Computer Skills Lab Manual

Prepared by:

Islah Kh. Gharaibeh

Al-Balqa Applied University

Prince Abdullah Bin Ghazi Faculty of Communications & IT

Software Engineering Department

2019/2020

Table of Contents

Computer Skills Labs

Lab.1

Getting Started with Windows7

Prepared by: Islah K. Gharaibeh

2019/2020

Part I : Logging on and Good Password Practices

Logging on:
- Press the three buttons: CTRL-ALT-DELETE at the same time.
- Enter your USERNAME and PASSWORD into the window that appears.

Good Password Practices: password must be changed every 60 days. Your password must:
- be between 6 and 8 characters in length (inclusive)
- be easy to remember
- Not be your first name, surname or login.
- Not be a single real word e.g. book.
- Not be "qwerty" or something similar, as it is amongst a hacker's favorite first attempts.

Good Password Examples:
• **tac0snax** : 8 characters, no real words, but easy to remember.
• **P@ssw0rd:** use numbers or special characters instead of letters in words, ("&","!","#").
• **1000$0Kor** easily remembered keyboard patterns instead of words.

Part II : Introduction to the Desktop

✓ **Desktop Customizations**
1. Screen resolution.

2. Gadgets: To add gadgets to the Windows 7 desktop, follow these steps:

Step 1. Right-click anywhere on the desktop and choose Gadgets.

Step 2. Drag and drop the gadget from the menu to the desktop, or double-click the gadget to add it to the desktop, or right-click the gadget and choose Add.

3. Personalize: In the Personalization window, you can change the desktop appearance, display setting, and sound settings.

Windows 7 Personalization window→

Task:
- Write down the Screen resolution for your computer.
- Show two of the Gadgets available on your computer.
- Change the background, screen saver, and window colors on your computer.

✓ **Working with Icons : My Documents, My Computer, The Recycle Bin**

✓ **Arranging Icons on the Desktop:**
Task: Arrange icons on the desktop using one of the following:

a. by name   b. by size   c. by type   d. When last modified.

✓ **Changing the Icon:**
Right click on the icon →   PROPERTIES→SHORTCUT tab→CHANGE ICON

✓ **Changing the size of the icons:**
Click and hold down the Ctrl key and then use your scroll wheel on your mouse to resize the icons

✓ **Shortcuts:**
To create shortcut: Right mouse click on an empty part of the desktop→ NEW →SHORTCUT

Task: Create a folder with your name on C drive, then change the icon, and create a shortcut on desktop.

✓ **Desktop features:**

- **Shake** - Minimize all windows that are not being used by clicking and holding the title bar of one window and shaking it with the mouse. Repeat the action to maximize all of the windows.
- **Peek** - View the desktop icons that are behind open windows by placing your cursor over the Show desktop button found at the right edge of the taskbar. This makes the open windows transparent. Click the button to minimize all windows.
- **Snap** - Resize a window by dragging it to one of the edges of the screen. Dragging the window to the left edge of the desktop fits the window to the left half of the screen. Dragging the window to the right edge of the desktop fits the window to the right half of the screen. Dragging the window to the top of the screen will maximize the window.

Part III : The Taskbar and Start Menu

✓ **Customize the taskbar**

Task: Fill in the blanks:
1. To unlock the taskbar: _____
2. To move the taskbar: _____

✓ **Pinned applications:**
   To add an application to the taskbar (or start menu) for easy access, right-click the icon of an application and select Pin to taskbar (Pin to start menu).

✓ **Help and Support**
   START button→ HELP AND SUPPORT (You can also hit **F1**)

✓ **Arrange windows**
   To arrange windows automatically**:** right-click an empty area of the taskbar and then choose **cascaded, stacked,** or **side by side.**
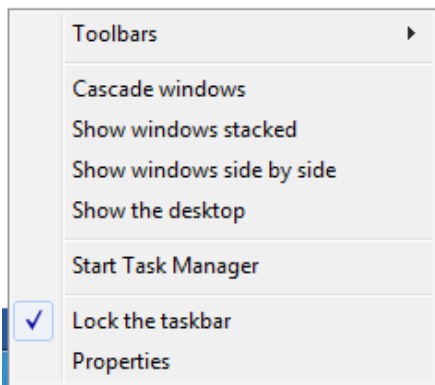
Part IV : Task Manager

The Task Manager allows you to view all applications that are running and to close any application. To open the Task Manager, press **CTRL-ALT-DEL** and select Start Task Manager.
Alternatively, you can open the Task Manager by right-clicking the taskbar and selecting Task Manager

Computer Skills Labs

Lab.2

Windows7

Prepared by: Islah K. Gharaibeh

2019/2020

Part 1 : Control Panel

System and Security		To view and change system and security status, back up and restore file and system settings, update computer, view RAM and processor speed, check firewall and more.
Network and Internet		To check network status and change settings, set preferences for sharing files and computers, configure internet display and connection.
Hardware and Sound		To add or remove printers and other hardware, change system sounds, play CD's automatically, conserve power, update device drivers.
Programs		Uninstall programs or windows features, uninstall gadgets, get new programs from the network or online.
User Accounts		Change user account setting and passwords, and set up parental controls.
Appearance and Personalization		Change the appearance of desktop items, apply a theme or screen saver to your computer, or customize the Start menu and taskbar.
Clock, Language and Region		Change the date, time, and time zone for your computer, the language to use, and the way numbers, currencies, dates, and times are displayed.
Ease of Access		Adjust your computer settings for vision, hearing, and mobility, and use speech recognition to control your computer with voice commands.

✓ **What software versions do I have and what is on my computer?**
Right mouse click on **MY COMPUTER** icon → **PROPERTIES**

Task: open the properties on your computer and find out the software version.

Part II : Windows Libraries

When Windows is installed, each user has four default libraries: Documents, Music, Pictures, and Videos.

A library presents content from different locations in the same folder. You can search a library, and you can filter the content using criteria such as filename, file type, or date modified.

To create a new library, open a folder and select Libraries > New library.

To customize a library, right-click the library and click Properties. The Properties window allows you to add folders to the library by clicking Include a folder. You can also change the icon for the library and customize how items are arranged.
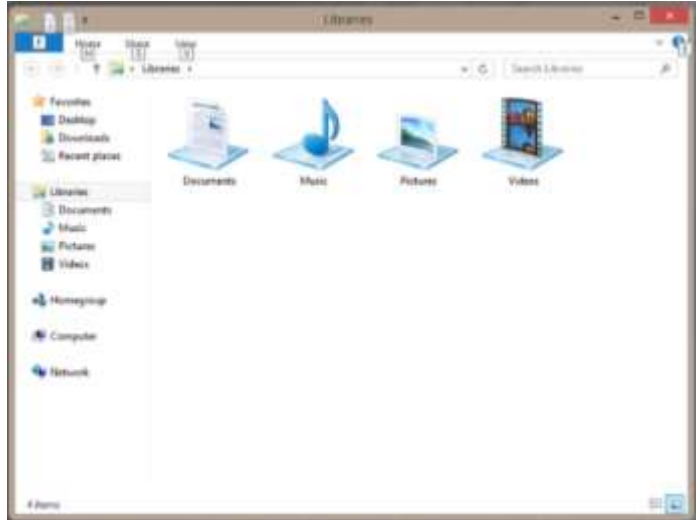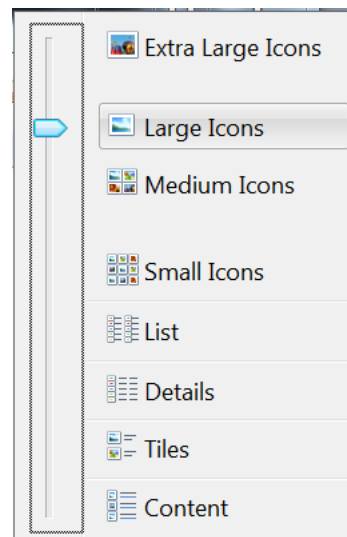
Part III : Folders and File Management

✓ **Change thumbnail size and file details**

✓ **Selecting Files and Folders:**

1. Single Selection: and click once

2. Scattered Selection: Use **CTRL** key .

3. Block Selection: Use **SHIFT** key .

4. Selecting All: Use **CTRL+A**.

Part IV : Files Name, extension and Path

✓ **File Extensions:**
- **.doc , .docx** : Microsoft Word files
- **.xls** : Microsoft Excel files
- **.pdf** : Adobe Acrobat files
- **.ppt** : Microsoft PowerPoint files
- **.JPG, .Bmp**: Image File
- **.Mp3:** Audio File

✓ **File Paths:**

✓ **Renaming Files and Folders**
Right click on the file or folder→Rename (or press F2)

✓ **Deleting Files and Folders**
- Temporary Deletion: Right-click the file or folder, and then click Delete.
- Permanent Deletion: **SHIFT** + delete.

✓ **Restoring Deleted Files**
Right click on the file or folder→Restore

✓ **Folder and File Attributes**
Right click on the file or folder→Select Properties

Part V : Shutting Down or Logging off a Computer

✓ **Log Off**: Means that you log off as a User without turning the computer off. Someone else can then log on.

✓ **Shut Down:** Means that you log off as a User and the computer is turned off at the same time. You will lose any unsaved information's.

✓ **Restarting your Computer:** Restarting your computer means that the computer logs you off to system, turns itself off and turns itself back on again so you can re-log on

✓ **Sleep –** Documents, applications, and the state of the operating system are saved in RAM. This allows the computer to power on quickly, but uses power to retain the information in RAM.

✓ **Hibernate –** Documents, applications, and the state of the operating system are saved to a temporary file on the hard drive. With this option, the computer takes a little longer to power on than the Sleep state, but does not use any power to retain the information on the hard drive.

