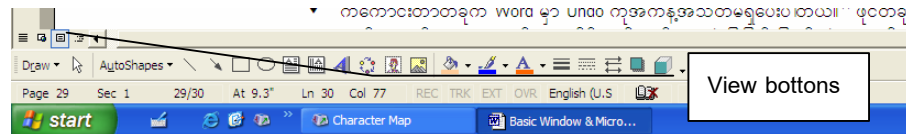
- ♦ Oym- pmaumi fa& 60-ullothcsi w, lq&if Go To uEg/vlv Box xJh Line  
uH %yg/ lyDawmh Line number ae&mrfn 60 u&luxnlyg/ NyD Go To  
uEg/vlvur, lq&if pmaumi 60-ae&mul&mulbthrfygy/  
pmrsuEhql&iawmh Page uH %? pmrsuEhlygw x nhy:aygh  
vG lygw, henv

### 3. View menu

#### i. Print Layout View

yl&ftmjzihzllft oplwck&lvlu&ifay:vmwvjrifu&fyg/

- ♦ usenit aeeql&iawmh'lvclulbt o&rm ygw, / bmvllqllwmh  
yEg&lvlt cgrn &vmr, htaetxm twllf aznfyxmwvjrifu&frlvlyg/
- ♦ wcgwavr&awmh Table aw&qlvlt cgrn jrifu&f tjyibu&mulbthryD  
a/Jr&? n&f Bul&wlt cgrbl Normal View / Outline View wckul b&jzpf  
ygw, / jye&lvDwmeJ Print Layout View uljyelvmvluvm ygb/
- ♦ MS Word Window &hb, bu&tmu&f gilh jrifu&f 4-r&h& buttons av;awG  
&ygw, / ul jrifu&f jrifu&f ulluvpvlvygbl



- ## ii. Toolbars

Microsoft Word, page 16

- ### iii. Header and Footer

Lesson 4, page 28

- iv. Full Screen (Alt + V, U)

Monitor screen Close Full Screen

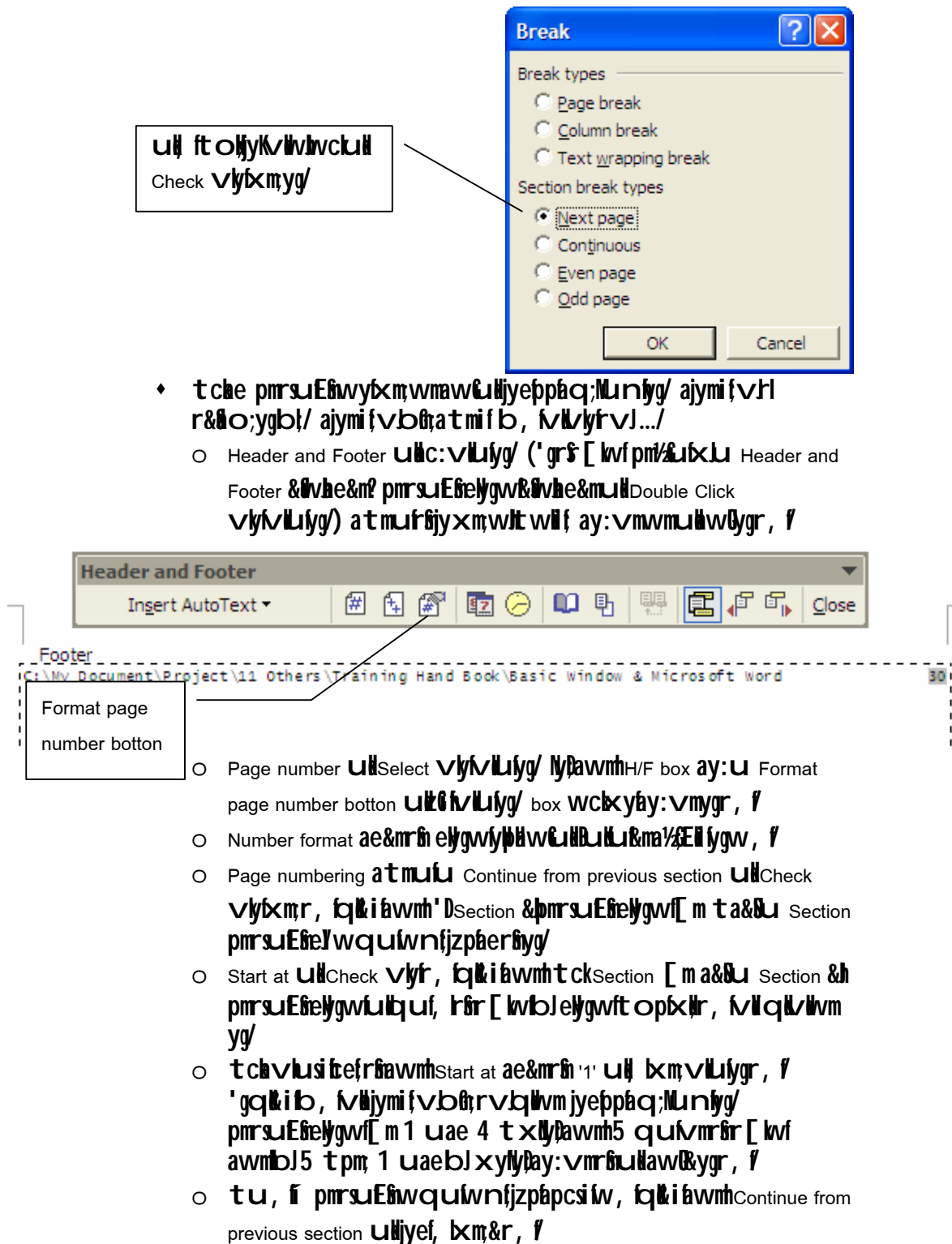
#### 4. Insert menu

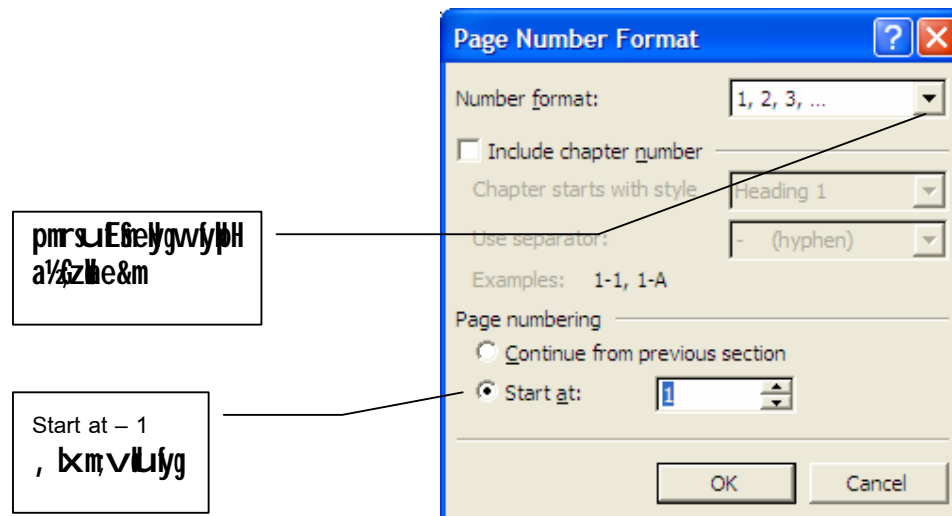
- i. **Break**

Break **u1&n1/4 tsuftsrs1tw6bE11ygw, f**

- tJkU uae nC PcPoljzphawhwcluwmm Section brak types \ Next page yg/
  - pmsuEñ 10 rsuEñavmu&ñv Document wckrñ pmsuEñ 1 uae 4/ aemubxyf1 uae 6/ tJkUñcmñD pmsuEñwycsi ñv tcrñlawEñ oñygw, /
  - Docu: wckrñ Header/Footer awñcñcmñDwycsi ñvt crññvñf oñEñygw, /
- b, ñvñqñvmñSñfoñatmifquñunñu&atmi/
  - pmsuEñ 10 avmu&ñvhñlñwclñññbxmyg/ pmsuEñyñgwñwG wyñxmñDomjzplygap/ pmsuEñ 5 rñ Cursor csxmyg/
  - Break uñc:vñlyg/ atmurññri&wtñwññ Box wchay:vmygr, / tJkññ uñ ñvñññwclñññcs, bxmyg/ ñD&if OK uEñyg/
  - tchvmaVmQ, ñawnhyññijymñwtñwññ Next page uñññDñawmh OK vññvñlygr, / 'gqñifpmsuEñ 5 [ m Section topñwckzpf oñiyñD



