

المهارات الحاسوبية للكليات الإنسانية

1942102

الفصل الأول: أنواع البيانات

يتم التعامل مع البيانات أو القيم في التطبيقات البرمجية بكتابتها مباشرة وهو ما نسميه الثوابت الصريحة Literal أو بالإشارة إليها باسم وهي المتغيرات Variables

ومن أنواع البيانات:

1- السلاسل الرمزية Strings

Strings: which store a series of characters

وتقسم إلى:

- الحروف الأبجدية
- الرموز الخاصة
- الأرقام

2- الأعداد الصحيحة Integers مثل 12, 6, -55, 114, 90

Integers: which represent complete integer values

3- الأعداد الحقيقية Real Numbers وتكتب بشكلين:

- باستخدام الفاصلة العشرية
- الصيغة العلمية

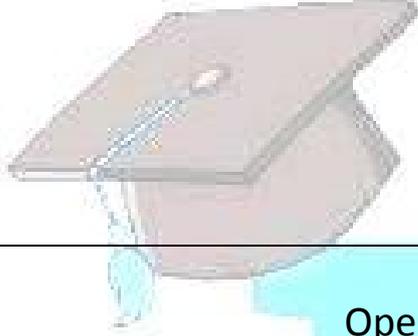
Exponential Notation

4- الثوابت المنطقية Boolean وهي تأخذ قيمتين (True and False)

الثابت (Constant) عبارة عن قيمة ثابتة لا تتغير أثناء تنفيذ البرنامج أما المتغير فهو قيمة قد تتبدل (تتغير) أثناء تنفيذ البرنامج

جمل التعيين Assignment Statements

Variable_Name	هو اسم المتغير
=	إشارة المساواة وتعني نقل المعلومات (Information Move) إلى العنوان المحدد في الذاكرة
Expression	الطرف الأيمن من الجملة ويمكن إن يكون ثابتا أو متغيرا آخر معرفا في جملة سابقة أو سلسلة حروف أو تعبيرا رياضيا أو منطقيا حسب نوع المتغير في الطرف الأيسر من الجملة



العمليات الحسابية

Arithmetic , Logical and Relational

العملية Operation	رمز العمية Operation Code
الجمع Addition	+
الطرح Subtraction	=
الضرب Multiplication	*
القسمة Division	/
المعامل المطلق Modulus	Mod
المعامل الأسّي Exponentiation	^

النتائج المنطقية عند استخدام AND

A	B	A and B
True	True	True
True	Fals	Fals
Fals	True	Fals
Fals	Fals	Fals

الناتج المنطقية عند استخدام OR

A	B	A Or B
True	True	True
True	False	True
False	True	True
False	False	False

الناتج المنطقية عند استخدام NOT

A	Not A
True	False
False	True

مجموعة العمليات العلائقية المستخدمة:

العملية Operation	الرمز Symbol
أكبر من Greater than	>
أقل من Less than	<
أكبر من أو تساوي Greater than or equal	>=
أقل من أو تساوي Less than or equal	<=
المساواة Equal	=
لا تساوي Not Equal	<>

يتم تنفيذ العمليات من اليسار إلى اليمين حسب الأولويات التالية :

الأولوية Priority	العملية Operation	الرمز Symbol
1	الأقواس Parentheses	()
2	رفع القوى Exponentia	^

		tion	
	/*,	الضرب والقسمة Multiplicati on and Division	3
	Mod	المعامل المطلق Moduluse	4
Arithmetic	+,-	الجمع Addition	5
		الطرح Subtractio n	
Relational	<> , = , <= , >= , < , >	المقارنة Compariso n	6
Logical	NOT AND OR	المنطقية Logical	7

Files

Example:

$$A=2*3+6*3-(4+2)*2$$

$$A=2*3+6*3-6*2$$

$$A=6+6*3-6*2$$

$$A=6+18-6*2$$

$$A=6+18-12$$

$$A=24-12$$

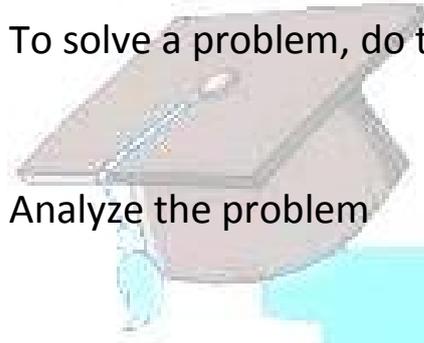
A=12

حل المسائل Problem Solving

- المدخلات Input
- المعالجة Process
- الإخراج Output

ولحل مسألة معينة نتبع الخطوات الآتية :

To solve a problem, do the following:



Analyze the problem

-1 فهم وتحليل المسألة

Problem understanding

• فهم المسألة

Knowing what the inputs to the problem are

• تحديد المدخلات

Determining the desired outputs

• تحديد المخرجات

• إتباع الخطوات المطلوبة للحصول على المخرجات المرغوبة

Knowing what the necessary processing steps to the solution are

-2 تصميم الحل Design a solution

-3 كتابة البرنامج Coding the program

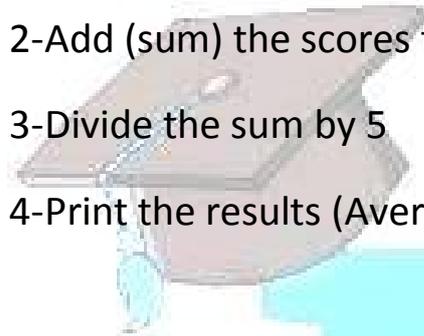
-4 فحص وتدقيق البرنامج Test the program

-5 تقسيم الحل Validate the solution

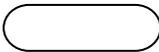
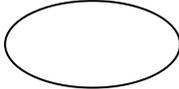
A Pseudo Code is a set of English-Like statements used to help in solving problems

Example: Write a pseudo code to calculate and print a student's semester grade average for five scores.

- 1- Get scores for 5 courses
- 2-Add (sum) the scores together
- 3-Divide the sum by 5
- 4-Print the results (Average)



مخططات سير العمليات Flowcharts

	<p>The rectangular process box indicates the action to be taken</p>
	<p>The parallelogram symbol represents the input or output</p>
	<p>The diamond shaped decision box asks a question that requires a decision, such as yes or no or true or false</p>
	<p>A flowchart begins and ends with the oval stop or start symbol</p>
	<p>The circle is called a connector symbol because it connects the paths in a flowchart the connector is also used when a flowchart is larger than one page</p>
	<p>Flow lines or arrows connect</p>

	the above symbols to indicate the sequence of operations
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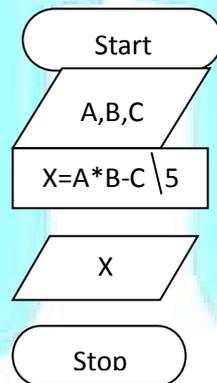
Flowchart Constructs تراكييب المخططات

Sequence التركيبية المتتالية

A Sequence, as the name indicates , means to perform one step at a time, and follow it by the next step and so on and so on and so forth .

Example : Draw the flowchart to solve the following equation:

$$X=A*B-C \quad 5$$



Selection التركيبية الاختيارية

A Selection means to perform an action only if a condition is true

Syntax: If Condition then Statement(A)

Else Statement(B)

End if

Iteration or Looping التركيبية التكرارية (الدورانية)

Iteration or Looping means to perform an action as long as a condition is true.

