Lecture 1

Microsoft office Word 2013

Microsoft Office

Microsoft Word is one of the most popular word processing programs, and it has many features that make it a powerful tool for creating and editing documents. Here are its most prominent features: Editing and formatting texts. Ready-made templates and styles. Grammar and linguistic proofreading tools. Support for different languages, including Arabic. Inserting images, tables, charts, and mathematical equations.
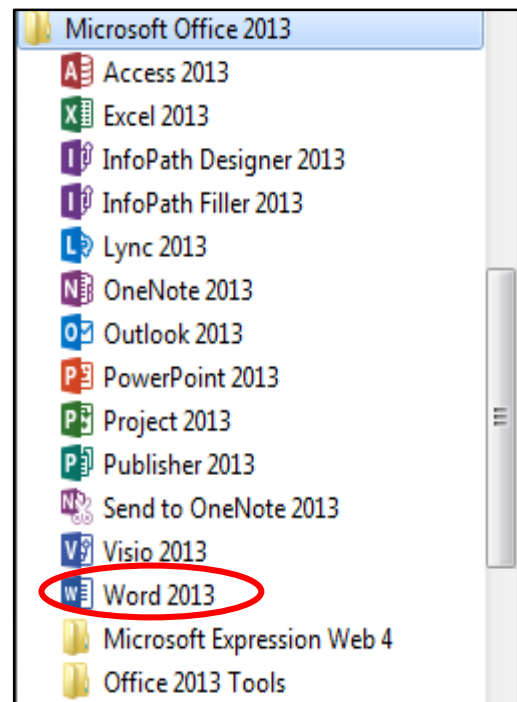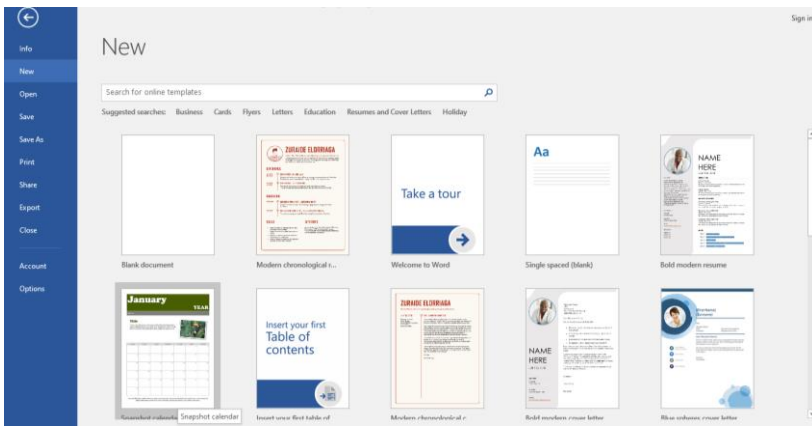
Opening Microsoft Word 2013

Click on **Start** Button → **All programs**>>**Microsoft Office**>**Microsoft Word2013**
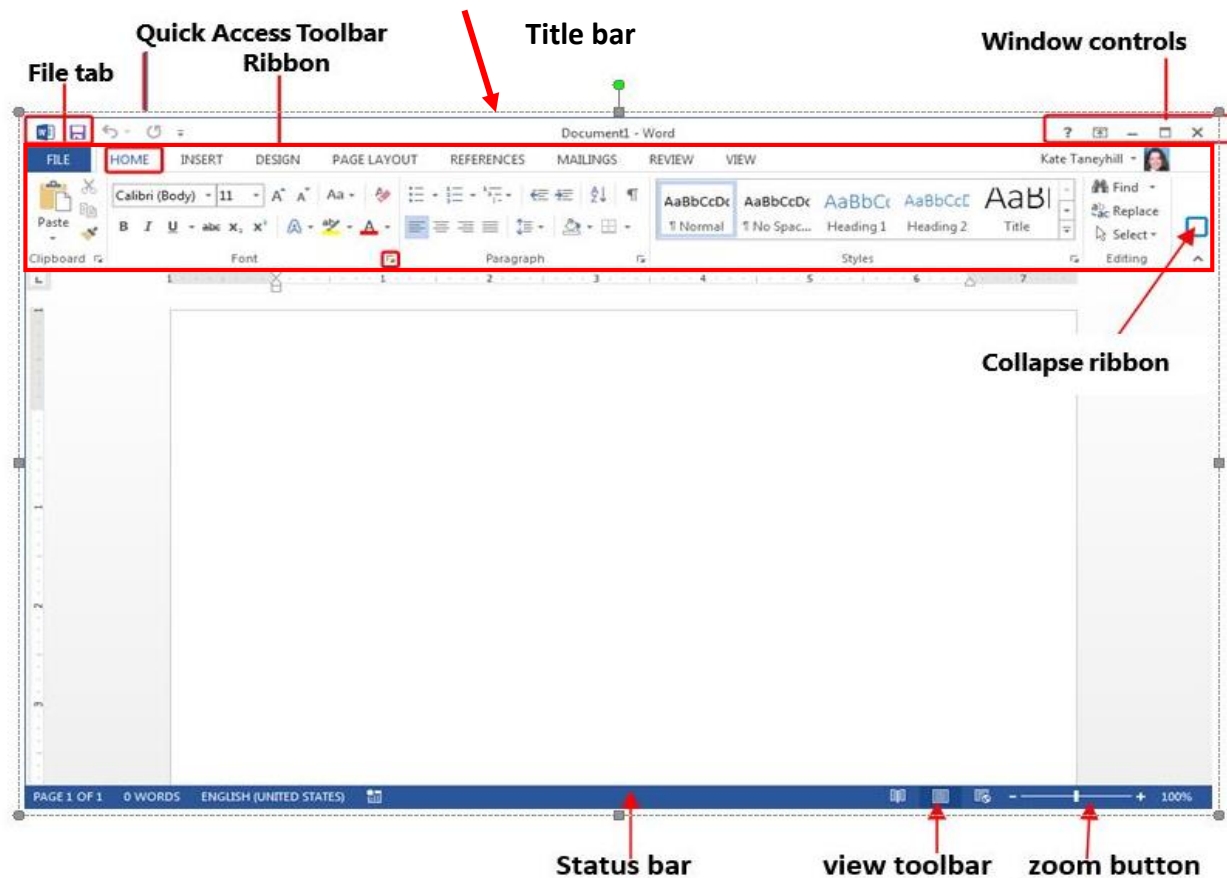
To Create a New Word Document:

    1) Click the **File tab.**

    2) Click **New.**

    3) Click **Blank** Document.

**Template**: There are many templates have different design you can choose any of them to create your file.

Microsoft Office 2013
Access 2013
Excel 2013
InfoPath Designer 2013
InfoPath Filler 2013
Lync 2013
OneNote 2013
Outlook 2013
PowerPoint 2013
Project 2013
Publisher 2013
Send to OneNote 2013
Visio 2013
Word 2013
Microsoft Expression Web 4
Office 2013 Tools

Word Processing Basics (Elements of the Word Screen)

Title bar

It is in the top of screen **in the middle there is a file name that open**, also the title bar is consists of the following two basics components:

A- Quick Access Toolbar: Appears on the left end of the title bar. By default the Quick Access Toolbar displays the Save, Undo, and Repeat buttons and is used for easy access to frequently used commands. To customize this toolbar, select the commands you want to add by click on it.
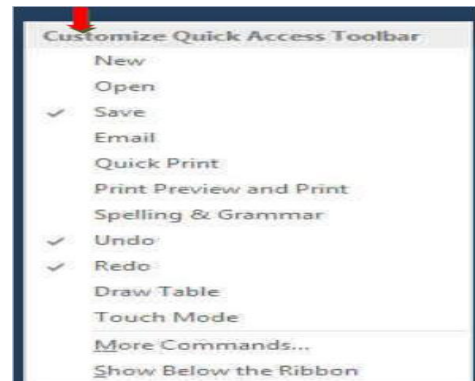
B- Window controls contain icons as Minimize, Maximize, and Close buttons, there are two additional buttons:

▪ Help clicking this button displays help for the application.

▪ **Ribbon Display Options** Clicking this button gives you a list of choices for viewing the ribbon. Sometimes the ribbon can get hidden and it's hard to find. The quickest way to show the ribbon is to click on any visible tab, like Home, Insert or Design. You might also want to hide the ribbon to maximize screen space.
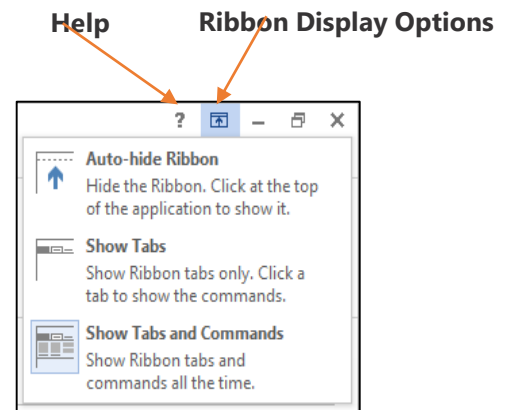
2- Ribbon: The ribbon is a set of toolbars across the top of the screen. The Ribbon is consists of the following three basics components:
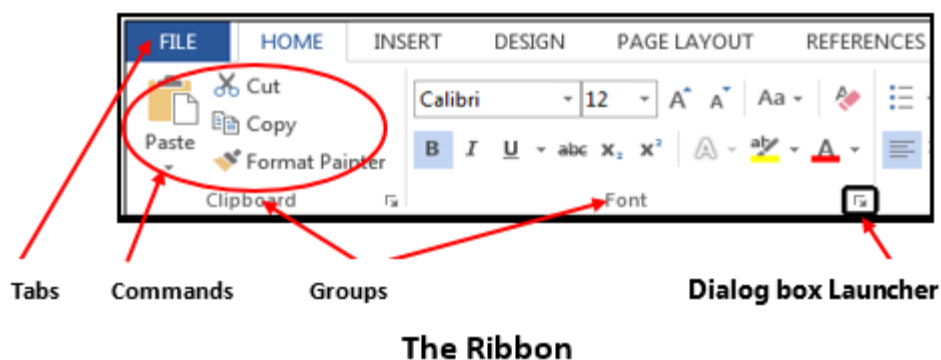
a- Tabs   (Tab Bar)
An area on the Ribbon that contains buttons that are organized in groups. The default
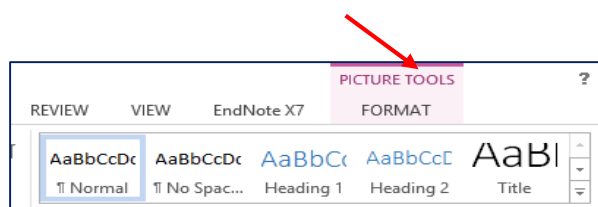tabs are:
1.File Tab

2. Home Tab

3. Insert Tab

4. Design Tab

5. Page Layout Tab
6. References Tab

7. Mailings Tab

8. Review Tab

9. View Tab

The Ribbon

❖ **Contextual Tabs** (المرافق او المقترن)**:** Some tabs appear on the ribbon only when you need them. For example, if you select a picture you'll see Picture Tools tab will appear.

b- Groups: Within each tab there is tasks of related tasks found on activity tab. for example the tasks of Home Tab are:

1. Clipboard
2. Font
3. Paragraph
4. Styles
5. Editing

c- Commands: each group contain buttons, for example the commands in Clipboard group in Home tab contains the commands as follows:

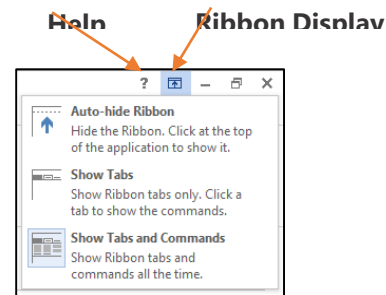1. Cut
2. Copy
3. Paste
4. Format painter

d- Dialog Box Launcher: Some groups have a little square in the corner of a group that launches containing all the options within that group.

Hide the Ribbon

In the top right corner of the word screen choose the ^.

To display the Ribbon

Choose Ribbon Display Option and select Show Tabs and Commands

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Auto-hide Ribbon
Hide the Ribbon. Click at the top
of the application to show it.

Show Tabs
Show Ribbon tabs only. Click a
tab to show the commands.

Show Tabs and Commands
Show Ribbon tabs and
commands all the time.

3- **Status bar**: A horizontal bar Located at the bottom of an active window that gives details about the document. It contains the zoom slider are located on the right end of the status bar, to large or reduces the contents in the document window.

This bar contains several icons as **Word Count. To hide/unhide** the icon
Right click on Status bar and clock on icon.

Lecture 2

Skills in writing of Microsoft Word program

➢ To change the language by press **Alt & Shift** from the keyboard.
➢ When you want to start a new paragraph press **Enter** key. Or to split one paragraph into two paragraph by put the pointer where you want to break the paragraph and press **Enter**.
➢ To join paragraph, position the insertion point at the beginning of the second paragraph and press the **Backspace** key.
➢ To delete text by using the **Delete** key or the **Backspace** key. The Delete key deletes text **after** the cursor while the **Backspace** key deletes text **before** the cursor.
➢ To select any word by **double click** on the word.
➢ To Select several words anywhere in a window by Click One of the words while holding down the **CTRL** key.
➢ To change the orientation of paragraph by press (**Ctrl +Shift left**) English. While press (**Ctrl+ Shift right**) Arabic.

File Tab

The File tab manage your files and the data about them allows you to creating, opening, printing, Save, Save As, Save, Close, Print, …..

After click in File tab the windows appear contain the term **Info and Arrow**

Template

Saving and Closing a New Document

To Save a New Document by Two Methods

1) On the Quick Access Toolbar, click the **Save button**

Or

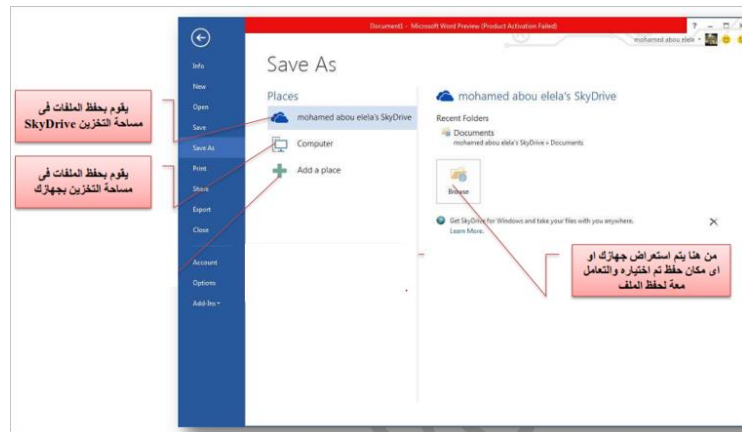2) Click the **File tab**, Click Save, dialog box will appear. Insert **file name and save**.

