

Barnaamijka qoraalka



Region
Östergötland

Word waa barnaamij ka mid ah barnaamijyada la socda Microsoft Office, kuwa kale waa Excel, Power Point, Publisher, Outlook iyo Access.

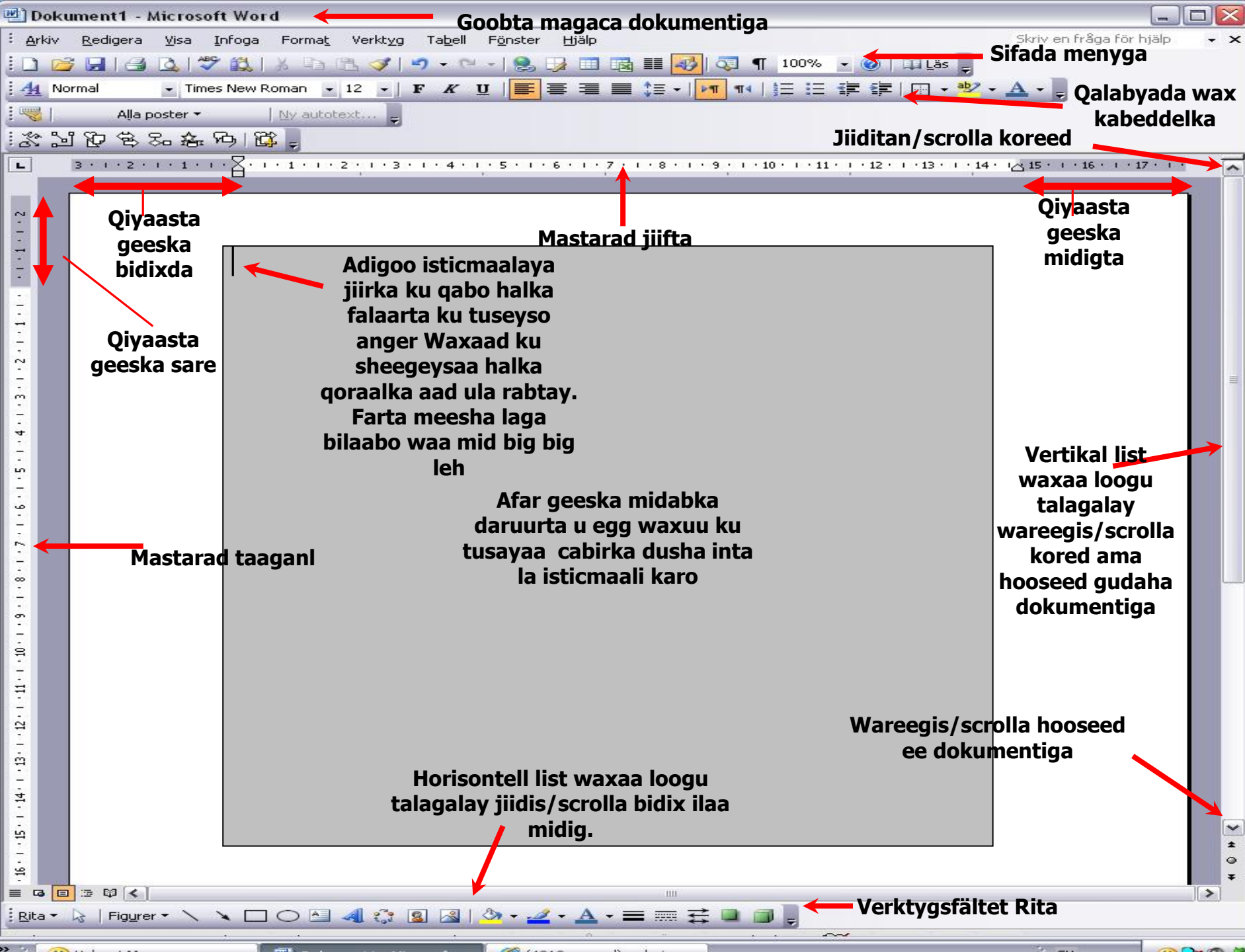
Word waa qalab fududeynaya in lagu samaysto dokumentiyal, tusaale waxaa ka mid ah waar geeys, warqado ama rapport. Waxaad ku dari kartaa sawiro, mabb am qaarado tabeelo aad isku dhex daraysid qoraalka.

Way kala duwan yihin noocyada barnaamijka-Word, Laakin kuligood waxaa ku kala dhex jira qalabo ka kala duwan laguna qoro ama loo baddelo nidamka qoraalka word.

