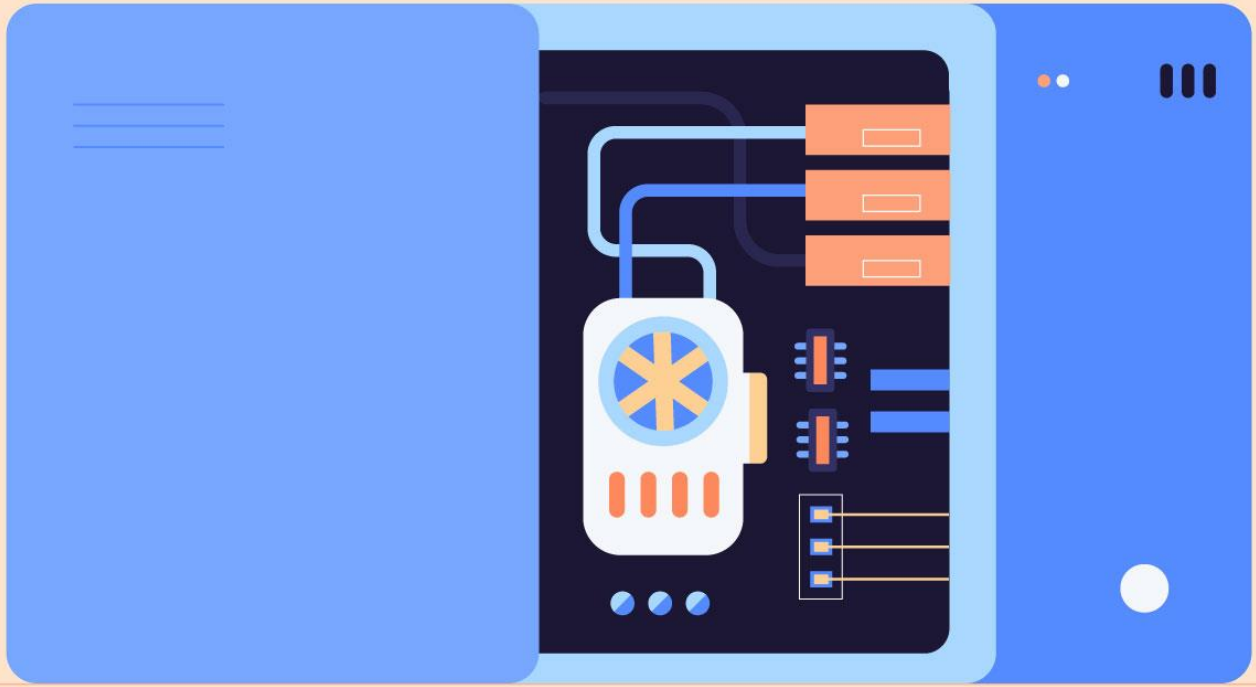
What is a Computer?

A computer is an electronic device that manipulates information, or data. It has the ability to store, retrieve, and process data. You may already know that you can use a computer to type documents, send email, play games, and browse the Web. You can also use it to edit or create spreadsheets, presentations, and even videos.

Hardware and Software

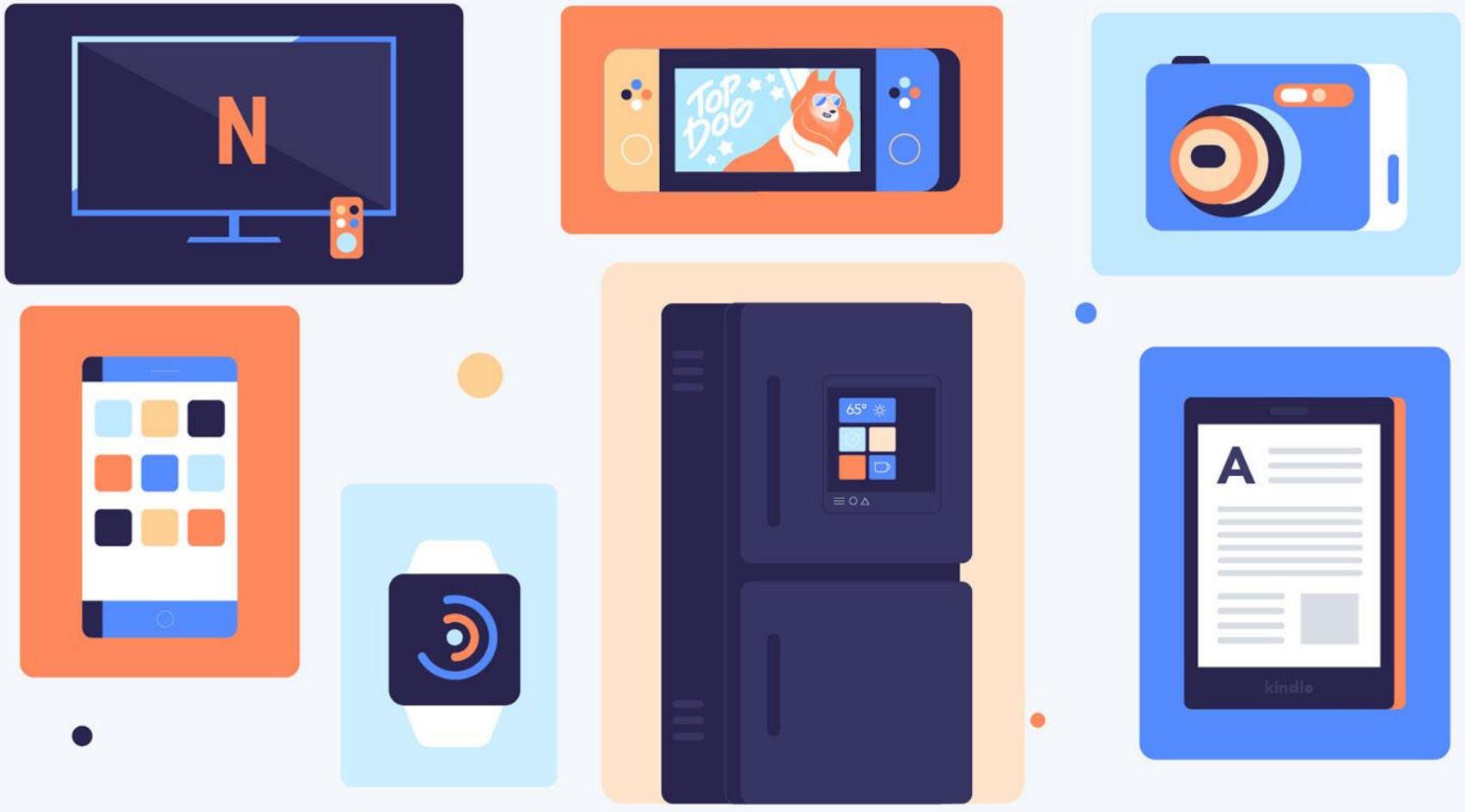
All computers have two things in common: hardware and software.

Hardware is any part of your computer that has a physical structure, such as the keyboard or mouse. It also includes all of the computer's internal parts.



Software is any set of instructions that tells the hardware what to do and how to do it. Examples of software include web browsers, games, and word processors.

Everything you do on your computer will rely on both hardware and software. For example, right now you may be viewing this lesson in a web browser (software) and using your mouse (hardware) to click from page to page.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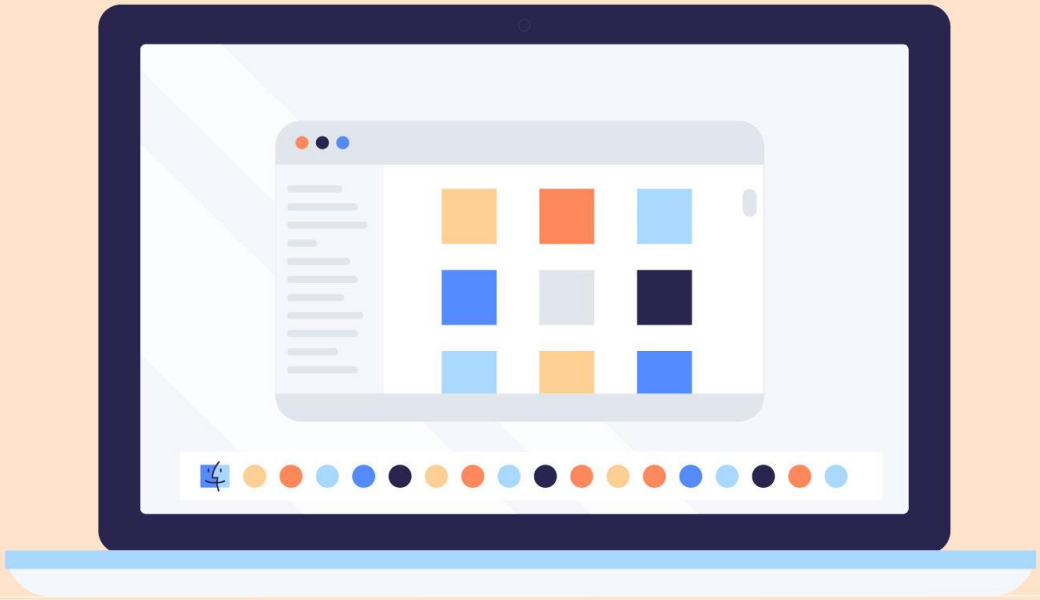
Desktop computers

Many people use desktop computers at work, home, and school. Desktop computers are designed to be placed on a desk, and they're typically made up of a few different parts, including the computer case, monitor, keyboard, and mouse.