The Difference between Save and Save as

When you want save the document **in other place**, **other name** or **other name and place** do following:

Open the original document.

Select **Save as**. The save as dialog box appears. Choose **other drive** in which to save your file **or other name** for the file in file name box or **other drive & other name** and select save.

Opening and Closing of Documents

Click the **File** tab, and then click **Close. The** message appears as "*Do you want to save…*?" Click **Save** to save or **Don't Save** or **Cancel** to close the dialog box.

**To open a Document** Click the **File** tab →**Open** appear this window:
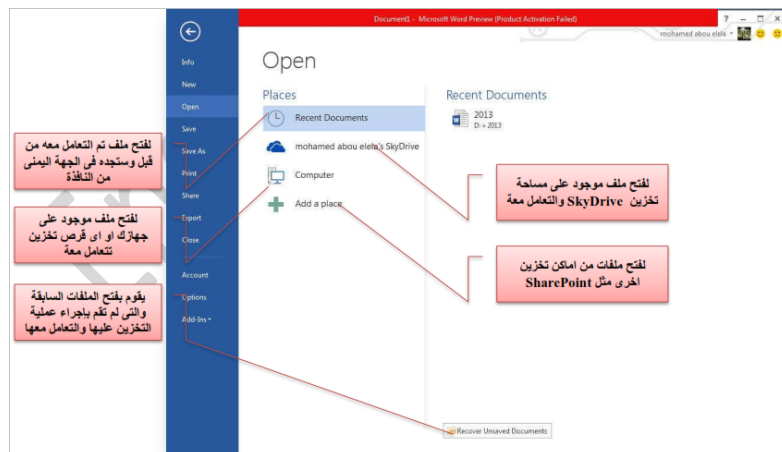
Lecture 3

HOME TAB

The Home Tab is Microsoft Words standard view .and allows you to format text by Font Style, Font Size, Bold, Italic, Underline, Alignment, Numbered List, Bulleted List, Indentation, Spacing, and Font Color.

Clipboard group

Cut, Copy and Paste

Often times you will need to move text from one location in a document to another, or to a different application. In this case you will perform a **Cut** and **Paste**. Also you can perform a **Copy** and **Paste**.
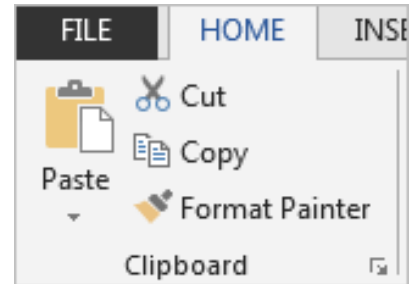
Copy items

1-Select the item that you want to copy.

2-On the **Home tab**, in the Clipboard group, click **Copy** icon.

Or from keyboard shortcut **CTRL+C**

Paste items

1) Click in the area of the document where you want to paste your item.

2) Click on the **Paste** icon located on the **Home tab** in the Clipboard group.

Cut items

1) Select the item you want to move

2) Click on the **Cut** icon located on the **Home tab** in the Clipboard group.

Paste items

1) Click in the area of the document where you want to paste your item.

2) Click on the **Paste** icon located on the **Home tab** in the Clipboard group.
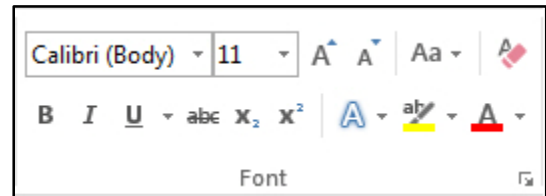
Lecture 4
Format Painter

If you want to apply the selected formatting (line spacing, font size, style etc.) to another text. Do the following:

      1-Select the **text containing the formatting** you want to copy.

      2-Click **Home tab** →in the Clipboard group, click **Format Painter**.

      3-drag mouse above text you want to format.

Font group

Formatting Text

To change Font Styles and Effects

Select the text that you want to format→ and then apply the formatting by using the commands in the Font group.

  click **B** to Bold.

  I to italic.

  U Underline.

Or   On the **Home tab**, click the Font Dialog Box **Launcher**, and then click the **Font tab**

To change the font:

1. Select the text that you want to format.

2. On the Home tab, in the Font group, click the Font arrow and select the desired font from the list

To change the **font size**:

1. Select the text that you want to format.

2. On the **Home tab**, in the **Font group**, click the **Font Size** arrow and select the desired font size (from **2 to 72**) from the list If a font size you want is not listed in the Font Size list, click in the Font Size box, type the desired number, and then press the Enter key.

 Also you can change the **Font Color** and **Highlighting Text** in font group.

Clearing Formatting

1. Select the text that has the formatting you want to clear.

2. On the **Home tab**, in the **Font group**, click the **Clear All Formatting** button.
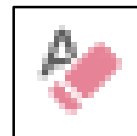
Paragraph group

Formatting Paragraphs

Used to change the orientation and position of paragraph Arabic or English. The Paragraph group on the Home tab of the Ribbon includes four alignment buttons that can be used to quickly change the alignment of a paragraph and also can insert color, border to the paragraph.

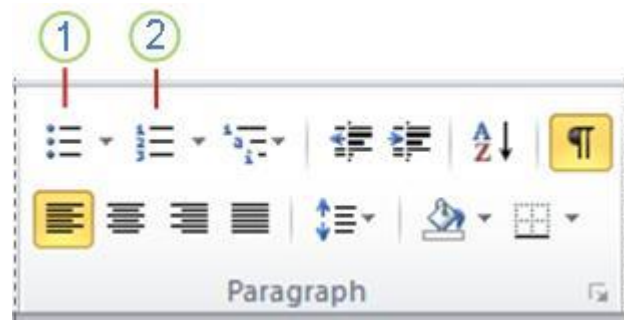
Paragraph Group on the Home Tab

Table– Alignment Buttons

Name	Description
Align Left	Aligns the text at the left margin,
Center	Centers the text between the left and right margins
Align Right	Aligns the text at the right margin
Justify	Aligns the text at both the left and right margins, producing even left and right edges. To accomplish this, Word adjusts the spacing between words, expanding or shrinking the spaces as needed.

# Add numbers or bullets to paragraphs

You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type.

1. Select the paragraphs that you want to add bullets or numbering to.

2. On the **Home tab**, in the **Paragraph** group, click **Bullets** or **Numbering**.
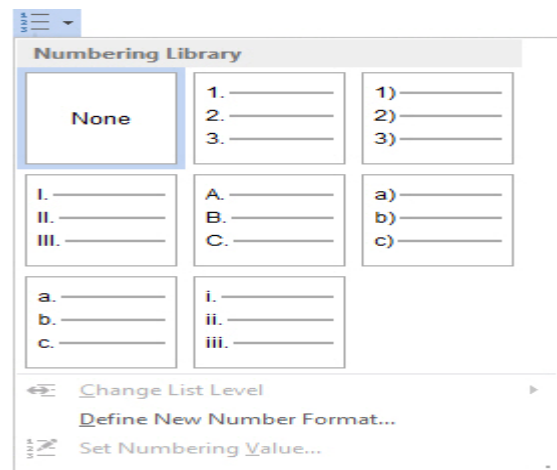
1 Bullets

2 Numbering

You can find different bullet styles and numbering formats by clicking the arrow next to **Bullets** or **Numbering** on the **Home** tab, in the **Paragraph** group.
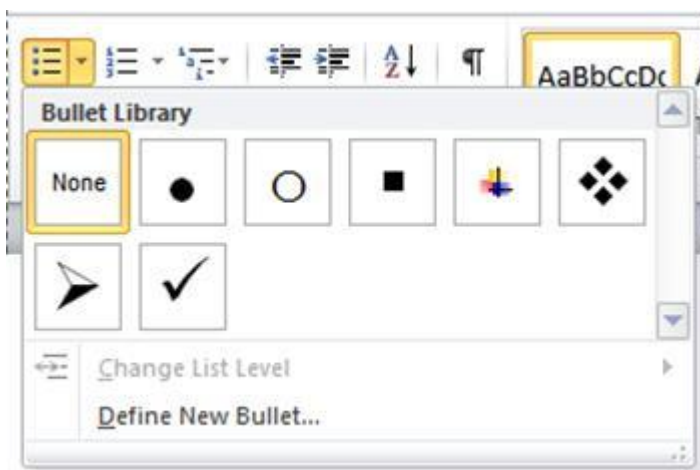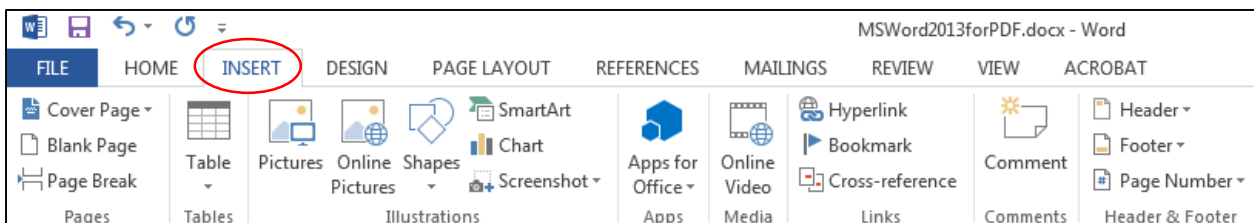

Bullets Menu
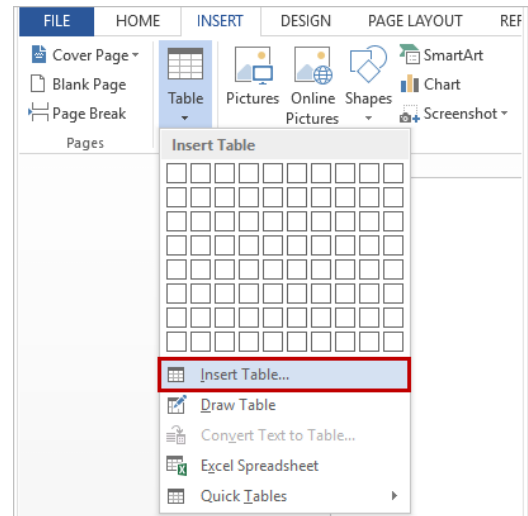

Numbering Menu

Lecture 5

Insert tab

Tables group

Table: you can create the table. The table contains columns and rows. Each row or column has cell.

Create the Table

On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, select the number of rows and columns that you want.

Add a cell, row, or column to a table

To insert cell, row, column to the table by:

Right click the mouse then appear menu click **Insert**→then select what you want from this list.

Click on **Insert Rows above** or **Insert Rows below** where you want to add a row.

Click on **Insert column to the Right.**

Insert column to the left where you want to add a column.
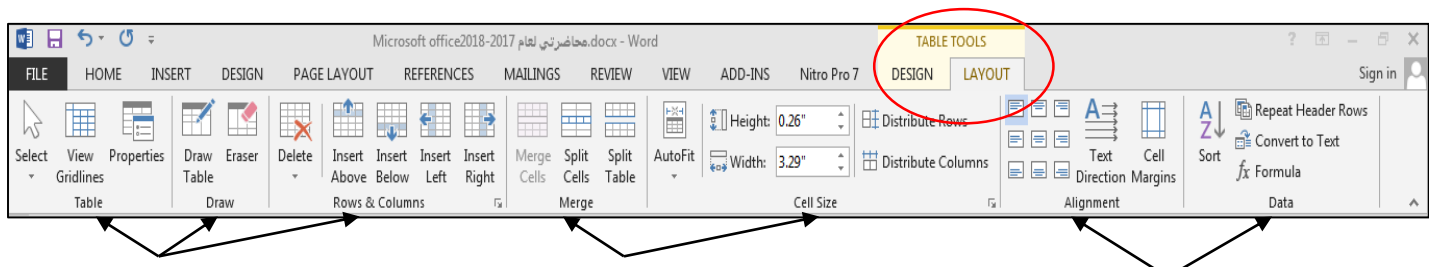
Click on Insert Cells.

Select in Table

Note: when the table is created the table tools tabs will appear (DESIGN and LAYOUT) under Layout tab appear the following groups:

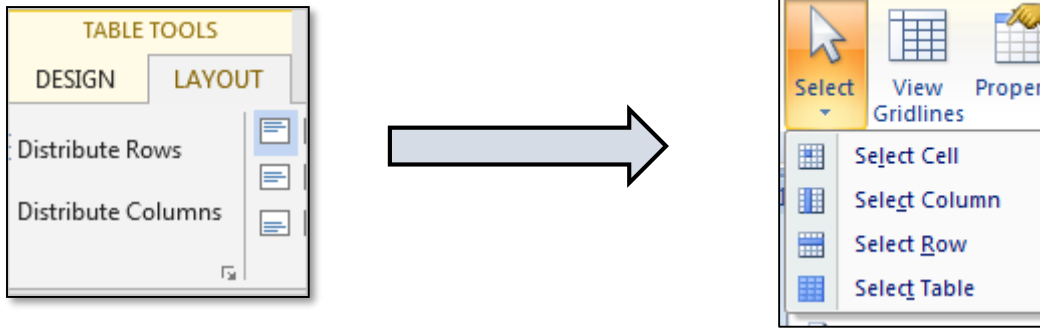**(Table, Draw, Rows & columns, Merge, Cell size, Alignment, Data)**

Select row or column

Put pointer in any cell in the row or column if we want to select it.

    1- On **Table tools** click **layout tab**

    2- In **Table group** click **Select**

    3- Click **(Select cell, row or column, table)**

You can combine two or more table cells located in the same row or column into a single cell.

1-Select the cells that you want to merge.

2-Under **Table Tools,** on the **Layout tab,** in the **Merge** group, click **Merge Cells**.

Split Cells

1. Click in a cell, or select multiple cells that you want to split.

2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells.**

3. Enter the number of columns or rows that you want to split the selected cells into.

Split Table

1. Click in a Table

2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Table**

Lecture 6

Drag a table to a new location

1. Put the pointer on the table until the pointer becomes a four-headed arrow, ⊞ appears.

2. Drag the table to a new location

Utilizing Styles and Themes in Microsoft Word

Styles: To quickly format text and paragraphs.