Comprehensive Task:

1. Create a folder named (collection) on the C drive
2. Create two subfolders inside the above folder, with names (images) and (data)
3. Open Microsoft word then insert some objects [clipart, table, pictures, and paragraphs] on it then save it in the subfolder (data)
4. Open Microsoft excel then insert some data then save the file in the subfolder (data)
5. Open Microsoft PowerPoint then insert some shapes or pictures then save the file in the subfolder (data)
6. Delete the word file, where did it go? Can you restore it? Where was it restored?
7. Search your computer for pictures of type (jpg), choose 3 of the search results then save them on the folder (images).
8. Open the picture in paint program [using open with option] then save it in other formats: gif, bmp and png.
9. View the files in the subfolder (images) in <u>details view</u> then arrange the files according to <u>size</u> in <u>descending order</u>.
10. View the files in the subfolder (data) in <u>list view</u> then arrange the files according to <u>name</u>
11. Find the size of the folder (collection), then compress it [using WinZip or WinRAR] and check the size again. What do you notice?
12. Change the icon shape for the folder (collection).
13. Create a shortcut for the folder (collection) on the desktop.
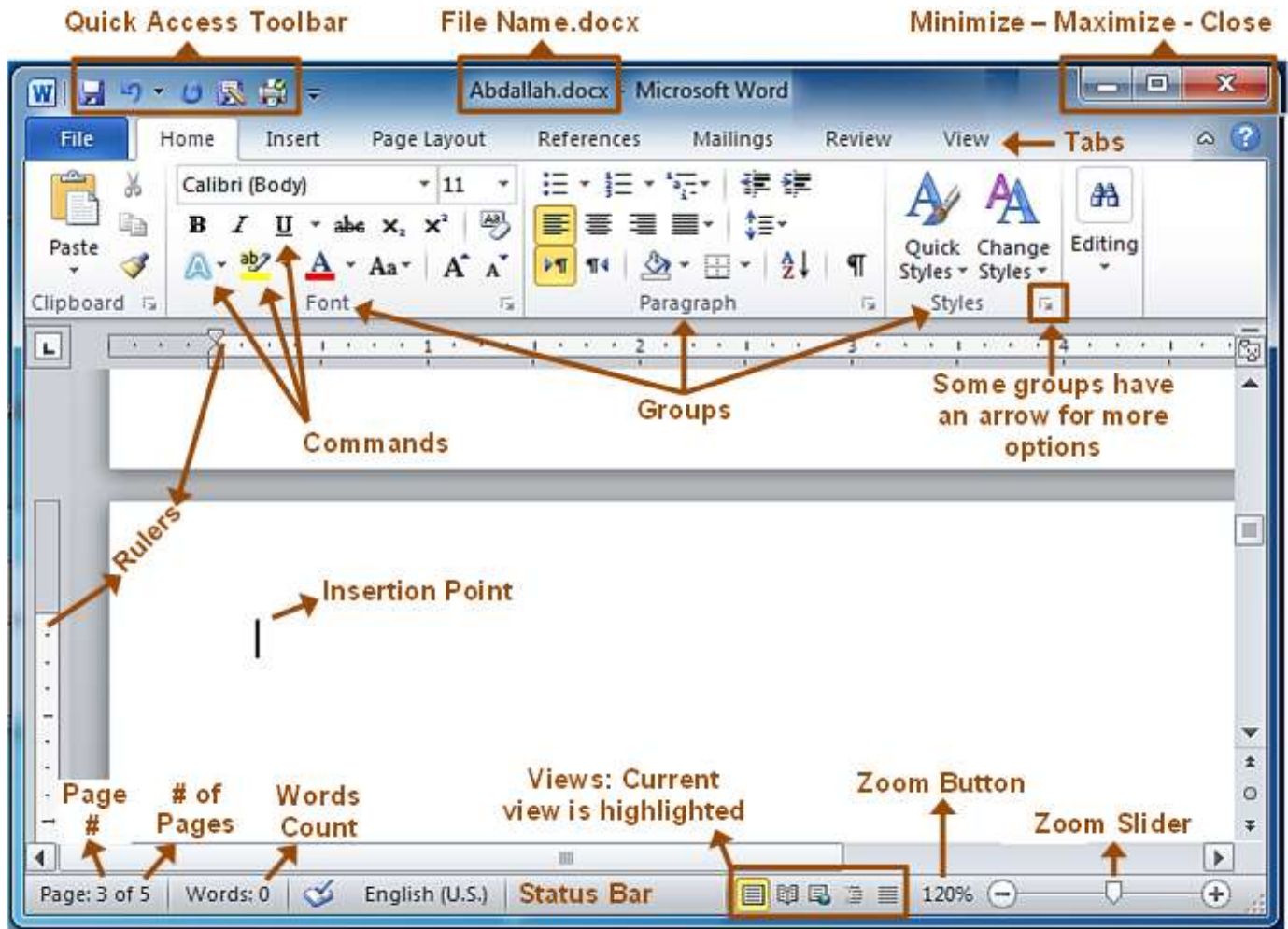
Computer Skills Labs

Lab.3

Getting Started with Word2010

Prepared by: Islah K. Gharaibeh

2019/2020

Part I : Introduction to Word 2010 Environment

.

Part II : The Quick Access Toolbar

You can add other commands to make it more convenient for you

Task: Add the following commands: Quick Print and Save as to **Quick Access Toolbar**

Task: Delete the above commands from **Quick Access Toolbar**

Part III : Creating new file

Task:
using templates, Create 2 new files: one contains a design for a certificate, and another one contains brochure

Task: create a blank file**.**

Part IV : Home Tab

Clipboard Group

Task Use the blank file you've created in the above task to do the following:
- Select a paragraph from the skills PDF book then <u>copy</u> it.
- Paste the copied paragraph on your file.
- Select a word inside the pasted paragraph, and then move it to a new line.
- Format a word inside the paragraph [Hint: use the group font], and then copy the format to another word.

Font Group

Task
- Write (Balqaa Applied University) in Arial font, of size 16.
- Try the <u>bold</u>, <u>italic</u> and <u>underline</u> commands on the above sentence.
- Write the following: H_2O and 25^oC using <u>superscript</u> and <u>subscript</u>.
- Try <u>strikethrough</u>, <u>text effects</u>, <u>highlight</u> and <u>font color</u> on words from the paragraph in the previous task.
- Write (bALqAa aPPLiEd uNIvERsiTy), then try the cases from change case on it.

Paragraph Group

Task
- Write an English paragraph about your country where you live (at least 3 lines), make sure that the <u>direction is left to right</u> and the <u>alignment is left</u> before start; put a border around special word(s) in the paragraph.
- Write an Arabic paragraph about your specialty (at least 3 lines), make sure that the <u>direction is right to left</u> and the <u>alignment is right</u> before start, color (shading) a special word(s) in the paragraph.
- Justify both paragraphs.
- Make the <u>line spacing</u> 1.5 for the English paragraph and 1.15 for the Arabic paragraph.
- Write a bulleted list for 3 countries then add some of their famous cities (multilevel list).
- Write a numeric list for your everyday activities (multilevel list).

Task

- اكتب فقرة انجليزية لا تقل عن ٣ أسطر تتحدث فيها عن بلدك الذي تعيش فيه تأكد من اتجاه الكتابة (direction is left to right) والمحاذاة (alignment is left) قبل البدء بالكتابة، ضع حدوداً (borders) حول كلمة مميزة في الفقرة، اجعل تباعد الاسطر (line spacing) = ١,٥.

- أكتب فقرة عربية لا تقل عن ٣ أسطر تتحدث فيها عن تخصصك الذي تدرسه تأكد من اتجاه الكتابة (direction is right to left) والمحاذاة (alignment is right) قبل البدء بالكتابة، اضف لون (shading) خلف كلمة مميزة في الفقرة، اجعل تباعد الاسطر (line spacing) = ٢,٠.

- اضبط (justify) كلاً من الفقرتين السابقتين.

- اذكر بتعداد نقطي (bulleted list) ثلاث من البلدان التي تود زيارتها، مع ذكر بعض من مدنها الرئيسية (استخدم increase indent).

- اذكر بتعداد رقمي (numeric list) اعمالك اليومية، مع ذكر بعض الاعمال الفرعية (استخدم increase indent).

Styles Group

Task

- Try <u>Elegant Style</u> or <u>Formal Style</u> for your document.

Editing Group

Task

- Find a word in your document.
- Replace a word by another one.

Comprehensive Task

Open Microsoft word, type the following data:

Today is **Sunday** 16/10/2016, this is AUTUMN. The temperature is 21^oC, the weather is ***fine***.

This is Skills 101 lab. We will take <u>2 exams</u> as the following:

1. Mid Exam:
    o Windows
    o Word
2. Final Exam:
    i. Excel
    ii. PowerPoint
    iii. Internet

Computer Skills Labs

Lab.4

Word2010 (Insert Tab)

Prepared by: Islah K. Gharaibeh

2019/2020

Part I : Insert Tab Groups

Pages Group

Task Copy a paragraph from Skills Book on a blank page, then do the following:
- Insert a cover page (صفحة غلاف) for the document.
- Insert a blank page (صفحة فارغة) after the cover page.
- Insert a page break ((فاصل صفحات) inside the paragraph in the 3rd page.

Tables Group

Task
- Insert a table (3 cols (اعمدة) & 2 rows(صفوف)), then fill it with data.
- Notice the two additional tabs that appeared:
    o <u>Design Tab:</u> Color some cells (shading), Add new borders (Try to draw diagonal borders), Delete some borders, Use styles group to get more professional designs.
    o <u>Layout Tab:</u> Add/Delete rows and cols, merge/split cells, split table, align text in cells and check text direction within the cells.

Task
- Write the following data:

> First,Second,Third
> A,B,C,D
> 11,23,14

- Select the above text then click on tables → <u>Convert text to columns</u>.
- In <u>separate text at</u> option choose <u>comma</u> then click ok.

Illustrations Group

Task
- Insert a <u>picture (صورة)</u>, from the Design Tab appeared: Remove Background, add frame, move the picture (using wrap text) and crop the picture.
- Insert a <u>ClipArt (صورة كاريكاتورية)</u>, from the Design Tab appeared: Add frame, move the clipart (using wrap text), rotate the clipart and crop the picture.
- Insert a <u>Shape (شكل)</u>, from the Design Tab appeared: Change the style (Fill, Outline and effects). Add Text inside the shape (change text direction), rotate the shape and change the shape to another one.
- Insert a <u>SmartArt (رسم ذكي)</u> (e.g. Water cycle) from the following Tabs appeared:
    o <u>Design Tab:</u> Change: Layout, Colors and Styles.

    o <u>Format Tab:</u> Change the Shape Style and WordArt Style (Fill, Outline and effects)...
- Insert a <u>Screenshot</u> from Skills book, and a <u>Screen Clipping</u> from the desktop.

Header & Footer Group

Task

- Insert a header (رأس الصفحة) that includes: your <u>name</u>, <u>date</u> and <u>time</u>.
- Insert a footer (تذييل الصفحة) that includes <u>page number</u> and a <u>picture</u>,

Text Group

Task

- Insert a **text box** (صندوق نص) contains the word (Skills), from <u>Format tab</u> change: shape & text (Fill, outline and format), text direction and change the shape.
- Insert a **WordArt** (كتابة فنية) contains the word (Balqaa Applied University), from <u>Format tab</u> change: shape & text (Fill, outline and format), text direction and change the shape.

Symbols Group

Task

- Write area of the circle.
- Insert the following equations:

$$\int_{-\infty}^{0} \frac{1}{\sqrt{3-x}} dx$$

$$f(x) = \begin{cases} x & \text{if } x \geq 0 \\ -x & \text{if } x < 0 \end{cases}$$

$$Z_R = r_s + \frac{r_p}{1 + \omega^2 C_p^2 r_p^2}$$

Comprehensive Task

افتح برمجية Word وقم بعمل الاتي:

- اكتب اسمك وتخصصك وكليتك
- ادرج الجدول الاتي:

L N	A	B	C
1	A12	B1	C1
2		BC2	
3	AB3		C3

- ادرج (Cover Page) واملأه بالبيانات النتاسبة قم ادرج صفحة فارغة (Blank Page).
- ادرج شكل (Shape) نجمه يحتوي اسمك واختر لون وتأثيرات ملائمة.
- ادرج صورة (Picture) وضع اطار ملائم.
- ادرج (ClipArt) وقم بتدويره لليمين.
- ادرج (SmartArt) للجامعة المكونه من كليات واقسام.
- اعمل (screen clipping) لجزء من سطح المكتب.
- ادرج في (header): تاريخ اليوم والوقت.
- ادرج في (footer): رقم الصفحة وصورة.
- ادرج (textbox): ضع فيه تخصصك ثم غير الشكل الى شكل اخر مناسب مع تغيير الالوان والتأثيرات.
- اكتب اقتباس مميز باستخدام (WordArt).
- اكتب معادلة رياضية (Equation) تحتوي على: تكامل، اسس، جذر،بسط ومقام.

