Part I
The Internet
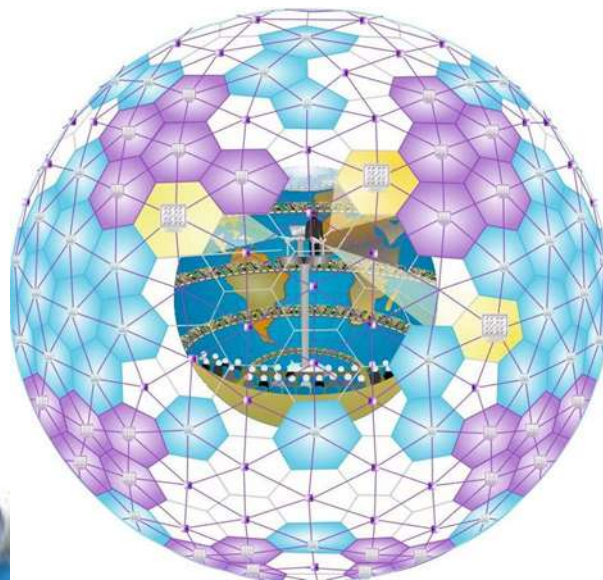
Chapter 1
Internet Concepts

- **History of the Internet.**
- **Internet concept .**
- **Protocol concept .**
- **Web Site concept.**
- **Home Page concept.**
- **Hyperlink concept.**
- **URL concept.**
- **Download concept.**
- **Upload concept.**
- **Browser concept.**
- **Internet services.**

Aim

To give the student the main concepts of the internet technology.

Objectives

After completing this lesson, you will be able to understand the following definitions:

- Internet.
- Protocol.
- Web Site.
- Home Page.
- Hyperlink.
- URL.
- Download.
- Upload.
- Browser.
- Internet services.

Introduction: (History of the Internet)

Nowadays it is difficult to imagine the world without the Internet.

It enabled us to use our computers to reach practically every other computer on the globe. Here you'll read about:

- Technological breakthroughs and blunders.
- The evolution of Internet devices, slang, and symbols.
- The Internet's influence on society and culture.

WAR

Prehistory of the Internet: 1843 - 1956

The Internet is the child of several marriages: government and Academic scientific research ; telecommunications and computing. World War II accelerates the need for both high-speed computing and improved telecommunications.

Governments , Army and Universities : 1957 - 1969

Many governments have spent a lot of funds on science, which brings the Net. Many universities and small businesses jump on the bandwagon

What Does a Network Do? 1970 - 1978

Once it has been proved that computers can be networked, the quest begins to find out what can be done with the network. Meanwhile, the PC bursts on the scene, changing the computing landscape forever.

Because It's There: 1979 – 1984:

Networking technology moves away from the government and towards the universities, and key advances in both technology and theory establish the structure of the Internet as we now recognize it.
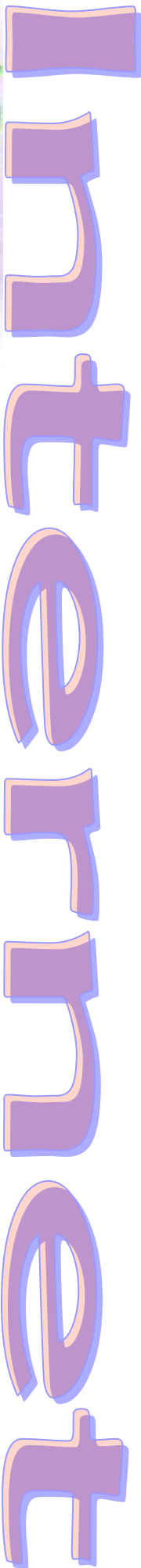
World Wide Wonder: 1991 - 1994
The synergy of several revolutionary concepts results in the WWW, which takes the Net, and the world, by storm.

Living on Internet Time: 1995 – 1998
The net becomes popular ,everybody can use it ,and everybody can communicate with each other.

Until now:

In the twentieth century, information technology and knowledge era took place. In the twenty - first century, the vision is open to new dreams and new world full of knowledge, fun and benefits.

Activity 1

Co-operating with your group, suggest three points for the following question: What the internet add to our modern life?

(1) …………………………………… …………………………….

(2) …………………………………… …………………………….

(3) …………………………………… …………………………….

The Internet:

The Internet is a computer network made up of thousands and millions of networks worldwide. No one knows exactly how many computers are connected to the Internet. It is certain, however, that these computers are in the millions and are growing.

No one is in charge of the Internet. There are organizations which develop technical aspects of this network and set standards for creating applications on it, but no governing body is in control.

Activity

With your group, conclude three statements from internet definition.

(1) ....
....

(2) ....
....

(3) ....
....

Protocol:

If two persons want to deal with each other, it is preferable to set a protocol to communicate. Computers also need protocols to communicate. All computers on the Internet communicate with each other using the communication protocols.
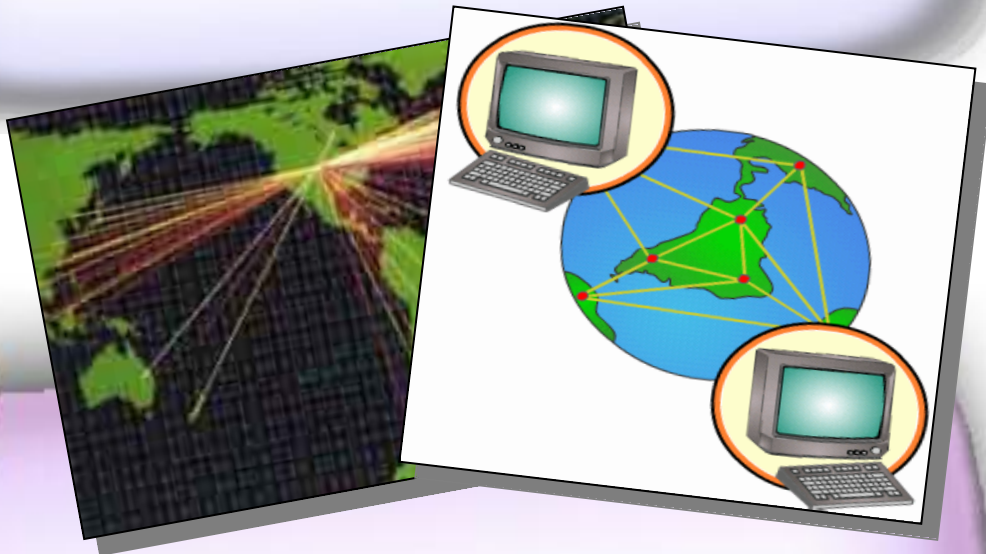
The following are the famous protocols used in the Internet:

(1) **The TCP/IP protocol** : refer to the two most important protocols in Internet. the Transmission Control Protocol **(TCP)** and the Internet Protocol **(IP)** used to connect different networks designed by different vendors into a network of networks (the "Internet").

- **TCP** - is responsible for verifying the correct delivery of data from a computer to another.
- **IP** - is responsible for transferring data between computers.

(2) **FTP** (File Transfer Protocol): is simply a way of transferring files to and from the Internet.

Web Site:

Any company or any business creates for itself a web site that allows its visitors to know about this business and eventually communicate with it.

The web site "tour in Egypt"

The web site of "ministry of Education"

The web site is the place to visit to know more about the entity that owns this web site, it is a collection of one or more web pages grouped together.
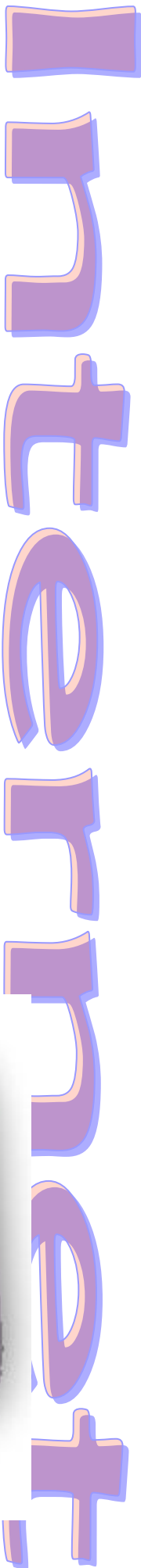
Activity

Teacher discusses with the student:
What is meant by Web site?

………………………………………………………

………………………………

……………………………………………..

Home page of web site:
When you start visiting a web site, you start by its home page, then, you can navigate the web site by BROWSING the different pages. The main page of a web site, through it you can navigate the web site is called its "Home page"
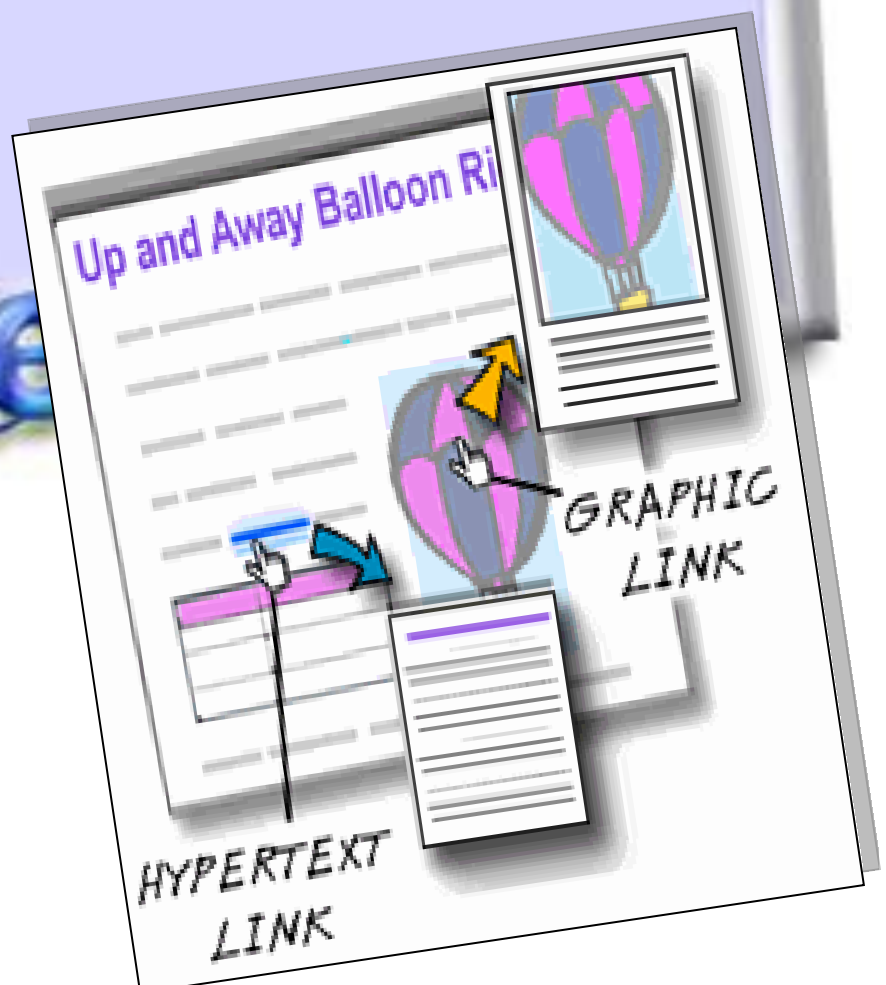
Hyperlink:

A hyperlink is simply a part of the text (or graphic) on a web page, when that part is clicked it enables :

- Taking you to a different part of the same page.
- Taking you to a different page within the Web site.
- Taking you to a page in a different Web site.
- Enabling you to download a file.
- Launching an application, video or sound.

Up and Away Balloon Ri

GRAPHIC LINK

HYPERTEXT LINK

Activity

Put the suitable concept in it's place:
(Home Page – The internet – Protocol –
Web page – Web Site - navigate)

(1) …………. can move data between computers.
(2) The main page of web site is ………. .
(3) When you click on a hyper text or graph you can ……….. the internet.

Internet explorer

Browser: Software program used to view and interact with various types of Internet resources available on the World Wide Web, Netscape and Internet Explorer are two common examples.

Netscape navigation

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The URLs or address: The URL (Uniform Resource Locator) gives the address of a Web site you want to visit, if you wish to use your Web browser to visit the EGYPTE MINISTRY OF EDUCATION Web site you would have to use the URL below, **http://www.moe.gov.eg**
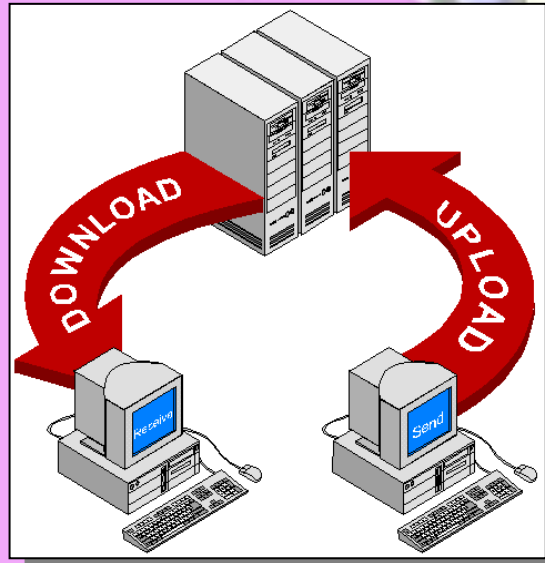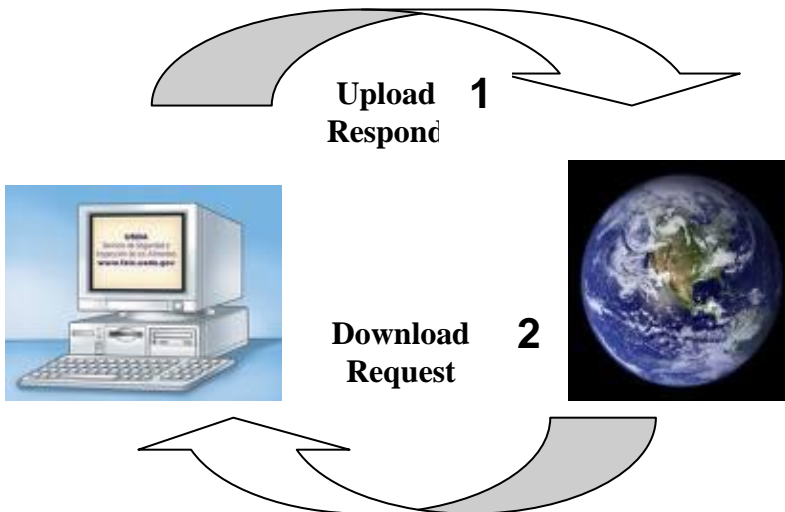
http://www.moe.gov.eg

Upload: transfer a file or program to a central computer from a smaller computer. (from my computer to the internet).

Download: To copy or move a file from another computer or disk onto another (from the internet to my computer).
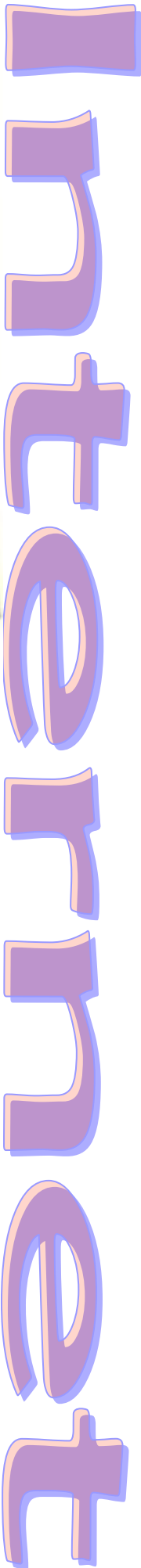

Activity

With your group, **explain** the following picture:

Upload **1**
Respond

Download **2**
Request

(1) ……………………………………………
(2) ……………………………………………

Activity

Put the suitable concept in it's place:
   (Browser – Upload – Download – URL)
(1) When you connect to the Internet, you must have to follow a ………… .
(2) The internet explore program is …………

The Internet services: An Internet user has access to a wide variety of services. You hear from your parents and / or your friends new words that emerged with the internet :e-mail, chat, web, e-commerce and many other things.

Activity

Teacher discusses with the student:
- What is meant by e-mail?
- What are the advantages of e-mail over ordinary mail?

…………………………………

…………………………………

…………………………………

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…………………………………

…………………………………

…………………………………

E-mail allows computer users locally and worldwide to exchange messages. Instead of using traditional letters and post offices, people now use the e-mail to send and receive messages to and from their friends and business partners. Each user of the E-mail has a mailbox address to which messages are sent.

Activity

Chat: A real-time conferencing capability between two or more computer users on the Internet, thus, two persons or more can discuss a specific topic with you on line
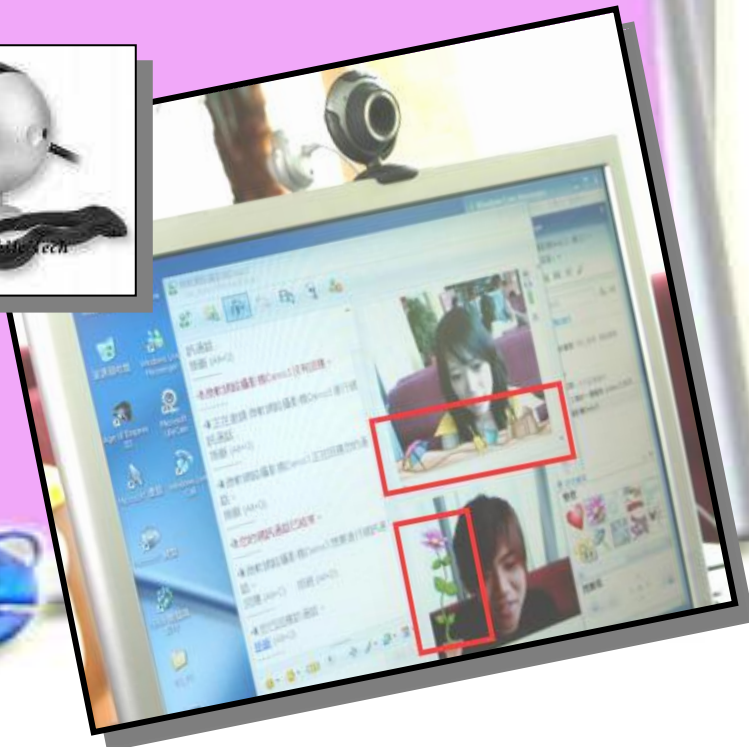
Activity

Teacher discusses with the student:

Do you know, What is meant by Web cam?

……………………………………………………………
……………………………………………………………
…………………………

WEB Camera : A video camera that is used to send periodic images or continuous frames to a Web site for display.

Evaluation

Select the correct answer from those between brackets:

(1) Collection of one or more web pages belonging to same entity grouped together (web site , Home page , web page).

(2) Address of a Web site refers to (URL , FTP , Hyperlink).

(3) A real-time conferencing capability between two or more users on the Internet means (E-mail , chat , web cam).

(4) The messages are exchanged electronically between Internet users through (chat , video , conference , E-mail).
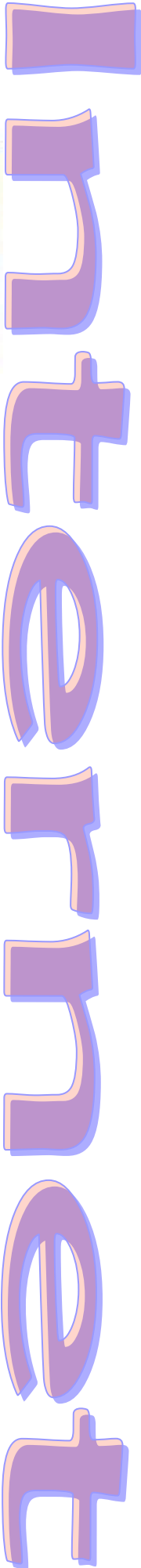
Next

Preview Question :

- How to load the web site of Ministry of Education?

More information

You can get more information about:

- **History of Internet : you can use**
  http://www.historyoftheinternet.com/chap1.html

- **The Internet services : you can use**
  http://en.wikipedia.org/wiki/Main_Page

Remember:

The Internet	is a computer network made up of thousands of networks worldwide.
Protocol	All computers on the Internet communicate with each other using protocols.
Web site	a collection of one or more web pages grouped under the same server.
Home page of web site	The main page of a Web site, through it, you can navigate the web site.
Hyperlink	A hyperlink is simply part of the text (or graphic) on a Web page that allow to go to other pages.
The URL	The URL (Uniform Resource Locator) means address of a Web site you want to visit.
Browser	Software program used to view and interact with various types of Internet resources available.

Chapter 2
Browsing The Internet

- **Opening Browsers .**
- **The interface of Browsers:**
  - o **Title Bar**
  - o **Tool Bar**
  - o **Status Bar**
  - o **Address Bar**
  - o **Scroll bar**
- **The URL elements**
- **Loading the Web Site using Browsers.**

Aim

To teach the student the use of Internet Explorer and loading the web site.

Objectives

After completing this lesson, you will be able to:

- Open The Internet Explorer Program.
- Understand The Interface of The Internet Explorer Program for:
  - Title Bar
  - Tool Bar
  - Status Bar
  - Address Bar
- Understand the URL elements.
- Know
  - Types of extension in the URL .
  - Geographic Domains of some Countries in the URL.
- Write The URL of a Web site In The Address Bar.
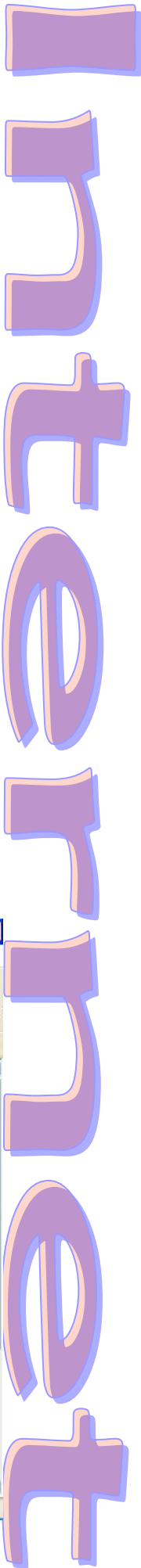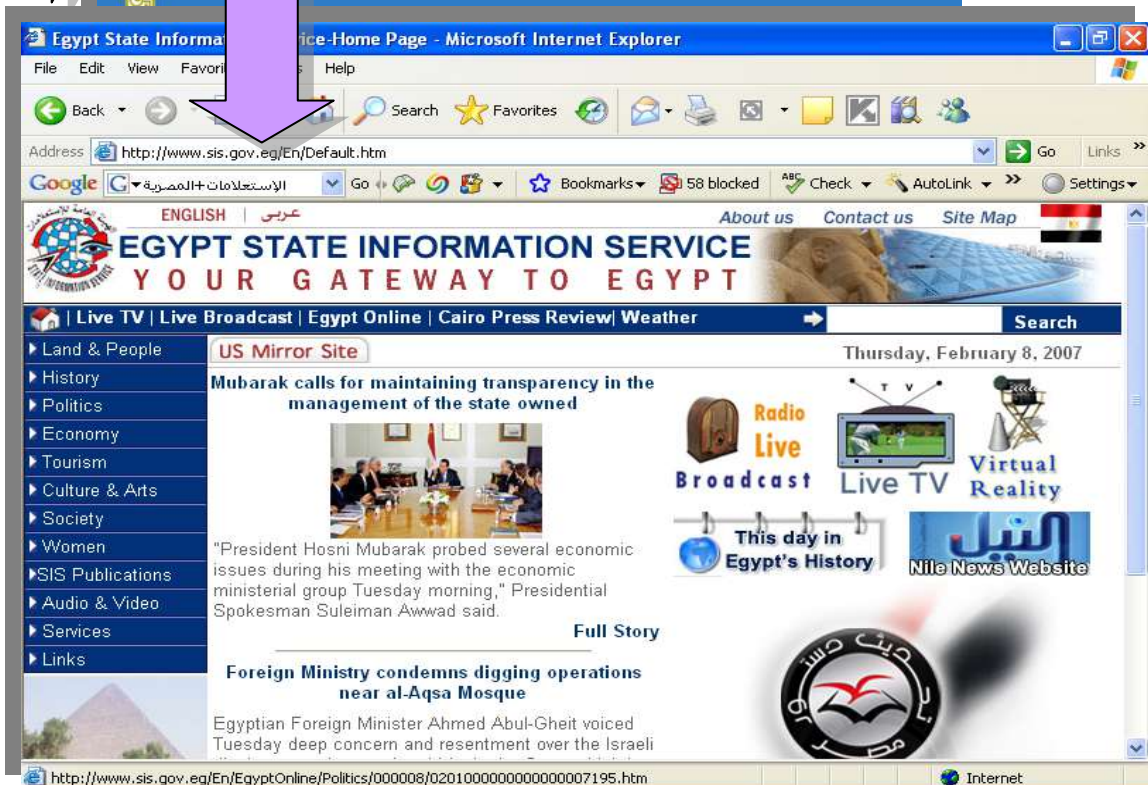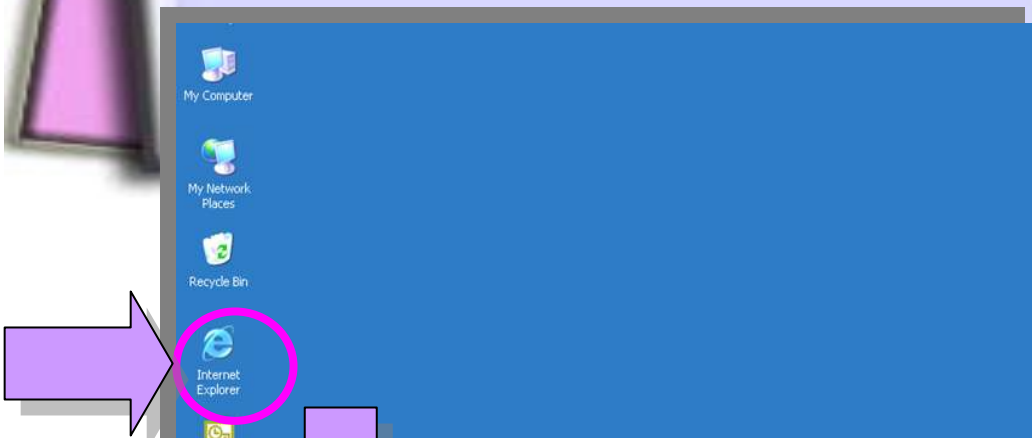- Accessing a Web site through its home page

Open Microsoft Internet Explorer
Double click on the Internet Explorer
icon displayed on your Desktop.

You see the default Home page of the
Internet Explorer .

This default page could be the home of
the Egyptian information service.

[1] The teacher can set the default page on the lab computers.

- **The default Home page of the Internet Explorer is the page that appears every time you open Internet Explorer .**

The Internet explorer's interface has two main parts :

- **The top section contains all the menu options and toolbars for navigating through the web.**
- **The large area beneath displays the website home page.**
- **The home page could contain several links to other internet pages .**
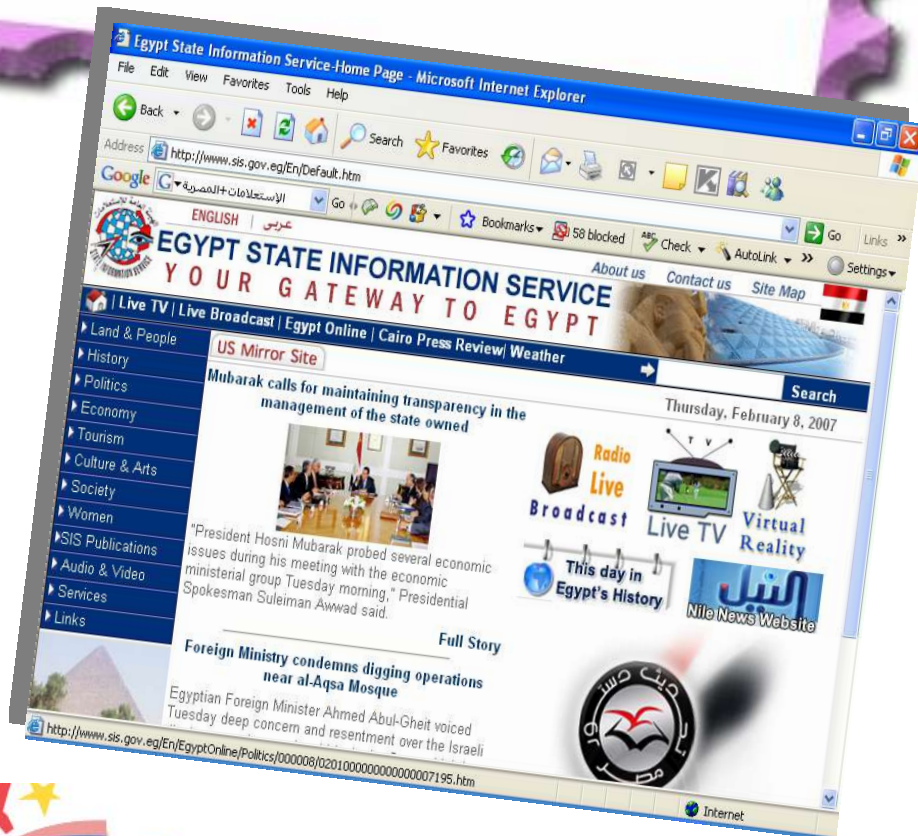
Discuss with your group the following topics:

- Window Title Bar   - Menu Bar

- Tool Bar   -Status Bar

- Default Home page Of the Internet Explorer Window.

- Links available in an internet page.

…………………………………………………

…………………………………………………

…………………………………………………

Activity

Discuss with your group the default Home page Of the Internet Explorer Window

……………………………………………
……………………………………………
……………………………………………

In the Window Title Bar there is The Microsoft Internet Explorer accessed page.

Egypt State Information Service-Home Page - Microsoft Internet Explorer
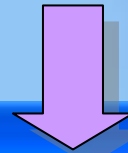
In Status Bar , there is the URL of Web Site

http://www.sis.gov.eg
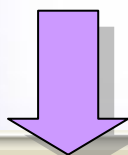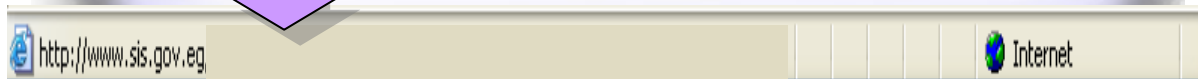
Internet

Another example of web sites that could be used as default Home page Microsoft Internet Explorer is the web site of EGYPTAIN Tourism ,its URL   is http://www.sis.gov.eg

Activity

Discuss with your group the web site contents ,write your remarks:

………………….

………………….

………………….

………………….

………………….

………………….

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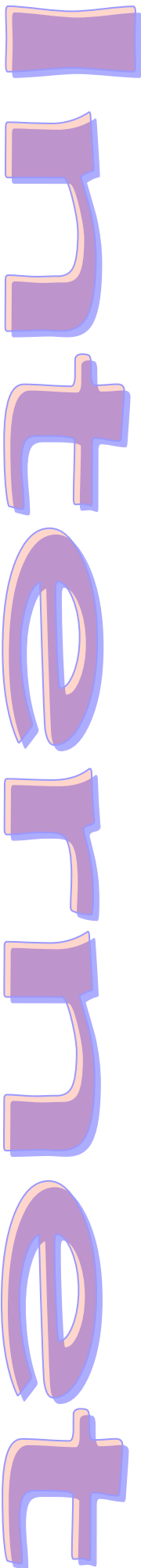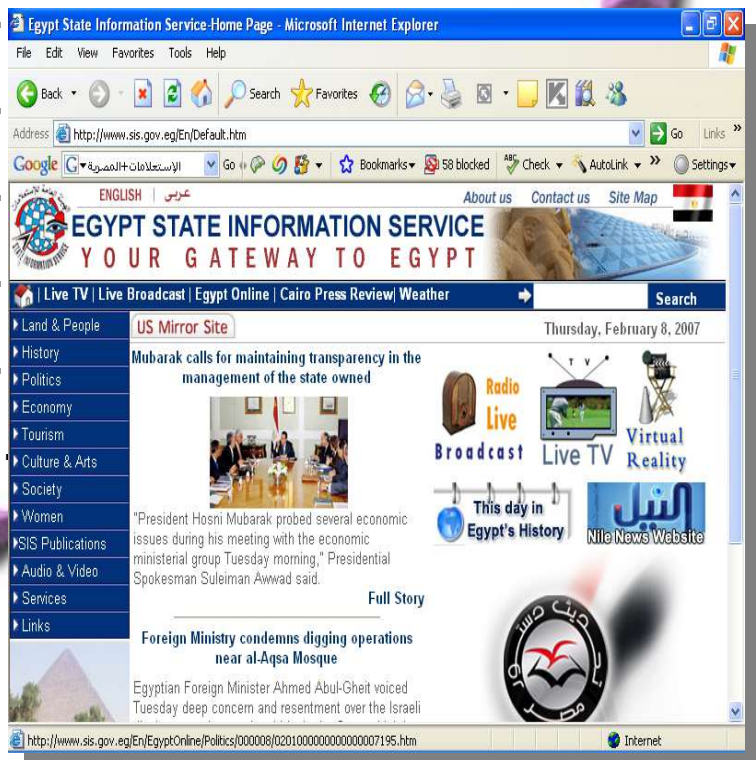
Main icons in the Browser

Icon	Description
Back	**Re-displays the previous page that you visited.**
	Displays the next page (assuming that you have first moved back a page).
	Cancels the loading of the Web site.
	Reloads the current web page updating the content .(Refresh)
	Returns you to The default Home page of the Browser.
Search	Searches the Internet for sites containing information that is of interest to you.
Favorites	List allows you to store your favorite Web sites addresses, so that you can easily re-visit the Web sites.
	Finding pages you've recently visited last in the few days, hours, or minutes.

The Browser Address Bar:

Discuss with the your group What does The Browser Address Bar mean? :

……………………………………
……………………………………
……………………………………
………….

Address http://www.sis.gov.eg/En/Default.htm ⌄ → Go Links »
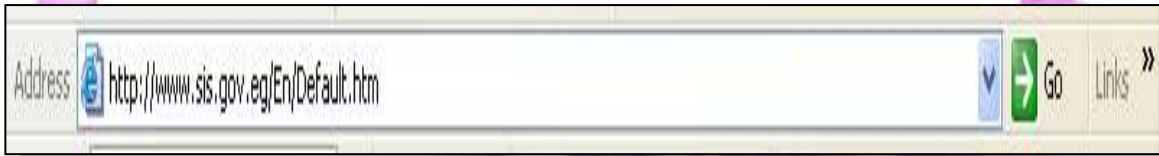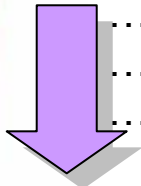
"The Browser Address Bar"

The Browser Address Bar is the place you write on it The URL of the Web site you want to visit.

**Discuss with the your group
What are the URL elements?**

(1) ……………………………
……………………………
….

(2) ……………………………
……………………………
….

Address 🔲 http://www.sis.gov.eg/En/Default.htm ▾ ➔ Go | Links »
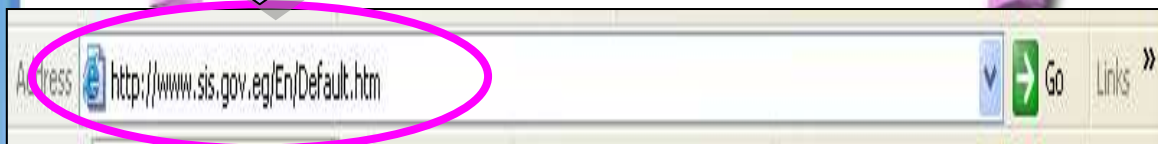
"The URL of the Egyptian state information service Web site "

The URL elements of
" http://www.sis.gov.eg" are the following :

The URL elements of

http	://	www	.	sis	.	gov	.	eg

Hypertext Transfer Protocol used to transmit and receive all data over the Internet

Specifies the **Country** - Egypt

Specifies the **Organization** -government entity

World Wide Web look for any files available to be seen by anyone with The Internet connection

Specifies the name of The Computer where the file is stored

Activity

Complete the following:

The URL of EGYPTIAN Ministry Of Education http://www.moe.gov.eg

http://   means   : …………………………...
www   means   : ……………………………
moe   means   : ……………………………
gov   means : ……………………………
eg   means : ……………………………
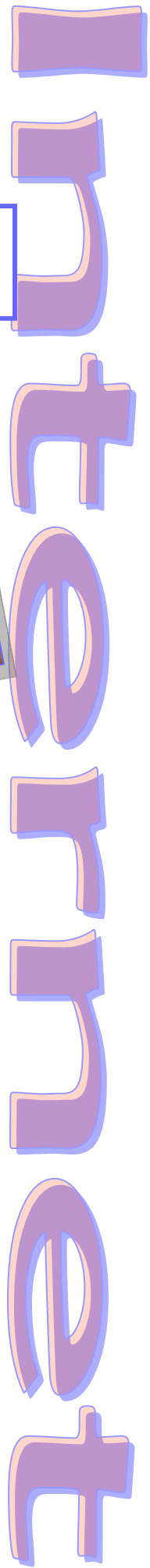
Some Abbreviations of the type of Organization in the internet :

Abbreviation	Type of Organization
com	Commercial enterprise
edu	Educational institution
gov	Government entity
mil	Military entity
net	Network –related groups
org	Usually nonprofit organizations

Some Countries and their Abbreviation:

Abbreviation	Country
us	United Stated
jp	Japan
uk	United Kingdom
eg	Egypt
fr	France
ca	Canada

Teacher discusses with the students How to write The EGYPTIAN Ministry Of Education http://www.moe.gov.eg URL **In The Address Bar**

…………………………………………………

…………………………………………………

………………………………………………..

