



Computers

Lecture 4

Pharmacy Department

Introduction of Microsoft Word

By
Rafal Nader

Install telegram on Desktop

2

- Install telegram on Desktop
- Microsoft Office Word

Install telegram on Desktop

3



telegram for pc

Google

الكل صور الكتب فيديو الأخبار : المزيد الإعدادات الأدوات

حوالي ٥٢٦,٠٠٠,٠٠٠ نتيجة (٠,٢٤ ثانية)

desktop.telegram.org ترجم هذه الصفحة

Telegram Desktop

Fast and secure desktop app, perfectly synced with your mobile phone. Open this page from your Mac or PC to download Telegram Desktop.

download telegram-for-desktop.ar.uptodown.com

تنزيل Telegram for Desktop من أجل Windows مجاناً | ...

قم بتنزيل Telegram for Desktop 2.6.1 لـ Windows مجاناً، و بدون فيروسات، من Uptodown. قم بتجريب آخر إصدار من Telegram for Desktop 2021 لـ Windows.

التقييم: ٤,٢ · 26 صوتاً · مجاني · Windows

Install telegram on Desktop

4

Opening telegram-for-desktop-2-6-1.exe

You have chosen to open:

telegram-for-desktop-2-6-1.exe
which is: exe File (25.8 MB)
from: https://dw48.uptodown.com

Would you like to save this file?

Save File Cancel

تحميل Telegram for Desktop من

uptodown

تحميل / TELEGRAM FOR DESKTOP / عملاء / المراسلة الفورية / الإنترنت / WINDOWS

Telegram for Desktop

2.6.1
TELEGRAM

M 6.3 | 26

قم بالدرشة مع كل مخالطيك في Telegram من سطح مكتبك

الإشهار

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OPEN

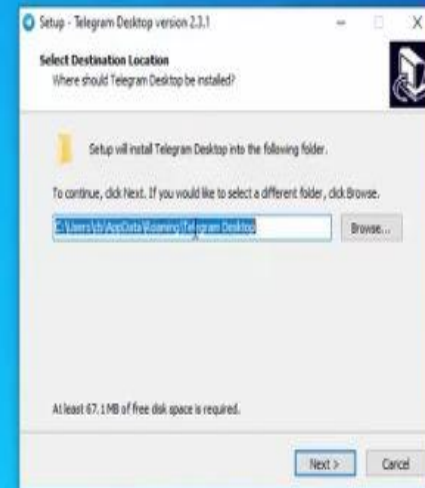
Install telegram on Desktop

5



Install telegram on Desktop

6



Install telegram on Desktop

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Please enter the code you've just received
in your previous Telegram app.