Computer Skills Labs

Lab.5

Word2010

(Page Layout, References & review tabs)

Prepared by: Islah K. Gharaibeh

2020/2019

Part I : Page Layout Tab

Themes Group

Task1: Copy a paragraph from Skills Book on a blank page, and then do the following:
- Apply one of the <u>Built-in themes</u> appeared in <u>Themes</u> command.
- <u>Customize a new theme</u> by choosing <u>Colors, Fonts and Effects</u> available in the group.

Page Setup Group

Task2:
- Change the <u>margins</u> of your document from <u>Normal to Narrow</u>, then to <u>Wide</u>, what do you notice?
- Change the document <u>Orientation</u> in to <u>Landscape</u> (Horizontal Page).
- Split text in a page into 2 columns, 3 in another page.

Page Background Group

Task3:
- Add a <u>Watermark</u> to your document: your name in a diagonal layout.
- Change the <u>Page Color</u>.
- Add a <u>Page Border</u> to the document, choose from <u>Style</u> the line layout you want, or choose from <u>Art</u> for more options.

Part II : References Tab

Table of contents Group

Task4:
- Choose one of the <u>Built-in Table of Contents</u> appeared in <u>Table of Contents</u> command.
- Or press on <u>insert Table of Contents</u> from the menu in <u>Table of Contents</u> command.

Footnotes Group

Task5:
- Insert a <u>verse from the Qur'an</u>, and then refer to it as a <u>Footnote</u>.
- Insert a <u>line of poetry</u>, and then refer to the poet and the poem as a <u>Footnote</u>.
- Insert a <u>quotation</u>, and then put on a <u>Footnote</u> who said it.
- Copy a <u>paragraph from skills book</u>, and then refer to the book in the <u>Endnote</u>.

Part III : Preview Tab

Proofing Group

Task6:
- Press on <u>Spelling & Grammar</u> command, and correct the errors appeared in your document:
    o <u>Spelling Errors</u>: underlined with a red wavy line.
    o <u>Grammar Errors</u>: underlined with a green wavy line.
- Also try the right-click mouse options on errors.

Part IV : Auto correction options

Task7:
- Add the word (blqa) to the Auto correct options to be corrected into: Balqaa Applied University.
- Add the word (bal) to the Auto correct options to be corrected into: AL-Balqaa Applied University.

Comprehensive Tasks

١- افتح برمجية Word وقم بعمل ما يلي:

١. حوّل اتجاه الصفحة الى افقي (Landscape).

٢. اكتب فقرة (لا تقل عن ٣ أسطر) في اي موضوع تهتم به.

٣. ادرج صورة مناسبة للموضوع.

٤. اكتب اقتباسين (من القرآن الكريم، حديث شريف، بيت من الشعر أو قول مأثور) مع الاشارة اليهما بملاحظة اسفل الصفحة (Foot note) ، ثم صحّح الملف من الاخطاء الاملائية والنحوية.

٥. انسخ فقرة من موقع الكتروني (او كتاب) ثم اشر اليه بملاحظة في نهاية الملف (End note).

٦. باستخدام خيارات التصحيح التلقائي (Auto correct options) قم بإضافة الرمز (nnn) ليتم كتابة اسمك الرباعي تلقائيا.

٧. اكتب اسمك كعلامة مائية (Water mark) لصفحات الملف.

٨. قسّم الصفحة الى عمودين (Two columns).

٩. ضع اطارا منقطا حول الصفحات.

٢- افتح برمجية Word وقم بعمل ملف مشابه للملف الاتي من حيث التنسيق:
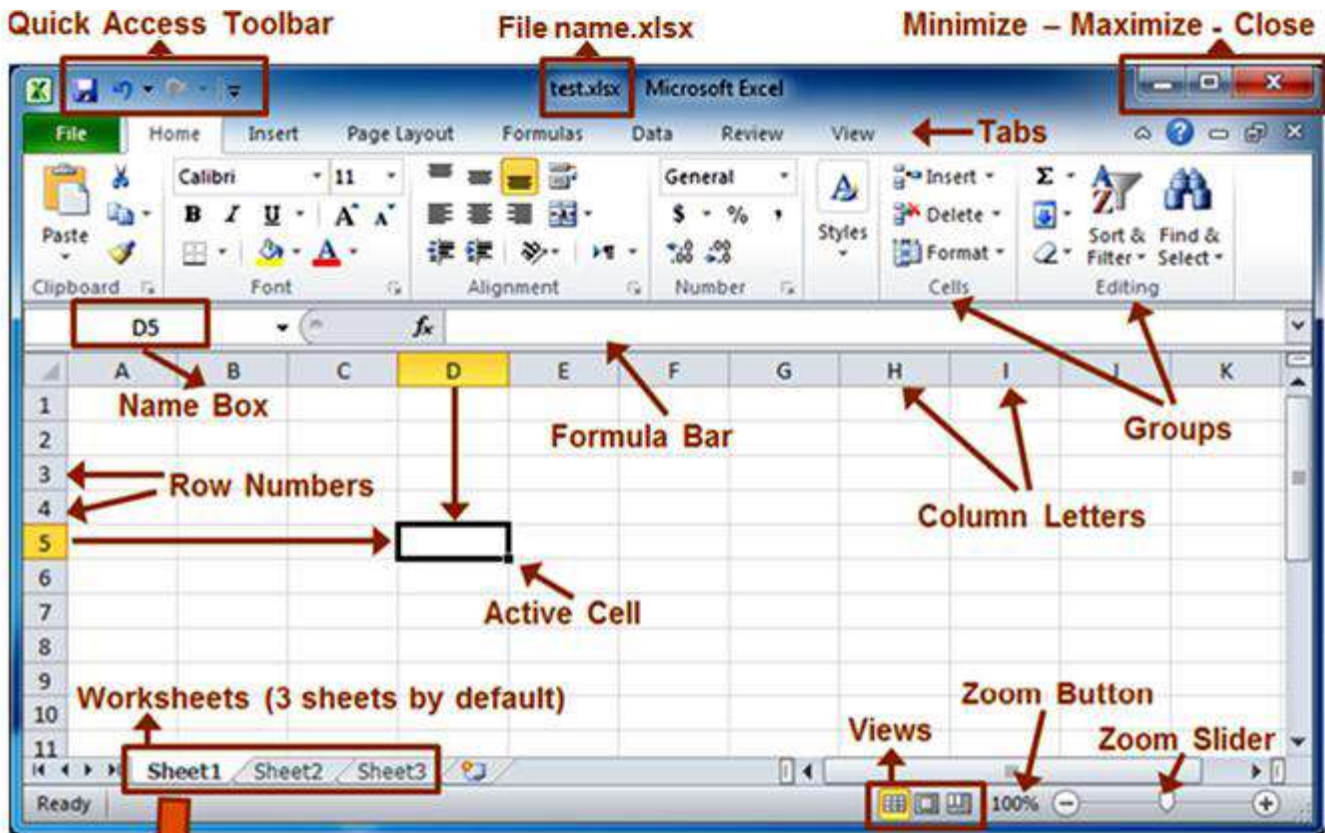
Computer Skills Labs

Lab.6
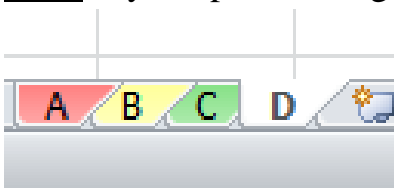
Excel2010

(introduction)

Prepared by: Islah K. Gharaibeh

2019/2020

Part I : Introduction to Excel 2010 Environment

Task Try the previous right-click options (from 1 to 5) on a new worksheet.

Task Select the following ranges:

(1) B2:B9 (Vertical Range)   (2) E2:J2 (Horizontal Range)   (3) D4:F7 (Block Range)
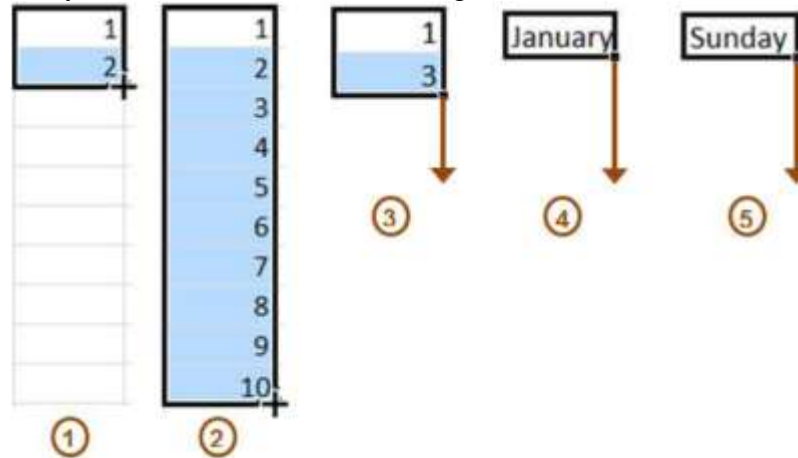
Task: Select a cell then enter:

Ctrl + ; →   what's the contents of the cell?

Ctrl+ : →   what's the contents of the cell?

Using the Fill Handle to Fill Cells

Task: Apply (1) then (2), try to find out the result of filling cells in (3), (4) and (5).

Task: What will be the contents in the cell A5?

Part II : Home Tab

Clipboard Group

	A	B	C
1	num1	fun	
2	5		
3	8		
4	6		
5	4		

Task Print the following data:

- Copy A3 contents to C2.
- Move contents of C2 to C4
- In B3 write the formula: =A2+A3.

- Copy the result in B3 then paste it on B4. What do you notice?
- Copy the result in B3 then paste it on B5 using one of the paste options (values). What do you notice?

Font Group

Task Start typing from A1, the following data:

Name	Mark
Sami	78
Kareem	81
Ahmad	92
Yazan	45

Format the table to be as the following:

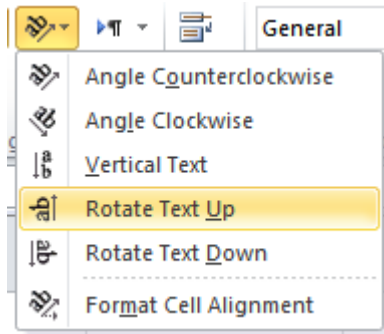|	A	B
1	Name	Mark
2	Sami	78
3	Kareem	81
4	Ahmad	92
5	Yazan	45

Alignment Group

Task Add the following changes to the previous task, Notice that:
Cells A1 & B1 are merged in one cell (by Merge & Center option).
Cell C2 is formatted by: Wrap Text option.
Cells A2 & B2 are formatted to aligned in center & middle.

	A	B	C
1	Students Marks		
2	Name	Mark	Final Marks
3	Sami	78	
4	Kareem	81	
5	Ahmad	92	
6	Yazan	45	

Merge & Center the cells C3:C6
Write inside the merged cells (Students Results) in 90° orientation text.