Loading the Web Site :
Click on The Address Bar Write EGYPTIAN Ministry Of Education URL http://www.moe.gov.eg **Click on Go in The Address Bar or Enter from Keyboard**

Address	http://www.moe.gov.eg	Go	Links »

Internet
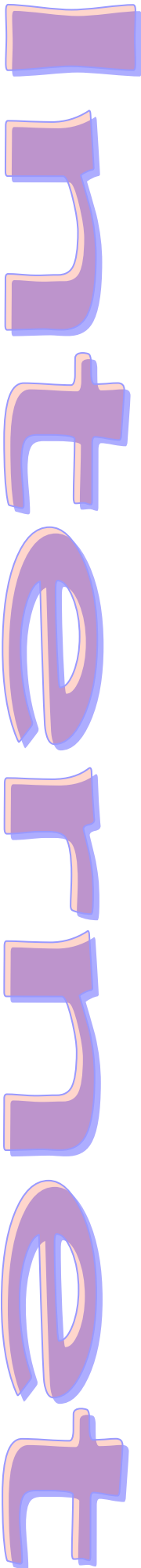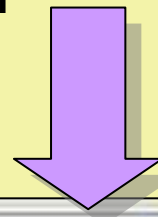
Teacher requests the students to observe what happens in the Browser (on The Screen)?

1- ……………………………………………………

2- ……………………………………………………

3- ……………………………………………………
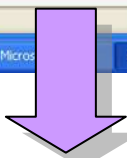
"The Home Page of Egyptian Ministry of Education Loads"

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The EGYPTIAN Ministry Of Education Web Site Loads In The Browser.

The Window Title Bar becomes as shown :

وزارة التربية والتعليم - Microsoft Internet Explorer
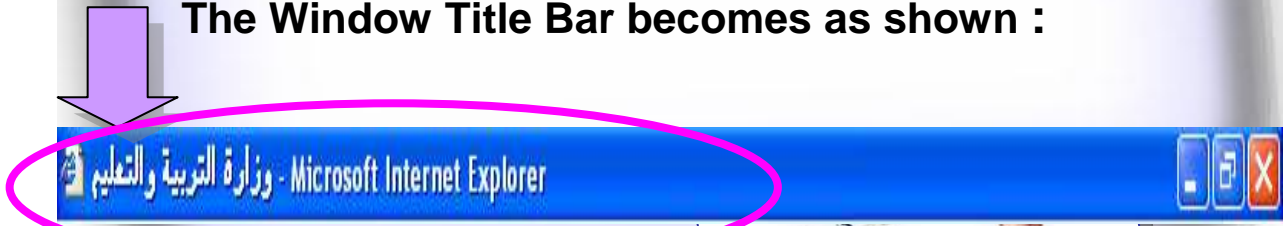
The status Bar becomes as shown:

Done   Internet
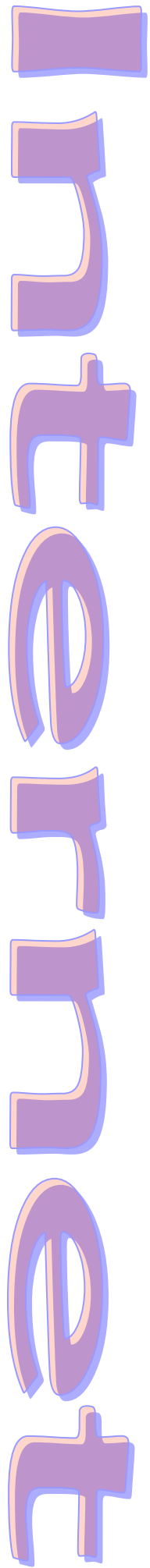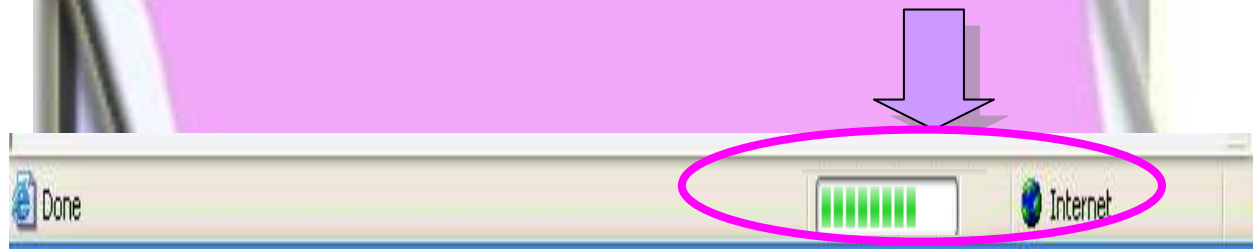
After loading a web page, use the vertical scroll Bar to see the whole contents of the page.

Click on the link

drag the vertical scroll Bar

You can scroll up and down the page , The remaining of Web Page appears.

Activity

Teacher asks the students to write the URL of algomhruia Newspaper www.algomhuria.net.eg in the address bar ?

What do you see?

(1)

………………………………………………………

…….

(2) ………………………………………………………

………

Algomhuria.net - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address   http://www.algomhuria.net.eg/algomhuria/today/fpage/   Go   Links

Google   Go   Bookmarks   58 blocked   Check   AutoLink   Settings

"the web site Home page of algomhruia Newspaper loads in the browser"

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Evaluation

Put the following phrase in the suitable place :
(Default Home page - The Address Bar- Scroll Bar-
Status bar)

1. You see the ……………. of the Internet Explorer, when you open it.

2. You write on …………..the URL of the Web site you want to visit it.

3. To see the remaining part of the Web Page drag the vertical …………….

Preview Question :

How to navigate the web site of Ministry of Education?

- **You can use Microsoft Internet Explorer help to get more information.**
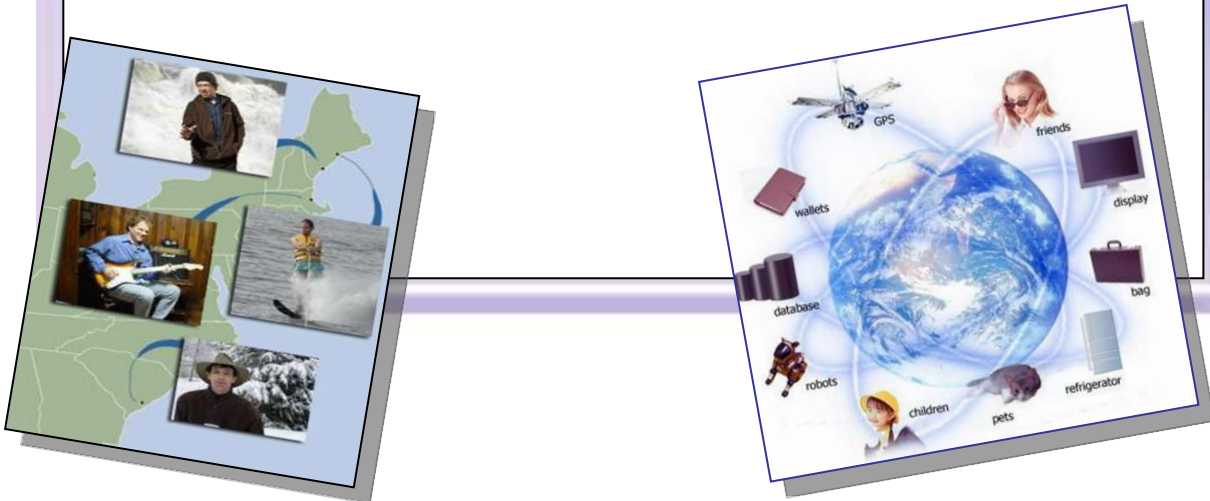
Remember:

Default page of the Browser	**Is the page that appears every time you open the Browser.**
The Browser Address Bar	**Is the place you write on it The URL of the Web site you want to visit.**
URL elements	**Identifies the protocol, the network , the computer, the organization type and the country of the web site. These elements are separated by : // or dots.**

Chapter 3
Navigation in the Internet
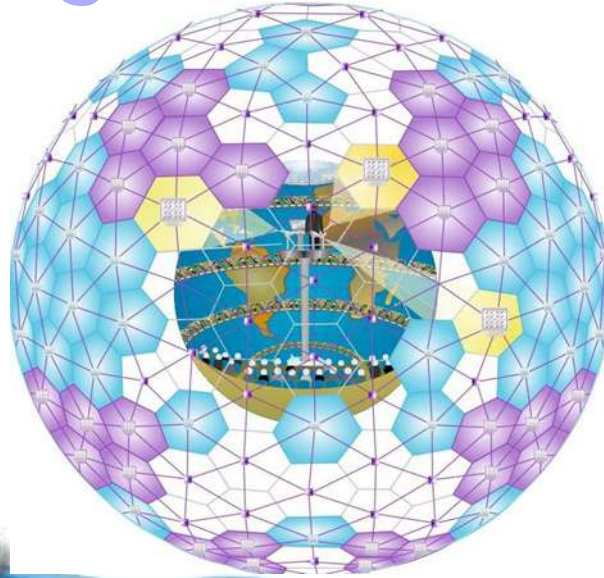
- **Hyperlink.**
- **How to use WWW service to Navigate the Internet?**
- **Save a web site contents.**

To give the student the main concepts and skills of the navigation in the internet.

Objectives

After completing this lesson, you will be able to:

- Understand the hyperlink concept.

- Understand Navigation in the internet.

- The WWW service to navigate web sites.

- Save text or picture from a web site.

- Save a web page.

Hyperlink:

A link in a document points to information within that document or another document. Hyperlinks are usually represented by highlighted words or images. When a reader selects a hyperlink, the computer switches to the document or portion of the document referenced by the hyperlink..

WWW

A system of Internet servers that supports specially formatted documents. The documents are formatted in a language called HTML (Hyper Text Markup Language) that supports links to other documents, as well as graphics, audio, and video files. This means you can jump from one document to another simply by clicking on the link.
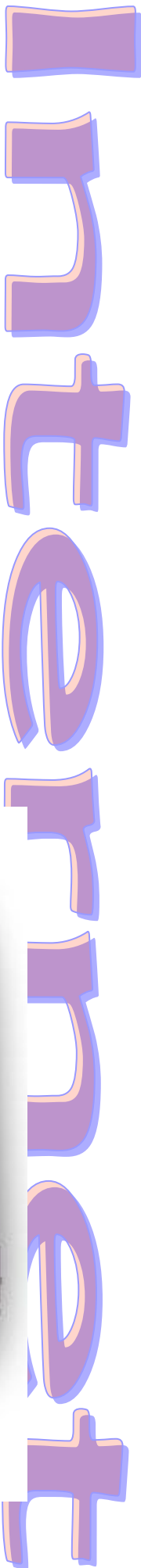
Through links you can move from a web site to another easily.

From one document to another simply by clicking on the link.

Activity

http://www.sis.gov.eg/En/Default.htm **then, do the following:**

(1) This web site about ………… . (Complete)

(2) Click the hyperlink "Tourism" in picture.
(By using the Tool Bar)

(3) Return to the pervious web page.

(4) Go to the home page of the browser.

(5) Name the protocol in web page is ……….. (Complete).

(6) Write two links available in this web page :
……….. and ……. .

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**Save the picture from the web site:
http://www.eeaa.gov.eg/.**

Ministry of State For Environmental Affairs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://www.eeaa.gov.eg/ Go Links

Google Go Bookmarks 3 blocked Check Link Settings

M S E A
Ministry of State For Environmental Affairs
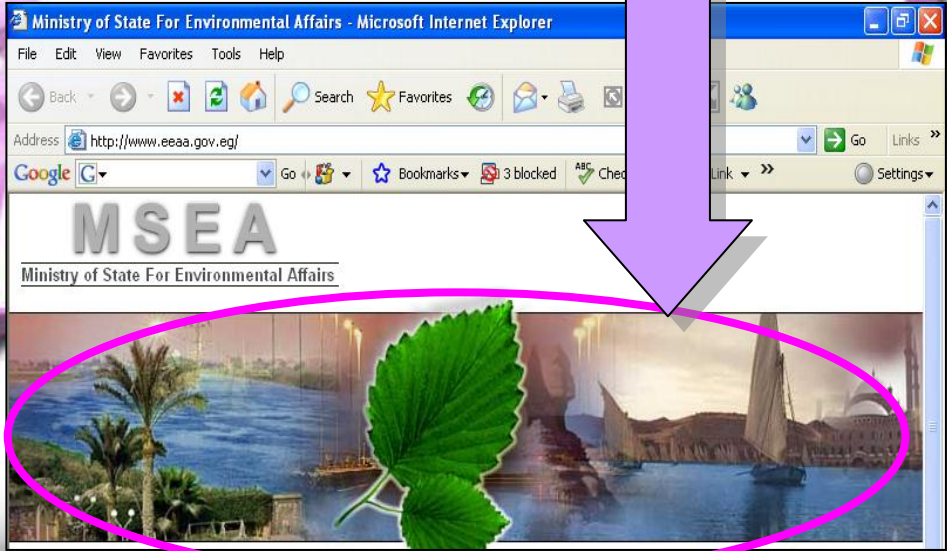
You can use the following steps:

(1) Right click on the picture.

(2) Select from PoP menu **"Save Picture As…"**
command.

(3) Type name of the file: **"msea"** and save file in:
"My Document" folder.

Activity

Save the selected text in the following web site:

http://www.mwri.gov.eg/english /english_home.asp:

With the help of your teacher perform the following steps:

(1) Select this paragraph.

(2) Copy selected paragraph to the clipboard.

(3) Open a MS Word application.

(4) Paste the paragraph copied from the clipboard.

(5) Save the document under the name: "MWRI" on your Desktop.

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Save the following web page (using the "File" menu) in "My Document" folder:

http://www.mcit.gov.eg/

- Close the internet connection.

- Open this icon   from **"My document"**.

- With your group, write your remarkes in three lines:

………………………………………………

………………

………………

………………
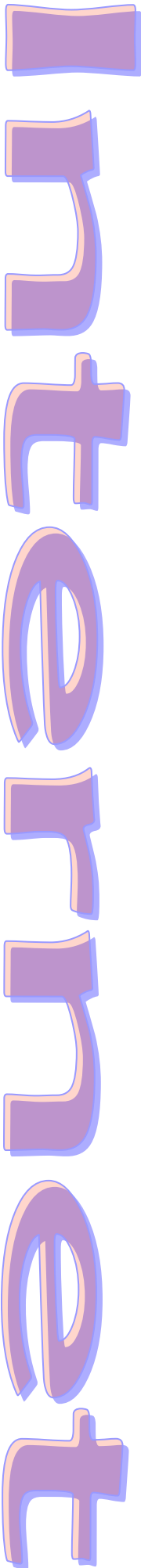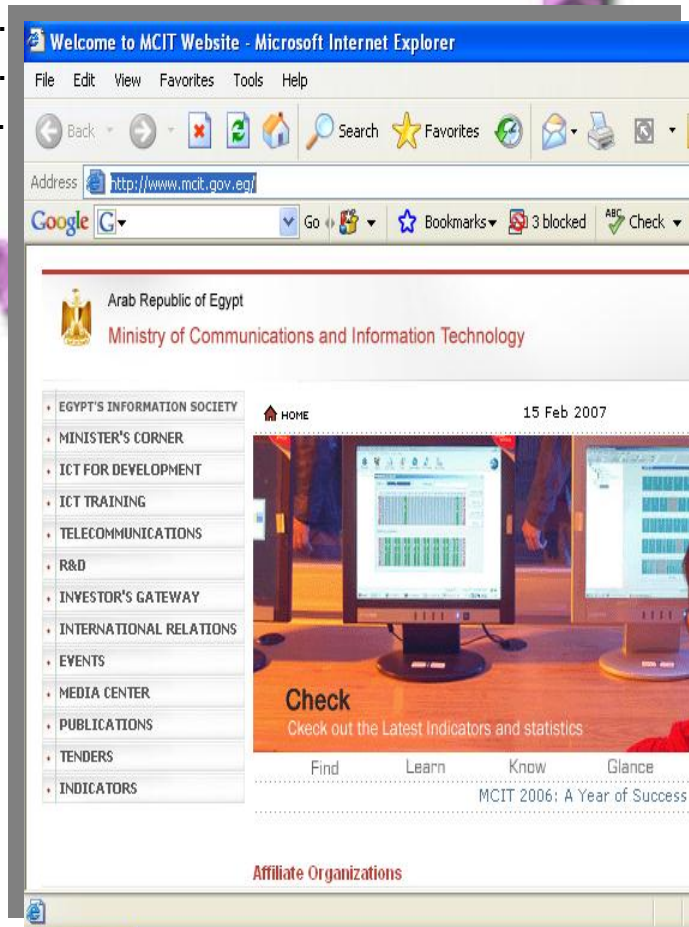
Look at the following picture, then answer the following question:

site's logo

(1) The protocol used is ……………… .

(2) The URL is ……………………………………………… .

(3) Determine four hyperlinks in the web site:

- ………………………. - ………………………
- ………………………. - ………………………

(4) Use the web site's logo to design a card in " Paint " application.

(5) Access the "Current events" hyperlink in the web site,

What do you get?

……………………………………………………………………

……………………………………………………………………

……………………………………………………………………

Preview Question :

- Write four methods to get information:
(1) …………………………………………………………………
(2) …………………………………………………………………
(3) …………………………………………………………………
(4) …………………………………………………………………

More information

You can get more information about:

Egyptian government services portal : you can visit the following web site:

http://www.egypt.gov.eg/english/default.asp
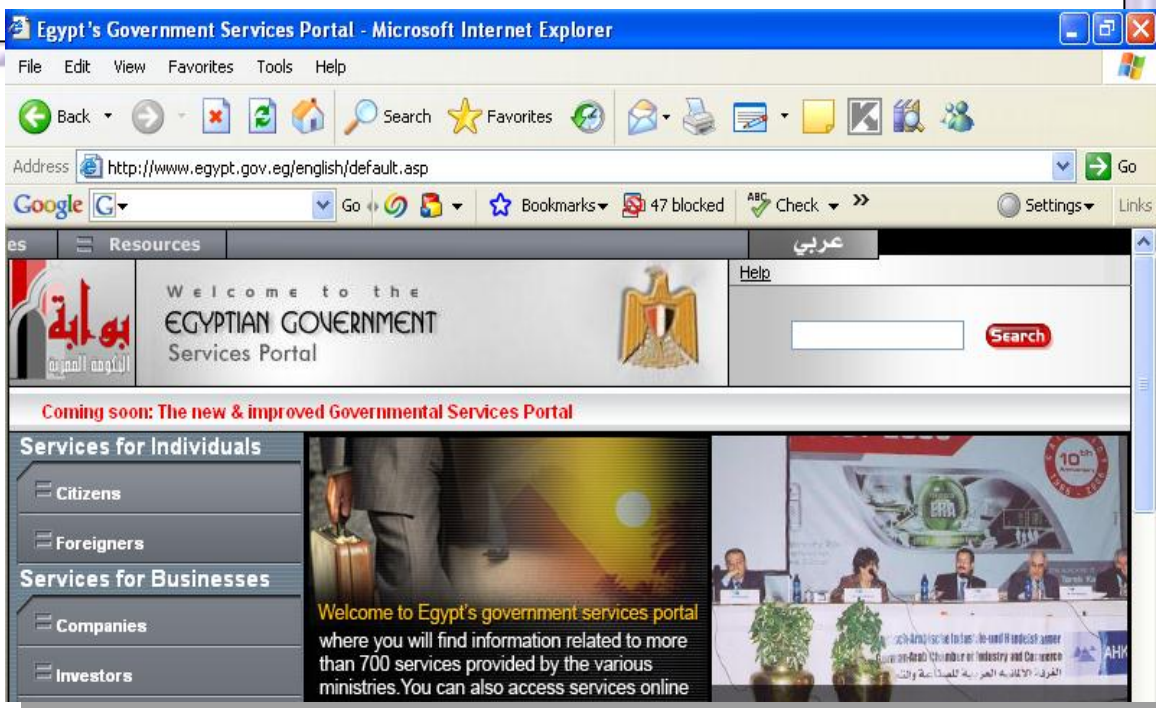
Remember:

Hyperlink	A link in a document to information within that document or another document.
WWW	Means that we can look for any files available to be seen by anyone with The Internet connection.
Navigation	Through links you can move from web site to another easily.

Chapter 4 Web Searching
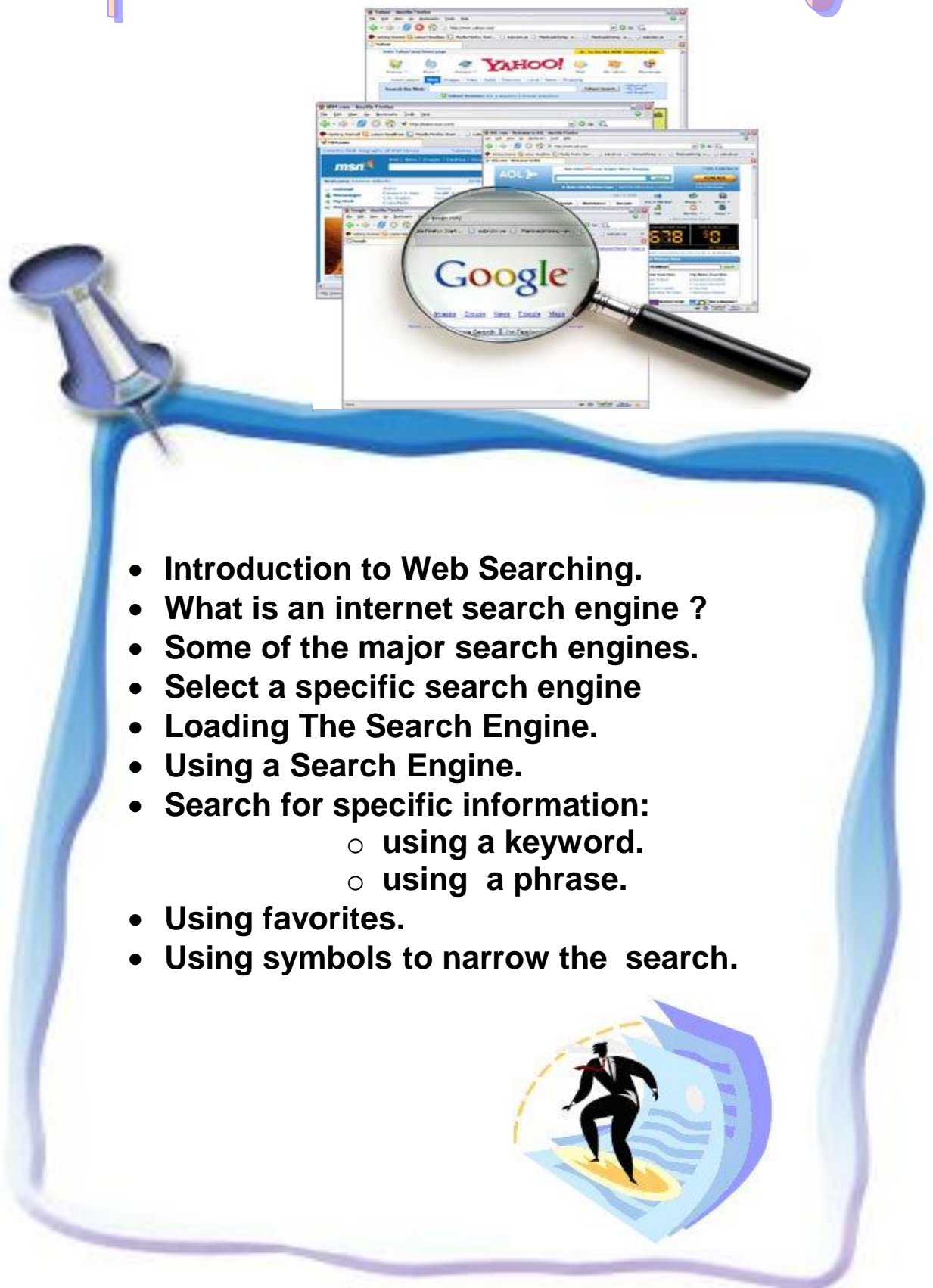
- **Introduction to Web Searching.**
- **What is an internet search engine ?**
- **Some of the major search engines.**
- **Select a specific search engine**
- **Loading The Search Engine.**
- **Using a Search Engine.**
- **Search for specific information:**
    - **using a keyword.**
    - **using a phrase.**
- **Using favorites.**
- **Using symbols to narrow the search.**

Aim

To give the student the concept of Web Searching and the Use of it.

Objectives

After completing this lesson, you will be able to:

- Know Some of the major search engines

- Load a specific Search Engine.

- Use the Search Engine

- Search for specific information using a keyword.

- Using favorites.

- Search for specific information using symbols to narrow the search.

Introduction to Web Searching:
With billions of pages on the World Wide Web, how do you find the information you're looking for?
Searching sites are the answer.
On the Internet ,with a little skill, you can use a search engine to find what you're looking for.

What is an internet search engine ?
An internet tool which searches for sites containing the words that you designate as a search term .

A search engine is a software that searches the Web to find the information in which you have an interest. Generally speaking, you type in a word or phrase in an online form and the search engine returns a list of the documents on the Web containing those words or phrases. When you click on a document in that list, you are shown that page in your Web browser.

Some of the major search engines :
Below is a list of some of the more commonly used search engines:

Search engine		URL
Yahoo	YAHOO!	http://www.yahoo.com/
Google	Google Egypt	http://www.google.com/
Altavista	altavista	http://www.altavista.com/
Excite	excite	http://www.excite.com/

Select a specific search engine
Google has a well-deserved reputation as the top search engine. It is famous for its simple interface.

loading The Search Engine Google:

Discuss with your group how do you load the Search Engine_Google ? The URL of Google is http://www.google.com.eg

searching for specific information using a keyword and phrase.

Discuss with your group the Google interface and how do you search ?

………………………………………………

………………………………………………

Each search engine has different criteria for ranking search results, i.e. the order in which search results are displayed on your page.

The search engine like Google searches through a list that it maintains of sites that have been registered with that particular search engine.

These search results are often displayed 10 per page, with a brief summary about each site that it has found matching your requirements.

type your word or phrase into the Google Search box and click on the "Google بحث" button

In the search box type "**tourism**" then press Enter key or Google Search icon
What do you see?

…………………………………………………
…………………………………………………

" The steps of search "

ويب   صور   مجموعات   الأخبار

بحث متقدم
التفضيلات
أدوات اللغة

tourism

ضربة حظ   بحث Google

البحث: ⦿ في الويب ◯ صفحات باللغة العربية ◯ صفحات من مصر
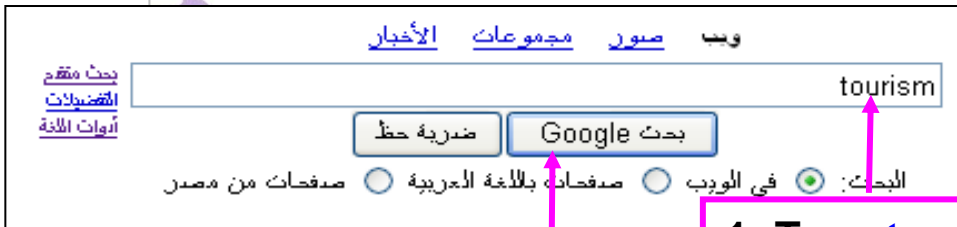
1- Type tourism in the search box

2- Click on the "Google بحث" button.

---

tourism - بحث Google - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address http://www.google.com.eg/search?hl=ar&q=tourism+&btnG=%D8%A8%D8%AD%D8%AB+Google%E2%80%8F&meta=   Go   Links

Google ▼ tourism   Go   Bookmarks▼   47 blocked   Check ▼   Look for Map ▼   Settings▼

تسجيل الدخول

ويب   صور   مجموعات   الأخبار

بحث متقدم
التفضيلات

إبحث!

tourism

Google

البحث: ⦿ في الويب ◯ صفحات باللغة العربية ◯ صفحات من مصر

النتائج ١ إلى ١٠ من حوالي ١٢٤٠٠٠٠٠٠ عن tourism . (الوقت المستغرق ٠٫١٠)

ويب

ارتباطات دعائية

The search result

...dia
ravel
rips
all-india-travel-packages.com

[ترجم هذه الصفحة] - **Tourism** - Wikipedia, the free encyclopedia
Tourism is travel for predominantly recreational or leisure purposes or the provision of services
... .to support this leisure travel
١٨ أيار (مايو) ٢٠٠٧ - نسخة مخبأة - صفحات مشابهة - en.wikipedia.org/wiki/**Tourism** - 78k

[ترجم هذه الصفحة] - Islamic **Tourism** Magazine
...vides travel and **tourism** information to Malaysia, Dubai and
...coun*ies around the world, ITM also provides information on
نسخة مخبأة - صفحات مشابهة - www.islamic**tourism**.com/ - 4k

This is how Google presents the results of your search. Follow the links to the websites you wish to visit.

[ترجم هذه الصفحة] - Egypt **Tourism** Net
...information on hotels, cruises, attractions, restaurants, travel
... agencies, and transportation. Also includes an activity
نسخة مخبأة - صفحات مشابهة - www.**tourism**.egnet.net/ - 24k

Welcome to the Comprehensive Palestine & the Holy Land **Tourism** Guide

"The search result display on the Screen"

65

The list of pages that match your search appears below the amount of Web Pages Found.

Each page of results contains 10 matches and near the bottom of each results page you can find links to more pages of matching results.

Goooooooooogle ▶
1 2 3 4 5 6 7 8 9 10   التالية   صفحة النتائج:

Either click on the Blue numbers or click on the next button to advance through the pages of results that match your search.

With your group do the following
- Write the search result number

…………………………………………
…………………………………………

Open any link from the search result in a new window.

…………………………………………
…………………………………………

The following screen is one of searching results:

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With your teacher add the address of the web site to your Favorites list using the following steps:

- Click in Favorites button in the tools bar or from menu bar.

Note: you will see Favorites list on left screen.

- Click Add … command to add the address of the web site to your favorites list such as following:
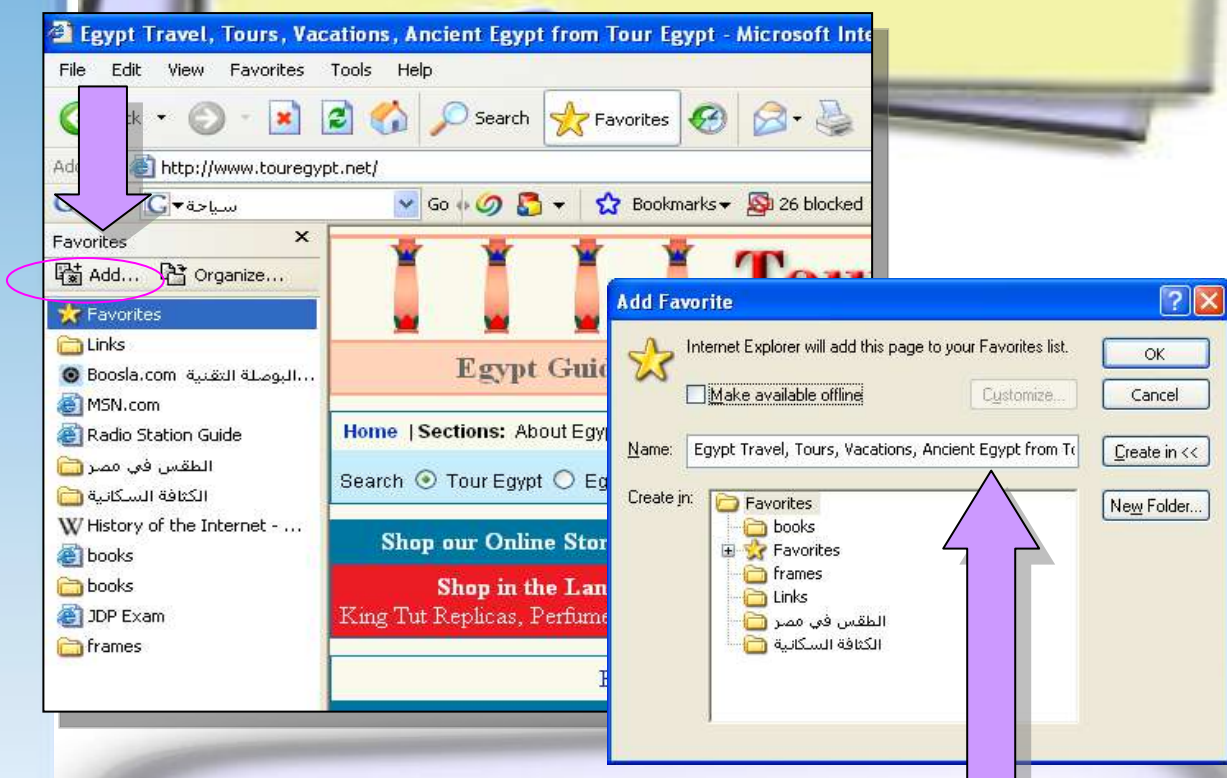
You can write any statement that refers to this web site and click OK button.
Note: the web site address is added to favorites list, when you click on any link in favorites list, you can load the web site.

Activity (6)

Discuss with your group about "organize" command in favorites list, then write your remarks:

……………………………………………………………

……………………………………………………………

…. ……………………………………

….   ………

With your group do the following

1- Type tourism in Egypt in the search box

| بحث! | tourism in Egypt |

البحث ضمن النتائج الحالية | أدوات اللغة | نصائح للبحث
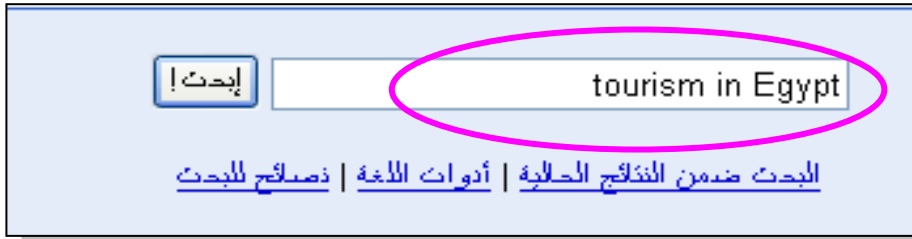
2- Click on the "بحث" button.

- Write the search result number

…………………………………………………………..

3 – Choose a link in the search result

…………………………………..

Google

الأخبار   مجموعات   صور   ويب

tourism in Egypt   بحث متقدم
إبحث   التفضيلات

البحث: ● في الويب   ○ صفحات باللغة العربية   ○ صفحات من مصر

ويب   النتائج ١ إلى ١٠ من حوالي ١،٩٥٠،٠٠٠ عن tourism in Egypt . (الوقت المستغرق ٠,١١)

نصيحة: بحث عن النتائج باللغة العربية فقط . وبمكنك تحديد لغة البحث في التفضيلات

[ترجم هذه الصفحة] -**Egypt** Travel, Tours, Vacations, Ancient **Egypt** from Tour **Egypt**
Egypt Travel, Tours, Vacations, Ancient **Egypt**, Culture, History and **Egypt** shopping.
www.tour**egypt**.net/ - 22k - نسخة مخبأة - صفحات مشابهة

[ترجم هذه الصفحة] -**Egypt**: Ministry of **Tourism** Offices from Tour **Egypt**
Egypt Tourism offices from **Egypt** Ministry of **Tourism** presents Tour **Egypt**, the Official
Egypt web site on Egyptian travel with information on **Egypt** travel ...
www.tour**egypt**.net/tourinfo.htm - 36k - نسخة مخبأة - صفحات مشابهة
[مزيد من النتائج من www.touregypt.net]

[ترجم هذه الصفحة] -**Egypt Tourism** Net
A guide for tourists, including information on hotels, cruises, attractions, restaurants, travel
agencies, and transportation. Also includes an activity ...
www.**tourism** egnet.net/ - 24k - نسخة مخبأة - صفحات مشابهة

Internet

Activity

4 - Follow any link in the search result

…………………………………………………………..

5 - Navigate the web page you load

………………………………………………………………

Activity

With your group compare between all search results numbers in the previous activities.