Laptop computers



The second type of computer you may be familiar with is a laptop computer, commonly called a laptop. Laptops are battery-powered computers that are more portable than desktops, allowing you to use them almost anywhere.

Tablet computers

Tablet computers—or tablets—are handheld computers that are even more portable than laptops. Instead of a keyboard and mouse, tablets use a touch-sensitive screen for typing and navigation. The iPad is an example of a tablet.

Servers

A server is a computer that serves up information to other computers on a network. For example, whenever you use the Internet, you're looking at something that's stored on a server. Many businesses also use local file servers to store and share files internally.

Other types of computers

- Smartphones: Many cell phones can do a lot of things computers can do, including browsing the Internet and playing games.
-
- Wearables: Wearable technology is a general term for a group of devices—including fitness trackers and smartwatches—that are designed to be worn throughout the day.
-
- Game consoles: A game console is a specialized type of computer that is used for playing video games on your TV.
-
- TVs: Many TVs now include applications that let you access various types of online content. For example, you can stream video from the Internet directly onto your TV.

Google Workspace for Education

In the COVID-19 era, teachers and educators around the globe are trying their best to manage the teaching difficulties associated with being online. The transition to online learning, screen fatigue, a lack of physical interaction, inadequate resources, and unfamiliarity with teaching in a new environment have all contributed to the challenges associated with information & communication technologies (ICT). However, the prompt innovation of various applications, systems, and online teaching methodologies improved the academic experience.

One component of a learning tool that was integrated and developed rapidly was the usage of learning management systems (LMS). An efficient LMS provides features that support online or offline learning activities, such as supplementary textbook activities, assignment submissions, on-demand discussions and forums, and interactive elements. While many LMS systems are being utilized in all facets of academic education, one of the more popular applications used in many institutions is Google Workspace for Education, formerly Google G-Suite for Education (De Vynck and Bergen, 2020).

The original idea was to connect schools and institutions to these apps (ibid.). That same year, Google introduced the educational productivity apps Google Docs, Sheets, Forms, and Slides. This became the Google for X Edition series, divided into individual, business, education, and government subcategories.

As the internet continued to grow rapidly in popularity , Google introduced its Google Drive service, which allowed users to store data and files in the cloud. This was to compete with several popular cloud-based storage systems, including Dropbox, OneDrive, Apple iCloud, and Box.com . Shiohara points out that Google Drive arguably migrated a number of new and existing users onto the Google ecosystem not only for its cloud storage but also for the integration to other Google Apps, something that the other competing storage systems did not have at the time.

Another major Google educational app developed after Google Drive was Google's own LMS software, Google Classroom. Google Classroom is seamlessly integrated into the Google suite, allowing institutions to assign and collect submissions from any Google app.

Google Workspace for Education

GOOGLE APPS

GOOGLE CLASSROOM

Arguably one of the most significant draws to joining the Google

platform, the Google Classroom LMS enables teachers to create an online classroom where they can manage and integrate virtually all files created from any Google app. Instructors can distribute materials on the subject being taught, post supplementary resources, assign tasks and assignments to students, and upload grades in real time so students can keep track of their progress.

Microsoft Word

Microsoft Word is a powerful word processing program that gives users the tools to create a variety of professional documents. Word automatically checks your spelling and grammar and corrects common mistakes. It even lets you insert charts, tables, and pictures into your documents. Microsoft Word is the most widely used and, according to most reviews, the most powerful and user-friendly word processor available.

Microsoft Word هو برنامج معالجة نصوص قوي يمنح المستخدمين الأدوات اللازمة لإنشاء مجموعة متنوعة من المستندات الاحترافية. يقوم Word تلقائيًا بفحص التهجئة والقواعد النحوية وتصحيح الأخطاء الشائعة. كما يتيح لك إدراج المخططات والجداول والصور في مستنداتك. Microsoft Word هو برنامج معالجة النصوص الأكثر استخدامًا والأكثر قوة وسهولة في الاستخدام وفقًا لمعظم المراجعات.

Starting Word

In order to use a program, you must start—or launch—it first.

1.Click the **Start**button.

The Start menu appears.

2.Click **All Programs**.

The left pane of the Start menu displays the programs and menus installed on your computer.

3.Click **Microsoft Office**.

4.Select **Microsoft Word**

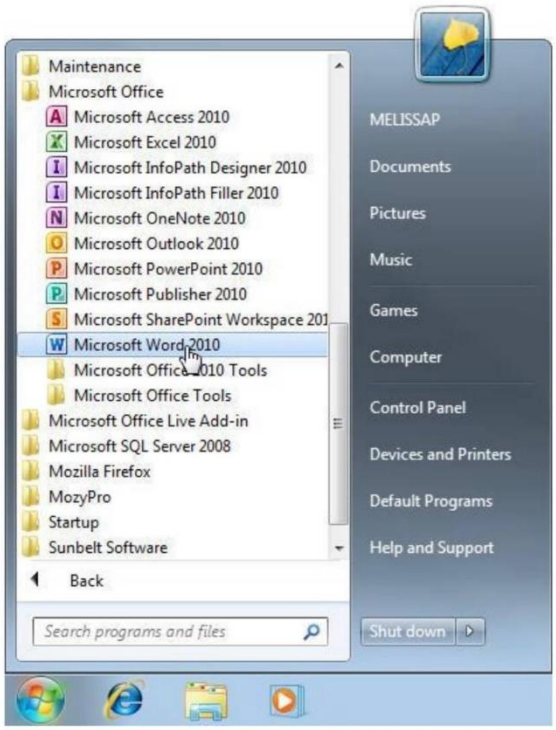
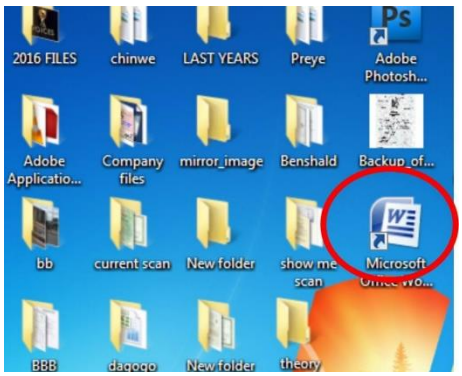
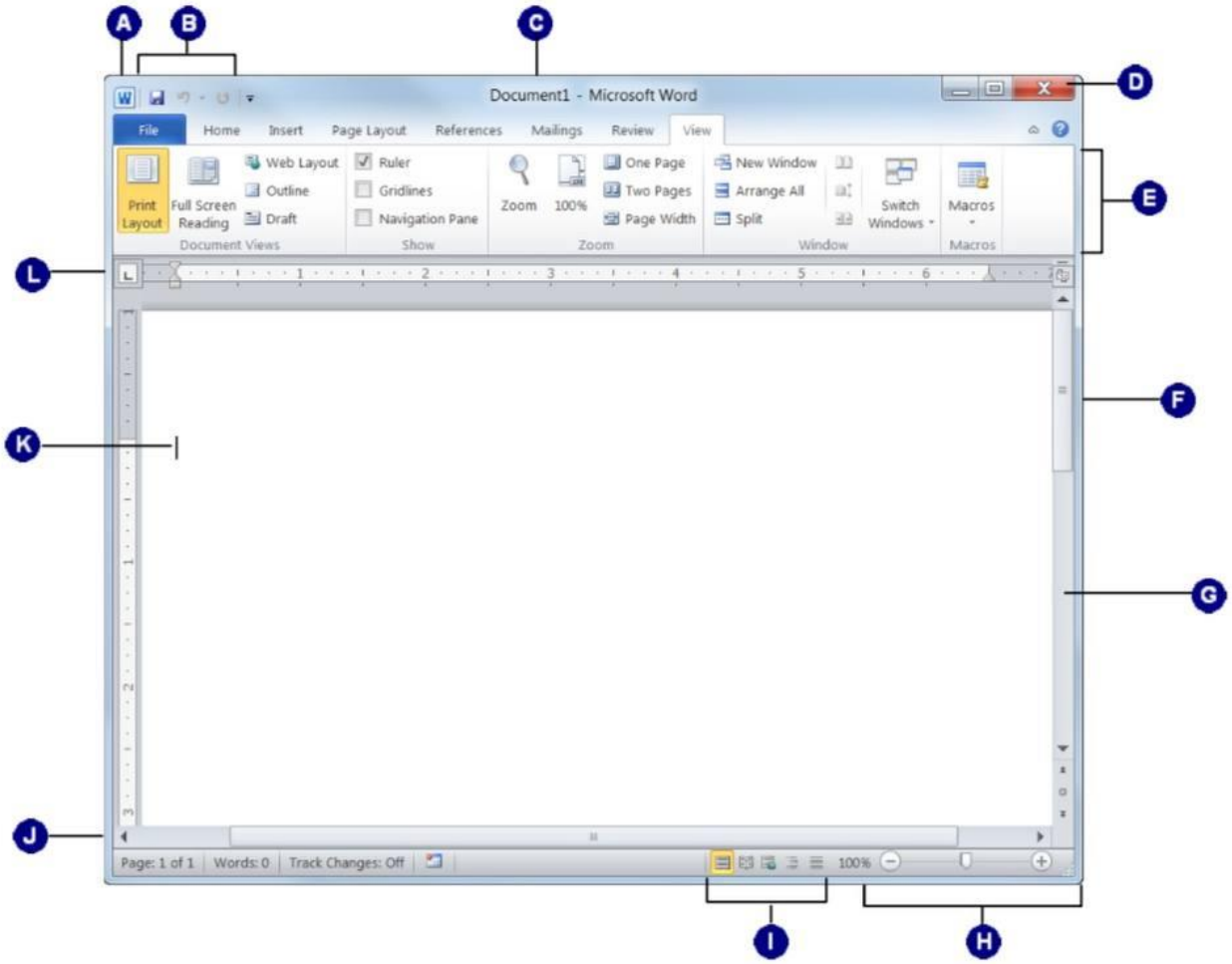


Figure 1-1: The All Programs menu in Windows 7.