			General
	Angle Counterclockwise		
	Angle Clockwise		
	Vertical Text		
	Rotate Text Up		
	Rotate Text Down		
	Format Cell Alignment		

[Hint: use the command   ]

	A	B	C
1	Students Marks		
2	Name	Mark	Final Marks
3	Sami	78	
4	Kareem	81	Students results
5	Ahmad	92	
6	Yazan	45	

Number Group (Format Cells dialog box)

1- Number Tab

Write the number 1.9438, use Number Tab in Format cells dialog box:

Choose Number from Category, then:

- Let the decimal places = 3, what do you notice?
- Let the decimal places = 1, what do you notice?
- Let the decimal places = 0, what do you notice?

Choose currency from Category, and then choose ($).

2- Alignment Tab :

	A	B
1	Skills1	Excel
2	this is a text	
3	shrinking a text	
4	another text	

3- Font Tab

4- Border Tab

5- Fill Tab

Styles Group

design tab

Cells Group
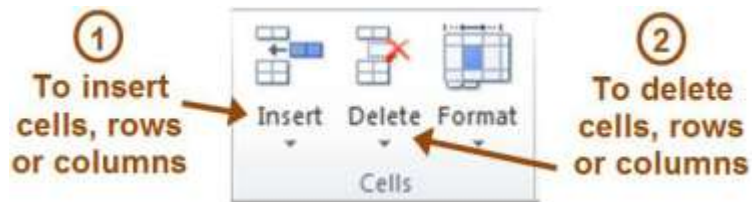
Insert Rows
Insert Columns
Delete Rows
Delete Columns
Modify Column Width

Comprehensive Task

افتح برمجية Excel وقم بعمل ملف مشابه للملف الاتي من حيث التنسيق:

	A	B	C
1	أسعار الفواكه والخضار		
2	النوع	السعر/كغم	السعر بعد الضريبة
3	موز	$1.15	$1.27
4	تفاح	$1.55	$1.63
5	برتقال	$0.90	$1.05
6	كيوي	$2.67	$2.76

Computer Skills Labs

Lab.7

Excel2010

(Insert Tab & Simple Formulas)

Prepared by: Islah K. Gharaibeh

2019/2020

Part I : Review

Task: As you learned in word, using the insert tab, insert the following:

1- A picture (choose one of the pictures in pictures library اختر اي من الصور الجاهزة في الجهاز).

2- A clipart (e.g. books).

3- A star shape شكل نجمة (Write your name inside it) add some effects اضف بعض التأثيرات (outline, shadow, glow … etc.).

4- A smart art that describes the hierarchy of the university (هيكلية الجامعة من حيث الكليات والاقسام في كل منها).

5- A screen shot (from desktop or the material صورة الشاشة من المادة او سطح المكتب).

6- A text box contains (Excel 2010) than change the shape (غير الشكل الى شكل آخر) and add some effects.

7- A word Art contains your specialty (اسم تخصصك).

Part II : Insert Tab

Charts Group

Task: Using Excel do the following:

In sheet1	
Name	Mark
Jameel	75
Sami	35
Khaled	67
Osamah	90
Talal	47
Ahmad	85

In sheet2	
x	F(x)
0	0
2	4
5	25
10	100

In sheet3	
Item	p
A	5
B	25
C	12
D	33
E	25

➢ Select the table in sheet1, and then insert a column chart for the data.

➢ Select again the table in sheet1, then insert a bar chart for the data.

➢ Select the f(x) column in sheet2, and then insert a line chart for the data.

➢ Select the table in sheet3, and then insert a pie chart for the data.

Use the following additional tabs that appear after inserting the charts: Design, Format and Layout

Text Group

Task Insert a header & footer:

In header: write your name in the left, "Computer Skills" in the center and insert time in the right.

In footer: insert a picture in the left, "Good Luck" in the center and insert page number in the right.
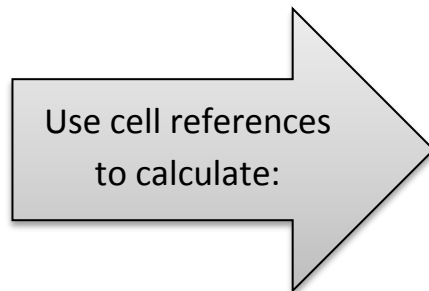
Part III : Simple Formulas

Mathematical Operations:

Task: Write the following data (start from cell A1):

x	y
5	2

Then write the following:

x+y=	
x-y=	
x*y=	
x/y=	
x^y=	

Use cell references to calculate:

x+y=	7
x-y=	3
x*y=	10
x/y=	2.5
x^y=	25

Errors in Excel:

#######: The contents of the cell cannot be displayed correctly because the column is too narrow.

#REF! : A cell reference is invalid. This is often displayed when you delete cells that are involved in a formula.

#NAME? : Excel does not recognize text contained within a formula

Editing cell content:

Task: Edit the cell below by adding the letter d.

	abc	

Order of Operations (Priorities):

1. Operations enclosed in parentheses

2. Exponential calculations (to the power of)

3. Multiplication and division, from left to right.

4. Addition and subtraction, from left to right.

Task: Calculate the answer of the following formula [=4*3+18/(5+4)-2^3]

Absolute References

Task: Use the data in sheet1 you've previously created, and do the following:

Name	Mark	New Mark
Jameel	75	
Sami	35	
Khaled	67	
Osamah	90	
Talal	47	
Ahmad	85	

Use the absolute cell reference to calculate new mark:

Name	Mark	New Mark
Jameel	75	
Sami	35	
Khaled	67	
Osamah	90	
Talal	47	
Ahmad	85	

Bonus	3	

Bonus	3	

Comprehensive Task

افتح برمجية Excel واحسب السعر الجديد (بعد الضريبة لكل من السلع التالية):

Hint: New Price = Price + Price * Tax

Item	Price	New Price
shirt	9.5	
T-Shirt	5.25	
Suit	120.5	
Socks	1.85	
Shoes	16.75	
Belt	4.25	

Tax	0.06	

Computer Skills Labs

Lab.8

Excel2010

(Advanced Formulas)

Prepared by: Islah K. Gharaibeh

2019/2020

Part 1 : Working with Basic Functions

A **function** is a **predefined formula** that performs calculations using specific values in a particular order.

Excel basic functions:

➢ **SUM** : returns the sum of cells in a range.

Adding cells to the function argument   Result Syntax of a basic function

➢ **AVERAGE** : returns the average of cells in a range.
➢ **MIN** : returns the smallest number in a set of values.
➢ **MAX** : returns the largest value in a set of values.
➢ **Count**:

Task: Insert the following data:

	A	B	C
1	k	L	1
2		0	@
3	3		b

فَي خلُية فارغة أكتب المعادلة ((COUNT(A1:C3)=)، ما محتويات الخلية؟

➢ **ROUND** : Rounds a number to a specified number of digits. ROUND(number,num_digits)

Task:

اكتب الرقم التالَي (١,٧٠٢٥٤) فيَّ الخلُية (E1)، ثم:

- o فَي خلُية (E2) اكتب المعادلة ((ROUND(E1,2)=) ، ما هيَّ محتوات الخلُية؟
- o فَي خلُية (E3) اكتب المعادلة ((ROUND(E1,3)=) ، ما هيَّ محتوات الخلُية؟
- o فَي خلُية (E4) اكتب المعادلة ((ROUND(E1,1)=) ، ما هيَّ محتوات الخلُية؟
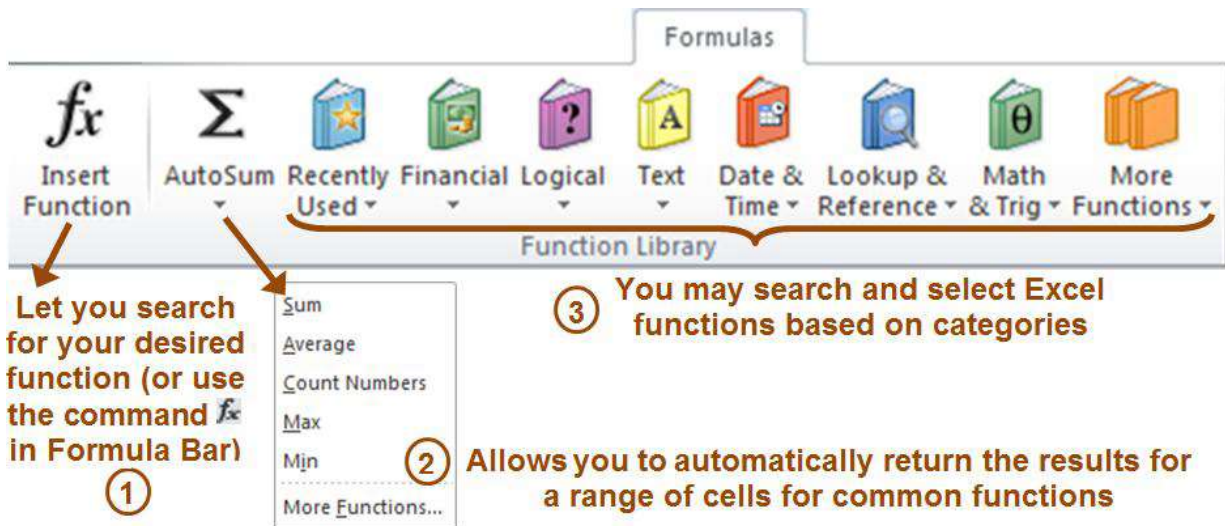- o فَي خلُية (E5) اكتب المعادلة ((ROUND(E1,0)=) ، ما هيَّ محتوات الخلُية؟

➢ **IF** : returns one value if a condition is TRUE, and another value if that condition is FALSE
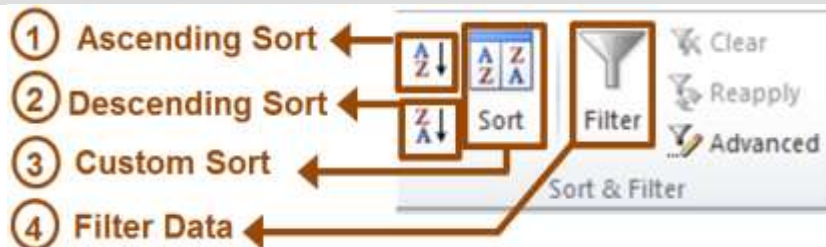IF(logical_test, [value_if_true],
[value_if_false])

Task: in D2 write the formula
=IF(C2>=80; C2+3; C2+5), fill
to cell D7.
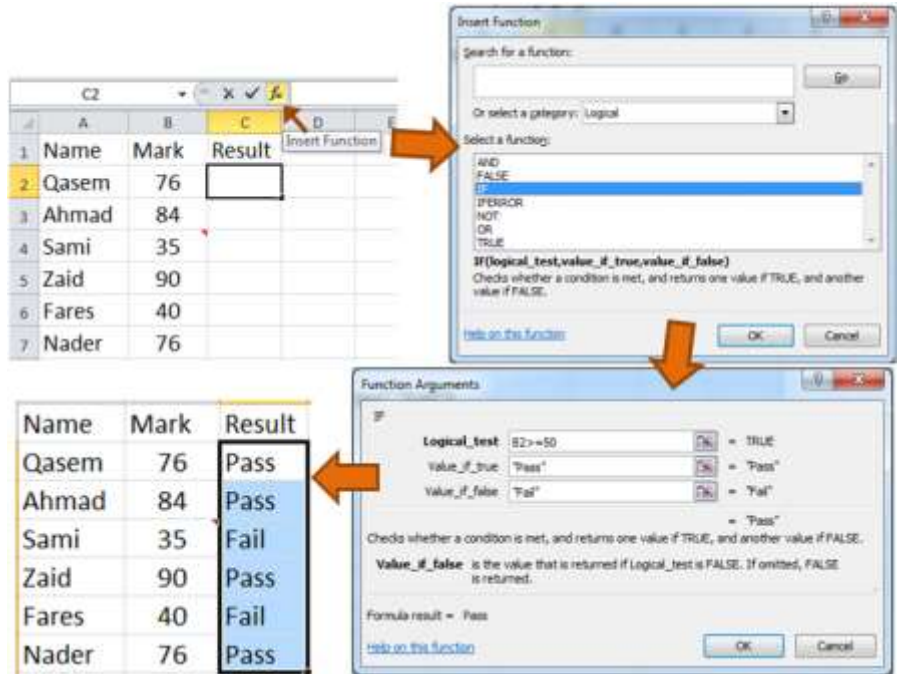
Function Library Group

Let you search for your desired function (or use the command *fx* in Formula Bar)
①

Sum
Average
Count Numbers
Max
Min
More Functions...