………………………………………………

……………………………

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Use a keyword in a search.
Don't use a single search word!
Normally you should use two (or more) words or a short phrase rather than a single word when using a search engine.
Try to use unique words that directly relate to what you are searching for.
For instance if you are searching for information about tourism in Egypt then search for **"tourism in Egypt"**, not just tourism, which would include all the tourism in all over the world !
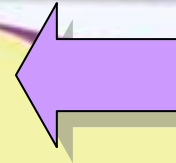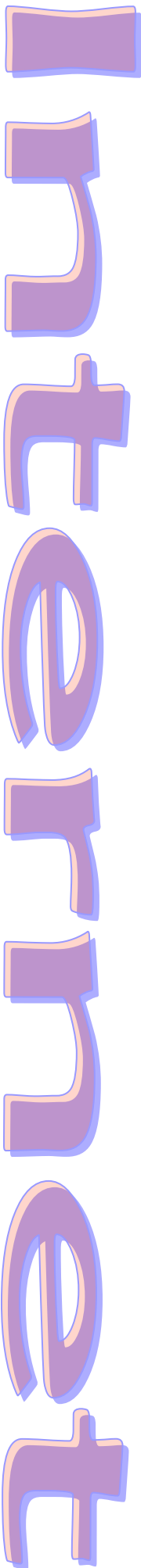
Activity

In the search box type **" tourism in Egypt"** , using " "quotation
- Write the search result number
…………………………………………………..
Compare between this search result and the results of the last two searches.
  …………………………………………………..
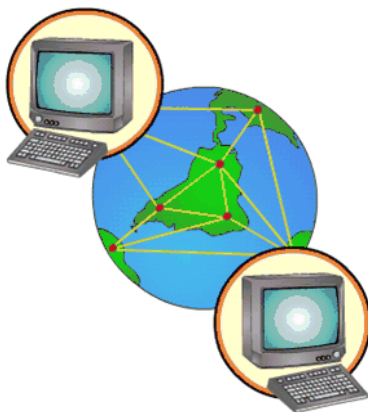
Using " "quotation symbols to narrow your search :

If you search using two or more words such as tourism in Egypt , then often a search engine will go off and find all the pages that it knows about relating to tourism , Egypt and tourism in Egypt.

This could include tourism, travel, hotel ,news of tourism, not just tourism in Egypt.

Sometimes you would be better enclosing your search phrase with quotation (") symbols. This will then mean that you want to find the exact phrase that you have entered. Thus if you search for "tourism in Egypt", it's easier than not using the quotes.

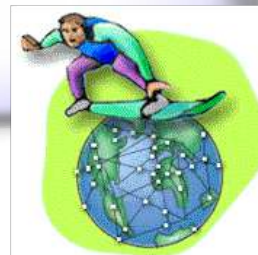**If you want to search for only images !**
what do you do ?

Activity

With your group discuss about how do you search images of Egypt?

....

....

الصوري Google بحث - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites | Bookmarks   0 blocked   Check   Settings

Address   http://images.google.com.eg/imghp?ie=UTF-8&oe=UTF-8&hl=ar&tab=wi&q=   Go   Links

Google   "tourism in Egypt"   Go

تسجيل الدخول

Google
البحث عن الصور

ويب   **صور**   مجموعات   الأخبار

البحث المتقدم عن الصور
التفضيلات   إبحث في الصور
المساعدة للبحث عن الصور

البحث الاكثر شمولاً عن الصور في الويب.

1- Click on صور to search only images

ويب   **صور**   مجموعات   الأخبار

البحث المتقدم عن الصور
التفضيلات   إبحث في الصور   Egypt
المساعدة للبحث عن الصور

مولاً عن الصور في الويب.
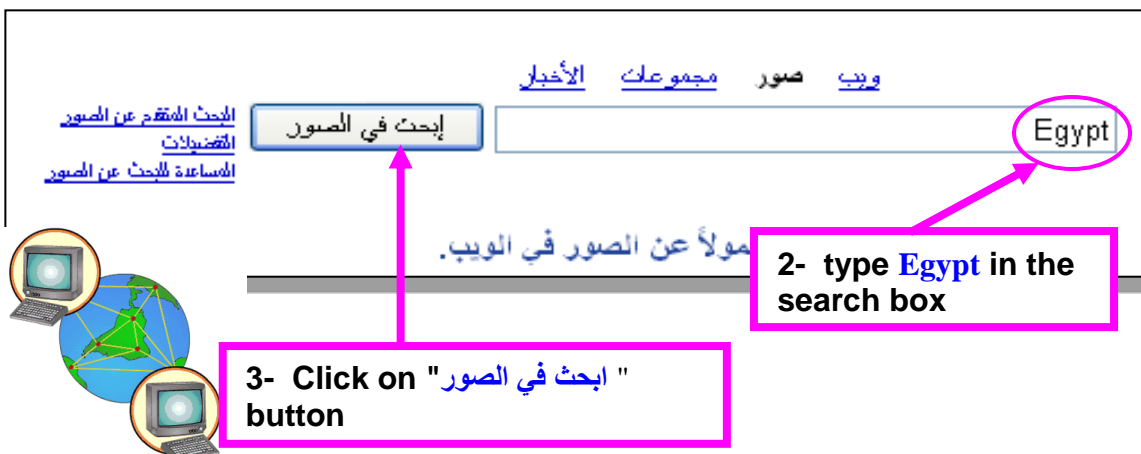
2- type Egypt in the search box

3- Click on " إبحث في الصور " button

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ويب صور مجموعات الأخبار

Egypt Google

البحث المتقدم عن الصور البحث في ويب إبحث في الصور
التفضيلات

النتائج ١ إلى ٢٠ من حوالي ٣٠٠٠٠٠ عن Egypt. (الوقت المستغرق ٠٫٠٣)

the search result number

نصيحة ... من النقر على زر "بحث"

Address http://thecorner.org/default_prog/postcard/images/egypt.jpg
Google G▾Egypt Go RS ▾

Address http://www.joytravelonline.com/egypt.2.large.jpg
oogle G▾egypt Go

3- Follow the links

٧٠٠px-
Egypt.svg.png
٧٥٠ x 500 بكسل -

٧٥ x بكسل - ١١١ خيلوبايت
entalradio.blogspot

Activity

With your group save some pictures about Egypt in the folder "my Picture".

/www.

freeNET
community is here...

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1 - With your group do the following:
- **Search about education in Egypt .**
  you write in the search box…………………..
- **Write search result number**
  ……………………………………………………………………..
- **Follow some links in the search result**
- **write two links**
  ……………………………………………………………………

2- In the search box write
  education in Egypt
  The search result
  number is
  ………………….

النتائج ١ إلى ٢٠ من حوالي ٤,٨٠٠,٠٠٠ عن education in Egypt (الوقت المستغرق ٩٠,٠ .

education in Egypt

إبحث في الصور   البحث في ويب   ويب   صور   مجموعات   الأخبار

البحث المتقدم عن الصور   التفضيلات

3- In the search box write
  "education in Egypt "
  the search result
  number is

  ……………………………………

النتائج ١ إلى ٢٠ من حوالي ٧١٢ عن "education in Egypt" (الوقت المستغرق ٠,٠١٠)

"education in Egypt"

إبحث في الصور   البحث في ويب   ويب   صور   مجموعات   الأخبار

البحث المتقدم عن الصور   التفضيلات

اضغط على زر return بدلا من النقر على زر "بحث"

Egypte_lezend_op360.jpg
٣٦٠ x 240 بكسل - ٣٠ كيلوبايت
www.oxfamnovib.nl

image002_0013.gif
٠٠٨ x 363 بكسل - ١٣ كيلوبايت
www.isec2005.org.uk

١٠٠_٦٠٤.jpg
٤٠٠ x 300 بكسل - ٥٦ كيلوبايت
english.people.com.cn

…global-c…
…كيلوبايت
www…

4- Compare between the two search results numbers.

  …………………………………………………

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Evaluation

With your group do the following:

1 - Search about the information and pictures about "tourism in the red sea".

3 - Follow any link in the search result.

4 - Copy a text into the clipboard.

5 - Paste from the clipboard into a new document.

6 - Save the document in a file name "the red sea"

7- Add the URL web site to the favorites.
8 - Search for the pictures of " fish of the red sea"
9– Save some of the pictures in the folder "my picture"
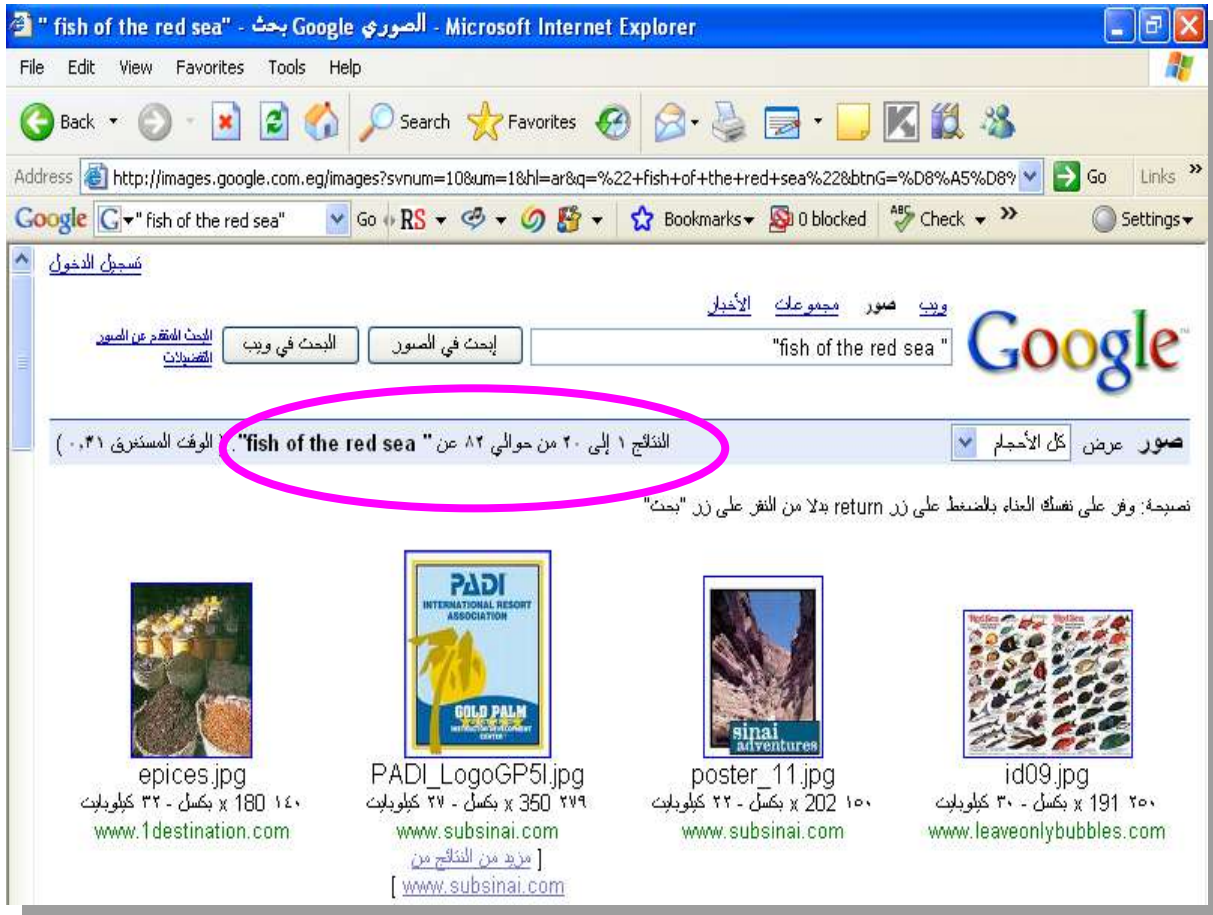
Preview Question :

- **What is the E-mail ?**

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More information

More information:

Each search engine has different criteria for ranking search results.

You can narrow your search quickly if you use:

1- Use lowercase and uppercase in text
   Note: some search engine may give a different search result.

2- Boolean Searching
      Use Logic Operators such as:
      AND
      OR

Google recognizes the Boolean AND,OR, operators (it *must* be Capitalized).

- **<u>Use AND</u> Google automatically uses "AND" , Search results must contain all words joined by the AND statement**
- **<u>Use OR</u> between words to search for synonyms you choose, e.g., vacation Cairo OR Alex, Search results must contain at least one of the words joined by the OR statement.**
- **<u>Excluded Words</u>:**
   using - excludes search results with
   a particular word or phrase
   Example: bass -fishing
   The search results about bass that are
   not related to fishing.

| Condition	Search in Google
AND	Cairo AND Alex
OR	Cairo OR Alex
Excluded Words	bass -fishing
Exact Phrase	"cat dog"

Remember:

Basic Search

To perform a search, simply:

1. Type your keywords in the search box
2. Choose which language to search in
3. Press the search button
4- Exact Phrase
 using " " quotation searches for an exact phrase
 What to type: "one small step for man"
 What you'll get: results that include the exact phrase "one small step for man"
5- You can add web site address to your favorites list and organize it.
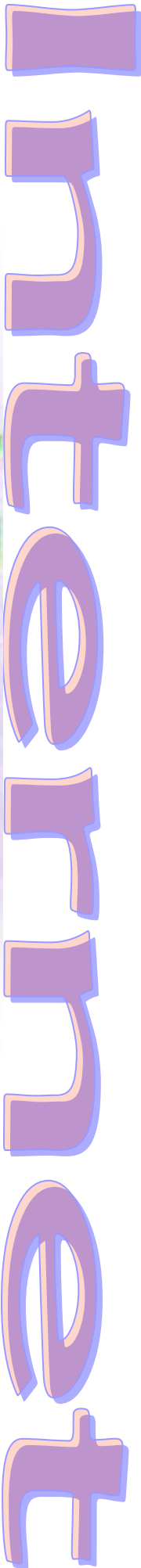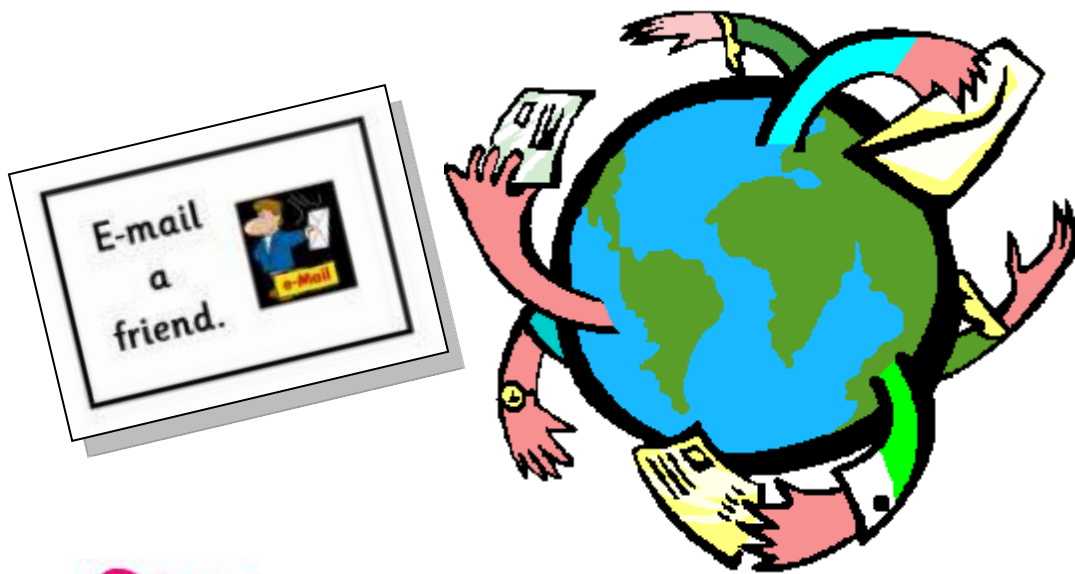
Chapter 5 E-mail
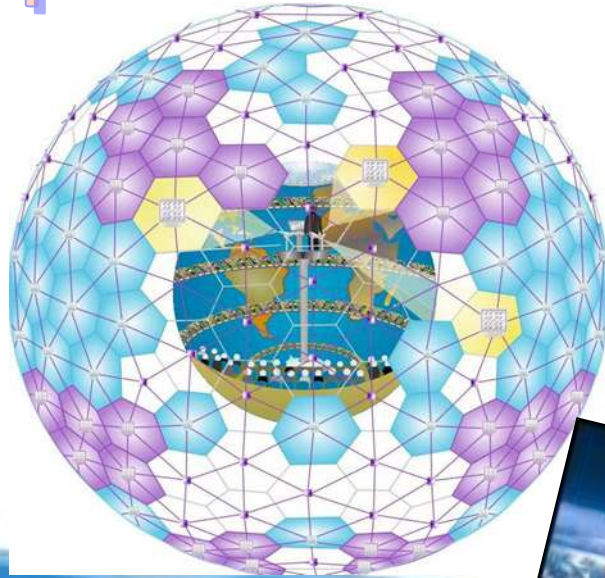
- **E-mail definition.**
- **E-mail address definition.**
- **Determine elements of the mail.**
- **Create E-mail account through (English and Arabic) web sites.**
- **Sending and receiving an E-mail.**

Aim

To give the student the main concepts and skills of the E-mail.

Objectives

After completing this lesson, you will be able to:

- Understand the E-mail concept.

- Understand the E-mail address definition.

- Determine elements of the mail.

- Create your own E-mail.

- Sending and receiving an E-mail.

E-mail:

(Electronic Mail) is the exchange of computer-stored messages and optional file attached by telecommunication.

Sending and receiving messages electronically.

You can send mail to:
- A single recipient.
- Multiple users.

E-mail Address definition:

An E-mail address, known as an e_address (from electronic address) or simply as one's email, identifies a location to which E-mail can be delivered.
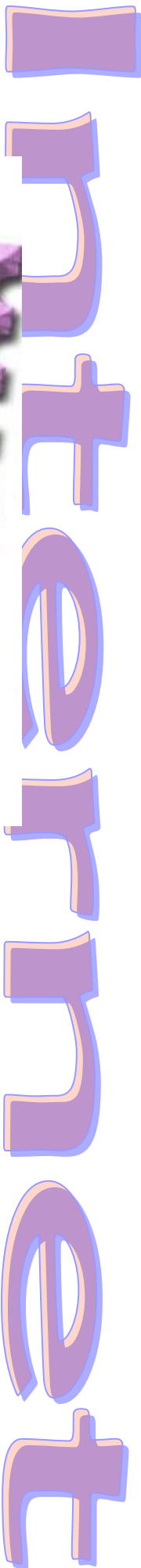
Determine elements of the mail:

With your group, determine elements of any mail.

(1) ……………………………
(2) ……………………………
(3) ……………………………
(4) ……………………………
(5) ……………………………

We can say elements of any mail are:

- Mail address.
- Mail box.
- Sender details.
- Receiver details.
- Message.

Now, we can create E-mail from some web site that allows you to create free E-mail such as:
- www.hotmail.com
- www.yahoo.com

There are some notes that you must consider when you create or use the E-mail:

1- The basic requirements for any website that allow you to create an E-mail account are similar .

2-The interface of any website may be changed and the administrators can modify the interface of website.

3- The steps of creating an E-mail account shown in this lesson are a guide for you.

You can use these instructions to have an E-mail account at any website that provides E-mail services.

We will use "hotmail" web site to create your free E-ma... according to the following steps:

Load "Hotmail" web site: www.hotmail.com

Show previous screen then, discuss with your teacher the following questions :

What is the purpose of the following part?

…………………………………………………………..

E-mail address:

Password:

Forgot your password?

Sign in

○ Save my e-mail address and password
◉ Save my e-mail address
○ Always ask for my e-mail address and password
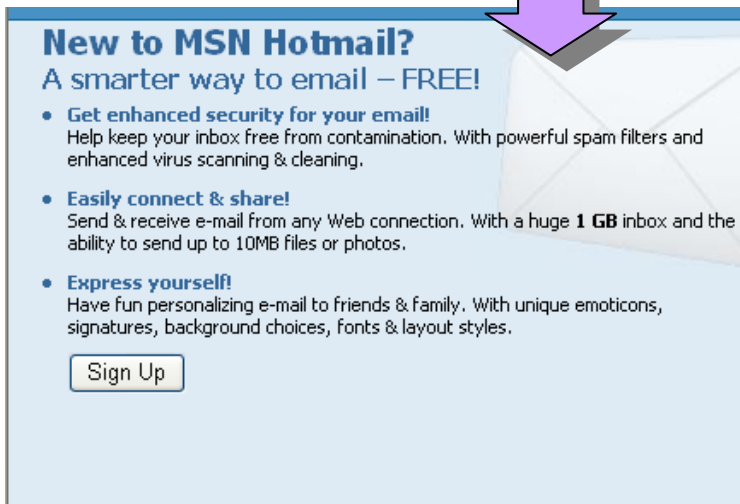
Sign in using enhanced security

Windows Live ID
Works with Windows Live, MSN, and Micros
Account Services | Privacy Statement
Terms of Use

2-This part refers to:

…………………………………………………….

…………………………………………………….

New to MSN Hotmail?
A smarter way to email – FREE!

- **Get enhanced security for your email!**
  Help keep your inbox free from contamination. With powerful spam filters and enhanced virus scanning & cleaning.

- **Easily connect & share!**
  Send & receive e-mail from any Web connection. With a huge **1 GB** inbox and the ability to send up to 10MB files or photos.

- **Express yourself!**
  Have fun personalizing e-mail to friends & family. With unique emoticons, signatures, background choices, fonts & layout styles.

Sign Up

Creating an E-mail account:
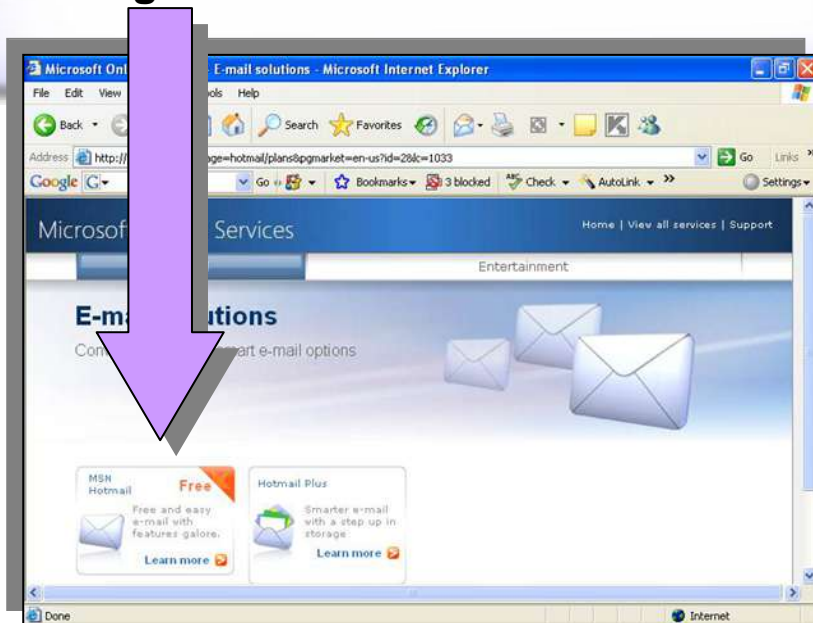
Click into "Get it free" button in next screen.

1

First section: Create your E-mail address:

Create your e-mail address

Country/Region: United Kingdom

E-mail address: _____ **@hotmail.co.uk**
The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (_).

Type the name that you want to appear before the @ symbol (for example, **yourname**).

Get help with this section

Privacy for residents of the European Union

Check Availability

You must choose Country/Region and write E-mail address.

Note:

- This section is very important.
- Write E-mail address under conditions and you can get a help if you need.
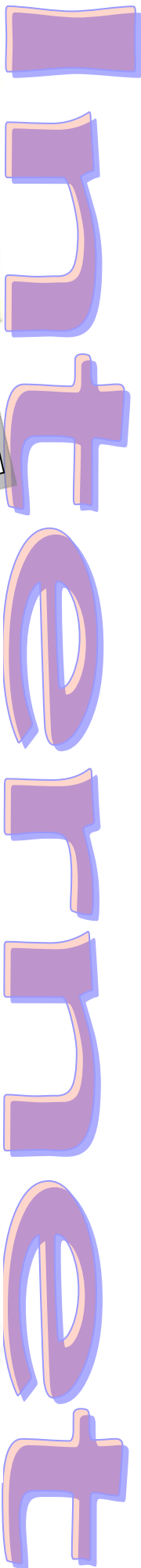
Activity

Fill the following form:
- Choose your Country/Region.
- Write your E-mail address.
- Check Availability of your E-mail address.

E-mail a friend.

Mail

Create your e-mail address

Country/Region: Egypt

The e-mail address **sama_ahmed2004@hotmail.com** is available.

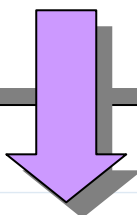E-mail address: sama_ahmed2004 **@hotmail.com**

The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (_).

Type the name that you want to appear before the @ symbol (for example, **yourname**).

Get help with this section

Tip: Add another word, such as your favorite color or your pet"s name, to your e-mail address. Example: exampleblue@hotmail.com

Check Availability

2

Second section: Create your password

- Write your password and confirm it (at least six characters) .

Create your password

Password:

The password must contain at least six characters and is case sensitive.

Password strength: | Weak | Medium | Strong

Retype password:

Write in the pervious part your password and confirm it.

3 **Third section: Create your password reset options:**
Select "Question" and enter your answer, you can write another E-mail address (Option).

Create your password reset options

Question:	Select One
Secret answer:	
	Five character minimum; not case sensitive
Alternate e-mail address:	
	Optional

Activity

Fill pervious part.

Fourth section: Enter your account information:

Enter your account information

First name: _____

Last name: _____

Gender: ○ Male ○ Female

Birth date: [Day ▼] [Month ▼] [____]

Constituent Country: [Select One ▼]

Postal Code: _____

Time zone: [Select One ▼]

☐ I own or work with a small business

Activity

Fill your information at pervious part.

5 **Fifth section: Type the characters you see in the picture:**

Type the characters you see in the picture

Picture: /G5KC9H3K/

The picture contains 8 characters.

Characters:

Activity

Rewrite the following characters in the picture box into the text box.

**6** **Sixth section: review and accept the agreements:**

1. This Is a Contract Between You and Microsoft.

This is a contract between you and Microsoft Corporation (located at One Microsoft Way, Redmond, WA 98052-6399) or, based on where you live, a Microsoft Corporation affiliate. We will refer to ourselves in this contract as either "Microsoft," "we" or "our." You are an individual person, or you are an employee or other agent of an entity on whose behalf you are accepting ... **Read, save, or print the entire service agreement by clicking on the links below.**

- Microsoft service agreement
- Microsoft online privacy statement

To accept the terms of service, click **I accept**. Clicking "I accept" means that you agree to the terms of the Microsoft service agreement and privacy statement. You understand that you are creating credentials that you can use on other Windows Live ID sites and services, you agree to receive required notices from Microsoft electronically, and you agree to receive targeted advertisements and periodic member e-mails. If you do not agree to these terms, click Cancel.

[I Accept] [Cancel]

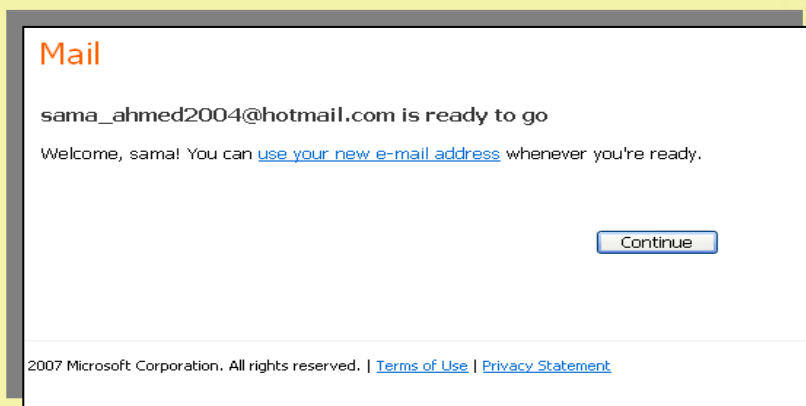Read agreements and click "I Accept" button.
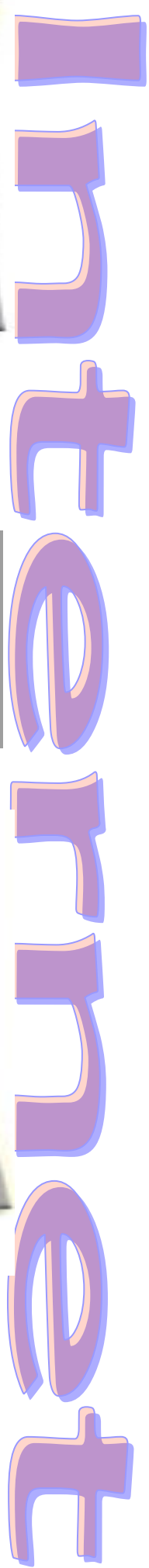
When you register your E-mail successfully, will appear next screen:

Press continue button.

From next screen about **"Free Newsletters & Offers"**, you can select the topics you need.
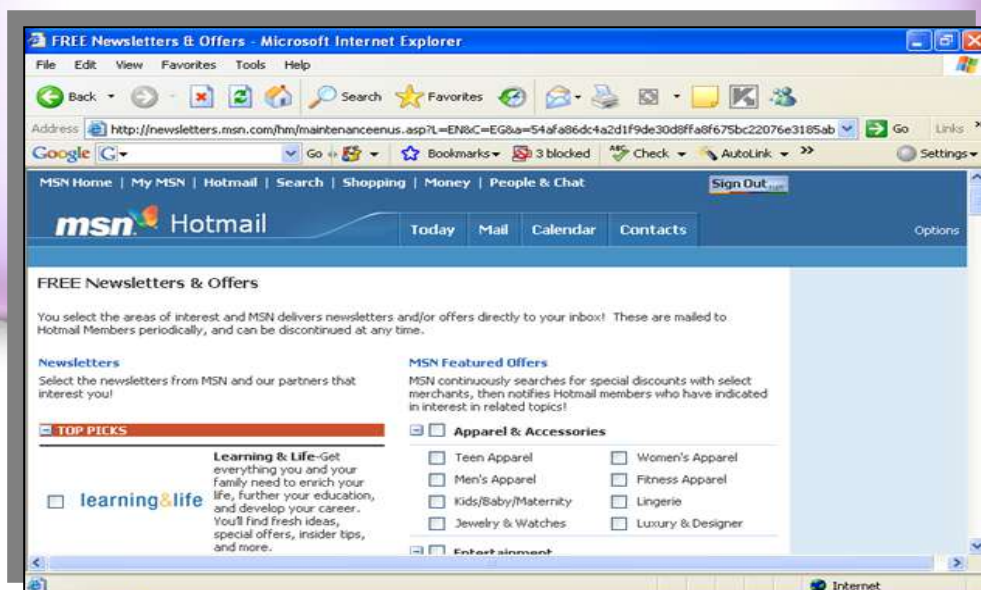
When you load hotmail web site, you can enter your E-mail address and password in the following screen:
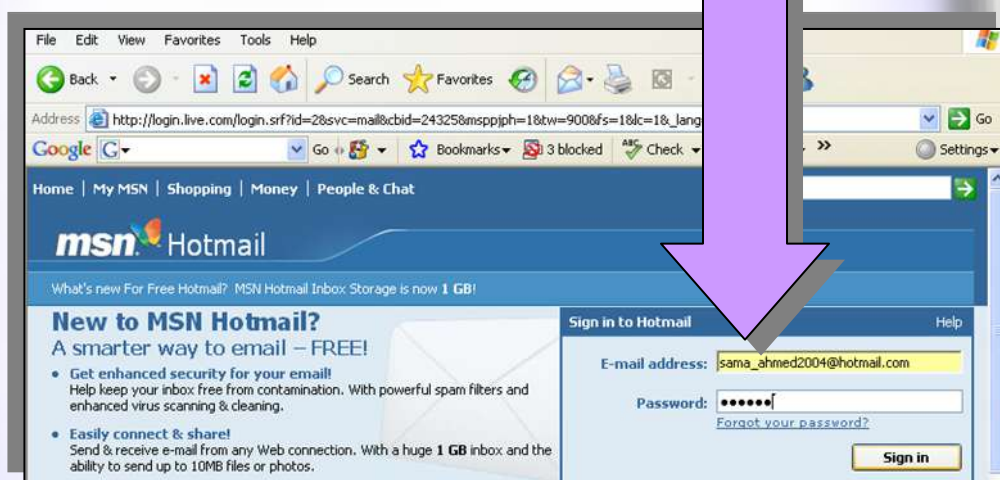
Then press "**Sing In"** button.

You will get the following screen:
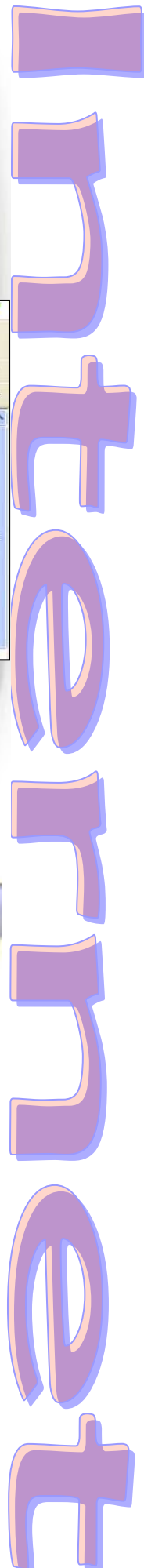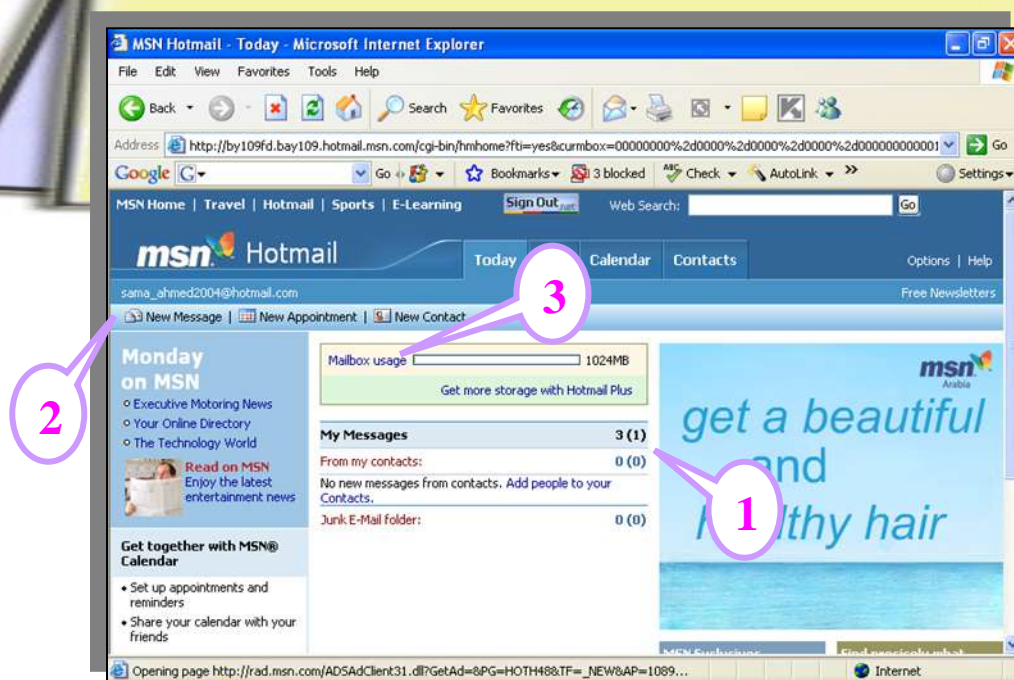
Activity

Complete:
(1)   Number of messages are: ………… .
(2)   New Messages refer to
      ……………………… .
(3)   Mailbox usage tool refer to
      ………………… .

If you click "My Messages" link, the computer will display your "Inbox" mail as follows:

Read the last message:

Then complete the following statements:
- Subject of message is ………………………
- E-mail received from.…………………………
  (Write E-mail address).