Themes: To apply a uniform, attractive look to the entire document.

Styles

Styles are **a set of predefined formatting options** used to quickly and consistently format text and paragraphs within a document.

Benefits of Using Styles

- Speeds up the formatting process.
- Ensures a uniform format throughout the document.

Examples of Styles

- **Heading 1:** Used for main headings. **Heading 2:** Used for subheadings. **Normal:** Used for standard paragraphs.

How to Apply a Style?

1. Select the text you want to format.
2. Go to the **Home** tab.
3. Choose the appropriate style from the **Styles Group.**

How to Change a Theme?

1. Go to the **Design** tab.
2. Select the appropriate theme (**Themes**) from the list.
3. You can customize the theme by manually changing colors, fonts, and effects.

Lecture 7

Spell Check and grammar Tools

Spell check and grammar tools are features in Microsoft Word that help users detect and correct spelling and grammatical errors automatically while typing, improving the quality and accuracy of documents. When you used Microsoft word to print texts, it appeared lines red and blue. Red mean spell error while blue line mean grammar.

Spell Check

Aims to **detect and correct spelling mistakes** in written text. Misspelled words are underlined with a **red wavy line**. Users can manually correct errors or **right-click** on the word to choose the correct suggestion.

How to Use Spell Check?

1. Go to the **"Review"** tab.
2. Click on **"Spelling & Grammar"**.
3. Word will display suggestions for incorrect words, allowing you to accept the correction or skip it.

Grammar Check

Helps identify **grammatical errors** such as incorrect sentence structure or improper word usage. Grammar mistakes are underlined with a **blue wavy line**. It suggests corrections, such as adjusting word order or applying proper grammar rules.

How to Enable Grammar Check?

1. Go to **"File"** → **"Options"**.
2. Select **"Proofing"**.
3. Ensure the **"Check spelling and grammar as you type"** option is enabled.
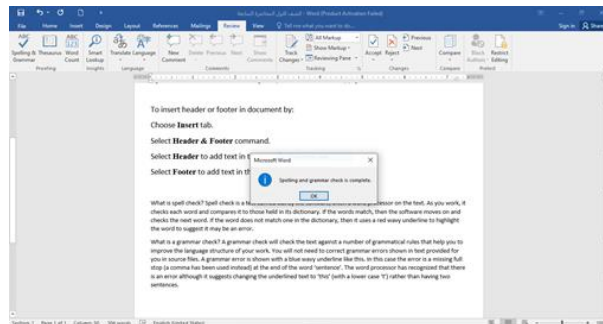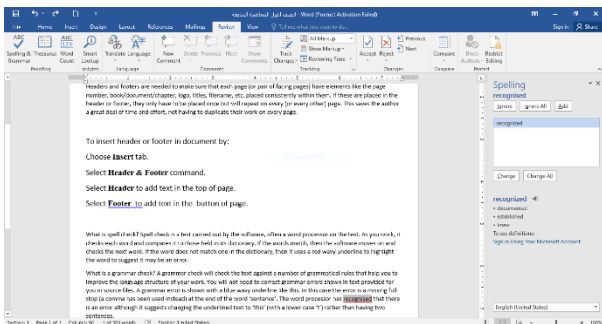
Header and Footer

To insert header or footer in document by:

Choose **Insert** Tab. Select **Header & Footer** command.

Select **Header** to add text in the top of page. Select **Footer** to add text in the button of page.

Lecture 8

Microsoft Excel 2013

Microsoft Excel 2013: Is a spreadsheet program that allows you to store, organize, and analyze information. They are also used for scientific calculations, data manipulation and for producing graphs. Files produced in Excel 2013 have the file extension ".xlsx".

Starting Excel 2013

Start >> All Programs >> Microsoft Office 2013 >> Excel 2013. The Excel 2013 program screen appears.

The Excel Interface:

Excel files are called workbooks, and they can contain multiple worksheets.

A Workbook: automatically shows in the workspace when you open Microsoft Excel 2013. Each workbook contains three worksheets.

A worksheet: Excel worksheet is a grid of cells arranged into vertical columns and horizontal rows. Columns are identified by letters and rows are identified by numbers. Excel contains 16384 columns and 1048576 rows.
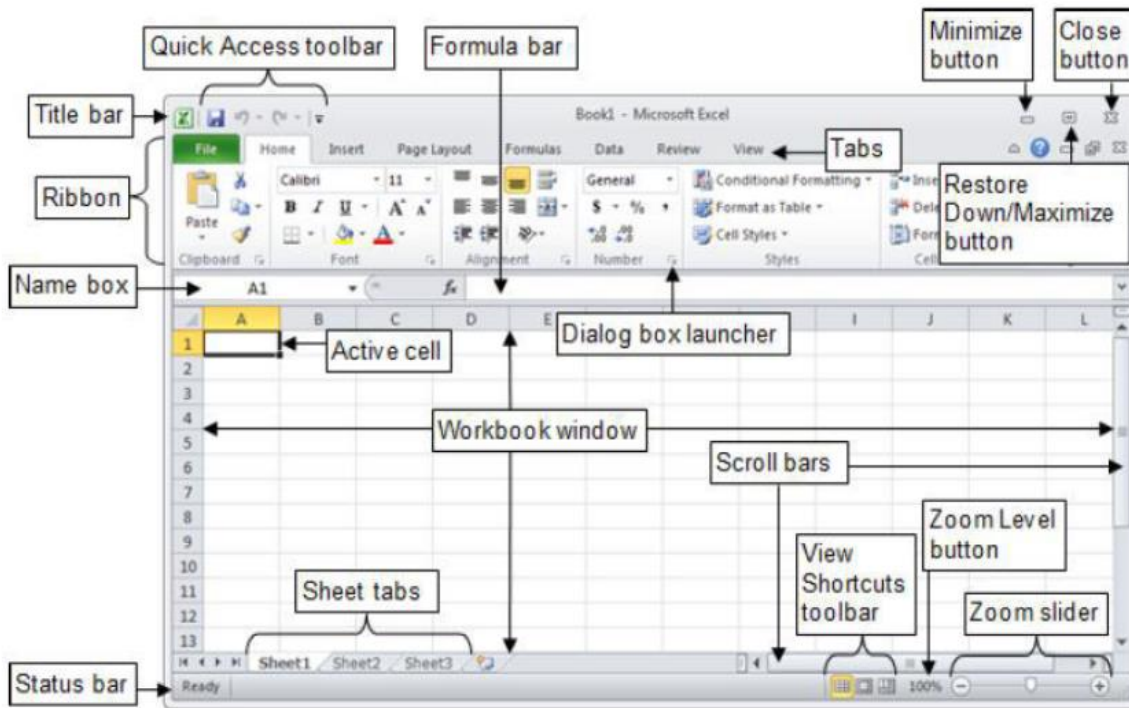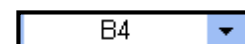
Excel 2013 Interface

Cell: The place where a row and column meet. A cell is referred to by its address, which is the column letter followed by the row number, e.g. A1, B5, Q37.Text, numbers, date and mathematical formulas can be entered into cells.

Note: the selected cell is called Active Cell
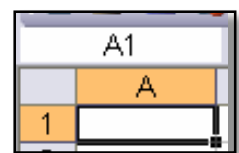
Name Box (active cell): Shows the address of the current selection or active cell.

Title bar: shows the name of the active workbook. If the workbook is new and is not saved, the name of the workbook is **Book1** and contains icons for system commands relating to the window, such as the Maximize, minimize and close buttons.

Quick Access Toolbar: allows quick access for the common functions that are frequently used.

When you click the **File tab**, you see many of the same basic commands that you saw when you clicked the Office Button or on the File menu such as Open, Save, …

Scroll bar: move backward and forward, or from side to side in your worksheet.

**Status bar:** displays information about the worksheet on which you are working.

Ribbon: the typical menus and toolbars have been replaced with ribbon. The ribbon contains groups of icons for the commands used in applications.

Tabs: which are found at the top of the ribbon and display the commands that are relevant to the tasks in the applications. Clicking on a tab displays the options located in this section of the ribbon.

Formula Bar: Displays information entered-or being entered as you type-in the current or active cell. The contents of a cell can also be edited in the Formula bar.

File tab: the menu contains the commands as Open, Save, Save as, Print, Close, Exit.
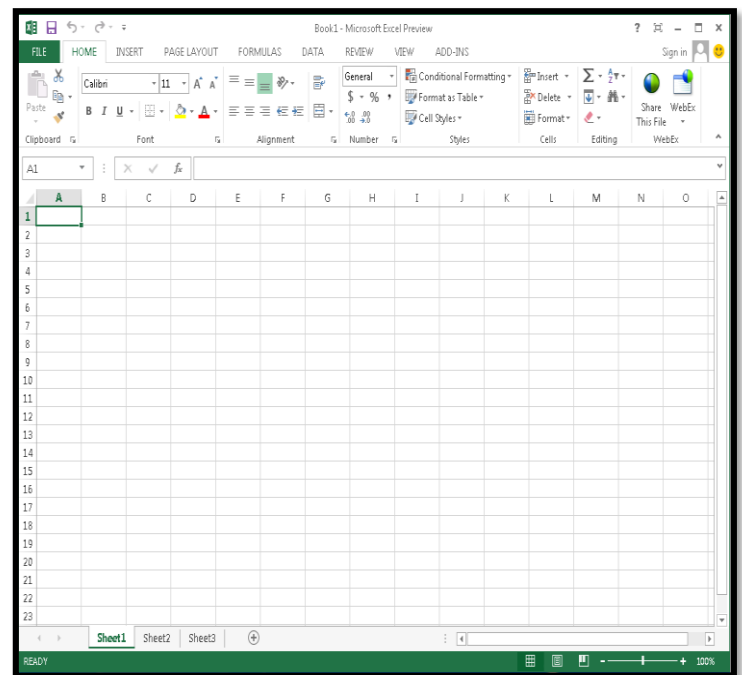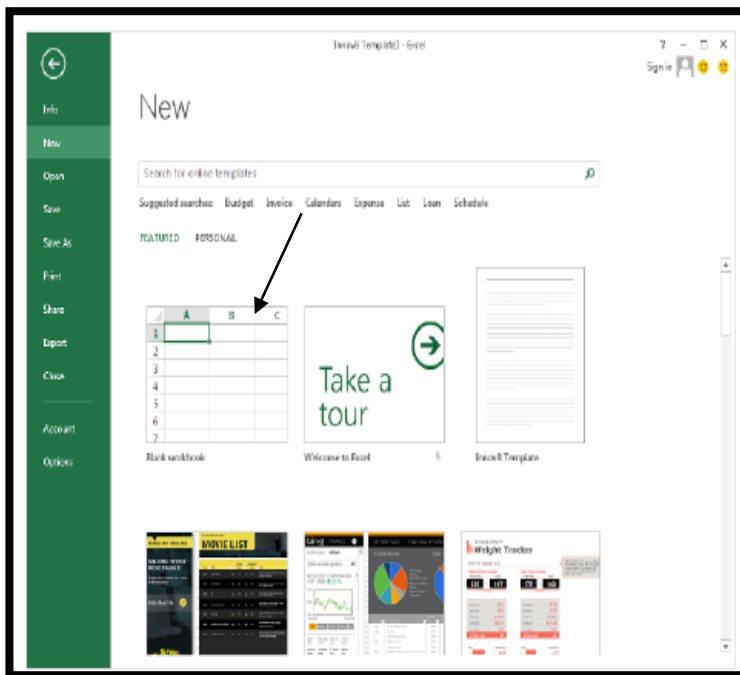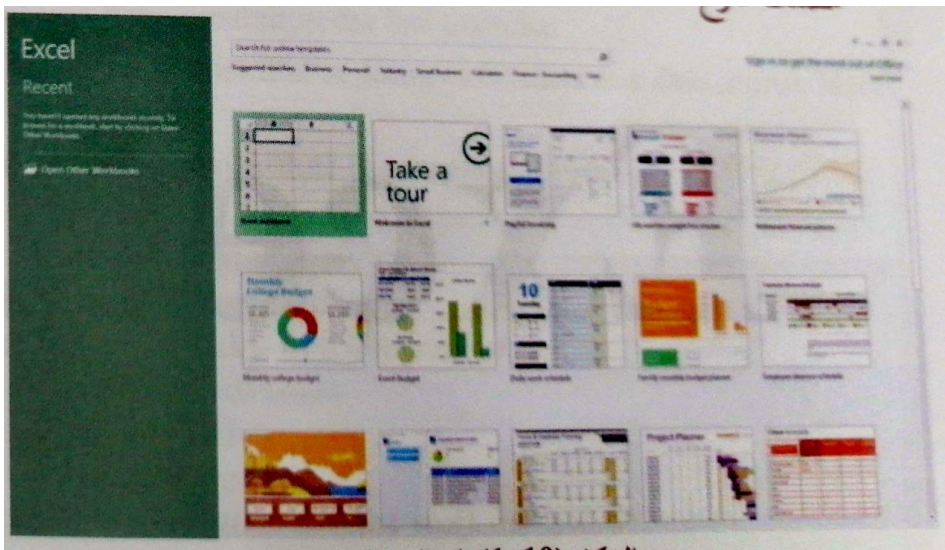

<div align="center">
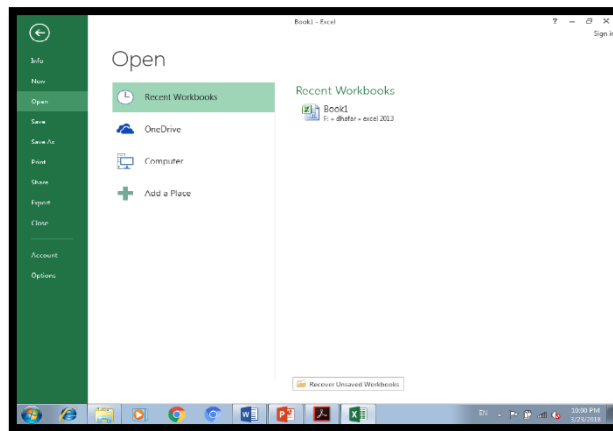
File tab

</div>

Create a new blank workbook

1.Click the File tab select New. 2. Click Blank Workbook.