③ You may search and select Excel functions based on categories

② Allows you to automatically return the results for a range of cells for common functions

Part II : Data Tab

① Ascending Sort
② Descending Sort
③ Custom Sort
④ Filter Data

Sorting data

Task: What name will be inA6 if the sort is **ascending**?

Custom Sort (sorting multiple levels)

Task: What name will be inA4 if you sort by mark smallest to largest then by name A to Z?

Filter Data

Text to Columns

Part III : Review Tab (Adding a Comment)

Part II : Using Templates

Excel allows you to create a new workbook using a **template**, which is a **pre-designed spreadsheet,** To Create a New Workbook Using a Template: click **New** from the **File** tab, and then click **Sample templates** to choose a built-in template, or select an **Office.com template** category

Comprehensive Task

افتح برمجية (Excel) وأدخل:
✓ الجدول التالي:

Mark	Name
Jamal	9
Ali	12
Saleem	5
Hani	18
Kamel	11

- احسب مجموع علامات الطلاب باستخدام الاقتران(Sum).
- احسب معدل علامات الطلاب باستخدام الاقتران (Average).
- احسب أعلى علامة للطلاب باستخدام الاقتران (Max).
- احسب أدنى علامة للطلاب باستخدام الاقتران (Min).
- أضف عمودا جديدًا بعنوان (Result) واكتب ف هُ معادلة تحتوي على جملة (if) بحيثُ يطُبع (Pass).اذا كانت العلامة اكبر او تساوي 10 ، أو يطُبع (Fail) اذا كانت العلامة أقل من 10.
- أضف عمودا جديدًا بعنوان (New Mark) واكتب فيه معادلة تحتوي على جملة (if) بحيثُ اذا كانت العلامة اكبر من 11 يجُمع لها 2 ، أما اذا كانت العلامة أقل من او تساوي 11 يجُمع لها 3 .

✓ الجدول التالي:

Mark	Name
Rami	58
Laith	70
Zaki	44
Jehad	82
Zaid	93
Ahmad	90
Rayan	44

- رتب الجدول السابق حسب اسماء الطلاب تصاعدياً.
- رتب الجدول السابق حسب اسماء الطلاب تنازلياً .
- رتب الجدول السابق حسب علامات الطلاب تصاعدياً، واذا كانت بعض العلامات متساويةٌ رتب حسب الاسم تنازلياً (Hint: Use Add Level).
- فلتر الجدول السابق بحيثُ يمُكنك عرض الطلاب الذينُ احرزوا علامات ضمن 80-100 فقط.
- باستخدام الفلتر السابق اعرض علامات الطالب Zaid فقط.

Computer Skills Labs
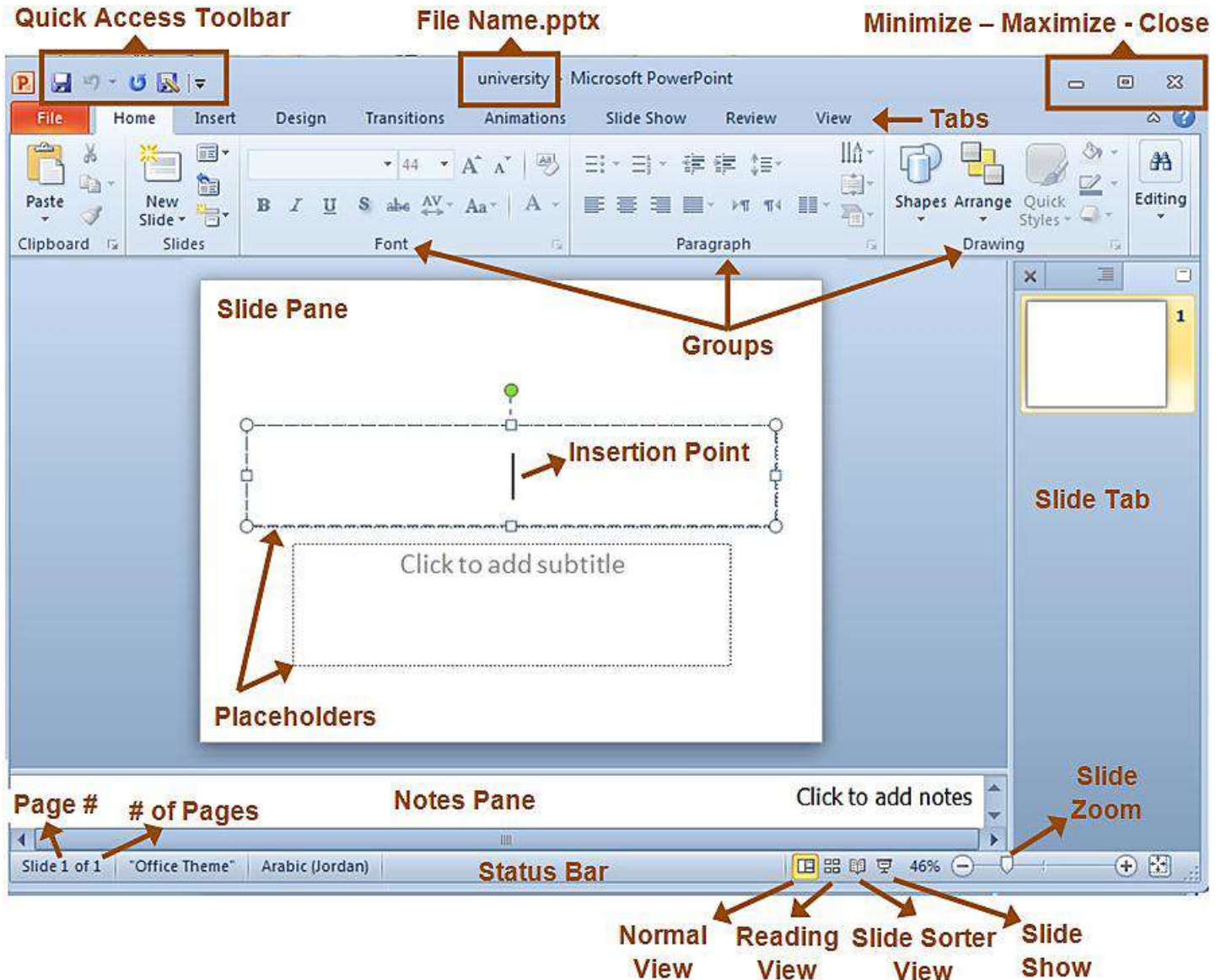
Lab.9

PowerPoint2010

(Introduction)

Prepared by: Islah K. Gharaibeh

2019/2020

Part I : Introduction to PowerPoint 2010 Environment

Task Write your name and your city on the 1st slide (اكتب اسمك واسم مدينتك على الشريحة الاولى).

Part II : Home Tab

Slides Group

تمكنك هذه المجموعة من إضافة الشرائح، وتغيير وإعادة تعيين تخطيط الشرائح، وتنظيم الشرائح في أقسام.

Task Add a new slide to your presentation (use: Ctrl+M OR click Home Tab→Slides→ New Slide)

Task:

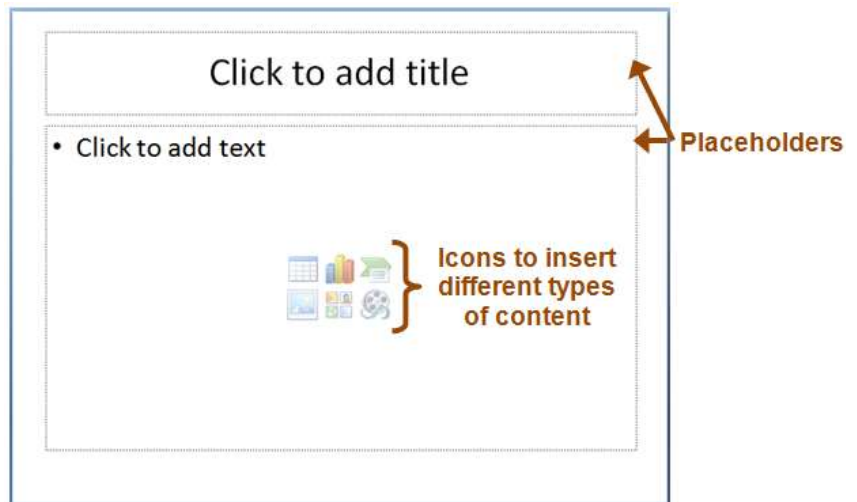قم باضافة ٣ شرائح ثم اختر تخطيط الشرائح (Layout) الملائم لكل منها:

- أدرج (picture).
- أدرج (clipart).
- أدرج فيديو.

مع وضع عنوان ملائم لكل منها.

Task Insert a picture to the new slide, write a title and write text.

To Change the Layout of an Existing Slide:
1. Select the slide you wish to change.
2. Click **Home** tab → **Slides** group → **Layout**.
3. Choose a layout from the menu. The slide will change in the presentation.

Task:

قم باضافة ٣ شرائح ثم اختر تخطيط الشرائح الملائم لكل منها
- اكتب ما لا يقل عن ٣ أسطر في موضوع معين مع وضع صورة وعنوان ملائمين.
- أدرج (clipart) و (picture) مع وضع عنوان ملائم.
- شريحة بعنوان فقط.
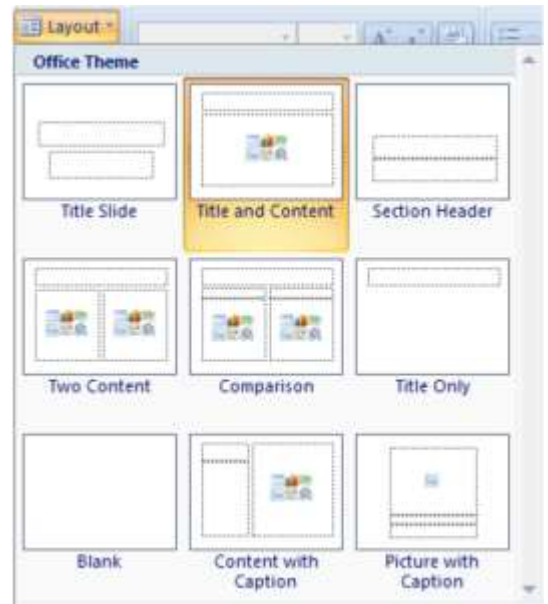
Part III : Insert Tab

كما درست سابقا في (Word) و (Excel) يمكنك ايضا ادراج جدول (Table)، صورة (Picture)، رسوم (ClipArt)، صورة من الشاشة (Screenshots)، أشكال (Shapes)، رسم ذكي (SmartArt)، رسم بياني (Chart)، ارتباط تشعبي (Hyperlink)، ... الخ، الا انه يمكنك اضافة الى جميع ما سبق ادراج فيديو أو مقطع صوتي للشرائح من خلال مجموعة (Media Group).