Code

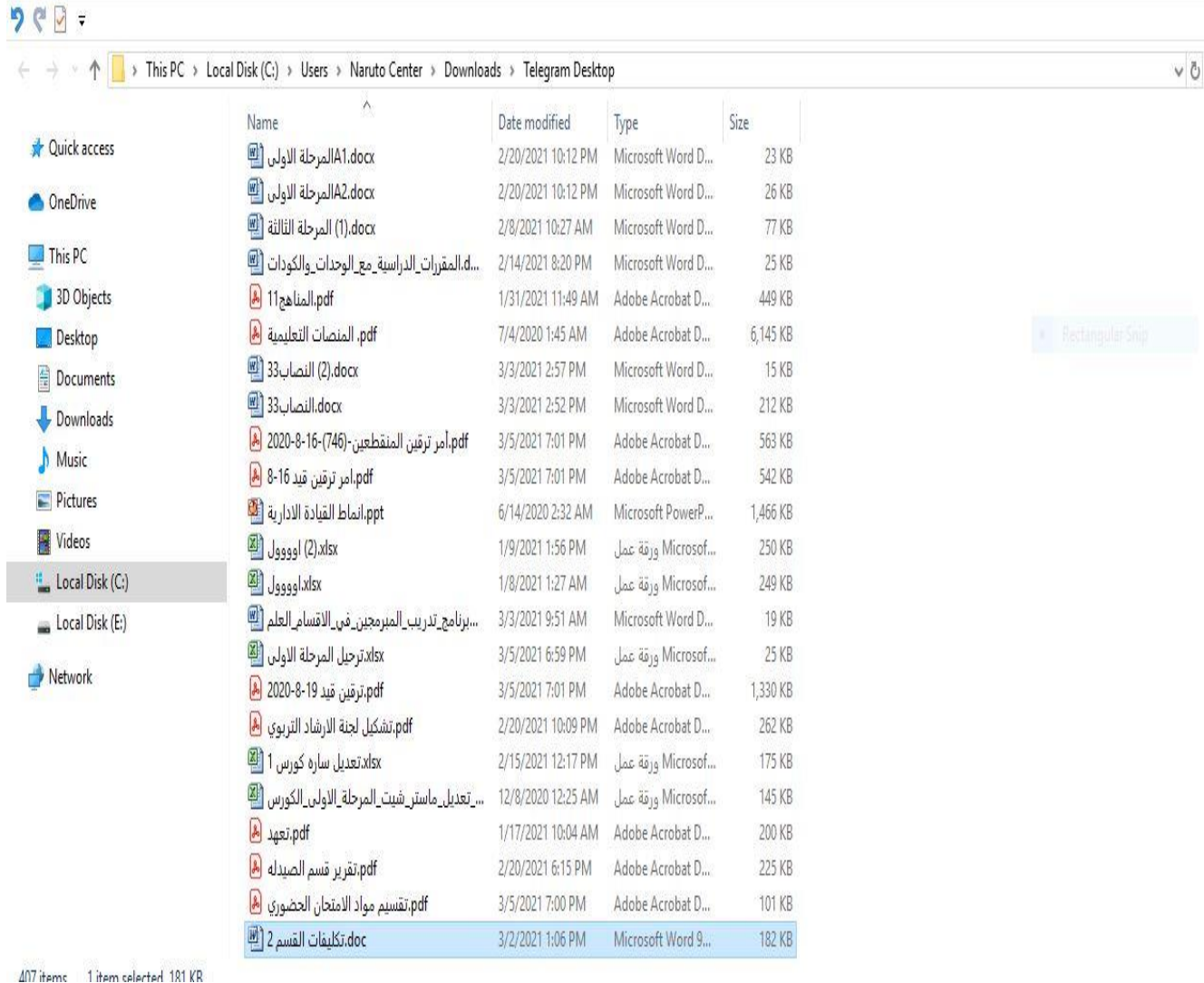
Send code via SMS

NEXT



Install telegram on Desktop

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File Explorer path: This PC > Local Disk (C:) > Users > Naruto Center > Downloads > Telegram Desktop

Name	Date modified	Type	Size
المرحلة الاولىA1.docx	2/20/2021 10:12 PM	Microsoft Word D...	23 KB
المرحلة الاولىA2.docx	2/20/2021 10:12 PM	Microsoft Word D...	26 KB
المرحلة الثالثة (1).docx	2/8/2021 10:27 AM	Microsoft Word D...	77 KB
d.المقررات_الدراسية_مع_الوحدات_والكودات...	2/14/2021 8:20 PM	Microsoft Word D...	25 KB
11 المناهج.pdf	1/31/2021 11:49 AM	Adobe Acrobat D...	449 KB
.pdf. المنصات التعليمية	7/4/2020 1:45 AM	Adobe Acrobat D...	6,145 KB
33الانصاب (2).docx	3/3/2021 2:57 PM	Microsoft Word D...	15 KB
33الانصاب.docx	3/3/2021 2:52 PM	Microsoft Word D...	212 KB
2020-8-16-(746)-امر ترفين المنقطعين.pdf	3/5/2021 7:01 PM	Adobe Acrobat D...	563 KB
8-16 امر ترفين قيد.pdf	3/5/2021 7:01 PM	Adobe Acrobat D...	542 KB
الانماط القيادة الادارية.ppt	6/14/2020 2:32 AM	Microsoft PowerP...	1,466 KB
اووووول (2).xlsx	1/9/2021 1:56 PM	Microsoft Excel...	250 KB
اووووول.xlsx	1/8/2021 1:27 AM	Microsoft Excel...	249 KB
برنامج تدريب المبرمجين في الاقسام العلم...	3/3/2021 9:51 AM	Microsoft Word D...	19 KB
ترحيل المرحلة الاولى.xlsx	3/5/2021 6:59 PM	Microsoft Excel...	25 KB
2020-8-19 ترفين قيد.pdf	3/5/2021 7:01 PM	Adobe Acrobat D...	1,330 KB
تشكيل لجنة الارشاد التربوي.pdf	2/20/2021 10:09 PM	Adobe Acrobat D...	262 KB
تعديل ساره كورس 1.xlsx	2/15/2021 12:17 PM	Microsoft Excel...	175 KB
تعديل ماستر شيت المرحلة الاولى الكورس...	12/8/2020 12:25 AM	Microsoft Excel...	145 KB
تعهد.pdf	1/17/2021 10:04 AM	Adobe Acrobat D...	200 KB
تقرير قسم الصيدله.pdf	2/20/2021 6:15 PM	Adobe Acrobat D...	225 KB
تقسيم مواد الامتحان الحضوري.pdf	3/5/2021 7:00 PM	Adobe Acrobat D...	101 KB
تكليفات القسم 2.doc	3/2/2021 1:06 PM	Microsoft Word 9...	182 KB