Replay previous message and send it as follows:

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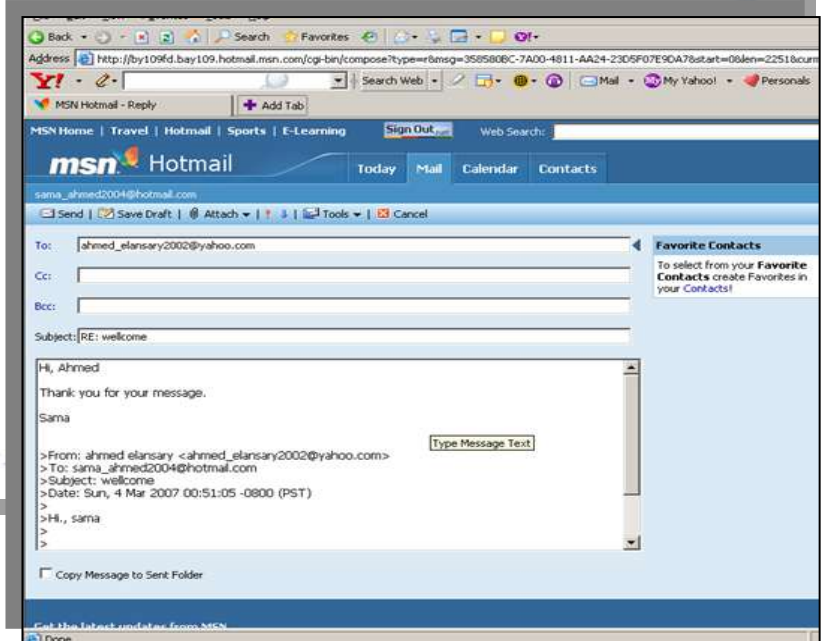
When you send a message, you will see this screen:
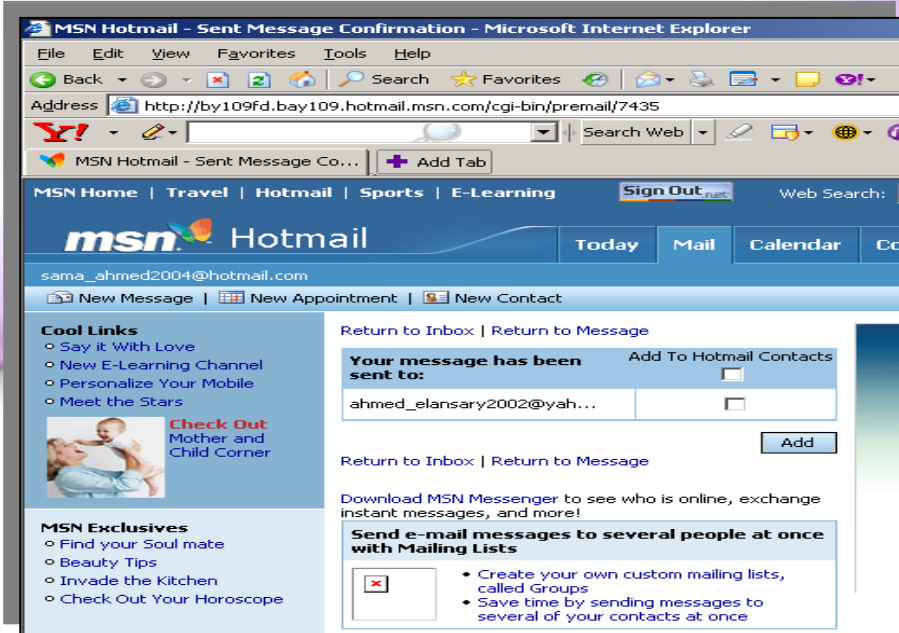
(1)   Send a message to your friend.
(2)   Sign out from E-mail.

(1)   Write (✓) or (✗) for each of the following statements:

Sending and receiving messages electronically:
- **You can send mail to a single or multiple persons.**
- **www.hotmail.com is an E-mail address.**
- **Elements of E-mail are the same of elements of traditional mail.**
- **All web sites can be used to create E-mail.**
- **The e_mail address can contain only letters, numbers, periods, hyphens, or underscore.**
- **The password of your E-mail is stable, you can never change it.**

(2)   Create another E-mail at www.yahoo.com web site.

Next
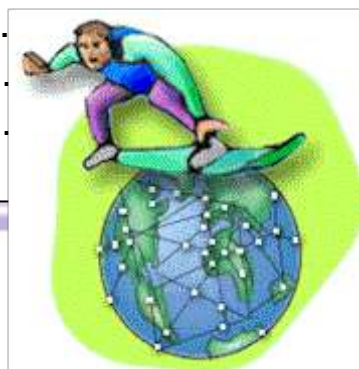
More information

You can know more information about registration in E-mail in "Hotmail" through **Overview** and **Features** tabs from previous screen.

URL http://www

Internet

Google

Remember:

E-mail	Sending and receiving messages electronically.
E-mail address	An E-mail address, known as an address (from electronic address) or simply as one's email, identifies a location to which E-mail can be delivered.
Requirements of mail	- Mail address. - Mail box. - Sender details. - Receiver details. - Message.

Chapter 6 E-mail Arabic

- **Create E-mail account through Arabic web sites.**
- **Sending and receiving an E-mail.**

Aim

To give the student skills of creating E-mail from Arabic web site.

Objectives

After completing this lesson, you will be able to:

- Create E-mail from Arabic web site.

- Sending and receiving an E-mail.

There are many Arabic web sites that present free E-mail services. We will use: **www.maktoob.com**, when you see the following screen:
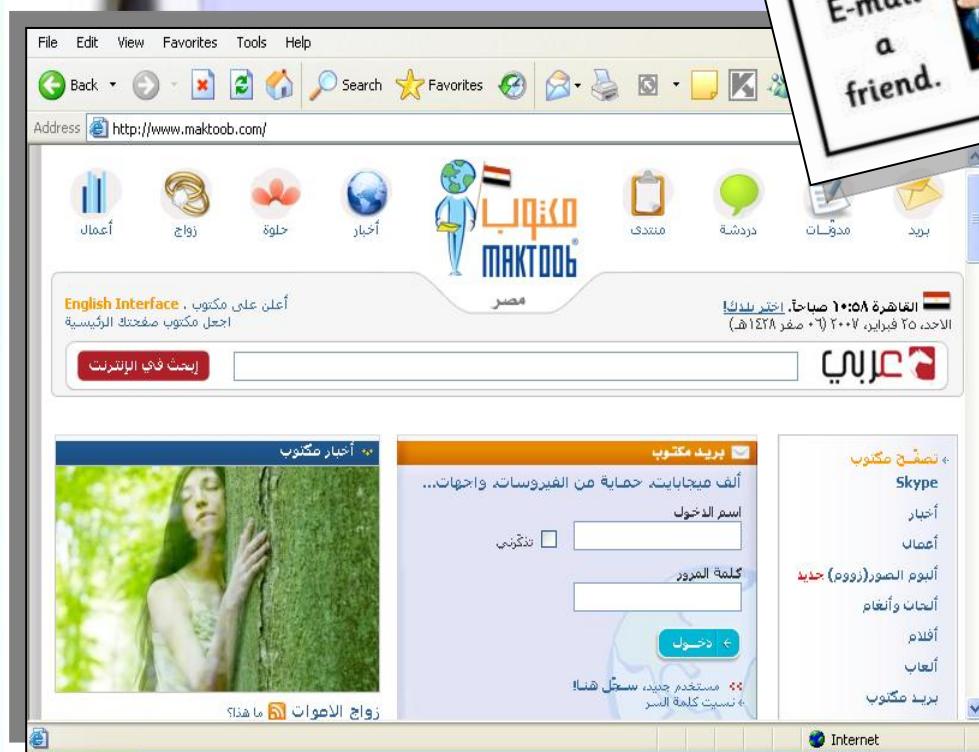
To create an new E-mail account click "دخـول", you will see the following form:

Enter your data in the previous form. When you finish, will see the following screen:
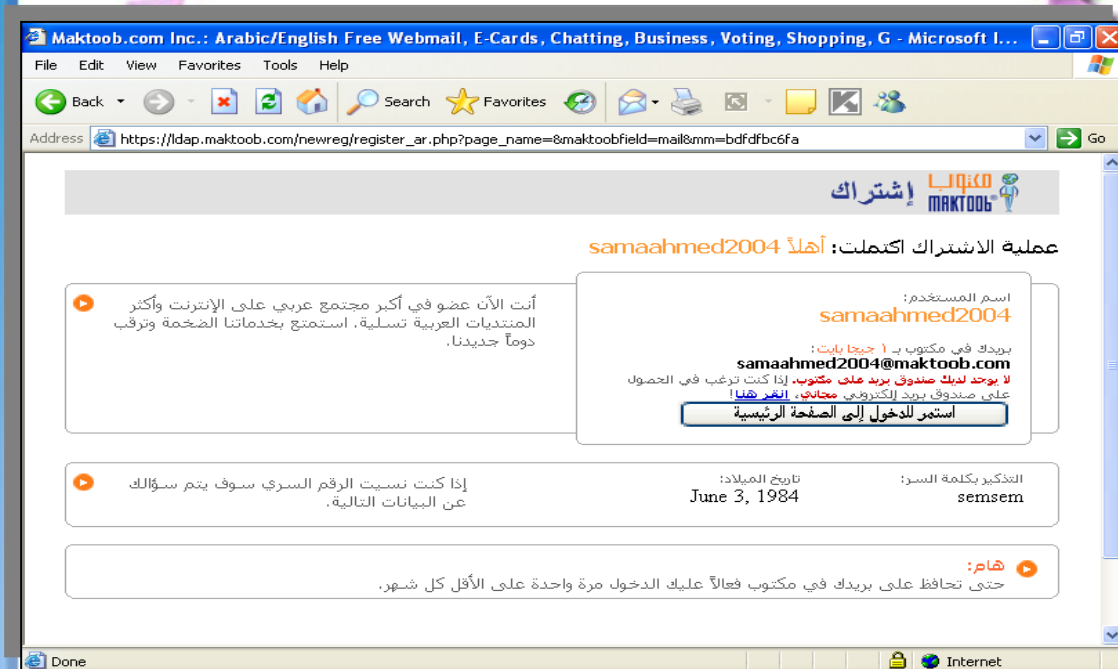
You can activate your E-mail From the following screen:
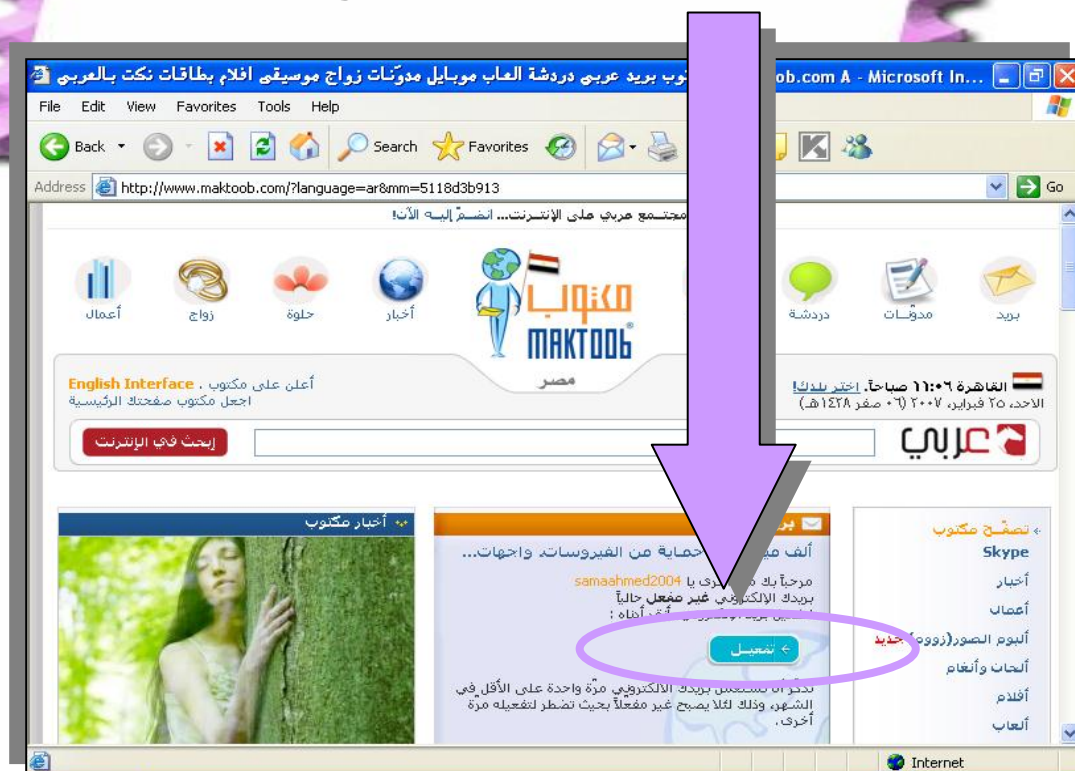
Show the following screen, then fill the next table:
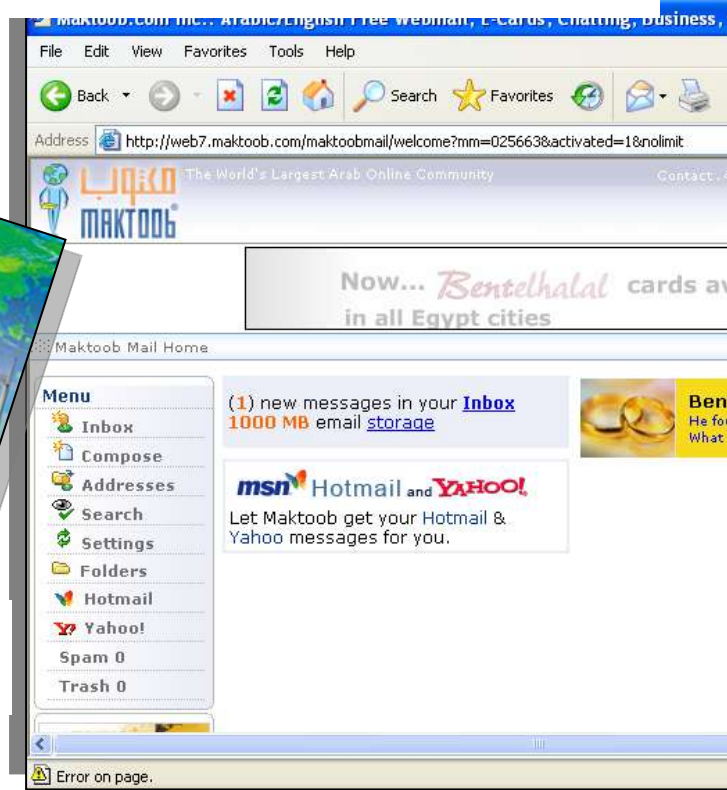
(1) What is meant by each of the following items ?

Item	Meaning
Inbox	
Compose	
Trash	

(2) How many new messages are in "Inbox" ?
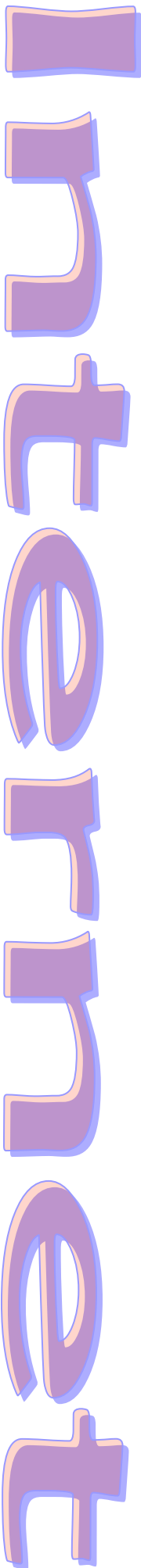
When you click on "Inbox" link from the previous screen, you can see your message in "Inbox" as follows :
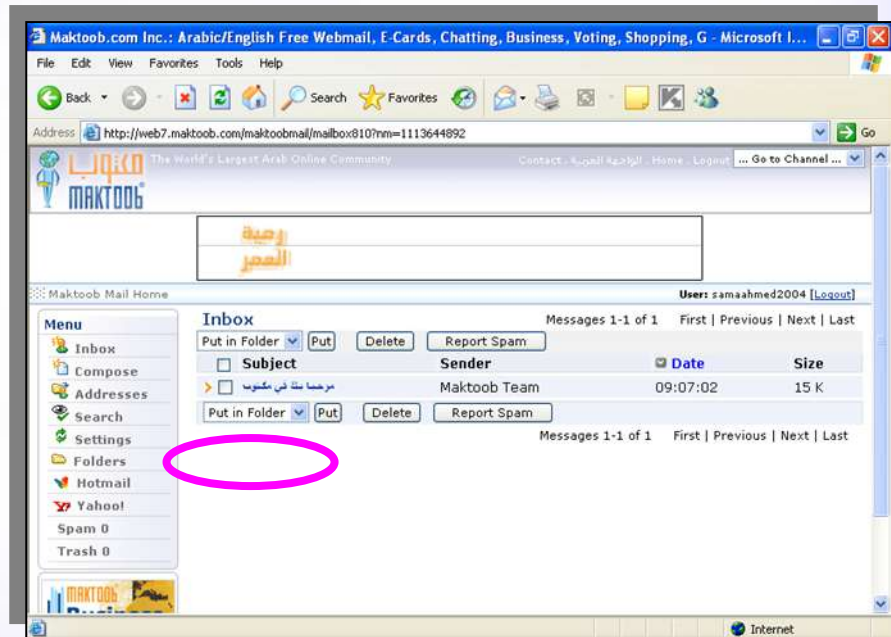
To read any message click on message subject.

Activity

(1) From this screen, fill in this table:

Subject	
Date of message	…………………..
Message From	…………………..
Message To	……………………

Activity

(2) If you want to close your E-mail …… Refer to link responsible for closing E-mail.

You can Login into your E-mail from the following screen:

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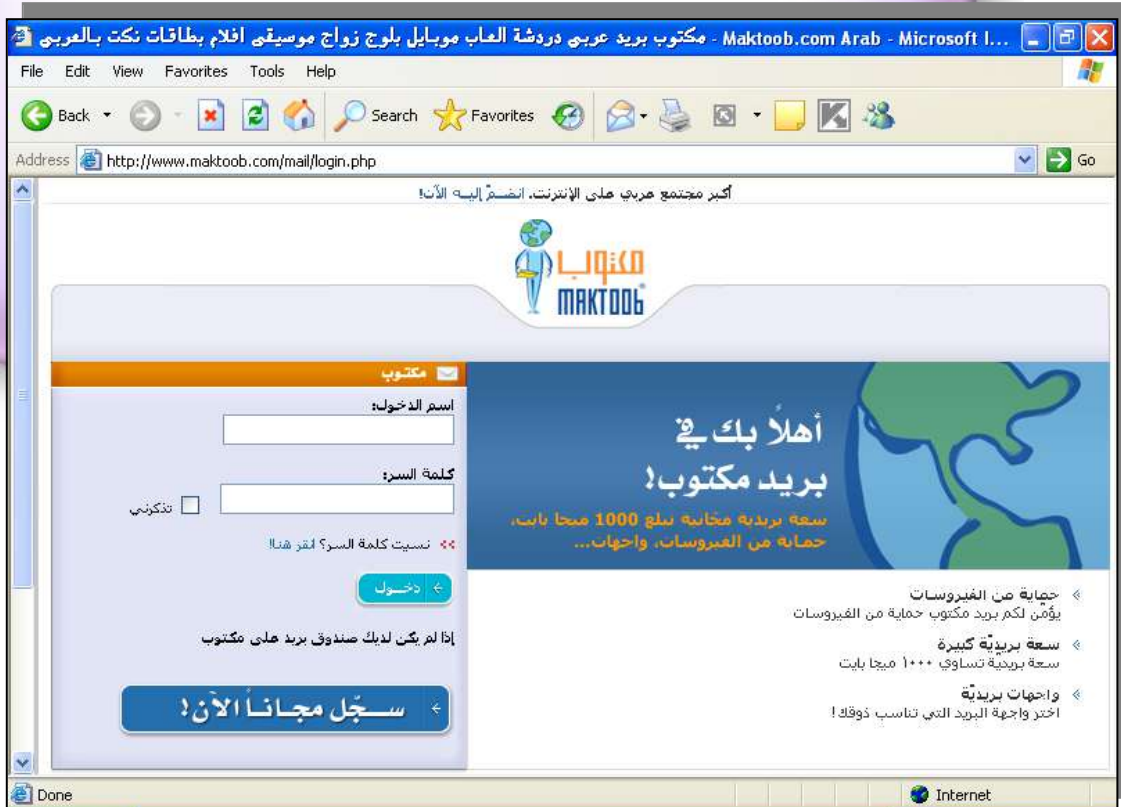
Enter your E-mail and Password, then you can see:
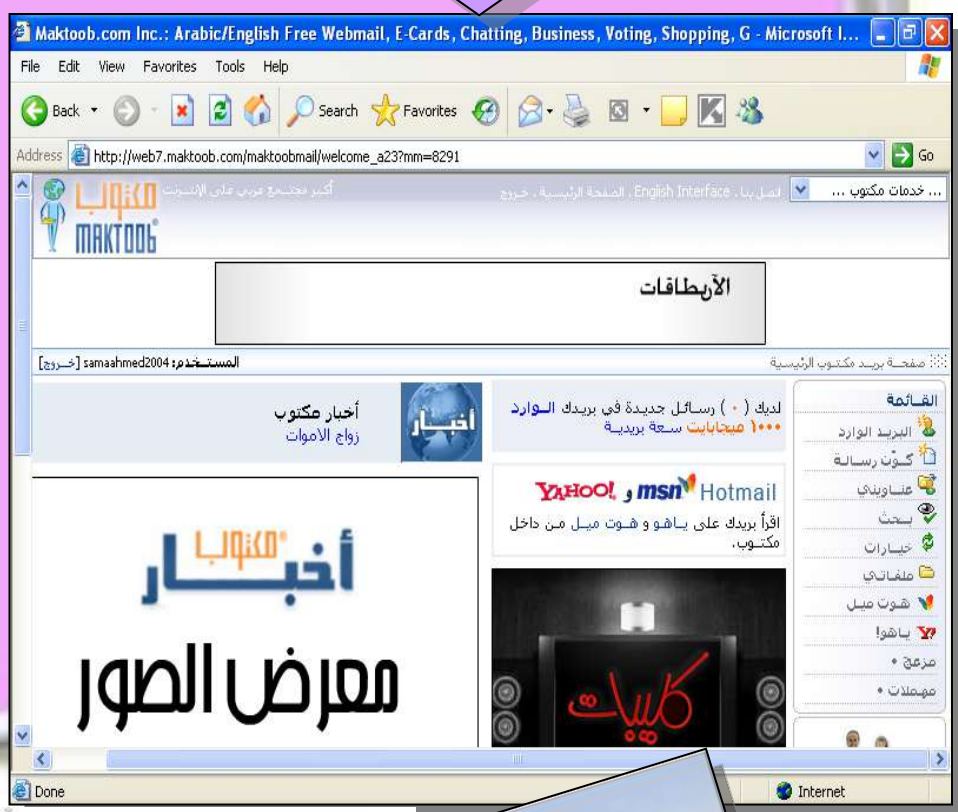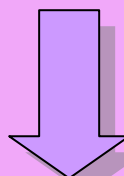
Evaluation

(1) Compare your E-mail in Hotmail & maktoob:

Item	Hotmail	Maktoob
Size		
Steps to Create E-Mail		
Sending & receiving		
Expire date		

(2) Send a message from your E-mail in maktoob to your E-mail in hotmail.

Preview Question :

Can you keep your e-mail address in your browser? (Yes / No)

More information
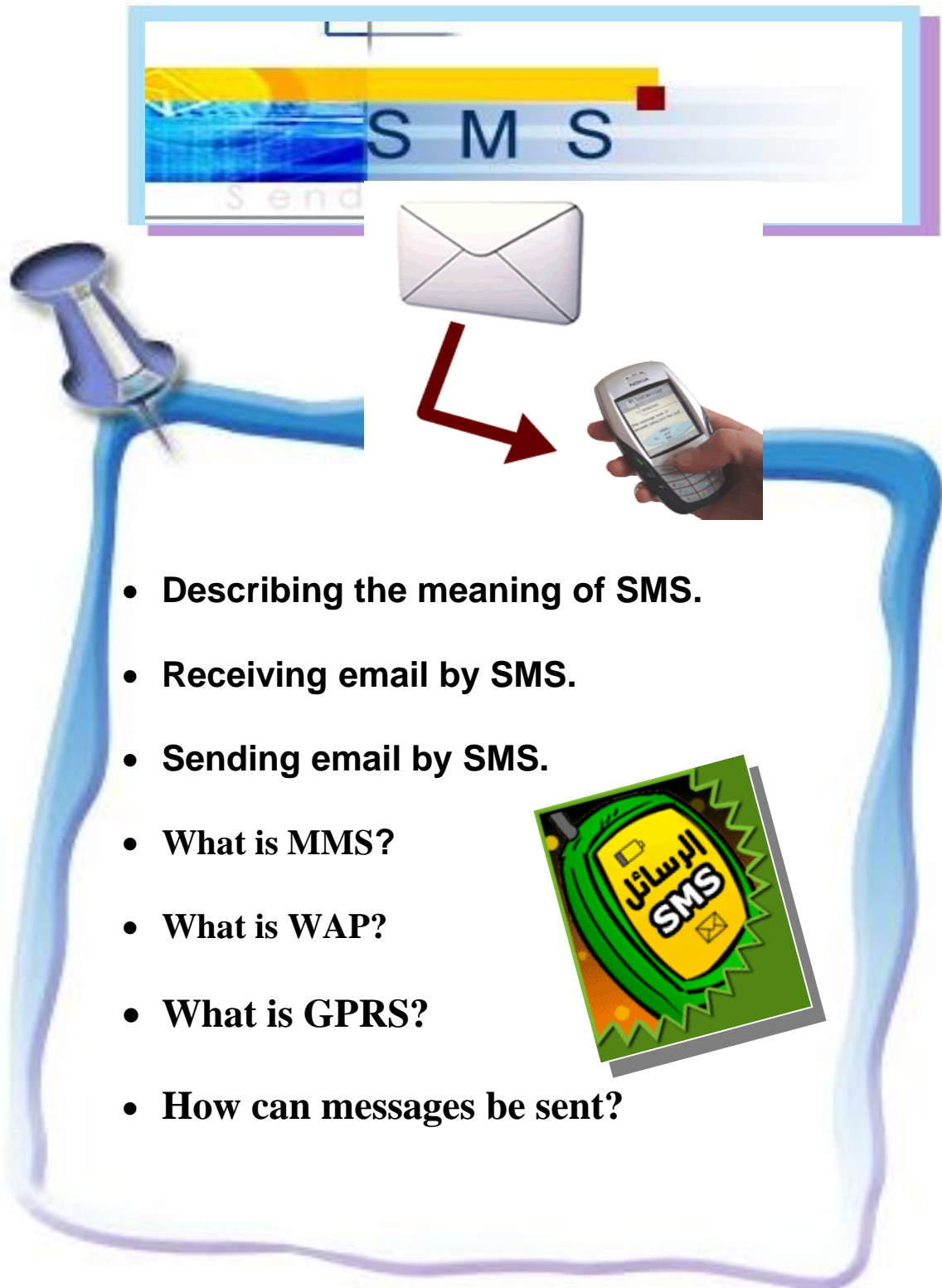
You can create Arabic E-mail in: www.ayna.com.

Remember:

Most services available in Hotmail are similar to the services available in maktoob web site.

Chapter 7 SMS Messages

- **Describing the meaning of SMS.**

- **Receiving email by SMS.**

- **Sending email by SMS.**

- **What is MMS?**

- **What is WAP?**

- **What is GPRS?**

- **How can messages be sent?**

Aim

To give the student the concept of SMS Messages

Objectives

After completing this lesson, you will be able to:

- Describe the meaning of SMS.

- Understand the Receiving of email by SMS:

- Understand the sending of email by SMS

- Know the data that can be sent and received through SMS ,MMS, WAP and GPRS.

- Know how the messages can be sent?

Describe the meaning of SMS:

Mobile telephones are a relatively new technology.

SMS (Short Messaging Service) is an option available on the vast majority of mobile communication networks.
What is SMS? SMS (Short Messaging Service)is a system that allows 160-characters text messages to be passed to and from mobile phones using the control channels.

Konto: 162233-32
Saldo: 1 124,50 zł

SMS/G
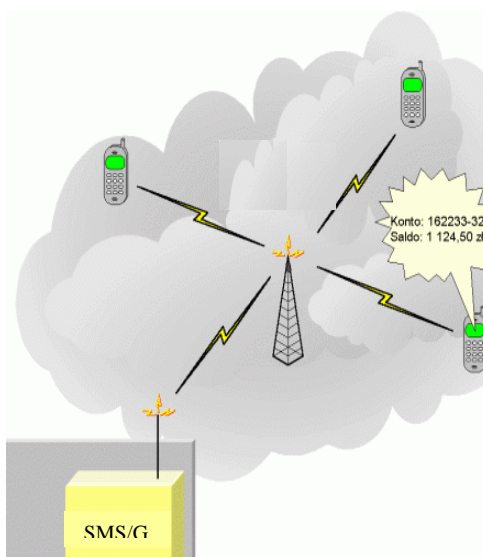
This means that the text message can get through even when a call is in progress. SMS does not go directly to the destination, but you send it to a message center, which sends it to the destination as soon as there is available capacity.
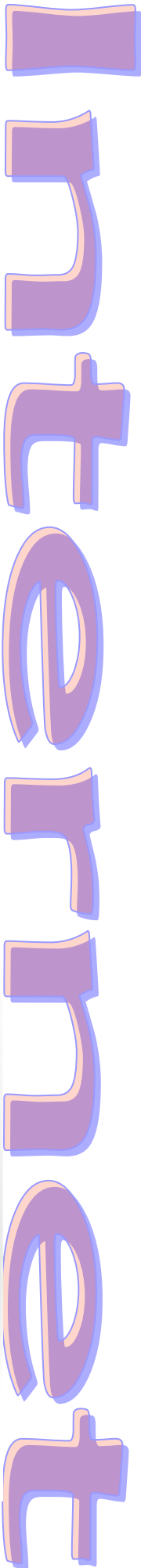
You can send cards ,pictures and customized ring tones as well as text .

In the message settings menu, you may find the option of sending messages as fax or email , as well as text and other formats. These systems allow the user to send and receive email by SMS.

Receiving email by SMS:

some networks will provide you with an email address associated with the mobile telephone, and you can then send and receive messages using this email address.

Customers of all mobile telephone networks can use these services. You choose a name ,and get address. The service can only send the first 160 characters of each email, due to the limitations of SMS, but as most email are relatively short , this is usually adequate.

Sending email by SMS

You can not send an email by SMS directly: you have to send it to a gateway that will convert the SMS to email format.

The gateway provider will convert the text into an email format and send it to the recipient. They can then read the email through their computer software and reply.

The reply is then converted into a format that the mobile telephone can display and is sent to the telephone.
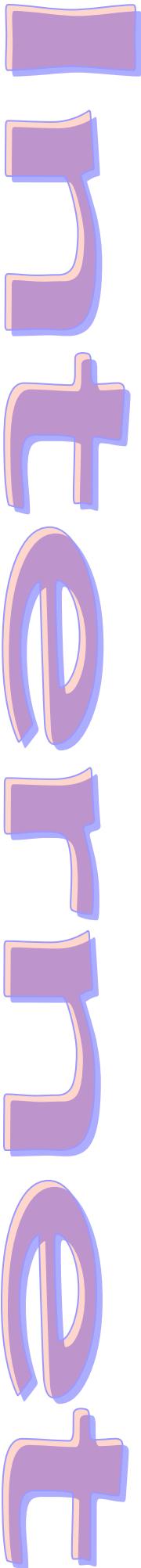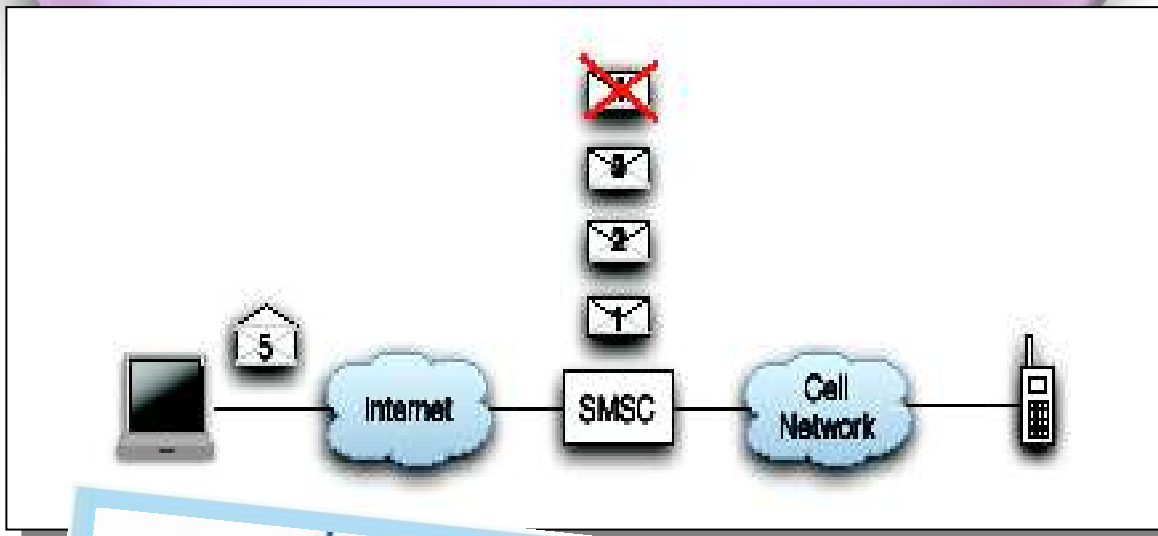
The data that can be sent and received are SMS ,MMS, WAP and GPRS.

What is SMS?
SMS is a SHORT MESSAGE SERVICE that allows you to send and receive text. Your short text messages may contain up to 160 characters. If your mobile is switched off or out of range your messages will be stored in the network and delivered as soon as possible.
Consult your mobile manual on how to send an SMS.

What is MMS?
MMS is a MULTIMEDIA MESSAGE SERVICE that allows you to communicate with long text messages, graphics, video clips and sound files. So basically you can send a picture that says a thousand words – or the thousand words.
Consult your mobile manual on how to use MMS.

What is WAP?

WAP means WIRELESS APPLICATION PROTOCOL or WIRELESS ACCESS POINTS.

It's a standard for applications that use wireless communication. Basically WAP allows your mobile to connect to the internet and download text, sound and graphics. The world's mobile internet sites are known as WAP-sites.

What is GPRS?

GPRS stands for GENERAL PACKET RADIO SERVICE. It is a technology that allows data to be transmitted and received in packets. With GPRS you can be connected to the Internet at all times.

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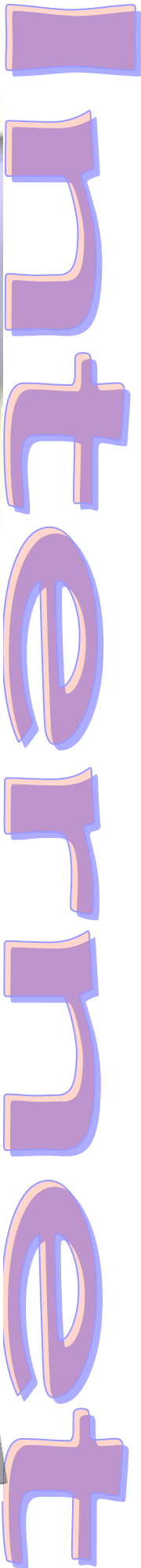
How can messages be sent?

Messages can be sent either
- Through a modem, using a dial-up SMS center.
- Through the internet, using an account with an internet SMS center.
- Through a mobile phone attached to the computer.

How could the messages be sent?

The messages can be sent through an internet connection or directly through an attached mobile phone.