Media Group

Task:

قم باضافة مقطع فيديو ومقطع صوتي للشرائح التي أنشأتها سابقا.

Two additional tabs will be available when adding a video or an audio:

Format Tab:

يمكنك من التعديل على ضبط الوان واضاءة الفيديو (Adjust)، تغيير اطار الفيديو وبعض التأثيرات (Styles)، تعديل ابعاد الفيديو (Size).

Playback Tab:

يمكنك من قص الفيديو (Trim Video) ليعرض مقطعا محددا.

Task:
قم بالتعديل على مقطع الفيديو الذي أدرجته سابقا من خلال
(Format Tab)، ثم قصه من خلال (Playback Tab)
ليعرض مقطعا لا يتجاوز ٣ ثوان.

Part IV : Design Tab

Themes & Background Groups

Create a background of your own by selecting Format Background. The Format Background window will appear and allow you to select the color, gradient, picture or texture, and transparency of the slide background.

لتلوين خلفيات الشرائح بألوان وأنماط أو صور مختلفة.

Task: لون خلفيات الشرائح السابقة كل منها بلون ونمط مختلف
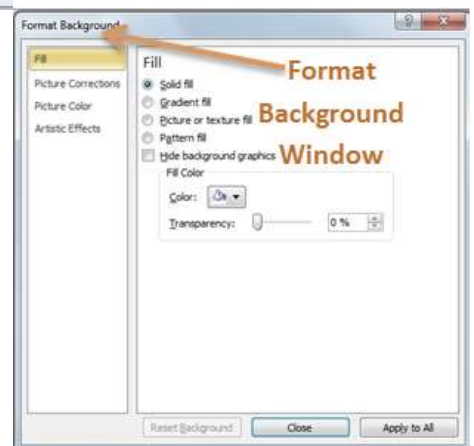
Comprehensive Task

✓ افتح برمجية (PowerPoint) وقم بانشاء الشرائح التالية:

• **الشريحة الأولى:** اكتب اسمك ومكان السكن.

• **الشريحة الثانية:** اكتب ما لا يقل عن ٣ أسطر في موضوع معين مع وضع صورة وعنوان ملائمين.

• **الشريحة الثالثة:** أدرج (clipart) مع وضع عنوان ملائم.

• **الشريحة الرابعة:** أدرج فيديو وقم بقصه ليعرض مقطعك المفضل مع وضع عنوان.

• **الشريحة الخامسة:** ادرج ارتباط (hyperlink) عند الضغط عليه ينتقل الى موقع الجامعه مع وضع عنوان (جامعة البلقاء التطبيقية).

• **الشريحة السادسة:** ضع عنوان (Students Marks) ثم انقل الجدول التالي من (Excel) بعد ايجاد القيم المطلوبة:

Name	Mark
Jamal	9
Ali	12
Saleem	5
Hani	18
Kamel	11

انقل القيم التالية (sum) ، (average)، (min) و (max) لعلامات الطلبة.

• **الشريحة السابعة:** باستخدام احد الرسوم البيانيه مثل علامات الطلبه في الجدول اعلاه، ثم انقل الرسم البياني من (Excel) الذي يمثل اسماء الطلاب مع علامتهم الجديدة، وضع عنوان (الرسم البياني) للشريحة.

✓ لون خلفيات الشرائح السابقة كل منها بلون ونمط مختلف.

Computer Skills Labs

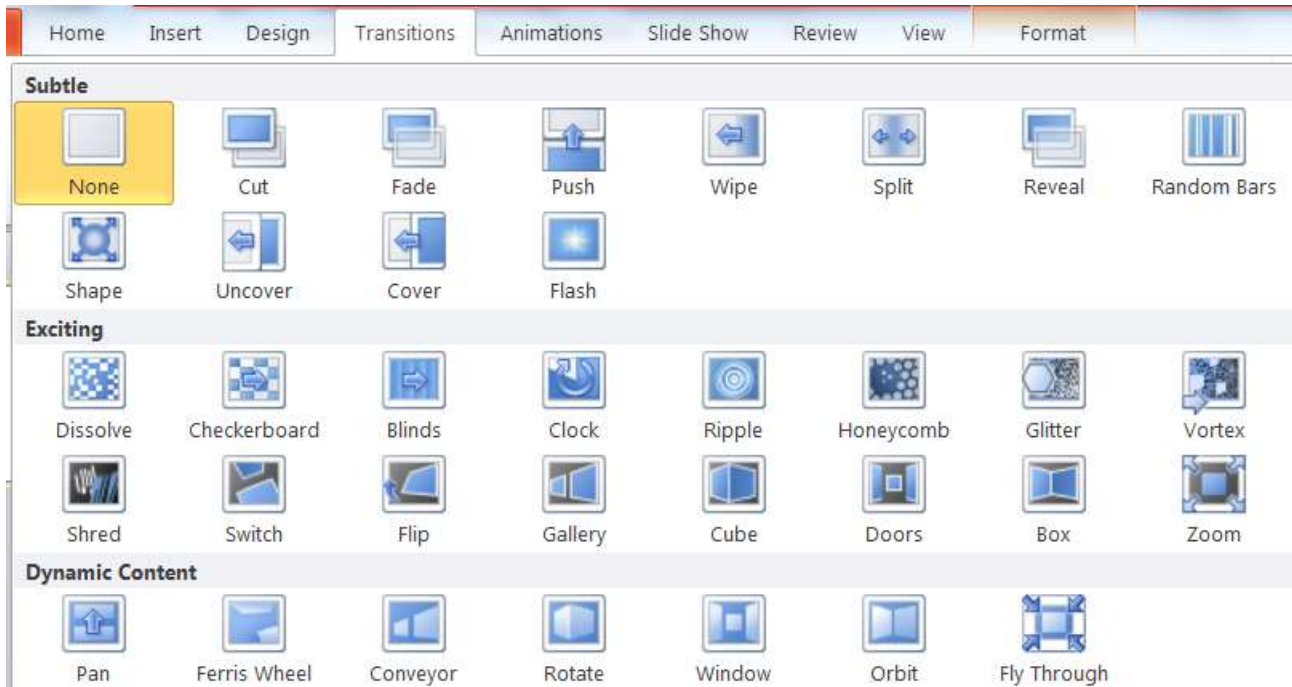# Lab.10

PowerPoint2010

(Advanced)

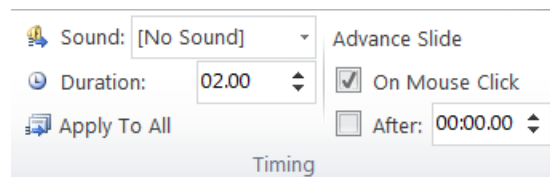Prepared by: Islah K. Gharaibeh

2019/2020

Part 1 : Transitions Tab

انتقال الشريحة هو التأثير المرئي الذي يحدث عند الانتقال من شريحة إلى الأخرى أثناء العرض التقديمي.
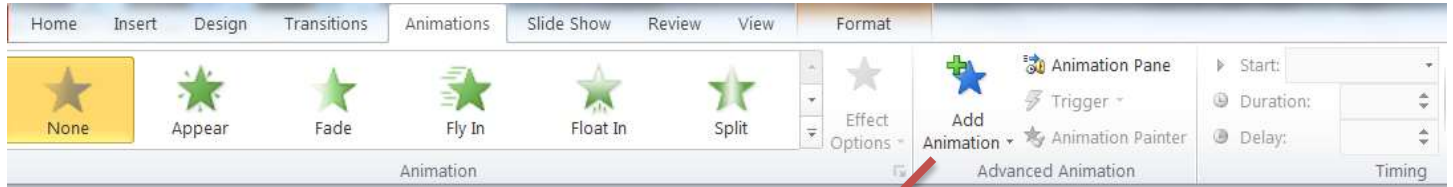

Timing Group:

تمكنك هذه المجموعة من التحكم في السرعة وإضافة الصوت وتخصيص مظهر تأثيرات الانتقال.

Task : اختر من حركات انتقال الشرائح (Transitions) ما يناسب من حركات لجميع الشرائح في ملفك.
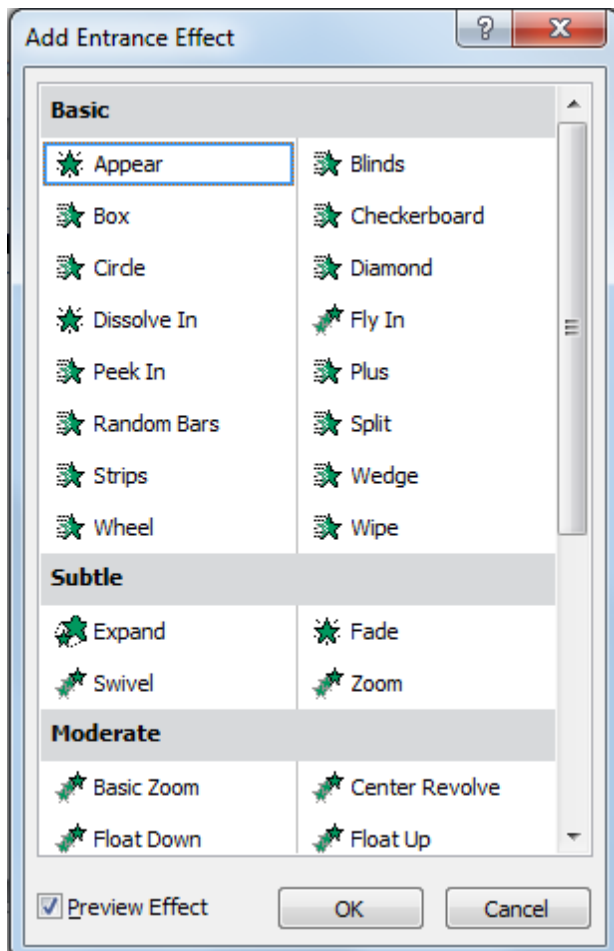
Part II : Animations Tab

يمكنك اختيار حركات الدخول (**Entrance**) للكائنات الممثلة بالنجوم الخضراء، وحركات البقاء (**Emphasis**) الممثلة بالنجوم الصفراء، وحركات المغادرة (**Exit**) الممثلة بالنجوم الحمراء.
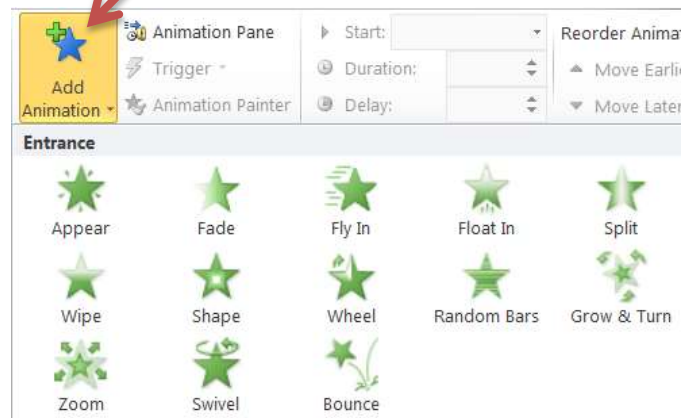
أما للمزيد من الحركات يمكنك الضغط على (**More Entrance Effects**) حيث تحصل على حركات جديدة للكائنات.