Information Systems: أنظمة المعلومات الفصل الثاني

An Information system consists of six main parts:

1-Hardware are solid equipment that including the computers and all the support equipment , such as input and output devices , storage devices and telecommunication equipment.

2-Software: The term software refers to computer programs that control the hardware parts of the system to achieve system objectives

3-Data are facts that are used by programs to produce useful information and to achieve system objectives

4-Procedures are the policies that govern the operation of an information system

5-The term people refers to the persons dealing with the information system

6-Computer Networks are communication system that connect two or more computers so that they can exchange information and share resources

هناك ستة عناصر رئيسية يتكون منها نظام المعلومات وهي:

- 1- المعدات Hardware
- 2- البرمجيات Software
- 3- البيانات Data
- 4- الإجراءات Procedures
- 5- الناس people
- 6- الشبكات Networks

Functions of Information Systems :

1-Accounting, which records all financial activities.

2-Marketing, which handles planning pricing, promoting

3-Human Resources (HR) which is responsible for finding, hiring people

4-Production which creates finished goods

5-Research which identifies, investigates, and develops new products

Management Levels: Information systems provide information essential to running an organization in each management level in most organization there are three management level

وظائف أنظمة المعلومات : Functions of Information Systems :

1- المحاسبة

2- التسويق

3- الموارد البشرية

4- الإنتاج

5- البحث

مستويات الإدارة management level

• مستوى الإدارة الدنيا

Low level: they monitor day-to-day events and make decisions when necessary

• مستوى الإدارة الوسطى Middle level

Middle level: Managers in this level deal with controlling planning and decision-making they implement the long-term goals of the organization

• مستوى الإدارة العليا Top level

Top level: managers are concerned with long-range planning they need information to help them in the planning of the future growth and the direction of the organization

Computer-based Information systems:

Transaction Processing , Management information , Decision support and Executive support systems

أنظمة معالجة البيانات (TPS) Transaction Processing Systems

Management Information Systems (MIS) أنظمة المعلومات الإدارية can be defined as a set of formal business systems designed to provide information for an organization it produces standardized reports used to support middle managers three common types of reports are produced by an MIS , which are:

- *Periodic reports, which are produced at regular intervals
- *Exception reports which report unusual events
- *Demand reports which are produced upon request

Decision Support Systems أنظمة دعم القرار (DSS):

supports managers in no routine decision-making tasks

it consists of four parts, which are:

- *The User متخذ القرار
- *System software برمجيات النظم
- *The Data (Internal and External) البيانات الداخلية والخارجية
- *Models نماذج القرار

Independent Variables تسمى البيانات المدخلة بالمتغيرات المستقلة
Dependent Variables إما المخرجات تسمى بالمتغيرات غير المستقلة

هناك ثلاثة أنواع من نماذج القرار هي:

*Strategic Models : assist top-level managers النماذج الإستراتيجية
in long-range planning

*Tactical Models: assist mid-level managers النماذج التكتيكية

*Operational Models: help low-level managers نماذج العمليات

Executive Information Systems (EIS) present highly summarized information in a flexible graphical format which is designed for top-level executive managers these systems provide direct access to a company's performance indicators

أنظمة المعلومات التنفيذية (EIS)

Multiple choice

1-Data are facts that are used by programs to produce useful ??

...C..

A) marketing B) networks C) information D) hardware

2-which of the basic organizational functions records all financial activities such as billing customers and paying employees ??....B..

A) Marketing B) Accounting C) production D) research

3-which of the basic organizational functions is responsible for finding and hiring people?? ...c...

A) Marketing B) accounting C) Human Resources D)

Research

4-which of the following computer-based information system produces standardized reports used to support middle

managers?..d...

A)BIS B)CIS C) EIS D)MIS

5-which of the following computer-based information system produces graphical reports for top-level executive managers?

...a...

A) EIS B)CIS C)DSS D) MIS

6-The inputs to a model are called??b...

a)spreadsheets b) independent variables c) dependent variables d) equations

7-the outputs of a model are called .?...c) dependent variables

8-a strategic mode assists long-range planning ? d) top-level managers

9-a mathematical representation of a real-world situation is called ? b) a model

10-a computer system that supports managers in non-routine decision-making tasks is called? a) DSS

11-MIS stands for ?b) management information systems

12-DSS stands for ?. c) Decision Support Systems

13-EIS stands for ? b) executive Information Systems

14-DSS is used by ? c) middle-level managers only

15-a TPS helps an organization keep track of??? C) routine operations?

الفصل الثالث: الجداول الإلكترونية Microsoft Excel

العناصر الأساسية لنافذة excel

- 1-Title bar شريط العنوان
- 2-Quick access toolbar : allows quick access for the common used functions that are frequently used شريط أدوات الوصول السريع
- 3-the office button زر أوفيس
- 4- The formula bar becomes active when you type or change information in a worksheet شريط الصيغة الرياضية
- 5- active cell الخلية النشطة
- 6- Worksheets أوراق العمل
- 7- scroll bar شريط التصفح
- 8- status bar شريط الحالة
- 9- Ribbon الشريط
- 10 -Tabs التبويبات

ورقة العمل worksheet تتكون من :

Rows صفوف

Columns أعمدة

Cell خلية

Selecting تحديد الخلايا

- 1- click the cell or press the arrow keys to move to the cell
- 2- to cancel a selection of cells click any cell on the worksheet
- 3- to select all cells on a worksheet click the select all button
- 4- to select a range of cells select the cell by clicking in it hold down the mouse button drag down and across to the column you want to select
- 5- to select an entire row click the row heading
- 6- to select nonadjacent rows select the first row and then hold down Ctrl and select the other rows

Adjusting row height تعديل ارتفاع الصفوف

Select a cell on the row whose height you wish to change on the home tab in the cells group click format click row height type the desired row height in the row height dialog box

Auto fill التعبئة التلقائية

select the cells that contain the data that you want to fill into

- 1- adjacent cells
- 2- drag the fill handle (the small black square in the bottom right-hand corner of the selected cell) your pointer turns into a large plus sign
- 3- drag to the new range of cells you want
- 4- release the mouse button

إضافة حدود إلى الخلايا Adding borders to cells

1-select the range you want click on the home tab in the font group click the arrow next to borders

2- select a border style -

3- to change the color of the borders click the arrow next to borders then click line color and select the color you want

to change the border style click the arrow next to borders then

4- click on line style and select the style you want



تدوير النص Text Orientation

1- select an adjacent cell that you want to format

2-click on the home tab in the alignment group click orientation choose the orientation direction that you prefer

الانماط styles

1-select the cells that you want to format click on the home tab in the styles group click cell styles

2- click the cell style that you want to apply

3- to remove the cell style from the selected cells click on the home tab in the styles group click cell styles and then click normal

تنسيق البيانات كجدول Format as table

1-select the cells that you want to format click on the home tab in the styles group click format as table

2- click the table format that you want to apply

3-the format as table dialog box will appear select my table has headers if the table has header row and then click ok

each heading cell displays a dropdown arrow so that you can

4- filter or sort the table

5-to convert a table to a normal range click on the design tab in the tools group click convert to range

التنسيق الشرطي Conditional formatting

1- select the cells you want to apply conditional formatting

click on the home tab in the styles group click conditional

2- formatting

3-click highlight cells rules and then select the criteria you want to use for example click on between

4-a dialog box will appear enter the values you want to reference in the text box

5-select the required formatting click the custom format option if you want to create your own formatting selections

6-click ok

7-to remove conditional formats select a cell that has the conditional formats you want to remove click on the home tab in the styles group click clear rules