If a mobile phone is attached to the computer, the contents of the inbox can be downloaded and stored in folders.
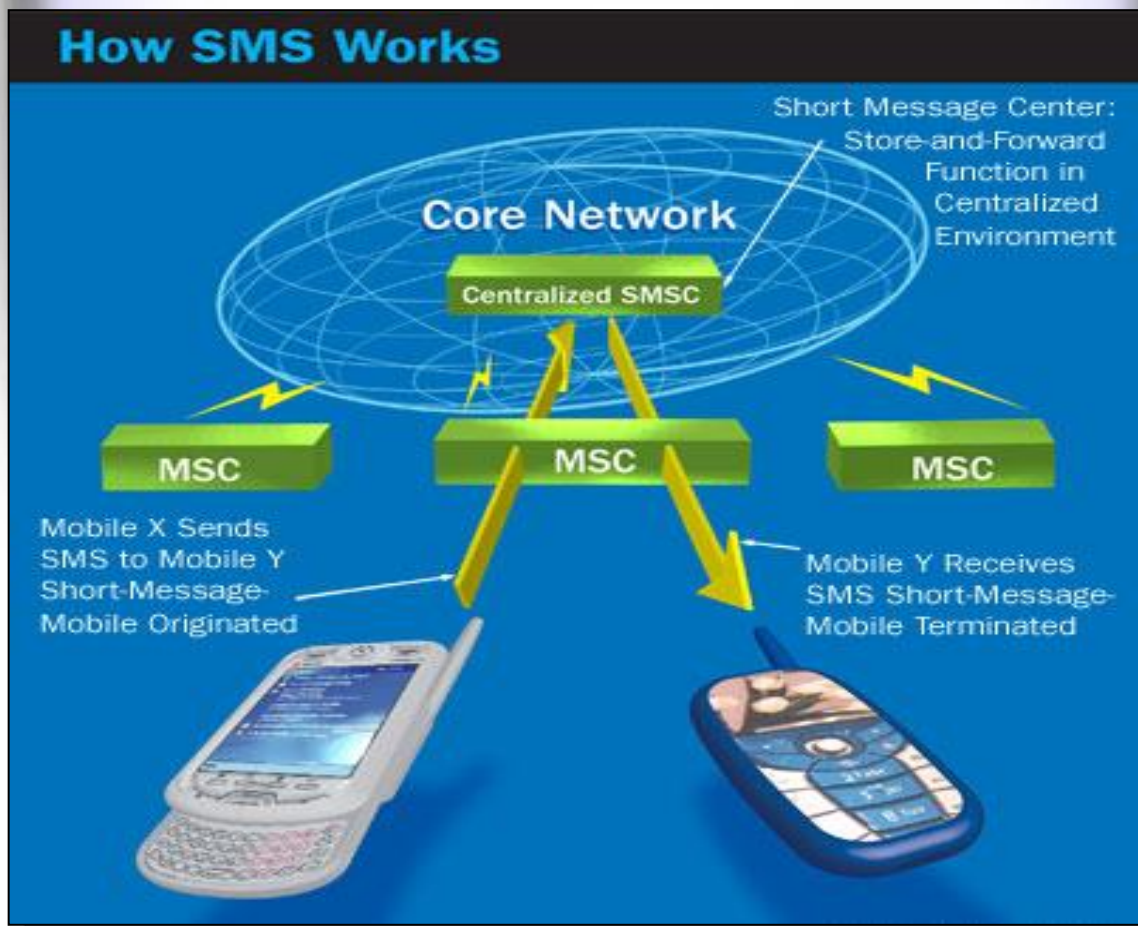
Evaluation

Answer the following questions:

1- What is SMS?

....

....

2- What is MMS?

....

....

3- What is WAP?

....

....

4- What is GPRS?

....

....

You can get more information:

- **Use search engine to know more about SMS , MMS ,WAP ,GPRS.**

① Customer sends MMS to an e-mail address

② Recipient(s) receives HTML formatted e-mail

③ Recipient(s) replies to e-mail

④ Customer receives reply as text-only MMS

Chapter 8 Internet Options

- **Changing the Web browser Home Page.**

- **Displaying or hiding images on a Web page.**

To give the student some of the concepts of Internet Options .
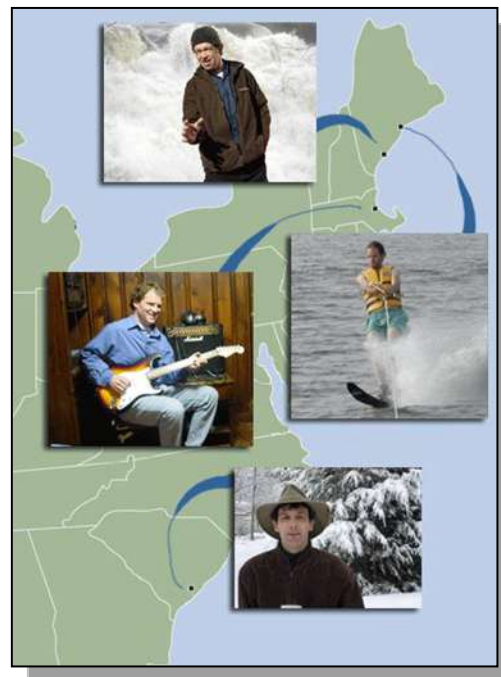
After completing this lesson, you will be able to:

Change the Explorer home page**.**

Display or hide images on a Web page.

To change your Explorer home page

Your Explorer home page is the page that appears every time you open Internet Explorer.

If there is one page to visit most, you can make it your home page so that it appears every time you start Internet Explorer or click the **Home** button on the toolbar.
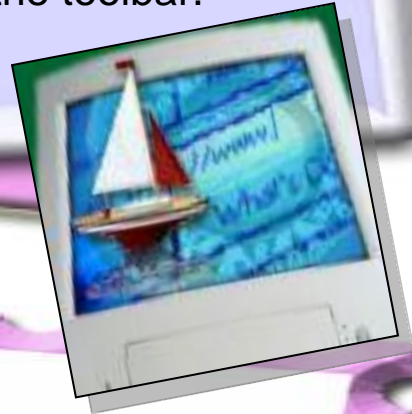
Activity

1 - Go to the page you want to appear when you start Internet Explorer such as the www.moe.gov.eg

2- On the **Tools** menu, click **Internet Options**.

3- Click the **General** tab.

4- Under **Home page**, click **Use Current** button.

Internet Options

General | Security | Privacy | Content | Connections | Programs | Advanced

Home page
You can change which page to use for your home page.

④ ➡ ...ess: http://www.moe.gov.eg

Use Current | Use Default | Use Blank

Temporary Internet files
Pages you view on the Internet are stored in a special folder for quick viewing later.

Delete Cookies... | Delete Files... | Settings...

History
The History folder contains links to pages you've visited, for quick access to recently viewed pages.

Days to keep pages in history: 20 ⏷ | Clear History

Colors... | Fonts... | Languages... | Accessibility...

OK | Cancel | Apply

Click on the **OK** button to close the dialog box

 Discuss with your group the following:

1- Reopen the browser.

 - The URL of the Home page of the internet Explorer is
 …………………………………………….

2-Click on the Home button in the tool bar

 - The URL of Home page of the Internet Explorer is …………………………………..
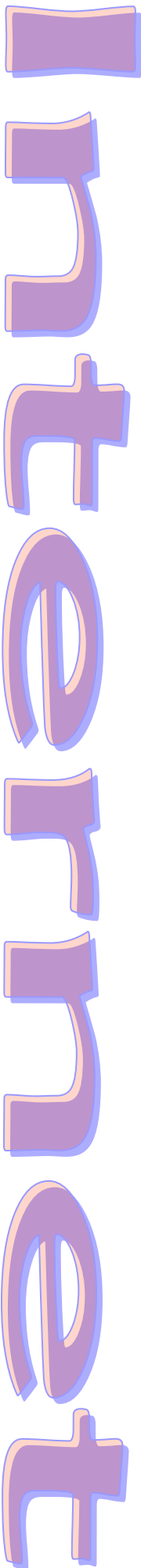
To turn off graphics to display all Web pages faster

By default Microsoft Internet Explorer will automatically display any images within a Web page. You may choose to turn this feature off to speed the loading of Web pages.

Activity

On the **Tools** menu in Internet Explorer,

1. click **Internet Options**.

2. Click the **Advanced** tab.

(2)

Internet Options

Advanced

Settings:

- Accessibility
  - ☐ Always expand ALT text for images
  - ☐ Move system caret with focus/selection changes
- Browsing
  - ☑ Always send URLs as UTF-8 (requires restart)
  - ☐ Automatically check for Internet Explorer updates
  - ☑ Close unused folders in History and Favorites (requires restart)
  - ☑ Disable script debugging in applications using Internet Explorer
  - ☑ Disable script debugging in Internet Explorer
  - ☐ Display a notification about every script error
  - ☑ Enable folder view for FTP sites
  - ☐ Enable Install On Demand (Internet Explorer)
  - ☑ Enable Install On Demand (Other)
  - ☑ Enable offline items to be synchronized on a schedule
  - ☑ Enable page transitions
  - ☐ Enable Personalized Favorites Menu

Restore Defaults

OK   Cancel   Apply

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3- Scroll down until you see **Multimedia**, clear the **Show pictures** check box

③

Clear the **Show pictures** check box

Internet Options

General | Security | Privacy | Content | Connections | Programs | Advanced

Settings:

Microsoft VM
☑ Display Java Applets Blocked dialog
Multimedia
☑ Enable Automatic Image Resizing
☑ Enable Image Toolbar (requires restart)
☑ Play animations in web pages
☑ Play sounds in web pages
☑ Play videos in web pages
☐ Show image download placeholders
☑ Show pictures
☑ Smart image dithering
...und colors and images
...ddress bar
When searching
○ Display results, and go to the most likely site

Restore Defaults

OK | Cancel | Apply

4. Removing the tick next to this option will mean that the browser will load pages, but not display any pictures that might be included within the pages.

- Click on the **OK** button to close the dialog box.
- You may have to close and then re-start your browser to see the effect of this change.

What do you see on the browser?

……………………………………………………
……………………………………………………
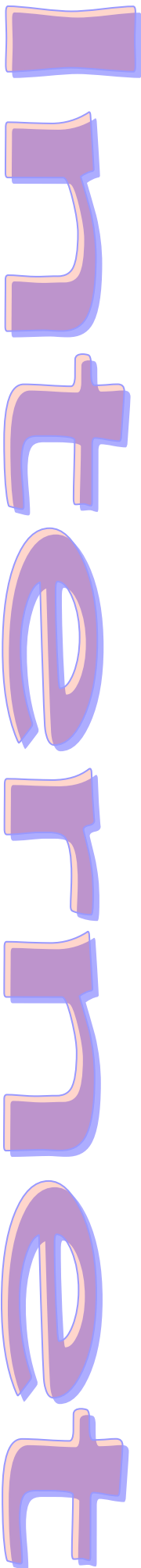
When you use this option a rectangular box will be displayed in place of pictures when viewing Web sites.
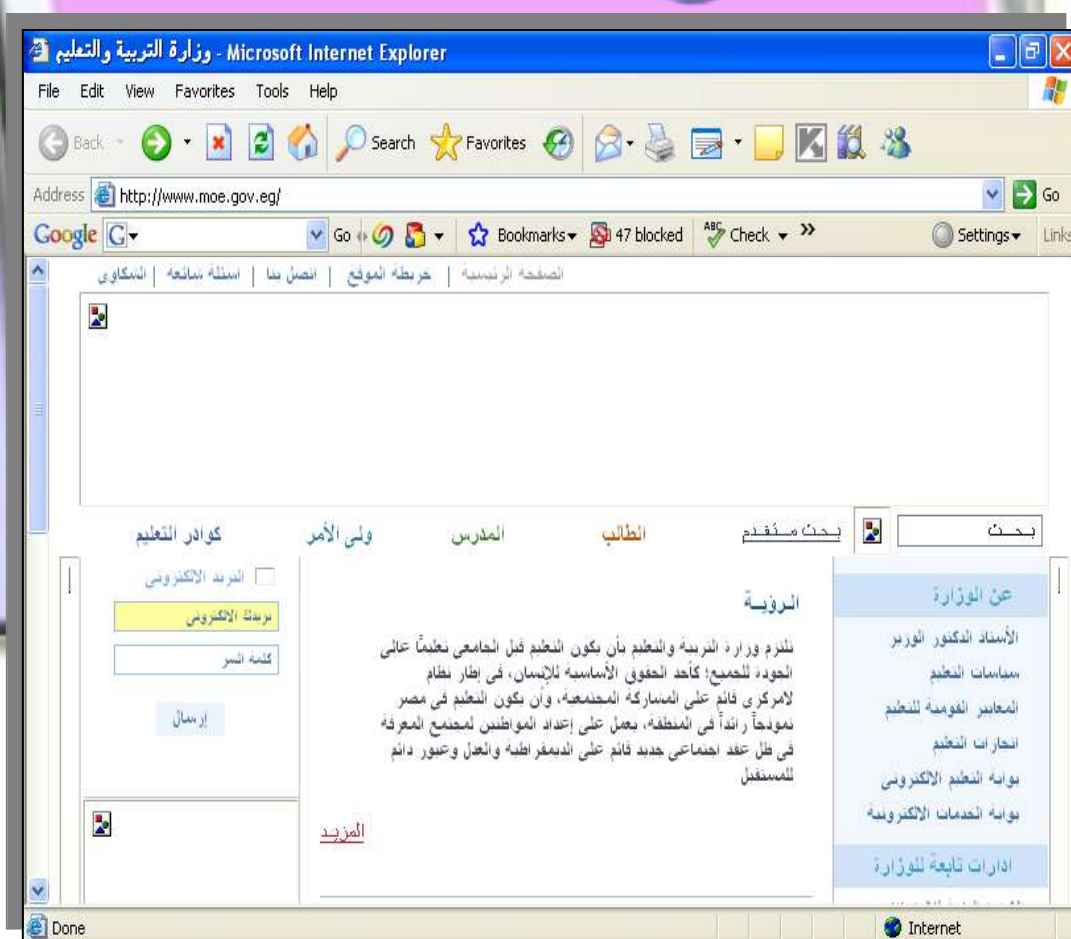
Discuss with your group how do you display images again in the browser?

"To display images again in the browser "

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Evaluation

Make the home page browser the web page of
http://www.sis.gov.eg

1- To restore your original home page, click **Use Default button.**
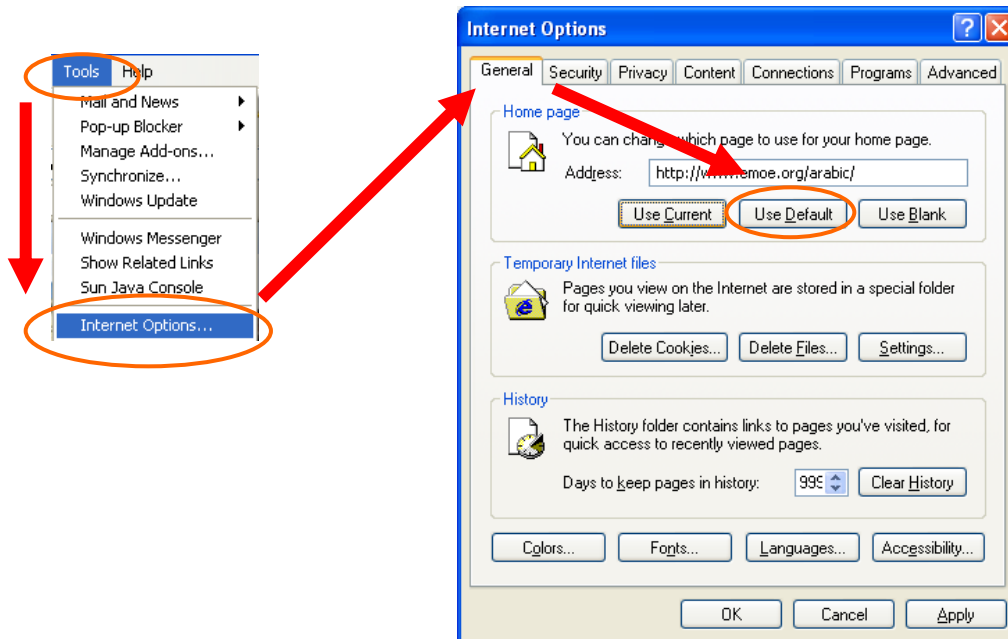
2- If you wish to start the program with a blank page, click on Use Blank button.
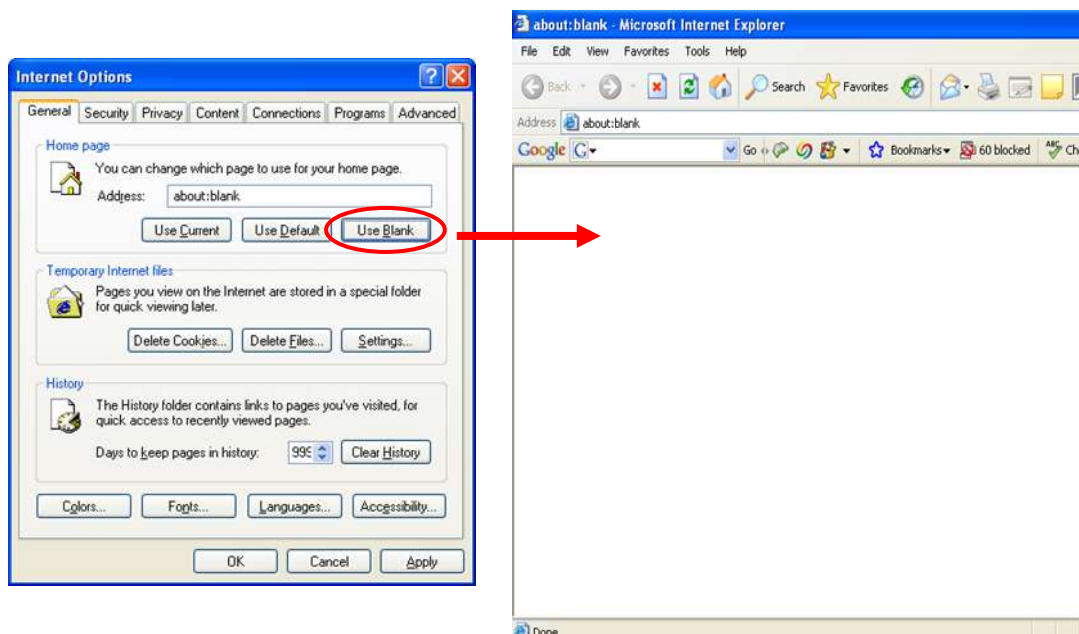
4- If you wish to use another starting page,
enter the full URL into the **Address** box.
Click on the **OK** button to close the **Internet Options**
dialog box.

5-If the pictures on the current page are still visible after
you clear the **Show pictures** check box, you can clear
Play animations, **Play videos**, or **Play sounds** check
boxes.

Part II – Spread Sheets – Excel

Chapter 9 Introduction to Spread sheet

- **Introduction to Spread sheet .**
  - o **What is Microsoft Spread sheet?**
  - o **When to use Spread sheet?**
  - o **Load Excel**
  - o **What is a Workbook?**
  - o **Navigating In a Workbook**
    - ▪ **Using a mouse.**
    - ▪ **Using a keyboard.**
  - o **Cell Contents**
    - ▪ **Text**
    - ▪ **Numbers**
  - o **Entering Data**
  - o **Editing Cell Contents**

  - o **Saving a Worksheet**
  - o **Closing and Exiting Spread sheet**

Aim

To give the student the main concepts of Spread sheet.

Objectives

After completing this lesson, you will be able to:

- **know What is Spread sheet?.**

- **Know When to use Spread sheet?.**

- **Load Spread sheet.**

- **Know What is a Workbook?.**

- **Navigate in a Workbook.**

- **Move the Cell Pointer.**

- **Use the mouse.**

- **Use the Keyboard.**

- **Enter data.**

- **Save a Workbook.**

- **Close and Exit Spread sheet.**
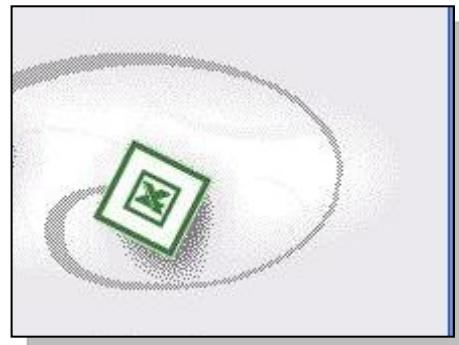
What is Microsoft Spread sheet - Excel?
Excel is a popular spreadsheet program designed for use on a personal computer. Excel files are known as WORKBOOKS which contain sheets that are composed of columns and rows.
The intersection of a column and row is called a cell.

Each WORKBOOK, by default, contains three sheets. It may contain more sheets. Excel is used for calculations, and information can be placed on a sheet in a table configuration. *Excel* provides many functions that aid in calculations. *Excel* also provides a variety of charts you can use to present your data in chart form. The default name of your Excel file (or workbook), until you save it with a name of your choice, is **Book 1**.

Excel is a spreadsheet program that allows users to create worksheets that store information in workbook files. The built-in functions allow users to create and edit formulas; copy and move data; format worksheets; and set up worksheets for printing.

Text, numbers, or mathematical formulas can be entered into the cells. Formulas are entered in such a way that changing any of the numbers they reference will automatically update the calculated value.

When to use Spread sheet- Excel:

1-Whenever you're doing work that involves calculations with rows or columns of numbers.

2-An electronic spreadsheet makes your task many times easier. As soon as you change any numbers on your spreadsheet, any calculations that use those numbers – for instance totals - will be automatically updated.

3- You can automatically generate charts in a variety of formats from data in an Excel spreadsheet. Your chart will automatically be updated when you change your spreadsheet data.

Open Excel:

1. Click the **Start** icon button on the Taskbar.
2. From **Programs** menu select **Microsoft Excel.**
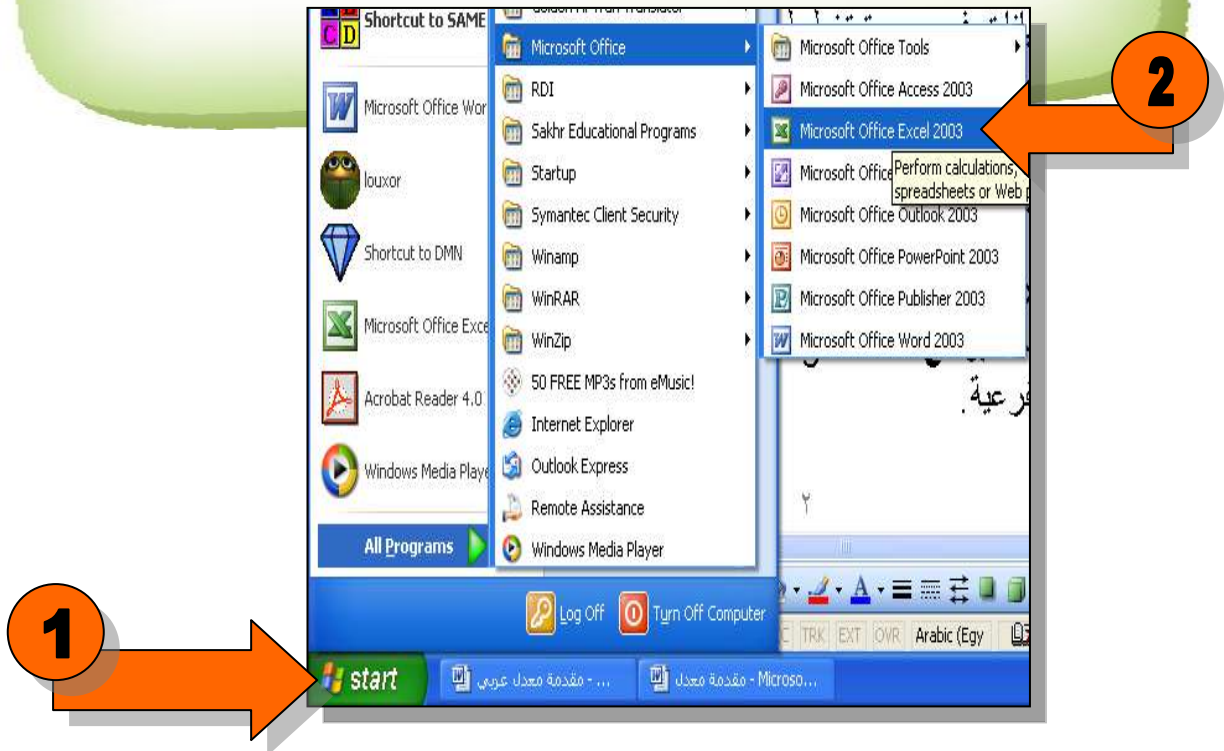
Activity

Cooperating with your group[1], discuss the interface of Excel :

…………………………………………
…………………………….
…………………………………

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What is a Workbook?

The Excel Desktop has a multitude of toolbars. There are certain toolbars that appear by default when you open the program.

- **Menu bar.**
- **Standard bar.**
- **Formatting Bar .**
- **Formula (or Function) Bar.**

The Formula Bar displays the contents of the active cell. It includes text, numbers, formulas, and functions.
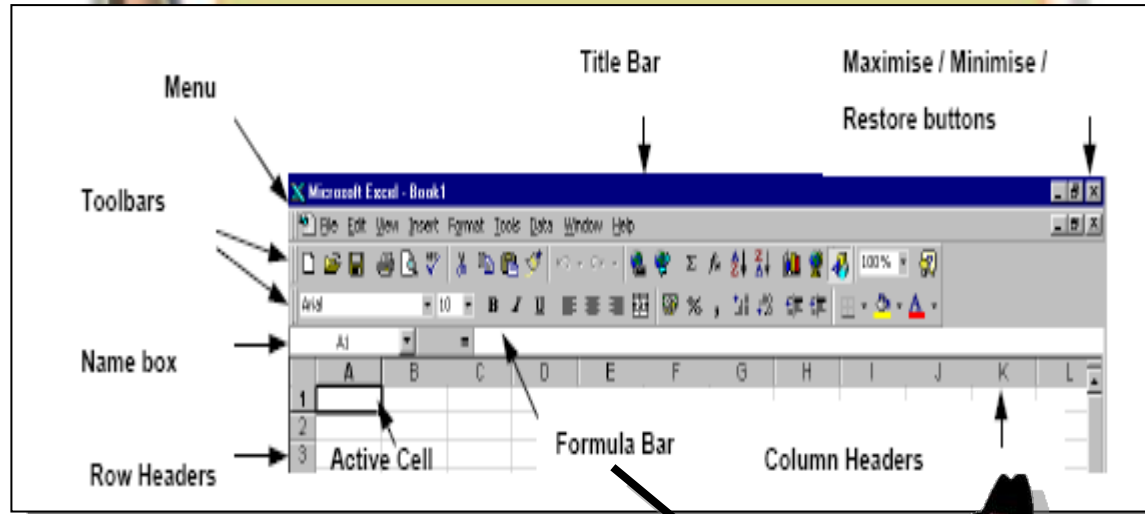
Active Cell :A cell that is selected ,The ACTIVE CELL is marked by a bold outline.

	A
1	
2	
3	

Active Cell

Sheet tab

|◄ ◄ ► ►| Sheet1 / Sheet2 / Sheet3 /

Ready

Status Bar

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Navigating In a Workbook

• At the bottom of the workbook window (where the sheet tabs are located) are a number of controls you can use to move from worksheet to worksheet within a workbook.

Four tab scrolling arrow buttons

Sheet1 / Sheet2 / Sheet3 /
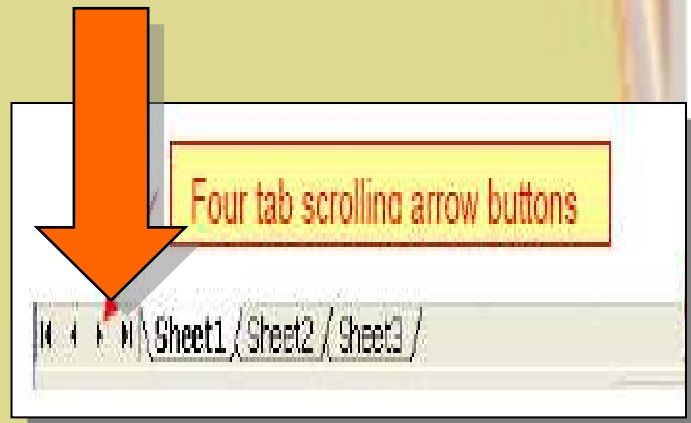
Note

Use the four tab scrolling arrow buttons in the lower left corner only when you have more worksheets in a workbook that can be displayed at once.
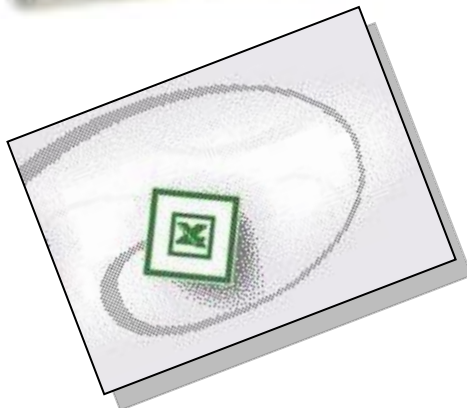
Activity

- From the sheet tab, Click on the "Sheet2", What happened?

....

- From the keyboard press "Ctrl" + "Page Down" buttons.
What happened?

....

- From the keyboard press "Ctrl" + "Page up" buttons.
What happened?

....

Moving the Cell Pointer
To enter data into a cell or to change a cell's contents, you must first select the cell by moving the **cell pointer** to it. This can be done with either a **mouse** or the **keyboard**.

Moving the Cell Pointer Using a mouse:
- Scroll the Workbook window down or up or right or left to reveal rows that are not initially visible.
- Move the cell selector to a cell displayed in the workbook window, Click on the desired cell.

Activity

By using mouse activate the following cells with addresses   C3 ,   A7   ,   E6

C3	▼		_fx_			
	A	B	C	D	E	F
1						
2						
3						
4						

"The active cell is C3"

A7	▼		_fx_			
	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						

"The active cell is A7"

E6	▼		_fx_			
	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						

"The active cell is E6"
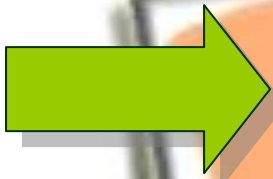
Moving the Cell Pointer Using the keyboard:

To move the cell pointer:	Action
Down one cell	[DOWN ARROW] ↓
Up one cell	[UP ARROW] ↑
Right one cell	[RIGHT ARROW] →
Left one cell	[LEFT ARROW] ←
Down one screen	[PG DN]
Up one screen	[PG UP]
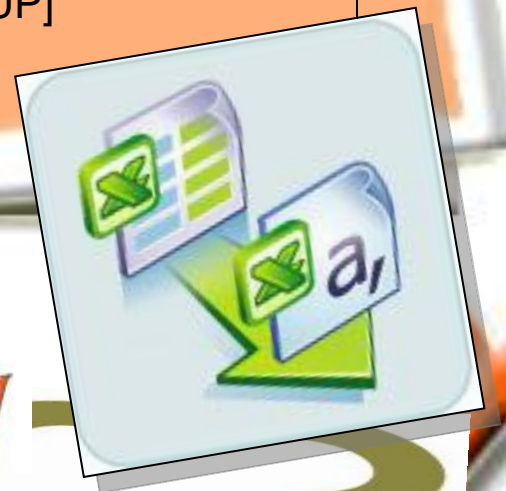
Activity

With your group try to use the previous table, to move the cell pointer.

To move the cell pointer:	Action:
To the beginning of the current row	[HOME]
To the first cell in the worksheet (A1)	[CTRL] + [HOME]

Activity

With your group try to use the previous table, to move the cell pointer.

To move the cell pointer:	Press:
To the last cell in the current column	[CTRL] + [DOWN ARROW] ↓
To the first cell in the current row (if the direction of the worksheet from left to right)	[CTRL] + [LEFT ARROW] ←
To the first cell in the current column	[CTRL] + [UP ARROW] ↑
To the last cell in the current column (if the direction of the worksheet from left to right)	[CTRL] + [RIGHT ARROW] →

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Activity

With your group try to use the previous table, to move the cell pointer.

Using the keyboard, activate the cell pointer such that it addresses C3 , A7 , E6

Cell Contents

Cells can contain one of four specific types of values: text, numbers, dates and times, and formulas.

1- Text

Text is any combination of numbers, spaces, and nonnumeric characters. All cells that Excel considers to be text will be left aligned. In the following example, these entries would be treated as text:

158A4S (this has numbers and letters).

587DER (this has numbers and letters).

10[72 (contains a non-numeric character).

123 456 (contains a space).

2- Numbers (Values)

Numbers include the numeric characters 0-9. By default is right aligned in a cell.

3- Dates and Times

Excel stores dates and times as numbers. When a date or time is entered into a cell, By default dates and times are right aligned in a cell.
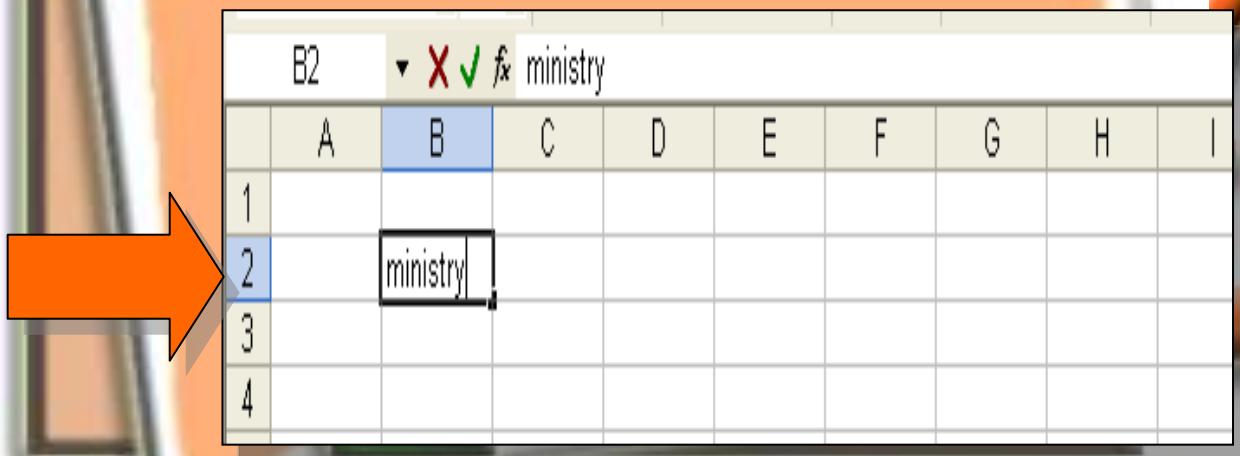
To type a time based on the 12-hour clock, type a space followed by AM or PM (A or P) after the time. Otherwise, Excel bases the time on the 24-hourclock. For example, if you type 3:00 instead of 3:00 PM, the time is stored as 3:00 AM.

Entering Data:

Data can be entered in the sheet by typing text or numbers in the selected cell and then pressing the Enter Key or one of the directional arrow Keys.

1. Click the cell where you want to enter a text or a value.
2. PRESSING the Enter Key or one of the directional arrow Keys.

Type the following:
- **Names in Cell A1**
- **Birthday in cell B1**
- **Telephone number in cell C1**

	A	B	C	D	E
1	Names	Birthday	Telephone		
2					
3					
4					

Editing Cell Contents

There are several ways Excel allows you to edit cell content:
- In-Cell Editing
- Function Bar Editing

In-Cell Editing

Allows you to edit the information right in the cell itself.

To do this:

1. **Double-click** the cell you wish to edit (or pressing the **F2** key). The insertion point appears within the cell .

2. Make corrections. You may use the mouse pointer or the arrows ,HOME , and END keys to position the insertion point where you want. You may also use the BACKSPACE and DELETE keys to erase unwanted characters.

3. Type new characters if necessary.

4. Press **Enter** to accept the edit, or press **ESC** to cancel it.

	C	D	E	F	G	H	I
31		Code	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
32	Capital	35000	4,000	4,000	5,000	6,000	4,750
33	Sales (Gross)	35100	600	1,700	1,900	1,400	5,600
34	Cost of Goods Sold	35200	400	1,500	1,400	1,100	4,400
35	Gross Profit	39200	200	200	550	300	1,250
36	Gross Profitability	39300	2.0%	2.3%	1.9%	0.5%	6.2%
37	Fixed Costs	35300	79	94	94	28	295
38	Net Profit	39900	121	106	456	272	955

E33 'Sales# - E34 'CostOfGooSold#

Shading Overview

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- **Enter your data (Name, Birthday and Tel No.) in cells (A2, B2 and C2).**
- **Enter other data of your group in the following rows.**
- **Enter current time in cell B9**

	B15	▼	*fx*	
	A	B	C	D
1	Names	Birthday	Telephone	
2	ahmed	02/02/1991	22995448	
3	zaid	01/01/1991	24897168	
4	mohamed	17/03/1991	14527896	
5	mostafa	10/04/1991	58749621	
6	saide	05/04/1991	14587425	
7				
8				
9		11:15		
10				

Saving a Worksheet

1. Click the **Save** icon button on the Standard Toolbar.
2. Select the disk drive and folder that you wish to store your file in.
3. Type the new workbook name in the "**File name**" box.
4. Click **Save button**. The new name appears in the Title Bar.

Closing and Exiting Excel

Closing a File
To close a workbook :
1. Click **File** on the Menu Bar and select **Close**.
2. Alternatively, you can click the **Close** button (**X**) on the upper right corner of the worksheet window (this is the lower and smaller of the two buttons marked with an X).

