

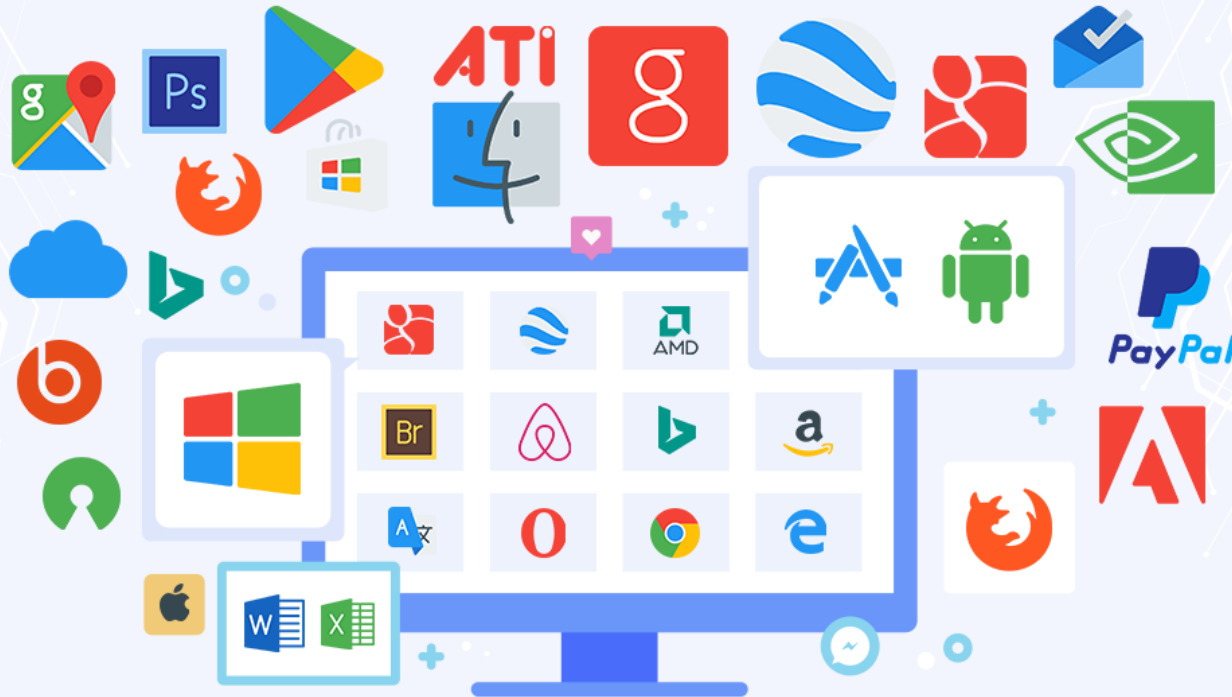


جامعة محمد الصديق بن يحيى - جيجل -



ملخص المحور الثاني لمقياس الاعلام الالى

البرامج التطبيقية Application programs



المستخدمون Users



التطبيقات (مثل برنامج معالجة النصوص)

(GUI) واجهة المستخدم الرسومية

API واجهة برامج التطبيقات

Sub-System Mangers مكونات النظام الفرعية

Kernel النواة

BIOS نظام الإدخال والإخراج الأساسي

Hardware الأجزاء المادية



نظام التشغيل





Word



Word : تعريف

هو برنامج يسمح بمعالجة النصوص، إنشاء الجداول، إدراج الصور..... ويعتبر Word المعالج الأكثر استعمالا في العالم حيث يعمل تحت نظام Windows، و يتميز بسهولة الاستعمال و تنوع خياراته

MS Word is a word processor developed by Microsoft that is one of the most widely used programmes in the Microsoft Office suite.

Word processing is a programme that allows you to create letters, reports, newsletters, tables, and web pages from letters, brochures, and web pages. You can use this application programme to add images, tables, and charts to your documents. You also use a spell checker and a grammar checker



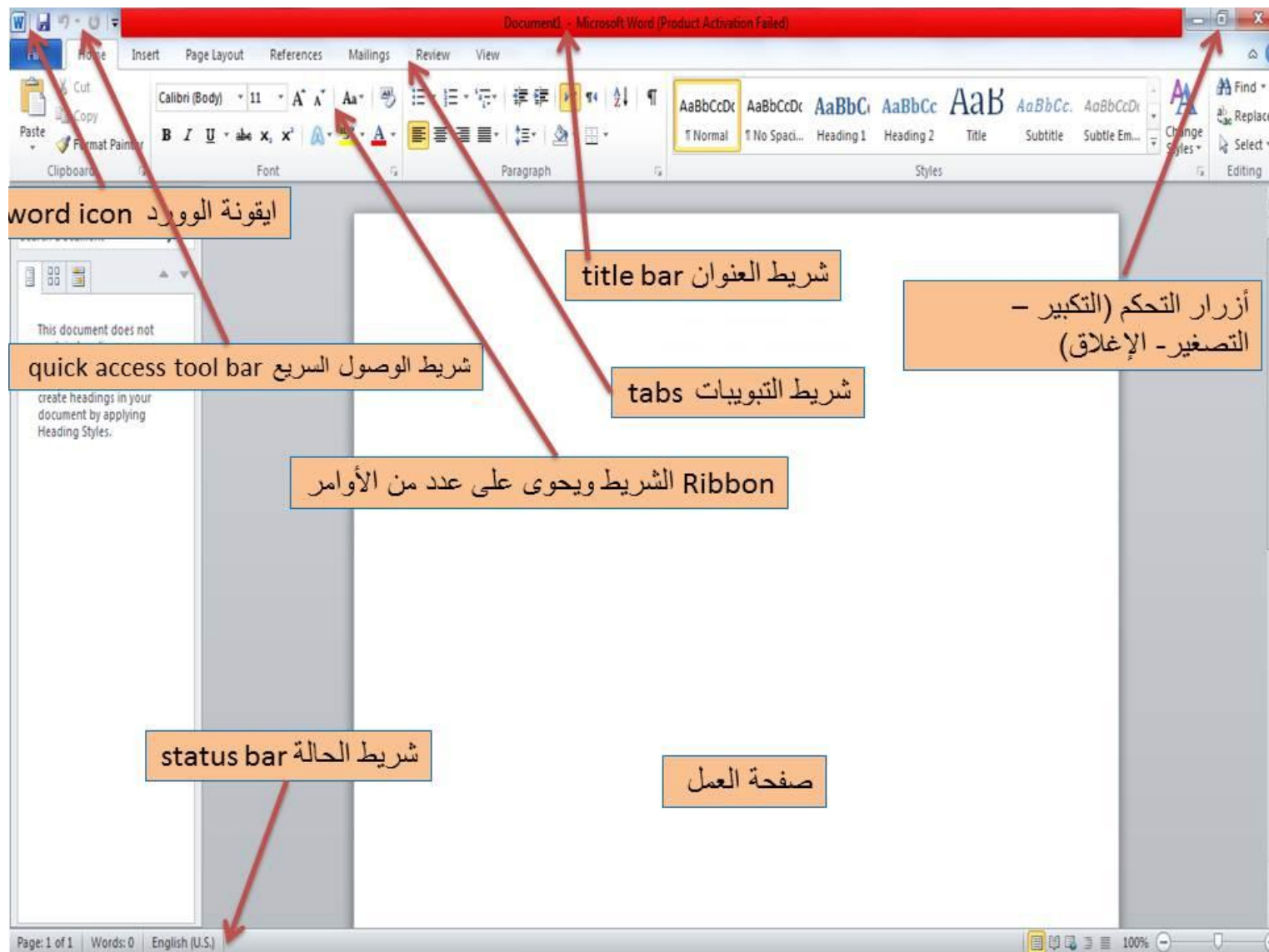
Basics of Microsoft Word



- Creating business papers
- Saving and reusing pre formatted text
- Letters and letterheads
- Resumes and invitation cards
- Producing a variety of letters

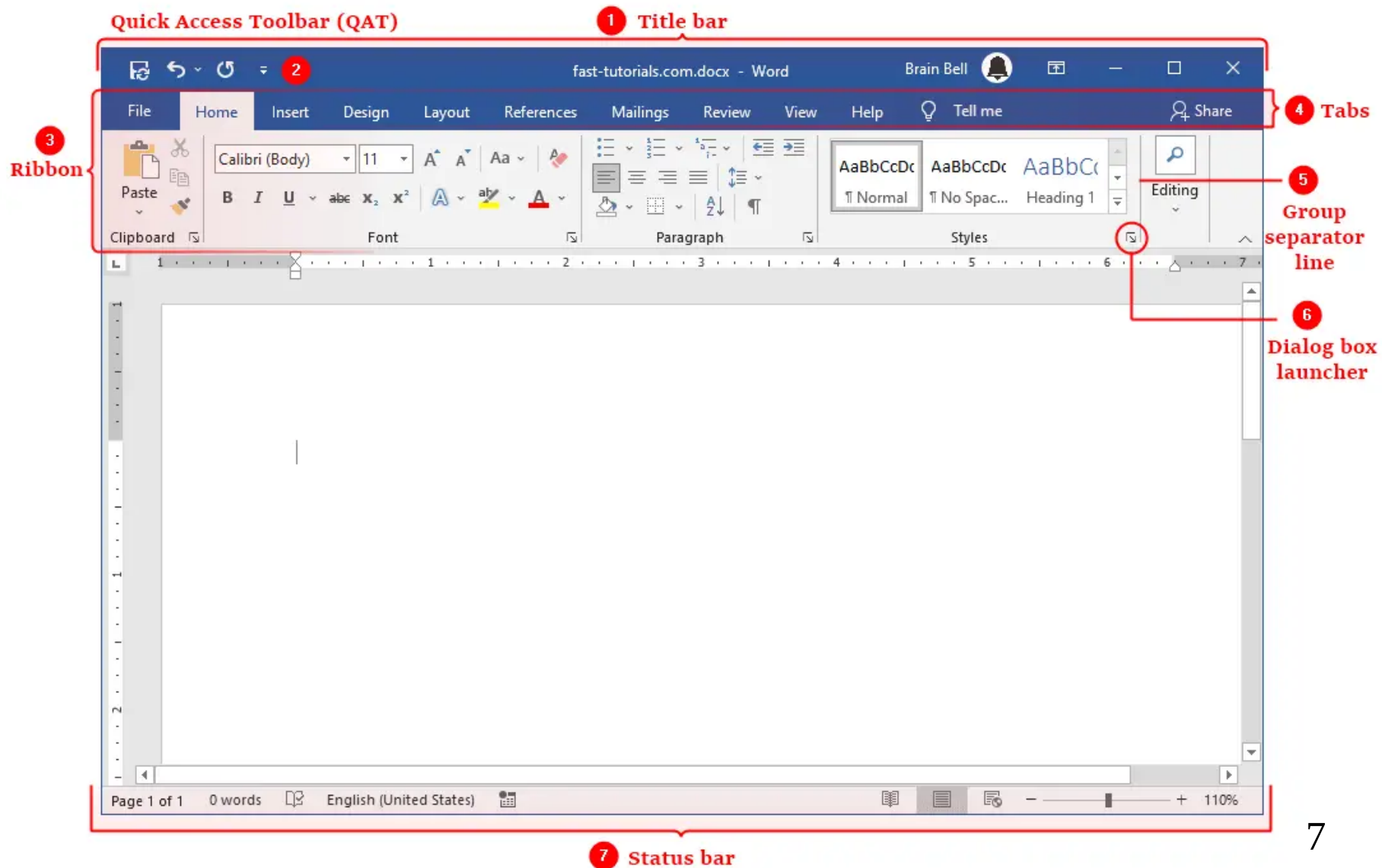


Word Interface





Word Interface





Word Interface

شريط العنوان Title bar

Quick Access Toolbar (QAT)