Other Ways to Create a Blank Workbook Press <Ctrl> + <N>.
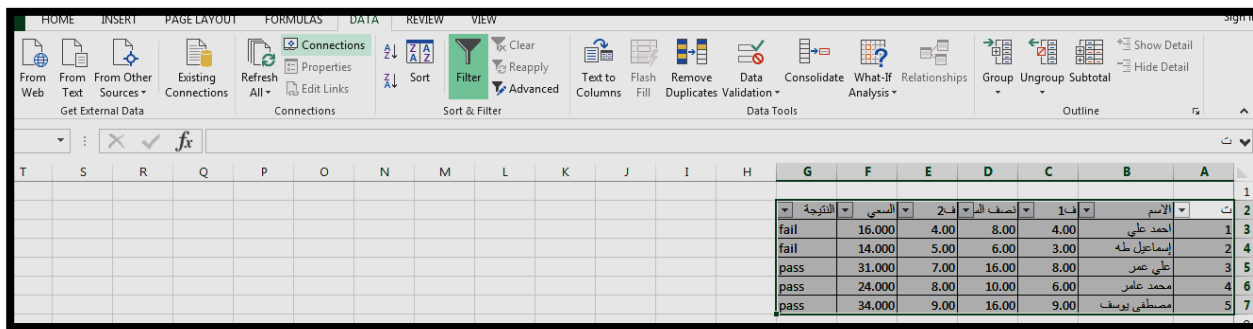
Sort and Filter the Data

It would be helpful to remove records that don't meet certain criteria from the list temporarily. You can do this with a filter. Filtering does not remove any of your records permanently, just temporarily.
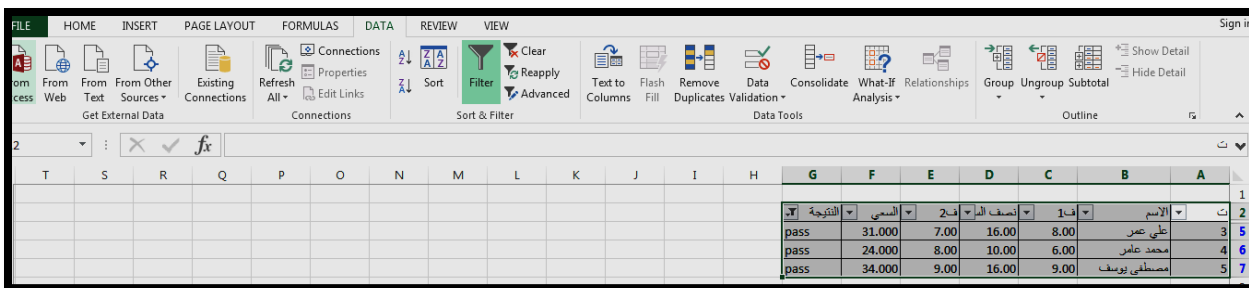
To Filter the data:
1- Select the cells which are to be filtered.
2- Click on the **Data tab** and then **Sort &Filter** group, select **Filter** button.

3- Excel displays a drop-down arrow at the right side of each column heading.

4- From the drop-down list for a column, select the item by which you want to filter the list. The new list will appear after select item filter.

Note: to turn off Filter Choose Data ➝ Sort&Filter ➝ Filter again

Sort the Data

Select the cells which are to be sorted. Click on the **Data tab** and then select **Sort** button. For example, Chose **largest to smallest** or vice versa.

Lecture 9
Creating Formulas

A formula can be a combination of values (numbers or cell references) and math operators (+, -, /, *, =) into an algebraic expression. Excel requires every formula to begin with an equal sign (=). To Create a Simple Formula that adds two numbers: print the numbers you want to calculate in separate cells (for example, print 43 in cell B2 and 12 in cell B3). Click the cell where the answer will appear (B4, for example), print the equal sign (=) to let Excel know a formula is being defined.

print the cell number that contains the first number to be added (B2, for example).

print the addition sign (+) to let Excel know that an add operation is to be performed.

print the cell number that contains the second number to be added (B3, for example).

Press Enter or click the Enter button on the Formula bar to complete the formula.
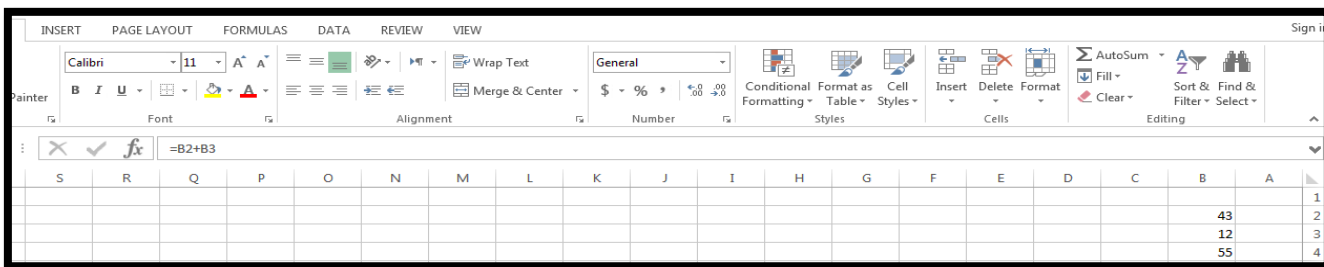
Using Functions

Functions can be a more efficient way of performing mathematical operations than formulas. For example, if you wanted to add the values of cells D1 through D10, you would type the formula: D1+D2+D3+D4+D5+D6+D7+D8+D9+D10.

A shorter way would be to use the SUM function and simply type =SUM (D1:D10).

AutoSum

It contains Sum, Average, Count Numbers, Max, Min, ….

Average: to find the average.

Or, we can the average by calculated by the sum divided by the number as H2/5.

Sum Function: To add contiguous numbers in row or column, do the following:

1- Select the cell in which you want the total.
2- Click on the **Home** tab→ **Editing group**▸ **AutoSum**. A Sum formula is entered automatically.
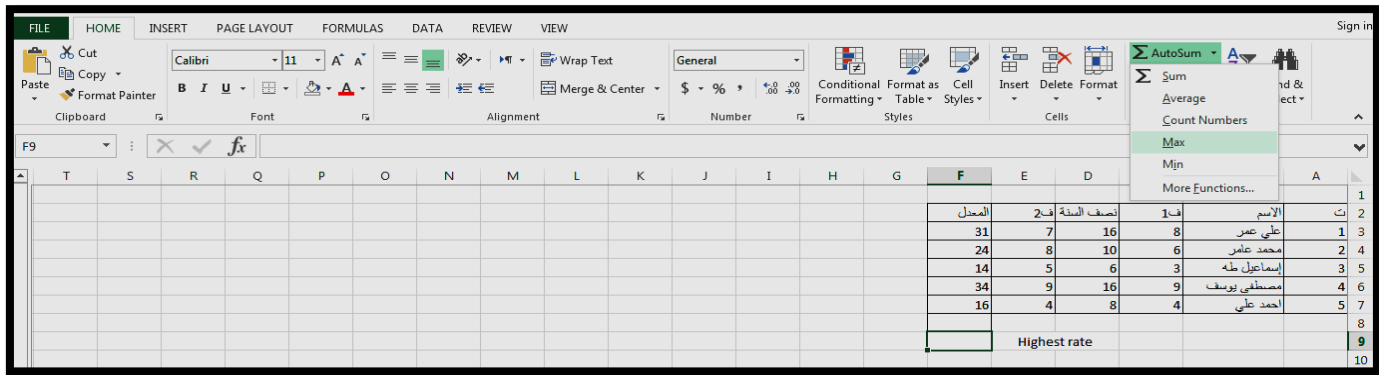3- Press the **Enter** key. The total will appear in the selected cell.
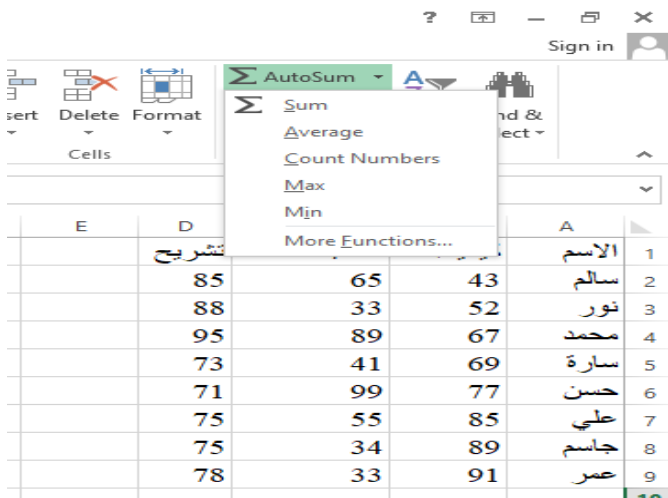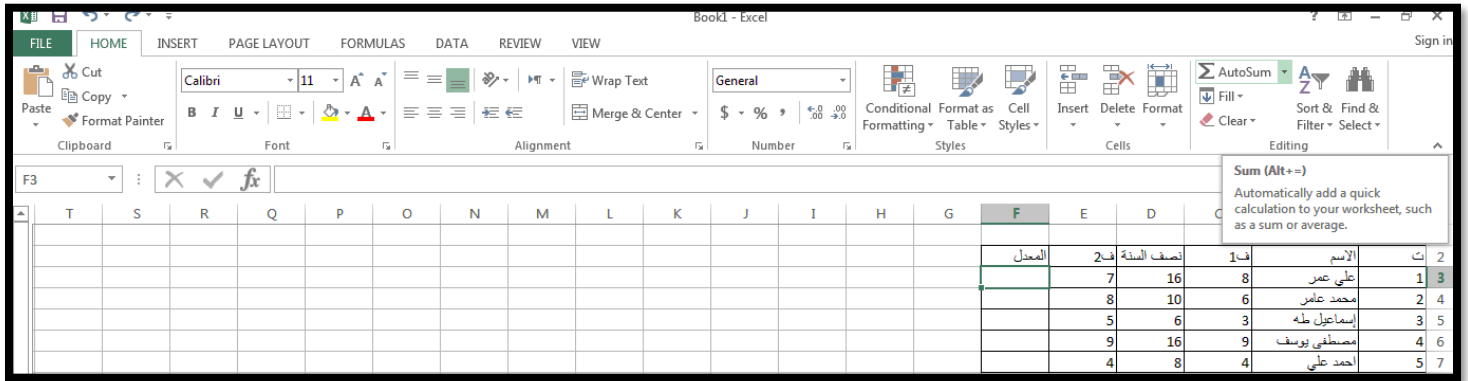
Maximum and Minimum Value

Use the **Maximum** function to show the highest number within a selected range.

1- Select the cell in which you want to results to appear.

2- Click on **Home** tab ➝ **Editing** group, click the drop down arrow next **AutoSum**. Then click **Max**.

3- A dotted line will appear around the selected cells, as in following figure.
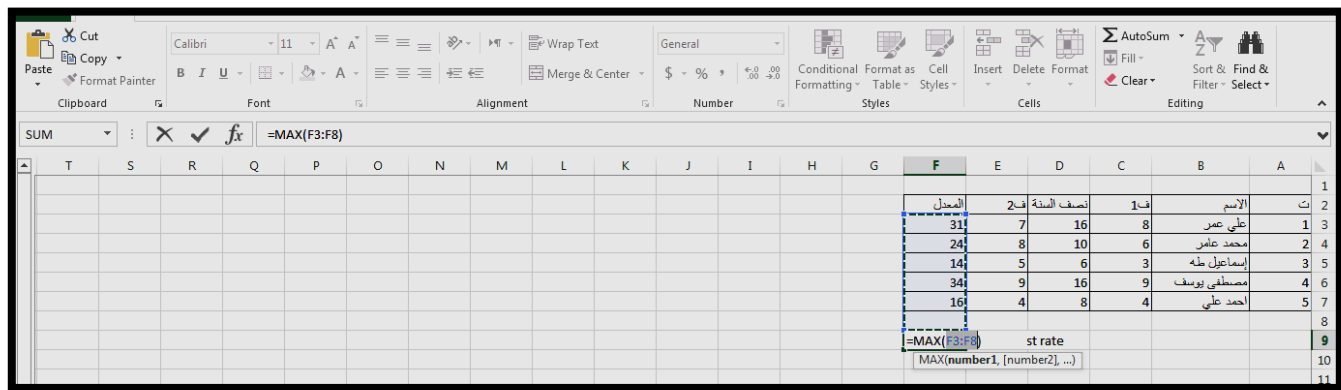
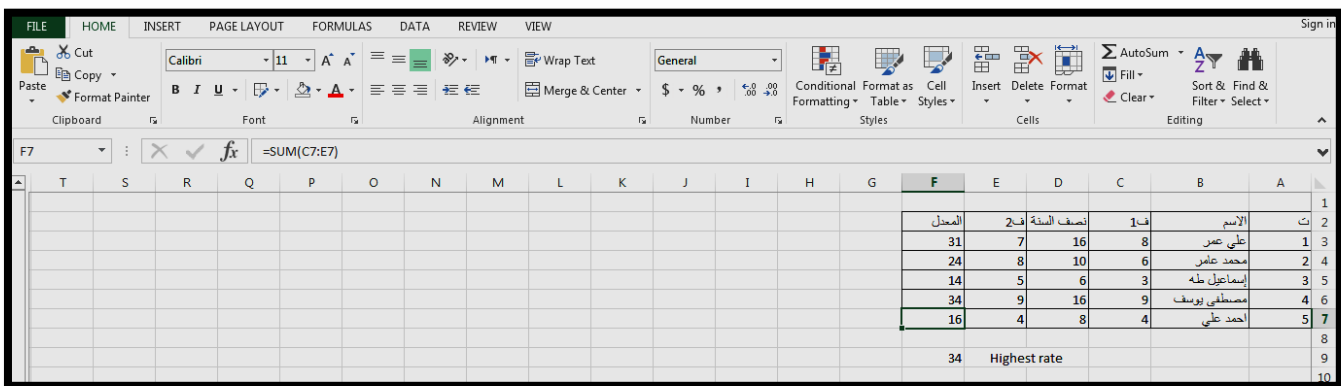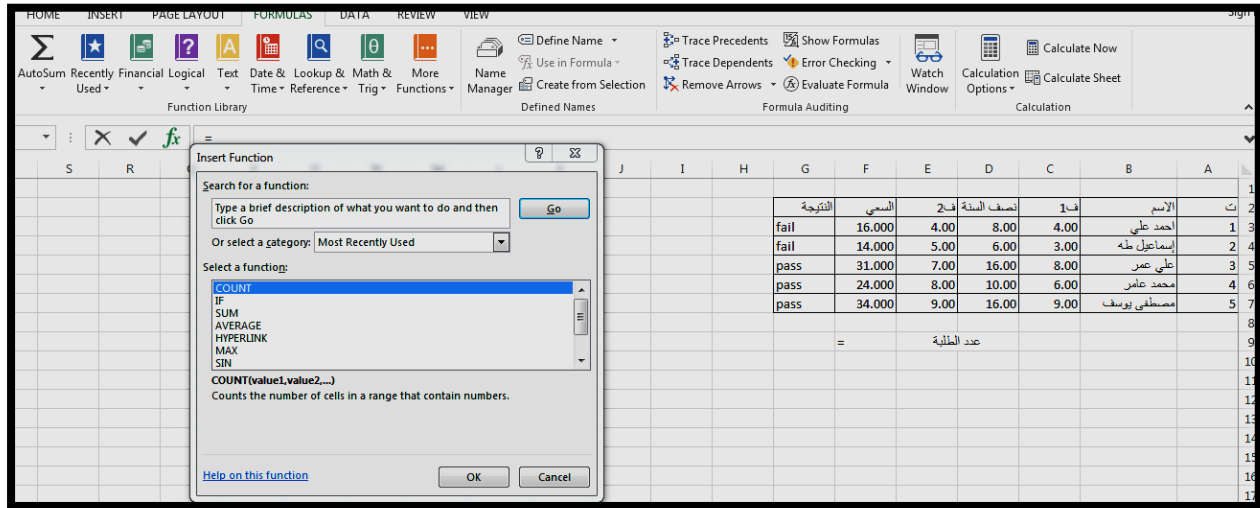4-Press the **Enter** key. The Maximum value will appear in the selected cell, as in following figure.