تنسيق الأرقام Formatting Numbers

1-select the cells to which you want to apply a format click on the home tab in the number group click the dialog box launcher

2- the format cells select the number tab

3- in the category box click number

4-choose the number of decimal places

5-ok

Currency symbol رمز العملة

1-select the cells to which you want to apply a format click on the home tab in the number group click on the down arrow next to the currency icon

2- select the symbol that you want

: To display more currency symbols do the following

click on the home tab in the number group click the dialog box * launcher

click in the symbol box to display a menu of available currency symbols select the symbol that you want

Files

Percentages النسب المئوية

1-click on the home tab in the number group click percentage if the cell contains numbers percentage formats multiply the cell value by 100 and displays the result with a percent symbol

2-if the numbers are typed into the cells after you have apply the percentage formatting the cell value will appear with a percent symbol

تنسيق التواريخ Formatting Dates

1-Right click the cell or range of cells you want to format
choose format cells from the shortcut menu in the category box
select date this category contains various formats for
presenting dates

2- select the required date format

3- ok

إظهار فاصل الآلاف أو إخفائه Applying or Removing comma

1- select the cells to which you want to apply a format

2- click on the home tab in the number group click comma style

3-To remove comma style formatting click on the number
format icon and then select General or number

تثبيت العناوين الرأسية والأفقية Freezing Row and column Titles

Click the cell below and to the right of which you want to split

1- to appear

2-click on the View tab in the Window group click Freeze panes
and then select Freeze panes you will notice a line below the
column's titles and a line to the right of the rows titles

3-if we now scroll to the right and also down the sheet the
row's and column's titles will remain visible

4-to unfreeze rows and columns titles on the window group
click freeze panes and then select unfreeze panes

to freeze columns titles click on the View tab in the window

5- group click freeze top row

to freeze rows titles click on the View tab in the window group
6- click freeze first column

Sorting Data فرز البيانات

Sorting is used to sort (order) the data in ascending or descending order

1- select any cell within the list range

click on the home tab in the sort & filter group click one of the
2- following

*Click to sort in an ascending order

* Click to sort in an descending order

In case we need to sort the data according to SALRY and then
: to SURNAME do the following

1- select any cell containing data

2- click on the home tab in the sort & filter group

3- Enter SALARY in the sort by box

4- under sort on select the type of sort you want

5- under order select how you want to sort

6- to add another column to sort by click add level

7- enter SURNAME in the then by field

8-if your list contains a header row clear the my data has headers check box then the header will be sorted and get mixed up along with the rest of the information contained within the list

9-ok

التصفية Filtering

Data filtering is used to locate information quickly hiding records not interested in

التصفية التلقائية Auto Filtering

Auto Filtering is a quick and simple way to filter through that information that are similar characteristics

1- click on the home tab in the sort & filter group click filter

Arrows will appear to the upper right of the column labels in the list

2- the lists contain all the unique values for the column plus the choices

إلغاء التصفية Removing AutoFilter

لإظهار اعلي قيمتين للرواتب (اعلي راتبين)

to remove the drop-down filter lists and redisplay all of your records click on the home tab in the sort & filter group click filter this removes the check marks and redisplay the original records

1-click on the home tab in the sort & filter group click filter

Drop down arrows will appear to the upper right of the column labels in the list

select the arrow next to the salary field and then select number

2- filters select top 10

3-the top 10 AutoFilter dialog box select top to display the rows with high values in the salary column

select the number of items of the whole list that you want to

4- display

5-ok

لإظهار سجلات الموظفين الذين بدءوا العمل قبل عام 2000

1-click on the home tab in the sort & filter group click filter
Drop down arrows will appear to the upper right of the column labels in the list

2-click the arrow in the column that contains the (Date) click (Date Filters) and then select custom filter

3- the custom AutoFilter dialog

4- click the option before

5- (choose the date (or enter 1/1/2000

6- ok

التصفية المتقدمة Advanced filter

The Advanced Filter command can filter a list in place like the AutoFilter command but it does not display drop-down lists for the columns Instead you type the criteria (conditions you specify to limit which records are included in the result set of a filter) you want to filter by in a separate criteria range above the list

لتصفية سجلات القائمة اتبع ما يلي:

1- click on any cell in the list

click on the home tab in the sort & filter group click Advanced

2-

3- the advanced filter dialog box will appear

the list range box display the range of the data you want to

4- filter

click in the criteria range box and select the range A2:C3 from

5- the worksheet

6- ok



Search and Replace data بحث واستبدال البيانات

click on the home tab in the editing group click find and select

1-

2- click find the find and Replace dialog box will appear

in the find what box enter the text or numbers you want to

3- search for

4- click find next

To replace a text or number do the following

1-press Ctrl+F to display the Find and Replace dialog box click on Replace tab in the Find and Replace dialog box in the Replace with box enter the replacement characters and specific formats if necessary

2-To replace the highlighted occurrence click replace or click replace all to replace all occurrences of the found characters

Worksheet Margins هوامش ورقة العمل

The Margins of your workbook are the areas of space between the edge of the paper and the edge of the text there are four margins on every page : top bottom left and right you can set each one individually

1-click on the page layout tab in the page setup group click Margins click custom Margins the page setup dialog box will appear

2-in the boxes for top bottom left and right margins use the arrows to enter the measurement you want for each margin

3-to center a worksheet data horizontally on the page between the left and right margins select the horizontally check box under center on page

4- ok

Worksheet Orientation اتجاه ورقة العمل

1-click on the page layout tab in the page setup group click Orientation and then click portrait or landscape

Worksheet header and footer رأس وتذييل ورقة العمل

A Header is information that will appear at the top of every page printout footer is information that appear at the bottom of every page to add text in header footers in a worksheet do the following

1- click on the insert tab in the text group click header & footer

2-the header & footer tools and design tabs will appear the worksheet will appear in the page layout view

3-to add a header click the left center or right header or footer text box at the top of the worksheet page

4-to add a footer click the left center or right header or footer text box at the bottom of the worksheet page type the footer text

5-to customize your header and/or footers under header & footer tools click on the design tab in the header & footer elements click to insert date click to insert time click to insert page numbering and click to insert worksheet name into headers or footers

Scaling Worksheet to fit a page تحجيم ورقة العمل لملائمة الصفحة

1-click on the page layout tab in the scale to fit group click on the drop down arrow next to width box and select one page

2-click on the drop down arrow next to height box and then select one page excel will shrink the data to fit in one page

Displaying Gridlines When Printing إظهار خطوط الشبكة عند الطباعة

خطوط الشبكة Gridlines هي الخطوط الطولية والعرضية التي تنقسم المصنف إلى خلايا

Gridlines are the lines on an excel worksheet that assist the user in lining up the cell pointer with a particular column letter or row number

To print a worksheet without cell Gridlines on the printout only (and keep Gridlines on the screen) click on the page layout tab in the sheet Options group clear the print check box under Gridlines

To print a worksheet with cell Gridlines select the Gridlines check box

طباعة رؤوس الصفوف والاعمدة
Printing the Excel Row and Column Headings

Row headings are row numbers located to the left of the worksheet Column headings are letters or numbers that appear at the top of the columns

1-to prevent row headings and column headings to appear on a printed worksheet click on the page layout tab in the sheet Options group clear the print check box under headings

to print row headings and column headings select the print 2- check box

طباعة العناوين
Printing Rows or Column Titles

click on the page layout tab in the page setup group click print 1- titles

2-the page setup dialog box will appear click on the sheet tab under print titles do any of the following

