CUTUBKA 1AAD

SU'AALAHA IYO JAWAABAHA

COTOBRA TAAD

- 1: Qor afar nooc oo kamid ah noocyada tamarta.
 - Noocyada tamarta waa: 1: Tamarta qoraxda. 2: tamarta biyaha.
 - 3: tamarta dabeysha . 4: Tamarta shidaalka .
- 2 : Sidee ayey reer miyigu ugu faa'idaysaan tamarta qoraxda ?

 Waxay ugu faa'ideystaan nalalka iyo jaajareynta moobilada .
- 3: Sidee ayey cimiladu saameyn ugu leedahay tamarta qoraxda ?

 Cimiladu waxay saameyn ugu leedahay haddi tamarta qoraxada la

 waayo waxaa yaraanaayo danabka la heli jirey .
- 4 : Doomaha shiraaca leh waxa ay adeegsadaan tamara dabeysha , waa maxay nooca tamarta oo ay adeegsadaan doomaha aan shiraaca laheyn iyo maraakiibta ?
 - Waxa ay adeegsaddan tamarta shidaalka .
- 5 : Maxay ku kala duwan yihiin tamarta qoraxda iyo tamarta dabeysha ?
 - Waxay ku kala duwan yihiin : tamarta qoraxda mar-mar ayaa la helaa laakiin tamarta dabeysha mar waliba waa la helaa .
- 6 : Maxay taraan bikaacooyinka iyo muraayadaha marka tamarta qoraxda loo adeegsado in biyo loo bedello Uumi ka dibna danab (koronto) ?

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- Waxay taraan danab ayey dhaliyaan .
- 1: Isbarbar dhig farqiga u dhexeeya fayras iyo lid fayras.
 - Fayras waa barnaamij wax yeelo u geesto kombiyuutarka
 - Lid fayrasku waa barnaamij kombiyuutarka ka difaaca fayras .
- 2: Qor shan barnaamij oo ah lid fayras oo ka duwan ku casharka ku qaadatey .
 - Waxa aan qorayaa shan barnaamij ah lid fayras :
 - 1:ESET
 - 2: SMADAV
 - 3:AVG
 - 4: PANDA
 - 5: AVIRA

CUTUBKA 2AAD

SU'AALAHA IYO JAWAABAHA

CUTUBKA 2AAD

- 1 : Sidee ayuu fayras ugu gudbi karaa kombiyuutar?
- waxa uu ugu gudbi karaa haddii kombiyuutarka lagu shubin lid fayras . 2 : Waa maxay dhibaatooyinka uu fayraska u geysto kombiyuutarka ?
 - Waxa uu wax yeelo u geystaa hab sami u socodka kombiyuutarka .
 - Xawaaraha kombiyuutarka ayuu yareeyaa
 - Hard disk kombiyuutarka ayuu waxyeelo ugeystaa
- 3 : Magacow afar ka mid ah lid fayras-yada ugu caansan dunida .
 - Afar ka mid ah lid fayra-yada ugu caansan dunida :
 - 1: KASBERSKAY . 2: BITDEFENDER . 3: NORTON . 4: SYMANTEC .
- 4 : Cilmi baaris : moobaylkaaga fayras ma gali karaa ? Sidee ?
- Haa waa gali karaa , maxaa yeeley haddii uu yahay lid fayras la'aan . 5 : Samee afgarasho adag oo aan si fudud loo saadaalin karin .
 - Waxaan sameynayaa afgarasho adag : TADAMUN@#!?54CADE
 - 6 : Shirkadaha , jaamacadaha iwm waxa ay hayaan xog muhiim ah hadii mid ka mid ah mas'uul lagaaga dhigo sidee u xafidi la heyd xogtaas ?
 - Waxaan u sameyn lahaa afgarasho adag .
- 7 : Waa maxay Habka ugu fiican ee aad ku ilaalin karto xogta kombiyuutarkaaga Haddii aad rabto in aad meel dhow gaarto ama aado ?
- Waxaa ku ilaalinayaa in aan dabro (lock) ama aan damiyo.