Waad ku kaydin kartaa Word qoralka siyaaboyin kala duwan. Tusaale sida nidamka faylaka pdf. Marka aad ka dhigatid nidamka pdf-fayl waxaa akhrisan karta cid walba madaama barnaamijka programmet Adobe Reader waa kharash la'aan

Microsoft Office bilaash ma aha, laakin waxaa jira qaybab ka mid ah barnaamijka oo bilaash ah oo laga soo dajinsan karo internetka. Tusaale Microsoft Open Office. Waa hal barnaamij oo aad ku furan kartid faylaka aad ka samaysay barnaamijka Word iyo dhinaca kale ba.

Ciwaankan hoos ku yaala ayaad ka soo shuban kartaa barnaamijkan Microsoft Open Office waa bilaash: <http://download.openoffice.org/index.html>



Goobta magaca dokumentiga

Sifada menyga

Qalabyada wax kabeddelka

Jiiditan/scrolla koreed

Qiyaasta geeska bidixda

Qiyaasta geeska sare

Mastarad taaganl

Mastarad jiifta

Qiyaasta geeska midigta

Vertikal list waxaa loogu talagalay wareegis/scrolla kored ama hooseed gudaha dokumentiga

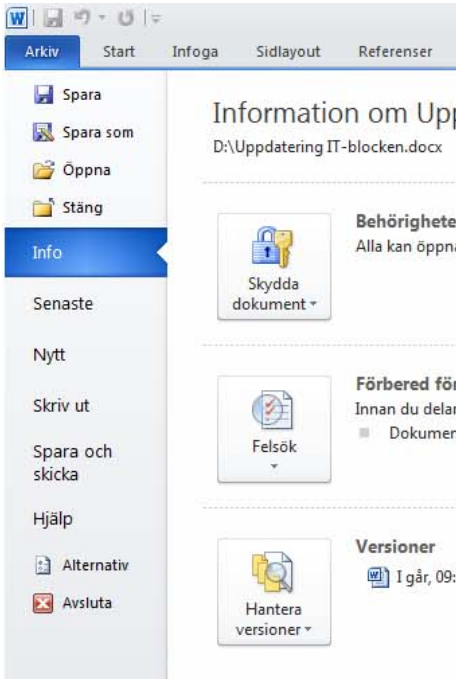
Wareegis/scrolla hooseed ee dokumentiga

Horisontell list waxaa loogu talagalay jiidis/scrolla bidix ilaa midig.

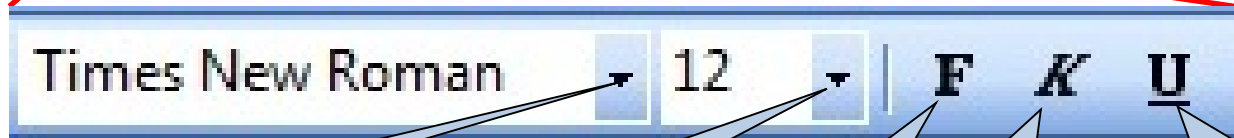
Verktlygsfältet Rita

Adigoo isticmaalaya jiirka ku qabo halka falaarta ku tuseyso anger Waxaad ku sheegeysaa halka qoraalka aad ula rabtay. Farta meesha laga bilaabo waa mid big big leh

Afar geeska midabka daruurta u egg waxuu ku tusayaa cabirka dusha inta la isticmaali karo



- **Kaydi:** Kaydi dukumeentiga ka dib marka aad isbeddello ku samayso, oo isticmaal isla magacii faylka ee hore iyo isla goobtii hore.
- **Ku kaydi:** Dukumeentiga kaydi markii ugu horraysay.
- **Fur:** Fur dukumeenti aad hore u abuurtay oo aad kaydisay.
- **Dhawaa:** Dukumeentiyadii ugu dhawaa ee aad abuurtay.
- **Cusub:** Fur dukumeenti cusub oo bannaan.
- **Daabac:** Daabac dukumeenti buuxa.



- Farta
- Qiyaasta farta
- Adag
- Janjeera
- Hoos xarriiq

Jeexa qalabka ee Qaabaynta

- **Farta:** Dooro farta adigoo gujinaya leebka yar. Waxaa jira faro kaladuwan oo farabadan.
- **Qiyaasta farta:** Dooro qiyaasta adigoo gujinaya leebka yar..
- **Adag:** Guji **B** si aad qoraalka khad adag ugu yeesho. Khadka adag qoraalka ka saar adigoo mar kale gujinaya **B**.
- **Janjeera:** Guji *I* si aad u janjeeriso qoraalka. Janjeerka ka saar adigoo mar kale gujinaya *I*.
- **Hoos xarriiq:** Guji U si aad u hoos xarriiqdo qoraalka. Hoos xarriiqa ka saar adigoo mar kale gujinaya U.