Current document name

Your Microsoft account



Application name

Ribbon Display Options

Quick Access Toolbar

Save button for saving the current document

Undo button for undoing your last action

Repeat (or Redo) button for repeating your last action

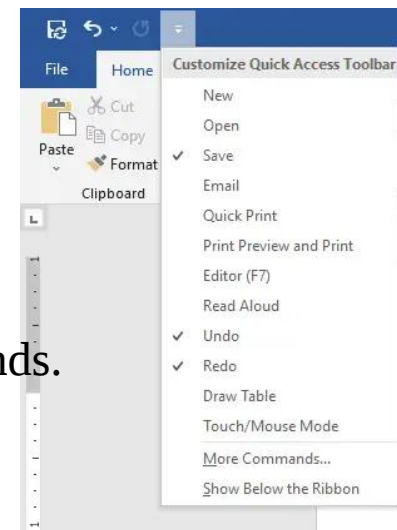
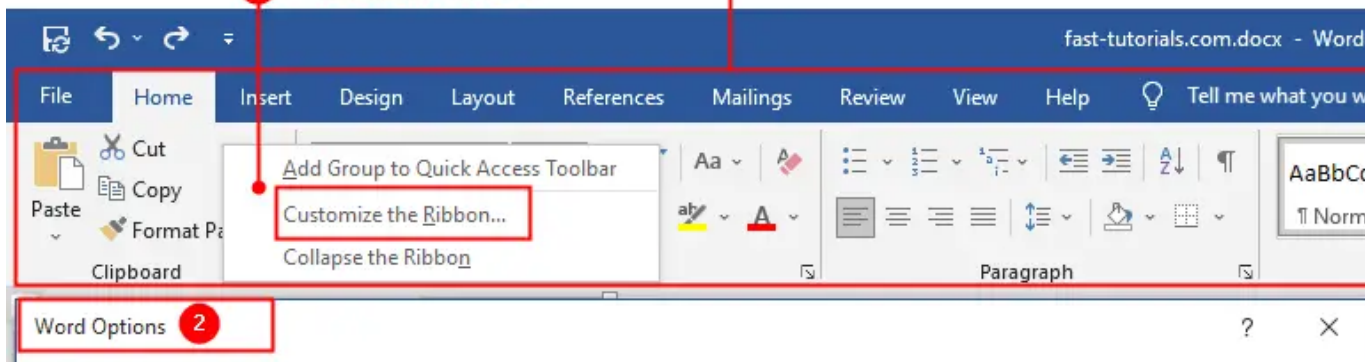
A small arrow at the end of Quick Access Toolbar for customizing the QAT

التبويبات Ribbon

contains Tabs and Commands. Each tab contains groups of related commands.

1 Right-click on the Ribbon to customize it

Ribbon

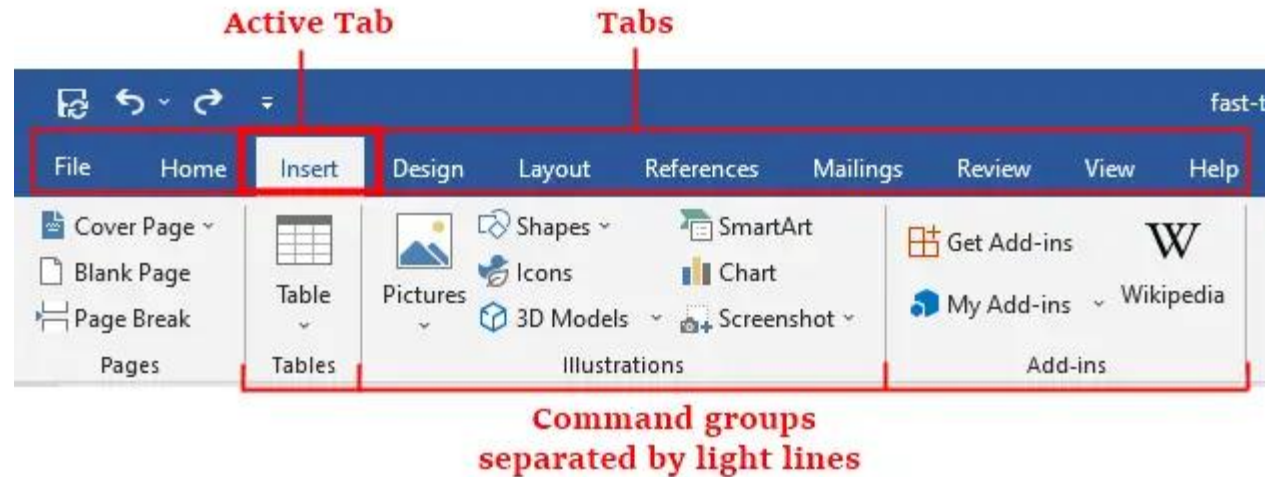




Word Interface

Tabs

Tabs are located underneath the title bar. A tab is actually a menu bar that organizes Word features at the top of the application's interface



Features of MS Word



Home

Insert

Design

Page Layout

References

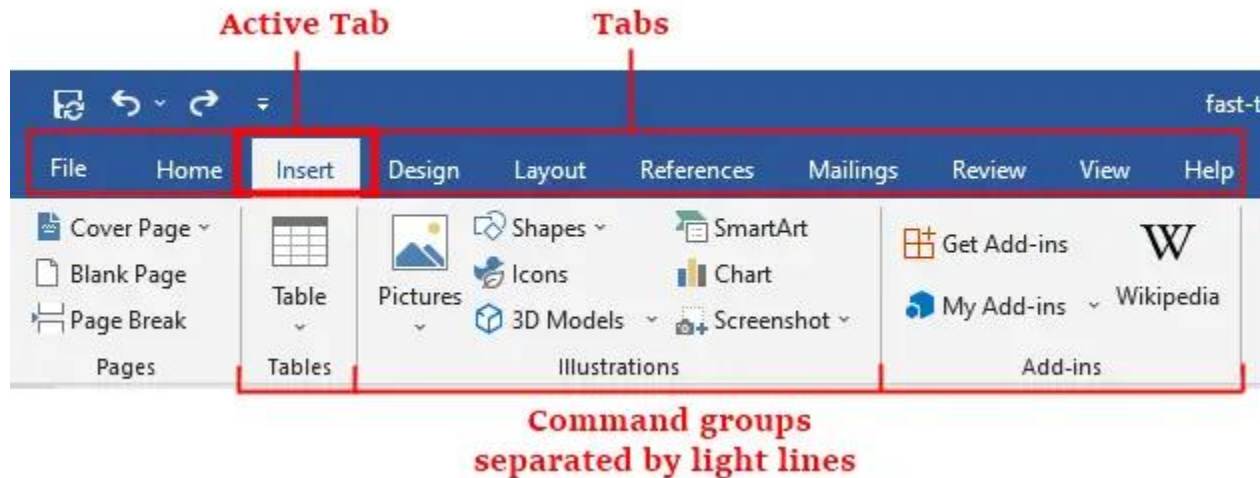
Review



Word Interface

Commands Groups

Each tab is arranged into sections known as groups to organize related commands. When you click a tab, you can see many command groups separated by light lines that define boxes around groups of icons.



Status bar شريط الحالة

The status bar is located at the bottom of the Word. It Displays document information about the current document.





Clipboard مجموعة الحافظة (press papier)

1 Cut قص

The Cut command (**Ctrl+X**) cuts the selection and keeps it in the clipboard.

2 Copy نسخ

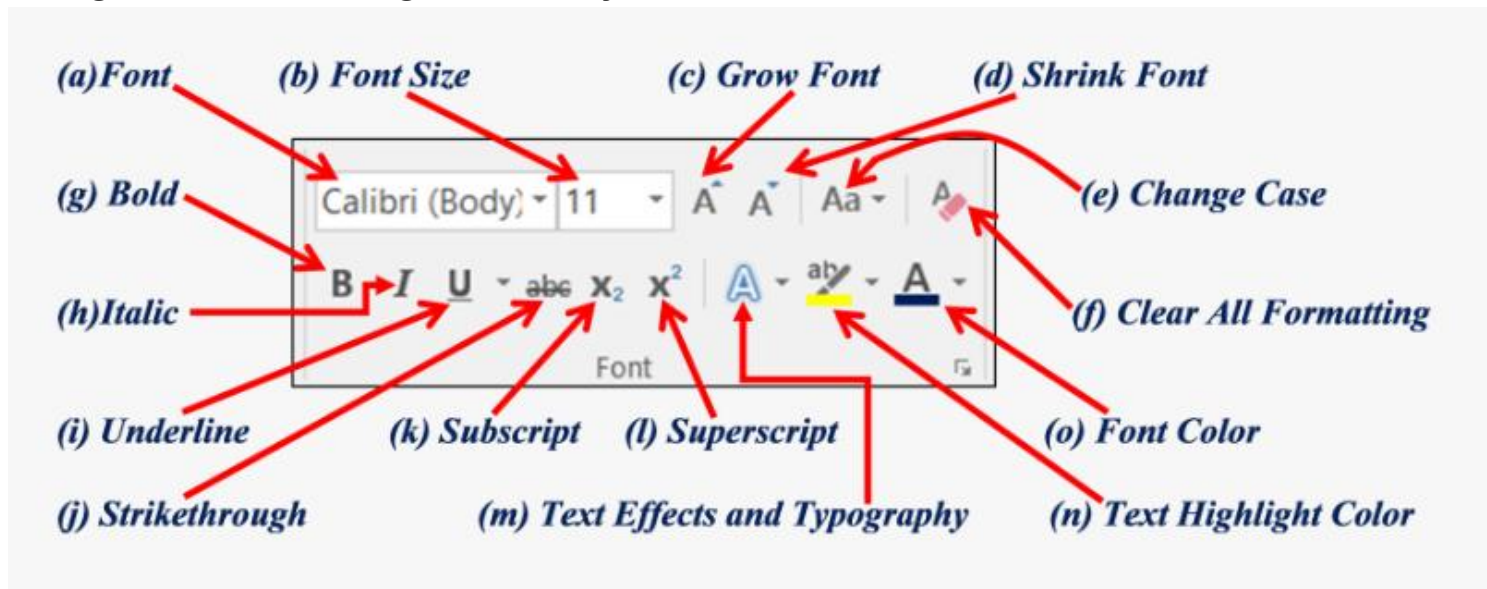
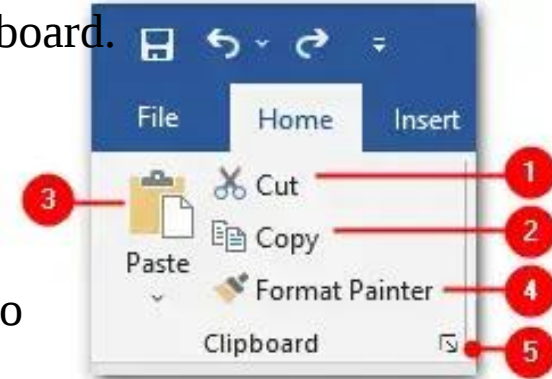
The Copy command (**Ctrl+C**) copies the selection to the clipboard.

3 Paste لصق

The Paste command (**Ctrl+V**) pastes the contents from the clipboard to where you want them.