Once the animation has been applied, you can click on the **Animation Pane** tool to customize the applied animation in terms of **timing**, **triggers** for the animation.
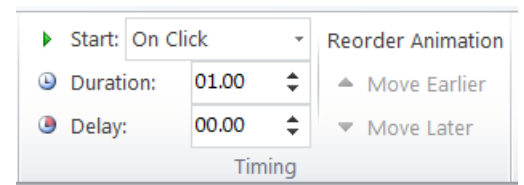
Timing Group:

تمكنك هذه المجموعة من تغيير بدء حركة الكائنات بدلا من الضغط على الماوس الى الحركة تلقائيا بعد الكائن السابق او معه، كما تمكنك من زيادة مدة الحركة (تبطيء حركة الكائن) او تقليلها (تسريع حركة الكائن).

Part III : Slide Show Tab

Start Slide Show group

تمكنك هذه المجموعة من عرض الشرائح من البداية (from the beginning) أو من الشريحة الحالية (current selected slide).

Set Up group

تمكنك هذه المجموعة من عمل توقيت للشرائح (Rehearse Timing) او اخفاء شريحة من العرض (Hide Slide) او اعدادات اخرى (Set Up Slide Show).

Navigating within your Slide Show

If you want to..	Press the...
Display the next slide	($\rightarrow$) key
	(down arrow) key
	Enter key
	Space bar key
Display the previous slide	($\leftarrow$) key
	(up arrow) key
Blank the screen	B key

Comprehensive Task

✔ افتح برمجية (PowerPoint) وقم بانشاء الشرائح التالية:

• **الشريحة الأولى:** اكتب اسمك والتخصص الذي تدرسه.

• **الشريحة الثانية:** اكتب المواد التي تدرسها لهذا الفصل بتعداد نقطي مع وضع صورة وعنوان ملائمين.

• **الشريحة الثالثة:** أدرج فيديو وقم بقصه ليعرض مقطعك المفضل مع وضع عنوان.

• **الشريحة الرابعة:** ادرج ارتباطين (2 hyperlinks) احدهما يتحدث عن تخصصك والأخر لعرض صور عن التخصص مع وضع اسم التخصص كعنوان للشريحة داخل شكل بيضوي.

• **الشريحة الخامسة:** ضع عنوان (Mid Marks) ثم انقل جدولا من (Excel) يحتوي اسماء موادك لهذا الفصل مع علامة الامتحان النصفي لكل منها ثم انقل القيم التالية (sum) ، (average)، (min) و (max) لعلاماتك.

✔ لون خلفيات الشرائح السابقة كل منها بلون ونمط مختلف.
✔ اعمل انتقال للشرائح مختلفا لكل منها.
✔ اعمل حركة لكل كائن في الشرائح السابقة.
✔ اعمل توقيت للشرائح بحيث يتم الانتقال بينها تلقائيا دون الضغط على الماوس كذلك الامر بالنسبه لعرض الفيديو وحركات الكائنات.

Computer Skills Labs

Lab.11

Internet and Computer Networks

Prepared by: Islah K. Gharaibeh

2019/2020

Part 1 : What is a Network?

A network consists of two or more computers that are linked in order to share programs, resources (such as printers), exchange files, or allow electronic communications. The computers on a network may be linked through cables, telephone lines, radio waves, satellites, or infrared light beams.

Common types of networks include:

- Local Area Network (LAN)
- Wide Area Network (WAN)
- Wireless LAN (WLAN)
- Metropolitan Area Networks (MAN)
- Wireless WAN (WWAN)

1.1. Local Area Network

A Local Area Network (LAN) is a network that is confined to a relatively small area. It is generally limited to a geographic area such as a writing lab, school, or building.

1.2. Wireless Local Area Network

The term 'wireless network' refers to two or more computers communicating using standard network rules or protocols, but without the use of cabling to connect the computers together. Instead, the computers use wireless radio signals to send information from one to the other. A wireless local area network (WLAN) consists of two key components:

- A wireless access point (WAP) (also called a Base station)
- And a wireless card.

Wireless Access point or Wireless Basestation

Wi-Fi is a popular technology that allows an electronic device to exchange data or connect to the internet wirelessly using radio waves.

Many devices can use Wi-Fi, e.g. personal computers, video-game consoles, smartphones, some digital cameras, tablet computers and digital audio players.

1.3. Metropolitan Area Network (MAN)

A (MAN) is a large computer network that spans a metropolitan area or campus. Its geographic scope falls between a WAN and LAN. MANs provide Internet connectivity for LANs in a metropolitan region, and connect them to wider area networks like the Internet.

1.4. Wide Area Network

Wide Area Networks (WANs) connect networks in larger geographic areas, such as whole world. Dedicated transoceanic cabling or satellite uplinks may be used to connect this type of global network.

WANs as computer networking technologies used to transmit data over long distances, and between different LANs, MANs and other localized computer networking architectures. The Internet can be considered a WAN as well, and is used by businesses, governments, organizations, and individuals for almost any purpose imaginable.

1.5. Wireless Wide Area Network

Wireless WAN is a wide area network in which separate areas of coverage or cells are connected wirelessly to provide service to a large geographic area.

A WWAN often differs from wireless local area network (WLAN) by using mobile telecommunication cellular network technologies such as WiMAX (often called a wireless metropolitan area network or WMAN) and cellular digital packet data (CDPD) to transfer data.

These technologies are offered regionally, nationwide, or even globally and are provided by a **Wireless Service Provider** for example **Zain**, **Orange** and **Umniah** in Jordan.

Part II : Network Drawback (Computer Viruses)

Computer Viruses are the most network drawback. Viruses are becoming more and more sophisticated and employ many different methods of spreading. While email has been the primary method for the spread of these recent computer viruses, it is not the only method.

A computer virus can enter a network by CD, floppy disk, internet download, file transfer and file sharing programs, or by remote users connecting directly to the corporate network with an infected PC. Once computer viruses gets into a network it can spread to computer in multiple ways.

2.1. Common Types of Computer Viruses

- A **macro virus** is associated with application software like word and excel. When opening the infected document, macro virus is loaded into main memory and destroys the data stored in hard disk
- A **worm** is also a destructive program that fills a computer system with self-replicating information, clogging the system so that its operations are slowed down or stopped
- A **time bomb** is a virus program that performs an activity on a particular date
- **Trojan horse** is a destructive program. It usually pretends as computer games or application software. If executed, computer system will be damaged.

2.2. Antivirus software

The Antivirus software protects the computer from computer viruses. The following figure represents the common types.

| McAfee | AVG | Kaspersky | Panda | Norton |

2.3. Preventing from virus infection

- Always update your anti-virus software at least weekly.
- Get trained on your computer's anti-virus software and use it.
- Have multiple backups of important files. This lowers the chance that all are infected.
- Forget opening unexpected e-mail attachments, even if they're from friends.
- Scan internet downloads.
- Use firewall to protect your computer and network.

Part III : Internet Overview

3.1. What is the Internet?

The Internet (also known as the Net) is a world-wide electronic network that enables many independent computer networks to connect together by using a common connection, called an Internet Protocol (IP) which will dynamically and intelligently figure out a way to get data from one point to another across multiple **ISPs**.

3.2. How do I access the Internet?

A computer is "hooked up" to the Internet when the owner subscribes to an **Internet Service Provider (ISP)** and has a **browser** installed on to the computer. An **ISP** is a company that will allow you to use their computer connections to access the Internet for a fee.

To be able to access all the internet has to offer:

1. You will need an internet account with an internet service provider (ISP). ISPs like **Orange** provide these accounts usually for a monthly fee, much like a phone service. You might also need to have somebody come and install a line into your home.
2. You will also need what's called a modem (or modem router). Your ISP will be able to sell you a modem when you set up an account with them.
3. Once you have an account and a modem set up (the ISP will guide you through setting up the modem), you just have to plug your computer into the modem to access the internet.

What you need to connect to the Internet?

Internet   1.ISP   2.Modem   3.Computer
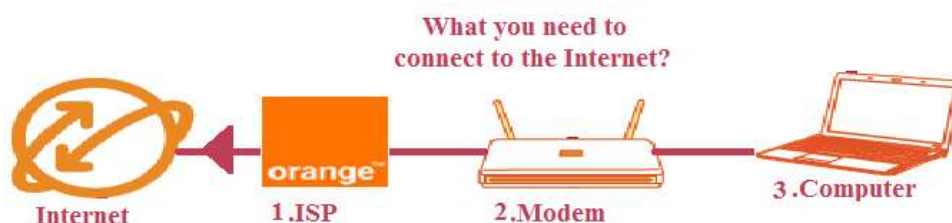
There are a number of different ways to access the internet. There are five major types of internet access:

1. Old fashioned **dial-up**. You can't make or receive phone calls while connected via dial-up to the internet.
2. **ADSL**, which uses a special modem to transform your existing phone line into a high-speed phone line. Because it is a broadband connection, you can chat on the phone at the same time you use the internet. ADSL is the most common type of broadband connection and the easiest to set up at home. Most ADSL services require that you have a phone service, but there are also so-called 'naked' DSL services that require no phone service.
3. **3G/4G** which uses mobile phone networks to connect you to the internet.
4. **Satellite**, which transmits data from satellites.

Not all services are available in all areas. Your ISP will tell you which ones are available to you. While different internet connection services have strengths and weaknesses, they all connect you to the same internet.

3.3. Different Speeds and Quotas

When signing up for an internet account, you may be dazzled by the number of different and confusing options available.

There are **different speeds** and **different monthly quotas** available on different accounts.

- **Speeds** are measured in kilobits per second (Kbps) or megabits per second (Mbps), with 1mbps equal to 1000kbps. A dial-up connection works at 56Kbps, while ADSL can go as fast as 24Mbps – more than 400 times faster than dial-up.
- **The monthly download quota** determines the volume of data and media you can download before your ISP either cuts you off, slows down your connection or charges you extra (depending on the specifics of your internet account agreement).
- **Volumes** are measured in gigabytes (GB) and sometimes megabytes (MB), where one GB is equal to 1000MB. You're not likely to go over your limit just looking at web pages and sending emails, but if you watch a lot of online videos you might reach your monthly limit.

Part IV : The Internet and Everyday Life

New uses for the internet are being invented every day. There are literally hundreds of millions of web pages and services available. It's very easy to sink hours, days, weeks and months exploring all the internet has to offer.

The following uses are the most common:
1. Sending emails, which are letters that can be sent for free to anyone and arrive instantly.
2. Looking up news, weather, health information and sports results, government information and forms.
3. Searching for information on just about any topic, such as Flight timetables, phone numbers and just about anything else you can think of!
4. Doing all your banking, taxes and business online.
5. Sharing your photo and video collection, and seeing the shared collections of others.