Forwarded from **دكتور علي**

تكليفات القسم 2.doc
181.5 KB 1:04 PM

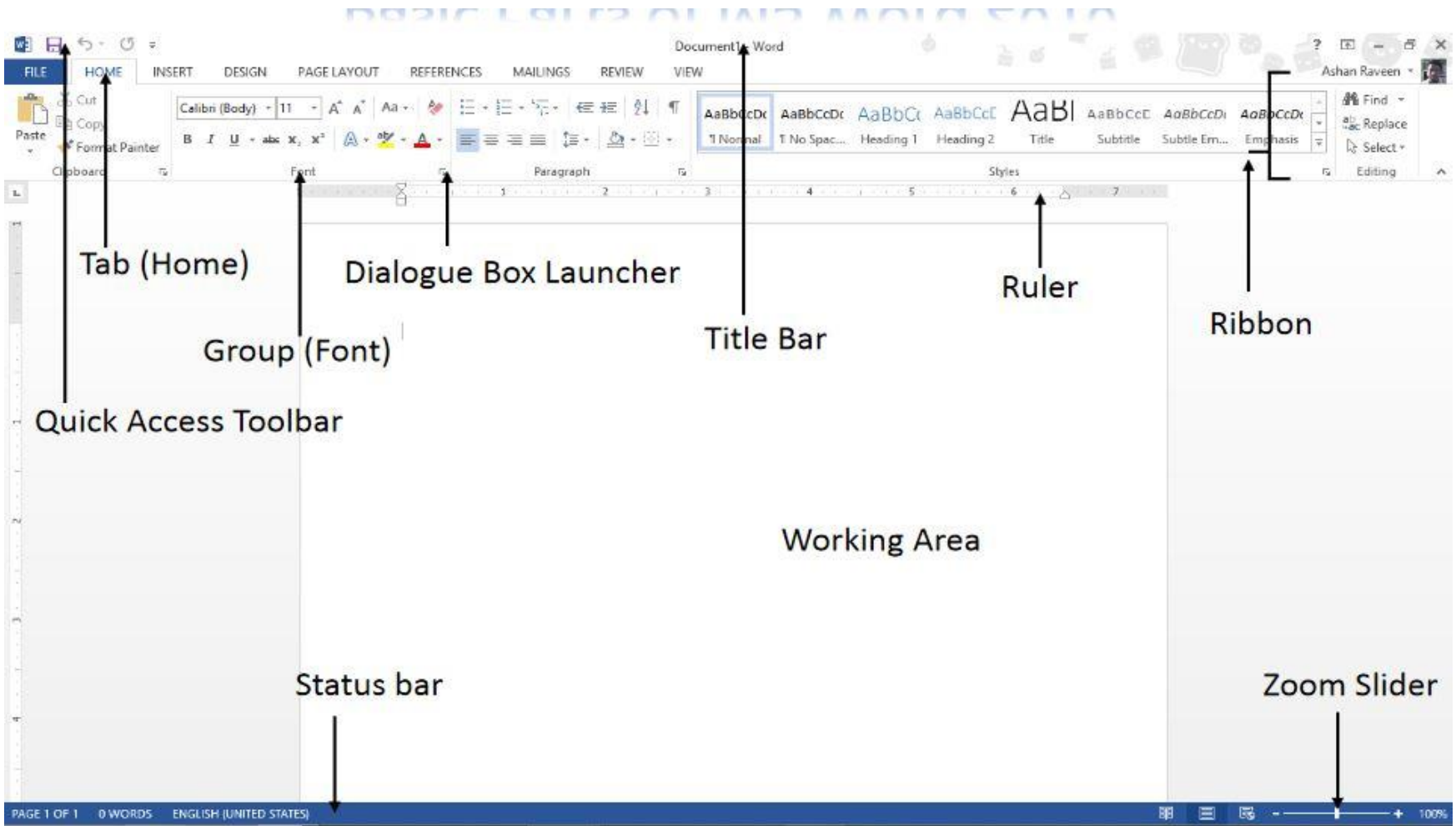
Forwarded from **Dr. Ghufraan**

مائة الشهادات والالقب العلمية 2020_2021
31.8 KB 1:05 PM

- Pin Message
- Show in Folder
- Save File As...
- Forward Message
- Delete Message
- Select Message

“Home” Ribbon Menu

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“Home” Ribbon Menu

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Format Painter:

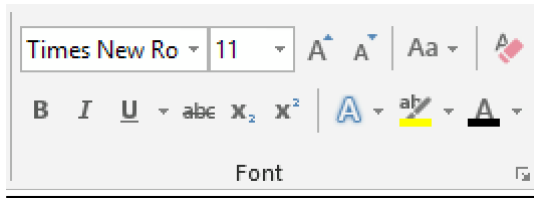


- ❑ The ***Format Painter*** option allows you to copy the formatting from one part of a document to another part of the document. To use the Format Painter:
- ❑ Select the text that has the correct formatting.
- ❑ Click Format Painter.
- ❑ Drag the mouse over the text you want to format (the mouse will change to a line with a paint brush).
- ❑ **Note:** Selecting the Format Painter button once allows you to paint text once. ***Double clicking*** the Format Painter button keeps it on until you click to turn it off.

“Home” Ribbon Menu

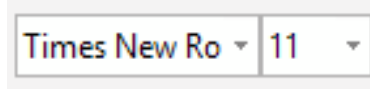
11

Font:



- There are a number of useful buttons in the Font group. Select the text to apply the font change to, or select the button to apply the font change ‘from now on’.

- Set the type and size of the text.



- Bold or Ctrl > B



- Italics or Ctrl > I



- Underline. Select the down arrow to choose the type of underline. Or Ctrl > U