4 Format Painter نسخ التنسيق

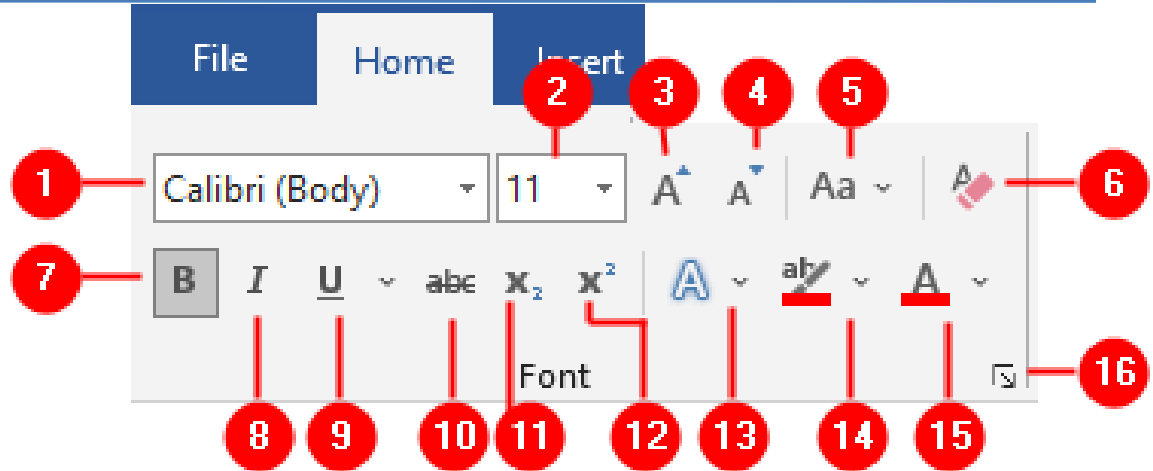
This command allows you to copy multiple formats from selected text to another, instead of repeating the formatting manually over and over.





1 Font

A font defines the appearance of your text.

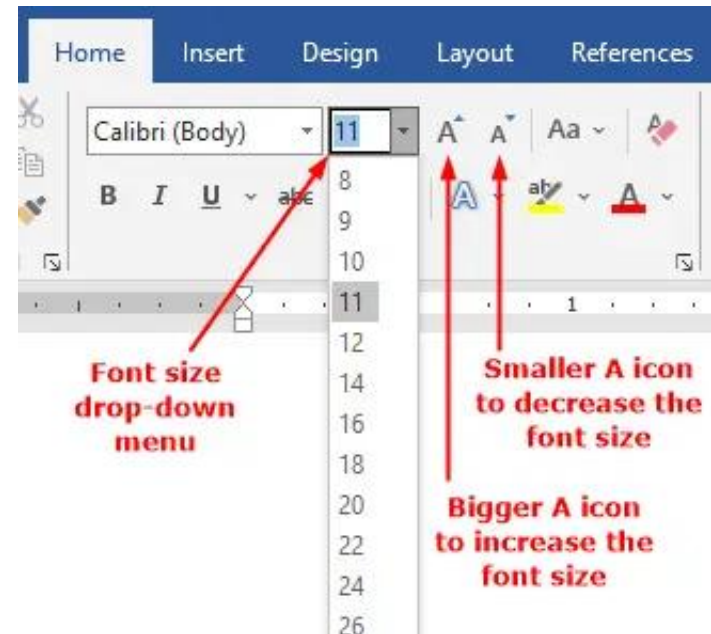
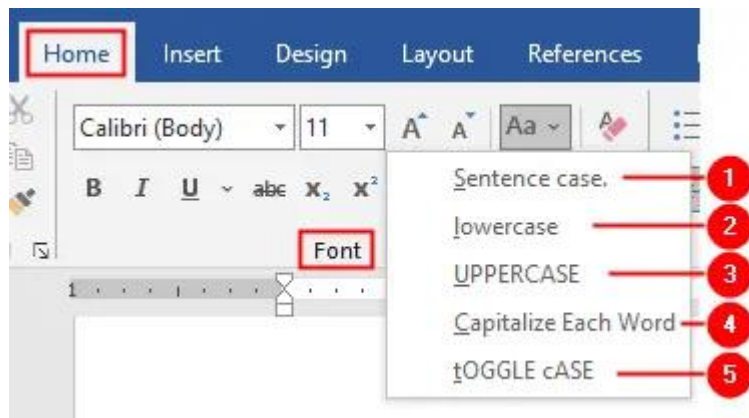


2 Font size

to choose a size for the selected text.

5 Change Case

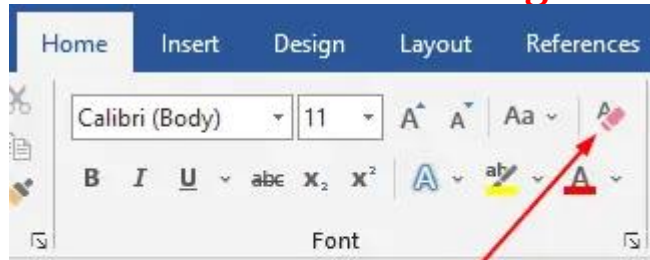
Keyboard shortcut: Shift + F3





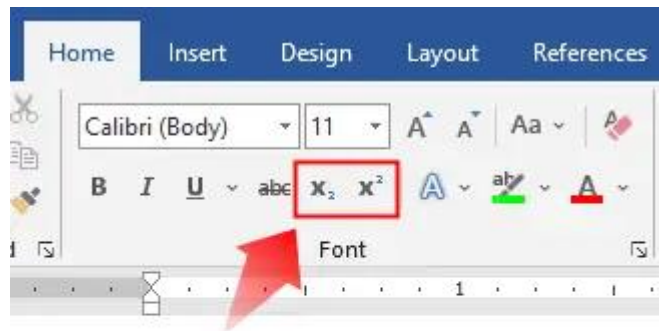
Accueil (Font police مجموعة الخط)

6 Clear All Formatting

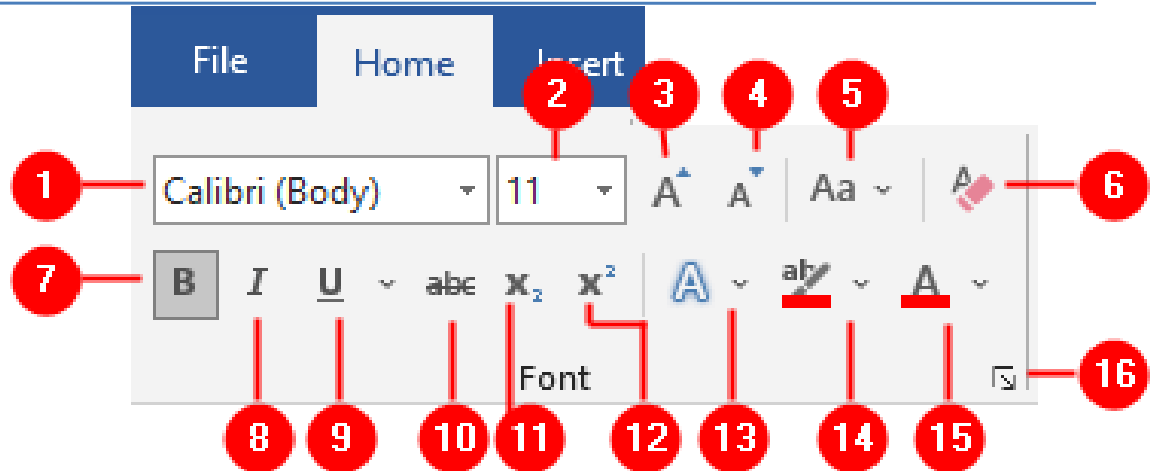
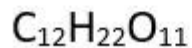


Clear All
Formatting

11 Subscript, 12 Superscript



$$x^2 + y^2 = 4$$



7 Bold, 8 Italic, 9 Underline

Keyboard shortcuts:

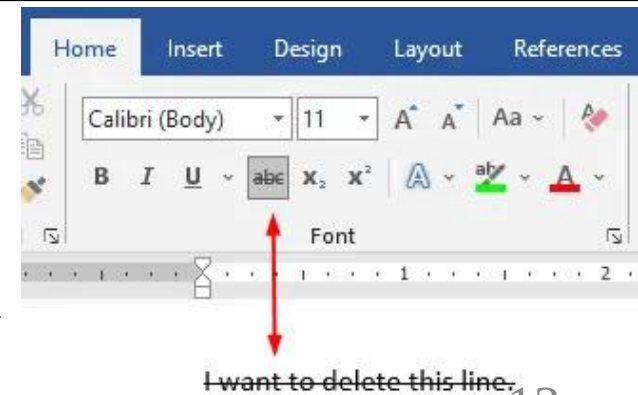
Bold: Ctrl+B

Underline: Ctrl+U

Double underline: Ctrl+Shift+D

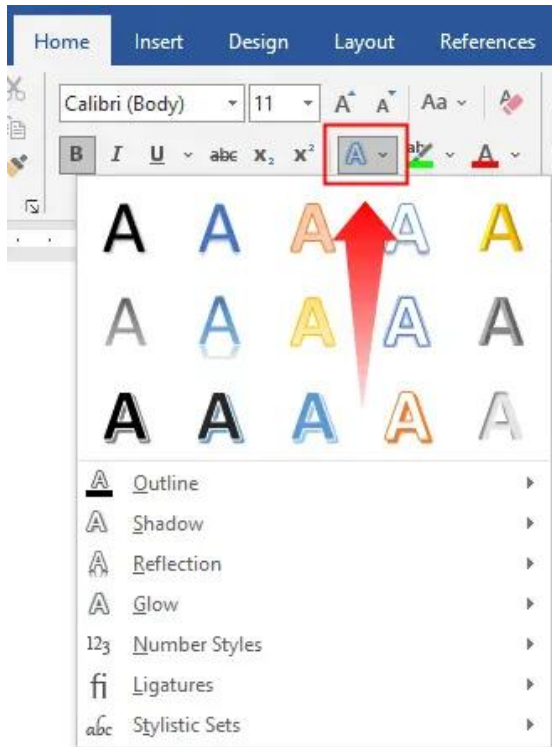
10 Strikethrough

The Strikethrough command
draws a line through the text



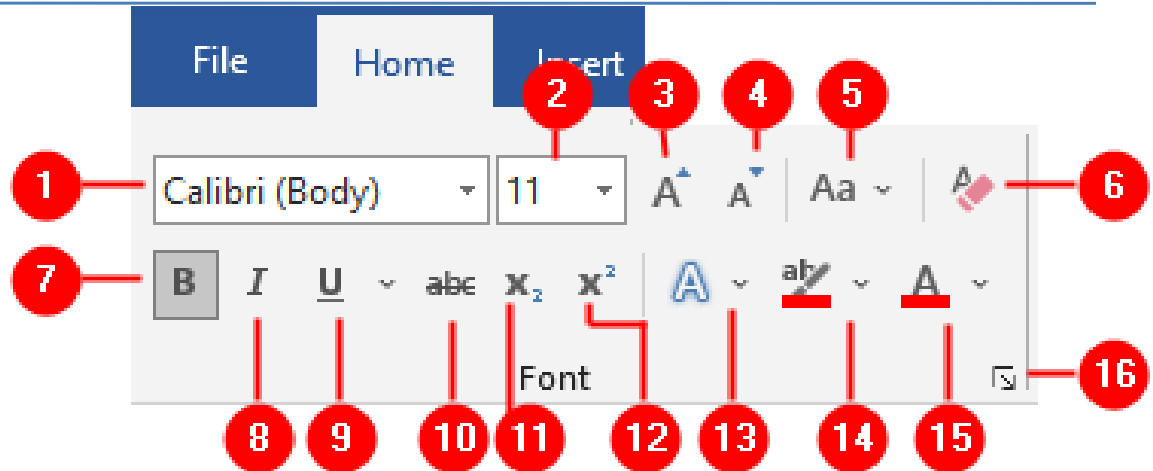


13 Text Effects and Typography



Text Effects and Typography

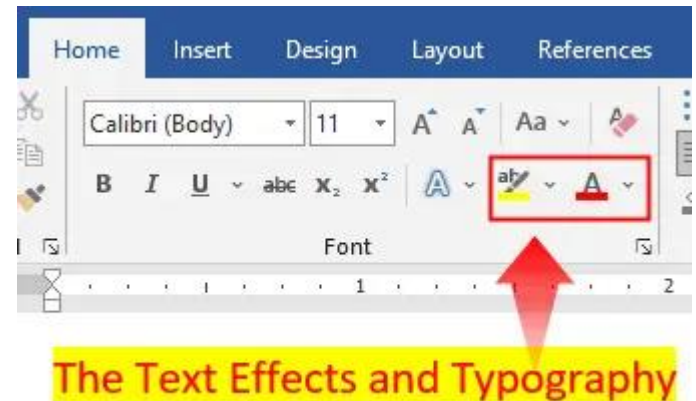
You can use the Text Effects and Typography menu to beautify the text by choosing one of the following options: Outline, Shadow, Reflection, Glow, Number Styles, Ligatures, or Stylistic Sets.