Xarfaha kala duwan

Arial

mistral

ENGRAVERS MT

curlz MT

Times New Roman اندلسي

Cabbirka xarfaha qoraalka

Teckenstorlek 14

Teckenstorlek 20

Teckenstorlek40

Teckenstorlek 60

Noocyada habka farta qoraalka

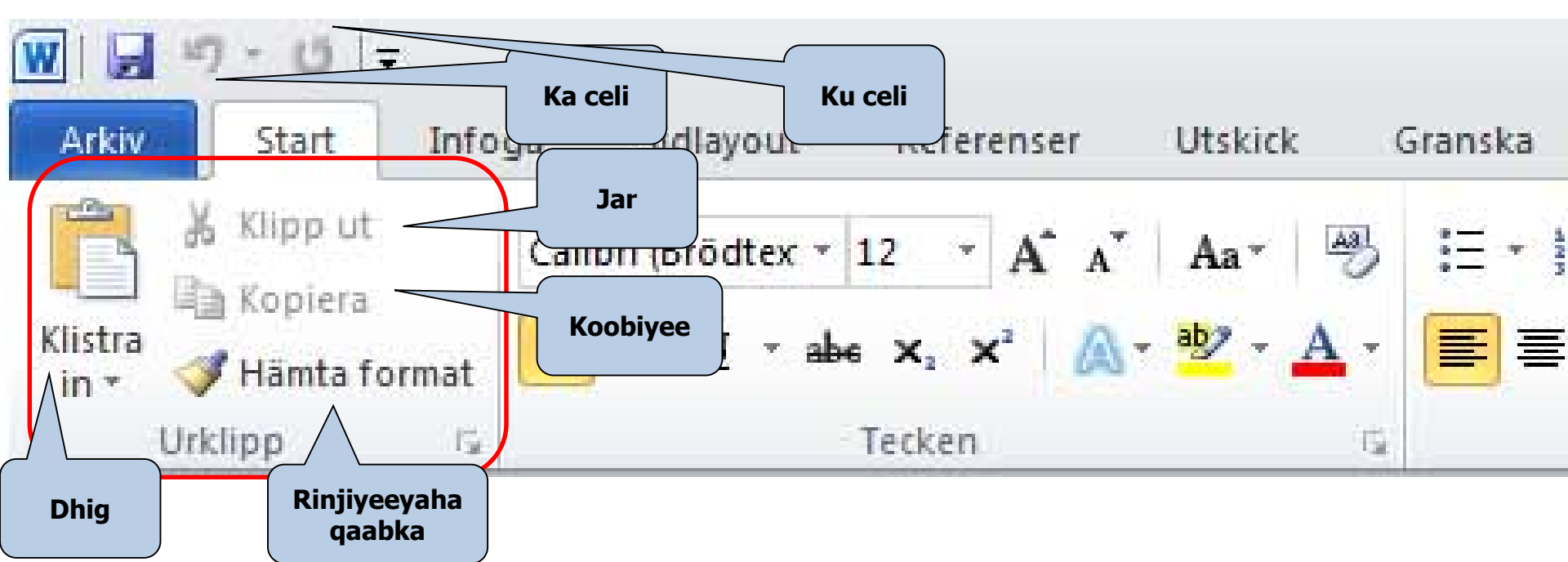
Fet balaarn

Kursiv ***balaaran iyo qaloocan***

Hoos ka xariiqan

Farta weyn oo hoos ka xariiqan

Hoos ka xariiqan, balaaran



Qalabka tafatirka

- **Jar:** Loo isticmaalo si loo jaro qaybaha dukumeentiga dhammaantood ama qaar xul ah, taasoo kuu suurtoogelinaysa in aad kuwaas goob kale ka dhigto dukumeentiga ama dhigto dukumeenti kale.
- **Koobiye:** Loo isticmaalo si loo koobiyeeyo qaybaha dukumeentiga dhammaantood ama qaarkood oo kuwaas goob kale laga dhigo dukumeentiga ama la dhigo dukumeenti kale.
- **Dhig:** Loo isticmaalo si loo dhigo qaybta dukumeentiga ee lagu jaray ama lagu koobiyeeyey marxadii hore. Tilmaamaha fiiqa u qaad halka saxda ah ee aad rabto in qoraalku uu yaallo ka dibna hal jeer guji **Dhig**.
- **Rinjiyeeyaha qaabka:** Nuqul ka samee *qiyaasta, habka, midabka, farta, iwm*, ee qaabka qoraalka, oo qaabkan ku koobiye qayb kale oo ka mid ah qoraalka.
- **Ka celi:** Waxay kaa celinaysaa hawlgalkii ugu dhawaa. Haddii aad leebkan gujiso, waxaad dib ugu noqon kartaa dukumeentiga waxaanad iska celin kartaa ama ka noqon kartaa marxalado badan.
- **Ku celi:** Guji si aad ugu celiso waxa aad iminka uun iska celisay.

Dokument1 - Microsoft Word

Arkiv Redigera Visa Infoga Format Verktøyg Tabell Fönster Hjälp

Skriv en fråga för hjälp

Normal Times New Roman 12 F K U

Alla poster Ny autotext...