Note: Use the **Minimum** function to show the lowest number within a selected range.

Using Insert Function

1- Select the cell where you want to place the result of calculation.
2- Click on **Formulas tab**. In **Function Library**, click **Insert Function.**
3- Chose Function then **Ok**.

A pivot table: is a powerful data analysis tool used to summarize, sort, and rearrange data in an interactive table. It is commonly used in programs such as Excel.

Data Validation: It is the process of restricting data entry to ensure that it is correct and complies with specified rules. This process is used in Excel programs.

Examples of data validation:

Specifying that values should be numeric only (for example, entering student grades).

Error Checking:

It is the process of detecting and correcting errors in data, whether manually entered or calculated through formulas or databases. Examples of error checking:

Finding arithmetic errors (such as division by zero).

Data Visualization (Data Visualization)

Data visualization is the process of visually representing data using graphs and charts to help users easily understand patterns, trends, and relationships in the data. This process is used in programs such as Excel.

Examples of data visualization tools in Excel use charts such as line, bar, pie, and scatter.

Lecture 10

The Charts

Charts are graphical depictions of data in your worksheet. Excel can build a chart automatically based on existing data, after which the chart can be moved, resized, and deleted without affecting your worksheet data.

Creating Charts

1- Selected the range of data (the cells containing the data) to be charted.

2- Click on the **Insert tab**. In the **Charts** group, click the chart type.
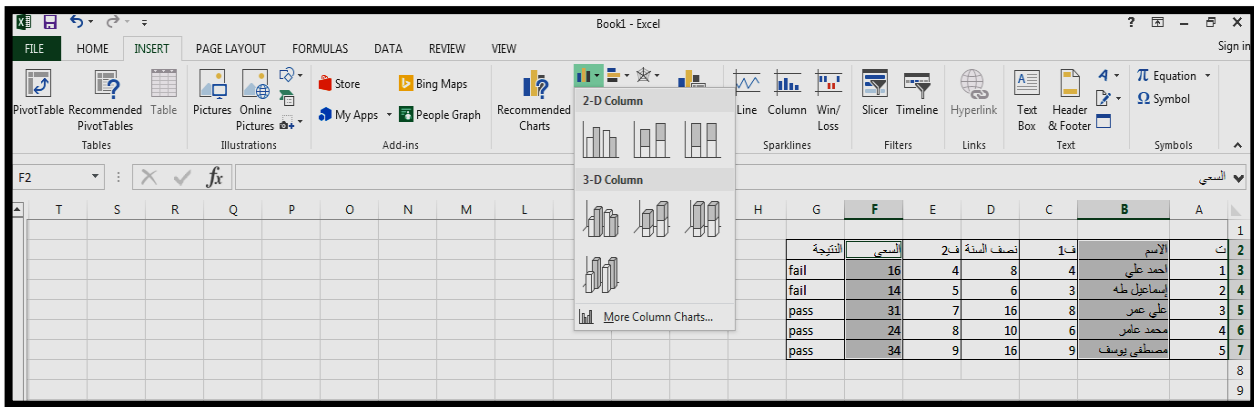
3-The chart will appear within the worksheet.

النتيجة	السعي	ف2	نصف السنة	ف1	الاسم	ت
fail	16	4	8	4	احمد علي	1
fail	14	5	6	3	إسماعيل طه	2
pass	31	7	16	8	علي عمر	3
pass	24	8	10	6	محمد عامر	4
pass	34	9	16	9	مصطفى يوسف	5
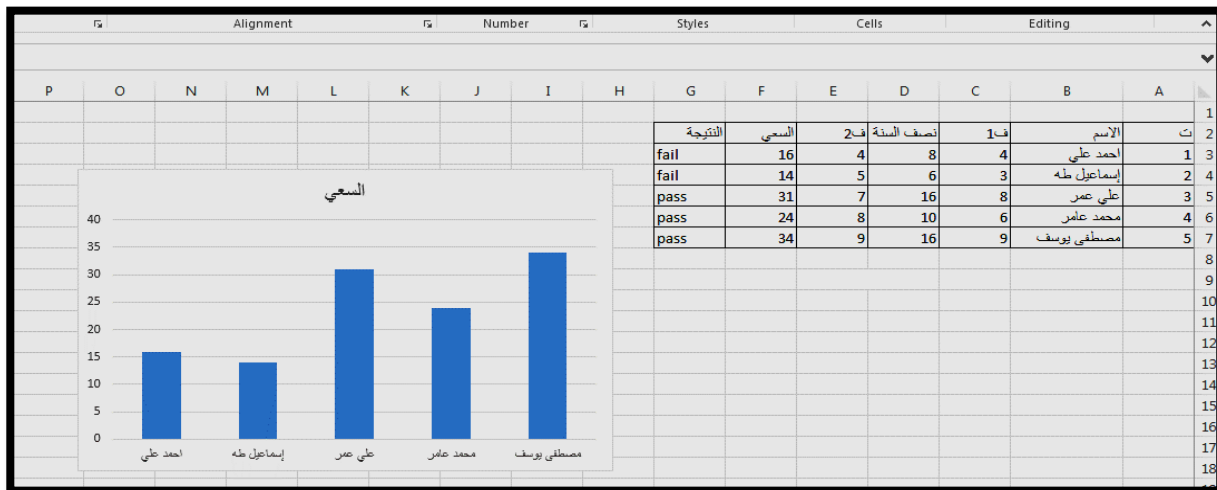
Note: If a value changes in the chart's data source, that change is automatically updated in the chart.
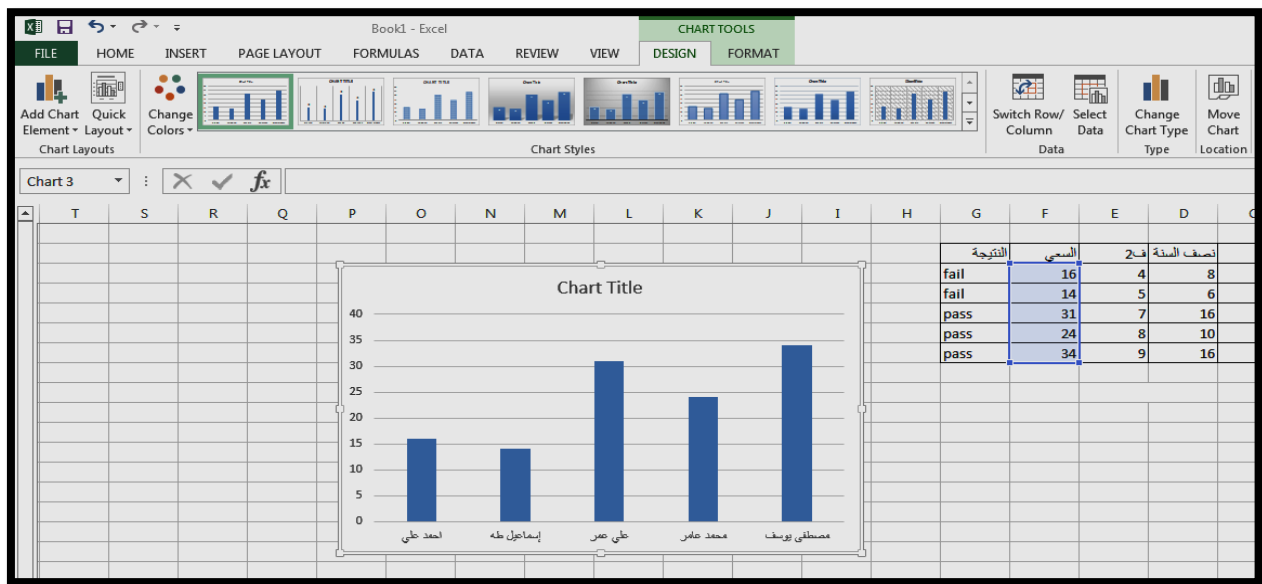
Chart Title

To add a chart title, do the following:

In the **Chart Title** text box that appears in the chart, type the text you want.

Apply a chart style:

1. Select the chart. The **Chart Tools** appear on the Ribbon.

2. Under Chart Tools on the **Ribbon**, click the **Design** tab.

3. Select the option to use from the **Chart Styles** gallery in the Chart

Styles group.

Add Data Labels

1. Select the chart. 2. Under **Chart Tools** on the Ribbon, click the **Design tab**. In the **Chart Layouts group**, select **Add Chart Element**.

3. In **Add Chart Element** select **Data labels** and then Choose the location of the data label.
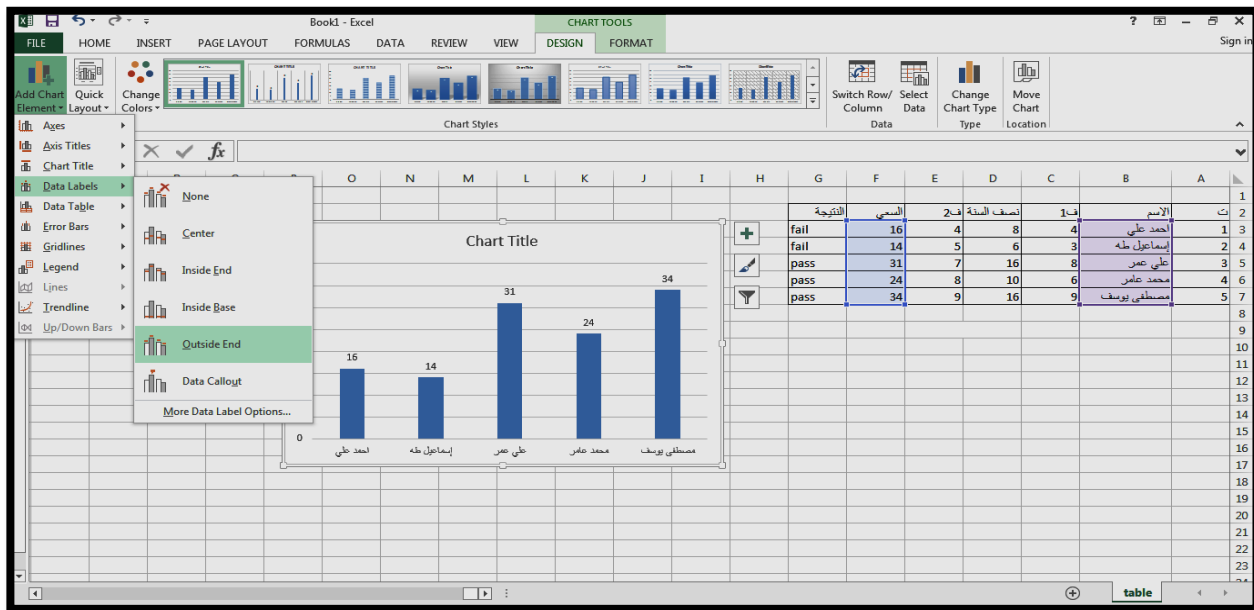
Add Axis Titles

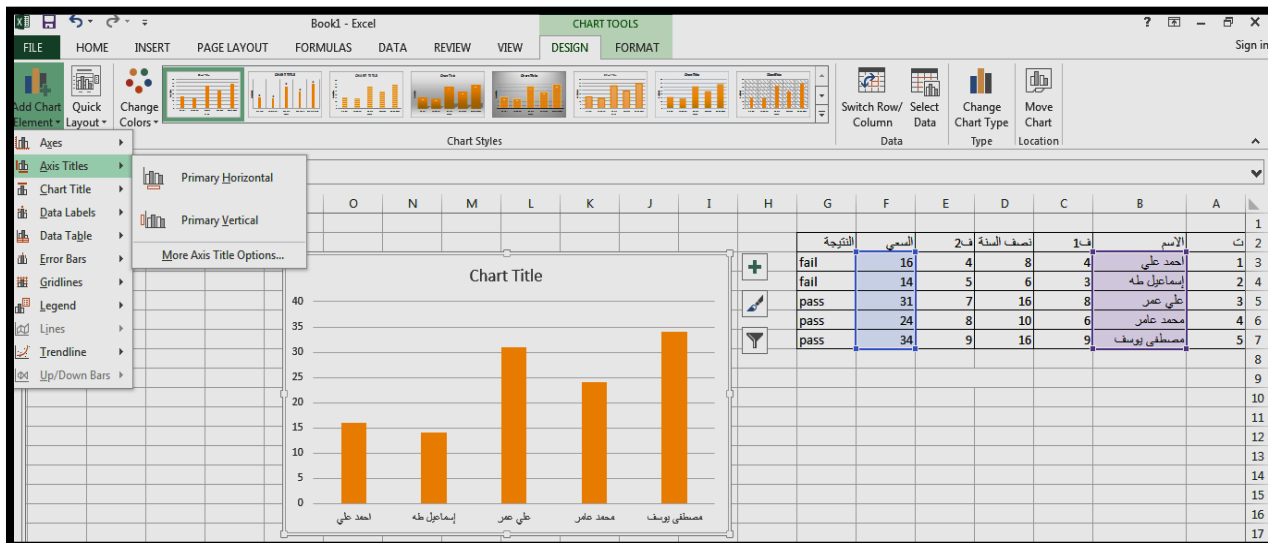1. Select the chart. 2. Under **Chart Tools** on the Ribbon, click the **Design tab**. In the **Chart Layouts group**, select **Add Chart Element**.