Or you can launch Word from the shortcut icon on your desktop



Microsoft Word interface



A	**File tab**: Contains basic file management commands—such as New, Open, Save, and Close—and program options.	G	**Document window:** This is where you enter and work on document content.
B	**Quick Access Toolbar:** Contains common commands such as Save and Undo. You can add more commands as well.	H	**Zoom slider:** Click and drag the slider to zoom in or out of a slide. You can also use the + and – buttons.
C	**Title bar:** Displays the name of the program you are using and the name of the document you are currently working on.	I	**View shortcuts:** Quickly switch between Print Layout, Full Screen Reading, Web Layout, Outline, and Draft views.
D	**Close button:** Click here to close the current document. If only one document is open, clicking this button will close the Word program as well.	J	**Status bar:** Displays information about your document. Right-click it to specify which information is shown.
E	**Ribbon:** The tabs on the Ribbon replace the menus and toolbars found in previous versions of Word.	K	**Insertion Point:** The small, blinking bar controls where document content is entered. Move the insertion point with the mouse, or the arrow keys on the keyboard.
F	**Scroll bars:** There are both vertical and horizontal scroll bars: you use them to view and move in your document.	L	**Ruler:** Displays left and right paragraph intents, document margins, and tab stops. Click the View Ruler button above the vertical scroll bar to view or hide the ruler.

Giving Commands in Word

Word provides easy access to commands through the Ribbon, File tab, and Quick Access Toolbar.

Ribbon

The Ribbon keeps commands visible while you work insteadof hiding them under menus or toolbars, and it is the primary way to give commands in Word .The Ribbon is made up of three basic components: tabs, groups, and buttons.

Tabs: Commands are organized into *tabs*on the Ribbon. Each tab contains a different set of commands. There are three different types of tabs:

- **Command tabs:** These tabs appear by default whenever you open the Word 2010program. In Word 2010, the Home, Insert, Page Layout, References, Mailings, Review, and View tabs appear by default.
- **Contextual tabs:** Contextual tabs appear wheneveryou perform a specific task,and they offer commands relative to only that task. For example, whenever you select a picture, the Format tab appears in the Ribbon under Picture Tools.
- **Program tabs:** If you switch to a different authoring mode or view, such as Outline view, program tabs appear next to the default command tabs that appear on the Ribbon.

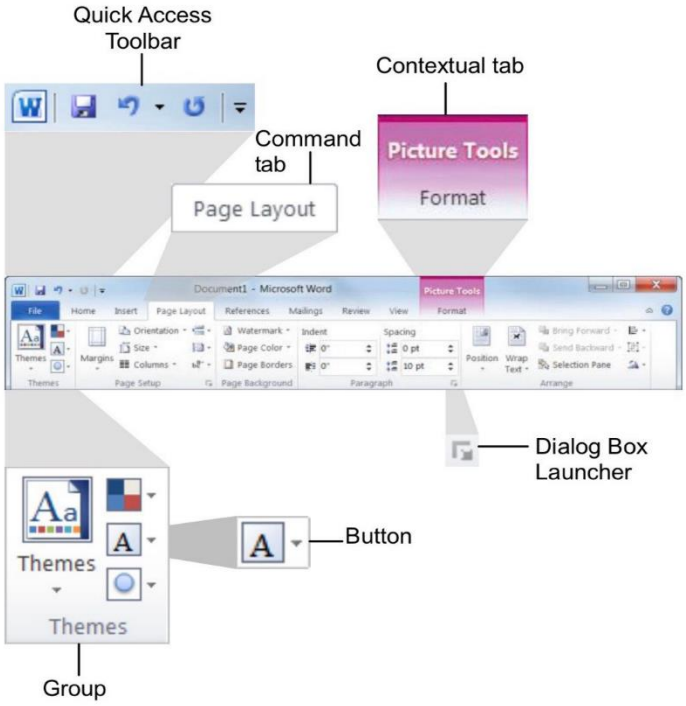


Figure 1-2: Ribbon elements.

Groups: The commands found on each tab are organized into *groups*of related commands. For example, the Font group contains commands used for formatting fonts. Click the Dialog Box Launcher () in the bottom-right corner of a group to display even more commands.

Buttons: One way to issue a command is by clicking its *button*on the Ribbon. Buttons are the smallest element of the Ribbon and change color when clicked.

File tab

The *File tab* appears in the upper-left corner of the program window. When clicked, it opens *Backstage view*, which is where you find commands for basic file management, including New, which creates a new file; Open, which opens an existing file; Save, which saves the currently opened file; and Close, which closes the currently opened file. This is also where you find commands for controlling program options and sharing.

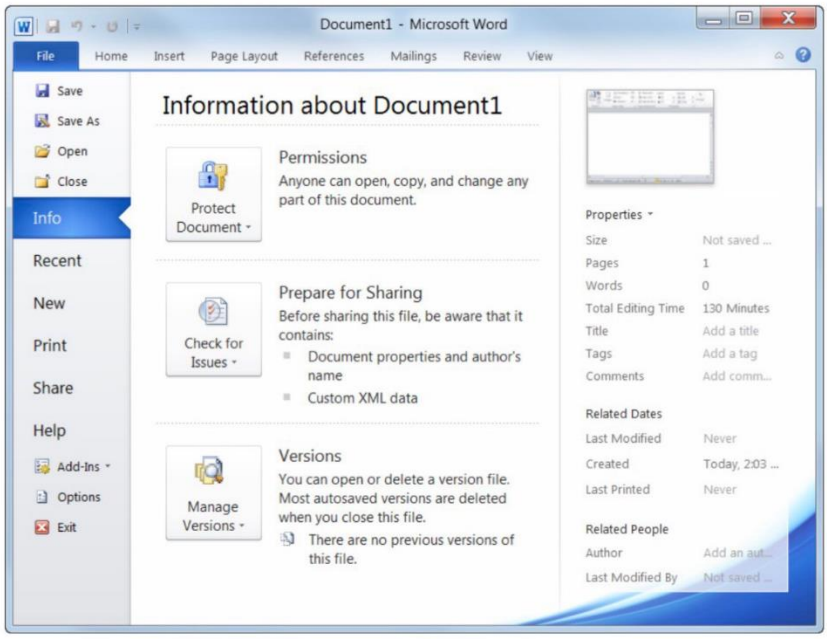


Figure 1-4: The Info tab in Backstage view.

Save: Used to save changes made to the document

Save As: To save a copy of the document under another name or in another location or save it in another format such as PDF.

Open: Used to open stored documents

Close: The purpose of ending the program is to close it and exit it (with or without saving the changes)

Information: Includes information or properties about the current document

Recent: The ability to view or open recently opened documents

New: Used to open a new document

Print: To print the pages of the document on paper

Options: Includes a group of options that can control the properties of the document such as controlling the program interface, the default font type, controlling the spelling properties, controlling the languages used in printing and setting the dictionary, etc.

Quick Access Toolbar

The *Quick Access Toolbar*appears to the right of the File taband provides easy access to the commands you use most frequently. By default, the Save, Undo, and Redo buttons appear on the toolbar; however, you can customize this toolbar to meet your needs by adding or removing buttons.

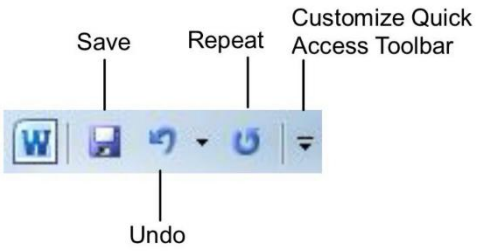


Figure 1-5: The Quick Access Toolbar

Contextual menus

A *contextual menu*displays a list of commands related to a specific object or area. To open a contextual menu:

1.Right-click an object or area of the document or program screen.

A contextual menu appears, displaying commands that are relevant to the object or area that you right-clicked.

2.Select an option from the contextual menu, or click anywhere outside the contextual menu to close it without selecting anything.

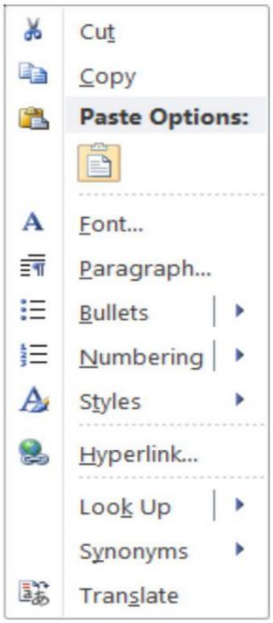


Figure 1-6: A contextual menu.

Mini Toolbar

The *Mini Toolbar*appears whenever you select text and contains common text formatting commands.

To view the Mini Toolbar:

1.Select a block of text.

The Mini Toolbar appears nearthe text you selected.

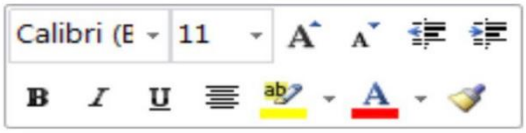


Figure 1-7: The Mini Toolbar.

2.Click a button on the Mini Toolbar.

The command is given in Word.

Enteringand Deleting Text

Inserting and deleting text is one of the most important tasks you need to learn how to do in Word.