14 Text Highlight Color 15 Font Color

14 To change your text color

15 to apply the default highlight color

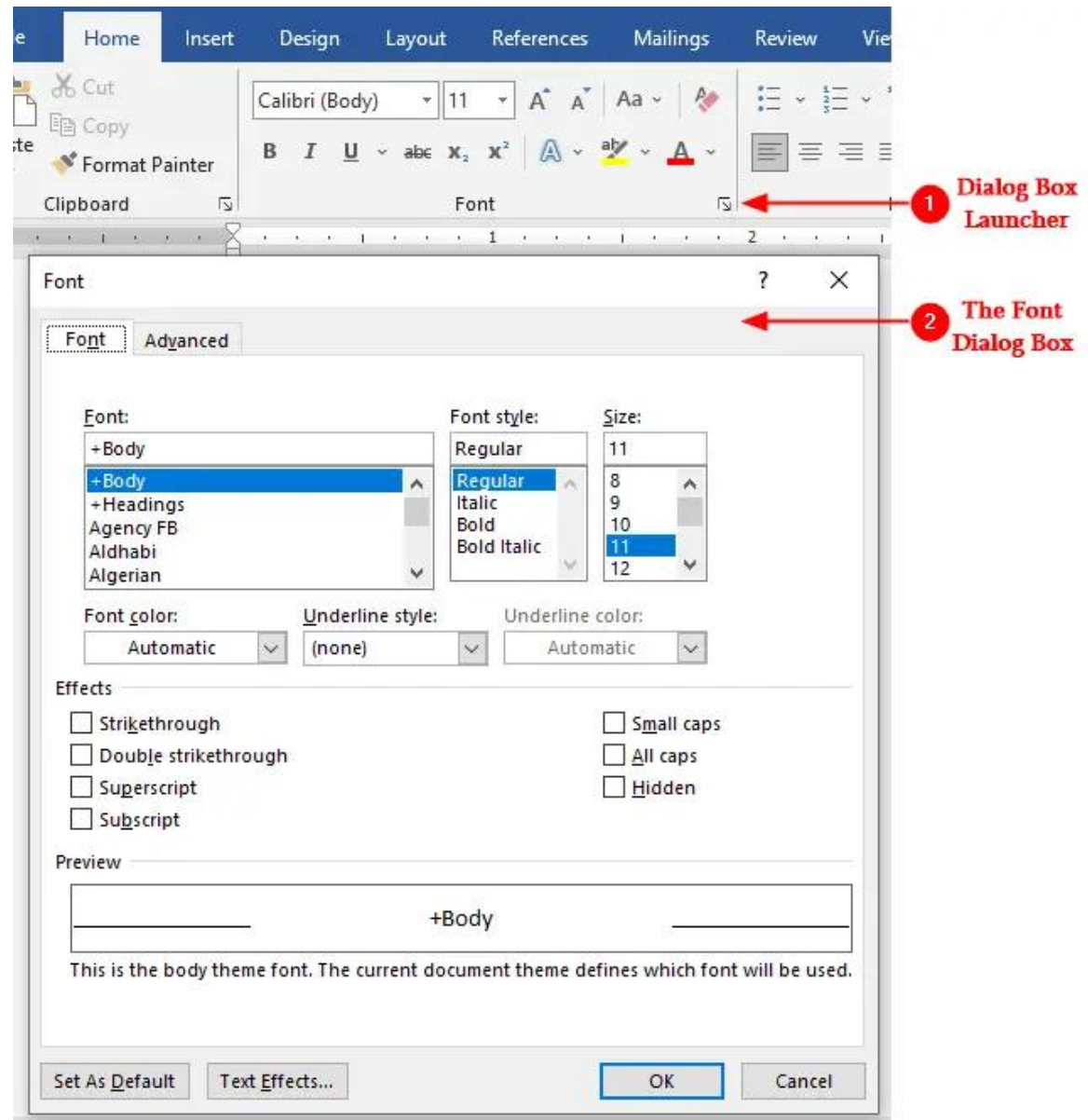


The Text Effects and Typography



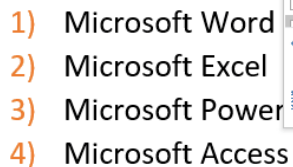
Font Dialog Box

The Font dialog box lists all font (or character) related formatting





❖ 01 Bulleted List



A multilevel list has more than one level. Using a multilevel list you can keep keep control of chapter numbers, headings, and subheadings in a document



04 Decrease Indent

05 Increase Indent

The diagram illustrates the Paragraph group in the Microsoft Word ribbon, with 15 numbered callouts identifying specific icons:

- 1:** Bulleted list icon.
- 2:** Numbered list icon.
- 3:** List with paragraph marks icon.
- 4:** Decrease indent icon (left arrow).
- 5:** Increase indent icon (right arrow).
- 6:** Line and paragraph spacing dropdown arrow.
- 7:** Paragraph orientation icon (left-to-right and right-to-left arrows).
- 8:** Paragraph style gallery icon (list of styles).
- 9:** Paragraph style gallery icon (list of styles).
- 10:** Paragraph style gallery icon (list of styles).
- 11:** Paragraph style gallery icon (list of styles).
- 12:** Line and paragraph spacing dropdown arrow.
- 13:** Paragraph orientation icon (left-to-right and right-to-left arrows).
- 14:** Paragraph orientation icon (left-to-right and right-to-left arrows).
- 15:** Paragraph orientation icon (left-to-right and right-to-left arrows).

06 Sort

First-line Indent

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Hanging Indent

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Left Indent

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Right Indent

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Left and Right Indents

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.





Paragraph Formatting Tools on Home Tab

07 Show/Hide Formatting Symbols

08 Left Alignment

Aligns the current paragraph (or a selection) to the left. Keyboard shortcuts **Ctrl+L**

09 Center Alignment

Aligns the current paragraph (or a selection) to the center of the page. Keyboard shortcuts **Ctrl+E**

10 Right Alignment

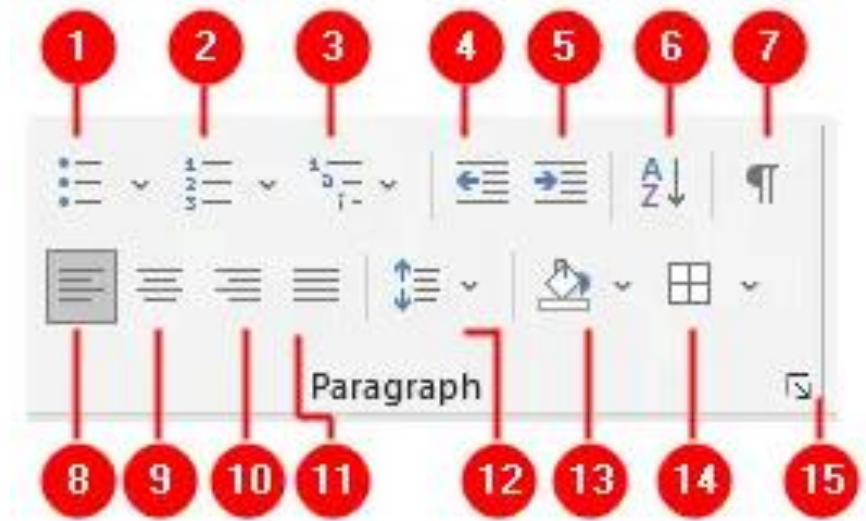
Aligns the current paragraph (or a selection) to the right. Keyboard shortcuts **Ctrl+R**

11 Justified Alignment

Lines-up text neatly on the both sides (left and right) of the current paragraph (or a selection)

12 Line and Paragraph Spacing

Adjust the space between lines of text or between paragraphs.



Single (1.0)
line spacing

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add.

Paragraph Spacing

1.5
line spacing

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

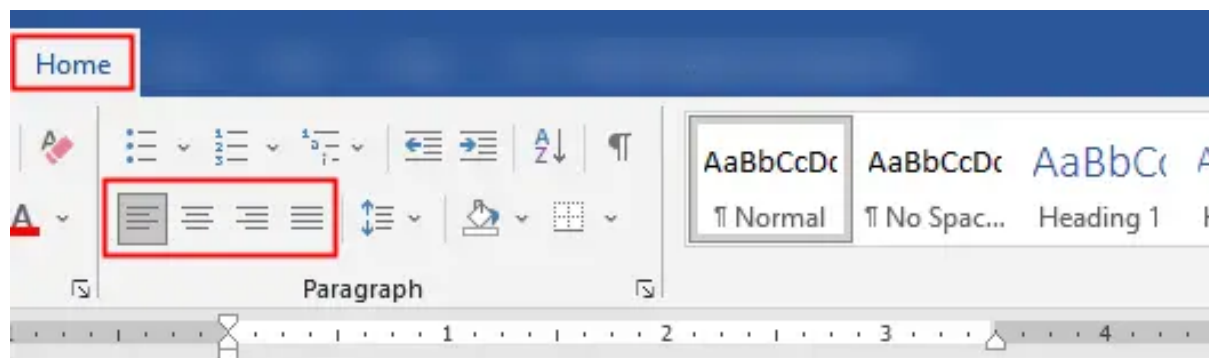
Paragraph Spacing

Double (2.0)
line spacing

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt...



Text Alignment



Left Alignment

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add.

Center Alignment

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. To make your document look professionally...

Right Alignment

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme

Justified Text

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it.