3. In **Add Chart Element** select **Axis Titles.**

4. To add a title to **primary horizontal**, click **Primary Horizontal**, and then type the text that you want in formula bar, finally click **Enter.**

5.To add a title to **primary vertical**, click **Primary vertical**, and then type the text that you want in formula bar, finally click **Enter.**
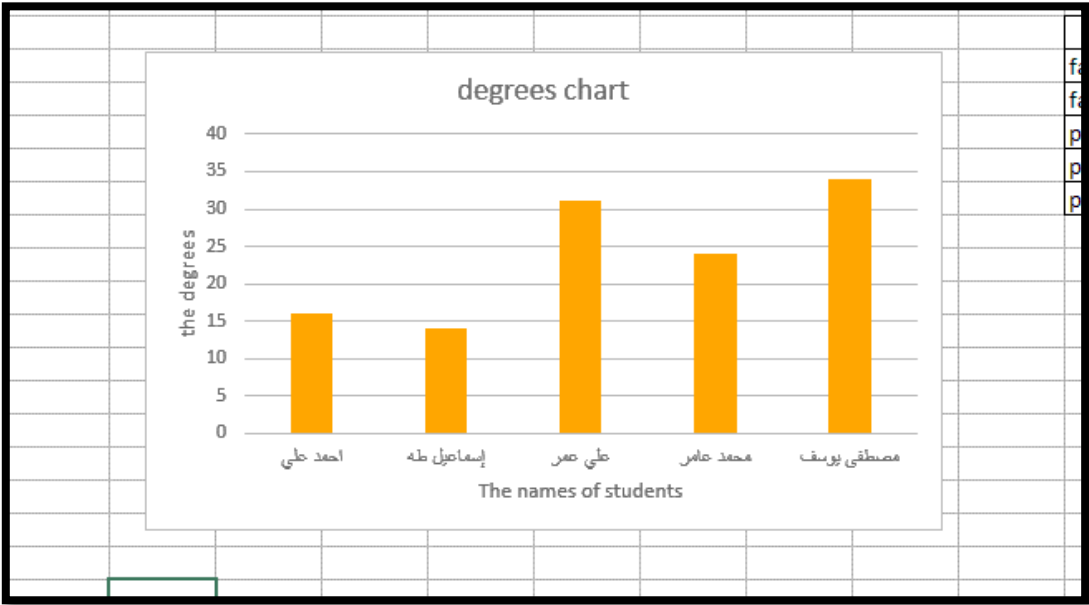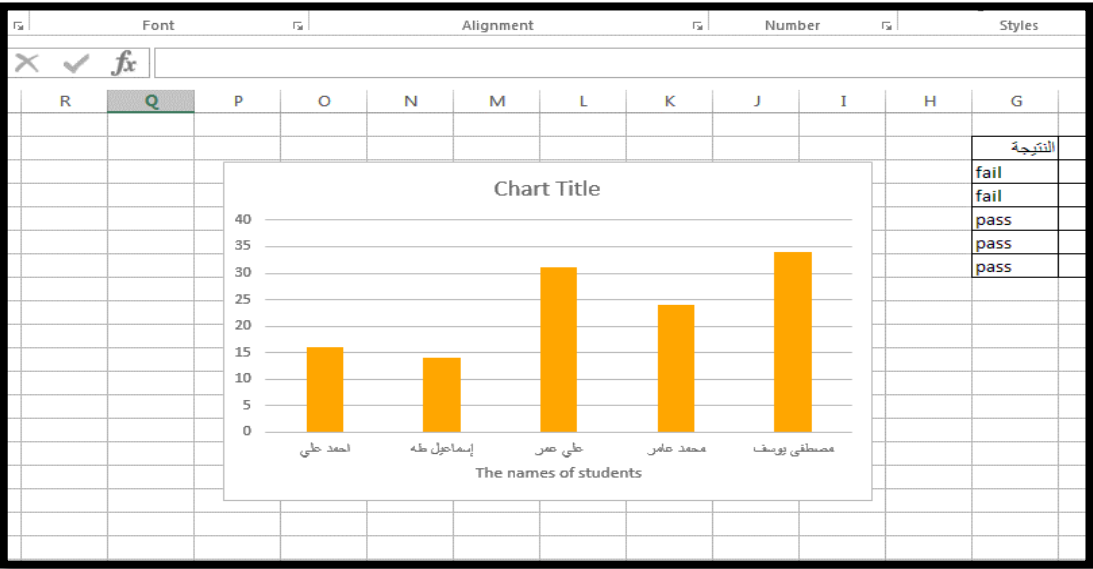
Lecture 11

Microsoft Power Point 2013

Introduction to Presentation Software

Presentation software is an essential tool in education, business, and conferences, allowing users to create interactive visual presentations to convey information in an organized and engaging manner. These programs help simplify complex concepts through text, images, charts, animations, and videos, making communication more effective and clear.

Overview of Popular Presentation Tools

There are several powerful presentation tools available today, each offering unique features to suit different needs. Here are some of the most popular ones:

Starting Microsoft Power Point

To open Microsoft Power Point by Click on the **Start** button and choose **All Programs**.

From the sub-menu choose **Microsoft Office 2013**. Then **Power Point2013**. Below this is the **Ribbon**, with **tabs** along the top. Each **tab** has a set of iconswhich are used to give instructions to Power Point called **Groups**.

The Power Point interface

When you open Power Point for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, click **Blank Presentation** to access the Power Point interface.
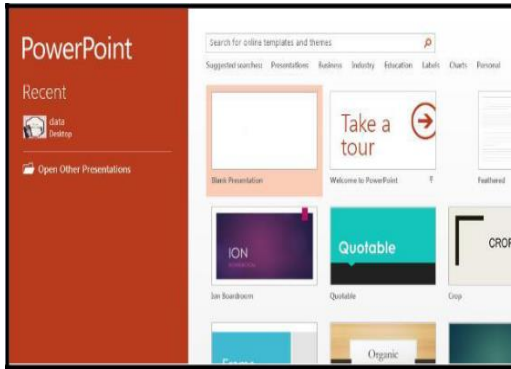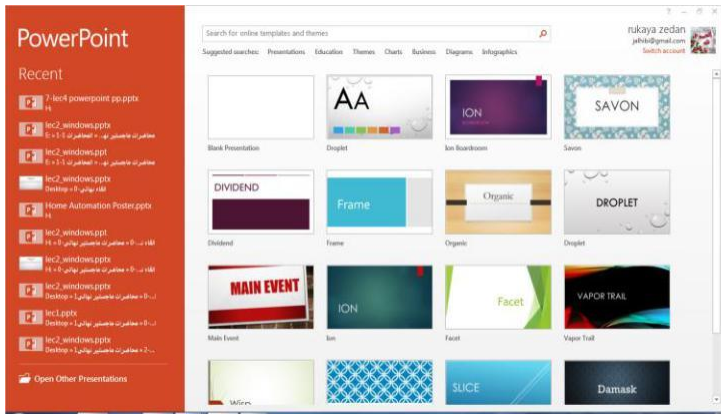
Working with the Power Point environment
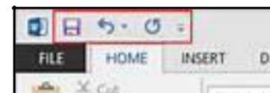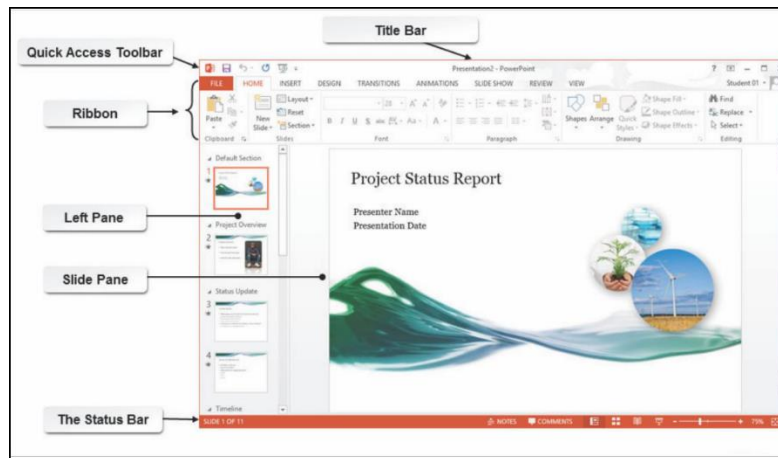
Quick Access Toolbar: In the top left corner of the screen is the **Quick Access Toolbar** which contains icons to common commands, e.g. **save** and **undo**.

Ribbon: with **Tabs** along the top. Each **Tab** has a set of icons called commands which are used to give instructions to PowerPoint called **Groups**.
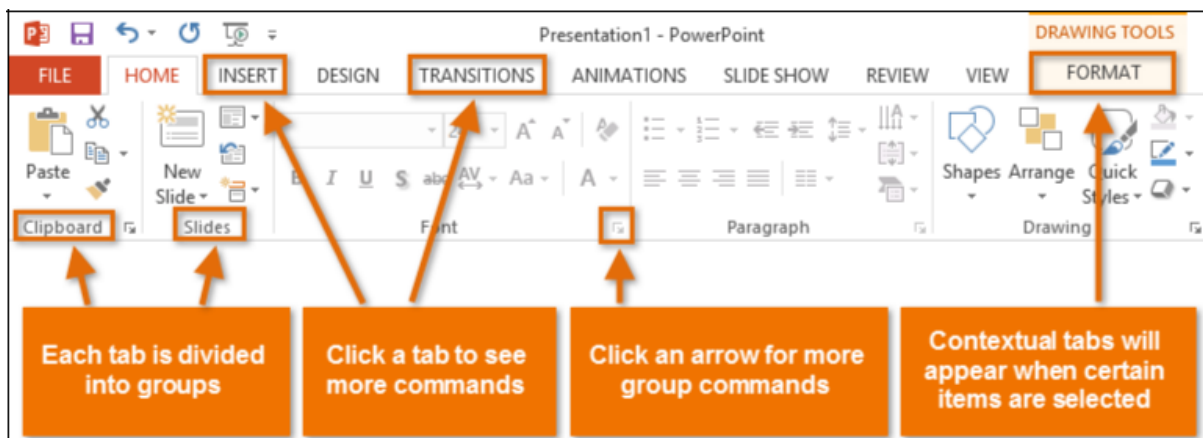
Left pane: focuses on the content of your presentation rather than its appearances
Slide Pane: display the slide you are currently working on.
Status Bar: At the bottom of the window, can display various information, such as slide number, language you're working in etc. On the right-hand side of the Status Bar are icons to change the **view** of the slides and to zoom in or out in or out.

Creating a New Presentation

Double click to Microsoft Power Point 2013. Choose Blank Presentation, Or Choose a **theme**. When you open Power Point, you'll see some built-in themes and templates. A theme is a slide design that contains matching colors, fonts, and special effects like shadows, reflections, and more.

Click **Create**.

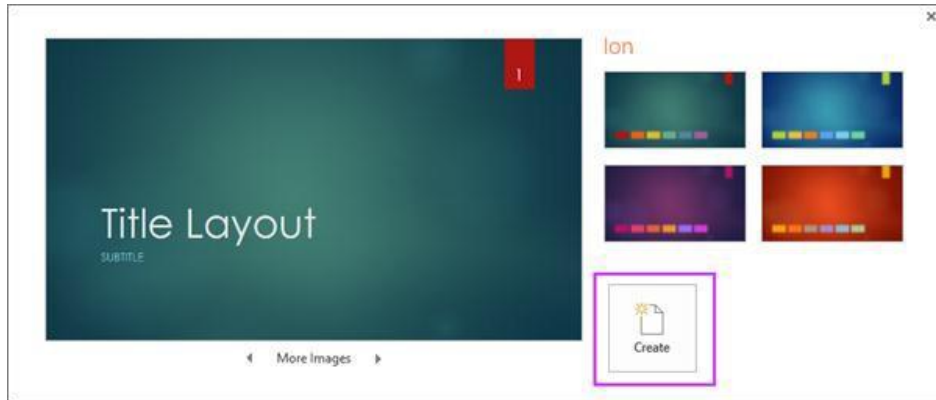You are ready to enter information onto your first (title) slide. If necessary, (Maximize) the window to fill the screen. The main part of the screen is divided into two sections. The main section shows the current slide, while on the left, slide miniatures appear, allowing you to see the current slide in its context. Entering the texts.

magnification using the **zoom** facility in the bottom **right-hand corner of the Status Bar.** Use the slider or click on the (Zoom level %) button.
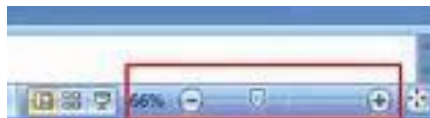
Methods for Adding New Slides

1. Click on the [**New Slide**] button on the left of the **HOME tab** in the **Slides group.**

2. **Or click the right mouse** button on the current slide, select New Slide.