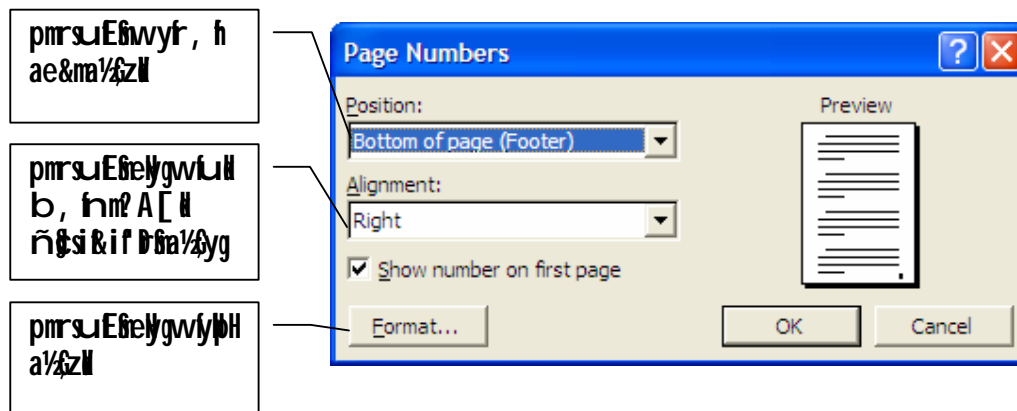




## ii. Page Number

pmrsuEfiygywlypH  
a/%zll&m

- ♦ Insert \ Page Number ulvpvlyvlu& if box wchay:vmgr, / tJkrfn  
elygwlytsi wbe&mull/%Eliygw, /
- ♦ atmuqlemav;rf&vHFormat ulvpvlyvlu& iawmh  
apmapuawCkz whPage Number Format box jyeby:vmgvdr, /



## iii. Date and Time

&up&tc&aw&knob&zlyg/

- ♦ Insert \ Date and Time ulvpvlyvlu& if box wchay:vmgr, /  
tJkrfn ul Efbuwyph&uH/%, Eliygw, / a/%p& if OK  
uEgfvlu&ygh
- ♦ yH&ftmjzi hwmhHeader and Footer ae&mxh&xn&v&lygw, /  
tjcmuH b&mcsi wbe&mrvJxmEliygw, /

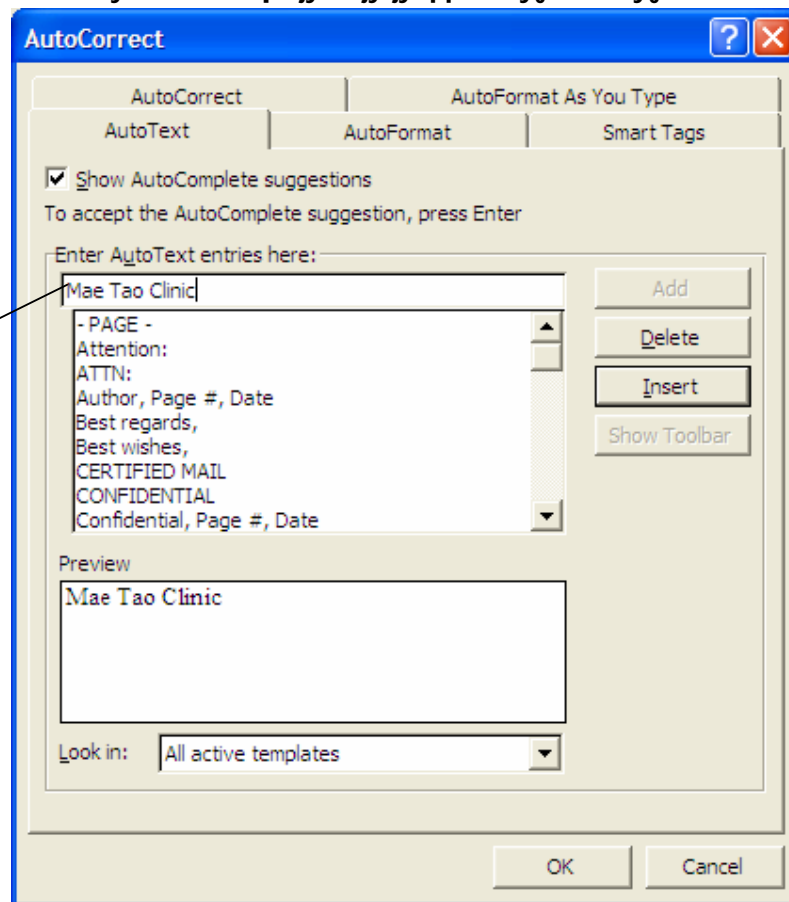
- atmutqlemav;rf&v Update Automatically uil Check vlyxm; r, iq& if awmht!Dt c&aw& &up&awC m z& Nunhvt c&w& r& Update jzpaeygr, /

#### iv. Auto Text

oluawmht o&rm;whpum;v& pump& Ogusaw&lrsv&xm;ay;ly& oi&v&w, m& u&f&ylwmu, iq&w&lt c&f&f& t&u&ly&/c&up&mw&rf (Pop menu)w&cl&zn&f&ygr, / u&f& i&u&Bu&u&E&f&ou&f&w, iq&f& if Enter acgu&v&lu&/y&gb&/ pum;v& pump&lu& t&p&t&q&w&/u&p&&mr&v&w&mh&lay&g&f

- O&yrm January u&lt&q&ix&w&/u&z&f&v&b&f Pop menu ay:v&mw&lt&c&g Enter acgu&v&lu&/y&pn&j&y&n&p&b&f&at&mi&v&ly&ay;w&mr&f&ygr/
- u&f& t&Pc&Po&f&r, p&mw&rf&aw&u&lu&/x&n&b&f&x&m&E&ll&y&gw, / v&ly&R&f&u&aw&mh&v&f& f&v&g& ay&/ at&mu&f&f&j&y&x&m&w&hy&p&f&u&t&w&f&f
  - Insert \ Auto Text u&lu&v&p&f&v&ly&v&lu&f&ygr/ 'g&q&f& if Auto Correct box ay:v&mygr, / y&lt&f&j&y&x&m&w&lt&w&f&f v&lt&f&f&v&p&f&u&lu&f&x&n&ly&f& OK v&ly&v&lu&f&, iq&f& if u&f&e&f&r&ma&&a&umi&f&o&f&ly&g&f
  - u&f& f&v&ly&xm;w&m&t&q&f&f&j&y&^r&aj&y& j&y&e&p&p&lu&n&ly&g&/ OK r&f&ygr/

'De&mr&f&f& p&f&u&lu&f&x&n&f&f& ly&f&aw&mh&OK v&ly&v&lu&f&ygr/



- t&f&gt&j&y&f&f&t&j&m&o&f&m&z&f&w&/v&mw&f&f&rm&Bu&f&f&g&ao&w, / u&f& f&w&f&f& x&y&f&f&v&v&mo&f&z&f&w&/ygr, /

v. Symbols

to insert a symbol, click on the Symbol button in the Insert menu.

- Insert \ Symbol button: Click on the Symbol button in the Insert menu.

vi. Comment

to insert a comment, click on the Comment button in the Insert menu.

- Report button: Click on the Report button in the Insert menu.
- Insert \ Comment button: Click on the Comment button in the Insert menu.

vii. Reference

to insert a reference, click on the Reference button in the Insert menu.

- Insert \ Reference \ Footnote button: Click on the Footnote button in the Insert menu.
- Footnotes button: Click on the Footnotes button in the Insert menu.
- Endnotes button: Click on the Endnotes button in the Insert menu.
- F-note button: Click on the F-note button in the Insert menu.

viii. Picture

to insert a picture, click on the Picture button in the Insert menu.

- From File button: Click on the From File button in the Insert menu.
- From File button: Click on the From File button in the Insert menu.
- Picture toolbar button: Click on the Picture toolbar button in the Insert menu.