6. Talking or video chatting with online friends – at any time, for free.
7. Participating in discussions on topics you find interesting, with people from around the world.
8. Downloading and watching movies, reading book reviews or watching sports.
9. E-commerce, buying and selling goods from online stores.

Part V : The Browser

An Internet browser is a computer application that will give you access to the Internet and navigate the World Wide Web.

The **World Wide Web (WWW)**, also known as the Web, is made up of millions of documents called **web pages**. Web pages can include text, pictures, video and sound. Most organizations on the Web have sets of pages, which are linked together. These sets of pages are called **websites**. You can use the Web to get up-to-date information about almost any subject.

5.1. Internet browsers Examples

Each of these Internet browsers will interpret the computer code in web sites, in order to display text and graphics (on these sites), provide encryption security, play video and music, and display links to other web pages.

5.2. Website Address

A **domain name** is the root web address for a Website. Domain names function on the Internet in a manner similar to a physical address in the physical world. Each part of the domain name provides specific information. These pieces of information enable web browsers to locate the web page. The naming system is closely regulated in order to prevent confusion or duplicate addresses.

An **Internet address** is in alphabetic form. Domain names must have at least two parts:

- the part on the left which names the organization (website name),
- And the part on the right which identifies the highest subdomain (extension), such as the country or the type of organization.

"**bau.edu.jo**" **bau** is the organization and **edu.jo** identifies it as an educational institution in the Jordan. There are only a limited number of such highest subdomains. For example:

subdomain name	usual meaning
.ac	university etc in UK
.co	business in UK
.com	commercial business
.edu	Educational institutions
.gov	Government site anywhere
.org	Organizations (nonprofit)

Part VI : Internet Explorer Browser

First, you need to open the web browser. That means clicking the **Internet Explorer icon**. When the program starts, it will automatically go to a **home page.** It is a web page that is configured to be displayed first when a Web browser is opened.

When the browser opens, you'll see buttons, icons and headings representing various features, tools, search and navigation controls. From left to right:

A **Back:** Go back to a previously viewed web page.
Forward: Go forward to a previously viewed web page.

B **Address bar:** Enter a website address or a search term here to find what you're looking for. It is also called as **Uniform Resource Locator (URL).**

C
1. **Search engine selector:** Click the adjacent down-arrow to choose preferred search engine (google, bing, yahoo)
2. The **AutoComplete** feature in Internet Explorer lets you more quickly fill out web forms and go to websites you have visited in the past.
3. **Security report**: clicking this icon displays a report describing the certificate used to encrypt the connection and the certifying authority that issued the certificate. The security report also provides links to more detailed information.
4. **Refresh:** Reloads web page, so you know you're looking at the most current version.

D **Tab:** Shows the title of the website in the open window.

E Click on that icon a **new tab** will appear. You can go to any address you like in this new tab.

F
1. **Home:** Reverts to web browser's home page, the one you see when you first start Internet Explorer.
2. **Favorites:** Displays websites saved as favorites. When you click on **Add to Favorites**. The current web page will now be added to your Favorites list. Whenever you click on Favorites again, you will see it.
3. **Tools:** Access zoom, print, internet options and other functions.

G **Menu bar:** can be turned on or off in Windows Internet Explorer. That is representing various features and functions.

H **Favorites bar:** that enables one-click access to your favorite web sites.

I **Command bar:** offers easy access to almost any setting or feature in Internet Explorer. You can customize the Command bar buttons to suit your preferences.

J **Status bar:** it displays messages such as a webpage's download progress.

Part VII : Changing Your Home Page

Home page is the page that the browser opens to whenever you start it up. To change your Home page.

1. First you go to the web page that you'd like to set as your home.
2. Now right-click on the Home button. A drop-down menu will appear.

3. Move your mouse to **Add or Change Home Page** and left-click.
   a. Select **Use this Web Page as Your Only Home Page**.
   b. You can have several pages as your home page; with each page open in its own tab. Select **Add this Webpage to your Home Page Tabs.**
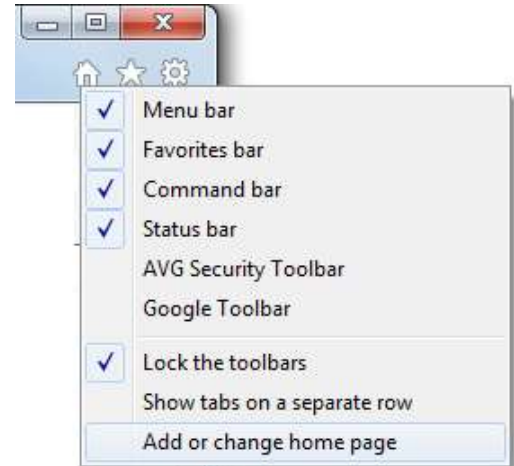
Part VIII : Search Engine

A **search engine** is a website that you can use to look up web pages.
There are many different types of search engines made by different companies, the most popular ones are:
- **www.bing.com** Bing is Microsoft's alternative to Google.
- **www.google.com**The home page of Google, the world's largest search provider.
- **www.yahoo.com**

But the most popular is **Google**. To search the internet with Google, type **www.google.com** into the Address bar of your web browser.

The Google main page will appear. In the middle of the page is the **Google Search bar**.
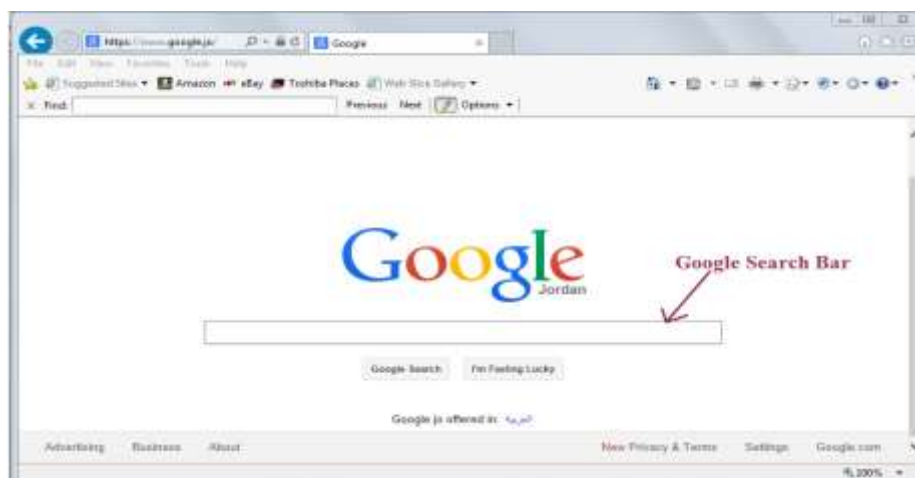
How to read search results

Google's goal is to provide you with results that are clear and easy to read. The diagram below points out four features that are important to understanding the search results page.

1. **The title**: The first line of any search result is the title of the webpage.
2. **The snippet**: A description of or an excerpt from the webpage.
3. **The URL**: The webpage's address.
4. **Cached link**: A link to an earlier version of this page. Click here if the page you wanted isn't available.

Part IX : Saving or Copying images

1. Select the image → right click and then choose either:
   Copy then paste it in the desired place.
   or
   Save Picture as then save it in the desired location so you can find it later.
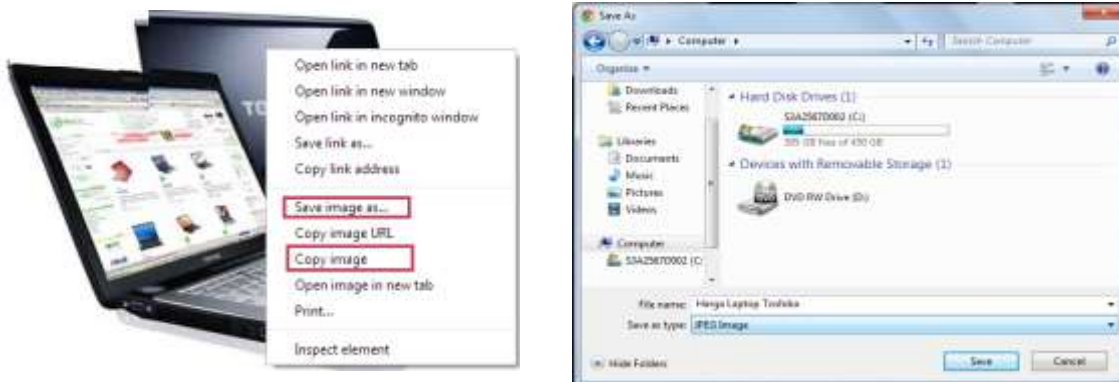
Part X : Saving a web page

Choose **File > Save As** menu item. In the dialog box that opens, you have several file types option. Select your option for saving the page as a different file-type.

Part XI : Sign up using Yahoo Mail

To create an email account in Yahoo mail:

1. Go to this link, mail.yahoo.com. Or go to Yahoo website (www.yahoo.com). Then click on **Mail icon,** Fill in the required fields and read on the terms and agreements. After accepting all the terms and agreements you will automatically be able to open your Yahoo account.

2. Click on Create New Account button to start.

3. The Sign up window will appear. Fill in the required fields and read on the terms and agreements.

4. After entering your information click on **Create account** button.

5. After accepting all the terms and agreements you will automatically be able to open your Yahoo account.
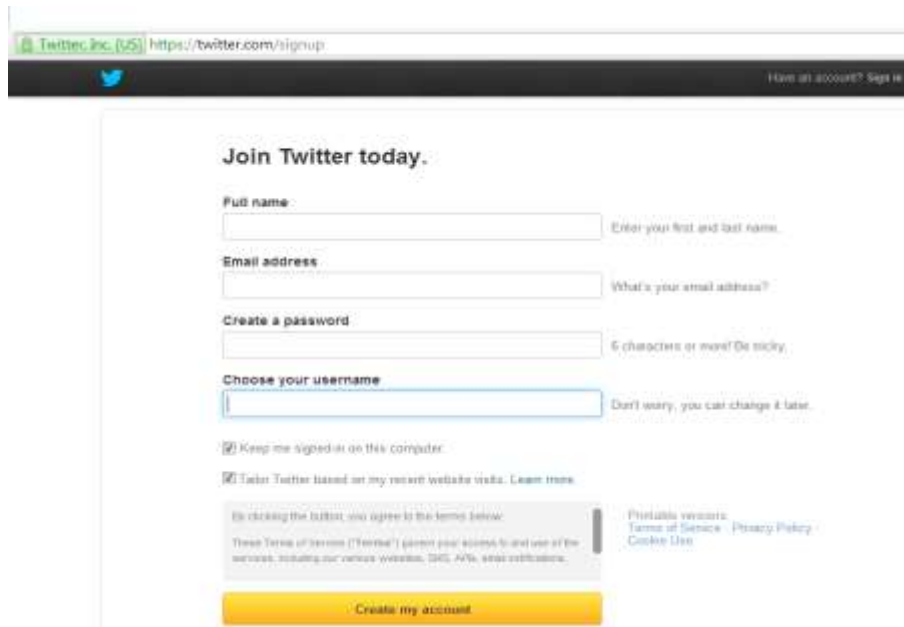
Appendix: Social media networks

1) Facebook

2) Twitter