CUTUBKA 3AAD

SU'AALAHA IYO JAWAABAHA

CUTUBKA 3AAD

1: Waa maxay muuqaalka (BACKSTAGE)?

Muuqaalka BACKSTAGE waxaa laga heli karaa : keydinta (save)

2 : Qor magacyada kooxaha hoos yimaada carabka (HOME)

**

HOME waxa hoos yimaada

: 1 : Clipboard

2: Fonts

3 : Pragaraph

5: editing.

3 : Waa maxay fa'iidada mastarada?

Mastarada Waxa ay fududeysaa cabirka saxda ah ee dukumentiga . 4 : Cilmi baaris : Qor magacyada xirmooyinka uu soo maray MS word iyo

Xirmada	Sanadka lasoo saaray
Ms-word 1995	31-dec-2001
Ms-word 1997	31-dec-2001
Ms-word 2000	30-jun-2004

Ms-word xp	11-july-2006
Ms-word 2003	14-april- 2009
Ms-word 2007	10-april-2012
Ms-word 2010	13-october-2015

Sanadihii ay soo baxeen MS word ilaa laga soo gaaro MS word 2010 : 5 : Sidee ku heli kartaa fayl dhawaan la furay ?

Waxaan ku heli karaa : waxaa tageyaa 1- (FILE) ka dibna 2- (RECENT DOCUMENT).

6 : Fur fayl hore ugu keydsanaa kombiyuutarka .

Waxa aan ugu furikaraa fayl hore ugu keydsanaa kombiyuutarka sidan 1- FILE 2- kadibna OPEN

- 3- Ka dib waxa aan dooranayaa faylka ka dib OPEN .
- 7 : Qor kooxaha hoos taga carabka (INSERT) .

**

INSERT waxa hoos taga:

1: Pages

2: Tables

3: Illustrations

4: Links

5: Header & Footer

6: Text

7: Symbols



SU'AALAHA IYO JAWAABAHA CUTUBKA

4AAD

- 1: Fur document hore loo keydiyey.
 - Waxaan furayaa document hore u keydsanaa:
- 1- File 2- OPEN 3- Ka dib waxa aan dooranayaa documentiga ka dib OPEN.
- 2 : Bedel cabirka farta (Font size) : 16
 - Doro goraalka aad rabto in aad wax ka badesho
 - 2. guji fallaarta sanduuga FONT SIZE
 - 3. dooro cabirka 16.
- 3: Ka dhig mid garo leh (BOLD), mid jiifta (ITALIC), ama mid hoosta ka Xariiqan (UNDERLINE).
 - 1. Doro goraalka aad rabto in aad wax ka badesho
 - 2. Guji ${\bf B}$ ama ${\bf I}$ ama ${\bf U}$ oo ka muugda kooxda FONT .
- 4: Bedel hurdi midabka farta goraalka.
 - 1. Doro goraalka aad rabto in aad wax ka badesho
 - 2. Guji fallaarta midabka, midabo ayaa ku soo baxaya
 - 3. Ka dooro midabka hurdi.
- 5: Bedel xaalada farta (waa weyn , yar-yar) .
 - 1. Doro goraalka aad rabto in aad wax ka badesho
 - 2. Guji amarka Change case oo ku jira koxda font

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3. Dooro nooca aad u rabtid farta.

- 6 : Qoraalka gee midig ka dibna dhexda ka dibna bidix .
 - 1. Doro qoraalka aad rabto in aad wax ka badesho
 - 2. Ka dooro mid ka mid ah afarta dhinac xulasho adigoo tagaya carabka **Paragraph** .

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CUTUBKA 5AAD

SU'AALAHA IYO JAWAABAHA

CUTUBKA 5AAD

1: Fur dokumentiga jira.