○ Picture Toolbar **ඡර්ඡ**

- Insert Picture - **1/2 ඡර්ඡ ටොප් ටැබ්**
- Color – **තැබ් රිබ්ට් පැනල් (Color - රිබ්ට් පැනල්)**
- More \ Less Contrast – **ඡර්ඡ ටොප් ටැබ්**
- More \ Less Brightness – **ඡර්ඡ තැබ් බ්‍රොව්නිෂ්**
- Crop – **ඡර්ඡ ටොප් ටැබ්**

**ඡර්ඡ** select **ඡර්ඡ** Crop tool **ඡර්ඡ** Handle **ඡර්ඡ** Mouse **ඡර්ඡ** Mouse  
**[ m T y p t s j z p b t y g r , f t j t c g r n v t y b v n q u o f a y ; E l l y g y d ' g l m y l h**  
**t c s t t p m u l t x c l u a p b j r v l v t y l l f u l z , b x v l w e n f y g /**

- Rotate - **වර්තනය**
- Line Style – **රිබ්ට් පැනල් (drawing object jz p r , b q l i f r o f a w e h t x l t y g ; a l f s , z l l**
- Compress Picture - **1/2 ඡර්ඡ File Size i , b o t a t m i f c s l a y ; y g r , f y l l t 1/2 b j y m i f o b t r f r [ l v y g / email/internet a w t w e b q l i f t o b i y g w , f**

- Text Wrapping - **1/2 ඡර්ඡ ටොප් ටැබ්**

**ඡර්ඡ** select **ඡර්ඡ** Text Wrapping **ඡර්ඡ** o i h w n r , l v c l u a 1/2 , y g /  
**a l f s , E l l w m a w e a w m h ...**

- In Line With Text **1/2 ඡර්ඡ ටොප් ටැබ් [ m w q u i v p y l v n f j z p a e y g r , f 1/2 ඡර්ඡ ටොප් ටැබ්**
- Square **Wrap jz p a e y g r , f 1/2 ඡර්ඡ ටොප් ටැබ්**
- Tight **Wrap jz p a e y g r , f 1/2 ඡර්ඡ ටොප් ටැබ්**
- Behind Text **1/2 ඡර්ඡ [ m p n e t a e m u f r f e s y g r , f**
- In Front of Text **1/2 ඡර්ඡ [ m p n e t a e s f e s y g r , f**
- Top and Bottom **p m a w [ m 1/2 ඡර්ඡ h t a y : ^ a t m u f r n a e & m , y g r , f**
- Through **p m a w [ m 1/2 ඡර්ඡ y : r f n j z w b t y g r , f**
- Edit Wrap Option **o w f s v i x m l y d o m , Wrap a e & m , f , h t u s , f t o e f u l l j y l y i E l l y g w , f o l u l v p l y l y d y l y : r f e s v h Wrap node a w e l l a e & m 1/2 a y ; E l l w m a w e y g r , f**

- Format Object – drawing object **jz p r , b q l i f r o f t x l t y g ? t a e m i a w G a l f s , z l l**

ix. Diagram

Lesson 2 Drawing toolbars, page 23 **රිබ්ට් ටොප් ටැබ්**

x. Text Box

Lesson 2 Drawing toolbars, page 23 **රිබ්ට් ටොප් ටැබ්**

**xi. File**

Document xulltjcm Document wckvulxntzly/ Insert \ File rvytfrfn  
wckvull Select vlyxmwmrdrjzplygape/ Select vlyxmrr&if toph&mulvnr, h  
Document u Select vlyxmwmawull Replace vlyypvlufgr, f

## xii. Object

Insert \ Object ubWydawmhtjcmY%#&r&w66vlybXm,wh%yyf 'Zii? Chart awU  
ac:, knb6fEliygw, f 'grf [lw/vnf tjcmY%#&r&wUlwUz6b6Eli  
ygw, f

- Insert \ Object **u&fVU&f** Dialog box **x&fVmygr, /** Create New **eV** Create from File **qVpTyf{ 2-c&fVgw, /**
- **e\*VpDm,zfVwckuknb0{csiW, bQ&i&awmh** Create from File **xU** Browse **uEgVp uV MtsiWzUuVU&fVg/ Vp&f** Insert **vVfyg/** Insert **rvVycif& VltYr, bQ&i&f** Link to file **uV** Check **vVyxmyg/ 'gq&i&fVzU&fVfyi&ymifrl wckVlyr, bQ&i&f** Link **jzp&ewlt w&f t Vlt av&UuVU&fV ajymi{v&e ygr, /**
- **zUft opVwckVycsiW, bQ&i&awmh** Create New **xU uV ft v&U&h yV&f&fVwckUuVU&fVg/** OK **vVfyg/ 'gq&UJyV&f&fV&fVmygr, /** **uV MtsiWmaw&elV&fVg, /**
- Insert \ Object **uVbVpawmh** Calender **wckU&f V&f UuU&B, E&fVgw, /**  
(Problem 4, page 28 **r&fUunfyg/**)

### xiii. Bookmark

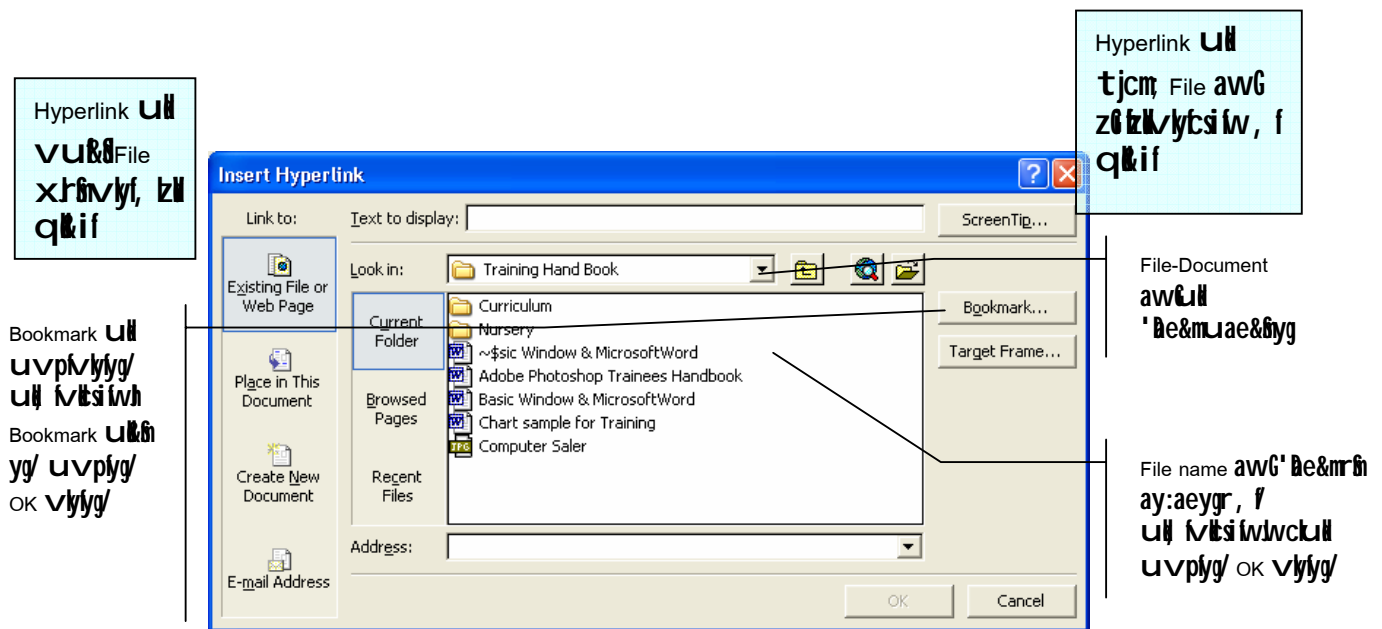
Document xu pmvW^pmaLumi f^pmyllfwckulltrnbwfrSway;wmubgllWvmvg/

- ◆ pmv/r/pmaMumi f ^pmYll f wckkU Select vlyD Insert / Bookmark uLvplyg/
- ◆ trnby:yg/ Add uLvplyg/ 'gq&iftJ pmaMumifull Bookmark ovrSwyD ygylD
- ◆ Bookmark ovrSwxm,whe&mawfull Go To oMydawn jrefreboEil ygw, / tJgtjyf Hyperlink twlvnfi Bookmark vlt ylgw, /