*in the Rows to repeat at top box enter the reference of the rows that contain the column labels or click and then select the title rows that you want to repeat in the worksheet after you finish selecting the title rows or columns click the again to return to the dialog box

*in the columns to repeat at left box enter the reference of columns that contain the row labels

نسخ الخلايا ولصقها للحصول على نتائج خاصة Paste Special

Excel provides a more advanced pasting feature called paste special which provides you with a number of pasting options paste special only works with the copy command use paste : special command to specify other options such as

**copy the cells that contain the data that you want click on the home tab in the clipboard group click the drop-down arrow that appears at the bottom of the paste button the paste special dialog box will appear in the paste special dialog box do one of the following

***all: pastes all cell contents and formatting of the copied data

***is very helpful when you want to (حدد الصيغة): formulas paste all the text numbers and formulas in the current cell selection without their formatting

***allows you to perform arithmetic (خيار العملية) Operation between each pasted cell and the cell it overwrites

*** values حدد القيم

Values calculate the results of the formula and paste only the resulting value useful when you no longer need the underlying calculations

*** Transpose تبديل الموضع

allow you to change the orientation of the pasted entries

إنشاء الصيغ الرياضية creating formulas

a formula is a mathematical calculation that may contain numbers cell references and mathematical operators Excel has several major operators

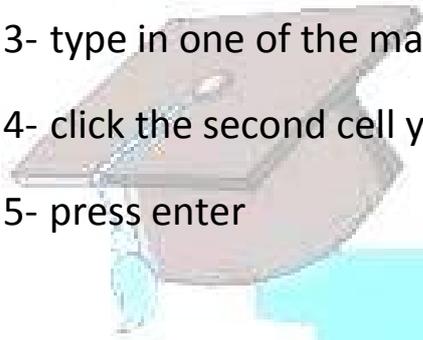
1- Create the table

2-click the first cell that you want to use in the formula

3- type in one of the mathematical operators type

4- click the second cell you want to use in the formula

5- press enter



قيم الخطأ المقترنة باستخدام الصيغ Error Values

NAME the text has been entered in a formula which is not # allowed

N/A the value is not available

the column is not wide enough to display the number

#VALUE the text has been entered when the formula expects a number

#DIV/0 the formula is trying to divide by zero which is not possible

الدوال Functions

A Function is an operation whose use simplifies the formula building when you enter a function name with a pair of parentheses and must use arguments

1- select the cell where you want the formula to appear

2-click on the formulas tab in the function library group click insert function the insert function dialog box will appear

Function انتقل إلى علامة تبويب صيغ Formulas ومن مجموعة مكتبة الدالات library انقر إدراج دالة

3-within the search for a function type a description about the function you require and then click ok

A list of possible correct functions will appear in the select

4-section of the dialog box select the ((تحديد الدالة)) function required function and then ok

5- the function arguments dialog box will appear highlight the range of numbers you want to average by clicking and dragging across the appropriate cell

((وسائط الدالة (The function arguments))

Relative and absolute cell references مراجع الخلايا النسبية والمطلقة

Absolute Reference leaving the column references that combine relative and absolute references are called Mixed References

لتنشيط عامود اكتب علامة الدولار قبل الحرف الدال على العمود فقط فمثلا (C\$3) يعني يجب أن تستخدم المعادلة القيمة الموجودة في الصف الثالث دائما

إما C3\$ يعني يجب أن تستخدم العمود C إما الصف فإنه يكون متغيرا تبعا لموقع نسخ المعادلة

دالة الجمع Sum Functions

1- Select the cell in which you want the total

2- Click on the home tab in the Editing group click AutoSum A Sum formula is entered automatically

3- Press the Enter key on your keyboard the total will appear in the selected cell

4- if the range is not correct drag the mouse through different cells to select them press the Enter key

Average Function دالة الوسط الحسابي

الوسط الحسابي يعني مجموع المشاهدات مقسوما على عددها

The AVERAGE function can be used to find the average number of the selected cells to calculate an average

1- Select the cell in which you want the average to appear

2- Click on the home tab in the Editing group click the drop down arrow next to AutoSum click Average

3- A dotted line will appear around the selected cells

4- Fill the result into adjacent cells قم بتعبئة الناتج إلى الخلايا المجاورة

Maximum and minimum value حساب القيمة القصوى والقيمة الدنيا

1- Select the cell in which you want the result to appear

2- Click on the home tab in the Editing group click the drop down arrow next to AutoSum click max

3- A dotted line will appear around the selected cells

4- press the Enter key

5- use the minimum function to show the lowest number within a selected range

دالة التاريخ The date function

- 1- Select the cell where the results will be displayed
- 2- Click on the formulas tab in the function library group click date & time
- 3-click on today

To format a date do the following

- 1- Right click the cell or range of cells you want to format choose Format Cells from the shortcut menu in the Category box select date this category contains various formats for presenting dates

- 2- Select the required date format
- 3- click ok

دالة Day

- 1- Add the today function into the appropriate cell
- 2- Click on the cell where you want the result to be displayed
- 3- Click on the formulas tab In the function library group click date and time click on day in the list
- 4- the function argument dialog box will appear click on the cell that contains the date function the selected cell reference will appear in the dialog box
- 5- click ok

دالة Month

The MONTH function returns the month value for a date

- 1- Add the TODAY function into the appropriate cell

- 2-Click on the cell where you want the result to be displayed
- 3-Click on the formulas tab in the function library group click date and time click on MONTH in the list the function Argument dialog box will appear
- 4- Click on the cell that contains the date function the selected cell reference will appear in the dialog box

دالة year

- 1-Add the today function into the appropriate cell
- 2-Click on the cell where you want the result to be displayed
- 3-Click on the formulas tab in the function library group click date and time click on year in the list
- 4-Click on the cell that contains the date function the selected cell reference will appear in the dialog box click ok

الدوال النصية Text Functions

Excel provides text functions designed to compare and manipulate the characters stored within cells

الدالة النصية PROPER

Proper: capitalizes the first letter in a text string and any other letters in the text that follow any character other than a letter

- 1-Click on the cell where you want the result to be displayed
- 2-Click on the formulas tab in the function library group click text click on PROPER in the list
- 3- Enter the cell reference in the dialog box and then click ok

الدالة النصية UPPER

Upper function converts the whole text to uppercase letters

1- Click on the cell where you want the result to be displayed

2-Click on the formulas tab in the function library group click text

3- Enter the cell reference in the dialog box and then click ok

الدالة النصية LOWER

LOWER function converts all uppercase letters in a text string to the lowercase

1- Click on the cell where you want the result to be displayed

2-Click on the formulas tab in the function library group click text click on LOWER in the list

3-Enter the cell reference in the dialog box and then click ok

الدالة النصية Left

Use left function to remove unwanted characters appears on the right side of your data

1-Click on the cell where you want the result to be displayed

2-Click on the formulas tab in the function library group click text click on LEFT in the list

Text: is the text that contains the characters you want to extract

Num_chars : specifies the number of characters you want to extract

3-Click ok

الدالة النصية Right

- 1-Click on the cell where you want the result to be displayed
- 2-Click on the Formulas tab. in the Function Library group click text
- 3-Specify the arguments of the equation and then click ok

الدالة النصية MID

Use MID function to remove unwanted characters on both sides of the data

- 1-Click on the cell where you want the result to be displayed
- 2-Click on the Formulas tab. In the Function Library group click Text click on MID in the list. The function Argument dialog box will appear
- 3-Click ok

