

زانكوى سه لاحة ددتن

كولىزى هونه ره جوانه كان

Course Book

Of

InFormation Technology

تة كنة لوجياى زانبارى

Academic Year 2023/2024

Lecture

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Class: first stage

□ ئامانچى كۆرس بوك Course objective

□ ئامانچى سەرەكى ئە كۆرس بوك دەولەمەند كىردنى بىنچىنەكانى كۆمپىيوتەرە كە دەورىكى كارىگەرى ھەيە ئە ژىيانمان ۋە بەكاردى ئە گشت دامەزراۋەكانى جۇراۋ جۇر ، بۇ ئاشنا بوون بە تەكنەئۇجىيا زانىيارى بە ئامىر و برامجىيات ، ئە ماۋەى خوئىندى بەشى تىۋورى و پىراكتىكى تىگەيشتى بىنەرەتى ئە تەكنەئۇجىيا زانىيارى بەرنامەى پىۋىست ۋەك (ۋندۇز ئىكس بى ، مايكروئسوف ۋرد ، مايكروئسوفت 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

بەردنامەى تيۆرى كۆرس بوك

HARDWARE نامىر (معدات)

HARDWARE, SOFTWARE & INFORMATION TECHNOLOGY

نامىرو برامجيات و تىكنولوژىيائى زانىيارى

TYPES OF COMPUTERS

جۆرهكانى كۆمپيوتەر

MAIN PARTS OF A PERSONAL COMPUTER

بەشە سەرەككەكانى كۆمپيوتەر

INPUT / OUTPUT PORTS

داخل كىردن و دەرىچوون

CENTRAL PROCESSING UNIT (CPU)

يەككەى چارەسەرى ناوهندى

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

STORAGE DEVICES

ئەدەواتى خەزن

INPUT DEVICES

ئەدەواتى خەزن كىردن

OUTPUT DEVICES

ئەدەواتى دەرىبەر (اخراج)

INPUT/OUTPUT DEVICES

SOFTWARE بەردنامەكان (برامجيات)

OPERATING SYSTEM SOFTWARE

سىستىمى كارپىكىردن

APPLICATIONS SOFTWARE

بەردنامەكانى جىبە جىكىردن (پراكتىكى)

NETWORKS شىكە

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

Windows 7

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 Tab 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.