Accueil (Paragraph Formatting تنسيق الخط)

Paragraph Formatting Tools on Home Tab

13 Shading

Apply background color to a paragraph

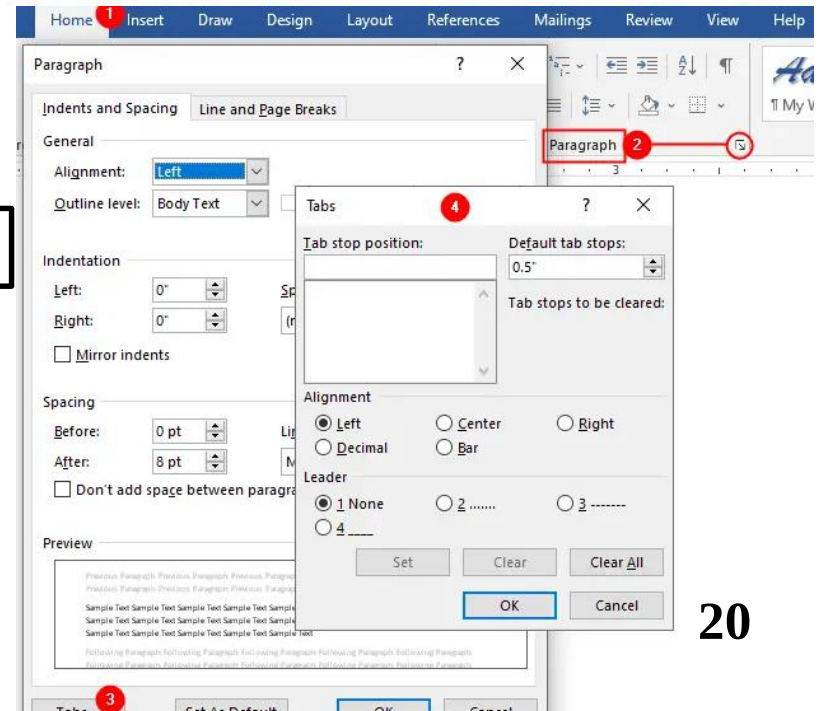
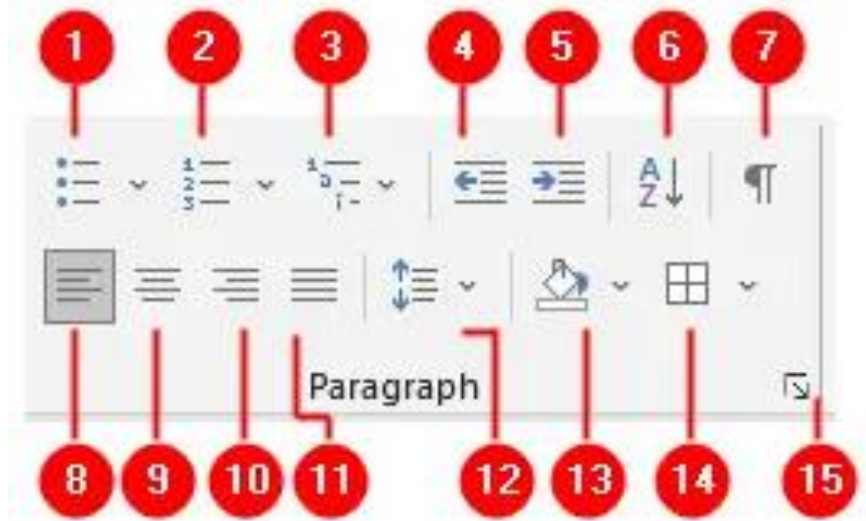
Text Highlight Color in Font group (Red background)	q1	q2	q3
100	38	32	1

Shading in Paragraph group (Black background)	21	40	29
11	50	33	0
10	40	45	13

14 Borders

Set border to the selected text, paragraph or table.

15 Paragraph Settings (Dialog box launcher)





Home 1



Styles gallery

Opens the Styles pane

Applied styles to text

Expanded Styles Gallery

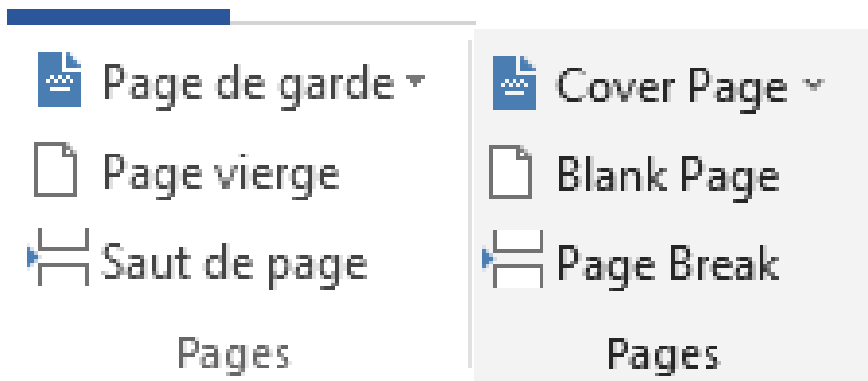
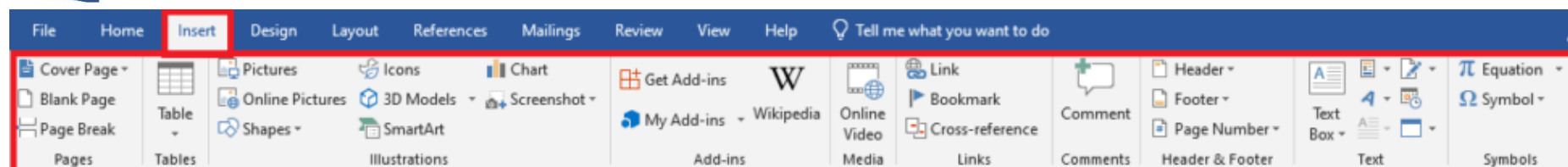
1

2

3



تبويب الادراج (pages) Insert tab



Cover Page

Blank Page - Inserts a blank page by inserting two page breaks, one above the current insertion point and one below it.

Page Break - (Ctrl + Enter). Inserts a page break instead of displaying the Breaks dialog box. You can access all the other types of breaks using the Breaks drop-down on the Page Layout tab, Page Setup group



You can create a blank or empty table by using the Insert Table grid

Insert Table : Use the Insert Table dialog box to create a table.

Convert Text to Table : Use Convert Text to Table dialog box to convert paragraphs, comma separated text, etc. to create a table.

Excel Spreadsheet: Use this option to embed an Excel spreadsheet.

Quick Tables : Insert a predesigned table.



Table Borders

Apply, modify or remove border formatting on a cell, row, column, or the entire table

1 Border Styles : The borders style gallery.

2 Border Sampler: Copy border formatting to apply it elsewhere.

3 Line Style: Select a different line style format to replace the current borders.

4 Line Weight

Change the line weight, for example, one and a half point.

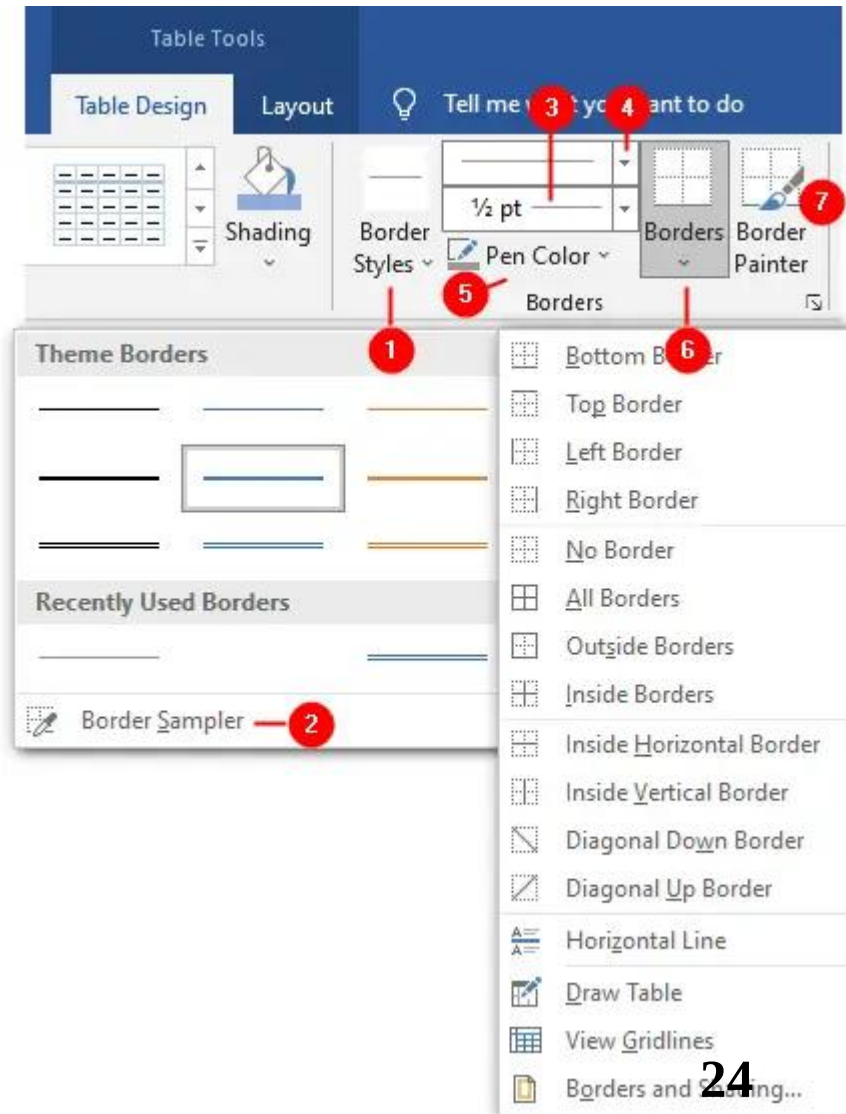
5 Pen Color

Change the border color by picking the desired color.

6 Borders

7 Border Painter

Apply a border style, line style, line weight or color to any line you click on inside the table





Merge & Split Cells

gs Review View Help Table Design **Layout** 2

Merge Cells Split Cells Split Table AutoFit Height: 0.2" Width: 0.5" Distribute Rows Distribute Columns

3 Merge

Merge Cells
Merge the selected cells into one cell.

MAY						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1

gs Review View Help Table Design 2 **Layout**

Merge Cells Split Cells Split Table AutoFit Height: 0.16" Width: Distribute Rows Distribute Columns

3 Merge

Split Cells 4 ? X

Number of columns: 4
Number of rows: 2
☒ Merge cells before split

OK Cancel

ITEM	QUANTITY
Boys	1
Ma	
Notebooks	1
Paper pads	1
Pens	3
Pencils	2
Highlighter	2 colors
Scissors	1 pair

1 Selected Cells



Table Alignment

If the table size is narrower than the page margins, you can align the entire table to the left, center, or right on the document:

The screenshot shows the Microsoft Word interface with the **Table Design** ribbon selected. The **Layout** tab is active, and the **Table Properties** dialog box is open. The **Table** tab is selected in the dialog, and the **Alignment** section is highlighted. The **Left** alignment option is selected. The **Table** tab is also highlighted in the ribbon. The **Table Properties** dialog box is open, and the **Table** tab is selected. The **Alignment** section is highlighted, and the **Left** alignment option is selected. The **Table** tab is also highlighted in the ribbon.

T	F	S
3	4	5
10	11	12
17	18	19
24	25	26
31		

Cell Alignment

The diagram illustrates the cell alignment options available in Microsoft Word. It features a central image of the **Table Design** ribbon with the **Layout** tab selected. The **Text** and **Cell** alignment options are highlighted. Surrounding this central image are nine boxes, each describing a specific alignment option with a corresponding icon. The options are:

- Align Top Left**: Align text to the top left corner of the cell.
- Align Top Center**: Center text and align it to the top of the cell.
- Align Top Right**: Align text to the top right corner of the cell.
- Align Center Left**: Center text vertically and align it to the left side of the cell.
- Align Center**: Center text horizontally and vertically within the cell.
- Align Center Right**: Center text vertically and align it to the right side of the cell.
- Align Bottom Left**: Align text to the bottom left corner of the cell.
- Align Bottom Center**: Center text and align it to the bottom of the cell.
- Align Bottom Right**: Align text to the bottom right corner of the cell.