الدالة النصية TRIM

use the TRIM function to remove all additional spaces from text except for single spaces between words

- 1-Click on the cell where you want the result to be displayed
- 2-Click on the Formulas tab. in the function library group click text click on TRIM in the list. The Function Argument dialog box will appear
- 3-Click on the cell that contains the additional spaces you want to remove and then click ok

Math & Trig Functions دوال الرياضيات والمثلثات

Excel provides built-in function for performing mathematical calculations

SUMIF دالة الجمع الشرطي

The SUMIF sums the values within a range that meet specified criteria, We want to see the total value of all sales for Amman area click on the cell where you want the result to be displayed

1-click on the formulas tab. in the function library group click Math and Trig click on the SUMIF in the list

2-Within the dialog box specify the following:

Range: the range of cells to evaluate

Criteria: the range that defines which cells will be added

Sum_range: the actual cells to sum

Round الدالة

Round function: rounds a number to a specified number of digits

1-Select the cell where you want to place the result of calculation. Click on the home tab in the Editing group click the drop down arrow next to AutoSum Click more functions

2-The Insert Function dialog box will appear select Round and then ok. The function Argument dialog box will appear

3-In the number section of the dialog box specify the number which you want to round

4-In the Num_digits section of the dialog box specify the number of digits which you want to round

دالة Round Up & Round Down

تستخدم دالة Round Up لتقريب رقم إلى العدد الصحيح الأكبر بعيدا عن الصفر

Round Up: rounds a number up away from zero while Round Down function rounds a number down toward zero

1-Click on the cell where you want the result to be displayed click on the Formulas tab in the function library group click Math and Trig click on ROUND DOWN in the list the function Argument dialog box will appear

2-The Insert Function dialog box will appear select Round and then ok the function Argument dialog box will appear

3-In the number section of the dialog box specify the number that you want to be rounded down

4- In the Num_digits section of the dialog box specify the number of digits to which you want to round a number

Files COUNT الدالة الإحصائية

تستخدم لحساب عدد الخلايا الرقمية في نطاق معين وتتجاهل الخلايا التي لا تشمل على أرقام أو على بيانات

The COUNT function counts the number of values In a list cells containing blanks text or error values are ignored

1- Click on the Formulas tab in the function library group click on Statistical and then select COUNT the function Argument dialog box will appear

2-Select the range of numbers you want to count by clicking and dragging across the appropriate cells click ok

Notice that cells containing blanks text or error values are ((ignored))

الدالة الاحصائية COUNTBLANK

تستخدم لحساب عدد الخلايا الفارغة التي لا تشتمل على بيانات داخل نطاق معين

The COUNTBLANK Function counts the number of empty cells in a range of cells

1-Select the cell where you want to place the result of calculation click on the formulas tab in the function library group click on statistical and then select COUNTBLANK the function Argument dialog box will appear

2-Select the range of numbers you want to count by clicking and dragging across the appropriate cells

3-When the correct cells are selected click the ok button

الدالة الاحصائية COUNTA

the counta function counts the number of cells that contain data in a list

1- Select the cell where you want to place the result of calculation click on the formulas tab in the function library group click on statistical and then select COUNTA the function Argument dialog box will appear

2-Highlight the range of numbers you want to count by clicking and dragging across the appropriate cells

3-When the correct cells are selected click the ok button

COUNTIF الدالة الاحصائية

COUNTIF: Counts the number of cells within a range that meets the given condition

1- select the cell where you want to place the result of calculation

2-Click on the formulas tab in the function library group click on statistical and then COUNTIF

حدد معاملات الدالة حيث:

Range: يشير إلى نطاق الخلايا التي تريد حساب الخلايا منها

Criteria: يشير إلى المعيار الذي يحدد الخلايا التي يتم حسابها

Specify the Argument of the function:

Range is the range of cells from which you want to count cells

Criteria is the criteria that defines which cells will be counted

Variance التباين

Variance is an important measure of dispersion, which is calculated by averaging the squares of the individual deviations from the mean

1- Select the cell where you want to place the result of calculation

2-Click on the formulas tab in the function library group click on statistical and then select VAR the function Argument dialog box will appear

3-enter the argument of the equation

Standard Deviation الانحراف المعياري

The positive square root of the variance is called the Standard Deviation

1-select the cell where you want to place the result of calculation

2-click on the formulas tab in the function library group click on statistical and then select STDEV the function Argument dialog box will appear

3-enter the argument of the equation

Median الوسيط

the median is the value in the list of arguments that has as many values in the list that are greater or smaller if you sort the column the median value would be in the middle

1-Select the cell where you want to place the result of calculation

2-Click on the formulas tab in the function library group click on statistical and then select MEDIAN the function Argument dialog box will appear

3-Highlight the range of numbers by clicking and dragging across the appropriate cells

Logical Functions الدوال المنطقية

IF دالة

لتفحص حالة معينة وتقرير هل هي صحيحة ام خاطئة

the IF function checks a condition that must be either true or false if the condition is true the function returns on value; if the condition is false the function returns another value

For example use the IF function We will use the IF function to type pass for students who get the grade 24 or more and to type Fail for students who got less than 24

1-Select the cell where you want the result to be displayed Click the drop down arrow next to Logical and then select IF

2-The function Arguments dialog box will appear

3-In the Logical test type the condition

4-in the value if true box type the value excel will put in a cell if the test is true

5-in the value if false box type the value Excel will put in a cell if the test is false

6-click ok

AND دالة

AND: yields TRUE when all the argument are TRUE when one or more argument are false it yields FALSE

OR دالة

OR function yields TRUE when any of the argument is true when all argument are false this function yields FALSE

Defining Names تخصيص الاسماء

you can name ranges of cells formulas and more A name makes it easy to reference a cell or range because you do not have to

remember the exact cell address you simply need to remember the name

1-Select the cell that you want to name

2-click on the formulas tab in the defined names group click define names

3-Enter the name you want into the name field of the dialog box names can be up to 255 and cannot look like cell references

4-Click ok

حذف الاسماء Deleting Range Names

1-Click on the formulas tab in the defined names group click name manager

2-select the name you want to delete

3-select delete and then select close

استخدام الأسماء في المعادلات Using a Range Name in a formula

1-Move to the cell to which you want to add a formula

Construct the equation pausing whenever a name is required

2-click on the formulas tab in the defined names group click use in formula and then click paste names the paste names dialog box will appear

3-select the name you want and then click ok

Subtotals المجاميع الفرعية

Excel's subtotals lets you add your own subtotals to any sorted list of data. Subtotals will be created each time the data in a specified row differs from that in the row above

1-Sort the data in an order that will produce the subtotals you desire; this example sorted by city

2-click on the data tab in the outline group click subtotal . The subtotal dialog box will appear

3-choose the column to be monitored for changes

4-choose the function to be used (typically SUM for numeric (subtotals or COUNT for counting things

5-choose the columns you want to subtotal

6-choose the other appearance options you desire

7-select the page break between groups check box to insert a page break between each group

8-the subtotal and grand totals appear at the end of the data group by default

9-To remove all subtotals select the data of interest and then click the Remove All button

10-click ok

إنشاء المخططات Creating Charts

1-Select the cells that contain the data that you want to use for the chart

2-Click on the Insert tab in the Charts group click the Chart type and then click a chart subtype that you want to use