3. **Or by Ctrl** + **M**.
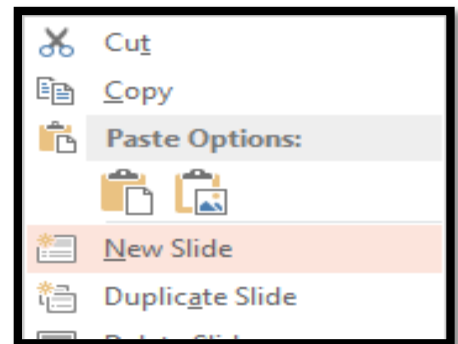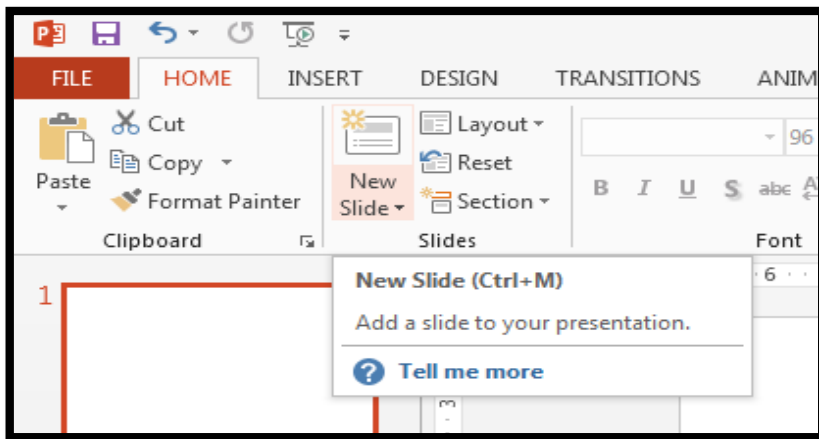
There are several different slide layouts available. Change the bullet point character. Use a different font. Change the font color. Change the case (upper, lower) of the text. Increase or decrease the line spacing between the bullet points. Increase or decrease the line spacing between the bullet points.
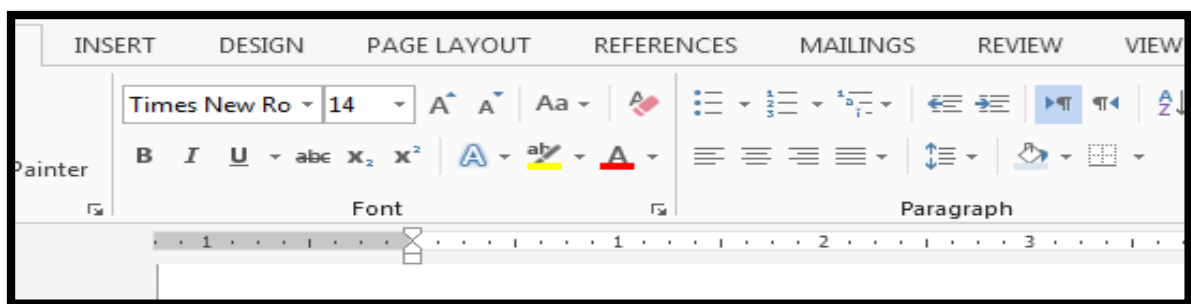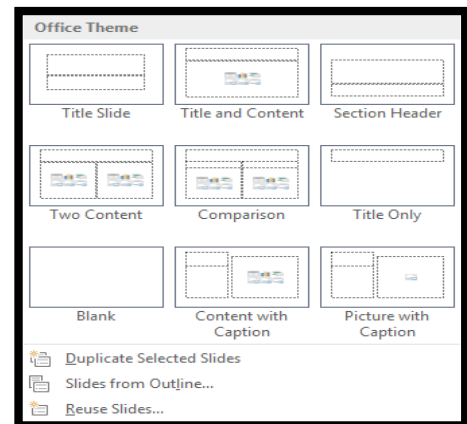
Changing the Theme

Within a theme, you can change the colors, fonts and effects that are used. Each color theme is a palette of 8 colors which are used for particular elements in your presentation - e.g. the background, text and hyperlinks.
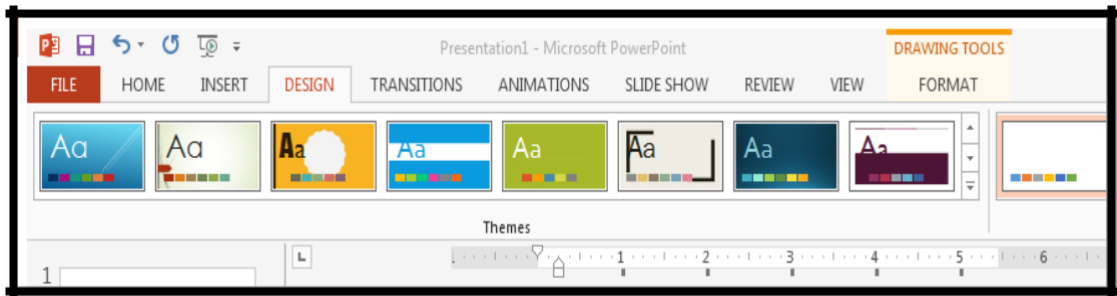
1. Click on **DESIGN tab**, the ribbon changes to show a number of different themes.
2. To the right of the themes is the **Variants group,** move the mouse over the various color themes to see a preview of them.
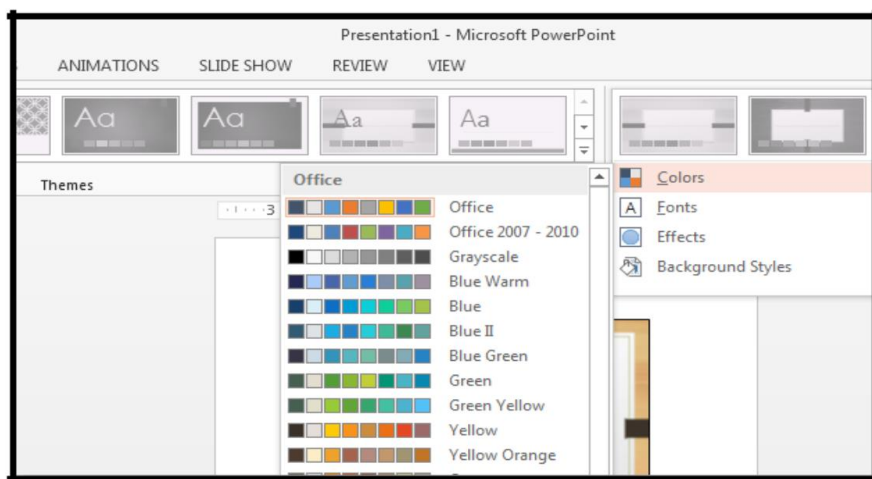
Lecture 12

Methods for Power Point Views

It is possible to view your presentation in a number of different ways.
To switch between views:

Click on **VIEW tab** and choose one of the icons in the **Presentation Views group**
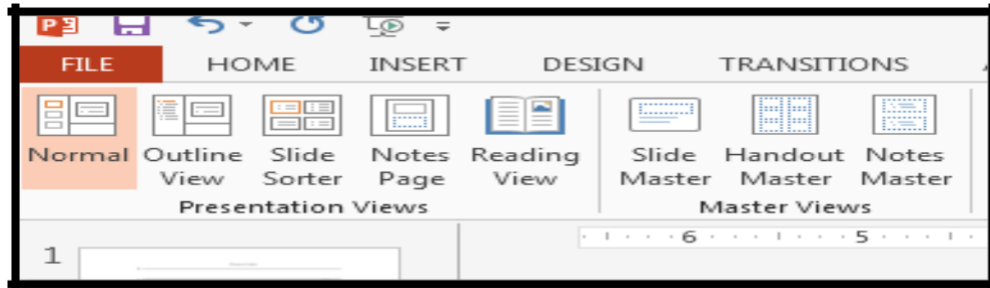
Or: Use the buttons at the bottom right of the window (just to the left of the Zoom options)

There are different view buttons

1. **Normal view:** to view slides in thumbnail and full view, plus any notes below them edit slide contents; experiment with animation effects.

2. **Sort slides:** to view a thumbnail of each slide in the current order add, delete, move slides and practice timings.
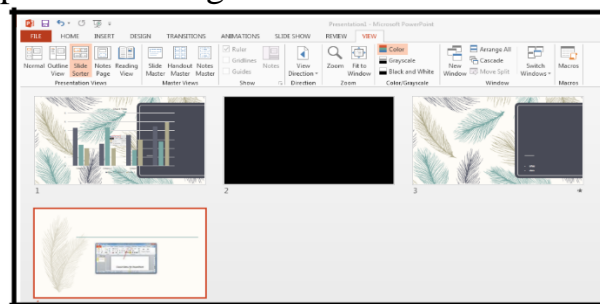
1. **Slide Show: to** plays the presentation on screen **from the current slide** practice presentation, or **from the Beginning**.
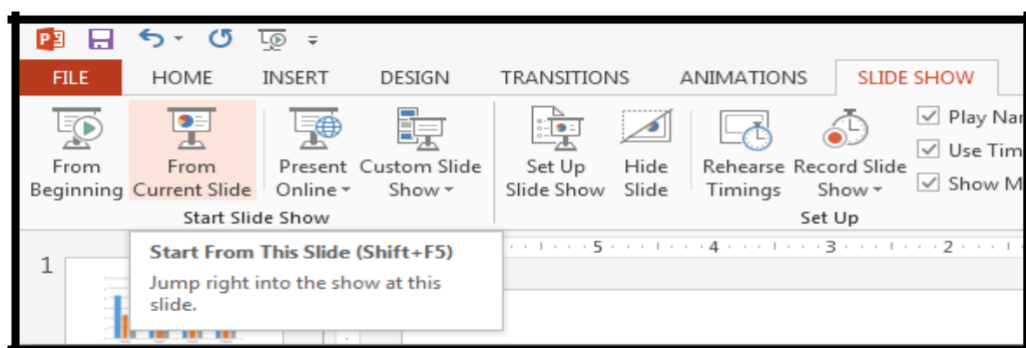
Animating your Presentation

Presentations are greatly improved by adding animation. PowerPoint gives you a wide selection of built-in animations, both when moving between one slide and the next and within each slide. Slide Transitions Instead of simply moving abruptly from one slide to another during a presentation.

Slide Transitions

The slides are in **Normal view** and that the first slide is selected.

Click on **TRANSITIONS tab**.

4. **Effect Options** button lets you change the direction of the effect. This change the direction of the effect.
Timing (the group to the right) lets you change the speed of the transition effects. set the next slide to appear after a set number of seconds.
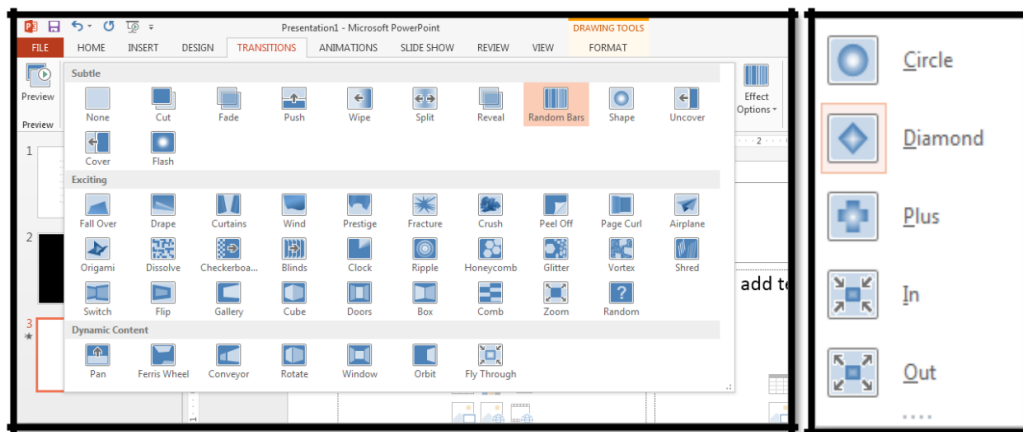
Increase the Duration: of the transition to slow it down and see the effect more clearly. You can also set up a Sound.
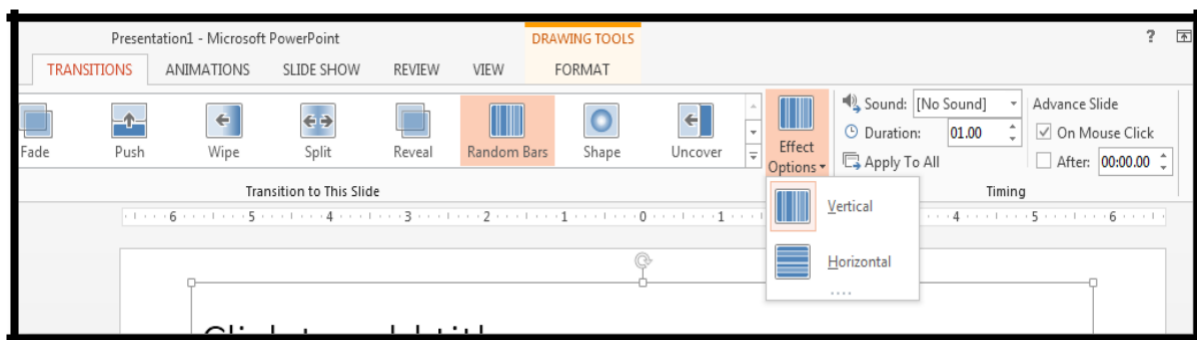
Click on **Apply to All** to apply all slides in presentation.