Enter text

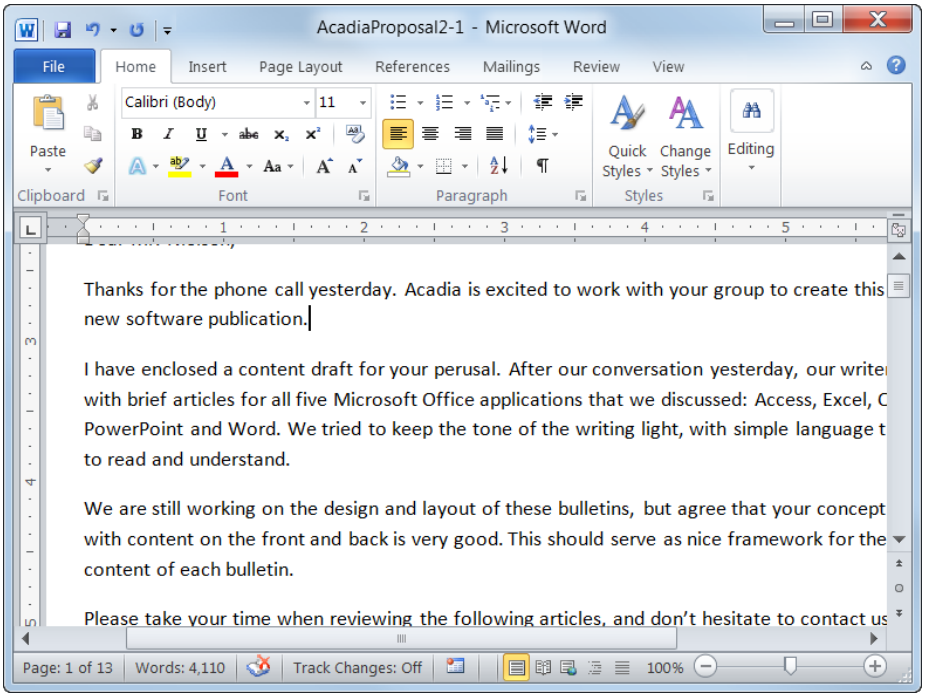
Use the Click and Type feature to enter text in a blank area of the document.

Double-click a blank area of the document where you want toposition your text and start typing.

Double-click near the left side of the page to align text to the left of the page.

Double-click near the center of the page to center text over the page.

Double-click near the right side of the page to align textto the right of the page.



Tip: Press the **<Enter>**key to start a new paragraph or insert an empty line.

Delete text

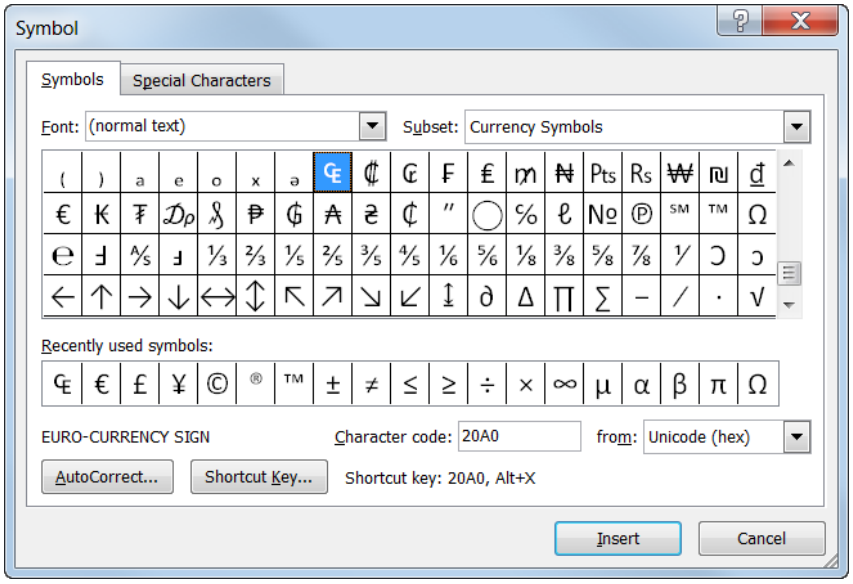
- **To delete a single character:**Place the insertion point next to the text that you want to delete. Press the **<Delete>**key to delete text after, or to the right of, the insertion point. Press the **<Backspace>**key to delete text before, or to the left of, the insertion point.
- **To delete a block of text:**Select the text you want to delete and press **<Delete>**or **<Backspace>**.

Inserting Symbols and Special Characters

Your keyboard doesn't contain all the characters you might want to include in your documents. Word lets you insert these special symbolsand characters, and even equations, separately.

Insert symbols

You can enter many more characters and symbols in a document than can be found on the keyboard. For example, youcan insert the copyright symbol (©), accented and foreign characters (ç), silly characters (☺), and many more.



1.Place the insertion point where you want to insert the symbol or character.

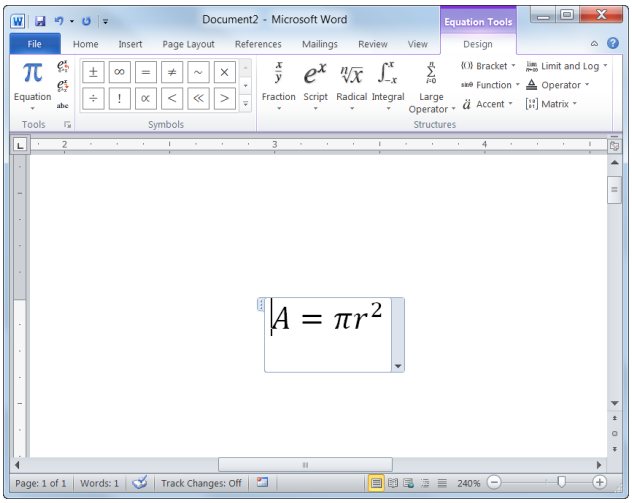
2.Click the **Insert** tab on the Ribbon and click the **Symbol**button in the Symbols group.
If you see the symbol you want to use under the Symbol button, select it. Otherwise, open the Symbol dialog box.

3.Select **More Symbols**.
The Symbol dialog box appears. You can browse the different symbols by changing the Font and Subset of symbols. Special characters such as ellipses are available under the Special Characters tab.

4.Select the symbol you want to use and click **Insert**.
The symbol is inserted into the document.

Insert an equation

You may insert a common equation already put together in Word, such as the Area of a Circle , or build a new equation using the Equation Design Tools.



1.Click the **Insert**tab on the Ribbon and click the **Equation**button in the Symbols group.
A placeholder for the equation appears in the document, and the Equation Tools appear on the Ribbon. The Design tab is displayed.

2.Type the equation in the placeholder.
You may use the keyboard and the Equation Design Tools on the Ribbon to write the equation.

Copying and Moving Text

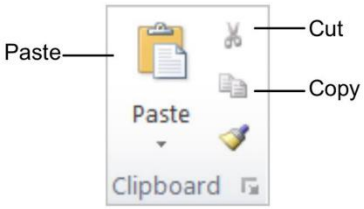
You can move or copy text in a Word document by copying or cutting, and then pasting the text in a new place.

Copy text

When you *copy*text, the selected text remains in its original location and is added to the Clipboard.

1.Select the text you want to copy.

2.Click the **Home**tab on the Ribbon and click the **Copy**button in the Clipboard group.
The text is added to the Clipboard, and it remains in the document.



3.Place the insertion point where you want to paste the copied content.
The text will be inserted to the right of the insertion point.

4.Click the **Home**tab on the Ribbon and click the **Paste**button in the Clipboard group.
The copied text is pasted in the new location.

Move text

Moving text typically involves a process of cutting and pasting. When you *cut*text, it is removed from its original location and placed in a temporary storage area called the Clipboard.

1.Select the text you want to move.

2.Click the **Home**tab on the Ribbon and click the **Cut**button in the Clipboard group.
The text is removed from the document and added to the Clipboard.

3.Place the insertion point where you want to paste the copied content.
The text will be inserted to the right of the insertion point.

4.Click the **Home**tab on the Ribbon and click the **Paste**button in the Clipboard group.
The copied text is pasted in the new location.

Controlling How Text is Copied or Moved

You can control how text looks or behaves when it is pasted. For example, you can keep the text's formatting, or have it take on the formatting properties of the destination.

Use paste options

You can control how content is pasted in your spreadsheets using the paste options in Word.

1. Copy or cut an item as you normally would.

2. Click where you want to paste the item.

3. Right-click the mouse and select **Paste** from the contextual menu.
The content is pasted into the document. The Paste Options button appears in the lower-right corner of the pasted content.

