

زانكۆى سەلاحەددىن

كۆلىژى ھونەرە جوانەكان

بەشى مۇسقا و شىۋەكارى و سىنەما و شانۇ

## Course Book

Of

### InFormation Technology

تەكنە ئۇچپاي زانپارى

Academic Year 2021/2022

Assistant Lecture

Ghazae O. Mahmud

Emial:[alandgh99@yahoo.com](mailto:alandgh99@yahoo.com)

Class: first stage

## □ ئامانچى كۇرس بوك Course objective □

□ ئامانچى سەرەكى ئە كۇرس بوك دەولەمەند كىردنى بىنچىنەكانى كۇمپىيوتەرە كە دەورىكى كارىگەرى ھەيە ئە  
ژىيانمان ۋە بەكاردى ئە گىشت دامەزراۋەكانى جۇراۋ جۇر ، بۇ ئاشنا بوون بە تەكنەئۇجىيا زانىيارى بە ئامىر و  
برامجىيات ، ئە ماۋەى خويندنى بەشى تىۋورى و پىراكتىكى تىگەيشتنى بنەرەتى ئە تەكنەئۇجىيا زانىيارى  
بەرنامەى پىۋىست ۋەك (ۋندۇز ئىكس بى ، مايكروسوف ۋرد ، مايكروسوفت ئىكسل)

### Grading

-Midterm exam degree (40%) is calculated as follows:-

- Theory: 20 marks
- Practice: 20 marks

- Final exam degree (60%) is calculated as follows:

- Theory: 30 marks
- Practice: 30 marks

### Course material

- 1- ICDL4, 2011.
- 2- Computer Organization, fifth Edition, Carl Hamacher.

# Theoretical Course Program

# بەرنامەى تیۆرى کۆرس بۆك

## HARDWARE (نامبر (معدات)

HARDWARE, SOFTWARE & INFORMATION TECHNOLOGY

TYPES OF COMPUTERS

MAIN PARTS OF A PERSONAL COMPUTER

INPUT / OUTPUT PORTS

CENTRAL PROCESSING UNIT (CPU)

RANDOM ACCESS MEMORY (RAM) & READ ONLY MEMORY (ROM) رام و رۆم

STORAGE DEVICES

INPUT DEVICES

OUTPUT DEVICES

INPUT/OUTPUT DEVICES

نامبر و برامجیات و تکنۆلۆجیای زانیاری

جۆرهكانى كۆمپيوتەر

بەشە سەرەكیەكانى كۆمپيوتەر

داخلى كۆردن و دەرجوون

یەكەى چارەسەرى ناوەندى

رام و رۆم

نەدەواتى خەزن

نەدەواتى خەزن كۆردن

نەدەواتى دەربەر (اخراج)

## SOFTWARE (بەرنامەكان (برامجیات)

OPERATING SYSTEM SOFTWARE

APPLICATIONS SOFTWARE

سیستىمى كارپيكردن

بەرنامەكانى جیبە جیكۆردن (پراكتيكي)

## NETWORKS (شبكة)

LAN, WLAN & WAN

CLIENT / SERVER COMPUTERS

THE INTERNET

DOWNLOADING / UPLOADING

DATA TRANSFER RATE

INTERNET CONNECTION SERVICES

## SECURITY

INFORMATION SECURITY

COMPUTER VIRUSES

# Practical Course Program

# بہرنامہ پراکٹیکی کورس بک

## Windows7

Windows Desktop T  
Shutting Down Windows  
Task Bar  
Mouse  
Resizing A Window  
Maximizing A Window,Minimizing A Window,Closing A Window ,  
Files Classification, Tool Bars ,Snipping Tool  
Create Folder ,Delete Folder ,  
Create File ,Delete File ,Save File  
Copy And Cut The File  
Showing Hidden Icons

Pin The Program To Taskbar  
Pin The Program To Start Menu  
Show Desktop Shortcut

Insert Special Character  
Hand Writing  
Formula Writing  
Sticky Notes Writing  
Magnifier  
Gadgets

Restore Files  
Uninstall Program  
Windows Update  
Customize Windows Explorer  
Control Startup  
System Restore

## Microsoft Word 2010

**Word Interface Tab Groups.**

**Home Tab Groups.**

Font  
Clipboard  
Paragraph  
Editing

**Insert Tab Groups.**

Pages  
Table  
Illustrations  
Header And Footer  
Text  
Symbol.

**Design And Layout Tap Control.**

**Page Layout Tab Groups.**

Themes  
Page Setup  
Page Back Ground  
Paragraph  
Arrange

### View Tab Groups.

Document View

Show And Hide

Zoom

Windows

## Microsoft Powerpoint 2010

Introduction Powerpoint

### **Home Tab Groups.**

Creating Presentation

### **Insert Tab Groups.**

Add ,Delete And Edit Slides

Apply Themes

Textbox

### **Design Tab Groups.**

### **Animation Tab Groups.**

Add Animation To Text And Objects

## Microsoft Excel 2010

Home Tab Groups.

Insert Tab Groups

Page Layout Tab Groups.

Formula Tab Groups.