- Strike through the text.



- Subscript e.g. H₂O



- Superscript e.g. Note¹



“Home” Ribbon Menu

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- ❑ Increase all the selected text by 1 point. Useful when a document has headings and body text in different size. All headings and body text can be increased in size in one click.



- ❑ Change case of selected text. Useful if you accidentally press the Caps Lock button – use change case rather than retyping the text:

Sentence case

- lowercase




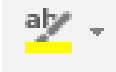

- UPPERCASE

- ❑ Clear all formatting. Useful if the formatting in the document is not working. Clearing the formatting and starting again is often quicker than trying to fix formatting problems.



“Home” Ribbon Menu

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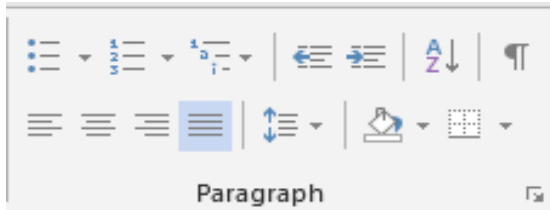
- ❑ Add effects to the text. Click the drop down to choose different text effects, e.g. outline, shadow, reflection, glow 
- ❑ Add highlights to text 
- ❑ Change the font color. 
- ❑ Click the drop down arrow next to font color to get a list of available colors. Choose from the Theme colors to keep formatting consistent within a document or series of documents



“Home” Ribbon Menu

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Paragraph:



The paragraph section allows you to set paragraph level formatting.