4. Click the **Paste Options** button.
A list of different ways you can paste the content appears.

Table 3-4: Word Paste Options

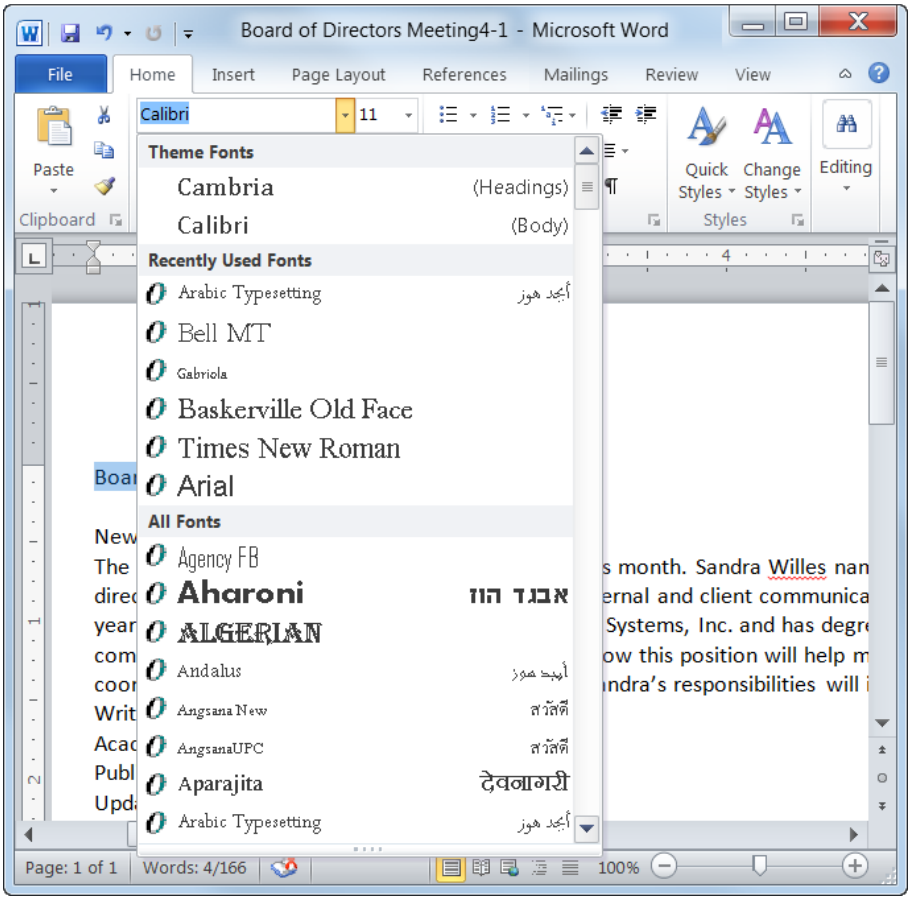
Paste	Paste using default settings.
Keep Source Formatting	Paste using the formatting of the original text.
Use Destination Theme	Paste using the formatting of the destination text.
Merge Formatting	Paste using the formatting of the majority of the text.
Paste	Paste using default settings.
Keep Source Formatting	Paste using the formatting of the original text.

Changing Font Type

One way to emphasize text in a documentis by changing its font type. A fonttype is a set of characters with the same design and shape.

1.Select the text you want to format.

2.Click the **Home**tab on the Ribbon and click the **Font**list arrow in the Font group. A list of the fonts that are available on your computer appears.

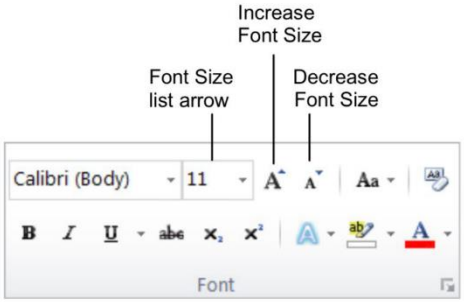


3.Select a font from the list. The selected text is changed, and any new text that you enter will appear in the new font type.

Other Ways to Change Font Type: When text is selected, click the **Font** list arrow on the Mini Toolbar. Or, click the **Dialog Box Launcher**in the Font group.

Changing Font Size

Making text largeris another way to emphasize text.



1.Select the text you wish to format.

2.Click the **Home**tab on the Ribbon and click the **Font Size**list arrow in the Font group.

Changing Font Color and Highlighting Text

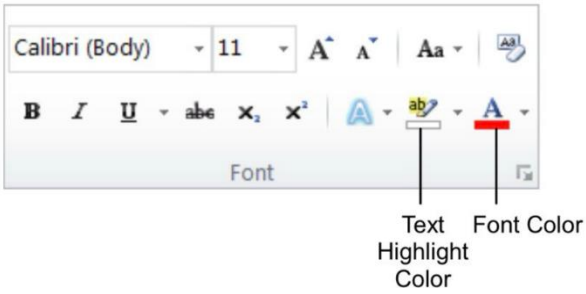
Changing **fontcolor**is yet another way to emphasize text in a document.

Change font color

Changing **font color**makes text stand out against the white background of the document.

1.Select the text you wish to format.

2.Click the **Home**tab on the Ribbon and click the **Font Color**button list arrow in the Font group.



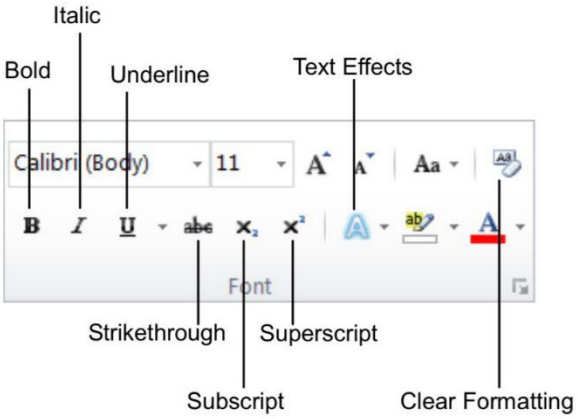
Changing Font Styles and Effects

In addition to changing font type, size, and color, you can also emphasize the text in a document by changing the font style and adding font effects. The most common and popular styles are**bold**, *italic*, and underline, but other effects can be applied, such as shadowand strikethrough.

Change font style

1.Select the text you wish to format.

2.Click the **Home**tab on the Ribbon and click the appropriate button in the Font group.

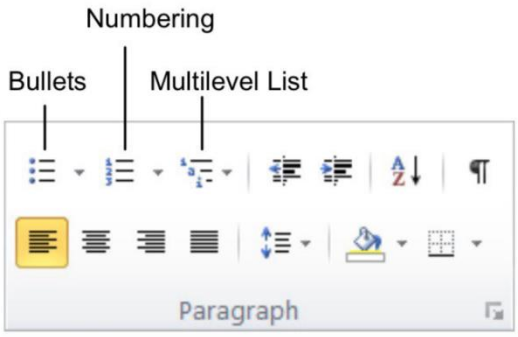


Creating Lists

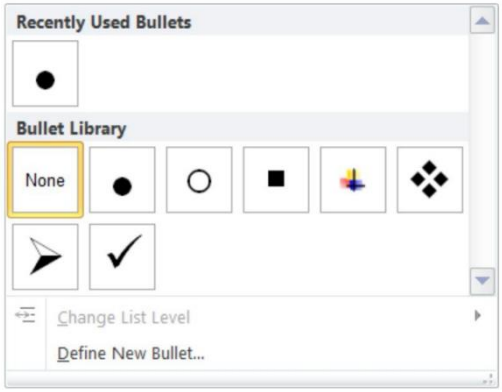
Lists are a great way to present paragraphs of related information.

Create bulleted and numbered lists

Usebulleted lists when the order of items in a list doesn't matter, such as listing items you need to buy. When the order of items in a list does matter, such as to present step-by-step instructions, try using a numbered list.



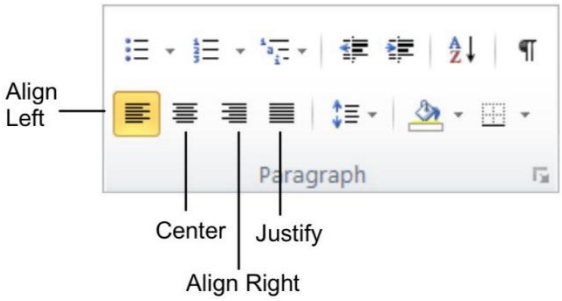
1.Select the lines you want to use for the list. Each line that you want to be bulleted or numbered must appear as its own paragraph.



2.Click the **Home** tab on the Ribbon and click the **Bullets**or **Numbering**button in the Paragraph group.

Changing Paragraph Alignment

This lesson moves on to paragraph formatting and how to align paragraphs to the left, right, center, or justified on a page.



1.Place the insertion point in the paragraph you want to change. Or, select the paragraphs you want to change.

2.Click the **Home**tab on the Ribbon and click the **Align Left**,**Center**,**Align Right**,or**Justify**button in the Paragraph group.

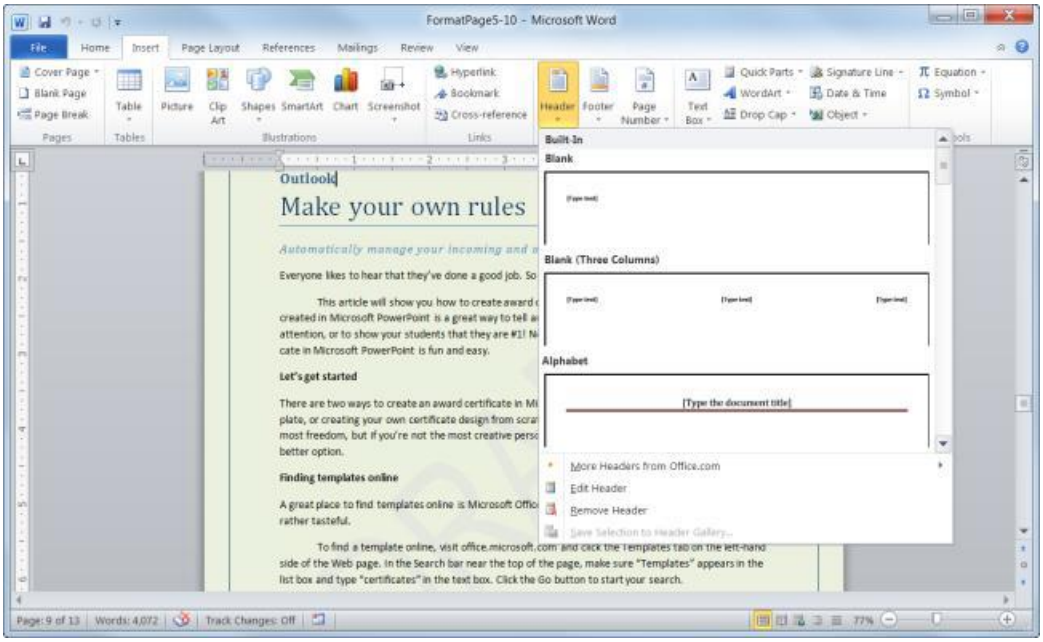
Using Headers and Footers

Documents with several pages often have information—such as the page number, the document's title, or the date—located at the top or bottom of every page. Text that appears at the top of every page in a document is called a *header*, while text appearing at the bottom of each page is called a *footer*.