**xiv. Hyperlink (Ctrl + K)**

vu&&mu&whe&mwclae tjcm;ae&mwclutjreb&E&lt;tw&ufuh&y;r, h  
vkgmitsulwckp&gw, f

- Hyperlink **ubMyD** Document **xu** Bookmark **ay;xm;whe&mvcku**  
**tjrebf&a&muEllfgw, /**
- **tJtjyif tjc** Document **aw&u/vnf tjrebfEllfgw, /**
- ◆ **pmvH^pmaLumi f^pnyll f wckbu**Select **vlyfg/**
- ◆ Insert / Hyperlink **uLvprlyfg/**
- ◆ **'gqkif** Hyperlink box **ay:vmygr, /**



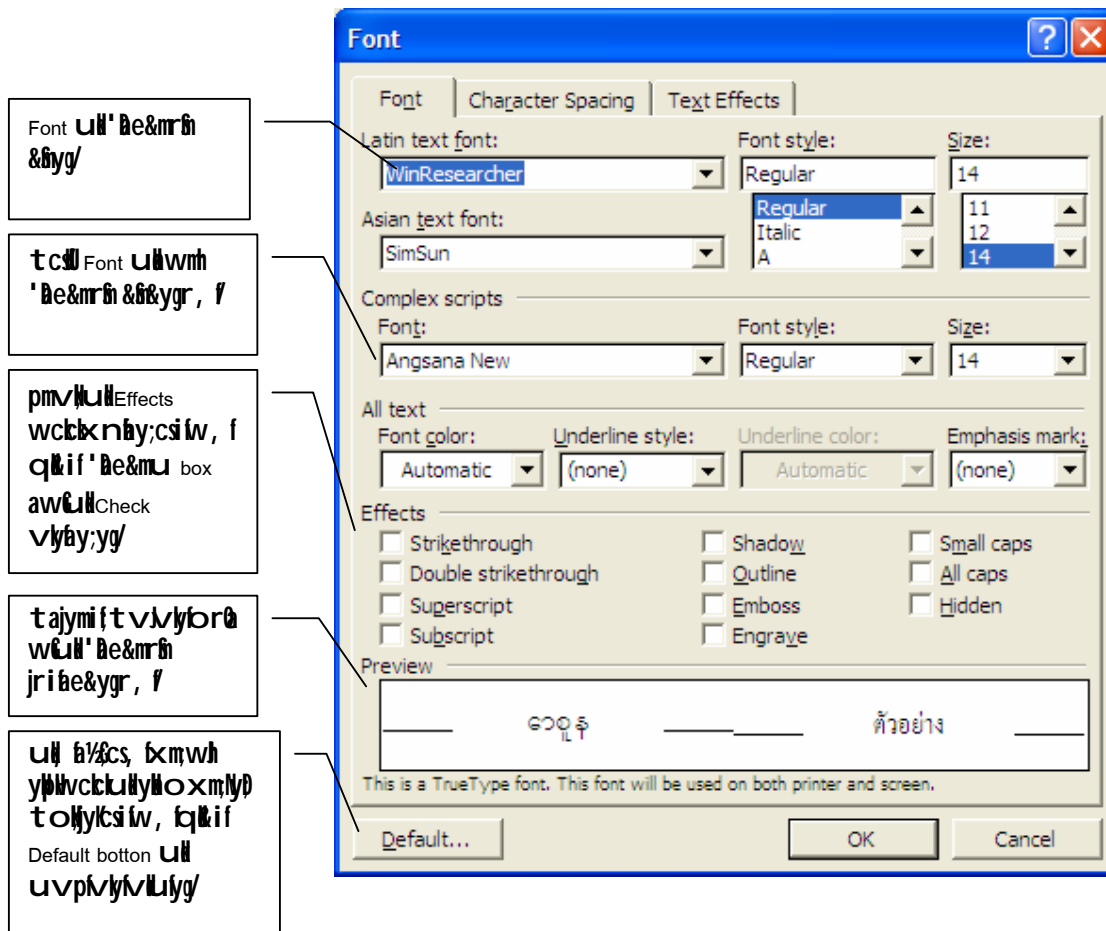
- ◆ Hyperlink [u1lvu6zllxrfvlyf, r, bqlif](#)
- Bookmark [u1lvpyg/ ay:vmwh](#)box [xrfu u1 lvtslw](#)Bookmark name
- [u1lvpyg/](#) OK [vlylvlyg/ 'gqlif](#)Hyperlink [qubc ay:wm](#)
- [NyDoRygyly](#)
- ◆ Hyperlink [u1tjcmzllwckzllbkslw, bqlif](#)
- Look in [ae&mrzllawu1lvpyg/ awlybqlifuvpvllyg/](#) OK [vlyg/](#)
- [vlylvpyg/](#)Hyperlink [awelljyepfroylunlyg/](#)

## 5. Format menu

i. **Font**

Select **v** **l** **x** **m** **w** **p** **m** **v** **'** **p** **m** **l** **u** **n** **i** **f** **a** **w** **u** **'** **t** **x** **r** **n** **y** **p** **t** **r** **s** **r** **s** **i** **y** **i** **e** **l** **l** **y** **w** , **'**

- Format menu \ Font **u**lvvplvylvlu&ifatmufbaznfyxm,whlbox x&uf  
vmygr, / tJ Dfi Font – Character Spacing – Text Effect **qlyDtyllf 3-yllf**  
&lgw, /
- Font **tyllfubMunlu&atmi /**
- tjcm;usef tyllf 2-yllfu olyDtoHylzprfr [ kwlyg/ NyDawnhty llf 3-  
ckv&ht oHylkylbabmw&m;uvltwlvlyg/ uH lbomouH fvu&w0  
vylunlvlu&ify&SfoHrygv&fr, /**



## ii. Paragraph

Select **Format menu \ Paragraph**

- ♦ **Format menu \ Paragraph**
  - **Identation and Spacing – Line and Page Break – Asian Typography**
  - **Identation and Spacing**
    - General
    - Identation
    - Spacing
    - Preview
  - Line and Page Breaks



### iii. Bullets and Numbering

elygwp0lv\ubznfyz\wlt ywlt cg? tcsuftvuawu&Sf&Sfvi{vif wcsupD  
aznfycsiwlt cgrfi o&ygr, /

- ◆ Format menu \ Bulletes and Numbering ulvvpvlyv\ubif box  
wck&lvmygr, / tJ Bn Bulleted – Numbered – Outline Numbered – List  
Style qlyDtyll 4-yllf aw&ygr, /
  - Bullets aw&cnay;csi&irpov\ublypH/%csi&ir Bulleted tyll{xrfn  
&faz0/%cs, Ell ygw, / ay;xmwlt xlu wckf\ubluo;b!q&if  
Customize uEllyDawmh\ub&mulbth;a&mu&fazEll ygo;w, /
  - Number aw&cnay;csi&irpov\ublypH/%csi&ir Numbered tyllf  
xrfn&faz0/%cs, Ell ygw, / ay;xmwlt xlu wckf\ubluo;b!  
q&if Customize uEllyDawmh\ub&mulbth;a&mu&fazEll ygw, /
  - Outline Numbered tyllfuawmhNumbered tyllfel tawmlygw, /  
olrhy\mwmu tqihLevel tvLufelygwawGbullets  
aw&lle&mcspp0hy;Ell lwmjzplygw, /
  - List Style ae&mrfn Outline Numbered tyllfrn p\ubur&- Customize  
ulb&ayr, lvnf tqifajywlt cgrfi ylvv& luh tmi fpp0he&mcs  
Ell h tmi luhay;ygr, / rlway;xmwaw&lu wckluliyji jznh  
p&tsi&irftopylvvr&xyb ntsi&ir Add elModify  
w\ublylvlyh&qmi Ell ygw, /

### iv. Border and Shading

pmwv\umi {csi fjzph? pma\umi {t rsmjzph? pmyll ft v\ljzphp Select  
vlybmlyjzplyq&i faemutht a&mi elabmi twlv maw&lvlyay;Ell ygw, /