Fast-Tutorials.com



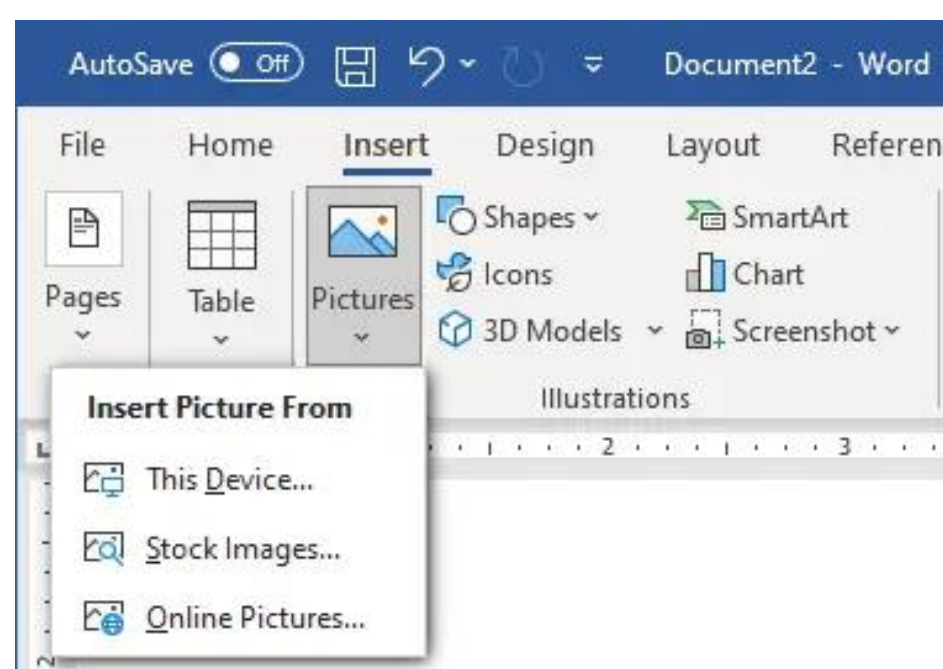
الرسومات التوضيحية Illustrations

Shapes - Drop-Down. The drop-down contains the commands: Recently Used Shapes, Lines, Rectangles, Basic Shapes, Block Arrows, Flowchart, Callouts and Stars and Banners. This list is slightly different in Excel.

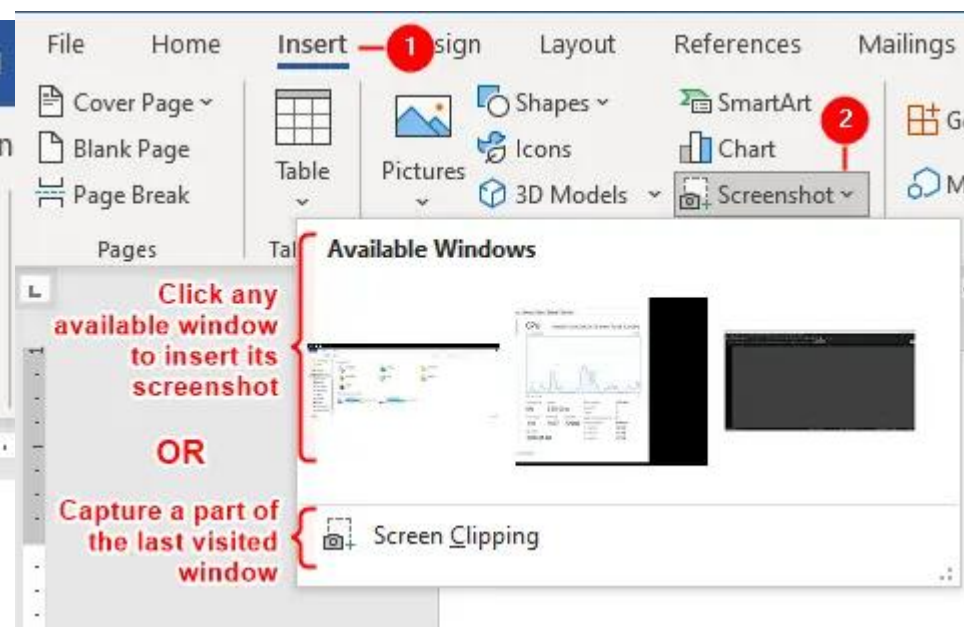
SmartArt - Displays the "Choose a SmartArt Graphic" dialog box which lets you choose from the following different types of smartart: list, process, cycle, hierarchy, relationship, matrix and pyramid.

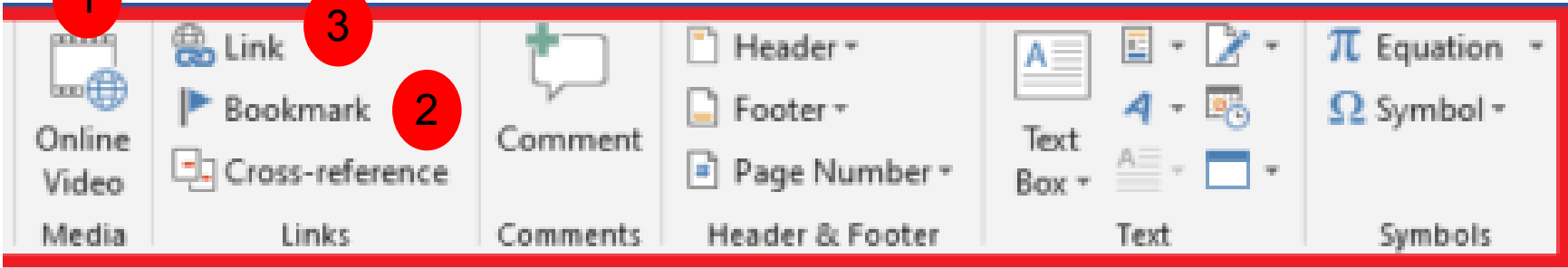
Chart - Displays the "Insert Chart" dialog box. There is no more MS Graph and datasheet. Chart data is now opened up in an Excel spreadsheet.

Insert Pictures



Screenshots





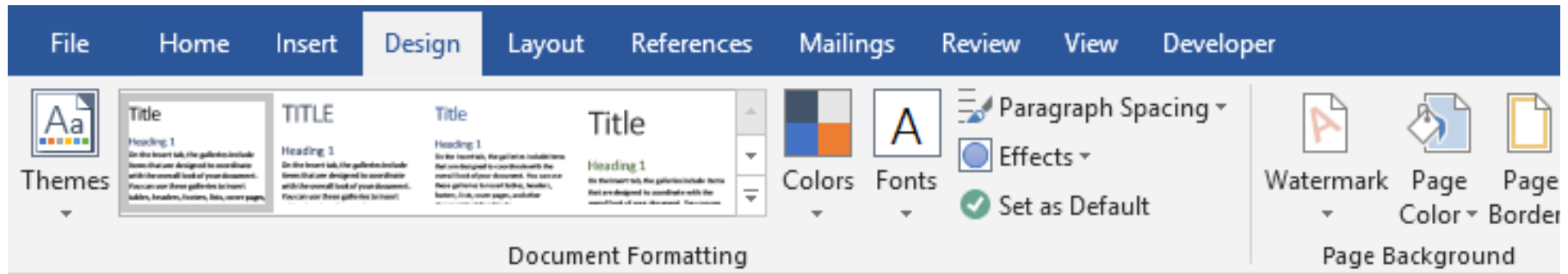
Online Video - Find and insert videos from online resources.

Bookmark - This displays the "Bookmark" dialog box

Comment - Insert a comment into this part of the document.



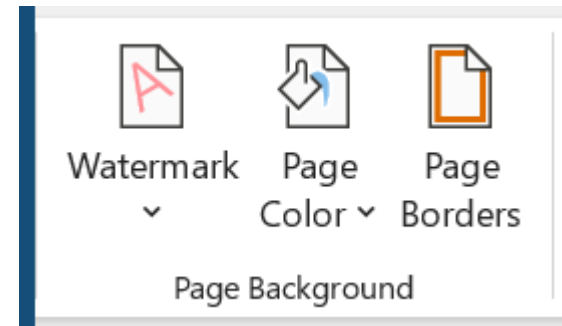
Design Tab

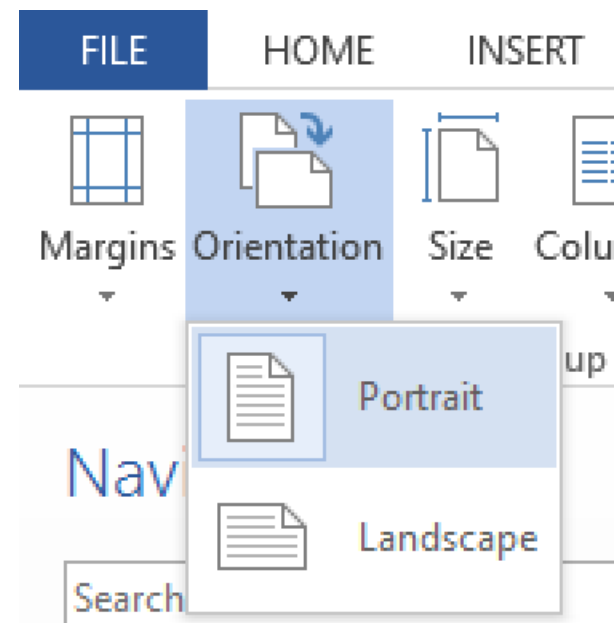
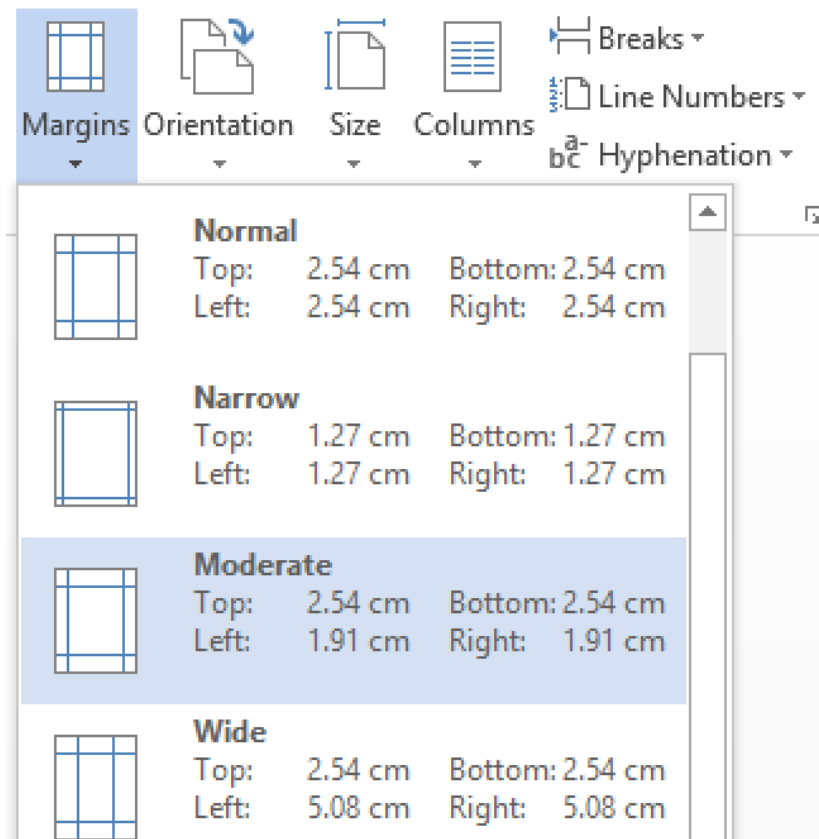
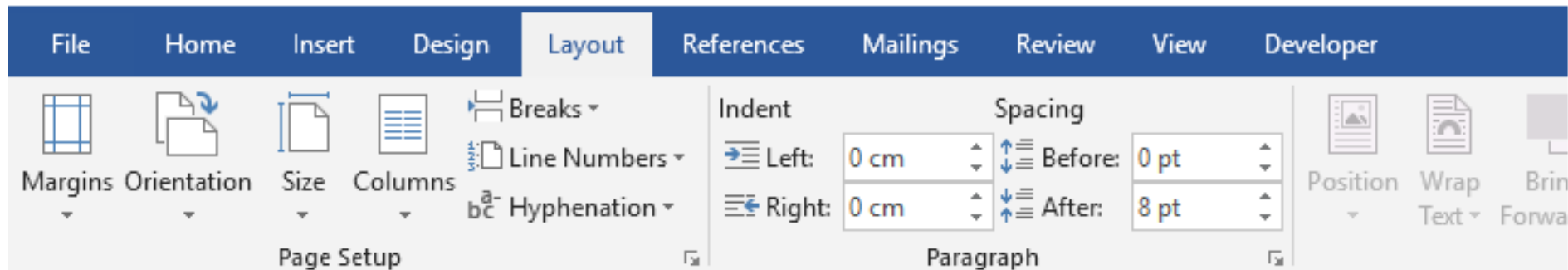


Watermark - Drop-Down. The drop-down contains the commands: Custom Watermark, Remove Watermark and Save Selection to Watermark Gallery.