3 1 2 1 1 1 1 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Hagaajin biddixeed Dhexdhex Hagaajin midigeed Hagaajin qoraalka Masaafad Bidix ilaa midig Midig ilaa bidix Laymanka tirsan Listoooyinka dibceysan Yarey jiditan ka Weyney jiiditanka

Goobta qalabada - wax ka baddelida

- **Haqaajin bidxeed:** Waa toosanyahay iyo dhinaca bidixda u badanyahay. Qaybta qoraalka waxuu uu badanyahay dhinaca bidixda.
- **Dhexdhexaad:** Qabta qoraalka waa dhexdhexaad
- **Hagaajin midigeed:** Högermarginalen blir rak och vänstermarginalen blir ojämn. Stycket placeras på höger sida.
- **Hagaajin qiyaasan:** Qiyaasta midigta iyo bidixda waa toosanyihin.
- **Masaafada safka:** Sheeg masaafadaha safarka Ku qabo falaarta kuwa la dooran karo.
- **Midig ilaa bidix:** Sheeg qoraalka dhinaca midig ilaa bidix, tusaale Iswedishka ama Engriiska.
- **Bidix ilaa midig:** Sheeg dhinaca qoraalka bidix ilaa midig, tusaale qoraalka carabiga.
- **Listada lambareysan:** Waxa la isticmaala marka dhowr qodob aad lambareysid aad rabtid.
- **Listada qodobaha:** Isku si ayuu u shaqeeyaa sida listada lambareysan Laakin waxaa la soo qaadanaya qodobo sida ka kale lambaro la isticmaalo.
- **Yarey jifada:** Yareey jifada qaybta qoraalka.
- **Weyney jifada:** weyney jifada qaybta qoraalka .

Listada dhixceysan :

Qor qodabka ugu horeeya kedib halkan sii riix *punktlista* gudaha verktygsfältet. Mar walba aad *Enter* taabatid waxaa kuu bilaabanaaya sifo qodab cusub leh. Hadii aad rabtid in aad istaajisid waxaad dib u galeysaa halkan dib u gal *punktlista* i gudaha verktygsfältet.

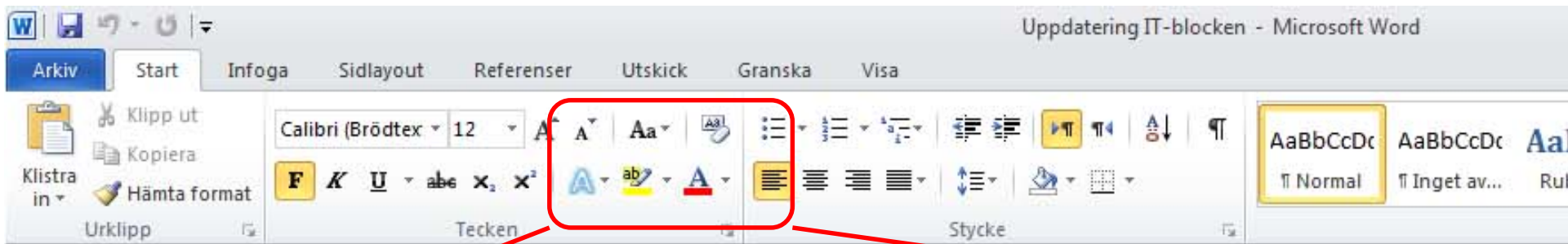
- Qodabka koobaad.
- Qodabka labaad.
- Qodabka sadexaad.

Listada lambareysan – Hadii aad rabtid in aad listo lambareysan ku qortid:

Hadii aad rabtid in aad listo lambareysan aad ku qortid. Qor qodabka ugu horeeya kedib halkan dooro *Numrerad*