Exiting Excel
To exit the program:
Click the **Close** button on the Excel program window Title Bar (the upper and larger of the two buttons marked with an **X**), or click **File** on the Menu Bar and click **Exit**.
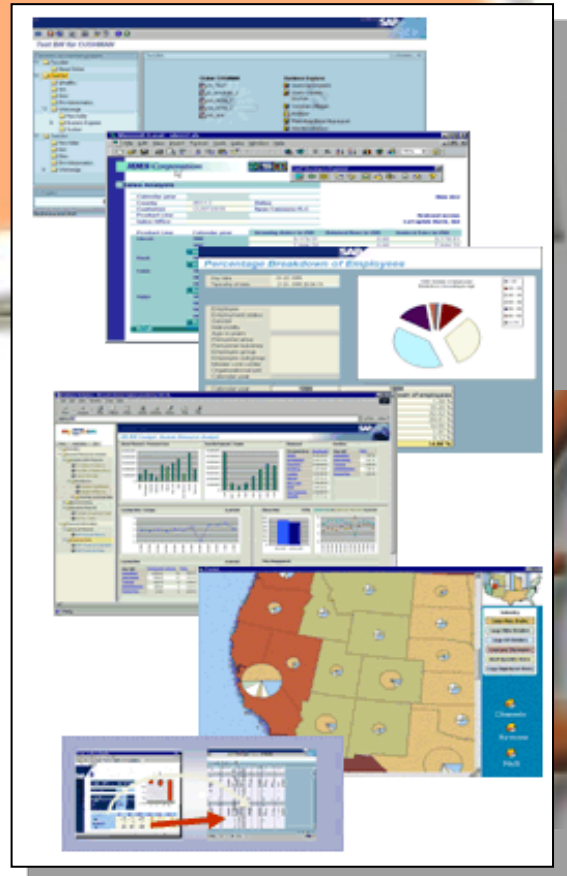
Evaluation

With your group do the following :

- Save the current workbook with a file name " CV" in folder "My Documents".

  - Type your remarks:
  ………………………………………………………
  ………………………………………………………

- Close the existing Excel file.

- Exit from the program.

Next

Preview Question :
Can you insert a column or delete it ?

More information

Open Microsoft Excel Help to get more Information .

Term	Definition
Workbook	In Excel, a workbook is the file in which you work and store your data. Because each workbook can contain many sheets, you can organize various kinds of related information in a single file. By default, all new workbooks contain three worksheets.
Worksheet (Spreadsheet)	Worksheets consist of cells that are organized into alphabetical labeled columns and numerically labeled rows and are always located within workbooks. They are used to list, organize, and calculate data. Information can be linked from one worksheet to another in the same workbook or in different workbooks.
Cell	Cells form where rows and columns intersect. To refer to a cell, enter the column letter followed by the row number. For example, C15 refers to the cell at the intersection of column C and row 15.
Active Cell	A cell that is selected.

Actions

To:	Use this procedure:
Scroll the Workbook window down (to reveal rows that are not initially visible).	Click on the down arrow on the Vertical scroll bar to scroll row by row, or press and hold down the mouse button with the mouse pointer positioned on the down arrow to scroll by several rows. (You can also scroll by several rows by dragging the scroll box or by clicking in the scroll bar itself.)
Scroll the Workbook window up (to reveal rows that are not initially visible).	Follow the procedure for scrolling the window down. Only use the up arrow on the Vertical scroll bar.
Scroll the Workbook window to the right (to reveal columns that are not initially visible).	Click on the right arrow on the Horizontal scroll bar to scroll column by column, or press and hold down the mouse button with the mouse pointer positioned on the right arrow to scroll by several columns. (You can also scroll by several columns by dragging the scroll box or by clicking in the scroll bar itself.)
Scroll the Workbook window to the left (to reveal columns that are not initially visible).	Follow the procedure for scrolling the window to the right. Only use the left arrow on the Horizontal scroll bar.
Move the cell selector to a cell displayed in the workbook window.	Click in the cell.

Chapter 10 Insert and Delete Worksheet, Row(s), Column(s), and Cell(s)
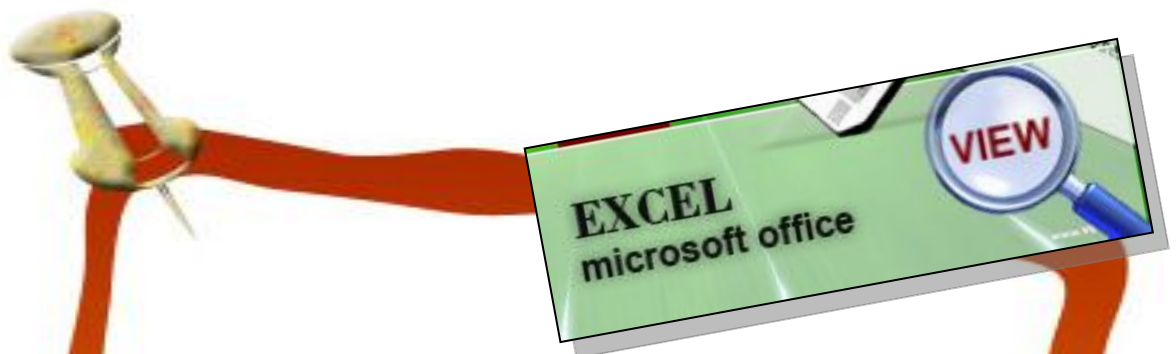
- Selecting items techniques.

- Inserting row(s), column(s), and cell(s).

- Deleting row(s), column(s), and cell(s).

Aim

To give the student the skills of Insert and Delete worksheet(s), row(s), column(s), and cell(s).

Objectives

After completing this lesson, you will be able to:

   Understand the purpose of selecting items.

   Inserting **row(s), column(s), and cell(s)**.

   Deleting **row(s), column(s), and cell(s)**.

You can insert blank cells above or to the left of the active cell on your worksheet, shifting other cells in the same column down or in the same row to the right.

You can also insert row(s) above and column(s) to the left of the active cell on your worksheet.
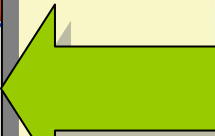
Notes: When you insert cell(s), row(s), or column(s), keep in mind that the maximum size of a worksheet is (65536) rows by (256) columns.

You can use MS-Excel application to prepare **"Study Time Table"** through one week as an example.

Write "Time Table" in "B2" cell, and "Sun" in "C4".

You can insert other days you can pick it from **"Custom Lists"**, just type the first element "Sun" in a recognized custom list, grab the fill handle at the lower right corner of the cell, and drag the fill handle to accommodate your data.

With your teacher, enter first time "17:00" in cell "B5", and **fill Series** to "22:00" in cell "B10".

Save data under name "**Time Table"** in "my computer" folder

Activity

Write first value in a recognized series, as shown in the following screen:

	A	B	C	D	E	F	G	H	I
2					Time Table				
3									
4			Sun	Mon	Tue	Wed	Thu	Fri	Sat
5		17:00	Arabic	Science	English	Math	History		English
6		18:00							
7		19:00			Arabic		Geography	History	Math
8		20:00	English	English		Science			
9		21:00	Math					Geography	
10		22:00		Math	Math	Science	English		

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You can fill blank cell shown in the following screen using the fill handle to extend the series:

	A	B	C	D	E	F	G	H	I
1									
2					Time Table				
3									
4			Sun	Mon	Tue	Wed	Thu	Fri	Sat
5		17:00	Arabic	Science	English	Math	History		English
6		18:00	Arabic	Science	English	Math	History		English
7		19:00	Arabic	Science	Arabic	Math	Geography	History	Math
8		20:00	English	English	Arabic	Science	Geography	History	Math
9		21:00	Math	English	Math	Science	Geography	Geography	
10		22:00	Math	Math	Math	Science	English	Geography	

On the standard toolbar, click the **Save** button to save your changes.

Selecting items techniques are very important skills to perform some tasks in MS-Excel application such as:

- Inserting and deleting row(s), column(s), and cell(s).
- Copy or Cut operations.
- Format row(s), column(s), and cell(s).

The following table will help you to select items in the active worksheet:

To select	You can
A single cell	Click the cell, or press the arrow keys to move to the cell.
A range of cell	Click the first cell of the range, and then drag to the last cell, or hold down SHIFT while you press the arrow keys to extend the selection.
An entire row or column	Click the row or column heading.
Rows or columns	Hold down CTRL key while you click the row or column headings of other rows or column that you want to add to the selection.
Entire worksheet	Click the whole sheet button.

Look at this screen:
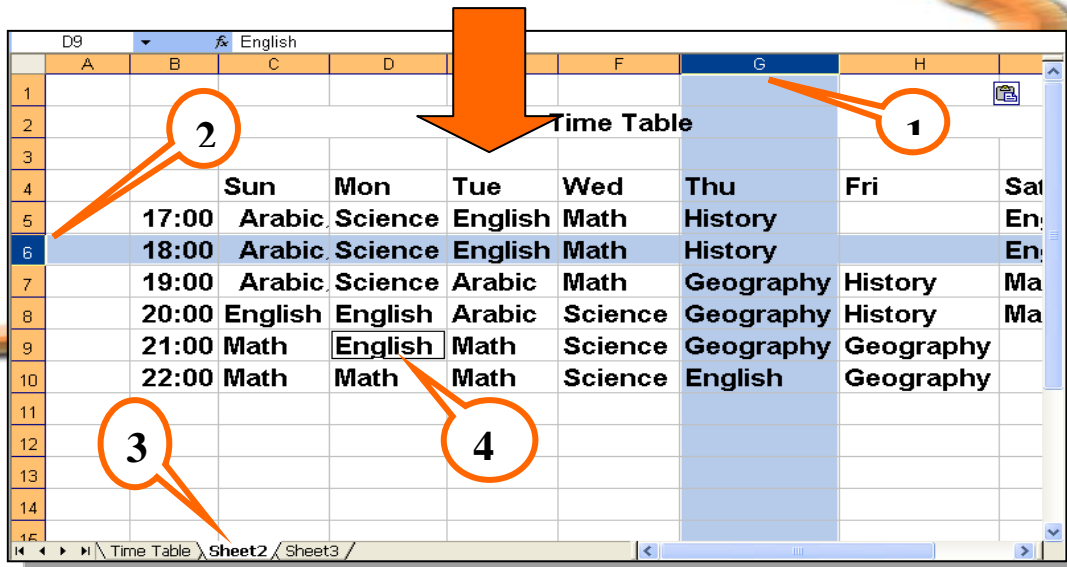
(1) Join:

The number		Refer to selecting
1		Active worksheet
2		Entire column
3		Single cell
4		Entire row

(2) Draw a circle around the place that is used to select the whole sheet.

(3) Select range A4:H10.

Note:

- **To select nonadjacent cells, select first cell or range and then hold down CTRL key while you select the other cells or ranges.**
- **To cancel a selection of cells, click any cell on the worksheet.**

You can edit your study time table through adding or deleting time, this task require inserting / deleting cells on a worksheet.

As example: To add new time "19:30".

- Select the row or cell in the row above which you want to insert the new row, **"Click a cell in row 8".**

Note:

- You can also right-click the selected rows and then click **"Insert"** on the shortcut menu.
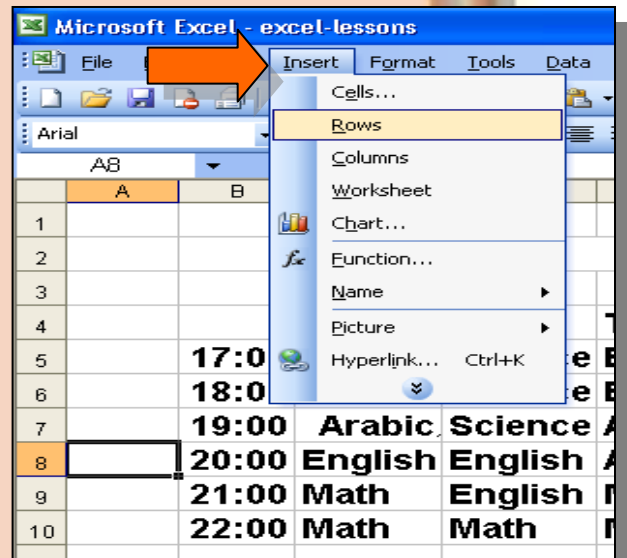
- To insert multiple rows, select the rows above which you want to insert rows. Select the same number of rows as you want to insert. from shortcut menu select **"Insert…"** then **"Entire row"**.
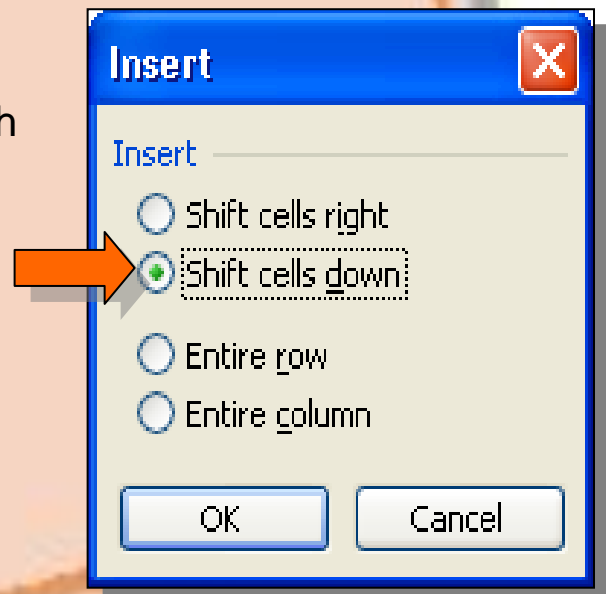
- Insert new column Between column "G" ,"H" to type any remarks.

	A	B	C	D	E	F	G	H	I	J
1										
2						Time Table				
3										
4			Sun	Mon	Tue	Wed	Thu	Remarks	Fri	Sat
5		17:00	Arabic.	Science	English	Math	History			English
6		18:00	Arabic.	Science	English	Math	History			English
7		19:00	Arabic.	Science	Arabic	Math	Geography		History	Math
8		20:00	English	English	Arabic	Science	Geography		History	Math
9		21:00	Math	English	Math	Science	Geography		Geography	
10		22:00	Math	Math	Math	Science	English		Geography	

With the help of your teacher, write the steps in the text box to add three times in Monday as shown in the following screen :

	A	B	C	D
1				
2				
3				
4			Sun	Mon
5		17:00	Arabic.	Science
6		18:00	Arabic.	
7		19:00	Arabic.	
8		20:00	English	
9		21:00	Math	Science
10		22:00	Math	Science
11				English
12				English
13				Math

Put in order

( ) Select "Shift cells down" command.

( ) Open shortcut menu.

( ) Select range (D6:D8).

( ) Select "Insert" command

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Activity

With the help of your teacher, insert new worksheet as in the following screen :
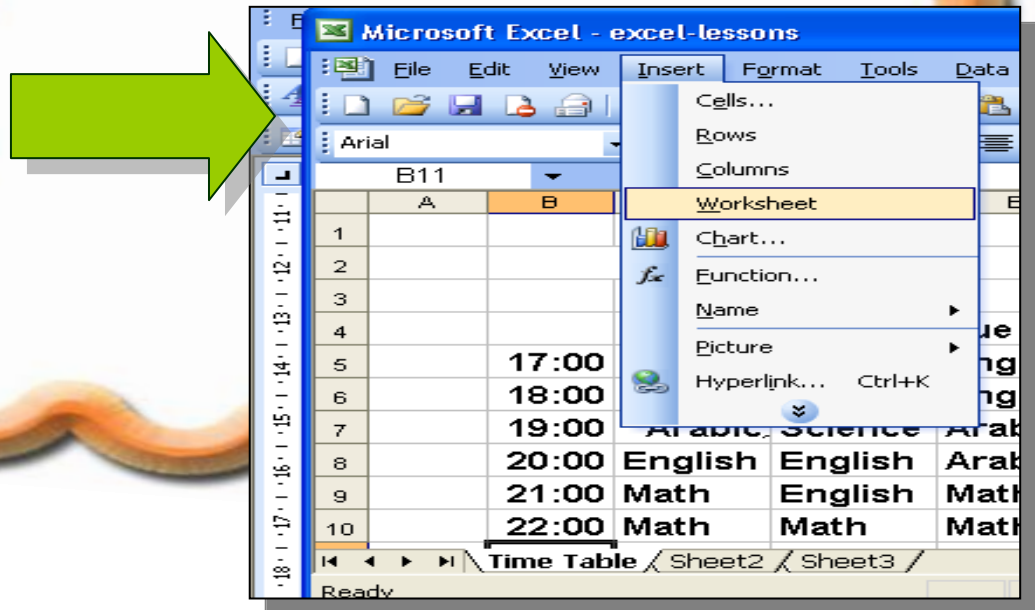
Activity

- With the help of your teacher, **Rename** the four worksheets to become **(First week, Second week, Third week, Fourth week)**.

- Copy study time table from first week to another worksheet, and do editing for your new time table.

Activity

With the help of your teacher, Delete "H" column from second week worksheet.
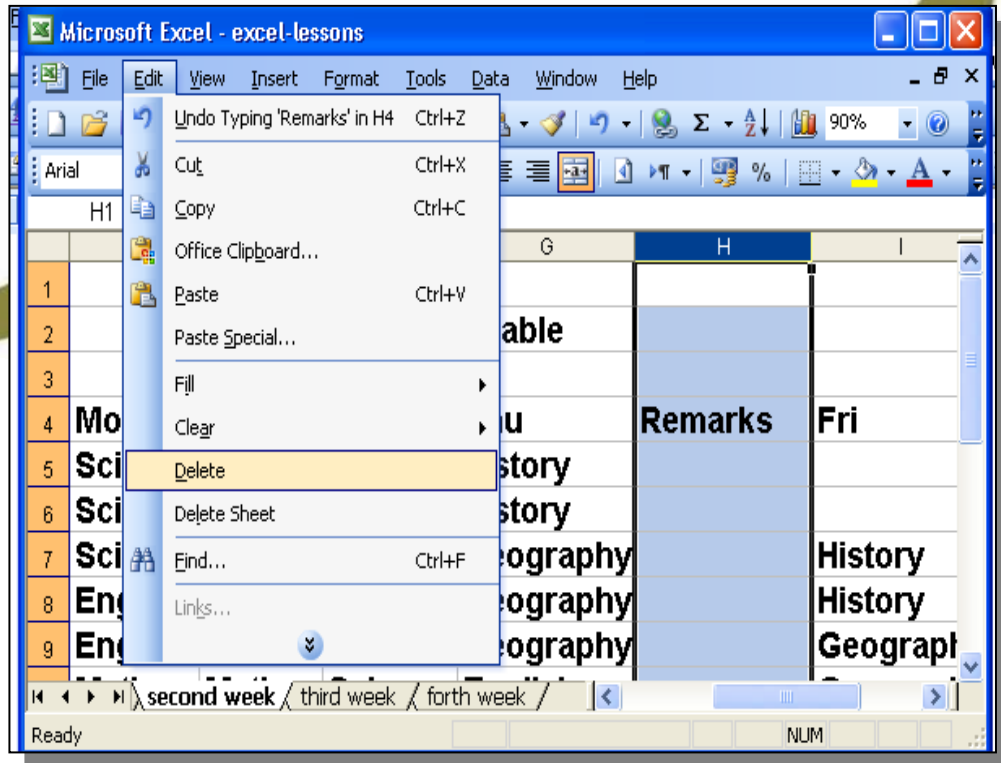
Activity

Delete last time from all days in first week sheet.

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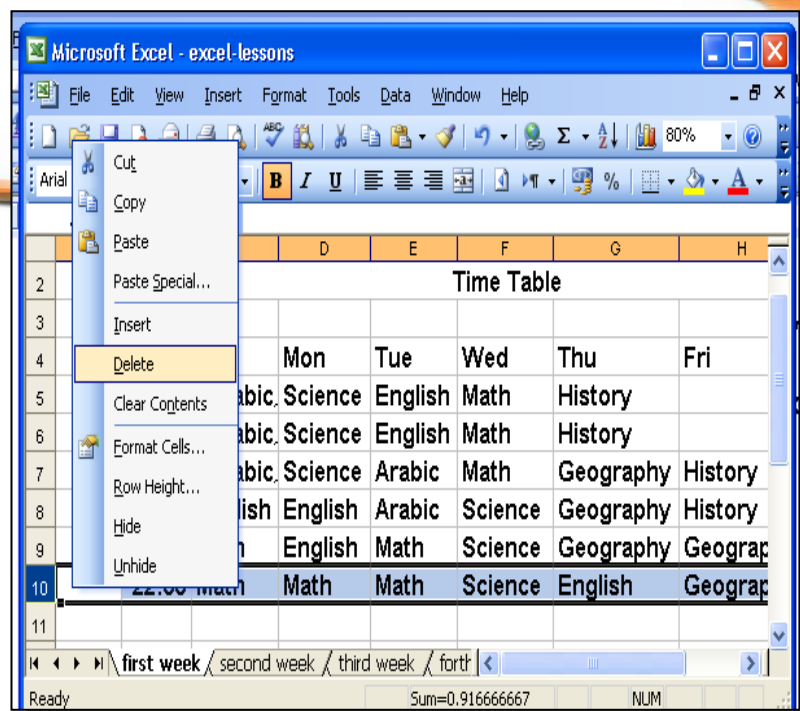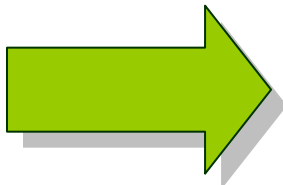
Activity

Delete the blank cells with shifting cells up in active worksheet at Friday.

	F	G	H	I
	Time Table			
			Fri	Sat
				English
				English
		History	Math
		History	Math
		Geography	
		Geography	

Delete dialog box:

Delete
- ● Shift cells left
- ○ Shift cells up
- ○ Entire row
- ○ Entire column

[OK] [Cancel]

/ forth week /

NUM
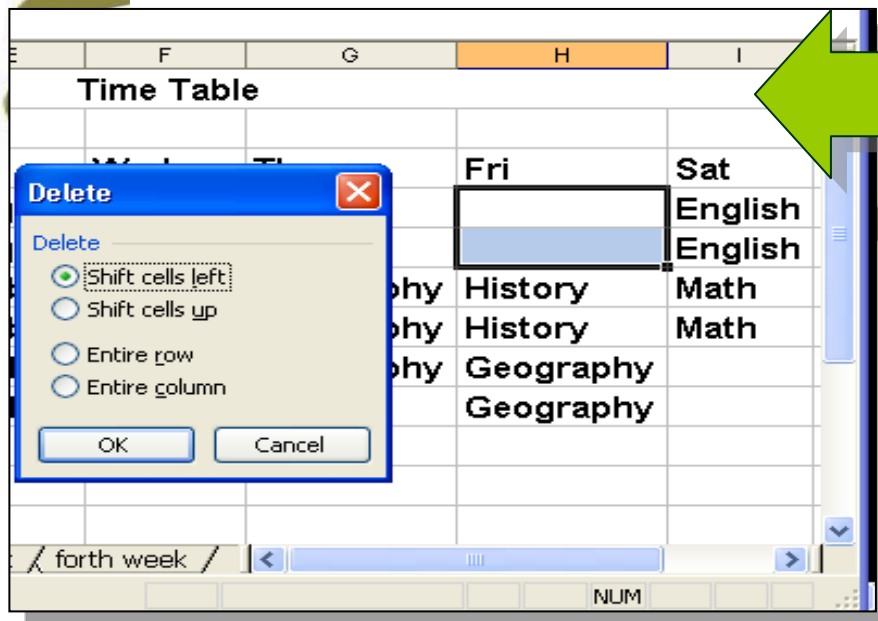
Activity

Delete fourth week sheet, and save changes in the workbook.

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Evaluation

1 **Choose the right answer:**

1. Excel worksheets contain:
[a] 256 rows.   [b] 30256 rows.
[c] 3020,000 rows.   [d] 65,536 rows.

2. Excel worksheets contain:
[a] 265 columns.   [b] 256 columns.
[c] 3020 columns.   [d] 65,536 columns.

3. To save changes to a workbook, use the:
[a] Save As command.   [b] Open command.
[c] Save command.   [d] More workbooks command.

4. To change the active worksheet:
[a] click the title bar.   [b] click the sheet tab.
[c] press the RIGHT ARROW key.
[d] click and drag the scroll bar at the bottom of the
    worksheet window.

5. To select nonadjacent ranges, you would select the
   second range while you press and hold the:
[a] CTRL key.   [b] SHIFT key.
[c] CAPS LOCK key.   [d] ALT key.

6. To select adjacent cells using only the keyboard, you
would use the ARROW keys as you press and hold the:
[a] CTRL key.   [b] SHIFT key.
[c] TAB key.   [d] ALT key.

Choose the right answer:

7. To select an entire column or row:

[a] type the column letter or row number.

[b] press and hold the CTRL key, then type the column letter or row number.

[c] click the column or row header.

[d] type the column letter or row number in the Name Box.

2 **Enter the following data about your friends:**

	A	B	C	D
1				
2				
3		My Contacts		
4				
5	Name	Home Tel	Mobil	E-mail
6	Sama Ahmed	7952018	121144556	sama@yahoo.com
7	Islam Saied	7940172	102536987	Islam@yahoo.com
8	Seba ElAnsary	7950200	124587963	Seba@hotmail.com
9	Alaa Saied	4015203	123455664	Alaa@hotmail.com
10	Alia Ahmed	4520120	105598744	Alia@yahoo.com
11				

Then do the following:

- **Save** data under name **"My Contacts"** on Desktop.
- Rename worksheet to "My friends".
- Copy all friend's data then copy frinds with E-mail in yahoo to another worksheet.
- Add new column to "Birth date" after name column.
- Insert new data of two friends in row 7.
- Delete data of "Alaa Saied".
- Save the changes

Next

More information

Selecting items techniques and Insert / Delete Worksheet(s), Row(s), Column(s), and Cell(s) you can read:

- **Step by step Microsoft Office XP.**
- **http://office.microsoft.com**

- You can use **"Custom Lists"** to enter data easily.
- You can use **fill Series** to enter data.
- You must know **Selecting** items techniques to perform some operations such as:
  - Insert/delete row, column, cell.
  - Copy/cut.
  - Format cells.
- Use CTRL key to select **nonadjacent cells.**
- From **"Insert"** menu or shortcut menu you can insert row, column, cells.
- From **"Edit"** menu you can delete row, column, cell.

Chapter 11 Formatting operations for Sheet, Column, Row and Cell(s)

- Formatting:
  - sheet.
  - column.
  - row.
  - cell(s).

Aim

- **To give the student the skills of enhancement the layout of the data of worksheet.**

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Objectives

After completing this lesson, you will be able to:

Use Excel's **Format-Sheet** command to control the layout and appearance of worksheet.

Use Excel's **Format-Column** command to control the layout and appearance of the column within the worksheet.

Use Excel's **Format-Row** command to control the layout and appearance of the row within the worksheet.

Use Excel's **Format-Cells** command to control the layout and appearance of:
   o Changing the font, color, size.
   o Alignment.
   o Changing cell colors and/or patterns.
   o Formatting text & numbers.
   o Adding borders.

For a complete list of the formatting options you must **select** any item you want to format (sheet, column, row or cells), then **Right-Click** on the highlighting cells and choose the suitable command from **Shortcut Menu** or select **Format** from **Menu bar**.

Formatting operation using Shortcut Menu

1

Sheet (Rename, Hide ...ect).

17:0	Insert...
18:0	Delete
19:0	Rename
20:0	Move or Copy...
21:0	Select All Sheets
22:0	Tab Color...
	View Code

first week / second week /
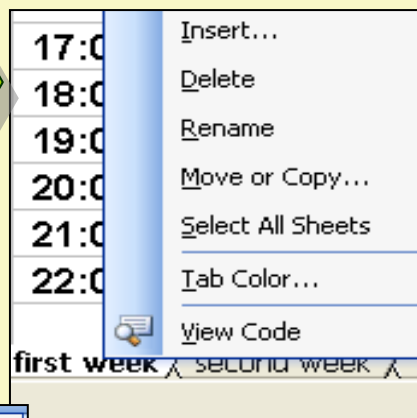
2

Column (Column widths, Hide, Unhide ...ect).

	Cut
	Copy
	Paste
	Paste Special...
	Insert
	Delete
	Clear Contents
	Format Cells...
	Column Width...
	Hide
	Unhide

Sun	Mon
Arabic	Science
Arabic	Science
Arabic	Science
English	English
Math	English
Math	Math	Math	Scienc

k / second week / third week / forth week
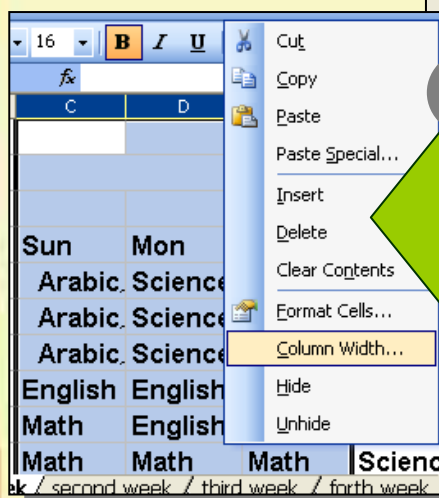
Formatting operation using Shortcut Menu

3

Row
(Row Height, Hide, Unhide …ect).

	Cut
	Copy
	Paste
	Paste Special...
	Insert
	Delete
	Clear Contents
	Format Cells...
	Row Height...
	Hide
	Unhide

19:00 Arabic
20:00 English
21:00 Math

4

	Cut
	Copy
	Paste
	Paste Special...
	Insert...
	Delete...
	Clear Contents
	Insert Comment
	Format Cells...
	Pick From Drop-down List...
	Create List...
	Hyperlink...
	Look Up...

17:00
18:00
19:00
20:00 English English Arabic
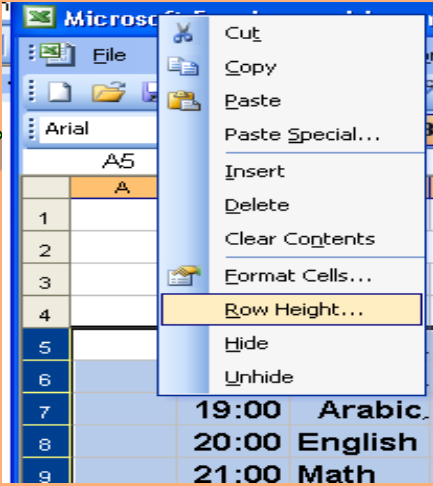
Cell
(Number formats, Alignment, Font, Borders, Patterns, Protection).

Format | Tools | Data | Window | Help — Type a

Cells...	Ctrl+1
Row	▶
Column	▶
Sheet	▶	Rename
	Hide
AutoFormat...	Unhide...
Conditional Formatting...	Background...
Style...	Tab Color...

Mon | Tue | We
ic | Science | English | Mat

Format | Tools | Data | Window | Help — Type a que

Cells...	Ctrl+1
Row	▶
Column	▶	Width...
	AutoFit Selection
Sheet	▶	Hide
AutoFormat...	Unhide
Conditional Formatting...	Standard Width...
Style...	
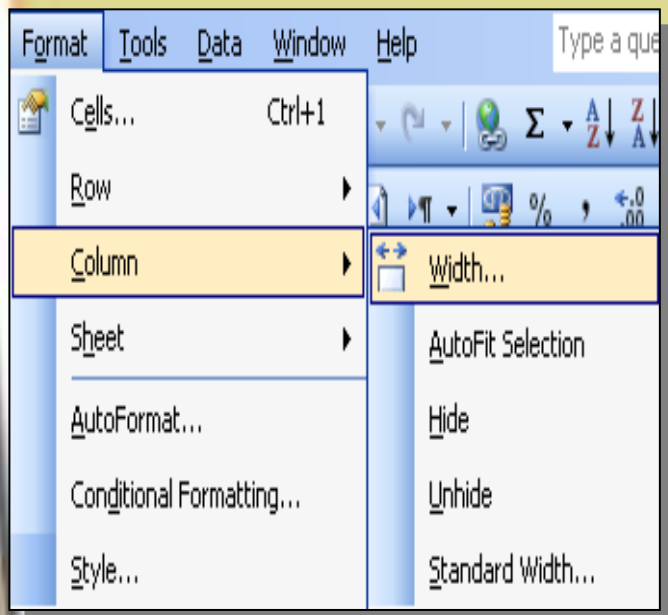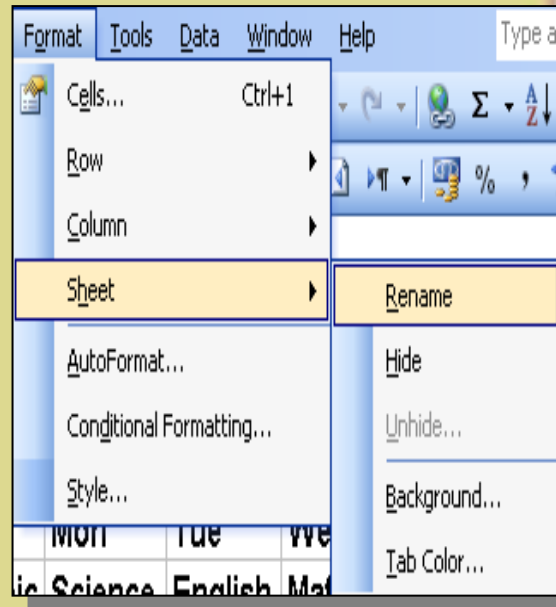
Formatting operation using Menu bar

3 Row

4 Cell

Cell

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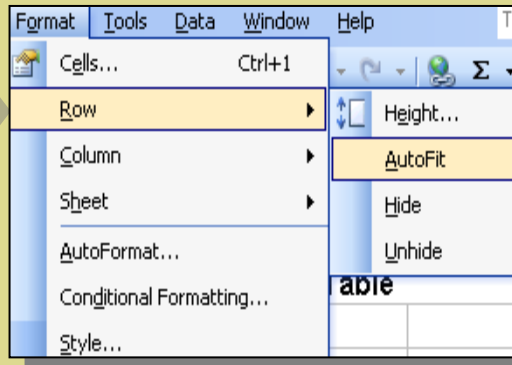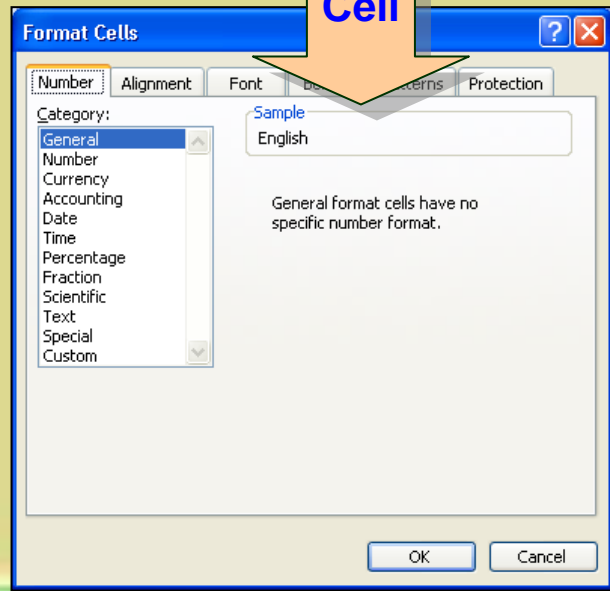
You can use the features on the Formatting toolbar, simply make the cell or group of cells you want to format active by clicking on them then click on the button(s) you want to use to make your changes. The Formatting toolbar looks like this:
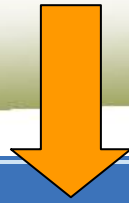
Activity

- Open "**Time Table.xls**" file from "**My Documents**" folder

Rename sheet from First week to Week 1.

Hide sheet "Third week".

- With the help of your teacher You can "**Unhide**" "Third week" sheet.
- **Save** changes.

Formatting sheet, columns and rows:

Sometimes, many of the items in the columns will not fit because they are wider than the column. To fix it, you need to use formatting column and row.