Insert a built-in header or footer

1.Click the **Insert**tab on the Ribbon and click the **Header**or **Footer** button in the Header & Footer group.

A list of built-in options appears. Each option looks different and contains different attributes. For example, some include placeholders for the title and date, while others include cross-references to styles within the document.



2.Select a built-in option to use as a document header or footer.
The header or footer is added to the document.

Create a header or footer

You don't have to use one of Word's built-in headers or footers: you can create one of your own.

1.Click the **Insert**tab on the Ribbon and click the **Header** or **Footer**button in the Header & Footer group.

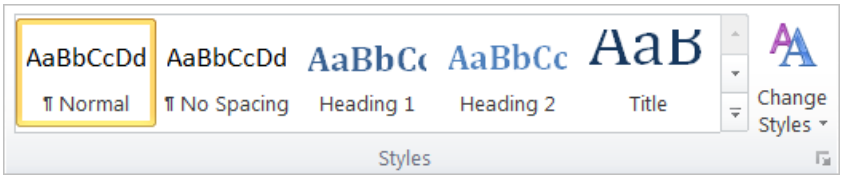
2.Select **Edit Header**or **Edit Footer**from the list.
The Header & Footer Design tab appears on the Ribbon. Use these commands to work with and insert elements into your headers and footers.

3.Position the insertion point where you want to insert the text or element.
The header and footer areas have the same formatting abilities as the main area of the document. You can use the commands in the Position group to help align and position the contents of the header or footer.

4.Enter text and/or insert objects using the Insertgroup of the Design tab under Header & Footer Tools.
When the header or footer looks the way you want it to, close Header and Footer view to resume work on the rest of the document.

Apply a style

Choose a style that is appropriate for the text, and then apply the style.

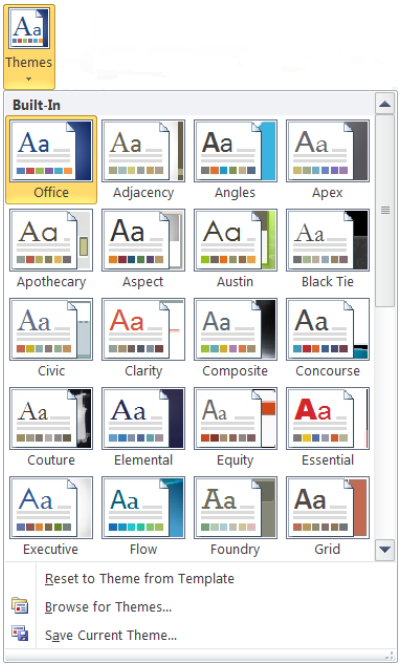


1.Select the text to which you want to apply the style.

2.Click the **Home**tab on theRibbon and click the style you want to use in the Styles Gallery in the Styles group.
The style is applied to the document. To view all the styles in the quick style set at the same time, click the **More**button to expand the group.

Applying Document Themes

Word 2010's document themes provide a consistent and professional look for your documents. Each document theme consists of three design elements:



Apply a document theme

Applying a document themeaffects all elements of the document: colors, fonts, and effects.

1.Click the **Page Layout**tab on the Ribbon and click the **Themes**button in the Themes group.
A list of built-in document themes appears. The default theme is "Office," which is highlighted in orange.

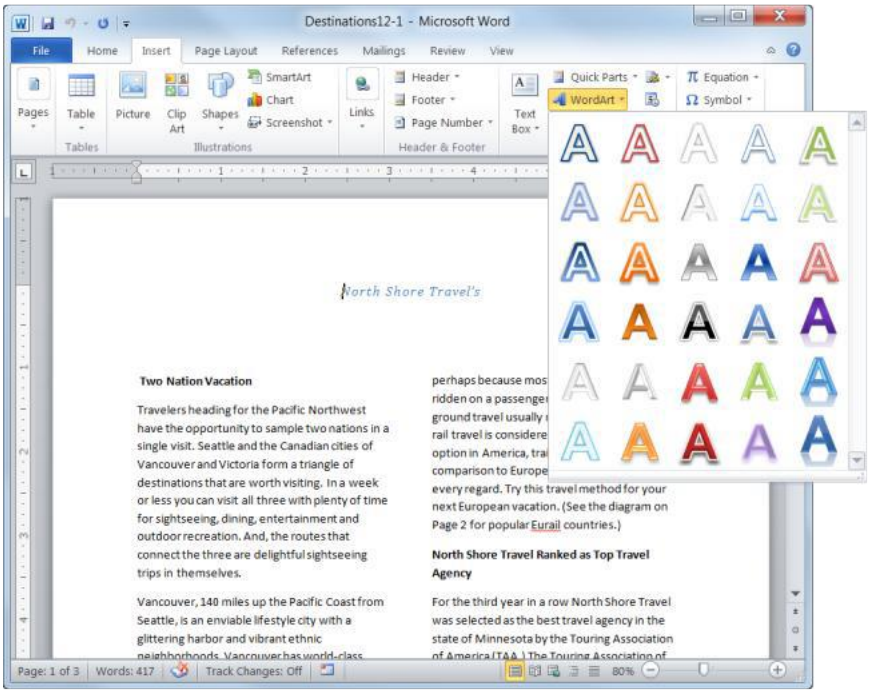
2.Select the document theme you want to apply.
The formatting associated with the document theme is applied to the document.

InsertingWordArt

WordArt is a fast and easy way to add dramatic and colorful effects to text in your documents.

Insert WordArt

Inserting Word Art is like inserting any other text box into your document, but with some additional formatting.



1.Place the insertion point where you wish to insert the WordArt. Even though WordArt appears in the upper left hand corner of the document, it will use the style associated with wherever the insertion point is placed.

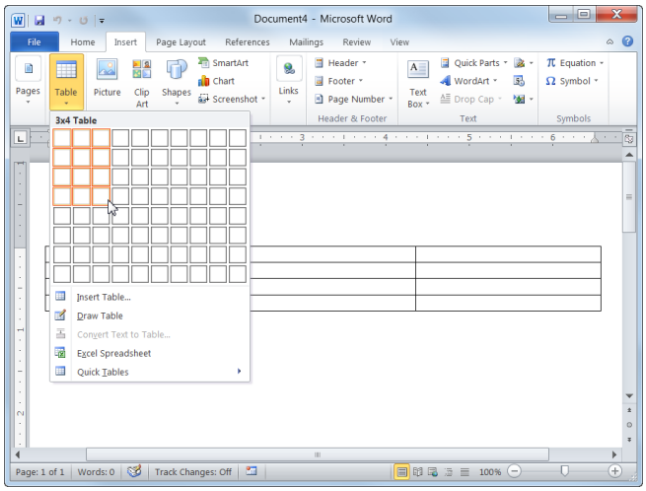
2.Click the **Insert**tab on the Ribbon and click the **WordArt**button in the Text group.
The WordArt gallery appears.

3.Select a WordArt style from the gallery.
A text box appears in the upper left corner of the document.

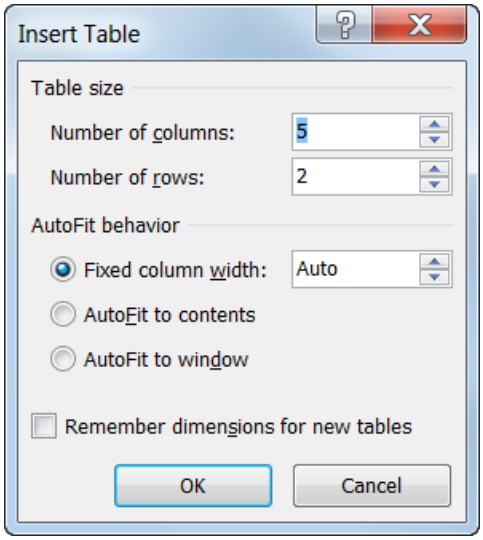
4.Type the text you want to appear in the WordArt.
The WordArt is inserted inthe document.

Insert a table

1.Click the **Insert**tab on the Ribbon and click the **Table**button in the Tables group.
A grid appears, representing rows and columns in the table. As you move the cursor inside the grid, the number of rows and columns that will appear in the table is updated at the top of the list. A preview of how the table will look in the document also appears as you drag your cursor across the grid.



2.Select the number of columns and rows you want to create using the new table grid.
The table is inserted with the number of columns and rows you selected.



Using Table Styles

You can easily spice up your tables by applying built-in table formatting styles.