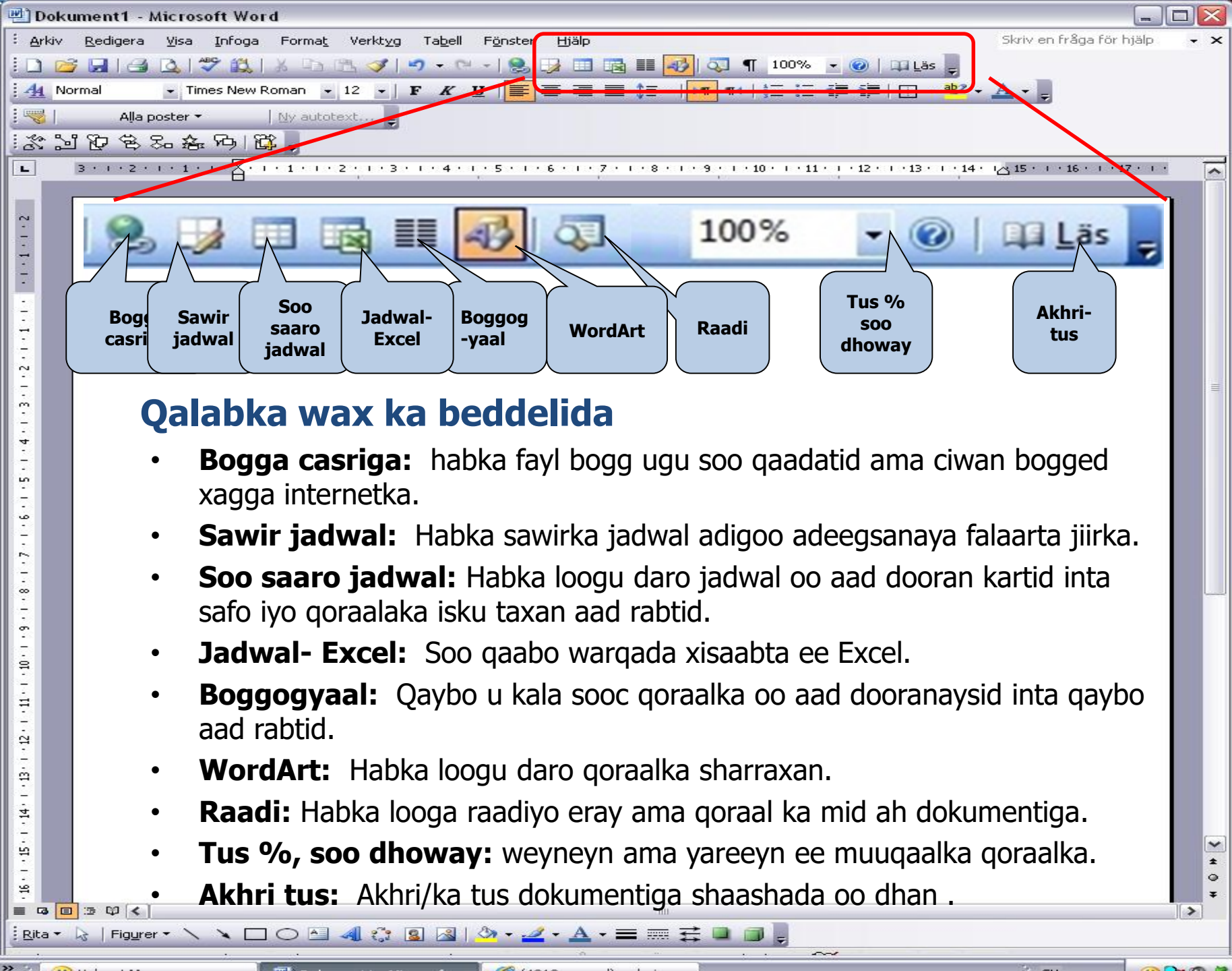
lista gudaha qalabka wax ka beddelida halkan (verktygsfältet). Mar walba aad *Enter* taabatid waxaa kuu bilaabanaya sifo lambar cusub leh. Hadii aad rabtid in aad istaajisid listada lambareysan halkan dib u gal *Numrerad lista* gudaha qalabka wax ka beddelida (verktygsfältet).

1. Lambarka koobaad.
2. Lambarka labaad.
3. Lamberka sadexaad.



Jeexa qalabka ee Qaabaynta

- **Xadka dibadda:** Loo isticmaalo si xad loogu sawiro hareeraha qoraalka.
- **Midabka ifinta:** Loo isticmaalo si loo doorto midabka dambe ee xuruufta. Waxaad midab kaste ka dooran kartaa liiska adigoo gujiya leebka.
- **Midabka farta:** Midabka farta ka dooro liiska adigoo gujiya leebka.