Activity

Make data in all columns appear completely in the following screen:

	A	B	C	D	E	F	G	H	I	J
1										
2				Time Table						
3										
4			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
5		17:00	Arabic.	Scienc	Englis	Math	History		English	
6		18:00	Arabic.	Scienc	Englis	Math	History		English	
7		19:00	Arabic.	Scienc	Arabic	Math	Geogr	Histor	Math	
8		20:00	Englis	Englis	Arabic	Scienc	Geogr	Histor	Math	
9		21:00	Math	Englis	Math	Scienc	Geogr	Geography		
10		22:00	Math	Math	Math	Scienc	Englis	Geography		

D4 ▾ *fx* Mon

First week / Second w / d week / Forth week

- Position the mouse cursor so that it rests on the line between columns "B" and "C".
- The cursor will change to a vertical bar with arrows pointing left and right.
- When it does, D-click to do **"AutoFit Selection"** the desired width

	A	B	C		E	F	G	H	I
1									
2					Time Table				
3									
4			Sun	Mon	Tue	Wed	Thu	Fri	Sat
5		17:00	Arabic.	Science	English	Math	History		English
6		18:00	Arabic.	Science	English	Math	History		English
7		19:00	Arabic.	Science	Arabic	Math	Geography	History	Math
8		20:00	English	English	Arabic	Science	Geography	History	Math
9		21:00	Math	English	Math	Science	Geography	Geography	
10		22:00	Math	Math	Math	Science	English	Geography	
11									

B2 ▾ *fx*

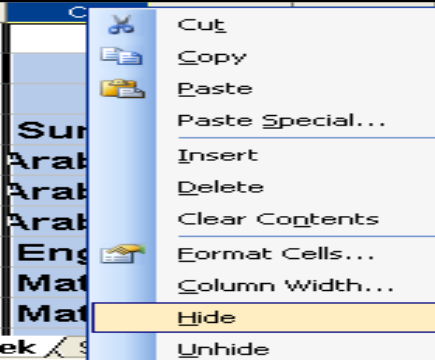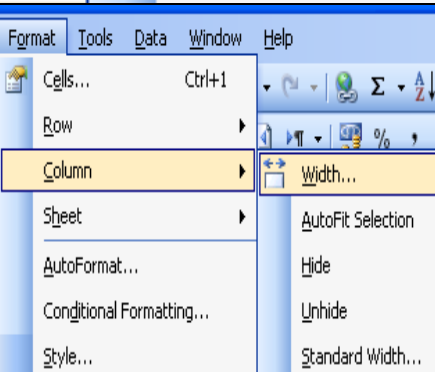First week / Second week / Third week / Forth week
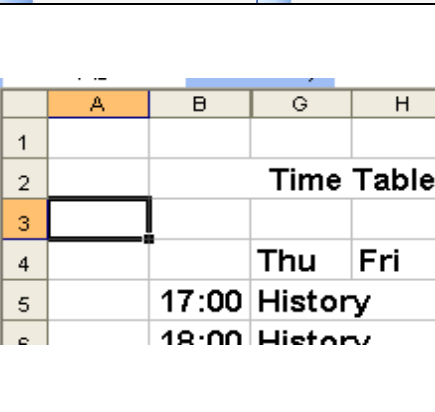
Repeat that to other columns

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Note: You must select any column, row or cell before any formatting operation.

Activity
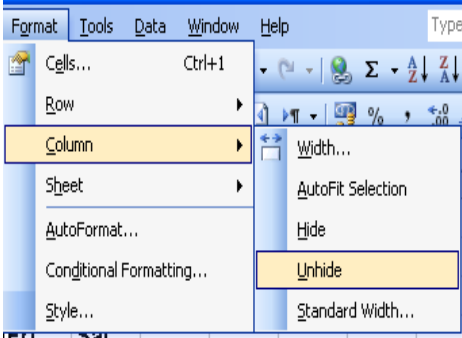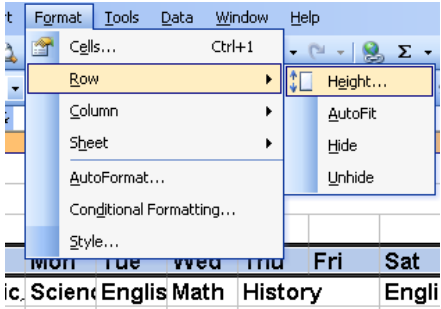
With your teacher discuss and perform the following skills:

Action		Do
Hide "C" column		- Select "C" column. - Choose "Hide" command from Shortcut menu.
Make width of "D" column 20.		- Select **"D"** column. - **"Format"** menu, **"Column"** command, then choose from sub menu **"Width"**. - Type 20, then **"OK"**.
Hide "D", "E" and "F" columns		- ……. Columns. - Choose ……….. command from shortcut menu.

With your teacher discuss and perform the following skills:

Action		Do
Unhide all columns		- Choose columns from "B" to "G". - From "Format" menu select ……………….. command, then choose ………….. from submenu.
Row height		- Select row. - Choose ……….. command from "Format" menu, then click on ……… command from submenu. - Height of "4" row is …………… .

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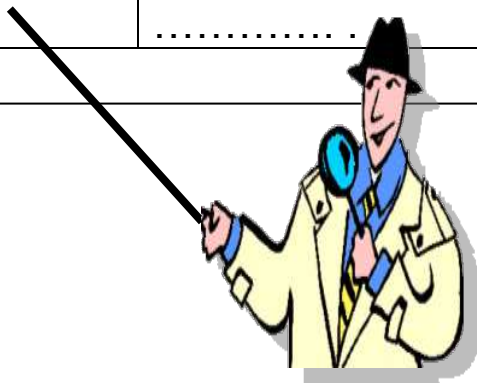
Formatting cells:

The format cells menu has choices such as number formats, alignment, font, borders, patterns and shading, and protection cells.

You must know that:
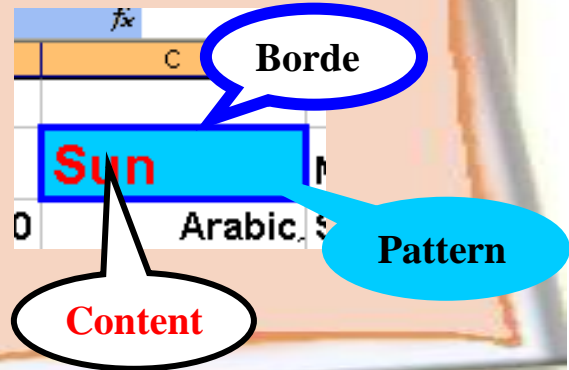Every cell has a border, content and pattern.

Borde

Sun

Arabic. S

Pattern

Content

Activity
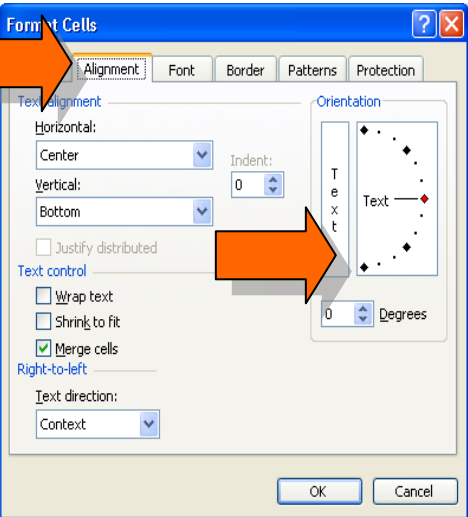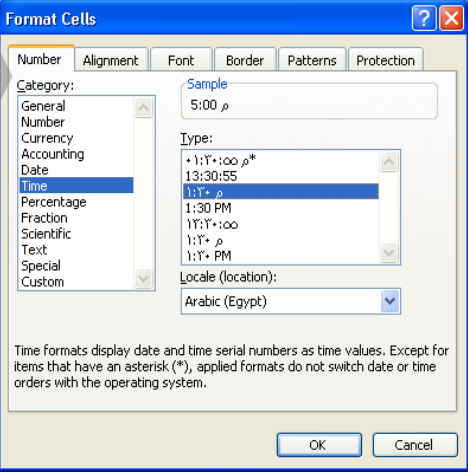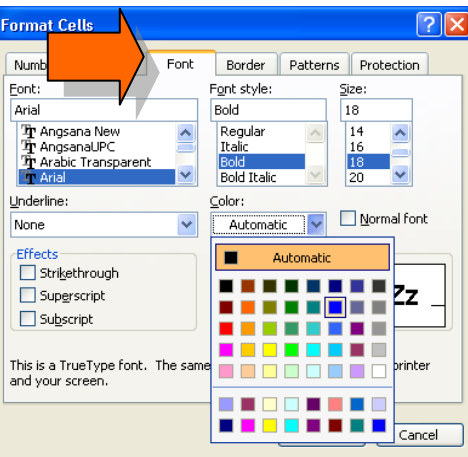
With your teacher discuss and perform formatting "B2" cell to be as shown:
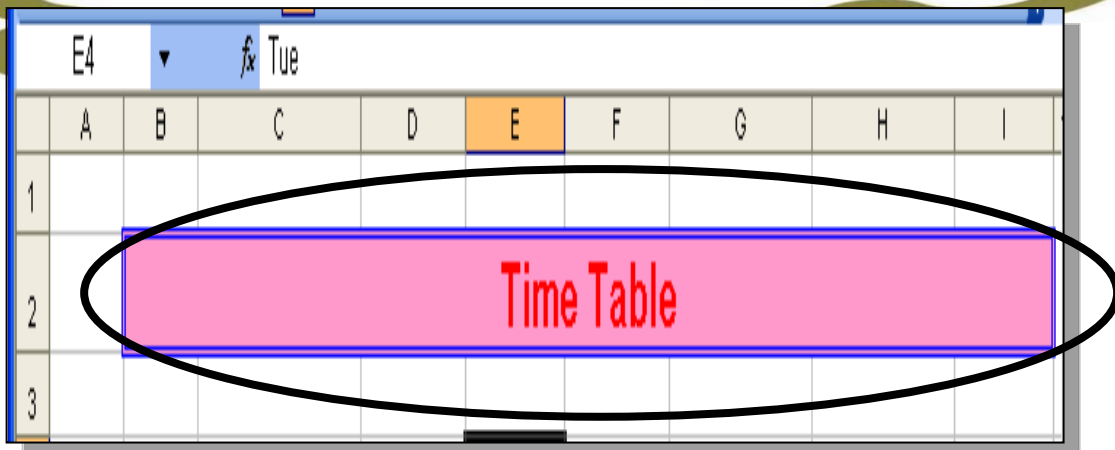
Note: You must select cell(s) before format cell(s).
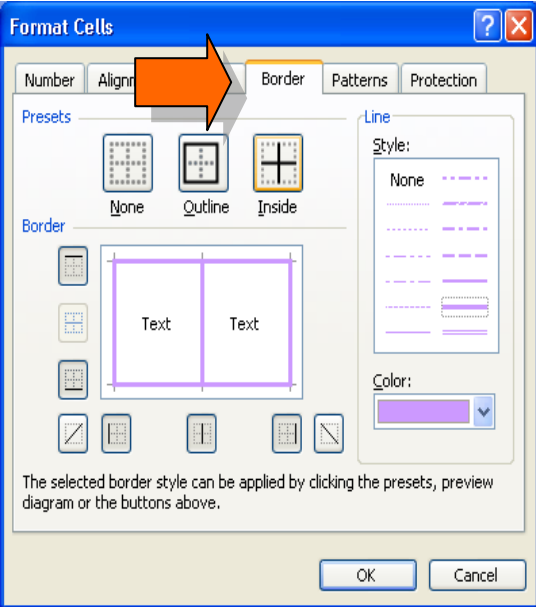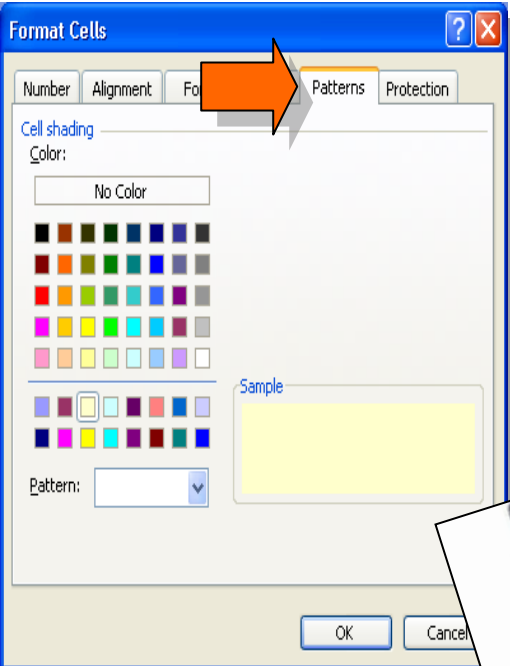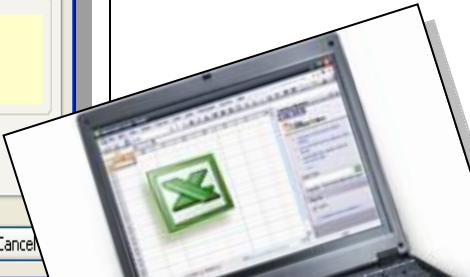
Action		Do
Merge and Center cells		- Select cells. - Choose **"Format cells"** in the shortcut menu. - Check box **"Merge cells"** in **"Alignment"** tab. - Discuss with your teacher **"Orientation"**.
Change Time format		- Select range **"B5:B10"**. - Select **"Format Cells"** from shortcut menu. - Select **"Time"** category and type of time.
Change "Font" format (Font – Font Style - Size - Color)		- Select range **"C4:I4"**. - Select **"Format Cells"** from shortcut menu. - Choose **"Font"** tab then, select **"Font"**, **"Font Style"**, **"Size"** and **"Color"**.

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Action		Do
Add Border		- Select range **"C4:I4"**. - Select **"Format Cells"** from shortcut menu. - Choose **"Border"** tab then, select **"Color", "Style", "Outline" and "Inside"** Border.
Set pattern		- Select range **"C4:I4"**. - Select **"Format Cells"** from shortcut menu. - Choose **"Pattern"** tab then, select **"Color".**

Complete the cells formatting as you see in the following screen:
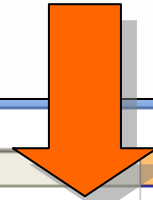
	A	B	C	D	E	F		H	I
	H7	▼	fx	History					
1									
2					Time Table				
3									
4			Sun	Mon	Tue	Wed	Thu	Fri	Sat
5		0.7083	Arabic.	Science	English	Math	History		English
6		0.75	Arabic.	Science	English	Math	History		English
7		0.7917	Arabic.	Science	Arabic	Math	Geography	History	Math
8		0.8333	English	English	Arabic	Science	Geography	History	Math
9		0.875	Math	English	Math	Science	Geography	Geography	
10		0.9167	Math	Math	Math	Science	English	Geography	

First week / Second week / Third week / Forth week / My Cc

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Evaluation

- Open File "**My Contacts**" file :

Then do the following:

- Merge cells from **"A3:d3"** as shown.
- Format heading of columns:
  - **Centered** data of cells.
  - Font Style **"Bold"**.
  - Font Size **"20"**.
  - Background of cells **"light green"**.
  - Add border of range.
- Make suitable format for other data in the range **"A6:D6"**.
- Save the changes

Next

Preview Question :
What is the meaning of Function in Ms excel?

More information

For cells formatting you can read:

- **Step by step Microsoft Office XP Book.**
- **http://office.microsoft.com**

Remember

- For a complete list of the formatting options you must **select** any item you want to format (sheet, column, row or cells), then **Right-Click** on the highlighting cells and choose the suitable command from **Shortcut Menu** or select **Format** from **Menu bar** or from format toolbar.
- All columns in worksheet have a default width.
- All rows in worksheet have a default height.
- The format cells option has many choices it's: number formats, alignment, font, borders, patterns and shading, and protection cells.
- Every cell has a border, content and pattern.

Chapter 12 The Formula and Function

- **Formula Basics.**
- **Benefits to using formula.**
- **How do you calculate in Ms Excel?.**
- **Edit the formula.**
- **Using Cells in Formula.**
- **Automatic Calculation.**
- **More about Formula.**
- **Order of calculation.**
- **Functions SUM ,AVERAGE ,MIN , MAX ,COUNTA.**
- **Copying Formula.**

Aim

To give the student the concepts of calc in MS Excel.

Objectives
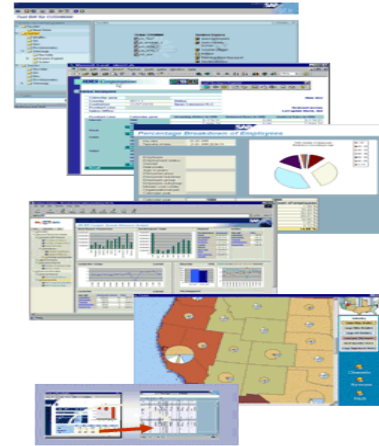
After completing this lesson, you will be able to:

- Formula Basics.

- Benefits of using formula.

- How do you calculate in Ms Excel?.

- Edit the formula.

- Using Cells in Formula.

- Automatic Calculation.

- More about Formula.

- Order of calculation.

- Functions SUM ,AVERAGE ,MIN , MAX ,COUNTA.

- Copying Formula.

Understanding Formula Basics:

Formulas are what make a spreadsheet so useful. You use formulas in your Excel spreadsheet to calculate results from the data stored in the worksheet. When data change, those formulas produce updated results.

To add a formula to a worksheet, you enter it into a cell. You can delete, move, copy formulas just like any other item of data. Formulas use arithmetic operators to work with values, text, worksheet functions, and other formulas to calculate a value in the cell.

Benefits of using formula:

When using a formula in your spreadsheet, the sum will automatically change as other cell values referenced in the formula change. This feature is very valuable when editing or adding information to your worksheet. You do not have to remember to update other cells that rely on that cells information. A formula always begins with an equal sign (=) followed by some combinations of numbers, text, cell references, and operators. If a formula is entered incorrectly, an **ERROR IN FORMULA** message will appear.

Activity

With your group :

- Go to cell C2.
- enter =23+5 into it.
- Press Enter key or press any arrow or click on the green checkmark ✔ on the Formula Bar.

What do you see?

....

| SUM | ▼ | ✗ ✓ | *fx* | =25+3 |

	A	B	C	D
1				
2			=25+3	
3				
4				

| C3 | ▼ | | *fx* | |

	A	B	C	
1				
2			28	
3				
4				
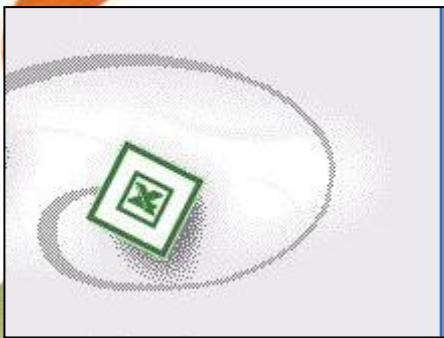
When the formula =23+5 is entered into the cell C2 in the worksheet, the contents of the cell will read 28, while the Formula Bar will show the formula as =23+5.

the Formula Bar will show the formula

| C2 | ▼ | | *fx* | =25+3 |

	A	B	C	D	
1					
2			28		
3					
4					

Cell C2 shows the result of the formula

Edit the formula

Edit the formula in C2 to be =23-5

What is the result of the formula ?

The result of the formula in cell C2 equal **......**

If the operator is changed to read =23-5, the cell contents will change to read 18.

Using Cells in Formula (Cell references)

We are going to add the contents of cells A5 and B5 together and put the result in cell C5

- Enter value 25 In cell A5
- Enter value 3   In cell B5
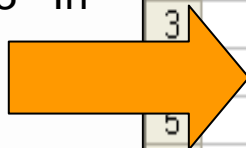
C11	▼	f_x		
	A	B	C	D
1				
2				
3				
5	25	3		
6				

Assume you want the content of cell C5 to be the sum of values in cells A5 and B5, you can enter the formula as =A5+B5 in cell C5.

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Now create the formula in cell C5
(formulas always start with an equals sign)

- In cell **C5** type =
- Click in cell **A5**
 (watch the formula
building up in the formula
bar)

COUNTIF	▼	X ✓ =	=A5

	A	B	C	
1				
2				
3				
4				
5	25	3	=A5	
6				

COUNTIF	▼	X ✓ =	=A5+

	A	B	C	
1				
2				
3				
4				
5	25	3	=A5+	
6				

- Type +

COUNTIF	▼	X ✓ =	=A5+B5

	A	B	C	
1				
2				
3				
4				
5	25	3	=A5+B5	
6				

- Click in cell **B5**

- Confirm your entry by
clicking on the green
checkmark to the left of
the formula bar.

C7	▼	=	

	A	B	C	D
1				
2				
3				
4				
5	25	3	28	
6				

Instead of entering the values contained in cells A5 and B5
(and changing the formula each time those values change)
you can enter the formula as =A5+B5.

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Automatic Calculation

Make **A5** the active cell
and type in 20
Confirm the entry and
notice what happens in
the total in cell C5.

....

A6	▼	fx		
	A	B		D
1				
2				
3				
4				
5	20	3	23	
6				
7				

Excel will automatically take the values of A5 and B5 and
enter them into the formula in cell C5. the value in C5 will
automatically change to reflect the correct answer.

EXCEL
microsoft office

VIEW

Functions

Functions are built-in formula designed to make your work simpler and faster.

Excel contains many predefined, or built-in functions. Functions can be used to perform simple or complex calculations. Some of the most frequently used functions are the SUM, AVERAGE, Max, Min, …….. .

Activity

SUM Function

The following worksheet contains your degrees and your colleagues degrees in the different subjects. Find the total degrees for each one.

D12	▼	=		
	A	B	C	D	E
1	Names	English D	Math D	Since D	Total D
2	Ahmed	25	30	37	
3	Zaid	21	17	25	
4	Mohamed	27	32	20	
5	Mostafa	30	24	27	
6	Samir	27	28	35	
7					
8					

To find the total of degrees of your colleague Ahmed in cell E2:

Activate cell **E2,in the formula bar**

1. Type **=SUM(**

COUNTA	▼	✗ ✓ =	=sum(	
	A	B	C	D	E
1	Names	English D	Math D	Since D	Total D
2	Ahmed	25	30	37	=sum(
3	Zaid	21	17	25	
4	Mohamed	27	32	20	
5	Mostafa	30	24	27	
6	Samir	27	28	35	
7					

2. Select the cell range **B2:D2** , by dragging your cursor
   over them.

COUNTA	▼	✗ ✓ =	=sum(B2:D2			
	B	C	D	E	F	
	English D	Math D	Since D	Total D		
	25	30	37	=sum(B2:D2		
	21	17	25			
4 Mohamed	27	32	20			
5 Mostafa	30	24	27			
6 Samir	27	28	35			
7						
8						

3. type)
4. click the enter key (or click **green** checkmark ✓ on
   the **Formula Bar).** The result of formula appear in E2

E2	▼		=	=SUM(B2:D2)		
	A	B	C	D		
1	Names	English D	Math D	Since D	Total D	
2	Ahmed	25	30	37	92	
3	Zaid	21	17	25		
4	Mohamed	27	32	20		
5	Mostafa	30	24	27		
6	Samir	27	28	35		
7						

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	E2	▼		=	=SUM(B2:D2)	

	A	B	C	D	E	F	G
1	Names	English D	Math D	Since D	Total D		
2	Ahmed	25	30	37	92		
3	Zaid	21	17	25	63		
4	Mohamed	27	32	20	79		
5	Mostafa	30	24	27	81		
6	Samir	27	28	35	90		
7							

Activity

AVERAGE function:

With your group try to find average degree of each subject.………………………………………

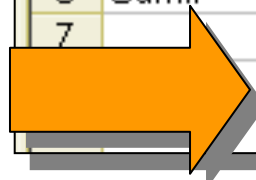|	A	B	C	D	E
				D	
1	Names	English D	Math D	Since D	Total D
2	Ahmed	25	30	37	92
3	Zaid	21	17	25	63
4	Mohamed	27	2	20	79
5	Mostafa	30	4	27	81
6	Samir	27	3	35	90
7					
8	AVG D				
9					

Activate cell B8 in the formula bar:

1. Type **= AVERAGE(**
2. Select the cell range B2:B6 , by dragging your cursor over them
4. type **)**

B8   =   =AVERAGE(B2:B6)
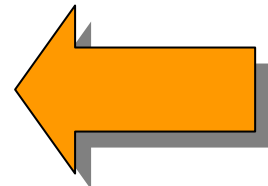
3. click the Enter key or click **green** checkmark ✔ on the **Formula Bar.** The result of formula appears in B8

	A	B	C
1	Names	English D	Math D
2	Ahmed	25	
3	Zaid	21	
4	Mohamed	27	
5	Mostafa	30	
6	Samir	27	
7			
		26	

Activity

With your group try to copy the formula in cell B8 into the cells **C8:E8**

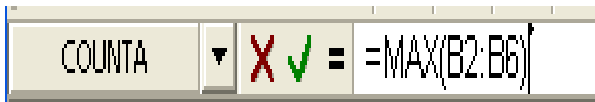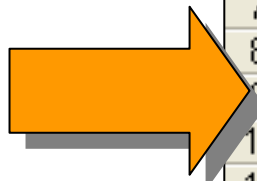| F12	▼	=			
	A	B	C	D	E
1	Names	English D	Math D	Since D	Total D
2	Ahmed	25	30	37	92
3	Zaid	21	17	25	63
4	Mohamed	27	32	20	79
5	Mostafa	30	24	27	81
6	Samir	27	28	35	90
7					
	AVG D	26	26.2	28.8	81
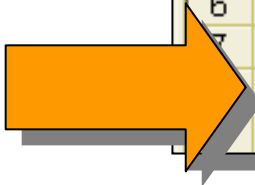
Activity

MAX Function
What is the highest degree in English subject ?
The highest degree in English is………

Activate cell B9 ,in the formula bar:
1. Type **=MAX(B2:B6)**

COUNTA	▼	X ✓ =	=MAX(B2:B6)

2. Click the Enter key or click
The result of formula appear in B9.

B13	▼	=	
	A	B	
1	Names	English D	Math
2	Ahmed	25	
3	Zaid	21	
4	Mohamed	27	
5	Mostafa	30	
6	Samir	27	
7			
8	AGV D	26	
9	MAX	30	
10			
11			

With your group try to find the highest degree of the remaining subjects in cells **C9:E9**

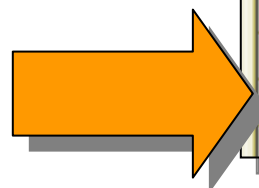|	A	B	C	D	E
1	Names	English D	Math D	Since D	Total D
2	Ahmed	25	30	37	92
3	Zaid	21	17	25	63
4	Mohamed	27	32	20	79
5	Mostafa	30	24	27	81
6	Samir	27	28	35	90
7					
8	AVG D	26	26.2	28.8	81
9	MAX D	30	32	37	92

Activity

MIN Function
What is the lowest degree in English subject ?
The lowest degree in English is………

Activate cell B10 ,in the formula bar:
1. Type **=MIN(B2:B6)**
2. Click the enter key

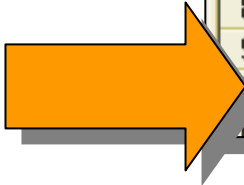|	A	B
1	Names	English D
2	Ahmed	25
3	Zaid	21
4	Mohamed	27
5	Mostafa	30
6	Samir	27
7		
8	AVG D	26
9	MAX D	30
10	MIN D	21

The result of formula appear in B10

With your group try to find the lowest degree
of the remaining subjects in cells **C10:E10**

	A	B	C	D	E
	A13		=		
1	Names	English D	Math D	Since D	Total D
2	Ahmed	25	30	37	92
3	Zaid	21	17	25	63
4	Mohamed	27	32	20	79
5	Mostafa	30	24	27	81
6	Samir	27	28	35	90
7					
8	AVG D	26	26.2	28.8	81
9	MAX D	30	32	37	92
10	MIN D	21	17	20	63
11					

COUNTA function:
Find The number of your colleagues in the
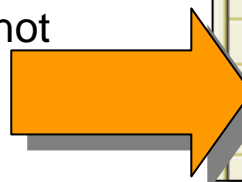worksheet?

Activate cell B12 ,In formula bar:
1. Type **=COUNTA(A2:A6)**
2. Click the Enter key
The number of your colleagues
in the worksheet is 5 in cell B12

Note
COUNTA Function counts the
number of cells that are not
empty.

	A	B	
	B12		= =
1	Names	English D	Math
2	Ahmed	25	
3	Zaid	21	
4	Mohamed	27	
5	Mostafa	30	
6	Samir	27	
7			
8	AVG D	26	
9	MAX D	30	
10	MIN D	21	
11			
12	No colle	5	
13			
14			

Evaluation

The following table contains the temperatures recorded in first week of April – 2007

Previous Month		April - 2007				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
Hi 29°C	Hi 30°C	Hi 26°C	Hi 28°C	Hi 30°C	Hi 29°C	Hi 29°C

Find :
- Lowest degree
- Highest degree
- Average degree in this week

Next

Preview Question :
Can you present the table that contains the temperatures as a chart ?

More information

Use the Ms Excel help to learn how do you insert a function by the function wizard.

Remember

A formula always begins with an equal sign (=).

Functions are built-in formula designed to make your work simpler and faster example SUM, AVARGE, MAX, MIN, COUNTA.

Chapter 13 Excel Chart

- Introduction to charts.
- Using chart wizard.
- Modify chart.
- Deleting the chart.

Aim

To give the student the skills of representing data in worksheet graphically.

Objectives

After completing this lesson, you will be able to:

Create chart.

Modify chart options.

Deleting the chart.

Introduction to charts:

- A chart is a graphic representation of worksheet data that can offer visual analysis of information.
- Excel offers a variety of different charts.
- Some chart types are set with a two-dimensional (2-D) or three-dimensional (3-D) perspective.
- A chart may be created on an existing worksheet, or in a new sheet.
- Both types of charts are linked to the source worksheet and are updated when the source data is edited.

Using the Chart Wizard

Excel's Chart Wizard leads you through the steps for creating a chart. There are four main dialog boxes the Chart Wizard presents to you during the process. Once the chart is created, you can access any one of the dialog boxes to edit the chart.

Activity

In The following table average temperatures (High/Low) through months of year:
- Represent high temperature graphically using wizard.

To create a chart using the **"Chart Wizard"**, use the following steps

(1) Select range **(A2:B14)**.

(2) From **"Insert"** menu, select **"Chart"**, or Click "Chart Wizard" in Standard toolbar.

(3) From wizard dialog boxes, you can complete the chart through four steps:

	A	B	C
1	Average Temperature through year		
2	Month	High	Low
3	Jan	20	10
4	Feb	22	12
5	Mar	21	11
6	Apr	26	14
7	May	33	18
8	Jun	34	21
9	Jul	36	24
10	Aug	35	24
11	Sep	33	22
12	Oct	28	18
13	Nov	25	14
14	Dec	20	10

A1 · fx Average Temperature through yea

Third week / Forth week / My Contacts \ Sheet1

Chart Wizard – Step 1 of 4 – Chart Type:

- Choose chart type and chart sub type.
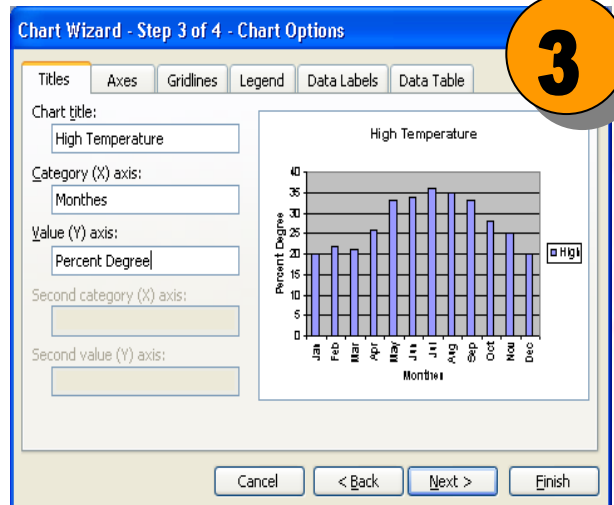- You can click **"Press and Hold to view sample"** button.
- Click **"Next >"**.
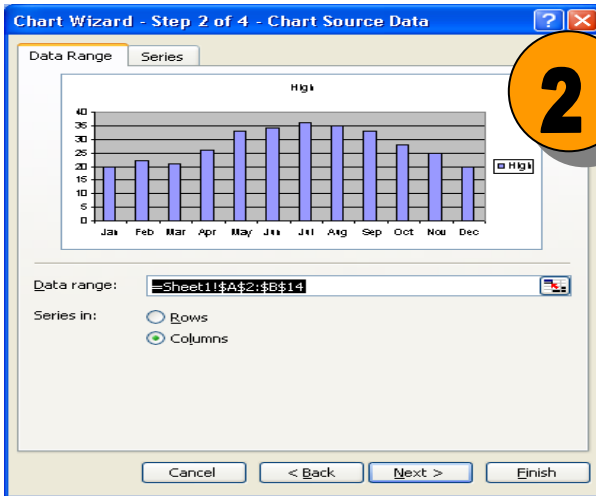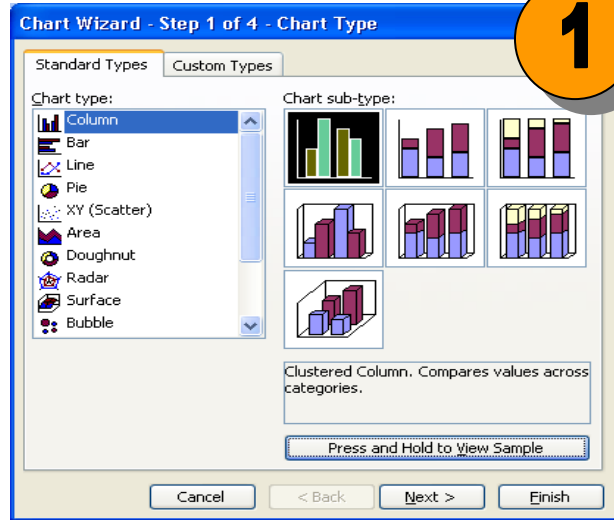
Chart Wizard – Step 2 of 4 – Chart Source Data:
- Determine range of data if it not selected.
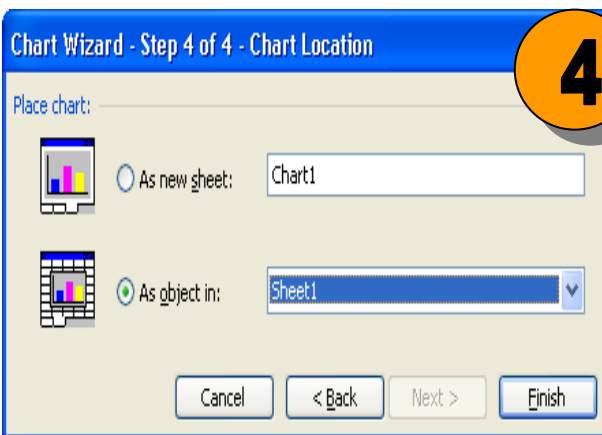- You can preview chart.
- Click **"Next >"**.

Chart Wizard – Step 3 of 4 – Chart Option:
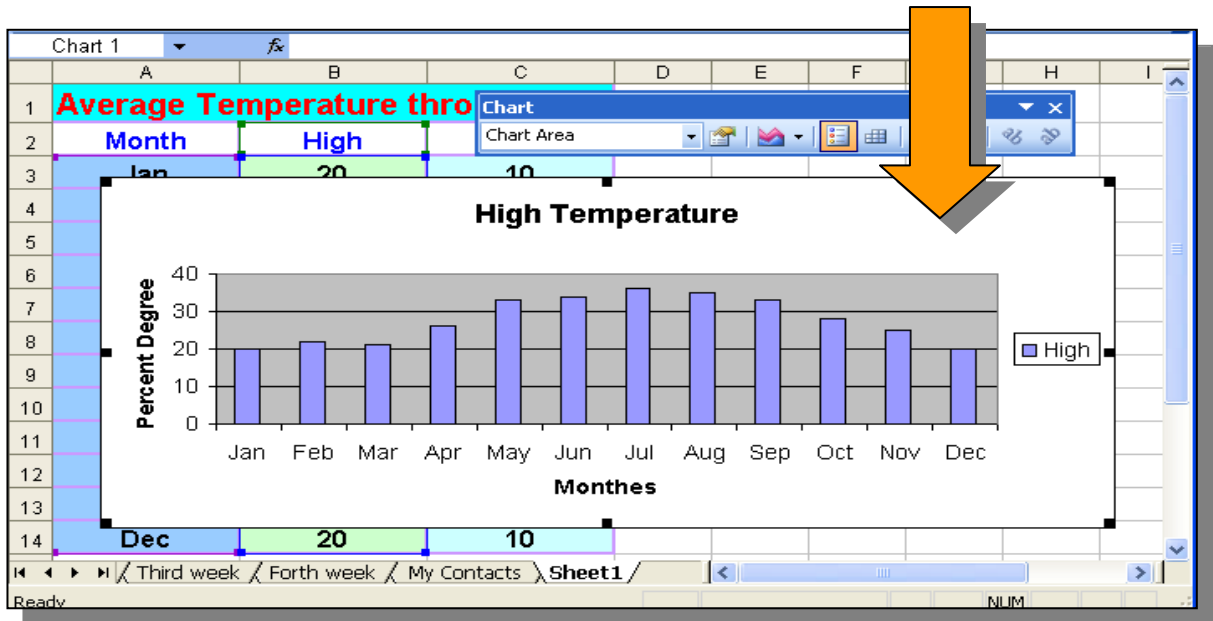- Type chart title, Category (X) axis and Value (Y) axis.
- Click **"Next >"**.

Chart Wizard – Step 4 of 4 – Chart Location:
- As new sheet or as object in sheet1.
- Click **"Finish"**.