Apply a table style

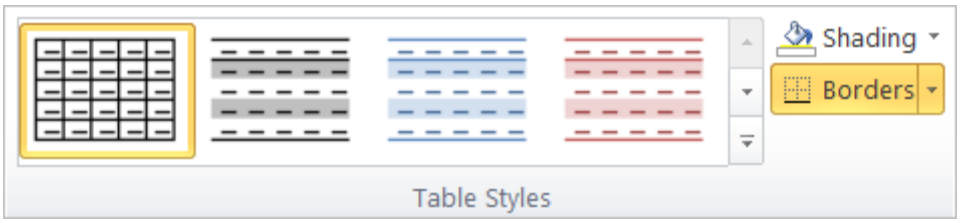
By default, a table is created with the Table Grid style, which includes a basic black border around each cell in the table. Word includes many built-in styles that include more interesting formatting.

1. Select the table.

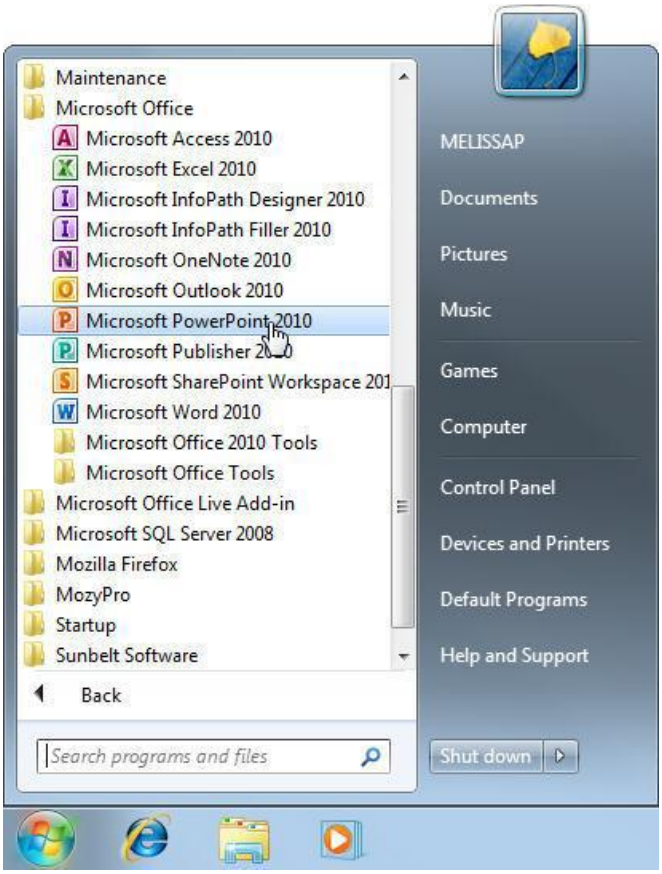
2. Under Table Tools on the Ribbon, click the **Design** tab.

Here you can see the Table Styles group. You can use the arrow buttons to scroll through the table styles in the gallery.

3. Select the style you want to use in the Table Styles group.



Starting PowerPoint2010

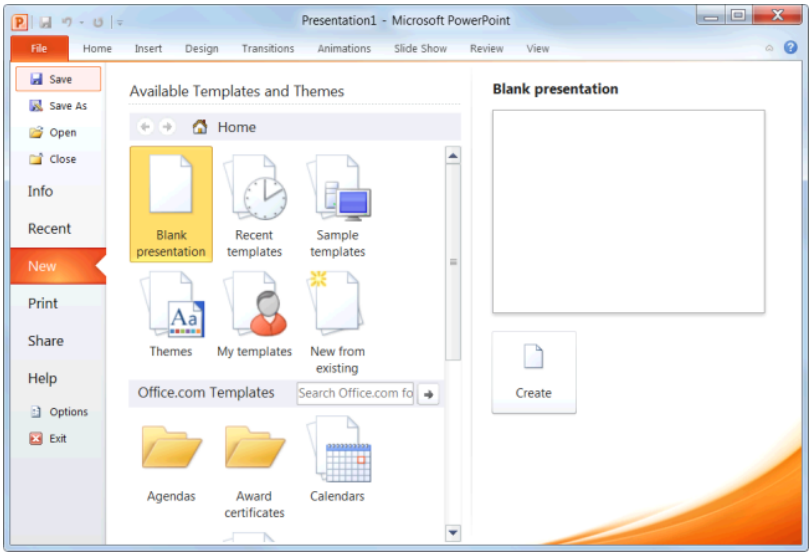


Windows Vista and Windows 7

1.Click the **Start**button.
The Start menu appears.
2.Click **All Programs**.
The left pane of the Start menu displays the programs and menus installed on your computer.
3.Click **Microsoft Office**.
4.Select **Microsoft PowerPoint2010**.
The PowerPoint2010 program screen appears.

Creating a New Presentation

Creating a new presentation is one of the most basic commands you need to know in PowerPoint. You can create a blank new presentation, such as the one that appears when you open PowerPoint, or you can create a new presentation based on a template.



Create a new blank presentation

1.Click the **File** tabon the Ribbon and select **New**.
The New tab of Backstage view appears. By default, the Blank presentationoption is already selected.

2.Make sure the **Blank presentation**option is selected and click **Create**.

Inserting Slides and Deleting Slides

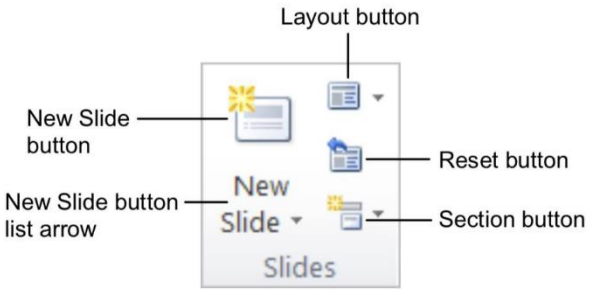
Slides are the building blocks of a presentation. This lesson will show you how to insert a new slide and how to delete a slide.

Insert a new slide

Inserting a new slide is quick and easy.

Click the **Home**tab on the Ribbon and click the **New Slide** button in the Slides group.

A new slide is added to the presentation.



Delete a slide

If you decide you don't need a slide, delete it.

1.On the Slides tab in the Outline pane, select the slide you want to delete.

2.Press **<Delete>**.

The slide is deleted.

Inserting a Text Box

Even though most slides have one or two placeholders for you to insert text, it's a good idea to learn how to insert your own—especially if you plan on creating a blank presentation any time soon.

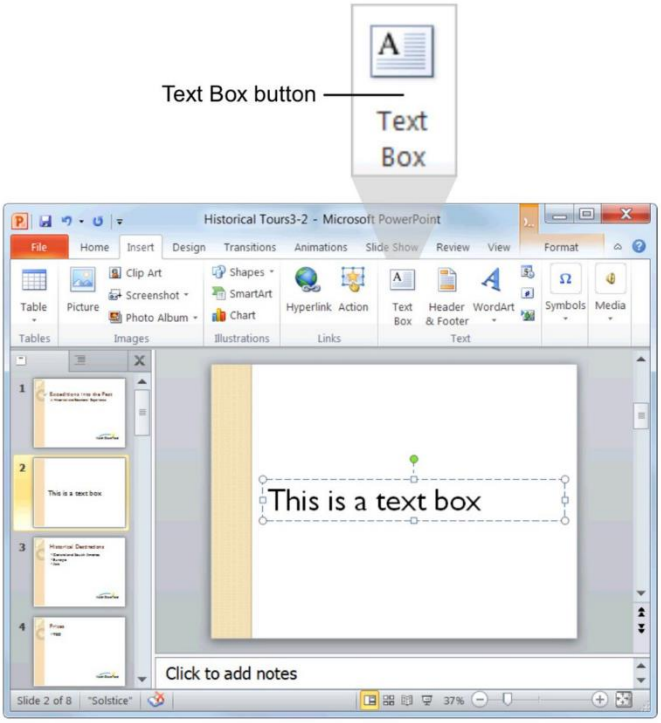
Create a text box

1.Click the **Insert**tab on the Ribbon and click the **Text Box** button in the Text group.

The pointer changes to a , indicating you can draw a text box.

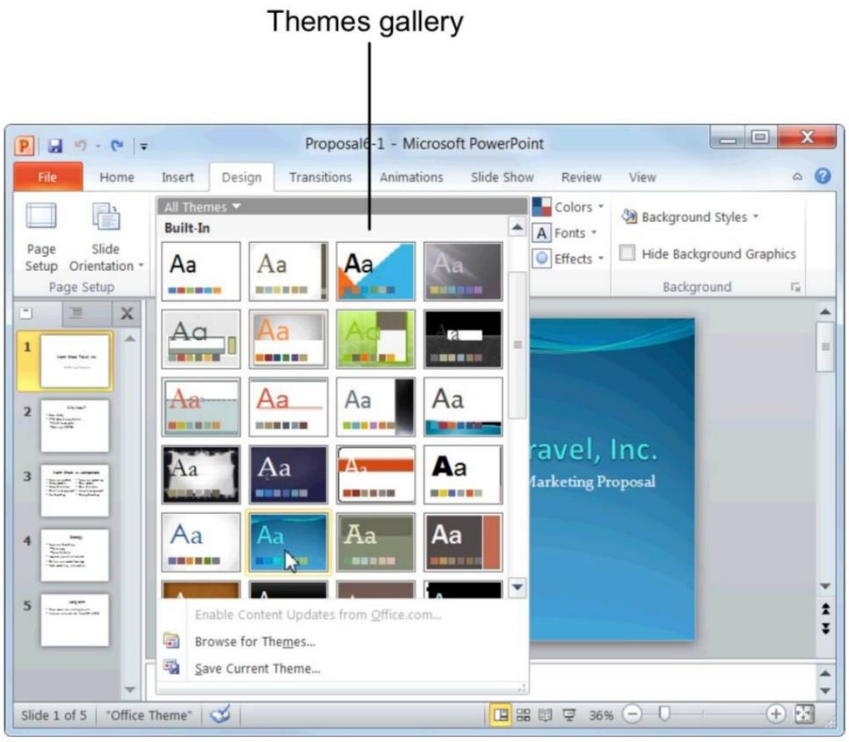
2.Position the mouse pointer where you would like to insert the text box, and click and drag until the text box reaches the desired size.