Bullets and numbers:



Hints for managing bullets and numbers:




- Select the numbers or bullets that you wish to apply using the toolbar buttons:
- Type the first line of text and press **Enter** to create the next bullet or number.
- To leave a blank line between the bullets or numbers, press **Shift + Enter**.
- When you are finished, press **Enter** twice.


“Home” Ribbon Menu

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Justification:






Justification is applied to a line of text. Each line can only have one type of justification applied. If you want to align text on the left, center and right on the same line, tabs will need to be used.

- Left justify. Line text on the left hand side of the page 
- Centre Justify. Centre text on the line 
- Right justify. Line the text on the right side of the page 

- Justify. Line text on the left hand and the right hand of the page. Often used when writing books or other documents. Spaces between letters and words are automatically added to make the text line on the left and right. 

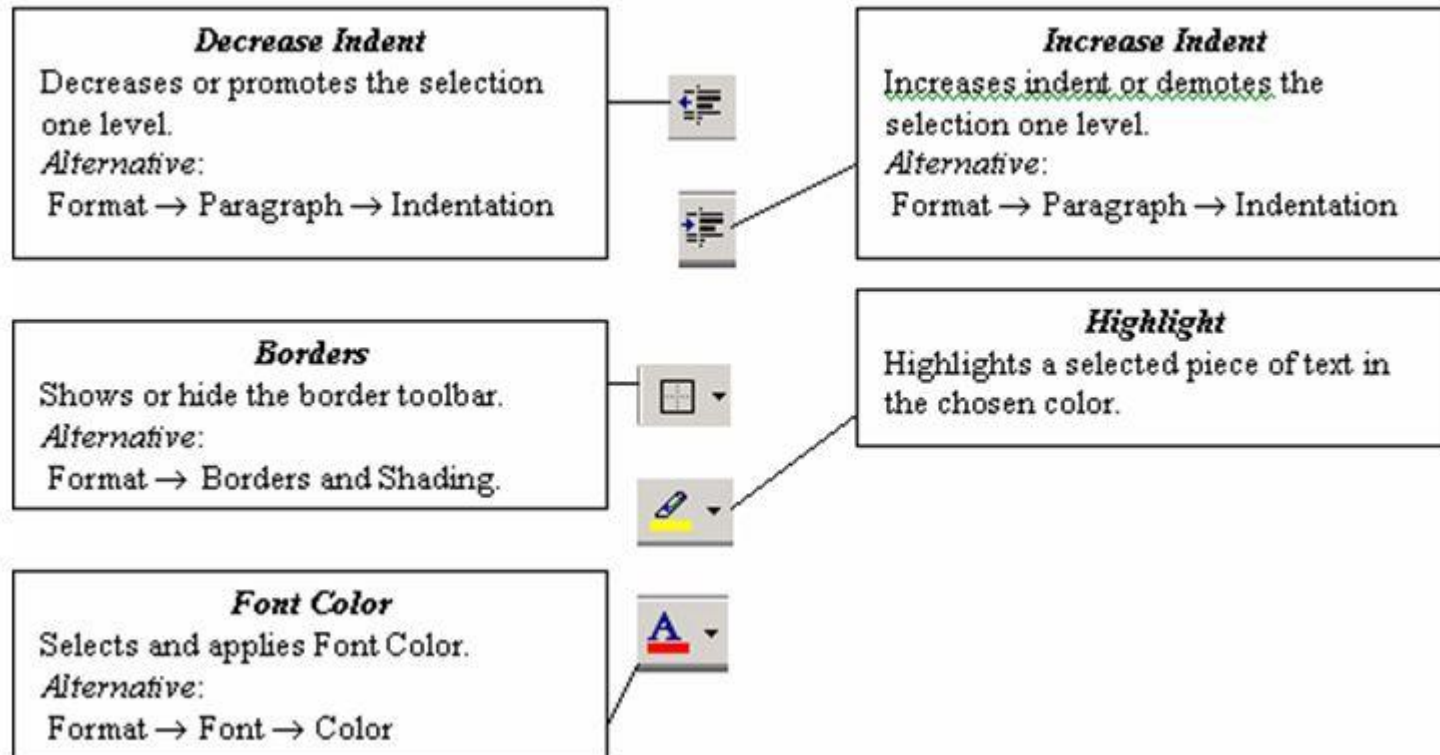
“Home” Ribbon Menu

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Description	Button
Sort a list of text alphabetically.	
Show paragraph marks and other formatting tasks. Useful when you are struggling to get the layout exactly as you would like it.	
Line Spacing Word 2013 has line spacing set quite wide by default. To change this for an individual document, select Line Spacing in the Paragraph group on the Home tab.	