3-the chart will appear within the worksheet

إنشاء مخطط مختلط Creating a Combined Chart

1-Select the cells that contain the data that you want to use for the chart

2-Click on the Insert tab in the charts group click the chart type and then click a chart subtype that you want to use

3-the chart will appear within the worksheet

4-right click the data series that you want to change and then select Change Series Chart Type

5-select the required chart type .. Select ok

تحديد عناصر المخطط Select Chart Element

1-Click a chart the Chart Tools will appear

2-Click on the Format tab in the Current Selection group click the arrow next to the Chart Elements box and then click the chart element that you want to select

3-you can use the mouse to select a chart element

تغيير نوع المخطط Changing the Type of a Chart

1-Select the chart by clicking on it the Chart Tools will be displayed

2-Click on the Design tab in the Type group click Change Chart Type

3-The Change Chart Type dialog box will appear click the chart that you want to use

عنوان المخطط Chart Title

1-Click the chart to which you want to add a title the Chart Tools will appear

2-Click on the Layout tab in the Labels group click Chart Title

3-Click Centered Overlay Title or Above Chart

4-in the Chart Title text box that appears in the chart type the text you want

5-to edit a chart title click the chart and then click it again to place the cursor in the text area Type the new text

6-to remove a chart title click the chart then click on the Layout tab in the Labels group click Chart Title and then click None

إدراج صورة في مخطط Inserting an Image in a chart

1-select the chart item that you want to add an image On the format tab in the Current Selection group click format selection

2-select fill tab and then select Picture or texture fill

3-click the Texture button arrow wand then select a texture

4-to use a picture click the File button and browse your drives to locate a picture to insert and then click ok

5-Choose whether to Stretch or Stack the image

6-the default formatting click Automatic

7-click ok

السلاسل Overlapping or Spacing Data Markers in Bar/Charts تباعد أعمدة

1-The Format Data Series dialog box will appear

:2-click the Series Options tab and then do one of the following:

3-to change the overlap of the data markers in each category
drag the slider to the percentage of series overlap that you
want the higher the value the greater the overlap within the
category

4-to change the spacing between categories of data markers
drag the slider to the percentage of gap width that you want
the higher the value the greater the distance between each
category

Adding Legend to a Chart إضافة وسيلة إيضاح إلى المخطط

وسيلة الايضاح Legend هي المربع الذي يحدد الالوان التي يتم تعيينها لسلاسل
البيانات أو الفئات في المخطط

The legend identifies each data series on the chart with a
different color to add remove or position a chart legend do the
: following

1-click the chart to activate it The Chart Tools will appear

2-click on the Layout tab in the Labels group click Legend

3-select the legend style you want

Changing the Legend Fill Color تغيير لون خلفية وسيلة الايضاح

1-Right click over the legend and then select format legend

2-select the fill tab and then click on the Solid Fill button

3-click on the down arrow next to color select a color

4-Adjust the fill transparency

مخطط
Moving and Formatting Chart Data Labels
نقل وتنسيق تسميات بيانات

1-Click in the Custom angle text box type a number to angle the text at

2-to apply fill formatting to the data labels click fill and then select the option that you want

3-select the data label by clicking it the cursor will change to include a four-headed arrow click and hold anywhere on the border and then drag the data label to the appropriate location Release the mouse button

محور القيم
Changing the Scale of the Value Axis
تغيير وحدة العرض الموجودة على

1-click on the Axis Options tab

2-type a value in the Minimum box to specify the smallest data value you want to appear on the selected axis

3-type a value in the Maximum box to specify the largest data value you want to appear on the selected axis

4-type a value in the Major unit box to specify the interval of major tick marks and major gridlines

5- type a value in the Minor unit box to specify the increment you want between the minor tick marks and the minor gridlines

6-to flip the direction of bars or columns in a bar or column chart select the Values in reverse order check box

7-select the Logarithmic scale check box to recalculate the values as shown in Minimum Maximum Minor and Major boxes as powers of 10 for the value axis

8-type a value in Axis Value to specify the value at which you want the category X axis to across the value Y axis or select Maximum Axis Value to have the category X cross the value axis at the highest value

Formatting the Value Axis تنسيق أرقام محور القيم

1-Right click the value axis you want to change and then select Format Axis

2-click the Number tab

3-change the number formatting as needed

Changing Angle of pie Chart Slices استدارة موضع شرائح المخطط الدائري

1-Right click a data series in the pie or doughnut chart you want to change

2-select Format Data Point the Format Data point dialog box will appear

3-click the series Options tab

4-in the Angle of first slice box drag the slider to specify the angle at which you want the first slice to appear

Goal Seek الاستهداف

Goal Seek is a method to find a specific value for a cell by adjusting the value of one other cell

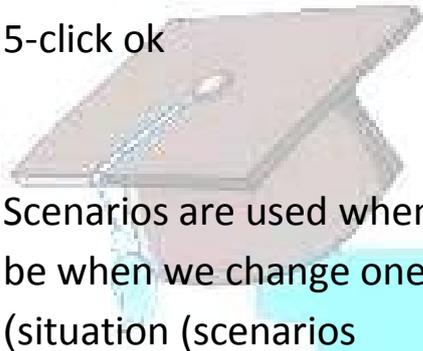
1-Click the data tab in the data tools group click What-If Analysis and then click Goal Seek

2-in the set cell box specify the cell reference you want to use

3-in to value box type the value you are looking for

4-by changing cell this cell contains the value that can be changed during the calculation process

5-click ok



السيناريوهات Scenarios

Scenarios are used when we need to know what the result will be when we change one or more variables in one or more (situation (scenarios

1-select the cells that you want to be able to change in the scenario

2-click on the data tab in the data tools group click What-If Analysis and then click scenario Manager

3-the add scenario dialog box will appear click the add button

4-in the scenario name box type a name for the new scenario and then click ok

5-in the Changing cells box enter the references for the cells that you want to change you can use commas between the variables

6-click ok

7-the scenario values dialog box will appear

to add more scenario click add and then repeat steps three through seven

8-to change scenarios view the scenario Manager dialog box and then select Edit or Delete if you want to delete a scenario

9-when you have finished adding scenarios click ok you will again see the scenario Manager dialog box click close

إنشاء تقرير تلخيص السيناريو Creating Scenario Summary Reports

1-click on the data tab in the data tools group click what if analysis and then click scenario Manager the add scenario dialog box will appear click the summary

2-choose scenario summary

3-enter the cells that display the results and then

4-click ok

العروض التقديمية Presentation

Microsoft PowerPoint is a presentation graphics program that helps you convey information to an audience

عبارة عن مجموعة من الشرائح التي يمكن أن تحتوي على نصوص ورسوم بيانية وصور وجداول ورسوم متحركة وإشكال مختلفة والتي يمكنك عرضها بواسطة شاشة جهاز الحاسوب

يمكن استعراض العرض التقديمي بواسطة:

شاشة الحاسوب Screen

باستخدام الشفافيات Transparencies

باستخدام جهاز عرض الشفافيات overhead projector

كصفحة ويب web page

وقبل إعداد عرض تقديمي فعال لا بد من اخذ الخطوات التالية بالاعتبار وهي:

التخطيط planning

التحضير prepare

التمرين practice

التقديم presentation

planning Specify the knowledge and experience of your audience taking into account their needs age wants and goals

prepare:

--structure your presentation by centering it on a message with key points that you can back up with evidence

--prepare an attention-getting opening make a starting statement using a question or relating to a relevant incident to elicit the audience's interest