- ◆ Format menu \ Border and Shading ulvvpvlyv\ubif box wck&lv\m  
ygr, / tJ Bn Border – Page Border – Shading qlyDtyll 3-yllf aw&  
ygr, /
  - Border tyllfuawmhSelect vlybmwhpma\umi {pmyll faw&ul  
abmi twz&laemutht a&mi bxn&lyg/ abmi lvi lyph&w&ul  
BulbvvH/%cs, ft ohyEll bvl laemutht a&mi lulvnf Efbou&m  
ta&mi h/%Ell ygw, / prfoylv\omunlyg/ Select vlybmlyp  
[ lvfr [ lvf \*1/2lyg/ Select vlyrxmblq&i hwmhCursor csxmwh  
pmyll luleffect jzplygr, /
  - Page Border tyllfuvnf Border elrulygb!/ oluawmhCursor  
csxmwhSection wck\luleffect jzphapygr, / ul ft aeeY  
pmf&lvw/%lvwnf ulbm effect jzphapcsi&ir tJ pni&lvulSection  
Break ohyD oijcm Section wcktjzpf owfsvbmxzlvlygr, /
  - Shading tyllfuawmhaemutht a&mi h/%zlygb/

## v. Column

Document **wcklvH 'grf [ kvf t pwlvt yllfwckrfn aumfvhw bwr fsw Ell ygw, /** Default  
**ay;xm;wlt wllf aumfvlt Ell bvlhaumfvlt uo;t us, faumfvlt a&t wlvhwvl**  
**ull pvlbvlvlvnl jylvl Ell ygw, /**

- ◆ Format menu \ Column uLlvprfVvU&If box wck&ufmygr, /
- ◆ ay;xmwlaumVHta&tW&bw&ufyJdvts&If Number of Columns  
ae&mrfn vtsiwhaumVHta&tW&uU%&uknhay;vUu/ygb/
- ◆ aumVHw&Um,rfrOfalumi&aw&knhay;Ellgao;w, / Line between  
rfr Check vlyxmay;vU&Ifrofalumi&aw&ltvtavouknh  
ay;ygvttt, /

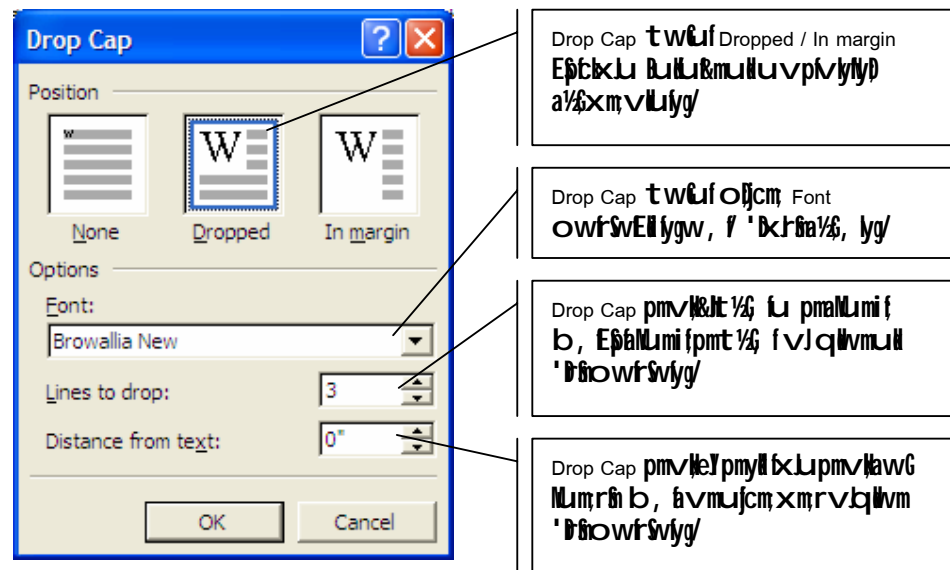
## vi. Tabs

Keyboard **ay:u** Tab key **uEYwHt cgrfi ufta0;oftr, ht ufta0;uH' Be&muae**  
**owrSway;Ellygw, /** MS Word **taceUawmhyHftmjzi h** Tab **wcsuUu** 0.5 inches  
**owrSway;ygw, /**

**vii. Drop Cap**

Drop Cap uawmhpmyllfwylh&BqllpmvHh&BpmvHtBudyllrsizphtmi f vkyay;  
wmyo/ Drop Cap vlyzltw&ufpmyllh&BqllpmvHh&Bfrn Cursor csxmyo/ Npawmh

Format menu \ Drop Cap **u**llvprlvM&lf box wck&lvmygr, f



- ♦ eremtaee/atmurin pnaLumi f 2-aLumi f t % f Drop Cap wck/vjy xmygw, f

## xllwhe&m

**d**rareJ omav; pumajymaelLuw, f wu, luawmh omav;u arariul obbzaz trlxbbwlefu jzptclvltjzptfysulwck taLumi f jyeajymjaewmyg/ Jarar ... omelazazeJ umpbaewlef av? azazu aumi fav;wa, muxllz omulle&m z, clfw, j vl omu wllajymowll araru omulcshvmaygh JtJgubll&vwmaygh omav;&, j wJ ararujyeajymw, f 'bwmbomjyeajymvluwpuu aLumi h arartrsn yulvul&ygava&m/ omav;jyeajymvluwmu Jararbm od/vJ... tJtclcl omuazazhygi hy:xllbewm arar&j [bwnf/

### viii. Text Direction

pmv/kaw& pnaLumi faw& pmyllaw&ll Direction ajymi f zlyg/ wclowckm zllvumu  
 ul ajymi fcsi lvhpmv/? pnaLumi faw&ll Select vlybcmlyp rlydyg/ Select vlyfxm&if  
 Section wck/v? Document wck/vllajymi fypvlu f jzplygw, f

### ix. Text Direction

pmv/kaw& pnaLumi faw& pmyllaw&ll Direction ajymi f zlyg/ wclowckm zllvumu  
 ul ajymi fcsi lvhpmv/? pnaLumi faw&ll Select vlybcmlyp rlydyg/ Select vlyfxm&if  
 Section wck/v? Document wck/vllajymi fypvlu f jzplygw, f