Shading. Shade the color behind text paragraph or table cell. Always used to shade shapes. Can often be found on the Design Tab (appears in certain circumstances).	
Set the border around text, paragraph, table or any other object. See 4.3.5 for more explanation.	

“Home” Ribbon Menu

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“Home” Ribbon Menu

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Editing:



1-Find text in a document. Ctrl > F also works

2- Find and replace text in a document

3- Select text in a document. Useful to select text with certain formatting or select types of objects

Searching text

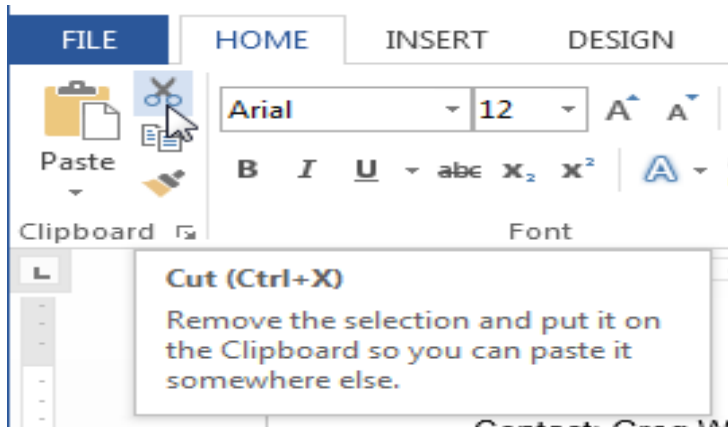
- _ Open any document.
- _ Click Edit menu and then click Find option.
- _ In Find What text box type the word you want to find and then click Find Next.
- _ Continue clicking Find Next button until you get the screen shown below.

Click OK button and then click X to close Find and Replace dialog box.

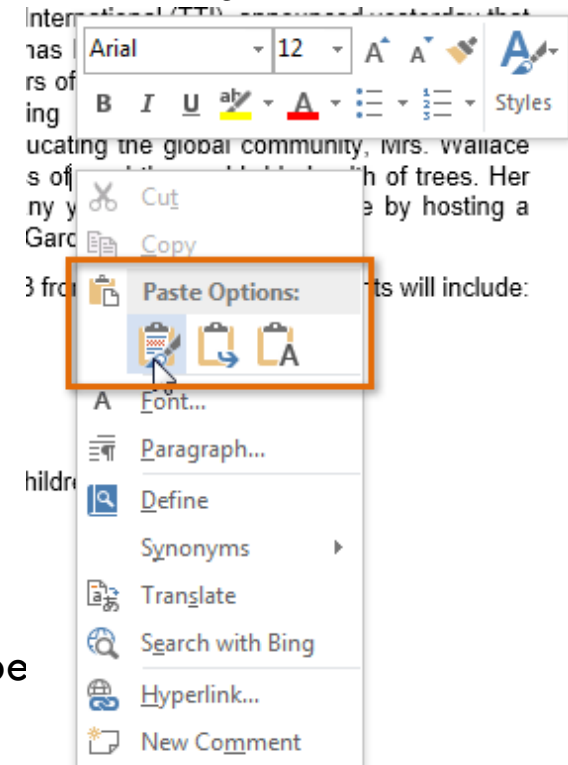
“Home” Ribbon Menu

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- ❑ **To cut and paste text:**
- ❑ Select the **text** you wish to cut.
- ❑ Click the **Cut** command on the **Home** tab. You can also right-click the selected text and select **Cut**.



Place your insertion point where you wish the text to appear
Click the **Paste** command on the **Home** tab. The text will appear



THANK YOU