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	A	B	C	D	E	F	H	I
1	Average Temperature thro							
2	Month	High						
3	Jan	20	10					
14	Dec	20	10					

High Temperature

Percent Degree / Monthes / High

Activity

Look at the chart carefully, answer the following questions with the help of your teacher:

(1) Chart types are set with a (two-dimensional - three-dimensional) perspective.
(2) The chart is a (new sheet - object in sheet).
Select correct answer
(3) Change high temperature at "Aug" from "35" to"38".
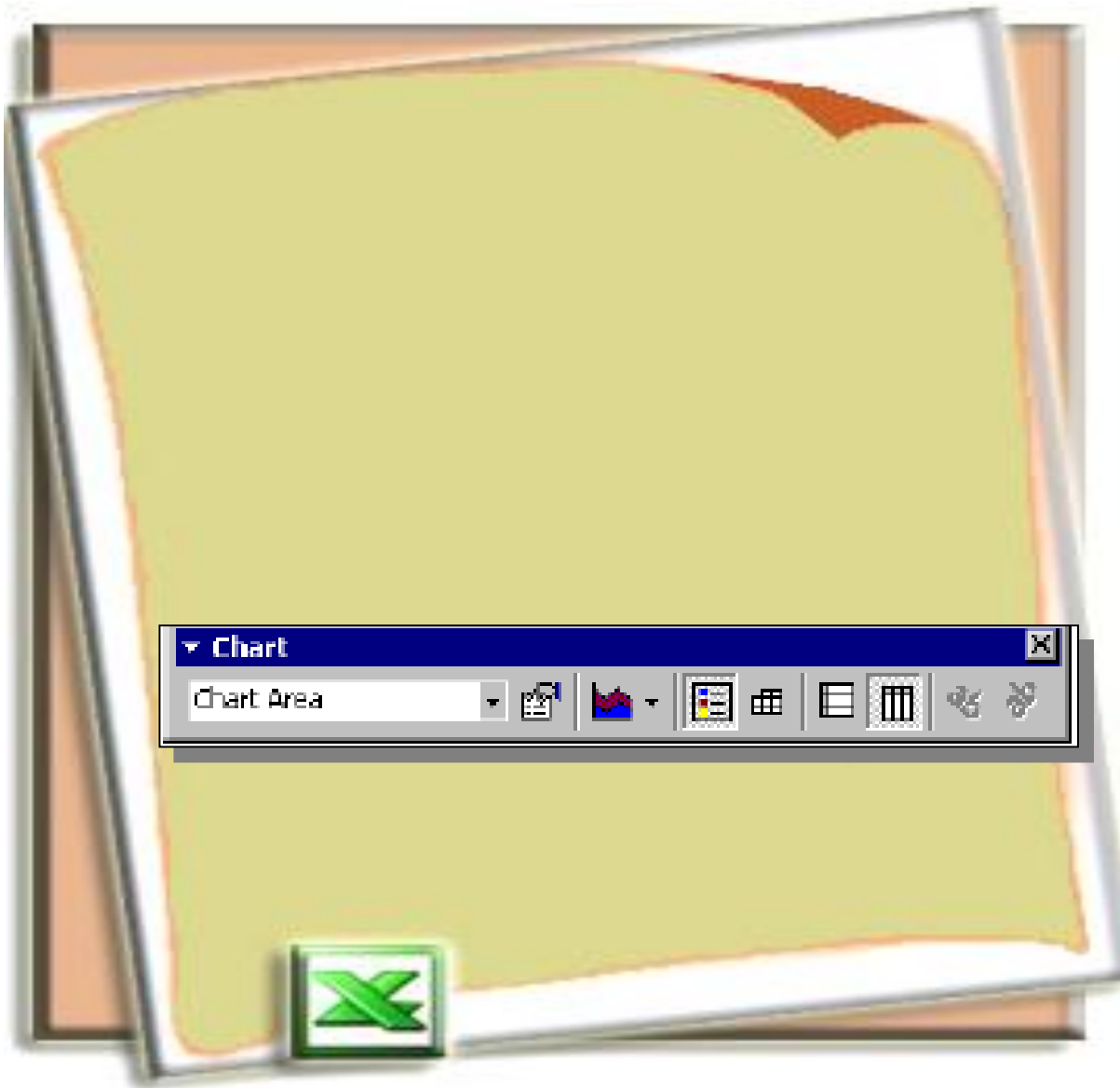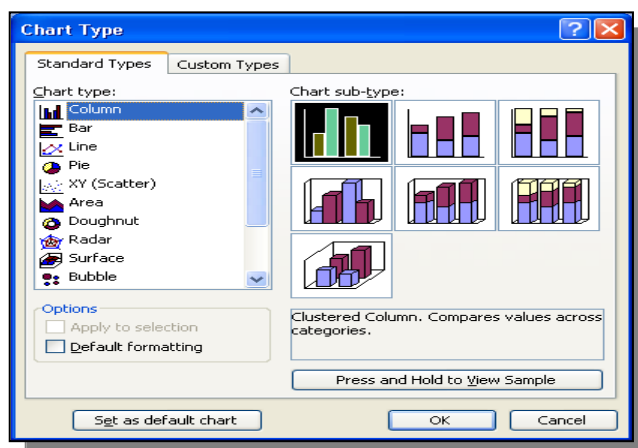
Look at the chart and type your remarks:

……………………………………………………………………
……………………………………………………………………

(4) Save changes.

Chart ✕

Chart Area ▾
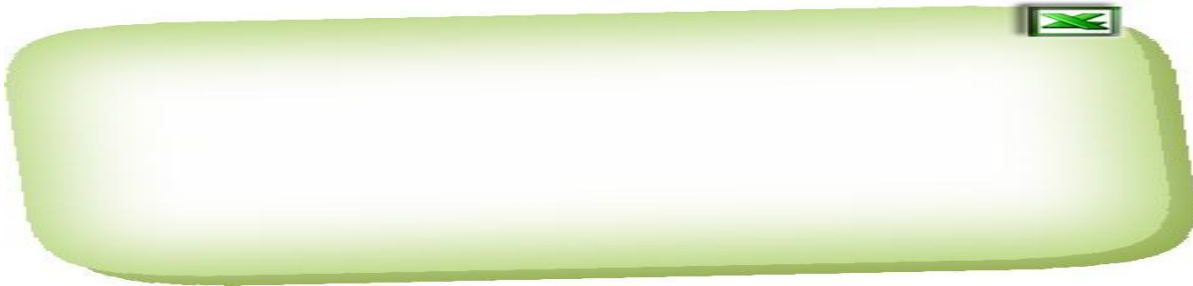
Chart Type …

To change chart type

Modify chart:

Chart Type

Standard Types | Custom Types

Chart type:
- Column
- Bar
- Line
- Pie
- XY (Scatter)
- Area
- Doughnut
- Radar
- Surface
- Bubble

Chart sub-type:

Options
- Apply to selection
- Default formatting

Clustered Column. Compares values across categories.

Press and Hold to View Sample

Set as default chart | OK | Cancel

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When you click on a chart to "activate" it, the
Chart toolbar becomes available. If the Chart
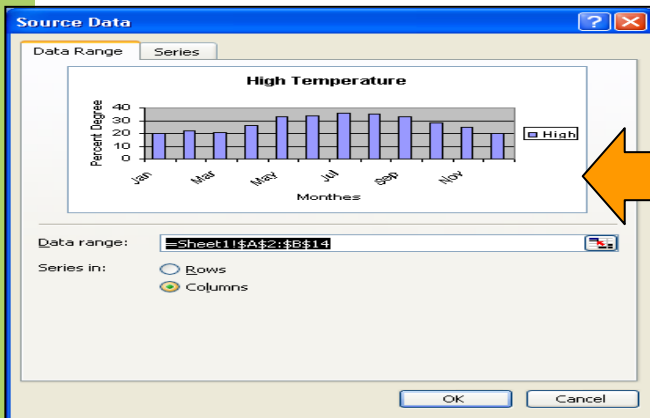
2 Source Data …

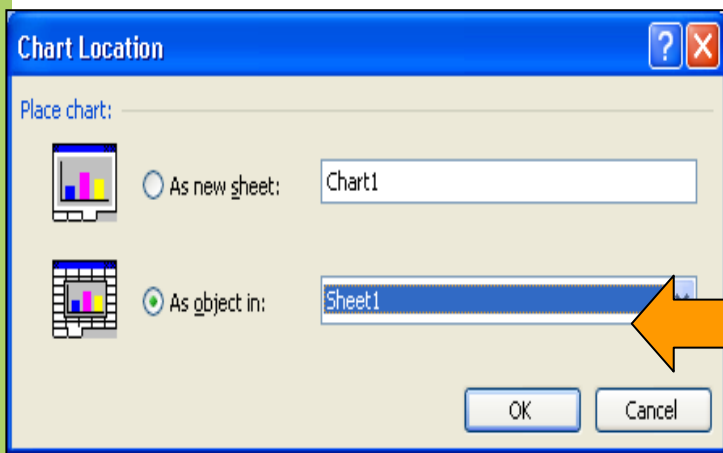To change the range of data is represented

3 Chart Option …

To change any option about chart Title, Axis, Gridlines, Data Labels and Data Tables
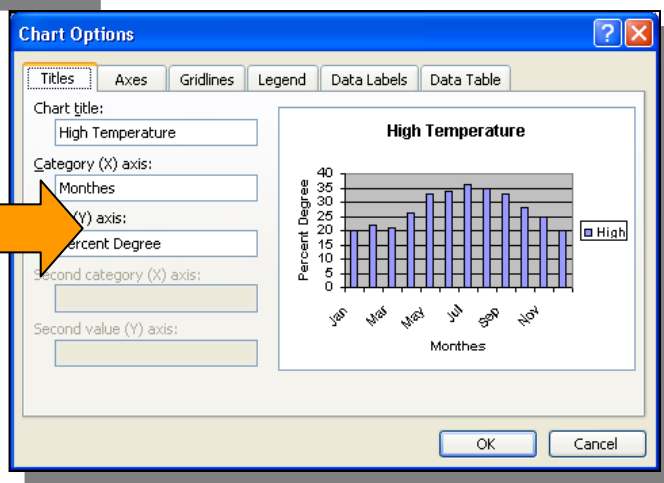
4 Location …

To Change chart location …

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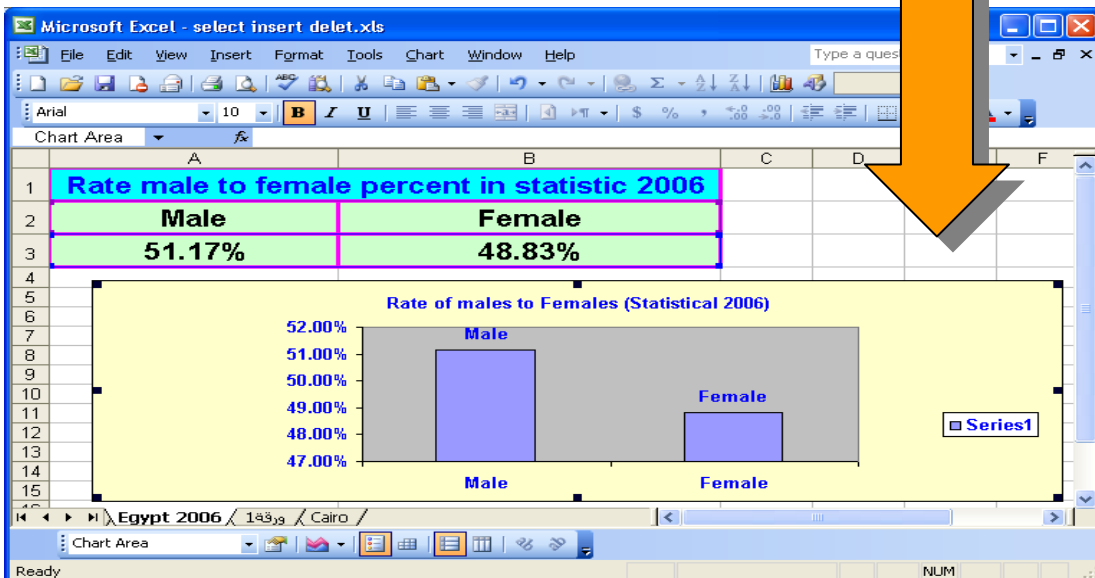
Using the following statistic data of population (Egypt 2006), enter this data and save it in file under name **"Egypt 2006"**:

Perform the following:

(1) Draw chart to represent previous data Using toolbar to Shown as the following picture:

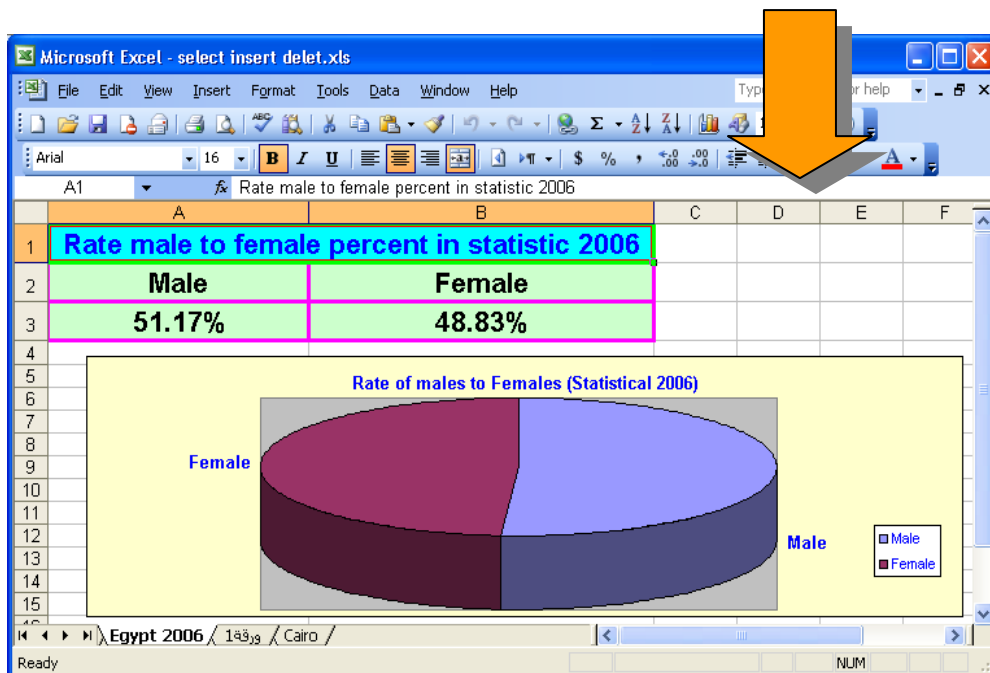**(2)** With your group, discuss chart then write your remarks:

……………………………………………………………………………

……………………………………………………………………………

(3) Change the **"Chart Type"** to **(3-D) Pie Chart** as the following:

(4) Select **"Chart Option"** from shortcut menu, then,

    - Add title of chart from **"Titles"** tab.
    - Select **"Data Labels"** tab and check **"Category Name"**.
    - Click "OK".

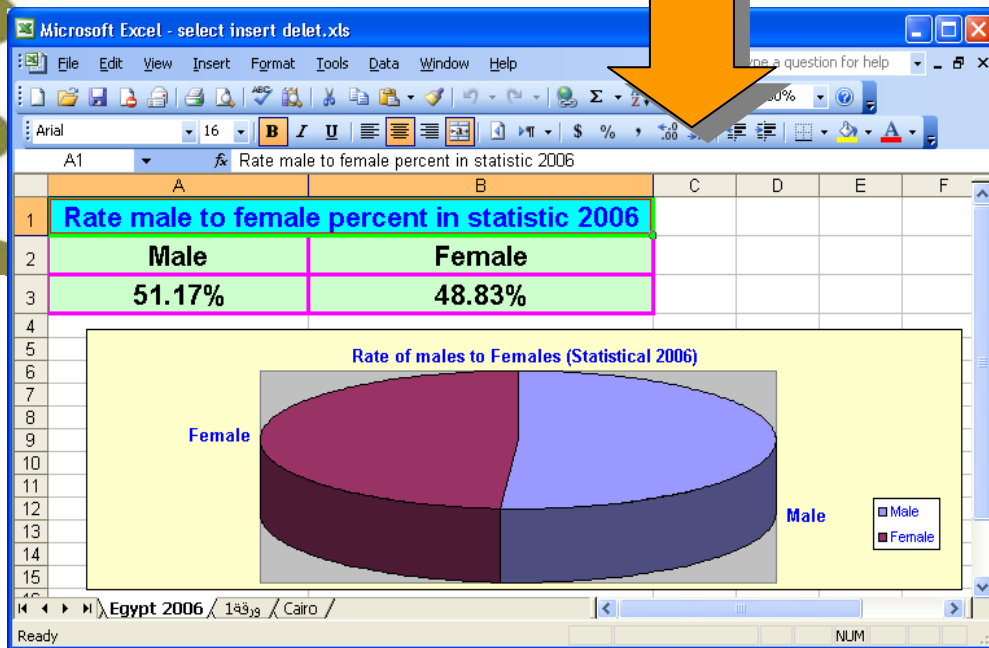**Note:** Click into any **"Object"** of chart to select it, and then you can do formatting on it.

Activity

With the help of your teacher:
- Change **"Pattern"** of chart area.
- **Save** changes.
- **Close** Excel application.

Deleting the chart:
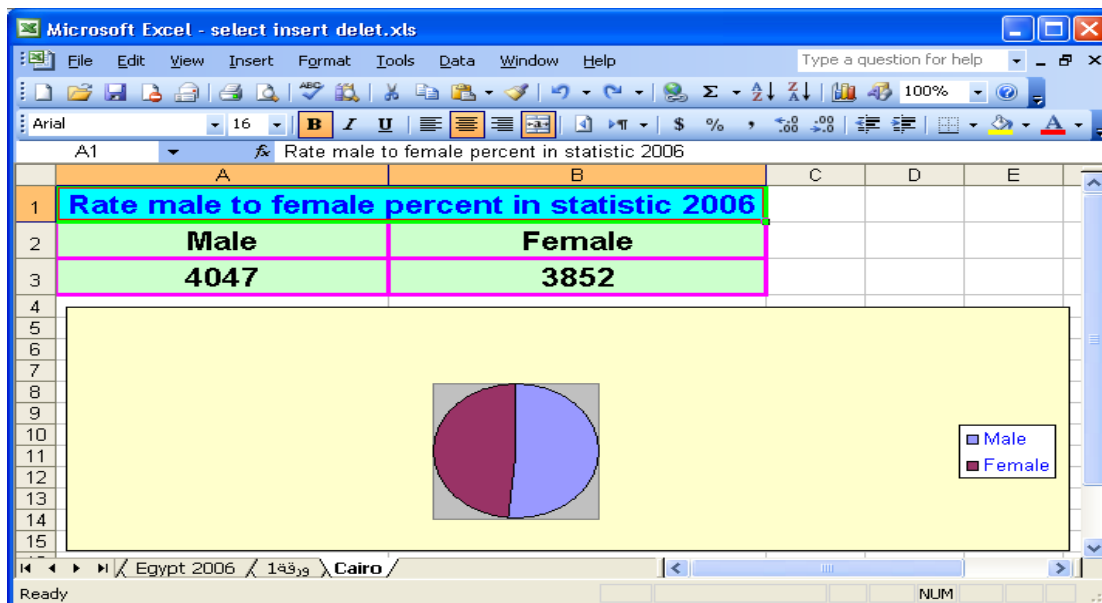To delete the chart, just select it and press **"Delete"** key from keyboard.

Evaluation

Open Excel application, and enter the following data to represent it in the chart

(1)   Make Chart Type to (3-D) Column chart.
(2)   Put the suitable title of chart.
(3)   Put "Chart Location" as a new sheet.
(4)   Change column color.
(5)   Save changes.
(6)   Close Excel application.

Next

More information

You can insert chart, modify, format and delete it, you can read and visit:

- **Step by step Microsoft Office XP.**
- **http://office.microsoft.com.**
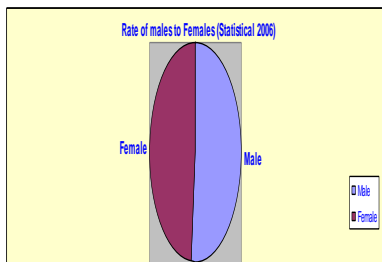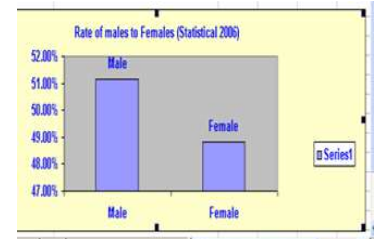- **You can modify chart to represent High/Low Temperature in one chart.**
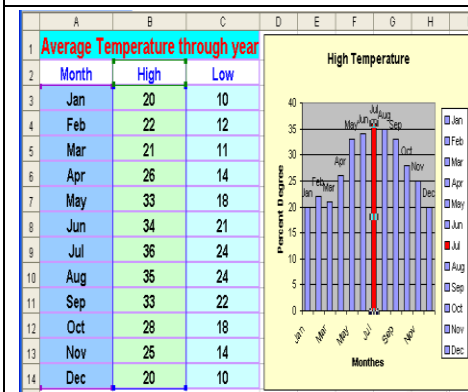
Remember
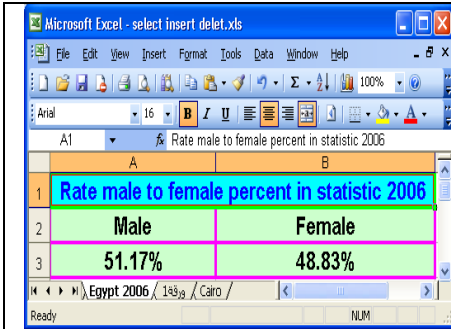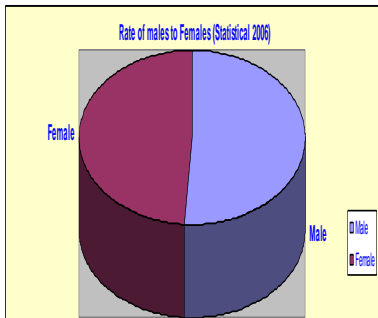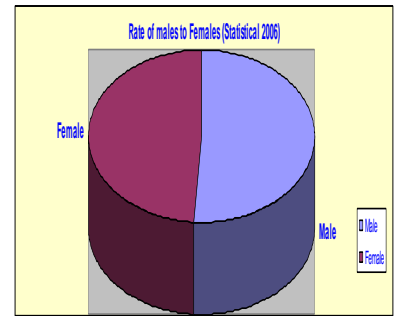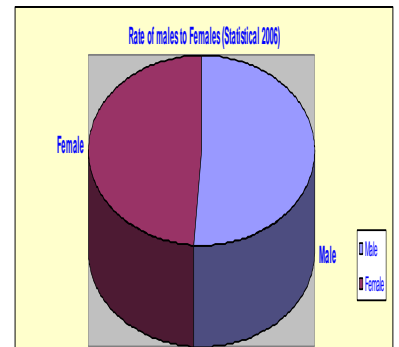
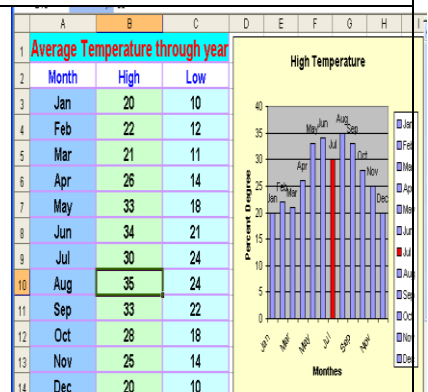|	
	A chart is a graphic representation of worksheet data that can offer visual analysis of information.
	Excel offers a variety of different charts.
	Some chart types are set with a two-dimensional (2-D) or three-dimensional (3-D) perspective.
	Both types of charts are linked to the source worksheet and are updated when the source data is edited.

Chapter 14 Excel printing

- **Page Setup**
- **Print Preview**
- **print**

Aim

To give the student the concepts of the printing in Ms Excel

Objectives

After completing this lesson, you will be able to:

- **Change the page Orientation.**

- **Scale the printing size of the document.**

- **Change the page Margins.**

- **Custom The Header/Footer page.**

- **Use print preview.**

- **Print the Entire Worksheet**

Page Setup

The page setup is very important to the layout and printing of your worksheet.

You may wish to perform the Page Setup function first, prior to inputting data on your worksheet.

1. Select **File** from the menu bar and **Page Setup** from the submenu.
Excel will display the Page Setup window.

2. The **Page tab** allows you to:
  • Change the **page Orientation** to either Portrait or Landscape.
  • **Scale** the printing size of your document.

Page Setup

Page Margins Header/Footer Sheet

Orientation

⊙ Portrait   ○ Landscape

Print...

Print Preview

Options...

Scaling

⊙ Adjust to: 100 % normal size

Scaling the page

○ Fit to: 1 page(s) wide by 1 tall

Paper size: A4

Print quality: 1200 dpi

First page number: Auto

OK   Cancel
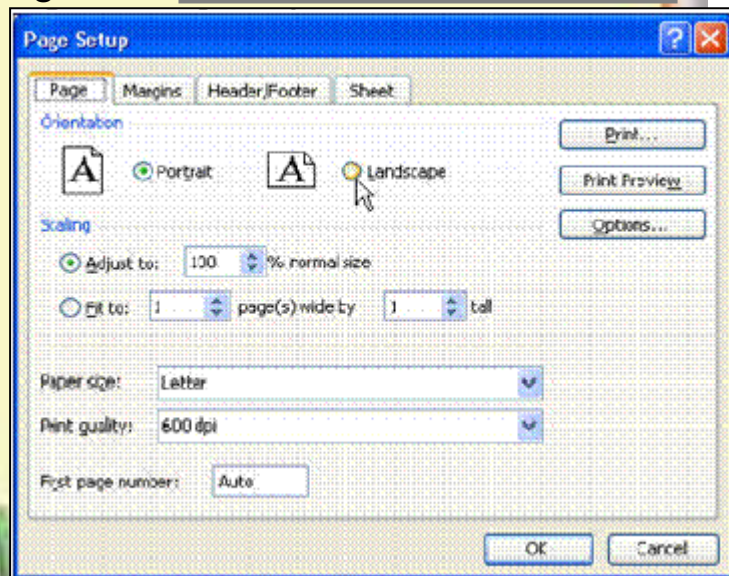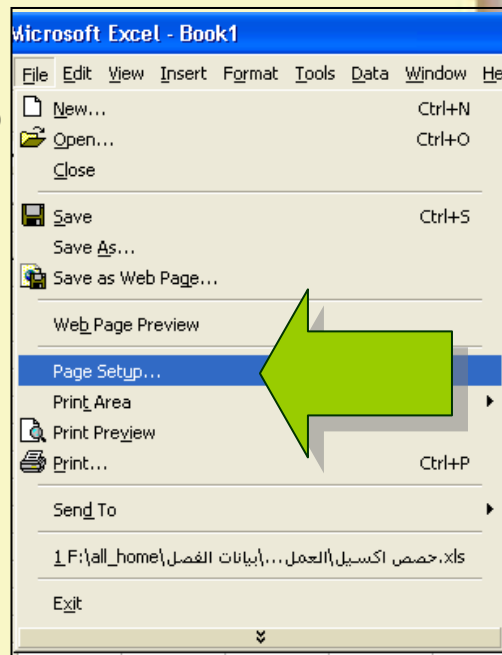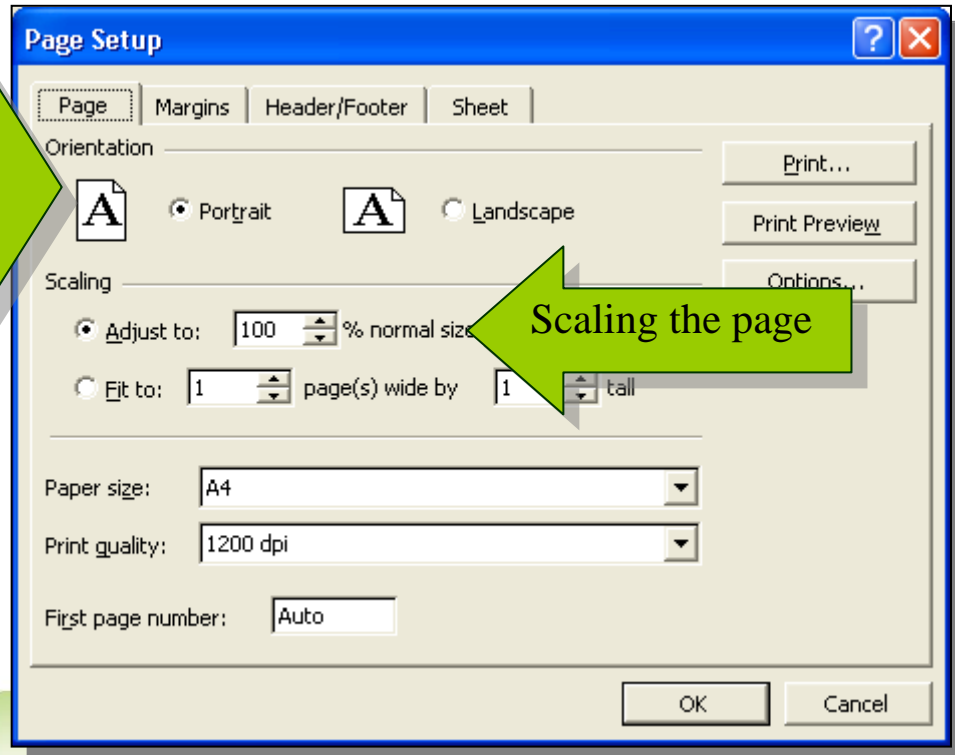
3. The **Margins Tab** allows you to:
   • Set the left, right, top, and bottom margins.
   • Center your print on the page either vertically or horizontally.

Page Setup

Page **Margins** Header/Footer Sheet

Top: 2.5   Header: 1.3

Print...

Print Preview

Options...

Left: 1.9   Right: 1.9
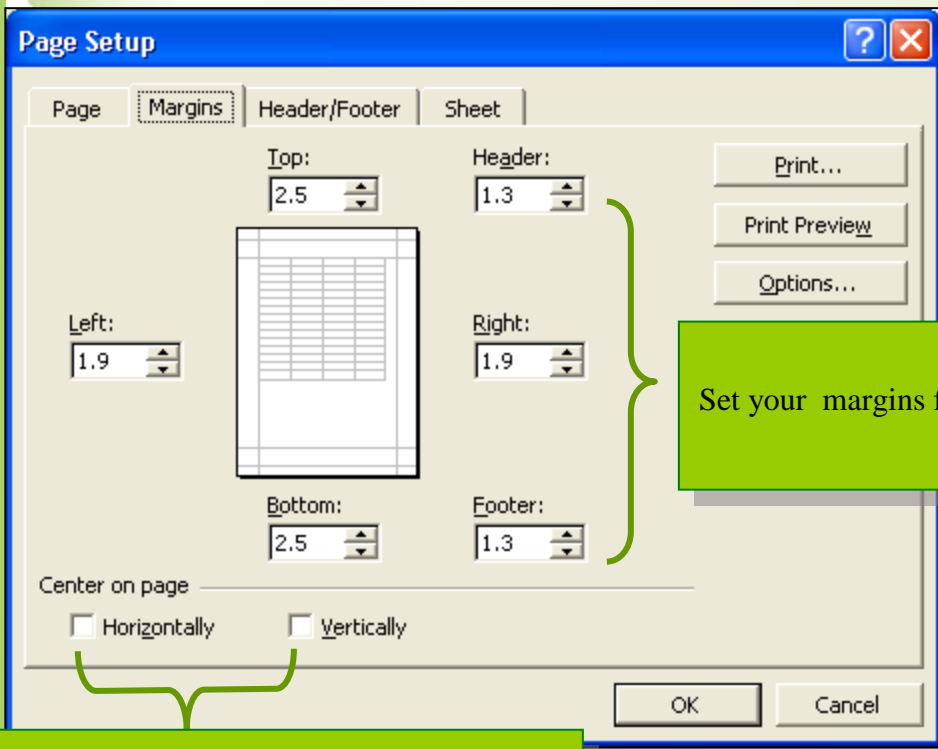
Set your margins for your document

Bottom: 2.5   Footer: 1.3

Center on page

☐ Horizontally   ☐ Vertically

OK   Cancel

Center the printing of the test/data on page vertically and horizontally.

Page Setup

Page | Margins | Header/Footer | Sheet

Print...
Print Preview
Options...

Header:
(none)

Custom Header...   Custom Footer...

Footer:
(none)

To use Preset Headers or Footers click on the arrow.

To create a Custom Header or Footer, click on the appropriate button.

Microsoft Excel - Book1

File | Edit | View | Insert | Format | Tools | Data | Window | He

New...   Ctrl+N
Open...   Ctrl+O
Close

Save   Ctrl+S
Save As...
Save as Web Page...

Web Page Preview

Page Setup...

Print Area

Print Preview

Print...   Ctrl+P

Send To

1 F:\all_home\بيانات الفصل...\العمل\حصص اكسيل.xls

Exit

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Print Preview

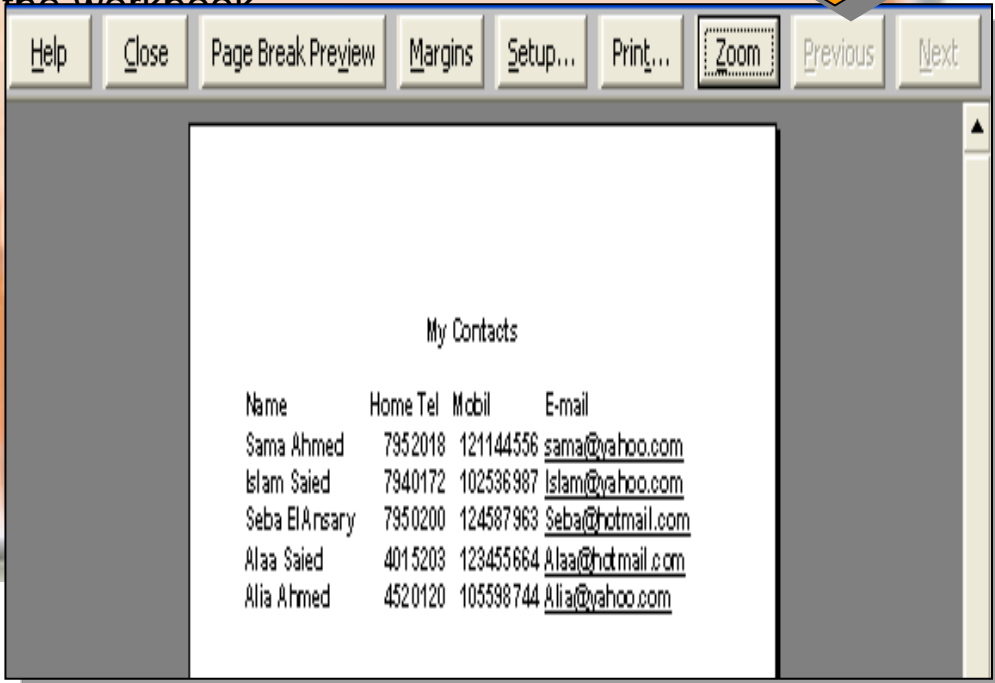The buttons at the top of the Print Preview screen allow you to:
- view the **Next** and **Previous** page (if your worksheet covers more than one page)
- **Zoom** in to actual size and out to full page view;
- go to the **Print…** dialogue box.
- go to the **Page Setup…** dialogue box .
- alter the page **Margins** (these can also be set in the **Page Setup…** dialogue box.

Close the Print Preview box and return to the workbook.

My Contacts

Name	Home Tel	Mobil	E-mail
Sama Ahmed	7952018	121144556	sama@yahoo.com
Islam Saied	7940172	102536987	Islam@yahoo.com
Seba ElAnsary	7950200	124587963	Seba@hotmail.com
Alaa Saied	4015203	123455664	Alaa@hotmail.com
Alia Ahmed	4520120	105598744	Alia@yahoo.com

Print

Printer

Name: AGFA-AccuSet v52.3 (Copy 1)   Properties...

Status: Pause
Type: AGFA-AccuSet v52.3
Where: LPT1:
Comment: ☐ Print to file

Print range
● All
○ Page(s) From: [ ] To: [ ]

Print what
○ Selection   ○ Entire workbook
● Active sheet(s)

Copies
Number of copies: [1]

☑ Collate

Preview   OK   Cancel

Print what
○ Selection   ○ Entire workbook
● Active sheet(s)

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Note: You may select other options in the Print window before you print your spreadsheet. For instance, you may print certain pages of your spreadsheet by filling the "From:" and "To:" boxes in the "Print range" area. You may also print several copies of your worksheet by selecting the "Number of copies:" option in the Print dialog box.

Evaluation

With your group try to:
- **Setup the page of the worksheet**

- **Change the page Margins.**

- **Custom The Header/Footer page.**

- **Use print preview.**

- **Print the Entire Worksheet**

More information

Use the MS Excel help about printing the work sheet

Remember

- Page Setup
The page setup is very important to the layout and printing of your worksheet.

- The **Header/Footer tab** allows you to:
Use preset or create custom Headers and Footers for your document.

- Print Preview
To view how your work will look like when it's printed.

- You can Print the Entire Worksheet or a Section of a Worksheet.