3.Release the mouse button.



Using Document Themes

A *theme* is a set of unified design elements that you can apply to a presentation to give it a consistent look and feel. Each document theme consists of three design elements:



Theme Colors: A set of eight coordinated colors used in formatting text and objects in the presentation.

Theme Fonts: A set of coordinated heading and body font types.

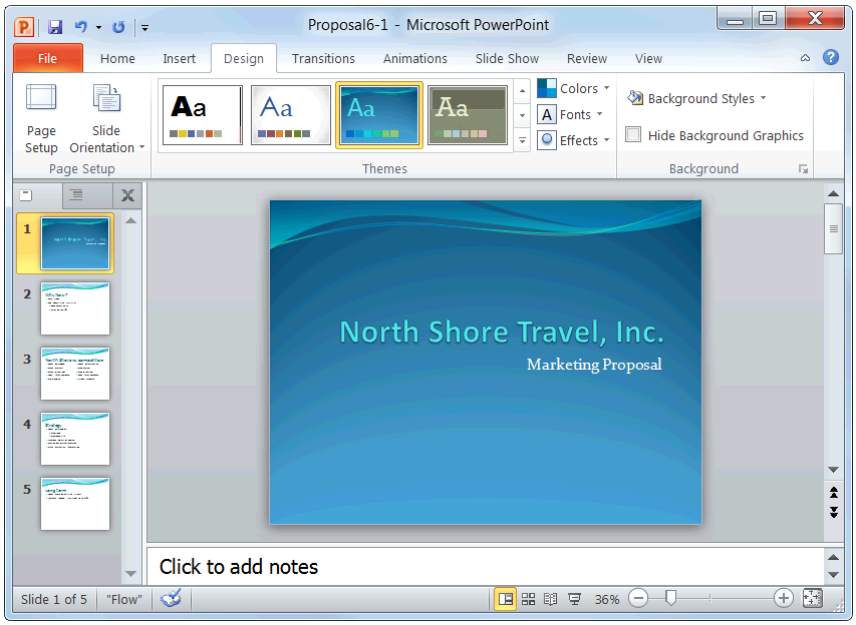
Theme Effects: A set of coordinated formatting properties for shapes and objects in the document.

Apply a document theme

Applying a document theme affects all elements of a presentation: colors, fonts, and effects.

1. Click the **Design** tab on the Ribbon and click the **More** button in the Themes group.
The Themes gallery appears. The default theme is "Office," which is highlighted in orange.

2. Click the theme you want to apply.
The formatting associated with the selected theme is applied to all of the slides in the presentation.



Modify a document theme

You are not bound to keep the colors, fonts, or effects that are assigned to a document theme. You can mix and match theme colors, theme fonts, and theme effects to meet your needs.

1.Click the **Design** tab on the Ribbon and click the **Variants**

2.Click the **Theme Colors**, **Theme Fonts**, or **Theme Effects** button in the Themes group and select the colors, fonts, or effects you want to use.

PowerPoint applies your changes to the presentation.

Inserting Pictures and Graphics Files

1.Click the **Insert**tab on the Ribbon and click the **Picture**button in the Images group.

The Insert Picture dialog box appears.

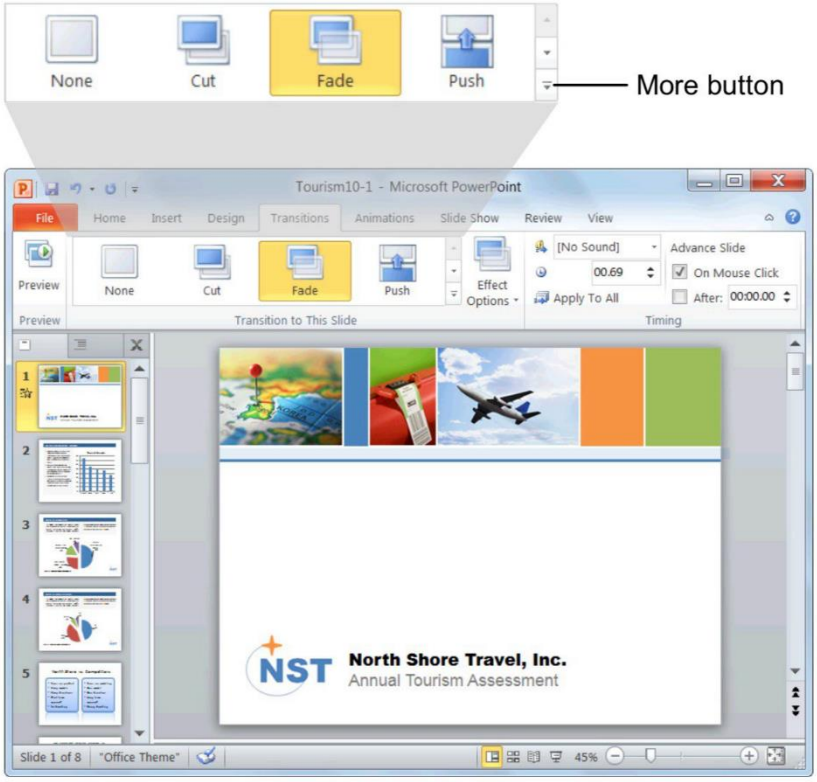
2.Navigate to the location where the file you want to insert is stored.

3.Click the name of the file you want to insert and click **Insert**.

Applying a Transition Effect

The ability to apply transitions to slides has improved in PowerPoint 2010. Plus, some great new transition effects have been added.

A *transition*is an animation that occurs when PowerPoint advances from one slide to the next during a slide show.



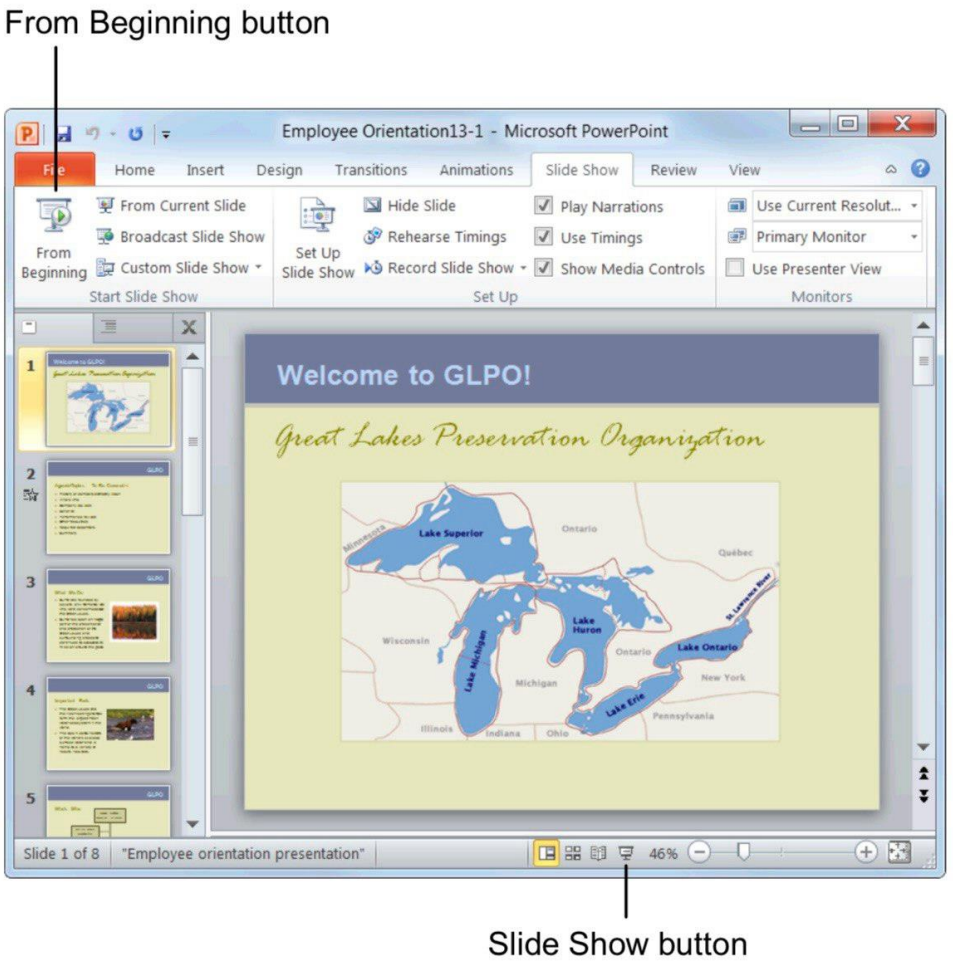
1.Select one slide to which you want to add a transition effect.

2.Click the **Transitions**tab on the Ribbon and click the **More** button in the Transition to This Slide group.
The Transitions gallery appears. To preview the transition, simply point to it.

3.Select a transition effect from the gallery.

Delivering a Presentation on a Computer

Start a slide show

1.Open the presentation you want to present.

2.Click the **Slide Show**tab on the Ribbon and click the **From Beginning**button in the Start Slide Show group.