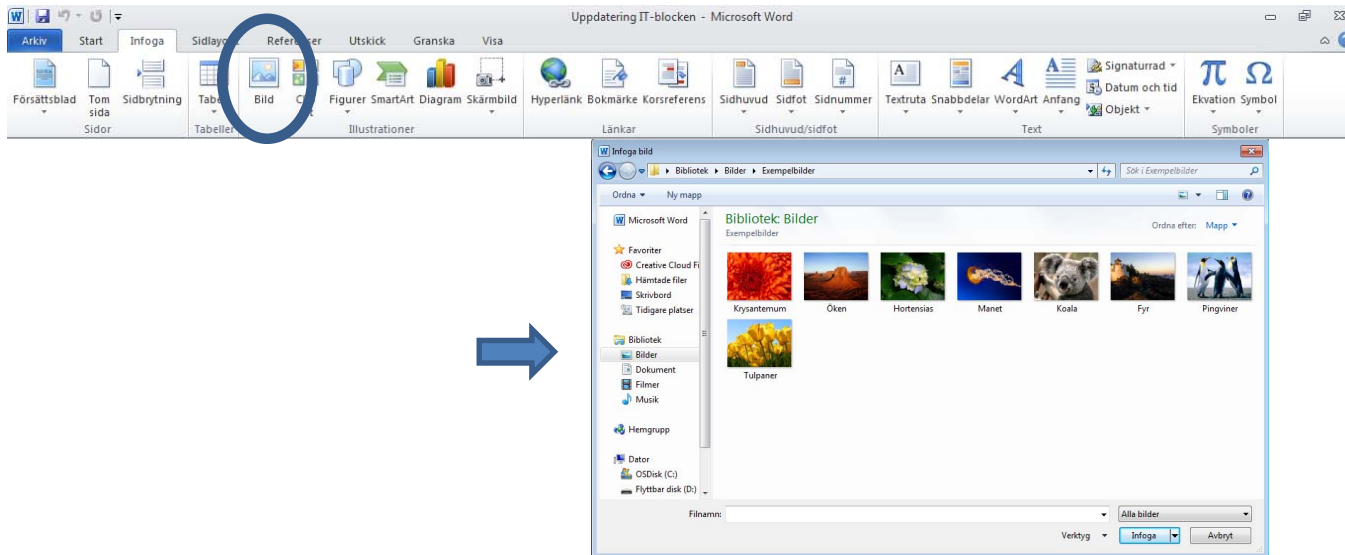
Qalabka wax ka beddelida

- **Bogga casri:** habka fayl bogg ugu soo qaadatid ama ciwan bogged xagga internetka.
- **Sawir jadwal:** Habka sawirka jadwal adigoo adeegsanaya falaarta jiidka.
- **Soo saaro jadwal:** Habka loogu daro jadwal oo aad dooran kartid inta safo iyo qoraalaka isku taxan aad rabtid.
- **Jadwal- Excel:** Soo qaabo warqada xisaabta ee Excel.
- **Boggogyaal:** Qaybo u kala sooc qoraalka oo aad dooranaysid inta qaybo aad rabtid.
- **WordArt:** Habka loogu daro qoraalka sharraxan.
- **Raadi:** Habka looga raadiyo eray ama qoraal ka mid ah dokumentiga.
- **Tus %, soo dhoway:** weyneyn ama yareeyn ee muuqaalka qoraalka.
- **Akhri tus:** Akhri/ka tus dokumentiga shaashada oo dhan .

Sawirro dhex geli

- Guji **Dhex geli**. Dooro **Sawir**.
- Waxaa furmaya sanduuq hadal leh halkaasoo aad kumbiyuutarka kaga dooran karto sawir, ka dibna guji Dhex geli.

Word 2010



Dhex gelinta muuqyo ama WordArt (Farshaxan Erey) dukumeentiyada

Loo isticmaalo si loogu daro muuq ama la iskugu daro muuqyo badan. Guji liiska **Dhex geli** oo dooro **Muuqyo**. Waxaad kala dooran kartaa xarriiqyo, muuqyo joomatari caadi ah, leebvo, iwm.



Waxaa lagu doortaa qoraal qurxin ah oo aad dukumeenti ku darto

Dooro muuqa aad rabto in aad dukumeentiga dhex geliso

Waxaa qiyaasta muuqa la beddeli karaa iyadoo mariyo qarka muuqa. Marka tilmaamaha doolli waxaad jiidii kartaa muuqa si aad u ballaarisoo

Maria



Isticmaal liiska **Dhex geli** oo dooro **WordArt** si aad dukumeenti ugu darto qoraal qurxin ah.

Furaya tusaalooyin hore loo sameeyey oo aad kala dooran karto.

- Waxaad beddeli kartaa farshaxanka WordArt ee hore u jira, sida qiyaasta farta iyo midabka qoraalka, adigoo isticmaala xulashooyinka qalabka sawiridda ee toos u soo baxa marka aad dhex geliso ama doorato farshaxanka WordArt ee dukumeenti. Ama midig ka guji muuqa adigoo isticmaalaya doolliiga oo dooro **Qaabee Muuqa Toos ah**.

Skriv din text här

Halkan wax ku qor

Dhex gelinta lambarrada bogga

- Guji liiska **Dhex geli** oo dooro **Lambarka Bogga**.



- **Sanduuqa hadal leh** dhexdiisa ayaad ka dooran kartaa halka aad rabto in lambarka boggu ka muuqdo.
- Waxaad dooran kartaa haddii aad rabto in aad bogagga u isticmaasho xuruuf ama lambarro, iyo xarafka ama lambarka aad rabto in bogagga laga bilaabo

Xuduudda

. Fur **Khariidadda Bogga** ka dibna guji **Xuduudda Bogga**.

Hore u eegta xadka bogga

Dooro haddii aad xadka bogga wada gelinayso dukumentiga, ama xulasho kale.