### x. Change Case

Select vlybcmwlvhpmv/kaw& pnaLumi faw& pmyllaw&ll ypbajymi f zlyg/

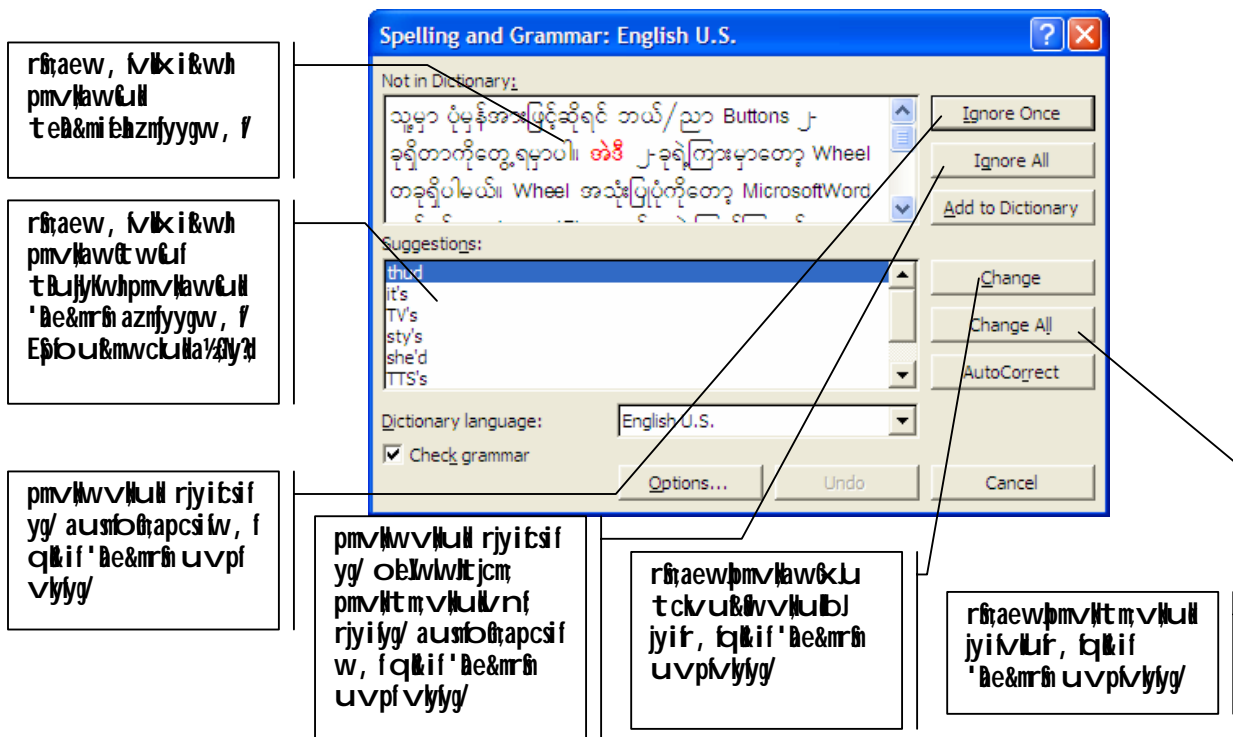
## 6. Tools menu

### i. spelling and Grammer

1/ulbcmlyp wlvhpmv/kaw&ll pmyllaw&ll aygi f? owlypphaq; zlyg/

- ♦ rraew, xilvpmv/kaw&ll tcl&mi claznfylydawmha t muburfn tbulypmv/kaw&ll aznfygyr, f
- ♦ rraewmulryjitsi belausbthapcsi lw, tqllif Ignore Once ul uvpvlyg/ tJpmv/kaw&ll wlvhpmv/kaw&ll xlylyp t bulhay;apcsi&if awmh Ignore All ul uvpvlyg/
- ♦ pmv/kaw&ll rraewll tcl&mi claznfyxm w, f atmuзуrfnv tbulypmv/kaw&ll w, f tJclwclwll %lyp Change vlyvlu&if rlvpmv/lt pmv/lt opjzpbthgyr, f 'gayr, haemuxyftJ vl pmv/xlyp awlvlt cgwll rfn xlyldawm t bulylaeO rlyg/ tJ vl rvltsi bl' pmv/lt rfuwlgwnf tmvlyjitsi lw, tqllifawmh

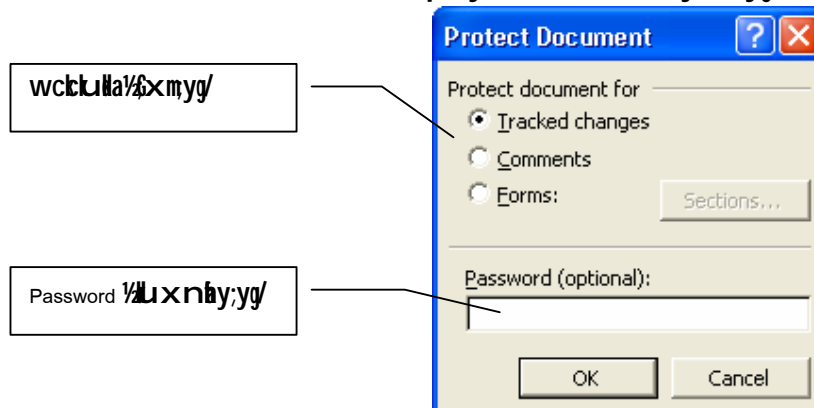
Change All ဟုပြောင်းလဲရန် 'ဂရုစိုက်  
'မှန်ကန်စွာသုံးသပ်မှုများကို ပြုလုပ်ရန်  
တပ်ဆင်ရန်အတွက် 'ရန်ပုံငွေ'ကို



## ii. Protect Document

ဟု ပုံနှိပ်ရန်တိုက်ရိုက်စာမျက်နှာကို ပုံနှိပ်ရန်အတွက် အသုံးပြုရန်

- Tools menu \ Protect Document ဟုပြောင်းလဲရန် box ဖော်ပြပါအတိုင်း



- box ဟု Option check box ဟုပြောင်းလဲရန် 'ဂရုစိုက်' ဟု ပုံနှိပ်ရန်တိုက်ရိုက်စာမျက်နှာကို ပုံနှိပ်ရန်အတွက် အသုံးပြုရန်

- ◆ Option check box
  - o Tracked Changes
  - o Comments
  - o Forms
- ◆ Protect Document

### iii. Auto Correct Options

pm/zuivmtrfawgyr, b&i f t vlt avoufyiqiay;whvlyaqmicsulwcyg/  
Oyrm- pmaumi fwc&h&sqhpmvH[m Capital Letter jzph t mi hijmi f v bay;wmrsl/  
aelmrn&w& vemrn&w&lt t vlt avoufyiqiay;Ellgyw, f o&omlvn f  
u&i p n? jrefm p maw&zuivlt cgrfawmht j gaw&u jy& emay;wwwfygw, f  
t \* f v f p m/zuivlt cgrfawmhyx r q h p m v H[m Capital jzph&lyr, hu&i f jrefm  
uawmht j b l d r vlt yfg/

u&i fjrefmpm1/4uzV/vJt cqr6n ...

Tools menu \ Auto Correct Options \ Auto Correct **xlu** Capitalize first letter of first  
 sentence **e!** Capitalize first letter of table cell **awful** Uncheck **vlybmxzlvlt ylgr, /**  
**'qqkifyxraqomvllawGpmvlttBdajymi frofrawmbloyd**

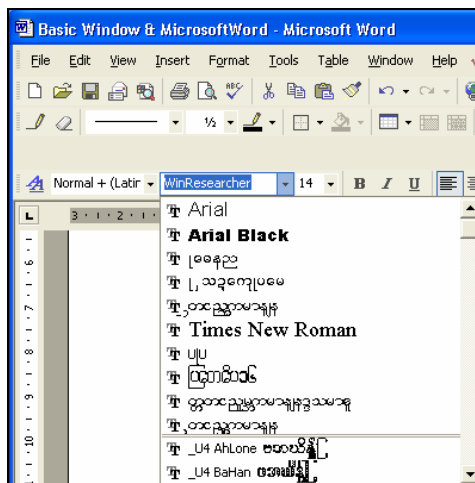
Correct Options **rfbji&wmy/ tao;phull** Problem 3, page 56 **rfb;Nun;/**

#### iv. Customize

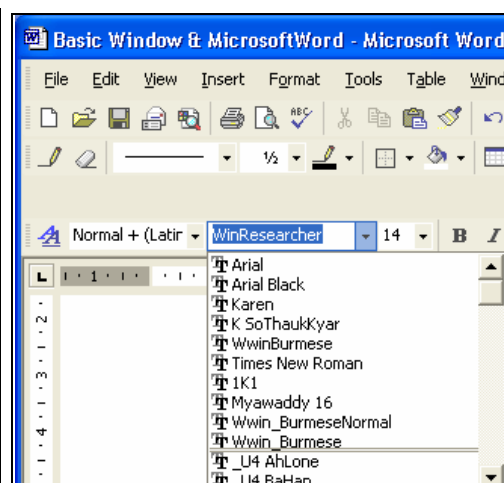
Tools menu \ Customize ifay:vmw\box xrfn Toolbars – Commands – Options 3-vllaw&yor, /

- ◆ Toolbars **tyllf** Commands **tyllf 2-clubMydawnrtpvBuI**
- Toolbars **toplvf, Ellgw, f**
  - o Tools menu \ Customize **ukf/yg/**
  - o Customize box **xlu** Toolbars **tyllf xrfn** New **uUvplv/yg/**  
**ay:vmwv** box **xrfn** MyToolbar **of [ lvf**  
**uU BuU&menrnlvch,yg/** OK **vlv/yg/**
  - o 'gqkif MyToolbar **qlyp** Toolbar **toplvch,y:vmvmuUaw&ygr, f**

- o Customize **XL** Commands **tyllfu bnyg/ b, builtjcrfrn** File menu – Edit menu **pwmawwawnygr, / nmbujcrfrbawmh** **ouqll&m rltvuf** Commands **awwawnygr, /**
- o **nmbux&v** Commands **awwawnygr, /** **Epou&mawwawnygr** drag **qlyd** **apmapmutopvlyxm,wh** MyToolbar **XLq&vnyg/** **jyefzKvtsi lvm&i v** drag **qlyd** **jyefzKvElygw, /**
- ♦ Command **tyllfrbawmh** Insert **XL** equation editor **uwwcgw&it ohykz** **vlygvdr, /** (equation editor **twuftao:phvul** Problem 4, page 56 **r&vunlyg**)
- ♦ Option **tyllfrbawmhavmavmq, r&n** List font names in their font **wclubunlu&atmi / olu** Check **vlyxm&if** Font **awwawnygr** **yxryph&jri&vnygr, /** Uncheck **vlyxm&i&vnygr, /**