--you should be aware of the value of using pictures rather than too many texts charts and rows of figures at the same time do not use too many different backgrounds

--you should know how big the audience and the room is? you may to use a projector a microphone and large font in a large room

--it is well recommended to use the colors blue and green as they are very good for relaxation

--prepare a memorable close that supports your purpose and creates a lasting impression

Practice: your presentation in front of a colleague and ask for feedback on the content and style of your presentation

presentation make a positive first impression when speaking
be yourself and relax speak in a heightened conversational tone
slow down and emphasize important points and pause before
and after key points to set them apart

Bulleled Slides شرائح التعداد النقطي

1-click on the home tab in the slides group click the arrow
under new slide a gallery layout will appear

2-select title and content

3-replace click to add title with computer courses

: 4-replace click to add text with the following lines of text:

windows 2007

MS-Word 2007

MS-Excel 2007

MS-PowerPoint 2007

MS-Access 2007

5-the bulleted list will appear as you start typing in the box

تغيير تخطيط الشريحة Changing the Layout of a slide

1-on the slides pane select the slides you want to apply a layout
to

2-click on the home tab in the slides group click layout

3-a gallery of slides layouts will appear

4-click on the new layout you want to use the new layout will
be applied to the current slide without affecting the slide's
contents

السمات Themes

Microsoft PowerPoint provides Themes that you can apply to a presentation to give it a fully designed professional look

1-click on the design tab in the Themes group click the theme that you want

2-right-click the theme that you want and then do one of the following:

--click apply to selected slides in order to apply it to the selected slide only

--click apply to all slides in order to apply it to all slides

3-you can change the colors the fonts

تباعدا الحرف character spacing

1-Select the text to which you want to change

2-click on the home tab in the font group click the character spacing drop down menu and select one of the options

إزالة التنسيق من النص Removing Formatting

1-Select the text containing the formatting you want to remove

2-click on the home tab in the font group click clear formatting

محاذاة النص Text Alignment

1-select the text you want to align

2-click on the home tab in the paragraph group click the alignment you want to use

:to adjust text position in a text box do the following

1-click the text inside the text box

2-click on the home tab select one of the options

Line Spacing تباعد الاسطر

Line Spacing determines the amount of vertical space between lines of text in paragraph by default lines are single-spaced

1-select the paragraph which you want to change the spacing

2-click on the home tab click the line spacing button in the paragraph group a list of options appears select the desired line spacing from the line spacing drop-down list

paragraph spacing تباعد الفقرات

paragraph spacing only affects the space before the first line or after the last line of the paragraph

1-select the paragraph before or after which you want to change the spacing

2-click on the home tab click the line spacing button in the paragraph group a list of options will appear select line spacing options

3-the paragraph dialog box will appear click the up arrow next to the spacing before field to increase the space before the paragraph click the up arrow next to the spacing after field to increase the amount of space after the paragraph click ok

creating a table إنشاء جدول

1-insert a new slide with two content layout

---two content use this slide layout if you wish to show text in addition to a graphic content type

2-click insert table

إضافة نص في الشكل inserting text into a shape

1-right click the object and then select edit text a text box with a pointer will appear inside the object

2-when you finish typing click anywhere on the slide

إدراج SmartArt

1-Click on the insert tab in the illustrations group click SmartArt

2-use the text pane to type your text

محاذاة الكائنات الرسومية Align Drawn Objects

1-select the objects you want to align

2-under drawing tools click on the format tab in the Arrange group select one of the options

إنشاء وتعديل مخطط هيكلي Organization Chart

1-create a new blank slide click on the insert tab in the illustrations group click SmartArt

2-the choose a SmartArt Graphic

3-click Hierarchy click an organization chart layout and then click ok

4-To enter your text click text in the slide pane and then type your text or use the text pane to type your text

5-to change the direction of the organization chart in the design tab in the create graphic group click right to left

:to add a shape do the following

--select the shape under which or next to which you want to add the new shape under or next to under SmartArt tools click on the design tab in the create graphic group click the arrow on the add shape

Slide Master الشريحة الرئيسية

عبارة عن شريحة تحتوي على كل العناصر التي تظهر بشكل تلقائي في الشرائح والذي يستخدم لبناء العرض التقديمي وتعريف الخصائص الأساسية له لإضفاء شكل ثابت على الشرائح اذا قمت بتغيير إي خاصية فيها يتم التغيير على كامل شرائح العرض التقديمي

Master is a slide that contains everything that appears by default on all the slides it gives your presentation a consistent professional look A slide master determines the basic design for every slide in your presentation any changes you make to the slide master will be reflected on all slides in your presentation

1-click on the home tab in the presentations views group select slide master the slide master window will appear

2-to the left in the slides/outline pane you will see thumbnail images of the slide master and all the different slide layouts that are contained within the slide master

3-you can make changes to the slide master just as you would change any slide make any changes you want to the font size color or alignment also you can add a picture to the master slide and make a change in the bulleted list as you have learned before...remember that the text on the master is only for styling actual slide text such as titles and lists should be typed on the slide in the Normal View

4-use the slide master tab to make one or many changes to the slide master

5-click close master view on the slide master tab the changes you made are applied to all slide

6-when you change the slide master the changes you have made to individual slides are preserved

slide footer تذييل الشرائح

To add a data slide number or footer to your PowerPoint slides :do the following

1-on the home tab in the text group select Header and footer the header and footer dialog box will appear

2-to add an automatically updating date and time click update automatically and select a date and time format

3-to add a fixed date and time click fixed and type a date and time

4-click slide number to add a number

5-to add a footer text click footer and type your text

6-select the Do not show on title slide check box if you do not want the information to appear in the first slide

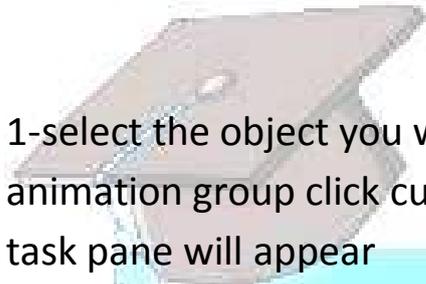
7-click apply to add the information to the selected slides click apply to all to add the information to every slide in the presentation

Animation Effects تأثيرات الحركة

1-select the object to which you want to add an animation

2-on the Animations tab in the Animation group click the arrow next to Animate

3-PowerPoint gives you a preview of what the animation looks like by animating the current slide if you want to see the preview again just click the animation scheme again click an animation scheme in the list to remove the animation effects click no animation



الحركة المخصصة Custom Animation

1-select the object you want click on the Animation tab in the animation group click custom animation the custom animation task pane will appear

2-select the object you want and then click add effect

3-select one of the animation effect the animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list this tag does not show up in the slide show view

:4-to specify the animation time select

--on click start the animation on the mouse click

--with previous start the animation at the same time as the previous animation could be another animation on this slide or the slide transition of this slide

--after previous start the animation when the previous animation or transition has finished

5-choose an animation speed from the drop down list speeds vary from slow to very fast

6-click play to preview the animation for a slide again

7-to change an effect select the animation item in the task pane and then click change

8-to remove an effect select the animation item by clicking its number and then click remove

التقديمي نسخ الشرائح ضمن العرض Copying Slides within a presentation

1-switch to slide sorter view click on the slide you want to copy

2-press the Ctrl key drag the mouse pointer to the new location within the slide and then release the mouse button

التقديمي الشرائح إلى عرض تقديمي آخر نسخ أو نقل Copying or Moving Slides between Presentations