Habka xadka bogga

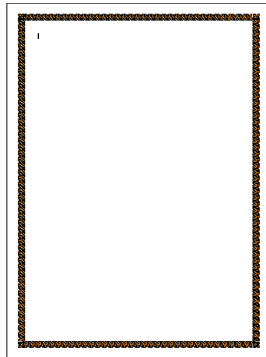
Sanduuqa hadal leh ee soo socda ayaa furmaya halkaasoo aad ka dooran karto habka xadka bogga, nooca xadka bogga, ballaarka xadka bogga, iyo weliba farshaxanka.

Xuduudda iyo Hadhaynta

Lifaaqa 1, **Xuduudda**

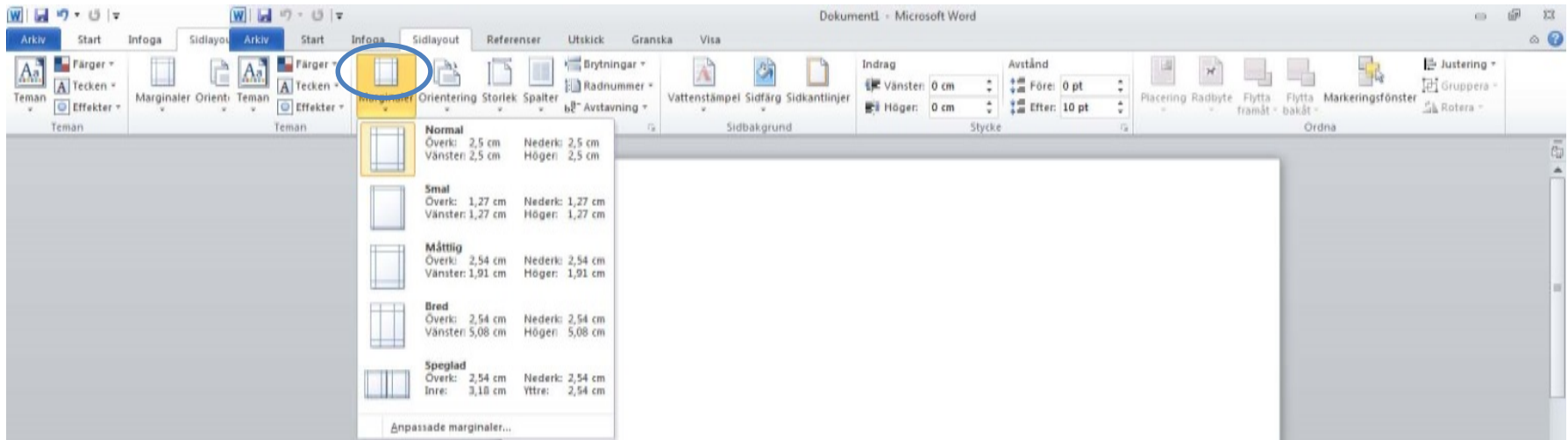
Lifaaqa 2, **Xadka Bogga**

Lifaaqa 3, **Hadhaynta**



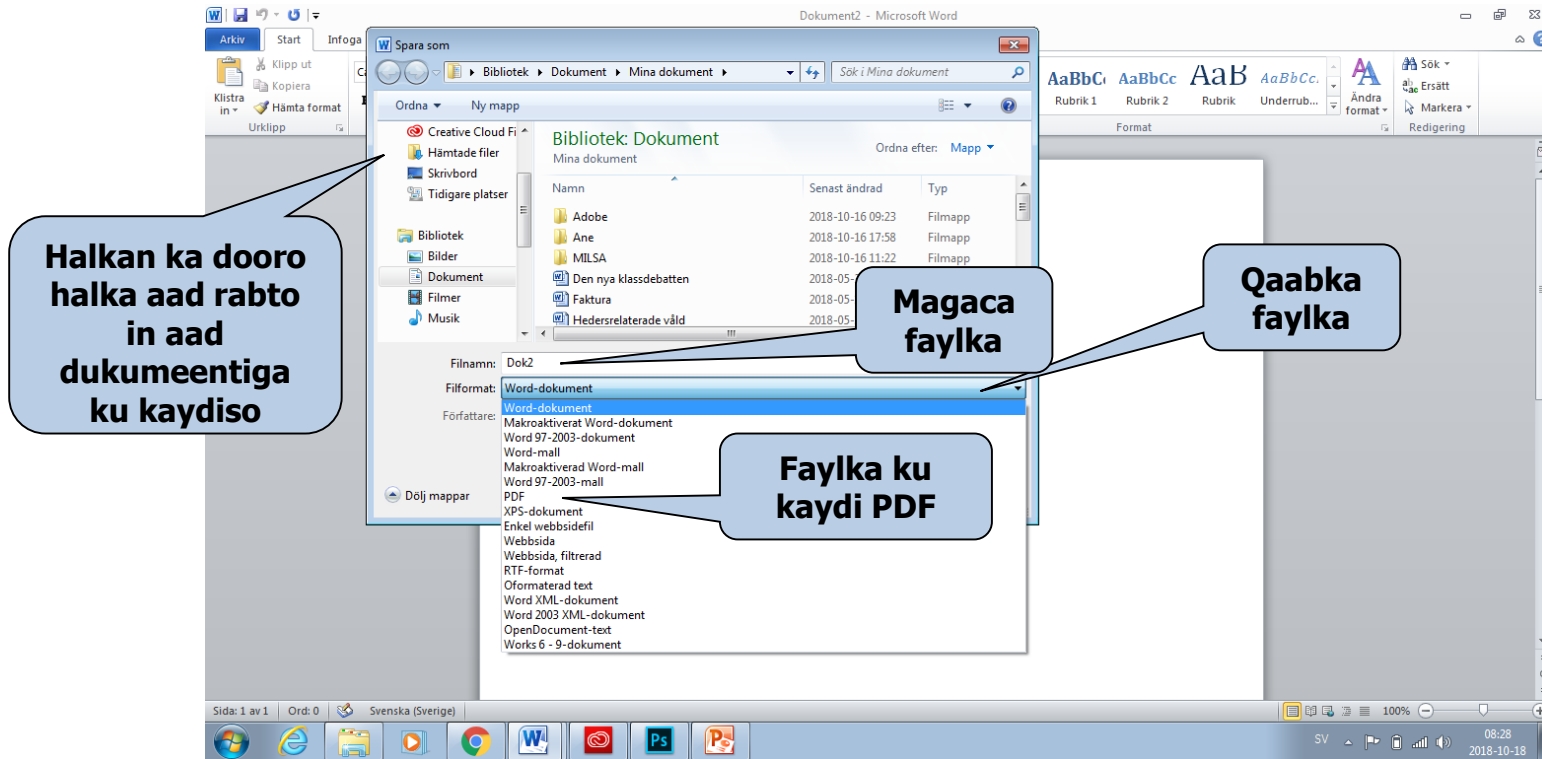
Habaynta Darafyada iyo Bogga

- Maaree darafyada adigoo fura **Khariidadda Bogga** oo doorta **Darafyada**.



Kaydi

- Fayl cusub kaydi adigoo fura liiska **Faylka** oo doorta **Ku Kaydi**.



- Waxaa barnamijka Word ku jira dhowr xulasho oo fayl lagu kaydin karo.
- Sanduug hadal leh ayaa muuqanaya halkaasoo aad ka dooran karto halka aad rabto in aad dukumeentiga ku kaydiso, magaca aad rabto, iyo weliba qaabka.
- Si aad dukumeenti cusub u abuurto, liiska **Faylka** ka dooro **Ku Kaydi**. Si aad u kaydiso isbeddellada aad ku samaysay dukumeenti aad hore u kaydisay, jeexa qalabka ka guji **Kaydi** ama liiska **Faylka** ka dooro **Kaydi**.
- Si aad nuqul uga samayso dukumeenti hore u jira, dooro **Ku Kaydi** oo dukumeentiga u geli magac cusub.

Hore u eeg oo daabac

Ka hor inta aadan wax daabacin, waxaa fiicnaan karta in aad fikrad ka hesho sida uu dukumeentigaagu u eeg yahay. Habka hore u eeg ayaa sawir ku muujiya bog kaste oo dukumeentiga ku jira.