Fonts **awwawnygr** **vlyxm&if**



Fonts **awwawnygr** **vlyxm&i&vnygr, /**

#### v. Options

Options **XL** **tyllfawwawnygr, /** **tp0vunlu&vnygr, /**

- ♦ View **tyllfu jriul&vnygr, /** Paragraph Mark **u** Check **vlyxm&vnygr, /** **qll&ipmyllftm, vlyxm&vnygr, /** (Enter **acguvnygr, /** **ae&mtm, vlyxm&vnygr, /** Paragraph Mark **awwawnygr, /** **tjtrswt omawwawnygr, /** Print **vlyxm&vnygr, /** **ygapcsi&i&vnygr, /** File \ Print \ Option \ Hidden Text **u** Check **vlyxm&vnygr, /**
- ♦ General **tyllfrbawmh** **awwawnygr, /** **tjtrswt omawwawnygr, /** Blue background, white text **u** Check **vlyxm&vnygr, /** **qll&ipmyllftm, vlyxm&vnygr, /** **ae&mtm, vlyxm&vnygr, /** **ehpmvnygr, /** **tjtrswt omawwawnygr, /** **ayr, htjtrswt omawwawnygr, /** Print

Print [vlywlt cgrfn aemuthtjzla&miEY](#)  
[pmvlt rnfa&mi bby:ygvtt, f](#)

- Edit **tyllfrn** Hyperlink **ebuqlilw** Use CTRL+Click to follow  
hyperlink **wclublvitybovljymifvby;zlvlgvdr, / olu** Check  
**vlyxmr, lqkif** Hyperlink click **vlywltcgrn** Ctrl key **uElyxmlyDrs**  
**uvpvlvlygr, /** Ctrl key **rElytsblwlvltoljyK/iawmh**  
Uncheck **vlyxmay:yg/** (Hyperlink **talumi:ulu** page 43 **rMunlyg/**)
- Print **tyllfrn vitybovl** Hidden Text **ulu** Check / Uncheck **vlyxmay:yg/**
- Save **tyllfrn** Save AutoRecover info every **ulu** Check **vlyxmyDawmh**  
**olhb;u repftuulrn 5-rep? 10-repfpwmawulknxmay;r, f**  
**qkifvu&26to&w&ulu5-repfynvll? 10-repfynvllfrn**  
**uElylwmaelyD t vltavouf** Save **vlyby;aygvdr, /**
- Security **tyllfuawmhvity&if** Password **xnb0fay;zlvg/** (Lesson 4  
Save & Print, page 28 **rMunlyg/**)
- Spelling & Grammar **rlnvnl vitybovljyby;&r&aw&lgw, /** Check  
Spelling As You Type **ulu** Check **vlyxmay:lyD pmlvlwltcgrn**  
**trfygw, lqkifuElylwmae tlpmltr&aw&ltted&mirof**  
**wmlyDoway:ygvdr, / jyi&lvity&iftlted&mirofwmclwv**  
**pmlvay:rn** Right Click **vlyyg/ ay:vmvlp** Pop menu **xfrn oi&vdr, h**  
**pmlvaw&luElylwmae tbullygr, / ul lvtislvbckul**  
**uvpvllyay;vlu&iftvltavouhymifvby:ygr, /**

## 7. Table menu

Table menu **twelfcstallumif&rawfull** Lesson 3. Table, page 26 **rtijellunty/**

i. **Insert**

- o Table \ Insert \ Table **u**lv**p**lv**u**if box w**c**hy:vmygr, / t**l**fn u**l** v**l**ts**l**wh  
Columns - Rows **t**a&t**w**lv**u**lv**u**xn**h**y;lv**u** OK v**l**y**l**lv**u**if Table w**c**k**v**m**r**h**y**/  
o Table w**c**k**v**m**r**h**y**om;q**l**i**h**w**h**Insert u**a**ewq**i**hColumn – Row - Cell a**w**lv**u**  
x**y**lv**u**xn**h**y;E**l**lv**u**w, /

ii. **Delete**

- o Table \ Delete \ Table **qkifwmm**Cursor **csxmwh**Table **wckvful**  
**zslfplufyr, /**
- o Table \ Delete **uae** Row – Column – Cell **wckvful/nfzslfplufyr, /**

### iii. Merge Cells

- o olawmSelect vlyxm,whit uclawcllaygi fypMllygr, f

#### iv. Split Cells

- ```
o oluawmhCursor csm;wht u&ufwkult u&uftrm;Bdlyet&ygr, /  
oluuvplyvlu&if box wch y:vmygr, / tJf u& tcmcsiwh Columns -  
Rows ta&t w&u&lukn&y;&ygr, /
```

v. Table AutoFormat

- o Table wclwcrfn Cursor csxmlydawm Table AutoFormat ullvplvylvU&lf box
wch:y:vmygr, / tJdK Category: ae&mrfn All Table Style ull/vU&lf Table
Styles ae&mrfn toiivlxmlyDom eremyBaw&trmBupaw&ryg/ tJdK
wclwculuvplybfMunfyg/atmbuu Preview tu&rfrn
eremyPrife&mygr, / ull EsbulwlcullwDy&lf Apply vlvUWqbl /

vi. **Auto Fit**

- o Columns `tblcolselect vlyxmlyp` Distribute Columns Evenly `uUvvpvU&iftJD`
Columns `awC m n h h m n j z p b f w m u l w & y g r , /`
- o Rows `awU h s i & i v n f` Select `vlylyp` Distribute Rows Evenly `uUvvpvUlwmeY`
`u&frma&aumi f o f r b y g /`

vii. Convert

- o Convert Text to Table – Table **aw&uH** Table **Z, m&uH** **ajymifay:ygr, /**
- ♦ Text **t&uH** Select **vly&mlyD** Convert Text to Table **uHv&vlyg/**
ay:vmvH **xr&** Columns-Rows **aw&uH** **ity&vlyg** **uxn&y:ygr/**
- o Convert Table to Text – Table **w&uH** Text **tjz&vlyg** **ajymifay:ygr, /**
- ♦ Table **uH** Select **vly&** Convert Table to Text **uHv&vlyg/** **ay:vmvH** **xr&** Paragraph Mark – Tabs **pwmaw&uH** **uH** **it&etxm<q&ajyr, h**
w&uH **lyD** OK **vlyg/** Table **u&e** Text **y&vlyg** **ajymif&of&ygr, /**
t&ajymif&v&w&et&if&ity&vlyg **ve&ny:&ygr, /**

viii. Sort

- o Table wckull Select llydawnh Sort ullvvpvlulif box wchay:vmgr, / tJklu
Sort by ae&mrñ b, ßunfvluDwnlyD phay;&rnvqlvmulla%cs, ßy;yg/
'grf [lvf] Type ae&mrñ%cs, &lvn!&ygw, / OK vlylvdlt cgrñ
bmaw@jmi{vbf;ovßlvvjyebpq;lUnfy/

ix. Formula

- o Table **wcku webi*Pejawnuivc ivc uulwutsuEliEuhay:yr, /**
- o **uH ftajzxwtsiwl uulvae&mrh** Cursor **csxmyg/** (2002 **atmulu** Total **ae&mrh uvpctyg/**)
aygi fci f
- o Table \ Formula **uulvpvlu&if box wchy:vmlyd** Formula **ae&mrh**
"=SUM(ABOVE)" **uulw&ygr, /** OK **vyvluvg/ tajz&vmygr, /**
- o 'gayr, htJ ftajz [m rhaeygw, / **bmvlqllwmhcEsbu&mZjzplwh** 2002 **uHg**
aygi xmvlyg/ 2002 **uul&fylvwm *Pejawnuivcswf, bhtvlyzpygw, /**
- o **tJlvlyzpb&atmi** 2003 **tufuivlwcjznob&ay;xmzlvlygvtr, /**
- o Y 2003 **atmulu** Total **ae&mrh uvpctyg/** Formula \ =SUM(ABOVE) **xyvlyluvg/**
tajz&uHgvttr, /
ajrfu fci f