- 1. Tag FILE kadibna
- 2. OPEN
- 3. Ka dib waxa aan dooranayaa documentiga ka dib OPEN.
- 2: Nooca keydinta ka dhig PDF
 - 1. Guji botonka FILE
 - 2. Dooro SAVE AS
 - 3. Ka dooro "Save As type" PDF
- 3: Xir docokumentiga.
 - Guji FILE ka dibna CLOSE .
- 4: U keydi nooca word 2003.
 - 1. Guji botonka FILE
 - 2. dooro SAVE AS
 - 3. ka dooro "SAVE AS TYPE" Word 97-2003 ka dib save
- 5: Waa maxay faraqa u dhexeeya (SAVE) Iyo (SAVE AS)?
 - Save As: waa nooc keydin oo gaar ah
 - Save: waa nooc keydin oo guud ah .

CUTUBKA 6AAD

SU'AALAHA IYO JAWAABAHA

CUTUBKA 6 AAD

- 1: Bedel jihada bogga (portrait ama landscape).
 - 1. Dooro carabka Layoutka . "Page layout "botonka .
 - 2. Guji amarka (Orientation) ee ka tirsan kooxda set up page
 - 3. Guji Portrait ama Landscape si aad u bedesho jihada bogga.
- 2:Bedel cabirka warqadda.
 - Dooro carabka (layout)

Guji amarka **(size)** waxaa kuu soo baxaya qaabab , ka dooro qaabka Boggaada .

- 3: Bedel hareeraha bogga: (Page margins)
 - 1. Dooro page layout
 - 2. Guji astaanta " Margins "
 - 3. Guji "Predefined margin size" aad rabtid .
- N.B: si aad u isticmaasho " custom Margins "
 - 1. Dooro page Layout , Guji Margins .
 - 2. Guji "margins " ku jira carrabka " Page Layout "
 - 3. Dooro Custom Margins.
 - 4. Isku hagaaji xajmiga dhinacyada bogga , kadibna Guji OK

SU'AALAHA IYO JAWAABAHA

CUTUBKA 7 AAD

- 1: Fiiri muuqaalka docomentiga (Print Preview) ka hor inta aadan daabicin .
 - 1. Guji **FILE** si aad u tagto muqaalka (**BACKSTAGE**)
 - 2. Dooro daabac (PRINT) waxaa kuu soo baxaya muuqaalka docomntiga.
- 2: Daabac laba koobi oo ka mid ah docomentiga.
 - 1. Guji **FILE** Dooro **PRINT**
 - 2. ka dooro **PRINT COPIES** ku qor 2
 - 3. Giji botonka PRINT.
- 3 : Ka bedel fogaanta u dhexeeysa sadarada .
 - 1. Dooro qoraalka aad rabto inaad qaabeyso
 - 2. Guji amarka "line and paragraph Spacing" oo ku jira kooxda Pragraph Ee carabka HOME
 - 3. Ka xulo tirada aad rabtid in aad u dhexeysiiso sadarada .
- 4 : Bedel fogaanta u dhexeysa cinwaanka iyo faqrada 1aad .
 - Guji amarka line and paragraph Spacing oo ku yaala carabka HOME

Dooro Line spacing opsions halakaa ayaa ka xukumi karta fogaanta .

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N.B: waxaa dooran kartaa "Line Spacing Options" si aad u furto fsrrin-sida "paragraph", ka dib fogaanta u dhexeysa sadarrada ayaa habeyn kartaa.



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CUTUBKA 8 AAD

- 1: Qaar ka mid ah qoraalada ka dhig kuwa dhibco leh ama lambareysan.
 - 1. Door goraalka aad rabtid
 - 2. Guji falaarta BULLETS ama NUMBERING oo ku taal carabka HOME
 - 3. Dooro dhibcaha ama nambraha aad rabtid in uu ka soo muuqdo dokumentiga .
- N.B: Si aad ugu saarto dhibcaha ama lambarrada dooro qoraalka
 - 1. dooro qoraalka
 - 2. kadibna guji amarka "Bullets Or Numbering"
- 2: Bedel midabka dhibcaha.
 - Dooro qoraal taxan oo horay u jiray
 - Guji fallaarta BULETS Dooro DIFINE NEW BULLET
 - Guji botonka ${f FONT}$ ka xulo midabka aad rabto .

MAHADSANIDIIN

NASIIB WACAN