Animation

Click on **ANIMATIONS** tab. From the list of animations choose one of them.
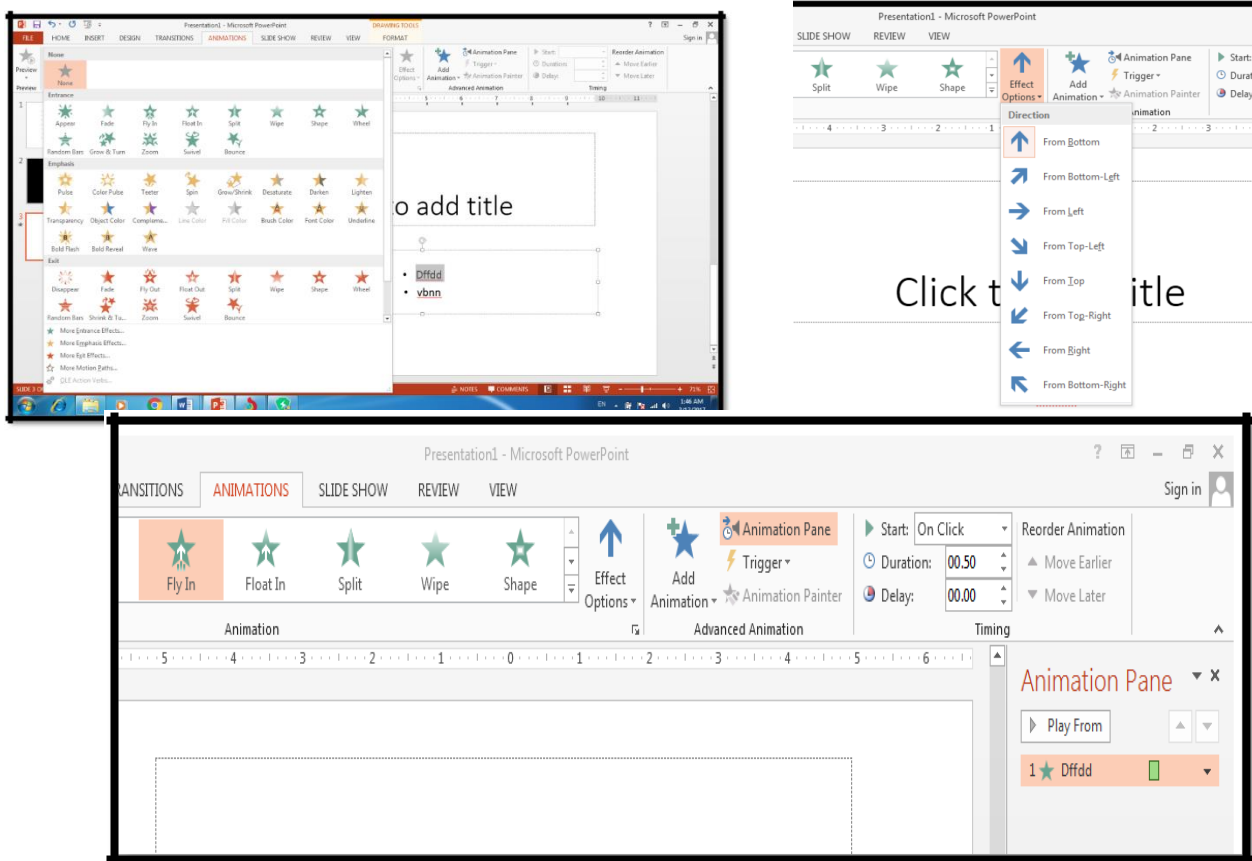
Click on the [**Add Animation**] button and choose an Entrance animation
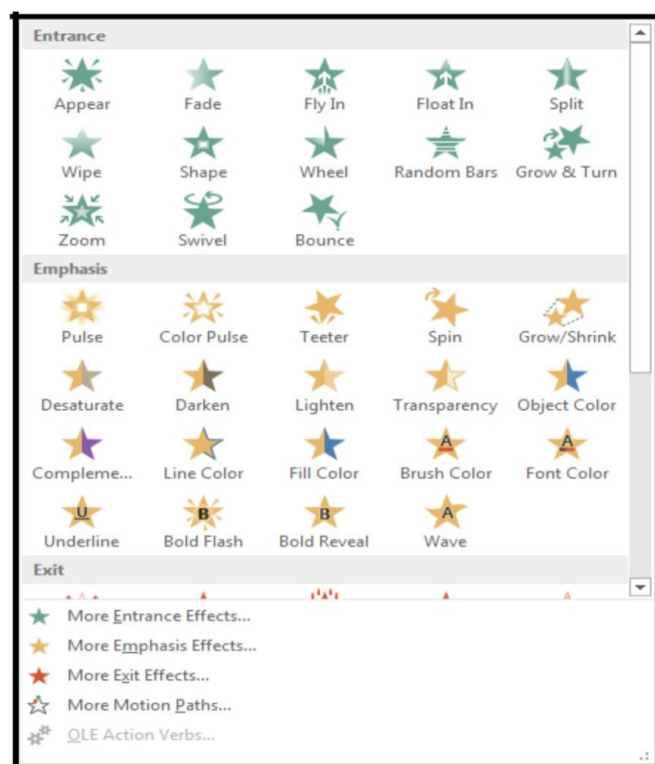
Speaker Notes

These are presenter notes that are added to each slide in PowerPoint, but are not visible to the audience during the presentation. They are used to help the speaker remember key points without having to put them on the slide itself.

Where do notes appear?

During a presentation, the presenter can see them in Presenter View on a separate screen.

How do you add notes?

1. Open PowerPoint and go to the desired slide. 2. At the **bottom of the window**, find the Notes box (if it's not visible, click **View → Notes**). 3. Type your notes, and they will be saved with the slide.
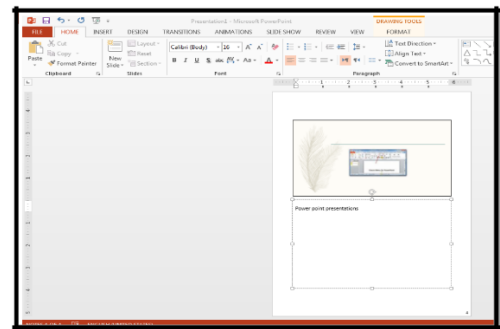
Slide Timings

A feature that allows you to set an automatic time for each slide, so that the presentation moves without having to manually click. It is used in automatic presentations and recordings.

How to set timings?

1. Go to **Slide Show**.

2. Choose **Record Slide Show** and set the time while presenting.

Lecture 13

Introduction to Internet and Web Browsers

Internet is a system of connected computers that allows your computer to exchange data, messages and files with any of the millions of other computers, which have connections to the internet. Internet started in USA 1957 for military just over 30 years ago. In 1990s, a simplified way of connecting to remote computers by using Hyper Text. You can click on a special text to gain information. The technique of internet is Clint-Server structure. This technique used to exchange the information. The server is hardware and software and process the services from Clint. The Clint is hardware and software and takes the services from server.

Internet used to send or receive the E-mail, to get the information, to chat with people, to read the news, to get the researches or programs and used the games.

The word internet comes from INTER connected NET work, because it is basically a worldwide collection of interconnected networks. The internet as a whole is actually a concept rather than something tangible. However, it relies on a physical infrastructure that allows networks and individual devices to connect to other networks and devices.

Computer Networks

Networks: the networks are group of computers. The computers linked by LAN cards, ports and wires. The cards and ports used to receive and sent the information.

Types of Network According to their Geographical Distance

1- **Local Area Network (LAN):** it is the number of computers that are linked together by cables in a limited area (a building or group of nearby building). There are advantages of networking computers together using LANs as they allow the sharing of resources such as hardware printers and scanners and software word processors.

2- **Wide Area Network (WAN):** it is the number of computers that are linked together by cables over a large area. WAN used to connect offices of an organization that are located in different cities in the same country or in different countries for example, Internet is WAN network.

Internet Applications

Web Browsing: such as using browsers like Google Chrome to access websites.

Email: such as Gmail to exchange emails.

Social Media: such as Facebook, Twitter, and Instagram for social interaction.

E-commerce.

Cloud Computing: such as Google Drive

Streaming: such as YouTube

Online Gaming.

Connecting to the Internet

To connect to the Internet, devices need a medium to transmit data to and from the network, and there are several ways to achieve this, including **Fiber Optics**: Provides higher speeds

via fiber optic cables. **Wi-Fi**: Allows devices to connect to the network without wires within a specific area.

World Wide Web (WWW)

World Wide Web (www) is collection of web pages and related resources, which are linked together across the internet. World Wide Web (WWW) it is a collection of multimedia web pages and other information on websites. uses http(s) protocols to send hypertext markup language (HTML) documents it is a worldwide collection of interconnected networks and devices intranets and extranets uniform resource locators (URLs) are used to specify the location of web pages web browsers access web resources WWW uses the internet to access information from web servers.

Web browsers are programs used to access and browse the internet. Browsers retrieve website content from servers via the HTTP or HTTPS protocol and display it to users in a readable and interactive format. **A web browser** is software that allows a user to display a web page on their computer screen. They interpret or translate the HTML from websites and show the result of the translation. This can often be in the form of videos, images or sound.

Web browsers use uniform resource locators (URLs) to access websites, retrieve files, and so on. URLs are text addresses used to access websites. A URL is typed into a browser address bar using the following format:

Main Functions of Web Browsers:

1. Retrieving and Displaying Web Pages.

2. Interacting with Content.

3. Managing Data.

4. Security.

   For example, **Google Chrome.**

Search Engine: is a program that helps you finding information on the internet. It stores listing of web sited from all over the world and make them easily available for example, Yahoo, Google,…

Web Site: a computer storage area that contains one or more web pages. The web pages linked by hyperlink. The pages have web address. This address used to browse contents of site.

Web Address

The web address is similar the post address. Each web site has web address. The address called uniform resource locator (URL). URL used to access a web page and to distinguish web pages from each other. The uniform resource locator contains four parts as follows:
protocol://website address/path/filename

1- **protocol** name as http:// or https
2- www   domain host
3- name of place. This place stored web site.
4- The fourth part contains two parts. First, represent the name of organized. The name of organized has three characters as (com) is commercial or (edu) is educational. Second, represent the name of country. The name of country has two characters. domain type (.com, .org, .net, .gov), sometimes a country code (iq.uk)

For example, http://www.mohesr.gov.iq

For example: https://www.hoddereducation.co.uk/IGCSE/ICT
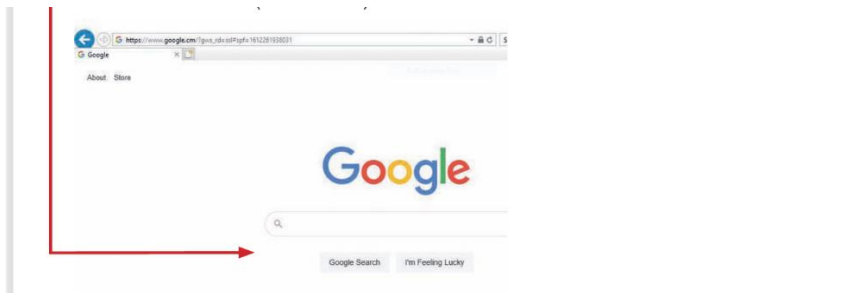
Lecture 14

Communications and Emails

Basics of Email, creating an Email account, sending and receiving Emails, and accessing sent Emails.

Email is an electronic communication tool that allows sending and receiving messages over the internet. It is based on unique addresses used to identify the sender and recipient.

1. Basics of Email

- An email address consists of a unique username, the "@" symbol, and a domain name (e.g., example@gmail.com).

- Emails can include attachments such as images and documents.

- Messages are stored in folders like Inbox and Sent.

2. Creating an Email Account

- You can create an account through service providers like **Gmail**.

- Registration requires entering details such as name, password, and phone number for verification.

3. Sending and Receiving Emails

- **Sending an Email:**

  1. Log in to the account. Click on Compose. Enter the recipient's address, subject, and message content. Click Send.

- **Receiving Emails**

  Received messages appear in the Inbox and can be opened, replied to, or forwarded.

4. Accessing Sent Emails

All sent messages are saved in the Sent folder. They can be accessed to review past communications.

Document Collaboration

Refers to working together on documents using email as a tool for communication and sharing, including:

• Attaching files and sending them via email for editing or review.

• Sharing documents through cloud storage platforms such as Google Drive and OneDrive, allowing users to edit files together in real time.

• In short, using email focuses on how to use email to communicate, while "document collaboration" focuses on how to use email and its tools to work collaboratively on documents.

Lecture 15

Introduction to Cloud Computing and services

The term cloud computing began to be used in the nineties but in an ineffective way and in the two thousand years this term became effective when Microsoft expanded the concept of using software through the web, but Google played an important role in the field of cloud computing and launched many services.

The term cloud computing was inspired by the cloud symbol that was often used to represent the Internet and its applications.

The concept of cloud computing is an advanced technology that relies on transferring data processing and computer storage space to what is called the cloud, which is accessed via the Internet, which is a server device that is accessed via the Internet, so that information technology programs are transformed from products to services. The traditional computing that we use requires the presence of all data, programs and applications, while in cloud computing the user may not need to store all programs, but some of them.

Cloud computing allows the user to access all his files at any time and any place via the Internet. Cloud computing reduces the cost. It is no longer necessary to buy a computer with specifications in terms of memory and speed. Benefit from the infrastructure provided by cloud services while ensuring that the service is always running.

Benefits and advantages of cloud computing

1- Encouraging collaboration, communication and interaction between learners and teachers.

2- Better performance due to not downloading programs or files on personal computers and reducing the cost of classic paper materials with not downloading programs or files on personal computers.

3- Keeping records and accessing files from anywhere.

4- Automatically updating programs and reducing maintenance costs.

5- Storage capacity depends on cloud computing service providers.

Office 365

The difference between Office 365 and Office 2013 lies in the way you access the software and updates, as well as the additional benefits that Office 365 offers as part of a cloud subscription. Here are the most notable differences:

1**. How to get the software**: Office 2013 it is a traditional version of Office that is purchased once. Once you purchase the copy, Office 365 it is a paid cloud subscription.

2. **Updates and improvements**: Office 2013 it does not receive new features or improvements on a regular basis. Office 365 it receives automatic updates on an ongoing basis

3. **Cloud storage:** Office 2013 it does not include cloud storage. You can save files on your computer. Office 365 it includes cloud storage via OneDrive, where users get a large storage space to store files and access them from anywhere.

4. **Additional applications and services:** Office 2013: Contains a set of basic applications such as Word, Excel, and PowerPoint, but without many additional tools. Office 365: Includes a wide range of applications, cloud services, and online access. Office 2013: Runs only on the computer or device on which it is installed. There are no possibilities to access the programs online.

5. **Office 365**: Online applications can be accessed from any device connected to the Internet. You can use Word, Excel, and PowerPoint online without having to install programs on your device.

6**. Number of supported devices**: Office 2013: Typically licensed for use on only one device. Office 365: Allows you to use the applications on multiple devices (such as a personal computer, mobile phone, and tablet) with the same account.

Google Drive is Google's cloud storage service, which allows you to store files and share files without needing any special software, because Google Drive is a cloud storage service that allows users to upload, edit and create several types of files directly on the Internet and store them in Google Drive, which enables the user to access files from any other network, while the special software is stored on specific servers for these purposes.

Google Docs is a free cloud-based document application from Google that allows users to create, edit, and save text documents online. It supports text formatting, inserting images and tables, and comments.

Google Sheets is a cloud-based spreadsheet application from Google that allows users to create, edit, and analyze spreadsheets online.

Google Meet is a video calling and online conferencing service from Google that allows users to conduct virtual meetings with audio and video. It supports features such as screen sharing, instant chat, meeting recording, and real-time translation of dialogues. It can be used via the browser or the mobile application, and it is integrated with Gmail and Google Calendar to make scheduling meetings easy.