- o Table \ Formula **uulvpvlu&if box wchy:vmlyd** Formula **ae&mrh**
"=SUM(ABOVE)" **tpm** "=Product(left) **vlu&xnlyd** OK **vyvluvg/**
tajz&vmygr, /

	2002	Y 2003	
Delivery	1	2	2
Post abortion care	2	2	4
Pre eclampsia	3	2	
Haemorrhage	4	2	
Prolong obstructed labor	5	2	
Total	2017	10	

x. Table Properties

- o Table **wcku** Select **vylyg/** Table Properties **uul&vlu&if box ay:vmygr, /**
- o box **rhtyl f 4-yl faw&ygr, /**
 - Table **tylfu** Table **wcku&buqilygw, /**
 - Aligns **b, hmrhvmaw&lyElygw, /**
 - Wrap **xnb&ay;Elygw, /**
 - Size **uuln f c&hElygw, /**
 - Rows **tylfu** Select **vyxmw** Rows **aw&buqilygw, /**
 - Specify height **ae&mrh webi*Pejawnuivcay:yg/** 0.5 cm
xnb&ay:w, flygvl
 - Rows height is **ae&mrh** At least **ay;xmr, fklif** Rows
aw& m ten fql 0.5 cm **&lydawnhvt ywlt cgrh**
tJkuilyggr, /
 - Exactly **ay;xmr, fklifawnh** Rows **aw& m 0.5 cm** **tw&us**
nht&0&deMygr, /

- Columns **tyllirfavní** Columns **aw<us, lullowrSwáy;Ellýgw, /**
- Cells **tyllirfauawmh**Select **vly<mw**Cell **aw<h**Aligns **aw<ubwrSwáy;Ellýgw, /**

8. Window menu

i. New Window

New Window **ulluvp<u<ifvu<8**Window **r<ýgw<it <mt m,v<u<laemu<xyf**
Window **w<lt;jzpy<0, ay;ygr, /** z<lt;ft op<w<czp<0<hji<fr [kv<yg/ z<lt;w<cku<ll
rwh<lv<ri<fu<6faw<E<llf, 0M<untsi<w<lt;cgr<h o<E<llýgw, /

Oyrm - z<lt;w<cku<llýxr Window **r<h** Print Layout View **e<M<un<ly<0 'kv<d** Window **r<h**
Normal View **e<M<untsi<w<lt;cgr<h o<E<llýgw, /**

b, f Window **r<h<czp<jz<p<z<lt;ly<i<q<jz<n<p<u<lmaw<6<lyr, b<q<i<faemu<xyf** Window
r<h<avní w<ly<h<wní<v<u<ly<0<ajymi<v<ber<h<jzpy<gw, /

ii. Arrange All

Files **t<rm<u<du<llw<ly<h<wní<z<6<km<w<lt;c<sr<h** Arrange All **ulluvp<u<if**
z<6<km<w<lt;it m,v<u<llWindow **w<ck<wní<r<h<ph<ygí<f<ly<0<az<n<fy<yg, /**

iii. Split

File **w<ck<6<km<c<sr<h** Split **ulluvp<ly<0** Window **E<p<ck<6<yp<E<llýgw, /**

z<lt;h<lj<cm<t<p<w<ity<ll<aw<u<llw<ly<h<wní<M<un<h<E<ll<á<t<mi<f 'b<ly<h<q<mi<tsu<u
uh<0<fy<g/

Oyrm z<lt;w<ck<h<f<h<lyxr Window **u<p<mr<su<E<h<2 u<M<un<h<ep<0<f<h<'kv<d** Window
u<a<ely<0 p<mr<su<E<h<10 u<M<un<h<E<llýgw, /

Split **vly<km<wh**Window **ull<ye<zs<uts<i<f**Window menu \ Remove Split **ulluvp<u<ll<h**
yg<b/ 'g<q<u<se<f<rma<;a<umi<f<0<h<r<fy<g/

9. Help menu

i. Microsoft Word Help

t<cu<ft<cl<wp<lv<maw<6<w<lt;cgr<f<y<ly<0<tsi<lmaw<6<w<lt;cgr<h MS Help **<lt;ult<n<u<ll**
<, Ellýgw, / MS Help **ulluvp<u<if**Office Assistant **ay:vmygr, /** t<j<0<h
o<lv<h<r;c<6<faw<6<u<lx<n<ly<0 Search **ulluvp<áy;y<g/**

ii. **Hide Office Assistant**

u Office Assistant u 1/2 Hew, Mkiw, qkiawn Help menu \
Hide Office Assistant u uvpvlyg/ o/y Ellawnfir [wfygb/

iii. **What This?**

What This? u uvpvlyg/ bmyg/ Npawmhu b/w hhwckkay:rfn
u uvpvlyg/ ouqll&Sfvi cufaway:vmgvtr, /

5. Fix the Problems

Problem 1

Microsoft Word *rn a&BupmawZLbe&i felaemuipmawysulsubfiw, /*

Status bar ay:u OVR command y0hevlvg/ olub Double Click vlyvluif
tqifjyofrrvg/ jyelydysufpcsiw, tqifv/olub Double Click
xyvlyvluvg/

Problem 2

Table columns *awc* *ult* *n* *h* *w* *m* *t* *r* *c* *u* *t* *b* *e* *y* *g* *w*, *f*

Ctrl key **u** **l** **k** **y** **d** **a** **w** **n** **h** **i** **s** **t** **e** **r** **m** **a** **&** **a** **u** **n** **i** **f** **o** **r** **n** **i** **n** **g** /

Problem 3

'^" ½Uvlt&yq/ ½Uvlt cgrfn tjcmrgllvmawây:ay:vmw, /

```
'^' 1/2LufD rqlIwmawfay:vmvlt cgrfi Undo (Ctrl Z) vlfay:yf 'gql'^'
jyefay:vmvgvtr, f
```

Undo (Ctrl Z) **vly&wmt vly&w, xi&i&awmh** Auto Correct options **riof,jiib;**

&yg, ! Tools menu u Auto Correct options u tJkrfn Auto format as you

type **ubuntu/olx** Straight quote with Smart quote box **rfi** Check

Uncheck

Problem 4



























Equation

Equation Editor $u^2 + v^2 = r^2$

- Equation Editor **q\w** MS Word **r\g\m\p\o\y** Tools menu \ Customize \ Commands **u\k\g**
- b, bujcrfr** Insert **u\l\g** **nmbujcrfr** Equation Editor **u\l\l\g**
- drag **q\p** Menu bar **ab;uae&m\w\frn\cxm\l\g** box **u\l\l\l\l\g**

Equation Editor $\text{u}^{\text{b}}\text{E}^{\text{b}}\text{y}^{\text{b}}$ (Eq: Ed: install r v k & o; w h u e f y l w m r f n

qkif Microsoft Office Installer CD awmi fgr, / CD Rom xul Installer CD xnb; Npawm OK vlfay; vLufq/)

- Equation Editor icon  Eq: Ed: tools box 
- Eq: Ed: tools box  hidden icons             icons           

višų pajamų bei mokesčių, / tiktai už kintančių kainų
tylų bei sąrašų, / už kintančių kainų

Problem 5

Calendar **wctulh** Insert \ Object **oMlyB, NyDydyD 'gayr, hoLuhvctchjymifvtsiwlitcgrfin**
bmrsvlyvtr&bjzphew, f

Insert \ Object **uŋtʃɪŋ/** Create New **xu** Calendar Control **uŋtʃɪŋ/** OK **vɪtʃɪŋ/**
'gqŋCalendar **av;wɪkɪfɪmɪgr, /** veɪtʃɪŋ**ɪpou&mZuŋajɪmɪtʃɪw, tɒkɪf..**
.. Toolbars **xu** Control Toolbox **uŋtʃɪŋ/** oŋb, buŋtʃɪŋ**gɪtɒkɪfɪŋ** Design
Mode icon **&gɒw, /** tɪɒn **uŋtʃɪŋ/** Calendar **ay:rɪjɪvɪmɪvɪpɪvɪtʃɪŋ/**
'gqŋ**ɪfveɪtʃɪŋɪpou&mZuŋajɪmɪtʃɪw;Eŋtʃɪŋ/**