**To Copy a slide press Ctrl+C

**To move a slide press Ctrl+X

2-open the file in which the selected text will be pasted or use the window menu or the taskbar to move to the new application

3-within the new application position the cursor to the location where you want the slide and then press Ctrl+V

إخفاء وإظهار الشرائح Hiding and Showing Slides

1-On the slides tab click on the slide you want to hide

2-Right click the slide that you want to hide and then click Hide Slide

3-the hidden slide icon appears with the slide number inside it next to the slide you have hidden

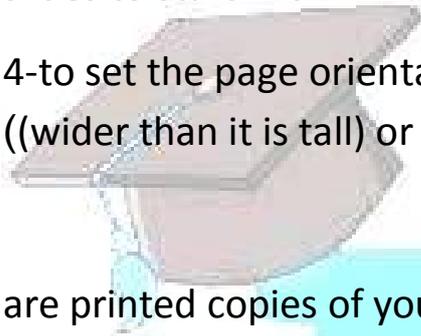
إعداد الشرائح Slides Setup

1-click on the design tab in the page setup group click page setup

2-in the slides sized for list select the appropriate output format for slide presentation such as overhead handout 35 mm slides on screen show

3-under number slides from enter the number you want the slides to start with

4-to set the page orientation for the slides click Landscape ((wider than it is tall) or portrait (taller than it is wide



النشرات Handouts

are printed copies of your presentation slides with handouts you have the option of printing two three or six slides on a handout page you can leave space for your audience to take notes on your presentation

1-click on the Office button point to print and then click print . the print dialog box will appear select Handout from print what box

2-specify the number of slides per page if three is chosen the slides will display on the left or the page with space for notes on the right

3-click Horizontal or Vertical to specify the order you want the slides printed

إضافة شرائح من عرض Adding slides from another presentation
تقديمي آخر

1-Open the presentation that you want to add a slide to

2-Click where you want to add a slide

3-Click on the home tab in the slides group click the arrow next to New Slide

4-Click Reuse slides the reuse slides task pane will appear

5-click Browse and then click Browse file

6-the Browse dialog box will appear click the presentation file that contains the slide that you want and that click Open

7-thumbnails of the slides from the presentation that you selected will appear on the Reuse slides task pane

--to add a single slide click the slide

--to add all of the slides right click any slide and then click insert all slides

8-if you want the slide that you are adding to the destination presentation to maintain the formatting of the original presentation select the keep source formatting check box before you add the slide to the destination presentation

Action Buttons إدراج أزرار الإجراءات

Action Buttons contain shapes such as right and left arrows use them when you want to include commonly understood symbols for going to next previous first and last slides you can use these buttons for a self-running presentation at a kiosk or for a presentation that you plan to publish on your company intranet or the Internet PowerPoint also has action button for playing movies or sounds

1-to create an action button that links to a slide

2-On the insert tab in the illustrations group click shapes

3-under action buttons click the button that you want to add

4-click a location on the slide and then drag to draw the shape for the button the action settings dialog box will appear

:5-Click the mouse click tab and then do one of the following

--to use the shape without a corresponding action click none

--to create a hyperlink click hyperlink to and then select the destination for example the next slide the previous slide the last slide or another PowerPoint presentation or a Microsoft Word document or table a Microsoft Excel spreadsheet or address on the Internet that you want the hyperlink action to go to

To move to another presentation click the drop list next Hyperlink to select Other PowerPoint presentation and then select the file you want the Hyperlink to slide dialog box will appear click the slide you want the hyperlink to jump to and then click ok

To create an action button that links to another Word or Excel file click the drop down list and then select Other File the hyperlink to Other file dialog box will appear select the file you want and then click ok

* To create an action button that links to a Web page click the hyperlink to and then select URL .enter the URL you want the hyperlink to jump to click ok

*To run a program click run program click Browse and then locate the program that you want to run

*To play a sound select the play sound check box and then select the sound that you want to play... click ok

It is possible to change the destination of an action button after creating it

1-Right click on the action button

2-click Edit Hyperlink

3-the Action settings dialog box will appear change the link

العروض المخصصة Custom Shows

Custom Shows allow different parts of one presentation to be shown as different shows to different level of audiences without the need for creating multiple versions of the same presentation for example an audience of sale people could see a presentation without seeing those slide relating to finance staff that could be given the same presentation but without the sales slides A custom show can be set up so the certain slides can be missed out when necessary to create a custom show do :the following

1-Open the presentation for which you want to create a custom show

2-under slide show in the start slide show group click the arrow next to custom slide show click custom show

3-the custom shows dialog box will appear

4-click new

5-type a name in the slide show name box

6-under slides in presentation select the slides you want to include in the custom show and then click add to select multiple slides hold down the Ctrl key as you click the slides click ok

7-Repeat the steps above so as to create more custom shows

8-to preview a custom shown on the custom shows dialog box select the name of the show click ok

9-to remove a custom show click the custom show that you want to remove and then click remove

إضافة شرائح أو إزالتها Adding or Removing Slides in a Custom Show
في عرض مخصص

1-under slide show in the start slide show group click the arrow next to custom show

2-the custom shows dialog box will appear select the name of the custom show you want to change and then click Edit

3-add or remove the slides you want and then click ok

to run a custom show do the following

1-on slide show tab in the set up group click set up slide show

2-the set up show dialog box will appear

3-under slide slides click custom show and then click the name of the custom show that you want

4-click ok

5-on view tab in the presentation views group click slide show



إنشاء إجراء من رمز Creating an Action from a Symbol

if you want to apply an interaction to an image that will branch on a mouse clicking during a slide show to a customized show and return to the original presentation when the customized show is finished do the following

1-draw a shape

2-right click the image then select Hyperlink to display the insert Hyperlink dialog box

3-select places in this Document

4-select the custom show you want to jump to

5-click on the show and return check box

6-click ok

Timing طرق تعيين توقيت عرض الشرائح

you can either use Manual timing to advance the slides by clicking the mouse button when you are ready to move on or use Automatic timing to advance the slides automatically after

a preset period of time the manual timing gives you more control but the automatic timing helps you stay within a specified time frame

1-in the normal or slide sorter view select the slide or slides you want to set the timing for

2-click on the insert tab under Advance do the following

*to advance the slide manually click on mouse click check box

*click automatically after check box and then enter the number of seconds to determine the time during which you want the slide to appear on the screen

*to apply the timing to all the slides click apply to all

*select both the on mouse click and the automatically after check boxes if you want the next slide to appear either when you click the mouse or automatically

Rehearse Timing التدرّب على إلقاء العرض التّقديمي وتوقيتّه

you can practice what you will talk about and set the length of time during which the slide will appear before automatically switching to the next slide

1-switch to slide sorter view click on the slide show tab

2-practice what you will talk about click to restart recording or click to move to the next slide

3-repeat the procedures in order to establish the timing for the entire set of slides in your presentation a message box displays the total time for the presentation click yes to keep the

recorded slide timing or click no to discard the recorded slide timing

4-the time required to view each slide will appear next to the slide in slide sorter view

5-if you know the time that you want for the slide enter it directly in the Rehearsal toolbar

6-to cancel the timing on Animations tab under Advanced clear the automatically after check box click apply all to cancel the timing for all slides

7-if you do not want the slides in your presentation to advance automatically by using the slide timings that you recorded on the slide show tab in the set up group clear the use Rehearsed timings check box to turn the slide timings on again select the use Rehearsed timings check box

JU

Files