Page Color - Drop-Down. Lets you change the background colour of the page. Displays the full theme colour palette.

Page Borders - Displays the "Border and Shading" dialog box







PowerPoint



A **presentation** is a collection of data and information that is to be delivered to a specific audience. (means of communication which can be adapted to various speaking situation, such as talking to a group, addressing a meeting or briefing a team.)

A **PowerPoint presentation** is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

“**POWERPOINT**” refers to Microsoft PowerPoint, a program that allows the user to design a presentation that consists of multiple slides.





Microsoft PowerPoint is a widely used software for making professional presentations. This software makes it easy to mix documents of different types (texts, images, sounds, etc.) to create a presentation for screen and data show.

The software includes two parts: “Fashion **design**” of slides and a “**Slideshow** mode ” which allows you to project the presentation. Each presentation is made up of different slides displayed one after the other.

يستخدم برنامج Microsoft Powerpoint لتقديم عروض مهنية. هذا البرنامج يسمح بمزج بسهولة ملفات من أنواع مختلفة (صور نصوص أصوات,) لإنشاء عرض تقديمي في شاشات الحواسيب و عارض الشاشات data show يتضمن البرنامج جزئين أساسيين هما **التصميم وطريقة عرض التصميم** (العرض التقديمي) يحتوي كل عرض على عدد من الشرائح المختلفة



PowerPoint

Récent

Hier

 Utiliser_un_diaporama
Bureau » Cours en ligne Sep 2016

Avant la semaine dernière

 initiationaulogicielpss18-...
E: » Bureau Sperenza » SpSS Fouad

 Unité ES 2016
D: » Cours LMD

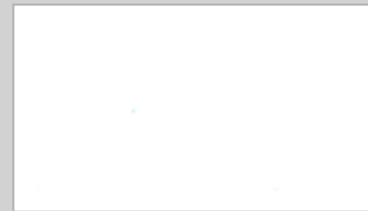
 الذاكرة
Bureau » LMD1

 Ouvrir d'autres Présentations

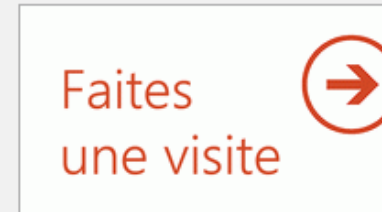
فتح عرض تقديمي
Open a presentation

Rechercher des modèles et thèmes en ligne

Recherches suggérées : Thèmes Présentations Professionnel Nature
Éducation Industrie Sport



Nouvelle présentation



Bienvenue dans PowerPoint



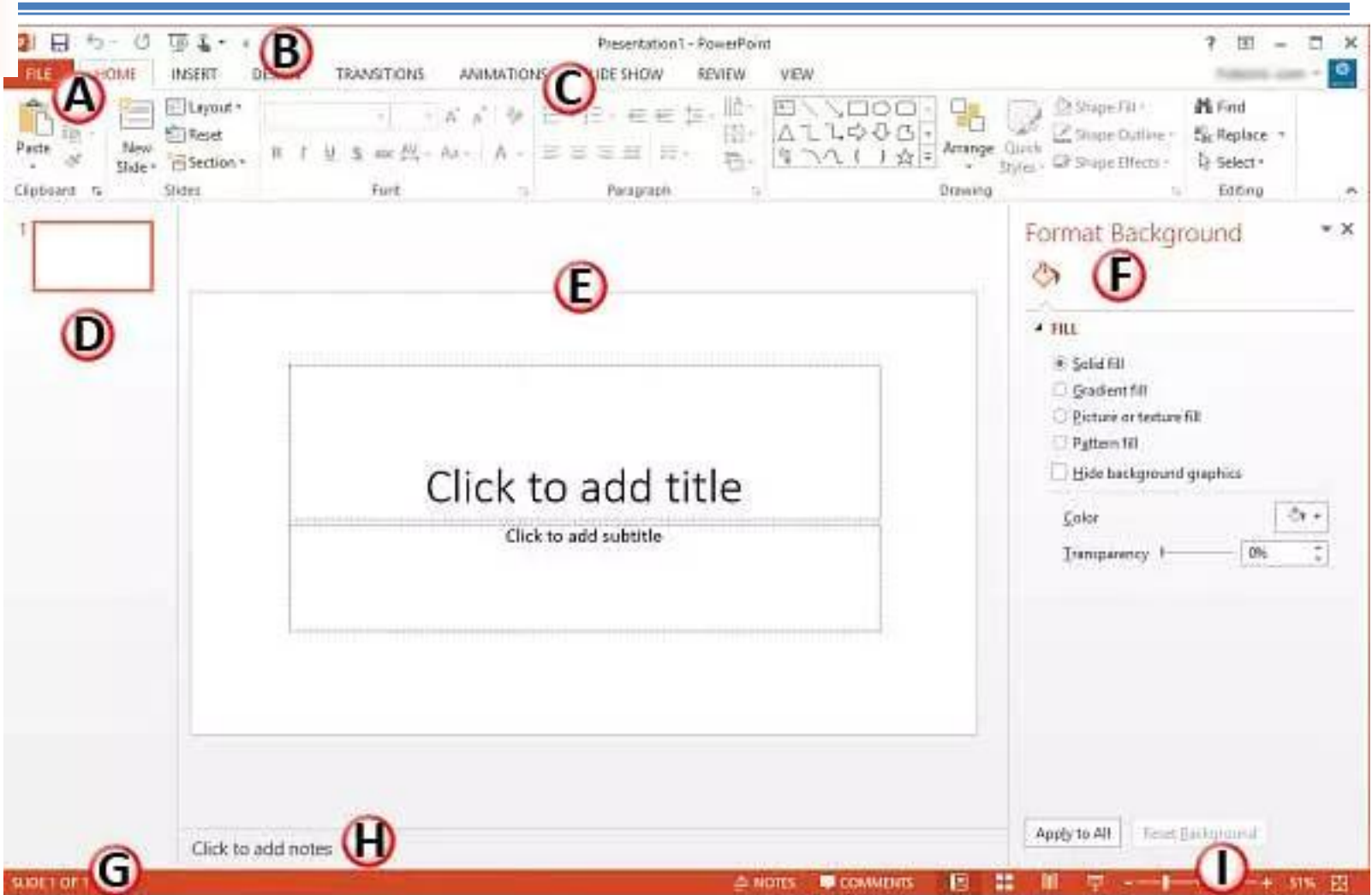
Emploi du temps - Th...



Organique

انشاء عرض تقديمي
Create a new presentation

The interface واجهة البرنامج



A. File Menu and Backstage View
B. Quick Access Toolbar (QAT)
C. Ribbon
D. Slides Pane

E. Slide Area
F. Task Pane
G. Status Bar
H. Notes Pane

I. View Buttons



The ribbon is the panel at the top portion of the document it has 9 tabs:

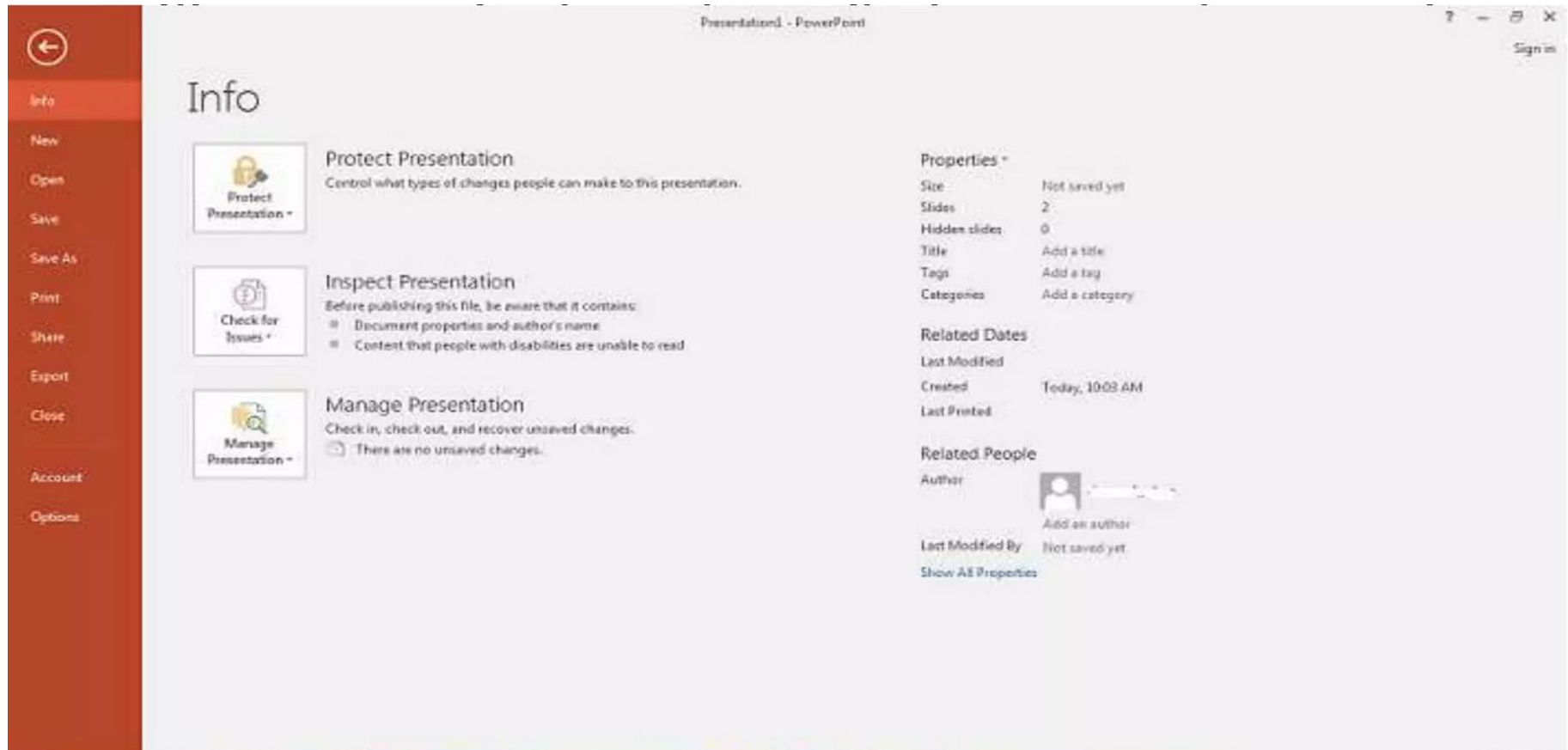
File, Home, Insert, Design, Transitions, Animation, Slide show, Review, and View.