- Fur liiska Daabac oo dooro Daabac. Waxaa jira dhowr xulasho oo aad kala dooranayso.

The image shows a screenshot of the Microsoft Word application window. The 'Utsäck' (Print) menu is open, showing various options for printing the document. Several callouts in blue speech bubbles point to specific options:

- Daabac dukumeenti buuxa**: Points to the 'Skriv ut' (Print) icon at the top of the menu.
- Tirada nuqul**: Points to the 'Kopier' (Copies) dropdown menu, which is currently set to '1'.
- Daabace dooro**: Points to the printer selection dropdown menu, which is currently set to 'Samsung CLP-360 Series Frånkopplad'.
- Si aad u daabacdo bogag gaar ah, sanduuqa ku ag yaalla geli lambarka bogga**: Points to the 'Sidor' (Pages) dropdown menu, which is currently set to '1'.
- Isku dhejin**: Points to the 'Sorter' (Range) dropdown menu, which is currently set to '1,2,3'.

The screenshot also shows the 'Inställningar' (Settings) section, which includes options for 'Skriv ut alla sidor' (Print all pages), 'Skriv ut hela dokumentet' (Print the whole document), 'Skriv ut på ensa sidan' (Print on one side), 'Sorter' (Range), 'Stående orientering' (Portrait orientation), 'A4' (Paper size), 'Normala marginaler' (Normal margins), and '1 sida per ark' (1 page per sheet).

- Fur liiska **Daabac** oo dooro **Daabac**. Sanduuq hadal leh oo cusub ayaa muuqanaya halkaasoo aad ka dooran karto xulashooyinka daabacaad kaladuwan.