File Tab

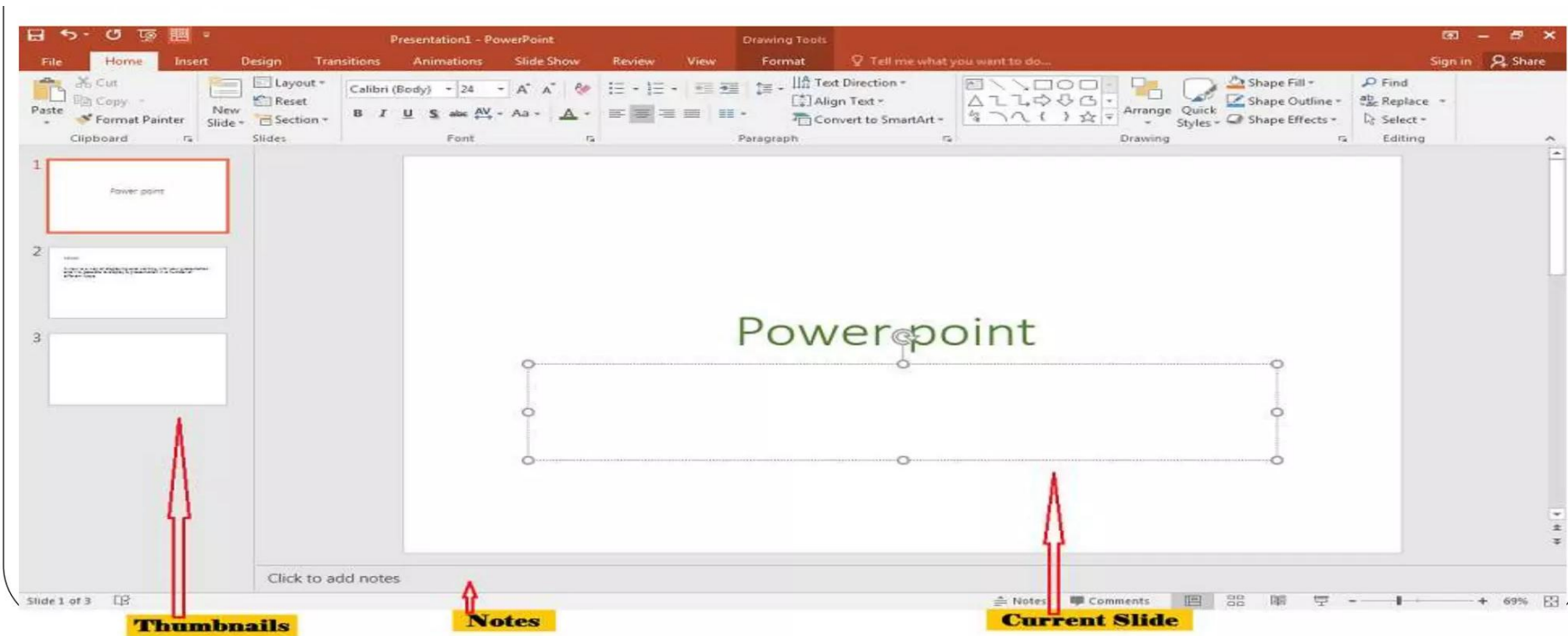
The file Tab allow to open a saved presentation, start a new one, save, save as, print, share, Export, Close account and option





Home Tab

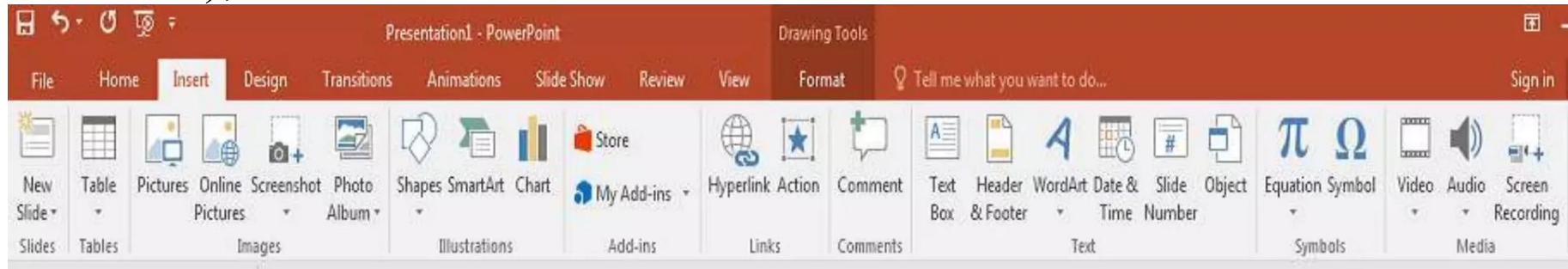
Home tab is the main screen allow to add slides, Change slides layouts, Change fonts and their style such as size and color.



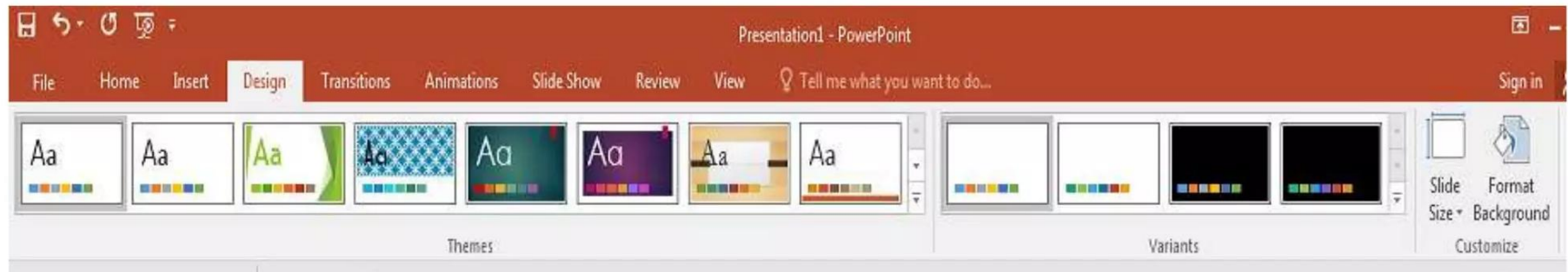


Insert and Design Tabs

Insert tab is used to insert different features such as tables, Charts, Pictures/ clips art, Shapes, media (sound and video), Links....



Design Tab (التصميم) contains tools for changing the appearance of slides.



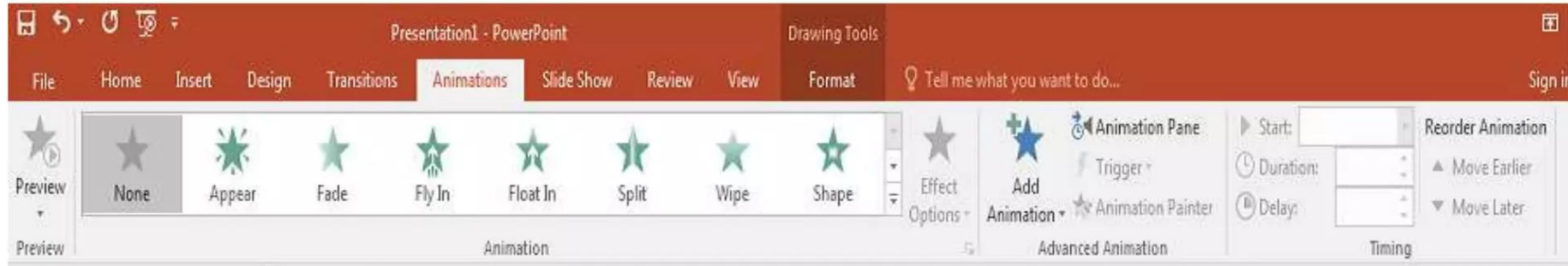


Transitions and Animations Tabs

Transitions (الانتقالات) Tab contains the tools to set the mode and time to move from one slide to another.

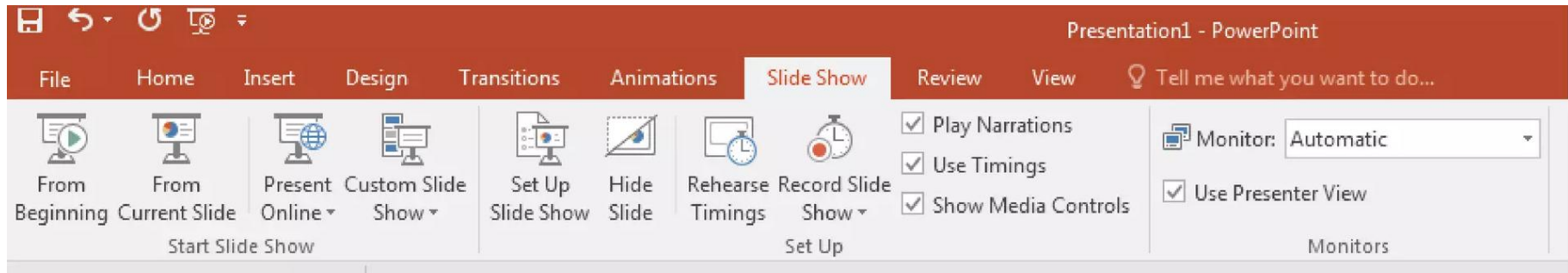


Animations (الحركات) Tabs contains the tools to animate the content of the slides.(predefine special effect)





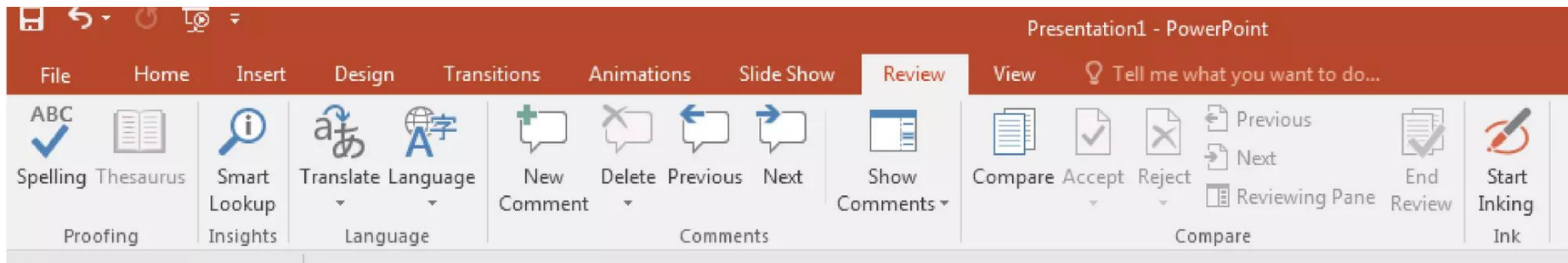
Slideshow provides option for presenting the slide show to the audience. Narration for the show can be recorded. Decisions can be made as to where to start the presentation, In addition custom shows can be created





Review and View Tabs

Review tab is used to check the spelling in the presentation to add comments to different slides and to protect the presentation so that the others cannot make revision. Include other different group\buttons



View tab is used to view the presentation in different formats.

